



Department of Health and Human Services
OFFICE OF INSPECTOR GENERAL
OFFICE OF INVESTIGATIONS



Student Volunteer Service Program – Student Agreement

Section I *Student Information*

1. Student's Name: _____ 2. Major: _____
Academic Level: *Freshman Sophomore Junior Senior Graduate Student Other:* _____
 3. Grade Point Average (GPA): _____ (4.0 scale)
 4. Educational Institution: _____
 5. Proposed Location (Duty Station): _____
 6. Proposed Dates of Service: _____ Proposed Hours per Week: _____
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Section II *Student Volunteer Agreement*

This section is to be completed by the student volunteer.

I understand that:

1. I will receive no pay for the services rendered;
2. I will make all travel and living arrangements necessary prior to beginning the internship. I will be responsible for all personal travel and living expenses;
3. I will maintain regular attendance at OI during the hours arranged for placement. Absences must be reported to my supervisor or program coordinator;
4. I will fulfill in a professional manner all the duties and responsibilities assigned by my supervisor;

¹ A student in good standing is defined, for the purpose of this instruction, as “an individual who continues to be enrolled and maintains an academic record which is satisfactory according to the standards of the educational institution.”

5. I understand that work completed during my internship is an official government record. I will consult with and obtain approval from my supervisor before submitting any documents to my educational institution or any prospective employer or non-federal entity regarding my internship experience;
6. I am not considered to be a Federal employee for any purposes other than for the purpose of:
 - a. the Federal Tort Claims Act (28 U.S.C. §§ 1346(b), 2671-2680), which enables individuals (other than Federal employees) who are injured by negligent or wrongful acts of Federal employees acting within the scope of employment to submit claims for compensation for those injuries to the Federal Government; and
 - b. compensation for injuries to Federal employees during the performance of work assignments (5 USC Chapter 81);
7. I am required to comply with all regulations and policies governing:
 - a. the protection of privacy in personnel records;
 - b. the agreement to abide by the code of conduct during volunteer student internship with OI; and
 - c. the availability of official information and disclosure (see generally Title 5 CFR Parts 297, 735, and 294); and
8. I will observe all rules of safety in the performance of my duties.

This agreement may be terminated at any time by me, my educational institution, or OI. A record of my attendance will be provided to me and my educational institution when my internship is completed.

Signature of Student

Date

Section III *OI Agreement*

The Department of Health and Human Services, Office of Inspector General, Office of Investigations, agrees to accept the student volunteer services from the student assigned in Section I.

Supervision of student volunteer services will be provided, and a record of attendance and a written evaluation of the student's performance will be provided to the student and the Educational Institution at the end of the assignment.

Signature of Certifying Official

Date

Title