



National Aeronautics and Space Administration

Intern NTE Participant Agreement

(for Interns with not-to-exceed dates)

Intern's name	Center and organization name
Position title, series, grade, step, and salary	
Duty location (city and state)	
Appointment starting date	Appointment expiration date
Work Schedule (check one): Full-time/alternating (rotate between work and school, must attend school at least halftime while working) Part-time/parallel (work and attend school half-time)	
Intern's Responsibilities <ul style="list-style-type: none"> Adhere to an established work schedule Provide proof of enrollment in an accredited educational institution and transcripts, as requested by the Agency Notify the Agency of any changes in your enrollment status or academic standing Maintain at least a half-time course load as defined by your educational institution Maintain a cumulative GPA of 2.90 or above on a 4.00 scale Successfully perform the duties in your position description 	Supervisor's Responsibilities <ul style="list-style-type: none"> Provide the Intern with information on the Intern program requirements Provide the Intern with a position description upon appointment Establish a mutually agreeable work schedule that does not interfere with the Intern's academic schedule Provide the Intern with a performance plan within 30 days of appointment Supervise the Intern's daily work activities and provide ongoing feedback on performance
General Description of Duties	

Performance Evaluation

Your performance plan and evaluations will be completed in accordance with NPR 3430.1, NASA Employee Performance Communication System. Your supervisor is required to provide you with a performance plan within 30 days of your appointment.

Requirements for Continuing in the Intern Program

To continue in the Intern program, you must:

- Be continuously enrolled in an accredited educational institution on at least a half-time basis (as defined by the school)
- Maintain a cumulative grade point average of at least 2.90 on a 4.00 scale
- Maintain United States citizenship

The duration of your Intern appointment is a trial period. Reasons for termination during the trial period may include, but are not limited to:

- Loss of eligibility (e.g., GPA drops below 2.90, expulsion from academic program, less than half-time enrollment)
- Unsatisfactory performance
- Misconduct
- Inability of NASA to retain you, for administrative reasons (e.g., budget constraints, lack of work)

Promotion, Conversion to Permanent Employment, and Continued Employment

This appointment does not confer eligibility for promotion, noncompetitive conversion to a term or permanent appointment, or continued employment at NASA.

I understand and will abide by the terms of this agreement.

Intern:

_____	_____	_____
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>

Supervisor:

_____	_____	_____
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>

Human Resources Official:

_____	_____	_____
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>