

## **Student Volunteer Internship Program**

### **Program Summary:**

The United States Naval Academy is committed to introducing students to its mission and function, and to the work environment by offering volunteer opportunities to students enrolled in an accredited high school, trade school, college and/or university. These opportunities allow students to explore career options in their field of study and develop personal and professional skills. Volunteer students are exposed to the work environment while learning about the Department of the Navy, specifically missions and responsibilities of higher education career fields. Student volunteer service is enriching and benefits include:

- Career exploration early in academic studies.
- Exposure to new and emerging occupations and professions.
- Academic service credit hours for the work performed.
- Experience that enhances ability in future job endeavors.

Public law prohibits the Federal government from accepting volunteer service in most situations. No person may provide unpaid service to the Federal government or provide service with the understanding that he or she will waive pay. However, there are specific exceptions when this can be done, and the employment of students to further their educational goals is one example.

### **Eligibility Criteria**

**To qualify for consideration in this program, you must meet all five criteria:**

- Student must be at least 16 years of age at the time of appointment.
- Student must be enrolled and attending, at least half-time, in one of the following: an accredited high school/trade school; a technical/vocational school; a junior/community college; a four-year college/university; or any other accredited educational institution.
- Students must obtain and maintain a GPA or at least 2.0 on a 4.0 scale.
- Students must be available to work a minimum of 2 weeks in the program.
- Students must be a U.S. Citizen or national.

Once placed in the program, students may continue to volunteer as long as they meet program eligibility requirements. Participants in the Student Volunteer Internship Program must end their internship at the time of graduation or withdrawal from enrollment.

Please note: Some internships may have specific eligibility requirements that vary from the above. These requirements will be posted with the Student Volunteer Internship Program Announcement.

## How to Apply

Applications for summer internships are due by 22 April 20xx for initial consideration. Application should be submitted for each internship opportunity for which you desire consideration. Continue to monitor the website - <http://intranet.usna.edu/HRO/jobs/students.php> - to apply for additional internship opportunities that may become available throughout the summer. Applications will be held for 6 months.

To apply for a Student Volunteer Internship Appointment all applicants are required to submit:

- A current *resume* (no special format required). Please include your expected graduation date.
- A *cover letter* identifying yourself as an applicant for the Volunteer Student Internship Program. The letter should also contain your career area of interest and the timeframe(s)/dates you are able to intern.
- *Proof of enrollment/acceptance* from an accredited high school, trade school, college and/or university.
- *Unofficial transcripts* clearly showing your grades/GPA.

Email the above documents to [usna-jobs@usna.edu](mailto:usna-jobs@usna.edu). The subject line should read: **Student Volunteer Internship Program (and include the title and department for the position)**. If possible, please merge all four documents into one (1) .pdf file when applying, and name your file with your last and first name (i.e. Smith,John).

While email applications are preferred, you may mail all required application documents to:

U.S. Naval Academy  
Attn: HR Volunteer Student Internship Program Manager  
181 Wainwright Road MS 20B  
Annapolis, MD 21402

## Additional Information

It should be noted that, under 5 U.S.C. 3111, a student volunteer is not a Federal employee for any purposes other than injury compensation and law related to the Tort Claims Act.

Student participation in the program is on a voluntary basis, and there is no remuneration, housing assistance or support, or other employee benefits provided. Volunteer service is not creditable for leave or any other employee benefits or monetary compensation and does not entitle a participant to noncompetitive permanent employment with the U.S. Naval Academy or with any other Federal installation.

Student Volunteer Interns are expected to maintain acceptable attendance and to conduct themselves so as not to disrupt normal workflow.

**The Department of Navy is an Equal Opportunity Employer.**