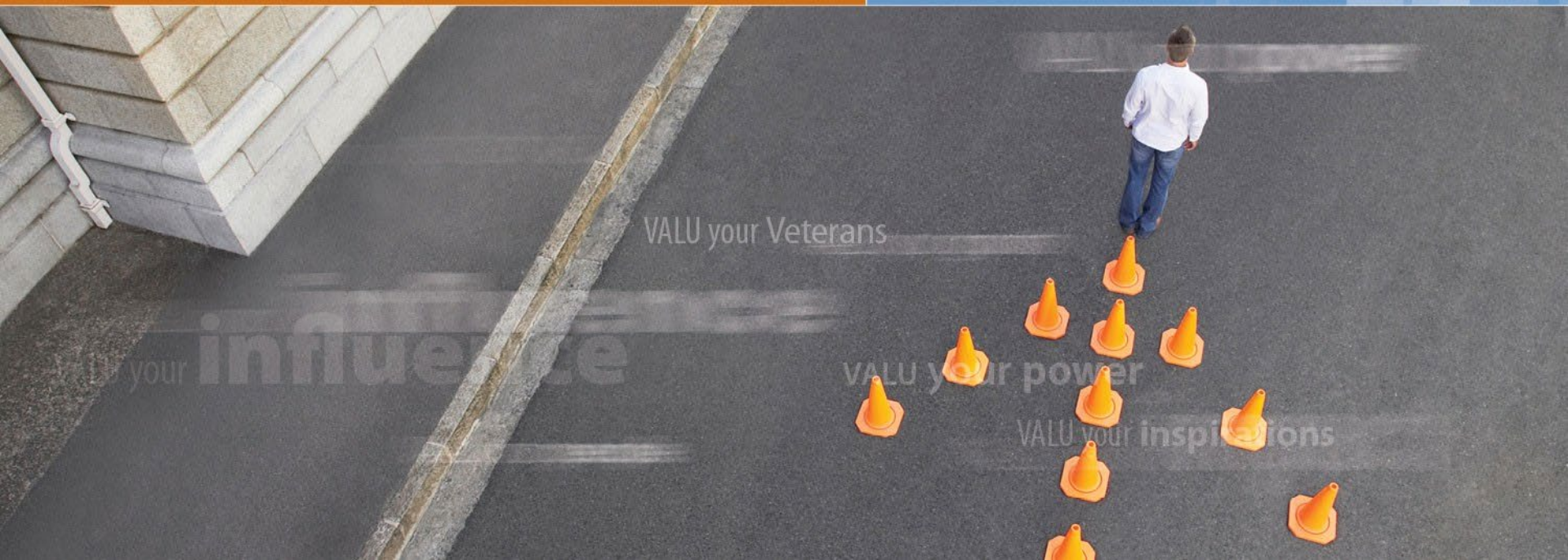


VA Pathways Orientation for Interns Module 2



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Module 2

Pathways Internship Program Requirements, Forms and Procedures



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Objectives for Module 2



- Requirements for my Pathways Program
- Important Forms and Procedures

Requirements for Interns

- ✓ Complete my **Pathways Orientation**
- ✓ Meet with Supervisor to review and sign a **Pathways Participant Agreement** within first 10 days
- ✓ Develop and sign **Individual Development Plan (IDP)** with Supervisor within the first 45 days of appointment if for one year or more
- ✓ Maintain enrollment in an accredited academic institution at least half time
- ✓ Maintain acceptable performance standards



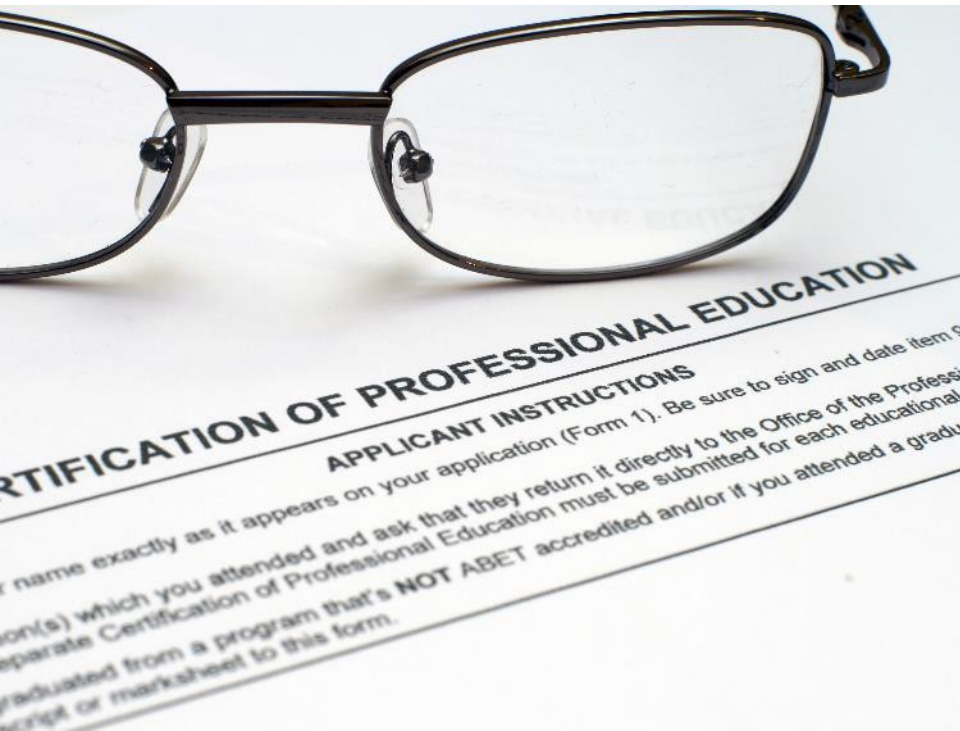
Pathways Participant Agreement

- Contract between Participant and Supervisor
- Identifies requirements and expectations for program
- Fill out and sign. Supervisor and HR Specialist must also sign.



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Individual Development Plan (IDP)



- Establish learning goals and objectives and a plan for meeting them
- Focus on development as key aspect of Pathways
- Track completion and communicate with supervisor regarding progress towards targeted goals and objectives



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Maintaining Eligibility



- Meet Performance Standards
- Maintain good academic standing and proof of enrollment



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Exit and/or Conversion



- Complete 640 hours of work
- Successfully complete academic program
- Meet minimum qualifications of position (must be in same series as internship to be noncompetitive)



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Frequently Asked Questions



- Can I remain in my internship if I switch schools?

-Yes, must maintain eligibility as a student to remain eligible to continue as a Pathways participant

- Can I continue my internship past graduation?

-In rare circumstances, a participant may continue internship past graduation. Discuss continuation with supervisor and HR office prior to graduation

- How can I learn more about careers at VA?

visit: www.vacareers.va.gov

Next Steps

- Review Module 3 – How to make the most of my Internship Program at VA



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