Appendix A – NA Form 3060

Internship Agreement
between the
National Archives and Records Administration
and

(Educational Institution)

In accordance with 44 U.S.C. 2105(d) and 5 CFR 308 the NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA), (student name), and the EDUCATIONAL INSTITUTION (named above) enter into this agreement to provide for the acceptance of the volunteer services of the student named above for the period indicated. The volunteer services of the student are accepted by NARA to:

[Identify appropriate project(s) here]

In accepting the services of the volunteer student intern, NARA agrees to:

1. Designate a staff member to serve as a contact point with the qualifying educational institution.

2. Inform the school of work experience opportunities.

3. Establish work schedules that are consistent with the school’s academic calendar and do not interfere with academic performance to enable the student to complete the internship.

4. Orient the student to NARA’s mission and policies, and to the specific requirements of the unit to which the student is assigned.

5. Provide quality work assignments related to the student’s field of academic study and provide the educational institution and the student with a description of these work assignments.

6. Provide progressive and diversified work experiences to prepare the student for employment in the occupations in which he/she has an interest.

7. Correlate work and study in a manner that will expand the student’s educational development.

8. Assist the student in learning the job requirements and counsel the student on his/her performance.

9. Coordinate with the educational institution and student to ensure that completion of the
educational program (awarding of diploma, certificate, degree, etc.) and the internship are accomplished in a reasonable and appropriate timeframe.

10. Maintain and provide to the EDUCATIONAL INSTITUTION the attendance records of the student intern, if so required.

11. Create and furnish the EDUCATIONAL INSTITUTION the evaluations of the student intern's performance, if so required.

12. Provide the volunteer student intern with necessary materials, information, and working space within the limitations of current regulations, laws, safety conditions, and the NARA budget.

**By signing the Student Intern Agreement, the EDUCATIONAL INSTITUTION agrees to:**

1. Certify that the student intern is at least a halftime student as defined by its academic regulations.

2. Affirm that the student intern is in good academic standing.

3. Acknowledge the right of NARA to terminate this agreement before the completion of the assignment.

4. Inform NARA of any changes in the student’s status.

5. Provide reports on the student’s academic progress and performance, if requested.

**By signing this agreement, the STUDENT INTERN agrees to:**

1. Obey the rules and regulations of the Federal Government and NARA.

2. Notify the designated person regarding any deviations or absences from the scheduled volunteer services work period.

3. Provide NARA with a copy of the project(s) or work assignment(s) completed during the student intern assignment and with any requested reports or evaluations regarding the project(s) or work assignment(s) or the overall student intern assignment performed under this agreement.

4. Acknowledge that his or her volunteer service will be uncompensated and is not creditable for leave or any other employee benefits.

5. Acknowledge the right of NARA to terminate this agreement before the completion of the assignment.
6. Always act in a courteous, considerate, and prompt manner in dealing with the public, fellow volunteers, and National Archives staff. NARA interns must avoid any action, whether or not specifically mentioned in this agreement, which might result in or create the appearance of:

   a. Using their NARA volunteer position for the private gain of themselves or others;

   b. Giving preferential treatment to any one NARA user over another;

   c. Impeding Government or NARA efficiency or economy;

   d. Losing independence or impartiality;

   e. Affecting adversely the confidence of the public in the integrity of the Government or of NARA.

7. Not use, directly or indirectly, inside or other nonpublic information, whether or not use of such information is intended to further a private gain (financial or otherwise), for themselves or others, if such information is not generally available to the public or if such information was obtained solely by reason of their NARA volunteer service.

8. Preserve the security and integrity of Federal property, including archival and donated historical materials in the custody of the National Archives and the Presidential libraries. They must observe all NARA regulations and procedures for storing, handling, and disclosing information from these records and materials.

9. Not use, take, dispose of, or allow others to use, take, or dispose of Government records, property, facilities, or services of any kind for other than officially approved Government business. Government facilities, telephones, property, and staff may be used only for official NARA business and only when authorized by appropriate NARA officials.

10. Not publish any information, including indices or descriptive lists, obtained or created in the course of the performance of their volunteer duties for NARA. The products of an intern’s service belong to NARA. An intern who wishes to publish information obtained or created while completing an internship at NARA may do so only after the product of the internship has been made available to all researchers.

**WE, THE UNDERSIGNED, ACCEPT THE PROVISIONS OF THIS AGREEMENT.**

*For the National Archives and Records Administration:*
Full opportunity will be given to all qualified applicants without regard to race, color, creed, religion, national origin, sex, age, disability, or political or personal favoritism.