



# Application for GAO's Student Career Experience Program (SCEP)

Name (Please print)		Today's date	Expected graduation date
Program of study		College/University	

**This position requires a SCEP agreement with your college or university. Please provide a point of contact to work with our office on setting up such an agreement.**

Applicants **MUST** answer the following questions to be considered for employment

Are you a U.S. Citizen? (GAO's SCEP requires U.S. citizenship.)		Yes	No
Do you understand that the GAO SCEP Program requires a 640-hour work commitment that must be completed by the time you graduate from your current degree program?		Yes	No
Do you claim veterans' preference? (If so, you must provide a DD-214.)		Yes	No
What is your <u>overall</u> G.P.A.?			GPA
What is your current level of education	Undergraduate	Graduate	Other
If other, please specify:			
How many semester (SH) or quarter (QH) hours will you have at the end of this semester or quarter?		SemHrs	QtrHrs
Have you ever worked in a work study or student volunteer program?		Yes	No
How did you learn about GAO's SCEP Program?			
When are you available for employment? Check all that apply.		Now Summer	Spring Fall
Are you interested in working full-time (40 hours per week) or part-time:		Full-time	Part-time
If part-time, specify the number of hours you are available to work per week:			
Which location would you prefer?		Headquarters (Washington, DC)	Field Office
If interested in a field office location, indicate which one(s) FO Location			

For GAO's field office locations, go to [www.gao.gov/careers/where.html](http://www.gao.gov/careers/where.html)

*I certify that the above information is true, correct, and complete, and I will abide by the requirements of the program and the GAO SCEP Agreement*

Signature

Date

GAO Point of Contact: Matthew Myatt, Human Capital Specialist  
[MyattM@gao.gov](mailto:MyattM@gao.gov); (404) 679-1943

## STUDENT CAREER EXPERIENCE PROGRAM (SCEP) AGREEMENT

**The GAO Supervisor agrees to:**

- provide the student with paid employment with assignments of increasing responsibility related to the student's field of study. A commitment of 640 work hours is required;
- develop an individual work plan, which will include specific work and learning objectives for the student. Supervisor will discuss these objectives at the beginning of the SCEP assignment;
- participate in on-site meetings and/or teleconferences as necessary;
- complete and discuss the student's written evaluation and provide ongoing feedback throughout the program; and
- uphold the underlying purpose of the SCEP Program—to enhance the student's education. The supervisor will notify the SCEP Program Coordinator when student has completed his/her degree requirements. The Coordinator and the supervisor will determine whether all requirements have been met for conversion. The supervisor will complete the SCEP Conversion Worksheet and forward to SCEP Coordinator.

**The College/University agrees to:**

- Appoint a liaison between GAO and the University. This person will also serve as the student's SCEP advisor.
- The Liaison will:
  - provide the supervisor with pertinent information about the student's academic progress;
  - participate in on-site meetings and/or teleconferences as necessary; and
  - provide evaluation forms and other university forms to meet SCEP requirements.

**The SCEP student agrees to:**

- maintain satisfactory work performance and academic progress while enrolled in the GAO's SCEP Program;
- complete a minimum of 640 work hours with GAO;
- promptly notify GAO and his/her school liaison of any changes that may impact work and/or academic schedules;
- actively participate in on-site meetings and/or teleconferences;
- promptly submit all forms related to the SCEP Program; and
- adhere to university and GAO policies.

*By signing this agreement, the STUDENT understands that conversion of his/her employment to permanent status is contingent upon meeting all program requirements for conversion (e.g. satisfactory work performance and conduct, completion of his/her degree, and completion of the 640-hour work requirement on or before degree completion). The STUDENT also understands that GAO has 120 days in which to convert him or her to permanent status and that conversion is contingent upon meeting all program requirements and any unforeseen budgetary constraints in effect for GAO at the time of conversion.*

(Please print)

SCEP student	College/University
GAO supervisor	Phone number
School liaison	Phone number
SCEP Program Coordinator <a href="#">Matthew Myatt</a>	Phone number <a href="#">(404) 679-1943</a>

We agree to comply with the conditions of this Agreement  
(Signatures)

Supervisor	Date
Student	Date
School liaison	Date

**Contact Matthew Myatt, SCEP Program Coordinator, at (404) 679-1943 or [MyattM@gao.gov](mailto:MyattM@gao.gov) with any questions.**