CO-OP QUALIFICATIONS WORKSHEET

DATE:	ORGANIZATION CODE	EMPLOYEE INITIALS

NAME OF EMPLOYEE:	NATURE OF ACTION: ☐ Appointment ☐ Return to Duty ☐ Conversion ☐ Promotion

NAME AND LOCATION OF SCHOOL:	MAJOR FIELD:	GRADUATION DATE (OR COMPLETION OF REQ'MTS): Month Year
TITLE AND GRADE OF POSITION:	☐ Associate ☐ Grad ☐ Undergraduate ☐ Ph. D	CHANGE IN MAJOR FIELD: ☐ Yes ☐ No

SCHOOL	TYPE ROTATION	MAJOR	ACADEMIC STATUS	GRADE SCALE	GRADE POINT AVERAGE	TARGETED COMPETENCY
	1 = Semester 3 = Semiannual 2 = Quarter 4 = Annual		1 = Freshman 3 = Junior 5 = Graduate 2 = Sophomore 4 = Senior 6 = Ph. D			

QUALIFICATIONS FOR INITIAL APPOINTMENT

CLERICAL AND TECHNICIAN STUDENT TRAINEE POSITIONS

Grade	Level of Education *	Notes
GS-1	High School Student	
GS-2	High School Graduate	
GS-3	Complete 1 Year of Study Post H.S.	
GS-4	Complete 2 Years of Study Post H.S.	

SCIENTIFIC AND ENGINEERING AND PROFESSIONAL ADMINISTRATIVE STUDENT TRAINEE POSITIONS

Grade	Level of Education *	Notes
GS-4	College Sophomore	
GS-5	College Junior	
GS-6	College Senior	
GS-7	Masters Program or College Graduate	
GS-9	Doctorate Program or Completion of 1 Year of Master-Level Study	
GS-11	Doctorate Program (Research) or Completion of 1 Year of Doctorate-Level Study	

VERIFIED BY EMPLOYEE

(SIGNATURE: I UNDERSTAND ANY CHANGE IN MY ACADEMIC MAJOR REQUIRES APPROVAL IN ADVANCE BY MSFC AND SCHOOL OFFICIALS. AN UNAUTHORIZED CHANGE MAY RESULT IN MY TERMINATION.)

Signature of Student _____ Date _____

ADDITIONAL APPOINTMENT REQUIREMENTS

- ☐ Written Co-op Agreement
- ☐ Academic Certification
- ☐ Attendance
- ☐ Academic Major
- ☐ Scholastic Average
- ☐ Minimum Age Requirement
- ☐ Citizenship
- ☐ Medical Requirement
- ☐ Nepotism Restriction
- ☐ Members-of-Family Requirement

* *College or University will determine the level of education or classification that the student trainee has attained.*

CONVERSION REQUIREMENTS

- ☐ Citizenship
- ☐ Members-of-Family Requirement
- ☐ Degree Requirement
- ☐ Major Field Related to Position
- ☐ Converted Within 120 Days
- ☐ Last Work Period Within 18 Months of Graduation
- ☐ Student meets qualification standards for position
- ☐ Student will complete degree requirements within MSFC Co-op Program Guidelines
- ☐ GPA (Final)_____Student has completed before graduation one or more work periods totaling 26 weeks (640 work hours in a pay status)
- ☐ On Job Experience - 2080 Hours in Same Occupational Area, or:
- ☐ Completed 1040 Hours in Work Status and Satisfied Superior Academic Achievement Provision (GS-7)
- ☐ Travel Authorized

SIGNATURE OF INITIATOR:	DATE:	SIGNATURE OF REVIEWER:	DATE: