

Student Career

Experience Program (SCEP)

A Partnership

Between VA Health

Care Facilities

and

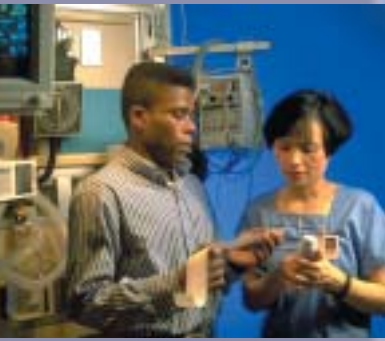
Institutions of

Higher Education

Hispanic Association of Colleges and Universities



Department of Veterans Affairs



The Best Care - VA - Keeping the Promise to Those Who Served

More than a century ago, President Lincoln made a promise to America's servicemen and women, pledging the care and concern of a grateful Nation for the sacrifices they made to preserve freedom. Since 1930, the mission of the Department of Veterans Affairs (VA) has been to keep that promise. Today, the Veterans Health Administration, the largest component of VA with approximately 180,000 employees, offers veterans the most extensive and comprehensive health care system in the United States, through more than 171 medical centers.



SCEPs allow students to experience firsthand the many challenges, opportunities and rewards of working at a VA facility as they complete their education.

The Student Career Experience Program and the Veterans Health Administration

SCEPs play a significant role in VA's efforts to care for the Nation's veterans. These programs allow students to experience firsthand the many challenges, opportunities and rewards of working at a VA facility as they complete their education. By participating in a VA SCEP, students are able to "test the waters" in their chosen career field and gain valuable, practical work experience related to their major. Students also earn salaries and other benefits which ease the financial burdens of higher education. Upon graduation and the successful completion of work requirements, SCEP students may be offered permanent positions with VA in their chosen career field. This feature can be particularly attractive to students as VA operates facilities throughout the 50 United States and Puerto Rico, as well as one in the Philippines.

VA is committed to the goals of this Order, which are to advance the development of human potential, to strengthen the Nation's capacity to provide high quality education, and to increase the opportunities for Hispanic Americans to participate in, and benefit from, Federal education programs.

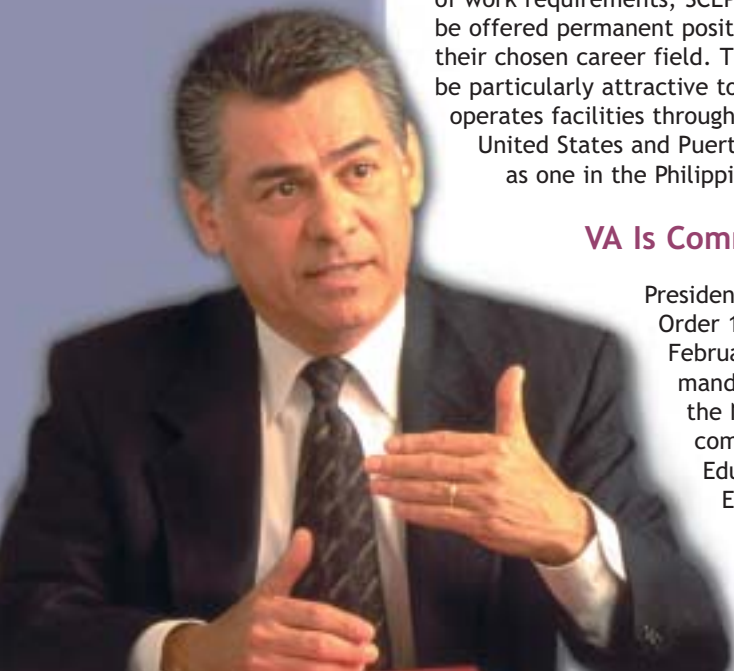
Extensive training and learning opportunities in varied career fields are available with VA SCEPs. Check out the sampling of career fields:

- Accounting
- Audiology
- Computer Science
- Contracting
- Corrective Therapy
- Dietetics/Nutrition
- Engineering
- Environmental Management
- Hospital or Medical Administration
- Human Resources
- Interior Design
- Library Science
- Management Analysis
- Microbiology
- Nursing
- Occupational Therapy
- Pharmacy
- Physical Therapy
- Psychology
- Speech Pathology
- Social Work

VA Is Committed

Presidential Executive Order 12900, dated February 22, 1994, mandated reinforcing the Nation's commitment to Educational Excellence for Hispanic Americans.

SCEPs permit the selection of graduating students for in-demand career positions based on proven performance, thus furthering both VA's long-range staffing goals and students' employment quests.



Student Career Experience Programs and Participating Students

The Veterans Health Administration strongly supports and encourages SCEPs between VA facilities and educational institutions because of the overall benefit this relationship provides, not only for VA and students, but to the care of the Nation's veterans as well.



For participating students, specific advantages of career experience education include:

- Applying classroom theory to "real world" work experience.
- Providing an opportunity to work with the latest technologies.
- Serving as a vehicle to explore options before choosing a career.



- Assisting with financial obligations by "earning while learning".
- Providing valuable work experience, thus increasing job potential upon graduation.

SCEP students working with VA find themselves challenged immediately with real responsibilities that match their current skill level. As they advance through the program, SCEP students grow professionally as they add greater expertise. Several students have said their VA SCEP significantly reduced anxiety at graduation by showing them firsthand a real-life work setting.

Successful and meaningful participation for students, educational institutions and VA in work-study programs depends largely on each participant meeting the responsibilities detailed below.

As a SCEP Student, You Would be Expected to:

- Follow the VA SCEP policies, procedures and work schedule.
- Assume responsibility for personal and work activities.
- Maintain a courteous, enthusiastic and professional approach in the VA occupational setting.
- Meet academic, performance and conduct standards established by the school and the VA facility.
- Provide the facility and school SCEP coordinators with periodic progress reports on the quality of work and study assignments.
- Work effectively with peers and superiors.
- Notify the school or the VA facility of any changes in employment or academic status.



SCEPs permit the selection of graduating students for in-demand career positions.



SCEP - VA Participating with Institutions of Higher Education

With facilities in every state, VA has a broad range of student career experience programs that are based primarily on the specific needs of individual VA facilities and the curricula offered by participating colleges and universities. Each SCEP results from a VA facility and a school formally agreeing to offer students career experience education as part of a career readiness program.

Typically, these agreements are worked out between the facility and nearby academic institutions, depending on mutual needs, and may contain the following elements.

As a SCEP Employer, a VA Facility Agrees to:

- Designate a staff member as the facility's liaison with the school.
- Inform the school of work experience opportunities and provide prompt and adequate job descriptions.
- Establish student work schedules that are consistent with the school's academic calendar while enabling students to complete the SCEP.
- Orient students to VA's health care mission, policies and procedures.
- Select referred students in accordance with EEO principles.
- Process all student employment actions and related records.
- Provide quality work assignments relevant to each student's academic/career goals by which they can learn and be productive. Additionally, through progressive and diversified student career experiences, help students prepare for a professional career.

- Conduct appraisals and counsel students regarding their performance while completing related forms and sharing progress reports with the student's school.
- Notify the school of any change in a SCEP student's employment status.

An Educational Institution Participating with a VA Facility in a SCEP Agrees to:

- Designate a representative to work with the VA facility's SCEP coordinator.
- Inform eligible students of VA SCEP opportunities.
- Refer interested and qualified students to the VA facility without discrimination, including enrolled veterans.
- Correlate study with work in a manner that will expand the student's educational development.
- Furnish the VA facility with requested information on the student's academic field and standing.
- Monitor the student's academic progress.
- Inform the VA facility of any change in the student's academic performance.



VA has a broad range of Student Career Experience Program opportunities.





SCEP students working with VA find themselves challenged immediately with real responsibilities that match their current skill level.

Eligibility

College or university students who participate in a VA SCEP must be:

- At least 16 years old
- A U.S. citizen or national (or if none available, perhaps a permanent resident)
- In good academic standing and enrolled in an educational institution and its Student Career Experience Program, and be pursuing a:
 - Graduate or Professional Degree;
 - Baccalaureate Degree; or
 - Associate Degree

Salary and Benefits

SCEP students are paid based upon the level of their related education, experience and qualifications. Promotions to higher salaries may occur as the student advances both academically and professionally through the Student Career Experience Program. SCEP students may also be eligible for any or all of the following benefits:

- Retirement
- Life and Health Insurance
- Annual Vacation/Personal Days and Sick Leave
- Tuition Assistance

How to Obtain Additional Information

The best way to explore SCEPs with VA is to contact your school's SCEP/internship coordinator or placement office. You may also contact the Human Resources Office at the VA facility where you would like to work about availability in a Student Career Experience Program in your academic concentration.

For information on employment with VA you may contact the VA Placement Service at 1-800-949-0002.



Arizona

VA Facilities

Belmont
Casa Grande
Ft. Huachuca
Kingman
Mesa
Phoenix
Prescott
Safford
Sun City
Tucson
Yuma

HACU Institutions

Arizona Institute of Bus. & Tech., Mesa
Arizona Institute of Bus. & Tech.,
Phoenix
Arizona Western College
Central Arizona College
Cochise College
Estrella Mountain Community College
Pima Community College
South Mountain Community College

California

VA Facilities

Bakersfield
Chico
Eureka
Fairfield
Fresno
Loma Linda
Long Beach
Los Angeles
Martinez
Oakland
Palo Alto
Redding
Sacramento
San Diego
San Francisco
Santa Barbara
Sepulveda
Vallejo

HACU Institutions

Allan Hancock College
Bakersfield College
California State University, Bakersfield
California State University,
Dominguez Hills
California State University, Fresno
California State University, Los Angeles
California State University,
Monterey Bay
California State University, Northridge
California State University,
San Bernardino
Canada College
Cerritos College
Chaffey Community College
Citrus College
College of the Desert
College of the Sequoias
Compton Community College
D-Q University
Don Bosco Technical Institute
East Los Angeles College
El Camino College
Fresno City College
Fullerton College
Gavilan College
Hartnell Community College
Heald College School of Business,
Salinas
Heald College School of Business,
San Jose
Heald College School of Business,
Stockton
Heald College School of Business
and Technology, Fresno
Heald College School of Business
and Technology, Hayward
Imperial Valley College
Kelsey-Jenney College
Long Beach City College
Los Angeles City College

Los Angeles County Medical Center
School of Nursing
Los Angeles Harbor College
Los Angeles Mission College
Los Angeles Trade - Technical College
Los Angeles Valley College
Merced College
Mount St. Mary's College
Mount San Antonio College
Oxnard College
Palo Verde College
Pasadena City College
Porterville College
Rancho Santiago Community College
Reedley College
Rio Hondo College
Riverside Community College
San Bernardino Valley College
San Diego State University
Southwestern College
The National Hispanic University
University of Laverne
Ventura College
West Hills Community College
Whittier College
Woodbury University

Colorado

VA Facilities

Denver
Grand Junction
Pueblo

HACU Institutions

Adams State College
Commonwealth International University
Community College of Denver
Otero Junior College
Pueblo Community College
Trinidad State Junior College

Florida

VA Facilities

Bay Pines
Daytona Beach
Fort Myers
Gainesville
Jacksonville
Key West
Lake City
Miami
Oakland
Orlando
Port Richey
Tallahassee
Tampa
Viera
West Palm Beach

HACU Institutions

Barry University
Carib. Center for Adv. Studies, Miami
Florida International University
Miami-Dade Community College,
Dist. Admin.
St. Thomas University
Trinity International University
University of Miami

Illinois

VA Facilities

Aurora
Chicago
Chicago Heights
Danville
Decatur
Elgin
Evanston
Gurnee
Hines
Joliet
LaSalle
Manteno
Marion
McHenry
North Chicago
Oak Park
Peoria

Rockford
Springfield

HACU Institutions

City Colleges of Chicago,
Harry S. Truman
City Colleges of Chicago,
Malcom X College
City Colleges of Chicago,
Richard J. Daley
City Colleges of Chicago,
Wilbur Wright College
Lexington College
MacCormac College
Morton College
Northeastern Illinois University
Saint Augustine College

Kansas

VA Facilities

Leavenworth
Topeka
Wichita

HACU Institutions

Dodge City Community College

New Jersey

VA Facilities

Brick
East Orange
Elizabeth
Hackensack
Lyons
Trenton
Ventnor
Vineland

HACU Institutions

Hudson County Community College
Jersey City State College
Passaic County Community College
Saint Peters College

New Mexico

VA Facilities

Albuquerque
Artesia
Farmington
Gallup
Raton
Silver City

HACU Institutions

Albuquerque Tech. Voc. Institute
College of Santa Fe
Eastern New Mexico Univ.,
Roswell Campus
Luna Vocational Technical Institute
New Mexico Highlands University
New Mexico Junior College
New Mexico State University, Carlsbad
New Mexico State Univ., Dona Ana
New Mexico State University,
Grants Campus
New Mexico State University,
Main Campus
Northern New Mexico Community
College
Santa Fe Community College
University of New Mexico, Los Alamos
University of New Mexico, Main Campus
University of New Mexico,
Taos Education Center
University of New Mexico,
Valencia County Branch
Western New Mexico University

New York

VA Facilities

Albany
Alexandria Bay
Batavia
Binghamton
Bronx
Brooklyn

Buffalo
Canandaigua
Carmel
Castle Point
Clifton Park
Dunkirk
Elizabethtown
Elmira
Glens Falls
Harris
Jamestown
Kingston
Lockport
Malone
Massena
Middletown
Montrose
Mount Morris
New City
New York
Niagara Falls
Niskayuna
Northport
Oswego
Plattsburgh
Port Jervis
Poughkeepsie
Rochester
Rome
Sidney
Somers
St. Albans
Staten Island
Syracuse
Troy
Watertown
White Plains

HACU Institutions

Boricia College
College of Aeronautics
CUNY, Borough of Manhattan
Community College
CUNY, Bronx Community College
CUNY, City College
CUNY, Hostos Community College
CUNY, John Jay College Criminal Justice
CUNY, LaGuardia Community College
CUNY, Lehman College
CUNY, New York City Technical College
Mercy College, Main Campus

Puerto Rico

VA Facilities

Mayaguez
Ponce
San Juan

HACU Institutions

American University of Puerto Rico,
Bayamon
American University of Puerto Rico,
Manati
Atlantic College
Bayamon Central University
Caribbean Center for Advanced Studies
Caribbean University, Bayamon
Caribbean University, Carolina
Caribbean University, Ponce
Caribbean University, Vega Baja
Colegio Tech. del Municipio de San Juan
Colegio Universitario del Este, Carolina
Conservatory of Music of Puerto Rico
Escuela de Artes Plasticas de Puerto Rico
Humacao Community College
InterAmerican University of P.R.,
Aguadilla
InterAmerican University of P.R.,
Arecibo
InterAmerican University of P.R.,
Barranquitas
InterAmerican University of P.R.,
Bayamon
InterAmerican University of P.R.,
Fajardo
Inter American University of P.R.,
Guayama
Inter American University of P.R.,
Metropolitan

Inter American University of P.R.,
Ponce
Inter American University of P.R.,
San German
Pontifical Catholic Univ. of P.R., Arecibo
Pontifical Catholic Univ. of P.R.,
Guayama
Pontifical Catholic Univ. of P.R.,
Mayaguez
Pontifical Catholic Univ. of P.R., Ponce
Universidad Adventista de las Antillas
Universidad del Turabo
Universidad Metropolitana
Universidad Politecnica de P.R.
University of P.R., Aguadilla
University of P.R., Arecibo
University of P.R., Bayamon
University of P.R., Carolina
University of P.R., Cayey
University of P.R., Humacao
University of P.R., La Montaña
University of P.R., Mayaguez
University of P.R., Medical Sciences
Campus
University of P.R., Ponce
University of P.R., Rio Piedras
University of the Sacred Heart

Texas

VA Facilities

Amarillo
Austin
Beaumont
Big Spring
Bonham
Corpus Christi
Dallas
El Paso
Fort Worth
Houston
Kerrville
Laredo
Lubbock
Lufkin
Marlin
McAllen
San Antonio
Temple
Victoria
Waco

HACU Institutions

Bee County College
Del Mar College
El Paso Community College
Laredo Community College
Mountain View College
Odessa College
Our Lady of the Lake University,
San Antonio
Palo Alto College
Saint Edward's University
San Antonio College
South Plains College
South Texas Community College
Southwest Texas Junior College
St. Mary's University
St. Philip's College
Sul Ross State University
Texas A&M International University
Texas A&M University, Corpus Christi
Texas A&M University, Kingsville
Texas Southmost College
Texas State Technical College, Harlingen
University of Houston, Downtown
University of Texas at Brownsville
University of Texas at El Paso
University of Texas at San Antonio
University of Texas Health Science,
San Antonio
University of Texas of the Permian Basin
University of Texas, Pan American
University of the Incarnate Word,
Victoria College