

**MANAGEMENT**

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**Participation in the Volunteer Program for Students**

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**PURPOSE** This MAPP replaces the Center for Drug Evaluation and Research (CDER) MAPP 4550.1, Participation in the Volunteer Program for Pharmacy Students, dated 11/1/95. This MAPP outlines the policies, procedures, and practices for *all* student volunteers (including disabled students and pharmacy students) and CDER professional employees as preceptors in the CDER Volunteer Program for Students.

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**REFERENCES**

- 21 CFR, Part 20, Public Information.
  - 5 CFR, Part 308, Volunteer Service.
  - MAPP 4510.2, Clearance of Speeches, Articles, and Other Communication Material.
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- 5 USC, Subpart 3111, Acceptance of Volunteer Service.
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## DEFINITIONS

- **Volunteer Program for Students.** A government program designed to provide the student, as part of his/her school clerkship (or externship), an opportunity to become acquainted with the workings of a Federal agency, government regulations and rule-making, and government administrative work. In addition, student volunteers can provide benefits to the Center with services such as conducting literature searches, or preparing summaries of findings upon completion of special projects assigned to them. Such service is to be uncompensated and will not be used to displace any employee or to staff a position which is a normal part of the Center's work force.
- **Preceptor.** A CDER professional employee who is responsible for the teaching, guidance, and supervision of the student during the stay at CDER. Preferably, the professional employee who acts as a preceptor should be in a position that relates to the student's educational major. However, depending upon the criteria of participating schools, other professionals may serve as preceptors.
- **Professional employee.** A CDER employee who occupies a position that requires knowledge in a specialized field, or who occupies a position that requires knowledge characteristically acquired through education or training equivalent to a bachelor's or higher degree, with a major in or pertinent to the specialized field, as distinguished from general education. The work of professional positions normally involves a demand for creative, analytical, evaluative, or interpretive application of specialized knowledge. It is further characterized by personal responsibility to keep abreast of, and exercise judgment and a broad perspective in the application of, an organized body of knowledge, which is constantly studied to make new discoveries and interpretations, and to improve the data, materials, and methods related to the field.
- **Student.** An individual who is enrolled *not less than half-time* in a junior college, college, university, or other accredited educational institution. The individual is deemed not to have ceased to be a student during an interim period between school years if the interim period is not more than 5 months.

Additionally, the individual demonstrates to the satisfaction of the Center that the he/she has a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the school semester (or other period into which the school year is divided) immediately after the interim period.

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## POLICY

- CDER encourages the participation of professional employees as preceptors in the Volunteer Program for Students. Participation in the Volunteer Program for Students entails the choice by a CDER professional employee to be a preceptor to the student and accept responsibility for supervision, training, and other professional activities during the student's stay at the Center. The preceptor's supervisor must agree to the preceptor accepting this responsibility.
- Generally, student service at the Center should not exceed 40 hours per week, with hours compatible with those of the preceptor, or of another professional designated by the preceptor to supervise the student.
- Students that participate in the Volunteer Program for Students are guests, and not employees of CDER. Participation is during normal working hours and at CDER facilities. The student's length of stay at the Center may vary, depending upon the requirements of each school. In general, this period of time is for 1 to 3 months, but may not exceed 1 year (2080 work hours). Students do not receive salary or subsistence payments during their stay at the Center.
- Students must agree to consciously safeguard Government business which is not for public information (see Attachment A, Section III). Students may have access only to information available under the Agency/Center Freedom of Information regulations and/or derived from the work they have been personally involved in or developed themselves. A student has the right to publish or otherwise divulge the work performed. However, the student must agree to obtain advance clearance from CDER in accordance with procedures which apply to CDER employees before he/she seeks public disclosure of such information through publication or speeches, or otherwise divulges such information. (See also MAPP 4510.2 on Clearance of Speeches, Articles and Other Communication Material.)

## RESPONSIBILITIES

The initial request for participation in the Volunteer Program for Students occurs at the Division-level. After appropriate documents are completed (Attachment A), they are forwarded to the Division Director for endorsement. The Division Director exercises final approval authority regarding participation in the Volunteer Program for Students.

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## PROCEDURES

Divisions interested in participating in the Volunteer Program for Students are responsible for understanding and following these procedures:

1. A Student Volunteer Service Agreement (Attachment A) will be prepared by the originating Division. This document explains the role of the student volunteer and the conditions of association with CDER, and contains agreement forms for the student volunteer, the student's school, and CDER.
2. The originating Division will prepare a written Proposed Program for the student volunteer (see Attachment A, Section I.7) that is acceptable to the Office Director, the student's school, and the student. It will then be incorporated into the Student Volunteer Service Agreement.
3. The Student Volunteer Service Agreement, with the Proposed Program, will be submitted to the Division Director for endorsement.
4. Upon endorsement, a copy of the Student Volunteer Agreement and the Proposed Program will be forwarded to the student for signature and the signature of the approving educational institution official. These forms should be returned to the appropriate CDER Division at least two weeks before the student's arrival at CDER.
5. Signatures of the preceptor, the Division Director, and the Office of Human Resources and Management Services (OHRMS) will then be obtained. Copies of the signed agreement will be provided to the student, the student's school or

university representative, the CDER Division and the Management Officer, and OHRMS.

6. Following standard procedures, the Management Officer will prepare a Request for Personnel Action (SF-52) upon the student's arrival and departure. A Notification of Personnel Action (SF-50) will be issued by the Office of Human Resources and Management Services upon approval of the SF-52.
  7. Upon completion of the student volunteer's service, the preceptor will prepare a written evaluation of the student volunteer's performance (See Attachment B). This evaluation should include a description of the student volunteer's assignments, any meetings the student volunteer was required to attend, and activities in which the student volunteer participated. In addition, the student volunteer should provide a written evaluation of the clerkship at CDER. The latter evaluation may be required by the student's school.
  8. Copies of the preceptor's and the student volunteer's evaluations should be submitted to OHRMS for placement in the student's personnel file. Copies of the evaluations should also be maintained in the Division.
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#### **APPROVAL AUTHORITY**

The Division Director exercises final approval authority regarding participation in the Volunteer Program for Students.

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#### **EFFECTIVE DATE**

This MAPP is effective upon date of publication.

## Attachment A

**STUDENT VOLUNTEER SERVICE AGREEMENT**

## Section I - Assignment Data

1. Student's Name:
2. Academic Discipline or Course of Training:
3. Educational Institution/Academic Level:
4. Assignment Location (organization and duty station):
5. Proposed length of service:
6. Proposed tour of duty (hours per week):
7. Proposed Program for student volunteer: (To be developed by the participating Division and subsequently incorporated here. Below is an example.)
  - a. The student volunteer will provide a benefit to the Division by providing staff members with the results of literature searches in the form of scientific data, by providing staff members with summaries of findings upon completion of each special project, and by participating in other professional activities.
  - b. The Division will provide a benefit to the student participant by offering the following:
    - FDA/CDER orientation;
    - Division orientation;
    - Library orientation;
    - Introduction to evaluation functions with emphasis on safety/effectiveness/labeling; and
    - Miscellaneous (drafting letters/memos; proofreading and editing nonconfidential material).
  - c. The above will be provided by Division staff members. Visits to other divisions or other places of professional interest will be arranged by the student's preceptor as time permits.

Section II - Educational Institution Agreement

I certify that \_\_\_\_\_ is a student in good standing and that the CDER work assignment and scheduled hours of work are approved as appropriate for the course of study or training that he/she is pursuing. The student (will) (will not) [*circle one*] be given credit (academic or other) for the work assignment.

I understand that a record of the student's attendance and an evaluation of his/her performance will be provided to this institution when the work assignment is completed.

\_\_\_\_\_  
(Signature of Approving Educational  
Institution Official)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Educational Institution)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone Number)

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Originator: Division of Management Services, Office of Management  
~~12/17/97~~ 5/12/98

Section III - Volunteer Student Agreement

I have read the attached statement of duties and agree to perform the assignment as described in Section I.

I understand that:

I am to receive no pay for services rendered;

I am not considered to be a Federal employee for any purpose other than for purposes of the Federal Tort Claims provisions published in 28 U.S.C., 2671 through 2680. and Title V, U.S.C., Chapter 81, relative to compensation for injuries sustained during the performance of work assignments;

I am to conduct myself with honesty and integrity in the performance of my duties;

I am to observe all rules of safety in the performance of my duties;

I am to consciously safeguard Government business which is not for public information. As a student volunteer, I may have access only to information available under the Agency/Center Freedom of Information regulations and/or derived from work I have been personally involved in or developed myself. As a student volunteer, I would have the right to publish or otherwise divulge the work I have performed. However, I agree to obtain advance clearance from the FDA/CDER in accordance with procedures which apply to FDA employees before I seek public disclosure of such information through publication or speeches, or otherwise divulge such information.

This agreement may be terminated at any time by myself, my educational institution, or the Center; and that,

A record of my attendance and an evaluation of my performance will be provided to me and my educational institution when my work assignment is completed.

I have read the above conditions and guidance governing my association with the Center as a student volunteer and have had an opportunity to discuss and ask questions on these matters. I agree to comply with the conditions and guidance.

\_\_\_\_\_  
(Student Volunteer)

\_\_\_\_\_  
Date





**Attachment B**

**STUDENT VOLUNTEER SERVICE EVALUATION**

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To: Office of Human Resources and Management Services

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From: (Type or print name and title of preceptor)

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Student Volunteer's Name (First, MI, Last)

Service Period Covered

From:            To:

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Service Location (Field Office/Center/Division)

1. Brief description of work assignment(s), including meetings attended, and other activities.

2. Skills and knowledge gained during this service period.

3. General knowledge of CDER acquired during this service period.

4. Preceptor's comments.

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5. Preceptor's signature

Date

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Originator: Division of Management Services, Office of Management  
12/17/97 5/12/98