

STUDENT INTERN SERVICES AGREEMENT

BETWEEN THE NATIONAL ARCHIVES SOUTHEAST REGION (NARA)

AND

[INTERN]

AND

[COLLEGE/UNIVERSITY]

[Duration of Internship]

In accordance with 44 U.S.C. 2105(d) the NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) and the STUDENT INTERN, and the EDUCATION 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 the Office of Regional Records Services to work on a project dealing with [brief description of project, goals, and objectives].

IN ACCEPTING THE SERVICES OF THE STUDENT INTERN, NARA AGREES TO:

1. Maintain and provide to the EDUCATION INSTITUTION the attendance records of the student intern.
2. Evaluate and furnish the EDUCATIONAL INSTITUTION the evaluations of the student intern's performance through use of a form designated by the EDUCATIONAL INSTITUTION and agreed to by NARA.
3. 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:

1. Certifies that the student intern is at least a halftime student as defined by its academic regulations.
2. Affirms that the student intern has a firm intention of continuing to pursue a course of study or training after the student intern assignment.
3. Acknowledges the right of NARA to terminate this agreement before the completion of the assignment.

BY SIGNING THIS AGREEMENT, THE STUDENT AGREES TO:

1. Obey the rules and regulations of the Federal Government and NARA and to comply with NARA Standards of Conduct.
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.
5. Acknowledges the right of NARA to terminate this agreement before the completion of the assignment.

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

Name Title

For Date

Student Intern Date

Regional Administrator, Date
National Archives Southeast Region