

# MSA Student Co-Op Program Requirements

In order for a student to be eligible for the *College* Co-Op Internship Program, they must meet the following requirement:

- At least 18 years of age.
- A U.S. citizen.
- Enrolled at one of MSA's accredited partner institutions (Columbia Basin College (CBC) or Washington State University Tri-Cities (WSU-TC)). Note: Full-time status is determined by the requirements set forth by the educational institution.
- Completed at least one term of college education or had previously been a MSA high-school intern.
- Enrolled in a degree program that:
  - Relates to Hanford and MSA work, with emphasis in specific disciplines that support the cleanup mission.
  - Aligns with the critical skills and specific job assignment requirements of the MSA department/work group hiring the Intern.
- Able to work 20-32 hours per week during the academic year and up to 40 hours during the summer months or other academic break.
- Have a cumulative G.P.A of 3.0 or above (on a 4.0 scale); which must be verified at the end of **every** term.

In order for a student to be eligible for the *High School* Co-Op Internship Program, they must meet the following requirement:

- At least 16 years of age (beginning summer 2015...otherwise 18 years).
- A U.S. Citizen.
- Have a cumulative G.P.A. of 3.0 or above (on a 4.0 scale); which must be verified at the end of **every** term.
- Be enrolled in their High School's Internship Program/Classes.

## Students must maintain the following in order to stay eligible in the MSA Co-Op Intern Program:

- Stay enrolled at CBC, WSU-TC or Delta High School.
- Maintain a cumulative G.P.A. of 3.0 or above (on a 4.0 scale); which must be verified at the end of **every** term by completing and submitting the [Verification of Student Status and Grades](#).
- Committed to staying in school through graduation; we discourage full-time employment in lieu of completing their schooling.
- College level: required to work a minimum of 20 hours per week.
- Able to meet appropriate clothing requirements during the work experience.

## Program Expectations:

- A thorough knowledge of intern job assignment. They need not only to know what level of performance is expected of them, but also how to accomplish their assignments and goals. Being clear about expectations and specific job duties helps students take control of their position and helps them to be more independent, which aids in their professional development.
- Adhere to the *Mission Support Alliance, LLC Standards of Conduct* for the duration of the Co-Op Student Program.
- When possible, support MSA special placement goals and workforce diversity initiatives.

