

### **Are Reasonable Accommodations Available for Students with a Disability?**

Student volunteers requiring reasonable accommodations should contact their Vocational Rehabilitation Program or their school's Disability Program Service Officer for assistance. For further guidance, please contact the FDA EEO Office at (301) 796-9400.

### **What are the Benefits of SVSP?**

Volunteers are entitled to the same benefits as federal government employees provided for work-related injuries and diseases (5 U.S.C. 8101.) Volunteers are covered by Tort (or wrongful act) claims provisions of 28 U.S.C.

Emergency outpatient treatment for injuries sustained while performing assigned volunteer services will be provided to volunteers.

Volunteers are also eligible to receive temporary care and treatment in Department facilities under the same circumstances and to the same extent such care and treatment is available to paid employees.

Volunteers are eligible for a transportation subsidy in accordance with 5 U.S.C. 7905.

Students will gain ongoing feedback and be issued a performance evaluation upon completion of their volunteer service.

### **What Are the Requirements Before I begin?**

FDA will conduct background check and ensure that your finger prints are cleared before you report for duty.

Before you start you must provide a signed, written agreement between FDA and the educational institution before we accept you as a volunteer.

Before you start, you must provide FDA with written verification that you are enrolled and in good standing. We will also accept written verification that you have been accepted to an academic institution. We do not accept documents showing that you were enrolled in school in a previous term. Such documents do not provide evidence that you are currently of enrolled and therefore will not be accepted for verification purpose.

We will provide you with a statement of duties before you start.

### **Can I be terminated?**

Yes, volunteers may be terminated at any time.

You may not serve in a volunteer capacity after you graduate unless you are accepted for enrollment in school and will begin classes within 5 months.

### **How Do I Apply?**

Send an expression of interest email, cover letter, and your resume to: [OO-OHR-SVSP@fda.hhs.gov](mailto:OO-OHR-SVSP@fda.hhs.gov).

Please be sure to include your educational discipline and your interest. Also, take a minute to review the FDA web site at <http://www.fda.gov>. In your email, please let us know which FDA Office/Center would offer a significant benefit to you. Please visit our web site at [www.fda.gov](http://www.fda.gov) to find out.



**U.S. FOOD & DRUG  
ADMINISTRATION**

**FDA University**

## **Student Volunteer Service Program (SVSP)**



# Student Volunteer Service Program (SVSP)

## What Will I Experience as a Student Volunteer?

Whether you're a biologist, chemist, epidemiologist, pharmacist, statistician, veterinarian, nurse, physician, or an engineer and whether you're a recent graduate or a seasoned scientist, FDA offers an unmatched opportunity to be a part of a vibrant, collaborative culture of regulatory science.

FDA scientists gain a bird's eye view of the pharmaceutical and food industries, and develop a thorough familiarity and understanding of the regulatory structure that guides these industries. As one young FDA scientist recently commented, "We see a tremendous breadth of different products here, which helps us learn quickly and makes our jobs interesting and challenging." Another newly trained FDA scientist shared, "We have the chance to work with highly trained colleagues, within and across disciplines, to build and keep our scientific training cutting-edge."

While the work of FDA scientists helps to advance scientific understanding, it goes much further than that. That's because our work is directly tied to regulatory decisions. As such it has a powerful and immediate effect on the health of millions of Americans. As another FDA scientist explained, "We get to see how these basic science and clinical advances get applied to producing medical treatments and devices and how these can make differences in people's lives."

FDA offers a number of fellowship, internship, graduate, and faculty programs through which new scientists can join the FDA and continue to apply and develop their skills. Many of these individuals become full-time FDA scientists. One former FDA Fellow said they appreciate how "FDA makes room for and respects voices of young, qualified scientists."

- Notes from the FDA Commissioner, Dr. Robert M. Califf



## How does the SVSP Work?

The SVSP is one of several Federal Internships available in the Federal Government. Participants in the SVSP are unpaid volunteers.

This program is for students who are currently enrolled in an accredited educational institution seeking unpaid work experience or education-related training opportunities. Federal employee relatives may participate in SVSP consistent with the FDA policy on employment of relatives.

Volunteering at the FDA is limited to services performed by a student, with the permission of the educational institution where the student is enrolled. A written agreement between FDA and the educational institution must be established before we assign our volunteers.

## Will I get Academic Credit for Participating?

Academic credit for the volunteer service is at the discretion of the educational institution.

## What are the Requirements for SVSP Participants?

You must be:

- A Student;
- At least 16 years of age;
- A U.S. citizen, or national, or lawfully admitted to the United States as a permanent resident or otherwise authorized to be an employee;
- Meet VISA requirements for non-citizens;
- Be enrolled at least half time at an accredited educational program (includes high school, home school, college, and online programs);
- In good standing as defined by the educational institution;
- Meet suitability, background investigative and physical requirements; and
- Meet all qualifications specified by the FDA.

## Are There any Restrictions?

FDA volunteer assignments cannot exceed 6 months except when the academic program requires 1 year of volunteer service to satisfy educational requirements.

There is no limit to the number of times you may volunteer as long as they do not exceed 6 months of volunteering in a calendar year.

Volunteer service programs must be conducted under the supervision and control of Federal employees.

Students are not eligible for non-competitive conversation.

The FDA SVSP cannot use third party internship providers for this program.

FDA may establish specific qualifications required to successfully carry out the volunteer service, such as requesting specific educational fields and/or degree candidates.