

# Student Worksite Experience Program (SWEP)

The Student Worksite Experience Program (SWEP) offers volunteer opportunities at the Centers for Disease Control and Prevention (CDC) for current high school, undergraduate, and graduate students.

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## Students interested in a volunteer placement

### ELIGIBILITY

If you are a student interested in finding a volunteer opportunity, you may be eligible for a voluntary position through the [Student Work Experience Program \(SWEP\)](#) at CDC if you:

- Provide written permission from your school
- Are current student with at least half-time enrollment
- Maintain good academic standing (minimum 2.0 GPA)
- Are 16 years of age or older
- Provide work permit if 17 years old and under
- Provide parent/guardian consent if in high school and 18 years old and under
- Pass a background investigation
- Meet VISA requirements for non-citizens
- Complete health and safety testing (e.g., TB, Hepatitis) because of potential exposure, if required by the hosting office, and
- Meet other qualifications specified by the hosting office

If you are interested in obtaining a volunteer position through the SWEP program at CDC, you should complete the following steps:

1. Contact Human Resources (HR) ([HRCS@cdc.gov](mailto:HRCS@cdc.gov) or 770-488-1725)
2. Fill out a [Student Verification Form](#), which requires approval from your school/university official (e.g., dean, advisor)
3. Fill out a [Statement of Duties Form](#), which requires parent/guardian approval for high school students and/or student less than 18 years of age
4. Send the Student Verification Form and the Statement of Duties Form, along with your resume, to HR via email ([HRCS@cdc.gov](mailto:HRCS@cdc.gov))
5. Your resume will then be added into a centralized database that is available to CDC programs interested in hosting a student volunteer
6. Once CDC program placement is identified, HR will send you a Student Volunteer Service Agreement. Complete Part B of the form. Your school will need to complete Part D of the form. Send form to HR via email ([HRCS@cdc.gov](mailto:HRCS@cdc.gov)).
7. When you are chosen for a student volunteer placement, the CDC program will contact you to begin onboarding procedures

### ACADEMIC CREDIT

If you are interested in obtaining academic credit for your volunteer position, you may do so with university approval. All arrangements regarding obtaining academic credit for your volunteer position must be made with your university.



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Control and Prevention**  
Center for Surveillance, Epidemiology,  
and Laboratory Services

## Universities interested in establishing an agreement with CDC

If you are a university with students who may be interested in finding a volunteer opportunity at the Centers for Disease Control and Prevention (CDC), voluntary positions may be available through the Student Work Experience Program (SWEP).

### MEMORANDUM OF UNDERSTANDING

In order for students at your university to participate in SWEP, a memorandum of understanding (MOU) is required between your school and CDC.

If your university already has an MOU established with CDC, HR may send out announcements regarding open volunteer positions and/or distribute information to university career development/services.

For information on how to establish an MOU, contact Human Resources at [HRCS@cdc.gov](mailto:HRCS@cdc.gov) or 770-488-1725.

### ACADEMIC CREDIT

All arrangements regarding obtaining academic credit are done between student and university.

## CDC programs interested in hosting a student

If you are a Centers for Disease Control and Prevention (CDC) program who is interested in hosting a student for a volunteer opportunity at CDC, the Student Work Experience Program (SWEP) is available to any CIO interested in providing temporary, unpaid, practical work experience to eager students.

Once you contact HR ([HRCS@cdc.gov](mailto:HRCS@cdc.gov) or 770-488-1725) they will direct you through the following steps:

1. Provide a written job description or list of duties
2. Outline required skills, educational requirements, and/or special physical requirements
3. Specify required health and safety testing (e.g., TB, Hepatitis) because of potential exposure, if required by the hosting office
4. Provide the desired start date and end date
5. Specify the number of students needed
6. HR will then direct you to the Strategic Recruitment Tracking System (SRTS) to review, through hiring officials, resumes of possible candidates.
7. Once you select the student(s) for the volunteer placement, the CDC program is responsible for onboarding activities (e.g., obtaining email, phone number, SmartCard)

Please contact [HRCS@cdc.gov](mailto:HRCS@cdc.gov) or 770-488-1725 with any issues or questions related to SWEP.

## Frequently Asked Questions about SWEP

### **Q: Can student positions be paid?**

A: No. SWEP placements are only for volunteer positions.

### **Q: Are there limits to the duration of the student volunteer position?**

A: Students volunteer for a maximum of 180 days per calendar year, during the academic school year and/or summer months. Students earning academic credit may be approved to participate for up to one full year to complete educational requirements.

### **Q: Can I start as a student but finish my SWEP placement when I am no longer a student?**

A: No, you must be a student at any level (High school, Bachelors, Masters, Doctorate), enrolled at least half-time in an accredited U.S. educational institution to be eligible for the SWEP program. Once you have graduated from an institution and are no longer a student, you will not be eligible for a student volunteer position at the CDC.

If you are not a student, the [Guest Researcher Program](#) may be a suitable fit for you.

### **Q: Will my volunteer SWEP position lead to a full time job at the CDC?**

A: No, there is no guarantee that a student volunteer position will lead to employment at CDC.

### **Q: As a SWEP student volunteer, will I be considered a federal employee?**

A: No, students are not considered federal employees for any purposes other than injury compensation.