

Guide to Completing the DS-7002 (Internship Placement Plan)

Link to DS-7002 Form: <https://eforms.state.gov/Forms/ds7002.PDF>

Student Interns visiting on a J-1 visa are required to submit an executed DS-7002 Training/Internship Placement Plan when they apply for the J-1 visa at a US embassy or Consulate. The DS-7002 outlines the goals, objectives, specific activities, and supervisory plan for the internship. A complete DS-7002 demonstrates that the University of Utah department and the Student Intern have discussed, reviewed, and agreed upon a plan for the internship and educational outcomes.

Helpful Tips:

- Please type all answers - signatures can be electronic or handwritten.
- Complete all questions/boxes - do not leave anything blank! If you have any questions, please contact internationalscholars@utah.edu

Section 1: Additional Exchange Visitor Information

Trainee/Intern Name:	List the student intern's full name (last, first middle), must match passport.
Email address:	Enter the student intern's email - this will be the primary way to contact them during the pre-arrival process.
Program Sponsor:	University of Utah
Program Category:	Student Intern
Occupational Category:	Student
Current Field of Study/Profession:	The student intern's current academic field of study at their home institution.
Experience in the Field:	Type "0" or N/A
Type of Degree or Certificate:	List the degree the student is currently pursuing (BA, MA, etc.).
Date Awarded or Expected:	Enter the date (mm/dd/yyyy) the degree is expected to be awarded - and must be after the internship ends. This can be a best estimate.
Training/Internship Dates:	Enter the start and end dates for the internship. The internship must end <u>before the date the student's degree is awarded/expected</u> . Internships can last a maximum of 12 months. These dates must match the Invitation Letter and Department Application.

Section 2: Host Organization Information

Organization Name:	University of Utah
Phase Site Address:	Host academic department location
City:	
State:	
Zip code:	
Website URL:	Host academic department's website
Employer ID Number:	876000525
Exchange Visitor Hours Per Week:	Must be 32 hours or greater.
Compensation:	If student will be paid by the University, include amount per hour/week/month.
Does your organization have a Workers' Compensation policy?:	Yes
Name of Carrier:	WCF of Utah
Does your Workers' Compensation policy cover exchange visitors?:	<ul style="list-style-type: none"> • If the student intern will be an employee of the University (paid through Payroll): Yes • If the student intern will not be an employee of the University No, exempt
Number of FT Employees Onsite at Location:	23,700
Annual Revenue:	\$25 Million or More

Section 3: Certifications

- Must be signed and dated by Student Intern
- Do NOT sign “Signature of Responsible Officer or Alternate Responsible Officer” - this will be signed by ISSS

Section 4: Training/Internship Placement Plan

Surname/Primary, Given Name(s):	Must match passport (last, first middle).
The Exchange Visitor Is:	Student Intern
Program Sponsor:	University of Utah
Program Number:	P-1-00830
Main Program Supervisor/POC at Host Organization:	List the full name of the faculty member supervising the internship.
Title:	Enter the faculty member’s title.
Supervisor Contact Information:	Provide both a phone number and .edu email address for the supervisor.

Phase Information

Phase Site Name:	List the U of U department sponsoring the internship.
Training/Internship Field:	Field of study for the internship, for example: Biology.
Phase Site Address:	The physical address where the internship will take place.
Phase Name:	Name of project or internship; if there is only one phase “Student Internship” is fine.
Start Date of Phase:	Enter the start date of the phase/internship program (mm/dd/yyyy).
End Date of Phase:	Enter the end date of the phase/internship program (mm/dd/yyyy).
Phase:	1 of 1 if there is only one phase.
Primary Phase Supervisor:	This should match the supervisor listed in Section 4, unless there are multiple phases and different supervisors for each phase.
Supervisor Title:	Enter the faculty member’s title.
Email:	Enter the faculty member’s .edu email address.
Phone Number:	Enter the faculty member’s department phone number.

Please complete all of the following sections with full, complete answers. Each reply can be **brief**, but best that each reply have more than one sentence. The consular officer at a U.S. embassy will review this information, and the plan should clearly explain the purpose, goals, specific activities, and expected outcomes of the internship. Please use **“Intern”** in referring to the student, not “Trainee”.

- **Description of Trainee/Intern’s role for this program or phase:**
Describe of specifically how the internship will complement the Student Intern’s academic program at his or her home institution.
- **Specific goals and objectives for this program or phase:**
Describe what the student intern expects to learn and achieve through this internship. Include the anticipated academic and practical outcomes for the student intern.
- **Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?:**
Include the supervisor’s name/title as well as any other individuals who may oversee the internship. Include a short summary of the supervisor’s qualifications/experience and relation to the internship/project.
- **What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?:**
As a participant in an exchange visitor program, cultural activities are a required component of the program. Please include specific cultural opportunities the intern would be able to engage in during their stay. Ideas include visiting museums, sporting events, concerts, conferences/lectures in the department, film or cultural festivals, trying new foods, holiday parties, trips to a national park, and U of U on campus sponsored events, etc.
- **What specific knowledge, skills, or techniques will be learned?:**
Describe what will be learned, or what must happen in order for this phase to be completed?
- **How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (Trainees):**
Describe the ways in which the intern will achieve the internship’s goals; include specific tasks or activities that will lead to the anticipated outcomes. This can include specific training periods, observations, attending seminars/lectures, independent work, practicing specific techniques, lab meetings with opportunities for discussion/questions, etc.
- **How will the Trainee/Intern's acquisition of new skills and competencies be measured?:**
Describe how the supervisor will evaluate the student intern’s progress. This can include weekly evaluation meetings, written reports/abstracts, outcomes of research, etc. Additionally, Student Interns and their supervisors are required to complete a written evaluation of the internship (one evaluation if the internship lasts 6 months or less, two evaluations if the internship lasts more than 6 months).
- **Additional phase remarks:** This section is optional, but can include any other information relevant to the phase/internship that was not already mentioned.

Phase Supervisor (page 5): Must be signed and dated by the faculty member supervising the internship. This is also the person that will conduct evaluations.