



Student Intern Training Internship Placement Plan (T/IPP)

For ISSS to issue a DS-2019 for a J-1 exchange visitor student intern program, the department must submit a complete *DS-2019 Request (Student Intern)* and *Training/Internship Placement Plan (T/IPP)* in the MyISSS Departmental Services portal.

- Information submitted in the *Training/Internship Placement Plan (T/IPP)* e-form group will be used to populate a hardcopy DS-7002 Training/Internship Placement Plan (T/IPP) that the primary phase supervisor, student intern, and ISSS will physically sign.
 - Once issued by ISSS, the hosting department is responsible for mailing the signed, hardcopy DS-7002 to the exchange visitor student intern.

Departmental Administrator

Exchange Visitor & Host Organization Information (Department Administrator) E-Form

SECTION 1: ADDITIONAL EXCHANGE VISITOR INFORMATION

Trainee/Intern Name: _____ Email Address: _____

Program Sponsor: _____ Program Category: Student Intern

Occupational Category: ☐ Undergraduate Student ☐ Graduate Student

Current Field of Study: _____ Experience in Field: ____ years

Type of Degree or Certificate: ☐ Bachelor's ☐ Master's ☐ Doctorate ☐ Other: _____

Date Awarded or Expected: _____

Training/Internship Dates: From _____ To _____

SECTION 2: HOST ORGANIZATION INFORMATION

Organization Name: University of Colorado Boulder

Phase Site Address: _____
Street Address Suite/Unit City State Zip Code

Website URL: _____ Employee ID Number (EIN): 84-600-0555

Exchange Visitor Program Hours Per Week: _____ hours/week

Stipend: ☐ No ☐ Yes— Amount: \$_____ Frequency: _____
e.g., Weekly, Monthly, Yearly

Non-Monetary Compensation: ☐ No ☐ Yes— Value: \$_____ Frequency: _____
e.g., Weekly, Monthly, Yearly

Worker's Compensation Policy: Self-Insured

Does your Workers' Compensation policy cover exchange visitors? Yes

Number of FT Employees Onsite at Location: Approximately 7000+

Annual Revenue: \$25 Million or More

How would you like to receive the DS-7002 (T/IPP)?

☐ Campus mail—Mail Box #: _____

☐ Department staff will pick it up at ISSS—Name of Staff Member: _____

Phase Information E-Form

If this internship includes multiple phases, a *Phase Information (Phase Supervisor)* e-form must be completed for each phase.

SECTION 4: TRAINING/INTERNSHIP PLACEMENT PLAN

The Exchange Visitor is: Student Intern

Program Sponsor: University of Colorado Boulder

Program Number: P-1-00066

Main Program Supervisor/POC at Host Organization

Supervisor Name: _____ Title: _____

Supervisor Phone: _____ Supervisor Email: _____

Supervisor Fax: _____

Primary Phase Supervisor

Phase Information E-Form

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase.

The plan must also contain information on how the trainees/interns will accomplish those objectives (*e.g. classes, individual instruction, shadowing*).

Each phase must build upon the previous phase to show a progression in the training/internship. A separate Training/Internship Placement Plan must be completed for each phase if applicable (*e.g., if the trainee/intern is rotating through different departments*).

PHASE INFORMATION

Phase Site Name (where the internship activities will be taking place): _____

Training/Internship Field: _____

Phase Site Address: _____
Street Address Suite/Unit City State Zip Code

Phase Name (should describe the activities—e.g., Logistics, Operations, Research): _____

Start Date of Phase: _____ End Date of Phase: _____

Current Phase (number): _____ Total Number of Phases: _____

Primary Phase Supervisor Name: _____ Title: _____

Supervisor Phone: _____ Supervisor Email: _____

Description of Trainee/Intern's role for this program or phase.

Specific goals and objectives for this program or phase.

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?

What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

What specific knowledge, skills, or techniques will be learned?

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*).

How will the Trainee/Intern's acquisition of new skills and competencies be measured?

If this internship will include additional phases, the Department Administrator must initiate a separate Phase Information (Phase Supervisor) e-form for each phase of the Training/Internship Placement Plan.

- *Contact your Departmental Administrator to request the initiation of a Phase Information (Phase Supervisor) e-form for each phase of the student internship.*