

## **A Guide to Completing the DS-7002**

All J-1 Student Interns are required to present Training/Internship Placement Plans, known as the Form DS-7002, when applying for a J-1 visa at a U.S. embassy or consulate. The DS-7002 outlines the proposed internship. It demonstrates that the Student Intern and the hosting Clemson department have agreed on the educational research objectives that will be reached during the internship program. It also explains how the Student Intern will be supervised throughout the internship. The hosting department must complete the form below in full. The final version of this document will be sent to the hosting department and student intern for signatures once the application has been approved.

### **Section 1: Participant Information**

- **Student Intern Name:** \_\_\_\_\_
- **Current Field of Study or Profession:** \_\_\_\_\_
  - Enter the Student Intern's current academic field of study at his or her home institution.
- **Type of Degree or Certificate:** \_\_\_\_\_
  - Enter the Student Intern's current level of study, for example: Bachelors; Master's; PhD; MD; etc.
  - The student must be **currently enrolled** in this program. DO NOT enter information in this field about PREVIOUS degrees the student has obtained.
- **Date Awarded or Expected:** \_\_\_\_\_
  - Enter the date on which the student is **EXPECTED** to complete his/her current program of study. This date should be a **FUTURE DATE** and must be after the end date of the internship.
- **Training/Internship Dates:** \_\_\_\_\_ to \_\_\_\_\_
  - Enter the start and end dates of the internship
  - The internship must end PRIOR to the student's degree completion date.

### **Section 2: Host Organization Information**

- **Department Website URL:** \_\_\_\_\_
- **Student Intern Hours/Week:** \_\_\_\_\_
  - The internship must be **full-time**. Regulations stipulate that the internship consists of a minimum of **32 hours per week**.
- **Compensation:** \_\_\_\_\_ **per:** \_\_\_\_\_
  - Write "N/A" if student intern will not be paid by Clemson University.
- **Non-Monetary Compensation:** \_\_\_\_\_
  - List any non-monetary compensation above. If none, please write "N/A".
- **Will the student intern be covered by Clemson's Worker's Compensation policy:** \_\_\_\_\_

### **Section 3: Training/Internship Plan**

- **Hosting Supervisor Name:** \_\_\_\_\_
- **Hosting Supervisor Title:** \_\_\_\_\_
- **Hosting Supervisor Phone Number:** \_\_\_\_\_
- **Hosting Supervisor Email Address:** \_\_\_\_\_
- **Hosting Department:** \_\_\_\_\_
- **Training/Internship Field:** \_\_\_\_\_
  - Specific field of internship
- **Student Internship Training Site Address:** \_\_\_\_\_  
\_\_\_\_\_
- **Phase Name:** \_\_\_\_\_
  - If the internship only has one phase, you can list **Student Internship**.
  - Occasionally, an internship will have multiple phases, such as an observation phase, lab work phase, etc. Please label accordingly if this is the case. If so, please complete this section for each individual phase.
- **Phase \_\_ of \_\_**
  - You can list 1 of 1 if there is only one internship phase. If there are multiple phases, please complete this section for each phase.

#### **Ensure that the sections below are detailed and completed in full.**

- **Brief Description of Student Intern's Role:** This section should provide a 1-2 sentence description stating specifically how the internship will be geared towards the completion of the Student Intern's academic program at his or her home institution.

- **Specific Goals and Objectives for this Phase:** This section should focus on describing *precisely* what the Student Intern hopes to accomplish. The specific goals and objectives need to demonstrate what will be learned by 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?** This section should detail the frequency with which the hosting supervisor and the Student Intern will meet; a general agenda for their meetings; and what information the hosting supervisor will review to assess the status of the Student Intern's projects. Include the name of the hosting supervisor; his/her official title at the department; and a few sentences about his/her qualifications to provide supervision.

- **What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?** Student Interns are sponsored by the Clemson University Exchange Visitor Program. Pursuant to the J-1 Student Intern regulations, we are responsible for providing the Student Intern with an American cultural experience as part of the internship experience. The expectation is that, as the host department, you will provide the Student Intern with planned, intentional American cultural experiences. It is not sufficient for the Student Intern to simply have incidental contact with American students or researchers at an American university.

- **What specific knowledge, skills, or techniques will be learned?** This response should provide substantial details regarding what the Student Intern is going to learn by the end of the internship.

- **How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities.** This question requires that you describe specifically how the Student Intern will be taught during the internship.

- **How will the Trainee/Intern's acquisition of new skills and competencies be measured?** This section must describe how the hosting supervisor is evaluating the performance of the Student Intern in light of the goals and objectives described in the training plan. **The faculty supervisor is required to complete a written evaluation of the Student Intern if the internship lasts 6 months or less, and two written evaluations if the internship is longer than 6 months.**

- **Additional Phase Remarks (optional)**