## Training Internship Placement Plan

### Section 1: Participant Information

**Student Intern**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last, First, MI—As listed in passport</td>
<td></td>
</tr>
<tr>
<td>Faculty Host's Name - Last, First, MI</td>
<td>Faculty Host's Job Title</td>
</tr>
<tr>
<td>Intern's Email Address</td>
<td></td>
</tr>
<tr>
<td>Intern's Field of Study</td>
<td></td>
</tr>
<tr>
<td>Degree or Certificate</td>
<td>Bachelors</td>
</tr>
<tr>
<td>Date Awarded (mm-dd-yyyy) or Expected</td>
<td></td>
</tr>
<tr>
<td>Expected Graduation Date</td>
<td></td>
</tr>
<tr>
<td>Training/Internship Dates (mm-dd-yyyy)</td>
<td>From</td>
</tr>
<tr>
<td></td>
<td>To</td>
</tr>
</tbody>
</table>

### Section 2: Site of Activity Information

**Host Organization Name**

University of Illinois, Dept. of XXXXXXXX

**Complete Address for Activity**

**Department's Web Address**

**Employer ID Number (EIN)**

37-6000511

**Hours Per Week**

32 or more

**Will Trainee/Intern receive a stipend?**

- Yes
- No

**Will your WC Policy cover the Intern/Trainee?**

- Yes
- No

**Number of Full-Time Employees**

12,500

**Annual Revenue**

- $0 to $3 Million
- $3 Million to $10 Million
- $10 Million to $25 Million
- $25 Million or More

### Section 3: Contract Agreement

**Signature of Trainee/Intern**

Intern's signature

**Printed Name of Trainee/Intern**

Intern's printed name and date

**Date (mm-dd-yyyy)**

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**Answer Accordingly**

- Must match the requested DS-2019 dates
- University Self-Insurance Plan for Workers' Compensation
- Answer accordingly
10. That I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training or internship delineated on their TIPP.
11. I understand that any attempt to falsify, conceal, or cover up by any trick, scheme, or device a material fact by making any materially false, fictitious, or fraudulent statement or representation; or making or using any false writing or document, knowing the same to contain any materially false, fictitious, or fraudulent statement or entry is punishable by fine or imprisonment of up to 5 years under Title 18 U.S.C. § 1001.

<table>
<thead>
<tr>
<th>Signature of Supervisor</th>
<th>Faculty host's signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name of Supervisor</td>
<td>Faculty host’s printed name and date</td>
</tr>
</tbody>
</table>

**Sponsor** - I certify as the sponsor that the attached Training/Internship Plan is approved and that:

1. I hereby acknowledge that I have reviewed, understand, and will ensure that the Supervisor follows this Training/Internship Placement Plan (TIPP) regarding the above listed Trainee or Intern.
2. I will adhere to all applicable regulatory provisions that govern this program (22 CFR Part 62).
3. I have confirmed with the Supervisor/Host Organization Representative that sufficient resources, plant, equipment, and trained personnel will be available to provide the specified training or internship program.
4. I have confirmed with the Supervisor that continuous on-site supervision and mentoring of Trainees and Interns will be provided by experienced and knowledgeable staff.
5. I have verified with the Supervisor that Trainees or Interns will obtain skills, knowledge, competencies through the structured and guided activities listed in the TIPP, and will include activities such as classroom training, seminars, rotation through several different departments, attendance at conference, and similar learning experiences.
6. That Trainees or Interns will not displace full-, part-time, temporary, or permanent American workers, or serve to fill a labor need. I also acknowledge that the positions Trainees and Interns fill exist solely to assist them in achieving the objectives listed in the TIPP, and not as sources of labor.
7. That training or internships in the field of agriculture meets all of the requirements of the Fair Labor standards Act, as amended (29 U.S.C. § 201 et seq.) and the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. § 1801 et seq.).
8. I will notify the designated Department of State, Bureau of Educational and Cultural Affairs (ECA) contact regarding any concerns about, changes in, or deviations from the Training/Internship Placement Plan at the earliest available opportunity, to include, but not limited to, changes of Supervisor or Host Organization.
9. I will notify the designated Department of State, ECA contact in the event of an emergency involving a Trainee or Intern, as well as any information that I receive about the Trainee or Intern that might represent a possible threat to their safety, security, welfare, or general well-being.
10. I will notify the designated Department of State, ECA contact in the event I receive any information regarding the Trainee or Intern that might be a cause of embarrassment or disgrace to the Department of State or the Exchange Visitor Program, to include, but not limited to, arrest, or engagement in illegal or immoral activities.
11. That I am participating in this Exchange Visitor Program so that the above listed individual receives training or an internship as delineated in the TIPP, and not simply to provide the Supervisor or Host Organization with a source of labor.
12. I understand that any attempt to falsify, conceal, or cover up by any trick, scheme, or device a material fact by making any materially false, fictitious, or fraudulent statement or representation; or making or using any false writing or document, knowing the same to contain any materially false, fictitious, or fraudulent statement or entry is punishable by fine or imprisonment of up to 5 years under Title 18 U.S.C. § 1001.

<table>
<thead>
<tr>
<th>Signature of Responsible Officer or Alternate Responsible Officer</th>
<th>ISSS will complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name of Responsible Officer or Alternate Responsible Officer</td>
<td>Date (mm-dd-yyyy)</td>
</tr>
<tr>
<td>Name of Sponsor Organization</td>
<td>Program Number</td>
</tr>
</tbody>
</table>
### Programs longer than 3-4 months will require multiple phases.

The student intern will participate in molecular biology experiments to study genomic responses of *Drosophila melanogaster* (fruit flies) to human drugs.

### Specific Goals and Objectives for this Phase
What is the main objective of this phase of the internship? Why is it necessary for the intern to have the experience listed here? How will the knowledge acquired benefit his/her education or career?

Example: "During the phase the student intern will learn to culture and analyze fat stem cells grown under different conditions in novel small growth chambers. This will enable her to conduct meaningful experiments on the development of fat stem cells. These skills will benefit her continued education and future career as a Stem Cell Biologist."

### Knowledge, Skills, or Techniques to be Imparted During this Phase.

1. What specific knowledge, skills or techniques will be learned?
   - Example: "The student intern will learn to use extracted RNA to perform gene expression analysis in the laboratory, analyze results and summarize in a scientific manner."

2. What plans are in place for the trainee/intern to participate in American cultural activities?
   - "International Student and Scholar Services encourages cross-cultural activities and provides relevant materials and programming." Feel free to add department-specific activities.

### Methods of Supervision. Who will provide daily supervision of the trainee or intern and what are their qualifications to impart the planned learning during this phase?

Give name and title of faculty host and explanation of his/her qualifications for supervising this phase. Provide information on any other staff who may be involved in supervising the student intern.

### Methods of Performance Evaluation. How will the trainee or intern’s acquisition of new skills and competencies be measured during this phase?

Close observation, regular meetings to discuss progress and written evaluation are all recommended. Others in the department may give feedback as well, but the intern must have direct feedback and continuous supervision from the faculty host/supervisor.

Example: "The faculty host will meet with the student intern on a weekly basis to discuss progress on the assigned tasks. The supervisor will also be able to provide direction and feedback as necessary between meetings."