

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. |
| Phase Site Address: | The address where the internship will take place; please include ZIP code. |
| 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 (mm/dd/yyyy). If there is only one phase, this should match the start date in Section 1. |
| End Date of Phase: | Enter the end date of the phase (mm/dd/yyyy). If there is only one phase, this should match the end date in Section 1. |
| 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 section should have more than one sentence, and answer the specific question in sufficient detail. The consular officer at the embassy will review these answers, and the plan needs to 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:**
Provide a general description of the intern's role at the U, including information about the intern's role in an overarching project or the specific field/subject of study.
- **Specific goals and objectives for this program or phase:**
This section should describe what the student intern hopes 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?:** Please include specific opportunities that the student intern will have to engage in cultural activities at the U and in SLC/Utah. Possible ideas include museums, sporting events, concerts, tours of the city, conferences/lectures in the department, film festivals, cultural festivals, holiday parties, trips to national parks, and U of U sponsored events, etc.
- **What specific knowledge, skills, or techniques will be learned?:**
This section should expand on the previously stated goals in greater detail. Describe the specific expected academic outcomes, such as specific systems, models, or techniques specific to the student intern's field of study.
- **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 student 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. 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: Must be signed and dated by the faculty member supervising the internship. This is also the person that will conduct evaluations.