

J-1 Student Intern Training/Internship Placement Plan Knowledge Base

The DS-7002 Training/Internship Placement Plan is the specific program outline for a Student Intern. Each Student Intern will require an individual DS-7002.

This form is to assist in completing the DS-7002 Tab of the new J-1 Request in Terra Dotta. **Please note that the DS-7002 tab is not “save as you go”.** All required fields need to be entered in one pass. Once the DS-7002 is completed, ISS will review the training plan to ensure all requirements and regulations are met.

Section 1: Additional Participant Information

Additional Participant Information	
Current Field of Study/Profession * <small>Required</small>	Years of Experience in Field * <small>Required</small>
Type of Degree or Certificate * <small>Required</small>	Date Awarded or Expected * <small>Invalid date</small>

- Current Field of Study: match subject field listed in the department tab
- Years of Experience: number of years in current degree program
- Type of Degree: Bachelor's
 - Any degree above bachelor's should go through IFSS as a J-1 Scholar
- Date Awarded: expected date of degree completion at home university
 - The date of degree completion cannot happen while the Student Intern is in the U.S.

Section 2: Site of Activity, Workers Comp, Stipend

If the internship has more than one site of activity, a phase specific plan will need to be created for each different site of activity.

Employer ID Number * <small>Required</small>	Number of Full-Time Employees Onsite at Location: * <small>Required</small>
Annual Revenue * <small>Required</small> Select Annual Revenue	Website URL * <small>Required</small>
Workers Comp Policy: <input checked="" type="radio"/> Yes <input type="radio"/> No <small>Workers Comp Policy for Exchange Visitors *</small> Select Workers Comp Policy <small>Required</small>	Name of Carrier * <small>Required</small>
Stipend: <input type="radio"/> Yes <input type="radio"/> No <small>Required</small>	Exchange Visitor Hours Per Week * <small>Required</small>
Non-Monetary Compensation Value	

- Employer ID (FEIN): 39-6006492
- Number of employees: check the current number [here](#)
- Annual revenue: \$0 (we are a non-profit)
- Website: www.wisc.edu
- Workers comp policy: yes
- Name of Carrier: Self-insured through State of Wisconsin Statutes Chapter 102
- Workers comp policy for Exchange Visitors: No, but equivalent coverage
- Exchange Visitor Hours Per Week: enter in expected hours
 - Internships cannot be less than 32 hours per week
- Stipend: enter department stipend if applicable

Section 3: Main Program Supervisor

Last Name *	Title: *
Required	Required
First Name *	Email: *
Required	Please enter the Email
Fax	Telephone: *
	Required

- Best point of contact for the duration of internship program
 - Can be HR representative, or Faculty Supervisor

Section 4: Phase Information

Phase Name *	Training/Internship Field: *
Required	Required
Start Date *	End Date *
Phase Supervisor Details:	
Last Name *	Title *
Required	Required
First Name *	Email *
Required	Please enter the Email
Date of Signature	Telephone *
	Required

- Phase name: Internship
- Training/Internship Field: match the field of study the internship will be in
- Start and End dates: dates cannot be longer than 12 months and cannot go past the expected degree completion date
- Phase Supervisor Details: information of the Student Intern’s direct Faculty Supervisor during the program
 - The Faculty Supervisor will be required to sign the final DS-7002

Section 5: Phase Specifics

The Student Intern’s Faculty Supervisor must provide a detailed internship program outline for the entirety of the Student Intern’s time at UW-Madison. We recommend providing the Faculty Supervisor with this portion of the form for reference when completing the request. **The Faculty Supervisor will be required to sign the completed DS-7002 prior to being sent to the Student Intern.**

1. Description of Trainee/Intern’s role for this program or phase: *Provide broad high-level description of the intern’s role in the training.*

2. Specific goals and objectives for this program or phase: *Goals need to show what will be learned by the intern—high level goals, not the details of what will be taught. Minimum of 2-3 goals is required.*

3. Please list the names and titles of those who will provide continuous supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning? *Describe how the intern will be supervised. For example, how often with the supervisor and intern meet, what will be discussed and how it aligns with the objectives of the training. Please also list anyone else who may be involved in the intern's training/management/supervision.*

4. What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States? *The supervisor must have intentional cultural activities planned for the intern while in Madison.*

5. What specific knowledge skills or techniques will be learned: *Outline skills gained to meet their goal.*

6. How specifically will these knowledge skills or techniques be taught? *Describe specific tasks and activities. It might be helpful to provide a clear picture of a typical day this intern may experience while at UW-Madison. Task and activities must be relevant to what the intern will learn.*

7. How will the trainee/intern's acquisition of new skills and competencies be measured? *How will you know if the intern is succeeding or not?*

8. Additional Phase Remarks?