

# **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 University of Texas at San Antonio 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. This guide will assist you in completing the DS-7002 properly.

## **Section 1: Participant Information**

**(completed by hosting department administrator)**

- **Intern Name:** Must match passport
- **E-mail Address:** Provide the intern's e-mail address
- **Program Sponsor:** UTSA
  - UTSA is the primary sponsor of the J-1 Student Intern program
  - Specific site of activity and organization information will be reflected in Section 4
- **Program Category:** Student Intern
- **Occupational Category:** Student (**only required for Intern/Trainee category**)
- **Current Field of Study or Profession:**
  - Enter the Student Intern's current academic field of study at his or her home institution.
- **Experience in the Field:** Not applicable for Student Intern category
- **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 degree 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:**
  - Enter the start and end dates of the internship
  - The internship must end **PRIOR** to the student's program completion date.

## **Section 2: Compensation**

(completed by hosting department administrator)

- **Organization Name:** UTSA Department of \_\_\_\_\_ (Insert your department or institute name)
  
- **Street Address or Training/Internship Site: Enter hosting department's exact mailing address**
  - **Street address** and building names where the internship will take place
  - **City:** the city where the internship will take place
  - **State:** Texas
  - **Zip Code:** the zip code for the address where the internship will take place
  
- **Website:** website for the department hosting the Student Intern
  
- **Employer ID Number (EIN): 741717115**
  
- **Exchange Visitor Hours per Week: Minimum of 32**
  - The internship must be **full-time**.
  - The regulations governing J-1 student interns require that the internship consist of a **minimum of 32** hours per week.
  
- **Compensation:**
  - Check yes if your organization will pay the Student Intern; check no if you will not pay.
  - If yes, provide the monthly or hourly rates that the Student Intern will receive during the internship.
  - Non-monetary compensation such as housing, meals, transportation
  
- **Worker's Compensation (WC) policy?**
  - Check yes and provide name of carrier
  - The regulations governing J-1 Student Interns have always required student internship program sponsors (in this case, the UTSA Office of International Programs) to "adequately screen all potential host organizations at which a Student Intern will be placed by obtaining the following information: ... (D) Verification of Workman's Compensation Insurance Policy."
  
- **Does your WC Policy cover the exchange visitors?**
  - Check Yes, if the student intern will be paid by UTSA
  - Check No, if the student intern will NOT be paid by UTSA

- **Number of Full Time Employees:** The Office of International Programs will complete this question.
- **Annual Revenue:** The Office of International Programs will complete this question.

### **Section 3: Certifications**

Once all of the Sections have been completed (the participant information, the site of activity information, and the trainee/internship placement plan) forward the form to the prospective Student Intern.

- **Signature of Trainee/Intern Certification (page 1):** Student must sign and return to department before submitting record to the UTSA Office of International Programs
  - Scanned copies and electronic signatures are acceptable
- **Signature of Responsible Officer or Alternate Responsible Office (page 2):** Do NOT sign. Leave blank for UTSA Office of International Programs advisor to complete

### **Section 4: Training/Internship Placement Plan**

(completed by hosting department administrator)

- **Surname/Primary, Given Name:** Must match passport
- **The Exchange Visitor Is:** Student Intern
- **Program Sponsor:** UTSA
- **Program Number:** P-1-06113.
- **Main Program Supervisor/POC at Host Organization:**
  - Name of Supervisor or PI
  - Supervisor Title
- **Supervisor Contact Information:**
  - Phone
  - Fax
  - Email
- **Phase Site Name:** List name of specific lab or academic department at UTSA
- **Training/Internship Field:** Specific field of internship such as engineering, neurobiology, physics, law, etc.
- **Phase Site Address:** Street Address of primary site of activity (specific lab or academic department at UTSA)

- **Phase Name:**
  - If the internship only has one phase, you can list **Student Internship**
  - Occasionally, an internship will have multiple phases, such as observation phase, lab work phase, etc.
  - If this is the case, the phase name will correspond accordingly.
  - In addition, you will need to complete a separate page 3 for the DS-7002 to each individual phase.
  
- **Start Date for this Phase and End Date for this Phase:**
  - List the start and end of specific phase
  - If the internship will have multiple phases, please enter the internship start and end dates that are provided on page 1, Section 1
  
- **Phase \_ of \_:** You can list 1 of 1 if only one internship phase
  - If multiple phases, please complete each separate page 3 with the phase stage accordingly. For example, 1 of 3, 2 of 3, or 3 of 3.
  
- **Brief Description of Trainee/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.
  
  - **Example 1:** The Student Intern will be in charge of supporting technical work related to the regulation of adult stem cell activity in multiple mammalian tissues.
  - **Example 2:** The Student Intern will be responsible for the development of a scientific manuscript in the field of reproductive medicine and nutrition that could be submitted for publication to a peer-reviewed medical journal.
  - **Example 3:** The Student Intern will take part in the daily work at Flow and Imaging Cytometry Resource. He will perform supervised and non-supervised cell-sorts, sorting up to 8-colors of cell staining and analysis. He will perform short-term supervised research projects.
  
- **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.
  
  - **Example 1:** The objective of this internship is to provide the Student Intern with research experience that will be used to complete the requirements for his Master's degree in Molecular Bioscience at Heidelberg University. We will train him in multiple techniques relevant to cell biology, molecular genetics and biochemistry. By the end of his training, he should be familiar with interpreting data from multiple experiments and developing hypotheses for further testing.

- **Example 2:** Specific tasks will include statistical data analysis, literature reviews, manuscript drafting and revision. Emphasis will be placed on data analysis. The Student Intern will learn how to write a scientific report for publication in a peer-reviewed medical journal and will acquire:
  - User-level knowledge of epidemiologic study design;
  - Basic user-level knowledge of statistical techniques for the analysis of medical data;
  - User-level knowledge of implementation of epidemiologic and statistical concepts of reproductive medicine and nutrition problems
- **Example 3:**
  - To be able to run and troubleshoot FACSCanto and FACS Aria/FACS Aria special order instruments;
  - Learn how to design and to perform up to 8 colors multi-color cytometry staining and analysis;
  - Run cell sorting under different pressure conditions and interchangeable nozzles;
  - Become familiar with:
    - 96 well plate sorting;
    - Slide Cell sorting;
    - Micro- and nanoparticles sorting.

- **Knowledge, Skills, or Techniques to be Imparted During this Phase:**

**1) What specific knowledge, skills or techniques will be learned?**

The response to this question should expand on the previous answer. It should provide substantial details regarding what the Student Intern is going to learn by the end of the internship.

- **Example:** The Student Intern will become familiar with FACS analysis, mammalian cell culture techniques, Cas9-mediated mutations, transgenic animal generation and western blots.

**2) What plans are in place for the trainee/intern to participate in American cultural activities?**

Student Interns are sponsored by the UTSA 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.

- **Example:** The Student Intern might attend conferences/lectures at your department; participate in department happy hours or socials (this can only be used if the student is over the age of 21); attend department dinners; attend concerts or film festivals; attend specific UTSA-sponsored events hosted by student or post-doc organizations; attend sporting events; museum visits; holiday parties; BBQ/picnic; or visiting local cultural festivals.

- **How, specifically, will these knowledge, skills or techniques be taught?**

This question requires that you describe specifically how the Student Intern will be taught during the internship.

- **Example 1:** The Student Intern will be closely mentored by a postdoctoral fellow in Professor X's laboratory. The fellow will be in charge of directly working with the Student Intern and will demonstrate the specific lab techniques; the Student Intern will then be expected to become independent and proficient such that he can complete these lab techniques himself.
  - **Example 2:** The Student Intern will have the opportunity to become an auditor in introductory-level epidemiology and biostatistics courses offered to graduate students at the UTSA College of Sciences. The Student Intern will also participate in a bi-weekly seminar at the biotechnology department here. The Student Intern will participate in the weekly and monthly meetings of Dr. X's lab research groups, at which research projects for students and post-docs are discussed.
  - **Example 3:** The Student Intern will attend lectures on instrumentation and cytometry. He will assist with the calibration of equipment and fluorescent protein-based cell sorting. He will assist with multi-color cell analysis; DNA and cell analysis; and imaging cytometry analysis. He is expected to become familiar with FACS data standards, and batching analysis. We fully expect him to develop expertise through specific short-term research projects.
- **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?**
    - This section should detail the frequency with which the faculty sponsor and the Student Intern will meet; a general agenda for their meetings; and what information the faculty sponsor will review to assess the status of the Student Intern's projects.
    - Include the name of the faculty sponsor; his/her official title at the department; and a few sentences about his/her qualifications to provide supervision.
    - **Example 1:** The Student Intern will be supervised by Professor X, a Principal Faculty Member at Y. Professor X has been a Principal Faculty Member for 5 years, and he currently supervises a research team consisting of 10 postdoctoral fellows and 3 Research Associates.
    - **Example 2:** Professor X, Assistant Professor of Y at the UTSA College of Sciences, will supervise and encourage the Student Intern's work. Professor X will meet with him on a bi-weekly basis during his research group meetings, where the progress of the Student Intern's work will be assessed and discussed. The Student Intern will also meet on a weekly basis with Professor X to address issues that may not be feasibly discussed in a group setting.

- **Methods of Performance Evaluation. How will the Trainee or Intern's acquisition of new skills and competencies be measured during this phase?**

This section must describe how the faculty 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.**

- The response to this question must explain how evaluations of the Student Intern's progress will be conducted, and how that progress will be conveyed to the Student Intern's home institution abroad.
  - **Example 1:** The Student Intern's performance will be evaluated weekly by Professor X, and daily by graduate students and postdoctoral fellows working with the Student Intern. The Student Intern's acquisition of new skills will be measured by the research results and conclusions he draws; this will be documented as part of a final, written report that will be submitted to his dissertation advisor at Heidelberg University.
  - **Example 2:** Performance will be evaluated by the achievement of specific tasks necessary to produce a high-quality scientific manuscript. This includes evaluation of progress with analyses; generation of tables and figures; and generation of manuscript drafts. Depending on performance, the Student Intern may also be encouraged to produce abstracts for scientific meetings based on his work. His work will be measured on a daily basis using a scale from 1 to 5. This daily evaluation will be sent to his home university and provided to him directly upon completion of the internship.
- **Phase Supervisor Certification:**
    - **Signature of Supervisor (page 4):** Supervisor must sign before submitting record to the UTSA Office of International Programs
    - Scanned copies and electronic signatures are acceptable