Completing the DS-7002 – Training/Internship Placement Plan

TRAINING/INTERNSHIP PLACEMENT PLAN

SECTION 1: ADDITIONAL EXCHANGE VISITOR INFORMATION

<table>
<thead>
<tr>
<th>Trainee/Intern Name (Surname/Primary, Given Name(s) (must match passport name))</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST NAME</td>
<td>STUDENT’S EMAIL ADDRESS</td>
</tr>
</tbody>
</table>

Program Sponsor: Rutgers, The State University of New Jersey

Program Category: Student Intern

Occupational Category: N/A

Current Field of Study/Profession: ex. Computer Science

Experience in Field (number of years): N/A

Type of Degree or Certificate: ex. Undergraduate- Bachelors

Date Awarded (mm-dd-yyyy) or Expected: MM-DD-YYYY

Training/Internship Dates (mm-dd-yyyy)

From: MM-DD-YYYY

To: MM-DD-YYYY

SECTION 2: HOST ORGANIZATION INFORMATION

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Phase Site Address</th>
<th>Suite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rutgers Department of (ex. Computer Science)</td>
<td>110 Frelinghuysen Road</td>
<td></td>
</tr>
</tbody>
</table>

City: Piscataway

State: NJ

ZIP Code: 08854

Website URL: Rutgers Department website

Employer ID Number (EIN): 1-226001086-A1

Exchange Visitor Hours Per Week: 32

Stipend: Yes

Non-Money Compensation: Yes

Compensation: Yes

Does your Workers’ Compensation policy cover exchange visitors? Yes No, exempt

Workers’ Compensation Policy: Yes No, if yes, Name of Carrier: Self-Insured, PMA Management Corp. for claim

Number of FT Employees Onsite at Location: 10,100

Annual Revenue:

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

TIPS FOR PAGE 1:

SECTION I:

- **NAME**: Please use the full name of the intern exactly as written on his/her passport. All capitals.
- **TYPE OF DEGREE**: Ex. Bachelors; Masters; Ph.D. etc.
- **DATE AWARDED**: Student’s expected graduation date. Must be in the future and after the end date of the student’s internship.

SECTION II:

- **ORGANIZATION NAME**: should be “Rutgers,” followed by the department where the intern will train.
- **SITE ADDRESS**: Should be where the student intern will be working.
- **The Employee Identification Number (EIN) 1-226001086-A1.**
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<th>City</th>
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<th>ZIP Code</th>
<th>Website URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piscataway</td>
<td>NJ</td>
<td>08854</td>
<td>Rutgers Department website</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer ID Number (EIN)</th>
<th>Exchange Visitor Hours Per Week</th>
<th>Stipend</th>
<th>Yes</th>
<th>No</th>
<th>If yes, how much?</th>
<th>Compensation</th>
<th>Yes</th>
<th>X</th>
<th>No</th>
<th>If yes, value?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-229001080-A1</td>
<td>32</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
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<tr>
<th>Workers’ Compensation Policy</th>
<th>Yes</th>
<th>No</th>
<th>If yes, Name of Carrier</th>
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<tbody>
<tr>
<td></td>
<td>X</td>
<td></td>
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<th>Number of FT Employees Onsite at Location</th>
<th>Annual Revenue</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$0 to $1 Million</td>
</tr>
<tr>
<td>10,100</td>
<td></td>
</tr>
</tbody>
</table>

### CONTINUED TIPS ON PG 1:

### SECTION II:

- **HOURS** - minimum hours per week should be 32 hours
- **COMPENSATION** - Check “YES” if you will pay the Student; check “NO” if you will not pay. If “YES”, provide the monthly/hourly rates the Student will receive. Non-monetary compensation such as housing, meals, transportation.
- **WORKER COMPENSATION** - Answer “YES”, to the question, Will WC Policy cover the intern/trainee?
- **NUMBER OF EMPLOYEES** - 10,100
- **ANNUAL REVENUE** - $25 million or more
- **SIGNATURE** - Scanned copies and electronic signatures are acceptable.
### SECTION IV:

- **NAME** - Use the full name as written on his/her passport. All capitals. (LIKE PG 1)
- **PROGRAM SPONSOR** - “Rutgers,” followed by the department where the intern will train.
- **PHASE INFORMATION** -
  - **Phase Site Name**: List name of specific lab or academic department at Rutgers University.
  - **Training/Internship Field**: Specific field such as engineering, computer science, etc.
  - **Phase Name**: describes the internship (ex. Orientation, HR Rotation, or Research Project)
  - **Phase Dates**: Internship will have multiple phases (1 of 2), such as observation phase, lab work phase, etc. In this case, you will need to complete a separate page 3 for the DS-7002 to each individual phase.

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**Internship Placement Phases**: Short-term internships (less than four months), will require one training phase. Longer internships will require more than one phase and should demonstrate an expansion of knowledge and skills. Internships lasting between five and eight months should have at least two internship phases. Internships between nine and twelve months should have at least three phases. These are guidelines and exceptions may be considered depending upon the nature of the internship.

No phase should be longer than six months. Phases should, (1) build upon previous phases where more developed skills and information is introduced to the intern or, (2) consist of departmental rotations. All phases should have different tasks, goals, and skills to be imparted.
### Description of Trainee/Intern’s role for this program or phase

- Short and to the point. It should be a summary of the phase – what will the intern do during this phase? (e.g. Introduction to Department, orientation to work environment, Rotation with accounting personnel, Shadowing of department staff,...)

### Specific goals and objectives for this program or phase

- What needs to occur in order for this phase to be successful? What must happen before the intern can move on to the next phase, if any?
- List what you hope to impart upon the Intern and what you expect him or her to contribute. A good phrase to use here is, “By the end of this phase, the intern will be able to...”

### 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?

- List names and titles. Provide details the frequency with which the sponsoring supervisor 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: 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.
SECTION IV:

- **CULTURAL ACTIVITIES** - In addition to what our office provides, please describe programs/activities that will be available to the student intern that will expose him or her to American culture.

- **KNOWLEDGE AND SKILLS** - The response to this question should expand on the objectives. It should provide substantial details regarding what the Student is going to learn by the end of the internship.

- **METHODOLOGY** - This is how the intern will learn what you wish to train. What the intern will do on a daily basis. List tangible training activities that will be taken on by the intern (i.e. what the host will do for the intern).
SECTION IV:

• ADDITIONAL REMARKS - Feel free to add additional details. The more complete the Training Plan, the better it can be evaluated by the visa officer.

TIPS ON PG 5:

• MORE THAN 1 PHASE: Please add multiple pages (of page 5) of there is more than one phase.

• SIGNATURE - Scanned copies and electronic signatures are acceptable.