

## Supervisor Agreement to the Terms of Sponsorship of a J-1 Student Intern

Prospective Intern Name:

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Supervisor Name:

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As the supervisor of the above named J-1 Student Intern, I understand I will be responsible for this intern. I will be the signatory on the Department of State's Training/Internship Placement Plan (T/IPP), also known as the DS-7002, and agree to the following:

### **General Requirements of J-1 Student Intern Program**

1. I understand the purpose and goals of the internship are to expose the intern to American techniques, methodologies, and expertise; to expand upon his/her existing knowledge and skills; and to promote international exchange between the U.S. and the intern's home country;
2. I am participating in this Exchange Visitor Program in order to provide the Intern with training or an internship as delineated in the T/IPP;
3. I will ensure the Intern obtains skills, knowledge, and competencies through structured and guided activities such as classroom training, seminars, rotation through several departments, on-the-job training, attendance at conferences, and similar learning activities, as appropriate in specific circumstances;
4. I will ensure that the intern has verifiable English language skills sufficient to function on a day-to-day basis in the internship environment;
5. I will plan and encourage the student intern's participation in American cultural activities during the program;
6. I will ensure sufficient resources, plant, equipment, and trained personnel will be available to provide the specified internship program;
7. I will ensure the internship experience does not duplicate any prior work or training experience had by the intern;
8. I will ensure the intern will be engaged in structured and guided "work-based learning" and not ordinary work or unskilled labor;
9. I will ensure continuous on-site supervision and mentoring will be provided throughout the duration of the internship by experienced and knowledgeable staff;
10. I will conduct the required periodic evaluations of the Intern throughout and at the conclusion of the internship;
11. I certify that this internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.);

12. I will actively support the University by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
13. I will review and follow the (T/IPP);

### **Definition of Student Internship**

14. The position that the Intern fills exists primarily to assist the Intern in achieving the objectives of his/her participation in the Internship;
15. I agree that this internship is not long-term employment and is not meant to develop into such. Therefore, it is understood that no change of category or change of status requests will be considered while this intern is participating in this internship program;
16. I will ensure the student intern engages in internship activities for a minimum of 32 hours per week;
17. I will ensure the internship will consist of no more than 20% clerical work;
18. I will ensure the intern will not be engaged in an unskilled or casual labor position, in a position that requires or involves child care or elder care, a position in the field of aviation, or, in clinical positions or engaging in any other kind of work that involves patient care or contact, including any work that would require student interns to provide therapy, medication, or other clinical or medical care (e.g., sports or physical therapy, psychological counseling, nursing, dentistry, veterinary medicine, social work, speech therapy, or early childhood education);
19. The Intern named above will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need;

### **Notifications to OISS**

20. I will notify the Office for International Students and Scholars (OISS) at the earliest possible opportunity if I believe that the Intern is not receiving the type of training delineated on the T/IPP;
21. I will notify the OISS at the earliest available opportunity regarding any concerns about, changes in, or deviations from the T/IPP;
22. I will notify the OISS in the event of an emergency involving the Intern, as well as any information that I receive about the Intern that might have an effect on that exchange visitor's health, safety or welfare;
23. I will notify the OISS if I receive information regarding a serious problem or controversy involving the Intern that could be expected to bring the Department of State, the Exchange Visitor Program, or the University's exchange visitor program into notoriety or disrepute;

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*Signature of Faculty Supervisor*

*Date*