



All J-1 Student Interns are required to present a completed DS-7002, Training/Internship Placement Plan, when apply for a J-1 visa at a U.S. embassy or consulate.

### Section 1: Participant Information (completed by hosting department)

- **Intern name:** Must match passport
- **Email address:** Provide the intern's email address
- **Program sponsor:** Wichita State University
  - Site of activity information will be entered in Section 4
- **Program category:** Student Intern
- **Occupational Category:** Student
- **Current Field of Study or Profession:** Enter the student intern's field of study at home institution
- **Experience in Field:** Leave blank
- **Type of Degree or Certificate:**
  - Enter the intern's current level of study, i.e. Bachelor's, Master's, etc.
  - The student must be currently enrolled in this 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 at the home institution
  - This date must be AFTER the end date of the internship
- **Training/Internship Dates:**
  - Enter the start and end dates of the internship. These dates must match the dates requested by the department in the DS-2019 Request Form.

### Section 2: Compensation (completed by hosting department)

- **Organization Name:** List name of hosting department
- **Street Address or Training/Internship Site:** List complete address where internship will occur
- **Website:** List the hosting department's website
- **Employer ID Number (EIN):** 48-6029925
- **Exchange Visitor Hours per Week:**
  - The intern must be working at least 32 hours per week
- **Compensation:**
  - Check yes or no if the intern will receive a stipend or non-monetary compensation
  - If yes for either, provide the compensation details
- **Workers' Compensation Policy:** Mark "Yes", Name of Carrier is CompAlliance
- **Does your Workers' Compensation policy cover exchange visitors?** Mark "No, exempt" if student intern is unpaid. If student intern will be a paid WSU employee, mark "Yes"
- **Number of FT Employees Onsite at Location:** 2575
- **Annual Revenue:** \$25 million or more

### Section 3: Certifications (completed by intern)

- **Printed Name of Trainee/Intern, Date, and Signature of Trainee/Intern:** The student intern will need to complete this section after the department has completed all other sections of this form. Scanned copies are acceptable.
- **Signature of Responsible Officer or Alternate Responsible Officer:** Do not sign. This section will be completed by RO in International Education.

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

- **Surname/Primary, Given Name:** Must match passport name
- **The Exchange Visitor is:** Student Intern
- **Program Sponsor:** Wichita State University
- **Program Number:** P-1-01549
- **Main Program Supervisor/POC at Host Organization:**
  - Name of Main Program Supervisor/POC
- **Supervisor Contact Information:**
  - Phone
  - Fax
  - Email
- **Phase Site Name:** List name of specific lab or WSU department
- **Training/Internship Field:** Specific field of internship such as mechanical engineering
- **Phase Site Address:** Street address of site of activity
- **Phase Name:**
  - If the internship only has one phase, you can list "Student Internship"
  - If the internship has more than one phase, label the phase accordingly using descriptive terms such as "Observation phase" or "Lab work phase." For internships lasting 6 months or longer, a minimum of two phases is required. For internships occurring at two or more locations, a separate phase should be entered for each site.
  - A separate Section 4 of the DS-7002 must be completed for each phase
- **Start Date of Phase**
  - For internships with only one phase, this should match the start date listed on Section 1, Page 1 of the DS-7002
- **End Date of Phase**
  - For internships with only one phase, this should match the end date listed on Section 1, Page 1 of the DS-7002
- **Phase \_\_\_ of \_\_\_**
  - List 1 of 1 if only one internship phase
  - If multiple internship phases, please complete each separate page 3 with the corresponding phase stage. For example, 1 of 3.
- **Primary Phase Supervisor**
  - This may or may not be the same as the Main Program Supervisor. Primary Phase Supervisor will sign DS-7002.
  - Supervisor Title
  - Email
  - Phone Number
- **Description of Trainee/Intern's role for this program or phase:** This section should briefly describe how the internship will complement the student intern's program of study at his/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 program or phase:** This section should focus on describing in detail what will be learned during the internship.

- **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 FACSaria/FACSaria 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.
- **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?** Each person who will have supervisory responsibilities must be listed here.
  - **Example 1:** Professor Arun Kumar, PhD in Epidemiology, has been a WSU faculty member for 5 years. He currently supervises a research team consisting of 10 postdoctoral fellows and 3 research associates.
- **What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?** American cultural activities are a requirement of the J-1 Student Intern regulations. 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 contact with American students or researchers at an American university.
  - **Example 1:** The student intern will be invited to attend conferences/lectures in the Mechanical Engineering department; participate in the biweekly department happy hour (if over the age of 21); attend dinner at supervisor's home; attend specific WSU-sponsored events; and attend WSU sporting events.
- **What specific knowledge, skills, or techniques will be learned?** The response should expand on the Goals and Objectives. It should provide substantial details regarding what the student intern will learn by the end of the internship.
  - **Example 1:** The student intern will become familiar with FACS analysis, mammalian cell culture techniques, Cas9-mediated mutations, transgenic animal generation and western blots.
- **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).
  - **Example 1:** The student intern will enroll in a four-credit course, Organic Chemistry Lab, in order to learn lab techniques for organic chemistry. He will be closely monitored by a postdoctoral fellow in Professor Kumar's laboratory. He will begin by learning and observing techniques; practicing one or two at a time and becoming proficient before adding more, and ultimately will be expected to become independent and proficient such that he can complete

these lab techniques himself. There will be weekly lab team meetings with opportunities for questions and discussion.

- **Example 2:** The student intern will attend non-credit, department 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. He will develop his expertise through specific short-term research projects under the supervision of Dr. Kumar.
- **How will the Trainee/Intern's acquisition of new skills and competencies be measured?** 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 and how the intern's progress will be conveyed to the student intern's home institution.
  - **Example 1:** The student intern's performance will be evaluated weekly by Professor Kumar, and daily by graduate students and postdoctoral fellows working with the inter. 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 his home institution.
  - **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 of 1 to 5. This daily evaluation will be sent to his home university and provided to him directly upon completion of the internship.
- **Additional Phase Remarks (optional)**
- **Phase supervisor**
  - Signature of Main Program Supervisor
  - Printed name of supervisor
  - Date