

# Training / Internship Placement Plan (T/IPP) Questionnaire

Intern Name \_\_\_\_\_ Internship Dates \_\_\_\_\_ to \_\_\_\_\_  
LAST First Internship can NOT be more than 12 months

Phase Name \_\_\_\_\_

Phase \_\_\_\_\_ of \_\_\_\_\_\*

Phase Dates \_\_\_\_\_ to \_\_\_\_\_

\* A separate copy of this form must be completed for each phase if the internship has more than one phase.

Faculty Sponsor Name \_\_\_\_\_  
LAST First

*NOTE: Each internship should have specific start and end dates, as well as a unique name for each phase. For example "Training in Marketing Department", or "Architectural Design Project". If an internship includes rotations through various departments, or specialization of training in different subject areas, multiple phases, each with a unique name and specific dates, should be identified and completed as needed.*

Title \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

## Certifications

As **faculty sponsor**, I agree to host the J-1 Student Intern under the following terms and conditions:

- I will write an evaluation that will be completed prior to the conclusion of the internship program. At a minimum, a concluding evaluation for programs six months or less will be completed. For internship programs lasting longer than six months, I will complete a midpoint AND concluding evaluation before the completion of the internship. After the intern and I both sign the evaluations, they will be submitted to the Berkeley International Office before the intern leaves Berkeley;
- I will notify the Berkeley International Office at the earliest available opportunity regarding concerns about, changes in, or deviations from this T/IPP;
- I will notify the Berkeley International Office in the event of an emergency involving the intern named in this T/IPP, as well as any information about the intern that might have an effect on the intern's health, safety, or welfare;
- This internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C.201 et seq.);
- The intern named in this T/IPP will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need.

Faculty Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

1. Describe the **intern's role** for this program or phase. More specifically, explain the tasks and duties the intern will be expected to perform during this phase.

*EXAMPLE: The intern will be developing a new catalysis and researching its application to organic synthesis.*

2. List the **specific goals and objectives** for this program or phase.

*EXAMPLE: The student will learn many technical and research skills in Chemistry from the faculty, graduate students and postdocs in their respective groups, e.g. basic experimental skills, including organic synthesis, spectroscopic measurements, materials synthesis and their characterization.*

## Training / Internship Placement Plan (T/IPP) Questionnaire

3. List the **names and titles** of those who will provide continuous (for example, daily) supervision of the intern, **including the primary supervisor (faculty sponsor)**. Note these persons' **qualifications** to teach the planned learning.

*EXAMPLE: The intern will be working with Dr. XXXX, a postdoctoral scientist in the lab under the overall supervision of the PI Prof. YYYY. Supervision will be daily, and the intern will be briefed of, and is expected to, strictly adhere to safety norms in the lab. Dr. XXXX has had rich experience with supervising undergraduates and junior group members. Prof. YYYY has mentored and supervised over 400 group members over three decades.*

4. Per J-1 regulations, the internship program must enhance the intern's knowledge of US culture and society. What plans are in place for the intern to participate in cultural activities while in the United States? Please provide **specific examples of cultural activities** the intern will have access to while in the United States.

*EXAMPLE: The student's mentors will engage them in American activities outside of work hours e.g. hiking, sightseeing, bbq, coffee breaks.*

5. What **specific knowledge, skills, or techniques** will be learned?

*EXAMPLE: The intern will acquire basic experimenting skills including organic synthesis, spectroscopic measurements, materials synthesis and their characterization.*

6. **How specifically will these knowledge, skills, or techniques be taught?** Include specific tasks and activities and/or teaching methodology.

*EXAMPLE: When students join the group, the safety czar will explain and quiz lab safety rules. This will be done after completion of Chemistry department's safety course. All hands on training (lab experiments) will be performed with senior lab members, until they are allowed to carry out each operation by themselves. In other words, when students start any new type of experiment/measurement, they must be trained by their mentors and/or instrument czars and get approval to carry out each operation independently.*

## Training / Internship Placement Plan (T/IPP) Questionnaire

7. Describe how the intern will be evaluated by the faculty sponsor. **How will the intern's acquisition of new skills and competencies be measured?**

*EXAMPLE: Prof. XXXX will monitor the intern's progress throughout the internship program. Prof. XXXX will evaluate whether the intern can reproduce expected results (e.g. make the same compounds and show the same properties). If the intern cannot, Prof. XXXX will determine the reason and repeat the experiments until the intern has demonstrated acquisition of the new skills. Prof. XXXX will complete a final written evaluation prior to the end of the internship program (for internship programs 6 months or less) / a midpoint and final written evaluation (for internship programs more than 6 months).*

8. Please note any **additional phase remarks** in the box below.