J-1 STUDENT INTERN PROCESS DESCRIPTION

**Department /Unit**
- Creates formal Internship Program structure (with guidance as needed from OIA)
- Might help develop "standard" internship plan with input from supervisor such as:
  - Research program
  - Scientific writing program
- Assigns supervisors and ensures they have required training
- Promotes program
- Reviews applications and selects participants
- Collects individual paperwork from approved participants
- Submits J-1 Request Form and supporting documents to OIA for processing and review
  - Includes Form DS-7002, Training/Internship Placement Plan
- Responsible for application of internship program and plan to the Student Intern
  - Might develop the internship plan with help from department
  - Guides the Student Intern through the activities of the internship plan
  - Meets with the Student Intern at least once every 5 business days to monitor progress
  - Assigns Student Intern reading, shadowing or time with subject-matter experts as needed.
  - Schedules Student Intern for participation in conferences, workshops or other education or professional events as appropriate
  - Monitors and follows up with Student Intern about progression/advancement on required internship presentation or publication; edits and reviews it prior to final submission to Department/Unit/OIA
- Prepares and submits J-1 Student Intern Evaluation at midway and/or conclusion of program

**Supervisor**
- Manages J-1 Process
  - Receives required programmatic information from Department/Unit
  - Receives required information about Student Intern from Department/Unit
  - Processes J-1 paperwork and advises Student Intern on process for visa application, travel, stay and departure
  - Follows up with supervisor and Student Intern to collect required Mid- and Final Evaluations
  - Collects any presentations, papers, or other Student Intern accomplishments to add to an International Student Library/OIA Annual Report

**OIA**