



TRAINING/INTERNSHIP PLACEMENT PLAN

SECTION 1: ADDITIONAL EXCHANGE VISITOR INFORMATION

Trainee/Intern Name (<i>Surname/Primary, Given Name(s) (must match passport name)</i>)		E-mail Address
Trainee Example		exampletrainee@example.com
Program Sponsor	Program Category	
American Institute For Foreign Study - Trainee Program	Trainee <input type="button" value="v"/>	
Occupational Category	Current Field of Study/Profession	Experience in Field (<i>number of years</i>)
Business, Library Science, Counsel	Social Services	5
Type of Degree or Certificate	Date Awarded (<i>mm-dd-yyyy</i>) or Expected	Training/Internship Dates (<i>mm-dd-yyyy</i>)
Bachelor's	XX-XX-XXXX	From 01/01/2023 To 06/30/2024

SECTION 2: HOST ORGANIZATION INFORMATION

Organization Name		Phase Site Address		Suite
Example Company		123 Main St		
City	State	ZIP Code	Website URL	
City	ST	Zip	www.ExampleCompany.com	
Employer ID Number (<i>EIN</i>)	Exchange Visitor Hours Per Week	Compensation		
X-XXXXXX	40	Stipend <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much? \$200 per week Non-Monetary Compensation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, value? \$300 per week		
Workers' Compensation Policy			Does your Workers' Compensation policy cover exchange Visitors?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, Name of Carrier Example Carrier			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, exempt <input type="checkbox"/> No, but equivalent coverage	
Number of FT Employees Onsite at Location	Annual Revenue			
X-X	<input checked="" type="checkbox"/> \$0 to \$3 Million <input type="checkbox"/> \$3 Million to \$10 Million <input type="checkbox"/> \$10 Million to \$25 Million <input type="checkbox"/> \$25 Million or More			

SECTION 3: CERTIFICATIONS

Trainee/Intern - I certify that:

- I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
- I am entering into this Exchange Visitor Program in order to participate as a Trainee or Intern as delineated in this T/IPP and not simply to engage in labor or work within the United States.
- I understand that the intent of the Exchange Visitor Program is to allow me to enhance my skills and gain exposure to U.S. culture and business in a way that will be useful to me when I return home upon completion of my program.
- I understand that my internship/training will take place only at the organization listed on this T/IPP and that working at another organization while on the Exchange Visitor Program is prohibited.
- I will contact the Sponsor at the earliest available opportunity regarding any concerns, changes in, or deviations from this T/IPP.
- I will respond in a timely way to all inquiries and monitoring activities of my sponsor.
- I will follow all of my sponsor's guidelines required for my participation in my program.
- I will contact the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest possible opportunity if I believe that my sponsor or supervisor (as set forth on page 3, section 4), is not providing me with a legitimate internship or training, as delineated on my T/IPP; and
- I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Printed Name of Trainee/Intern Example Trainee Date (*mm-dd-yyyy*) XX-XX-XXXX

Signature of Trainee/Intern _____

Sponsor-

1. I have reviewed, understand, and will ensure that the Supervisor (as set forth on page 3, section 4) follows this Training/Internship Placement Plan (T/IPP) regarding the Trainee or Intern listed above;
2. I will notify the designated U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest available opportunity regarding any concerns about, changes in, or deviations from this Training/Internship Placement Plan (T/IPP), including, but not limited to, changes of Supervisor or host organization;
3. I will adhere to all applicable regulatory provisions that govern this program (see 22 CFR Part 62), including, but are not limited to, the following:
 - a. I will ensure that the Trainee or Intern named in this T/IPP receives continuous on-site supervision and mentoring by experienced and knowledgeable staff;
 - b. I have confirmed with the Supervisor or host organization representative that sufficient resources, plant, equipment, and trained personnel will be available to provide the specified training or internship program set forth in this T/IPP;
 - c. I will ensure that the Trainee or Intern named in this T/IPP 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;
 - d. I will ensure that the Trainee or Intern named in this T/IPP does not displace full-or part-time temporary or permanent American workers or serve to fill a labor need and ensure that the position that the Trainee or Intern fills exists primarily to assist the Trainee or Intern in achieving the objectives of his or her participation in this training or internship program;
 - e. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.), if applicable. I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Agricultural Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
 - f. I will notify the Department of State if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute; and
 - g. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Signature of Responsible Officer or Alternate Responsible Officer

Printed Name of Responsible Officer or Alternate Responsible Officer _____ Date (mm-dd-yyyy) _____

Name of Sponsor Organization American Institute For Foreign Study - Trainee Program Program Number P-XXXXXX

SECTION 4: TRAINING/INTERNSHIP PLACEMENT PLAN

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g.; if the trainee/intern is rotating through different departments).

Surname/Primary, Given Name(s) (must match passport name)		The Exchange Visitor is:	
Trainee	Example	Trainee <input type="button" value="v"/>	
Program Sponsor		Program Number	
American Institute For Foreign Study - Trainee Program		P-XXXXXX	
Main Program Supervisor/POC at Host Organization		Supervisor Contact Information	
Example Supervisor		Phone XXX-XXX-XXXX	Fax XXX-XXX-XXXX
Title		Email	
Example Title		supervisor@example.com	

PHASE INFORMATION

Phase Site Name		Training/Internship Field		Phase Site Address	
Example Site Name		Education, Social Sciences, Library Sc		Example Address	
Phase Name		Start Date (mm-dd-yyyy) of Phase	End Date (mm-dd-yyyy) of Phase	Phase	
Introduction/Orientation		01/01/2023	01/14/2023	1 of 5	
Primary Phase Supervisor			Supervisor Title		
Example Supervisor			Human Resources Director		
E-mail			Phone Number		
example@email.com			xxx-xxx-xxxx		

Description of Trainee/Intern's role for this program or phase

The trainee will complete the companies onboarding, orientation, and new employee training under the guidance of department heads and Human Resources. They will be asked to provide feedback on the onboarding and training procedures.

Specific goals and objectives for this program or phase

The trainee will gain an overview of company's history and general company structure. The trainee will meet various managers and employees in each department and learn each departments responsibilities and goals and how they contribute to the overall mission of the company. The trainee will understand the company's policies and expectations through the onboarding program and new employee training.

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?

EXAMPLE NAME HERE: Human Resources Director-Masters in Human Resources and 22 years experience in the Human Resources field.

What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

The trainee will have the opportunity to participate in group lunches and other social activities with the team. The trainee will also be able to participate in various events in the city where the traineeship is taking place.

What specific knowledge, skills, or techniques will be learned?

The trainee will learn the companies standard operating procedures and policies, as well the company culture and goals/mission. The trainee will become familiar with the employee/managerial structure of the training site. The trainee will gain specific skills and knowledge because of mandatory trainings and classes and understand the new employee onboarding and training process through participation.

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*).

Trainee will shadow, assist, and observe various department heads within the company. Trainee will develop relationships with co-workers and supervisors. Trainee will complete specific trainings and classes required for company/specific role and gain experience and knowledge in communication and workplace laws and policies relevant to the United States and state of their traineeship. They will complete all new employee onboarding and specific training courses to become familiar with their industries required skills and trainings. Any software used for their traineeship will be taught.

How will the Trainee/Intern's acquisition of new skills and competencies be measured?

At the end of each week, trainee will meet with a department head one on one to review week's progress and what goals they have set for the upcoming week. Human Resources will be checking in with the trainee daily to ensure all questions are answered and the trainee is orientated appropriately.

Additional Phase Remarks (*optional*)

The trainees direct supervisor will be the primary source for continuous on-site supervision and mentoring. Additionally, during this phase each team member will give an overview of their role to the trainee and train them on specific aspects of the projects they will be involved in.

Phase Supervisor - I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or 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;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP.
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.), if applicable. I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Agricultural Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Signature of Supervisor _____

Printed Name of Supervisor Example Supervisor Date (mm-dd-yyyy) _____

PRIVACY ACT STATEMENT

AUTHORITIES: The information is sought pursuant to Section 102 of the Mutual Educational and Cultural Exchange Act of 1961, as amended (*the Fulbright-Hays Act*)(22 U.S.C. 2452) which provides for the administration of the Exchange Visitor Program (*J visa*).

PURPOSE: The information solicited on this form will be used to provide clarity of training and intern programs offered by entities designated by the U.S. Department of State to conduct exchange visitor programs; for general statistical use; and to administer the Trainee and Intern categories of the Exchange Visitor Program.

ROUTINE USES: The information on this form may be shared with entities administering the program on behalf of the Department; federal, state, local, or foreign government entities for law enforcement purposes; to members of Congress in response to a request on your behalf . More information on the Routine Uses for the system can be found in the System of Records Notice State-08, Educational and Cultural Exchange Program Records.

DISCLOSURE: Participation in this program is voluntary; however, failure to provide the information may delay or prevent participation in the Exchange Visitor Program.

PAPERWORK REDUCTION ACT

Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: ECA/EC, SA-4E, U.S. Department of State, Washington, DC 20522-0505.

SECTION 4: TRAINING/INTERNSHIP PLACEMENT PLAN

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g.; if the trainee/intern is rotating through different departments).

Surname/Primary, Given Name(s) (must match passport name)		The Exchange Visitor is:	
Trainee Example		Trainee <input type="button" value="v"/>	
Program Sponsor		Program Number	
American Institute For Foreign Study - Trainee Program		P-XXXXXX	
Main Program Supervisor/POC at Host Organization		Supervisor Contact Information	
Example Supervisor		Phone XXX-XXX-XXXX Fax XXX-XXX-XXXX	
Title		Email	
Example Title		supervisor@example.com	

PHASE INFORMATION

Phase Site Name		Training/Internship Field		Phase Site Address	
Example Name		Education, Social Sciences, Library Sc		Example Address	
Phase Name		Start Date (mm-dd-yyyy) of Phase	End Date (mm-dd-yyyy) of Phase	Phase	
Youth Program Design		01/15/2023	05/01/2023	2 of 5	
Primary Phase Supervisor			Supervisor Title		
Example Name Here			Program Director		
E-mail			Phone Number		
example@email.com			xxx-xxx-xxxx		

Description of Trainee/Intern's role for this program or phase

The trainee will spend this phase working on programming for youth including sports and outdoor recreation. The trainee will initially shadow the program director and will then be given tasks including program design, scheduling, evaluations and inventory of equipment

Specific goals and objectives for this program or phase

The trainee will gain skills in designing programs for a particular demographic and age group of children. The trainee will evaluate past programs and surveys to gain awareness and understanding of previous programs. The trainee will become competent in scheduling, evaluating staff and program performance, inventory and ordering of equipment and providing feedback to employees.

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?

EXAMPLE NAME: Program Director. Bachelors Degree in Education. 12 years of experience at the company.

What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

The trainee will be based close to a state park, so lots of hiking, camping and river activities will be available. The company organizes 2 holiday based celebrations during this phase, which will be held at a local theme park and bowling alley.

What specific knowledge, skills, or techniques will be learned?

Trainee will gain skills in all aspects of youth program design. The trainee will create clear and concise staffing schedules, ensure all equipment is inventoried, available and in good working order, ensure compliance with the American Camp Association, gain staff management skills and program evaluation skills. They will have the opportunity to design, conduct and evaluate a new program.

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*).

The trainee will shadow the program director and initially work on tasks with the director. Once competent the trainee will be tasked with managing programs independently while also developing a new program for a certain age group/demographic. The Program Director will evaluate and provide feedback on the new program at all stages.

How will the Trainee/Intern's acquisition of new skills and competencies be measured?

Trainee will meet one on one weekly with supervisor to discuss areas of improvement and areas to focus on. Trainee will receive informal daily/session after each lesson. Trainee will be given 2, detailed written evaluations (mid phase, end of phase) detailing strengths and areas for improvement.

Additional Phase Remarks (*optional*)

Phase Supervisor - I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or 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;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP.
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.), if applicable. I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Agricultural Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Signature of Supervisor _____

Printed Name of Supervisor Example Name Here Date (mm-dd-yyyy) 01/01/2023

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Surname/Primary, Given Name(s) (must match passport name)		The Exchange Visitor is:	
Trainee Example		Trainee <input type="button" value="v"/>	
Program Sponsor		Program Number	
American Institute For Foreign Study - Trainee Pr		P-XXXXXX	
Main Program Supervisor/POC at Host Organization		Supervisor Contact Information	
Example Supervisor		Phone XXX-XXX-XXXX Fax XXX-XXX-XXXX	
Title		Email	
Example Title		supervisor@example.com	

PHASE INFORMATION

Phase Site Name		Training/Internship Field		Phase Site Address	
Example Name Here		Education, Social Sciences, Library Sc		Example Address Here	
Phase Name		Start Date (mm-dd-yyyy) of Phase	End Date (mm-dd-yyyy) of Phase	Phase	
Human Resources		05/02/2023	10/01/2023	3 of 5	
Primary Phase Supervisor			Supervisor Title		
Example Name Here			Director of Human Resources		
E-mail			Phone Number		
example@email.com			xxx-xxx-xxxx		

Description of Trainee/Intern's role for this program or phase

The trainee will work with the Director of Human Resources in this phase to recruit, interview, reference and onboard 150 seasonal employees. The trainee will spend the first section of this phase shadowing the Human Resources Director before independently organizing and conducting interviews and references. The trainee will also shadow the Human Resources Director on year round tasks-such as pay roll, benefits programs and tax advice.

Specific goals and objectives for this program or phase

Gain overview and insight into Human Resources practices in the United States at a mid-sized youth development business. The trainee will observe and participate in the full cycle recruitment process for a new seasonal employees at a youth development program. The trainee will be involved in referencing, interviewing and onboarding employees. They will also be involved in leading in person training sessions at the start of the season. The trainee will learn about U.S. benefits programs and how these relate to the company's success, as well as gain a better understanding of the U.S. payroll and tax system.

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?

EXAMPLE NAME HERE: Director of Human Resources. Bachelors Degree in Human Resources. 22 years experience in the field.

What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

During this phase is also the annual staff trip to a local state park to camp and highlight Americas natural public places. There will be two public holidays during this phase and the company will be hosting events related to the holiday.

What specific knowledge, skills, or techniques will be learned?

The trainee will gain knowledge in all US and State specific laws including Workplace Discrimination, Wage and Hour Laws, Employee Benefit Laws, Immigration Laws, and Workplace Safety Laws. They will gain skills in reviewing resumes, verifying references, conducting interviews, and drawing up new employee contracts and offer letters. They will gain experience processing payroll including knowledge in U.S. specific taxes and the companies benefits program.

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*).

Trainee will review resumes, perform reference verifications and interviews and review employee contracts, and offer letters under the supervision of the Human Resources Director and then independently. They will participate in weekly payroll processing. The trainee will also coordinate with the recruitment team to utilize various recruitment tools to attract new employees. They will analyze and provide suggestions to the benefits program being offered by the company.

How will the Trainee/Intern's acquisition of new skills and competencies be measured?

The Human Resources team will conduct weekly face to face meetings. The trainee will meet with the Human Resources director after week two to offer suggestions to the new employee training and onboarding materials. The trainee will meet with the Marketing and Recruitment teams biweekly, with the last meeting consisting of a review of the trainees proposed marketing materials to recruit new employees.

Additional Phase Remarks (*optional*)

Phase Supervisor - I certify that:

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3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or 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;
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10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.), if applicable. I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Agricultural Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
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Signature of Supervisor _____

Printed Name of Supervisor Example Name Here Date (mm-dd-yyyy) _____

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Surname/Primary, Given Name(s) (must match passport name)		The Exchange Visitor is:	
Trainee	Example	Trainee	▼
Program Sponsor		Program Number	
American Institute for Foreign Study - Trainee Program		P-XXXX	
Main Program Supervisor/POC at Host Organization		Supervisor Contact Information	
Example Supervisor		Phone xxx-xxx-xxxx	Fax xxx-xxx-xxxx
Title	Example Title	Email	Example@email.com

PHASE INFORMATION

Phase Site Name		Training/Internship Field		Phase Site Address	
Example Site Name		Sciences, Library Science, Counseling an		Example Address	
Phase Name		Start Date (mm-dd-yyyy) of Phase	End Date (mm-dd-yyyy) of Phase	Phase	
Marketing		10-02-2023	02-01-2024	4	of 5
Primary Phase Supervisor			Supervisor Title		
Example Name Here			Director of Marketing		
E-mail			Phone Number		
example@email.com			xxx-xxx-xxxx		

Description of Trainee/Intern's role for this program or phase

The trainee will be an active member of the marketing team. They will independently and as a team develop social media strategies, create content, and analyze data to determine success across a variety of social media platforms. They will also be tasked with developing projects in print and in person marketing events

Specific goals and objectives for this program or phase

The trainee will be trained in and then contributing ideas for content strategy, developing brand awareness, generating inbound traffic, and cultivating leads and sales through the various social media platforms (tik tok, Facebook, Instagram etc.). The trainee's goal is to increase customer engagement, website traffic and revenue by strategically utilizing all aspects of the social media marketing strategy. Extensive campaign review and data analysis of current and past campaigns will be conducted under the supervision of the Director of Marketing. The trainee will also travel to several cities in the US to conduct in person marketing events at youth development locations.

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?

EXAMPLE NAME HERE: Director of Marketing. Bachelors Degree in Marketing. 8 years experience in the field.

What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

The trainee will attend a large marketing conference in their assigned region. The marketing team will travel by van to the event and stop at several roadside attractions on the way. The trainee will be invited to attend sports games, music events and will be provided with transport to explore the local area.

What specific knowledge, skills, or techniques will be learned?

The trainee will gain experience in the entire social media marketing process, including, demographic and target audience identification, content creation, long and short-term strategies, implementation and evaluation of data provided from the campaigns. They will also gain experience with public speaking and presenting campaign ideas to an audience. The trainee will gain skills in hosting small in person marketing events for future and current customers at the youth development program.

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*).

The trainee will work directly with the Marketing Director during the onboarding and training phase. They will be trained in all software utilized by the Social Media team-including InDesign, Photoshop, and Hootsuite. They will then be assigned a specific campaign team to work with. The team leader will then directly supervise and provide the trainee with specific goals and tasks on a weekly basis. The trainee will utilize content creation software to create content. They will also be taught to analyze data through all platforms and create reports for the team to review. They will perform demographic and audience analysis to determine the content being created is relevant and successful.

How will the Trainee/Intern's acquisition of new skills and competencies be measured?

During the onboarding/training phase the trainee will be asked to create content for the marketing manager to review and provide feedback. This will assist the Manager assigning the trainee a team where they feel they fit best. Once assigned a team, the team leader will meet twice a week with the trainee to review content and provide feedback. Biweekly a formal written report will be submitted and a meeting with the Social Media Manager and Team Leader will be held.

Additional Phase Remarks (*optional*)

Phase Supervisor - I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or 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;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP.
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.), if applicable. I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Agricultural Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Signature of Supervisor _____

Printed Name of Supervisor Example Supervisor Date (mm-dd-yyyy) _____

PRIVACY ACT STATEMENT

AUTHORITIES: The information is sought pursuant to Section 102 of the Mutual Educational and Cultural Exchange Act of 1961, as amended (*the Fulbright-Hays Act*)(22 U.S.C. 2452) which provides for the administration of the Exchange Visitor Program (*J visa*).

PURPOSE: The information solicited on this form will be used to provide clarity of training and intern programs offered by entities designated by the U.S. Department of State to conduct exchange visitor programs; for general statistical use; and to administer the Trainee and Intern categories of the Exchange Visitor Program.

ROUTINE USES: The information on this form may be shared with entities administering the program on behalf of the Department; federal, state, local, or foreign government entities for law enforcement purposes; to members of Congress in response to a request on your behalf . More information on the Routine Uses for the system can be found in the System of Records Notice State-08, Educational and Cultural Exchange Program Records.

DISCLOSURE: Participation in this program is voluntary; however, failure to provide the information may delay or prevent participation in the Exchange Visitor Program.

PAPERWORK REDUCTION ACT

Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: ECA/EC, SA-4E, U.S. Department of State, Washington, DC 20522-0505.

SECTION 4: TRAINING/INTERNSHIP PLACEMENT PLAN

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g.; if the trainee/intern is rotating through different departments).

Surname/Primary, Given Name(s) (must match passport name)		The Exchange Visitor is:	
Trainee	Example	Trainee	<input type="checkbox"/>
Program Sponsor		Program Number	
American Institute for Foreign Study - Trainee Program		P-XXXX	
Main Program Supervisor/POC at Host Organization		Supervisor Contact Information	
Example Supervisor		Phone xxx-xxx-xxxx	Fax xxx-xxx-xxxx
Title	Example Title	Email	Example@email.com

PHASE INFORMATION

Phase Site Name		Training/Internship Field		Phase Site Address	
Example Site Name		Sciences, Library Science, Counseling an		Example Address	
Phase Name		Start Date (mm-dd-yyyy) of Phase	End Date (mm-dd-yyyy) of Phase	Phase	
Accounting and Finance		02-02-2024	06-30-2024	5	of 5
Primary Phase Supervisor			Supervisor Title		
Example Name Here			Director		
E-mail			Phone Number		
example@email.com			xxx-xxx-xxxx		

Description of Trainee/Intern's role for this program or phase

The trainee will now encompass all previous phases and experiences from their traineeship to to gain experience in business development, finances and accounting to gain an overall perspective of the company. The trainee will be working directly with the Director during this phase and be involved in business plans, end of year reports and audits.

Specific goals and objectives for this program or phase

The trainee will gain a broad perspective and knowledge into managing a youth development company in the US. They will gain skills and experience in business plans and budgeting, financial reports and US based audits. At the end of this phase they will have an understanding of all financial aspects involved in owning and running a youth development business in the US.

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?

Example Name Here: Director. Bachelors Degree in Education, Master Degree in Business. 22 years experience.

What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

The trainee will be invited on a company wide retreat to a local mountain town for a ski/snowboard weekend. They will also attend the winter markets and local community winter holiday-based events and celebrations.

What specific knowledge, skills, or techniques will be learned?

The trainee will help develop multiple financial reports including income statements, balance sheets cash flow reports etc They will learn to manage accounts payables and receivable and gain experience in basic auditing tasks such as risk and vulnerability assessment. The trainee will also work with the Director to review and create an annual budget and observe and evaluate previous summers department and program finances and determine where money can be saved.

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*).

The trainee will work with the Director to review and input data for income statements, balance sheets, cash flow reports etc to understand how the financial aspects are reported on and managed. They will then be given responsibility to assist in these reports and tasks. The trainee will review the previous seasons budget with the Director and discuss where money could be made/saved. The trainee, under supervision of the Director will then create an annual budget report presentation to present to the leadership team at the end of the phase.

How will the Trainee/Intern's acquisition of new skills and competencies be measured?

The trainee will receive weekly in person evaluations with the Director. The trainee will be required to present measurable upcoming goals and past evaluations on a weekly basis to discuss with the Director. At the end of the phase the trainee will present a financial report to the finance team who will provide feedback.

Additional Phase Remarks (*optional*)

Phase Supervisor - I certify that:

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2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or 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;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP.
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
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9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.), if applicable. I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Agricultural Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Signature of Supervisor _____

Printed Name of Supervisor Example Supervisor Date (mm-dd-yyyy) _____

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