

## W&M J-1 Student Intern Plan and Evaluation Form

**Supervisor/Sponsor:** Please complete this form and submit it with a completed W&M J1 Departmental Sponsor Form and Invitation Letter to ISSP- Reves Center for International Studies. You may send it electronically to [sjsech@wm.edu](mailto:sjsech@wm.edu) or via campus mail. Questions may be directed to Steve Sechrist, Director, ISSP [sjsech@wm.edu](mailto:sjsech@wm.edu) or 757 221 3437.

### Part A: Internship Details

**Student Name:** \_\_\_\_\_ **Banner ID Number:** \_\_\_\_\_

**Field of training:** \_\_\_\_\_ **Hours per week** \_\_\_\_\_

**Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Tel:** \_\_\_\_\_

**W&M Compensation:**      **None**                      \$ \_\_\_\_\_ **per month/hour**                      \$ \_\_\_\_\_ **fixed amount**

### Part B: Certification

**Certification:** As supervisor/sponsor for this intern, in accordance with 22 CFR 62.23(h)(3), I certify the following:

- This is an internship, of at least 32 hours per week, designed to educate the student in the program below.
- The internship will fulfill the educational objectives for the student's current degree program at his/her home institution abroad, exposing him/her to American techniques, methodologies, and skills.
- The internship is *not* to fill a temporary employment need, displace a US worker, place the student in a casual or unskilled labor situation, 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).
- The student's English language ability has been evaluated and deemed sufficient to conduct the internship.
- The student is in good academic standing with his/her post-secondary academic institution outside the United States from which he or she is enrolled in and pursuing a degree and to which he/she intends to return to complete his/her degree after completion of the internship program.
- The internship is supervised by W&M faculty or staff and in no way involves the services of a staffing or employment agency.
- The internship will not exceed 12 months or duplicate the student's prior internship experience.
- If clerical duties are involved, they constitute less than 20% of the internship program.
- I will notify ISSP-Reves Center of termination, early completion, or need for extension of the internship.
- The internship, supervision and evaluation thereof will take place as outlined above. Any changes will be submitted to ISSP-Reves Center for approval first.
- An evaluation of the intern's progress will be submitted to the Reves Center at the conclusion of the internship and if the internship exceeds 6 months, at the mid-way point. These are retained in the intern's immigration file.
- I understand that this document is used to meet federal requirements to sponsor a student for J-1 visa status for the student intern category.

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Printed Name and Title

Signature

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### Part C: Internship Structure

Please answer questions 1-7. If the internship has multiple phases, complete a separate Part C for each phase.

1. Provide a brief description of the internship.

2. Dates of this phase: \_\_\_\_\_ to \_\_\_\_\_ Name of phase: \_\_\_\_\_

3. Brief description of the intern's role for this phase:

4. Specific goals and objectives (for this phase):

5. Specific knowledge, skills, or techniques to be learned (during this phase):

6. Describe a. how these knowledge, skills, etc. will be taught, and b. how progress will be measured:

7. Indicate who provides daily supervision to the intern and provide their qualifications: