**J-1 Student Intern Training Plan – Drafting Tool**

**Instructions**: All questions are required on the “J-1 Student Intern Training Plan” e-form that you need to submit. Your responses will get fed into a government form that both you and the student intern will sign. The U.S. Consulate reviews these forms at the time of issuing the J-1 visa to the student intern.

**A note about phases:** Each Intern Training 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 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 internship.  **It is acceptable to have just one phase.** If you opt for multiple phases, you will need to complete all of the below information for each phase.

Name of Intern:

Phase Site Name:

Training/Internship Field:

Phase Name:

Start Date of Phase:

End Date of Phase:

Number of Hours per Week (min. 32 hours/week):

1. Description of Trainee/Intern's role for this program or phase:
2. Specific goals and objectives for this program or phase:
3. 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?
4. What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?
5. What specific knowledge, skills, or techniques will be learned?
6. 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).
7. How will the Trainee/Intern's acquisition of new skills and competencies be measured?