



U.S.-Mexico Internship Program Draft Placement Plan

This draft internship placement plan is designed to help develop and communicate internship program offers. The Council is able to help provide feedback and technical assistance, as needed. Creating an internship program that meets J-1 visa eligibility standards for the intern category may require dialogue between the host organization (you) and the visa sponsor (the Council). This communication may be facilitated by an immigration attorney selected by the host organization. The final internship placement plan is always signed by the host supervisor directly.

To submit, email this form to our Cultural Exchange Program Development Manager sandrews@immcouncil.org. This draft plan will be matched with the placement overview details provided in the corresponding online form. Our program staff will be in touch with you regarding placement services within 1-2 business days upon submission.

Site of Activity

Organization Name:

Address:

Address Line 1

Address Line 2

City

State

Zip Code

Approximate Program Dates:

Requested Start Date

Requested End Date

Intern Hours per Week *(must be a minimum of 32 hours)*:

Program Content and Phases

The purpose and content of your internship offer is best communicated through the phase information you provide below. This form allows you to structure the internship program in up to four phases. Programs longer than six months require a minimum of two phases. Shorter programs may be planned as one phase, or more. Leave unnecessary phases blank upon submission.

Phase 1 *(required for all programs)*

Basic Information

Phase Name *(Topic)*:

Internship Field:

Phase 1 Duration:

Number of Weeks or Months

Supervisor Details

Name:

Title:

Email:

Phone:

Internship Phase Specifics

Please describe the intern's role for this program:

Please list specific goals and objectives of this phase of the internship:

Who will provide daily supervision of the intern? This may be more than one person. Please include the name, title and qualifications of all professionals responsible for supervision.

What plans are in place for the intern to participate in cultural activities in the United States?

Knowledge, skills or techniques to be imparted during this phase

What specific knowledge, skills or techniques will be learned?

How specifically will these knowledge, skills or techniques be taught? Include specific tasks and activities (*e.g. classes, individual instruction, shadowing, journaling, preparing a presentation, etc.*):

Explain how the intern's acquisition of new skills and competencies will be measured (*please avoid "performance reviews"*):

Additional program information (*optional*):

Phase 2 *(required for all programs exceeding six months)*

Basic Information

Phase Name *(Topic)*:

Phase 2 Duration:

Number of Weeks or Months

Supervisor Details

Same as Above

or Add Supervisor:

Name:

Title:

Email:

Phone:

Internship Phase Specifics

Please list specific goals and objectives of this phase of the internship:

Who will provide daily supervision of the intern? This may be more than one person. Please include the name, title and qualifications of all professionals responsible for supervision.

What plans are in place for the intern to participate in cultural activities in the United States?

What specific knowledge, skills or techniques will be learned?

How specifically will these knowledge, skills or techniques be taught? Include specific tasks and activities *(e.g. classes, individual instruction, shadowing, journaling, preparing a presentation, etc.)*:

Explain how the intern's acquisition of new skills and competencies will be measured *(please avoid "performance reviews")*:

Phase 3 *(optional)*

Basic Information

Phase Name *(Topic)*:

Phase 3 Duration:

Number of Weeks or Months

Supervisor Details

Same as Above

or Add Supervisor:

Name:

Title:

Email:

Phone:

Internship Phase Specifics

Please list specific goals and objectives of this phase of the internship:

Who will provide daily supervision of the intern? This may be more than one person. Please include the name, title and qualifications of all professionals responsible for supervision.

What plans are in place for the intern to participate in cultural activities in the United States?

What specific knowledge, skills or techniques will be learned?

How specifically will these knowledge, skills or techniques be taught? Include specific tasks and activities *(e.g. classes, individual instruction, shadowing, journaling, preparing a presentation, etc.)*:

Explain how the intern's acquisition of new skills and competencies will be measured *(please avoid "performance reviews")*:

Phase 4 *(optional)*

Basic Information

Phase Name *(Topic)*:

Phase 4 Duration:

Number of Weeks or Months

Supervisor Details

Same as Above

or Add Supervisor:

Name:

Title:

Email:

Phone:

Internship Phase Specifics

Please list specific goals and objectives of this phase of the internship:

Who will provide daily supervision of the intern? This may be more than one person. Please include the name, title and qualifications of all professionals responsible for supervision.

What plans are in place for the intern to participate in cultural activities in the United States?

What specific knowledge, skills or techniques will be learned?

How specifically will these knowledge, skills or techniques be taught? Include specific tasks and activities *(e.g. classes, individual instruction, shadowing, journaling, preparing a presentation, etc.)*:

Explain how the intern's acquisition of new skills and competencies will be measured *(please avoid "performance reviews")*: