

HARVARD
INTERNATIONAL OFFICE



**Harvard International Office
J-1 Student Intern Intake Form**

This form is to be completed by the department administrator or PI to request a J-1 Student Intern visa sponsorship from the Harvard International Office. The form must be fully completed, and signed by the Student Intern's Faculty Supervisor.

Section 1: Intern Information

1. Intern's Name (Last Name, First Name):

2. Intern's E-mail Address:

3. Intern's Current Field of Study (specify in 1-3 words):

4. Type of Degree or Certificate currently being pursued (example: bachelors, masters, PhD, MD):
(The student must be currently enrolled in this program. DO NOT enter information in this field about PREVIOUS degrees the student has obtained.)

5. Date Degree or Certificate will be awarded/expected (mm/dd/yyyy):

(Date must match completion date on certificate of enrollment; must be a future date and after the end date of this internship.)

Section 2: Department Information

1. Internship Site of Activity Name (*name of specific lab or academic department at Harvard or affiliated hospital*):

2. Internship Site Address
 - a. Address Line 1 -(Street Number and Name):
 - b. Address Line 2:
 - c. City:
 - d. State:
 - e. Postal Code:

3. Department/Lab Website URL:

4. Intern's number of hours per week at site (*must be a minimum of 32 hours*):

5. Will the intern receive funding from the site of activity? Yes No

a. If yes how much? \$ per

Section 3: Supervisor Information

1. Name of Intern's Faculty Supervisor (Last Name, First Name):

2. Title of Faculty Supervisor:

3. Supervisor E-mail Address:

4. Supervisor Phone Number:

Section 4: Dates and Field of Internship

1. Internship Start Date:

2. Internship End Date:

3. Training/Internship Field (*example: engineering, neurobiology, genetics, physics, law, etc.*):

Section 5: Internship Information

Please note: each section below has a 1000 character limit. For example responses, please refer to the appendix on [page 6](#).

1. Description of Intern's role for this program:

7. How will the Intern's acquisition of new skills and competencies be measured?

8. Additional Remarks (optional)

Section 6: Faculty Supervisor Certification

As the Faculty Internship Supervisor (as referenced above), 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.*) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal 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 Faculty Supervisor (electronic signature preferred)

Date (mm/dd/yyyy)

The information provided in this form will be reviewed and inputted into a U.S Department of State Internship Training Placement Plan (DS-7002) for the above mentioned intern. The intern is responsible for obtaining a signature on the DS-7002 from the Faculty Supervisor prior to entering the United States to begin their internship. Upon receipt of the DS-7002 from the intern, which will include signatures from both the intern and HIO, the Faculty Supervisor must sign the form, return the fully executed form to the intern, and retain a copy of the fully executed DS-7002 for their records.

Appendix

Question 1: Description of Intern's role for this program: This section should provide a 1-2 sentence description stating specifically how the internship will be geared towards the completion of the Student Intern's academic program at his or her home institution.

Example 1: The Student Intern will be in charge of supporting technical work related to the regulation of adult stem cell activity in multiple mammalian tissues.

Example 2: The Student Intern will be responsible for the development of a scientific manuscript in the field of reproductive medicine and nutrition that could be submitted for publication to a peer-reviewed medical journal.

Example 3: The Student Intern will take part in the daily work at Flow and Imaging Cytometry Resource. He will perform supervised and non-supervised cell-sorts, sorting up to 8-colors of cell staining and analysis. He will perform short-term supervised research projects.

Question 2: Specific goals and objectives for this internship: This section should focus on describing *precisely* what the Student Intern hopes to accomplish. The specific goals and objectives need to demonstrate what will be learned by the Student Intern.

Example 1: The objective of this internship is to provide the Student Intern with research experience that will be used to complete the requirements for his Master's degree in Molecular Bioscience at Heidelberg University. We will train him in multiple techniques relevant to cell biology, molecular genetics and biochemistry. By the end of his training, he should be familiar with interpreting data from multiple experiments and developing hypotheses for further testing.

Example 2: Specific tasks will include statistical data analysis, literature reviews, manuscript drafting and revision. Emphasis will be placed on data analysis. The Student Intern will learn how to write a scientific report for publication in a peer-reviewed medical journal and will acquire:

- User-level knowledge of epidemiologic study design;
- Basic user-level knowledge of statistical techniques for the analysis of medical data;
- User-level knowledge of implementation of epidemiologic and statistical concepts of reproductive medicine and nutrition problems

Example 3:

- To be able to run and troubleshoot FACSCanto and FACS Aria/FACS Aria special order instruments;
- Learn how to design and to perform up to 8 colors multi-color cytometry staining and analysis;
- Run cell sorting under different pressure conditions and interchangeable nozzles;
- Become familiar with:
- 96 well plate sorting;
- Slide Cell sorting;
- Micro- and nanoparticles sorting.

Question 3: Please list the names and titles of those who will provide continuous (for example, daily) supervision of the intern, including the faculty supervisor listed above. What are these persons' qualifications to teach the planned learning? This section should detail the frequency with which the faculty sponsor and the Student Intern will meet; a general agenda for their meetings; and what information the faculty sponsor will

review to assess the status of the Student Intern's projects. Include the name of the faculty sponsor; his/her official title at the department; and a few sentences about his/her qualifications to provide supervision.

Example 1: The Student Intern will be supervised by Professor X, a Principal Faculty Member at Y. Professor X has been a Principal Faculty Member for 5 years, and he currently supervises a research team consisting of 10 postdoctoral fellows and 3 Research Associates.

Example 2: Professor X, Assistant Professor of Y at the Harvard T.H. Chan School of Public Health, will supervise and encourage the Student Intern's work. Professor X will meet with him on a bi-weekly basis during his research group meetings, where the progress of the Student Intern's work will be assessed and discussed. The Student Intern will also meet on a weekly basis with Professor X to address issues that may not be feasibly discussed in a group setting.

Question 4: What plans are in place for the Intern to participate in cultural activities while in the United States? Please be specific. Student Interns are sponsored by the Harvard University Exchange Visitor Program. Pursuant to the J-1 Student Intern regulations, we are responsible for providing the Student Intern with an American cultural experience as part of the internship experience. The expectation is that, as the host department, you will provide the Student Intern with planned, intentional American cultural experiences. It is not sufficient for the Student Intern to simply have incidental contact with American students or researchers at an American university.

Example: The Student Intern might attend conferences/lectures at your department; participate in department happy hours or socials (this can only be used if the student is over the age of 21); attend department dinners; attend concerts or film festivals; attend specific Harvard-sponsored events hosted by student or post-doc organizations; attend sporting events; museum visits; holiday parties; BBQ/picnic; or visiting local cultural festivals.

Question 5: What specific knowledge, skills, or techniques will be learned during the internship? It should provide substantial details regarding what the Student Intern is going to learn by the end of the internship.

Example: The Student Intern will become familiar with FACS analysis, mammalian cell culture techniques, Cas9-mediated mutations, transgenic animal generation and western blots.

Question 6: How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities and/or methodology of training. This question requires that you describe specifically how the Student Intern will be taught during the internship.

Example 1: The Student Intern will be closely mentored by a postdoctoral fellow in Professor X's laboratory. The fellow will be in charge of directly working with the Student Intern and will demonstrate the specific lab techniques; the Student Intern will then be expected to become independent and proficient such that he can complete these lab techniques himself.

Example 2: The Student Intern will have the opportunity to become an auditor in introductory-level epidemiology and biostatistics courses offered to graduate students at the Harvard University T.H. Chan School of Public Health. The Student Intern will also participate in a bi-weekly seminar at the Nutrition and Epidemiology departments here. The Student Intern will participate in the weekly and monthly meetings of Dr. X's lab research groups, at which research projects for students and post-docs are discussed.

Example 3: The Student Intern will attend lectures on instrumentation and cytometry. He will assist with the calibration of equipment and fluorescent protein-based cell sorting. He will assist with multi-color cell analysis; DNA and cell analysis; and imaging cytometry analysis. He is expected to become familiar with FACS data standards, and batching analysis. We fully expect him to develop expertise through specific short-term research projects.

Question 7: How will the Trainee or Intern's acquisition of new skills and competencies be measured during this phase? This section must describe how the faculty supervisor is evaluating the performance of the Student Intern in light of the goals and objectives described in the training plan.

Example 1: The Student Intern's performance will be evaluated weekly by Professor X, and daily by graduate students and postdoctoral fellows working with the Student Intern. The Student Intern's acquisition of new skills will be measured by the research results and conclusions he draws; this will be documented as part of a final, written report that will be submitted to his dissertation advisor at Heidelberg University.

Example 2: Performance will be evaluated by the achievement of specific tasks necessary to produce a high-quality scientific manuscript. This includes evaluation of progress with analyses; generation of tables and figures; and generation of manuscript drafts. Depending on performance, the Student Intern may also be encouraged to produce abstracts for scientific meetings based on his work. His work will be measured on a daily basis using a scale from 1 to 5. This daily evaluation will be sent to his home university and provided to him directly upon completion of the internship.