

Program Sponsor Name CIEE Use Only	Program Number CIEE Use Only
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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 (*i.e. classes, individual instruction, shadowing, etc.*). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of page 2 must be completed for each phase if applicable (*i.e.; if the trainee/intern is rotating through different departments*).

Name of Trainee/Intern (Last, First, MI)	Field of Training/Internship
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Name of Phase	Start Date for this Phase _____ <i>(mm-dd-yyyy)</i>	End Date for this Phase _____ <i>(mm-dd-yyyy)</i>	Phase _____ of _____
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Brief Description of Trainee/Intern's Role for this Program or for this Phase

Specific Tasks and Activities to be Completed for this Program or for this Phase (*Interns*) or Methodology of Training and Chronology/Syllabus for this Phase (*Trainees*)

Specific Goals and Objectives for this Program or for this Phase

Knowledge, Skills, or Techniques to be Imparted During this Program or During this Phase

Methods of Performance Evaluation and Methods or Supervision for this Program or for this Phase

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 is necessary to provide clarity of training and intern programs offered to foreign nationals by United States entities designated by the Department of State to conduct exchange visitor programs, for general statistical use within the Department of State, and to enable the Department of State to effectively administer the trainee and intern categories of the Exchange Visitor Program. Failure to provide the information requested on this form may result in non-participation in the Exchange Visitor Program.

ROUTINE USES: The information on this form may be used in reviewing complaints, in formulating statistical data on training and internships programs conducted under the Exchange Visitor Program, and may be shared with overseas counterpart offices of the Department of State to ensure proper administration of this Program for exchange purposes. The information provided may also be released to federal, state, local, or foreign government entities for law enforcement purposes.

Public reporting burden for this collection of information is estimated to average 2 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: A/GIS/DIR, Room 2400 SA-22, U.S. Department of State, Washington, DC 20522-2202