



DS-2019 Extension (Student Intern): Phase Information Extension

For ISSS to issue a DS-2019 extension for a J-1 exchange visitor student intern program, the department must submit a complete *DS-2019 Request (Student Intern)*. Included in this request, the department must complete the *Phase Information Extension* e-form. This form captures information for the addition of phases in the *Training/Internship Placement Plan (T/IPP)*.

Phase Information Extension E-Form

Departmental Administrator

Has there been a change in the number of hours the internship is each week?

☐ No ☐ Yes—Effective Date of Internship Hour Change _____

Number of Internship Hours/Week _____

Has there been a change to the student intern's stipend status indicated on the original Training Internship Placement Plan (T/IPP) e-form?

☐ No ☐ Yes—Effective Date of Stipend Change _____

Change Type: ☐ Stipend Ended

☐ Stipend Added—Stipend Amount \$_____ Frequency: _____

Has there been a change to the student intern's non-monetary compensation status indicated on the original Training Internship Placement Plan (T/IPP) e-form?

☐ No ☐ Yes—Effective Date of Non-Monetary Compensation Change _____

Change Type: ☐ Non-Monetary Compensation Ended

☐ Non-Monetary Compensation Added—Value \$_____

Frequency: _____

If this internship extension includes multiple phases, a *Phase Information Extension (Phase Supervisor)* e-form must be completed for each phase.

TRAINING/INTERNSHIP PLACEMENT PLAN EXTENSION

The Exchange Visitor is: Student Intern

Program Sponsor: University of Colorado Boulder

Program Number: P-1-00066

Main Program Supervisor/POC at Host Organization

Supervisor Name: _____

Title: _____

Supervisor Phone: _____

Supervisor Email: _____

Supervisor Fax: _____

Primary Phase Supervisor

Phase Information E-Form

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 (*e.g. classes, individual instruction, shadowing*).

Each phase must build upon the previous phase to show a progression in the training/internship. A separate Training/Internship Placement Plan must be completed for each phase if applicable (*e.g., if the trainee/intern is rotating through different departments*).

PHASE INFORMATION

Phase Site Name (where the internship activities will be taking place):

Training/Internship Field: _____

Phase Site Address: _____
Street Address Suite/Unit City State Zip Code

Phase Name (should describe the activities—e.g., Logistics, Operations, Research): _____

Start Date of Phase: _____ End Date of Phase: _____

Current Phase (number): _____ Total Number of Phases: _____

Primary Phase Supervisor Name: _____ Title: _____

Supervisor Phone: _____ Supervisor Email: _____

Description of Trainee/Intern's role for this program or phase.

Specific goals and objectives for this program or phase.

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?

What plans are in place for the Trainee/Intern to participate in cultural activities while 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 (*Interns*) and/ or methodology of training and chronology/syllabus (*Trainees*).

How will the Trainee/Intern's acquisition of new skills and competencies be measured?

If this internship will include additional phases, the Department Administrator must initiate a separate Phase Information Extension (Phase Supervisor) e-form for each phase of the Training/Internship Placement Plan.

- *Contact your Departmental Administrator to request the initiation of a Phase Information Extension (Phase Supervisor) e-form for each phase of the student internship.*