

DEPARTMENTAL ATTESTATION

Per [22 C.F.R. § 62.23](#), the internship activity secured for the participant must conform to these requirements and prohibitions:

► DURATION

The internship must consist of a minimum of 32 hours per week.

Student interns may participate in a student internship program for a minimum of 3 weeks up to 12 months per each degree/major. Extensions beyond 12 months are not possible.

► FOCUS AND NATURE OF ACTIVITY

The internship does not have to be in the student's field of study, but it does have to fulfill the educational objectives for his or her current degree program at his or her home institution.

All tasks assigned must be necessary for the completion of the student internship program.

A student may participate in an internship with or without wages or other compensation, and full-time employment is permitted, as outlined on the student's T/IPP. To be employed, however, the student needs the approval of the exchange program's responsible officer and the student's home institution's dean or academic advisor.

The internship tasks may consist of no more than 20 percent clerical work.

The internship must expose the participant to American techniques, methodologies, and technology, expand upon the participant's existing knowledge and skills, and not duplicate the student intern's prior experience.

Internships cannot place a student intern in any position that involves the following:

- Unskilled or casual labor
- Child care or elder care
- Aviation
- Clinical positions or engaging in any other kind of work that involves patient care or contact, including any work that would require student interns to provide therapy, medication, or other clinical or medical care (e.g., sports or physical therapy, psychological counseling, nursing, dentistry, veterinary medicine, social work, speech therapy, or early childhood education)
- Any position, occupation, or business that could bring the Exchange Visitor Program or the Department into notoriety or disrepute.

► DISTINCTION BETWEEN INTERNSHIP AND REGULAR EMPLOYMENT

The internship must exist solely to assist the student intern in achieving the objectives of his or her participation in a student internship program.

The internship must consist of work-based learning, rather than ordinary employment or unskilled labor.

Not involve in any way a staffing/employment agency.

► WORKER PROTECTIONS

The internship cannot displace American workers (including full or part-time, temporary or permanent).

The internship must meet all requirements of the Fair Labor Standards Act (FLSA) and the Migrant and Seasonal Agricultural Worker Protection Act.

► REPORTING REQUIREMENTS FOR DEPARTMENTS

I will notify the sponsor (International Student Services) immediately if the following shall arise:

- Emergencies involving the student intern as well any concern regarding their safety, security or well-being
- Behavioral issues and disciplinary actions involving an intern
- Changes to the Training/Internship Placement Plan including supervisor, roles and assignments, or funding source
- Changes in program start and end dates including late arrival, termination or early departure
- I will submit a concluding evaluation and midpoint evaluation (for internships lasting more than 6 months) to ISS in a timely manner.

Signature of Intern Supervisor: _____ **Date:** _____

Name of Intern Supervisor: _____ **Title:** _____

Department: _____ **Telephone:** _____ **Email:** _____

► SIGNATURE FROM DEPARTMENT HEAD

I agree with and support this proposed internship program.

Signature of Department Head: _____ **Date:** _____

Name of Department Head: _____

Telephone: _____ **Email:** _____