

# Guidelines for Host Organizations

## CIEE INTERNSHIP USA & PROFESSIONAL CAREER TRAINING USA

To speed up the review process and approval of your applications, please follow these program guidelines carefully. Please note that this document is not intended to be all-inclusive of guidelines.

<i>Training Plan Phase Requirements</i>	<b>Intern: General</b>	<b>Intern: Hospitality</b>	<b>Trainee: General</b>	<b>Trainee: Hospitality</b>
0 -3 months	1 +	1 +	1 +	1 +
3- 6 months	1 +	1 +	2 -3 +	2 +
6 -12 months	1 +	3 +	2 -3 +	3 +
Over 12 months	N/A	N/A	3 +	N/A

### TRAINING PLANS (Form DS – 7002)

- Training plans should be completed by the Host Organization supervisor
- Participants must train for a minimum of 32 hours per week
- All sections of the DS-7002 and training plan should be completed in their entirety and every section requiring a description should have a description. Single-line responses are unsatisfactory except in very rare situations
- Training plans should include as much detail as possible so that both CIEE and the American Embassy can clearly understand what the participant will be doing during the internship
- Training plans are required to be specific to the individual participant
- Training plans should be tailored to a participant’s level of education and/professional background
- Interns/Trainees cannot train other interns or Host Organization employees, since they themselves are at the Host Organization to receive training
- Interns/Trainees are required to have the opportunity to interact with American coworkers in a primarily English-speaking work environment. English must be spoken at least 75% of the time throughout the training
- The training program must provide Interns/Trainees with the opportunity to engage in cultural exchange outside of the workplace
- Interns/Trainees’ training plans must have adequate number of phases determined by their programs’ length (see above)

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### TRAINING PLANS (Form DS – 7002) CONTINUED

- Overall training tasks and responsibilities should not be more than 10% clerical, administrative, or menial in nature (e.g. filing, photocopying, answering phones, translation services, data entry, etc.), and are only permitted when they are essential for understanding higher level concepts later in the training
- Interns/Trainees cannot conduct and/or publish independent research
- Interns/Trainees must receive continuous, in-person supervision for the duration of their program, provided by a qualified supervisor employed at the Host Organization

### TRAINING SITE

- Each Host Organization must have an active Worker's Compensation insurance policy that provides coverage to the participant during the training period
- If the Host Organization does not have a Worker's Compensation insurance policy and feels that they are exempt by state laws, a certificate of exemption from the state insurance board or an insurance broker should be attached to the application to prove exemption
- Each participant should have his/her own workspace at the Host Organization including desk space, computer and telephone
- Participants are not allowed to train in home offices where there is not clear separation between the living space and the workspace. Suitable home offices, must have a separate entrance, bathroom, breakroom and training space. All of the office space must be clearly separated from living space and must be accessible without passing through any living space