

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

TRAINING PLAN FOR STEM OPT STUDENTS

Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)

OMB CONTROL NO. 1653-0054
EXPIRATION DATE: 03/31/2019

SECTION 1: STUDENT INFORMATION (Completed by Student)

Student Name (Surname/Primary Name, Given Name): DOE, John		Student Email Address: johndoe@xmail.com	
Name of School Recommending STEM OPT: Indiana State University	Name of School Where STEM Degree Was Earned: Indiana State University	SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix): OMA12455AA990	
Designated School Official (DSO) Name and Contact Information: Albert Kosovo 234 Market Street Malboro, TX 12345 (918) 224-2222; albert.kosovo@ijij.edu		Student SEVIS ID No.: N00049959888	STEM OPT Requested Period: (mm-dd-yyyy) From: 10/02/2016 To: 10/01/2018
Qualifying Major and Classification of Instructional Programs (CIP) Code: 11.0101			
Level/Type of Qualifying Degree: Computer Science			
Date Awarded: (mm-dd-yyyy) 10/01/2015			
Based on Prior Degree? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Employment Authorization Number: EAC16-000-00000			

SECTION 2: STUDENT CERTIFICATION

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. I understand that 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.

I certify that:

1. I have reviewed, understood, and will adhere to this Training Plan for STEM OPT Students ("Plan");
2. I will notify the DSO at the earliest available opportunity if I believe that my employer is not providing me with appropriate training as delineated on this Plan;
3. I understand that the Department of Homeland Security (DHS) may deny, revoke, or terminate the STEM OPT of students whom DHS determines are not engaging in OPT in compliance with the law, including the STEM OPT of students who are not, or whose employers are not, complying with this Plan;
4. My practical training opportunity is directly related to the STEM degree that qualifies me for the STEM OPT extension; and
5. I will notify the DSO at the earliest available opportunity regarding any material changes to or deviations from this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any nontrivial reduction in compensation from the amount previously submitted on the Plan that is not tied to a reduction in hours worked, any significant decrease in hours per week that I engage in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule.

Signature of Student: _____

Printed Name of Student: **John Doe** Date: (mm-dd-yyyy) **06/12/2016**

SECTION 3: EMPLOYER INFORMATION (Completed by Employer)

Employer Name: ABC Corporation		Street Address: 123 Tiffany Ave,		Suite: 201
Employer Website URL: www.abccorporation.com		City: Brooklyn	State: NY	ZIP Code: 10001
Employer ID Number (EIN): 22-222200	Number of Full-Time Employees in U.S. 10	North American Industry Classification System (NAICS) Code: 541511		
OPT Hours Per Week (must be at least 20 hours/week): 40 Hrs/Week	Compensation A. Salary Amount and Frequency: \$35,000 Per Year and paid semi monthly B. Other Compensation (Type and Estimated Amount or Value): 1. _____ 2. _____ 3. _____ 4. _____			
Start Date of Employment: (mm-dd-yyyy) 10/06/2016				

SECTION 4: EMPLOYER CERTIFICATION

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. I understand that 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.

I certify on behalf of the employer that this Training Plan for STEM OPT Students ("Plan") is approved and that:

1. I have reviewed and understand this Plan, and I will ensure that the supervising Official follows this Plan;
2. I will notify the DSO at the earliest available opportunity regarding any material changes to this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any reduction in compensation from the amount previously submitted on the Plan that is not tied to a reduction in hours worked, any significant decrease in hours per week that a student engages in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule;
3. Within five business days of the termination or departure of the student during the authorized period of OPT, I will report such termination or departure to the DSO (Note: business days do not include federal holidays or weekend days; and an employer shall consider a student to have departed when the employer knows the student has left the practical training opportunity, or when the student has not reported for practical training for a period of five consecutive business days without the consent of the employer); and
4. I will adhere to all applicable regulatory provisions that govern this program (see 8 CFR Part 214), which include, but are not limited to, the following:
 - a. The student's practical training opportunity is directly related to the STEM degree that qualifies the student for the STEM OPT extension, and the position offered to the student achieves the objectives of his or her participation in this training program;
 - b. The student will receive on-site supervision and training, consistent with this Plan, by experienced and knowledgeable staff;
 - c. The employer has sufficient resources and personnel to provide the specified training program set forth in this Plan, and the employer is prepared to implement that program, including at the location(s) identified in this Plan;
 - d. The student on a STEM OPT extension will not replace a full- or part-time, temporary or permanent U.S. worker. The terms and conditions of the STEM practical training opportunity—including duties, hours, and compensation—are commensurate with the terms and conditions applicable to the employer's similarly situated U.S. workers or, if the employer does not employ and has not recently employed more than two similarly situated U.S. workers in the area of employment, the terms and conditions of other similarly situated U.S. workers in the area of employment; and
 - e. The training conducted pursuant to this Plan complies with all applicable Federal and State requirements relating to employment.

Note: DHS may, at its discretion, conduct a site visit of the employer to ensure that program requirements are being met, including that the employer possesses and maintains the ability and resources to provide structured and guided work-based learning experiences consistent with this Plan.

Signature of Employer Official with Signatory Authority: _____

Printed Name and Title of Employer Official with Signatory Authority: Henry Ford, HR Manager

Date: (mm-dd-yyyy) 06/12/2016 Printed Name of Employing Organization: ABC Corporation

SECTION 5: TRAINING PLAN FOR STEM OPT STUDENTS (Completed by Student and Employer)	
Student Name (Surname/Primary Name, Given Name): JOHN, Alex	
Employer Name: ABC Corporation	
EMPLOYER SITE INFORMATION	
Site Name: STEM client name	Site Address (Street, City, State, ZIP): 123 Main Street, XYZ city, MN 01253
Name of Official: Niel Roberts	Official's Title: Project Manager
Official's Email: neilrobert@abccorporation.com	Official's Phone Number: (732) 223-1111
<p>Note: for the remaining fields in this section, employers who already have an internal/pre-existing training plan in place may fill in the details based on that plan.</p> <p>Student Role: Describe the student's role with the employer and how that role is directly related to enhancing the student's knowledge obtained through his or her qualifying STEM degree.</p> <p>Mr./Ms. _____ will be an entry level programmer analyst. Under the supervision of a Senior Programmer Analyst of the employer he/she will work closely with the clients to define requirements, as well as design, develop and test solutions. His/her primary duties will involve the following:</p> <ul style="list-style-type: none"> Communicate with users to understand business requirements for software configuration. Develop application code, unit and integration testing. Develop process maps and flowcharts to illustrate requirements. Use Software Development Life Cycle (SDLC) concepts including performing analysis, testing, and implementation of new applications, modules and features. Maintain documentation that supports system configuration, training and user experience. Facilitate user group meetings as required, maintain minutes and documentation related to meetings. Keep the project manager apprised of status of all phases of the project. <p>These duties among the other ancillary duties while working on the project will help his/her knowledge of Application management, release management, performance and testing, SDLC, IT project management, operating systems and tools, database technologies and arithmetic aptitude learned through his/her qualifying degree.</p>	

Goals and Objectives: Describe how the assignment(s) with the employer will help the student achieve his or her specific objectives for work-based learning related to his or her STEM degree. The description must both specify the student's goals regarding specific knowledge, skills, or techniques as well as the means by which they will be achieved.

After the completion of 6 months of work at the Client, the student should understand system analysis and design and should be able to document user requirements of a system and apply the theories in practice.

After the completion of 12 months, the student should be able to apply the IT project management principles learned during the degree program to a practical situation.

After the completion of 18 months, the student will develop skills in application development and logic processing in order to develop systems.

After the completion of 24 months, the student will design, code, customize, test and deploy cost effective software solutions based on user requirements.

Employer Oversight: Explain how the employer provides oversight and supervision of individuals filling positions such as that being filled by the named F-1 student. If the employer has a training program or related policy in place that controls such oversight and supervision, please describe.

Although, the student will be located at off-site, the student will have face-to-face video meetings and webinars with the employer supervisor on a weekly basis. The supervisor will have a weekly Monday-morning conference call with the student and an end-of-week check-back on the status completion. Further as and when required on a day to day basis the supervisor will be available to connect with the student providing guidance for the completion of tasks assigned at the Client. Prior to completion, the supervisor will review the work product to gauge the progress, and recommend areas of improvement. The supervisor will provide further training on the technology is required.

Measures and Assessments: Explain how the employer measures and confirms whether individuals filling positions such as that being filled by the named F-1 student are acquiring new knowledge and skills. If the employer has a training program or related policy in place that controls such measures and assessments, please describe.

The student will be required to document all the tasks completed at the office of the Client and submit a status report to the supervisor on a weekly basis. The supervisor will review these reports on a regular basis along with the feedback that the supervisor solicits from the Client directly and will assess the students training progress involving various performance factors like: Knowledge of Work- Knowledge and understanding of all phases of the job and those requiring improvement, Communication- Effectiveness in listening to others, expressing ideas, providing timely information to co-workers and other project team members, Decision Making/ Problem Solving- Effectiveness in understanding problems and making practical decisions, Independent Action- Effectiveness in time management; initiative and independent action within prescribed limits, Job Knowledge- Effectiveness in keeping knowledge of methods, techniques, and skills required for the job and remaining current on new developments affecting the work activities, Managing Change and Improvement- Effectiveness in initiating changes, adapting to necessary changes. Identifying new methods and generating improvements in project performance, Responsiveness- Responsiveness and courtesy in dealing with co-workers, clients and other team members projects a courteous manner, and Administration- Effectiveness in planning, organizing and efficiently handling activities.

Additional Remarks (optional): Provide additional information pertinent to the Plan.

SECTION 6: EMPLOYER OFFICIAL CERTIFICATION

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. I understand that 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.

Employer Official with Signatory Authority - I certify that:

1. I have reviewed, understood, and will follow this Training Plan for STEM OPT Students (Plan);
2. I will conduct the required periodic evaluations of the student;*
3. I will adhere to all applicable regulatory provisions that govern this program (see 8 CFR Part 214.2(f)(10)(ii)); and
4. I will notify the DSO regarding any material changes to or material deviations from this Plan at the earliest available opportunity, including if I believe the student is not receiving appropriate training as delineated in this Plan.

Signature of Employer Official with Signatory Authority: _____

Printed Name and Title of Employer Official with Signatory Authority: Henry Ford, HR Manager Date: (mm-dd-yyyy) 06/12/2016

PRIVACY ACT STATEMENT

AUTHORITIES: Section 101(a)(15)(F) of the Immigration and Nationality Act of 1952, as amended (INA), 8 U.S.C. 1101(a)(15)(F), Section 641 of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, Div. C, 110 Stat. 3009-546 (codified at 8 U.S.C. 1372), Section 502 of the Enhanced Border Security and Visa Entry Reform Act of 2002, Pub. L. 107-173, 116 Stat. 543 (codified at 8 U.S.C. 1762) and Homeland Security Presidential Directive No. 2 (HSPD-2), authorize U.S. Immigration and Customs Enforcement (ICE) to collect the information requested in this form.

PURPOSE: The information collection on this form is used to assist in the administration of the STEM Optional Practical Training (OPT) extension so that Designated School Officials (DSO) can properly recommend the Student for and review and help coordinate his or her STEM optional practical training opportunity.

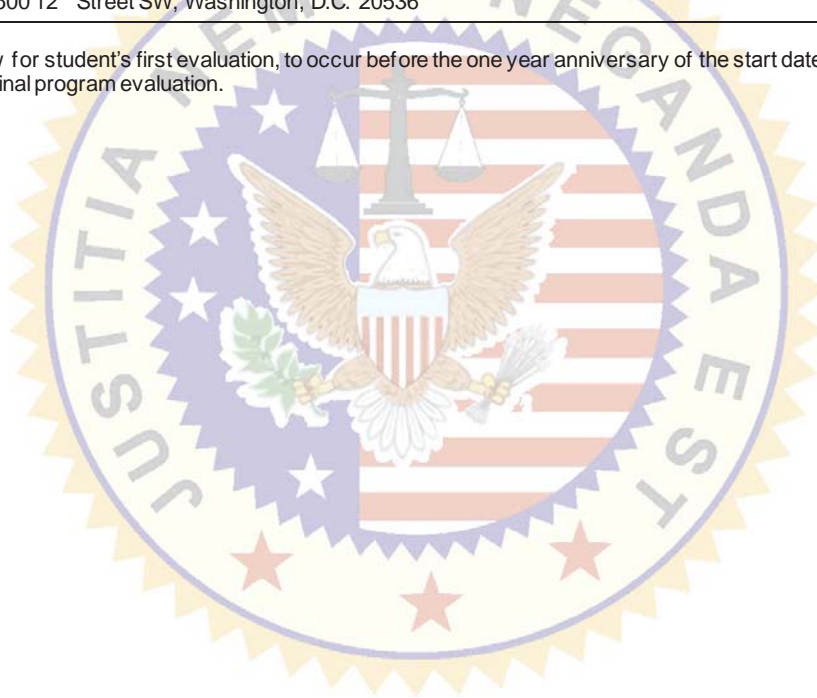
ROUTINE USES: The information collected on this form may be shared with: the individuals who signed the Plan, relevant DSOs acting as liaisons with the DHS, Federal, State, local, or foreign government entities for law enforcement purposes, Members of Congress in response to requests on the Student's behalf, or as otherwise authorized pursuant to its published Privacy Act system of records notice - Privacy Act of 1974: U.S. Immigration and Customs Enforcement, DHS/ICE-001 Student and Exchange Visitor Information System (SEVIS) System of Records (<https://www.dhs.gov/system-records-notice-sorns>).

DISCLOSURE: The information you provide is voluntary. However, failure to provide the information requested on this form may delay or prevent participation in a STEM OPT opportunity.

PAPERWORK REDUCTION ACT

The public reporting burden for this collection of information is estimated to average 7.5 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 Office of Management and Budget (OMB) control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, send them to: U.S. Immigration and Customs Enforcement, Office of Policy, 500 12th Street SW, Washington, D.C. 20536

*See evaluation forms that follow for student's first evaluation, to occur before the one year anniversary of the start date of the student's STEM OPT employment authorization, and final program evaluation.



EVALUATION ON STUDENT PROGRESS

Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.

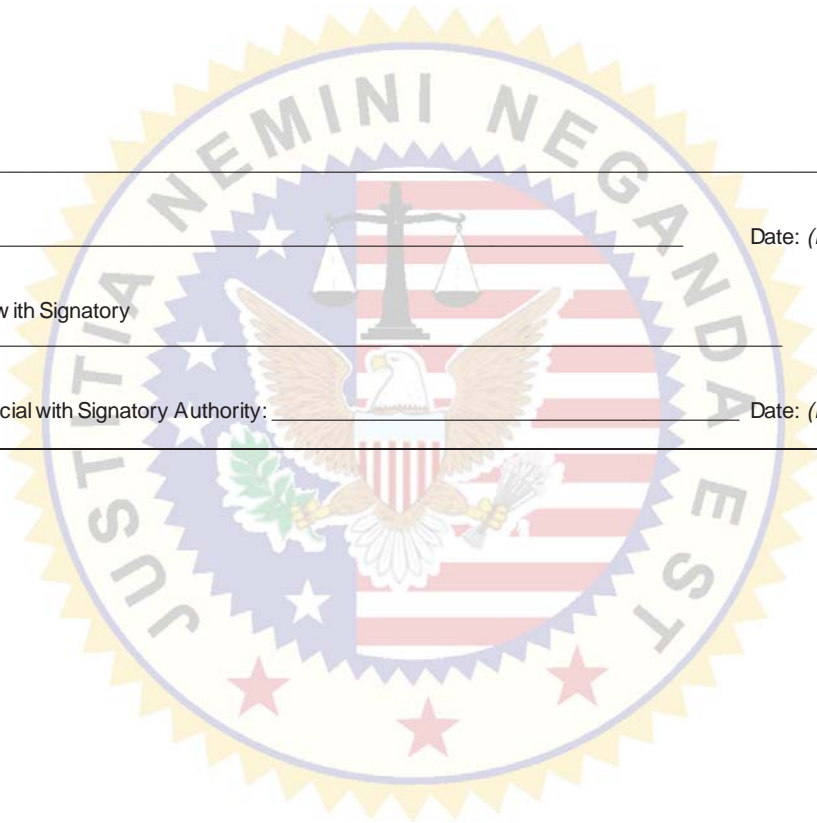
Range of Evaluation Dates: (mm-dd-yyyy): From _____ To _____

Signature of Student: _____

Printed Name of Student: _____ Date: (mm-dd-yyyy) _____

Signature of Employer Official with Signatory Authority: _____

Printed Name of Employer Official with Signatory Authority: _____ Date: (mm-dd-yyyy) _____



FINAL EVALUATION ON STUDENT PROGRESS

Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.

Range of Evaluation Dates: (mm-dd-yyyy) From _____ To _____

Signature of Student: _____

Printed Name of Student: _____ Date: (mm-dd-yyyy) _____

Signature of Employer Official with Signatory Authority: _____

Printed Name of Employer Official with Signatory Authority: _____ Date: (mm-dd-yyyy) _____

