

South Arkansas Community College
Internship Learning Agreement

To be completed by the supervisor: Student's Name:

Internship Host Site Name:

Site Address:

Site Supervisor Name: _____

Title: _____

Site Supervisor's Phone: _____

E-mail: _____

Internship Start Date: _____ End Date: _____

Total _____ hours

Student's Internship Schedule:

Frequency that Site Supervisor will be meeting with Student?

Compensation: Paid Unpaid If Paid – amount: _____

General intern duties and responsibilities during internship (or attach Job Description):

Internship Site Guidelines

Host site will assign a supervisor to oversee internship experience.

Site Supervisor will review student's learning outcomes and objectives and modify to ensure a productive learning experience.

Site Supervisor will meet with student at least twice monthly to discuss internship experience.

Site Supervisor will consult with faculty/coordinator as necessary regarding student's progress and provide a midterm and final evaluation of student's job performance.

Internship site shall provide intern with relevant on-the-job training.

Site expects intern to actively participate in work activities but may not replace a regular paid employee.

Site expects intern to act in a professional manner at all times.

Site may dismiss a student at any time for performance or behavioral issues. When practical, the site agrees to consult faculty/coordinator before dismissal decision is made.

The internship site agrees to permit the student to participate as an intern pursuant to this agreement. The learning objectives stated herein are realistic and the Site Supervisor shall work with the student to achieve the objectives.

The document is not to be considered a contract but guideline and a good faith agreement.

Site Supervisor's Name Printed: _____

Site Supervisor's Signature: _____ Date: _____