

## *South Arkansas Community College*

### Key Responsibilities of the Internship Employer

- Guarantee no less than 45 work hours within the semester.
- Provide the student intern a willing supervisor to be a trainer/mentor to the student.
- Assure that the supervisor is knowledgeable of the Internship Process.
- Assist student in identifying goals, sign time cards, & provide performance evaluations.
- Meet with SouthArk Coordinator for a brief pre-arranged visit.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Printed Name of Signer: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

If you as the employer agree with the aforementioned responsibilities please sign and fax to:

Internship Coordinator

(870) 864-7137 (fax)