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: ______________