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### Academic Supervisor Contact Form

To whom responsible for training students at King Saud University.

We would like to thank you for your cooperation in the training of our students and we would like to inform you some of the points regarding the student intern:

Student Name	Major

1-For training students 320 hours of work may be full-time (8 hours per day) for 8 weeks or part time (4 hours per day ) for 16 weeks or full time for some days and part time for some of the other until student complete the required number of hours (320 hours)according to the plan submitted by the student before starting work.

2-Student Works according to the followed facility system.

3-Fill out a form detect the presence of the student intern (Attendance Report ) and send it to the e-mail attachment or handed over to the student in a sealed envelope.

4-Fill out **evaluation form (Evaluation Report )** and send it to the e-mail attachment or handed over to the student in sealed envelope.

5-We hope the administration and especially the direct supervisor to enable the student to collect the largest amount of knowledge and skill for the benefit of the student and the nation .

6-To inquire or ask for any information about the student please contact me personally on the phone and e-mail follows :

Phone :

E-mail :

**Thank you and we appreciate your cooperation:**

**Student Supervisor:**

and handed to the field supervisor

Written by the academic