

## CT-02 Academic Supervisor Contact Form

Dear/

We would like to thank you for your outstanding efforts and good cooperation in the training of our students at the College of Business of Jeddah University

Student Full Name:

Student ID:

Department:

Mobile:

1. The required duration of training is 120 hours during formal working hours of your organization. The hours will be distributed upon your agreement with the scientific department
2. Students work according to your organization system
3. Fill in the attendance and departure form and send it to the attached e-mail or deliver it to the student in a closed envelope
4. Fill in the evaluation form and sent it to the attached e-mail or delivered to the student in a closed envelope
5. We hope the department, in particular the field supervisor, to enable the student to acquire the greatest knowledge and skills for the benefit of the student and the nation
6. For further informations, please feel free to contact the student's academic supervisor on the following telephone and e-mail

Academic Supervisor Name:

Email:

Phone:

We would like to thank you and appreciate your support and interest

Edited by the academic supervisor and delivered by the intern to the field  
supervisor

