

Cabrillo College

Cooperative Work Experience Education

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To: Employer (Supervisor)

From: Work Experience

Date: August 31, 2009

The employee or volunteer delivering this letter to you has demonstrated an interest in improving job skills by enrolling in our Work Experience course at Cabrillo College. The purpose of this course is to help the student obtain on-the-job training that will provide you with an efficient and valuable employee/trainee while providing a practical education that supplements and enhances the student's classroom theory. The program gives you the opportunity to make a contribution to the student's education in a way that will directly benefit you and your business.

In order for this contribution to be documented for college course credit, the program requires that Learning Objectives (identifying new learning which is validated by the employer) be written at the beginning of the semester. These Learning Objectives are a way to identify specific work-related goals to be accomplished at your work site this semester that will enhance the individual's job performance and progress. We hope that you will periodically review the Learning Objectives with the student and commend progress made or provide encouragement in areas where the student isn't meeting expectations. The student has a guide book and worksheet to assist in writing the Learning Objectives.

Very soon a CWEE (**C**ooperative **W**ork **E**xperience **E**ducation) Instructor (a Cabrillo College faculty member) will contact you to review the Learning Objectives. You can also expect an on-site visit nearer the end of this semester with this same Instructor to evaluate the completion of the Learning Objectives. At this evaluation time, I hope that you, the Instructor and the student can meet together to discuss progress made this semester.

At the end of the semester you will be asked to verify work hours by signing a CWEE time card. On the back of this letter is an Employer Evaluation giving you an opportunity to rate the student's performance in several competency and foundational skill areas. This evaluation may be given directly to the student or, alternatively, may be mailed to the address in the top right hand corner.

The Cabrillo College community and the CWEE program staff appreciate your time and energy to the students and Cabrillo. If you have any questions, please call me at 477.5650 or email me at leread@cabrillo.edu. Thank you for your cooperation!

Sincerely,

Leslie Read

Leslie Read
Cooperative Work Experience Coordinator
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