Dear Employer / Supervisor,

Thank you for your participation in the San Diego Community College District’s comprehensive **Work Experience** **Education** **Program** at San Diego College. Work Experience provides students with a combination of classroom instruction and work skills that lead directly to productive employment in the community. Your participation in the Work Experience Education Program strengthens student learning and builds effective work habits and career awareness.

Your role throughout the semester is essential and critical to the success of the student and to your participation in the Work Experience Education program. Below is a brief description of your next steps:

1. **Review the Student’s objectives**
	1. The student has access to an Objectives Worksheet for drafting learning objectives. Review these learning objectives with the student and discuss any changes that may be needed to better align them to the job and/or to make them more attainable by the end of the semester. The student is then responsible to write/type the objectives onto a *Learning Agreement* form provided by the college.
2. **Participate in Site Visit Meetings**
	1. A college instructor will contact you to schedule a worksite visit with you and the student to review the agreed upon objectives. Instructors are respectful of employer time constraints so this meeting will be brief and structured so everyone involved gains the maximum benefit from the program.
	2. The 1st meeting occurs soon after the semester begins.The objectives are reviewed by you, the student, and the college instructor.
		1. **Sign** the Learning Agreement Form: Once mutually agreed upon, everyone will sign the *Learning Agreement* form (a copy will be provided to you).
	3. The 2nd meeting occurs near the end of the semester (if applicable). The student's accomplishment of the stated objectives will be discussed by you, the student, and the college instructor. The student's performance will be evaluated by you and the student on the *Learning Agreement* form. Instructors will discuss the details and the process at the first meeting.
		1. **Sign** your evaluation of the student on the Learning Agreement form.
3. **Approve Student’s Time Record**

The student will record their work/intern hours on a *Cumulative Work Recor*d provided by the college. Once approved and signed by you, the student submits this form to their college instructor to earn college credit. Credit is earned based on 75 hours of paid work/internship or 60 hours of unpaid work/volunteer per unit the student is enrolled. Work hours can be recorded from the start and end dates of the semester.

If you have any questions, please contact the \_\_\_\_\_\_\_\_\_\_, at (xxx) xxx-xxxx or by email NAME@sdccd.edu. Thank you again for your assistance and participation in the San Diego Community College District’s Work Experience Education Program.