



Dear Employer:

The employee presenting this letter to you is a Cuyamaca College student interested in participating in an innovative program entitled Cooperative Work Experience. Cooperative Work Experience is a venture in which students, employers and Cuyamaca College work together to provide relevant, quality education and valuable work-related experiences for the student.

Cuyamaca College is dedicated to our community and to equipping our students for career excellence. The Cooperative Work Experience program is designed to promote well-trained, productive employees. Educational experiences leading directly to career opportunities.

Following are the ways we are requesting you, the employer, to be involved:

- Sign a Cooperative Work Experience contract
- Sign a state of Learning Objectives indicating you are in agreement with the tasks developed by the student for the purpose of improving their job performance during the semester.
- Allow a short discussion visit by the Work Experience Faculty. At this time the employee's measurable objectives are discussed and agreed upon.
- Sign a time sheet (which the employee must fill out) verifying the employee's work time on the job.
- Sign an evaluation form at the end of the semester indicating the employee performance level.

If you are willing to participate in this Cooperative Work Experience, kindly read the Learning Objectives proposed by the student and indicate your willingness to participate by signing the form.

Please feel free to call the Department Career Services at (619) 660-4436 or myself at the number below if you have any further questions. Thank you for your assistance and opportunities for our students!

Sincerely,

Cindy Morrin

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