

To: Employer/Supervisor

From: Work Experience Program Staff

The employee delivering this letter to you has demonstrated an interest in improving job skills by enrolling in our Work Experience program. The purpose of our program is to help the student expand skills, knowledge, and attitudes needed on the job. The program gives you the opportunity to make a contribution to the employee's college education in a way that will directly benefit you and your organization.

One of the requirements of the program is that the students identify new goals and objectives, which are then validated by the employer. These should be written at the beginning of the semester. Objectives are written with the intent of the student progressing and becoming a more valuable employee. Please discuss the learning possibilities with your employee. You may want to help the student re-write objectives in a way that better meets the needs of your business. On the back of this letter, you will find information that may assist you in this process.

The student is required to fill out a worksheet of objectives and discuss them with the class advisor and work supervisor. This form is to be signed by the work supervisor, who may keep a copy for reference and evaluation. The student will then return the original to the Work Experience advisor and work on completing the objectives during the semester. These objectives will be discussed during the job site visit and used as part of the student evaluation at the end of the semester.

You will be asked to verify employee/student hours at the end of the semester. The student will also be attending one of the Business Education Customer Service classes. These workshops are designed to support various layers of effectiveness personally and on the job.

We are certain that this experience will be rewarding for you and your employee. Thank you for participating in the Work Experience program.