

**Foothill - De Anza Community College District
Co-operative Education Work Experience Program**

De Anza College

VIII. Letter to Employer

To: Employer (Supervisor)
From: Cooperative Education / Work Experience Office

The employee who delivered this memorandum to you has demonstrated an interest in improving their job skills by enrolling in our Cooperative Work Experience Education course. The main purpose of this course is to help the student (your employee) develop their skills by creating learning objectives that will challenge him/her to become a more efficient, effective, and valuable employee for you, while providing practical education that supplements and enhances their understanding of classroom concepts and theories learned in other college courses.

A major advantage of this program is that it gives you the opportunity to make a contribution to your employee's college education in ways that also benefit your organization. This is done through written learning objectives that describe your employee's goals for new learning or performance improvement. Your approval is needed to document the student's goals at the beginning of the quarter so that De Anza College can award college credit to your employee for learning through work experience. The State of California and the Foothill/De Anza Community College District require documentation and validation of the student's hours worked and performance improvement as documented in the learning objectives.

Please discuss new learning possibilities with your employee and help him/her write their learning objectives. The learning objectives will be re-written in a Performance Agreement form which will require your signature, as well as your employee's and his/her instructor's signatures. As the student's supervisor, you will evaluate the performance and the completion of the student's learning objectives using the rating scale written at the bottom of the Performance Agreement form. A Co-op instructor will contact you to explain the program in more detail, and to go over the objectives with you and your employee.

As a work experience course guide, a full time employee typically strives to complete four specific learning objectives that can be achieved and evaluated within one quarter, and a part time employee may complete two or three learning objectives.

We look forward to working with you in assisting your employee, our student, to achieve his/her professional development and growth, as well as maintain an educational focus to achieve his/her goals.

If you have any questions, please contact the student's instructor or you may contact the office at 408-864-5841.

Thank you

For information on the District's policies and procedures regarding anti-discrimination and harassment issues, please refer to the following areas: The Foothill/De Anza District's web site at: <http://www.fhda.edu>; the De Anza College Catalog; the De Anza College Class Schedule; or contact the office of the Dean of Student Development and EOPS.