

Dear Supervisor,

The employee presenting you this letter is a Taft College student interested in participating in an innovative program entitled Cooperative Work Experience Education.

CWEE is a unique method of instruction which enable students who are employed to earn college units for the learning experiences they have while performing their job. To qualify, the student must have the support of their supervisor in setting on-the-job learning objectives and be provided the ability to work a minimum number of hours across the semester. This number is based on the number of WKEX units they are enrolled in **1=60 unpaid/75 paid work hours; 2=120 unpaid/150 paid work hours; 3=180 unpaid/225 paid work hours**. Taft College is dedicated to our community and to equipping our students for career excellence. The CWEE program is designed to promote well-trained, productive employees.

Initially, we ask you to complete the Learning Station Agreement which outlines the student, supervisor, and instructor commitment. A CWEE Instructor will then meet with you and the student at your place of employment to complete the Learning Objectives Contract which will outline the skills the student will work on developing or improving during this course. Projects above and beyond the normal duties of the employee/student are heartily encouraged. When signed by you, the employee/student and the college CWEE Coordinator, it shows commitment to cooperate with the college and your employee/student in this educational program, barring any unforeseen obstacles.

Finally, as the supervisor, you will complete a mid-term and end-of-term evaluation of the student, which provides feedback on their learning objective accomplishments and general work behaviors, as well as verifying hours worked over the semester, which will be factored in to the grade and units awarded for this course.

To summarize, the deliverables requested include:

- Signatures on Learning Station Agreement, Learning Objectives Contract, Consultation Form, Student Performance Evaluations and Timesheet.**
- Availability for an on-site consultation**
- Completion of evaluations**
- Communication regarding changes in students employment status**

Please email tfurman@taftcollege.edu or call (661) 763-7967 if you need further information about this program or if you would like any assistance that the college may provide.

Sincerely,

Tori J. Furman

Tori Furman, M.S.
Career Development Counselor/Internship Coordinator
Taft College