To: Employer (Supervisor)

From: Work Experience Education Coordinator

The employee delivering this letter to you has demonstrated an interest in improving job skills by enrolling in our Work Experience Education (WEX) Program. The purpose of this program is to help the student obtain on-the-job training to become a more efficient and valuable employee, while providing a practical education that supplements and enhances classroom theory. The program also gives you the opportunity to make a contribution to your employee’s college education in a way that will directly benefit you and your organization.

In order for this contribution to be documented for college course credit, the program requires that the student write and achieve Learning Objectives. They need to be written at the beginning of the semester; the student will work during the semester to achieve them; then, at the end of the semester, the student will be evaluated by you, as the employer, on his/her success in this endeavor.

The student should begin this process by filling out a worksheet, proposing Learning Objectives for your review. Please work with the student to identify Objectives that you both consider appropriate. Once you and the student agree on the choice of Objectives, the student will write each one on a copy of the Performance Agreement. This form will then be signed by you, by the student, and by the instructor and will be considered the student’s contract for the semester. Each of the signatories should receive a copy of this form so that all involved will know what the Learning Objectives are. The original should be given to the instructor.

At the end of the semester, we ask that you assign a score to each Objective to indicate the student’s level of success in achieving it. This score is an integral component of the student’s grade for the course.

At some point during the semester a Work Experience Education Instructor will come to your job site to meet with you and your employee. This process generally requires 30-45 minutes of your time. The instructor will inquire about the student’s progress on the Learning Objectives and get a feel for the student’s overall progress on the job.

You will also be asked to verify employee/student hours at the end of each month. The student will fill out a timecard and bring it to you for your signature.

In review, your responsibilities for this program are:

1. Assist your employee/student with designing or creating his/her learning objectives.
2. Sign your employee/student time cards every month.
3. Meet with the employee and Instructor.
4. Assign a score to each objective at the end of the semester.

Thank you for your willingness to participate in the Work Experience Education program. If Ohlone College can help your company with its hiring, training or education needs, please do not hesitate to call us (Career Services at 510-659-6125) or log onto our web site at: www.ohlone.edu/org/career.