TO: Employer (Supervisor)

FROM: Work Experience Intern program

DATE: Summer 2015

The employee (intern) delivering this letter to you has demonstrated an interest in improving job skills by enrolling in our Work Experience Intern Program. The purpose of our course is to help the student obtain on-the-job training so the student will be a more efficient and valuable employee, while providing a practical education that supplements and enhances classroom theory. 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. Your participation in this process includes:

• Active involvement in selection of objectives
• Two meetings with instructor and employee/student
• Evaluation of the objectives and verification of employee/student hours

In order for this contribution to be documented for college course credit, the program requires that four learning objectives be written at the beginning of the semester. Objectives are written to help the student progress and become a more valuable employee. Please discuss the learning possibilities with your employee, accepting only those objectives that meet with this intent. 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. Within a few weeks an instructor from our office will schedule an appointment to meet with you and the intern at your job site to review the objectives. The objectives will be written in final form, and you will be given a copy for reference and evaluation. The objectives will be used as the basis of evaluation at the end of the semester.

You will be asked to verify employee/student hours at the end of the semester during the evaluation meeting. The student will also be attending Work Experience seminars, self-paced career-related activities or will complete a project. A schedule of the seminars is in the student’s Intern Handbook. You are welcome to attend any seminar of interest to you.

Thank you for your cooperation. Your support of our program is greatly appreciated.
Devising good objectives is a very important part of the student’s Work Experience Intern success. Approximately one half of a student’s grade is dependent upon performance on the objectives. Employer input is essential. Following are some guidelines to help you when considering objectives.

1. Make sure each objective is achievable within the semester time frame and is measurable.

2. Make sure the objective is specific enough for you to evaluate.
   
   Too general: To do a good job as an intern so that I can get a full time job in drug and alcohol treatment.
   
   Better: To review and demonstrate knowledge of federal confidentiality regulations for drug and alcohol treatment programs as observed by my supervisor by (date).

3. Some objectives may be more difficult or more valuable than others. Objectives are to involve new learning, new growth or improvement on the job for your employee/student. They are not to describe what the student has already accomplished.

4. Make the objectives work for you. If there is an area in which your employee/student needs to improve (e.g., reliability, promptness, courtesy, communication, etc.), design an objective around that need.

It is the goal of the Santa Rosa Junior College Work Experience Program that the time you invest in this employee/student be well worth the effort. The result should be a better, more efficient and motivated employee.