



TO: Supervisor of the SRJC Intern

FROM: Internship Program

The employee (intern) delivering this letter to you has demonstrated an interest in improving job skills related to their college certificate or degree 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. In addition to day-to-day supervision, your participation in this process includes:

- Active involvement in selection of four learning objectives
- One meeting with the instructor and employee/student at the employment site (15-20 minutes)
- Evaluation of the objectives and verification of employee/student hours

Learning objectives drafted by the student 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. The goal is for the student to work with you on the creation of four learning objectives that will be specific, measurable and achievable by the end of the semester.

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. Please sign your employee/student's worksheet to verify that you approve. The objectives will be used as the basis of evaluation at the end of the semester meeting.

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 work project.

Thank you for your cooperation. Your supervision of the student and support of our program is greatly appreciated.

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APRIL 2019

Employer's Guide for Student Learning Objectives:

Devising good learning 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.

Example of 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 as the employer.

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 will be well worth the effort. The result should be a better, more efficient and motivated employee.

Sample Learning Objectives:

- To create and/or implement a promotion of the fitness facility programs/events that improve cardiovascular conditioning, body composition, or community/charitable involvement by (date).
- To observe and/or perform initial client intake appointment and discuss procedures with supervisor by (date).
- Set up the engine for structure protection including deploying 100 feet of hose, attaching to rear discharge, performing quick step pickup, and loading hose back into engine to supervisor's standards by (date).
- To improve my verbal communication skills by accurately presenting 8 reports that detail my weekly sales totals, with my supervisor's feedback by (date).
- To demonstrate more initiative by learning the new pipe cutting machine and practicing on 3 different lengths, with 100% accuracy by (date).
- To demonstrate teamwork and collaboration skills by presenting other managers with a video on a new company account tracking system, collect their feedback and present to my supervisor by (date).
- To demonstrate a positive work attitude by being professional and positive in my interaction with customers, to my supervisor's satisfaction by (date).

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