



Dear Employer:

Your employee \_\_\_\_\_ is registered at Cañada College this semester, and taking a class, entitled "Cooperative Education." This is a unique course in which your employee has the opportunity to earn college credit for learning on the job. The course will require "team" action on the part of the college, the student, and the employer.

Cooperative Education is designed to focus the student's attention on his/her job in a way that should promote substantially improved performance. It is accomplished by requesting the student set measurable goals related to his/her job that have been developed and approved jointly with you as the student's work supervisor. Cañada College is requesting that you counsel and advise the student in setting these job goals and participate in improving and evaluating the student's job performance.

During the semester, one of our dedicated Cooperative Education faculty team members will be calling you to discuss your employee's progress in this program and other details of the program as well.

In the meantime, if you have any questions about the Cooperative Education Program, please call the faculty member listed below. Thank you.

Sincerely,

FACULTY NAME: \_\_\_\_\_  
Professor/Cooperative Education

PHONE: \_\_\_\_\_

(STUDENT: Please fill in your name at top of letter and all Faculty information.)

