

Achieving Excellence
In Education



THE OFFICE OF COOPERATIVE EDUCATION

Palomar College · 1140 W. Mission Rd. · San Marcos, California 92069 · (760) 744-1150, Ext. 2354

Dear Supervisor:

“What is Cooperative Education?”

Your student-employee is currently enrolled in Cooperative Work Experience Education at Palomar College. This individual is majoring in a program that will lead to an Associate in Arts degree or a Certificate of Achievement. The student will integrate academic preparation with practical work experience learned at your place of business.

“What Are You Asked to Do?”

You are important to the student’s success. Credit is earned by the student on the job. Three “Learning Objectives” are set with your assistance. Objectives generally come from one or more of the following categories: improvement of routine duties, job problem solving, human relations problem solving, or new assignment mastery. The student’s enrollment is not official until you concur.

Each month, the student will submit a monthly report of time worked and progress made on the three learning objectives. Your signature will authenticate the monthly report.

During the semester, a Cooperative Work Experience Education instructor will visit your place of business to discuss the program and the student’s progress. The student-employee will receive a grade at the end of the semester based on your evaluation of his/her performance in accomplishing the three “Learning Objectives”.

“What Results Can Be Expected?”

This program of cooperation between community businesses, students, and the college instructional program is for the mutual benefit of all. Students and supervisors alike feel this program has resulted in improved working relationships and job performance.

Please call our office if you wish additional information regarding Cooperative Work Experience Education at Palomar College.

Sincerely,
The Office of Cooperative Education