

Dear Supervisor,

One of your employees or interns is enrolled in a Cooperative Education/Work Experience class at Palomar College.

**What are Cooperative Education/Work Experience classes?**

Cooperative Education/Work Experience classes are about helping students advance their educational and career goals through work experience. The class gives students the opportunity to integrate academic preparation with practical work experience at your place of business. Students earn academic credit for the work performed in the class.

**What are you asked to do?**

As the supervisor, you play an important role in the student's success. We know that you are busy, so we have a streamlined process for your participation. We will ask you to:

- Review and approve three learning objectives that the student will propose. Learning objectives can be learning a new skill, improving an existing skill, or taking on a new project. This can be a good opportunity to discuss areas of improvement with the student.
- Participate in a brief site visit (typically 5 – 10 minutes) with one of our instructors during the semester.
- Provide a rating of the student's progress on each learning objective at the end of the class and verify the hours worked by the student. The student will bring a Statement of Cooperation form and timesheet for your feedback.

**What results can be expected?**

This is a program of cooperation between local businesses, students, and the college for the mutual benefit of all. Supervisors frequently report that employee performance improves during the Cooperative Education class.

If you have any questions or concerns, please do not hesitate to contact me at 760.744.1150 x2355 or [jjarvinen@palomar.edu](mailto:jjarvinen@palomar.edu).

Thank you very much.

Jason Jarvinen  
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