



TO: Work Supervisor of Skyline College Paralegal Internship Student
FROM: Skyline College, Center for Legal Studies Office

SUBJECT: Your Employee is an Internship Program Student: Purpose of the Program and How it Benefits Employers.

Your employee, a student at Skyline College, is participating in our Paralegal Internship Program. The Paralegal Internship Program is an educational program that requires the collaborative efforts of employers, students, and the Center for Legal Studies Program Services Coordinators. The program is designed to help students, who are either full or part time employees, integrate classroom study with their on-the-job work experiences. If the student is successful in accomplishing this integration, they will receive Education Units. These units can be used to obtain an A.A. or A.S. Degree and are transferrable to the California State University System.

Employers who participate in the program will benefit from employees who are motivated to work hard and do their best to accomplish their job-related objectives. You will have an employee who is serious about his or her self-development and eager to learn new skills and responsibilities. The results will include improved work performance and a more knowledgeable and productive employee.

A key element of the Internship Program is the requirement that you and your employee develop a minimum of three (3) written objectives at the beginning of the semester. A job related objective is a measurable goal that is jointly set by the supervisor and the employee to be accomplished through on-the-job work experience. It requires the employee to learn or make use of some new skills, habit, or information. The employee-student will work on accomplishing these objectives throughout the duration of the semester. In order to receive Education Units, the employee must complete the aforementioned objectives or demonstrate some reasonable progress toward achieving the objectives.

Enclosed is a copy of "The Responsibilities of the Employer" which are briefly outlined in the *Internship Program Student Handbook*. Please take a few minutes to review these responsibilities. The employee will be responsible for completing the job description form located in the handbook. Please review the job description form for accuracy and content. This information will be valuable in developing at least three (3) job related objectives. Examples are provided in the handbook.

Thank you for your time and effort in assisting your employee to successfully complete the Internship Program. We are confident that your interest and support will be beneficial to both you and your organization. If you have any questions, please don't hesitate to contact me at skylineparalegal@my.smccd.edu.

Sincerely,

Program Services Coordinator
Center for Legal Studies