

**TO: Work Supervisor of Cooperative Education Student**

**FROM: Skyline College, Cooperative Education Office**

**SUBJECT: Your employee is a Coop Ed Student**



Your employee, a student at Skyline College, is enrolled in our Cooperative Education Program this semester.

The Cooperative Education Program is an educational program that requires the collaborative efforts of employers, students, and Skyline Cooperative Education 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 Elective Cooperative Education Units. These units can be used to obtain an A.A. or A.S. Degree and are transferable 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 job skills and responsibilities. The results will include improved work performance and a more knowledgeable and productive employee.

A key element of the Cooperative Education Program is the requirement that you and your employee develop a minimum of three (3) written job 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 skill, habit, or information. The employee-student will work on accomplishing these objectives throughout the duration of the semester. In order to receive Cooperative Education Elective Units, the employee must complete the aforementioned objectives or demonstrate some reasonable progress toward achieving the objectives.

Your employee will share with you "The Responsibilities of the Employer" which are briefly outlined in the *Cooperative Education 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 Cooperative Education 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 call us at (650) 738-4261 or (x4262).

Sincerely,

Skyline College Cooperative Education Coordinator