



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

Dear Worksite Supervisor:

The employee/intern/volunteer presenting this letter to you is a San Diego Community College District (SDCCD – City College, Mesa College, Miramar College) student enrolled in a Work Experience course for the Spring 2023 semester.

Work Experience is a unique method of instruction in which students, companies, and college staff work together to provide relevant, quality education and valuable experiences for the student. Companies have the opportunity to participate with the college by offering suggestions as to ways the student/employee may improve productivity and develop positive attitudes. The student receives practical job/career guidance, college credit, and a letter grade.

Your assistance in this course is essential. As the student's worksite Site Supervisor your involvement in the following components are critical to the student's success:

1. **Review Objectives:** The student has been provided an "Objectives Worksheet" for use in drafting new learning objectives for this semester. At the beginning of the semester, sit down and review the learning objectives with the student. Negotiate any changes in the objectives that make them more appropriate to the job or more attainable by the end of the semester. The objectives will be typed in final form through the online Learning Agreement form.
2. **Site Visit Meeting:** A Work Experience Instructor from the designated SDCCD campus will visit the worksite by appointment. Instructors are respectful of the time constraints of supervisors so this meeting will be brief and structured so everyone involved gains the maximum benefit from the program.
 - a. **At the first meeting,** 3 SMART Learning Objectives are mutually approved by you, the student, and the Work Experience Instructor. The student will complete an online Learning Agreement form at this meeting which will be signed by each party. You will be provided a copy of this agreement electronically.
 - b. **At the second meeting,** the student's accomplishment of the stated goals will be discussed. The student's performance will be evaluated by you and the student through an online Final Student Evaluation form. Some of our instructors have adopted an on-campus evaluation format and will meet only with the student at the end of the term. Instructors will discuss the details and process with you at the first meeting.
3. **Approve Time Sheet:** The student is required to work, intern, or volunteer a certain number of hours. Credit is earned based on 75 hours of paid work/internship or 60 hours of unpaid work/internship/volunteer per unit the student is enrolled (1-4 units). The student will record work/intern hours on an online form provided by the college, then submit this record for your e-signature and approval to submit to their college instructor. Work hours can be recorded from the date the student enrolls in Work Experience through May 27, 2023.

Thank you for your assistance. We welcome any comments or suggestions you may have. Please contact the designated SDCCD Campus Dean with any questions.