

Greetings Employer/Supervisor:

The employee delivering this letter to you has demonstrated an interest in enrolling in Woodland Community College's Work Experience course. The purpose of our course is to help the student obtain on-the-job training and provide a practical education that supplements and enhances classroom theory. The program gives you an opportunity to contribute to the employee's college education in a way that will directly benefit you and your organization. Your participating in this process includes:

- Active involvement in selection of the student's objectives
- One meeting with the Woodland Community College Work Experience Coordinator and employee/student
- Evaluation of the student's objectives
- Verification of employee/student work hours (a requirement of the course is that student complete a specified amount of work hours per unit they will earn in the course)

For this contribution to be documented for college course credit, the course requires that learning objectives be written at the beginning of the semester. Objectives are written with the intent of the student progressing and becoming a more valuable employee. Please discuss the learning possibilities with your employee accepting only those objectives that meet this intent.

The student is required to fill out a worksheet of objectives. A Woodland Community College Work Experience Coordinator will contact you to review these objectives. The objectives will be written in final form by the student, and you will be provided with a copy for reference and evaluation. The student will work to achieve the objectives during the semester, which will be used as a basis for evaluation at the end of the semester. You will be asked to verify the employee/student hours at the end of the semester. The student will provide you with a timesheet for your signature.

Thank you for your cooperation. Your support of our Work Experience program is appreciated. Please contact us if you have any concerns, questions, or comments.

Regards,



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