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**TO:** Supervisor of Work Experience Education Student-Employee

**FROM:** Work Experience Education Office at Skyline College

**SUBJECT:** Work Experience Education Program and Employer Benefits

Hello,

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

The Work Experience Education Program is a program at Skyline College that requires the collaborative efforts of employers, students, and Work Experience Education Instructors. The program is designed to help students who are either full or part time employees to integrate classroom study with their on-the-job work experiences through pre-determined objectives. If the student is successful in accomplishing this integration, they will receive Elective Work Experience Education Units. These units can be used to obtain an A.A. or A.S. Degree and are also 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 self-development and eager to learn new job skills or responsibilities. The results could include improved work performance, increased knowledge of role and new or enhanced skill sets.

A key element of the Work Experience Education Program is the requirement that you and your employee develop a minimum of three (3) written learning objectives for their role at the beginning of the semester. A job-related learning objective is an attainable goal that is jointly set to be accomplished through on-the-job work experience. The employee will work on accomplishing these objectives throughout the duration of the semester. In order to be successful in the course, the employee must complete the agreed upon objectives or demonstrate some reasonable progress toward achieving the objectives.

Your employee will share with you "The Role of the Employer" which is briefly outlined in the Work Experience Education Student Handbook and on the website. Please take a few minutes to review the section to familiarize yourself with what the role entails. The employee will be responsible for completing the job description form located in the handbook, but please review the job description form for accuracy and correct content. This information will be valuable in the support of developing the objectives. Some examples are provided in the handbook.

Thank you for your time and effort in assisting your employee to successfully complete the Work Experience Education Program. We are confident that your interest and support will be a valuable experience to both you and the employee. If you have any questions, please don't hesitate to reach out to Coordinator Hayley Leventhal ([leventhalh@smccd.edu](mailto:leventhalh@smccd.edu)).

Sincerely,

Skyline College Work Experience Education Program