

## Cooperative Work Experience Program

TO: Employer (Supervisor)  
From: Beckie Urrutia-Lopez, Cooperative Work Experience (CWE) Director

The employee who delivered this memorandum to you has demonstrated an interest in improving on the job by enrolling in our CWE course this quarter. The main purpose of this course is to help the student get on-the-job training that will make him/her a more efficient and valuable employee for the organization by providing practical education that supplements and enhances classroom theory learned in Foothill College courses.

A major advantage of this program is that it gives **you** the opportunity to make a contribution to this employee's college education in a way that will also directly benefit your organization. In order for this contribution to be documented for college credit, the State of California and Foothill/De Anza Community College District requires that learning or performance objectives must be new or enhanced. The learning objectives need to be developed at the beginning of the quarter. The student will work to achieve the goals on the job during the quarter term. Please discuss the learning possibilities with the employee and help write suggested objectives.

The CWE Learning Objectives generally will fall within one of the following categories:

1. **Present duties:**
  - Improving quantity or quality of present output.
  - Solving a functional problem in the work area.
  - Solving a human relation's problem.
  - Continuing new learning experiences on the job.
2. **Expanded duties:**
  - Adding new duties to tasks already preformed satisfactorily.
  - Learning new information or duties that will lead to the next level job.
3. **New job:**
  - Starting a new job classification and learning the duties to be preformed.
4. **Service Learning:**
  - Researching ways to become more involved in the community.
  - Looking how their employer impacts the immediate community.
  - Proposing suggestions for employer involvement in community projects or initiatives.

We look forward to working with you in helping this student grow on the job. A worksite visit will be conducted during the quarter. For your reference, see "Sample Learning Objectives" handout.