

To: Employer/Supervisor
Re: Employer/Supervisor Agreement

The Contra Costa College community and the Cooperative Work Experience Education (COOP/CWEE/WRKX) program staff would like to thank you for your time and commitment to our students and to us. The purpose of the Cooperative Work Experience Education program is to encourage students to seek new or expanded learning opportunities on the job that will make him/her a more efficient and valuable employee. Through this program, your employee/volunteer has the opportunity to utilize many of the skills that are learned in the classroom. The program gives you, the employer, the opportunity to contribute to their college education in a way that will directly benefit you and your industry.

In order for this contribution to be documented for college credit, workplace-learning objectives must be written at the beginning of the term. Workplace learning objectives are project-based learning opportunities that take place on-the-job during the normal work schedule. The project objectives should involve new or expanded responsibilities for the student. Project objectives must be briefly documented on a form entitled "Cooperative Work Experience Education Learning Objectives/Agreement" which the student will provide. We are asking you to participate with your employee/volunteer in selecting meaningful objectives. This is an opportunity to encourage and to develop new skills that may be valuable to your organization.

Your partnership in this program is critical. It contributes up to **half** of their grade. Your Time is as valuable as your involvement, and we have streamlined your participation to minimize your Paperwork. The following milestones summarize your important inputs to this program:

- **At the beginning of the term** collaborate with the student to develop work objectives/projects, Sign and date the "Cooperative Work Experience Education Objectives/Agreement" form(s).
- **During the term** meet with the instructor, at your facility, to briefly discuss the student's progress. The meeting will take 15 – 30 minutes.
- **At the end of the term** provide your assessment of the student's completion of their initial learning objectives and providing feedback on workplace skills and competencies.

The following confirms existence of insurance coverage and is in accordance with Ed Code 78249.

District's Certificate of Consent to Self-Insure # 5508-005 Issued by State of California

Limits of Coverage: Statutory Per Occurrence for California Workers' Compensation and \$1,000,000 Employers' Liability.

Thank You,
Contra Costa Community College District
Cooperative Work Experience Education Program Staff



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COOPERATIVE WORK EXPERIENCE
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