



## SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692  
949.582.4500 • www.saddleback.edu

Dear Employer:

The employee presenting this letter to you is a Saddleback College student interested in participating in an innovative program entitled Cooperative Work Experience. Cooperative Work Experience is a venture in which students, employers and Saddleback College work together to provide relevant, quality education and valuable work-related experiences for the student.

Saddleback College is dedicated to our community and to equipping our students for career excellence. The Cooperative Work Experience program is designed to promote well-trained, productive employees. The combination of classroom instruction with related work experience provides students with educational experiences leading directly to career opportunities.

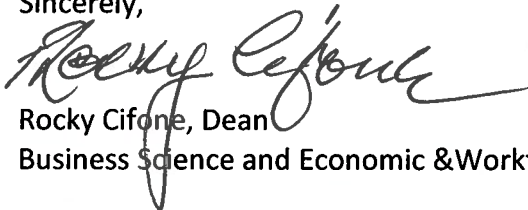
Following are the ways we are requesting you, the employer, to be involved:

- Sign a statement of Learning Objectives indicating you are in agreement with the tasks developed by the student for the purpose of improving their job performance during the semester.
- Allow a short discussion visit by the Supervising Instructor. At this time the employee's measurable objectives are discussed and agreed upon.
- Sign a time sheet (which the employee must fill out) verifying the employee's work time on the job.

If you are willing to participate in this Cooperative Work Experience, kindly read the Learning Objectives proposed by the student and indicate your willingness to participate by signing the form.

Please feel free to call the Division of Business Science and Economic & Workforce Development at (949) 582-4303 if you have any further questions. Thank you for your assistance.

Sincerely,



Rocky Cifone, Dean  
Business Science and Economic & Workforce Development

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An Equal Opportunity Employer