



West Hills College Lemoore

Naval Air Station Lemoore

West Hills College Coalinga

North District Center, Firebaugh

Dear Employer/Supervisor:

The employee presenting you with this letter is also a student at West Hills College, enrolled in the Cooperative Work Experience Education (CWEE) Program.

CWEE assists students by helping them to develop skills and knowledge by integrating classroom study with practical work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that incorporates real-world work experience. Through these structured experiences, students enrich their college studies, which enhance their total development.

The goal of the program is to assist students in acquiring desirable work habits, attitudes, and career awareness.

CWEE is built upon cooperation. In order for your employee/student to participate, we are asking for your cooperation. As an Employer Representative, you are asked to:

- Speak with the CWEE Instructor/Coordinator at least once during the semester.
- Sign all required documents (as required by California education code) permitting the employee/student to participate in the program (your employee/student will provide you with these documents).
- Work with the employee/student to develop four learning objectives that will be completed during the semester (instructions and form to follow).
- Evaluate the employee/student on their achievement at the conclusion of the semester (this form will be provided to you).
- Fill out the time sheet verifying the employee/student completed their required hours (this form will be provided to you).

If you have any questions, please call me at (559) 925 – 3688. Thank you in advance for your participation.

Sincerely,

Gwendolyn Glee  
Cooperative Work Experience Education Instructor/Coordinator