



Mt. San Jacinto Community College District
1499 N. State Street, San Jacinto, CA 92583

Roger W. Schultz, Ph.D.
Superintendent/President

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To:
From: Cooperative Work Experience Education (CWEE) Department
Date:
Re:

On behalf of Mt. San Jacinto College, I want to extend a warm welcome and thank you for your participation in the Cooperative Work Experience Education Program (CWEE). The purpose of the CWEE program is to help students obtain on-the-job training that will provide you with an efficient and valuable employee/trainee while also providing a practical education experience that supplements and enhances the student's class-room theory. The program gives you the opportunity to make a contribution to the student's education in a way that will directly benefit you and your business.

In order for this contribution to be documented for college course credit, the program requires that the three Learning Objectives written and validated by the employer on the student's Training Plan be assessed and progress reflected throughout the semester. These Learning Objectives are a way to identify specific work-related goals to be accomplished at your work site during the semester and will enhance the student's job performance and progress. We encourage you to periodically review the Learning Objectives with the student and commend progress made or provide encouragement in areas where the student is not meeting expectations. A copy of the student's training plan is attached for your records.

Very soon a Mt. San Jacinto College CWEE faculty member will be in contact with you to review the Learning Objectives and any other expectations for the semester. Please also expect a visit towards the end of the semester to evaluate the progress made during the semester. The student does not need to be present during this meeting.

At the end of each month, you will be asked to verify work hours by signing the CWEE timesheets. In addition, the Employer Evaluation of the Student must be completed toward the end of the semester to rate the student's performance in several competency and foundational skill areas. A copy of this evaluation is also provided to you with this letter and can be returned to the faculty advisor during the site visit.

The Mt. San Jacinto College Community and the CWEE program staff appreciate your time and energy given to the students and Mt. San Jacinto College. If you have any questions, please call the CWEE office at (951)639-5567 or email me at mleyden@msjc.edu. Thank you for your cooperation!

Sincerely,

Matthew Leyden
CTE Counselor and Cooperative Work Experience Education Coordinator
mleyden@msjc.edu
www.msjc.edu/cte/cwee

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1499 N. State Street
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951.487.6752

Menifee Valley Campus
28237 La Piedra Road
Menifee, CA 92584
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San Geronimo Pass Campus
3144 West Westward Avenue
Banning, CA 92220
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Temecula Education Complex
27447 Enterprise Circle West
Temecula, CA 92590
951.308.1059