

Dear {Supervisor Name},

We wanted to make you aware that {Student Name} is requesting to earn academic credit for the work they are performing under your supervision. For credit to be earned, the student must enroll in a work experience course while employed/interning with your organization.

Your collaboration in this program is essential. With your guidance, the student will meet goals that enhance their skill development and your organization's productivity. What's required? **Two brief meetings and two forms – that's it!** Your participation will benefit the student and assist the faculty mentor with assessing the student's learning outcomes.

Here's what is being asked of you:

1. **SITE VISITS** – When the student and the faculty mentor seek to schedule the site visits, be as flexible as your calendar allows. The faculty mentor will visit the worksite, in person or virtually, to talk with you and the student about the student's goals and performance twice during the semester, once at the beginning and once at the end. The meetings usually require less than 30 minutes of your time.
2. **SMART GOALS** – Review the SMART goals the student has drafted. Suggest changes that might make them more appropriate to the position, more measurable, or more attainable by the end of the semester. The goals will be written in final form on the Learning Agreement at the first site visit. You, the faculty mentor, and the student will each sign and date the Learning Agreement.
3. **SUPERVISOR EVALUATION** – At the end of the semester, the faculty mentor will ask you and the student to evaluate the student's accomplishment of his or her goals on the Learning Agreement. You will also be asked to verify the monthly and cumulative hours the student worked. Finally, you'll be asked to complete an evaluation of the student's competencies by checking the appropriate rating and offering commendations and constructive criticism.
4. **INTERNSHIP/EMPLOYMENT DURATION** – Although you have the right to end the student's employment/internship at any time, please verify that your current intention is to keep the student as an employee or intern throughout the duration of the class. If you terminate the student's position, please notify the faculty mentor at your earliest convenience.
5. **ADEQUATE FACILITIES** – You agree to provide appropriate facilities, equipment, and materials for the student to meet the requirements you set for them in this position.
6. **DISCRIMINATION & HARASSMENT** – You agree to provide a work environment free of discrimination and harassment per state and federal regulations.
7. **EMPLOYMENT OF MINORS** – You agree that all work is conducted in compliance with state and federal laws applicable to the employment of minors.

If you have any questions or concerns, please do not hesitate to contact MiraCosta College Internship Coordinator, Mike Green, at [mgreen@miracosta.edu](mailto:mgreen@miracosta.edu) or 760-757-2121 x6415.