



Dear Supervisor:

The individual who delivered this letter has demonstrated an interest in improving on the job by enrolling in Seattle Central Community College's **COOPERATIVE EDUCATION/INTERNSHIP PROGRAM**. Your participation in this program provides an opportunity to make a contribution to this student's college education in a way that will also directly benefit you and your organization. Cooperative Education is designed to help the student become a more efficient and valuable employee by improving existing job skills or learning new ones.

In order for the student to receive college credit, certain requirements need to be fulfilled. They are:

- Satisfactory achievement of learning objectives. (Instructions and a sample format for developing objectives are attached.) At the end of the quarter, you will be asked to evaluate the student's achievement of learning objectives and personal work qualities.
- Completion of required number of work hours. The following is a general guideline:
 - 10 hours per week x number of weeks in the quarter = 2 credits
 - 15 hours per week x number of weeks in the quarter = 3 credits
 - 20-25 hours per week x number of weeks in the quarter = 4 or 5 credits
- At the end of the quarter, you will be asked to verify the total number of work hours.

Please note: Cooperative Education is a method of earning academic credit for work, intern, or volunteer experiences. It is different from, and not a part of, the financial aid work-study program, which has its own policies and procedures.

You may be contacted by the student's faculty coordinator at some point during the quarter. This contact may occur sometime after the faculty coordinator has reviewed and approved the student's learning objectives. In the meantime, if you have questions, please feel free to contact me.

Sincerely,

SEATTLE CENTRAL COMMUNITY COLLEGE

Karen Kato

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