



MOORPARK COLLEGE
Employer Letter

Dear Work Experience/Internship Provider,

Thank you for providing a learning opportunity in your place of business to a Moorpark College student.

The following are the procedures (as required by state law) for students enrolled in the Work Experience/Internship course. The student keeps most forms and is responsible for showing them to you.

1. The student will develop three learning objectives that reflect new or expanded job related responsibilities that can be realistically achieved at the work site. The objectives must be specific, measureable, action oriented, realistic, and able to be accomplished within the given semester. The student will show you his or her objectives, ask for your feedback, and your signed approval. Please feel free to suggest an objective if you have a special project in mind.
2. The student's faculty advisor will call you for an appointment to visit your workplace for a brief consultation about the student's progress during the internship.
3. At the end of the internship please evaluate the student, as your evaluations are essential components of the student's grade. Please comment, rate, and initial how well the student accomplished the learning objectives on the student's Learning Objective Evaluation form. The student has this form and will keep it for discussion with his or her faculty advisor.
4. Please review and sign the student's Time Sheet.

Thank you in advance for your time and resources in working with our Moorpark College student. Do not hesitate to call if you have questions or comments, as we would be delighted to talk with you.

Sincerely,

Audrey Furrell
Job Placement/Internship Specialist
(805) 378-1536

Judi Gould
Career Transfer Center Coordinator
(805) 378-1551

I agree to the above Work Experience/Internship Guidelines for student:

Student Name: _____

Workplace Supervisor Signature: _____ Date: _____

****SIGNED LETTER IS DUE NO LATER THAN 2 WEEKS AFTER STUDENT ORIENTATION****