



**Santa Rosa Junior College Work Experience & Internship Department**  
**1501 Mendocino Avenue, Santa Rosa, CA 95401 | (707) 527-4329**  
**careerhub.santarosa.edu**

Dear Supervisor:

The employee delivering this letter to you has enrolled in a Work Experience Course at Santa Rosa Junior College to focus on learning and demonstrating employability skills. The SRJC Work Experience course recognizes the value of learning when students work and train in actual job situations.

The cornerstone of the Work Experience course is to build, develop and strengthen Employability Skills in all of our students that are vital to any job, position or industry in the following areas:

- Career & Self Development
- Communication
- Critical Thinking
- Equity & Inclusion
- Leadership
- Professionalism
- Teamwork
- Technology

**WORKPLACE SITE SUPERVISOR ROLE & COMMITMENT:**

1. Provide necessary supervision and training to ensure that the student receives appropriate educational benefits from this work experience.
2. Provide necessary and appropriate facilities, equipment, and materials at the worksites so students may achieve agreed-upon work goals.
3. Comply with all appropriate federal and state employment regulations. If you are a for-profit business and have an unpaid intern, please complete the FLSA form.
4. Participate in a meeting at the start of the semester with student to develop three measurable new or expanded job-oriented work goals.
5. Participate in an evaluation meeting of student's approved work goals on the SRJC Course Learning Agreement Form at the conclusion of the semester with the student and Work Experience Instructor (in-person at the job site or via zoom – 20-30 minutes in length).

Thank you for participating in the Santa Rosa Junior College Work Experience course. Your student/employee's assigned SRJC Work Experience Instructor will contact you through email to introduce themselves and will be your point of contact if you have any questions or concerns throughout the semester.

Thank you,

The SRJC Work Experience Team