

_____, 2022

Dear Training Station Supervisor:

Thank you for your employment of a Cooperative Work Training (CWT) program student from _____ High School.

Enclosed please find 1) the CWT Training Agreement and 2) a copy of the Student Evaluation. Please know students have read and are aware of the stipulations of both documents. Please note: students do need to be employed at least **12-15 hours ON AVERAGE every week**. If this is an issue, please let me know right away. I would appreciate receiving your signature on the Training Agreement within a week. If you have any questions or would like to meet in person to review it, please let me know. My contact information is below.

The Student Evaluation is NOT needed at this time; a copy is provided for you to acquaint yourself with the expectations. This document will be completed twice per semester, in October and again in December, for first semester, then March and May for second semester. I recommend you go over the categories and your grading **with the student**, and am happy to be part of that meeting if you would like. Be sure to sign the document and have the student do so as well to acknowledge their understanding of your scores. I will be in touch to address your preferences for grading and answer any questions.

It is my goal to observe each student twice per semester, normally the same months as the evaluations are collected. Please let me know if you'd like me to coordinate this visit through you or someone else, and if there are any specifics I should be aware of prior to the visit. I do need to see the student working, but understand there may be restricted areas I can't see.

Finally, your input is much appreciated in terms of topics we can accent and practice in the classroom. If you are interested in visiting the classroom to speak to the class, I would be happy to have you at your convenience. Our class meets _____. I would also love the opportunity to chat at your convenience. This program works best when it is a partnership! Please don't hesitate to contact me with any questions, concerns or suggestions.

Sincerely,

Teacher Name
CWT Coordinator
_____ High School
email
Office phone number