

Utilize your school letterhead

Copy, paste and adjust as needed

Hello!

<School name> offers *Career & Work Exploration* courses and this letter is simply to outline the requirements of the course in the event that you decide to provide such an opportunity to one of our students. These courses, while supervised by a teacher at <School name>, take place predominantly outside of the school and at the work site.

Career & Work Exploration students are not paid for their hours of work. The supervising teacher, or a member of the Career Development team from the Prairie Spirit School Division office, will (i) visit the student's workplace and provide the employer with the Health and Safety Orientation Checklist, and (ii) answer any questions regarding the Evaluation Checklist. The supervising teacher, or designate, will monitor the student as appropriate.

The student is expected to fill out the Time Sheet at the end of each shift, and have the employer sign off on the time worked. This provides opportunities for feedback and self-assessment. This time sheet will be handed in to the supervising teacher on an agreed upon schedule, usually every 11 shifts.

I will be the supervising teacher for this course and look forward to working with you in this capacity. I have attached a copy of the forms for your reference.

If you have any questions about the contents of this letter about the Career & Work Exploration program we offer at <School name>, please feel free to contact me. I can be reached at <phone number> or by email at first.last@spiritsd.ca. We appreciate your support of our programming and, especially, for your desire to assist students as they endeavor to learn more about this career path.

I look forward to hearing from you! Thank you.

Regards,

<Name & Title>