



Santa Barbara Middle School®

2300-A Garden Street, Santa Barbara, California 93105-3624 • (805) 682-2989 Fax (805) 682-0893

Student: Turn this in to Whitney in Workbook.

Dear _____,

On behalf of the Santa Barbara Middle School, I want to sincerely thank you for your willingness to be a participant in our Career Study Week.

The Career Study Week/Community Service Program was created in 1978 for the purpose of giving adolescent students important lessons about work, about people and about responsibility. Students do not attend classes at SBMS during this week. Instead, their job sites become their classrooms and their employers are their teachers. Students share their experiences daily, and are graded by their employer through a written evaluation.

There is no exchange of money in this program. Students are not paid for their services, it being understood that the employers are making the greater sacrifice in taking on an inexperienced youngster for a week. **Further, labor laws, workers' compensation, and insurance coverage are not a concern for the employer as this is a recognized Santa Barbara Middle School program and our own insurance carrier covers our students throughout the workweek.**

To help you plan your week, we offer the following reminders:

Your student will be: _____

Your student's work days & hours will be: Day: _____ Nov. _____ Hours: _____ - _____

If you were unable to work out the hours when you first talked with the student, he/she will call you and confirm the work hours with you in early November. Day: _____ Nov. _____ Hours: _____ - _____

Day: _____ Nov. _____ Hours: _____ - _____

Day: _____ Nov. _____ Hours: _____ - _____

Day: _____ Nov. _____ Hours: _____ - _____

Should he/she not be at work due to illness, he/she is responsible for notifying you and the school each day.

Your Intern will bring you the **EMPLOYER EVALUATION FORM**. Please take the time at the end of the workweek to fill it out and return it by mail to the school in the self-addressed, stamped envelope. It serves as part of the student's grade. We will ultimately give your evaluation to your intern, so your carefully worded input, compliments, constructive criticism and suggestions are most valuable to the student and to us.

Santa Barbara Middle School's faculty takes the opportunity during this week to have parent-student-teacher conferences. If your student intern is scheduled to work at the time listed here, please excuse them for this appointment.

You, as a participating volunteering employer, are the real key to the successful outcome of our Career Study Week program at SBMS, and we *sincerely and gratefully* thank you for your goodwill and your time.

Sincerely,

Whitney H. Ingersoll

