

October 5, 2018

«Supervisor\_\_first\_name» «Supervisor\_\_last\_name»

«Name\_of\_Worksite»

«Worksite\_Address»

«Worksite\_City» «Worksite\_Postal\_Code»

Dear «Supervisor\_title» «Supervisor\_\_last\_name»:

Thank you for agreeing to host «Students\_first\_name\_as\_per\_class\_list» «Students\_last\_name\_as\_per\_class\_list» for a work practicum placement from «Start\_date\_of\_placement\_yyyymmdd» to «End\_date\_of\_placement\_yyyymmdd» at «Name\_of\_Worksite». The student will report to their supervisor, «Supervisor\_\_first\_name» «Supervisor\_\_last\_name», on their first day of work.

Enclosed in this package, are the following work practicum materials:

* Work Practicum Guidelines
* Work Practicum Information Form
* Work Practicum Evaluation Form
* WCB coverage verification letter from MITT

We require that the student is made aware of safety procedures relevant to your workplace and is provided with direct supervision. In the event of an injury, please contact me immediately so that the necessary documentation can be completed. Please refer to the letter with information on WCB coverage of Manitoba Institute of Trades and Technology students on course-related work experience.

While on work practicum, the student must comply with the policies and procedures of the workplace, including adherence to your attendance policy. Please also note that while on practicum the following MITT absenteeism thresholds apply:

* **4 absences** (with or without documentation) for practicums of more than six-weeks in duration.
* **2 absences** (with or without documentation) for practicum of six-weeks or less in duration.

**Please note:** Standard protocols of a practicum site will *supersede* the MITT Attendance Policy and a Work Practicum may be terminated according to these protocols.

**Students are required to report any absences to their work practicum site supervisor, as well as to me via email at «Instructor\_Email».** I will maintain contact with both you and the student throughout the duration of the placement, and will arrange to visit the worksite from time to time to observe the student. If you have any questions, comments or concerns, please do not hesitate to contact me.

Your participation in this Work Practicum placement provides a valuable learning experience that complements the training provided at the Institute. We thank you for your partnership!

Sincerely,

**«Instructor\_first\_name» «Instructor\_last\_name»**

Instructor, «Program»