

**A. Cover Page**

<b><u>Name of Lead Institution (only one)</u></b>	<b>Cleveland State University</b>
Project Start Date	January, 2014
Interns and/or Co-ops Start Date	May 19, 2014; August 25, 2014 January 12, 2015; May 16, 2015; August; 24, 2016; January 19, 2016;
Primary Contact - Individual must be authorized to sign grant contract and legally responsible as representative.	Diana Dubinsky, Interim Director Office of Sponsored Programs and Research Cleveland State University 2121 Euclid Avenue, PH220 Cleveland, Ohio 44115 E: <a href="mailto:d.dubinsky@csuohio.edu">d.dubinsky@csuohio.edu</a> P: (216) 687-3607 F: (216) 687-9382
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Project Director/s	Byron P. White, Vice President for University Engagement Cleveland State University 2121 Euclid Avenue AC 342 Cleveland, Ohio 44115-2214 E: <a href="mailto:byron.white@csuohio.edu">byron.white@csuohio.edu</a> P: (216) 523-7292 F: (216) 687-9290
Are any of the applicants represented by a member of the Advisory Committee?	Dr. Edward W. (Ned) Hill serves as Dean of Cleveland State University's Maxine Goodman Levin College of Urban Affairs.
<b>1) <u>Certification by Authorized Official:</u></b>	

To the best of my knowledge and belief, the information contained in this application is true and correct. The document has been duly authorized to comply with the required assurances.

Signature of Authorized Official

Typed Name and Title: Diana Dubinsky, Interim Director, Office of Sponsored Programs and Research

Date

11/18/13

**2) Administering Entity:**

Contact Person: Byron P. White, Ed.D

Title: Vice President for University Engagement

Address: 2121 Euclid Avenue, Cleveland, Ohio 44115-2214

Email: [byron.white@csuohio.edu](mailto:byron.white@csuohio.edu)

**3) Business Partners (please submit separate information for each partner)**

Company Name: MAGNET

Contact Person: Judith Crocker

Title: Director, Workforce and Talent Development

Address: 1768 East 25<sup>th</sup>, Cleveland, Ohio 44114-4420

Email: [judith.crocker@magnetnetwork.org](mailto:judith.crocker@magnetnetwork.org)

Company Name: Wire-Net

Contact Person: John Colm

Title: President and Executive Director

Address: 4855 West 130<sup>th</sup> Street, Suite 1, Cleveland, Ohio 44135-5137

Email: [j.colm@wire-net.org](mailto:j.colm@wire-net.org)

Company Name: Ohio Aerospace Institute

Contact Person: Ann Heyward

Title: Vice President of Research and Educational Programs

Address: 22800 Cedar Point Road, Cleveland, Ohio 44142

Email: [AnnHeyward@oai.org](mailto:AnnHeyward@oai.org)

Company Name: BioEnterprise

Contact Person: Aram Nerpouni

Title: President and CEO

Address: 1100 Cedar Avenue, Ste. 100, Cleveland, Ohio 44106

Email: [anerpouni@bioenterprise.com](mailto:anerpouni@bioenterprise.com)

Company Name:	The Presidents' Council
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Title:	President
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Company Name:	Greater Cleveland Partnership
Contact Person:	Joe Roman
Title:	President and CEO
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<b>4) <u>Educational Partners (please submit separate information for each partner)</u></b>	
Institution Name	Cuyahoga Community College
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Email:	<a href="mailto:Ronna.McNair@tri-c.edu">Ronna.McNair@tri-c.edu</a>

<b>5) <u>Other Partners (please submit separate information for each partner)</u></b>	
Institution Name	
Contact Person	
Title	
Address	
Email	

**B. Program Snapshot**

<b><u>Program Snapshot</u></b>	<b><u>Name, Number or Amount</u></b>
JobsOhio key industry/ies – please list	Advanced Manufacturing, Aerospace & Aviation, Agribusiness & Food Processing, Automotive, Biohealth, Energy, Financial Services, Information Services & Software, Polymers & Chemicals, and the four identified Business Functions
JobsOhio region	Northeast Ohio
Amount of state money requested	<b>\$998,935</b>
Required match money committed (100% undergrad & 150% grad programs)	<b>\$1,195,800</b>
Total state money requested divided by number of co-ops or internships created (in whole dollars)	<b>\$6,660</b>
Total match money obtained divided by number of co-ops/internships created (in whole dollars)	<b>\$8,283</b>
Total money (state plus match) divided by number of co-ops/internships created (in whole dollars)	<b>\$14,943</b>
Number of business partners	<b>6 intermediaries/75 businesses</b>
Number of education partners	<b>1</b>

*Add numeric value to each field below*

	<u>TOTAL</u>	<u>Wages</u>	<u>Scholarships</u>	<u>Both wages &amp; scholarships</u>	<u>For credit</u>	<u>Not for credit</u>	<u>Required</u>	<u>Optional</u>	<u>Transcribed (all)</u>
<u>Internships created (proposed)</u>	125	125	0	25	125	0	0	125	125
<u>Co-ops created (proposed)</u>	25	25	0	5	25	0	25	0	25
<u>TOTALS</u>	150	100	0	30	150	0	25	125	150

## **Abstract**

Cleveland State University (CSU) enthusiastically supports the Ohio Board of Regents in its efforts to prepare students who are work-ready when they graduate, to engage businesses in the higher education system as “talent investors”, and to assist institutions of higher education to be responsive to the needs of students and businesses. CSU shares the State of Ohio’s belief that internships and cooperative education are key strategies to connect student talent and businesses, thus serving as part of the solution to address Ohio’s brain drain, population challenges, demographic shifts in the workforce, and job skills mismatches.

Through the expanded student services of CSU’s Career Services Center, internship placements have increased from 1,500 to more than 2,500 over the past three years. However, there is great urgency to help thousands more students connect their curricular experience to the world of work from the beginning of their academic careers. This imperative comes primarily from CSU President Ronald Berkman who has put forth a vision to transform how CSU academic colleges, student development centers, and business and community engagement efforts can collaborate to enhance work-based learning as the best way for the majority of CSU students, who represent diverse backgrounds, to prepare for the world of work.

During the first year of CSU’s Ohio Means Internships & Co-ops Program (OMIC), funded in part by the Ohio Board of Regents, the focus was on job creation through internship and cooperative learning opportunities by partnering with intermediary organizations that have strong ties to small- to medium-sized and minority businesses in Northeast Ohio within the JobsOhio’s demand industry sector classification of the North American Industry Classification System (NAICS). Through these intermediary organizations, tremendous strides were made in establishing a replicable employer recruitment process that resulted in an increase in internship placements and recruitment of new companies, with more than 50% of them being small and mid-sized companies that employed interns for the first time. However, even with this incremental gain, a large number of secured positions went unfilled due to either insufficient technical majors or lack of student readiness.

The lessons learned have heightened CSU’s commitment to its three-pronged approach that involves customizing services to produce Work-ready Students, cultivating Adaptable Faculty, and intensifying outreach to attract Engaged Employers. Through these efforts, CSU will deepen Northeast Ohio’s pool of young talent who are engaged in “meaningful workplace learning experiences,” raise student success rates, and attract more students into critical industry sectors. In addition, CSU will build capacity and capability for future sustainability and relevancy, thus ensuring its ability to retain more students in Ohio. Specifically, the next two phases of the Ohio Means Internships & Co-ops Program will:

- Accelerate the integration of the Career Services Center into a more demand-driven function with an enhanced focus on business engagement.
- Restructure student advising within Career Services between two distinct functions: personal development and career development.
- Equip academic colleges with staff capacity, workforce trend data, and technical support to generate greater faculty involvement in the experiential learning model.
- Place 150 student interns in Northeast Ohio businesses operating in targeted industry sectors.
- Engage students, faculty and businesses in a feedback system to assess internship experiences, and provide opportunity to better align curriculum to industry needs.
- Employ new systems to better measure and report program outcomes and effects regarding student retention and success, post-graduation employment and wages, and potential economic impact.

CSU seeks \$998,935 from the Ohio Board of Regents to further develop and expand its Ohio Means Internship & Co-op Program.

## **CSU Ohio Means Internship & Co-op Program**

### **Proposal Criteria**

#### **Building Private Partnerships**

With more than 16,000 students and a wealth of prospective employers throughout Northeast Ohio, building key partnerships is vital for CSU's Ohio Means Internships & Co-op Program's success in providing more students, including those in their first and second years, with experiential learning opportunities through internships and co-ops. Informed by Northeast Ohio's Regional Economic Competitiveness Strategy, OMIC has partnered with local and regional economic development agencies and six local intermediary organizations to offer an efficient approach to business outreach and engagement, student referral and placement within the targeted industry sectors and with a focus on small to medium and minority businesses. The regional and intermediary organizations are:

- President's Council - which consists of MVP Plastics (a minority small business) and the Mid-America Consulting Group (MGC), a leading technology and services company.
- Greater Cleveland Partnerships (GCP) – one of the largest private-sector economic development organizations in Northeast Ohio.
- Ohio Aerospace Institute (OAI) – provides internship placement in targeted industry sectors.
- WIRE-Net –provides internship placement.
- Bio-Enterprise – provides internship placement targeted industry sector.

Manufacturing Advocacy & Growth Network (MAGNET) – offers a programmatic solution to the identified gap in apprenticeships and skilled-work-based learning for upper-level secondary students with an interest in advanced manufacturing careers

During the first phase of the Ohio Means Internships & Co-ops Program, CSU's partnerships with three of these intermediaries – MAGNET, OAI, and Summer on the Cuyahoga -- produced 78 co-op & internship commitments and achieved 42 placements during the summer placement cycle from local businesses, many of whom are small- to medium-sized businesses of the targeted industry sectors. Twenty-nine new companies were recruited with 20 of these companies providing internships for the first time. Most of these businesses had not hired interns because they did not see the value of doing so mainly because they did not know how to implement an internship program or did not have the infrastructure to develop one. Through the collaboration with the intermediaries, particularly MAGNET, CSU's Career Services Center through the Division of University Engagement has developed a replicable model for businesses to develop and implement a successful internship program. Under this new proposal, MAGNET's services will be expanded to provide training to four additional intermediaries to help businesses develop and manage internship programs. Accordingly, CSU will increase its overall internships and co-ops to 150 total placements.

CSU also will continue to build partnerships with local businesses to develop internship opportunities. However, with anticipated student demand, capacity is limited. Therefore, to extend CSU's capabilities and build capacity, CSU has embarked on an Engaged Learning model that will restructure Career Services under the newly created division of University Engagement. Through this new structure, a Director of Employer Partnerships and an Employer Outreach Coordinator reporting to this Director will be hired to lead community outreach and business engagement efforts to increase and enhance business development and partnership building. This will free up existing Career Services staff to devote greater attention to providing services to preparing students for employment.

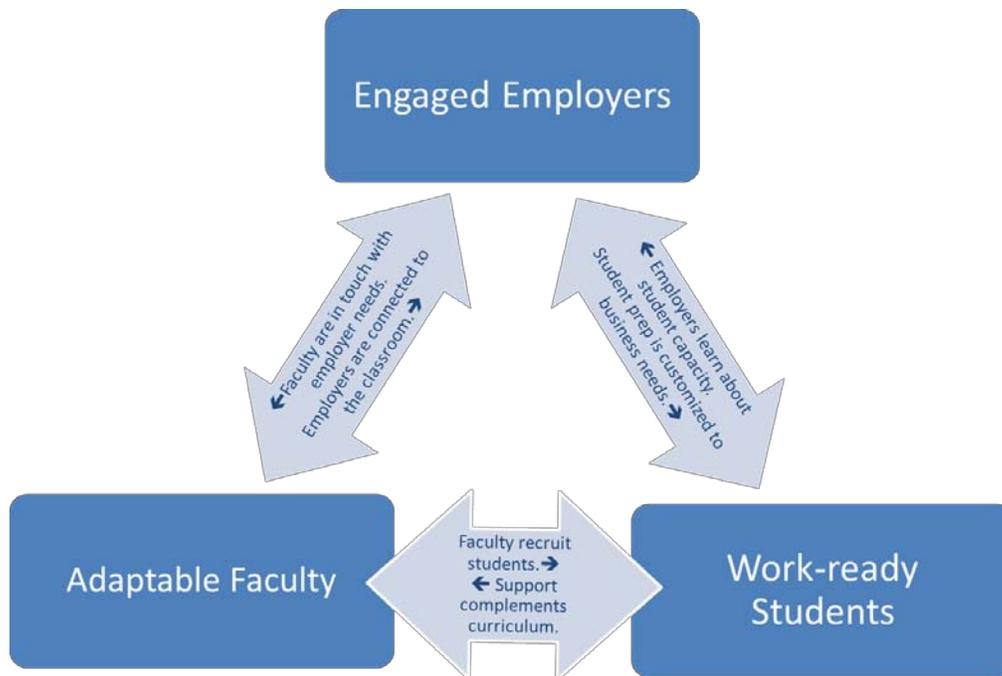
## **Incorporating Experiential Learning into Academic Programs**

Through CSU's focus on Engaged Learning, academic colleges will now play a more direct role in students' experiential learning and development. Through this proposal, the Ohio Means Internship & Co-op Program will work with 10 faculty members from various disciplines each summer to develop their awareness of regional workforce needs through data presentations, site visits, and interaction with business leaders. The faculty members also will serve as mentors to summer interns, helping them reconcile what they learn on the job with what they learn in the classroom. The technology of Blackboard will be available for ongoing electronic communication between the student intern and his or her assigned Faculty Mentor. These Faculty Mentors will in turn serve to promote the value of internships among their peers. At the same time, the new Director of Business Partnerships will work with faculty year-round to facilitate their engagement with business managers who will share insights from the field that can be incorporated into the classroom.

In addition, 10 students from Cuyahoga Community College (Tri-C) who are matriculating into CSU upon receiving their associate's degree will be included in this academic exchanging. Building upon CSU's existing Cleveland Transfer Connection program, which allows Tri-C to become acquainted with the University before they graduate, Tri-C students will become oriented with Career Services prior to arriving at CSU, enabling them to take immediate advantage of internship opportunities.

To assist in the coordination of these interactions, the Dean of each college will be provided resources through the grant to hire a part-time Internship Coordinator. The program also will build onto CSU's existing efforts to develop an Engaged Learning web portal – currently devoted to civic engagement partnerships – a component that will allow students to share their on-the-job experiences with the broader CSU community. The expanded portal will integrate with the OhioMeansJobs.com website to harness the powerful dynamic of student-to-student interaction to promote the Internship Program and career opportunities in Northeast Ohio. Care will be taken to avoid the sharing sensitive details about participating businesses.

By surveying student interns, participating businesses and Faculty Mentors, the CSU Ohio Means Internship & Co-op Program will create a feedback loop that will help to align academic curriculum with changes in and needs of the Northeast Ohio workplace. Ideally, student interns, supported by their Faculty Mentors, will help to push relevant research and knowledge into the workplace, and the connections between Faculty Mentors and participating businesses will serve to pull applied practices back into the classroom. The goal will be to develop the Engaged Learning Internship Program into a for-credit activity that will count as an elective in students' academic coursework. See Communication Feedback Loop diagram below:



### OMIC Economy Integration

CSU's Ohio Means Internships & Co-ops Program (OMIC) is integrated into the strengths of the regional economy. Its strategy is informed by the work of Northeast Ohio's Regional Economic Competitiveness Strategy, which has highlighted the critical relationship between talent development and business growth for economic vitality. By working in collaboration with partner intermediaries that represent the core industries of Northeast Ohio, a talent pipeline infrastructure will continue to be developed. For example, according to the Bureau of Labor and Statistics, manufacturing will remain a primary economic driver. Therefore, CSU's OMIC will again partner with the Manufacturing Advocacy & Growth Network (MAGNET) to provide training to new internship and co-op companies and will be a systemic part of the MAGNET and CSU partnership.

According to a report by Deloitte (2013), the U.S. aerospace and defense industry generates over \$300 billion in revenues and, adds 2.23 percent to the gross domestic product. Therefore, another OMIC collaborative partner that integrates this project into the strengths of the regional economy is the Ohio Aerospace Institute (OAI). OAI continues to lead the way in assisting its partners' aerospace competitiveness by providing real world career opportunities for CSU and CCC students.

A globally recognized strength of Northeast Ohio is the health care industry. Health Science & Innovation reports that the health care industry is one of the largest employment sectors in Northeast Ohio, providing over \$15 billion to the regional economy. In addition, health and biomedical companies continue to emerge as innovations develop. By working with BioEnterprise, the proposed project will align these employers with CSU faculty to better equip students for the industry. This will help address workforce shortages and meet the future U.S. Bureau of Labor Statistics growth projections. The partnership with Wire-Net will create similar alignment with IT jobs in the region.

As industry sectors have been identified as strengths of the Northeast Ohio, one of the region's most valued strengths is the diversity of the population. Accordingly, the Ohio Board of Regents reports that during fall of 2012, CSU had the highest percentage of African-American undergraduate students of any four-year public university in the state at 20 percent with the

exception of Central State University, an historically black university. The same report found CSU had a Hispanic undergraduate population of 4 percent, tied for the highest in the state and matching the Hispanic population in Greater Cleveland, according to The Cleveland Plain Dealer. Overall, CSU's international student population raises the University's percentage of racial and ethnic minorities to 28 percent, according to CSU data. Partner institution Cuyahoga Community College has a student population that is 39% minority. Regional businesses have expressed a desire to tap into this uniquely diverse pool of students. At the same time, the OMIC deliberately seeks minority-owned businesses to sponsor student interns. This regional asset will be developed by enlisting the Presidents' Council, a coalition of African American-owned, manufacturing-oriented companies.

### **Student Learning Outcomes & Assessment**

Faculty mentors are critical to ensure that students have credible career experiences and that learning objectives are in place and are being met. In the current proposal, faculty will serve as advisors and work somewhat independently of the program. The proposed project will have the core learning objectives for all disciplines. In addition, position descriptions will entail industry core competencies/skill requirements to better meet employer needs.

#### **Performance review**

Each participating student will be required to meet with a designated Faculty Mentor prior to beginning an internship/co-op assignment to establish objectives to be accomplished during the co-op period. Each participating student will be expected to meet with his or her Faculty Mentor by mid-semester to review the student's progress in the co-op work experience as well as the student's evaluation of the position. The student will be required to submit an employer's evaluation of the student's performance at the end of each semester engaged in co-op work. The overall goal of performance review is to resolve any issues and ensure that the co-op position is a learning experience for the student.

#### **Credit**

One credit-hour may be earned for the experience if students are registering for the CSC 300 Internship/Co-op course through Career Services. Students may also register for their Academic Internship/Co-op course. However, students must receive permission by their faculty advisors in order to register. All courses will be taken on the basis of Pass/Fail.

#### **Grade**

At the end of each Internship/Co-op work semester, students will be required to submit and evaluation on their experience and have the employer submit a short report detailing the co-op experience. This report must include details regarding technical and soft skills gained during the co-op work semester.

#### **Application Process**

Students interested in the Engaged Learning Internship Program must meet with their Career Services Center (CSC) Coordinator and Faculty Mentor and complete the following:

1. Complete the Ohio Means Internships & Co-ops Program application
2. Review Position outline which includes required industry core competencies/skills sets
3. Complete Learning Agreement and Objectives with CSC Coordinator and/or Faculty Mentor

The Ohio Means Internship & Co-op Program experience is an agreement between the

student, the University (CSC and faculty), the employer and the partner intermediary. Therefore, with this model, all parties work together to promote a successful experience. As a result, a system to recruit and retain skilled, professional talent will be sustained.

### **Work-based Learning Integration**

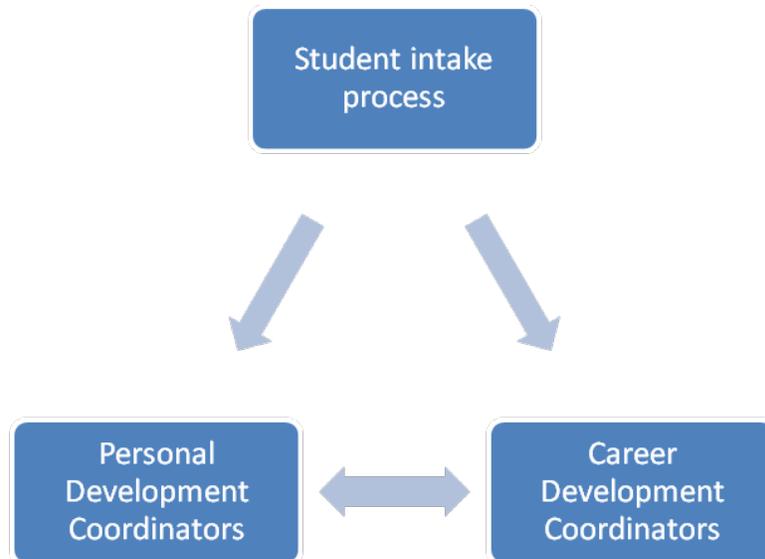
The enhanced project will be integrated in the students' program in order to bridge the career goals by utilizing the Division of University Engagement's three-pronged approach of student, faculty engagement and employer engagement. This reciprocal relationship among students, faculty and Northeast Ohio employers will ensure that CSU students are well equipped for life-long career success. Therefore the proposed project will entail the following features:

- Pre-Co-op/internship Preparation/Professional course – enhanced course featuring a speaker series (I.e. Presidents' Council members for high school and CSU freshmen), incorporation of industry competencies skills, and hands on financial literacy training.
- Faculty Mentors/Advisors --work directly with students throughout the students' experience.
- Employer Internship/Co-op Advocates--engage faculty collaboration on student learning objectives.

Key Features for students' academic program integration are:

1. Strong focus on participation of professionals and students from underrepresented groups
2. Ties to professional student organizations in the student's area of career interest
3. Structured visits with partner companies across disciplines.

Through a refined intake process, students will navigate between obtaining assistance from Personal Development Coordinators, who will focus on soft skills and customized needs such as financial literacy, and Career Development Coordinators, each of whom will have expertise in a particular industry cluster and will be equipped to guide students along appropriate career paths, regardless of their majors. Students who are more certain of their career direction may be referred directly to Career Development Coordinators while students who are less prepared will be sent initially to Personal Development Coordinators. Eventually, these students, too, will be directed to Career Development Coordinators. At the same time, a Career Development Coordinator, in the course of working with a student, may determine that the student needs more personal development work and refer him or her back to a Personal Development Coordinator for counseling. The process will flow as illustrated below:



**Future Program Sustainable Support**

At Cleveland State University (CSU), life-long student success is the institution’s number one priority. CSU is dedicated to helping students excel in their studies, graduate on time move on to fulfilling careers, and contribute to the well-being of their communities. To this end, President Berkman tasked the Provost and other Senior Administrators with the responsibility of overseeing all student success initiatives. A faculty led Student Success Committee also was formed by Faculty Senate to evaluate policies and processes throughout CSU that affect student success. After extensive review, the committees have made wide-ranging recommendations that have led to a number of new programs and department restructuring. This university-wide collaborative has contributed to improvement in retention and graduation outcomes.

One critical component of the President’s emphasis on student success is shoring up the college-to-career pipeline. This initiative along with adopting a model of Engaged Learning has undergirded the need for the reorganization of the Career Services Center and its integration into the newly established Division of University Engagement. This organizational restructuring and its tie to CSU’s broader student success agenda ensures the long-term institutionalization of the program’s innovations. It is anticipated, therefore, that personnel positions of the Ohio Means Internships & Co-ops Program funded through the Ohio Board of Regents will be merged into CSU’s operating budget as the new organization evolves. The financial justification for this investment is that the efforts will increase student retention, generating more revenue for the University.

Likewise, most institutional costs to CSU, Cuyahoga Community College, and our intermediary partners are largely viewed as one-time investments to assist in piloting these efforts, which are expected to be incorporated as part of their ongoing operations over the next two years. The expectation is that the businesses these intermediaries serve will come to see internship assistance as a desired service, providing incentive for the intermediaries to continue to provide the service through additional member fees, reallocation of resources, or other funding sources.

The Ohio Means Internships & Co-ops Program uses state funds to subsidize new internships at targeted companies at one-third of wages the first year and at one-fourth of wages the second year. The support, while significant enough to entice businesses to participate, is not intended to be permanent. The belief is that as the program demonstrates real

value to the business community, companies will be eager to pay full wages for their interns going forward. And with the internship program development consulting they will receive, they will have a sustainable model.

In support of this proposal request of \$998,935 for a two-year funding cycle, Cleveland State University has generated matching resources totaling \$1.24 million, more than half of the project's total cost. At the conclusion of this project's funding cycle, salaries and supplies will be absorbed into operating budget of University Engagement and Academic Affairs.

### **Assessment Actions to Grow Learning Outcomes**

Extensive measures to evaluate program progress and outcomes will be utilized. Through the Ohio Means Internships & Co-ops Program, tracking, data gathering and analysis from the quality of the internship or co-op, students' professionalism, academic and technical readiness, and work performance, will be obtained to provide valuable information for companies and academic programs. CSU plans to use established and new tracking tools and performance measurements for students who receive internship placements through this project. Using an enhanced database tracking system, CSU will collect and report data on the baseline number of students placed in business environments through internships and co-operative education; the number of students participating in the program and their fields of study; the number of business partners participating and their industry clusters; the weekly number of hours student interns worked, their hourly pay and the business function they were engaged to provide; and the number of students who completed their internship assignments and feedback on the experience from the students, businesses and Faculty Mentors.

The data collection and analysis will provide trends around student choice and the type of majors and industries they choose. Overall these data will help deans and department chairs make strategic decisions around resource allocation in order to enhance course offerings that meet industry needs. Business partners will be able to assess the data to identify gaps in talent pools, which may lead them to consider non-traditional majors or develop apprenticeship programs. Overall, effective tracking, data gathering and analysis present a huge advantage for CSU and educational partner Tri-C in their desires to remain relevant and sustainable. Also, because CSU serves a student population that is more diverse, more economically disadvantaged and older than nearly all other four-year educational institutions in the state, special attention will be paid to collecting data related to these factors.

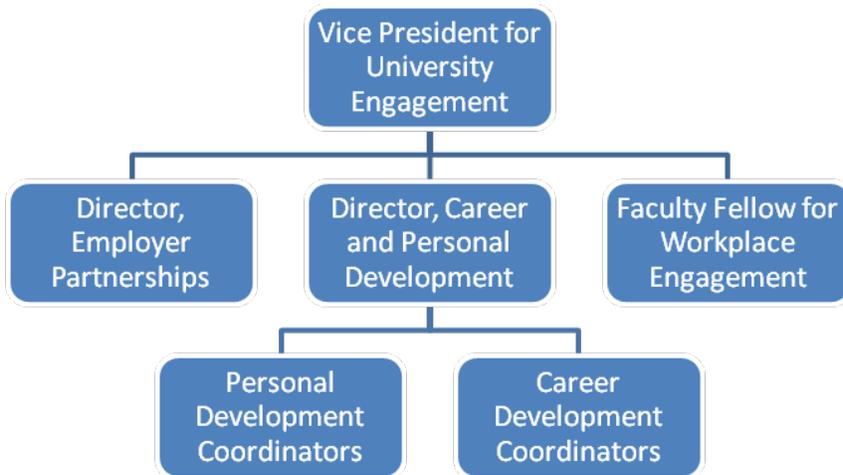
CSU also plans to track student involvement in the workforce beyond graduation, including locations of residence, job movement, and other data. The majority of CSU graduates remain in Ohio, most in Northeast Ohio. It is assumed that this dynamic will continue and that the OMIC program will enable students to begin to contribute to the regional economy more quickly, at higher levels of pay, and will save businesses the time and money associated with finding, recruiting and training new workers. Development of an "app" and other technologies to track indicators of ongoing student success are being explored.

Evaluation of the program will be managed by CSU's Career Services Center led by the Center's Director in collaboration with the Director of Employer Partnerships, both of whom will work closely with CSU's Vice President for University Engagement and faculty mentors in achieving project outcomes.

### **Infrastructure, Advising & Data Management Support**

Efforts are underway at CSU to better enhance student workforce development and career advising through infrastructure reorganization. Months of planning involving leadership of the Division of Enrollment Services, the Division of University Engagement, the Career Services Center, and the Department of Human Resources have led to several initiatives currently in progress that will better align career services, business development and faculty engagement.

The impetus for this reorganization is the goal for Career Services Center to become more holistic, facilitating ongoing interaction between student and employers, rather than having a short-term emphasis on job placement. Through this restructuring, Career Services will offer more customized services related to personal development and more informed services related to career. Personal Development Staff will provide services that will assist students with traditional support such as producing resumes and developing positive interview techniques, as well as services more suited to CSU's student body. For instance, since most CSU students already work, they require assistance in calculating the financial benefit of leaving the stability of an existing low-paying job in order to take on an internship that provides long-term financial payoff. Meanwhile, Career Development Staff, with knowledge of specific industry clusters, will help students with career exploration and aligning coursework with career aspirations. This restructuring, along with a more innovative use of faculty and peer mentors, and online tools and other technologies, will free up increased capacity to absorb more students to begin career exploration earlier in their academic careers. A redefined Career Services Center will mean greater capacity and sustainability for the future. The diagram below shows the new role assignments.



## **Faculty Engagement Sustainability**

Faculty engagement is a key component of the University's Engaged Learning restructure and will play a vital role with OMIC. There are three key elements to engaging faculty that will add capacity to this project:

Each academic college will have a closer alignment with the Division of University Engagement. The academic colleges will incorporate career guidance activities under the Dean's leadership. Faculty will be encouraged to participate in business outreach and engagement activities, including site visits to businesses, occasional presentations on regional workforce trends, and events aimed at promoting student internship participation. Deans will be expected to report to the Provost metrics such as faculty participation in internship and co-op efforts and number of students participating in internships. In anticipation of this emphasis, some colleges already have created subcommittees of their Visiting Committees and Advisory Boards that are devoted to internships. The OMIC grant will provide resources in the short-run for deans to hire a part-time staff liaison within their colleges to manage internships and other experiential learning endeavors within their units. These liaisons will work closely with staff in the Center for Workplace Engagement, driving students to the Career and Personal Development side of the Center while nurturing relationships with employers through the Business Partnerships arm of the Center.

The second component of Faculty Engagement is the development of a Faculty Fellow for Workplace Engagement in the Division of University Engagement. This one-year rotating part-time position will be assigned by the Vice President of University Engagement as an adviser to the Workplace Engagement directors. They also will serve as a liaison to faculty and academic leaders to help them effectively navigate the Division and its resources

The third area of transformation for this project will be the appointment of Faculty Mentors. Ten faculty members will be appointed to work directly with each co-op student or intern during the summer to assist with student advising, coaching and development for their experiential learning experience. Faculty Mentors also will work directly with companies to assist with establishing goals and competencies for work assignments and will receive training on Universal Competencies and student development. In return, these Mentors will cultivate business awareness among their peers. This closer employer relationship will allow faculty to gain insight on industry needs that can be incorporated into the classroom. Faculty will then have greater access to company executives for partnership activities during the academic year such as classroom speaking engagements, building case studies and company tours for students. As a result, this model of faculty engagement will add greater capacity and adds sustainability for OMIC.

## **Business Engagement Sustainability**

Organizational and staff changes are being implemented to leverage greater emphasis on external partnerships with employers, particularly small and mid-sized companies. Two changes in particular are at the core of this work. One is the hiring of a Director for Employer Partnerships. By identifying a senior staff position, which reports to the Vice President for University Engagement, and is devoted solely to building partnerships with businesses shifts the infrastructure around internships in a decidedly demand-driven way. This Director and staff will nurture relationships with businesses and other employers that are often overlooked and may not have previously considered hiring interns. Working with partners such as industry intermediaries, chambers of commerce, and local government economic development offices, the Director will be able to rapidly expand knowledge of CSU and the value of its diverse, local, experienced student body. At the same time, the Director will bring insights to campus that will assist Career Services staff in their student development work and faculty in their teaching and research to align more precisely with workforce demands.

The other major change is the alignment of a segment of Career Services advising

around industry clusters instead of academic disciplines. Rather than being assigned to specific colleges, the coordinators will be specialists in specific workforce clusters. This will allow them to provide more insightful guidance to students. Further, it will allow students from a variety of disciplines to explore emerging opportunities. A specialist in the health care industry, for instance, may be aware of workforce opportunities opening up in health care communications for which an English major may be qualified.

Meanwhile, responsibilities to coordinate at the academic level will be transferred to the colleges themselves, giving deans, with assistance from the Division of University Engagement, the opportunity to advance faculty and student participation in ways appropriate to their colleges. This reorganization increases capacity of the number of students and employers served and the level of services provided, in addition to promoting future sustainability. Please refer to the 3 – 5 year Sustainability Plan below.

<b>CSU OMIC Sustainability Plan</b>			
	<b>Y1: Spring – Fall 2014</b>	<b>Y2: Spring – Fall 2015</b>	<b>Y3: Spring –Fall 2016</b>
CSU Personnel			
Director Employer Partnerships	CSU University Engagement	CSU University Engagement	CSU University Engagement
Business Outreach Coordinator	OBOR	50% OBOR 50% CSU Career Services	CSU Career Services
Personal Development Coordinator	OBOR	50% OBOR 50% CSU Career Services	CSU Career Services
Intake Specialist	OBOR	CSU Career Services	CSU Career Services
Research Coordinator	CSU University Engagement	CSU University Engagement	CSU University Engagement
Web & Data Administrator	OBOR	CSU Career Services	CSU Career Services
College Liaisons	OBOR	CSU Provost	CSU Provost
Industry Intermediaries			
MAGNET	OBOR	OBOR	NA
OAI	OBOR	OBOR	NA
Wire-Net	OBOR	OBOR	NA
BioEnterprise	OBOR	OBOR	NA
President’s Council	OBOR	OBOR	NA
Greater Cleveland Partnership	OBOR	OBOR	NA
Educational Partner			
Tri-C	OBOR	OBOR	NA
Student Scholarships	CSU Foundation	CSU Foundation	CSU Foundation
Student Stipends	33% OBOR 66% Employers	25% Employers 75% Employers	Employers

## **Budget Narrative**

Cleveland State University and its partnering institutions seek \$998,935 from the Ohio Board of Regents' Ohio Means Internships & Co-ops grant, as detailed below.

### **Student Wages**

We expect 150 undergraduate students to have access to new internship opportunities through the Ohio Means Internship & Co-op Program. Estimating an average work week of 30 hours, an average pay of \$14 an hour, and a work term of 10 weeks, combined earnings will total \$626,850. Of that amount, CSU is requesting, \$182,700 to help subsidize wages at a rate of 33% in Year-1 and 25% in Year-2.

### **Program Infrastructure**

CSU will contribute 50% effort each year for two years from its new Director of Employer Partnerships and Research Coordinator in the office of University Engagement. In addition, we are requesting support for the following new positions in the Career Services Center: 1) Business Partnership Coordinator (1 FTE @ \$53,000/year base salary plus 35% benefits); 2) Personal Development Coordinator (1 FTE \$50,000/year base salary plus 35% benefits); 3) Intake Specialist (1 FTE @ \$38,000/year base salary plus 35% benefits); and 4) Web Administrator (0.5 FTE @ \$35,000/year base salary plus 35% benefits); 5) College Liaisons (6 per year @ \$20,000 each); and 6) summer stipends for faculty (\$2,000 each). CSU will contribute 100% salary and benefits to support the Business Partnership Coordinator and 50% of the Personal Development Coordinator and Intake Specialist in Year-2.

### **Educational Partners**

Educational partners have committed to helping to recruit new companies and coordinate internships, including MAGNET, Ohio Aerospace Institute (OAI), Wire-Net, BioEnterprise, Presidents' Council and Greater Cleveland Partnership. Cuyahoga Community College will assist with student recruitment. Of the total Regent Funds awarded for the CSU Ohio Means Internship & Co-op Program, Educational Partners will receive a total of \$146,000 in grant funds and will cost share an equivalent sum to recruit and coordinate internships among their constituent business partners. As detailed in the attached Letters of Commitment, the amount pledged toward match and requested are as follows: MAGNET @ \$96,000 and OAI, Wire-Net, BioEnterprise, Presidents' Council, and Cuyahoga Community College at \$10,000 each.

### **Purchased Services**

The first step in implementation will be issuing a request for service to survey and establish a tracking system of undergraduate internships across all of CSU. In addition, CSU will contract with L7 to build and align the web-portal.

### **Scholarships**

CSU is requesting \$18,000 to establish a new scholarship program for students engaged in internships coordinated by our Educational Partners'. These funds will supplement \$150,000 in general scholarships funds pledged by CSU Foundation as cost share.

### C. Budget

ACTIVITY	TOTAL	REQUEST	COST SHARE									
			Regents Funds	Business Funds	CSU Funds	Educational Partner Funds						
						MAGNET	OAI	W-Net	Tri-C	BioE	PC	GCP
Personnel	\$963,890	\$560,240		\$ 403,650								
Supplies	\$0											
Purchased Services	\$362,000	\$164,000		\$ 30,000	\$96,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$22,000
Travel	\$0											
Scholarships	\$168,000	\$18,000		\$ 150,000								
Employer Salaries	\$626,850	\$182,700	\$ 444,150									
Other Employer Contributions	\$0											
Other	\$0											
<i>Subtotal</i>	\$2,120,740	\$924,940	\$444,150	\$583,650	\$96,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$22,000
IDCs (8%)	\$73,995	\$73,995	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$2,194,735</b>	<b>\$998,935</b>	<b>\$444,150</b>	<b>\$583,650</b>	<b>\$96,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$22,000</b>
Request: Cost Share		\$998,935	\$1,195,800									

### D. Business Partners

Employer Name	Total Intern & Co-op Wages	# of Intern Positions	# of Co-op Positions	Amount of Other Employer Contributions
MAGNET (30 employers)	\$177, 660	60	5	\$96,000
OAI (5 employers)	\$29,610	10	0	\$10,000
Wire-Net (5 employers)	\$29,610	10	0	\$10,000
BioEnterprise (5 employers)	\$29,610	10	0	\$10,000
President's Council (5 employers)	\$29,610	10	0	\$10,000
Greater Cleveland Partnership (5 employers)	\$29,610	10	0	\$22,000
Cleveland State University (20 employers)	\$118,440	20	20	\$0
<b>Total # of Employers: 75</b>	<b>Total Wage Commitment: \$444,150</b>	<b>Total Number of Positions: 125</b>	<b>Total Number of Positions: 25</b>	<b>Total Amount of Other Employer Contributions: \$146,000</b>

E. Implementation Schedule

**Implementation Schedule**  
*Please provide a brief bulleted list of major components of grant activity taking place each term.*

<b>Term</b>	<b>Grant Activities</b>
Spring 2014	<ul style="list-style-type: none"> <li>Program expectations and hiring schedule sent to Employers</li> <li>Faculty/Staff orientation</li> <li>CSU, educational partner &amp; Intermediaries design and post internships/co-ops.</li> <li>Markets program to students.</li> <li>CSU Career Services &amp; Departments identify potential students</li> <li>Students apply for internships/co-ops.</li> <li>Information &amp; orientation breakfast for employers.</li> <li>MAGNET training for other partners and new companies.</li> </ul>
Summer 2014	<ul style="list-style-type: none"> <li>Employers hold interviews for internships/co-ops.</li> <li>Students participate in Summer internships/co-op opportunities.</li> <li>Faculty mentors make company site visits.</li> <li>Internship/Co-op evaluations: company &amp; student.</li> </ul>
Fall 2014	<ul style="list-style-type: none"> <li>CSU University Engagement &amp; Faculty assess program outcomes and make recommended changes.</li> <li>Employer Appreciation Reception.</li> </ul>
Spring 2015	<ul style="list-style-type: none"> <li>Program expectations and hiring schedule sent to Employers</li> <li>Faculty/Staff orientation</li> <li>CSU, educational partner &amp; Intermediaries design and post internships/co-ops.</li> <li>Markets program to students.</li> <li>CSU Career Services &amp; Departments identify potential students.</li> <li>Students apply for internships/co-ops.</li> <li>Information &amp; orientation breakfast for employers.</li> <li>MAGNET training for other partners and new companies.</li> </ul>
Summer 2015	<ul style="list-style-type: none"> <li>Employers hold interviews for internships/co-ops.</li> <li>Students participate in Summer internships/co-op opportunities.</li> <li>Faculty mentors make company site visits.</li> <li>Internship/Co-op evaluations: Employer &amp; Student.</li> </ul>
Fall 2015	<ul style="list-style-type: none"> <li>Program expectations and hiring schedule sent to Employers</li> <li>Faculty/Staff orientation</li> <li>CSU, educational partner &amp; Intermediaries design and post internships/co-ops.</li> <li>Markets program to students.</li> <li>CSU Career Services &amp; Departments identify potential students</li> <li>Students apply for internships/co-ops.</li> <li>Information &amp; orientation breakfast for employers.</li> <li>MAGNET training for other partners and new companies</li> </ul>
Spring 2016	<ul style="list-style-type: none"> <li>CSU, educational partner &amp; Intermediaries design and post internships/co-ops.</li> <li>Markets program to students.</li> <li>Students apply for internships/co-ops.</li> <li>Information &amp; orientation breakfast for employers.</li> <li>MAGNET training for other partners and new companies.</li> </ul>



November 18, 2013

Chancellor John Carey  
Ohio Board of Regents

This letter is to enthusiastically support the efforts of Cleveland State University (CSU) through their project, CSU Ohio Means Internships and Co-ops (OMIC): *Engaging Industry in Student Learning*.

Ohio Aerospace Institute (OAI) is pleased to be asked to participate in this innovative project that is designed to increase Northeast Ohio's pool of highly skilled young workers. OAI's mission is to enhance our partners' aerospace competitiveness through research and technology development, workforce preparedness, and engagement with global networks for innovation and advocacy. This mission aligns well with CSU's Ohio Means Internships and Co-ops project goal of collaborating with industry to enhance work-base learning and career preparation.

Therefore, OAI commits to placing 10 Cleveland State University undergraduate students in internships and/or co-ops among OAI's corporate membership and the NASA Glenn on-site contracting community.

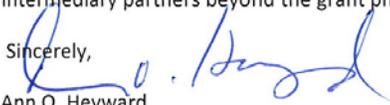
We also commit to:

- Participate in training provided by MAGNET in helping businesses develop and manage internship programs.
- Identify and engage five businesses interested in gaining access to young talent through internships with special emphasis placed on serving the needs of small-and mid-sized firms and minority-owned businesses.
- Follow the learning goals of CSU's Ohio Means Internships and Co-ops Program.
- Provide meaningful feedback to the University in evaluating the Program's contribution in helping meet workforce needs.

OAI is requesting a total of \$10,000 (2 years) of grant support for our time to work in developing internships and co-op opportunities. In addition, we will contribute \$10,000 in cost share over 2 years.

We look forward to working with CSU and other partnering intermediaries to connect young talent with the regional workforce. This initiative aligns well with our organizational strategic initiatives and we believe companies will be willing to pay for the support services provided by OAI, CSU, MAGNET and its intermediary partners beyond the grant phase.

Sincerely,

  
Ann O. Heyward

Vice President, Research and Educational Programs

SHAPING THE FUTURE OF PARTNERSHIPS



T W E N T Y - F I V E   Y E A R S



4855 West 130th Street, Suite 1, Cleveland, Ohio 44135-5137 ♦ **216.588.1440** ♦ [www.wire-net.org](http://www.wire-net.org)

November 18, 2013

Chancellor John Carey  
Ohio Board of Regents

WIRE-Net supports the efforts of Cleveland State University (CSU) through the CSU Ohio Means Internships and Co-ops (OMIC) project: *Engaging Industry in Student Learning*.

WIRE-Net is pleased to participate in this innovative project that is designed to increase Northeast Ohio's pool of highly skilled young workers. WIRE-Net's mission is to provide programs and services that strengthen manufacturing, to create healthy communities and fuel economic growth. WIRE-Net's programs include: Retention and Expansion Business Services, Advanced Energy and Supply Chain Services, and Workforce Development.

Because WIRE-Net has many connections with industries in the Northeast Ohio region, we will work with CSU to identify meaningful internship and or co-op experiences for 10 undergraduate CSU students and Tri-C students over two years.

We commit to:

- Participate in MAGNET provided training to help businesses develop and manage internship programs.
- Identify and engage 5 businesses interested in gaining access to young talent through internships with emphasis placed on serving the needs of small-and mid-sized firms and minority-owned businesses.
- Follow the learning goals of CSU's Ohio Means Internships and Co-ops Program.
- Provide meaningful feedback to the University in evaluating the Program's contribution in helping meet workforce needs.

WIRE-Net is requesting a total of \$10,000 (2 years) of grant support for our time spent on developing internship and co-op opportunities. In addition, we will contribute \$10,000 in cost share over 2 years.

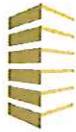
We look forward to working with CSU and other partnering intermediaries to connect young talent with the regional workforce. This initiative aligns well with our organizational strategic initiatives and we believe companies will be willing to pay for the support services provided by WIRE-Net, CSU, MAGNET and its intermediary partners beyond the grant phase.

Sincerely,

A handwritten signature in blue ink that reads "John P. Colm". The signature is written in a cursive, flowing style.

John P Colm  
President

**Where Manufacturing Matters**



The  
**PRESIDENTS' COUNCIL**

*Building Economic Empowerment*

November 18, 2013

Chancellor John Carey  
Ohio Board of Regents

This letter is to enthusiastically support the efforts of Cleveland State University (CSU) through their project, CSU Ohio Means Internships and Co-ops (OMIC): *Engaging Industry in Student Learning*.

The Presidents' Council is pleased to be asked to participate in this promising project that is designed to increase Northeast Ohio's pool of highly skilled young workers. The Presidents' Council is comprised of chief executive officers from some of the largest African American owned-and-operated businesses in the Greater Cleveland area. Therefore, CSU's Ohio Means Internships and Co-ops initiative will enable us to enhance our support of entrepreneurial and economic development within the African American community, and to foster strategic alliances with CEO's of other Northeast Ohio companies.

Therefore, by virtue of this letter, we commit to:

- Putting forth our best effort to identify and engage five of our member businesses that are within the OhioJobs Key Industries to provide ten undergraduate students at Cleveland State University and Cuyahoga Community College students with internships and/or co-ops over two years.
- Supporting our member businesses in developing and maintaining successful internships and co-ops.
- Attend, either in person or virtually, workshops to discuss the benefits of co-ops and internships across many disciplines, as well as share our experiences/best practices.
- Supply feedback to the University by responding to post-internship/co-op program survey in order to evaluate the program's contribution in helping meet workforce needs.

The Presidents Council is requesting a total of \$10,000 (two years) of grant support for our time to work in developing internship and co-op opportunities. In addition, we will contribute through staff time a cost share equivalent to \$10,000 over two years.

We look forward to hearing about the positive review of this proposal and the opportunity to address the region's skill shortages and improve the transition of Northeast Ohio's talent into the regional workforce.

Sincerely,

Gwenay Coniglio  
Chair  
The Presidents' Council, LLC

Deborah E. Perkins  
President  
The Presidents' Council, LLC



**MAGNET**  
Manufacturing Advocacy & Growth Network

1768 East 25<sup>th</sup> Street  
Cleveland, OH 44114-4420  
www.magnetnetwork.org  
216.391.7002 · 800.669.2267

*Daniel E. Berry*  
President & CEO

November 15, 2013

Chancellor John Carey  
Ohio Board of Regents  
30 E. Broad St. 36<sup>th</sup> Floor  
Columbus, OH. 43215

Dear Chancellor Carey:

This letter is to strongly support the efforts of Cleveland State University (CSU) through their project, CSU Ohio Means Internships and Co-ops (OMIC): *Engaging Industry in Student Learning*. The Manufacturing Advocacy & Growth Network (MAGNET) is pleased to be a part of the initial grant. MAGNET was able to identify new internship and co-op opportunities which contributed to Northeast Ohio's pool of highly skilled young workers. MAGNET supports, educates and champions manufacturing in Ohio. The continuation of this project will afford us an opportunity to continue to help NEO meet the workforce need of these critical industries.

Therefore, by virtue of this letter, we commit to:

- Identify and engage **30** businesses that are within the OhioJobs Key Industries with CSU's OMIC program to provide **60** new internships and/or co-ops for CSU undergraduate students **over two years**.
- Support our member businesses in developing and maintaining successful internships and co-ops with special emphasis placed on serving the needs of small and mid-sized companies and minority-owned businesses.
- Provide orientation and training for small and mid-size manufacturing companies on best practices relating to 'return on investments' for internship and co-op programs.
- Supply feedback to the University by responding to post-internship/co-op program surveys in order to evaluate the program's contribution in helping meet workforce needs.

**MAGNET is requesting a total of \$96,000 (2 years) of grant support for our time to work with small and mid-sized companies in developing and coordinating their internships and co-ops. In addition, we will contribute \$96,000 in cost share over 2 years.**

We look forward to hearing about the positive review of this proposal and the opportunity to address the region's skill shortages and improve the transition of Northeast Ohio's talent into the regional workforce.

Sincerely,

Daniel E. Berry

November 18, 2013

Chancellor John Carey  
Ohio Board of Regents  
University System of Ohio  
25 South Front Street  
Columbus, Ohio 43215



Dear Chancellor Carey,

This letter is to enthusiastically support the efforts of Cleveland State University (CSU) through their project, CSU Ohio Means Internships and Co-ops (OMIC): *Engaging Industry in Student Learning*.

The Greater Cleveland Partnership (GCP) is pleased to be asked to participate in this promising project that is designed to increase Northeast Ohio's pool of highly skilled young workers. As GCP members represent the OhioJobs Key Industries, this project will afford an opportunity to meet the workforce need of these industries which are critical to Northeast Ohio's economic growth. Therefore, by virtue of this letter, we commit to:

- Identifying and engaging at least five (5) businesses that are within the OhioJobs Key Industries with CSU's OMIC program in order to provide at least 10 internships and/or co-ops during Summer 2014, Fall 2014 and/or Spring 2015.
- Supporting our member businesses in developing and maintaining successful internships and co-ops with special emphasis placed on serving the needs of small and mid-sized companies and minority-owned businesses.
- Attend, either in person or virtually, workshops to discuss the benefits of co-ops and internships across many disciplines, as well as share our experiences/best practices.
- Supply feedback to the University by responding to post-internship/co-op program survey in order to evaluate the program's contribution in helping meet workforce needs.
- Providing space at GCP's downtown offices for meetings, interviews, business convenings and other events or activities that will help promote partnerships between businesses and CSU.

We look forward to hearing about the positive review of this proposal and the opportunity to address the region's skill shortages and improve the transition of Northeast Ohio's talent into the regional workforce.

Please do not hesitate to contact my office with questions or for additional information.

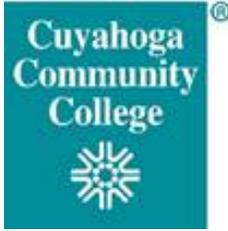
Sincerely yours,

A handwritten signature in black ink, appearing to read "Joe Roman", is written over the "Sincerely yours," text.

Joseph D. Roman  
President and Chief Executive Officer

JDR:pjm

cc: Byron P. White, Ed.D, Cleveland State University  
Vice President for University Engagement and Chief Diversity Officer



November 15, 2013

Mr. John Carey  
Chancellor  
Ohio Board of Regents  
25 South Front Street  
Columbus, OH 43215

Dear Chancellor Carey:

Cuyahoga Community College is pleased to offer this letter of participation and support for Cleveland State University's *Ohio Means Internships and Co-ops-Engaging Industry in Student Learning* grant request. Tri-C supported Cleveland State University and its partners on the initial funding proposal, which resulted in career preparation and internship opportunities for Tri-C students.

If funded, the College will support project success by involving its staff and faculty from appropriate disciplines with Cleveland State's project leadership in the identification, referral and selection of students to participate in Cleveland State's project activities. These students may include those who are dually enrolled or who are engaged in a transfer pathway to Cleveland State University. Tri-C is requesting a total of \$10,000 (over two years) for our time to work with Cleveland State in preparing students for internship and co-op opportunities. In addition, we will contribute \$10,000 in cost share over two years. We understand and will support Cleveland State University in its goal to place up to ten current or former Tri-C students in experiential learning activities.

Cuyahoga Community College appreciates this opportunity to continue to build on our existing partnerships with Cleveland State University and other project partners. We welcome innovative strategies that link our students, transfers, and graduates to hands-on, real world experience as they prepare for their vital role in our region's economic future.

Sincerely,

*Ronna McNair*

Ronna McNair  
Assistant Dean/District Director, Student Learning & Career Development



*A Leader in Growing BioScience Companies*

November 18, 2013

Chancellor John Carey  
Ohio Board of Regents

This letter is to enthusiastically support the efforts of Cleveland State University (CSU) through their project, CSU Ohio Means Internships and Co-ops (OMIC): Engaging Industry in Student Learning.

BioEnterprise is pleased to be asked to participate in this promising project that is designed to increase Northeast Ohio's pool of highly skilled young workers. BioEnterprise is a business formation and acceleration initiative designed to grow healthcare companies and commercialize bioscience technologies. Therefore, CSU's Ohio Means Internships and Co-ops program strongly aligns with our 'Workforce Development' initiatives. Therefore we commit to:

- Identify 5 companies to provide 10 undergraduate Cleveland State University and Cuyahoga Community College students with internships and/or co-ops.
- Support our member businesses in developing and maintaining successful internships and co-ops.
- Attend, either in person or virtually, workshops to discuss the benefits of co-ops and internships across many disciplines, as well as share our experiences/best practices.
- Supply feedback to the University by responding to post-internship/co-op program survey in order to evaluate the program's contribution in helping meet workforce needs.

BioEnterprise is requesting a total of \$10,000 (2 years) for our time to work in developing internship and co-op opportunities. In addition, we will contribute \$10,000 in cost share over 2 years.

We look forward to hearing about the positive review of this proposal and the opportunity to address the region's skill shortages and improve the transition of Northeast Ohio's talent into the regional workforce.

Sincerely,

A handwritten signature in black ink, appearing to read "Aram Nerpouni", with a small flourish at the end.

Aram Nerpouni  
President & CEO

**Cleveland State University  
Ohio Means Internships & Co-ops Program  
2013-2014 Internship & Co-op Business Partners**

**Following employers are participants of the current OMIC grant and has committed to expanding and creating new internship/co-op opportunities under the second-year grant funding.**

ABB	GE Lighting	Process Technology
American Sugar Refining	Genom Oncology	Progressive
AMRESKO	Greenfield Solar	Rosetta
Applied Industrial Technology	Invacare	Smart Solutions
ASL Analytical	Lincoln Electric	Sociagram
Beckett Gas	LogiSync, LLC	SSP Fittings
Bio Device Design	Mesocoat/Powdermet Inc.	Superior Roll Forming
BioEnterprise	MidAmerica Consulting	TAP Packaging Solutions
BioMotiv	Midwest Forge	TMW Systems
Britton Gallagher	Midwest Precision	Uni Control, Inc.
Catacel	Mold Masters	Worldwide Express Inc.
Cleveland Medical Devices	Motion Resolution	Zin Technologies
Cleveland Whiskey	MVP Plastics	
Cotsworks	Neuro Wave Systems	
Cristal Global	New Heights Research	
DB Consulting Group	Oatey	
Elyria Manufacturing Corp.	OsteoSymbionics	
Fischer Specialty Tooling Corp.	Parker Hannifin	
Forest City Technologies	Pipeline Development Company	
	Polymer Plus	
	Premix	

# Employer and Student Testimonials

**What employers are saying about Cleveland State University's Ohio Means Internships & Co-ops Program, made possible through the Ohio Board of Regents, Ohio Means Internship & Co-ops Grant:**

"MVP is in its first year of partnership with Cleveland State University's Engaged Learning Internship Program and is pleased to say it is a success. We went into the program with the intent of hiring one student but decided to hire two due to the caliber of the candidates. The student interns became immediate contributors to our organization, and we look forward to a continued collaboration with CSU!"

***Margie Seman  
MVP Plastics, Inc.***

"Parker Hannifin - Hydraulic Valve Division values the relationship with CSU and its students. Our co-op/internship collaboration has allowed us the ability to find talented students, create a talent pipeline and get a fresh perspective on our business."

***Heather Pangle, PHR  
Parker Hannifin Corporation- Hydraulic Valve Division***

"Ben Venue Laboratories greatly appreciates our relationship with Cleveland State University. Our collaboration has grown into a capable source of well-developed and groomed students. These students have shown to be a reliable talent that develops into excellent contributors to the business. Northeastern Ohio region benefits significantly from bonds like these."

***Shawn Laughlin  
Ben Venue Laboratories, Inc.***

**What employers are saying about Cleveland State University's Ohio Means Internships & Co-ops Program, made possible through the Ohio Board of Regents, Ohio Means Internship & Co-ops Grant:**

"With starting a completely new career and being out of the workforce for several years, this process was a plus for me. ... Procurement plays a vital role in the Supply Chain of any firm or organization. Learning the core competencies of the buyer position will be valuable and will relate to my advancement in my future career. I am excelling in my position at ZIN Technologies and fit in very well."

***Operations & Supply Chain Management Intern  
ZIN Technologies***

"Working in a lab really helped me see how what I am learning in my classes is applied to the work environment."

***Chemistry Intern  
AMRESO***

"During my work with MVP, I felt like I was an active part of a huge operation and my value is not less than anyone else. I was fortunate to be called into meetings, and official conference calls, as this further helped me understand steps for making right decisions and helped bolster my confidence in an official and professional setting."

***Mechanical Engineering Intern  
MVP Plastics, Inc.***

**MAGNET comment on the project so far and its implications for smaller companies.**

"The need for assistance for small manufacturers has become evident through this project. Companies are not sure how to write job descriptions and how to mentor and use interns in their settings. Most of the companies so far are using interns for the first time and learning the value to their organization. The students have expressed their appreciation of working in the smaller settings and the opportunity to learn a variety of skills and knowledge that they would not get in a larger company."

## **Testimonials from two CSU students participating in summer internships**

"This has been an engaging internship opportunity. Rather than mindless data entry, a student engineer is often given a task and it is left up to them to decide the most efficient method of execution. My mentor has seen that we are a very capable group of interns and he is more than willing to teach us everything that he knows about manufacturing and design. In addition to the computer design knowledge, I have learned to use manual mills and lathes along with TIG welding and more recently a CNC mill and lathe. All of these skills are being continually refined with the help of the engineers.

What I have learned here has been implemented while building the Baja car for Cleveland State Society of Automotive Engineers."

***Nathan Palsa***

***AI-Fe Heat Treat***

"Through the engineering internship, I have gained many valuable engineering skills that I will use throughout my career. The mentor engineers have changed the way I view problems and create solutions. I have been thoroughly engaged in the work and my ideas are always considered. I have learned more design and manufacturing methods than I previously knew existed."

***Chris Brabenec,  
Motion Resolution***



STATEMENT OF UNDERSTANDING

1. I understand that the Fenn Co-Op program is an alternating, school/co-op, program which will prolong my studies by, typically, one year. It has a defined curriculum and schedule; any change must be approved by the Dean of Engineering and the Fenn Co-Op office.	If YES please initial →	
2. I understand that I must maintain a minimum of 2.2 cumulative GPA to remain in the Fenn Co-Op program.	If YES please initial →	
3. If I am a transfer student, I understand that I must have completed at least eight (8) credit hours of engineering coursework at CSU to be eligible to participate in the Fenn Co-Op program.	If YES please initial →	
4. I understand that I must complete all required courses in compliance with the Fenn Co-Op guidelines established by CSU and the Fenn College of Engineering.	If YES please initial →	
5. I understand that I must complete and pass ("S" grade) CSC 121 (Career Orientation course) in order to be eligible to participate in the Fenn Co-Op program.	If YES please initial →	
6. I agree to update my CSU Careerline profile and resume every semester.	If YES please initial →	
7. I understand that I must be registered as a full-time student (minimum of 12 credit hours) during the semester preceding each Fenn Co-Op semester.	If YES please initial →	
8. I understand that I must register for ESC 300 or ESC 400 for each semester I co-op.	If YES please initial →	
9. I understand that during each co-op semester, I must co-op full-time (40 hours/week) with the co-op company or organization according to my schedule per my agreement of employment with the co-op company or organization .	If YES please initial →	
10. I understand that the completion and submission of the Fenn Co-Op Learning Objectives Report, Final Report and Evaluations are mandatory in order to receive a grade in ESC 300 or ESC 400.	If YES please initial →	
11. I understand that some employers request Verification of Cooperative Education Program participation; I will be responsible for assisting in this process.	If YES please initial →	
12. I understand that I must complete a minimum of three (3) co-op semesters.	If YES please initial →	
13. I understand that I must submit this application and I must have the approval of the Fenn College of Engineering and the Fenn Co-Op program in order to participate in the program.	If YES please initial →	
14. I understand that I must communicate with my CSU Co-Op Advisor to provide a progress report at least once per co-op semester.	If YES please initial →	
15. I understand that I must communicate all information about my co-op position(s), including the name of the company and the name and contact information of my supervisor, to CSU's Career Services Center and the Fenn Co-Op program.	If YES please initial →	

**I have read, I have understood and I agree to comply with the terms and conditions of the Fenn College of Engineering Cooperative Education Program:**

Student Signature:	Date:
--------------------	-------

Fenn Co-Op Program Use Only:

Admission   
Denied

Admission   
Pending

Admission   
Granted

## Learning Objectives Guidelines

You will discuss your Learning Objectives at the first meeting with your Career Coordinator or Faculty Advisor. The following guidelines will assist you in developing and writing your Learning Objectives for the Ohio Means Internships & Co-ops experience. The satisfaction with your work experience will largely be determined on how you accomplish your Learning Objectives. Therefore, it is critical that you meet with your Career Coordinator and Faculty Advisor to discuss these objectives. Your Learning Objectives should be realistic and work related.

Each term that a student is enrolled in an internship or co-op, it is necessary to identify new learning objectives, that should be specific, measurable and within his or her ability to accomplish. Once the objectives are developed, the Career Coordinator must review them at the beginning of the academic term. Before the end of the internship or co-op experience, the student and Career Coordinator will discuss progress made on the objectives. At the end of the experience, the student and employer will complete evaluations. The employer rating (and other required coursework if academic internship) will determine the overall academic credit the student will receive.

**There are four categories of Learning Objectives (more may be added by you, your Coordinator and/your faculty advisor):**

- 1. Creative** — An aspect on your job in which you can perform tasks in a new manner.  
For example of a **creative** learning objective: *As a teacher's aide, I will explore and develop new learning methods for students who are "hands-on" learners through creative lesson plans.*
- 2. Problem solving** — An opportunity to assess and resolve an existing human relations challenge or issue at your present work site. An example: *I will develop a communication tool in the form of a "Log" that will be used to inform the workers on different work shifts of changes.*
- 3. Professional Development** — A opportunity in which you will be learning new skills, such as technical abilities, working with a team, and leadership development. For example, *I will learn new training processes for new employees.*
- 4. Personal Development** — An opportunity to assess your own personal development skills and demonstrate how you can enhance your own skills, i.e., communication, organizational or time management skills. These Learning Objectives must be clear and have concrete results that are measurable. An example of this type of objective: *I will conduct two oral presentations to my department in order to develop and enhance my public speaking skills.*

After you have identified the various types of opportunities that may be appropriate for your Learning Objectives you will be ready to compose and write your objectives. There are five questions that must be answered and will be incorporated on your Learning Objective Worksheet.

- 1. What** are you going to do, what are the objectives?
- 2. How** will you accomplish your objectives?
- 3. When** will you be completing the objectives?
- 4. Why** are you going to accomplish these objectives, the purpose of these objectives?
- 5. How** can you measure the results of your objectives?

# Ohio Means Internships and Co-ops Learning Agreement Form

Name: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Major: \_\_\_\_\_

Student I.D.: \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email: \_\_\_\_\_

**Please check the following Learning Objectives to be accomplished:**

1. Creative skill development objectives:
2. Problem Solving development objectives:
3. Professional Development Objectives:
4. Personal Development Objectives:

## LEARNING OBJECTIVE MEASUREMENTS:

What is the objective to be accomplished? \_\_\_\_\_  
\_\_\_\_\_

How will it be accomplished? \_\_\_\_\_  
\_\_\_\_\_

How will it be evaluated (measured) and by whom? \_\_\_\_\_  
\_\_\_\_\_

When will it be completed? \_\_\_\_\_  
\_\_\_\_\_

**We agree with the validity of the learning objectives listed.**

Student's Signature: \_\_\_\_\_ Coordinator's Signature \_\_\_\_\_

Faculty Advisor Signature: \_\_\_\_\_

**Target Date Completion this term** \_\_\_\_\_  
Semester/Year

- State in outline form specifically what kind of goals you have for your coop.
- Have your Faculty Mentor review and sign the report.
- Scan and E-mail, fax, or bring it to the Engineering Co-op Coordinator and keep a copy for yourself.
- Review Results at completion of Co-op

**Fenn College of Engineering Cooperative Education Program**  
**Stilwell Hall 104 \* Cleveland, Ohio 44115**  
**Fax: 216.687.9280 \***

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_

COMPANY \_\_\_\_\_ STUDENT ID NUMBER: \_\_\_\_\_

WORK PERIOD: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ SUPERVISOR'S PHONE: \_\_\_\_\_

SUPERVISOR'S EMAIL: \_\_\_\_\_

**PROFESSIONAL EXPERIENCE OBJECTIVES:**

- A.
- B.
- C.

**TECHNICAL OBJECTIVES:**

- A.
- B.
- C.

**PERSONAL OBJECTIVES:**

- A.
- B.
- C.

STUDENT  
SIGNATURE: \_\_\_\_\_

FACULTY MENTOR  
SIGNATURE: \_\_\_\_\_



# OHIO MEANS INTERNSHIPS & CO-OPS

2124 Chester Ave., RTW 280, Cleveland, Ohio 44115-2214 - (216) 687-2233

[www.csuohio.edu/offices/career](http://www.csuohio.edu/offices/career)

## ASSESSMENT OF STUDENT'S PROFESSIONAL DEVELOPMENT

The Purpose of CSU's Engaged Learning Internship Program is to extend a student's education beyond the academic curriculum by providing field experiences that include opportunities for applied learning in environments related to the student's goals for career development.

The person who supervises the student on assignment assumes an important role in the student's learning experience by providing feedback to the individual on their performance level with specific suggestions for personal and professional growth. In this way the Site Supervisor, the Cooperative Education Coordinator and the academic program form an effective co-counsel in assisting the student to reach their professional objectives. To support this relationship, we suggest the Site Supervisor share the results of this assessment with the student.

Name of Student Being Assessed: \_\_\_\_\_

Company Name: \_\_\_\_\_

Site Supervisor's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Location of Assignment: \_\_\_\_\_  
Street City State Zip

Department/Division: \_\_\_\_\_

Dates of Assignment: From \_\_\_\_\_ To \_\_\_\_\_

Please describe the essential functions and duties of the student's assignment with your organization

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rate of Pay at Beginning of Period \_\_\_\_\_

Latest Change in rate of pay was from \$ \_\_\_\_\_ to \$ \_\_\_\_\_ effective as of \_\_\_\_\_ (date)

### Section II: Professional/Personal Development

For the individual student being evaluated, please give each statement a numerical value based upon the following:

- 5 Outstanding:
- 4 Above Average:
- 3 Average:
- 2 Need for Improvement that merits attention:
- 1 Significant need for improvement that needs to be discussed with student:
- N Statement does not apply or is not appropriate to the position or level of functioning expected of the student:

- |  |             |
|--|-------------|
| 1. Open to learning from supervisor and co-workers   | 5 4 3 2 1 N |
| 2. Cooperation is shown in working relationships with other staff members  | 5 4 3 2 1 N |
| 3. Effort is made to be accepted by overall staff.   | 5 4 3 2 1 N |
| 4. Can work effectively with a wide range of people within the organization.<br>(i.e. support staff, production people, management, and clients) | 5 4 3 2 1 N |
| 5. Takes the initiative to make decisions after seeking input from supervisor/staff members.   | 5 4 3 2 1 N |
| 6. Is able to keep supervisor informed of work progress and process.   | 5 4 3 2 1 N |
| 7. Displays enthusiasm, diligence and interest in work assignments.  | 5 4 3 2 1 N |
| 8. Is dependable and reliable in work tasks and level of performance.  | 5 4 3 2 1 N |
| 9. Possesses time management skills.   | 5 4 3 2 1 N |

- |  |             |
|--|-------------|
| 10. Is able to set priorities for work yet respond to departmental needs.      | 5 4 3 2 1 N |
| 11. Can apply academic learning to work assignments.                           | 5 4 3 2 1 N |
| 12. Possesses sufficient technical ability to accomplish work tasks.           | 5 4 3 2 1 N |
| 13. Can process constructive criticism in an objective manner and act upon it. | 5 4 3 2 1 N |
| 14. Shows initiative in follow-through with work assignments.                  | 5 4 3 2 1 N |
| 15. Can assume a leadership role when appropriate.                             | 5 4 3 2 1 N |
| 16. Is appropriate in dress and grooming.                                      | 5 4 3 2 1 N |
| 17. Is conscientious in maintaining work schedule, hours and starting time.    | 5 4 3 2 1 N |
| 18. Is able to work within a group effort.                                     | 5 4 3 2 1 N |

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Section III: PROFESSIONAL TRANSITION**

- |   |             |
|---|-------------|
| 1. Knows and respects organizational structure and protocol.                    | 5 4 3 2 1 N |
| 2. Has awareness and interest in organizational objectives, goals and policies. | 5 4 3 2 1 N |
| 3. Is comfortable within the corporate/organizational culture.                  | 5 4 3 2 1 N |
| 4. Can adjust self-interest to organizational interest.                         | 5 4 3 2 1 N |
| 5. Represents the organization with positive enthusiasm and attitude.           | 5 4 3 2 1 N |

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This assessment has been discussed with the student: Yes \_\_\_ No \_\_\_

Student's Signature: \_\_\_\_\_

Employer's Signature: \_\_\_\_\_

**CONFIDENTIALITY OF INFORMATION:**

This evaluation constitutes a confidential assessment that will be used for counseling purposes only and will thereafter become part of the student's *confidential permanent record*.

## STUDENT EVALUATION OF INTERNSHIP

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Major: \_\_\_\_\_ Coordinator: \_\_\_\_\_  
 Placement Site: \_\_\_\_\_ Work Period: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Department: \_\_\_\_\_

**INSTRUCTIONS:** This evaluation will be important in determining the value of your work experience, both for yourself and for students in future Co-op assignments with the same employer. The evaluation should be honest, objective, and should indicate problems as well as your progress during the Co-op period. Please add your remarks on the opposite page so that your Coordinator may counsel with you and/or with the company/organization you worked with in order to improve and maintain the program.

Please rate (4) Exceptional Opportunity; (3) Worthwhile Experience; (2) Satisfactory; (1) Needs Development.

### PLACEMENT:

<b>EDUCATIONAL VALUE OR MERIT OF ASSIGNMENT:</b> <input type="checkbox"/> Exceptional Opportunity <input type="checkbox"/> Worthwhile Experience <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Development* <i>(please comment below)</i>	<b>DID POSITION LIVE UP TO THE ORIGINAL DESCRIPTION?</b> <input type="checkbox"/> Exact Match of Original Description <input type="checkbox"/> Very Closely Matched Description <input type="checkbox"/> Somewhat Matched Description <input type="checkbox"/> No Relationship At All * <i>(please comment below)</i>
<b>SALARY PAID IN RELATION TO JOB REQUIREMENTS, EXPERIENCE, AND ACADEMIC TRAINING:</b> <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Average	<b>SUPERVISOR'S RECEPTION TO NEW IDEAS?</b> <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Average <input type="checkbox"/> Needs Development* <i>(please comment below)</i>
<b>RELATIONSHIP WITH SUPERVISOR/MANAGEMENT:</b> <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Average <input type="checkbox"/> Needs Development* <i>(please comment below)</i>	<b>WAS YOUR SUPERVISOR AVAILABLE WHEN YOU NEEDED?</b> <input type="checkbox"/> Always Available <input type="checkbox"/> Sometimes Available <input type="checkbox"/> Rarely Available <input type="checkbox"/> Never Available/Sought Help Elsewhere* <i>(please comment below)</i>
<b>OPPORTUNITIES TO RELATE WITH OTHER COMPANY PERSONNEL:</b> <input type="checkbox"/> Open, Friendly and Supportive Atmosphere <input type="checkbox"/> Opportunity was not presented	<b>PLEASE INDICATE ANY CHANGES IN POSITION:</b> <input type="checkbox"/> Raise: _____ from _____ to _____ <input type="checkbox"/> Promotion to: _____ <input type="checkbox"/> Increase in hours: _____ <input type="checkbox"/> Decrease in hours: _____ <input type="checkbox"/> Not Applicable



How could we improve the process? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you learn about Internships? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have suggestions on how to reach other students? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_