

Name of Lead Institution (only one)	Lorain County Community College
Project Start Date	January 21, 2014
Interns and/or Co-ops Start Date	May 27, 2014
Primary Contact - Individual must be authorized to sign grant contract and legally responsible as representative.	Dr. Roy A. Church, President, Lorain County Community College, 1005 North Abbe Road, Elyria OH 44035, (440) 366-4050, rchurch@lorainccc.edu
President/CEO Name	Dr. Roy A. Church
Project Director/s	Marcia Jones, Manager, Employment & Career Services
Are any of the applicants represented by a member of the Advisory Committee? See list at https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/omi/2013-14_CEIA.pdf	Dr. Roy A. Church
1) Certification by Authorized Official: 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. <i>Roy A. Church</i> Dr. Roy A. Church, President November 18, 2013	
2) Administering Entity: Marcia Jones Manager, Employment & Career Services 1005 North Abbe Road, Elyria, Ohio 44035 mjones@lorainccc.edu	
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4) Educational Partners (please submit separate information for each partner)

Institution Name - n/a

Contact Person

Title

Address

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Program Snapshot	Name, Number or Amount
JobsOhio key industry/ies – please list	Advanced Manufacturing, Aerospace & Aviation, Energy, Information Services & Software, Polymers & Chemicals; Business Functions - Headquarters & Consulting
JobsOhio region	Cleveland Region
Amount of state money requested	\$ 655,842
Required match money committed (100% undergrad & 150% grad programs)	\$ 814,060
Total state money requested divided by number of co-ops or internships created (in whole dollars)	\$ 8,984
Total match money obtained divided by number of co-ops/internships created (in whole dollars)	\$ 11,152
Total money (state plus match) divided by number of co-ops/internships created (in whole dollars)	\$ 20,136

Number of business partners 14

Number of education partners 0

Number of other partners 3

Add numeric value to each field below

	TOTAL	Wages	Scholarships	Both wages & scholarships	For credit	Not for credit	Required	Optional	Transcribed (all)
Internships created (proposed)	73	203,800	13	\$13,000	13	0	0	13	13
Co-ops created (proposed)	0	0	0	0	0	0	0	0	0
TOTALS	73	203,800	13	\$13,000	13	0	0	13	13

Activity	Total	Regents Funds	Business Funds*	Applicant Funds	Education Partner Funds	Name of Education Partners	Other Partner Funds	Name of Other Partners
Personnel	382770	89961		292809			15000	IFE Funds
Supplies	12500	12500						Gates Fdn IPAS, NOCHE, IFE funds
Purchased Services	200300	200300						
Travel	8295	7995		300				
Scholarships	29705	29705					125000	LCCC Fdn
Employer Salaries	203800	203800	203800					
Other Employer Contributions	63000	63000	280260				65000	NACSCorp, IFE funds
Other (Describe) - Project Planning Meeting, Local Meetings	2000			2000				
Subtotal	902370	607261	484060	295109	0	0	330000	
Indirect Costs 8% or less	72190	48581		23609				
TOTAL	974560	655842	484060	318718	0	0	330000	

*Equal to or greater than 100% of requested state money for undergrad programs and 150% for grad programs

Employer Name	Total Intern & Co-op Wages	# of Intern Positions	# of Co-op Positions	Amount of Other Employer Contributions
American Custom Equipment	\$6,000	2		\$6,000 cash and non-cash match
Amidac	\$10,000	4		\$7,000 wage match
Arcellor Mittal	\$45,000	15		\$96,000 cash and non-cash match
Crane Aerospace and Electronics	\$18,000	6		\$55,260 cash and non-cash match
H.P. Technologies, Inc	\$1,800	1		\$3,000 in-kind training contribution
JPAR Technologies Inc.	\$3,000	1		\$3,000 cash & non-cash match
Metal Marker Mfg Co.	14,000	2		\$4,000 supervisory/manager time per intern
Nordson	\$60,000	20		\$156,000 cash and non-cash match
Sherwin-Williams	\$15,000	5		
ShurTech Brands	\$6,000	2		\$6,000 cash & non-cash match/\$14,000 fully burdened suppr/mgr time
Support Technology, Inc.	\$6,000	2		\$18,000 cash & non-cash match
Thogus	\$6,000	2		\$20,000 cash & non-cash match
TRG	\$15,000	10		
Turbotron	\$3,000	1		\$3,000 cash & non-cash match/\$4,000 suppr/mgr time
	14 \$ 203,800	73	0	\$ 240,260

Implementation Schedule

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

Term	Grant Activities
Spring 2014	<ul style="list-style-type: none"> • Convene committed employers • Convene Cbd Core Team, work groups and organize NEO Advantage Grant Team • Recruit students for Summer Internships • Begin survey with NOCHE • Host 1st annual WBL Summit • Launch 1st annual Career Week
Summer 2014	<ul style="list-style-type: none"> • Place summer internships • Implement new "messaging campaigns" • Plan Fall Internship Fair and new Rol sessions • Follow-up with summer internships • Incorporate NOCHE Rol workshops
Fall 2014	<ul style="list-style-type: none"> • Make presentations to Advisory Groups, Faculty Senate, targeted divisions, student groups • Place and follow-up on fall internships • Plan Spring Career Fair • Plan and implement CTE workshops
Spring 2015	<ul style="list-style-type: none"> • Host Spring Career Fair and Summit • Host Faculty Internship Certifications Program • Continue messaging campaigns, recruitment, placements, employer-follow-up • Submit planned curriculum changes to Curriculum Council
Summer 2015	<ul style="list-style-type: none"> • Implement data analysis/evaluation; make mid-course corrections as needed • Plan fall Internship Fair • Continue messaging, recruitment, placement, employer follow-up • Host Internship Fair
Fall 2015	<ul style="list-style-type: none"> • Plan, implement dissemination strategies • Continue data analysis Cbd Work Team planning • Maintain coordination with business attraction/retention entities • Implement new embedded curriculum
Spring 2016	<ul style="list-style-type: none"> • Implement WBL Summit/Showcase & Career Fair • Continue faculty development and new internships/co-ops embedding • Continue dissemination strategies • Close out evaluation, OBOR budget, reports

Ohio Means Internships and Coops
Ohio Board of Regents
The NEO Career Advantage Internship/Co-op Initiative

Abstract

The NEO Career Advantage Internship/Co-op Initiative is a partnership between Lorain County Community College, the Northeast Ohio Council on Higher Education, NorTech, the Lorain County Community College Foundation, the Innovation Fund, and fourteen regional companies representing seven JobsOhio key industries: Advanced Manufacturing, Aerospace and Aviation, Energy, Information Services and Software, Polymers and Chemicals, Headquarters and Consulting Business Functions. It is designed to increase the institutional capacity of LCCC to increase the number of embedded Work Based Learning (WBL) opportunities (emphasizing internships and co-ops) in every Program of Study at the College, and to develop at least 73 new internships and co-ops. The project has four major goals and related strategies:

- Identify best practices in student engagement to develop appropriate messaging.
Students use Career Services and work with faculty to identify WBL/I/C opportunities. Career Services staff will provide students with professional development, networking support, and connections to useful websites including Ohiomeansinternships and Ohiomeansjobs. Career Services will work with students, employers and faculty to formalize current I/C experiences. Career Awareness Student Ambassadors will provide peer-to-peer outreach and awareness activities to enhance and grow student I/C participation.
- Expand support for faculty professional development.
Develop a 3-day, 18-hour Faculty training program patterned after the “Education for Life” certification developed by Sinclair Community College as part of the collective Completion by Design (CbD) cadre work. Career Services, NOCHE, and key CbD committees will work with the Center for Teaching Excellence (CTE) to develop and implement associated workshops and presentations to help faculty I/C into their programs of study;
- Expand and enhance employer engagement strategies.
Specific technical assistance and follow-up will be developed and implemented for employers offering WBL/I/C experiences to assist in the implementation of formal I/C programs and to help them to trouble shoot unexpected issues; and expand LCCC Internship and Co-op Fairs to include more divisions, students, employers and opportunities for employer/faculty networking.
- Create systematic capture of lessons learned and disseminate with internal and external partners including the Ohio Completion by Design Cadre Group.
Career Services and NOCHE will lead the documentation of successful activities and lessons learned and will convene an annual Experiential Education Summit to disseminate information, share and compare issues with other educational, employer, and policy stakeholders, and celebrate and showcase successes.

The budget supports limited salary support for staff, student wages and scholarships (representing 22% of the total budget) for participation in the NEO Career Advantage Initiative. Employers have committed to at least 73 new internships and the project team is confident that the number of new internships and the amount of employer contribution is likely to be higher than currently proposed. This will be reported along with other requisite information in each of the planned reports to OBOR.

Relevancy

1. How is the institution building partnerships with private companies to address emerging workforce needs? Demonstrate engagement with evidence of business support including small-medium size businesses [485 words](#)

Lorain County Community College has long been meeting the needs of local industry. The College's mere existence is the result of citizens to support postsecondary education to serve local manufacturing industry needs. When the College was first established in 1964, it merged with Lorain School of Technology. Two years later, the permanent campus was established with the first division, Engineering Technologies. Now, 50 years later, the College has engaged in a variety of strategies to build partnerships with private companies to address their emerging workforce needs. The most common of these is the use of program-related Advisory Boards, comprised of employers, other subject matter resource personnel and College faculty and staff. Over the years a variety of engagement strategies have been implemented, including the use of industry personnel as instructors; the use of equipment in classrooms and labs comparable to what is used in local companies' facilities; student-based research and project teams who work on employer-driven projects; work-based learning opportunities for students both in new settings and in the settings in which they currently work; among others. As the College continues to try to meet employers' needs, these strategies are being revisited and revamped to include a heightened focus on "employers as design partners" and "employers as Talent Investors

LCCC is shifting its focus of employer engagement from an after-the-fact 'what-do-you-think?' approach to a before-the fact 'what do you need?' approach, rooted in real-time labor market data, evidence-based program design, and a recognition that most jobs are in small-to-medium sized companies – new, emerging and growing entrepreneurial enterprises. LCCC engages employers at the front end of the workforce pipeline – what is often called the Talent Development Continuum. These generally focus on identifying the skills and competencies workers need for a given industry, and re-package, redesign or re-build the requisite training to meet those needs. Examples include:

- The RITE Board – a regional consortium of companies needing IT workers;
- A parallel entity, the RITE Council, a group of local employers needing IT workers;
- The SMART Center for Microsystems Commercialization providing access to state-of-the-market equipment and commercialization support in sensor packaging, testing/reliability, and advanced life simulation (MEMS); and,
- The Speed to Market Accelerator (STMA), working with clusters of companies in NEO to develop an improved talent pipeline for flexible electronics and advanced energy.

The goal of the proposed project is to significantly increase internships and coops embedded in targeted programs of study (POS) and enhance existing infrastructure to sustain and expand their availability. Strategies will include: 1) expanding and enhancing formal employer engagement to develop appropriate and necessary messaging on the value of Work-Based Learning, internships and co-ops; 2) revamping Advisory Committees to focus more directly on work-based learning opportunities, including internships and co-ops; 3) providing specific technical assistance to faculty through professional development, peer-to-peer mentoring and Career Services support activities; and 4) systematically capturing and disseminating lessons-learned to internal and external partners and collaborators.

2. What steps will be taken to assist faculty with program development to ensure relevancy in the curriculum? Describe institutional faculty support & integration of student experiences with curricular development 494 words

The proposed project will focus on programs of study (POS) related to JobsOhio industries and their supply chain in the Engineering Technologies and Business divisions. For the past two plus years, LCCC has been designing transformative changes to advance the principles and practices of “the Completion Agenda”, shifting focus from access to completion. This shift began in advance of the shift in state funding from an enrollment formula to a performance formula. Changes include: substantial reorganization of its leadership and program implementation structures, significant revision of its ‘front-end’ policies and procedures, enhanced and more integrated student support services, and a faculty-led effort to embed experiential education, including internships and other forms of work-based learning, into all programs of study. In addition, extensive work with and by faculty has been accomplished to accelerate student success, including: the complete re-design of the developmental math sequence; the establishment of intensive, cohort-based remediation sessions (‘bootcamps’) for math and English; mandating orientation, career exploration and the development of a Career and Academic Plan before registering for classes; and requiring the declaration of a program of study within the first 12 credits and completing at least one course in that program of study within the first 24 credits.

Substantial organizational and curricular changes have been guided by the Completion by Design (CbD) Core Team, its respective work teams, the use of mandatory workshops at Faculty Development Days in each semester, and campus-wide open presentations by the Core Team. The proposed project will build on this past work, align with planned work and coordinate future faculty development with the Center for Teaching Excellence (CTE) and the Gates’ funded CbD ‘Applied-Transfer Team’. The CTE supports faculty professional growth and innovative teaching strategies, sponsoring an average of 15 workshops each semester.

The Transfer/Applied Team is part of the Completion by Design (CbD) Core Team and works closely with the Career Connection Team to examine the issues related to incorporating all forms of experiential education into the curriculum, including internships and co-ops. The Transfer/Applied Team is currently working to complete an asset map of all forms of experiential education across the curriculum, and to develop a set of strategies to increase its use in courses. Both CTE and the Transfer-Applied Team will support formal workshops, and informal “Lunch and Learn” sessions; identify faculty to attend employer/faculty networking events in conjunction with LCCC long standing Career Fair and newly developed Internship Fair; and will be key participants in the planned annual “Experiential Education Summit” to celebrate and showcase successful experiences and effective strategies for and by students, faculty and employers.

Career Services will also implement the 18-hour certification program designed by Sinclair Community College to provide faculty with strategies to incorporate college, career and life skills strategies into daily teaching activity. The sessions also include strategies to contextualize these concepts into course activity and assignments and to incorporate I/C into POS. Career Service staff will assist faculty to formalize existing, informal or new employer relationships.

3. How is the proposal integrated into the strengths of the regional economy? Describe connections to NGOs and other stakeholders, engagement with business, data use 477 words

To meet its strategic goals, LCCC partners with several organizations to create business development and retention initiatives in the region. Among these efforts include Team Lorain County, the Lorain County Growth Partnership, Team NEO, NorTech, MAGNET, JumpStart, Great Lakes Bio (GLBio), and others. LCCC is the catalyst for the Regional Information Technology Engagement (RITE) Board, an employer-led collaboration of employers and institutions of higher education focused on improving and increasing the pipeline of IT talent in the region. A direct offshoot of the RITE Board is the more locally focused RITE Council, which has similar objectives. Additionally, LCCC is home to a number of other business growth and development entities, including:

- Great Lakes Innovation and Development Enterprise (GLIDE) one of 12 technology-based incubators in the state and the only one located on a college campus. GLIDE provides coaching, mentoring, and physical space for start-up companies;
- Richard Desich SMART Commercialization Center (SMART), another incubator facility that provides technical support and facilities for the packaging and testing of sensor technologies (MEMS);
- Blackstone LaunchPad (BLP) helps students explore, test, and develop a business or product from conception to market; and,
- Innovation Fund (IF) provides access to pre-seed capital for entrepreneurs in exchange for student internship opportunities in these companies.

Another example of the integrated approach to workforce and economic development is the establishment of the University Partnership (UP). The only program of its kind in Ohio, the UP offers students the option of more than 40 bachelor and master's degrees from one of 12 Ohio colleges. The proposed project will work with UP leadership to develop a 'guaranteed' articulation and transfer process specifically for internships and co-ops from the related LCCC POS in Business and Engineering that will correspond to the UP bachelor's program.

The Lorain County Community College Foundation is a 501 (c) (3) direct support organization with the mission to assemble and utilize resources in innovative ways to accelerate the mission and vision of Lorain County Community College. The Foundation has connections with more than 1,700 corporations and organizations in Northeast Ohio. In the fall of 2013, the Foundation was successful in attracting a sponsorship gift of \$30,000 from a locally-headquartered business (with national presence) to establish a LCCC Experiential Learning Initiative; a critical and timely program to enhance the experiential education program and process at LCCC. The Foundation will provide direct support for planned performance-based scholarships for internships in targeted programs.

The project will enhance the role of the current Advisory Committees for each targeted POS to receive a new charter that will include recruitment of additional employer members who will establish formal internships and co-ops for students. The Advisory Committees will also be key in developing messaging that will speak to the value of internships and co-ops: messaging/promotion will be tailored for four key audiences: students, faculty, employers and the broader community.

4. What steps will the institution take to regularly assess and improve student learning outcomes? Describe actions, materials, and processes used to assess student learning 500 words

Like many institutions of higher education, LCCC is working to improve student completion and success, a need made more urgent as the State of Ohio has begun to phase in performance-

based funding for higher education. Recent data analysis as part of the College's participation in Achieving the Dream (AtD) and Completion by Design (CBD) has revealed barriers to completion, notably progression through developmental education, which affects the majority of LCCC's students. Currently, it can take a student as many as 5 semesters to progress through the developmental math sequence before they are prepared for college-level courses. Additionally, some students use a majority of their Pell grant for remediation classes, leaving them little to no financial resources for college-level course work and credential attainment. For these reasons, the College has embarked on AQIP Action Projects to ameliorate these issues.

The data collected for both the AtD and CbD initiatives, and the data from the recent AQIP Systems Portfolio all highlighted the need for, and prompted LCCC to establish a Continuous Quality Improvement Council (CQIC), a cross-divisional team accountable for developing systematic processes to regularly review and analyze data and determine how it can best be used. The CQIC; (1) reviews regularly administered surveys, such as CCSSE, ACT, and the Graduate Survey and looks for commonalities across the data; (2) makes recommendations on timing of surveys to allow for continuous improvement plans and activities to take place; (3) monitors an on-line Continuous Improvement form (aligned with the Strategic Plan) for employees to submit continuous improvement ideas (including possible funding); and, (4) is revamping the Operations Systems Review process. The CQIC will also be charged with determining how these and the soon-to-be implemented "data dashboard" process will be used to embed Internships and Co-ops in every program of study at LCCC.

Other critical assessment points include establishing program-specific learning objectives for 100% of all certificate and degree programs; establishing a process for designing new programs based on labor market demand, student demand, and transfer analysis, and student career needs; enhancing communications strategies to inform students and faculty about the types and levels of preparation needed for key programs of study; addressing the needs of students underprepared for college-level content, students with disabilities, including learning-style differences; and ensuring that students have met learning expectations.

Key categories of data are being compiled into a "Data Dashboard", a user-friendly, interactive graphical representation of real-time data in several key areas. It includes snapshots of institutionalized data for all new students (by 5-year cohorts), first-time-in-college, and DVED students. This data is disaggregated against 11 factors, including placed into and completed DVED, gateway or program of study courses, credits and/or certificate/degree earned, and transfer rates. It can be further parsed by program (division and major) success; HEI course completion (division and subject); learning outcomes, CCSSE data, and participation in Experiential Learning Courses/programs (including I/C). The CQIC and Deans, program developers and other leadership groups will be able to review and use the dashboard to assess and improve student learning.

5. How will work-based learning opportunities be integrated into students' academic programs to bridge to their career goals? Describe student advising activities, use of data & analysis, & integration of discoveries with student development [495](#)

Recently, LCCC reviewed which Programs of Study require internships, co-ops, practicum, clinical, or other experiential education (EE) learning opportunities. The results indicate 26% of POS have EE requirements; however, disaggregating the programs whose accrediting boards require it (Nursing and Teaching) drops the number drastically. As a result, the College plans to embed EE into every POS. Two leadership committees are working to advance this plan. The

Applied and Transfer team is establishing a system to track the quality and quantity of EE opportunities linked to student and course outcomes. The Career Connection Team is creating early connections to careers with Labor Market Value. Both are comprised of Faculty and Staff and work closely with Campus Administrators.

The College has a well-established Work-Based Learning (WBL) program, which provides students with credit-bearing, paid internships and parallel co-ops, and the structure to ensure quality learning experiences for students and employer engagement throughout the process. To ensure a good feedback loop, the faculty advisor, student and employer establish goals and objectives at the onset. The student keeps a weekly journal to record and reflect on their learning and overall experience. Mid-way, the faculty advisor meets with the student and their supervisor at the workplace to evaluate the student's progress and make any mid-course changes to the goals and objectives. At the end of the course, the student completes a final project (or paper) and the student and employer complete evaluations. The student receives a U/S grade for the course.

Through this project, a shift to credit-bearing and embedding into program requirements will be accelerated and enhanced. Career Services (CS) will increase support to students, faculty and employers throughout a WBL/I/C experience to identify and resolve issues as they occur and ensure greater completion and satisfaction with WBL/I/C. Some of the ways each constituency will be supported are:

- Students will be encouraged to use college services and work with faculty and a CS staff to identify their own WBL/I/C opportunities. Career Services staff will provide students with a strong professional development component, networking support, and connections to useful websites including [ohiomeansinternships](#) and [ohiomeansjobs](#), NEO intern and CareerLink. Career Services works with students to formalize current employment experiences, especially if it means a transfer of the student's work assignment from one department to another;
- Faculty will have the opportunity to attend a 3-day, 18-hour training program patterned after the "Education for Life" certification developed by Sinclair Community College as part of our collective CbD cadre work;
- Employer engagement will be expanded and enhanced and specific technical assistance and follow-up will be developed and implemented for employers offering WBL/I/C experiences to assist in the implementation of formal I/C programs and to help them to trouble shoot unexpected issues; and,
- Career Services will lead the documentation of successful activities and lessons learned and will convene an annual Experiential Education Summit to disseminate information, share and compare issues with other educational, employer, and policy stakeholders, and celebrate and showcase successes.

Sustainability

1. What is your financial plan and budget to support the program beyond the grant period? Present 3-5 years financial projections and sources of funds [456 words](#)

The requested grant funding will accelerate and enhance the planned implementation of WBL across more programs of study. The activities that will be undertaken will use infrastructure that

is already in place or planned. Because the planned activities have been developed over the course of two years, are part of the "Completion Agenda", and they currently are and will remain budget priorities.

At LCCC, all grant-funded efforts are monitored and evaluated against a set of metrics appropriate to the goals of the project, consistent with the Learning Outcomes of the College, and aligned with generally accepted accounting principles for cost-effectiveness. Program activity that is successful in meeting their goals are incorporated into the regular annual budget planning process, often being phased into the operational budget over a two-year period. These principles will be applied to the OMIC project.

In preparation for and continuing response to shrinking state share of instruction, LCCC initiated a Career Advantage Fee (currently \$4/credit hour) specifically to support planned strategies that resulted from the Completion Agenda work. These included expanded and enhanced career counseling and planning, revamped assessment processes, expanded opportunities for internships, co-operative education, practicums, clinical/field-based experiences, student teaching, service learning, and other professional-level, experiential learning for qualified students. This grant request will be supported by a percentage of the Career Advantage Fee so that infrastructure is more robust and can more quickly produce increased opportunities for students, faculty development, employer engagement, and student recruitment.

The current budget supports WBL/I/C as a priority. The College operates with a very lean budget that reflects its "flat" organizational style. In 2009, the College instituted a multistage Cost-Savings Initiative series. CSI essentially "opened the books" of LCCC and gathered feedback and input from faculty, staff, students and community members and resulted in more than \$5 million in cost-savings strategies. CSI was recently repeated as a continuous improvement strategy.

LCCC has embraced a budgeting strategy that supports its transition to the Completion Agenda, paring away practices that serve as barriers to student completion and supporting those that contribute to it. As more students persist and complete, the new state performance funding model will provide new resources to support key completion activities. Further, once broader systems and training opportunities are developed and in place, they will be maintained through existing budget processes.

Finally, the LCCC Foundation operates the Innovation Fund that addresses gaps in start-up funding for technology based businesses and is currently recognized by the Kaufman Foundation as a model for community colleges nation-wide. The Innovation Fund has made 121 awards totaling 1.2M/year. Half of this is private money. The IF has created 150 internships for students at start-up companies. A percentage of IF funds will be used to ensure sustainability of the planned efforts.

2. What program assessment actions will be taken to improve and grow learning outcomes for students, business participation, and overall program success? Describe the nature, type and analysis, of the data and how this information may guide decisions 492 words

The standing committee known as the Student Learning Assessment Council (SLAC) works in conjunction with the Office of Institutional Effectiveness and Planning, to inventory programmatic outcomes and identify areas of commonality for purposes of assessment. Specific program learning outcomes, which had been on a five-year program review cycle, are now

undergoing transition to a continuous improvement review process that will ensure comprehensive assessments each year and, if needed, an action plan for improvement.

Through this system, there are twelve common data points that are reviewed to determine program effectiveness. These measures include: students in the program who started below college level; student completion data related to 12 and 20+ credits in the first year and 24 credits in year 2; continuous student enrollment in their first year; term-to-term and year-to-year persistence by program; length of time to a credential; number and types of credentials (certificates and degrees); tracking of excess credit hours; student participation in at least one form of experiential education; transfer rates; completion rates; and labor market value of graduates. LCCC is also part of a planning process to develop a way to cross-walk completion (graduation) data with employment (wage) data.

As experiential education is embedded in programs of study (Objective 1.4 of Priority1, Vision 2.0), the National Society of Experiential Education (NSEE) Eight Principles of Good Practice are being used as the basis for evaluation. Two important principles that will ensure continued assessment. Among these principles are monitoring and continuous improvement (which will use program specific data) and assessment and evaluation (for which a systematic process for assessment of both success and satisfaction among stakeholders [students, faculty, and employers] will be determined).

These processes (above) will be used to gather and report outcome data with program administrators, Deans, Directors and other leadership groups and presented to each program's Advisory Committee. The reports will include recommendations for improvements. Advisory Committees will be asked for feedback that can be integrated into the planned improvements. Select data will be shared as part of planned employer engagement strategies, as well as with the broader community as appropriate and necessary.

LCCC's strong partnership with the County's economic and workforce entities ensures that business interest remain at the forefront and spans the continuum of LCCC's program development, implementation and evaluation efforts. This partnership forms interagency teams to meet with employers to interview them about their business needs. In response, the team prepares a holistic plan utilizing each agency strengths and expertise to address the company's needs.

- These interagency teams and our planed work with the Program Advisory Boards and other Business initiatives ensure high levels of business partnerships.
- Employer focus groups and surveys planed through this project will help LCCC explore in more depth the role I/C play in helping business to meet their talent development needs, how well our students are prepared, and best practices for engaging and supporting our business partners will deepen our learning and help to expand our services.

3. What are the plans to support the program through infrastructure, advising and data management? Describe the financial resources, and incorporation of work into institutional systems 459 words

The framework of the infrastructure necessary to support this project is already planned or in place. One such piece is a Career Academic Planning process, captured in a document called MyCAP, a key process that is used to help students formulate a longer-range semester-by-semester course of study, and includes planning for WBL experiences. Currently this is a paper process that is being moved to an electronic platform and integrated with the LCCC student web

portal to provide more consistency and greater access across the College. All students must meet with a Career and Academic Advisor to complete their MyCAP before 12 credits have been accrued. Many students complete it in the first semester.

This tool is critical in providing on-going support to students including early exposure to their chosen career the help them confirm a good fit and clarify their expectations. It also helps guide advising from faculty and staff, can automate their class schedules, and pre-schedule their enrollment in the next course sequence to speed their completion. Policies and procedures are in place to ensure use of MyCAP.

Career Services is the unit on campus that oversees the Work-Based Learning program and is integrated with LCCC's Advising Services. The integration of these units allows for holistic student support and data sharing. Career Services uses a comprehensive Customer Relations Management (CRM) system that allows for tracking students professional development and I/C activities. The CRM system allows us to run detailed reports on WBL I/C students including demographic and placement information. One of the modules within this robust CRM system is specific to Experiential Education. Using this CRM system, staff and faculty can monitor students I/C and co-op progress through on-line evaluations and surveys. Through a recent grant efforts are underway to integrate the CS CRM system with People Soft, LCCC's Student Information System. The integration of these two systems will allow students a single access portal to manage all their academic and professional development activities and for real-time sharing of student information between staff and faculty.

- As previously described, LCCC has established a "data dashboard" to monitor and evaluate CbD, Achieving the Dream and College Completion Success Points, including the extent to which experiential education is embedded across the curriculum. The technology will provide access to faculty and staff and will support data collection and analysis for evaluation. Finally, the College recently purchased a license for "Burning Glass" software to analyze real-time labor market data to support Career and Academic Planning and curriculum revisions and additions.
- Integration of MyCAP, real-time Labor Market Information and Career Advising through a single student portal are underway and will be tied this projects efforts to expand students career awareness, exploration that lead to more informed career decisions and participation in I/C.

4. How will the institution develop and sustain its faculty engagement? Describe and provide examples of training and faculty support [489 words](#)

Planning and Change Management at LCCC is based on the principle that people are more likely to support changes when they are part of planning and decision making processes. LCCC's intensive student, staff and faculty engagement processes through the CbD has produced a number of comprehensive policy changes and front-end service realignments to provide more structure for the student experience. It has improved coordination among faculty, staff, and administrators to positively impact learning and achievement. This approach will be used to maintain faculty engagement through this project.

The Center for Teaching Excellence (CTE), a faculty learning community, will seek and implement opportunities to identify and import best practices and innovative strategies for embedding experiential education into the curriculum and broaden its representation across programs of study. Faculty Development Days for each semester will be used to promote the

value of experiential learning. CTE will develop, expand and enhance strategies to help faculty better understand and apply WBL/I/C. Peer-to-peer mentoring will be used. The project will work with NOCHE (Northeast Ohio Council on Higher Education) to develop a series of training/certificate programs designed to spark innovations around employer/faculty engagements and program design geared towards embedding I/C into all POS.

Sustainability will also be ensured through two standing committees; the Career Connection and Transfer and Applied Committees. The Career Connection Team oversees and monitors the implementation and delivery of work-based education strategies and interventions; incorporates career exploration across programs; provides experiential education opportunities; connecting all students to a market-valued career by enrolling them into at least one course in a program of study during the students' first year; and ensuring early and continuous academic and career advising. These strategies will be enhanced through this project. Underway are plans for a spring Career/Major Week. Each division is planning activities specific to their discipline alongside campus-wide events. Career Services will provide relevant Labor Market Information specific to each discipline, there will be speed networking with alumni and faculty so students can learn more about their major or chosen career path and enhanced workshop offerings to get students prepared for our career fair being held in April. Likewise, the Transfer and Applied Team oversees and monitors implementation of embedding experiential education in all programs of study and redesigning programs to include stackable certificates.

- Working through these established structures this project will engage faculty, students and employers through focus groups and surveys to deepen collective learning about perceptions, challenges and motivation associated with I/C. This work will be done in partnership with NOCHE (Northeast Ohio Council on Higher Education) and LCCC's institutional research unit, the Joint Center for Policy Research, and incorporated into a larger regional I/C survey.
- Findings will help inform messaging for all three stakeholder groups and future development of WBL programs and broader campus-wide EE efforts. Working through existing faculty leadership groups, the work of this project will remain viable well beyond the project lifetime to help inform best practices.

5. How will the institution develop and sustain its capacities in job development, and business participation Provide examples of job development strategies and assessment of business [469 words](#)

There are currently three types of WBL/I/C that reflect a combination of factors in the student's academic experience: whether they are working; whether that employment is aligned with their career and academic goals; and whether the employer is willing to let the student incorporate academically-related goals into the work requirements; they are referred to as Parallel Co-op, Work-in-Place, and Employment PLUS. As part of this project, each of these will be enhanced. By gathering additional information from students on their current employment, these employers will be a target for development of new formalized WBL/I/C sites. In addition, some faculty have strong existing relationships with employers who may occasionally want an intern, but the College has never formalized an internship site agreement with them. Finalized, new messaging to employers will be targeted to companies where new WBL/I/C sites are most in need, based on labor market and other data. Enhanced Career Services support will facilitate and formalize both these types of relationships.

Through the assessment of student outcomes and stakeholder satisfaction with WBL/I/C, additional data will be available for review by the appropriate committees (as discussed in

Sustainability question 2). Messaging to all the stakeholders will be gathered and analyzed to use as a basis for continuous improvement.

LCCC has a long standing history of partnering with county economic and workforce development entities and the Lorain County Joint Vocational School's workforce development personnel. There are numerous cross-trained staff who are able to represent each other's interests when engaging employers to address their attraction, retention and expansion needs especially those related to talent development. It is not uncommon for a representative group to meet with employers to develop a single resource plan capitalizing on each partner's strengths. The partners work collaboratively to deliver, evaluate and document progress and lessons learned. This level of partnership ensures that data is shared that services are streamlined to meet business needs.

- Through enhanced charges to the Advisory Committees and the existing relationship LCCC has with the County's economic and workforce development entities, relevant jobs information will be kept up-to-date. In addition, Career Services is constantly monitoring stakeholders. The College has implemented MyCAP, which is internal infrastructure and control tools that allow students to map their Career and Academic Plan, test scores, progress, and further requirements clearly and capably through this electronic database. This is a critical infrastructure tool that is in place and will assist in continuing to move forward and monitor future needs.
- LCCC held its first ever Internship Fair in Fall of 2013. Although small, feedback from students and employers what very positive. This project will allow us to expand these efforts and to increase the number of students and employers and to include additional divisions. We also plan to arrange time for employer/faculty networking prior to the next internship fair.

Ohio Means Internships & Co-ops
Budget Narrative

Personnel – \$ 382,770 project personnel (salaries, wages and fringe benefits @ 33%) include Project Director, Ms. Marcia Jones (.15 FTE), Work-Based Learning Coordinator, Ms. Erin Corwin (.25 FTE), Experiential Education Professional, Ms. Vernice Jackson (1.0 FTE), Business Engagement Professional, Mr. Anthony Schweppe (.25 FTE), Administrative Associate, Ms. Mari Welch (.15 FTE), Faculty Advisors for each planned internship and a part-time Faculty Liaison to work across the curriculum.

Supplies – \$ 12,500 will support new promotional and marketing materials for four (4) key audiences (employers, students, faculty and a broad community audience), as well as routine consumable supplies and meeting materials.

Purchased Services - \$ 200,300 covers an **Internship Liaison** subcontract of **\$105,300**. **NOCHE** (.75 FTE) subcontract of **\$70,000** for services to develop and deliver customized workshops, an employer online training course and a career and networking event at LCCC. **JCPR** subcontract of **\$20,000** covers internal and external evaluations and data services. A **web design** subcontract of **\$5,000** is included to update and improve the WBL website and link it to Ohio Means Jobs and Ohio Means Internships.

Travel – \$ 8,295 covers local and regional travel for associated conferences and meetings.

Scholarships - \$ 29,705 covers performance-based scholarships @ \$1,000 each for 13 students and stipends for four (4) Student Ambassadors.

Student Wages Employer Salaries - \$ 203,800 - Employer reimbursement for 73 student internships. Private funds cover a 1:1 match for wages.

Other Employer Contributions -- \$ 63,000 – Other contributions includes funds to support internship mentoring and development by participating companies, support of the Annual Internship Fair, and support of Faculty stipends for the Internship Certification Program.

Other – \$ 2,000 covers routine meetings costs.

Subtotal – \$ 902,370

Indirect Costs at 8% – \$ 72,190

Total – \$ 974,559

Regents Funds -- \$ 655,842 **Matching Funds – \$ 814,060**

Business funds (\$484,060), and Other Private funds (\$330,000) for a total of \$814,060 will to the \$646,122 OBOR request. Public Applicant funds (\$318,717) not included in match.

Percentage of Budget Allocation:

Capacity-building	67%
Student Wages & Scholarships	24%
Indirect	<u>7%</u>
	100%



Office of the President
November 18, 2013

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

Dear Chancellor Carey:

This is to confirm our strong support of and commitment to the proposal entitled NEO Career Advantage Internship/Co-op Initiative under the Ohio Board of Regents' grant program, Ohio Means Internships and Co-ops (OMIC). The proposed effort is an extension of current work being done under the OMIC initiative of 2012. We are especially pleased to acknowledge the Regents' intent to support capacity building by the institution, in addition to the development of new internships for community college students.

With this letter of transmittal, we also are confirming our commitment of \$260,000 in private funds for match for the project. These funds are a combination of resources from the Lorain County Community College Foundation, a percentage of the College's recently instituted Career Advantage Fee (assessed on a per-credit basis), a percentage of the Innovation Fund, of which half is privately raised money, and a percentage of the Gates Foundation award to convert the College's Career and Academic Plan document to an on-line format. It also represents the participation fees paid by employers to participate in the annual Career Fairs, as well as a portion of a recent private donation to establish an annual Internship Fair, along with an estimate of those employers' non-cash match represented by their employees' attendance at these fairs. This is in addition to our partner companies' contributions in internship wages, non-cash match for supervisory and training time, along with match from the Northeast Ohio Council on Higher Education (NOCHE).

We are pleased about the diversity of companies with which this proposed project will be working; they represent more than half of the JobsOhio industry sectors, and in some cases, are companies that are new to the internship experience. We are hopeful that this next effort will clearly demonstrate the value of community college student talent in the broader goal of improving the economic vitality of the region.

We are confident that the reviewers will find the proposal worthy of funding, and we look forward to working with you and your staff to ensure the project's success. Feel free to contact me should you have any questions or you may contact the Project director, Ms. Marcia Jones at 440-366-4729 or mjones@lorainccc.edu.

Sincerely,

A blue ink signature of Roy A. Church, written in a cursive style.

Roy A. Church
President



American Custom Equipment

827 Walnut Street, Elyria, Ohio 44035 - (440) 387-4737 -
WWW.AmCuEq.US

October 30, 2013

Dr. Roy A. Church
President
Lorain County Community College
1005 Abbe Road North
Elyria, Ohio 44035

Dear Dr. Church:

On behalf of American Custom Equipment, I am writing to confirm our strong support of and commitment to the proposal being submitted by Lorain County Community College to the Ohio Board of Regents under the "Ohio Means Internships and Co-ops" grant program (a.k.a., OMIC). This type of assistance will greatly advance our ability to work with Lorain County Community College to help identify students for newly developed internships.

We understand that Internships and Cooperative Education programs can add significant value to the quality of education for participating students. Such experience provides the chance for them to apply classroom-acquired knowledge to real-world challenges and projects. Additionally, our organization and individual employees can benefit by having a new 'set of eyes' on a given project, process or procedure.

Our involvement in the proposed effort aligns with the goals of the OMIC program on a number of factors: first, American Custom Equipment is classified under the advanced manufacturing and consulting industries, two of the Jobs Ohio key industries; second, we are prepared to work with LCCC to establish 2 new internships/co-ops specifically for community college students, in concert with LCCC's highly respected Career Services Department; and third, we are prepared to identify and certify \$ 6,000 in cash and non-cash match in support of the project.

We are pleased that LCCC is, once again, on the leading edge of supporting the workforce development needs and goals in our region. We are confident that the reviewers will find the LCCC application worthy of funding and we look forward to working with you to make the project a success both now and into the future. Feel free to contact me at 440-822-5068 or Kurt.L@AmCuEq.us should you need anything further.

Sincerely,

Kurt Lauer

Kurt Lauer
President

October 30, 2013

Dr. Roy A. Church
President
Lorain County Community College
1005 Abbe Road North
Elyria, Ohio 44035

Dear Dr. Church:

On behalf of AMIDAC INTERNATIONAL; I am writing to confirm our strong support of and commitment to the proposal being submitted by Lorain County Community College to the Ohio Board of Regents under the "Ohio Means Internships and Co-ops" grant program (a.k.a., OMIC). This type of assistance will greatly advance our ability to work with Lorain County Community College to help identify students for newly developed internships.

We understand that Internships and Cooperative Education programs can add significant value to the quality of education for participating students. Such experience provides the chance for them to apply classroom-acquired knowledge to real-world challenges and projects. Additionally, our organization and individual employees can benefit by having a new 'set of eyes' on a given project, process or procedure.

As you know, we have been a recipient of both Grant A&B Innovation Fund awards, we have hired two full time employees from Lorain County, and we have hired **8 interns** with us last three years from LCCC & CSU. We are projecting **4 additional internships** in the next 2 years. We have enjoyed a productive working relationship with Lorain County Community College for 4 years, through our involvement with the GLIDE, Innovation Fund, FAB Lab and through the use of customized and standard training for our employees, and with targeted job matching and placement services with Career Services and the entrepreneurship Innovation Institute. We have had employees participate in the College's Vision Councils to support the strategic planning processes for the College. And we have been fortunate to be part of the College's successful business incubation entity, GLIDE. AMIDAC projects to pay each of the 4 student interns \$2,500 for a total of \$10,000. Wage match would be \$5,000 plus an additional \$2,000 for supervisor/manager time working with the students.

Our involvement in the proposed effort aligns with the goals of the OMIC program on a number of factors: first, AMIDAC is classified under the NAICS codes as one of the JobsOhio key industries; second, we are prepared to work with LCCC to establish new internships/co-ops specifically for community college students, in concert with LCCC's nationally-known Career Services department. Further, we are committed to establish AMIDAC Advanced Manufacturing Center in downtown Lorain, Ohio and we will be happy to have our doors always open for LCCC students, faculty and staff and for the Joint Vocational School (JVS) programs.

We are pleased that LCCC is, once again, on the leading edge of supporting the workforce development needs and goals in our region. We are confident that the reviewers will find the LCCC application worthy of funding and we look forward to working with you to make the project a success both now and into the future. Feel free to contact me should you need anything further.

Sincerely,



AMEER ALGHUSAIN, CEO
AMIDAC INTERNATIONAL, RAIL & GROUNDING LEADER
RAILTECH MATWELD, RAILTECH BOUTET, RAIL SIGNAL & POWER BONDS

151 INNOVATION DRIVE, ELYRIA, OHIO 44035, USA (**HQ**)
1450 WEST 228TH STREET, LOS ANGELES, CALIFORNIA 90501, USA (**WEST COAST**)

OFFICE (213) 973-4000
MOBILE (310) 926-9090
E-MAIL: AMEER@AMIDAC.COM
WEBSITE: WWW.AMIDAC.COM

AMIDAC INTERNATIONAL

HEADQUARTERS: 151 INNOVATION DRIVE, ELYRIA, OHIO 44035, USA
☎ (213) 973-4000

FAX (213) 973-4000

WEST COAST: 1450 WEST 228 STREET, UNIT 19, LOS ANGELES, CALIFORNIA 90501, USA
✉ Contact@Amidac.com 🌐 www.Amidac.com



November 12, 2013

Dr. Roy A. Church
President
Lorain County Community College
1005 Abbe Road North
Elyria, Ohio 44035

Dear Dr. Church:

On behalf of ArcelorMittal Cleveland, I am writing to confirm our strong support of and commitment to the proposal being submitted by Lorain County Community College to the Ohio Board of Regents under the "Ohio Means Internships and Co-ops" grant program (a.k.a., OMIC). This type of assistance will greatly advance our ability to work with Lorain County Community College to help identify students for newly developed internships.

We understand that Internships and Cooperative Education programs can add significant value to the quality of education for participating students. Such experience provides the chance for them to apply classroom-acquired knowledge to real-world challenges and projects. Additionally, our organization and individual employees can benefit by having a new 'set of eyes' on a given project, process or procedure.

We are partnering with Lorain County Community College for our Steelworker for the Future® program. Steelworker for the Future is designed to prepare students with both classroom and on-the-job training in mechanical and electrical trades. ArcelorMittal Cleveland, is part of the world's leading steel company, has a critical need for skilled maintenance technicians in these fields.

Our involvement in the proposed effort aligns with the goals of the OMIC program on a number of factors: first, ArcelorMittal is classified under the manufacturing industry, one of the JobsOhio key industries, second, we are prepared to work with LCCC to establish 15 new internships specifically for community college students in our Steelworker For The Future program, in concert with LCCC's highly respected Career Services Department; and third, we are prepared to identify and certify \$96,000 in cash and non-cash match in support of the project.

We are pleased that LCCC is, once again, on the leading edge of supporting the workforce development needs and goals in our region. We are confident that the reviewers will find the LCCC application worthy of funding and we look forward to working with you to make the project a success both now and into the future. Feel free to contact me at 216.429.6002 or Eric.Hauge@arcelormittal.com should you need anything further.

Sincerely,

Eric Hauge
Vice President & General Manager



November 11, 2013

Dr. Roy A. Church
President
Lorain County Community College
1005 Abbe Road North
Elyria, Ohio 44035

Dear Dr. Church:

On behalf of Crane Aerospace & Electronics, I am writing to confirm our strong support of and commitment to the proposal being submitted by Lorain County Community College to the Ohio Board of Regents under the "Ohio Means Internships and Co-ops" grant program (a.k.a., OMIC). This type of assistance will greatly advance our ability to work with Lorain County Community College to help identify students for newly developed internships.

We understand that Internships and Cooperative Education programs can add significant value to the quality of education for participating students. Such experience provides the chance for them to apply classroom-acquired knowledge to real-world challenges and projects. Additionally, our organization and individual employees can benefit by having a new 'set of eyes' on a given project, process or procedure.

We appreciate the working relationship that we have with Lorain County Community College and we expect to continue our partnership, by providing co-op/intern opportunities to LCCC students.

Our involvement in the proposed effort aligns with the goals of the OMIC program on a number of factors: first, Crane Aerospace & Electronics is classified under as both an Aerospace & Manufacturing industry, two of the JobsOhio key industries; second, we are prepared to work with LCCC to establish 6 new internships/co-ops specifically for community college students, in concert with LCCC's highly respected Career Services Department; and third, we are prepared to identify \$55,260 in cash and non-cash match in support of the project.

We are pleased that LCCC is, once again, on the leading edge of supporting the workforce development needs and goals in our region. We are confident that the reviewers will find the LCCC application worthy of funding and we look forward to working with you to make the project a success both now and into the future. Feel free to contact me at 440.284.5420, or email at cheryl.giardini@craneae.com, should you need anything further.

Sincerely,

Cheryl Giardini
HR Manager
Crane Aerospace & Electronics
241 S. Abbe Rd., Elyria, OH 44036



November 15, 2013

Dr. Roy A. Church, President
Lorain County Community College
1005 North Abbe Road
Elyria, OH 44035

Dear Dr. Church:

On behalf of the Lorain County Community College Foundation, a 501(c) (3) direct-support organization of the Lorain County Community College, I am writing to confirm our support of and commitment to the application being submitted to the Ohio board of Regents titled, "The NEO Career Advantage Internship/Co-op Initiative" under the Ohio Means Internships and Co-ops grant program.

The Lorain County Community College Foundation is a 40-year-old organization with more than \$30 million in assets that provides nearly \$650,000 in scholarships to more than 1,000 students per year. For this project the Foundation supports the allocation of \$50,000 in Presidential and other scholarships for qualifying students who participate in the NEO Career Advantage Internship/Co-op program. These scholarships will help support those student participating in the Career Advantage Student Ambassador (CASA) program. In addition, a donation from a local private company has been secured to establish an annual Internship Fair and to support the development of new internships. This donation will amount to \$15,000 over the course of the proposed OMIC project.

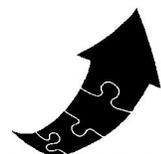
The Foundation's commitment is clearly aligned with our mission, which is to assemble and utilize resources in innovative ways to accelerate the mission and vision of Lorain County Community College. This support is also in keeping with the Foundation's commitment to the four cornerstones of the College; Education, Economy, Community and Culture, in that it will help promote students' completion of a postsecondary credential that qualifies them for high demand occupations in the region. In addition, it helps retain Ohio's talent in Ohio.

We are confident the Chancellor and his team will find the application worthy of funding and we look forward to working with the Career Services team to make the project a success. Of course, feel free to contact me should you have any questions.

Sincerely

A handwritten signature in blue ink, appearing to read 'Garis F. Distelhorst'.

Garis F. Distelhorst
Executive Director



H.P. TECHNOLOGIES, INC.

33648 St. Francis Dr.

Avon, OH 44011

PH: 440-937-7937

FAX: 440-536-9553

email: giancoladenny@gmail.com

November 11, 2013

Dr. Roy A. Church, President
Lorain County Community College
1005 Abbe Road North; CC 222
Elyria, OH 44035

On behalf of H. P. Technologies, Inc., I am writing to confirm our strong support of and commitment to the proposal being submitted by Lorain County Community College to the Ohio Board of Regents under the "Ohio Means Internships and Co-ops" grant program (a.k.a., OMIC). This type of assistance will greatly advance our ability to work with Lorain County Community College to help identify students for newly developed internships.

We understand that Internships and Cooperative Education programs can add significant value to the quality of education for participating students. Such experience provides the chance for them to apply classroom-acquired knowledge to real-world challenges and projects. Additionally, our organization and individual employees can benefit by having a new 'set of eyes' on a given project, process or procedure. We are a past participant in similar programs and plan to be an active participant in future Internship and Cooperative Education programs.

As you know, we have enjoyed a productive working relationship with Lorain County Community College for more than several years, through our involvement with the , hiring of interns and with targeted job matching and placement services with Career Services and the Entrepreneurship Innovation Institute. We have been fortunate to have some new technology ideas reviewed by the executives at the successful business incubator, GLIDE.

Our involvement in the proposed effort aligns with the goals of the OMIC program on a number of factors: first, H. P. Technologies, Inc. is classified under the Energy industry, one of the JobsOhio key industries; second, we are prepared to work with LCCC to establish at least one new internships/co-ops specifically for community college students, in concert with LCCC's highly respected Career Services Department; and third, we are prepared to certify a \$1800 cash commitment to the future internship. Additionally, one of our management team will supervise and mentor the intern. Therefore, our in-kind training contribution will be an additional \$3000 valued commitment.

We are pleased that LCCC is, once again, on the leading edge of supporting the workforce development needs and goals in our region. We are confident that the reviewers will find the LCCC application worthy of funding and we look forward to working with you to make the project a success both now and into the future. Feel free to contact me at 440-937-7937 or giancoladenny@gmail.com should you need anything further.

Sincerely,

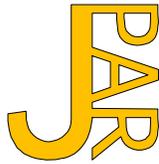
Dennis J. Giancola
President

JPAR Technologies, LLC

EIN: 26-2506712, NAICS: 561990

www.InventorStrategies.com

www.SociallyShared.com



INVENTOR
STRATEGIES

Nov. 6, 2013

Dr. Roy A. Church

President

Lorain County Community College

1005 Abbe Road North; CC 222

Elyria, Ohio 44035



Dear Dr. Church:

On behalf of JPAR Technologies, LLC, InventorStrategies.com and SociallyShared.com, I am writing to confirm our strong support of and commitment to the proposal being submitted by Lorain County Community College to the Ohio Board of Regents under the "Ohio Means Internships and Co-ops" grant program (a.k.a., OMIC). This type of assistance will greatly advance our ability to work with Lorain County Community College to help identify students for newly developed internships.

We understand that Internships and Cooperative Education programs can add significant value to the quality of education for participating students. Such experience provides the chance for them to apply classroom-acquired knowledge to real-world challenges and projects. Additionally, our organization and individual employees can benefit by having a new 'set of eyes' on a given project, process or procedure.

As you may know, we have enjoyed a productive working relationship with Lorain County Community College for 3+ years, through our involvement with GLIDE and the OTFIP program, through the use of customized and standard training for our employees, and with targeted job matching and placement services with Career Services and/or the Entrepreneurship Innovation Institute. We have been fortunate to be part of the College's successful business incubation entity, GLIDE.

Our involvement in the proposed effort aligns with the goals of the OMIC program on a number of factors: first, JPAR Technologies, LLC is classified under the Instruments, Controls and Electronics industry as well as Information services and software to support the same, one or more of the JobsOhio key industries; second, we are prepared to work with LCCC to establish 1 or 2 new internships/co-ops specifically for community college students, in concert with LCCC's highly respected Career Services Department; and third, we are prepared to identify and certify \$3,000 in cash and non-cash match in support of the project.

We are pleased that LCCC is, once again, on the leading edge of supporting the workforce development needs and goals in our region. We are confident that the reviewers will find the LCCC application worthy of funding and we look forward to working with you to make the project a success both now and into the future. Feel free to contact me at the number or email below should you need anything further.

Sincerely,

A handwritten signature in blue ink that reads 'Jack L. Parker'.

Jack L. Parker

JPAR Technologies, LLC, & Openfunder, LLC

President & CEO

899 Hartford Drive

Elyria, Ohio 44035-3005

Ph. (440) 579-3789

parker899@oh.rr.com



November 11, 2013

Dr. Roy A. Church
President
Lorain County Community College
1005 Abbe Road North
Elyria, Ohio 44035

Dear Dr. Church:

On behalf of Metal Marker Manufacturing Co., I am writing to confirm our strong support of and commitment to the proposal being submitted by Lorain County Community College (LCCC) to the Ohio Board of Regents under the "Ohio Means Internships and Co-ops" grant program (a.k.a., OMIC). This type of assistance will greatly advance our ability to work with Lorain County Community College to help identify students for newly developed internships.

We understand that Internships and Cooperative Education programs can add significant value to the quality of education for participating students. I formerly participated in the Co-op program with another Ohio university and I strongly believe in the benefits of the Co-op program.

LCCC is a real asset to our community. Programs like OMIC benefit the student / employee and the business / employer. I believe that this program creates long term economic benefits for our region.

Our involvement in the proposed effort aligns with the goals of the OMIC program in many ways. Metal Marker Manufacturing Co. is classified under the Aerospace and Aviation industry, one of the JobsOhio key industries. We are prepared to work with LCCC to establish one (1) or two (2) new internships/co-ops that could potentially lead into good paying full time employment as we continue to grow our business. Based on our current experience, we estimate we would be paying approximated \$7,000 per internship (i.e. \$7,000 for one internship; \$14,000 for two internships). In addition to wages, we project \$4,000 in supervisory/manager time per student.

We are pleased that LCCC is once again on the leading edge of supporting the workforce development needs and goals in our region. We are confident that the reviewers will find the LCCC application worthy of funding and we look forward to working with you to make the project a success both now and in the future. Feel free to contact me at 440-327-2300 (ext 116) or mike.solarz@metalmarkermfg.com should you need anything further.

Sincerely,

Mike Solarz

Mike Solarz
Vice President



November 11, 2013

Dr. Roy A. Church
President
Lorain County Community College
1005 Abbe Road North
Elyria, Ohio 44035

Dear Dr. Church:

On behalf of Nordson Corporation, I am writing to confirm our strong support of and commitment to the proposal being submitted by Lorain County Community College to the Ohio Board of Regents under the "Ohio Means Internships and Co-ops" grant program (a.k.a., OMIC). This type of assistance will greatly advance our ability to work with Lorain County Community College to help identify students for newly developed internships.

We understand that Internships and Cooperative Education programs can add significant value to the quality of education for participating students. Such experience provides the chance for them to apply classroom-acquired knowledge to real-world challenges and projects. Additionally, our organization and individual employees can benefit by having a new 'set of eyes' on a given project, process or procedure.

As you know, we have enjoyed a productive working relationship with Lorain County Community College for many years, through the use of customized and standard training for our employees, and with targeted job matching and placement services with Career Services and/or the Entrepreneurship Innovation Institute.

Our involvement in the proposed effort aligns with the goals of the OMIC program on a number of factors: first, Nordson Corporation is classified under the Advanced Manufacturing industry, one of the JobsOhio key industries; second, we are prepared to work with LCCC to establish an estimated 20 new internships/co-ops specifically for community college students, in concert with LCCC's highly respected Career Services Department; and third, we are prepared to identify \$156,000 in cash and non-cash match in support of the project.

We are pleased that LCCC is, once again, on the leading edge of supporting the workforce development needs and goals in our region. We are confident that the reviewers will find the LCCC application worthy of funding and we look forward to working with you to make the project a success both now and into the future. Feel free to contact me at 440-985-4066 or CGrandon@nordson.com should you need anything further.

Sincerely,

A handwritten signature in blue ink that reads "Courtney Grandon".

Courtney Grandon
Manager – Human Resources, ICS
Nordson Corporation



SHERWIN-WILLIAMS.

Corporate Information Technology
Phone: 216-566-2184
Fax: 216-566-2174

November 8, 2013

Dr. Roy A. Church, President
Lorain County Community College
1005 Abbe Road North
Elyria, Ohio 44035

Dear Dr. Church:

On behalf of The Sherwin-Williams Company, I am writing to confirm our strong support of and commitment to the proposal being submitted by Lorain County Community College to the Ohio Board of Regents under the "Ohio Means Internships and Co-ops" grant program (a.k.a., OMIC). This type of assistance will greatly advance our ability to work with Lorain County Community College to help identify students for newly developed internships.

We understand that Internships and Cooperative Education programs can add significant value to the quality of education for participating students. Such experience provides the chance for them to apply classroom-acquired knowledge to real-world challenges and projects. Additionally, our organization and individual employees can benefit by having a new 'set of eyes' on a given project, process or procedure.

We have enjoyed a productive working relationship with Lorain County Community College for many years, through our involvement with the Advisory Board, through the use of customized and standard training for our employees, and with targeted job matching and placement services with Career Services and/or the Entrepreneurship Innovation Institute. We have been fortunate to be part of the College's successful business incubation entity, GLIDE.

Our involvement in the proposed effort aligns with the goals of the OMIC program on a number of factors: first, The Sherwin-Williams Company is classified under the Business Functions (Headquarters), one of the JobsOhio key industries; second, we are prepared to work with LCCC to establish 5 new internships/co-ops specifically for community college students, in concert with LCCC's highly respected Career Services Department. Third as a partner in this program, The Sherwin-Williams Company anticipates providing five internships at a wage of approximately \$15.00 per hour in the area(s) of Information Services & Software between 2014-2016.

We are pleased that LCCC is, once again, on the leading edge of supporting the workforce development needs and goals in our region. We are confident that the reviewers will find the LCCC application worthy of funding and we look forward to working with you to make the project a success both now and into the future. Feel free to contact me at 216-515-2184 or thomas.j.lucas@sherwin.com should you need anything further.

Sincerely,

Thomas Lucas
Chief Information Officer



November 14, 2013

Dr. Roy A. Church
President
Lorain County Community College
1005 Abbe Road North
Elyria, Ohio 44035

Dear Dr. Church:

On behalf of Shurtape Technologies, LLC and ShurTech Brands, LLC am writing to confirm our strong support of and commitment to the proposal being submitted by Lorain County Community College to the Ohio Board of Regents under the "Ohio Means Internships and Co-ops" grant program (a.k.a., OMIC). This type of assistance will greatly advance our ability to work with Lorain County Community College to help identify students for newly developed internships.

We understand that Internships and Cooperative Education programs can add significant value to the quality of education for participating students. Such experience provides the chance for them to apply classroom-acquired knowledge to real-world challenges and projects. Additionally, our organization and individual employees can benefit by having a new 'set of eyes' on a given project, process or procedure.

As you know, we have enjoyed a productive working relationship with Lorain County Community College for three+ years through our involvement with the Manufacturing Career Awareness Roundtable, Manufacturing Workforce Development, Job Seekers Transition Panelist, through the use of customized and standard training for our employees, and with targeted job matching and placement services with Career Services and/or the Entrepreneurship Innovation Institute. We have been fortunate to be part of the College's successful business incubation entity, GLIDE.

Our involvement in the proposed effort aligns with the goals of the OMIC program on a number of factors: first, Shurtape Technologies, LLC and ShurTech Brands, LLC is classified under the Polymers and Chemicals Industry, one of the JobsOhio key industries; second, we are prepared to work with LCCC to establish two (2) new internships/co-ops specifically for community college students, in concert with LCCC's highly respected Career Services Department; and third, we are prepared to identify and certify \$6,000 in cash and non-cash match in payment of the interns. In addition to the internship wages, we project \$14,000 fully burdened amount in supervisor/manager time for working with the students.

We are pleased that LCCC is, once again, on the leading edge of supporting the workforce development needs and goals in our region. We are confident that the reviewers will find the LCCC application worthy of funding and we look forward to working with you to make the project a success both now and into the future. Feel free to contact Amy Hunt/Corporate Recruiter at 440-937-7281, ahunt@shurtech.com or Pat Tokarcik/Director of Talent Management at 440-937-7179, ptokarcik@shurtech.com should you need anything further.

Sincerely,



John Kahl
CEO
ShurTech Brands, LLC

1712 8th Street Drive, SE
Hickory, NC 28602
USA



Phone: 828-322-2700
Fax: 440.937.7072



1622 Country Club Dr.
Pittsburgh, PA 15237
Office Phone: (412) 963-9448
Fax: (412) 630-9405
Email: kenhaase@supporttechnology.org

November 11, 2013

Dr. Roy A. Church, President
Lorain County Community College
1005 Abbe Road North
Elyria, Ohio 44035

Dear Dr. Church:

I am writing to confirm our strong support of and commitment to the proposal being submitted by Lorain County Community College to the Ohio Board of Regents under the "Ohio Means Internships and Co-ops" grant program (a.k.a., OMIC). This type of assistance will greatly advance our ability to work with Lorain County Community College to help identify students for newly developed internships.

We believe Internships and Cooperative Education programs add significant value to the quality of education for participating students. Such experience enables them to apply classroom-acquired knowledge to real-world challenges and projects. Our company and individual employees can benefit by having a new 'set of eyes' on a given project, process or procedure.

We are new to working with Lorain County Community College and are impressed with the response we received to our first request for intern applicants. We were expertly assisted with targeted job matching.

Our involvement in the proposed effort aligns with the goals of the OMIC program. Support Technology Inc. is classified under the Information Services and Software industry, one of the JobsOhio key industries. We are prepared to work with LCCC to establish 2 new internships/co-ops specifically for community college students, in concert with LCCC's highly respected Career Services Department and third, we are prepared to identify \$18,000 in cash and non-cash match in support of the project.

We are pleased that LCCC is, once again, on the leading edge of supporting the workforce development needs and goals in our region. We are confident that the reviewers will find the LCCC application worthy of funding and we look forward to working with you to make the project a success both now and into the future. Feel free to contact me at 412-963-9448 or kenhaase@supporttechnology.org should you need anything further.

Sincerely,
KC Haase
Kenneth C. Haase
President



You Think It, We Can Make It...

33490 Pin Oak Parkway Avon Lake, Ohio 44012 | 440.933.8850 | mhlavin@Thogus.com | www.thogus.com

November 5, 2013

Dr. Roy A. Church, President
Lorain County Community College
1005 Abbe Road North
Elyria, Ohio 44035

Dear Dr. Church:

On behalf of Thogus Products Company, I am writing to confirm our strong support of and commitment to the proposal being submitted by Lorain County Community College to the Ohio Board of Regents under the “Ohio Means Internships and Co-ops” grant program (a.k.a., OMIC). This type of assistance will greatly advance our ability to work with Lorain County Community College to help identify students for newly developed internships.

We understand that Internships and Cooperative Education programs can add significant value to the quality of education for participating students. Such experience provides the chance for them to apply classroom-acquired knowledge to real-world challenges and projects. Additionally, our organization and individual employees can benefit by having a new ‘set of eyes’ on a given project, process or procedure.

As you know, we have enjoyed a productive working relationship with Lorain County Community College for 3 years, through our involvement with the Advisory Board, through the use of customized and standard training for our employees, and with targeted job matching and placement services with Career Services and/or the Entrepreneurship Innovation Institute. We have been fortunate to be part of the College’s successful business incubation entity, GLIDE.

Our involvement in the proposed effort aligns with the goals of the OMIC program on a number of factors: first, Thogus Products Company is classified under the Advanced Manufacturing industry, one of the JobsOhio key industries; second, we are prepared to work with LCCC to establish 2-3 new internships/co-ops specifically for community college students, in concert with LCCC’s highly respected Career Services Department; and third, we are prepared to identify and certify \$20,000 in cash and non-cash match in support of the project.

We are pleased that LCCC is, once again, on the leading edge of supporting the workforce development needs and goals in our region. We are confident that the reviewers will find the LCCC application worthy of funding and we look forward to working with you to make the project a success both now and into the future. Feel free to contact me at mhlavin@thogus.com should you need anything further.

Sincerely,

Matt Hlavin
President and CEO



The Difference is Us

October 30, 2013

Dr. Roy A. Church
President
Lorain County Community College
1005 Abbe Road North
Elyria, Ohio 44035

Dear Dr. Church:

On behalf of TRG (Technical Recovery Group), I am writing to confirm our strong support of and commitment to the proposal being submitted by Lorain County Community College to the Ohio Board of Regents under the "Ohio Means Internships and Co-ops" grant program (a.k.a., OMIC). This type of assistance will greatly advance our ability to work with Lorain County Community College to help identify students for newly developed internships.

We understand that Internships and Cooperative education programs can add significant value to the quality of education for participating students. Such experience provides the chance for them to apply classroom-acquired knowledge to real-world challenges and projects. Additionally, our organization and individual employees can benefit by having a 'new set of eyes' on a given project, process or procedure.

We have enjoyed a productive working relationship with Lorain County Community College over the past year, through our involvement with working with LCCC to review curriculum to assure it meets the demands of positions that will be available at our company over the next 3 years. We have worked with LCCC with targeted job matching and placement services with Career Services and/or the entrepreneurship Innovation Institute. We have coordinated "Lunch & Learn" sessions to identify students that are a good fit for the technical positions available with our company.

Our involvement in the proposed effort aligns with the goals of the OMIC program on a number of factors: first, TRG (Technical Recovery Group) under the Advanced Manufacturing industry, which is one of the JobsOhio key industries; second, we are prepared to work with LCCC to establish 10 new internships/co-ops specifically for community college students, in concert with LCCC's highly respected Career Services Department; and third, we are prepared to identify and certify [\$ 15,000] non-cash match in support of the project.

We are pleased that LCCC is, once again, on the leading edge of supporting the workforce development needs and goals in our region. We are confident that the reviewers will find the LCCC application worthy of funding and we look forward to working with you to make the project a success both now and into the future. Feel free to contact me at 440-788-2292 or NYoung@TRGRepair.com should you need anything further.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nick Young', with a stylized flourish at the end.

Nick Young
VP of Operations

November 11, 2013

Dr. Roy A. Church
President
Lorain County Community College
1005 Abbe Road North
Elyria, Ohio 44035

Dear Dr. Church:

On behalf of Turbotron, Inc., I am writing to confirm our strong support of and commitment to the proposal being submitted by Lorain County Community College to the Ohio Board of Regents under the "Ohio Means Internships and Co-ops" grant program (a.k.a., OMIC). This type of assistance will greatly advance our ability to work with Lorain County Community College to help identify students for newly developed internships.

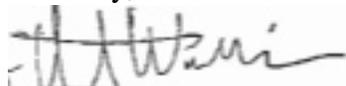
We understand that Internships and Cooperative Education programs can add significant value to the quality of education for participating students. Such experience provides the chance for them to apply classroom-acquired knowledge to real-world challenges and projects. Additionally, our organization and individual employees can benefit by having a new 'set of eyes' on a given project, process or procedure.

We have enjoyed a productive working relationship with Lorain County Community College for several years, with targeted job matching and placement services with Career Services. And we have been fortunate to be part of the College's successful business incubation entity, GLIDE.

Our involvement in the proposed effort aligns with the goals of the OMIC program on a number of factors: first, Turbotron is classified under the 333611 industry, one of the JobsOhio key industries; second, we are prepared to work with LCCC to establish at least one new internships/co-ops specifically for community college students, in concert with LCCC's highly respected Career Services Department; and third, we are prepared to identify and certify \$3,000 in cash and non-cash match in support of the project. In addition to the wages, we project \$4,000 in supervisor/manager time working with the intern.

We are pleased that LCCC is, once again, on the leading edge of supporting the workforce development needs and goals in our region. We are confident that the reviewers will find the LCCC application worthy of funding and we look forward to working with you to make the project a success both now and into the future. Feel free to contact me at 440-365-5515 or matt@turbotroninc.com should you need anything further.

Sincerely,



Matt Warholic



Northeast Ohio Council on Higher Education

1422 Euclid Avenue, Suite 840 / Cleveland OH 44115 / p 216.420.9200 / f 216.420.9292 / www.noche.org

November 15, 2013

Dr. Roy A. Church
President
Lorain County Community College
1005 Abbe Road North
CC 222
Elyria, OH 44035

Dear Dr. Church,

On behalf of the Northeast Ohio Council on Higher Education ("NOCHE"), I am pleased to provide this letter of commitment for Lorain County Community College's proposal to the Ohio Board of Regents.

NOCHE has extensive experience cultivating high quality internships and co-ops with about 2,500 Northeast Ohio employers. In its collaboration with Lorain County Community College to increase internship and co-op opportunities that lead to jobs for college graduates and increased efficiency for businesses, NOCHE would do the following:

- Maximize the number of internship and co-op positions offered by assuring that they provide meaningful, attractive, and well aligned learning experiences for students and increase organizational productivity for businesses. NOCHE would collaborate with LCCC's advisory committees to help businesses create internship and co-op programs that offer experiences that complement instruction. With nearly a decade of experience forging alliances between business and higher education for the development of internships and co-ops, NOCHE in partnerships with LCCC Career Services and Faculty, would provide this essential training and support through face-to-face workshops, online seminars, customized training, individualized consulting, and/or a combination of these services.
- Develop a training certification course or process for college faculty, career services staff, or business leaders to learn how design and implement an effective internship and co-op program that provides relevant student learning experiences and improved organizational productivity. The training certification would expand the capacity of both NOCHE and LCCC to cultivate high-quality work-based learning experiences. As a result of the training, participants would be certified to work directly with business representatives to create and manage internship and co-op programs that meet college learning outcome expectations. The training certification course or process could be updated and offered on an ongoing basis, even after the term of the grant.
- Expand a regional market research study underway on perceptions and experiences with respect to internships and co-ops, which would follow up on and update NOCHE's 2009 study on the same topic. NOCHE would leverage funding from other sources, expand a study to take place in 2014, and specifically include input from Lorain County employers and LCCC faculty and students. NOCHE and its college and university partners have used the 2009 study to design programs and outreach for students, faculty, and businesses, and this critical update promises to influence program design for the next several years.

NOCHE would expect to be compensated \$70,000 for the services outlined above during the two year grant period, and would provide an equal amount in private matching support in that time. I look forward to working with Lorain County Community College to expand internships and co-ops in Northeast Ohio. If you have questions, please contact me at awomerbenjamin@noche.org or 216.420.9200 x224.

Sincerely,

Ann Womer Benjamin
Executive Director



737 Bolivar Rd., Ste. 1000
Cleveland, OH 44115

Main: 216.363.6883
Fax: 216.363.6893

www.nortech.org

November 15, 2013

Dr. Roy A. Church
President
Lorain County Community College
1005 Abbe Road North
Elyria, Ohio 44035

Dear Dr. Church:

On behalf of NorTech, I am writing to confirm our strong support of and commitment to the proposal being submitted by Lorain County Community College to the Ohio Board of Regents under the "Ohio Means Internships and Co-ops" grant program (a.k.a., OMIC). This type of assistance will greatly advance our ability to work with Lorain County Community College to help identify students for newly developed internships.

NorTech is a technology-based economic development organization working to revitalize Northeast Ohio by accelerating the growth of innovation clusters in advanced energy, flexible electronics and water technologies.

We understand that Internships and Cooperative Education programs can add significant value to the quality of education for participating students. Such experience provides the chance for them to apply classroom-acquired knowledge to real-world challenges and projects. Additionally, NorTech's cluster member companies can benefit by having a new 'set of eyes' on a given project, process or procedure. The experience gained by these students as a result will help to build the pipeline of skilled workers prepared to address the workforce needs of these growing industry clusters.

We have enjoyed a productive working relationship with Lorain County Community College as a partner with the Speed-to-Market Accelerator grant through the federally funded Jobs and Innovation Challenge. Our involvement in the proposed effort aligns with the goals of the OMIC program. NorTech is prepared to work with LCCC to promote the value of internships to our member companies in the advanced energy and flexible electronics clusters located throughout the 21 county region of Northeast Ohio.

We are pleased that LCCC is, once again, on the leading edge of supporting the workforce development needs and goals in our region. We are confident that the reviewers will find the LCCC application worthy of funding and we look forward to working with you to make the project a success both now and into the future. Feel free to contact me at 216-363-6877 or rbagley@nortech.org should you need anything further.

Sincerely,



Rebecca O. Bagley
President & CEO

**Lorain County Community College-Career Services
Career Advantage Student Ambassador
Position Description**

Purpose: The Career Advantage Student Ambassador (CASA) Program is designed to utilize LCCC's most engaged students to educate and empower Lorain County Community College students to discover the benefits of doing an internship/cooperative experiences, take advantage of beneficial workshops and events, and to reach their full potential as pre-professional individuals. The CASAs will work collaboratively as a team with other Student Clubs, LCCC offices, and Enrollment, Financial, and Career Services staff.

Skills needed:

- High level of responsibility and ability to work efficiently unsupervised
- Outstanding communication skills
- High level of maturity and professionalism
- Demonstrated commitment and/or passion for career preparation
- Highly developed organizational skills
- Interest in marketing strategies and advertising
- Ability to use creativity and innovation to generate useful and interesting workshops and events
- Experienced with Microsoft Word, Excel and Adobe Photoshop (preferred).
- Prompt, reliable, efficient, and dependable.

Duties will include but are not limited to:

- Creating and distributing advertisements in the form of fliers, online websites and social networks, LCD ads, easel board posters, etc.
- Assess the needs of fellow students and create a program each semester as a group or individually. This includes but is not limited to career preparation workshops, alumni panels, and career fairs.
- Establish the Career Services office online through social media networks such as facebook, twitter, etc.
- Network with student groups, LCCC offices, and other organizations to broaden the range of marketing, discover new internship/coop and career resources available to students, and work with partners to create joint programs.

For Application Instructions and Form please contact Career Services on the main floor of the Library/Community Resource Center or email Erin Corwin at ecorwin@lorainccc.edu

Vision 2.0

Building on Our Past.
Designing Our Future

Impacting...

Lives through Education; Economy through Innovation;
Community through Partnerships

WELCOME TO Embedding Experiential Education

Vision 2.0

Building on Our Past.
Designing Our Future

Impacting...

Lives through Education; Economy through Innovation;
Community through Partnerships

QUESTION: How many LCCC students participate in formal Experiential Education yearly?

ANSWER: about 2,000

*This is a guess based on the information that we are able to collect and measure, but we don't have a definitive answer because we don't have a centralized process to record and track.

Vision 2.0

Building on Our Past.
Designing Our Future

Impacting...

Lives through Education; Economy through Innovation;
Community through Partnerships

Completion By Design and Vision 2.0

P1: Drive Student Completion and Academic Success

Embed Real World Experiences: Integrate career exploration, coaching, internships, co-ops, and experiential learning throughout a student's educational experience.

P2: Meet Industry-Identified Talent needs

Prepare Talent for the Growth of Advanced Manufacturing

P5: Stimulate a Vibrant, Connected Community

Expand Service Learning: Expand service learning opportunities for students as a means to develop leadership and applied skills, while contributing to the improvement of society.

Finding a Common Definition

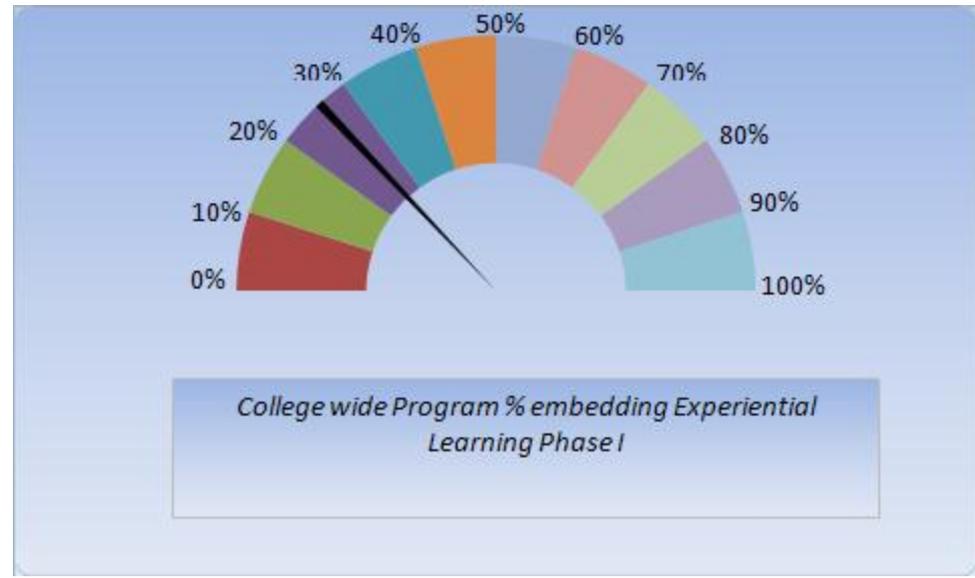
National Society for Experiential Education Standards of Practice:

Regardless of the experiential learning activity, both the experience and the learning are fundamental. In the learning process and in the relationship between the learner and any facilitator(s) of learning, there is a mutual responsibility. All parties are empowered to achieve the principles which follow. Yet, at the same time, the facilitator(s) of learning are expected to take the lead in ensuring both the quality of the learning experience and of the work produced, and in supporting the learner to use the principles, which underlie the pedagogy of experiential education.

1. **Intention**
2. **Preparedness and Planning**
3. **Authenticity**
4. **Reflection**
5. **Orientation and Training**
6. **Monitoring and Continuous Improvement**
7. **Assessment and Evaluation**
8. **Acknowledgment**

Mapping Current Activities

Phase 1



Vision 2.0

Building on Our Past.
Designing Our Future

Impacting...

Lives through Education; Economy through Innovation;
Community through Partnerships

Funding and Support for Experiential Education

- Ohio Means Internships and Co-ops Grant (OMIC)
- Ohio Third Frontier Internship Program
- National Association of College Bookstores Grant
 - Internship Fair – October, 9th, 3-5pm SP 20
- Added Staffing
 - Experiential Education Professional

Vision 2.0

Building on Our Past.
Designing Our Future

Impacting...

Lives through Education; Economy through Innovation;
Community through Partnerships

How might we build upon what we shared with you today to advance...

P1: Drive Student Completion and Academic Success

P2: Meet Industry-Identified Talent needs

P5: Stimulating a vibrant, connected community

405.03 Job description: Special Projects Coordinator, EII (Business Engagement)

The Special Projects Coordinator reports to the Director, EII and is responsible for coordinating projects and services delivered through EII for Workforce Development.

This position requires knowledge of EII and the various functions of the units within the department. Understanding of the divisions and departments within Lorain County Community College is necessary to ensure that the special projects are coordinated within the institution as well as among the appropriate external stakeholders. Knowledge of academic advising and courses of study required for degrees through LCCC and the University Partnership. Ability to work as a member of a team and to facilitate dialogue and consensus building is critical to the success of this position. Typical activities will include:

- (A) Develop and implement programs and projects within EII to address Workforce Development needs including the development of new certificate programs and career pathways.
- (B) Coordinate activities and services within EII and between other LCCC units to support various activities such as workshops and seminars designed to address workforce development needs.
- (C) Develop new initiatives in support of the mission of EII.
- (D) Prepare responses to Requests for Proposals to fund Workforce Development initiatives to serve current or future students and to meet employer needs.
- (E) Communicate regularly with other units on campus to increase awareness of EII activities and secure support and participation as appropriate
- (F) Represent EII at campus based activities and with external organizations, and serve on campus wide committees, particularly the UP, to participate in the development of programs and services to address emerging Workforce Development needs.
- (G) Maintain familiarity with WIA requirements and regulations as required by federal, state and local authority to retain LCCC's eligibility as an approved provider. Track confidential ITA recipient information, facilitate communication between One-Stops and college units, and compile status reports as required to remain an eligible training provider.
- (H) Monitor and report Workforce Development activities and services conducted in support of the college mission.
- (I) Assume other duties as assigned by the Director of EII.
- (J) Approved and effective _____

405.07 Job description: Employment and Career Services Manager

The Employment and Career Services Manager reports to the Dean of Enrollment, Financial and Career Services and is responsible for developing and managing all the Employment and Career Services programs in career management, professional development, employment, experiential and work-based learning programs for LCCC's main campus and satellite students, University Partnership students, graduates, the community and area businesses. The Manager will work with all organizational unit administrators to provide leadership in developing new programming to meet the career and employment objectives of LCCC's strategic plan and initiatives.

Responsibilities include but are not limited to, the following:

- (A) Responsible for the supervision and oversight of the service delivery of all programs in Employment and Career Services to include placement services, career placement and career coaching and collaborative efforts with the Employment Network.
 - (1) Collaborate and coordinate with the academic divisions in the delivery of experiential education programs.
- (B) Establish and manage collaborative partnerships with funders and partners in support of the development of new programs and grant opportunities.
- (C) Provide oversight for the alignment of Employment and Career Services programs and services with state employment and career initiatives.
- (D) Supervise Employment and Career Services staff to include staff selection, performance management and encouragement of professional development in conjunction with the Organizational Unit Administrator.
- (E) Develop, submit and manage multiple program budgets.
 - (1) Develop short and long range operating plans, including budgets, programs and services, personnel, technology/other equipment and space.
- (F) Initiate and oversee the billing processes for Employment and Career Services.
- (G) Maintain active participation in professional development activities to ensure professional growth and knowledge needed to provide effective leadership and program development in area of Employment and Career Services.
- (H) Serve as a member of the leadership team of the Enrollment, Financial and Career Services.
- (I) Maintain membership and active participation in related professional organizations.
- (J) Interacts with other members of the campus community on matters of mutual concern.

- (K) Perform annual objectives mutually determined with the Dean.
- (L) Perform other tasks as assigned by the Dean.
- (M) Replaces the Project Coordinator Assistant position description. Approved and effective September 26, 2002. Replaces the Work Based Learning Coordinator position description, substantially rewritten, approved and effective January 22, 2009. Reporting line updated July 2013.

Erin M. Corwin

13223 Hazelwood Avenue ♦ Lakewood, OH 44113 ♦ 440-742-8274 (c) ♦ erin.corwin@gmail.com

Versatile Experiential Education Professional

Professional with over 10 years experience designing, delivering, and managing professional development, internship and co-op, service learning and civic engagement, academic planning, and career programs and services to a diverse population of constituents in a variety of settings. Strategic thinker who maximizes limited resources. Proficient in MAC OS, MS Windows, Word, Outlook, Excel, Access, PowerPoint, Publisher, internet applications, Prezi. **Proven Success in:**

- Program Development/Management
- Partnership Development
- Event Planning & Delivery Services
- Marketing/Engagement
- Civic Engagement & Volunteering
- Grant Writing & Managing/Reporting
- Leadership & Mentor Training
- Diversity & Inclusion Initiatives
- Coaching and Advising
- Technology Selection & Management

Experience

Lorain County Community College, Elyria, OH

Experiential Education Professional (July 2008- Present)

Coordinate the Work-Based Learning and Service Learning programs in a college setting with over 110 degree and certificate programs and a yearly enrollment of 12,000 students from a wide range of ages and backgrounds.

Program Development & Management

- Managed Connect2Complete (C2C) Peer Advocacy project, a three-year grant through National Campus Compact from the Bill and Melinda Gates Foundation to develop and implement a campus-based peer-to-peer mentoring program with a focus on service learning and civic engagement.
- Coordinated scheduling and activities of Peer Advocates.
- Collaborated with Student Senate and Student Life Office.
- Supervised the activities of the C2C Peer Advocate Coordinator and 2 Graduate Assistants.
- Plan and deliver events including; Service Learning Celebrations, Community Partner Connection Breakfasts, and Internship Interviewing & Networking events.
- Create and manage all Service Learning and Work-Based Learning policies & procedures.
- Keep detailed records in Service Learning access tracking database.
- Maintain web-based online Community Partner Directory, online Faculty Profiles, Community Partner, Student & Faculty Handbooks, Employer & Student evaluations, student project reporting system.
- Lead activities of the Service Learning Advisory Committee and facilitated subcommittee work.
- Collaborate with faculty on Work-Based Learning; including course requirements and curriculum development, student progress, and outcomes.
- Communicate with employers on posting internship and co-operative experiences and facilitated sending student documents in Symplicity CRM System. Manage student record keeping in CRM system.
- Provided match assistance for Workforce Institute of Lorain County's Third Frontier Internship grant.

Marketing & Effectiveness

- Design and monitor new strategies to grow the number of students who utilize available resources.
- Track program statistics and student & employer satisfaction.
- Effective marketed programs and services leading to increased student participation and campus support through promotional materials, videos, articles and pieces for internal and external publications.
- Develop brochures, videos, promotional materials, signage, Collegian articles, and advertisements for internal and external publications.
- Select, implement, and update technology to support programs and services and facilitate student's ability to connect with the tools that link educational experiences to career choice and advancement.

Training & Instruction

- Assisted in development and implementation of required leadership curriculum for C2C Peer Advocates.
- Developed and facilitated training for 13 C2C Peer Advocates including 7 Student Senate members.
- Conduct workshops for high school, college and adult learning populations. Present on various career topics in courses including; Health, Physical Education, & Recreation, Computer Aided Drafting and Design, Health Sciences, Medical Assisting, Computer Science Engineering and Accounting.
- Designed and implemented a career exploration series on assessment, investigation and goal-setting for students. Facilitated sessions for students weekly throughout the semester.

Advising & Coaching

- Advise and coach students and community members on career investigation and career research.

- Meet one-on-one and in group orientation settings with students to discuss program requirements.
- Review resumes and advise students on locating internships and co-operative experiences.

Oberlin College Office of Career Services, Oberlin, OH

Associate Director (June 2004-July 2008), Acting Director (June 2006-March 2007)

Career Advisor (January 2003-June 2004)

Program Development & Management

- Directed on-campus recruiting activities. Improved employer relationships by ensuring successful recruiting events. Trained administrative assistant to provide recruiting support.
- Supervised three professional staff and two support staff and managed office budget.
- Managed and increased Oberlin's participation in the Selective Liberal Arts Consortium (SLAC); acted as co-city director for SLAC Boston Interview Day securing employer participation and coordinating student interview scheduling across 11 colleges.
- Served on executive steering committee for the Creativity & Leadership: Entrepreneurship at Oberlin initiative. Supervised Assistant Director charged with key initiative responsibilities.
- Recruited, selected, trained, and supervised Peer Career Advisors. Managed training and scheduling.
- Organized and facilitated open house for faculty. Created useful faculty-oriented materials. Collaborated with academic departments and academic Deans on career events for majors and class years.
- Assisted in the implementation of the Oberlin Law Scholars Program. Develop and coordinated summer legal internship opportunities.
- Coordinated the Oberlin Connect: Business and Entrepreneurship Scholars Program. Developed budget, communicated with alumni, collaborated with Development and Alumni offices, directed student application process and selection.
- Facilitated creation of guidelines, application process, and awarding of a student of color internship fund.

Marketing & Effectiveness

- Strengthened office outreach to students of color and LGBTQ students working closely with the Multicultural Resource Center (MRC). Facilitated the marketing and awarding of a Student of Color Scholarship.
- Managed effective office communication to students including email and online announcements. Initiated electronic newsletter for Conservatory of Music students.
- Created and implemented an evaluation process for all office programs. Facilitated the administration and compilation of surveys and reports.

Training & Instruction

- Presented career programming for Residence Hall Assistants.
- Collaborated with staff to develop a comprehensive student staff training program.
- Created and conducted workshops including: Resumes, Interviewing, Bio Writing for Musicians, Job Search and Graduate School. Facilitated CareerTrek a four-session career exploration series.

Advising & Coaching

- Advised close to 300 College of Arts and Sciences and Conservatory of Music students and alumni a year. Administered assessment instruments including MBTI and SII.
- Served as the primary college pre-law advisor. Advised students on law school application process including LSAT preparation, school selection and personal statement development.

NorthWest Arkansas Community College, Bentonville, AR

Career Education Specialist & Academic Advisor (January 2001-December 2002)

- Coordinated the Early Alert retention program; significantly increased faculty participation in the program and contributed to overall improvement of college retention rates.
- Facilitated employers for on-campus recruitment visits. Organized and implemented Job Fair with 35 participating employers.
- Managed job postings on Career Services web site.
- Conducted career counseling, personal counseling and academic advising for close to 200 students a year. Administered MBTI, SII, and SDS assessments; developed and presented workshops.
- Presented programs on self-assessment, career exploration, job search, and communication skills in academic courses including Psychology, First Year Experience and as well as Summer Enrichment classes for ESL high school students.
- Staffed on-going New Student Orientations.
- Facilitated monthly support group for single parent community college students.

Education

The University of Arkansas, Fayetteville, AR

M.S., Community and Agency Counseling

The University of Toledo, Toledo, OH

B.A., Sociology

Certifications/Licensure

- Certified Job and Career Development Coach-January, 2009
- Trained Social Justice Mediator, Oberlin College Dialogue Center Social Justice Mediation Institute
- Licensed Associate Counselor-State of Arkansas 2002-2004

Job description: Experiential Education Professional

The Experiential Education Professional, reporting to the Manager of Career Services and the Dean of Enrollment, Financial and Career Services is responsible for implementing and growing experiential education programs -Work-Based Learning [Internship/Co-ops], Service Learning, Civic Engagement, Internships, Peer Mentoring, Service/Study Abroad, Student Employment. The EEP provides students with experiential learning opportunities, job search skills, workplace adjustment and career management issues. The EEP fosters support for experiential education programs with faculty and students, builds collaborative relationships with community partners, business and industry in support of the institutional goal of making an experiential and work-based learning opportunity available to every student.

The EEP works closely with faculty, Career and Academic Advisement Professionals (CAAP), Student Success Coaches (SSC), Placement Coordinator and Business Engagement Team in a team approach to student success. . Listed below are functions with typical activities and responsibilities include but are not limited to the following:

- (A) Implement and Grow Experiential Learning Programs.
 - (1) Assist in development of programs, procedures, processes, resources, handbooks and forms appropriate to student and employer needs.
 - (2) Assist in development of curricula appropriate to experience and work-based learning activities.
 - (3) Coordinate information flow on student experiences in coordination with academic divisions to ensure data collection and reporting for continuous improvement and program development.
 - (4) Develop and maintain relationships with local employers, organizations and entrepreneurs.

- (B) Coordinate with the Business Engagement Team to maintain business relations with cooperating employers and promote experiential education opportunities such as work-based and classroom-based applied learning opportunities (internships/co-op, employer sponsored projects, entry level employment opportunities).
 - (1) Develop assessment and implementation of technological tools to support experiential opportunities and placements.
 - (2) Interact with other members of the college community in areas of mutual concern.
 - (3) Track program statistics and student and employer satisfaction.
 - (4) Support experiential learning efforts for the University Partnership programs.
 - (5) Know and observe regulations involving experiential and work-based learning for international students.
 - (6) Keep informed about national, state, regional best practices and developments in experiential and work-based learning co-op.
 - (7) Build collegial relationships with experiential and work-based learning professionals and professional organizations.

- (C) Coaching Services for Experiential Learning students
 - (1) Assess career needs, job qualifications, and relevant skills.

- (2) Instruct on job search techniques [résumés, interviewing, job search strategies, etc.].
 - (3) Articulate the relationship between academic studies and experiential learning opportunities.
 - (4) Coach student through workplace adjustment issues and monitor students' professional development.
 - (5) Work in collaboration with CAAP, SSC, faculty engaged in experiential and work-based learning activities to maximize students' success. Keep team informed on status.
 - (6) Develop resources and supports for these processes.
 - (7) Inform students of current local, area, and national labor market data.
- (D) Market the Program
- (1) Work with CAAP and SSC to market experiential and work-based learning programs to students, community partners, and faculty.
 - (2) Oversee SSC presentations to classes, employers, and groups.
 - (3) Provide a presence at appropriate campus and community events.
- (E) Work with students on identifying prior learning opportunities.
- (F) Works with coordination of student workers on campus to leverage placement that complements the student's degree pathways.
- (G) Communicate program status to all levels of the administration.
- (H) Participate in departmental and institutional committees and planning processes.
- (I) May teach SDEV coursework and/or partner with SDEV course instructor as needed and assigned.
- (J) Perform annual objectives mutually determined with supervisor, including personal and professional growth plans.
- (K) Assumes other duties as assigned by the Manager of Career Services and Dean of Enrollment, Financial Aid, Career Services Division.
- (L) Reviewed and provided consensus to proceed by Operations Council Jun 11, 2012

Faculty Liaison for Learner Completion Description and BIO

Purpose: The purpose of the Faculty Liaison for Learner Completion is to ensure that Achieving the Dream (AtD) priorities and interventions and the Completion by Design (CBD) principles and strategies that directly impact faculty are implemented in a way that reflects the faculty's engagement and voice throughout the implementation phase of the initiatives.

Charge: The Faculty Liaison for Learner Completion works closely with the project director and campus co-leads in planning and implementing the faculty related goals and initiatives of LCCC's completion initiative including AtD and CBD. The Faculty Liaison focuses on all areas of the completion initiatives where the faculty is primary stakeholder for improving student success including the following:

Primary areas of responsibility

- Participate in the ongoing evaluation of the AtD logic model metrics and CBD KPI mapping to ensure faculty workload is a consideration.
- Facilitate faculty work on **curriculum** revisions.
 - Ensure that regular **communication** takes place between and among faculty so that consensus is reached regarding cross divisional interventions/strategies.
 - Chair a committee formed to determine the role faculty will play in **advising**.
 - Serve as the faculty liaison on the ad hoc committee that is planning **professional development** for faculty, and share the plan with the Academic Divisions as it evolves.
 - Regularly report progress to Faculty Senate.

Additional Responsibilities:

- Make presentations internally and at state and national retreats and conferences.
- Attend meetings/retreats and site visits for AtD and CBD.
- Assist with writing proposals reports.

Bio for Faculty Liaison for Learner Completion

Jonathan Dryden is the Interim Dean of Social Sciences and Human Services and an Associate Professor of English. He has taught college composition and literature at community colleges for 15 years. Last year Dr. Dryden assumed the additional role of Lorain County Community College's Faculty Liaison for Learner Completion.

INTERNSHIP\$ = \$UCCESS

EMPLOYERS WANT TO MEET YOU!



More to come.....

1ST ANNUAL INTERNSHIP FAIR

OCTOBER 9, 2013

LCCC Spitzer Room 207-208

3:00pm – 5:00pm

To Register

<http://www.lorainccc.edu/careers>



National Association of College Stores

50
YEARS

 Lorain County
Community College
SERVING OUR COMMUNITY SINCE 1963

OHIO MEANS
internships
& co-ops

Marcia Jones

51 Thomas St. • Oberlin, OH 44074 • (440) 774-6063 • kevmar4@oberlin.net

Professional Summary Career services professional with 13 years experience delivering employment-targeted services to a diverse range of student and clients in varied environments.

Skills and experience include:

Internship Coordination	Employer Relationships/Consulting
Career Counseling	Project Management
Program Development	Grant Development /Administration

Experience Lorain County Community College [LCCC], Elyria, OH 2002-Present
Career Services Manager – *Report to Dean of Enrollment, Financial and Career Services*

Oversee the campus wide internship/co-op program, career development and employment programs, Experiential Education programs for students and community members.

- Project Director for three-year grant to develop and implement academic-based Service Learning program. Exceeded grant requirements resulting in selection for additional three-year grant by funder.
- Lead for implementation and development of experiential education tied college's Vision and Mission and grant funded projects. Manage staff, budget and reporting requirements for continued program growth and to ensure compliance with unique IRS ruling.
- Supervise seven staff members to ensure quality program and customer service while keeping pace with increased service demand due to economic downturn.
- Assist Grant Developer with strategies and writing for future programs.
- Manage Career Services budget, five campus-wide programs in addition to career services programs and service delivery.
- Coordinate with county one-stop and partners to integrated employment services for Lorain County.

Work-Based Learning Coordinator - *Report to Director of Corporate and Community Outreach*

Manage campus wide internship/co-op program for Associate and Baccalaureate students from all disciplines serving 13,000 students. Deliver career counseling, workshops and training on résumé, interviewing, salary negotiation and career management topics.

- Hired as one of three-person *Job Enhancement Team* charged with expanding and developing enhanced internship and career services
- Marketed and grew *Work-Based Learning* program by 10%
- Co-designed and implemented *PROS* program; pre-employment professional development program for LCCC and University Partnership students
- Developed and implemented *Co-op Club* for LCCC/University of Toledo Computer Science and Engineering students
- Received, managed and delivered programming for \$520,000 *Third Frontier Internship* grant
- Orchestrated full integration of LCCC's existing electronic on-line job matching / placement management system with ClevelandIntern.net

Committee memberships have included: Curriculum Council, E-Portfolio Learning Community Committee, Ohio Learning Network - Innovative Learning Grant Team Member: Researching Educational use of Blogs, Human Resource Development

Workforce Institute of Lorain County, Elyria, OH

1999 to 2002

Biographical Sketch

Workforce Consultant - Reported directly to Executive Director

One of three-person management team responsible for designing, implementing and overseeing a 2.3 million dollar *Workforce Investment Act* contract for *The Employment network* - a partnership of over 26 agencies responsible for county-wide education, training and employment services.

- Developed, organized and delivered "Orientation to Services" presentations to over 4,000 dislocated workers in Lorain County
- Designed and delivered training for community-wide internet-based Information & Referral, Workforce Development and K-12 School-to-Work system
- Oversight of career *Pathways* program and career lab continuous improvement

Irene M. Ward & Associates, Columbus, OH

1998 to 1999

Employment Consultant - Reported directly to Executive Director

Designed and delivered technical assistance, training seminars/workshops, consulting and resource development for people with disabilities and their families, corporations, businesses. Supported employment and rehabilitation professionals' efforts.

- Designed and delivered full and half-day workshops for statewide conferences and Greater Cincinnati Training Consortium
- Consulted, implemented and reported on \$1M Employer Connections grant
- Presented to state board for continued funding and received additional funding

Lorain County Board of MR/DD, Elyria, OH

1993 to 1998

Program Manager of Community Employment Department –

Reported to Director of Adult Programs and Service

Supervised 16 full-time staff; delivering community-based job development, placement and case management services. Advised, instructed and trained Contract Manager, marketing and placement personnel, Job Coaches & Evaluation Specialist. Recommended & initiated personnel actions; promotions, transfers, discharges and corrective measures. Oversight of all departmental contract and outsource services.

- Actualized design and implementation of Business Advisory Council
- Developed first Community Employment departmental strategic plan
- Doubled the size of Community Employment Department in four years, serving over 350 active client cases

Education

Kent State University, Kent, OH

Masters of Education in Vocational Rehabilitation Counseling

Eastern Mennonite University, Harrisonburg, VA

Bachelor of Art in Social Work and Psychology

Community Activity

Gathering Hope House Board President

Present

Leadership Lorain County Graduate

May, 2009

Joint Vocational School Human Resources Advisory Board

Present

Bill Long Foundation President

2001 – 2003

Associations

National Association of Colleges and Employers (NACE)

Ohio Cooperative Education Association (OCEA)

Cooperative Education and Internship Association (CEIA)

Ohio Two-Year Career Placement Association (O2YCPA) – Current President

Northeast Career Counseling Association (NCCA)

PROFESSIONAL SUMMARY

- **Recruiting and Business Development:** Proven success initiating and developing partnerships with client companies and creating strategies to attract and qualify resources. Ability to discern clients' needs and objectives to effectively identify competencies which will achieve business goals and complement business cultures
- **Training:** Expertise creating job search skills curriculum and presenting in both large and small group settings. Lead and facilitate networking meetings for continuous education and support. Proctor occupational assessments.
- **Career Coaching:** Conduct one on one consultation to determine and recommend best practices to achieve employment goals. Monitor and counsel clients' job search activities and motivation from a demand (HR) perspective. Track and maintain clients' training and development compliance using a database system (SCOTI-Sharing Career Opportunities and Training Information)
- **Leadership:** Manage performance of recruiters in high pressure and fast pace settings. Collaborate with other professional colleagues to develop innovative solutions to meet clients' needs. Created and continue to lead community networking group to introduce business professionals and job seekers. Selected to participate in a county initiative to assess, modify and audit curriculums resulting in consistency and higher placement results.

EMPLOYMENT EXPERIENCE

MILANO HUMAN RESOURCE SERVICES

1998 to present

Consultant/Owner

- Strategically market and present professional recruiting services to potential and existing clients
- Build partnerships with clients to learn hiring requirements and company culture in order to attract and recommend high performers to help achieve business goals
- Provide guidance regarding employment market trends and hiring process improvement
- Work closely with clients from initial project assignment through interviewing process and final negotiation
- Source and attract "A-player" referrals through innovative networking, social media and direct recruiting practices
- Conduct in-depth interview and evaluation process to determine compatibility between candidate credentials, talent and expectations and client goals and objectives
- Advise prospective candidates with job transition training; resume writing, interview preparation and skills throughout the search process
- Conduct outplacement training in group and/or individual presentations for executive and non-exempt level clients; provide counseling and motivation through all stages of job search
 - Organizing and planning job search efforts
 - Networking and targeting strategy
 - Documentation including resume and correspondence
 - Interviewing preparation and skills (Behavioral Interviewing Workshop)
 - Offer negotiation and job retention skills

LORAIN COUNTY COMMUNITY COLLEGE 2011 to present
Adult Transitions Program Consultant

- Collaborate with Career Service and Business Services divisions
- Work with students, graduates and community members to develop and implement personal job search strategies; distribute appropriate employment opportunities
- Assist local businesses in identifying and qualifying candidates for open positions through the CareerLink system

EMPLOYMENT CONNECTION / SENIOR EMPLOYMENT CENTER 2009 to 2011
Trainer /Employer Representative

- Provide classroom and individual training and counseling in job search strategies
- Develop individual plans for employment for members including course recommendations, referrals to supportive services and referrals to placement services
- Conduct eligibility determinations for training grants through state or federally funded programs (Workforce Investment Act, Title V) and assist with documentation
- Update and distribute employment opportunities, on-site hiring events, local job / career fairs and networking events

ADECCO, Career Division (formerly Adia Personnel) 1994 to 1998
Placement Manager

- Hired, trained and provided motivational support for placement specialists / recruiters for newly established location
- Tracked activities and performance measures utilizing ISO-9000 quality standards
- Liaison to corporate, state and local executives

CHAMPION PERSONNEL SYSTEMS, INC. 1986 to 1994
General Manager (1993-1994) Supervised permanent placement, temporary placement and business operations
Permanent Placement Division Manager (1992-1993)
Permanent Placement Division Assistant Manager (1988-1991)
Personnel Consultant (1986-1988 and 1991-1992)

RELATED EXPERIENCE

EMPLOYMENT NETWORKING GROUP
Lead Facilitator (2007-present)

- Established a local volunteer networking group to assist and support job seekers in transition. Created a board of directors to assist with short and long term strategies and monitor continuous improvement efforts.
- Work with leaders of three other affiliated groups to share best practices, identify common trends and brainstorm solutions
- Write advertisements and newsletters to attract members and business contacts
- Plan and prepare meeting agendas, invite speakers and conduct semi-annual surveys
- Maintain online website to post positions, share news and information, refer local resources and encourage member communication
- Conduct training sessions for resume writing, interview preparation and skills, and networking instruction

EDUCATION

Bachelor of Arts Degree, Psychology, Miami University, Oxford, OH
Certified Personnel Consultant

Work-Based Learning (WBL)

How to add “life” to student’s career goals and increase employability! With a work-based learning experience, students can simultaneously acquire credentials in their field and college credit for their work. Work-based learning can be an elective or a substitution course in most applied majors. Credit-based paid internships or co-ops provides students the opportunity to translate classroom theory into practical applications on the job. All WBL students are assigned a Faculty Advisor. As a WBL Advisor, Faculty consult with students to establish goals for the term, provide mid-term site visit, and grade student logs, final project and evaluations. Opportunities exist with local employers as well as LCCC's own Innovation Fund entrepreneurs. For more information visit www.lorainccc.edu/careers

Grant Funded Initiatives under Work-Based Learning

Ohio Means Internships and Co-ops

- **\$1,000 Scholarship** for LCCC students who successfully complete a paid internship or co-op
- Eligible employers receive \$3,000 reimbursement for interns wages (1:1 match required)
- Industry Focus: BioMedical, Advanced Manufacturing, Aerospace, IT
- LCCC grant award supports LCCC students and recent grads and their employers

Third Frontier Internship Program

- STEM related internships or co-ops in: advanced manufacturing, advanced materials, power and propulsion, instruments, controls and electronics, bioscience, information technology
- \$3,000 reimbursement for interns wages (1:1 match required)
- Third Frontier Internship funds support students from NEO colleges and their employers. Not limited to LCCC students and grads.

National Association of College Stores (NACS)

- Supports career-oriented experiential learning through Lorain County Community College’s Career Services office with a five-year sponsorship of programs that engage students in learning beyond the classroom.
- Launch First Annual Internship Fair – Will target Business, Engineering, Manufacturing, IT students and employers.

Service Learning

Service Learning is a form of experiential education that combines meaningful community service with classroom instruction and reflection to enrich the learning experience, teach civic responsibility and strengthen communities. Service learning achieves and enhances course objectives while meeting an identified community need. For more information visit

<http://www.lorainccc.edu/Community+Services/Service+Learning/>

Connect to Complete

C2C directly benefits students entering developmental education and Pell eligible students who are statistically more likely to struggle to complete college. Peer Advocates work alongside faculty in developmental education classes, individually, and in small groups to support students in goal setting, making connections to civic engagement, college life, navigating college systems, and linking to college services designed to help students complete their credentials. For more information visit

<http://www.lorainccc.edu/Employment+and+Career+Services/Connect2Complete.htm>

CAREER SERVICES (One–on-one, on-line, and group services available): Located at Bass Library/Community Resource Center, 1st Floor. Room LC 131 Career Services offers a wide range of services to help LCCC and University Partnership students, alumni, and community members with Career Development, Career Advancement, Professional Development, Job Search and Placement. Find out more about our programs and services by contacting Career Services. Call (440) 366-4076 or email careers@lorainccc.edu

WEBSITE: Career Services website www.lorainccc.edu/careers offers:

- A step-by-step blueprint for career decisions and career coach to help if users feel “stuck”
- Helpful job search tip sheets and sample documents including resumes and cover letters
- Links to helpful websites
- Free Internet-based job internship/co-op and job search system (CareerLink)
- Free on-line resume building and career assessment software

CAREER DEVELOPMENT SERVICES: Career decision assistance is available to help students make an informed choice about their career pathway and major.

- One-on-one sessions with a career development specialist for career decision-making and planning.
- Career Boot Camp: a four-hour workshop that helps participants evaluate their temperament, interests, values, skills and goals. Participants learn how to research career trends and the local job market and leave with an action plan to move toward goals.
- Career assessments, including MyPlan, an on-line self-assessment and career guidance system www.lorainccc.edu/Employment+and+Career+Services/Choose+Career/myplan.htm

JOB SEARCH AND PROFESSIONAL DEVELOPMENT SERVICES: Free workshops and one-on-one services.

- *Job search assistance:* Is available in a variety of topics including: job search strategies for success, networking, resume development and critiquing, cover letters, interviewing skills (including mock interviews), career fairs and on-campus recruitment.
- *CareerLink:* LCCC’s Internet-based job search system is available at no charge to all LCCC, University Partnership students and graduates, as well as members of the community who are seeking employment. Registered users have access to job postings for student employment, full or part time positions, internship/co-ops, student employment, as well as seasonal openings. Positions range from entry-level through those requiring a master’s degree. The majority of positions are in Lorain and adjoining counties. www.lorainccc.edu
- *The V.I.P Professional Development Program:* V.I.P. is a comprehensive program designed to help students / job seekers be successful in today’s competitive job market. V.I.P program completers are spotlighted at career, internship, and networking events.
- *TRANSITIONS:* Transitions is a free networking group for business professionals who are currently in the job market, concerned about their current job stability or interested in changing careers.
- *Career ReStart (Dislocated Worker Services):* Lorain County residents who have lost their jobs are welcome to use the resources of the Careers Services office. In collaboration with The Employment netWork, Lorain County’s one-stop employment center, LCCC offers access to an array of services to support workers who have lost their jobs and are looking for a new opportunity or career.

LCCC MEANS INTERNSHIPS AND CO-OPS SCHOLARSHIP

Academic Year 2013-2014

PURPOSE:

To provide incentive scholarships designed to combine career and professional development activities with participation in internships/co-ops leading to a recognized transcript notation. These \$1500 scholarships will be awarded to a minimum of ten students who excel in meeting the criteria identified below.

ELIGIBILITY TO APPLY:

- Must be currently a part-time or full-time student attending Lorain County Community College or dually enrolled student with a University Partnership institution.
- Student must meet the standard Work-Based Learning Program course completion criteria:
 - For Internships – 12 credit hours or
 - For Co-ops – 15 credit hours + 6 credit hours in major
- Student must have achieved a minimum GPA of 3.0 for the last two consecutive grading periods and maintain that minimum GPA throughout their involvement in the program.
- Must secure an Ohio Means Internships and Co-Ops (OMIC) position through Career Link and register for a minimum of one hour of Work Based Learning credit.
- Student must submit a completed scholarship application to Career Services by the stated deadline.

PROCESS:

1. Student must receive a satisfactory report from their workplace supervisor after two weeks on the job.
2. Student must attend one Professional Development Workshop presented by Career Services (dates to be determined)
3. Upon completion of the requirements in step one and two, the student will receive \$500 credit to their LCCC account.
4. At the conclusion of the internship/co-op or (if the employment is extended) at the conclusion of the initial employment period, the student must:
 - a. Successfully complete the Work Based Learning course.
 - b. Achieve a minimum average evaluation rating of 3.0 on a 5.0 point scale, using the Employer Evaluation Form.
5. Student will make a 3 to 5 - minute video presentation summarizing their Work Based Learning experience.
6. Once video is submitted to Career Services, the student will receive \$1000 credit to their LCCC account.

6/26/2013

ANTHONY M. SCHWEPPE

328 Stratton Drive
Medina, Ohio 44256
Home: (330) 723-7398
Cell: (330) 242-2412

WORK EXPERIENCE:

**Lorain County Community College (Entrepreneurship Innovation Institute)
Elyria, Ohio (6/15/11 to present)**

Job Title: Manager of Business Engagement

Key Responsibilities:

- Establish relationships with area employers and community organizations to assist with their workforce needs.
- Manage the college's job posting website (LCCC Career Link) that enables businesses to post their job openings and/or internship opportunities that are available to students, alumni and community members.
- Work closely with Career Services to identify job opportunities for students completing college courses, degree programs, or certification programs.
- Research Labor Market Information focusing on occupational outlook, wages and trends.
- Coordinate and manage the Ohio Third Frontier Internship Program that provides reimbursement of wages to businesses for students obtaining internships for targeted areas of technology.

Cuyahoga County Department of Workforce Development

Cleveland, Ohio (9/22/02 to 6/14/11)

Job Title: Business Services Manager

Key Responsibilities:

- Develop and implement policy and procedures relating to Business Service outreach to employers, Chambers of Commerce, and other associations in Northeast Ohio.
- Oversee coordination of Employment Services, including the integration of business service outreach with the mandatory partners of the One-Stop System.
- Supervise Employment Service Coordinators and Counselors to ensure Workforce Investment Act (WIA) services are administered appropriately.
- Execute Workforce Development Agreements with employers obtaining Tax Abatements from Cuyahoga County to identify creation of jobs.

Cuyahoga County Department of Development-Employer Resources Division

Cleveland, Ohio (7/9/01 to 9/21/02)

Job Title: Program Officer 4

Key Responsibilities:

- Oversee coordination of Employment Services, including the management of Employment Services Staff.
- Prepare correspondence, program and management reports for Director.
- Plan and coordinate job development activities to create employment opportunities for Cuyahoga County residents.
- Execute Workforce Cooperation Agreements with employers obtaining Tax Abatements from Cuyahoga County.

**Cuyahoga County Department of Development-Employer Resources Division
Cleveland, Ohio (8/16/99 to 7/8/01)**

Job Title: Employment Service Coordinator

Key Responsibilities:

- Execute Workforce Agreements with employers that obtain Tax Abatements from Cuyahoga County to identify and develop entry-level positions.
- Develop positions with new and existing employers.
- Complete job orders that obtain position details and requirements.
- Interview and evaluate participants in employment services programs that have been referred to me as possible candidates for positions available.
- Refer candidates to employers for application and interview process.
- Follow up with employers for application and interview process.
- Prepare reports, maintain records, and attend meetings with employers and community organizations.

**Cuyahoga County Work & Training-Employer Relations Division
Cleveland, Ohio (9/28/97 to 8/15/99)**

Job Title: Senior Employment Services Counselor

Key Responsibilities:

- Develop jobs with new and existing employers.
- Interview clients active in the County Labor Pool to evaluate their work history and education to determine interest and qualification.
- Set-up Employer Accounts and maintain contact with employers on a continual basis.
- Establish Job Orders when positions are open with employers.
- Refer qualified clients to employers for possible employment opportunities.

**Cuyahoga County Department of Employment Services
Cleveland, Ohio (6/5/90 to 9/27/97)**

Job Title: Employment and Training Specialist

Key Responsibilities:

- Assesses the education, training, and employment history of Public Assistance recipients to evaluate their individual needs to become employable; therefore, no longer dependent on Public Assistance.
- Referred the recipients for testing and enrollment in the program components identified as necessary during the Assessment process.
- Provided Supportive Services required by the recipients to assist them in attending the necessary program components.
- Established and maintained contact with site supervisors to monitor recipient's progress.

OTHER ACTIVITIES:

Polaris Career Center Advisory Council (2011 to present)

- Member of the Corporate & Community Partnership Advisory Council that provides industry appropriate recommendations for continuous improvement of career technical programs.

Midwest ACE (2011 to present)

- Member of the Midwest Association of Colleges and Employers (ACE) that advances the professional development of its members by connecting collegiate career services and employer recruiters/staffing professionals, cultivating best practices, and sharing knowledge.

EDUCATION:

Heidelberg College, Tiffin, Ohio
Bachelor of Science
Major: Political Science



Northeast Ohio Council on Higher Education

The Northeast Ohio Council on Higher Education presents a half-day seminar for employers

Maximize Your ROI: Return on Intern

IN PARTNERSHIP WITH



50 YEARS



OHIO MEANS internships & co-ops

Highly regarded as a regional leader in internship management, the Northeast Ohio Council on Higher Education (NOCHE) will deliver "Maximize Your ROI: Return on Intern" with information and tips for employers establishing or enhancing internship/co-op programs.

During this hands-on training session, NOCHE's program managers will help meeting participants develop an internship program plan that is based upon the most recent national and regional data and best practices available. There is NO COST for this event. It includes a continental breakfast, a copy of the "Maximize Your ROI" handbook, and an internship program plan template.

Internship and co-op programs are among the **fastest, easiest,** and most **cost-effective** ways to infuse new talent into your organization.

To register, please email Mary Roberts at maryroberts@oai.org

Contact NOCHE Program Manager Brenda Davis Smith at 216.420.9200 x223 or bdavissmith@noche.org for more information.



Maximize Your ROI

WHAT

A total internship/co-op management seminar for business and non-profit leaders, human resource managers, and internship/co-op coordinators.

WHEN

Monday, July 15th, 2013
8:00 a.m. - Noon

WHERE

Ohio Aerospace Institute
22800 Cedar Point Rd
Cleveland, OH 44142

SESSION TOPICS

- Making the case for internships and co-ops
- Defining goals and expected outcomes for an internship program
- Determining work responsibilities and compensation for interns
- Identifying, interviewing, and hiring interns
- Orienting, training, and supervising interns
- Evaluating interns and internship/co-op program performance
- Identifying and hiring community college and nontraditional students

Looking for interns?

Try NOCHE's free online database at www.neointern.net.

VERNICE S. JACKSON

12700 Lakewood Avenue • Suite 512 • Lakewood OH 44107 • 216-221-4749 (o/c)

MatchMethod@aol.com

<http://www.linkedin.com/in/vernicejackson>

PROFESSIONAL SUMMARY

Versatile Human Resource Professional with extensive expertise in delivering positive change. Demonstrated business skills include identifying human capital needs, accessing available resources and delivering results that meet organizational goals. Industry experience includes Higher Education and Manufacturing. Known for developing and maintaining productive business relationships while working with a diverse population, translating the complex into everyday understanding.

Areas of Effectiveness:

- Business/Career Coaching
- College Recruiting
- Organizational Development
- Program Design and Delivery
- Project Management
- Strategic Business Partnering

EXPERIENCE

MATCH METHOD SOLUTIONS, LAKEWOOD OH, 1999 - Present

Owner/Senior Consultant

Advise and support diverse client base in tools and processes to deliver measurable business outcomes.

- Redesigned workshop offerings for Cuyahoga Community College's Key Career Centers delivering a broad range of services to more than 1500 existing students and dislocated workers in Northeast Ohio. Delivered a community outreach strategy surpassing the goal by tripling the number of clients served in a twelve month period.
- Created and delivered Peer-to-Peer Coaching Workshops developing college students to mentor entering freshmen in successful integrations into college life.
- Served as featured speaker to multiple community groups, job clubs and library's throughout Northeast Ohio.
- Coached engineers and technical staff at two General Electric locations assisting with the refocus of career goals to successfully transfer to alternative business unit.
- Provided personalized coaching to business leaders increasing individual effectiveness in their organizations. Clients include Discovery Communications, Cleveland Metro Parks and Parker Hannifin Corporation.
- Conducted Performance Planning Workshops for more than 1200 Department of Defense military and civilian management and staff facilitating the transition to a pay for performance system.

BALDWIN WALLACE COLLEGE, BEREA OH, 1998 - 2009

Adjunct Professor - Organizational Communications - Speech and Communications Department

- Motivated non-traditional students to pursue undergraduate degrees.

**PARKER HANNIFIN CORPORATION, CLEVELAND OH,
Corporate Learning and Development Manager - 1993 – 2000**

1988 - 2000

Internal consultant to 41 operating divisions addressing development and performance issues effecting business goals.

- Negotiated contracts with outside training vendors, coordinating developmental opportunities for training groups of up to 750 participants.
- Facilitated a 2-part global leadership training program targeting managers resulting in the acceptance of a universal model for planning and achieving change.
- Certified more than 30 candidates for delivery of in-house communication workshops using Developmental Dimensions International products.

Manager, Employment and Development, 1991 - 1993

Managed recruitment and selection of corporate management/professional staff of 300. Supported recruitment activities for accounting, engineering and sales trainee.

- Recruited on college campuses across the country recommending potential candidates for the engineering and sales training programs.
- Constructed and managed minority intern program increasing permanent placement rate by 40%.
- Designed and implemented structured evaluation process for student interns providing accurate assessments for permanent employment consideration.
- Twice named Corporate Mentor of the Year by Cleveland State University Link Program.

Corporate Training and Development Specialist, 1988 - 1991

Delivered workshops including; *Customer Service Skills, Effective Presentations, Negotiation Skills for Buyer and Sellers, Problem Solving, Leadership in Action, Time Management, Performance Management, Supervisory Training*, averaging 50 workshops yearly.

- Designed online participant tracking system, providing accurate training and development activity records for more than 3,000 employees.

EDUCATION

- **MS, Organizational Development and Analysis**, Weatherhead School of Management, Case Western Reserve University, Cleveland, OH
 - Co-authored *Roadmap to Mentoring Workshop*, helping individuals identify and establish mentoring relationships focused on career development.
 - The Robin Reeves' "Heart of MOD" Award Recipient
- **BA, Communication**, Baldwin-Wallace College, Berea, OH

PROFESSIONAL/COMMUNITY AFFILIATIONS

- **Cleveland Foundation, Fenn Fund (Cooperative Education)** – Former Board Member
- **Developmental Dimensions International, Pittsburgh, PA** – Certified Master Trainer
- **Dougherty & Associates, Inc, Arlington, VA** – Trainer/Facilitator
- **Global Volunteer, St. Paul, MN** – Reading Literacy Program, Rarotonga, Cook Islands
- **Lee Hecht Harrison, Cleveland, OH** – Certified Career Consultant
- **Simulation Training Systems, San Diego, CA** – Certified Consultant

Memo

Date:

To:

From: Experiential Education Professional, Career Services

Re: The Faculty Advisor's Role in Supervising Work-Based Learning Students

Beginning of the work term:

After the student registers for the Work-Based Learning class, they should consult with the faculty advisor to get advice on setting goals for the term. These goals are the benchmarks by which the advisor and the employer will determine students' performance. The student will complete the Work-Based Learning Agreement [term goals] and then turn them in to the faculty advisor. Students should also verify with you the type of final report or project you will require as proof that they have synthesized classroom theory and real world experience. This is usually done by the second week of the employment term.

Faculty Advisor mid-term site visit:

Students will coordinate a mutually convenient time for the faculty advisor to visit their work site to meet with the work supervisors to assess students' performance in the workplace.

End of semester requirements:

[The week before finals - students must give to their advisor]

- End-of-term summary paper or project as required by faculty advisor
- Written employer evaluation of student's performance
- Written student evaluation of the experience and the process
- Completed weekly log book of daily activities

Suggested grading is P/F. [See the course description included.]

NOTE: The end-of-course requirement may differ department to department, but the format included in the handbook is a 3-5 page Summary Report. This is most commonly used across the institution. If this is not the format you want to use, feel free to change it. The above requirements are course minimums. You may want to have more frequent contacts or additional program elements. That is up to each advisor.

At the end of the term, please forward originals or copies of the student's report, the weekly log, and the employer and student evaluations to the Work-Based Learning Coordinator in Employment and Career Services.

If you have any questions or concerns, please contact me at 366-4076.

Thank You,
Career Services

Student:

Student Phone:

Employer:

Supervisor Phone:

Student #:

Student Email:

Supervisor:

Supervisor Email:

For more information on the
Work-Based
Learning Program at
Lorain County Community College
Call (440) 366-4076

www.lorainccc.edu/careers/

*Lorain County Community College
1005 Abbe Road North
Elyria, Ohio 44035*



Work-Based Learning

**Partnering
for
Performance!**



*Lorain County
Community College*

Work-Based Learning at LCCC

It's not just Co-op anymore!

Lorain County Community College is committed to providing employers with a well prepared, technically skilled workforce. LCCC wants our students and graduates to be top notch workplace contributors – more than up to the challenge of this technological age. An important part of this effort is what we call “Work-Based Learning.” Our goal is to have students get pre-professional experience in their field so they can integrate classroom learning with real world experience. This can provide employers with employees they can grow. Imagine tailoring a workforce to your organization’s needs. **In addition to the traditional semester of work/semester of school co-op model, LCCC is offering new ways in which your company can benefit from Work-Based Learning.**

Parallel Co-op

Because most of our students support all, or part, of their education, most co-ops at LCCC are of the *parallel* variety. For example, students may work part- or full-time, and attend LCCC classes part- or full-time. Students can repeat the experience during three separate semesters if they wish, and if they are having progressively more responsible work assignments.

Work-in-Place Co-op

Students who are already working in their field may be able to get credit for “Work-in-Place” co-op experiences. If you have LCCC students working for you, this may be a good co-op option for both you and them. With this option, students must demonstrate that they will be working on projects that result in new learning. This will give you an opportunity to assess the new skills your employee has acquired.

Employment Plus!

LCCC has developed a program for students who need on-going employment. In these instances LCCC students obtain “permanent” jobs in their field. An LCCC faculty supervisor facilitates the first semester (4 months) on the job. The students, in collaboration with their job supervisor and faculty advisor, set goals for their employment. These jobs continue past the co-op semester and the student is considered to be a regular employee. Employers identify talented students, ‘grow’ them their own way, and have LCCC support during the student/employee’s orientation period.

Internships

Through an internship, students can become familiar with the environment of the profession they intend to pursue. Internships often involve lower level responsibilities than the co-op, but will provide the opportunity to explore the profession and make better informed career decisions.

Benefits of Hiring

Work-Based Learners

The Work-Based Learning options are designed to be a win-win for the employer and the student/employee. The benefits to you as an employer are:

- Cost-effective recruitment.
- Lower turn over costs after full-time employment.
- Cost-effective training.
- New hires of high quality with up-to-the-minute technical knowledge.
- Enhances your relationship with LCCC and can assist in making the college curriculum more closely related to your needs and those of the community.
- Student workers are good will ambassadors for your company’s public image.
- A tailor-made workforce that fits your needs.

What Work-Based Learning Involves

The placement/job must be related to the student’s major field of study, and hopefully related to the courses the student is taking.

- Step 1.** Employment agreement is formalized.
- Step 2.** Student/employee is oriented to the company, job and environment.
- Step 3** Job supervisor, faculty supervisor and student/employee agree on goals and objectives for the semester. During the semester, job supervisor gives student clear direction and constructive feedback as necessary.
- Step 4** Mid-semester, faculty supervisor meets with job supervisor to monitor employee’s progress.
- Step 5** Job supervisor completes an evaluation of the student/employee’s performance near the end of the semester.

Note: The most successful work-based learning situations are those in which the employer actively mentors the student/employee.

On-Going Registration

LCCC has designed the Work-Based Learning program to meet employers’ needs, which do not always correspond to the college’s academic calendar. Consequently, LCCC co-ops and/or internships can begin at almost any time the employment opportunity arises.

For more information,

call (440) 366-4076

or log on to

www.lorainccc.edu/careers/

**Lorain County Community College
Work-Based Learning**

Syllabus

Work-Based Learning I

XXXX 287

Credit hours: 1-3

Contact Hours: 10-19, 20-29, 30+

Location of class meeting: Workplace, in a major-related environment

Instructor's name, office hours and phone number: Faculty Advisor as assigned

Materials

LCCC – Work-Based Learning Experience Handbook. All students maintain their work log book.

Catalog Description:

This course provides supervised work experience with approved employer(s) in an area related to the student's program. Emphasis is placed on integrating classroom learning with work experience. Students will be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Activities are coordinated, and evaluated by college personnel. *Prerequisite: At least two courses in the discipline of placement & 15 hours in their academic program.*

Course Outcomes:

By the end of the class, building on work based experience, the student shall:

- perform technical skills required for entry level employment in the workplace
- demonstrate an understanding of how theoretical learning is related to practical work
- meet normal workplace expectations of attendance, punctuality, dress, and behavior
- demonstrate ability to understand workplace environment and work cordially with supervisor
- identify sources of information needed to plan future learning or career
- begin making a network of professional contacts
- perceive this course as a formal and integral part of a college education.

SUGGESTED INSTRUCTIONAL METHOD(S) AND TECHNIQUE(S):

- The student will prepare course goals and objectives with the help of the Faculty Advisor and the employer
- The student will maintain a weekly work experience log book
- The student will contact Faculty Advisor for professional guidance with any workplace issues that arise

Work-Based Learning I (cont'd)

- Faculty Advisor will visit student's workplace for a conference with the student and his/her employer
- The student will submit a comprehensive final summary report, product, or portfolio on his/her work experience to the Faculty Advisor for summative evaluation
- Student will complete an exit interview with the employer and submit an evaluation.

COURSE REQUIREMENTS AND STUDENT RESPONSIBILITIES

Immediately after registering, carefully review Handbook, contact Faculty Advisor as soon as possible and find out what final product is required: report/presentation, etc.

Week one on the job: Set course goals and objectives with the help of college personnel and employer.

Each Week: Maintain weekly work experience log book.

During the Semester: Attend a Workplace Success Seminar.

Mid-Work Term: Student sets up a site visit to include student, Faculty Advisor and Work Supervisor.

Week before Finals: Turn in to Faculty Advisor; 3-5 page final summary report (or other as defined by Faculty Advisor), completed log book, and both evaluations (student and employer).

Grades: S – Satisfactory/Pass
 U – Unsatisfactory/Fail

Grades will be based on:

- (a) Employer's evaluation report
- (b) Final summary report on work experience written by student
- (c) Faculty Advisor's evaluation of student's weekly log and arranged site meeting.

**Lorain County Community College
Work-Based Learning**

Syllabus

**Work-Based Learning II
XXXX 288**

Credit Hours: 1-3

Contact Hours: 10-19, 20-29, 30+

Location of class meeting: Workplace, in a major-related environment

Instructor's name, office hours and phone number: Faculty Advisor as assigned

Materials

LCCC– Work-Based Learning Experience Handbook. All students maintain their work log book.

Catalog Description:

This course provides supervised work experience building on experience in Work-Based Learning I with approved employer(s) in an area related to the student's program. The emphasis is on integrating classroom learning with work experience. Students will be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. College personnel coordinate and evaluate the WBL activities.

Prerequisite: XXXX 287

Course Outcomes:

By the end of the class, building upon Work-Based Experience I, the student shall:

- perform technical skills required for entry level employment in the workplace
- demonstrate an understanding of how theoretical learning is related to practical work
- meet normal workplace expectations of attendance, punctuality, dress, and behavior
- demonstrate ability to understand workplace environment and work cordially with supervisor
- identify sources of information needed to plan future learning or career
- begin making a network of professional contacts
- perceive this course as a formal and integral part of a college education.

SUGGESTED INSTRUCTIONAL METHOD(S) AND TECHNIQUE(S):

- The student will prepare course goals and objectives with the help of the Faculty Advisor and the employer
- The student will maintain a weekly work experience log book
- The student will contact Faculty Advisor for professional guidance with any workplace issues that arise

Work-Based Learning II (cont'd)

- Faculty Advisor will visit student's workplace for a conference with the student and his/her employer
- The student will submit a comprehensive final summary report, product, or portfolio on his/her work experience to the Faculty Advisor for summative evaluation
- Student will complete an exit interview with the employer and submit an evaluation.

COURSE REQUIREMENTS:

Immediately after registering: carefully review Handbook, contact Faculty Advisor as soon as possible and find out what final product is required: report/presentation, etc.

Week one on the job: Set course goals and objectives with the help of college personnel and employer.

Each Week: Maintain weekly work experience log book.

During the Semester: Attend a Workplace Success Seminar.

Mid-Work Term: Student sets up a site visit to include student, Faculty Advisor and Work Supervisor.

Week before Finals: Turn in to Faculty Advisor; 3-5 page final report (or other as defined by Faculty Advisor), completed log book, and both evaluations (student and employer).

Grades: S – Satisfactory/Pass
U – Unsatisfactory/Fail

Grades will be based on:

- (a) Employer's evaluation report
- (b) Final summary report on work experience written by student
- (c) Faculty Advisor's evaluation from student's weekly log and arranged meetings.

**Lorain County Community College
Work-Based Learning**

Syllabus

Work-Based Learning III

XXXX 289

Credit Hours: 1-3

Contact Hours: 10-19, 20-29, 30+

Location of class meeting: Workplace, in a major-related environment

Instructor's name, office hours and phone number: Faculty Advisor as assigned

Materials

LCCC – Work-Based Learning Experience Handbook. All students maintain their work log book.

Catalog Description:

This course provides supervised work experience building on experience in Work-Based Learning II with approved employer(s) in an area related to the student's program. The emphasis is on integrating classroom learning with work experience. Students will be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. College personnel coordinate and evaluate the activities. *Prerequisite:* XXXX 288

Course Outcomes:

By the end of the class, building upon Work-Based Experience II, the student shall:

- perform technical skills required for entry level employment in the workplace
- demonstrate an understanding of how theoretical learning is related to practical work
- meet normal workplace expectations of attendance, punctuality, dress, and behavior
- demonstrate ability to understand workplace environment and work cordially with supervisor
- identify sources of information needed to plan future learning or career
- begin making a network of professional contacts
- perceive this course as a formal and integral part of a college education.

SUGGESTED INSTRUCTIONAL METHOD(S) AND TECHNIQUE(S):

- The student will prepare course goals and objectives with the help of the Faculty Advisor and the employer
- The student will maintain a weekly work experience log book
- The student will contact Faculty Advisor for professional guidance with any workplace issues that arise
- Faculty Advisor will visit student's workplace for a conference with the student and his/her employer

Work-Based Learning III (cont'd)

- The student will submit a comprehensive final summary report, product, or portfolio on his/her work experience to the Faculty Advisor for summative evaluation
- Student will complete an exit interview with the employer and submit an evaluation.

COURSE REQUIREMENTS:

Immediately after registering, carefully review Handbook, contact Faculty Advisor as soon as possible and find out what final product is required: report/presentation, etc.

Week one on the job: Set course goals and objectives with the help of college personnel and employer.

Each Week: Maintain weekly work experience log book.

During the Semester: Attend a Workplace Success Seminar.

Mid-Work Term: Student sets up a site visit to include student, Faculty Advisor and Work Supervisor.

Week before Finals: Turn in to Faculty Advisor; 3-5 page final summary report (or other as defined by Faculty Advisor), completed log book, and both evaluations (student and employer).

Grades: S – Satisfactory/Pass
 U – Unsatisfactory/Fail

Grades will be based on:

- (a) Employer's evaluation report
- (b) Final summary report on work experience written by student
- (c) Faculty Advisor's evaluation of student's weekly log and arranged site meeting

For more information on the
Work-Based
Learning Program at
Lorain County Community College
Call (440) 366-4076

www.lorainccc.edu/careers

*Lorain County Community College
1005 Abbe Road North
Elyria, Ohio 44035*



Work-Based Learning

**Now it's Co-op...
And More!**



*Lorain County
Community College*

Work-Based Learning: The Fast Track to a Good Job!

1. Get Paid to Earn College Credit

Did you know that you may be able to earn college credit for these major-related work experiences? In many LCCC majors, work-based learning credit can be used as an elective course or be substituted for a required course. Work-based learning credit gives proof on your transcript that you not only worked to an employer's expectation, but to the standards of Lorain County Community College.

2. Get a Start on Career Success NOW!

The most important secret to career success is to get experience in your field while still in college. Employers overwhelmingly favor job candidates who have real world work experience. Therefore, to jump-start your new career, do not wait until you graduate; get that important work experience while you are still at LCCC.

3. Confirm Your Career Choice

If you are undecided or unsure about your career choice, an internship work experience in your field can be extremely valuable. It can confirm your chosen career path, or make it clear that you need to change direction. In either case, it can be most helpful in your career development.

4. Common Sense Benefits of Work-Based Learning

- Earn money to pay college expenses
- Sharpen the skills that employers value
- Gain self-confidence and strengthen your interpersonal skills
- Apply classroom learning in the real world
- Make helpful contacts in your field - your own network
- Use your work experiences as a tool to help plan your education
- Gain work experience that you can show on your transcript and will strengthen your résumé

Who Qualifies for Work-Based Learning

You qualify for a WBL experience if you:

- Are enrolled in an approved program at LCCC
- Have completed a sufficient number of credit hours in your program: 15 credit hours for a co-op job, 12 credit hours for an internship. Co-ops must have completed 6 credit hours in their major.
- Have a 2.0 GPA overall, and a 2.5 GPA in your major
- Have divisional approval
- The job/ work placement must be related to your major

Types of Work-Based Learning Experiences

Parallel Co-op

Students may work part- or full-time, and attend LCCC classes part- or full-time.

Work-in-Place Co-op

Students who are already working in their field may be able to get credit for *work-in-place* co-op experiences if they have new responsibilities that will result in new learning.

Employment Plus!

Employment Plus! is an actual part-time or full-time job placement. The employer hires the student to fill a staffing need, and begins what will, hopefully, be a long-term employment relationship.

Internships

Through an internship, students can become familiar with the environment of the profession they intend to pursue. Internships often involve lower level responsibilities than the co-op, but will provide the opportunity to explore the profession and make better informed career decisions.

On-Going Registration

Because employment opportunities do not always fit the college's academic calendar, students can register for a work-based learning experience well into the semester. Credit for this course depends on the number of hours worked. Consequently, it is possible to register for a Work-Based Learning course *after* the semester has begun.

For More Information on Work-Based Learning

Call the Work-Based Learning Office,
440-366- 4076 or 1-800-995-5222, ext. 4076
*The Work-Based Learning Office is located in the
College Center, CC 242
in the Employment and Career Services Center*



**Lorain County
Community College**