

<b>Name of Lead Institution (only one)</b>	Marietta College
<b>Project Start Date</b>	Apr-14
<b>Interns and/or Co-ops Start Date</b>	May-14
<b>Primary Contact - Individual must be authorized to sign grant contract and legally responsible as representative.</b>	H. Daniel Hungerford, Controller 215 Fifth Street Marietta, Ohio 45750 Email: dan.hungerford@marietta.edu Phone: 740-376-4720
<b>President/CEO Name</b>	Joseph W. Bruno, President
<b>Project Director/s</b>	Hilles Hughes, Director - Marietta College Career Center 215 Fifth Street, Marietta, Ohio 45750 740-376-4480 email: hilles.hughes@marietta.edu Brenda Kormmiller, Dean of BEITW - WSCC 710 Colegate Dr., Marietta, OH 45750 Email: bkormmiller@wscce.edu Phone: 740-376-8716
<b>Are any of the applicants represented by a member of the Advisory Committee? See list at <a href="https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/omi/2013-14_CEIA.pdf">https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/omi/2013-14_CEIA.pdf</a></b>	No
<b>1) Certification by Authorized Official:</b>	
<b>To the best of my knowledge and belief, the information contained in this application is true and correct. The document has been duly authorized to comply with the required assurances.</b>	
<b>Signature of Authorized Official</b>	
<b>Typed Name and Title; H. Daniel Hungerford, Controller</b>	
<b>Date</b>	
<b>2) Administering Entity: Marietta College</b>	
<b>Contact Person: Hilles Hughes</b>	
<b>Title: Career Center Director</b>	
<b>Address: 215 Fifth Street, Marietta, Ohio 45750</b>	
<b>Email: hilles.hughes@marietta.edu</b>	
<b>3) Business Partners (please submit separate information for each partner)</b>	
<b>Company Name See attachments for complete list</b>	
<b>Contact Person</b>	
<b>Title</b>	
<b>Address</b>	
<b>Email</b>	
<b>4) Educational Partners (please submit separate information for each partner)</b>	
<b>Institution Name Washington State Community College</b>	

Contact Person Brenda Kornmiller  
 Title: Dean of Business, Industry, Engineering, Technology and Workforce Development  
 Address: 710 Colegate Drive, Marietta, Ohio 45750  
 Email: bkornmiller@wscc.edu

**5) Other Partners (please submit separate information for each partner)**

Institution Name  
 Contact Person  
 Title  
 Address  
 Email

Program Snapshot	Name, Number or Amount
JobsOhio key industry/ies – please list	5
JobsOhio region	Enterprise Appalachia
Amount of state money requested	\$199,940
Required match money committed (100% undergrad & 150% grad programs)	265,342
Total state money requested divided by number of co-ops or internships created (in whole dollars)	4999
Total match money obtained divided by number of co-ops/internships created (in whole dollars)	6634
Total money (state plus match) divided by number of co-ops/internships created (in whole dollars)	11,632
Number of business partners	11
Number of education partners	2
Number of other partners	0

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)	40	40	40	40	20	20	10	30
Co-ops created (proposed)	0	0	0	0	0	0	0	0
TOTALS	40	40	40	40	20	20	10	30

## Business Partners

<p><b>Company Name:</b> Peoples Bank National Association  <b>Contact Person:</b> Tyler Wilcox  <b>Title:</b> SVP Human Resources  <b>Address:</b> 138 Putnam Street, Marietta, Ohio 45750  <b>Email:</b> tyler.wilcox@pebo.com</p>
<p><b>Company Name:</b> Microbac Laboratories, Inc. – Ohio Valley Division  <b>Contact Person:</b> David E. Vandenberg  <b>Title:</b>  <b>Address:</b> 158 Starlite Drive, Marietta, Ohio 45750  <b>Email:</b> david.vandenberg@microbac.com</p>
<p><b>Company Name:</b> Simonton Windows  <b>Contact Person:</b> Cari Mead  <b>Title:</b> Corporate Staffing Manager  <b>Address:</b> 3948 Townsfair Way, Suite 200, Columbus, Ohio 43219  <b>Email:</b> cari_mead@simonton.com</p>
<p><b>Company Name:</b> Connections Day Spa, LLC  <b>Contact Person:</b> Linda Lohr  <b>Title:</b> Owner and Manager  <b>Address:</b> 224 Main Street, Lowell, Ohio  <b>Email:</b></p>
<p><b>Company Name:</b> Parkersburg Newspapers (owner of Marietta Times)  <b>Contact Person:</b> Art Smith  <b>Title:</b> Online Manager/News and Sentinel Races Logistical Director  <b>Address:</b> 700 Channel Lane, Marietta, Ohio 45750  <b>Email:</b> asmith@newsandsentinel.com</p>
<p><b>Company Name:</b> L.J. Smith, Inc.  <b>Contact Person:</b> George Meese  <b>Title:</b> Director of Human Resources  <b>Address:</b> 35280 Scio-Bowerston Road, Bowerston, Ohio 44695  <b>Email:</b></p>
<p><b>Company Name:</b> Marietta Area Chamber of Commerce  <b>Contact Person:</b> Charlotte Keim  <b>Title:</b> President  <b>Address:</b> 100 Front Street, Suite 200, Marietta, Ohio 45750  <b>Email:</b> keim@mariettachamber.com</p>
<p><b>Company Name:</b> L &amp; P Services  <b>Contact Person:</b> Chuck Larrick  <b>Title:</b> CEO  <b>Address:</b> PO Box 4006, 207 D Colegate Drive, Marietta, Ohio 45750  <b>Email:</b></p>
<p><b>Company Name:</b> CIM Data, Inc.  <b>Contact Person:</b> Charles R. Ditchendorf  <b>Title:</b> Sr. Business Development Manager  <b>Address:</b> 331 Fifth Street, Marietta, Ohio 45750  <b>Email:</b> c.ditchendorf@cimdata.com</p>

**Company Name: Offenberger & White, Inc.**

**Contact Person: Bill White**

**Title: CEO**

**Address: PO Box 1012 521 Front Street, Marietta, Ohio 45750**

**Email: bill@offwhite.com**

**Company Name: Rowland Motors, d/b/a J.D. Byrider Sales**

**Contact Person: John M. Morris**

**Title:**

**Address: 114 Industry Road, Marietta, Ohio 45750**

**Email: mmorris@jdbyrider.com**

## **ABSTRACT**

Marietta College (MC) and Washington State Community College (WSCC) will be collaborating Institutions of Higher Education (IHE) in this OBR-OMIC project focused on businesses located within the Enterprise Appalachia JOBSOhio region. MC will be the lead IHE, but in all respects the partners will be equal.

Ten employers have submitted letters of intent to participate in this program. Five employers represent Ohio Key Growth Industries, specifically, Advanced Manufacturing (2), Biohealth, Financial Services, and Information Services. Other business partners will represent several small to medium-sized businesses in the region, where interns will provide a variety of business functions (e.g., human resources, business analysis, marketing, public relations, database management).

The Institutions of Higher Education partnering in this project both intend to hire part-time Internship Coordinators, who will be responsible for outreach to employers, marketing the information to students, engaging faculty in training, and managing the growth of internships through this program. The project intends to provide internships to 40 students through this program.

The program will create systems that will provide a strong foundation for continued internship development in the region. Additionally, WSCC intends to hire the Internship Coordinator, and, although not committed, it is highly likely that MC will combine this position into one being developed for experiential education.

Funds committed by employers (cash and in-kind) equal \$265,342. The project is requesting a grant of \$199,940.

## PROGRAM NARRATIVE

### Program Relevancy

#### Partnerships

Marietta College (MC) and Washington State Community College (WSCC) will be collaborating Institutions of Higher Education (IHE) in this project. MC will be the lead IHE, but in all respects the partners will be equal. Throughout the process of developing this proposal, both institutions have contributed time, ideas, human capital, and enthusiasm, harnessed together to design a program that is highly responsive to business needs, focused on student gains in learning, and dedicated to making an impact on the quality and quantity of internships available to students in the City of Marietta, Washington County and throughout southeast Ohio.

This program builds upon each institution's connections to businesses that are relevant to centers of its institutional focus, e.g., petroleum engineering and sports management at MC, and automotive technology, criminal justice, digital technology, industrial technology, mechanical engineering technology and diesel truck systems at WSCC. Both institutions participate in the Third Frontier program that supports STEM-focused internships. The OBR-OMIC opportunity will enable the IHEs to increase internship programs for students beyond STEM majors, and to benefit a wider array of businesses by expanding the kinds of work interns can provide.

The OBR-OMIC project is also enhanced by other initiatives at the colleges. MC, for example, internships are part of a larger plan for ensuring that all students participate in some form of experiential education during their college careers. MC is also developing a plan to offer entrepreneurship education across the curriculum. Both of these efforts will connect the college to the business community in a myriad of ways, thus strengthening the ties for continuing the development of internship opportunities.

Businesses that have signed an *Intent to Participate* letter represent some of Ohio's key growth industries, e.g., Advanced Manufacturing (Simonton Windows, L.J. Smith, C.I.M. Industry), Financial Services (Peoples Bank), Biohealth (Microbac Laboratories) Information Services (Parkersburg Newspapers Inc., which includes Marietta Times). Business functions for these and other businesses include event planning ( ), public relations/marketing (Connections Day Spa, Marietta Times), database management (C.I.M. Industry), administrative support (L&P Services, Inc.), business analyst (J.D. Byrider) and human resources (Simonton Windows).

#### Faculty Assistance

This program builds on and intends to enhance existing structures present at each institution. WSCC established the Business Action Team, which is charged with providing the impetus for effectively responding to the workforce and training needs of the business community. The BAT identifies specific training needs of businesses or industry sectors and collectively mobilizes the academic and programmatic resources of WSCC to meet those

needs. MC's Career Center and its faculty-led Internship Coordinators' Committee provide venues to engage faculty with businesses related to their disciplines. MC's focus on experiential learning immerses faculty in the theory and practice of moving students beyond the classroom into real-world learning laboratories. These efforts have led faculty to seek a variety of interactions between their students and local businesses; however, the majority of these connections have been unpaid internships at nonprofit organizations. The OBR-OMIC grant opportunity will assist the faculty in taking experiential learning to another level by developing paid internships at for-profit businesses. Nonprofit corporations that do not rely primarily on public funds will also be included in this program.

Faculty within certain disciplines, such as education, health care, and criminal justice, are conversant with the concept and process of connecting students to experiences in the world of work, monitoring students and assisting businesses during the internship process, utilizing input from the business partner to assess student skills and knowledge gaps, and helping students plan for professional growth through reflection on their experiences. Faculty members in disciplines that do not have a requirement for in-service work during college have had less encouragement to connect their students with the world of work, and in some instances, the faculty members have no personal experience of work beyond academia. Most recognize the changing landscape that today's students face and are willing to participate in designing internship programs if someone will assist them along the way.

A key component of the OBR-OMIC project in Marietta includes the hiring of part-time Internship Coordinators (ICs) at MC and WSCC. The coordinators will have two major roles: outreach and assistance to business participants in this program, and assisting faculty in the process of connecting students to businesses through internships. In working with the faculty who are internship-shy, the ICs' focus will be procedural, i.e., outlining steps, listing items needed, identifying due dates, and facilitating communication between faculty and business representatives. Throughout the two years of the OBR-OMIC program in Marietta, the project intends to engage six new faculty members at each college in learning the process of and completing relevant student internships at businesses.

The curricular components that make internships most valuable to the student and the businesses will need to be developed by faculty members. However, the ICs can provide research, arrange for training, and simplify the process so that faculty are able to pursue this new level of student engagement with as much ease as possible.

### **Integration into Regional Economy**

This project is located in the JobsOhio region known as Enterprise Appalachia. Specifically, both IHEs are located in Washington County, near the geographic center of Ohio's Appalachian region.

Poised for and already experiencing some growth from the Utica and Marcellus shale explorations, this area is home to several gas and oil companies, chemical and polymer companies, and a variety of small businesses that support and sustain the area's positive quality of life. The Southeastern Ohio Port Authority reports on its website that Washington County exceeds the state average of small businesses per capita ([http://www.pioneerspirit.us/small\\_business](http://www.pioneerspirit.us/small_business)).

In a small city like Marietta, the interdependence of all sectors of the community is remarkably evident. Local stores, gas stations, restaurants benefit from the influx of students at the colleges. MC's stadium is the home field for both high school and college sports, and provides a

boost to the local economy when it hosts regional events that draw crowds of people to local businesses. Local employers contact the colleges for assistance: the development of job training modules, certificate programs, or expert advice related to energy issues. Recently the K-12 educational system initiated an education/business partnership called *Building Bridges to Careers* (BBC). This unique partnership has opened doors between educators and the business community, facilitating conversations about the skills and knowledge businesses need to ensure a strong workforce for the future. The IHEs are important links in this conversation, providing resources for the K-12 school system, and providing a next level of educational opportunity that benefits residents and businesses alike.

Many of the participating employers in this project were developed from business contacts that the IHEs have established through their engagement with local organizations. Both colleges are members of the Marietta Area Chamber of Commerce, with representatives that serve on the Chamber's Board of Directors. Several members of the leadership of both IHEs are active members in local Rotary clubs. These business and civic institutions have been highly supportive of the effort to increase internships at local businesses, and have played a key role in connecting the IHEs to the business community. Successful alumni and institutional board members who represent strong businesses have been an excellent source of IHE-business connections.

Smaller businesses are eager to participate in internship programs, but many lack a sufficient infrastructure that could guarantee appropriate training and a positive experience for interns. An important role that the ICs can play in this region is to help smaller businesses become aware of and develop the infrastructure they need so that they can be viable venues for future internship opportunities.

Because of their role as a liaison between businesses and higher education, the ICs will be in an excellent position to help identify workforce skills/education gap issues, facilitating effective communication between education and business entities so that both are working to ensure a strong local economy, with graduates who can fill local jobs.

### **Student Learning Outcome Assessment**

Assessing student learning outcomes will depend upon a clear delineation of goals and objectives of the internship set before the internship begins.

At both IHEs, in those internships where students will earn course credits, the faculty member responsible for ensuring the relevance of the work to the student's course will monitor and assess student learning outcomes. The faculty member will:

- participate with the student in the design of the internship;
- approve the internship, ensuring that it meets all academic requirements;
- visit the students at their worksite, or in instances where distance precludes this, conduct a Skype interview with the students and their employers;
- require specific written material from students during the internship; and
- request a mid- and final assessment from employers.

When students will not earn credit for their internships, assessment of learning outcomes will be conducted by the Internship Coordinators, working under the guidance of the Director of the Career Center at MC, and the students' advisors, working with the Dean for Business, Industry, Engineering, Technology and Workforce at WSCC. The ICs will assist students and

businesses in designing an internship that will provide experiences relevant to the student's major, e.g., graphic arts, chemistry, accounting, or communication. The specific work that will be done for the business will be matched with students' skills, areas of interest, knowledge and course work. Students will clarify what they hope to learn through the experience, the employers will ensure that the work they offer can meet the students' expectations for growth and development. At the end of the internship, students and employers will complete a survey that provides data and observations about the students' contribution to the company and the growth the student experienced through the internship.

### **Integration of Work-Based Learning with Career Goals**

At MC, students in these majors are required to have an internship: Advertising/Public Relations, Broadcasting, Environmental Science, Environmental Studies, Graphic Design, Journalism, Organizational Communication/Public Relations, Sports Management, and Theatre. Students in these majors require an internship or study abroad experience: Biology (or tutorship), International Leadership Studies, Leadership Studies Minor, and Political Science. Students in any major may elect to have an internship experience during their college careers.

Students will begin the discussion of their internship with their academic advisor and the internship coordinator in their department. If the student seeks a for-credit internship, the requirements are fairly consistent across all disciplines, whether it is paid or unpaid. Requirements are posted on the website of the Career Center. Whether paid or unpaid, for credit or not, students who want to pursue internships are required to **prepare a proposal**, outlining:

- the specific personal goals and general skills they hope to gain or improve;
- their professional or career goals, indicating what they expect to learn that will be useful in a future job or in their career;
- how this experience enhances or complements what they have learned in their classes thus far; and
- whether their department requires any internship goals specific to their program.

Before beginning their internships, students will be encouraged to collect photos, audio files, or other materials to use in posters or presentations about the experience. Students will have two on-campus venues where they can share what they learned during their internships with their classmates and others in the campus community. 1.) Each department will host an evening presentation by all students who participated in internships during the previous summer or semester; and 2.) In early April, all students who participated in an internship will be invited to present the results of their experience, including its impact on their education and movement toward their career goals, in a poster presentation at All Scholars Day. Employers will be invited to attend and participate.

At WSCC, students who wish to pursue an internship must have a recommendation from their faculty advisor. Students will work with the advisor to design the terms of the internship, including identification of the academic gains the student hopes to achieve during the internship. Students will be evaluated on their work performance and their movement toward their goals mid-term and at the end of the internships.

## **Sustainability**

### **Financial Plan and Budget Beyond the Grant Period**

This two-year project in southeast Ohio is designed to be a pilot project, one that stretches the current status quo by demonstrating new possibilities while assessing the value of the project's various components. The plan takes advantage of the OBR-OMIC grant opportunity to fill gaps that appear to have an impact on the lack of paid internships in the region. If effective, some components of the program will be carried forward after the grant program ends.

Both IHEs plan to hire a part-time Internship Coordinator (IC), primarily in response to a constant refrain the IHEs from local businesses. Many strong business partners hesitate to take interns because they fear the cost in personnel time needed to manage the intern and communicate with the IHE. Likewise, faculty members at the colleges express a continuing concern about the amount of time it takes to develop, monitor, and assess internships. When the faculty member is not familiar with the business partner, the stress and time elements become nearly overwhelming. An IC who can develop and refine internship systems, travel to businesses, develop concise paperwork and "walk" people through it quickly appear to be an invaluable asset in overcoming the fear factor of businesses and faculty alike.

Each of the collaborating IHE partners will manage the continuation of the IC's position differently. WSCC intends to maintain the position after the grant ends. The Internship Coordinator at MC is likely to be included in the larger plan of hiring a coordinator for experiential education. Neither college foresees the ability to offer the other monetary benefits (student stipends or rebates to businesses) that the OBR-OMIC grant program affords. However, both colleges agree that if the program is successful from the businesses' perspective, i.e., if the businesses have low-stress, high productivity and a positive working relationship with their college partners, the potential for them to continue paid internships will be very strong. The ICs' development of internship guidelines, schedules, contact lists, and other forms of easing communication between IHEs and businesses will be products that can be maintained after the grant ends.

### **Program Assessment Actions**

This program will be assessed from these perspectives: student success, business satisfaction, and impact on transitioning Ohio students to Ohio employees.

1. **Student success and business satisfaction** will be measured through a written evaluation (completed online by the employer), measuring these skills. The results of the survey will be shared with the student by the faculty advisor.
  - a. **Ability to Learn** 1. Asks pertinent and purposeful questions 2. Seeks out and utilizes appropriate resources 3. Accepts responsibility for mistakes and learns from experiences
  - b. **Reading/Writing/Computation Skills** 1. Reads/comprehends/follows written

- materials 2. Communicates ideas and concepts clearly in writing 3. Works with mathematical procedures appropriate to the job
- c. **Listening & Oral Communication Skills** 1. Listens to others in an active and attentive manner 2. Effectively participates in meetings or group settings 3. Demonstrates effective verbal communication skills
  - d. **Creative Thinking & Problem Solving Skills** 1. Breaks down complex tasks/problems into manageable pieces 2. Brainstorms/develops options and ideas 3. Demonstrates an analytical capacity
  - e. **Professional & Career Development Skills** 1. Exhibits self-motivated approach to work 2. Demonstrates ability to set appropriate priorities/goals 3. Exhibits professional behavior and attitude
  - f. **Interpersonal & Teamwork Skills** 1. Manages and resolves conflict in an effective manner 2. Supports and contributes to a team atmosphere 3. Demonstrates assertive but appropriate behavior
  - g. **Organizational Effectiveness Skills** 1. Seeks to understand and support the organization's mission/goals 2. Fits in with the expectations and culture of the organization 3. Works with appropriate authority and decision-making channels
  - h. **Basic Work Habits** 1. Reports to work as scheduled and on-time 2. Exhibits a positive and constructive attitude 3. Dress and appearance are appropriate for this organization
  - i. **Character Attributes** 1. Brings a sense of values and integrity to the job 2. Behaves in an ethical manner 3. Respects the diversity of co-workers (religious/cultural/ethnic)
  - j. Are there any skills or competencies you believe are important to the profession or this position that have not been previously mentioned in this evaluation?

The survey will also ask the employer to rate the program and its effectiveness for its business, including a comment stating whether the employer would hire an intern through this program again. The IC will follow up with all employers to discuss their responses, with particular attention to those that have had negative/neutral experiences and those who express concerns.

- 2. **Impact on keeping Ohio students in Ohio** will be realized over a term longer than this grant project. During the grant and for one year afterward, the colleges will maintain a record of students who participated in the internship program and accepted a job at an Ohio business.

### **Plans to Support the Program**

Both colleges have a basic infrastructure that will accommodate the hiring of a part-time Internship Coordinator and provide support that will enable the IC to be effective. The IHEs will provide space, technology, supplies, and supervision for the IC.

At WSCC, the IC will be housed with the Business, Engineering, Industry, Technology, and Workforce (BEITW) staff, supervised by Brenda Kornmiller, Dean of the division. At MC, the IC will be added to the Career Center staff, supervised by Hilles Hughes, the center's director.

Because the ICs will represent the IHEs to the business community and will need to inspire trust from the colleges' faculty, the ICs' will need to be highly professional people, at

home in both the business and educational communities, and capable of working without constant supervision. A complete job description for this position is provided in the attachments to this proposal.

### **Faculty Engagement Development and Sustainability**

MC has developed a model for faculty development in experiential education that can be used to grow and sustain an internship program.

Several years ago, MC established an Office of Civic Engagement, and later charged this office with the responsibility of training and engaging faculty in the process of developing experiential learning opportunities for their students. The director of the Office of Civic Engagement – a non-faculty member – organized a series of training sessions that explored the value and the theory of experiential education, demonstrated how faculty could implement experiential education in various disciplines, and created a strong network of community connections that were willing to work with faculty and students on appropriate projects. The combination of classroom learning, clear and replicable examples, and an established network of people and places ready to participate created a vibrant program that engaged many faculty members.

The same methods can be used to introduce even reluctant faculty members to the world of internships. Since both colleges already have a basic infrastructure for providing internship opportunities for students, the movement toward developing paid internships with local businesses across various disciplines will be eased by the introduction of a staff member who can lead the way. Hosting training events, illustrating successful internship experiences, familiarizing faculty with required processes and paperwork, and ensuring that the IC will be a liaison throughout the process will offer a safe and understandable method for faculty to follow.

Each IHE also has the means to incentivize faculty participation in creating and sustaining an internship program, from cash payments for certain accomplishments or additional responsibilities to public recognition of a special job done well. Each institution will decide on the best methods to use to promote faculty participation.

### **Institutional Development and Sustainability in Job Development and Business Participation**

Employees at institutions of higher education and business employees share a common experience: both understand the experience of trying to do more with no additional workers. The benefit of the OBR-OMIC program in southeast Ohio will be the addition of two part-time employees (Internship Coordinators) who can provide a much-needed link between the businesses and IHEs.

The work of the ICs will be practical, designed to fill the gaps that make businesses pause and IHEs hesitate when considering internships: designing and helping each key player in the internship equation complete the paperwork; tracking applications and responses; responding to questions from first-time and veteran internship sites. Each employer will have a single person to call who will ensure that they receive timely responses to questions or concerns.

As this project was being developed, several local organizations rallied to assist the IHEs in their effort to identify and contact potential business partners. This group of community supporters – Chamber of Commerce, Rotarians, Convention and Visitors Bureau, Small Business Development Center, Southeast Ohio Port Authority and its Third Frontier Internship Program, Marietta City Schools Building Bridges to Careers program – and others who are interested in strengthening ties between business and education in this community will be developed into an Internship Advisory Committee. MC and WSCC, the Washington County Career Center and local high schools, will represent the educational community on this committee. The purpose of this community committee will be to provide feedback on the effectiveness of internships in the area, provide information about business developments that could benefit from internships, address common knowledge/ skills gaps in students hired as interns, and ensure that the work of this project continues and grows in the future.

## **Budget Narrative**

The budget for this OBR-OMIC project in southeast Ohio is based on a total of \$199,940 over the two-year grant period.

**Personnel costs** include the hiring of two, part-time Internship Coordinators, one at each college, at a cost of \$21,600 each year. Benefits include only FICA/Medicare, at the rate of 7.65%, or \$1,652 per year per employee.

**Travel costs** include an average of 500 miles per month per Internship Coordinator, to carry out the general job responsibilities associated with this project. Mileage will be paid at the rate of .505/mile, for a total of \$3,030 per employee per year.

**Supplies** include general office supplies, including postage and printing, used directly by this program. \$500 per year is allocated toward supplies at each IHE.

**Intern support** includes funds that will be provided to the intern by the program. Each intern will receive \$750 to be designated as a scholarship or for living expenses. Interns will be eligible for this support after successfully completing 40 hours of internship work.

**Business support:** Businesses will be eligible for a \$3/hr rebate after the completion of an internship work experience. \$12,000 per college is allocated toward this line item per year.

**Total direct costs** include all items listed above, and total \$46,282 per year per college.

**Indirect costs** are based on the total direct costs at a rate of 8%, or \$3,703 per year per college.

Total program costs include direct and indirect costs, equal to **\$49,985** per college per year.

**Marietta College - OBR -OMIC Application 2013  
Appendices**

**Budget**

**Business Partners Snapshot**

**Letters of Commitment from Businesses**

**Job Description - Internship Coordinator**

**Resumes for Project Directors at each IHE**

- Hilles Hughes, Marietta College
- Brenda Kornmiller, Washington State Community College

**Implementation Schedule**

Activity	Total	Regents Funds	Business Funds*	Applicant Funds	Education Partner Funds	Name of Education Partners	Other Partner Funds	Name of Other Partners
Personnel	\$ 93,010	\$ 93,010						
Supplies	\$ 2,000	\$ 2,000						
Purchased Services								
Travel	\$ 12,120	\$ 12,120						
Scholarships	\$ 30,000	\$ 30,000						
Employer Salaries	\$ 184,542	\$ 48,000	\$ 136,542					
Other Employer Contributions	\$ 128,800		\$ 128,800					
Other (Describe) Employer support								
Subtotal	\$ 450,472	\$ 185,130						
Indirect Costs 8% or less	\$ 14,810	\$ 14,810						
<b>TOTAL</b>	\$ 465,282	\$ 199,940	\$ 265,342					

\*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
Peoples Bank	9600	3	0	0
Microbac	8000	2	0	1600
Simonton Windows	33600	6	0	8400
Connections Day Spa	3520	4	0	9630
Parkersburg Newspapers	9540	3	0	3000
L.J. Smith, Inc.	9600	4	0	17380
Marietta Area Chamber	12000	8	0	30300
L & P Services, Inc.	12720	4	0	3400
C.I. M. Industry	2850	1	0	2550
Offenberger & White, Inc.	18912	4	0	42000
Rowland Motors, dba J.D. Byrider	16200	1	0	10540
<b>Total # of Employers: 11</b>	<b>Total Wage Commitment: \$136,542</b>	<b>Total Number of Positions: 40</b>	<b>Total Number of Positions: 0</b>	<b>Total Amount of Other Employer Contributions: \$128,800</b>

**LETTER OF INTENT TO PARTICIPATE**

**Program Name:** Ohio Board of Regents - Ohio Means Internships and Co-Ops

**Business Name:** Peoples Bank, National Association

Which operates in Ohio at the address listed below, is committed to participating in the OBR-OMIC program with  Marietta College and/or \_\_\_\_\_ Washington State Community College.

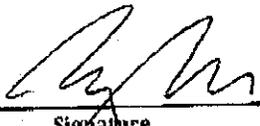
During the time period of May 2014 through April 2016, we anticipate hiring 3 interns through this program. The list below outlines the jobs the interns will do and the hourly rate we agree to pay each student.

Job Title	Hourly pay rate	# of hours	# Semesters
Banking Intern	10.00	320	2
"		same	
"			
<b>Total cash commitment to internship wages: \$ 9,600.00</b>			

Additional in-kind contributions toward this project will come from the following sources:

Value of supervisor's/other staff time/benefits	
Materials and supplies	
Travel	
Other costs - List:	
<b>Total in-kind contribution to the project:</b>	\$
<b>Cash + In-kind contribution:</b>	\$

We understand that the colleges may not have students who qualify for the internship during one or more of the semesters. This Letter of Intent indicates our commitment to hire an intern if a suitable candidate applies.

**Authorized Business Representative:**  11/15/13  
Signature Date

**Name and Title (printed):** Tyler Wilcox, SVP - Human Resources

**Business Address:** 138 Putnam Street, Marietta, OH 45750

**Ohio Key Growth Business Sector:** Financial Services

**Business Function:** Financial Services

**LETTER OF INTENT TO PARTICIPATE**

**Program Name:** Ohio Board of Regents – Ohio Means Internships and Co-Ops

**Business Name:** Microbac Laboratories, Inc. – Ohio Valley Division

Which operates in Ohio at the address listed below, is committed to participating in the OBR-OMIC program with X Marietta College and/or X Washington State Community College. During the time period of May 2014 through April 2016, we anticipate hiring 2 interns through this program. The list below outlines the jobs the interns will do and the hourly rate we agree to pay each student.

<b>Job Title/# interns per title</b>	<b>Hourly pay rate</b>	<b># of hours/ semester</b>	<b># Semesters</b>
Laboratory Assistant	\$10	400	Summer
Laboratory Assistant	\$10	400	Summer
<b>Total cash commitment to internship wages: \$8,000.00</b>			

Additional in-kind contributions toward this project will come from the following sources:

Value of supervisor's/other staff time/benefits	\$1,600
Materials and supplies	
Travel	
Other costs - List:	
<b>Total in-kind contribution to the project:</b>	<b>\$ 1,600</b>
<b>Cash + In-kind contribution:</b>	<b>\$ 9,600</b>

We understand that the colleges may not have students who qualify for the internship during one or more of the semesters. This Letter of Intent indicates our commitment to hire an intern if a suitable candidate applies.

**Authorized Business Representative:** David E. Vandenberg **11-18-2013**  
Signature Date

**Name and Title (printed):** David E. Vandenberg

**Business Address:** 158 Starlite Drive, Marietta, Ohio 45750

**Ohio Key Growth Business Sector:** Biohealth

**Business Function:** \_\_\_\_\_

**LETTER OF INTENT TO PARTICIPATE**

**Program Name:** Ohio Board of Regents – Ohio Means Internships and Co-Ops

**Business Name:** Simonton Windows

Which operates in Ohio at the address listed below, is committed to participating in the OBR-OMIC program with   x   Marietta College and/or            Washington State Community College.

During the time period of May 2014 through April 2016, we anticipate hiring            interns through this program. The list below outlines the jobs the interns will do and the hourly rate we agree to pay each student.

<b>Job Title/# interns per title</b>	<b>Hourly pay rate</b>	<b># of hours/ semester</b>	<b># Semesters</b>
<b>Production Analysts</b>	<b>14.00</b>	<b>20 hrs/wk x 20 wks</b>	<b>1-3</b>
<b>Human Resources Intern</b>	<b>14.00</b>	<b>20 hrs/wk x 20 wks</b>	<b>1-3</b>
<b>Total cash commitment to internship wages: \$ 33,600 (three semesters)</b>			

Additional in-kind contributions toward this project will come from the following sources:

Value of supervisor's/other staff time/benefits (\$35/hr x 2 hrs/wk x 20 wks x 2 interns x 3 semesters)	<b>\$ 8,400</b>
Materials and supplies	
Travel	
<b>Total in-kind contribution to the project:</b>	<b>\$ 8,400</b>
<b>Cash + In-kind contribution:</b>	<b>\$ 42,000</b>

We understand that the colleges may not have students who qualify for the internship during one or more of the semesters. This Letter of Intent indicates our commitment to hire an intern if a suitable candidate applies.

**Authorized Business Representative:**   Cari Mead              11/15/2013

**Name and Title (printed):**   Cari Mead, Corporate Staffing Manager  

**Business Address:**   3948 Townsfair Way, Suite 200, Columbus, OH 43219  

**Ohio Key Growth Business Sector:**   Advanced Manufacturing  

**Business Function:**   Production Analyst and Human Resources

**LETTER OF INTENT TO PARTICIPATE**

**Program Name:** Ohio Board of Regents – Ohio Means Internships and Co-Op.

**Business Name:** Connection Day Spa, LLC

Which operates in Ohio at the address listed below, is committed to participating in the OBR-OMIC program with X Marietta College and/or X Washington State Community College. During the time period of May 2014 through April 2016, we anticipate hiring 6 interns through this program. The list below outlines the jobs the interns will do and the hourly rate we agree to pay each student.

Job Title/# interns per title	Hourly pay rate	# of hours/ semester	# Semesters
PR/Marketing/ 1 each semester for six semesters	\$8	5/wk	6
<b>Total cash commitment to internship wages: \$ 3,520</b>			

Additional in-kind contributions toward this project will come from the following sources:

Value of supervisor's/other staff time/benefits (\$20/day x 440 d)	\$ 8,880
Materials and supplies (computer)	750
Travel	
Other costs - List:	
<b>Total in-kind contribution to the project:</b>	<b>\$ 9,630</b>
<b>Cash + In-kind contribution:</b>	<b>\$ 13,150</b>

We understand that the colleges may not have students who qualify for the internship during one or more of the semesters. This Letter of Intent indicates our commitment to hire an intern if a suitable candidate applies.

**Authorized Business Representative:**

*Linda Lohr* 11/15/13  
Signature Date

**Name and Title (printed):** Linda Lohr, Owner and Manager

**Business Address:** 224 Main Street, Lowell, Ohio

**Ohio Key Growth Business Sector:** NA

**Business Function:** Back Office: PR/Marketing

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**LETTER OF INTENT TO PARTICIPATE**

**Program Name:** Ohio Board of Regents – Ohio Means Internships and Co-Ops

**Business Name:**  Parkersburg Newspapers Inc

Which operates in Ohio at the address listed below, is committed to participating in the OBR-OMIC program with  X  Marietta College and/or   Washington State Community College. During the time period of May 2014 through April 2016, we anticipate hiring 3 interns through this program. The list below outlines the jobs the interns will do and the hourly rate we agree to pay each student.

Job Title	Hourly pay rate	# of hours	# Semesters
News and Sentinel Half Marathon Coordinator	7.95	400	summer
Reporting intern – Parkersburg News	7.95	400	summer
Reporting intern – Marietta Times	7.95	400	summer
<b>Total cash commitment to internship wages: \$ 9540</b>			

Additional in-kind contributions toward this project will come from the following sources:

Value of supervisor's/other staff time/benefits	\$3000
Materials and supplies	
Travel	
Other costs - List:	
<b>Total in-kind contribution to the project:</b>	<b>\$ 3000</b>
<b>Cash + In-kind contribution:</b>	<b>12,540</b>

We understand that the colleges may not have students who qualify for the internship during one or more of the semesters. This Letter of Intent indicates our commitment to hire an intern if a suitable candidate applies.

**Authorized Business Representative:** \_\_\_\_\_

Signature

Date

**Name and Title (printed):**  Art Smith, Online Mang,/ News and Sentinel Races Logistical Director

**Business Address:**  700 Channel Lane , Marietta, Ohio

**Ohio Key Growth Business Sector:**  information services, logistics

**Business Function:**  Publishing



**LETTER OF INTENT TO PARTICIPATE**

**Program Name:** Ohio Board of Regents - Ohio Means Internships and Co-Ops

**Business Name:** Marietta Area Chamber of Commerce

Which operates in Ohio at the address listed below, is committed to participating in the OBR-OMIC program with  Marietta College and/or  Washington State Community College.

During the time period of May 2014 through April 2016, we anticipate hiring 8 interns through this program. The list below outlines the jobs the interns will do and the hourly rate we agree to pay each student.

(1)  
(2) Events

Job Title	Hourly pay rate	# of hours	# Semesters
Marketing Assistant			
Operations Assistant	\$8	10 each	6

**Total cash commitment to internship wages:** \$ 2000 per semester x 6 = \$12,000

Additional in-kind contributions toward this project will come from the following sources:

Value of supervisor's/other staff time/benefits	3600	x6 = 21,600
Materials and supplies	500	x6 = 3000
Travel	50	x6 = 300
Other costs - List: <u>space, insurance</u>	1000	x6 = 6000
<b>Total in-kind contribution to the project:</b>	<b>\$ 30,300</b>	
<b>Cash + In-kind contribution:</b>	<b>\$ 42,300</b>	

We understand that the colleges may not have students who qualify for the internship during one or more of the semesters. This Letter of Intent indicates our commitment to hire an intern if a suitable candidate applies.

**Authorized Business Representative:** Charlotte Veim 11-13-13  
Signature Date

**Name and Title (printed):** Charlotte Veim, President

**Business Address:** 100 Front St, Ste. 200, Marietta, OH 45750

**Ohio Key Growth Business Sector:** back office

**Business Function:** business/economic development association

LETTER OF INTENT TO PARTICIPATE

Program Name: Ohio Board of Regents - Ohio Means Internships and Co-Ops

Business Name: L + P Services, Inc.

Which operates in Ohio at the address listed below, is committed to participating in the OER-OMIC program with  Marietta College and/or  Washington State Community College. During the time period of May 2014 through April 2016, we anticipate hiring \_\_\_\_\_ interns through this program. The list below outlines the jobs the interns will do and the hourly rate we agree to pay each student.

Job Title	Hourly pay rate	# of hours	# Semesters
<i>Adm. Assistant</i>	<i>\$ 7.95</i>	<i>20</i>	<i>2</i>
<i>Adm Assistant</i>	<i>\$ 7.95</i>	<i>20</i>	<i>2</i>
Total cash commitment to internship wages: \$ <i>\$12,720.00</i>			

Additional in-kind contributions toward this project will come from the following sources:

Value of supervisor's/other staff time/benefits	<i>\$ 3,000</i>
Materials and supplies	<i>200</i>
Travel	<i>200</i>
Other costs - List:	
Total in-kind contribution to the project:	<i>\$ 3,400</i>
Cash + In-kind contribution:	<i>\$ 16,120.00</i>

We understand that the colleges may not have students who qualify for the internship during one or more of the semesters. This Letter of Intent indicates our commitment to hire an intern if a suitable candidate applies.

Authorized Business Representative: *Chuck P. CEO* *11.14.13*  
Signature Date

Name and Title (printed): *Chuck Larrick, CEO*

Business Address: *P.O. Box 4006, 207 D Colgate Drive, Marietta, OH*

Ohio Key Growth Business Sector: \_\_\_\_\_ *45750*

Business Function: *Mental Health, Substance Abuse Counseling Agency, Primary Care*

TENTATIVE LETTER OF INTENT TO PARTICIPATE

**Program Name:** Ohio Board of Regents - Ohio Means Internships and Co-Ops

**Business Name:** CIMdata, Inc.

Which operates in Ohio at the address listed below, is committed to participating in the OBR-OMIC program with X Marietta College and/or \_\_\_\_\_ Washington State Community College.

During the time period of May 2014 through April 2016, we anticipate hiring 1 interns through this program. The list below outlines the jobs the interns will do and the hourly rate we agree to pay each student.

Job Title/# interns per title	Hourly pay rate	# of hours/ semester	# Semesters
CRM Specialist	9.50	75	4
<b>Total cash commitment to internship wages: \$ 2850</b>			

Additional in-kind contributions toward this project will come from the following sources:

Value of supervisor's/other staff time/benefits	2,000 <sup>00</sup>
Materials and supplies	N/A
Travel	N/A
Other costs - List: <u>COMPUTER, INTERNET, PHONE</u>	550 <sup>00</sup>
<b>Total in-kind contribution to the project:</b>	<b>\$ 2550</b>
<b>Cash + In-kind contribution:</b>	<b>\$ 5400</b>

We understand that the colleges may not have students who qualify for the internship during one or more of the semesters. This Letter of Intent indicates our commitment to hire an intern if a suitable candidate applies.

**Authorized Business Representative:** [Signature] 11/15/2013  
Signature Date

**Name and Title (printed):** CHARLES R. DITKENENDORF, JR. BUSINESS DEVELOPMENT MGR.

**Business Address:** 331 FIFTH STREET, MARIETTA, OH 45750

**Ohio Key Growth Business Sector:** NO. 50 AMERICAN AEROSPACE, DEFENSE, ADV MFG, AUTO SECTORS

**Business Function:** CONSULTANCY

*N.B. - THIS IS A PROVISIONAL APPLICATION PENDING OFFICIAL APPROVAL THAT CANNOT BE SECURED PRIOR TO COT OFF DATE*

LETTER OF INTENT TO PARTICIPATE

Program Name: Ohio Board of Regents - Ohio Means Internships and Co-Ops

Business Name: Offenberger & White, Inc.

Which operates in Ohio at the address listed below, is committed to participating in the OBR-OMIC program with  Marietta College and/or  Washington State Community College.

During the time period of May 2014 through April 2016, we anticipate hiring 4 interns through this program. The list below outlines the jobs the interns will do and the hourly rate we agree to pay each student.

Job Title	Hourly pay rate	# of hours	# Semesters
Marketing Assistant	minimum wage	10/wk - Sem. 30/wk - Sum.	Summer + 2 - 3
Graphic Designer	minimum wage	10/wk - Sem. 30/wk - Sum.	Summer + 2 - 3
Total cash commitment to internship wages: \$			18,912 <sup>00</sup>

Additional in-kind contributions toward this project will come from the following sources:

Value of supervisor's/other staff time/benefits	1500 <sup>00</sup> /month
Materials and supplies	250 <sup>00</sup> /month
Travel	N/A
Other costs - List:	N/A
Total in-kind contribution to the project:	\$ 42,000 <sup>00</sup>
Cash + In-kind contribution:	\$ 61,000 <sup>00</sup>

We understand that the colleges may not have students who qualify for the internship during one or more of the semesters. This Letter of Intent indicates our commitment to hire an intern if a suitable candidate applies.

Authorized Business Representative: [Signature] 11/18/13  
Signature Date

Name and Title (printed): Bill White, CEO

Business Address: P.O. Box 1012, 521 Fort Street, Marietta, OH 45750

Ohio Key Growth Business Sector: Technology, Life Science Marketing

Business Function: Marketing, Graphic Design

**LETTER OF INTENT TO PARTICIPATE**

**Program Name:** Ohio Board of Regents - Ohio Means Internships and Co-Ops

**Business Name:** Rowland Motors d/b/a J.D. Byrider Sales

Which operates in Ohio at the address listed below, is committed to participating in the OBR-OMIC program with  Marietta College and/or  Washington State Community College.

During the time period of May 2014 through April 2016, we anticipate hiring 1 interns through this program. The list below outlines the jobs the interns will do and the hourly rate we agree to pay each student.

Job Title	Hourly pay rate	# of hours	# Semesters
Business Analyst	\$9.00	20+	6
<b>Total cash commitment to internship wages: \$ 16,200.00</b>			

Additional in-kind contributions toward this project will come from the following sources:

Value of supervisor's/other staff time/benefits	\$9,540
Materials and supplies	\$1,000
Travel	
Other costs - List:	
<b>Total in-kind contribution to the project:</b>	<b>\$10,540</b>
<b>Cash + In-kind contribution:</b>	<b>\$26,740</b>

We understand that the colleges may not have students who qualify for the internship during one or more of the semesters. This Letter of Intent indicates our commitment to hire an intern if a suitable candidate applies.

**Authorized Business Representative:**

  
Signature

11/18/2013  
Date

**Name and Title (printed):** John M. Morris (Mark)

**Business Address:** 114 Industry Road, Marietta, OH 45750

**Ohio Key Growth Business Sector:** N/A

**Business Function:** Retail Automotive Sales

Activity	Total	Regents Funds	Business Funds*	Applicant Funds	Education Partner Funds	Name of Education Partners	Other Partner Funds	Name of Other Partners
Personnel	\$ 93,010	\$ 93,010						
Supplies	\$ 2,000	\$ 2,000						
Purchased Services								
Travel	\$ 12,120	\$ 12,120						
Scholarships	\$ 30,000	\$ 30,000						
Employer Salaries	\$ 184,542	\$ 48,000	\$ 136,542					
Other Employer Contributions	\$ 128,800		\$ 128,800					
Other (Describe) Employer support								
Subtotal	\$ 450,472	\$ 185,130						
Indirect Costs 8% or less	\$ 14,810	\$ 14,810						
TOTAL	\$ 465,282	\$ 199,940	\$ 265,342					

\*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
Peoples Bank	9600	3	0	0
Microbac	8000	2	0	1600
Simonton Windows	33600	6	0	8400
Connections Day Spa	3520	4	0	9630
Parkersburg Newspapers	9540	3	0	3000
L.J. Smith, Inc.	9600	4	0	17380
Marietta Area Chamber	12000	8	0	30300
L&P Services, Inc.	12720	4	0	3400
C.I. M. Industry	2850	1	0	2550
Offenberger & White, Inc.	18912	4	0	42000
Rowland Motors, dba J.D. Byrider	16200	1	0	10540
<b>Total # of Employers: 11</b>	<b>Total Wage Commitment: \$136,542</b>	<b>Total Number of Positions: 40</b>	<b>Total Number of Positions: 0</b>	<b>Total Amount of Other Employer Contributions: \$128,800</b>

The Internship Coordinator is responsible for providing quality career related internship services to current students, faculty, and employers. The Internship Coordinator will provide linkages between faculty, students and employers.

### **Duties and Responsibilities Essential**

- Serves as contact person for students, faculty, staff, and employers regarding experiential education opportunities.
- Aggressively researches and contacts local companies and organizations to build networking and internship programs; this includes site visits.
- Builds and maintains working relationships with faculty to support departmental internships and advertise all internships.
- Reviews learning contracts, log of hours, supervisors evaluation, and other assessment information.
- Provides individual advising to students preparing to do internship and mentor them through the process.
- Maintain standards for experiential education including updating learning contracts and maintaining records.
- Maintains and updates internship information.
- Researches and keeps current in employment trends and career development practices through participation in regional and national career organizations (NACE and/or MidwestACE).
- Creates and facilitates internship orientations and workshops.
- Present career/internship information to classes, student organizations and employers.
- Works with faculty and staff to promote cooperative relationships that will result in internship opportunities for students.
- Builds and maintains working relationships with employers to develop job and internship opportunities for graduates, including site visits.

- Maintain accurate records and data on student appointments, employer contacts, and presentations to use in departmental reports.
- Utilize on-line career management system (CCN) to help students in job search and collect placement data.
- Works as a team-member to organize and publicize career fairs and other career related events.

### **Organizational Relationships**

The Internship Coordinator reports directly to the Director of Career Services and interacts regularly and closely with university faculty, staff, parents, administrators, and employers.

### **Minimum Requirements**

Bachelor's degree in Marketing, Sales, Public Relations, or Communications, with at least one year of experience in promotions/development. Must be an organized self-starter with good interpersonal skills.

### **Additional Desirable Qualifications**

Experience in on-line career management systems and tools is desired. Experience in facilitating workshops. Computer skills utilizing data spreadsheets, web design, and publications. Previous work in a career center or experiential education.

# HILLES HUGHES

332 Front St., Marietta, OH 45750; (937) 830-8636; hhughes\_7@hotmail.com

## PROFESSIONAL HIGHLIGHTS – Higher Education

- MARIETTA COLLEGE, Marietta, Ohio** 2007 – present  
**Director of Career Services**
- Strategically lead this full service career center serving 1500 undergraduates.
  - Developed department website, major fact sheets, and curriculum for two career courses.
  - Teach several career development courses.
  - Oversee recruiting program and conduct numerous events targeting students, employers and alumni.
- WRIGHT STATE UNIVERSITY, Dayton, Ohio** 2006 – 2007  
**Assistant Director of Foundation and Corporate Relations**
- Researched and wrote proposals for corporate and foundation grant requests.
  - Organized volunteer-driven fundraising effort targeting corporate donations.
- Advancement Communications Manager** 2005 – 2006
- Managed Foundation Annual Report, including selection of topics; development of articles; and coordination of interviews, photo shoots, fact-checking, and layout.
  - Wrote speeches and event scripts, and consulted with departments about publications.
- CLARK UNIVERSITY, Worcester, Massachusetts** 2002 – 2005  
**Director, Career Services**
- Supervised the beginning of a community engagement and volunteer center.
  - Updated department use of technology, including total revamping of the department website, online job listing system, and tracking of all student appointments and activity.
  - Initiated the Colleges of Worcester Consortium Professional Development Day, and Entrepreneurship Conference.
  - Supervised a staff of 12 including professionals, student workers, and graduate assistants.
  - *Chosen to serve as Chair of the Colleges of Worcester Consortium Career Services Committee.*
  - *Chosen to serve as Treasurer for the Liberal Arts Career Network, a consortium comprised of 28 private, selective liberal arts institutions.*
  - *Chosen as one of the top administrators at Clark after my first academic year!*
- FLORIDA GULF COAST UNIVERSITY, Ft. Myers, Florida** 1998 – 2001  
**Director, Career Development Services**
- Provided leadership for the planning and implementation of career counseling, campus employment, and job placement for undergraduate and graduate students at this new university.
  - Initiated community and education partnership called "Southwest Florida Career Coalition."
  - Campus involvement included: Orientation Planning Committee, On-Call Residence Life Staff, Retention Committee, Service Learning Committee, Eagle's Eye Yearbook Advisor.
  - *Chosen to attend the Alice Manicur Symposium for Women Leaders in Higher Education.*
  - *Awarded "XX": One of the Top Twenty Administrators/Faculty/Staff/Students chosen in 2001 due to commitment to mission of FGCU.*
- TIFFIN UNIVERSITY, Tiffin, Ohio** 1996 – 1998  
**Director of Career Services**
- Developed first, comprehensive career advising program for this university.
  - Presented workshops for prospective students and their parents.
  - *Received "Most Valuable Staff Award" from students in my first year!*
- JOHN CARROLL UNIVERSITY, University Heights, Ohio** 1993 – 1996  
**Graduate Assistant – Student Career Development**

# HILLES HUGHES

## PROFESSIONAL AFFILIATIONS

Marietta Morning Rotary Club, President (2013-2014)  
Ohio Association for Employment in Education, Past President (2011)  
Restore Marietta, Economic Development Association, Board member, (2008-2011)  
National Association of Colleges and Employers, (member since 2007)  
Midwest Association of Colleges and Employers, (member since 2007)  
Ohio Career Development Association, (member since 2007)  
Association of Donor Relations Professionals, International Conference Presenter, (Nov. 2006)  
Learning and Educating with Arts Partners, Board Member (2005 – 2006)  
National Association of Colleges and Employers Technology Committee Member (2002 – 2004)  
Liberal Arts Career Network, Treasurer (2002 – 2004)  
Colleges of Worcester Consortium Career Services Committee, Chair (2002 – 2004)  
Greater Ft. Myers Chamber of Commerce Board Member (2000 – 2001)  
Human Resource Management Association of SW Florida (1999 – 2001)  
SWFL Optimist Performing Arts Club Vice President (2001)  
Leadership Seneca County, Tiffin, Ohio (1997 – 1998)  
Cleveland Chapter of Phi Beta Kappa, Board Member (1996 – 1998), Vice President (1995 – 1996)

## EDUCATION

JOHN CARROLL UNIVERSITY, University Heights, Ohio **Master of Arts Degree, May, 1996**  
**Counseling & Human Services Program**

THE COLLEGE OF WOOSTER, Wooster, Ohio **Bachelor of Arts Degree, May, 1989**  
**Cultural Area Studies, African Studies, French** Honors: Phi Beta Kappa  
Travel Experience: Academic Year in Senegal, West Africa  
Thesis: Studied West African Francophone Literature, wrote a 100 page document in French, and choreographed a dance performed by the College of Wooster Dance Ensemble

## PROFESSIONAL HIGHLIGHTS – Counseling and Human Services

BALDWIN-WALLACE COLLEGE, Berea, Ohio 1995 – 1996  
**Counselor Trainee – Student Counseling Center**

- Provided individual mental health counseling to diverse students with a range of issues.
- Prepared student workshops on topics, including stress, career decision-making.

FAMILY COUNSELING SERVICE, Tiffin, Ohio Summer 1998  
**Counselor Trainee**

- Responsible for intake, treatment planning, and counseling with diverse clients.
- Collaborated with local social service agencies in court-mandated counseling of youth.

LAURELWOOD HOSPITAL, Beachwood, Ohio 1995 – 1996  
**Information and Referral Specialist – Women's Connection, Beachwood Counseling Center**

- Provided case management and program development services to female clients.

WOMENSPACE, Cleveland, Ohio 1994 – 1995  
**Helpline Coordinator**

- Recruited, trained, and supervised the volunteer staff of the information and referral service for this comprehensive research and advocacy center.
- Arranged workshops, prepared a directory of resources for women, and handled publicity

**Brenda L. Kornmiller**  
**Biographical Sketch**  
**Ohio Means Internships 2013**

**Relevant work history**

As the Dean of Business, Engineering, Industrial Technologies & Workforce Development I oversee 10 Programs, 16 faculty and approximately 40 adjunct faculty. My experience in Business and Marketing has helped me to revise and update several of our programs, as well as to help each program in recruiting students through marketing and key contacts at high schools and local businesses.

**Internship/Practicum experiences**

My faculty have increased their Internship and Practicum Experiences substantially since I became the dean in 2006. Three programs have practicum experiences and most of our Industrial and Engineering Programs offer internships.

**Project management experience**

I have been actively involved with accreditation through AQIP and continuous improvement projects. In March 2004 I became the AQIP (Academic Quality Improvement Program) Co-Chair. With that I took on many AQIP mini-projects and one Action Project. I was part of a group that delivered a presentation at the NCA Higher Learning Commission in 2006 on Miniaturizing the Mini-Project Process. As the lead person of the Action Project I lead several mini-projects, made sure they kept on task and organized the yearly leadership presentation/Professional Development for the community and for our faculty and staff. I also have chaired or co-chaired several continuous improvement mini-projects with great success.

In 2003 I developed "Cyber Camp 2003" which is a summer kid's computer camp. This camp still successfully runs today.

I was one of the pioneers of distance learning courses in our college; I was in the first group of instructors to offer online courses.

**Educational attainment**

OHIO STATE UNIVERSITY  
*MA, Education*

OHIO STATE UNIVERSITY  
*BSBA, Marketing*

### **Honors and recognitions**

- Nominated for Outstanding Teacher of the Year in 2003 through the (OATYC) Ohio Association of Two-Year Colleges
- Who's Who Among America's Teachers 2001, 2003, 2005
- Tesis Leadership Class of 2008
- Member of the Marietta Noon Lions since 2000. Served as President 2011.
- Served on the Economics, Marketing & Accounting Advisory Committee at Marietta College for 4 years.

**Implementation Schedule**

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

<b>Term</b>	<b>Grant Activities</b>
Spring 2014	Hire, train part-time Internship Coordinators at MC and WSCC; announce program availability to students; contact employers who signed letters of intent to participate to schedule student interviews; work with faculty on for-credit internship components. Organize Internship Advisory Board.
Summer 2014	Complete required paperwork to begin placement of students as interns at businesses. Ensure understanding of faculty, students, and businesses re: internship requirements and expectations. Arrange schedule for visiting to conduct mid-term student evaluations. Respond to any issues that arise at internship sites. Document wages paid to students to arrange for rebate check to employers. Prepare student
Fall 2014	Complete final evaluations of summer internships. Meet with students to evaluate internship sites. Conduct faculty workshops on internships. Work with all constituents to place student interns in business locations during the fall semester. Conduct mid-term evaluations. Meet with business partners to discuss their continued interest in hiring interns; resolve any problems that arise.
Spring 2015	Repeat fall schedule for placing interns/conducting evaluations, etc. during the spring semester. Conduct faculty training on internships. Develop full list of employers who will participate in the program for summer internships. Publicize opportunities to students. Review/revise paperwork. Host Advisory Board meeting.
Summer 2015	Repeat summer 2014.
Fall 2015	Repeat fall 2014. Host Advisory Board Meeting. Begin plans for program end and how internships will continue afterwards.
Spring 2016	Repeat spring 2014, with closeout of OBR-OMIC activities and plans for continuation without grant funds.