

<b>Name of Lead Institution (only one)</b>	Owens Community College
Project Start Date	13-Jan-14
Interns and/or Co-ops Start Date	19-May-14
Primary Contact - Individual must be authorized to sign grant contract and legally responsible as representative.	Renay Scott, Vice President/Provost, 30335 Oregon Road, Perrysburg, OH 43551, Phone 567-661-7567, renay_scott@owens.edu
President/CEO Name	Mike Bower
Project Director/s	Ann Theis, Dean School of Business, 30335 Oregon Road, Perrysburg, OH 43551, Phone 567-661-7270, ann_theis@owens.edu
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>	N/A
<b>1) <u>Certification by Authorized Official:</u></b>	
To the best of my knowledge and belief, the information contained in this application is true and correct. The document has been duly authorized to comply with the required assurances.	
<b>Signature of Authorized Official:</b>	
<b>Typed Name and Title:</b>	Renay Scott, Vice President/Provost
<b>Date:</b>	November 13, 2013
<b>2) <u>Administering Entity:</u></b>	
<b>Contact Person:</b>	Heidi Altomare
<b>Title:</b>	Grants Manager
<b>Address:</b>	30335 Oregon Road, Perrysburg, OH 43551
<b>Email:</b>	heidi_altomare@owens.edu
<b>3) <u>Business Partners (please submit separate information for each partner)</u></b>	
<b>Company Name:</b>	Northwestern Mutual
<b>Contact Person:</b>	Brian Kurtz
<b>Title:</b>	Managing Director
<b>Address:</b>	3950 Sunforest Ct., Ste 200, Toledo, OH 43623
<b>Email:</b>	brian.kurtz@nm.com

Company Name:	Materion Brush, Inc.
Contact Person:	James Lippert
Title:	Manager Maintenance and Services
Address:	14710 W. Portage River South Road, Elmore, OH 43416
Company Name:	AAA Automotive Services
Contact Person:	Bob Kazmierczak
Title:	Vice President Automotive Services and Enterprise Development
Company Name:	Hylant Group
Contact Person:	Deb Bubp
Title:	Talent Manager
Address:	811 Madison Ave., Toledo, OH 43604
Email:	deb.bubp@hylant.com
Company Name:	John Deere
Contact Person:	Jenni Badding
Title:	Manager, College Partnerships
Address:	10789 South Ridgeview Rd., Olathe, KS 66061
<b>4) Educational Partners (please submit separate information for each partner)</b>	
N/A	
<b>5) Other Partners (please submit separate information for each partner)</b>	
N/A	
<b>Program Snapshot</b>	<b>Name, Number or Amount</b>
JobsOhio key industry/ies – please list	Advanced Manufacturing Automotive Financial Services
JobsOhio region	Northwest Ohio Regional Growth Partnership
Amount of state money requested	<b>\$343,800</b>
Required match money committed (100% undergrad & 150% grad programs)	<b>\$355,830</b>

Total state money requested divided by number of co-ops or internships created (in whole dollars)	<b>\$5,457</b>
Total match money obtained divided by number of co-ops/internships created (in whole dollars)	<b>\$5,648</b>
Total money (state plus match) divided by number of co-ops/internships created (in whole dollars)	<b>\$11,105</b>
Number of business partners	5
Number of education partners	0
Number of other partners	0

Add numeric value to each field below

	<u>TOTAL</u>	<u>Wages</u>	<u>Scholarships</u>	<u>Both wages &amp; scholarships</u>	<u>For credit</u>	<u>Not for credit</u>	<u>Required</u>	<u>Optional</u>	<u>Transcribed (all)</u>
<u>Internships created (proposed)</u>	11	\$51,920	0	\$51,920	11	0	0	11	11
<u>Co-ops created (proposed)</u>	52	\$300,200	0	\$300,200	52	0	30	22	52
<b><u>TOTALS</u></b>	63	\$352,120	0	\$352,120	63	0	30	33	63

Note: In the chart above, 20 of the 63 internships/co-ops will be created during the grant period utilizing \$100,000 in regents funds for employer salaries as an incentive for new companies to join the program. These anticipated companies have not provided letters of commitment or match funding.

## **Owens Means Internships and Co-op Program Abstract**

Owens Community College (OCC) requests \$343,800 from Ohio Board of Regents to support the Owens Means Internships and Co-op program. The college enjoys productive internship and co-op relationships with a variety of companies in northwest Ohio. However, the majority of these opportunities are embedded in individual academic programs, resulting in significant discrepancies across each of the college's six schools. For example, a recent internship scan at the college revealed 732 Health Science students engaged in learning experiences, but only two Information Technology students in internships or co-ops. The Owens Means Internships and Co-op program will establish effective infrastructure within the Schools of Business and STEM that can be replicated throughout the college, to ensure all students receive critical work experience.

Project Activities: Grant funds will support three personnel positions designed to implement sustainable program infrastructure including internship committees, business relationship cultivation and evaluation procedures. Funds will also serve a student salary function to incentivize new business partners. Finally, funds will allow the establishment of a comprehensive internship database system tailored to local needs that will feed into the state website.

OCC recognizes that establishing an effective infrastructure is the most essential aspect to building a sustainable program. For this reason, the Owens Means Internships and Co-op program is requesting only 30% of regent's funds to be used for student salary match, with all requested regent's salary funds applied to new partnerships created during the grant period. It is expected that these new relationships will result in an additional 20 placements for a total number of 63 placements during the project period

The Owens Means Internships and Co-op proposal is focused on the Schools of Business and STEM because these schools correspond most closely to the identified Ohio key industries. Business partners from this program represent the following industries: 1) Advanced Manufacturing, 2) Automotive and 3) Financial Services. All placements will be compensated, credited and transcribed.

The project includes five goals:

1. Develop a comprehensive database for OCC internship and co-op students, employers and faculty.
2. Create at least 20 new internship and co-op placements during the grant period.
3. Establish new Internship Committees with representatives from all stakeholders including students, employers and faculty, to sustain and guide the program following the grant period.
4. Create sustainable Faculty Internship Advisor positions to grow the program following the grant period.
5. Formalize new internship and co-op agreements with at least 5 new regional companies.

**Note:** OCC is also serving as a partner to a separate proposal under the lead of the University of Findlay. This second proposal also includes a Faculty Internship Coordinator position that will serve the geographic needs of the OCC Findlay campus. If both proposals are funded, they will work synergistically to meet the needs of the two OCC campuses (Toledo and Findlay).

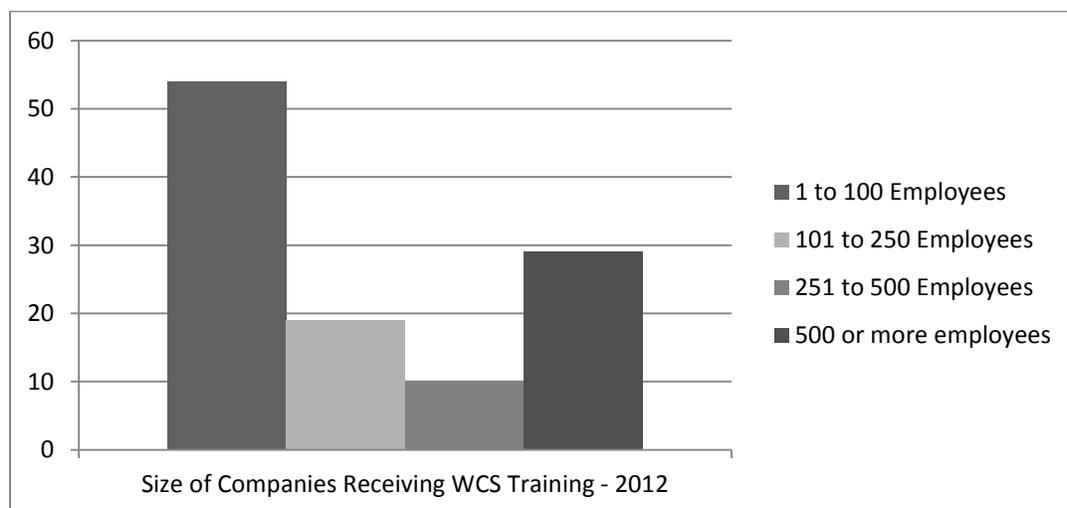
## Owens Means Internships and Co-ops Proposed Program Narrative

### 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.

The Owens Means Internships and Co-op program is designed to improve and establish collegiate-business relationships within the three OCC Schools most active in serving critical industries identified by the state of Ohio. The School of Business, Information and Health Support Technologies (School of Business), The School of Science, Technology, Engineering and Mathematics (School of STEM) and Workforce and Community Services (WCS) have strong partnerships, and the potential to create new partnerships, with northwest Ohio advanced manufacturing, automotive and financial services industries. Five companies have committed to creating 43 new internship or co-op placements during this project period. In addition, grant funding is being requested to add an additional five companies with 20 projected additional placements.

WCS enjoys a vast network of business partners eager to assist in training a much needed workforce. This department provided training to over 100 companies, with a duplicated headcount of 9,894 students, last year. WCS customizes non-credit courses to serve local industry through block scheduling, compressed course-work and accelerated classes popular for incumbent workforce training. One successful technique used by WCS to build partnerships with local companies, is to assist them in securing grant funding to train workers. Regional companies have used over \$1.6 million in grant funding to train their workers through WCS since 2012. These strong company relationships, built over time by WCS, are integral to establishing and improving the current intern and co-op programs at OCC. Local companies are comfortable working with this department, including on grant-funded projects, and have eagerly agreed to participate in the current program. For this reason, the program's Project Director will be based at WCS.



The School of Business utilizes advisory committees to build partnerships with businesses and react to changing needs. Currently, four specialized advisory committees with over 50 members ranging from large businesses like The Andersons and Owens Corning, to smaller

companies like Aardvark. Inc., provide direction in matching regional industry needs to OCC curriculum. Furthermore, the School of Business is currently supporting faculty involvement in local professional organizations through an internal mini-grant process. The objective in joining these organizations is to build new relationships with regional companies that will lead to internship and co-op opportunities or job prospects for OCC students.

The School of STEM also utilizes advisory committees. For example, two highly successful decade-long partnerships with John Deere and Caterpillar Inc. have active advisory committees featuring over 40 business representatives and numerous OCC faculty members. The Owens Means Internship and Co-op program will enhance these current relationships and use them as a best-practice guide to developing new internship and co-op opportunities throughout the college.

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.

Internship and co-op programs provide an essential link between academia and business. A strategically designed program, like Owens Means Internships and Co-ops, effectively gathers data from all stakeholders throughout each placement, and integrates those lessons into future curriculum development to continuously improve the program. The three primary stakeholders in this program are the employer, faculty and students engaged in the internships and co-ops. To support these participants, the program includes two Faculty Internship Coordinators and a Program Director who will facilitate information gathering and processing to assist faculty with program development and ensure continued relevancy in the curriculum (see Appendix D for position descriptions).

Throughout the internship or co-op placement, the Program Director will consult with students, employers and faculty regarding progress and performance. This interaction will allow real-time issue identification and resolution. The Program Director will also continuously research and share new job opportunities associated with School of Business and STEM majors.

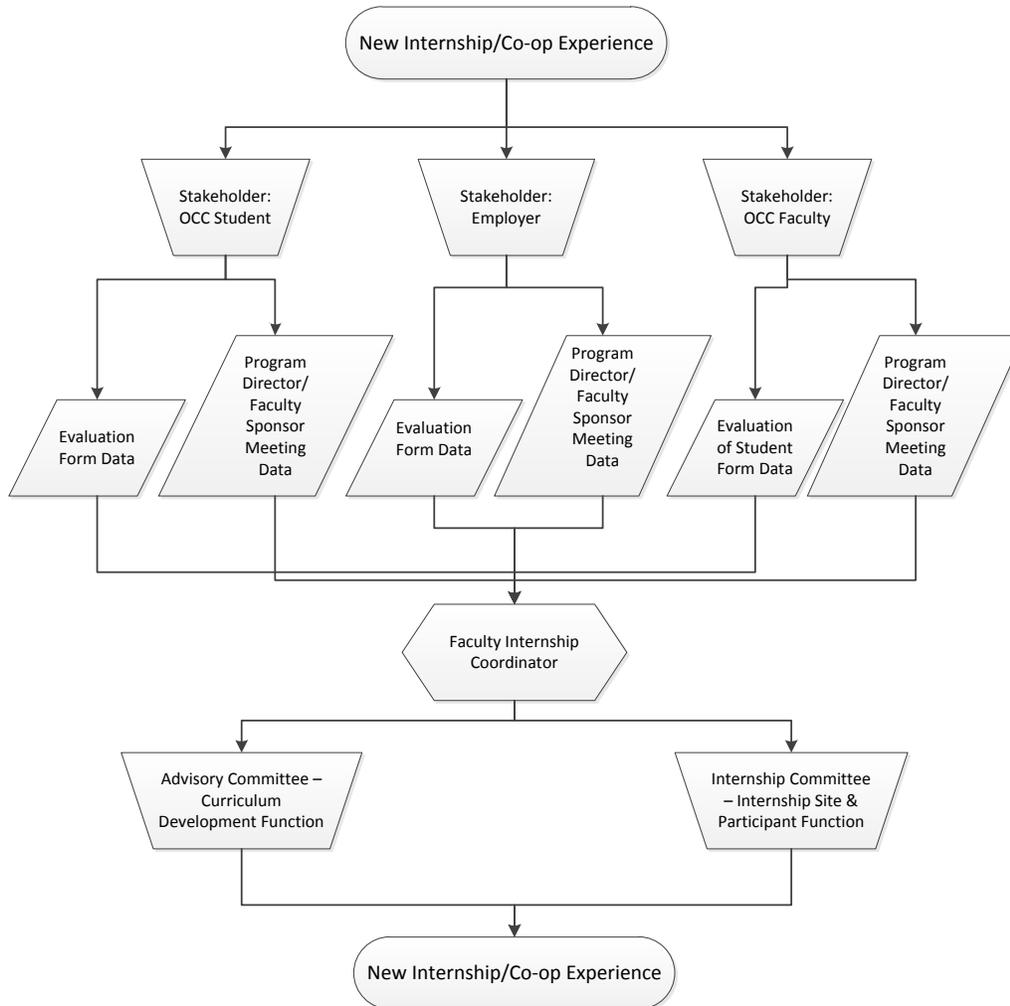
Evaluation forms will also capture student and employer experiences through questions regarding skills and knowledge, dependability, suggestions for improvement, etc. These evaluations are based on successful systems in place in OCCs Office Administration and John Deere programs (see Appendix D for evaluation examples).

Another important aspect of the Owens Means Internships and Co-op program that ensures relevancy in the curriculum is the creation of Internship Committees made up of employer representatives, students who complete placements and faculty sponsors. These voluntary committees provide a forum where stakeholders can determine which practices are most effective. In addition, the committees will function to determine the eligibility of new internship sites and criteria for students seeking placements.

Finally, Faculty Internship Coordinators will serve as higher level experts, ensuring the continued integration of internship and co-op experiences into curriculum. The positions will be staffed by current faculty through stipends and release time. These coordinators will conduct ongoing interviews with faculty sponsors who are directly responsible for academic requirements and determining internship grades. Coordinators will also review evaluation forms, guide the internship committees and communicate with business partners. Based at the

Schools of STEM and Business, these positions will have the skill and experience to analyze all of the collected data and present it in a succinct and effective manner at Advisory Committee meetings. Curriculum updating and integration occurs at these meetings.

The following diagram helps visualize this ongoing process.



**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.**

Owens Means Internships and Co-op program focuses on three JobsOhio key industries that are relevant and expanding in the regional economy including Advanced Manufacturing, Automotive and Financial Services. Census Bureau statistics from 2011, show that 20 percent of the Toledo metropolitan area workforce is employed in the manufacturing (includes automotive) and finance/insurance industries with 45,612 and 14,858 employees respectively.

The following chart provides details from Ohio Department of Job and Family Services, Bureau of Labor Market Information – 2020 Job Outlook for the Toledo Metropolitan Statistical Area for some of the industries committed to the OCC intern and co-op program:

<b>Industry Description</b>	<b>Number of Workers - 2010</b>	<b>Projected Increase in Workers - 2020</b>	<b>Program Partner Representing Industry</b>
<b>Fabricated Metal Manufacturing (Advanced Manufacturing)</b>	4,000	8.1%	Materion
<b>Automotive Service Technicians &amp; Mechanics (Automotive)</b>	1,500	7.9%	AAA Automotive Services
<b>Tire Repairers and Changers (Automotive)</b>	240	10.2%	AAA Automotive Services
<b>Primary Metal Manufacturing (Advanced Manufacturing)</b>	1,800	-2.5%	Materion
<b>Bus &amp; Truck Mechanics &amp; Diesel Engine Specialists</b>	600	9.8%	John Deere
<b>Finance and Insurance</b>	7,200	5.9%	Hylant Group, Northwest Mutual

OCC maintains close relationships with a variety of community partners to ensure program participants from all neighborhoods in the college's region enjoy support on a local and institutional level. Previous project partners like United North, East Toledo Family Center, Toledo Community Development Corporation and the Economic Opportunity Planning Association are ensconced in the northwest Ohio community and will serve as key contacts in locating new business partners, providing services to at risk students and ensuring the success of the program.

These local organizations are critical in supporting OCC students. The average age of an OCC student is 27, and 13 percent (2,280 students) are new or first-time enrolled learners. The average OCC student income is \$10,000 below the regional median income (based on Free Application for Federal Student Aid data and 2007-2011 American Community Survey data). Balancing work, family obligations and school responsibilities poses significant challenges for this population. Partnering with these proven community organizations taps one of the region's great strengths.

Owens Community College has good working relationships with the Source (Toledo's one stop), the Regional Growth Partnership (the Jobs Ohio Network representative with whom OCC collects workforce data to produce a regional quarterly report), Lucas, Wood and Ottawa County

Workforce Investment Boards and the Greater Toledo Port Authority. These relationships will help OCC connect to area business and important services.

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.

Owens Means Internships and Co-op program employs multiple strategies to regularly assess and improve student learning and outcomes. First, the Program Director will work closely with companies by making regular visits to evaluate whether students are doing work directly related to the academic program. The Director will also meet with students to discuss what is working and what is not. Finally, they will formally meet with employers to obtain feedback on students' job performance as it relates to the internship or co-op.

OCC will also utilize written evaluations to regularly assess and improve student learning. These evaluation materials are based on existing, successful documents currently used by multiple departments at OCC. For example, in consultation with employer supervisors and faculty coordinators, students will complete objective/training plan forms and employer assigned forms or other similar documents prior to the start of the internship or co-op. These forms provide a base-line for program coordinators to use when assessing the efficacy of a placement during and following the program. Similarly, evaluation materials will be completed at the conclusion of the placement that help to determine if it was successful and what actions can be implemented to improve future placements.

Ultimately Faculty Internship Coordinators will utilize these assessment tools to evaluate the students' experiences. After analyzing these experiences, the Coordinators will provide synopses of the experiences and recommendations for improvements to the Advisory Committees (curriculum function) and Internship Committees. These committees consist of faculty, business leaders and students, who are in the best position to ensure student learning continually improves at all levels of the program. Faculty sponsors will assign appropriate grades for the experiences based on quality of performance and behavior in the workplace, and the site supervisor's assessment of how well the student demonstrated program level outcomes for the degree or major.

Finally, the Owens Means Internship and Co-op program will implement specific metric tracking procedures. Among other data, a customized internship database will be created to track:

- Job placement rates among participants compared to the general student population
- Retention rates among participants compared to the general student population
- Graduation rates among participants compared to the general student population
- Trend in internship and co-op growth among School of Business and STEM programs

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

The long term goal of the Owens Means Internships and Co-op program is to include work-based opportunities as an integral aspect of every student's academic experience at OCC. Some programs currently require internships or co-ops to earn a credential, but in most areas, this is not a realistic option because available opportunities are limited. The proposed program

meets this need by building lasting relationships with regional employers and strengthening the college's infrastructure to accommodate more work-based placements.

One important infrastructure-building step is to design and launch a unique Owens Means Internships and Co-op database/forum. This system will be highly accessible and allow students, instructors and businesses to access local and regional opportunities. It will also encourage dialogue between all stakeholders, with accompanying data, to discuss specific regional needs and opportunities. OCC advisors will be connected to the database, and able to discuss opportunities with students. Appropriate opportunities on this database will feed into the overall Ohio Means Internships and Co-op site.

Another initiative designed to integrate work-based learning opportunities into student academic programs is the re-design of early-level course requirements. For example, the OCC Business 102 class is currently being redesigned into a First Year Experience type offering. In this new delivery model, School of Business representatives will discuss internships and co-ops as part of the academic planning and career selection sections of the course. This process will continue during the grant period and help the Project Director implement similar upgrades to other programs in the Schools of Business and STEM. In these ways, work-based opportunities will be integrated into the OCC student culture from the moment of arrival on campus.

Finally, internships and co-ops are designed around a program of study. All of these opportunities will be credited and transcribed as part of the program. Because of these criteria, only students who have progressed to a certain point in their studies will be eligible. This will help ensure that the work performed coincides with the level of knowledge obtained. The Internship Committees, made up of former interns, business members and faculty, will determine the process by which placement opportunities and site selections are made. The Program Director and Faculty Coordinators, working closely with companies, will continuously provide direction on how to align instruction with actual job requirements.

**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.

The Owens Means Internships and Co-op program builds infrastructure and capacity that ensures sustainability. Program functions are self-perpetuating, terminal or maintained through institutional budgets. Post-program evaluations will determine the effective aspects of the program so that internal or external funding sources can be developed to continue these practices. The following chart and descriptions detail specific aspects of the program.

<b>Program Function</b>	<b>Grant Funded?</b>	<b>Required for Program Perpetuation?</b>	<b>Post-Grant Funding Source</b>
<b>Program Director</b>	Yes	No	Institutionally funded based on ROI results
<b>Faculty Internship Coordinators</b>	Yes	Yes	Internal process for position placement
<b>Faculty Sponsor Positions</b>	No	Yes	Tuition
<b>Student Salary</b>	Partial	Yes	Business Partners
<b>Program Database</b>	Partial	Yes	Current Institutional Funds

**Program Director:** This temporary position will implement new infrastructure and improve existing functions during the grant period. The primary objectives are to recruit new business partners (\$100,000 in worker salary is being requested to help incentive new companies to join the program), strengthen relations with current partners, assist with implementing Internship Committees, implement database system and complete grant reporting. By the conclusion of the grant period, these functions will be integrated into the infrastructure of the college and the need for this position will terminate. The college will conduct an ROI assessment for the position at the conclusion of the grant program to determine whether to continue the position with a focus on business partner relations. If it is determined to continue the position, the college will provide funding.

**Faculty Internship Coordinators:** Grant funding supports these positions during the project period. Deans of the School of Business and STEM will work with the Provost and the Owens Faculty Association to propose the creation of a faculty internship coordinator position to be funded by the School's budget after the conclusion of the grant period, ensuring sustainability.

**Faculty Sponsors:** These are current positions at OCC. The Owens Means Internships and Co-op program will increase the number of student placements, requiring an increase in Faculty Sponsors. Because these positions are funded through tuition, they will be sustained after the funding period.

**Student Salary:** Companies committing funding to this proposal are providing 100% of student salaries. Grant funds, only available during the project period, will incentivize new companies to join the program. New companies will assume salary responsibilities after the funding period to remain in the program. It is anticipated these new companies will be retained because of the demonstrated results of the 20 anticipated placements during the project period.

**Database:** Grant funds support the development of a cohesive internship database that will feed into Ohio Means Internships website as a resource for students and employers to access internship opportunities. Once developed, little cost will be associated with this database and OCC will maintain its use. Grant funds will support the costs to modify a system already in place at the college. OCC information technology staff will be responsible for any upkeep to the system. OCC has identified a number of existing modifiable programs including Raiser's Edge, Banner, TaskStream or Zoho CRM System.

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.

Data-driven assessment and program modification constitute a critical aspect of the Owens Means Internships and Co-op program. This nimble program utilizes a variety of data in multiple ways including:

**Evaluation Forms:** All OCC internship and co-op courses require participants to complete evaluation forms. These tools vary slightly between the Schools of STEM and Business, but generally include a learning contract that defines student, employer and college responsibilities, a training plan, hour and description of work logs, student performance appraisal and internship/co-op placement appraisal. These evaluative materials provide a means for students, employers and faculty to reflect on what each gained, areas for improvement, workplace environment, etc.

**Internship/Co-op Database:** The Owens Internship and Co-op Database will be developed early in the program timeline utilizing a familiar system currently in place at the college. This database will serve as a repository to track multiple metrics across both the Schools of STEM and Business – and eventually offered to all OCC schools with internship or co-op programs. Businesses, students and college staff will have access to the database which will feed into the state's internship website. This will allow the college to be more proactive in responding to regional employer workforce demands and skill gaps. At minimum, the database will track:

- ✓ Number of Student Placements
- ✓ Number and Names of Business Partners
- ✓ Demographic Data
- ✓ College Majors and Student Level/Rank
- ✓ Graduation Rates
- ✓ Number of Students Continuing Schooling, Entering Workforce, Remaining in Ohio, Starting Salary and Choose Ohio First Scholar Participation

**Program Personnel:** The Owens Means Internships and Co-op Program features three staff positions that directly collect data to improve the program during the grant period. The Program Director and Faculty Internship Coordinators will conduct periodic formal and informal interviews with employers, students and faculty. These interactions will take place in person, through annual surveys, by phone and email. They will serve as an important personal and interactive form of information gathering.

Collected data will be continuously analyzed and channeled to designated committees empowered to use the information to guide strategic decisions for specific courses, schools or at an institutional level. Because of their area expertise and skill-set, Faculty Internship Coordinators will serve the primary analytic role. They will present data with accompanying

recommendations at Advisory Committee meetings (where curriculum decisions are made) and at Internship Committee meetings (where recommendations for student placements and site approvals are generated). Finally, internship results will be published and shared with all academic units to keep faculty informed and engaged.

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.

Plan	Type of Support	Details	Incorporation into institutional system/Financial Resources
Internship/Co-op Database	Data Management	Repository for stakeholders to post potential internship opportunities, etc.	Based on currently used system and maintained by OCC
Database Programmer	Infrastructure	Temporary position responsible for modifying current database system	Maintained by OCC IT Department after modification
Faculty Internship Coordinator	<ul style="list-style-type: none"> <li>Data Management</li> <li>Infrastructure</li> <li>Advising</li> </ul>	<ul style="list-style-type: none"> <li>Continuously analyze &amp; present data to advisory and internship committees</li> <li>Work with advisors &amp; students to connect students with opportunities</li> <li>Work with OCC Foundation to identify future scholarship funding sources</li> </ul>	Internal process to propose creation of sustainable position
Program Director	<ul style="list-style-type: none"> <li>Data Management</li> <li>Infrastructure</li> <li>Advising</li> </ul>	<ul style="list-style-type: none"> <li>Recruit &amp; maintain employer partners</li> <li>Establish policies and procedures for Internship Committees</li> </ul>	Temporary Position – May be renewed using institutional funding pending ROI results
Internship Committees	Infrastructure	<ul style="list-style-type: none"> <li>Determine process for internship site proposals and approval</li> <li>Determine process for new student intern request and approval</li> </ul>	Permanent committees with rotating volunteer membership – Minimal financial resources required provided by OCC

4. How will the institution develop and sustain its faculty engagement? Describe and provide examples of training and faculty support

The Owens Means Internships and Co-op program will engage faculty in multiple ways to ensure sustainability. First, Faculty Sponsors will work with students to develop internship contracts which specify the academic expectations of the experience and method of grading. Each internship or co-op will be tailored to the individual student's goals and the sponsor's

expertise. Sponsors determine final grades for the experience. Compensation will be based on the number of placements sponsored, providing a fiscal incentive for increased engagement. Sponsors may also receive increased training on specific company processes, similar to current arrangements with companies like John Deere and Caterpillar.

Another means to ensure faculty engagement is the creation of two Faculty Internship Coordinator positions. Current faculty will fill these positions to ensure an appropriate level of expertise. The positions will work with faculty sponsors to ensure they receive the appropriate training and support to successfully complete internship and co-op assignments. Faculty Internship Coordinator positions will be compensated based on release time and a stipend. A proposal will be completed to institutionalize the positions by the end of the grant period through coordination between the Provost, OFA and School Deans.

Finally, this program will establish Internship Committees to guide the process of adding new placement sites and screening students entering internships and co-ops. The committees will include faculty who previously sponsored interns or co-ops. This pre-requisite to join the committee, rewards faculty who remain engaged in the process.

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 participation

The Owens Means Internships and Co-op program is designed to build and sustain business participation. During the grant period, the Project Director will strengthen existing business relationships through increased communication, site visits and development of internship committees. The Director will also be responsible for seeking out new business partnerships by attending job fairs, chambers of commerce, industry and professional associations, conferences, etc. The proposal includes a funding request to be used as a salary match incentive for new companies to join the program during the grant period.

The Project Director position will terminate at the conclusion of the grant period, unless OCC determines to continue the position with institutional funding. If the position is continued, it will focus primarily on the functions of maintaining and building new business relationships. If OCC determines not to continue the position, the duties will be distributed to staff from all three of the areas represented in this program including WCS, School of Business and STEM.

Through its functions as a provider of non-credit workforce training, WCS is well positioned to maintain the relationships built through this program. WCS staff regularly visit client company worksites and develop new training programs to meet changing needs in the field. Additionally, WCS sales associates regularly seek out new clients. Through internal OCC relationships built during this grant period, WCS will share information with the Faculty Internship Coordinators and School Deans to ensure the continuation of the Owens Means Internships and Co-op program.

A second means to sustain business participation is through the new interactive database and internship committees. During the grant period, the Program Director will encourage businesses to utilize the database to post potential new internship opportunities or site locations. The database represents an ongoing communication tool utilized by companies, faculty and students. OCC representatives will review the database annually to determine if any companies are lapsing in their engagement. If a company is inactive for an extended period,

representatives from the School of Business or STEM will contact them to determine how best to revive the program by revisiting their needs. The newly created internship committees will provide a personal forum to discuss these new opportunities and determine the best means to implement them with all stakeholders represented.

## **Owens Means Internships and Co-ops Budget Narrative**

### **Personnel: Regents Funds Requested: \$175,800**

- 1 Program Director: Recruits new businesses, maintains current business relationships, completes grant reporting and implements infrastructure improvements.

Salary: \$50,000 per year -- \$100,000 for 2 year funding period

Benefits: \$19,500 per year -- \$39,000 for 2 year funding period

**Total Regents Funds Requested: \$139,000**

- 2 Faculty Coordinators: Serve as academic area experts. Collect and analyzes data from multiple sources to ensure program is academically robust and effective. Adjunct professors will serve as Coordinators. For an adjunct professor the release time totals \$2,300 for 3 credit hours. In addition there will be a stipend of \$2,300. The total is \$4,600. There are 2 semesters in the year = \$9,200 and it is a 2 year grant period = \$18,400 per faculty Coordinator.

**Total Regents Funds Requested for 2 Coordinators: \$36,800**

### **Supplies: Regents Funds Requested: \$10,000**

Supplies include instructional tools, meeting materials, technology and consumable supplies to meet the needs of the Owens Means Internships and Co-op Program.

Instructional/Meeting materials = \$2,000

Consumable/Office Supplies = \$2,000

Laptop and tablet technology for the Project Director and Faculty Coordinators = \$6,000

### **Purchased Services: Regents Funds Requested: \$25,000**

Purchased Services include the cost to hire a computer programmer to modify a database system to meet the needs of the Owens Means Internships and Co-op program. Modifications will allow the system to track appropriate metrics and will be accessible to businesses, students and faculty as a place to post potential opportunities.

### **Travel: Regents Funds Requested \$8,000**

The Project Director will primarily utilize travel funds to visit current internship and co-op sites, and to meet with new potential business partners. Faculty Internship Coordinators and Faculty Sponsors may use some travel funds at the Project Director's discretion. Estimates are based on current travel budget provided to the WCS Director of Sales position. The Project Director is expected to incur similar travel responsibilities.

### **Employer Salaries: \$352,120**

#### **Regents Funds Requested: \$100,000**

- Funds will be used to incentivize new companies to join the program during the project period. Based on current partner wages, this funding will provide approximately 20 new placements during the grant period.

#### **Business Funds Committed: \$252,120**

- See letters of commitment for a break-down of business funds committed to participant salary

### **Other Employer Contributions: Other Business Funds Committed: \$103,710**

- See letters of commitment for a break-down of other business funds committed.

**Indirect Cost: \$25,000** - Calculated at 8% of the regents funds requested for this program.

**Owens Means Internships and Co-op Program**

**Appendix A**

**Budget**

<b>Activity</b>	<b>Total</b>	<b>Regents Funds</b>	<b>Business Funds*</b>	<b>Applicant Funds</b>	<b>Education Partner Funds</b>	<b>Name of Education Partners</b>	<b>Other Partner Funds</b>	<b>Name of Other Partners</b>
<b>Personnel</b>	\$175,800	\$175,800						
<b>Supplies</b>	\$10,000	\$10,000						
<b>Purchased Services</b>	\$25,000	\$25,000						
<b>Travel</b>	\$8,000	\$8,000						
<b>Scholarships</b>								
<b>Employer Salaries</b>	\$352,120	\$100,000	\$252,120					
<b>Other Employer Contributions</b>	\$103,710		\$103,710					
<b>Other (Describe)</b>								
<b>Subtotal</b>	\$674,630	\$318,800	\$355,830					
<b>Indirect Costs 8% or less</b>	\$25,000	\$25,000						
<b>TOTAL</b>	\$699,630	\$343,800	\$355,830					

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

**Owens Means Internships and Co-ops**

**Appendix B**

**Business Partners Snapshot**

<b>Employer Name</b>	<b>Total Intern &amp; Co-op Wages</b>	<b># of Intern Positions</b>	<b># of Co-op Positions</b>	<b>Amount of Other Employer Contributions</b>
AAA Northwest Ohio	\$64,000		10	\$5,400
Materion Brush, INC	\$43,200		9	\$76,500
Northwestern Mutual	\$15,000		3	\$8,000
Hylant Group	\$1,920	1		\$2,410
John Deere	\$128,000		20	\$11,400
<b>5</b>	<b>\$252,120</b>	<b>1</b>	<b>42</b>	<b>\$103,710</b>

**Owens Means Internships and Co-ops**

**Appendix C**

**Letters of Commitment from all Business and Other Partners**

Chancellor Carey and Review Board  
 Ohio Means Internships & Co-ops  
 University System of Ohio  
 Ohio Board of Regents



Dear Chancellor Carey and Review Board:

AAA Northwest Ohio is submitting this letter of commitment in support of the Owens Community College proposal to the Ohio Means Internships and Co-ops (OMIC) program. We strongly endorse Owens proposal to strengthen its internal capacity and capability in regards to connecting students to regional businesses through the creation of co-ops and internships.

Description	Value
Anticipated number of new co-ops/internships created through OMIC program from Spring Semester 2014 through Spring Semester 2016	5 New Students per year
Total estimated earnings of students participating in new co-op/internships listed above.	\$64,000 10 Students x \$400 per week X 16 weeks per year
Estimated value of in-kind support associated with administrative, training, supervising and mentoring new co-op/internship students. (Example: A supervisor who spends 80 hours (of 2080 work hours per year) working with co-ops and interns represents an in-kind cost of approximately \$2,700)	\$4800 2 hours per week x \$15. x 16 weeks x 10 students
Other costs <u>directly related</u> to OMIC program including travel, materials, supplies, equipment and communication costs.	\$600

We are excited for the opportunity to create much-needed co-op and internship positions in northwest Ohio and are confident that this partnership with Owens Community College will benefit the entire region. AAA Northwest Ohio retains the right to increase or decrease the number of opportunities based on changes in market conditions, institutional needs and availability of eligible students.

Sincerely,

A handwritten signature in black ink that reads 'Bob Kazmierczak'.

Bob Kazmierczak  
 Vice President Automotive Services & Enterprise development  
 AAA Northwest Ohio



**JOHN DEERE**

John Deere Agriculture & Turf Division  
Region 4 Marketing & Sales  
10789 South Ridgeview Rd., Olathe, KS 66061  
Phone: 913-232-6811

Jenni Badding  
Manager, College Partnerships

October 16, 2013

Chancellor Carey and Review Board  
Ohio Means Internships & Co-ops  
University System of Ohio  
Ohio Board of Regents

Dear Chancellor Carey and Review Board:

I am submitting this letter of support for the Owens Community College proposal to the Ohio Means Internships and Co-ops (OMIC) program. I strongly endorse Owens' proposal to strengthen its internal capacity and capability in regards to connecting students to regional businesses through the creation of co-ops and internships.

I am the John Deere College Partnership Manager, and I am responsible for eight John Deere TECH programs in the Eastern half of the United States. I have the pleasure to work with the administration and faculty involved with the John Deere TECH program at Owens Community College. Their primary concern is the educational experience of all students. They are always looking for ways to improve the classroom experience and the educational opportunities for their current and future students. Students that complete the John Deere TECH program at Owens Community College have a strong foundation of the skills needed to help them be successful while starting their career within a John Deere dealership. Each student develops strong core competencies in hydraulics, electrical, and supporting systems that enables them to be better prepared for resolving technical issues on John Deere equipment.

As John Deere develops more sophisticated equipment and technologies to help feed the world, the need for highly trained technicians continues to increase. This need helps drive the importance of our partnership program at Owens Community College. John Deere dealerships are looking for students with greater electrical/electronic skills, and the John Deere TECH program is crucial to meeting the future technician needs. As you can see this partnership program is vital to our business to ensure we provide the best technical support to our customers.

We look forward to continuing co-op and internship positions in northwest Ohio and are confident that this partnership with Owens Community College will benefit the region.

Sincerely,

Jenni Badding  
Manager, College Partnerships

Chancellor Carey and Review Board  
 Ohio Means Internships & Co-ops  
 University System of Ohio  
 Ohio Board of Regents

Dear Chancellor Carey and Review Board:

The following numbers are based on prior year *Deere and Company* enrollments in OCC co-op programs. These estimates represent new student placements during the project period.

<b>Description</b>	<b>Value</b>
Anticipated number of new co-ops/internships created through OMIC program from Spring Semester 2014 through Spring Semester 2016	20 New Students
Total estimated earnings of students participating in new co-op/internships listed above.	\$128,000 20 Students x \$400 per week X 16 weeks per year
Estimated value of in-kind support associated with administrative, training, supervising and mentoring new co-op/internship students. (Example: A supervisor who spends 80 hours (of 2080 work hours per year) working with co-ops and interns represents an in-kind cost of approximately \$2,700)	\$9,600 2 hours per week x \$15. x 16 weeks x 40 students
Other costs <u>directly related</u> to OMIC program including travel, materials, supplies, equipment and communication costs.	\$1800

Sincerely,

Tracy Campbell  
 Automotive Technologies Chairman  
 Owens Community College



**MATERION**

October 17, 2013

Chancellor Carey and Review Board  
 Ohio Means Internships & Co-ops  
 University System of Ohio  
 Ohio Board of Regents

Dear Chancellor Carey and Review Board:

Materion is currently working with Owens to create various customized curricula to prepare students to fill current and future skilled trade vacancies. Materion has implemented a Skilled Trade Co-op program and have recently hired our first student. It is a goal of Materion to utilize the Co-op program to build our skilled trade candidate pool and we look forward to partnering with Owens in this effort. In the future, we anticipate hiring additional Co-ops for our Maintenance and Electrical departments.

Description	Value
Anticipated number of new co-ops/internships created through OMIC program from Spring Semester 2014 through Spring Semester 2016	9
Total estimated earnings of students participating in new co-op/internships listed above.	\$4800.00 per person
Estimated value of in-kind support associated with administrative, training, supervising and mentoring new co-op/internship students. (Example: A supervisor who spends 80 hours (of 2080 work hours per year) working with co-ops and interns represents an in-kind cost of approximately \$2,700)	\$6,000 per person
Other costs <u>directly related</u> to OMIC program including travel, materials, supplies, equipment and communication costs.	\$2500 per person

We are excited for the opportunity to create much-needed co-op and internship positions in northwest Ohio and are confident that this partnership with Owens Community College will benefit the entire region. Materion retains the right to increase or decrease the number of opportunities based on changes in market conditions, institutional needs and availability of eligible students.

Sincerely,



James Lippert, Manager Maintenance & Services  
 Materion Brush Performance Alloys

Chancellor Carey and Review Board  
 Ohio Means Internships & Co-ops  
 University System of Ohio  
 Ohio Board of Regents

Dear Chancellor Carey and Review Board:

Northwestern Mutual is submitting this letter of commitment in support of the Owens Community College proposal to the Ohio Means Internships and Co-ops (OMIC) program. We strongly endorse Owens proposal to strengthen its internal capacity and capability in regards to connecting students to regional businesses through the creation of co-ops and internships.

We are looking forward to building better relationships with the faculty and students at Owens Community College. We have been involved in recent career fairs and class presentations in the last year. We are also involved in the new development of an insurance course that may be added to the college.

Description	Value
Anticipated number of new co-ops/internships created through OMIC program from Spring Semester 2014 through Spring Semester 2016	3
Total estimated earnings of students participating in new co-op/internships listed above.	\$15,000
Estimated value of in-kind support associated with administrative, training, supervising and mentoring new co-op/internship students. (Example: A supervisor who spends 80 hours (of 2080 work hours per year) working with co-ops and interns represents an in-kind cost of approximately \$2,700)	\$5,000
Other costs <u>directly related</u> to OMIC program including travel, materials, supplies, equipment and communication costs.	\$3,000

We are excited for the opportunity to create much-needed co-op and internship positions in northwest Ohio and are confident that this partnership with Owens Community College will benefit the entire region. Northwestern Mutual retains the right to increase or decrease the number of opportunities based on changes in market conditions, institutional needs and availability of eligible students.

Sincerely,



**Brian Kurtz**  
 Northwestern Mutual, Managing Director  
 Office Number: 419-407-8646  
 E-mail: brian.kurtz@nm.com

Chancellor Carey and Review Board  
 Ohio Means Internships & Co-ops  
 University System of Ohio  
 Ohio Board of Regents

Dear Chancellor Carey and Review Board:

*Hylant* is submitting this letter of commitment in support of the Owens Community College proposal to the Ohio Means Internships and Co-ops (OMIC) program. We strongly endorse Owens proposal to strengthen its internal capacity and capability in regards to connecting students to regional businesses through the creation of co-ops and internships.

**(Please comment on any existing relationships you have with Owens and potential for growth. Also please note the types of internships/co-ops expected to be created through this program (ex., supply chain, logistics, engineering technology, etc.)**

Description	Value
Anticipated number of new co-ops/internships created through OMIC program from Spring Semester 2014 through Spring Semester 2016	1
Total estimated earnings of students participating in new co-op/internships listed above.	\$1,920
Estimated value of in-kind support associated with administrative, training, supervising and mentoring new co-op/internship students. (Example: A supervisor who spends 80 hours (of 2080 work hours per year) working with co-ops and interns represents an in-kind cost of approximately \$2,700)	\$2,310
Other costs <u>directly related</u> to OMIC program including travel, materials, supplies, equipment and communication costs.	\$100

We are excited for the opportunity to create much-needed co-op and internship positions in northwest Ohio and are confident that this partnership with Owens Community College will benefit the entire region. Hylant retains the right to increase or decrease the number of opportunities based on changes in market conditions, institutional needs and availability of eligible students.

Sincerely,  
  
 Deb Bubb, Talent Manager  
 Hylant

## **Owens Means Internships and Co-ops**

### **Appendix D**

**Additional Items:  
Project Director Position Description,  
Faculty Coordinator Position Description,  
Examples of OCC Internship Evaluation Documents,  
Implementation Schedule**

**Owens Community College**  
POSITION DESCRIPTION  
Project Director, Owens Means Internships & Co-ops Program

Scope of Work:

- Responsible for coordinating day to day activities that meet scope of work and objectives of the grant.
- Data collection, review and reporting. Collaborates with OCC Institutional Research Office
- Responsible for meeting and event planning, logistics, and execution.
- Interface and communication with partners, points of contact, as well as internal departments involved in the management and execution of the grant.
- Generation and maintenance of correspondence for business and industries and other partners as assigned.
- Program development, execution and evaluation.
- Problem solving, resource deployment and/or troubleshooting issues related to grant, partners/grant vendors, participants, and/or internal stakeholders.
- Representing OCC at partnership meetings/conferences
- Work with the Faculty Coordinators to recruit, place and retain students in the program
- Plan, administer, and control budgets, maintain financial records, and produce financial, programmatic, strategic and grant required reports
- Develop and execute recruitment and marketing processes to successfully recruit participants and students, as well as employer and community-based partners that will enhance the success of participants in their training and career goals

Credentials / Expertise Required:

- Bachelor Degree and 6-10 years relevant experience.
- Exceptional proficiency with all Microsoft Office programs, with significant experience working with Excel spreadsheets and GroupWise.
- Experience in database management, including data collection systems, data entry and aggregating data for reporting purposes.
- Excellent writing and presentation skills.
- Ability to work independently and without supervision.
- Professional demeanor and effective communication skills.
- Experience in developing and delivering internship and co-op programs.
- Experience in project development, execution and management
- Ability to cultivate robust relationships with external providers such as workforce development providers, community-based organizations, and employers.
- Knowledge of grants administration, including effective financial review and accountability

**Owens Community College**  
POSITION DESCRIPTION  
Faculty Coordinator, Owens Means Internships & Co-ops Program

Scope of Work:

- Interface and communication with students, employers, as well as internal departments involved in the management and execution of the grant.
- Match students with corresponding internship/co-op opportunities
- Maintain student records and all records pertaining to the program
- Ensure that internship/co-op opportunities meeting academic rigor and expected learning outcomes
- Generation and maintenance of correspondence for business and industries and other partners as assigned.
- Enhance existing and develop new internship/co-op opportunities
- Program development, execution and evaluation.
- Problem solving, resource deployment and/or troubleshooting issues related to grant, partners/grant vendors, participants, and/or internal stakeholders.
- Representing OCC at partnership meetings/conferences
- Work with the Project Director to recruit, place and retain students in the program
- Plan, administer, and maintain programmatic, strategic and grant required reports
- Assist with the develop and execute recruitment and marketing processes to successfully recruit participants and students, as well as employer and community-based partners that will enhance the success of participants in their training and career goals



# JOHN DEERE TECHNICIAN END OF INTERNSHIP EVALUATION

INTERN'S NAME: \_\_\_\_\_

EVALUATOR: \_\_\_\_\_

PLEASE EVALUATE THE INTERN'S PERFORMANCE IN EACH OF THE FOLLOWING AREAS:

	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
General personal appearance				
General hygiene				
Punctuality				
Follows instructions				
Enthusiasm				
Adaptability				
Shows initiative				
Dependability				
Follows through				
Works well with others				
Accepts criticism				
Ambition				
Skills and knowledge acquisition				
Skills and knowledge application				
Quantity of work				
Quality of work				
Career potential				
Accuracy				
Neatness of work				
Safety performance				

**Comments**

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The above ratings represent my evaluation of the Intern under my supervision.

**Dealer Supervisor/Coordinator:** \_\_\_\_\_ **Date** \_\_\_\_\_

The following signatures verify that the Internship Evaluation Form has been reviewed and seen by the Intern involved. The Intern's signature does not necessarily indicate that the Intern agrees with the opinions of the evaluator.

\_\_\_\_\_  
College Instructor - Coordinator Signature

\_\_\_\_\_  
Intern Signature

Please return to: Transportation Technologies, Owens Community College, PO Box 10,000, Toledo OH 43699-1947

**Questions?** Contact Tracy Campbell 567-661-7388 or tcampbell@owens.edu



# JOHN DEERE TECHNICIAN INTERN EVALUATION

INTERN'S NAME: \_\_\_\_\_  
EVALUATION PERIOD: FROM \_\_\_\_\_ TO \_\_\_\_\_

	1	2	3	4	5
QUALITY OF WORK					
QUANTITY OF WORK					
PROMPTNESS					
OVERALL ATTITUDE					
RELATIONS WITH OTHER EMPLOYEES					
WILLINGNESS TO LEARN					
COMMUNICATION SKILLS					

<b>K E Y</b>	5 Exceeds Expectations	(doing an excellent job)
	4 Meets Expectations	(doing an acceptable job)
	3 Needs Minimum Assistance	(needs help in some areas)
	2 Needs Extra Assistance	(needs help in all areas)
	1 Unacceptable	(major improvement required)

### MAJOR STRENGTHS

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### AREA(S) NEEDING ASSISTANCE

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### GENERAL COMMENTS

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DEALER NAME \_\_\_\_\_

EVALUATOR \_\_\_\_\_

Please return to: Transportation Technologies, Owens Community College, PO Box 10,000, Toledo OH 43699-1947  
**Questions?** Contact Tracy Campbell 567-661-7388 or tcampbell@owens.edu



## JOHN DEERE TECHNICIAN INTERN EVALUATION OF INTERNSHIP

**INTERN'S NAME:** \_\_\_\_\_

**Did you accomplish the stated objective for you internship? If not, why?**

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**What was the most valuable experience you had during your internship?**

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**What was the least valuable experience you had during your internship?**

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**What suggestions would you make to improve your internship experience?**

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**What could your mentor have done to make your intership a better learning experience?**

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**What was the most challenging thing about your internship?**

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**Overall, how would you rate your intership experince, on a scalle of 1 to 10, with 10 being excellent?  
Please explain your answer.**

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Please return to: Transportation Technologies, Owens Community College, PO Box 10,000, Toledo OH 43699-1947  
**Questions? Contact Tracy Campbell 567-661-7388 or [tcampbell@owens.edu](mailto:tcampbell@owens.edu)**

## Weekly Internship Work Report

**Student Name**  
**Week**

**Instructions**

1. Fill in form each day.
2. Include enough information to give clear picture of day's work. Itemize your work
3. Work Report Due at end of Workweek.
4. Submit to your Blackboard account.

<b>DAY</b>	<b>Description of work done</b>
<b>Monday</b>	
<b>Tuesday</b>	
<b>Wednesday</b>	
<b>Thursday</b>	
<b>Friday</b>	
<b>Saturday</b>	



**SCHOOL OF BUSINESS**  
**Office Administration Cooperative Work Experience (OAD293)**  
**Objective/Training Plan**

**This is a protected Word Fill-in Form. Complete a Save As and save to your hard drive, flash drive, etc. Open and press Tab to move to the fields to insert your responses.**

List the objectives you have for your cooperative experience. These objectives should include what you plan to accomplish during your cooperative experience, how you plan to assist your supervisor, what skills/knowledge you hope to acquire, and what skills/knowledge you hope to improve. These objectives must be discussed with your supervisor.

*DURING MY CO-OP I PLAN TO ACCOMPLISH*

*I PLAN TO ASSIST MY SUPERVISOR BY*

*I HOPE TO ACQUIRE THE SKILLS/KNOWLEDGE OF*

*I HOPE TO IMPROVE MY SKILLS/KNOWLEDGE OF*

*JOB RESPONSIBILITIES--LIST YOUR JOB RESPONSIBILITIES*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_



**OAD293**

**EMPLOYER-ASSIGNED PROJECT**    **Name** \_\_\_\_\_

When you discuss with your supervisor the requirements of your cooperative work experience, one of the items is to agree upon a project that will be completed above and beyond your daily work requirements. In the discussion, address and answer the following items and submit to me.

**This is a protected Word Fill-in Form. Complete a Save As and save to your hard drive, flash drive, etc. Open and press Tab to move to the fields to insert your responses.**

1.     Description in detail of your project.
2.     How you will accomplish the project?
3.     Approximate time required to complete the project.
4.     Goal date for completion of project.
5.     How will the project be evaluated? Criteria to be used for evaluation.
6.     Who will evaluate the project?
7.     Concerns about the project.

You should then think about the above and answer the following question:

What will I learn from doing this project?



**SCHOOL OF BUSINESS**  
**Office Administration Cooperative Experience (OAD293)**

**Student's Work Hour Logs**

To obtain proper academic credit, an account of time and days worked on the job must be recorded by each co-op student. This information is necessary for departmental records and is kept strictly confidential. It must be verified by the job supervisor and submitted to the Faculty Coordinator at the completion of every four weeks of cooperative experience. These are due on (dates will be provided).

Student Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Date (mm/dd)	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours
No. of Hours Worked								

Date (mm/dd)	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours
No. of Hours Worked								

Date (mm/dd)	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours
No. of Hours Worked								

Date (mm/dd)	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours
No. of Hours Worked								

**TOTAL Hours Worked for 4-Week Period** \_\_\_\_\_

Student's Signature/Date

Supervisor's Signature/Date

**OAD 293 OFFICE ADMINISTRATION COOPERATIVE WORK  
EXPERIENCE  
EMPLOYEE PERFORMANCE APPRAISAL**

This evaluation form is to be completed by the cooperative work experience student's immediate supervisor. It is to be discussed with the student either before the coordinator's site visitation or during the site visitation. If discussed with the student prior to the site visitation, it will also be reviewed during the visitation.

This appraisal will provide a check on the student/employee's overall performance on the job. In addition, this performance appraisal will be used as **35 percent of the student's final grade** for the Office Administration Cooperative Work Experience course.

**1. QUALITY OF WORK**

Consider the completeness, neatness, and acceptability of work performed

- \_\_\_\_\_ (4) Above average work performance
- \_\_\_\_\_ (3) Average work performance
- \_\_\_\_\_ (2) Expected level of work performance achieved with additional feedback
- \_\_\_\_\_ (1) Below average work performance

**2. QUANTITY OF WORK**

Consider amount of work completed within a given time and how it compares with expected amount

- \_\_\_\_\_ (4) Above average productivity
- \_\_\_\_\_ (3) Average productivity
- \_\_\_\_\_ (2) Expected level of productivity reached with additional help
- \_\_\_\_\_ (1) Below average productivity

**3. ABILITY TO LEARN AND FOLLOW INSTRUCTIONS**

Consider ability to understand instructions and retain for future work tasks

- \_\_\_\_\_ (4) Exceptional capacity to understand and retain
- \_\_\_\_\_ (3) Readily understands and retains but needed additional instruction one or two times
- \_\_\_\_\_ (2) Learns and retains reasonably well but needed additional instruction three or four times
- \_\_\_\_\_ (1) Requires repeated instructions frequently

**4. COOPERATION**

Consider willingness to work with others and attitude towards work, associates, and supervision

- \_\_\_\_\_ (4) Goes out of way to cooperate; excellent attitude and team worker
- \_\_\_\_\_ (3) Cooperative; average attitude and team worker
- \_\_\_\_\_ (2) Works reasonably well with others; not always a positive team worker
- \_\_\_\_\_ (1) Shows lack of cooperation; below average attitude and team worker

## 5. INITIATIVE AND APPLICATION

Consider the attention and effort applied to tasks and the degree to which the employee is a “self-starter.”

- \_\_\_\_\_ (4) Exceptionally motivated, industrious, and resourceful
- \_\_\_\_\_ (3) Generally energetic; occasionally seeks out more work
- \_\_\_\_\_ (2) Steady and willing worker but seldom works beyond assigned duties
- \_\_\_\_\_ (1) Inclined to take things easy; requires occasional prodding

## 6. DEPENDABILITY

Consider the manner in which the employee applies himself/herself to work and the amount of supervision required

- \_\_\_\_\_ (4) Justifies utmost confidence; carries out work in detail without requiring supervision
- \_\_\_\_\_ (3) Can be trusted to do the job; requires only an occasional check
- \_\_\_\_\_ (2) Conscientious but needs more checking than others on some work
- \_\_\_\_\_ (1) Has to be closely checked on most jobs

## 7. ATTENDANCE AND PUNCTUALITY

Consider attendance on the job and reporting on time

- \_\_\_\_\_ (4) Never absent or late
- \_\_\_\_\_ (3) Absent or late 1 to 2 times but notifies in advance
- \_\_\_\_\_ (2) Absent or late 3 or more times but notifies in advance
- \_\_\_\_\_ (1) Undependable; absent or late without notice 1 or more times

## 8. ADAPTABILITY

Consider the employee’s ability to meet changed conditions and the ease with which he/she assumes new duties

- \_\_\_\_\_ (4) Exceptionally fast to adjust to new duties and changed conditions and welcomes additional responsibilities
- \_\_\_\_\_ (3) Adjusts to new duties and to changed conditions and willing to accept new responsibilities
- \_\_\_\_\_ (2) Often adjusts to new duties and to meeting changed conditions and accepts additional responsibilities if required
- \_\_\_\_\_ (1) Slow to adjust to new duties and changed conditions; occasionally accepts additional responsibilities

## 9. TECHNICAL SKILL

Based on the training period and time actually spent on the job, consider the depth of technical knowledge or skills that the employee possesses

- \_\_\_\_\_ (4) Exceptionally competent in technical skills
- \_\_\_\_\_ (3) Average level of technical skills
- \_\_\_\_\_ (2) Has not quite reached expected level of technical skills
- \_\_\_\_\_ (1) Below average in technical skills

## 10. OVERALL APPRAISAL

Based on the training period and time actually spent on the job, give your appraisal of the employee's overall performance and skill

- \_\_\_\_\_ (4) Above average employee
- \_\_\_\_\_ (3) Average employee
- \_\_\_\_\_ (2) Could be average employee if given more training and time on the job
- \_\_\_\_\_ (1) Below average employee

### COMMENTS

Please provide any additional comments concerning this individual's work performance. Also, any discussion regarding his/her promotability or skills which must be improved or strengthened in order to meet the requirements of this job or to be successful in any office administration position.

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### *STUDENT PROJECT*

At the beginning of the semester you assigned to the student/employee a project, which is beyond the daily required activities of the position and of value to you. Please evaluate that project based upon the employee's creativity in designing it, initiative in completing it, attitude toward completing it, amount of supervision required, and completeness of the project. Also consider the student's follow through in completing the project. Your evaluation of this project will be used as **15 percent of the student's final grade** for the Office Administration Cooperative Work Experience course.

- \_\_\_\_\_ (4) Above average performance
- \_\_\_\_\_ (3) Average performance
- \_\_\_\_\_ (2) Could be considered average performance with some improvements
- \_\_\_\_\_ (1) Below average because it did not reach expected level of performance

Evaluation performed by \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

## Owens Means Internships and Co-ops

### Appendix D

#### Implementation Schedule

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

<b>Term</b>	<b>Grant Activities</b>
Spring 2014	<ul style="list-style-type: none"> <li>• Hire Program Director</li> <li>• Select Faculty Internship Coordinators</li> </ul>
Summer 2014	<ul style="list-style-type: none"> <li>• Internship/Co-op placements and continuous evaluation</li> <li>• Begin process to institutionalize Faculty Internship Coordinators as Advisory positions</li> <li>• Select and modify database system through purchased service contract</li> <li>• End of Semester Internship Evaluation Procedures</li> </ul>
Fall 2014	<ul style="list-style-type: none"> <li>• Internship/Co-op placements and continuous evaluation</li> <li>• Database fully implemented and in use</li> <li>• Form Internship Committee</li> <li>• End of Semester Internship Evaluation Procedures</li> </ul>
Spring 2015	<ul style="list-style-type: none"> <li>• Internship/Co-op placements and continuous evaluation</li> <li>• Internship Committee Meetings Implemented</li> <li>• Advisory Committee Meetings receive Internship/Co-op reports</li> <li>• End of Semester Internship Evaluation Procedures</li> <li>• Mid-term OMIC Reports Completed and Submitted</li> </ul>
Summer 2015	<ul style="list-style-type: none"> <li>• Internship/Co-op placements and continuous evaluation</li> <li>• End of Semester Internship Evaluation Procedures</li> </ul>
Fall 2015	<ul style="list-style-type: none"> <li>• Internship/Co-op placements and continuous evaluation</li> <li>• End of Semester Internship Evaluation Procedures</li> </ul>
Spring 2016	<ul style="list-style-type: none"> <li>• Formally complete Advisory position creation for Faculty Internship Coordinators</li> <li>• Internship Committee Meetings Implemented</li> <li>• Advisory Committee Meetings receive Internship/Co-op reports</li> <li>• Final OMIC Reports Submitted</li> </ul>