Name of Lead Institution (only one)	
Project Start Date	April 1, 2014
Interns and/or Co-ops Start Date	May 1, 2014
Primary Contact - Individual must be authorized to sign grant contract and legally responsible as representative.	Dr. Debra L. McCurdy
President/CEO Name	Dr. Debra L. McCurdy
Project Director/s	Brenda Rizor and Nanette Smith
Are any of the applicants represented by a member of the Advisory Committee?	Dan Schoch

1) Certification by Authorized Official:

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

Signature of Authorized Official:

Typed Name and Title: Dr. Debra L. McCurdy, President

Date: 11/18/2013

2) Administering Entity:

Contact Person: Dr. Rick Woodfield

Title: Interim Vice President for Academic Affairs, Rhodes State College

Address: 4240 Campus Drive, Lima, OH 45804

Email: woodfield.r@rhodesstate.edu

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

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4) Educational Partners (please submit separate information for each partner)
Institution Name: **None**
Contact Person
Title
Address
Email
5) Other Partners (please submit separate information for each partner)
Institution Name: **None**
Contact Person
Title
Address
Email

Program Snapshot	Name, Number or Amount
JobsOhio key industry/ies – please list	Advanced Manufacturing; Aerospace & Aviation; Automotive; Financial Services; Information Services; Polymers & Chemicals; and Business Functions
JobsOhio region	Northwest Ohio
Amount of state money requested	$398,260
Required match money committed (100% undergrad & 150% grad programs)	$622,366
Total state money requested divided by number of co-ops or internships created (in	$3,620.00
Total match money obtained divided by number of co-ops/internships created (in whole	$5,658.00
Total money (state plus match) divided by number of co-ops/internships created (in	$9,278.00
Number of business partners	24
Number of education partners	0
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	Transcripted (all)
Internships created (proposed)	54	0	$63,784	$63,784	54	0	54	0	54
Co-ops created (proposed)	56	$451,216	0	$451,216	56	0	56	0	56
TOTALS	110	$451,216	$63,784	$515,000	110	0	110	0	110

ABSTRACT

Rhodes State College has a long record of success in education, workforce development, and economic development support this Ohio Means Internships and Co-ops (OMIC) program represents an opportunity to elevate the College's endeavors to a new higher level. Rhodes State College (RSC) will use this grant opportunity to build upon current experiential learning programs to develop, implement, and sustain a work-based learning program that will impact both students and business.

Rhodes State College shares the OMIC vision for "A more competitive state with increased degree completion and a workforce with the skills that employers need most." The College's current involvement in internships, clinicals, practicums, apprenticeships, and customized training in addition to the 75 certificates and applied associate degree programs offered here are all designed to provide area residents with a high quality education. This educational opportunity enables those individuals to successfully achieve their career and occupational goals. The College works closely with area employers on an ongoing basis to ensure that RSC graduates possess those workplace skills, both soft and technical, enabling businesses to be successful and competitive.

Rhodes State College's work-based learning program is built around four areas as described in more detail throughout the proposal incorporating these four elements:

1. **Work-based learning opportunities will be mandatory** and fully integrated into students' academic programs with a wide range of activities and systems in place to ensure that each experience is beneficial to both student and employer.

2. **The connections and partnerships between Rhodes State and area employers of all sizes** (and entities representing those businesses) will be enhanced through improved collaboration and communication with employers willing to participate as a talent investor company.

3. **Rhodes State College is committed to the initial success of the program through faculty support as programs and curricula**, including the work-based learning component, are developed or revised; the continued relevancy of the workplace skills needed by employers; and the long-term sustainability of all aspects of the program as described in the proposal.

4. **Assessment systems will gather data, both direct and indirect measures**, from students, employers, faculty, and institutional outcomes so that a thorough analysis can be accomplished and the work-based learning program will be continuously improved for the benefit of students and employers.

"Rhodes State… the #1 Choice" is our vision for student success, employer support, quality education, business engagement, and work-based learning enabled by the financial support provided through OMIC.

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)

Rhodes State College (Rhodes State), a public comprehensive two-year college in Lima, Ohio which offers over 75 certificates and applied associate degree programs, has maintained successful relationships with numerous private companies of all sizes throughout its 10-county service area in Northwest Ohio. The College plans to provide work-based learning (WBL) experiences for 100% of technical degree programs by fall 2014, excluding associate degrees in the Arts and Sciences academic division. At this time, 65% of technical programs offer co-operative learning experiences. Rhodes State has established and sustained a variety of WBL opportunities as a best practice to yield higher retention, completion, and employment rates for more than 3,800 enrolled students. In the 2013-2014 academic year, Rhodes State placed 1,422 students in WBL experiences, including clinicals, practicums, and unpaid internships, at regional hospitals, healthcare facilities, manufacturers, and other businesses.

Currently, 247 business and industry leaders support the College through advisory committees in four (4) of the five (5) academic divisions, including Business & Public Services, Information Technologies and Engineering Technologies, Allied Health, and Nursing. Beyond advisory committee partners, Rhodes State is constantly building on the 222 existing business and industry relationships through the College's Workforce, Economic Development, and Continuing Education (WEDCE) Division, West Central Ohio Manufacturing Consortium (WCOMC), and Small Business Development Center. The Development Office, which also has cultivated relationships with 96 businesses in the community, enhances the participation of our private-sector partnerships through sponsored scholarships and planned support. Rhodes State has apprenticeship programs serving 72 students through eight (8) area manufacturers, including Grob Systems, Ford Lima Engine Plant, Progressive Stamping, Whirlpool Ottawa, Gasdorf Tool, and Dana Corporation.

Under the current Ohio Means Internships and Co-ops (OMIC) grant, Rhodes State developed WBL relationships with eight (8) private companies in northwestern Ohio where students were placed in internship experiences at companies like Minster Machine and Honda of America during the summer of 2013. Honda of America has requested an additional eight (8) students and American Trim has created three (3) new WBL experiences for the spring 2014 semester. Most recently, new cooperative relationships with POET Biorefining and Crown Equipment have been established.

The College has 24 companies committed to participate in the expansion of the WBL program as the institution develops its JobsOhio key industry focus to include manufacturing, financial services, business services and functions, information technology, agribusiness and food processing. In 2005, Rhodes State created the West Central Ohio Manufacturing Consortium (WCOMC), which currently represents 23 manufacturers in six (6) area counties employing more than 4,000 workers with combined annual revenue approximating $9 billion. Data obtained from a 2013 WCOMC survey of manufacturers indicates that over 50% of companies are interested in WBL, a 100% increase compared to 2007 survey results. Based

upon industry feedback, the College is working diligently to meet the increasing demand by expanding the number of programs impacted and strengthening the WBL program infrastructure.

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)

With the continual evolution and improvement of the work-based learning (WBL) program, Rhodes State leadership fully supports making cooperative learning experiences mandatory in the curricula of all technical education programs by fall 2014. The College President and Vice President for Academic Affairs are committed to providing the necessary faculty development and additional resources to implement and sustain the WBL program successfully. Since work-based learning has existed in the form of clinicals and practicums within allied health, nursing, early childhood education, criminal justice and human services programs for more than forty years, a core of experienced faculty, program chairs and deans will assist with the revision of curricula that does not currently have cooperative learning integrated. One faculty member from each academic program/department will serve as the WBL lead faculty and central contact for the division's cooperative education activities. Additional WBL faculty and personnel will provide supplementary support to the program.

The process of expanding WBL college-wide will include development of a one (1) credit-hour online WBL course which will be designed to provide students the opportunity to apply knowledge gained throughout their academic program to a real-life, practical situation. Upon completion of the course students will be able to: (1) demonstrate professional skills and abilities through interaction with outside professionals in their field of study; (2) make use of technical knowledge in order to address issues related to a specific industry; (3) apply technical knowledge, understanding, and communication of related program discipline; (5) utilize collaborative techniques and organize tasks/milestones to meet goals and objectives; and (6) create an audio/visual/written communication related to a specific WBL project.

All programs at Rhodes State currently have a capstone course which is a summative review of all competencies; both discipline specific and general education, which are expected of graduates of the College. WBL faculty will seek timely employer input through program advisory committee meetings to ensure and strengthen WBL experiences and relevancy. The development of WBL student learning outcomes will be guided and supported by the Director of Assessment and Quality Improvement along with industry feedback.

Professional Development is essential for the sustained success of this proposal and will be supported by the Office of Academic Affairs through existing biannual in-service learning opportunities. Cincinnati State Technical and Community College and Marion Technical Community College, two community colleges with long standing co-operative education programs, have agreed to provide mentorship and training for Rhodes State WBL faculty and support personnel to further develop the WBL program.

To better facilitate faculty professional development, the College will establish a WBL Task Force inclusive of WBL faculty, program chairs, and deans representing all academic areas, as well as representatives from Admissions, Advising, Career Services, Workforce Economic

Development and Continuing Education, and the Office of Institutional Effectiveness. The WBL Task Force will be led by the Vice President of Academic Affairs, and meet bi-monthly to: (1) review best practices; (2) determine implementation strategies; and (3) monitor and evaluate policies and practices of faculty professional development related to WBL.

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)

Rhodes State proposes to expand the impact of its work-based learning (WBL) program to sectors outside of its 10-county service area. According to the JobsOhio Network, 2020 employment projections for Northwest Ohio indicate that computer/information technology, manufacturing, professional and business services occupations make up 25% of the region's employment. By 2020, the JobsOhio Network projects the following industries will increase in the Rhodes State service areas and throughout Northwest Ohio:

- 92,900 in manufacturing;
- 53,200 in professional and business services (i.e. accounting, bookkeeping, legal services and management); and
- 6,800 in computer/ information technology (i.e. systems analysts, programmers, support specialists, database administrators).

Through the Rhodes State Small Business Development Center (SBDC) and existing partnerships, the College will involve the thirteen area Chambers of Commerce in the outreach and marketing efforts related to the WBL program. Additionally, the SBDC will connect the many small business entrepreneurs (estimated to account for up to 50% of all Ohio businesses) in this area with the WBL student engagement activities and employer mentorships.

In a 2013 the West Central Ohio Manufacturing Consortium (WCOMC) survey of manufacturers, 52% of respondents indicated an interest in a WBL experience; many of those companies are supporting cooperative learning experiences at Rhodes State through the current Ohio Means Internships and Co-ops (OMIC) grant. As the required skills for manufacturing jobs increase, employers are seeking new hires with a greater level of experience than in the past. In a September 2013 posting of 560 recent manufacturing jobs, more than 80% indicated that past work experience was preferred or required.

The Northwest Regional College Tech Prep Center located at Rhodes State represents sixty high schools and three (3) career technical centers in the 10-county region. The Tech Prep Center partners with colleges and universities to facilitate articulation agreements for college credit. In addition, the College Tech Prep Center recognizes the employer's demand for science, technology, engineering and mathematics (STEM) skills. During the 2011-12 academic years, the three career technical centers had 855 juniors and 742 seniors enrolled in information technologies and engineering technologies, health, and transportation programs. Therefore, College Tech Prep is an important conduit by which employers engage and connect with students about WBL experiences as an integral part of their continued education and degree attainment.

As private sector employers and education partners recruit the next generation of workers in critical demand occupations in this region, these relationships will be enhanced by the direct

involvement of industry in recruiting, supporting, and providing the WBL opportunities while also assisting in the College's marketing efforts to additional employers. One such example is the common belief among high school students that all manufacturing environments are dirty, noisy workplaces. This misconception results in students not choosing to enter high-paid, high-demand, manufacturing occupations. Program manufacturing partners will hold open houses, job shadowing, and related events to inform and assist in student recruitment.

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)

Consistent with the Rhodes State mission to "change lives, build futures and improve communities through lifelong learning," the College has an on-going, annual, assessment process that provides the feedback necessary to plan, improve quality, and allocate resources throughout the College. Accountability for work-based learning (WBL) program goal achievement is established at the course, program, division, and institutional level and is reported through the assessment process at Rhodes State. The data generated through the WBL assessment processes will provide evidence to all stakeholders and will become the basis for informed, collaborative decision making regarding sustained experiential learning at the institution.

Assessment at Rhodes State is based upon the three-year planning cycle. Assessment plans as currently designed are developed every three years based upon the current key performance indicators (KPI), strategic initiatives, student learning outcomes, and other measures determined by the needs of an individualized program or department. Compliance with federal, state, and accreditation regulations also dictate necessary assessments. The assessment process is utilized to guide not only the assessment of student learning but also the assessment of the overall effectiveness of the College.

Work-based learning assessment is measured and recorded at the course level within the electronic program assessment tool known as Electronic Strategic and Institutional Effectiveness Planning System *(e*-SIEPS). In addition, program/department level assessments are captured in the program level plan within the electronic assessment/planning tool. Finally, the feedback from employer supervisors related to each student's performance will be gathered and collected for each WBL experience. The WBL experiences provide opportunities for students to integrate their discipline-specific educational goals with the core skills and abilities required for the workplace. The assessment plan for WBL is developed to reflect those KPIs that are the institutional focus for each planning cycle. Additional areas may be determined based upon programmatic accreditation requirements or areas identified as essential to the function of the program, such as pass rates on credentialing exams, discipline-relevant placement rates, and employer satisfaction surveys. Data is collected and analyzed on an annual basis and improvement plans will be developed as needed to meet established WBL goals related to improving student learning outcomes results.

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)

Rhodes State recognizes that work-based learning (WBL) is vital for connecting students with potential employers by: (1) offering applied learning experiences; (2) acquiring valuable exposure to the workplace; (3) providing an opportunity for skill development; (4) gaining a competitive edge in employment after graduation; (5) providing insight on career pathways; and (6) facilitating mentoring and networking opportunities.

Rhodes State's commitment to making WBL an integral part of its academic programs is the basis for its curriculum being reimagined, reassessed, and redesigned. As part of this process, the College will provide a value-added service of professional practice workshops (i.e. soft skills, resume building, professional attire). Workshops will be part of students' eligibility to participate in WBL and will be required prior to job placement, at no cost to the student, through the Career Services Department. Rhodes State develops its curriculum with the input and guidance of highly engaged business and industry advisory committees that meet twice a year. As part of ongoing development and integration of WBL in the curriculum, these advisory committees are expected to provide input related to skills, competencies, and learning outcomes, relevant to business and industry needs.

Conceptually, the College's WBL program will require a minimum of 15 to 20 hours per week during one semester of a student's academic program. These experiences will be in a supervised setting related to the student's major where they will be performing the tasks and responsibilities of a professional in that field. The student will be required to prepare and present a portfolio that summarizes his/her WBL experience. The WBL portfolio will include the following: (1) goals and objectives when entering the experience, (2) a weekly journal reflection and (3) a summary of projects and lessons learned from the experience. This portfolio will be presented to faculty in the student's academic division after the completion of their WBL experience for academic credit.

The College recognizes the vital roles that Admissions, Advising, and Academic Advising play in successfully promoting WBL to its future and current students. Therefore, Rhodes State Admissions personnel will highlight the importance of WBL during recruitment events including high school visits at more than 75 local high schools and career centers, college fairs, and community outreach initiatives. Academic advisors will explain and promote WBL opportunities to prospective students and to those students beginning their first semester at the College. WBL faculty and Academic Advisors will also work closely with the WBL Coordinator to: (1) assist in recruitment of employers to participate in the WBL program; (2) refer students for WBL placement; and (3) ensure students are enrolled in a WBL experience; (4) review faculty and employer supervisor feedback to improve student success outcomes; and (5) review data to determine success and areas for improvement within the WBL program.

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)

Work-based learning (WBL) programs at other colleges have resulted in attracting additional enrollment in targeted program areas towards subsequent revenue generation. The

implementation of WBL coursework will provide tuition income to support instruction and continued industry engagement. Work-based learning programs are also one of the best researched strategies for higher retention and completion rates which have a positive impact on the general operating budget. Sustainability will be driven by the addition of a one (1) credit hour course for all WBL students prior to the experience with an additional three (3) credit hour course. It is anticipated that 300 students will take these courses; this number will grow incrementally with 100 in year 2 and 3 of implementation. Tuition income of $61,800 is anticipated in year 2 and 3 to $187,100 by year 5.

Beyond the grant period, the College will support a full-time WBL Coordinator and continue to provide WBL faculty and/or program Chairs release time to continue the program and initiatives. Industry and institutional scholarships will provide incentives for students in non-paid cooperative learning experiences. After the grant, Rhodes State anticipates business and industry partners will continue to fund student experiential learning with independent operating budgets.

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

The WBL program at Rhodes State is directly linked to the following College key performance indicators: (1) technical student learning outcomes; (2) general education core skills and abilities; (3) course completion; (4) student engagement; (5) student satisfaction; (6) degree completion and graduation rates; (7) strategic partnerships; and (8) employer ratings. In addition, WBL is linked to the following abbreviated institutional strategies, goals and objectives:

- Maximize access and student success – increased student completion rates and job placement rates for completers through co-op/internships.
- Maximize collaborations through additional partnerships – ensure educational programs that effectively prepare students for occupational demands.
- Create dynamic learning environments to accelerate student success – expand learning models in all program curricula.

College assessment activities are linked to the allocation of financial resources. Work-based learning assessment results showing goal attainment will lead to sustained funding, program adaptation, and student success. Assessment is integrated with institutional planning and budgeting at all levels. Linkage beginning with course level assessment, contributing to the program level, progressing to campus wide planning procedures, and culminating at the Board of Trustees level demonstrates the achievement of student success. At each level, assessment results are used to develop plans and proposals for changes designed to enhance student success and goal achievement. Determination of resource allocation is connected to the assessment process via the President's annual budget hearings. The integrity of Rhodes State's WBL program will be preserved through the assessment process as described in Relevancy Section One (1), Question Four (4).

Student learning outcomes identified by the WBL based course, will be measured and the results entered into the course assessment level of eSIEPS. In addition, other indicators of

program effectiveness may be collected such as collection of data from employer mentors/supervisors evaluation forms, data from employer surveys, data from advisory board surveys, and WBL student placement rates. All of these pieces of evidence would be collected in the program level assessment within eSIEPS. Assessment of business collaborators would include number of WBL opportunities available to students, placement rate of students desiring WBL opportunities, work-place return rates on student evaluation forms, and student assessments of their WBL experience.

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)**

Sustaining employer partnerships are critical to the infrastructure of successful WBL programs. The WBL will transition from an existing part-time Cooperative Education Coordinator through the current OMIC grant to the proposed full-time WBL Coordinator role, which will be funded initially for one year under this grant and absorbed into the College's operational budget in the second and subsequent years. The WBL Coordinator will oversee the implementation process and manage and direct the daily operations of the WBL expansion program. The WBL Coordinator will also screen and interview students, conduct mandatory WBL orientations, match students with employers, and work closely with WBL faculty and/or program Chairs by soliciting input on student placement decisions and retention strategies. In addition, the WBL Coordinator will assist with the recruitment of business/industry partners, serve as employer liaison, secure and validate job sites, job training, related duties, and required core competencies and skills for Rhodes State students. The WBL Coordinator will report to the Vice President of Academic Affairs or their designee and support WBL faculty in the academic divisions.

WBL faculty and/or program Chairs will serve as WBL course advisors and instructors. In addition to these responsibilities WBL faculty and/or program Chairs will conduct site visits to ensure student and employer expectations are met. WBL faculty and/or program Chairs will receive release time during the fall and spring terms with stipends paid through the College's operational budget for summer term.

The College's Marketing, Admissions, Advising, Career Services, and Center for Innovative Learning (CIL), Information Systems, and Institutional Research departments will provide support as needed. The Marketing department will create integrated marketing communications to promote awareness and participation among stakeholders and work with the WBL Coordinator to create both a student and employer-friendly website as a point of access to www.OhioMeansInternships.com where positions and student resumes will be posted.

Admissions and Advising personnel will promote the WBL opportunities and requirements embedded in the curriculum. The CIL course designers will work with the WBL Coordinator and WBL faculty to create and manage online course components and assessment vehicles and instruments to support the experiential learning courses. Information Systems and Institutional Research areas will be paramount in creating program specific reports to track student progress and co-op placement outcomes. The WBL program and course, including the

work-experience measures, assessment findings and results will be posted and analyzed in *e*-SIEPS.

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

WBL faculty will play a key role in promoting, supporting, and monitoring student involvement and success in WBL experiences at Rhodes State. Using bi-annual professional development days as a vehicle for training, the institution will provide faculty workshops and in-services to assist with the redesign and implementation of new curricula that will prepare students for successful WBL experiences. Faculty professional development will address the following topics:

- Engaging students in community action for the common good;
- Preparing, mentoring, and monitoring students for WBL;
- Using teaching strategies that are effective in achieving learning outcomes;
- Developing, implementing, and evaluating WBL goals and objectives;
- Clarifying the responsibility of students, the College and business/industry partners relative to WBL;

Understanding how the competencies and skills required by business/industry are matched with prospective students. The fostering of professionalism and critical-thinking skills will be crucial components threaded through all course content. With this in mind, the WBL Task Force (referenced in relevancy section) will develop professional conduct guidelines to address such topics as appropriate attire, personal hygiene, professional behavior, proficient communication (oral and written), attendance and timeliness. These guidelines will be taught and assessed throughout each program of study. WBL faculty will also use traditional and online environments to create real-world scenarios to teach teamwork, critical thinking and problem solving.

To further support WBL faculty engagement, the WBL Coordinator will foster collaboration across academic divisions. When appropriate, the WBL Coordinator will be included in division and/or academic program meetings. The WBL Coordinator will provide timely communication to WBL faculty regarding employment opportunities and/or student placements. The WBL Coordinator, in collaboration with the Vice President of Academic Affairs or their designee, will assist in planning faculty workshops, in-services, and/or trainings pertaining to institutional objectives related to WBL.

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)

Work-based learning (WBL) experiences in the form of clinicals, practicums, and unpaid internships currently occur in the Divisions of Allied Health, Nursing, IT/ET, Business and Public Service. Additionally, Rhodes State has utilized the Workforce Economic Development and Continuing Education (WEDCE) area to utilize partnerships with regional businesses and industries to leverage additional WBL opportunities for Rhodes State students. To establish additional WBL opportunities, the WBL Coordinator will collaborate with WBL faculty from

each division and WEDCE personnel to build sustainable relationships through existing advisory boards.

The WBL Coordinator and WBL faculty will contact prospective businesses and industries in an effort to generate interest in Rhodes States' WBL program and share how: (1) WBL can be of value to both the prospective business/industry partner and Rhodes State students;(2) OMIC grant funding can be used to offset prospective partners' initial operating expenses; and (3) Employer supervisors play a key role in the WBL experiences/partnerships and what that role requires. It is the College's expectation that after two successful years of quality student WBL, business/industry will continue offering WBL opportunities to Rhodes State students without grant funding. Once established, partner companies will have the opportunity to create a scholarship specifically designated for Rhodes State students who participate in the WBL program. Such actions will pave the way for sustainable WBL experiences with highly qualified Rhodes State students with the partner company.

RHODES STATE COLLEGE

Budget Narrative

The Rhodes State College business partners have identified a total cash contribution of $340,540 with an additional in kind contribution of $194,726 for a total $535,266 in support of this grant proposal. Rhodes State College will contribute also contribute $87,100 in support of this paradigm shifting grant project.

Ohio Board of Regents Funds

Personnel: Rhodes State College is implementing a comprehensive experience-based instructional model across all career-focused technology programs. The College plans to hire a full-time co-op/internship coordinator and provide reassignment time for four program areas for the development of co-op and internship placements. The amount of salaries paid by the grant funds is **$159,300.** This amount includes estimated fringe benefits totally approximately 48% of salary.

Supplies: The supply line items include such items as postage, office supplies, technology support and other miscellaneous items. The supply line also includes printing that will support the marketing effort. The total grant funds currently budgeted for supplies are **$3,000.**

Purchased Services: This proposal includes the use of consultants such as Schoch, LLC, a firm that specializes in driving companies to become Talent Development Companies investing and understanding the value of experienced-based education. Also included in this proposal is a plan for professional development of key program faculty and leadership. Grant funds requested include **$21,000** to support these efforts.

Travel: The College will require a significant amount of travel for both the co-op coordinator and lead faculty who will visit business and industry partners in the development phase of this project and again to assess student success. A total of **$6,000** has been budgeted for the support of these activities.

Scholarships: Because many business and industry partners are interested in unpaid internships and have only offered in-kind monetary support, this proposal includes **$48,784** to support students through tuition assistance. Rhodes State College will contribute an additional $15,000 to assist students in obtaining career specific work experience during their academic career.

Employer Salaries: The business and industry partners have pledged $340,540 in wages for student workers. This proposal includes **$110,676** in support of these companies to assist their investment in student workers and amounts to 32.5% of their wage contributions.

Other (Marketing): To help get this project established and sustainable, **$20,000** is requested in grant support to assist the College in marketing the availability and benefits of a experience-based curriculum so that the community of interest better understands and supports these efforts and future students become aware of this new initiative. Specific marketing includes Web, social media, video, special events, and print.

Indirect Costs: Eight percent of this proposal's budget yields **$29,500** for the administration of this project.

Activity	Total	Regents Funds	Business Funds*	Applicant Funds	Education Partner Funds	Name of Education Partners	Other Partner Funds	Name of Other Partners
Personnel	222,400	159,300		63,100				
Supplies	4,000	3,000		1,000				
Purchased Services (consultant and Professional development)	22,000	21,000		1,000				
Travel	8,000	6,000		2,000				
Scholarships	63,784	48,784		15,000				
Employer Salaries	451,216	110,676	340,540					
Other Employer Contributions	194,726		194,726					
Other (Marketing)	25,000	20,000		5,000				
Subtotal	991,126	368,760	535,266	87,100				
Indirect Costs 8% or less	29,500	29,500						
TOTAL	1,020,626	398,260	535,266	87,100				

*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
AAP St. Marys	$ 84,480.00		8	$ 33,792.00
American Trim	$ 10,080.00		2	$4,032
Central Insurance	$ 5,400.00		1	$ 2,160.00
Coleman Professional Services	$ -	8		$ 8,640.00
Family Resource Center	$ -	6		$ 7,200.00
Glidescope Aviation LLC	$ -	4		$ 4,800.00
GROB System Inc.	$ 6,000.00		2	$ 2,400.00
HCF Management Inc.	$ 6,000.00		2	$ 2,400.00
Holiday Inn & Suites	$ -	4		$ 4,080.00
Honda of America Mfg.	$ 50,000.00		5	$ 19,992.00
Koneta Rubber Co.	$ 2,850.00		1	$ 1,140.00
Lima/Allen Chamber Commerce	$ -	6		$ 7,200.00
Machine Pro Technologies	$ -	2		$ 2,400.00
Malone Staffing Solutions	$ -	2		$ 4,320.00
Miller Textile Services	$ 6,000.00		2	$ 2,400.00
Nidec Minster Machine A	$ 96,000.00		12	$ 38,400.00
Nidec Minster Machine B	$ 32,000.00		4	$ 12,800.00
PVFF	$ -	3		$ 3,600.00
SAFY-A		4		$ 3,138.00
SAFY-B	$ 18,000.00		6	$ 7,200.00
Schoch Nationwide Insurance	$ 12,000.00		4	$ 4,800.00
Temple Christian Sch A	$ -	1		$ 1,456.00
Temple Christian Sch B	$2,592		1	$ 1,036.80
The Met	$ 6,078.00		4	$ 2,431.00
United Way of Gtr. Lima	$ -	6		$ 5,760.00
Veterans Memorial Civic Center Foundation A	$ -	2		$ 1,200.00
Veterans Memorial Civic Center Foundation B	$ 3,060.00		2	$ 1,224.00
Wingate Hotel	$ -	6		$ 4,725.00
24	**$ 340,540.00**	**54**	**56**	**$ 194,726.80**

Implementation Schedule

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

Term	*Grant Activities*
Spring 2014	♦ Rhodes State WBL Task Force Meeting (bi-monthly) ♦ Hire full-time WBL Coordinator ♦ WBL marketing materials distributed and recruitment events held ♦ In-service professional development opportunities provided ♦ Placements into Co-ops and Internships occur ♦ WBL assessment information gathered, analyzed, and reported
Summer 2014	♦ Rhodes State WBL Task Force Meeting (bi-monthly) ♦ WBL marketing materials distributed and recruitment events held ♦ One credit hour online WBL course developed ♦ WBL assessment rubric created ♦ In-service professional development opportunities provided ♦ Placements into Co-ops and Internships occur ♦ WBL assessment information gathered, analyzed, and reported
Fall 2014	♦ Rhodes State WBL Task Force Meetings held (bi-monthly) ♦ WBL marketing materials distributed and recruitment events held ♦ Business feedback sought ♦ In-service professional development opportunities provided ♦ WBL experiences made mandatory in all technical education programs ♦ Placements into Co-ops and Internships occur ♦ WBL assessment information gathered, analyzed, and reported
Spring 2015	♦ Rhodes State WBL Task Force Meeting (bi-monthly) ♦ WBL marketing materials distributed and recruitment events held ♦ Business feedback sought ♦ In-service professional development opportunities provided ♦ Placements into Co-ops and Internships occur ♦ WBL assessment information gathered, analyzed, and reported
Summer 2015	♦ Rhodes State WBL Task Force Meeting (bi-monthly) ♦ WBL marketing materials distributed and recruitment events held ♦ In-service professional development opportunities provided ♦ Placements into Co-ops and Internships occur ♦ WBL assessment information gathered, analyzed, and reported
Fall 2015	♦ Rhodes State WBL Task Force Meeting (bi-monthly) ♦ WBL marketing materials distributed and recruitment events held ♦ Business feedback sought ♦ In-service professional development opportunities provided ♦ Placements into Co-ops and Internships occur ♦ WBL assessment information gathered, analyzed, and reported
Spring 2016	♦ Rhodes State WBL Task Force Meeting (bi-monthly) ♦ WBL marketing materials distributed and recruitment events held ♦ Business feedback sought ♦ In-service professional development opportunities provided ♦ Placements into Co-ops and Internships occur ♦ WBL assessment information gathered, analyzed, and reported

ST. MARYS CORP.

1100 McKinley Road • P.O. Box 408 • St. Marys, Ohio 45885

Telephone:
(419) 394-7840

Fax No.:
(419) 394-4776

November 7, 2013

Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

AAP St. Marys Corp. is committed to participating in the newly-designed Work Based Learning program at Rhodes State College, and if aligned to company needs, is willing to support up to two (2) students per year which equals an approximate commitment of up to $118,272 of company match of direct expense but non-student wage. These internship positions will be in the following functional areas within our company:

- Engineering Technology

However, AAP St. Marys Corp. reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Sincerely,

Daniel E. Hosek
Sr. Manager, Associate Relations

AMERICANTRIM

1501 Michigan Street
Sidney, OH 45365

November 8, 2013

Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

Amercian Trim, L.L.C. is committed to participating in the newly designed co-op/internship program at Rhodes State College, and if aligned to company needs, is willing to support up to two students per year which equals an approximate commitment of up to $10,080 of Industry Match. These co-op/internship positions will be in the following functional areas within our company:

> **Engineering Technology** – Mechanical Engineering Technology, Manufacturing Engineering Technology, Electrical Engineering Technology, Advanced Manufacturing Technology, Operations Excellence Technology, Environmental Health and Safety etc.

However, American Trim reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best regards,

Liz Szaruga
Compensation Analyst/Co-op Program Coordinator

CENTRAL INSURANCE COMPANIES®

Fulfilling the Promise Since 1876

November 4, 2013

Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

Central Mutual Insurance Company is committed to participating in the newly designed co-op/internship program at Rhodes State College, and if aligned to company needs, is willing to support up to 1 student per year which equals an approximate commitment of up to $7,560 of Industry Match. These internship positions will be in the following functional areas within our company during the summer months (May through mid-August:

1. **Information Technology – Digital Media Technology, Network Security, Web Programming/Computer Programming, Administrative Office Technology, etc.**

However, Central Mutual Insurance Company reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Sincerely,

Cheryl Yearling

Cheryl Yearling, CPCU, AIM
Employment Manager

800 S. Washington St. • P.O. Box 351 • Van Wert, OH 45891-0351 • 419/238-1010 • www.central-insurance.com

COLEMAN
Behavioral Health

Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

Coleman Professional Services is committed to participating in the newly designed Work Based Learning program at Rhodes State College , and if aligned to company needs, is willing to support up to 12 students per year which equals an approximate commitment of up to $ 8640.00 of company Match of direct expense but non-student wage. These internship positions will be in the following functional areas within our company:

Business Administration, Business Management and Human Resources

However, Coleman Professional Services reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best regards,

Kassandra Mason

Kassandra Mason
HR Generalist, Coleman Professional Services

799 S Main Street
Lima OH 45804
419-229-2222
FAX 419-229-2227

797 S Main Street
Lima OH 45804
419-229-2222
FAX 419-229-2227

720 Armstrong St.
St. Marys, OH 45885
419-394-7451
FAX 419-394-8051

775 E. Eliza St.
Kenton, OH 43326
419-675-2243
FAX 419-674-4661

24/7 emergency & access
800-567-4673
419-228-4673

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In association with Mental Health and Recovery Services Board of Allen Auglaize and Hardin County

FAMILY RESOURCE CENTER
OF NORTHWEST OHIO, INC.

Providing Behavioral Health Services Across Northwest Ohio www.frcohio.com

Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

Family Resource Center of Northwest Ohio, Inc. is committed to participating in the newly designed Work Based Learning program at Rhodes State College, and if aligned to company needs, is willing to support up to six (6) students per year which equals an approximate commitment of up to $7,200 of company Match of direct expense but non-student wage. These internship positions will be in the following functional areas within our company:

1. **Information Technology** – Digital Media Technology, Network Security, Web Programming/Computer Programming, Administrative Office Technology, etc.
2. **Business** – Business Administration, Business Management, Marketing, Human Resources, Accounting, Finance, Legal Assisting etc.

However, Family Resource Center reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Sincerely,

Joshua R. Ebling, MSW, LISW-S
President/CEO

ALLEN
530 South Main Street
Lima, OH 45804
Ph: 419-222-1168

AUGLAIZE
720 Armstrong Street
St. Marys, OH 45885
Ph: 419-394-7451

HANCOCK
1941 Carlin Street
Findlay, OH 45840
Ph: 419-422-8616

HARDIN
775 Eliza Street
Kenton, OH 43326
Ph: 419-675-2243

SHELBY
129 North Main Avenue
Sidney, OH 45365
Ph: 937-710-4616

Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program. Glideslope Aviation LLC is committed to participating in the newly designed Work Based Learning program at Rhodes State College , and if aligned to company needs, is willing to support up to 2 students per year or 4 students per grant period, which equals an approximate commitment of up to $4800 of company Match of direct expense but non-student wage. These internship positions will be in the following functional areas within our company:

Engineering Technology – Mechanical Engineering Technology, Electrical Engineering Technology, Operations Excellence Technology, and Electronics Engineering Technology.

However, Glideslope Aviation LLC reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best regards,
Rebekah Gambrell
Rebekah Gambrell
owner

GROB

GROB SYSTEMS, INC. • Machine Tool Division • Bluffton, Ohio 45817

November 7, 2013

Dr. Debra L. McCurdy, President
Rhodes State College
4240 Campus Drive
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

Grob Systems Inc. is committed to participating in the newly designed co-op/internship program at Rhodes State College, and if aligned to company needs, is willing to support up to two students per year which equals an approximate commitment of up to $9,000.00 of Industry Match. These co-op/internship positions will be in the following functional areas within our company:

Engineering Technology – Mechanical Engineering Technology, Manufacturing Engineering Technology, Electrical Engineering Technology, Advanced Manufacturing Technology, Operations Excellence Technology, Environmental Health and Safety etc.

However, Grob Systems Inc. reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best Regards,

Mike Hawk

Mike Hawk
Training Supervisor

GROB SYSTEMS, INC.
Machine Tool Division
1070 Navajo Drive
Bluffton, OH 45817
U.S.A.
Phone: +1 (419) 358 9015
Fax: +1 (419) 369 3330

E-mail: info@us.grobgroup.com
www.grobgroup.com

ISO 9001 Certified
ISO 14001 Certified

Owner:
Dr. h.c.rer. nat. Dipl. -Ing. Burkhart Grob

General Representative:
Dipl.-Ing. (FH)/Dipl.-Wirtschaftsing (FH)
Christian Grob

Chief Executive Officer:
Dipl.-Ing. (FH) / Dipl.-Wirtschaftsing (FH)
Ralf Bronnenmeier

GROB-WERKE GmbH & Co. KG, Mindelheim, DE
(Headquarters)

B. GROB. DO BRASIL S.A., São Paulo, BR
GROB SYSTEMS, INC., Bluffton, Ohio, US
GROB MACHINE TOOLS (DALIAN) Co. Ltd, Dalian, CN

GROB KOREA Co. Ltd., GyeongGi-Do, KR
GROB MACHINE TOOLS (BEIJING) Co. Ltd., Beijing, CN
GROB MACHINE TOOLS (BEIJING) Co. Ltd., Shanghai, CN
GROB MACHINE TOOLS INDIA Pvt. Ltd., Hyderabad, IN
GROB MACHINE TOOLS U.K. Ltd., Wellesbourne, GB
GROB MEXICO S.A. de C.V., Querétaro, MX
GROB RUSSLAND GmbH, Moscow, RU
GROB HUNGARIA Kft., Győr, HU

HCF
MANAGEMENT, INC.

November 12, 2013

Dr. Debra L. McCurdy, President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

HCF Management, Inc. is committed to participating in the newly designed co-op/internship program at Rhodes State College, and if aligned to company needs, is willing to support up to 2 (two) students over a 2-year period which equals an approximate commitment of up to $8,400 of Industry Match. These co-op/internship positions will be in the following functional areas within our company:

1. Information Technology and Administrative Office Technology

2. Marketing and Human Resources

However, HCF Management, Inc. reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best regards,

James Unverferth
President

JWU/plb

1100 Shawnee Road • Lima, OH 45805 • Phone (419) 999-2010 • Fax (419) 998-6628 • www.hcfinc.com

Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

The Holiday Inn & Suites Lima is committed to participating in the newly designed Work Based Learning program at Rhodes State College , and if aligned to company needs, is willing to support up to 4 students per year which equals an approximate commitment of up to $4080.00 of company Match of direct expense but non-student wage. These internship positions will be in the following functional areas within our company:

Business – Business Administration, Business Management, Marketing, Human Resources, Accounting, Finance, Legal Assisting etc.

However, the Holiday Inn & Suites Lima reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best regards,

Brad Will

G.M.

Holiday Inn + Suites Lima

HONDA

Honda of America Mfg., Inc.
24000 Honda Parkway
Marysville, OH 43040

RECEIVED
NOV 13 2013
PRESIDENT

November 8, 2013

Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Drive
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support for **Ohio Means Internship and Co-op Program** funded by the Ohio Board of Regents within the key JobsOhio industries.

As a qualifying business partner, Honda of America Mfg., Inc., would like to enhance its ability to hire graduates for future Equipment Service Technician positions from our community college partners. Funding this proposal from the Education Consortium will enable the existing and emerging workforce to obtain high-demand, high-skilled training in state of the art facilities, while keeping Ohio's talent. We believe this collaboration will bring new perspectives to our business and allow students real world transferrable experience, benefiting Ohio employers with access to a highly skilled workforce.

Honda of America, Mfg., Inc. is committed to participating in the co-op/internship program and is willing to support up to five (5) co-op students, which equals an approximate commitment of up to $50,000. These co-op/internship positions will be in our manufacturing equipment service/maintenance technician areas. Honda of America, Mfg., Inc. reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change, or student availability fluctuates.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best Regards,

Kevin Decot

Kevin Decot
Manager
Talent Management
Honda of America, Mfg., Inc.

cc: Scot McLemore, HNAS, Talent Management
Caroline Ramsey, HAM, Corporate Affairs

KONETA
A **KN Rubber** company

ISO/TS 16949:2002 With Design
Certificate No. 06.083.1

ISO 14001, 2004
Certificate No. 03.182.1

November 6, 2013

Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

Koneta, Inc is committed to participating in the newly designed co-op/internship program at Rhodes State College, and if aligned to company needs, is willing to support one (1) student per year which equals an approximate commitment of up to $4000 of Industry Match. This co-op/internship position will be selected from following functional areas within our company:

1. **Engineering Technology** – Mechanical Engineering Technology, Manufacturing Engineering Technology, Electrical Engineering Technology or Environmental Health and Safety

2. **Business** – Accounting and Finance

However, Koneta, Inc reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best regards,

Gary Miller

Gary Miller
Human Resource Manager

LIMA/ALLEN COUNTY CHAMBER OF COMMERCE

144 South Main Street, Suite 100 • Lima, Ohio 45801
Phone: 419-222-6045 • Fax: 419-229-0266
E-mail: chamber@limachamber.com • www.limachamber.com

November 14, 2013

Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

The Lima Allen County chamber of Commerce is committed to participating in the newly designed Work Based Learning program at Rhodes State College , and if aligned to company needs, is willing to support up to (3) students per year which equals an approximate commitment of up to $ 7,800 of company Match of direct expense but non-student wage. These internship positions will be in the following functional areas within our company:

1. **Information Technology** – Digital Media Technology, Network Security, Web Programming/Computer Programming, Administrative Office Technology, etc.

2. **Business** – Business Administration, Business Management, Marketing, Human Resources, Accounting, Finance, Legal Assisting etc.

However, the Lima Allen County Chamber of Commerce reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best regards,

Jed E Metzger
President/CEO

Leading Businesses.
Leading Communities.™

LIMA ALLENCOUNTY REAL AMERICAN STRENGTH™

MACHINE-PRO
Technologies, Inc.
ISO 9001

Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

Machine-Pro Technologies is committed to participating in the newly designed co-op/internship program at Rhodes State College, and if aligned to company needs, is willing to support up to two (2) student per year which equals an approximate commitment of up to $ 2,400 of Industry Match. These co-op/internship positions will be in the following functional areas within our company:

Choose those that you are interested in:

1. **Engineering Technology** – Mechanical Engineering Technology, Manufacturing Engineering Technology, Electrical Engineering Technology, Advanced Manufacturing Technology, Operations Excellence Technology, Environmental Health and Safety etc.

2. **Information Technology** – Digital Media Technology, Network Security, Web Programming/Computer Programming, Administrative Office Technology, etc.

3. **Business** – Business Administration, Business Management, Marketing, Human Resources, Accounting, Finance, Legal Assisting etc...

However, Machine-Pro Technologies reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best regards,

Tim Klosterman, President

RECEIVED
NOV 13 2013
President

MALONE
the workforce company

Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

Malone Staffing is committed to participating in the newly designed Work Based Learning program at Rhodes State College , and if aligned to company needs, is willing to support up to 2 students per year for 2 years which equals an approximate commitment of up to $4320.00 of company Match of direct expense but non-student wage. These internship positions will be in the following functional areas within our company:

1. **Business** – Business Administration, Business Management, Marketing, Human Resources, Accounting, Finance, Legal Assisting etc.

However, Malone reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best regards,

Jessica Hernandez

Jessica Hernandez
Manager
Malone Solutions

MILLER'S
TEXTILE SERVICES

milierstextile.com

Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

Miller's Textile Services is committed to participating in the newly designed co-op/internship program at Rhodes State College, and if aligned to company needs, is willing to support up to (2) students per year which equals an approximate commitment of up to $8,400 of Industry Match. These co-op/internship positions will be in the following functional areas within our company: **Business** – Marketing and Human Resources.

However, Miller's Textile Services reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best regards,

Robert L. Hager

Robert L. Hager
President

A Nidec Group Company
MINSTER

November 13, 2013

Richard N. Woodfield, Jr., DM
Interim Vice President for Academic Affairs
James A. Rhodes State College
4240 Campus Drive
Lima, Ohio 45804

Subject: Letter of Commitment for Rhodes State College - Ohio Means Internships & Co-ops Team (OMIC-II)

Dear Mr. Woodfield,

Nidec-Minster Corporation is a major West Central Ohio advanced manufacturing company, located at 240 West Fifth Street in Minster, Ohio, 45865. The company has been in business over 117 years, and is a premier manufacturer of material forming presses, coil line equipment, controls and related software, which are world famous for their high quality, reliability, ruggedness, and high precision. Nidec-Minster presses are operating in 87 countries and all 50 US States. High precision castings, weldments, and machined parts are also manufactured within the Nidec-Minster Midwest Division.

Pending the final outcome of Rhodes State's "Ohio Means Internships & Co-ops" (OMIC-II) grant proposal program, Nidec-Minster, is willing to commit to creating up to **six (6) new 2-year Technology Degree or JVS or Tech Prep student Internships or Co-op work term positions per grant year, (12 work terms total)** starting in May, 2014.

Also Nidec-Minster is willing to support up to **two (2) MIS/Business/Finance student Intern work term positions per grant year (4 work terms total)** starting in May 2014.

Interns would be summer only and/or part-time during the school year. Each full time Internship position for the summer represents a commitment of approximately $8,000 per work term, and it is understood that wages are to be reimbursement funded up to 40% by this OMIC-II program. For "Industry Match" grant purposes, total In-Kind match funding per student work term is considered at 40% of wages, or $3,200 per work term. ($11,200 Total per Intern work term).

Co-ops would be full-time (40hrs/week) with student(s) alternating semesters of work and study. A Co-op work term position may be filled by more than one student, as the students alternate terms. Each typical Co-op position represents an average

NIDEC MINSTER CORPORATION • 240 WEST FIFTH ST. • P.O. Box 120 • MINSTER, OH. 45865-0120 U.S.A.
PHONE: 419-628-2331 • FAX: 419-628-3517 • www.minster.com

commitment of approximately $10,000 per work term, and it is understood that wages are to be reimbursement funded up to 40% by this OMIC-II program. For "Industry Match" grant purposes, total In-Kind match funding per student work term is considered at 40% of wages, or $4,000 per work term. ($14,000 Total per Co-op work term).

In additional support of the Rhodes State Ohio Means Internships & Co-ops (OMIC-II) Program, Nidec-Minster is also willing to support, if funded, the ongoing West Central Ohio STEM student engagement efforts shown within the OMIC-I grant Program. During this unique grant approach, West Central Ohio's 4-year STEM degree students, still too young to be enrolled within their 4-year University Co-op program, were able to have their work term experience enrolled with Rhodes State College, with transcript credit for these efforts.

For these efforts, Nidec-Minster is again willing to direct WCO 4-year degree STEM students per year, to Rhodes State for Work Term transcript credit, with an anticipated lower wage reimbursement level of $3,300 per STEM student, with $300 of this funding per student allocated to Rhodes State for student enrollment administrative efforts.

Nidec-Minster anticipates that **up to eight (8) early WCO STEM Co-op students per year** would be engaged and supported in this manner.

The Nidec-Minster "Industry Match" for these additional efforts, represents a further average commitment of approximately $10,000 wages per WCO Co-op work term. For "Industry Match" grant purposes, total In-Kind "Industry Match" funding per student work term is considered at 40% of wages, or $4,000 per work term. ($14,000 Total per Co-op work term). It is understood that WCO Co-op wages would be reimbursement funded at $3,300 per work term by this OMIC-II program.

Summary 2-year Support:

- **(12) Tech/JVS Interns**.(12 x $8,000) Wages+ (12 x $3,200) In-Kind = $96,000 + $38,400
- **(4) CIS/Bus. Interns**.....(4 x $8,000) Wages + (4 x $3,200) In-Kind = $32,000 + $12,800
- **(16) STEM Co-op**...(16 x $10,000) Wages +(16 x $4,000) In-Kind = $160,000 + $64,000

A Nidec Group Company
MINSTER.

For your reference, it should be known that Nidec-Minster has a long history of operating as a **"Talent Investor Company"**, and for over 40 years has been involved in the technical development, mentoring, hiring and retention of West Central Ohio's STEM talent, as part of its strategic planning efforts of Future Workforce Development.

This proven method of providing industry experience, challenges, and growth opportunities for Ohio STEM students, has produced significant results in which 95% of Nidec-Minster STEM Co-op/Intern students have graduated with there intended Engineering degrees, 95% have remained in Ohio after graduation, and 95% have remained within the Ohio manufacturing career field.

Since the OMIC-II is a 2 year grant program, the above figures show that Nidec-Minster plans to provide support efforts in both 2014 and 2015, with the assurance of the continued reimbursement schedule.

As with all business activities, long range business decisions may be effected by adverse business cycle events, in which case, Nidec-Minster would need to reconsider its commitments as stated above. We understand that this Letter of Commitment to Rhodes State, takes these unforeseen possibilities into account, and understands that this remains as a caveat.

Thank you very much for this opportunity to provide additional STEM related opportunities for West Central Ohio students within this important OMIC-II Grant Program.

Sincerely,

Brian Styer

Daniel A. Schoch P.E.

Mr. Brian Styer
HR Manager; Employee Relations
Nidec-Minster Corporation
240 West Fifth Street
Minster, Ohio, 45865

Mr. Daniel A. Schoch P.E.
Future Workforce Development
On Behalf of Nidec-Minster
240 West Fifth Street
Minster, Ohio, 45865

658 W. Market St., Suite 212
Lima, Ohio 45801
www.pvff.org 419-549-8530

Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

November 4, 2013

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program. The Partnership for Violence Free Families is committed to participating in the newly designed Work Based Learning program at Rhodes State College , and if aligned to company needs, is willing to support up to 3 students per year which equals an approximate commitment of up to $3,600 of company Match of direct expense but non-student wage. These internship positions will be in the following functional areas within our company: **Business** – Business Administration, Business Management, Marketing, Human Resources, Accounting, Finance, Legal Assisting etc.

However, the Partnership for Violence Free Families reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best regards,

Donna Dickman
Executive Director

Supporting safer and healthier communities through awareness, education, and prevention.

America National Office
10100 Elida Road, Delphos, Ohio 45833
Office: 419-695-8010 Toll Free: 800-532-7239 Fax: 419-695-0004
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Specialized Alternatives for Families and Youth

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Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

SAFY is committed to participating in the newly designed co-op/internship program at Rhodes State College, and if aligned to company needs, is willing to support up to 6 students per year which equals an approximate commitment of up to $25,200 of Industry Match. These co-op/internship positions will be in the **Information Technology** area, and we are looking for students with knowledge in Digital Media Technology, Network Security, Web Programming/Computer Programming, Administrative Office Technology, etc.

However, SAFY reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best regards,

SAFY

America National Office
10100 Elida Road, Delphos, Ohio 45833
Office: 419-695-8010 Toll Free: 800-532-7239 Fax: 419-695-0004
www.safy.org

Specialized Alternatives for Families and Youth

Alabama • Indiana • Kentucky • Nevada • Ohio • Oklahoma • South Carolina • Texas

Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

SAFY is committed to participating in the newly designed Work Based Learning program at Rhodes State College , and if aligned to company needs, is willing to support up to 4 students per year which equals an approximate commitment of up to $ 3,138 of company Match of direct expense but non-student wage. These internship positions will be in business field, and we are looking for students in Business Administration, Business Management, Marketing, Human Resources, Accounting, Finance, Legal Assisting etc.

However, SAFY reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best regards,

Barbara Udy
SAFY

Andrew Schoch Agency

Nationwide Insurance & Financial Services

November 12, 2013

Matthew J. Kinkley Ph.D.
Executive Director Workforce, Economic Development and Continuing Education
Rhodes State College
4240 Campus Drive
Lima, Ohio 45804

Re: Letter of Commitment for the Rhodes State College
Ohio Means Internships & Co-ops - OMIC II

Andrew Schoch Agency is an insurance and financial services business located at 130 S. Sandusky Avenue in Bucyrus, Ohio. The agency has been in business since 1970, and under present ownership since 2005. The agency is locally owned and operated and we maintain an exclusive agency relationship with Nationwide Mutual Insurance Company and its affiliated companies. Nationwide Insurance is a longstanding Fortune 500 company with a strong financial position. It is the 8th largest property and casualty insurance company in the United States, and the top U.S. writer of Agribusiness Insurance, based on premiums written.

Pending the outcome of Rhodes State College's OMIC-II grant proposal, Andrew Schoch Agency is willing to commit to 2 new Co-op positions per year beginning in May of 2014.

We seek to begin a co-op program, with the intent to hire two students, beginning in the Summer Semester of 2014. Each co-op positions would be 20 hrs./wk. for a period of fifteen weeks. We anticipate an average commitment of approximately $3,000 in wages per term, per co-op student, based on a $10/hr. average pay rate. Adjusted for in-kind we would anticipate a total commitment of $8,400 total for each year, a total two year commitment of $16,800. We would anticipate up to 40% reimbursement funded by the Grant Program. We would plan to continue the program into 2015, as the OMIC-II Grant Program continues.

Our agency goal is to become a talent investor company, to continuously, actively recruit and hire new Business or Finance students into the Insurance and Financial Services field. Allowing these individuals to work in a local agency setting will provide them with opportunities to work directly with the business owner and principal agent, associate sales agents, licensed customer sales and service staff members. These experiences will include exposure to the Property/Casualty Insurance, Agribusiness Insurance, Life & Health Insurance, and Financial Services roles that we have active in production and service functions within the agency. In conjunction with Nationwide Insurance, co-ops will be exposed to other field

130 S. Sandusky Avenue Bucyrus, OH 44280 Ph: 419-562-5520

functions and corporate job shadowing opportunities with Nationwide Mutual Insurance Company and its affiliated companies.

As with any business, long term efforts will be subject to favorable business conditions. Our goal will be to work on a continuous basis to form a Career Path for each individual who enters the program. In the event of an adverse business cycle event or trend, Andrew Schoch Agency may have the need to reconsider its commitments as stated above. Beyond the parameters of the current grant funding period, funding for a continuous co-op program could be available from the current agency operating revenues, or through pursuit of a matching opportunity with Nationwide Insurance.

Thank you for the opportunity to develop a path into our industry through the OMIC-II Grant Program. If you need any further details, or have any general questions please do not hesitate to call or email.

Best Regards,

Andrew J. Schoch, Owner/Principal Agent
schocha@nationwide.com

FAITH WISDOM SERVICE COL 3:23 TEMPLE CHRISTIAN

TEMPLE CHRISTIAN SCHOOL

982 Brower Road, Lima, OH 45801 Phone: 419.227.1644

Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

November 8, 2013

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

Temple Christian School is committed to participating in the newly designed co-op/internship program at Rhodes State College, and if aligned to company needs, is willing to support up to one student per year which equals an approximate commitment of up to $2,592.00 of Industry Match. This co-op/internship position will be in the following functional areas within our school:

Information Technology – Digital Media Technology, Network Security, Web Programming/Computer Programming, Administrative Office Technology, etc.

However, Temple Christian School reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best regards,

Dr. Dewitt H. Powell, Ph.D.
Superintendent

www.TempleChristianSchool.org

FAITH WISDOM SERVICE COL 3:23 TEMPLE CHRISTIAN

TEMPLE CHRISTIAN SCHOOL

982 Brower Road, Lima, OH 45801 Phone: 419.227.1644

Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

November 8, 2013

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

Temple Christian School is committed to participating in the newly designed Work Based Learning program at Rhodes State College , and if aligned to company needs, is willing to support up to one students per year which equals an approximate commitment of up to $1,456.00 of Company Match of direct expense but non-student wage. These internship positions will be in the following functional area within our school:

Information Technology – Digital Media Technology, Network Security, Web Programming/Computer Programming, Administrative Office Technology, etc.

However, Temple Christian School reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best regards,

Dr. Dewitt H. Powell, Ph.D.
Superintendent

www.TempleChristianSchool.org

Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

The Met is committed to participating in the newly designed co-op/internship program at Rhodes State College, and if aligned to company needs, is willing to support up to 2 students per year (1 per semester/4 over the grant term) which equals an approximate commitment of up to **$6078.00** of Industry Match. These co-op/internship positions will be in the following functional areas within our company: Business Administration, Business Management, Marketing, Human Resources, Accounting, Finance, Hospitality and other related areas.

However, The Met reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best regards,

Rob Nelson

United Way of Greater Lima

616 South Collett Street
Lima, Ohio 45805

LIVE UNITED

November 6, 2013

Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

United Way of Greater Lima is committed to participating in the newly designed Work Based Learning program at Rhodes State College , and if aligned to company needs, is willing to support up to three (3) students per year which equals an approximate commitment of up to $5,760.00 of company Match of direct expense but non-student wage. These internship positions will be in the following functional areas within our company:

1. **Information Technology** – Digital Media Technology, Web Programming/Computer Programming and Administrative Office Technology.

2. **Business** – Marketing, Accounting and Finance.

However, United Way of Greater Lima reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best regards,

Philip N. Hayne
President/CEO
United Way of Greater Lima

Make yours a lasting gift - remember the United Way of Greater Lima in your will or trust. Your gift can be added to the United Way Endowment Fund.

VMCC Civic Center Foundation

Robert Fitzgerald, President

Frank Wellmann, President Emeritus

Donald Reese, First Vice President

William Massa Treasurer

Sharree Brenneman-Reehling

George Dunster

Fred Odum

John Heaphy

Vickie Fowler

Karen Miller

Sally Duval

Judy Gilbert

Bob Byrne

Michael Frueh

Maria Sanko

Dale Kohlrieser

James Bourk

Steve Bryan

Cynthia Wood
Ex Officio; CEO, VMCC

7 Town Square
Lima, Ohio 45801
419-224-5222

Dr. Debra L. McCurdy, President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

The Civic Center Foundation is committed to participating in the newly designed Work Based Learning program at Rhodes State College , and if aligned to company needs, is willing to support up to two (2) students per year which equals an approximate commitment of up to $1200 of company Match of direct expense but non-student wage. These internship positions will be in the following functional areas within our company:

1. **Engineering Technology** –Operations Excellence Technology, Environmental Health and Safety
2. **Information Technology** – Digital Media Technology, Network Security, Web Programming/Computer Programming, Administrative Office Technology, etc.
3. **Business** – Business Administration, Marketing, Accounting

However, the Civic Center Foundation reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best regards,

Cynthia A. Wood

VMCC Civic Center Foundation

Robert Fitzgerald, President

Frank Wellmann, President Emeritus

Donald Reese, First Vice President

William Massa Treasurer

Sharree Brenneman-Reehling

George Dunster

Fred Odum

John Heaphy

Vickie Fowler

Karen Miller

Sally Duval

Judy Gilbert

Bob Byrne

Michael Frueh

Maria Sanko

Dale Kohlrieser

James Bourk

Steve Bryan

Cynthia Wood
Ex Officio; CEO, VMCC

7 Town Square
Lima, Ohio 45801
419-224-5222

Dr. Debra L. McCurdy, President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

The Civic Center Foundation is committed to participating in the newly designed co-op/internship program at Rhodes State College, and if aligned to company needs, is willing to support up to two (2) student per year which equals an approximate commitment of up to $4284 of Industry Match. These co-op/internship positions will be in the following functional areas within our company:

1. **Engineering Technology** –Operations Excellence Technology, Environmental Health and Safety

2. **Information Technology** – Digital Media Technology, Network Security, Web Programming/Computer Programming, Administrative Office Technology, etc.

3. **Business** – Business Administration, Marketing, Accounting

However, the Civic Center Foundation reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best regards,

Cynthia A. Wood

WINGATE

175 W Market St. Lima, OH 45801 (P) 419-228-7000

Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Dr.
Lima, OH 45804

Dear Dr. McCurdy:

Please accept this letter of support of the Ohio Means Jobs Internship and Co-Op Program.

The Wingate By Wyndham Hotel is committed to participating in the newly designed Work Based Learning program at Rhodes State College , and if aligned to company needs, is willing to support up to three (3) students per year which equals an approximate commitment of up to $4,725.00 of company Match of direct expense but non-student wage. These internship positions will be in the following functional areas within our company:

1. **Information Technology** – Digital Media Technology, Network Security, Web Programming/Computer Programming, Administrative Office Technology, etc.

2. **Business** – Business Administration, Business Management, Marketing, Human Resources, Accounting, Finance, Legal Assisting etc.

However, the Wingate By Wyndham hotel reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal, if employment needs change or based on student availability.

We appreciate this opportunity to work with Rhodes State to enhance our Ohio-based workforce, take advantage of new talent to move our company forward, create a talent pool to hire from, and save future costs related to hiring and training. We are also excited to form a closer relationship with Rhodes State in order to advance our workforce while strengthening workforce development in Ohio.

Please contact us with details on the program as they become available.

Best regards,

Annette Swisher

Annette Swisher
General Manager

Sandy Kessler is the newly appointed part-time Cooperative Education Coordinator at Rhodes State College. She is in her thirteenth week with Rhodes State. After the first of the year, Kessler plans to serve as Rhodes State College full-time Work-based learning coordinator.

Sandy's current responsibilities as Cooperative Education Coordinator are in four key results areas;

- To work with students as they begin their search for an internship/co-op that fits their needs, continue through the process of securing a successful fit from start to finish.
- To develop and maintain relationships with business partners as they begin the process of establishing an internship/co-op program
- To work with faculty and staff to insure overall student success as they move through their internship/co-op.
- To maintain proper reporting grant measurable.

Before coming to Rhodes State, Sandy has worked with state and federal funding grants. They include the Ohio Department of Health's Cardiovascular Health grant and the now dissolved Ohio Tobacco Prevention Foundation's Tobacco Prevention grant. Moreover, while employed with the Defiance County General Health District, the district received federal funds to initiate an Emergency Preparedness for the county. Every year, the district, participated in a mass flu clinic. Kessler served as a triage person during the event.

Sandy holds a bachelor of science degree in Wellness with a minor in Athletic Training/Sports Medicine and a master's in Business & Organizational leadership from Defiance College. In addition to her degree, she is a certified Life Coach.

Nanette L. Smith

Professional Biography

Ms. Nanette L. Smith, Master of Science, is the Ohio Means Internships and Coops (OMIC) Principal Investigator (PI) and the Interim Assistant Dean of the Information Technology and Engineering Technology (IT/ET) Division. She brings to the project 13 years of chemical manufacturing expertise as project engineer and environmental health and safety (EHS) specialist. During her time in industry, one of Nanette's responsibilities included coordination, oversight, and mentoring of coop students and summer interns within the EHS department.

After a successful career in manufacturing, Nanette transitioned into higher education, assuming the role of Director/Assistant Professor of the EHS Technology program at Rhodes Sate College where her primary accountabilities included: program coordination, course development and instruction; student advising; and collaboration with industry partners to create opportunities for her students gain real-world experience through projects and internships. Combining her passion for science and young people, she became the Director of the Minorities in Engineering Technology Academy; a summer program she created for the sole purpose of exposing (through workshops and activities) underrepresented high school students to science, technology, engineering and mathematics fields.

In 2011 Nanette, decided to pursue her doctorate in education (EdD), with a specialization in Education Leadership and Management; and she anticipates graduating, summer 2014. Her dissertation topic, *The Implementation and Evaluation of an Online Math Orientation Seminar for Developmental Math Students: An Action Research Study;* exemplifies Nanette's dedication to and passion for student success and her willingness to implement transformational change, while focusing on organizational learning and continuous improvement. As part of a transitional period within the IT/ET Division, Nanette assumed the role of Interim Assistant Dean; one which has taken her out the classroom so she can further develop as both scholar-practitioner and leader-manager. As such, Nanette has been able to draw upon her educational, instructional and professional capabilities in order to provide leadership and insight to the IT/ET division, the College, and within her community.

Nanette is currently a Co-Pi on an NSF S-STEM grant "Promoting Diversity through STEM Scholars Program", and the PI on a newly submitted NSF-ATE grant, "Advancing Food-STEM Education in the Heartland." She will provide expertise in curriculum/program development, integrated assessment, mentoring student retention/outreach and partner with business and industry leaders to develop work-based learning opportunities as well as collaborate with other 2-and 4-year institutions to establish seamless pathways towards bachelor completion.

A firm believer in lifelong learning and proponent of mentoring through educational, personal and spiritual growth, Nanette always challenges herself in order to challenge those with whom she comes in contact. Believing that mediocrity is unacceptable, passion is her instrument of choice. Focus, purpose, discipline and determination are the notes and chords used to play the song of her personal mission, "*Education helping students thrive!*"

CURRICULUM VITAE

Brenda Rizor, Rhodes State College 4240 Campus Drive Lima, Ohio 45805
(419)-995-8431 rizor.b@rhodesstate.edu

Education

Master of Arts, Organizational Management – Bluffton College, Bluffton, OH. May 2002 – GPA 4.0
Bachelor of Arts, Organizational Communications – Wright State University – Dayton, OH. June 1987 – Magna Cum Laude graduate

Dean, Business and Public Services Division – Rhodes State College
January 2012 – present
Initiated math pilot with business faculty instructing math courses to explore the importance of contextual learning. Completed China business, industry, and economics study tour. Provide leadership and direction to assure quality and innovative teaching and delivery are offered to students. Lead a highly diverse academic division with six academic departments, 11 Associate degrees and 21 academic certificates. Responsible for leading strategic planning initiatives, assisting in accreditations from state and national bodies, and articulation with other institutions of higher learning. Ensures assessment of a quality learning environment, faculty evaluations and professional development, and effective management of division faculty and staff.

Chair and Assistant Professor, Management and Marketing Program – Rhodes State College
September 2002 – January 2012
Championed One Night a Week accelerated degree option for working adults. Introduced entrepreneurial studies to the College via Virtual Enterprise partnership with CUNY Kingsborough Community College, Brooklyn. Rhodes business students develop new product ideas, marketing and business plans, and trade in a virtual international market in 20 countries around the world. Required global business studies in program and coached student winner of Global Student Entrepreneur Award (5-state region). Initiated, advised, and coached first Students in Free Enterprise (SIFE) chapter and led students to state competition where they were awarded first runner-up and Rookie Team of the Year. Responsible for the continuing development, implementation, growth and maintenance of the program. Supervised all aspects of the program. Participated in marketing activities and efforts to promote the program and/or majors to the community. Responsible for accreditation of program or majors. Performed and managed duties associated with academic assessment. Responsible for development of new courses and/or majors. Accountable for adequate enrollment in program and majors. Performed comprehensive curriculum review of program and majors. Evaluated candidates for regular full-time and part-time employment as faculty members. Responsible for course schedules, instruction assignments and performance evaluations. Accountable for program budget and record keeping. Advised students and maintained advisory committee.

Director, Marketing and Public Relations – Lima Memorial Hospital, Lima, OH 1993-2001
Responsible for all facets of service line marketing and public relations which included; market research, trend analysis and preparation of statistical data for strategic planning. Monitored consumer preferences, demographics and utilization patterns. Served as team member for new service development. Negotiated contracts, prepared and administered annual marketing budget. Produced ad campaigns to launch new campus, mall mammogram center, OB unit and open-heart center. Developed diverse communication programs including employee e-newsletter, health magazine, web site, patient e-mail service and lecture series. Fostered excellent media relations program. Directed internal and external special events, creation of collateral materials and release of publicity. Member of open-heart task force, team member on hospital capital campaign, and seven-year United Way team leader.

Dr. Antoinette Baldin is the Interim Associate Vice President of Academic Affairs and Dean of Information and Engineering Technology here at Rhodes State College. She is responsible for the academic support services on campus which include the Academic Success Center, Testing Center, Math/Science Engineering Skills Center and Center of Distance Education along with all engineering and information technology programs. She is the Project Director of the College's Perkins grant and was instrumental in successfully writing with thirteen other community colleges for a Department of Labor Trade Adjustment Act Consortium grant. She has also written other numerous state and federal grants individually and with partners for Straight A, Perkins, Workforce Development, Department of Labor and National Science Foundation (NSF) grants. Prior to joining Rhodes in 2012, she served as Dean of Business and Technology at Triton College in River Grove, Illinois. While there she successfully received over three million dollars of state and federal grant funds for programming in sustainable agriculture and manufacturing. She received a B.S. degree in Engineering from Purdue University, a M.S. in Engineering from The Ohio State University, a M.B.A. from Lewis University and received her doctorate in Organizational Management from Capella University.

Dr. Richard N. Woodfield is the Interim Vice President of Academic Affairs and Chief Academic Officer at Rhodes State College. He has been at Rhodes State for over twenty-one years and has held various positions as a faculty, chair, dean, and AVP. Currently, he is the Grant Director for the Ohio Manufacturing Education Collaborative awarded 2012. Also, he was a Grant Director for the Department of Labor Community Based Job Training Grant "A Consortium Approach to Meeting the Needs of Healthcare in Northwest Ohio. He has also written other numerous state and federal grants individually and with partners for Ohio Straight A, Perkins, Workforce Development, Department of Labor and National Science Foundation (NSF) Advanced Technology and Scholarship grants. He holds a B.S. degree in Cardiorespiratory Science from State University of New York at Stony Brook, a M.S. in Education from State University of New York at Stony Brook, and DM in Education from University of Maryland University College.

Matthew Kinkley is the current Executive Director for Workforce Economic Development and Continuing Education at Rhodes State College. He provides oversight and direction to a wide range of workforce programs including: Solutions' Etc… which provides Customized Manufacturing Training, and the Quality Institute; the Talent Development Center, the Small Business Development Center, the West Central Ohio Manufacturing Consortium, and Region Three's Ohio Skills Bank. Previously he served as the, Associate Vice President for Academic Affairs, Dean of Instructional Services and Chair if the Human Service program. His responsibilities included providing administrative oversight to the West Central Ohio Tech Prep Consortium, the Learning Center, the Center for Distance Education, the Testing Center, and the Multi-media Program. He additionally has worked inside the institution facilitating the academic schedule, college catalogue, off campus coursework, and postsecondary education option. He has consulted and served as the principle investigator for a variety of federal, state and private grantees, including work with the Workforce Strategy Center, KnowledgeWorks, Lumina, Ohio College Access Network, National Science Foundation, Department of Justice and others. He has served on the steering committee for the Ohio Bridges to Opportunity Initiative and currently serves on Ohio Shifting Gears initiative sponsored by the Joyce foundation. He has presented at a wide range of conference on advanced manufacturing pathways, community engagement, and college access initiatives.

He holds degrees in Criminology, Counseling and Higher Education from the Ohio State University, the University of Dayton and the University of Toledo, respectively.

DIVISION OF ENGINEERING AND INFORMATION TECHNOLOGIES

INTERNSHIP PROGRAM GUIDELINES

RHODES STATE COLLEGE

2013-2014

4240 CAMPUS DRIVE, LIMA, OHIO 45804

INTERNSHIP PROGRAM GUIDELINES

DIVISION OF ENGINEERING & INFORMATION TECHNOLOGY
RHODES STATE COLLEGE

OVERVIEW

An internship is an applied academic field experience conducted under joint faculty and employer supervision. An internship provides the student the opportunity to build upon, apply, and assess the concepts that are developed through the College's curriculum and to further the student's professional growth through a meaningful "real-world" job experience.

The Internship Program in the Division of Engineering and Information Technology at Rhodes State College is designed to enhance the education of students through meaningful off-campus work experiences. An eligible student who is accepted into the program is allowed to earn academic credit for the successful completion of a specified period of off-campus employment. The employer provides the intern with appropriate types of training in a particular field. The co-op education coordinator, in collaboration with the office of the Dean in the Division of ET/IT oversees all activities associated with the Internship Program. Eligible students interested in internships should seek out the Dean to discuss internship availability.

Once the internship is identified, the student and the employer design a program that provides practical work experience focused on the specific goals and career objectives of the student. The co-op education coordinator, in collaboration with the Assistant Dean evaluates these proposed programs and determines whether a program is acceptable. An approved program would be one in which the intern's activities are directly related to his or her degree objective. Upon successful completion of all internship activities, the intern is awarded academic credit.

Details of the Internship Program are provided in the following sections. The policies outlined are designed to enhance the quality of the Internship Program and provide a basic framework within which the intern and the employer can work together effectively.

INTERNSHIP PROGRAM OBJECTIVES

The overall objective of the Internship Program is to enhance the student's educational program by providing supervised practical training that is related to the student's professional interests. Specific objectives are to:

1. Provide the student with off-campus work experiences that complement on-campus classroom education
2. Allow the student to obtain first-hand knowledge of career opportunities
3. Improve departmental instruction, research, and extension programs by exposing students and faculty members to "real-world" situations faced by individuals in the engineering and information technology sectors.

In particular, the internship experience leads to:

- Increased professional skills
- Increased confidence levels by the students – in themselves and their abilities
- Greater familiarity with the business environment
- Enhanced knowledge of specific industries, organizations, professions, occupations, and positions

- Deeper appreciation of the key role of communication skills in business
- Greater insight into the interactions between people as a critical factor in being successful in the 21st century workplace
- Better understanding of the importance of teams in business
- Expanded network of business professionals
- Increased relevancy of subsequent coursework
- Full-time career and employment offers
- Ability to "hit the ground running" in their first position after graduation

Internships will typically last a minimum of one semester. Any internship compensation will be established by the employer. Both paid and unpaid internships are available and the employer and the intern student will mutually agree upon the work schedule.

INTERNSHIP EXPECTATIONS

The internship should be a new job or a new experience for the student – within an existing job as the work performed in the internship should lead to new learning, discovery or growth for the student and contribute toward the student's academic program. It is important to note, therefore, that many potential jobs will not meet the standards for internship credit.

The internship should provide realistic exposure to career experiences in the student's chosen academic major.

The internship assignments should be substantial and practical; including analysis, evaluation, and application of current concepts.

While providing an educational experience that complements a student's academic studies, the internship should also provide value-added elements to the employer.

COURSE INFORMATION

A student can earn 1– 4 credits per course MET 2980 – up to a maximum of 13 credit hours (with Chair approval) toward their degree requirements by enrolling in the internship course within their major. In order to earn the credit hours, a student is expected to perform their assigned tasks and responsibilities in a professional manner under the supervision of the employer for a minimum of predetermined number of hours during a semester, abiding by the rules and regulations established by the employer and expected of all employees. The student commitment is for the entire semester – and may not end prior to the end date of the semester. A student can enroll in subsequent for-credit internships with Chair approval.

Standard Definitions of Instructional Arrangements and Guidelines for the Awarding of Academic Credit per the Ohio Board of Regents, Operating Manual for Two-Year Campus Programs (Updated April, 1998)

Field experience: Field experience is planned, paid work activity which relates to an individual student's occupational objectives. With permission of a faculty advisor, the field experience replaces elective or required courses in a student's associate degree program. The experience is coordinated by a faculty member of the college who assists the student in planning the experience, visits the site of the experience for a conference with the student and his/her supervisor at least once during the quarter or semester and assigns the course grade to the student after appropriate consultation with the employer/supervisor.

- One credit semester shall be awarded for a minimum of twelve clock hours of internship or Co-op which is scheduled during a week. A maximum of thirteen quarter (or nine semester) credit hours may be earned in field experience, or in any combination of field experience, cooperative education experience, and practicum over the associate degree program.

ELIGIBILITY

A student must meet the following criteria to participate in a for-credit internship:

1. GPA of 2.5 or higher
2. Be a second year student; exceptions can be made by the Chair or Dean
3. May be required to complete certain coursework prior to internship participation

Please note that all interns, once hired, will be subject to employment rules and regulations pertaining to each individual employer (i.e., random drug testing, environmental compliance, etc.)

REGISTERING FOR THE COURSE

A student must follow the procedures below to receive approval for an internship for-credit and to enroll in the respective course:

1. Complete the Internship Application Form on ANGEL learning management system, which must include a detailed description of the internship duties and responsibilities, the project on which the student will work, etc. In cases where the internship has been previously well-defined, the detailed description is not required. See the Assistant Dean(AD) of the Division for clarification on specific internship approval requirements
2. Submit the completed Internship Application Form which has been signed by the employer, a copy of a current resume, and a current copy of a transcript to the Engineering and Information Technology Division and schedule an appointment to discuss the internship with the Cooperative Education Coordinator.
3. Obtain the signature of the Assistant Dean of the Engineering and Information Technology Division. The Division will notify Rhodes State College Records that said student is eligible and approved for internship participation.

Applications for the for-credit internship course will not be approved for an internship that is completed or in progress. The Internship Application Form must be approved and submitted before classes begin for the respective semester. A student is eligible for one for-credit internship in their program.

COURSE REQUIREMENTS

The for-credit internship course will not meet as a regular class; however, all course requirements must be met to earn the course credit. Those requirements are: ANGEL learning management system.

1. Perform job requirements in a professional manner
2. Maintain regular and prompt attendance, as agreed upon with employer
3. Become familiar with the expectations of the respective internship site
4. May be required to maintain a weekly journal reflecting on the experiences as an intern and documenting the various activities/tasks/duties/work and knowledge gained. The journal facilitates retention of specific events and provides a basis for retrospection
5. Spend time as appropriate with managerial staff in other units (if possible). The objective of this experience is to develop a better understanding of such things as the organization's mission and strategy,

competitive environment, organizational structure, etc. These contacts should also be documented in the journal

6. Obtain a completed performance evaluation from the employer

COURSE GRADE

The for-credit internship course is graded on a Satisfactory (S) / Unsatisfactory (U) basis. However, the standard for credit will be high. An internship is a professional experience, and as such, students will be held to a professional standard with respect to organization, content, and writing of both the weekly journal and the final paper. Failure to complete the internship/co-op and/or required submissions will result in an Incomplete (I) for the final grade. A student's grade will be based upon the following:

- Student Performance Evaluation - completed by the employer. Grading through ANGEL learning management system.
- Activity journal submissions, if required
- Employer Performance Evaluation – completed by the student. Grading through ANGEL learning management system.

RHODES STATE COLLEGE

INCORPORATE ON COLLEGE CENTRAL COOP-INTERNSHIP MODULE

INTERNSHIP LEARNING AGREEMENT FORM

A Rhodes State College Internship is a planned, work-learning experience for academic credit. This agreement written by the student in consultation with a faculty supervisor and an on-site work supervisor, clarifies the education purpose of the internship. Students are responsible for reviewing and comprehending their responsibilities.

Student's Full Name_____

ID#_____ Expected Graduation_____

Email_____ Phone_____

Internship Semester/Year_____ Course No._____

Credits:_____ Major_____

Official Internship Title_____

Faculty Supervisor_____

Company_____

Co. Address/City/Zip_____

Phone_____ Email of Employer/Supervisor_____

Employer/Supervisor's Name_____

Supervisor's Title_____ Supervisor's Phone_____

Work Schedule_____

Compensation __Paid, $_____ ; __Unpaid

BRIEF OVERVIEW OF INTERNSHIP: Give a general description of the internship to be undertaken

LEARNING OBJECTIVES: ***State specifically the learning outcomes, including the knowledge and skills to be gained and attitudes or values.***

ACADEMIC ACTIVITIES: ***After consulting with the faculty supervisor, describe the academic activities you may have to undertake before, during or after the internship (e.g., journal, analytic paper, project, descriptive paper, oral presentation, etc.) Include deadline dates.***

Student Signature _____ Date _____

Faculty Signature _____ Date _____

I, as the employer, agree to adhere to all state and national employment policies – and abide by the provisions outlined in the learning experience for the above Student of Rhodes State College.

Employer Signature _____ Date _____

INCORPORATE ON COLLEGE CENTRAL COOP-INTERNSHIP MODULE
INTERNSHIP/FIELD EXPERIENCE CLASS & WORK SCHEDULE
RHODES STATE COLLEGE
DIVISION OF ENGINEERING & INFORMATION TECHNOLOGIES

Student's Full Name_____

ID#_____ **Date**_____

Address_____

Phone_____ **Work Phone**_____

Internship/Field Experience at:_____

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-9:00 am					
9:00-10:00 am					
10:00-11:00 am					
11:00-12:00 pm					
12:00-1:00 pm					
1:00-2:00 pm					
2:00-3:00 pm					
3:00-4:00 pm					
4:00-5:00 pm					
5:00-6:00 pm					
6:00-7:00 pm					
7:00-8:00 pm					
8:00-9:00 pm					
9:00-10:00 pm					

The intent of this form is to gather information and times to be spent on classroom contact hours and work assignment hours required during the internship/field experience.

RHODES STATE COLLEGE

INCORPORATE ON COLLEGE CENTRAL COOP/INTERNSHIP MODULE
DIVISION OF ENGINEERING & INFORMATION TECHNOLOGIES
INTERNSHIP/FIELD EXPERIENCE STUDENT PERFORMANCE EVALUATION

Student's Name_____

Date_____ **Major**_____

Employer_____

Evaluator(s)_____

Please evaluate the student using the following criteria:

A=Excellent B=Good C=Satisfactory D=Fair E(f)=Poor N/A=not applicable

Performance Criteria	A	B	C	D	E	N/A	Comments
Student demonstrates the knowledge essential to carry out responsibilities of an Engineering Technician **(Knowledge)**							
Student arranges work so that it is performed efficiently **(Planning)**							
Student maintains accuracy in performing work **(Accuracy)**							
Student is able to alter her/his activities to meet the demands of new situations **(Adaptability)**							
Student is capable of recognizing the significant from the less significant in arriving at sound conclusions or decisions **(Judgment)**							
Student's capability in making contributions to improve methods or to add to existing knowledge **(Creativeness)**							
Student's ability in presenting the results of her/his activities orally or in a written form **(Communication)**							
Student is self-directive and shows initiative **(Initiative)**							
Student shows interest in her/his work as evidenced by the spirit in which it is done **(Interest)**							
Student's ability to work with people in a day-to-day work relationship **(Cooperation)**							
The student can be depended upon in matters of a highly important or confidential nature **(Reliability)**							

Performance Criteria	A	B	C	D	E	N/A	Comments
Student sees that plans and instructions are effectively carried out **(Follow-up)**							
Student is on time for appointments and completes work or projects on time **(Promptness)**							
Student displays professional attitude, behavior and dress **(Appearance)**							

Discuss any particular Strength(s) demonstrated by the student:

Discuss any particular Areas of Improvement for the student:

Overall Performance Grade:_____

Student's Signature_____**Date**_____

Evaluator's Signature_____ **Date**_____

INCORPORATE ON COLLEGE CENTRAL COOP/INTERNSHIP MODULE
ACTIVITY RELEASE FORM

This form is to be completed by all students traveling off campus to a College-sponsored event such as field trips, field experiences/internships, entertainment functions, intramural events, or club athletics. Form should be completed by participants prior to that activity. Signed forms will be kept by the person/department in charge of the activity for at least three years.

_____
Name of Student

_____ _____
Work e-mail address **College e-mail address**

The student signed below voluntarily desires to participate in the following activity:

_____
(Name of Activity)

The student is aware of the risks and hazards which may arise through participation in this activity and that participation in this activity may result in loss of life and/or limb and/or property of the student.

It is agreed that in consideration of participating in this activity and receiving educational and other benefits from the activity the student voluntarily assumes all risks of accident or personal damage to his or her property and releases James A. Rhodes State College, it's agents, and employees from any claim, liability, or demand of any kind sustained, whether caused by negligence of the aforementioned institution, their agents, employees, or otherwise. The release shall be binding upon any heirs, administrators, executors, and assigns of the undersigned.

The undersigned, by signing this release, certifies that he or she has read and fully understands the conditions provided.

_____ _____
Date Student's Signature

_____ _____
Date Parent's Signature (if student is under 18)

CODE OF STUDENT CONDUCT

I fully and completely understand that I must follow the Rhodes State College Code of Student Conduct during this activity. This includes the time to and from the site of the activity as well as time associated with the activity. I agree to uphold this code and represent Rhodes State College to the best of my ability.

_____ _____
Date Student's Signature

RHODES STATE COLLEGE

INCORPORATE ON COLLEGE CENTRAL COOP/INTERNSHIP MODULE
DIVISION OF ENGINEERING & INFORMATION TECHNOLOGIES
INTERNSHIP/FIELD EXPERIENCE EMPLOYER PERFORMANCE EVALUATION

_____
Semester/Year of Internship

Internship Organization_____

Your job/title/role at the internship_____

Hours per week at internship_____ Credits receiving_____

Your major_____

How did you obtain this internship?

___ Division of Information Technology and Engineering Technology at Rhodes State College
___ Career Services at Rhodes State College
___ On own
___ Other _____

Please rate the following statements. You are encouraged to include comments that you feel would make your evaluation more complete.

Evaluation Factors	Excellent	Very Good	Good	Fair	Poor	Comments
Supervision received at the internship						
Opportunities available to learn new things						
Guidance received from Employer						
Overall internship experience						

EMPLOYER EVALUATION CONTINUED

In what ways, if any, do you feel your Rhodes State College education has been helpful in preparing you for your Internship (or the world of work in general)?

What, if anything, do you feel was lacking in your Rhodes State College education that would have been helpful to you at your internship?

Do you feel that your internship experience will be of help to you in pursuing professional opportunities after college? In what ways was it, or was it not, helpful?

What did you learn through this internship that you particular value? How did you learn it?

Have your initial expectations for this internship been met? Why or why not?