## Proposal Cover Sheet

<table>
<thead>
<tr>
<th><strong>Project Name</strong></th>
<th>OHIO MEANS INTERNSHIPS &amp; CO-OPS -- MEANS CAREERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Location/s</strong></td>
<td>700 Carnegie Avenue, Cleveland, Ohio, 44115</td>
</tr>
<tr>
<td><strong>Project Start Date</strong></td>
<td>12/1/2012</td>
</tr>
<tr>
<td><strong>Interns/Co-ops Start Date</strong></td>
<td>1/1/2013</td>
</tr>
<tr>
<td><strong>Lead Applicant – Must be public higher education agency</strong></td>
<td>Name and Address of Postsecondary Institution</td>
</tr>
<tr>
<td></td>
<td>Cuyahoga Community College District</td>
</tr>
<tr>
<td></td>
<td>700 Carnegie Avenue, Cleveland, Ohio, 44115</td>
</tr>
<tr>
<td><strong>Chief Contact Individual must be authorized to sign agency grant contract and legally responsible as agency representative.</strong></td>
<td>Name/Title of legal representative Address, Telephone, FAX, and E-Mail</td>
</tr>
<tr>
<td></td>
<td>Ms. Gloria J. Moosmann</td>
</tr>
<tr>
<td></td>
<td>Vice President, Development &amp; Tri-C Foundation</td>
</tr>
<tr>
<td></td>
<td>700 Carnegie Avenue, Cleveland, Ohio, 44115</td>
</tr>
<tr>
<td></td>
<td>216.987.4868</td>
</tr>
<tr>
<td></td>
<td>fax: 216.987.4792</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Gloria.Moosmann@tri-c.edu">Gloria.Moosmann@tri-c.edu</a></td>
</tr>
<tr>
<td><strong>Project Director(s)- Key Personnel(s)</strong></td>
<td>Name/Title, Address, Telephone, FAX, and E-Mail</td>
</tr>
<tr>
<td></td>
<td>Ronna McNair</td>
</tr>
<tr>
<td></td>
<td>Assistant Dean/District Director, Student Learning and Career Development</td>
</tr>
<tr>
<td></td>
<td>4250 Richmond Road, ESS 1103, Highland Hills, Ohio, 44122</td>
</tr>
<tr>
<td></td>
<td>216.987.2574</td>
</tr>
<tr>
<td></td>
<td>fax: 216.987.2566</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ronna.mcnair@tri-c.edu">ronna.mcnair@tri-c.edu</a></td>
</tr>
<tr>
<td><strong>Amount of state money requested</strong></td>
<td>$240,254</td>
</tr>
<tr>
<td><strong>Match money committed</strong></td>
<td>$492,850</td>
</tr>
<tr>
<td><strong>Number of internships/co-ops proposed</strong></td>
<td>105</td>
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<tr>
<td><strong>JobsOhio key industry/ies impacted</strong></td>
<td>Advanced Manufacturing, Business Functions, Energy, Information Technology, Polymers &amp; Chemicals</td>
</tr>
<tr>
<td><strong>Are any of the applicants represented by a member of the Advisory Committee?</strong></td>
<td>Name/s:</td>
</tr>
<tr>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>
Legal Applicant

Name:  Cuyahoga Community College District
Address:   700 Carnegie Avenue
City:    Cleveland, Ohio  Zip:   44115
Phone:  216.987.4851  Fax:   216.987.4895  E-Mail:  jerry-sue.thornton@tri-c.edu
CEO Name:    Jerry Sue Thornton, Ph.D.

1)  Certification by Authorized Official:
To the best of my knowledge and belief, data contained in this application are true and correct. The document has been duly authorized to comply with the required assurances.

Signature of Authorized Official:  _________________________________
Typed Name and Title:  Gloria Moosmann, Vice President, Development & Tri-C Foundation
Date:  10/12/2012

2)  Administering Entity
Agency Name:  Cuyahoga Community College
Address:     700 Carnegie Avenue
City:    Cleveland  Zip:   44115  Phone:  216.987.4868
Fax:  216.987.4792  Contact Person:   Gloria Moosmann
Title:  Vice President, Development & Tri-C Foundation  E-Mail:  Gloria.Moosmann@tri-c.edu

3)  Business Partners (please submit separate information for each partner)  See attached
Company Name:  

Address: 
City:     Zip:   Phone:  
Fax:  Contact Person: 
Title:  E-Mail:  

5)  Educational Partners (please submit separate information for each partner)
Name:  Lakeland Community College
Address:     7700 Clocktower Drive
City:    Kirtland  Zip:   44094  Phone:  440.525.7118
Fax:  440.525.7011  E-Mail:  
President/CEO/Director Name:   Morris W. Beverage, Jr. EDM, President
6) **Other Partners (please submit separate information for each partner)**

Name: Northeast Ohio Council on Higher Education

Address: 1422 Euclid Avenue, Suite 840

City: Cleveland Zip: 44115 Phone: 216-420-9200

Fax: 216-420-9292 E-Mail: 

President/CEO/Director Name: Ann Womer Benjamin, Executive Director
<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>City</th>
<th>Zip</th>
<th>Phone</th>
<th>Fax</th>
<th>Contact Person</th>
<th>Title</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFLAC</td>
<td>1932 Wynton Road</td>
<td>Columbus</td>
<td>31999</td>
<td>1.800.992.3522</td>
<td></td>
<td>Cheryl Perez</td>
<td>Manager</td>
<td></td>
</tr>
<tr>
<td>ArcelorMittal Cleveland, Inc.</td>
<td>3060 Eggers Avenue</td>
<td>Cleveland</td>
<td>44105</td>
<td>216.429.6000</td>
<td>216.429.6019</td>
<td>Eric Hauge</td>
<td>General Manager</td>
<td></td>
</tr>
<tr>
<td>Asurint</td>
<td>1501 Euclid Avenue, Suite 900</td>
<td>Cleveland</td>
<td>44115</td>
<td></td>
<td></td>
<td>Stacy Muir</td>
<td>Human Resources Recruiter</td>
<td></td>
</tr>
<tr>
<td>Berwyn Group, The</td>
<td>23215 Commerce Park Dr., Suite 215</td>
<td>Beachwood</td>
<td>44122</td>
<td>216.765.8818</td>
<td>216.765.8827</td>
<td>Felix Federowicz</td>
<td>President</td>
<td><a href="mailto:reva@berwyn.com">reva@berwyn.com</a></td>
</tr>
<tr>
<td>Fenn Educational Fund/Cleveland Foundation</td>
<td>1422 Euclid Avenue, Suite 1300</td>
<td>Cleveland</td>
<td>44115</td>
<td>216.861.3810</td>
<td></td>
<td>Robert E. Eckerdt, Dr. PH</td>
<td>Executive Vice President</td>
<td></td>
</tr>
<tr>
<td>First Energy</td>
<td>76 South Main Street</td>
<td>Akron</td>
<td>44308</td>
<td>330.761.4112</td>
<td></td>
<td>Tonya L. Horn</td>
<td>College Recruiting Program Lead</td>
<td></td>
</tr>
<tr>
<td>First Energy Nuclear Operating Company</td>
<td>341 White Pond Drive</td>
<td>Akron</td>
<td>44320</td>
<td>330.761.4055</td>
<td></td>
<td>Eric Larson</td>
<td>Vice President, Nuclear Support</td>
<td></td>
</tr>
<tr>
<td>Jergen's</td>
<td>Jergen's Way/15700 South Waterloo Road</td>
<td>Cleveland</td>
<td>44110</td>
<td>216.486.5540</td>
<td>216.481.6193</td>
<td>Kathy Puskas, SHPR</td>
<td>Director of Human Resources</td>
<td></td>
</tr>
<tr>
<td>Melin</td>
<td>5565 Venture Drive # C</td>
<td>Cleveland</td>
<td>44130</td>
<td>216.362.4200</td>
<td></td>
<td>Rob Wise</td>
<td>HR Manager</td>
<td></td>
</tr>
<tr>
<td>Metallics/Pyrotek</td>
<td>31935 Aurora Road</td>
<td>Solon</td>
<td>44139</td>
<td>440.349.8800</td>
<td></td>
<td>Heather Stalnaker</td>
<td>HR Administrator</td>
<td></td>
</tr>
<tr>
<td>Neurowave Systems Inc.</td>
<td>2490 Lee Boulevard</td>
<td>Cleveland Heights</td>
<td>44118</td>
<td>216.361.1591</td>
<td></td>
<td>Tatjana Zikov</td>
<td>President</td>
<td></td>
</tr>
<tr>
<td>Northeast Ohio Council on Higher Education</td>
<td>1422 Euclid Avenue, Suite 840</td>
<td>Cleveland</td>
<td>44115</td>
<td>216.420.9200</td>
<td>216.420.9292</td>
<td>Ann Womer Benjamin</td>
<td>Executive Director</td>
<td></td>
</tr>
<tr>
<td>Rosetta</td>
<td>3700 Park East Drive # 300</td>
<td>Cleveland</td>
<td>44122</td>
<td>216.898.8800</td>
<td></td>
<td>Halley Marsh</td>
<td>Manager, College Recruiting</td>
<td></td>
</tr>
<tr>
<td>RPM</td>
<td>2628 Pearl Rd.</td>
<td>Medina</td>
<td>44256</td>
<td>330.273.8813</td>
<td></td>
<td>Terry Pfleiderer</td>
<td>Business Systems Manager</td>
<td></td>
</tr>
</tbody>
</table>
Cuyahoga Community College  
OHIO MEANS INTERNSHIPS & CO-OPS -- MEANS CAREERS  
Abstract

Cuyahoga Community College (Tri-C) requests $240,254 from Ohio Board of Regents to support the Ohio Means Internships and Co-Ops -- Means Careers project. The funds will support 105 internships and cooperative education experiences. The JobsOhio key industries in this project are Advanced Manufacturing, Business Functions, Energy, Information Technology, and Polymers & Chemicals. Private match exceeds 1:1 requirement.

Partners: There is one educational partner, Lakeland Community College, and one non-profit partner to provide employer focused support, Northeast Ohio Council on Higher Education (NOCHE). More than ten employer partners have made commitments to provide paid internship and cooperative education experiences for students of Cuyahoga Community College and Lakeland Community College.

Fenn Educational Fund of the Cleveland Foundation grant awards are being leveraged as part of the private match. Each college has a current grant that will overlap with Ohio Means Internship and Co-Ops in timeframe, objectives, and activities. Cuyahoga Community College and Lakeland Community College will each commit $2,500 of privately secured scholarship funds to the project.

Project Activities: Grant funds will be used to support employers and students in a successful experience. The experiences will earn credits towards a degree or be transcripted. The project increases access to internship and co-op experiences by addressing a financial barrier faced by students through scholarships. Professional development opportunities will be made available to faculty and staff involved in co-ops and internships. A cohesive database will be developed and shared between Tri-C and Lakeland Community College and that feeds into Ohio Means Internships.

To support the employers, outreach and technical assistance to employers will be expanded. Resources will build capacity at both colleges to respond to employer needs for a well-trained workforce by strengthening the infrastructure in place to improve data collection and data analysis in order to drive communications and resources to employers and students. Resources will also support employers in creating and maintaining co-op and internship programs through additional programming and technical assistance targeted to their concerns and interests.

Deliverables: Outcomes and deliverables include the following:

- 105 internship or co-op placements in the Jobs Ohio Target Industries in 2013
- 5 employers in the Jobs Ohio Target Industries will establish internship or cooperative education agreements for the first time with Tri-C or Lakeland
- Faculty Colloquia events for professional development
- Communications materials developed for targeted audiences and clusters
- Targeted communications each semester with four traditionally underrepresented populations during the grant period
- At least two paid summer internship opportunities for Hispanic students of Tri-C and Lakeland
OHIO MEANS INTERNSHIPS & CO-OPS -- MEANS CAREERS

Program Snapshot

Cuyahoga Community College (Tri-C) requests $240,254 from Ohio Board of Regents to support the Ohio Means Internships and Co-Ops -- Means Careers project. The funds will support 105 internships and cooperative education experiences at a cost of $2,288 per internship/co-op created. The JobsOhio key industries in this project are Advanced Manufacturing, Business Functions, Energy, Information Technology, and Polymers & Chemicals. The state funds will be matched through private match totaling $492,850, or $4,693 per internship/co-op created. There are ten business partners. There is one educational partner, Lakeland Community College, and one non-profit partner to provide employer-focused support, Northeast Ohio Council on Higher Education (NOCHE). Total cost per internship/co-op is $6,982.

<table>
<thead>
<tr>
<th>Employer Partner</th>
<th>OBOR Cluster of Focus / NAICS</th>
<th>2013 Co-Ops or Internships Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>ArcelorMittal</td>
<td>Advanced Manufacturing / 3311</td>
<td>27</td>
</tr>
<tr>
<td>Asurint</td>
<td>Information Technology / 5112</td>
<td>5</td>
</tr>
<tr>
<td>The Berwyn Group</td>
<td>Business Functions / 5416</td>
<td>2</td>
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<tr>
<td>Fastenal</td>
<td>Advanced Manufacturing / 3339</td>
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<tr>
<td>First Energy (Cleveland)</td>
<td>Energy / 2211</td>
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<tr>
<td>First Energy Nuclear</td>
<td>Energy / 2211</td>
<td>11</td>
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<td>Operating Co (Akron)</td>
<td>Business Functions / 5511</td>
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<td>Melin Tool Company</td>
<td>Advanced Manufacturing / 3339</td>
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<td>Neurowave</td>
<td>Business Functions / 5417</td>
<td>2</td>
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<td>Pyrotek</td>
<td>Advanced Manufacturing / 3279</td>
<td>3</td>
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<tr>
<td>RPM</td>
<td>Polymers and Chemicals / 3255</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>105</td>
</tr>
</tbody>
</table>

Letters are attached to this request from related industry partners because they are in similar sectors, provide support to the identified clusters, or serve as suppliers to the identified clusters. These employers are Aflac (Insurance Agencies and brokerages / NAICS 5242 related to financial services cluster) and Jergens (Metalworking Machinery Manufacturing / NAICS 3335 related to advanced manufacturing). These are not counted in match but demonstrate broader interest that surrounds the targeted clusters.

Programmatic

Investments in the skills and abilities of our region’s workers have a long-term impact on the quality of life in our community. Cuyahoga Community College1 plays a vital role in Cleveland and Cuyahoga County by reaching out to members of the community and preparing them to enter and succeed in careers that are critical to the economic vitality of our region. Historically, internship and cooperative education (co-op) experiences have proven to be highly beneficial to students and employers.

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1 Cuyahoga Community College (Tri-C) is Ohio’s first and largest community college. Each semester Tri-C offers more than 1,000 credit courses in more than 140 career and technical programs and liberal arts criteria. More than 600 non-credit workforce and professional development courses are offered each year. The College ranks first in Ohio and 45th in the nation in conferring associate degrees – all disciplines.
Business Attraction & Retention. Interns and co-ops are significant to the local economy. In January 2012, there were 186 internships and 54 co-ops listed on Ohio Means Jobs website within a 50 mile radius of Cleveland, Ohio. Even more opportunities may be available. A recent ERC/NOCHE Pay Rates & Practices Survey found that 88 percent of respondents have hired interns when only half reported having a formal internship or co-op program. The findings suggest that Northeast Ohio organizations have more unstructured or informal internship programs, which presents an opportunity to enhance and expand internship and co-op programs in the region.

Internship and co-op experiences are especially valuable in the region’s post-recession economy as Northeast Ohio transitions from counter-cyclical unemployment (a large number of workers without job opportunities) to counter-structural unemployment (available jobs remain unfilled because workers lack requisite skills). Cooperative education can help reduce counter-structural unemployment because businesses can expedite their search for new workers by connecting directly with students to assess their skills and determine if they are good candidates for current or future job openings.

A co-op or internship experience benefits area employers in many ways. Both are an excellent source of well-trained paraprofessional or pre-professional workers. Students are productive members of the workforce and with planning can be available on a full-time basis. Co-ops and internships also:

- Contribute to a source of diverse talent.
- Provide a cost effective recruitment and retention vehicle.
- Produce student “goodwill” ambassadors for the employer organization.
- Facilitate “pre-offer” assessment of employee quality and ability to promote the employee.
- Promote cost-effective orientation and new employee training.
- Foster effective relationships with the community college.

To best respond to area employers’ needs, Cuyahoga Community College has partnered with Lakeland Community College because the presence of the identified employer partners is strong within both colleges’ service areas. Some of our existing co-op partner employers include RPM, Daylight Medical, GXS, Sherwin Williams, Nordson, Falcon Industries, Automated Packaging Inc., and Dean Supply. Joint resources, approaches, and communications by both colleges will expedite placement of internships and co-op students with employers and ensure a broad pool of candidates to respond to employer needs.

Student Attraction, Retention and Completion. With unemployment continue to impact economic growth and prosperity in our community, the need for job transition services is critical to boost our economy and help individuals position themselves for a better future. Students need an extensive network of career transition options, including co-op and internship experiences, to be competitive in the challenging economy. For the student, co-ops and internships reinforce what is learned in the classroom. Exposure to real world experiences and career opportunities promote the students’ sense of independence and maturity. In addition to giving students a competitive edge in the job market, students also benefit because they:

- Explore and confirm a career choice.
- Gain exposure to career paths and job opportunities.
- Link academic studies with real-world experiences.
- Work directly with professionals in area of study.
- Receive individualized instruction on job search and interviewing skills.
- Experience new and/or enhanced job skills and professional work habits.
- Gain mentoring and professional networking opportunities.
- Earn academic credit for paid employment (co-op).
- Increase their potential income upon graduation.
Students enrolled in a co-op program earn academic credit and a grade for the work experience. One credit is given for each 180 hours of relevant work. CuyahogaCommunity College currently has capacity to place 50 co-ops and Lakeland has capacity for 25 students across many industries. The number of students seeking internships and co-op experiences exceeds the available opportunities. Tri-C’s Career Center estimates 31 requests for student internships or co-ops went unmet in the 2011-2012 academic year.2

To remove financial barriers for students, project funds will support student tuition costs and support services, such as vouchers for transportation, childcare services or work uniforms and materials needed for the workplace. Scholarship funds from the project will be prioritized to students in credit-bearing learning experiences during the summer months when PELL Grant funds are not accessible and to students in non-credit programming not covered through PELL Grants but the experience would be transcripted.

**Placing Students in Post-Credential Employment.** Experiential learning through co-ops and internships prepares students for future employment in the field. Tri-C and Lakeland’s employer partners select a student by working with either the Career Center (credit) or the JobLink (workforce development) office. A brief job description is developed outlining responsibilities and qualifications. The Colleges match potential students to the job opportunities and arrange interviews for consideration. After the interview, the employer selects and hires the student. After a student is hired, the Colleges’ faculty coordinators in the relevant faculty disciplines identify a qualified instructor-of-record to finalize learning objectives and ensure clear understanding of the work experience outcomes. The instructor-of-record works with the student to assess progress, implement corrective action if needed, and assign a final grade based on employer and student evaluations.

**Demand for Hiring by Firms in Identified Clusters.** The Ohio Department of Job and Family Services data shows growth in various occupations through the year 2018 in the Cleveland-Mentor-Elyria Metropolitan Statistical Area. Those with overlap with the Jobs Ohio Target Industries are summarized below.

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Production Occupations</td>
<td>Advanced Manufacturing, Polymers &amp; Chemicals</td>
<td>101,420</td>
<td>89,170</td>
<td>1,965</td>
</tr>
<tr>
<td>Computer &amp; Mathematical Occupations</td>
<td>Information Technology</td>
<td>24,590</td>
<td>28,540</td>
<td>860</td>
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<tr>
<td>Architecture &amp; Engineering Occupations</td>
<td>Advanced Manufacturing, Energy, Information Technology, Polymers &amp; Chemicals</td>
<td>17,750</td>
<td>17,110</td>
<td>424</td>
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<tr>
<td>Business &amp; Financial Operations Occupations</td>
<td>Business Functions</td>
<td>49,800</td>
<td>54,510</td>
<td>1,493</td>
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<td>Accountants &amp; Auditors</td>
<td>Business Functions</td>
<td>10,140</td>
<td>11,480</td>
<td>305</td>
</tr>
</tbody>
</table>

Student post-experience surveys show who completed internship experiences and were later hired by that business, including NASA, Monreal Consulting, iTech, DDR, Team Logic IT, Aladdin Food Management Service, and Panera Bread.

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2 This was the first year of the formal co-op program at Tri-C.
Sustaining the Program. As a result of private contributions from companies such as KeyBank and Fenn Educational Fund of the Cleveland Foundation, Cuyahoga Community College and Lakeland have the infrastructure in place for co-op and internship experiences. These funds were directed to the College’s cooperative education program in order to expand outreach to area employers, improve internal communications and data collection processes, expand faculty involvement with quality experiential learning opportunities, and enhance connections among faculty members, students, and businesses in sustainable partnerships. See Student Co-Op Experience flow chart in the attachments, which demonstrates a well established infrastructure that can sustain enhancements afforded through the project activities.

Project funds will be used to build infrastructure and capacity, which will be maintained after the grant period through institutional budgets.

- Cuyahoga Community College and Lakeland Community College will jointly host two faculty colloquia (November 2012 and March 2013) focused on the important role of faculty in the cooperative education experience and sharing of best practices to meet those expectations. Using Ohio Means Internships and Co-ops dollars and matching funds, this professional development experience could be offered for an expanded audience open to all Ohio colleges and universities. Regional or national experts could be engaged to further the learning experience for faculty members and other stakeholders.

- NOCHE will expand the number of times it delivers outreach and technical assistance workshops to employers during the grant period to create a surge in employer engagement. After the grant period, NOCHE will return to its normal level of delivery, which is supported through membership fees and private grant support.

- A cohesive database will be developed and shared between Tri-C and Lakeland Community College. The database will feed into Ohio Means Internships and NOCHE and be used as a resource for students and employers to access internship opportunities. Once developed, very little cost will be associated with this database and the colleges are prepared to maintain them for student use.

Beyond the grant period, other project expenses are expected to be sustained. Student scholarships will continue to be made available through ongoing growth of each school’s scholarship endowment. Scholarships support tuition and other costs associated with student success. Wages will be sustained by employers. Employers will recognize a cost savings by hiring co-ops and interns that have already been through a training period in their companies. Once this program is expanded it is expected that the employers will continue the paid internships and co-op experiences, recognizing their value in the workforce.

Performance Metrics & Reporting. Key success measures during the grant period will be:

- Placement of up to 105 students into cooperative education or internship experiences in the target clusters by the end of the grant period
- Employer satisfaction with the cooperative education program, as evidenced by surveys and interviews
- Faculty satisfaction with the cooperative education program processes, as evidenced by surveys, interviews, and ongoing communication
- Student success in the cooperative education program, as evidenced by co-op completion rates, assigned grades, and post-experience surveys

The persistence and graduation rates of students during and following enrollment in internship or cooperative education experience are additional key success measures but, because they are typically longer-term measures, they will likely not be quantified in the project final report. This information will be tracked with the support of the College’s Office of Institutional Planning and Effectiveness.

An evaluation team will consist of representatives from relevant departments/areas at Tri-C and Lakeland, including Career Services, JobLink, academic deans, program managers
representing the discipline clusters; and the faculty co-op coordinators. An interim evaluation will be conducted at the end of the spring 2013 semester, and a final evaluation will be conducted at the conclusion of the project period. Interim findings will be used to modify the project as appropriate. The final evaluation will be shared with institutional leadership to identify and implement the optimum structure(s) for internship and cooperative education learning at Cuyahoga Community College.

Cuyahoga Community College has the organizational capacity, professional expertise and data management capabilities to meet the grant and reporting requirements of the Ohio Board of Regents. In FY13, the College will manage more than $96.6 million in restricted grants (28.6 percent of the College’s $338 million annual budget). The College uses the latest technology for collecting and managing data in a way that allows consistent, accurate, and expedient reporting. The most recent Independent Auditor’s Report provided by Maloney and Novotny noted no matters involving internal control over financial reporting and the College’s operation that were considered to be weaknesses.

Budget that provides high and immediate ROI. Through grant activities, 105 interns or co-ops will be placed and at least 15 employers will receive comprehensive support from college and NOCHE. OBOR grant funds are allocated to capacity-building and student support and will be used by December 31, 2013. Funds are reasonable and are directed to sustainable activities for lasting impact of state funds. Private match exceeds 1:1 requirement, see commitment and award letters in attachments, as well as budget narrative for details.

Communication/Feedback Between Employers, Educators & Students. Faculty engagement is critical in the successful communication that occurs between employers, educators and students in an internship or co-op experience. Employers and students benefit when instructors who have a clear understanding of experiential learning objectives as well as the academic rigor required to ensure the student receives value from the experience. Instructors also share “on-site” best practices with their faculty colleagues to provide continuous improvement of the co-op internship program. Faculty co-op coordinators, in partnership with the College’s Employer Outreach team, are positioned to help employers develop structured hands-on learning experiences that provide relevant learning outcomes, thereby increasing the number of employers providing experiential learning opportunities. The coordinators, in collaboration with instructors, also facilitate college-wide consistency in establishing and evaluating cooperative education experiences. Existing communication processes include meetings, agreements, and surveys. Expectations are detailed below and see attachments for examples of tools.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Faculty/Instructor Coordinator</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Approve/Sign Cooperative Education Agreement or Internship Agreement</td>
<td>• Meet with student prior to placement to discuss expectations</td>
<td>• Complete application</td>
</tr>
<tr>
<td>• Provide ongoing supervision, feedback and coaching to the student</td>
<td>• Develop Cooperative Education Agreement or Internship Agreement with Employer (includes learning objectives)</td>
<td>• Read, understand and sign Cooperative Education Agreement or Internship Agreement</td>
</tr>
<tr>
<td>• Meet with coordinator and/or instructor on work site</td>
<td>• Work with student and employer to ensure progress toward and completion of learning objectives</td>
<td>• Participate in co-op or internship orientation led by Tri-C or Lakeland and successfully complete and required workshops</td>
</tr>
<tr>
<td>• Complete Employer Mid-term Student Evaluation</td>
<td>• Maintain records of student’s progress toward and completion of learning objectives</td>
<td>• Maintain journal that documents the co-op or internship experience, including relevant work hours, work tasks and</td>
</tr>
<tr>
<td>• Complete Employer-Final Student Evaluation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• Review employer and student final evaluations and issue final grade

progress toward learning objective completion

Demonstrates positive impact to key industry and the local, regional or state / Evidence of key industry to region and growth potential

OBOR grant funds will be directed to an ongoing alignment of cooperative education and internship programs with the needs of the local economy. Resources will build the College’s capacity to respond to employer needs for a well-trained workforce by strengthening the infrastructure in place to improve data collection and data analysis in order to drive communications and resources to employers and students. Resources will also support employers in creating and maintaining co-op and internship programs through additional programming and technical assistance targeted to their concerns and interests.

As a result of the project, Northeast Ohio employers will benefit from an increase in the number of students prepared to enter careers in the target clusters. Students will also benefit by having increased opportunities to apply classroom theory to actual work situations in a supervised and controlled setting, allowing them to develop essential work skills and an appreciation for industry/workplace cultures. The industry contacts that students make while applying for co-op and internship positions and completing their experience(s) will be highly valuable as they graduate from Cuyahoga Community College and Lakeland Community College and begin careers in their chosen fields. Employers will also have opportunities to work directly with well-qualified, enthusiastic students, which will enable employers to assess their suitability for full-time employment.

Employer

Businesses Capacity to Meet Proposed Program Requirements. Letters of commitment are attached that document that there are openings available for students in identified clusters, there is an interest to grow internship and co-op opportunities made available to students, and where possible, commitments have already been made for 2013 placements.

When employers are considering internships or co-op programs, a valuable resource has been project partner, Northeast Ohio Council on Higher Education (NOCHE). Tri-C and Lakeland are both members of this non-profit membership organization. As of January 2012, 2,039 employers were registered at NEO intern, an employer–intern matching program (www.neointern.net). From April 2010 to January 2012, there were 238 placements with average hourly wages of $10.87 per hour. Cuyahoga Community College and Lakeland Community College will work jointly with NOCHE to coordinate workshops and technical assistance for employers actively engaged in offering internships and co-op experiences as well as target communications to attract and engage new employers.

Provides Substantial, Meaningful Work Assignments That Align to a Jobs Ohio Industry Cluster.

Through approval of the co-op or internship agreement, an employer documents position description, learning objectives, staff supervision, mentoring, on-boarding and orientation, and networking activities. Signed co-op agreements are on file and available for reference upon request to demonstrate positions are in more than one functional area of an organization.

Positions are Paid. Employer partners on this project understand the importance of the experiential learning and recognize the importance of paying students for the critical work they do on the employers’ behalf. Moreover, employers recognize the value of paid internships and co-ops as a long-term human resources savings. According to NOCHE, in Northeast Ohio, employers report $2,411 saved in recruitment and hiring costs and $1,659 saved in new-hire training and on-boarding costs, on average, per intern converted to a full-time employee, versus hiring a full-time employee who did not previously intern at the organization. Employers save an
average of $13,513 in salary and benefits by hiring an intern versus a full-time employee for entry-level tasks—while cultivating a future workforce.

**Demonstrates and Documents Demand for Talent in Industry.** Occupational growth and number of internships openings in the Jobs Ohio target industry clusters were discussed above to demonstrate workforce demands. It should also be noted that the Business Cluster and Information Technology are among the Ohio Department of Job and Family Services’ *Buckeye Top Fifty: 2008-2018* report for high wage occupations in Ohio that are in-demand and are projected to stay in demand. The *Buckeye Top Fifty* occupations have average annual earnings of $59,600 and most positions require postsecondary education and training. Students with internship and co-op experiences in these fields will be more competitive in these in-demand occupations. The employer partners represent Advanced Manufacturing, Business Functions, Energy, IT, and Polymers & Chemicals industries. Company size ranges from 1 employees to 2,600. They represent revenue over $15 billion. The employer partners are viable businesses contributing to the economic growth of our region.

**Higher Education Institution**

**Capacity: Institutions Have Capacity to Meet Proposed Program Requirements.** Both Cuyahoga Community College and Lakeland Community College have established infrastructures for internship and co-op placements. Capacity growing for both organizations is needed to engage more employers, prepare more students for workplace, and provide seamless responses to employer needs. Ohio Means Internships and Co-ops funds will be used by Cuyahoga Community College and Lakeland Community College to build capacity so that grant deliverables will include:

- 105 internship or co-op placements in the Jobs Ohio Target Industries in 2013
- 5 employers in the Jobs Ohio Target Industries will establish internship or cooperative education agreements for the first time with Tri-C or Lakeland

**Positions are Transcripted or Available for Credit.** Tri-C and Lakeland students earn college credits, typically one to two college credit hours, towards their credential in their program of study. Through approval of the co-op or internship agreement, a faculty coordinator demonstrates commitment to monitoring delivery of learning objectives, working with employer to assess student growth, and assign a grade upon completion. A sample course description for a cooperative education course is provided in the attachments, as can be found on the Tri-C website. Independent study options are available so that students in internship experiences can also obtain credit for their work experience. As needed Career Center and JobLink personnel work with the students to assist with selection of courses and registration.

**Outreach to Populations Traditionally Underrepresented in the Proposed Area/s of Co-op and Internship Program** The average age of a Cuyahoga Community College student is 29 years old. Student ages range from 15 to 75 and older. Sixty-one percent are women and 39 percent are from minority groups. Cuyahoga Community College offers an array of academic and student support services, with customized services for students with disabilities, veterans, minority men, and honors students. In addition, Hispanic Council and Black Caucus provide support to students, faculty and staff. Career Services connects with underrepresented groups through various local agencies and organizations, including The Employment Connection, Council for Economic Development in Greater Cleveland (CEOGC), The Urban League, and Northeast Ohio Council on Higher Education (NOCHE). There are also relationships established with the Employers Resource Council (ERC), Council of Small Business Enterprise (COSE), and Cleveland Society of Human Resource Managers (C-SHRM). JobLink and Career Services also provide linkages to other college-wide services including enrollment, financial aid, counseling, and transfer centers.

Cuyahoga Community College and Lakeland Community College will communicate all internship and co-op opportunities and resources throughout their organizations and will have
targeted communications each semester with four traditionally underrepresented populations during the grant period. NOCHE will work with the colleges and its partners Global Cleveland and Esparanza to identify at least two paid summer internship opportunities for Hispanic students of Tri-C and Lakeland. This is the first time NOCHE has focused its efforts on an underrepresented population.

Includes Improvements to Existing or Creation of New High Quality Academic Programs with a Cooperative Education or Internship Component

The League for Innovation in Community Colleges recognized Cuyahoga Community College’s career development and transition services organization design and delivery model as a nationwide best practice for community colleges in February 2012. The honor recognizes Tri-C’s proactive outreach to dislocated workers, proactive outreach to employers in growth industries identifying hiring needs, and delivery of effective free transition services. The performance metrics indicated that Tri-C’s service delivery model is effective and the College provides an important service that supports the region’s economic turnaround.

Each college has longstanding history of engaging employers to provide experiential learning opportunities for students, particularly in nursing and health careers education and training. In these programmatic areas, non-paid clinical experiences are integrated into the educational experience and require significant engagement on the part of the health care providers. Enrollment in nursing and health careers programs is often limited by the availability of clinical experiences. For example, Cuyahoga Community College’s Physician’s Assistant program is highly competitive. Last year, nearly 500 people applied for 25 seats. The limiting factor is clinical experiences for students. Increasing relationships with medical centers and adding to students’ clinical rotations would increase the number of students colleges can admit.

Disconnects exist in the paid internship and cooperative education experience as well, particularly in high demand fields. Some of the challenges that will be addressed by the grant are noted below.

- Small businesses have limited resources to provide formal internship and cooperative education experience agreements. Grant resources would provide them with technical assistance from NOCHE or the colleges to make engagement seamless and cost effective, resulting in more credit-based or transcripted experiences available for students.
- Businesses have difficulty making long term projections of employment needs, which makes internship and co-op placement by the colleges more of a reactive than proactive process. NOCHE and the colleges will develop processes to continuously track employer workforce needs in identified clusters. This will enable the colleges to be more responsive with a pool of candidates for available internship and co-op experiences.

Cuyahoga Community College and Lakeland Community College receive funding from the Fenn Educational Fund of the Cleveland Foundation to support the development of internship and cooperative education offerings. Each college has a current grant, ending June 30, 2013, that will overlap with Ohio Means Internship and Co-Ops in timeframe, objectives, and activities. Unspent and unobligated Fenn Education Fund of the Cleveland Foundation funds as of January 1, 2013 through June 30, 2013 will be tracked as private match dollars. See award letters from Fenn Educational Funds of the Cleveland Foundation in the attachments.

Additionally, in an October 2012 email, Paul Putnam, Program Officer with the Fenn Fund, indicated support for Tri-C and Lakeland’s program to further expand co-ops and internships. He indicated that the Fenn Fund would consider supporting an additional grant for the 2013 funding cycle which could be counted toward match commitment.

Cuyahoga Community College and Lakeland Community College also have the capacity to direct scholarship support to participants of the program. Each institution will commit $2,500 of privately secured scholarship funds to the project. See letters of commitment from each institution in the attachments.
**Plans to Connect Employers and Students via Web, Communications & Marketing**

Tri-C Career Center staff has developed internal and external communication plans to connect with students and employers to disseminate information about the co-op and internship programs. Internally, the staff has participated in New Student Convocation, Connect to Campus, and Welcome Back Week activities to provide information about the co-op and intern programs and the readiness resources available to students, such as resume writing and interviewing workshops. More than 40 classroom presentations have been held so far this school year to communicate to students about the services of the Career Centers. Various flyers and “email blasts” have also been distributed to students to make them aware of upcoming career-related activities. See attachments for sampling of brochures, to communicate with students and employers about the expectations of co-op agreements, as well as application forms, journal forms, survey and assessment tools. Grant funds will enhance communication materials to targeted underrepresented populations and the Jobs Ohio Target Industries.

Externally, the employer relations team held various employer/student recruiting events such as a “Linking to Talent” co-op/internship event held in collaboration with NOCHE, a restaurant/hospitality employer/student breakfast and an IT Speaker Series in collaboration with Northeast Ohio Software Association (NEOSA). Each event is held to build relationships with employers, introduce the co-op and internship programs to employers, and connect students with these employers to fill potential opportunities. Each college coordinates activities such as onsite recruitment and job fairs. Resources are available to facilitate “face-to-face” communications through web-conferencing between student or faculty member and the employer. As needed, Career Center and JobLink personnel provide job placement assistance upon training completion.

With grant funds, NOCHE will leverage its expertise to maximize the internship and cooperative education experiences for employers through enhanced linkages to the talent pipeline. NOCHE will provide technical assistance to employers to help them attract college students and increase their ability to offer opportunities that complement college instruction. NOCHE will develop and manage networking events to facilitate linkages between students and employers and offer a vehicle for employers to promote themselves and communicate their talent needs. NOCHE is also well positioned to provide enhanced data management services to link student-level data and internship/co-op information with college data systems and OhioMeansInternships.

**Program Provides Opportunities for Students at Small, Mid-size and Large Business Enterprises**

Both organizations have strong partnerships with organizations such as COSE, JumpStart, MAGNET, Northeast Ohio Hispanic Chamber of Commerce, Urban League of Greater Cleveland, Ohio Small Business Development Center, Alliance for Working Together Foundation and Northeast Ohio Software Association. These organizations are partners to both institutions and can be engaged to support new employer engagement and existing employer stewardship. These partnerships can be leveraged to market workshops and technical assistance provided through NOCHE and to promote availability of qualified candidates for hiring. Please see letter in attachments from NOCHE, clarifying their commitments to this project. In addition, the cluster areas each have active advisory boards which are engaged in reviewing curricular relevance and are responsible for linking employers to pipeline of workers. Please see attachments for sampling of the rosters.

**Budget Narrative**

Personnel – Request $19,726; Other Funds $40,000

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3 The documents are available on Tri-C website http://www.tri-c.edu/CareerServices/Pages/CooperativeEducation.aspx
Requesting approximately 10 percent of salary and fringe of Cuyahoga Community College’s Associate Dean of Career Services, Ronna McNair, to ensure grant terms and conditions are followed, grant objectives are met, coordination of reporting activities, and centralize communications internally and with external partners. ($10,000)

Requesting an additional 9 hours/week for a Lakeland part-time, temporary employee (@ $18/hour) currently funded by the Fenn Educational Fund of the Cleveland Foundation. Position will ensure grants terms are followed and conduct student and employer outreach. ($9,726)

Fenn Education Fund of the Cleveland Foundation faculty and staff salaries and fringes to participate in project planning, development, professional development, employer engagement and promotional experiences in Internships and Co-Ops Means Careers project ($40,000). Funds may come in higher as additional funding is expected midway through OMIC project.

Supplies – Request $40,000

Business meeting expenses of $15,000 are requested for two Faculty Colloquia, NOCHE workshops for employers, or other stakeholder meetings (room rental, parking, A/V, flip charts, paper, and copy center charges). Marketing materials production/reproduction and distribution costs estimated at $25,000 requested from grant. Expense may include the cost of purchasing targeted mailing lists.

Purchased Services – Request $102,000

Requesting database developer to assess existing resources and design web-based tracking and analysis product(s) to be used by more than one college that feeds and supports NOCHE and Ohio Means Jobs systems. Database will enable colleges to be proactive in responding to employer workforce demands and fill skill gaps. Database will be used and maintained by Career Services and other college personnel after grant conclusion. Projected cost of $50,000; bid will be sought. Requesting marketing services at both institutions to adapt existing materials to Internships and Co-Ops Means Careers, specifically to create materials for underrepresented populations and for targeted clusters estimated. Materials will be integrated with institutional branded materials ($25,000 requested). NOCHE will design and deliver additional / targeted workshops to employers to engage them in Internships and Co-Ops Means Careers project. Provide technical assistance and follow up with institutions and employers as needed ($25,000 requested). Both colleges are requesting support for membership dues and registrations at events critical for the marketing and dissemination of project activities ($2,000).

Travel – Request $1,750

Reimbursement for local mileage for Tri-C and Lakeland faculty and personnel to meet with employers on-site, on-campus and at community events. Also for marketing and dissemination activities related to Internships and Co-Ops Means Careers. Will follow state approved reimbursement rates.

Scholarships – Request $47,500; Other Funds $5,000

Grant funds will be awarded as scholarships to students to cover costs of tuition for non-credit CRN or a credit hour co-op course. Support might also include vouchers for transportation, child care, and uniforms. Total cost is assumed at $750 worth of tuition and other support each for 70 of the Tri-C or Lakeland students, as it is assumed one-third of the 105 participants will have PELL support or other support for tuition and other costs. Tri-C and Lakeland will direct $2,500 of privately secured scholarship funds to student scholarships.

Employer Salaries – Request $0; Other Funds up to $447,850

See commitment letters in the attachments. To reduce employer burden, match commitments will only be reported up to amount to reflect 1:1 grant match requirement.

Other – Request $15,000

Professional Development Summer stipend for Lakeland faculty to mentor, support, and coordinate summer co-op students.

Indirect – Request $14,278

Cost is calculated using eight percent of Sub-Total Line item minus Scholarships line item.
Budget Form

Letters of Commitment

• Lead Applicant

• Award materials from Fenn Educational Fund of The Cleveland Foundation

• Letters of Commitment (Employers, Others)

Additional Items

• Employer Handbook and Sample Forms

• Student Handbook and Sample Forms

• Student Co-Op Experience Flow Chart

• Sample Course Description

• Program Advisory Committee Rosters
## Budget Form

### Activity

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<th>Activity</th>
<th>Total</th>
<th>Regents Funds</th>
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<th>Applicant Funds</th>
<th>Education Partners</th>
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(All non Regents funds must be supported by a signed commitment letter.)
• Letter of Commitment from Lead Applicant
October 12, 2012

Chancellor Jim Petro  
Ohio Board of Regents  
University System of Ohio  
30 East Broad Street, 36th Floor  
Columbus, Ohio 43215

Dear Chancellor Petro:

On behalf of Cuyahoga Community College (Tri-C) and our partners Lakeland Community College (LCC) and the Northeast Ohio Council on Higher Education (NOCHE), I am pleased to submit the enclosed application and request for funding in the amount of $240,254 from the Ohio Board of Regents, Ohio Means Internships & Co-ops program for our project, Ohio Means Internships & Co-ops – Means Careers. The Cuyahoga Community College Foundation has committed $2,500 in matching funds to the project, to support student scholarships.

The Ohio Means Internships & Co-ops support will enable both colleges, working with ten employers and industry partners from throughout the region, to identify and create valuable experiential learning opportunities for our students. Together, Cuyahoga Community College and Lakeland Community College will use the funding to support 105 new internship and cooperative education experiences for our students.

We are pleased to have the commitment and experience of NOCHE to provide employer focused support to ensure that in addition to providing our students with hands-on, real world experience, these internships and co-ops will prove a valuable resource, enabling local employers in key industries to close the skills gap.

Cuyahoga Community College appreciates the opportunity to enhance experiential learning provided by the Ohio Means Internships & Co-ops program, and looks forward to your positive review of our application. If you have questions or require additional information, please do not hesitate to contact Ms. Ronna McNair, Assistant Dean/District Director, Student Learning and Career Development at 216-987-2574.

Sincerely,

Jerry Sue Thornton, Ph.D.  
President

Office of the President  
District Administrative Services  
700 Carnegie Avenue  
Cleveland, Ohio 44115-2878  
216-987-4851 FAX 216-987-4895  
Cuyahoga Community College is an affirmative action / equal opportunity institution.
• Award materials from Fenn Educational Fund of The Cleveland Foundation
June 8, 2011

Ms. Gloria J. Moosmann  
Vice President Resource Development  
Cuyahoga Community College Foundation  
700 Carnegie Avenue  
Cleveland, Oh 44115  

Dear Ms. Moosmann:

We are pleased to inform you that the Fenn Educational Fund recommended and the Board of Directors of the Cleveland Foundation has authorized a grant of $59,572 to Cuyahoga Community College Foundation for leveraging new opportunities and assets to increase experiential learning opportunities for community college students. Details of this grant are outlined in the enclosed Grant Agreement and are subject to the Terms and Conditions of Grant. Please sign and return the Grant Agreement (by the 15th of the month) indicating your acceptance of this grant for the purpose stated.

In keeping with our grant agreement, we ask that you submit grant reports as outlined by the scheduled due dates. We wish to emphasize the importance of providing grant reports, as they are an integral part of our monitoring and evaluation process. Please be sure we receive reports in a timely manner, as release of payments or review of future grant requests may be contingent upon our receipt and satisfactory review of the required reports. Current reporting forms are available on our website; please use the “standard grant report form.”

We wish you every success in the accomplishment of your goals and look forward to receiving reports of your progress.

Sincerely,

Robert E. Eckardt, Dr. PH  
Executive Vice President

klb  
Enclosures
GRANT AGREEMENT
BETWEEN
THE CLEVELAND FOUNDATION
AND
CUYAHOGA COMMUNITY COLLEGE FOUNDATION

GRANT NUMBER: L2011-0208  (Number must appear on all reports and correspondence for this grant)

GRANT PURPOSE: Leveraging new opportunities and assets to increase experiential learning opportunities for community college students

AMOUNT: $59,572.00

GRANT PERIOD: July 1, 2011 through June 30, 2012

PAYMENT (ON OR ABOUT):
*July 31, 2011: $29,786.00
December 31, 2011: $29,786.00

GRANT REPORTS DUE:
January 1, 2012 and July 31, 2012 (Final)
Use “standard grant report form” on the Foundation’s website

PROGRAM OFFICER/DIRECTOR: Paul Putman

RESOLUTION FOR GRANT NO. L2011-0208

RESOLVED, that a grant of $59,572 be made to Cuyahoga Community College Foundation for leveraging new opportunities and assets to increase experiential learning opportunities for community college students.

Funding Source: The Fenn Educational Fund-Key Bank (AT) (NF020R-000 465720)

USE OF FUNDS: Funds must be used in accordance with the authorized amount as indicated. Any funds not expended for the purposes agreed to by the grantee and the Foundation must be returned to the Foundation. Please refer to the enclosed budget, which reflects your Project Budget as it was submitted to the Cleveland Foundation and indicates approved allocations.

Any requests to modify this grant must be submitted in writing to Grants Management at granismgmt@clevefdn.org and approved in advance by the Foundation.

In signing this document, the signatory acknowledges authorization by the grantee agency to sign on its behalf in acceptance of this grant and has read, understands and agrees to the TERMS AND CONDITIONS OF GRANT.

Executive Director/CEO
Cuyahoga Community College Foundation

Gloria Moosmann, Vice President, Resource Development & Tri-C Foun

Print Name and Title

June 14, 2011
Date

*No check can be issued until the Foundation receives this signed GRANT AGREEMENT.

Fax or mail this signed agreement to the attention of Grants Management by the 15th of the month to receive payment as scheduled.

The Cleveland Foundation • 1422 Euclid Avenue, Suite 1300 • Cleveland, OH 44115
FAX #: (216) 861-1729 PHONE: (216) 615-7254
PROJECT BUDGET for Cuyahoga Community College Foundation

Leveraging New Opportunities and Assets to Increase Experiential Learning Opportunities for Co-

Total amount requested from The Cleveland Foundation: $59,572.00

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 TERMS AND CONDITIONS OF GRANT

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The grant to your organization ("the Grantee") from The Cleveland Foundation ("the Foundation") is subject to Grantee’s acceptance of this Terms and Conditions of Grant and Grantee’s execution of the Grant Agreement (collectively, "Terms and Conditions of Grant"). Grantee confirms that it is organized in or under the laws of the United States, or any state of the United States and is recognized by the Internal Revenue Service as an organization described in Internal Revenue Code § 501(c)(3).

2. NONDISCRIMINATION

The Grantee agrees that it will not unlawfully discriminate in its employment practices, volunteer opportunities, or the delivery of programs or services, on the basis of race, religion, gender, national origin, age, medical condition, handicap, veteran status, marital status, or sexual orientation.

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Grant funds will be disbursed to the Grantee upon receipt of the enclosed signed Grant Agreement according to the payment schedule on page one of the award letter and the satisfactory compliance with special conditions, if any, described in the grant resolution. The special conditions may make the release of funds conditional upon certain requirements. In such cases, Grantee must submit adequate evidence of compliance with the conditions before the funds are released. If Grantee has any questions about the special conditions, Grantee should contact the Office responsible for the grant.

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Revised: January 2009
(continued on reverse side)
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a. The grant purpose identified in the grant resolution may be modified only with prior written approval.
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8. PUBLIC ACKNOWLEDGMENT

As the community trust of the Greater Cleveland area, The Cleveland Foundation is accountable to the community for its grantmaking and depends upon continued donations to make future grantmaking possible. Grantees' cooperation is essential to help publicize grant results and raise funds for future grantmaking.

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9. COPYRIGHTS AND PATENTS

Reports, materials, books, and articles resulting from this grant may be copyrighted by the organization receiving the grant or by the author, in accordance with the policies of the Grantee organization. toward the goal of obtaining the widest dissemination of such reports, materials, books, and articles. Grantee shall grant or cause the author to grant to the Foundation a perpetual, royalty-free license to use such publications. Grant funds shall not be used for activities which may lead to the award of a patent unless the Grantee has first entered into a written agreement with the Foundation which specifies the name in which any patent awarded will be taken and avoids the possibility that grant funds will be used for private benefit in the Foundation's sole determination. No application shall be filed for a patent arising out of grant-funded activities without prior written consent, which consent will be conditioned as necessary to avoid private benefit from the use of grant funds. The Foundation agrees to attribute properly authorship in the use, reproduction or publication of any information developed under this award, and further agrees to include the copyright notice specified by Grantee in any of its publications, or any copyrighted materials.

10. LIMIT OF COMMITMENT

This award is made with the understanding that the Foundation has no obligation to provide other or additional support for this project; nor does this award represent any commitment to, or expectation of, future support from the Foundation for this or any other project of the Grantee.

11. ASSIGNMENT

The grant may not be assigned by the Grantee without the prior written consent of the Foundation.
June 6, 2012

Dr. Robert H. Cahen  
Executive Director  
The Lakeland Foundation  
Lakeland Community College  
7700 Clocktower Drive  
Kirtland, OH 44094  

Dear Dr. Cahen:  

We are pleased to inform you that the Fenn Educational Fund recommended and the Board of Directors of the Cleveland Foundation has authorized a grant of $60,000.00 to The Lakeland Foundation for addressing the talent gap through Community and college resources. Details of this grant are outlined in the enclosed GRANT AGREEMENT and are subject to the TERMS AND CONDITIONS OF GRANT. Please sign and return the GRANT AGREEMENT (by the 15th of the month) indicating your acceptance of this grant for the purpose stated.  

In keeping with our grant agreement, we ask that you submit grant reports as outlined by the scheduled due dates. We wish to emphasize the importance of providing grant reports, as they are an integral part of our monitoring and evaluation process. Please be sure we receive reports in a timely manner, as release of payments or review of future grant requests may be contingent upon our receipt and satisfactory review of the required reports. Current reporting forms are available on our website; please use the “standard grant report form.”  

We wish you every success in the accomplishment of your goals and look forward to receiving reports of your progress.  

Sincerely,  

Robert E. Eckardt, Dr. PH  
Executive Vice President  

klb  
Enclosures
GRANT AGREEMENT
BETWEEN
THE CLEVELAND FOUNDATION
AND
THE LAKELAND FOUNDATION

GRANT NUMBER: L2012-0192  (Number must appear on all reports and correspondence for this grant)
GRANT PURPOSE: Addressing the talent gap through Community and college resources
AMOUNT: $60,000.00
GRANT PERIOD: July 1, 2012 through June 30, 2013
PAYMENT (ON OR ABOUT): *July 31, 2012: $30,000.00
          December 31, 2012: $30,000.00
GRANT REPORTS DUE: January 1, 2013 and July 31, 2013 (Final)
          (financial and narrative) Use “standard grant report form” on the Foundation’s website
PROGRAM OFFICER/DIRECTOR: Paul Putman

RESOLUTION FOR GRANT NO. L2012-0192

RESOLVED, that a grant of $60,000 be made to The Lakeland Foundation for addressing the
        talent gap through community and college resources.
        Funding Source: The Fenn Educational Fund-Key Bank (AT) (SF022R-001 1033081)

USE OF FUNDS: Funds must be used in accordance with the authorized amount as indicated. Any funds not
        expended for the purposes agreed to by the grantee and the Foundation must be returned to the Foundation.
        Please refer to the enclosed budget, which reflects your Project Budget as it was submitted to the Cleveland
        Foundation and indicates approved allocations.

Any requests to modify this grant must be submitted in writing to Grants Management at grantsmgmt@clevefdn.org
        and approved in advance by the Foundation.

In signing this document, the signatory acknowledges authorization by the grantee agency to sign on its behalf in
        acceptance of this grant and has read, understands and agrees to the TERMS AND CONDITIONS OF GRANT.

Date: 6/14/12

Executive Director/CEO
The Lakeland Foundation
Bob Saffen, Exec Director

Print Name and Title

*No check can be issued until the Foundation receives this signed GRANT AGREEMENT.

Fax or mail this signed agreement to the attention of Grants Management
        by the 15th of the month to receive payment as scheduled

The Cleveland Foundation • 1422 Euclid Avenue, Suite 1300 • Cleveland, OH 44115
FAX #: (216) 861-1729  PHONE: (216) 615-7254
### PROJECT BUDGET for The Lakeland Foundation

**Addressing the Talent Gap through Community and College Resources**

Total amount requested from The Cleveland Foundation: $85,446.00

**Budget Start - End:** 7/1/2012 - 6/30/2013

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<tr>
<th>PROJECT INCOME</th>
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<th>Committed</th>
<th>Total</th>
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<td>$174,064</td>
<td>$259,510</td>
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</table>
TERMS AND CONDITIONS OF GRANT

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11. ASSIGNMENT

The grant may not be assigned by the Grantee without the prior written consent of the Foundation.
### Letters of Commitment

#### Summary of Employer Commitment

<table>
<thead>
<tr>
<th>Employer Partner</th>
<th>2013 Co-Ops or Internships Commitment</th>
<th>Match Commitment (estimated value)</th>
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<tbody>
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<td>ArcelorMittal</td>
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<td>Asurint</td>
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<td>The Berwyn Group</td>
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<td>Fastenal</td>
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<td>First Energy (Cleveland)</td>
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<td>105</td>
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</table>
October 12, 2012

Mr. Jim Petro  
Chancellor  
Ohio Board of Regents  
30 East Broad Street, 36th Floor  
Columbus, Ohio 43215-3414

Dear Chancellor Petro:

As Vice President & General Manager at ArcelorMittal Cleveland, I am delighted the Ohio Board of Regents is offering grant funding to create more paid and credited work-based learning opportunities for students. ArcelorMittal Cleveland is committed to hiring local talent and keeping workers in the area. ArcelorMittal Cleveland is one of the largest integrated steelmaking facilities in the U.S. and is recognized as one of the most productive in the world, producing one ton of steel for slightly more than one worker hour. The plant operates two blast furnaces which can feed two steelmaking facilities capable of producing 3.8 million tons of raw steel annually. The facility employs more than 1,800 and produces steel for multiple markets, including the automotive industry.

We are currently partnering with Cuyahoga Community College and Lakeland Community College, both important resources in our community, in our Steelworker for the Future program. Steelworker for the Future is designed to prepare students with both classroom and on-the-job training in mechanical and electrical skills. Students from Tri-C and Lakeland come from a variety of backgrounds to attend a wide range of classes and trainings. The tuition is the lowest in Northeast Ohio, making education very affordable for those seeking a degree or a career change.

We are pleased to support Cuyahoga Community College and Lakeland Community College as part of the Ohio Means Internships & Co-ops program. Students who are interns or co-ops train in actual work environments. They are motivated, have support from their school, and need far less training than other employees if they are hired.

During the grant period, we are matching the funding of the Ohio Board of Regents through funding salary/stipends of up to 27 interns or co-ops, as well as provision of other resources such as staff time for supervision, mentoring, onboarding and orientation, and networking. The total value of this match contribution is estimated at $172,800. This will be divided with Tri-C providing up to 22 students for internships (estimated at $140,800) and Lakeland providing up to 5 students for internships (estimated at $32,000).

We have critical workforce needs to fill and look forward to developing a stronger relationship with Cuyahoga Community College and Lakeland Community College through this program. Thank you for your consideration.

Sincerely,

Eric Hauge  
Vice President & General Manager  
ArcelorMittal Cleveland

ArcelorMittal Cleveland, Inc.  
3060 Eggers Avenue  
Cleveland, Ohio 44105 USA  
T:+1 216 429 6000  
F:+1 216 429 6019  
www.arcelormittal.com
October 10, 2012

Chancellor Jim Petro
Ohio Board of Regents
30 East Broad Street 36th Floor
Columbus, OH 43215-3414

Dear Chancellor Petro:

Asurint is committed to participating in Ohio Means Internships & Co-ops through collaboration with Cuyahoga Community College and Lakeland Community College. As a partner in this program, Asurint anticipates providing 5 internships at a wage of $10.00 an hour in the area of Information Technology during the calendar year 2013.

Sincerely,

Stacy Muir

Stacy Muir
Human Resources Recruiter
October 10, 2012

Chancellor Jim Petro  
Ohio Board of Regents  
30 East Broad Street 36th Floor  
Columbus, OH 43215-3414

Dear Chancellor Petro:

The Berwyn Group, Inc. (Berwyn Group) is committed to participating in Ohio Means Internships & Co-ops through collaboration with Cuyahoga Community College and Lakeland Community College. As a partner in this program, Berwyn Group anticipates providing 2 internships at a wage of $12.50 - $15.00 per hour in the area of Information Technology and Financial Services during the calendar year 2013.

Sincerely,

Felix Federowicz  
President

Cc: Reva Vasudevan, Berwyn Group
10/2/12

Mr. Jim Petro
Chancellor
Ohio Board of Regents
30 East Broad Street, 36th Floor
Columbus, Ohio 43215-3414

Dear Chancellor Petro:

As the District Sales Manager with the Fastenal Company Inc., I am delighted the Ohio Board of Regents is offering grant funding to create more paid and credited work-based learning opportunities for students. The Fastenal Company Inc. is committed to hiring local talent and keeping workers in the area. Our company provides students with opportunities for real world business experiences in the Industrial Distribution Field.

Cuyahoga Community College is one of the important resources in our community. Students from Tri-C come from a variety of backgrounds to attend a wide range of classes and trainings. The tuition is the lowest in Northeast Ohio, making education very affordable for those seeking a degree or a career change.

We are pleased to partner with Cuyahoga Community College as part of the Ohio Means Internships & Co-ops program. Students who are interns or co-ops train in actual work environments. They are motivated, have support from their school, and need far less training than other employees if they are hired.

During the grant period, we are matching the funding of the Ohio Board of Regents through funding salary/stipends of 1 intern or co-ops as well as provision of other resources such as staff time for supervision, mentoring, on-boarding and orientation, and networking. The total value of this match contribution is estimated at $13,750 annually.

We have critical workforce needs to fill and look forward to developing a stronger relationship with Cuyahoga Community College through this program. Thank you for your consideration.

Sincerely,

Brian Christman
District Sales Manager
Fastenal Company Inc.
October 10, 2012

Chancellor Jim Petro  
Ohio Board of Regents  
30 East Broad Street 36th Floor  
Columbus, OH 43215-3414

Dear Chancellor Petro:

FirstEnergy is committed to participating in Ohio Means Internships & Co-ops through collaboration with Cuyahoga Community College and Lakeland Community College. As a partner in this program, FirstEnergy anticipates providing 50 internships at $13 and $15 per hour in IT and Engineering during the calendar year 2013.

Sincerely,

Tonya L. Horn

Tonya L. Horn  
College Recruiting Program Lead
Date 10/9/2012

Mr. Jim Petro
Chancellor
Ohio Board of Regents
30 East Broad Street, 36th Floor
Columbus, Ohio 43215-3414

Dear Chancellor Petro:

As the Vice President of Nuclear Support of FirstEnergy Nuclear Operating Company (FENOC), a subsidiary of FirstEnergy Corp., I am delighted the Ohio Board of Regents is offering grant funding to create more paid and credited work-based learning opportunities for students. FENOC is committed to hiring local talent and keeping workers in the area.

FirstEnergy Nuclear Operating Company (FENOC) operates the corporation’s three nuclear power facilities: the two-unit Beaver Valley Nuclear Power Station in Shippingport, Pennsylvania; the Davis-Besse Nuclear Power Station in Oak Harbor, Ohio; and the Perry Nuclear Power Plant in Perry, Ohio. Together, these facilities produce nearly 4,000 megawatts of electricity - nearly a third of our company’s generating capacity. FENOC has been partnering Lakeland Community College to offer intern opportunities to qualified students since 2002 and has hired more than 40 graduates.

Lakeland Community College is one of the important resources in our community. Students from Lakeland Community College come from a variety of backgrounds to attend a wide range of classes and trainings. The tuition is one of the lowest in Northeast Ohio, making education very affordable for those seeking a degree or a career change.

We are pleased to partner with Lakeland Community College as part of the Ohio Means Internships and Co-ops Program. Students who are Interns or Co-ops train in actual work environments. They are motivated, have support from their school, and need far less training than other employees if they are hired.

During the grant period, we are matching the funding of the Ohio Board of Regents through funding salary/stipends of up to 11 interns as well as provision of other resources such as staff time for supervision, mentoring, onboarding and orientation, and networking. All interns must meet FENOC eligibility requirements. Assuming the availability of funding within FENOC, the total value of this match contribution is estimated at $94,400.

We have critical workforce needs to fill and look forward to developing a stronger relationship with Lakeland Community College through this program. Thank you for your consideration.

Sincerely,

Eric Larson
Vice President, Nuclear Support
FirstEnergy Nuclear Operating Company
October 12, 2012

Chancellor Jim Petro  
Ohio Board of Regents  
30 East Broad Street 36th Floor  
Columbus, OH 43215-3414

Dear Chancellor Petro:

Melin Tool Company is committed to participating in Ohio Means Internships & Co-ops through collaboration with Cuyahoga Community College.

As a partner in this program, Melin anticipates providing 2-4 internships at a wage of approximately $15/hr. in the areas of Advanced Manufacturing, Information Technology, Engineering, and other disciplines in the metalworking industry during the calendar year 2013.

We’ve recently started working with interns and find that they are a valuable addition to our workforce and seem to enjoy the skills and information gained in working with us.

Sincerely,

Rob Wise, HR Manager  
Melin Tool Company
October 10, 2012

Chancellor Jim Petro
Ohio Board of Regents
30 East Broad Street 36th Floor
Columbus, OH 43215-3414

Dear Chancellor Petro:

NeuroWave Systems Inc is committed to participating in Ohio Means Internships & Co-ops through collaboration with Cuyahoga Community College and Lakeland Community College. As a partner in this program, NeuroWave Systems Inc anticipates providing 2 internships at a wage of $10 to $15 per hour in the area of BioHealth and Information Technology during the calendar year 2013.

Sincerely,

[Signature]

Tatjana Zikov
President
October 10, 2012

Chancellor Jim Petro  
Ohio Board of Regents  
30 East Broad Street 36th Floor  
Columbus, OH 43215-3414

Dear Chancellor Petro:

Pyrotek Inc. is committed to participating in Ohio Means Internships & Co-ops through collaboration with Cuyahoga Community College. As a partner in this program, Pyrotek Inc. anticipates providing 3 internships at a wage of $10.00-$15.00/hr. in the area of Advanced Manufacturing during the calendar year 2013.

Sincerely,

Heather Stalnaker  
H.R. Administrator
October 2, 2012

Mr. Jim Petro  
Chancellor  
Ohio Board of Regents  
30 East Broad Street, 36th Floor  
Columbus, Ohio 43215-3414

Dear Chancellor Petro:

As the Business Systems Manager of RPM International Inc., I am delighted the Ohio Board of Regents is offering grant funding to create more paid and credited work-based learning opportunities for students. RPM is committed to hiring local talent and keeping workers in the area. With Corporate Headquarters in Medina, RPM employs more than 9,700 people worldwide and operates 82 manufacturing facilities in 20 countries. Our companies manufacture and market high-performance coatings, sealants and specialty chemicals, primarily for maintenance and improvement.

Cuyahoga Community College is one of the important resources in our community. Students from Tri-C come from a variety of backgrounds to attend a wide range of classes and trainings. The tuition is the lowest in Northeast Ohio, making education very affordable for those seeking a degree or a career change.

We are pleased to partner with Cuyahoga Community College as part of the Ohio Means Internships & Co-ops program. Students who are interns or co-ops train in actual work environments. They are motivated, have support from their school, and need far less training than other employees if they are hired.

During the grant period, we are matching the funding of the Ohio Board of Regents through funding salary/stipends of two interns or co-ops as well as provision of other resources such as staff time for supervision, mentoring, onboarding and orientation, and networking. The total value of this match contribution is estimated at $22,000.

We have critical workforce needs to fill and look forward to developing a stronger relationship with Cuyahoga Community College through this program. Thank you for your consideration.

Sincerely,

Terry Pfleiderer  
Business Systems Manager
• Other Letters of Commitment
October 10, 2012

Mr. Jim Petro
Chancellor
Ohio Board of Regents
30 East Broad Street, 36th Floor
Columbus, Ohio 43215-3414

Dear Chancellor Petro:

Lakeland Community College (Lakeland) is pleased to partner with Cuyahoga Community College (Tri-C) and the Northeast Ohio Council on Higher Education (NOCHE) on a proposal for the Ohio Means Internships & Co-ops Grant. Our proposal, "Internships and Co-Ops Mean Careers," will better align the skills, knowledge and experience of our students with area businesses. Expanding work-based learning opportunities will increase degree attainment, narrow the skills gap, and grow the state economy.

Lakeland and Tri-C are important resources in our community. Students from Lakeland and Tri-C come from a variety of backgrounds to attend a wide range of classes and trainings. Our tuition is low, making education very affordable for those seeking a degree or a career change.

Lakeland, Tri-C and NOCHE propose to develop a consistent approach to co-ops and internships for industry partners that will double the number of internships and co-ops offered in the short term and increase medium and long-term results exponentially. More than 200 area employers are interested in this proposal and committed to hiring local talent.

Lakeland has a strong history of creating beneficial partnerships with local employers such as ArcelorMittal, FirstEnergy, Lincoln Electric and the Alliance for Working Together, which represents 82 manufacturers in Northeast Ohio. This proposal will allow Lakeland to better meet the demand for trained talent while also helping Lakeland’s faculty and staff to cultivate students who will graduate with better job prospects.

I believe this partnership will add value to Lakeland students and faculty and area employers. Please feel free to contact me if you have any questions.

Sincerely,

Morris W. Bovetage Jr., EDM
President, Lakeland Community College
October 11, 2012

Mr. Jim Petro
Chancellor
Ohio Board of Regents
30 East Broad Street, 36th Floor
Columbus, OH 43215-3414

Dear Chancellor Petro:

On behalf of the Northeast Ohio Council on Higher Education ("NOCHE"), I am pleased to provide this letter of support for Cuyahoga Community College and Lakeland Community College’s “Co-ops and Internships Mean Careers” proposal to the Ohio Board of Regents.

NOCHE has extensive experience cultivating high quality internships and co-ops with more than 2,200 Northeast Ohio employers. NOCHE’s 2012 internship and co-op studies indicate that the region has far more unstructured experiential learning programs than structured programs, which presents an opportunity to enhance and expand structured programs. This is especially true considering that employers report saving $13,513 on average by hiring interns, saving $1,659 in new-hire on-boarding costs by converting an intern into a full-time employee, and saving full-time, higher skilled employees an average of 14.6 hours per intern per week.

In its collaboration with Cuyahoga Community College and Lakeland Community College to increase internship and co-op opportunities that lead to jobs for college graduates and increased efficiency for businesses, NOCHE would do the following:

• Maximize the number of internship and co-op positions offered by assuring that they provide meaningful, attractive, and well aligned learning experiences for students and increase organizational productivity for businesses. While businesses are motivated to hire interns and co-ops to provide support for essential functions or develop a talent pipeline for the future, they often do not know how to create programs that attract college students or offer experiences that complement college instruction. With nearly a decade of experience forging alliances between business and higher education for the development of internships and co-ops, NOCHE would provide this essential training and support through face-to-face workshops, online seminars, customized training, individualized consulting, and/or a combination of these services.

• Develop and manage two internship and co-op networking events (one for each participating community college) to bring together targeted employers and college students for identifying and placing interns and co-ops. The event would allow employers to connect with college students, faculty members, and career counselors in order to publicize the current talent needs of their organizations.

• Provide data management services to link student-level data and internship/co-op information with college and university data systems and the OhioMeansInternships online database. NOCHE has extensive experience managing data for general college/university internship programs and specialized programs such as the Ohio Third Frontier Internship Program, and through this project, NOCHE would collect and manage data on internships and co-ops, student applications and placements, and outcomes and results. This would include developing feedback loops among employers, students, and institutions of higher education and the integration of relevant data with OhioMeansInternships.com. NOCHE would bring its expertise in data collection and reporting, especially data management unavailable on OhioMeansInternships.com.

NOCHE would expect to be compensated $25,000 for the services outlined above, and would provide an additional $12,500 in matching support. I look forward to working with Cuyahoga Community College and Lakeland Community College to expand internships and co-ops in Northeast Ohio during the entire term of the grant. If you have questions, please contact me at awomerbenjamin@noche.org or 216.420.9200 x224.

Sincerely,

Ann Womer Benjamin
Executive Director
October 10, 2012

Chancellor Jim Petro
Ohio Board of Regents
30 East Broad Street 36th Floor
Columbus, OH 43215-3414

Dear Chancellor Petro:

CRP Benefits Services Inc dba AFLAC is committed to participating in Ohio Means Internships & Co-ops through collaboration with Cuyahoga Community College and Lakeland Community College. As a partner in this program, CRP Benefits Services Inc dba AFLAC anticipates providing 6 internships at a wage of $1000 in the area of Consumer Products during the calendar year 2013.

Sincerely,

Cheryl Perez
CEO & Regional Manager
October 5, 2012

Mr. Jim Petro  
Chancellor  
Ohio Board of Regents  
30 East Broad Street, 36th Floor  
Columbus, Ohio 43215-3414

Dear Chancellor Petro:

As the Director Of Human Resources of Jergens, Inc., I am delighted the Ohio Board of Regents is offering grant funding to create more paid and credited work-based learning opportunities for students. Jergens, Inc. is committed to hiring local talent and keeping workers in the area. Jergens, Inc., is a Cleveland based manufacturer of work-holding devices and tooling components.

Cuyahoga Community College is one of the important resources in our community. Students from Tri-C come from a variety of backgrounds to attend a wide range of classes and trainings. The tuition is the lowest in Northeast Ohio, making education very affordable for those seeking a degree or a career change.

We are pleased to partner with Cuyahoga Community College as part of the Ohio Means Internships & Co-ops program. Students who are interns or co-ops train in actual work environments. They are motivated, have support from their school, and need far less training than other employees if they are hired.

During the grant period, we are matching the funding of the Ohio Board of Regents through funding salary/stipends of one (1) intern or co-op position throughout 2013 (Spring, Summer and Fall terms) as well as provision of other resources such as staff time for supervision, mentoring, on-boarding and orientation, and networking. The total value of this match contribution is estimated at $7,500.

We have critical workforce needs to fill and look forward to developing a stronger relationship with Cuyahoga Community College through this program. Thank you for your consideration.

Sincerely,

K. Puskas, SPHR

Kathy Puskas, SPHR  
Director of Human Resources
October 10, 2012

Mr. Jim Petro
Chancellor
Ohio Board of Regents
30 East Broad Street, 36th Floor
Columbus, Ohio 43215-3414

Dear Chancellor Petro:

As the Manager of College Recruiting, I am delighted the Ohio Board of Regents is offering grant funding to create more paid and credited work-based learning opportunities for students. Rosetta is committed to hiring local talent and keeping workers in the area. Our company is a consulting-centered interactive agency focusing on leading edge technology solutions that transform marketing for our clients.

Cuyahoga Community College is one of the important resources in our community. Students from Tri-C come from a variety of backgrounds to attend a wide range of classes and trainings. The tuition is the lowest in Northeast Ohio, making education very affordable for those seeking a degree or a career change.

We are pleased to partner with Cuyahoga Community College as part of the Ohio Means Internships & Co-ops program. Students who are interns or co-ops train in actual work environments. They are motivated, have support from their school, and need far less training than other employees if they are hired.

During the grant period, we are matching the funding of the Ohio Board of Regents through funding salary/stipends of 38 interns or co-ops as well as provision of other resources such as staff time for supervision, mentoring, onboarding and orientation, and networking. The total value of this match contribution is estimated at $243,200.

We have critical workforce needs to fill and look forward to developing a stronger relationship with Cuyahoga Community College through this program. Thank you for your consideration.

Sincerely,

[Signature]

Halley Marsh
Manager, College Recruiting
Rosetta
October 5, 2012

Mr. Jim Petro
Chancellor
Ohio Board of Regents
30 East Broad Street, 36th Floor
Columbus, Ohio 43215-3414

Dear Chancellor Petro:

As the President and CEO of The Alliance for Working Together (AWT) Foundation, I am delighted the Ohio Board of Regents is offering grant funding to create more paid and credited work-based learning opportunities for students. The AWT Foundation is committed to hiring local talent and keeping workers in the area. Our organization is a non-profit organization that represents 85+ manufacturing companies in Northeast Ohio that have a purpose of promoting rewarding careers in manufacturing.

Lakeland Community College (Lakeland) and Cuyahoga Community College (Tri-C) are important resources in our community. Students from Lakeland and Tri-C come from a variety of backgrounds to attend a wide range of classes and trainings. Their tuition is low, making education very affordable for those seeking a degree or a career change.

We are pleased to partner with Lakeland and Tri-C as part of the Ohio Means Internships & Co-ops program. Students who are interns or employed in co-ops train in actual work environments. They are motivated, have support from their school, and need far less training than other employees if they are hired.

During the grant period, we are matching the funding of the Ohio Board of Regents through provision of resources such as staff time for supervision, mentoring, orienting, and networking.

We have critical workforce needs to fill and look forward to developing a stronger relationship with Lakeland and Tri-C. Thank you for your consideration.

Sincerely,

Patricia J. Hoyt, President/CEO
The Alliance for Working Together Foundation
• Employer Handbook and Sample Forms
2-3

What’s a Cooperative Education Experience?

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How is this going to benefit me?

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The Program’s Purpose

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Hiring a Co-op Student

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Our Mutual Goal

About Tri-C

Cuyahoga Community College (Tri-C®) is Ohio’s first and largest community college. Since 1963, Tri-C has provided high quality, affordable education and programs to more than 800,000 members of our community. Each semester Tri-C offers more than 1,000 credit courses in more than 140 career and technical programs and liberal arts curricula. More than 600 non-credit workforce and professional development courses are offered each year. The College ranks 1st in Ohio and 45th in the nation in conferring associate degrees - all disciplines.
What’s a Cooperative Education Experience?

Our Definition

Cooperative education is a structured educational strategy, also known as Co-op, integrating academic studies with learning through productive work experiences in a field related to the student’s academic or career goals. It provides progressive experiences in integrating theory and practice. Cooperative education is a partnership among students, educational institutions and employers, with specified responsibilities for each party.

Cooperative education enriches the student’s education because work experiences reinforce what is learned in the classroom. In addition, exposure to real world experiences and career options promotes the student’s sense of independence and professional maturity.

Students enrolled in a co-op earn academic credit and a grade for the work experience obtained. One credit is given for each 180 hours worked.
Benefits for Employer

• Contributes to a source of diverse talent
• Provides a cost effective recruitment and retention vehicle
• Produces student “goodwill” ambassadors for the employer organization
• Facilitates “pre-offer” assessment of employee quality and promotability
• Promotes cost-effective orientation and new employee training
• Fosters effective relationships with Cuyahoga Community College

The Cooperative Education Program is a good source of trained paraprofessional or pre-professional workers. Students are productive members of the workforce and with planning can be available on a full-time basis.
Partner with Tri-C

Employers become partners with Cuyahoga Community College in the education of students through experiential work in the form of a cooperative education opportunity. The program curriculum allows a balance between technical, business, and general education courses using reality-based cooperative education to prepare graduates for employment in the field of study.

We operate on the premise that students are enrolled in general education, basic business communication and technical courses which are offered concurrently and that these multiple areas complement each other. Each student brings into the learning situation a wide range of abilities and potential. Educational experiences, therefore, are provided to help the student meet individual needs.

We believe that trained employees and managers are essential in the local economy, and we are concerned with providing those services appropriate to their field of study.

The Program's Purpose

The curriculum of the Cooperative Education Program of Cuyahoga Community College reflects the philosophy of the college and revolves around the experiential application of academic theory in the local industry.

The Mission Statement

Mission
To provide high quality, accessible and affordable educational opportunities and services — including university transfer, technical and lifelong learning programs — that promote individual development and improve the overall quality of life in a multicultural community.

Vision
Cuyahoga Community College will be recognized as an exemplary teaching and learning institution that fosters service and student success. The College will be a valued resource and leader in academic quality; cultural enrichment, and economic development characterized by continuous improvement, innovation, and community responsiveness.

Values
To successfully fulfill the mission and vision, Cuyahoga Community College is consciously committed to diversity, integrity, academic excellence, and achievement. We are dedicated to building and maintaining an environment that fosters respect, trust, and confidence among our colleagues, students, and the community.

The Co-op Employer Handbook TS.indd   8-9
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learning to working... working to earning.
Expectations of the program

Following procedures developed by the Cooperative Education Advisory Committee and administered by the Career Services staff, Faculty Co-op Coordinators, students and employers negotiate an experiential learning agreement that consists of three parts.

**Students are enrolled in a corresponding academic course related to the cooperative education portion of this program. Therefore, the Faculty Co-op Coordinator and the employer will be communicating regarding the student’s professional objectives and performance during the work experience, this may also include mutually agreed upon visitation.**

**Employer Expectations**

The employer must provide general employment information such as the company history, job location, period of employment, salary, hours, supervisor's name, address and phone number, the student’s job title with a description of the work-related activities and responsibilities as planned.

**Employers should know that students are:**
- Paid employees, as required by prevailing laws, and The Ohio Board of Regents
- Regularly supervised and provided with feedback
- Given assignments commensurate to their academic level and major course of study
- Required to have performance evaluations (Midterm and Final)
- Gaining on the job experience and skills development to develop a resume
- Can be employed temporarily or long term

Cooperative education experience is based on the number of hours worked per semester. A required minimum 180 hours of work is necessary for 1 academic hour, which is about 10-12 hours of work per week.

**Student Expectations**

The student must keep journals that describe learning, research papers, professional interviews, and a wide variety of projects that are conducive to the Cooperative Education experience. Specific requirements are provided by the Faculty Co-op Coordinator.

**Student requirements for a cooperative educational experience:**
- Be currently enrolled in Tri-C
- Be working toward a degree or program certification
- Have completed 12 credits of college coursework, transfer credits included
- Have taken at least two courses related to the major field or have equivalent experience (subject to employer's requirements).
- Have a GPA of 2.75 or better
- Complete the co-op application and orientation process
- Complete and sign a Cooperative Education Agreement form

Employers may have additional criteria (higher GPA, more credit hours, various skills and qualifications).
Faculty Co-op Coordinators provide an important link between the student’s academic program and their work experience.

**Faculty Expectations**

**Co-op Coordinators are involved in the following activities:**

- Meet with student, as arranged by the student and the Career Services Representative, prior to placement in a work term position to discuss expectations of the position and the relevance of the experience to the student’s academic program.
- Maintaining tracking records of student deliverables (See Co-op Education Student Learning Objectives form)
- Assist student with formulating Learning & Professional Objectives (See Student Performance Journal form)
- Monitoring students’ job progress, evaluating the work term experience and providing technical and professional support throughout the placement.
- Visiting the students and their supervisor at the work site, and facilitating discussion of the work environment, student responsibilities and performance.
- Negotiating and approving topics for the students’ work term report to meet the guidelines of the Co-op program and the needs of the employer.
- Evaluating student work performance and issuing final grade.
Hiring a Co-op student

Selecting a Co-op Student:
1. Contact the Career Services Office
2. Develop a brief job description outlining job responsibilities and required/preferred qualifications. Career Services can assist with this.
3. The Career Services Office will identify qualified student applicants based upon your qualifications. They can also arrange interviews.
4. Interview student applicants.
5. Select and hire the co-op student.

After selecting a Co-op student:
6. Sign the Cooperative Education Agreement. The Faculty Co-op Coordinator will meet with you to discuss the learning objectives. This agreement must be completed for the student working at a Co-op job to earn college credit. (See Cooperative Agreement form)
7. On-board/Orient the student.
8. Provide a work experience that aligns with the student’s learning objectives, academic studies, and career goals. Offer on-going feedback and coaching.
9. Meet with the student’s Faculty Co-op Coordinator during the co-op work assignment at your work-site to assess the student’s progress. (See Sample Employer-Midterm Student Evaluation)
10. Complete an evaluation of the student’s work at the end of each term, which will be used along with the other supporting documents to determine the student’s term grade. (See Sample Employer-Final Student Evaluation form)
Our mutual goal at Cuyahoga Community College is developing successful students into employable citizens.

If you would like to learn more about our program or are ready to select a Co-op Student, we are ready to help and answer your questions.

We thank you for your interest and involvement in the Cooperative Education Program here at Cuyahoga Community College.

Contact Info: Office of Career Services

careerservices@tri-c.edu
866-933-5180
www.tri-c.edu
Co-Op Term:  
___ Fall 2011  
___ Spring 2012  
___ Summer 2012

Cuyahoga Community College

COOPERATIVE EDUCATION AGREEMENT  
(Please print clearly)

Student Name  

Student S Number  

Student Email  

Student Mailing Address  

City  

State  

Zip Code  

Telephone

Student will receive _____ credits (______ hours per week) upon successful completion of the co-op work experience with:

Company or Agency Name  

Supervisor at Work Site  

Supervisor Email  

Company or Agency Address  

City  

State  

Zip Code  

Supervisor Telephone

Description of learning experience (work assignment and duties):

Weekly Schedule: Su _____ M _____ Tu _____ W _____ Th _____ F _____ Sa _____

Wage _____ per _____ (hour/week) Unpaid _____ Co-op Coordinator:

Workers Compensation paid by: _____ Co-Op Partner _____ No Coverage

TERMS AND CONDITIONS FOR COOPERATIVE EDUCATION EXPERIENCE

Term of Agreement: _____ day of ________, 201_ through _____ day of _____________, 201_.

Student

Student voluntarily agrees to participate in Cuyahoga Community College’s (“College”) Cooperative Educational Program (“Co-op Program”) with the Company or Agency identified above (“Co-op Partner”) in order to receive the stated credit(s). Student further agrees to all of the following:

1. To provide the Co-op Coordinator identified above with information as to any changes in Student’s work status or schedule.
2. To comply with the personnel policies of the Co-op Partner, including prompt and regular attendance.
3. To perform all duties of the Co-op experience in a professional manner.
4. To maintain confidentiality with regard to any sensitive and/or trace secret information to which Student may be exposed or have access while with the Co-op Partner.
5. To provide all required reports to the Co-op Coordinator or Co-op Partner (as applicable), including any and all program or self evaluations.
6. To contact the Co-op Coordinator or the Co-op Partner supervisor identified above with any questions, problems or concerns which may arise during the Co-op experience.
7. Student is not eligible for unemployment compensation at the end of the Co-op Experience.

In addition, in compliance with the Federal Family Education Rights and Privacy Act of 1974, Student authorizes release of education records and other records maintained by the Co-op Program and/or the College for use in connection with the Co-op Program. Student understands that such information will be released only to College personnel, a potential employer in connection with the Co-op Program or to the Co-op Partner, but only after such party agrees not to release the information to any other third parties.
Student (continued)

In consideration of Student’s voluntary participation in the Co-op Program, and for good and valuable consideration, Student hereby assumes all responsibility for any dangers, risks or injuries inherent in participating in the Co-op Program. Student further holds harmless and releases and forever discharges Cuyahoga Community College District, as well as the College’s Board of Trustees, officers, employees and their successors, from any and all claims and demands whatsoever, which the Student, and his/her heirs, representatives, executors, administrators and personal representatives thereof, or any person acting in behalf of their respective agents, have or may have against any or all of the aforementioned persons or their successors, by reason of accident, illness, injury, property loss or damage or any other consequences arising or resulting directly or indirectly from Student’s participation in the Co-op Program or activities. Student further declares and represents that in making, executing and tendering this Agreement, Student fully understands and acknowledges by his/her signature, that he/she is relying wholly upon his/her own judgment, belief and knowledge of the circumstances involved in his/her participation in the Co-op Program, and he/she has read this Agreement, understood its contents, and executes the Agreement by his/her own free will and choice.

Co-op Partner

Co-op Partner agrees to employ the Student identified above in accordance with this Agreement. Co-op Partner specifically agrees to the following:

1. To determine which College students, if any, to hire, and to employ and to compensate all students in conformity with company/agency rules and regulations, as well as all applicable state and federal laws.
2. To provide adequate supervision for Student, to assign duties which are career-related, meaningful and challenging, and to educate Student as to company/agency rules and regulations.
3. To make available any necessary equipment, supplies and space for the Student to perform his/her duties.
4. To evaluate the Student’s performance in the Co-op Program in conformity with College requirements.
5. To contact the Co-op Coordinator with any questions, problems or concerns that may arise in during the Co-op Experience.
6. To maintain a safe work environment, in compliance with all health and safety regulations, as well as an environment that is free from discrimination and/or harassment on the basis of age, ancestry, color, disability, military status, national origin, race, religion, sex, sexual orientation, pregnancy, veteran status or genetic information.
7. To keep confidential all educational records related to Student and Student’s work experience unless Student consents in writing to the release of such records to a third party.
8. To be liable for any work-related injuries sustained by a student employed as a result of the College’s Co-op Program consistent with Ohio law.

College

The College agrees to work with both the Student and the Co-op Partner to provide a Cooperative Learning Experience that will be valuable to both the Student and the Co-op Partner. The College and/or its Co-op Coordinator identified above specifically agree to the following:

1. To certify Student’s eligibility to participate in the Co-op Program, and to provide notice as to any changes.
2. To educate the Student and the Co-op Partner as the requirements of the Co-op Program, and to assist with the development of a meaningful and substantive experience for both the Student and the Co-op Partner.
3. To visit the Co-op Partner as appropriate and assist either the Student or the Co-op Partner with any questions, problems or concerns that may arise during the Co-op Experience.
4. To determine whether Student’s performance, as evaluated by the Co-op Partner, warrants academic credit.
5. To provide Students with general liability coverage under the College’s insurance policies in the event the Student causes harm or injury to Co-op Partner’s employees, property and/or premises.
6. To accept Students into the Co-op Program without regard to age, ancestry, color, disability, military status, national origin, race, religion, sex, sexual orientation, pregnancy, veteran status or genetic information. The College is an equal opportunity/affirmative action institution.

Understood and agreed to by:

_________________________  ___________________________  ___________________________
Student Name and Date       Co-op Partner Name and Date       College Co-op Coordinator and Date
Cuyahoga Community College
Cooperative Education Program
Employer – Midterm Student Evaluation

Student Name: ___________________________ Date: ___________ Campus: ______________________

Faculty Co-op Coordinator: ____________________ Major: ________________________________

Site: __________________________________ Supervisors Name: ___________________________ Department: ____________________

Company Address: ________________________________

City: __________________ State: _______ Zip: _______ Ph: ___________ E-mail: ___________

Year(s) at Tri-C: 1st year ___ 2nd year ___ Other ___ Semester of assignment: Fall ___ Spring ___ Summer ___ Year ___

Rate of pay: At Beginning of assignment: __$______/__________

This Midterm evaluation will provide valuable feedback to the student on assignment regarding their performance level with specific suggestions for personal and professional growth. Please utilize the Learning and Professional Objectives that were developed together with the student in your evaluation of the student’s performance at work for you as they also worked to accomplish those preset items.

Summary of the essential functions and duties of the student during this term: (Note: Also list specific knowledge, skills and abilities the student has acquired during this assignment)

________________________________________________________________________________________

________________________________________________________________________________________

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________________________________________________________________________________________
EVALUATION OF OVERALL PROFESSIONALISM:
(Please rate student’s work performance by circling the appropriate number)

<table>
<thead>
<tr>
<th></th>
<th>1 - Poor</th>
<th>2 - Fair</th>
<th>3 - Good</th>
<th>4 - Very Good</th>
<th>5 - Excellent</th>
<th>N/A - Does not apply to position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Written communication is clear, well organized and concise</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Oral communication is clear, well organized and easily understood</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Quality of work (as intended, neat and complete)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Effectiveness of work (produces reasonable and error free results)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Efficiency of work (respectful of time or resources)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Overall professional attitude</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Additional comments:

EVALUATION OF OVERALL PERSONAL DEVELOPMENT:
(Please rate student’s work performance by circling the appropriate number)

<table>
<thead>
<tr>
<th></th>
<th>1 - Poor</th>
<th>2 - Fair</th>
<th>3 - Good</th>
<th>4 - Very Good</th>
<th>5 - Excellent</th>
<th>N/A - Does not apply to position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Takes initiative to make decisions after seeking input from supervisor/staff</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Displays enthusiasm, diligence and interest in work assignments</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Is dependable and reliable in work tasks and level of performance</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Possess time management skills</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Can process constructive criticism in an objective manner and act upon it</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Is appropriate in dress and grooming</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>7</td>
<td>Is conscientious in maintaining work schedules, hours and starting time</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>Overall attitude</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Additional comments:

EVALUATION OF PROFESSIONAL TRANSITION:
(Please rate student’s work performance by circling the appropriate number)

<table>
<thead>
<tr>
<th></th>
<th>1 - Poor</th>
<th>2 - Fair</th>
<th>3 - Good</th>
<th>4 - Very Good</th>
<th>5 - Excellent</th>
<th>N/A - Does not apply to position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Knows and respects organizational structure and protocol</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Attendance is regular</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Appearance is acceptable</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Additional comments:

Student Signature: ___________________________ Date: __________

Student Printed Name: ___________________________

Employer Signature: ___________________________ Date: __________

Employer Printed Name: ___________________________ Title: ___________________________
This Midterm evaluation will provide valuable feedback to the student on assignment regarding their performance level with specific suggestions for personal and professional growth. Please utilize the Learning and Professional Objectives that were developed together with the student in your evaluation of the student’s performance at work for you as they also worked to accomplish those preset items.

Summary of the essential functions and duties of the student during this term: (Note: Also list specific knowledge, skills and abilities the student has acquired during this assignment)
EVALUATION OF OVERALL PROFESSIONALISM:
(Please rate student’s work performance by circling the appropriate number)

<table>
<thead>
<tr>
<th>1 - Poor</th>
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<tr>
<td>1</td>
<td>Written communication is clear, well organized and concise</td>
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<td></td>
<td></td>
<td></td>
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<tr>
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<td>Oral communication is clear, well organized and easily understood</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>Social interaction, works in harmony with others, congenial and helpful</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>Open to learning from supervisor and co-workers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Efficiency of work (respectful of time or resources)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Possesses sufficient technical knowledge and ability to accomplish work tasks</td>
<td></td>
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<tr>
<td>7</td>
<td>Gains knowledge of information sources for research and development</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>8</td>
<td>Processes data or ideas and draws conclusions based on information</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>9</td>
<td>Problem solving capability with innovation as needed</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>10</td>
<td>Quality of work (as intended, neat and complete)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>11</td>
<td>Effectiveness of work (produces reasonable and error free results)</td>
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<td></td>
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<tr>
<td>12</td>
<td>Overall professional attitude</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional comments:

EVALUATION OF OVERALL PERSONAL DEVELOPMENT:
(Please rate student’s work performance by circling the appropriate number)

<table>
<thead>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Is dependable and reliable in work tasks and level of performance</td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td>Is able to set priorities for work while responding to departmental needs</td>
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<tr>
<td>4</td>
<td>Shows initiative in follow-through with work assignments</td>
<td></td>
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<tr>
<td>5</td>
<td>Can assume a leadership role when appropriate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Appropriate in dress and grooming</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Is conscientious in maintaining work schedules, hours and starting time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Displays professional behavior and professional attitude</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Demonstrates creativity by offering new and imaginative ideas</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Additional comments:

AREAS OF STRENGTH

1)  

2)  

AREAS FOR DEVELOPMENT

1)  

2)  

Tri-C Co-op/Intern Employer's Final Student Evaluation
EVALUATION OF OVERALL PERFORMANCE:
(Please rate student’s work performance by circling the appropriate number)

<table>
<thead>
<tr>
<th>Overall performance</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
</table>

**Excellent** = Exceptional performance or unique contribution. This rating is reserved for only those few students who have distinguished themselves by their unique contribution or exceptional performance. Your written comments are required below in order to register the rating of OURSTANDING.

REGARDING NEXT WORK TERM:
Do you wish to have the student return for the next work term? Yes ___ No ___
If yes, have you made an offer to the student for this purpose? Yes ___ No ___
If you have, has the student accepted? Yes ___ No ___

STUDENT'S COMMENTS:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Student Signature: ___________________________ Date: __________

Student Printed Name: __________________________

Employer Signature: ___________________________ Date: __________

Employer Printed Name: ___________________________ Title: __________________________

(End)
• Student Handbook and Sample Forms
About Tri-C

Cuyahoga Community College (Tri-C®) is Ohio’s first and largest community college. Since 1963, Tri-C has provided high quality, affordable education and programs to more than 800,000 members of our community.

Each semester Tri-C offers more than 1,000 credit courses in more than 140 career and technical programs and liberal arts curricula.

More than 600 non-credit workforce and professional development courses are offered each year.

The College ranks 1st in Ohio and 45th in the nation in conferring associate degrees - all disciplines.

Pages and their Contents

2–3
What’s a Cooperative Education Experience?

4–5
How is this going to benefit me?

6–7
The Program’s Purpose

10–13
Expectations of the Program

14–15
Obtaining a Co-op

16–17
Our Mutual Goal
What's a Cooperative Education Experience?

*Our Definition*

Cooperative education is a structured educational strategy, also known as Co-op, integrating academic studies with learning through productive work experiences in a field related to the student’s academic or career goals. It provides progressive experiences in integrating theory and practice. Cooperative education is a partnership among students, educational institutions and employers, with specified responsibilities for each party.

Cooperative education enriches the student’s education because work experiences reinforce what is learned in the classroom. In addition, exposure to real world experiences and career options promotes the student’s sense of independence and professional maturity.

Students enrolled in a co-op earn academic credit and a grade for the work experience obtained. One credit is given for each 180 hours worked.
How is this going to benefit me?

Co-op opportunities offer you many benefits to:

- Explore and confirm your career choice
- Gain exposure to career paths and job opportunities
- Link academic studies with real-world experiences
- Work directly with professionals in your area of study
- Individualized instruction on job search and interviewing skills
- Enhances new job skills and professional work habits
- Provides mentoring and professional networking opportunities
- Earn academic credit for paid employment
- Increase potential income upon graduation

Co-op’s give you a competitive edge in the job market.
Partner with Tri-C

Employers become partners with Cuyahoga Community College in the education of students through experiential work in the form of a cooperative education opportunity.

The program curriculum allows a balance between technical, business, and general education courses using reality based cooperative education to prepare graduates for employment in the field of study.

We operate on the premise that students are enrolled in general education, basic business communication and technical courses which are offered concurrently and that these multiple areas complement each other. Each student brings into the learning situation a wide range of abilities and potential. Educational experiences, therefore, are provided to help the student meet individual needs.

We believe that trained employees and managers are essential in the local economy, and we are concerned with providing those services appropriate to their field of study.

The Mission Statement

Mission
To provide high quality, accessible and affordable educational opportunities and services—including university transfer, technical and lifelong learning programs—that promote individual development and improve the overall quality of life in a multicultural community.

Vision
Cuyahoga Community College will be recognized as an exemplary teaching and learning institution that fosters service and student success. The College will be a valued resource and leader in academic quality, cultural enrichment, and economic development characterized by continuous improvement, innovation, and community responsiveness.

Values
To successfully fulfill the mission and vision, Cuyahoga Community College is consciously committed to diversity, integrity, academic excellence, and achievement of individual and institutional goals. We are dedicated to building trust, respect, and confidence among our colleagues, students, and the community.
learning to working... working to earning.
Expectations of the program

The student must keep journals that describe learning, research papers, professional interviews, and a wide variety of projects that are conducive to the Cooperative Education experience. Specific requirements are provided by the Faculty Co-op Coordinator.

**Student Expectations**

The student must present a description of proposed learning objectives. The student must focus on educational objectives, including those that relate to personal, social and career development. Students should consider the broad range of human learning: cognitive knowledge, technical and communication skills and interpersonal relations.

**Employer Expectations**

The employer must provide general employment information such as the company history, job location, period of employment, salary, hours, supervisor’s name, address and phone number, the student’s job title with a description of the work-related activities and responsibilities as planned.

**Employers should know that students are:**

- Paid employees, as required by prevailing laws, and The Ohio Board of Regents
- Regularly supervised and provided with feedback
- Given assignments commensurate to their academic level and major course of study
- Required to have performance evaluations (Midterm and Final)
- Gaining on the job experience and skills development to develop a resume
- Can be employed temporarily or long term

Cooperative education experience is based on the number of hours worked per semester. A required minimum 180 hours of work is necessary for 1 academic hour, which is about 10-12 hours of work per week.

Employers may have additional criteria (higher GPA, more credit hours, various skills and qualifications).

Following procedures developed by the Cooperative Education Advisory Committee and administered by the Career Services staff, Faculty Co-op Coordinators, students and employers negotiate an experiential learning agreement that consists of three parts.

Students are enrolled in a corresponding academic course related to the cooperative education portion of this program. Therefore, the Faculty Co-op Coordinator and the employer will be communicating regarding the student’s professional objectives and performance during the work experience, this may also include mutually agreed upon visitation.

Cooperative education experience is based on the number of hours worked per semester. A required minimum 180 hours of work is necessary for 1 academic hour, which is about 10-12 hours of work per week.
Faculty Expectations

Co-op Coordinators are involved in the following activities:

- Meet with student, as arranged by the student and the Career Services Representative, prior to placement in a work term position to discuss expectations of the position and the relevance of the experience to the student’s academic program.
- Maintaining tracking records of student deliverables (See Co-op Education Student Learning Objectives form).
- Assist student with formulating Learning & Professional Objectives (See Student Performance Journal form).
- Monitoring students’ job progress, evaluating the work term experience and providing technical and professional support throughout the placement.
- Visiting the students and their supervisor at the work site, and facilitating discussion of the work environment, student responsibilities and performance.
- Negotiating and approving topics for the students’ work term report to meet the guidelines of the Co-op program and the needs of the employer.
- Evaluating student work performance and issuing final grade.
Obtain a Co-op

If you are interested in a Co-op, you will need to:
1. Visit the campus Career Center
2. Complete a Student Co-op Application
3. Meet with a Career Services Specialist
4. Participate in Co-op Orientation

Upon the successful completion of the above, the Careers Services Specialist will identify prospective employers that match your interest and experience. Once an offer is accepted, you will need to meet with a Faculty Co-op Coordinator to discuss and establish your learning objectives, sign the Cooperative Education Agreement, and register for the co-op course (a minimum of 1 credit).
Our mutual goal at Cuyahoga Community College is to provide valuable work experience, competitive edge, and increased opportunity for gainful employment.

If you would like to learn more about our program, we are ready to help and answer your questions.

We thank you for your interest in the Cooperative Education Program here at Cuyahoga Community College.

Contact Info: Office of Career Services

careerservices@tri-c.edu
866-933-5180
www.tri-c.edu
working to earning
CUYAHOGA COMMUNITY COLLEGE
COOPERATIVE EDUCATION – STUDENT APPLICATION OF INTEREST
Contact Information: Office of Career Services
careerservices@tri-c.edu or www.tri-c.edu 1-866-933-5180

Date: _____ Student ID: _____

Mr: [ ] Ms: [ ] Last Name: _______________ First Name: _______________

Cell Phone Number: _______________ Home Phone Number: _______________

Tri-C E-mail Address: _______________

Student Requirements: Currently Enrolled At Tri-C: [ ] Yes [ ] No

Degree: _______________ Program/Certification: _______________

GPA: _______________ Campus: _______________ Working: [ ] Yes [ ] No

Co-op Program Areas: (Check One)
Business/Engineering/Information Technology [ ] Creative Arts [ ]

Hospitality Management [ ] Other or specific area of interest: _______________

Co-op Semester of Interest: Students should apply one semester in advance of the semester of interest.

Fall Semester [ ] Spring Semester [ ] Summer Semester [ ]

Additional Information:
I am only able to work in the following area (e.g., West Side; Akron): _______________ N/A [ ]

I have a valid driver’s license and transportation: [ ] Yes [ ] No

I prefer a co-op with the following organization/company: _______________

I authorize the Career Services Specialist to release to prospective cooperative employers information relating to my academic performance and Cooperative Education records when, in the judgment of the Career Services staff, this information will be of value to my Cooperative Education or career goals. I understand that submittal of this application does not guarantee that I will be offered or placed into a Cooperative Education experience.

Applicant’s Signature: _________________________ Date: _____

Office Use Only
Tri-C Student [ ] FT _____ GPA: _____ Hours: _____

Start Date: _____ Co-op Orientation: [ ] Faculty Co-op Coordinator: ______________

Employer: ______________ Contact: ______________
Cuyahoga Community College
Cooperative Education Program
Student Learning Objectives

Student Name: ___________________________ Date: __________ Campus: __________

Faculty Co-op Coordinator: ______________________ Major: ______________________

Site: ___________________________ Supervisors Name: ___________________________ Department: ___________________________

Company Address: __________________________________________________________________________________________

City: ___________________________ State: ________ Zip: ________ Ph: __________ E-mail: __________

Year(s) at Tri-C: 1st year ___ 2nd year ___ Other ___ Semester of assignment: Fall ___ Spring ___ Summer ___ Year ___

These Objectives must clearly describe the intended accomplishments during the work term. They must be reviewed with your Supervisor (who can suggest modifications) during the first two weeks of the term assignment and approved by your Faculty Advisor.

At the end of the work term, your Supervisor will evaluate how well you accomplished each of these objectives.

<table>
<thead>
<tr>
<th>Learning Objectives: Summary (at least two)</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
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<td>#2</td>
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<tr>
<td>#3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Objectives: Summary (at least one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
</tr>
<tr>
<td>#2</td>
</tr>
</tbody>
</table>

Student Signature: ___________________________ Date: __________

Employer Signature: ___________________________ Date: __________

Faculty Coop Coordinator Signature: ___________________________ Date: __________
# Cuyahoga Community College
## Cooperative Education / Internship
### Student Performance Journal

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
<th>Accomplishments</th>
<th>Hours</th>
<th>Comments</th>
<th>Supervisor's Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Student Name:** ____________________________  **Date:** __________  **Campus:** ____________________________

**Faculty Co-op Coordinator:** ____________________________  **Major:** ____________________________

**Site:** ____________________________  **Supervisors Name:** ____________________________  **Department:** ____________________________

**Company Address:** ____________________________

**City:** ____________________________  **State:** __________  **Zip:** __________  **Ph:** __________  **E-mail:** ____________________________

**Year(s) at Tri-C:** 1st year  2nd year  Other  Semester of assignment: Fall  Spring  Summer  Year ___

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*This is a template for recording student performance during cooperative education or internship programs.*
<table>
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Note: Please copy as necessary.
• Student Co-Op Experience Flow Chart
• Sample Course Description
Example Course Description
in Cuyahoga Community College Course Catalog

BADM-2790: Int'l Business Strategy

**Description:** Capstone course in International Business. Application of knowledge and skills obtained in international marketing, trade documentation, transportation, finance and cultural awareness to real world international business scenarios. Includes in-class, comprehensive analytical/decision-making case studies. Student concomitantly involved in an international internship experience that provides on-the-job exposure to international business activities.

**Prerequisites:** BADM-2600 Introduction to World Trade, 12 additional credit hours of technical courses or concurrent enrollment, and departmental approval.

**Credit Hours:** 4.0

**Lecture Hours:** 3.0

**Other Hours:** Field experience: 12 hours per week.

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<th>Avail.</th>
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<td>Int'l Business Strategy Online</td>
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More Info...
• Program Advisory Committee Rosters
### Cuyahoga Community College
CNC and Precision Machining Advisory Committee

<table>
<thead>
<tr>
<th><strong>Name</strong></th>
<th><strong>Affiliation</strong></th>
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<tbody>
<tr>
<td>Peter Ulintz</td>
<td>Anchor Die Technologies</td>
</tr>
<tr>
<td>Jim Furman</td>
<td>Component Repair Technologies</td>
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<tr>
<td>Holly Collson</td>
<td>Swagelok</td>
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<tr>
<td>Michael Cleaver</td>
<td>Voss Industries</td>
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<tr>
<td>Jennifer Stupica</td>
<td>SSP Fittings</td>
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<tr>
<td>Steve Fonash</td>
<td>Christopher Tool &amp; Manufacturing</td>
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<tr>
<td>Kirk Young</td>
<td>Pyrotek</td>
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<tr>
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<td>Time Warner Cable</td>
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<td>Starcic, Joe</td>
<td>Horsburgh &amp; Scott</td>
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### Cuyahoga Community College Business Advisory Board

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
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<tbody>
<tr>
<td>David Chaney</td>
<td>Chaney Consulting Group</td>
</tr>
<tr>
<td>Ronald Reisinger</td>
<td>Dollar Bank</td>
</tr>
<tr>
<td>Greg Campbell*</td>
<td>Merritt Woodwork</td>
</tr>
<tr>
<td>Harry Allen III</td>
<td>Great Lakes Power Service</td>
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<tr>
<td>Linda Springer**</td>
<td>Cleveland Social Venture Partners</td>
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<tr>
<td>Michelle Newland</td>
<td>Oatey</td>
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<tr>
<td>Lisa Leemans</td>
<td>Real Estate Solutions</td>
</tr>
<tr>
<td>James Bares</td>
<td>Robert Half Management Resources</td>
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<tr>
<td>Linda Muren</td>
<td>Cuyahoga Community College</td>
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<tr>
<td>Michael Bosch</td>
<td>Marriott Cleveland East</td>
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<tr>
<td>Chris Erb</td>
<td>DDR Corp</td>
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<tr>
<td>John Bruyere</td>
<td>Marymount/South Point Hospitals</td>
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<tr>
<td>Nicholas Lubar</td>
<td>Swagelok Company</td>
</tr>
<tr>
<td>Timothy Tramble</td>
<td>Burten, Bell, Carr Development, Inc.</td>
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<tr>
<td>Scott Halm</td>
<td>Cuyahoga Community College</td>
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*Chair

**Vice Chair
<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Audrey Toland</td>
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<tr>
<td>Randy Ayers</td>
<td>IT Consultant</td>
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<tr>
<td>Brad Nellis</td>
<td>COSE / NEOSA</td>
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<tr>
<td>Jackie Davis</td>
<td>Summit Academies</td>
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<tr>
<td>Jennie Zamberlan</td>
<td>Avantia</td>
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<tr>
<td>Kimberely Nasierowski</td>
<td>RHT</td>
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<td>Scott Seighman</td>
<td>Oracle</td>
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<td>Jim Cioletti</td>
<td>American Greetings</td>
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<td>Kimberely Nasierowski</td>
<td>Robert Half Technology</td>
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<tr>
<td>Dave Goff</td>
<td>ATT</td>
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<tr>
<td>Bruce Smith</td>
<td>Cleveland Clinic</td>
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<td>Ethel Naseem</td>
<td>Cleveland Clinic</td>
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<tr>
<td>Douglas Jones</td>
<td>MCPc</td>
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<td>Mike Mandato</td>
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<td>Barry Zack</td>
<td>Pantek</td>
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<td>Fred Franks</td>
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<td>Paul Apostle</td>
<td>IT Executive</td>
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<tr>
<td>Crystal Ogden</td>
<td>Synergy Marketing Strategy &amp; Research</td>
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<tr>
<td>Stephanie Sak</td>
<td>Electronic Classroom of Tomorrow</td>
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</tbody>
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Advisory Board also includes multiple representatives from Tri-C faculty and staff