Proposal Cover Sheet

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Marion Technical College Business &amp; Information Technologies Proposal</th>
</tr>
</thead>
<tbody>
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<td>Project Location/s</td>
<td>Marion Technical College</td>
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<tr>
<td>Project Start Date</td>
<td>January 2013</td>
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<tr>
<td>Interns/Co-ops Start Date</td>
<td>May 2012</td>
</tr>
<tr>
<td>Lead Applicant</td>
<td>Marion Technical College</td>
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<tr>
<td></td>
<td>1467 Mt. Vernon Avenue</td>
</tr>
<tr>
<td></td>
<td>Marion OH 43302</td>
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<tr>
<td>Chief Contact</td>
<td>Dr. Vicky Wood, Dean of Business and Information Technologies, Marion Technical College</td>
</tr>
<tr>
<td>Project Director-Key Personnel</td>
<td>Cheryl Kellogg, Professor and Co-op Coordinator, Business and Information Technologies, Marion Technical College</td>
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<td>Amount of State Money Requested</td>
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<td>Match Money Committed</td>
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<td>Are any of the applicants represented by a member of the Advisory Committee?</td>
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**Legal Applicant:**
Name: Marion Technical College  
Address: 1467 Mt. Vernon Avenue  
City: Marion, Ohio 43302  
Phone: Fax: E-Mail: 740-389-4636  
CEO Name: Dr. Richard Bryson  

1) Certification by Authorized Official: Dr. Richard Bryson. President

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.

Dr. Richard Bryson  
President  
Date: 10/12/12

2) Administering Entity

Agency Name: Marion Technical College  
Address: 1467 Mt. Vernon Ave.  
City: Marion, OH 43302  
Fax: Contact Person: Dr. Vicky Wood  
Title: E-Mail: Dean, Business & Information Technologies woodv@mtc.edu
3) Business Partners (please submit separate information for each partner):

Company Name: Goodwill Industries
Address: 1637 Marion- Mt. Gilead Rd.
City: Marion, OH Zip: 43302
Phone: 740-389-3396
Contact Person: Tracey Connelly
tcornely@mariongoodwill.org

TRECA
100 Executive Drive
Marion, OH 43302
Contact Person: Leslie Katbi,
Director of Human Resources
lkatbi@treca.org

Abstract:

Ohio Means Internships and Co-ops Request for Proposal (RFP) extends the opportunity for Marion Technical College to build upon, add to, and substantially expand an already established Cooperative Education Experience Program in Business and Information Technologies (BUS & IT). Expansion of both the College and employer infrastructure is necessary to run a quality cooperative education and internship program in BUS & IT, and is the purpose of this proposal.

The BUS & IT Cooperative Education Experience Program is a two-course sequence: BUS 2800 Cooperative Education Preparation (1 credit hour) and BUS 2900 Cooperative Education Experience (200 work hours = 2 credit hours). The first course covers career strategies, introduces students to area employers and employment opportunities, and prepares students for a job search. After successful completion of BUS 2800, students enter the co-operative work experience. Co-op placements are generally paid experiences. These experiences connect students with employers in a mutually beneficial partnership. For students, the co-op experience allows them to enhance and apply skills learned in the classroom to real-world work to solve real-time problems... For employers, the experience allows for the employers to develop a talent pool of qualified applicants with proven abilities to perform the tasks required and reduces the costs of recruiting, training, and retaining talent.

MTC’s Business and IT co-op program was piloted in 2006 with six placements over a three quarter period; and has grown to at least 17 placements per quarter over a full academic year. In the past year, enrollment in BUS 2800 Co-op Prep has increased from 17 to 23 seats per quarter. Co-op placements follow the prep course and the summer 2013 session of BUS 2900 will be filled to capacity. The co-op program has met enrollment projections since it began, and now is poised to grow to afford more students this rich learning opportunity. Since the program’s inception, MTC has placed over 225 co-op students in over 100 businesses. Half of the business partnerships are repeat clients who routinely request MTC student placements. MTC is the business community’s first-choice for filling workforce needs for Marion and surrounding counties.
Building on a foundation of strong mutual trust and partnership agreements with area businesses, MTC proposes to expand the Co-op Program, add new companies, and provide services to students and the community throughout the entire year. Co-op placements, based on same period last year (SPLY) will increase 12.5%, with an additional 8 positions. The MTC BUS & IT Co-op Coordinator is a 50% FTE position and the faculty member who holds this position teaches the two-course co-op sequence and serves as the co-op liaison in connecting students with employers. With grant monies, the position will be expanded to a 75% FTE position to accommodate growth in co-op placements. This will increase the number of companies and expand the infrastructure to improve quality, accountability, transparency, collaboration, and opportunities in the program. This will enable the college to also offer co-op experiences during the summer. This is necessary since the college converted to semesters this term.

**Program Snapshot** (5 points)

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<th>Jobs Ohio Key Industries</th>
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<tr>
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<td>Number that meets high demand occupations</td>
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<td>Amount of match money obtained</td>
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<td>Total match money obtained divided by number of co-ops and internships created (in whole dollars)</td>
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<td>Total money ( state + match) divided by number of co-ops &amp; internships created ( in whole dollars)</td>
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<td>Number of other partners</td>
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**Programmatic** (40 points)

1. Business attraction & retention: helps attract businesses to Ohio and/or retain them by closing skills gap, aligning curriculum, and providing a talent pipeline.

MTC offers high quality courses and programs that are relevant to specific careers that are in demand in the current job market. Students who complete courses and programs at MTC can immediately apply the knowledge acquired in the course to "on-the-job" situations. Students who complete a program at MTC are prepared for employment that is directly related to the degree.

MTC faculty know what employers are looking for in their employees – the knowledge, skills, abilities, and other behaviors required of the profession. Faculty understands the future demand for specific programs/curricula and knows the skills employees need to advance in their career. They actively investigate market needs (Goal 4 MTC Strategic Plan), develop and modify programs/curricula to meet employer’s needs. This is accomplished through many community connections, routine reviews of employment data, and Academic Program Advisory
Committees, of which MTC has twenty-one having about 200 employer members. Therefore, faculty and administrators are keenly in tune with the advantages of listening to and collaborating with employers for teaching and learning to succeed.

Advisory committee appointments are made from the Business and IT community. Faculty collaborates with advisory committee members to review curricula on an annual basis. The Business and Information Technologies Advisory Committees suggested the creation of the Cooperative Education Program. Based on this recommendation, the College incorporated the two-course co-op sequence into five Business and IT programs in 2006.

Advisory committees are actively engaged in the development and review of program learning outcomes. They function as working, task-oriented committees with an emphasis on practical hands-on experience in all programs using co-ops, internships, practicums, field study and clinical. They identify the learning competencies and outcomes of a program needed to prepare students for entrance into a specific occupation. They advise in:

a. Curricula that lead to the accomplishment of program competencies and outcomes.
b. Program currency by identifying the latest and future trends and practices in the occupation.
c. Appropriate facilities and equipment for the program.
d. Faculty qualification to teach in the program.
e. Market and disseminate information to those who can benefit from the program.
f. Employment opportunities in the occupation.
g. Development of effective cooperation among management, labor, and professionals for instructional programming.

In 2003, the Committee suggested that a co-op program be established to service program degree majors within BUS & IT disciplines. In 2005, MTC posted a half-time position to design, develop and administer a co-op program in the department. A two-course sequence, BUS 2800 Cooperative Education Preparation and BUS 2900 Cooperative Education Experience, was drafted, aligning curriculum to close the skills gaps identified by the committee. In 2006, all Program Degree Areas (PDA) Advisory Committees within the Business and Information Technologies Department adopted a cooperative education experience as a graduation requirement within BUS & IT, providing a talent pipeline for the community in accounting, business, computer information systems, human resources, management, marketing, networking, office information systems, paralegal, and software development programs.

2. Student attraction/retention/completion: Helps attract students to Higher Education & Ohio, and retain them to successful completion of post-secondary credential.

Marion Technical College has made the strategic decision to apply for a state grant to become the ABLE program manager and fiscal agent for all ABLE programs in Marion, Morrow and Wyandot counties. MTC was one of five University Systems of Ohio Institutions to be awarded a grant to sustain a multi-county ABLE Program to serve its citizens. With ABLE successfully transitioned to MTC, the MTC Team is participating in Ohio’s Developmental Education Initiative (DEI) to coordinate ABLE Basic, ABLE Advanced, college developmental and college-level courses using best practices. The objective is to transition learners successfully through various levels to earn workforce credentials in as short a time as possible. Upon meeting ABLE graduation requirements, students are transitioned to the College’s Quick Start Program.
Quick Start to College is for students with a high school diploma or GED, who have little to no college credit, and who are interested in earning a degree. It is a free course sequence that helps ease the fears and answer all questions about college. It assists in completion of application and financial aid forms; guides career exploration and helps with assessment tools; improves skills in fundamental English and Math courses; and provides tutors and academic advisors for the participants through bridge courses to college. The program has a significant number of students positioned to enter first-year associate degree courses who are working toward degrees in Business Management and other majors. After phase of a pathway to college, students have the option to enroll in Learning Community courses in Basic Computer and English Composition courses. Learning Communities were developed for adult students to increase developmental education completion and retention, as well as successful completion in the first college-level math and English courses. Estimates indicate that a significant number of students (approximately 40) that have transitioned through Quick Start and Learning Communities will be ready to schedule the pre-requisite Co-op Preparation Course in spring 2013, so they will be on track to qualify for the Co-op Experience course in summer 2013. This coincides with the disbursement dates of funds associated with the Ohio Means Internships and Co-ops grant funding cycle.

In addition, MTC works with several area high schools to transition students to college. Maximum credit is granted to high school students who successfully complete Advanced Placement (AP) exams. College credit is awarded for high school students that successfully complete certified Ohio Tech Prep pre-engineering and Project Lead the Way courses.

Two conclude, approximately twenty students have completed the co-op prep course, but have not completed the Co-op placement component of the course sequence. They are a ready source of co-op placements. Program enrollment in the BUS & IT Department will adequately support the added positions proposed by Ohio Means Internships and Co-ops initiative.

3. Student post-credential employment: Helps students become employed in Ohio

MTC’s Bus & IT Co-op Program has directly assisted students in employment in the immediate area and in the state. In the past year, all students were employed in the state of Ohio. Of the 66 placements, 30 were new hires and 36 utilized incumbent employment positions where new responsibilities were added to regular duties (100% Ohio-based positions). Of the 30 new hire placements, 21 elected to continue employment with the company extending beyond the required 200 hours (70%). Of the 36 incumbent employment students, all continued with the company and several were advanced to positions of greater responsibility within the company. In the five year history of the program, employment beyond the 200 work hours required for the co-op experience is approximately 80%; all of which are in Ohio.

5. Includes financial & performance metrics reporting system to Regents.

Financial and performance metrics reporting system will adhere to Regents guidelines.

6. Includes logical and prudent budget that provides immediate ROI and good use of program dollars (dollars to students and curriculum used now).
MTC’s Bus & IT Co-op Program provides immediate return on the investment in that there are students readily prepared to be placed in co-op and internships immediately. The PDA curriculum has qualified them as work-ready applicants; it is expected and required of the students to apply for the positions. Spring semester enrollment in BUS 2800, Co-Op Prep, will add another 24-48 students ready for placement in May 2013, coinciding with the disbursement of funds in the grant cycle. No new or additional curriculum development is necessary; MTC will be using the curriculum in place now.

7. Includes feedback loop among employers, educators & students.

The feedback mechanism in place currently is an onsite visit at the placement site in a period between midterm-evaluation and the exit interview. Ideally, the visit is with the student, immediate supervisor and co-op coordinator; if possible, face-to-face interviews are arranged. The visit it followed with a Survey Monkey assessment tool for the supervisor and company representative. The student is evaluated in career readiness. The curriculum is evaluated in preparedness of the student’s knowledge, skills and abilities to perform the tasks of the placement job description. [https://www.surveymonkey.com/s/BusinessMngment](https://www.surveymonkey.com/s/BusinessMngment)

8. Demonstrate positive impact to key industry and the local, regional and state economy.

The Program Degree Areas (PDA) in the Business and IT Department are directly related to the following clusters in North American Industry Classification System (NAICS): Financial Services; Advanced Manufacturing; Food Processing; Information and Technology Services; and Back Office operations.

**EMPLOYER (25 Points):**

1. Capacity: Businesses have capacity to meet proposed program requirements for students, educators and partners.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>County</th>
<th>Co-op Placements</th>
<th>Financial Commitment</th>
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<tbody>
<tr>
<td>Goodwill Industries</td>
<td>7 county area</td>
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<tr>
<td>TRECA</td>
<td>State-wide</td>
<td>2</td>
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<tr>
<td>Marion Technical College</td>
<td>7 county area</td>
<td>4</td>
<td>$6200</td>
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</table>

2. Provides substantial, meaningful work assignments that align to a Jobs Ohio Industry Cluster.

Letters of commitment are in-hand. Partnership Agreement is on file at MTC with the above listed companies. The agreement outlines the mentoring relationship between student and employer (see appendix).

Past experiences are documented in the student’s final formal report of the co-op experience. Testimonies are recorded and one can be viewed on MTC Business & IT Co-op Web Page.
http://www.mtc.edu/business/cooperativeintern.html

Specifically, the clusters addressed are Information Technology Services, and Back Office operations. Goodwill Industries will sponsor a Management Interns in Retail and Accounting. TRECA will sponsor Office Administrative Services and Business Support Services (#5611 and #5614). MTC will sponsor co-ops in Information Technology: Other Information Services (#5191) and Back Office: Office Administration Services (#5611) and Business Support Services (#5614).

3. Positions are paid. Letters of Commitment are on file. Pay ranges from $7.75-$10.00 per hr.

4. Includes more than 1 functional area in the workplace.

Please see #8 under Programmatic; and #2 under Employer.

5. Demonstrates and documents demand for talent in the workplace.

**Institution of Higher Education (30 points):**

1. Capacity: Institutions have capacity to meet proposed program requirements for employers, partners and students.

MTC emphasizes real-world learning, applying practical theory and laboratory experiences directly to workplace settings. MTC views education as a lifelong continuum. The College acknowledges learners past experiences, capitalizes on current employment needs and training trends, and looks to the future needs of prospective students, alumni, and the community.

MTC awards the Associate of Applied Business, Associate of Applied Science, and Associate of Technical Studies degrees in Business, Engineering, Health, Information, and Public Service technologies

Current MTC enrollment is approximately 2,500 credit students. Over 30,000 have attended MTC since it was founded in 1970. There are over 100 Partnership Agreements with area employers for Cooperative Education Experience placements.

2. Positions are transcripted and available for credit.

Marion Technical College believes that maximum benefit is derived from integrating cooperative education (workplace) experiences into academic programs. Securing co-op employment that is related to the student’s academic program is an ideal method for bringing classroom and lab experiences “to life.” Business Technologies programs at MTC include a co-op experience. The Co-op Program was established based upon need for graduates to have practical experience in the work environment as identified through assessment of advisory committees. These committees are comprised of area and regional employers whose input helps shape MTC’s program and course development
BUS2800 Cooperative Education Preparation
The purpose of this course is to help students transition from the classroom to the world of work. Each student conducts a job search and learns selection strategies, practices interview techniques, improves upon personal and professional communications, and submits a plan for the cooperative education experience. 1 Cr. Hr. Prerequisites: ENG1000 and 16 credits.

BUS2900 Cooperative Education Experience
This course places the student in a work setting related to his or her major field of study as developed in the co-op preparation course. Practical application of knowledge and skills acquired in the classroom are carried out in the work environment with supervision. Co-op students receive college credit for structured, on-the-job learning experiences related to their program. Graded satisfactory/unsatisfactory. 2 Cr. Hrs. Prerequisite: BUS2800. (College Catalog 2012-2013).

In the past year, 132 credit hours of Co-operative Education Experience in Business and IT have been awarded and officially recorded on transcripts. In the history of the program, 588 credit hours have been awarded and officially recorded on transcripts for graduates of MTC’s BUS & IT degree programs.

3. Includes outreach to populations traditionally underrepresented in the proposed area/s of co-op and internship programs.

STUDENT PROFILE:

1. Average age is 27.4
2. 32% age =20; 37% age 2. Black 6%
3. 64% female; 36% male
4. 48% live in Marion County
5. 55% attend part-time
6. 60% work while attending college
7. Veteran 2.6%
1. White/Caucasian 90%
2. Hispanic 1%
3. Asian .5%
4. Native American 1%
5. Pacific Islander .5%
6. Multi 1%

In addition to the ABLE and Quick Start to College programs outlined previously, Marion Technical College approaches outreach to underrepresented populations in many ways.

Early college programs such as PSEO and Seniors to Sophomores are aimed to introduce more first-generation and minority student to higher education, support them through the rigors of their first college-level courses, and create clear learning and career pathways to continue study at the college of their choice. More than 400 qualifying high students from twenty-eight schools districts were admitted to early college courses in fall 2009.

An initiative recently instituted at MTC is a focused outreach to Veterans. The assignment was created to recruit Veterans. James C. Funk, Esq., Professor of Business Technologies was appointed as the Veterans Academic Counselor for Marion Technical College. In response to Ohio’s GI Promise & Military College Credit Policy as signed by the Chancellor on March 4, 2011; credit for military training and experience will be accepted as long as it is approved by the American Council on Education (ACE) or a regional accrediting body such as the Higher Learning Commission. To date, MTC has awarded 65 college credits to Veterans. MTC graduated 36 veterans.
4. Includes improvements to existing or creation of new high quality academic programs with a cooperative education or internship component.

MTC emphasizes application of classroom theory in practical, work-based settings; utilizing cooperative education experiences directly related to the program degree area (PDA). The College acknowledges learners’ past and present experiences, capitalizes on current employment needs and training trends, and looks to the future needs of prospective students and the community. The College embraces innovative thinking that encourages greater access to education. Innovation allows MTC to engage learners, explore more efficient ways to use resources, and stay in tune with program development and labor trends. It was in this spirit of innovation that Marion Technical College Business and Information Technologies initiated the Cooperative Education Experience program seven years ago. The program has met the five-year strategic plan goals and is positioned to build upon, add to, and expand its co-op program. *Ohio Means Internships & Co-ops* provides a unique opportunity of securing the resources that will allow the expansion of the program to new businesses, building on the strong foundation and successes of the past.

The two-course sequence, BUS 2800 and 2900, guides students into an awareness of the rich resources available to them through the State of Ohio to attract to and retain students in employment within the state. Internet Research using sources such as *Ohio Means Internships*; *Ohio Means Jobs*; and *Jobs Ohio* is a large component of the curriculum. Students are well-versed on the career selection strategies and the preparation requirements that lead into key jobs and targeted industries. Job search techniques are applied in the investigation and pursuit employment within the state. Local and state employment opportunities are emphasized.

6. Program provides opportunities to students with small, mid-size and large business enterprises.

This last point of the proposal creates the biggest challenge, and greatest opportunity for MTC BUS & IT Co-op Program to showcase effectiveness in addressing the industry talent needs in Ohio. Due to the ‘economy of scale’ of the community in comparison to larger metropolitan areas; and the fact that MTC is a two-year institution that awards associate degrees and certificates; many corporations set the bar for cooperative internships at the bachelor’s level. MTC highly encourages students to continue education in completion of a four-year bachelor’s degree. The College provides several avenues of application to two-plus-two colleges and transfer to other colleges and universities. However, there is a limited pool of established co-op placements due to bachelor’s degree requirement for acceptance into internship programs.

MTC has met this challenge by working within the parameters of the companies’ hiring practices, utilizing temporary agencies: incumbent employment of the student’s current position; and continuous creation of new in co-ops and internships. By meeting the challenge, MTC accommodates small, mid-size, and large business enterprises.
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