# Proposal Cover Sheet

<table>
<thead>
<tr>
<th><strong>Project Name</strong></th>
<th>Increasing Engineering Technology and Information Technology Co-op/Intern Experiences at Miami University Regional Campuses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Location/s</strong></td>
<td>Primarily Butler/Warren/Hamilton Counties, but also serving 10 higher education institutions across Ohio, including Columbus State, Edison, James A. Rhodes State, North Central State, Northwest State, Shawnee State, Southern State, Zane State, Terra, and Washington State.</td>
</tr>
<tr>
<td><strong>Project Start Date</strong></td>
<td>January 2013</td>
</tr>
<tr>
<td><strong>Interns/Co-ops Start Date</strong></td>
<td>January 2013</td>
</tr>
<tr>
<td><strong>Lead Applicant – Must be public higher education agency</strong></td>
<td>Miami University Oxford, Ohio 45056</td>
</tr>
<tr>
<td><strong>Chief Contact</strong></td>
<td>Anne P. Schauer, Director of Research &amp; Sponsored Programs (<a href="mailto:schauerap@muohio.edu">schauerap@muohio.edu</a>) Miami University 102 Roudebush Hall, Oxford, OH 45056 Voice: (513) 529-3600 FAX: (513) 529-3762</td>
</tr>
<tr>
<td><strong>Project Director(s)- Key Personnel(s)</strong></td>
<td>Dr. Shelley Cassady, Career, Co-op &amp; Internship Services Miami Hamilton Rentschler Hall, 123 Hamilton, OH 45011 <a href="mailto:cassadss@miamioh.edu">cassadss@miamioh.edu</a> (513) 785-3113</td>
</tr>
<tr>
<td><strong>Amount of state money requested</strong></td>
<td>$153,118</td>
</tr>
<tr>
<td><strong>Match money committed</strong></td>
<td>$173,737</td>
</tr>
<tr>
<td><strong>Number of internships/co-ops proposed</strong></td>
<td>27</td>
</tr>
<tr>
<td><strong>Are any of the applicants represented by a member of the Advisory Committee?</strong></td>
<td>No</td>
</tr>
</tbody>
</table>
Legal Applicant
Name: Miami University
Address: 102 Roudebush Hall
City: Oxford    Zip: 45056
Phone: (513) 529-3600    Fax: (513) 529-3762   E-Mail: schauerap@muohio.edu
CEO Name: Dr. David Hodge

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: Anne P. Schauer, Director of Research and Sponsored Programs
Date: 10/12/2012

2) Administering Entity
Agency Name: Miami University
Address: 102 Roudebush Hall
City: Oxford    Zip: 45056    Phone: (513) 529-3600     Fax: (513) 529-3762
Contact Person: Anne Schauer      Title: Director of Research and Sponsored Programs
E-Mail: schauerap@muohio.edu

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

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Musson’s Industrial Service, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>1976 Jackson road</td>
</tr>
<tr>
<td>City Hamilton</td>
<td>Zip 45013</td>
</tr>
<tr>
<td>Phone (513) 889-5474</td>
<td>Fax (513) 889-5475</td>
</tr>
<tr>
<td>Contact Person Shelly Musson</td>
<td>Title Vice President</td>
</tr>
<tr>
<td></td>
<td>E-Mail <a href="mailto:mussonshelly@yahoo.com">mussonshelly@yahoo.com</a></td>
</tr>
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<thead>
<tr>
<th>Company Name</th>
<th>gh Package &amp; Product Testing and Consulting, Inc.</th>
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<tbody>
<tr>
<td>Address</td>
<td>4090 Thunderbird Lane</td>
</tr>
<tr>
<td>Company Name</td>
<td>Address</td>
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<tr>
<td>------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Cincinnati Children’s Hospital Medical Center</td>
<td>3333 Burnet Avenue</td>
</tr>
<tr>
<td>IOS Consultants, LLC</td>
<td>7770 West Chester Road Suite 150</td>
</tr>
<tr>
<td>eMerge Health Solutions</td>
<td>7264 Columbia Road</td>
</tr>
<tr>
<td>E-technologies Group</td>
<td>5230 Mulhauser Road</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Title</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ronald Sorrell</td>
<td>Test Engineer</td>
<td><a href="mailto:rsorrell@ghtesting.com">rsorrell@ghtesting.com</a></td>
</tr>
<tr>
<td>Nicole Robinson</td>
<td>Assistant Vice President</td>
<td><a href="mailto:Nicole.robinson@cchmc.org">Nicole.robinson@cchmc.org</a></td>
</tr>
<tr>
<td>Franceene McKinney</td>
<td></td>
<td><a href="mailto:mckinneyf@innovativeofficesolutions.net">mckinneyf@innovativeofficesolutions.net</a></td>
</tr>
<tr>
<td>Trent McCracken</td>
<td>President/CEO</td>
<td><a href="mailto:trent@emergehealth.com">trent@emergehealth.com</a></td>
</tr>
<tr>
<td>Stuart</td>
<td>HR Director</td>
<td></td>
</tr>
<tr>
<td>Company Name</td>
<td>Valeo Climate Control Corp</td>
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<td>---------------------</td>
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</tr>
<tr>
<td>Address</td>
<td>3620 Symmes Road</td>
<td></td>
</tr>
<tr>
<td>City Hamilton</td>
<td>Zip Ohio</td>
<td></td>
</tr>
<tr>
<td>Phone (513) 682-6100</td>
<td>Fax (513) 682-6148</td>
<td></td>
</tr>
<tr>
<td>Contact Person Ryan Jones</td>
<td>Title Human Resources Generalist</td>
<td>E-Mail <a href="mailto:ryan.jones@valeo.com">ryan.jones@valeo.com</a></td>
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<tr>
<th>Company Name</th>
<th>Win Wholesale Inc.</th>
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<tbody>
<tr>
<td>Address</td>
<td>3110 Kettering Blvd.</td>
</tr>
<tr>
<td>City Dayton</td>
<td>Zip 45439-1972</td>
</tr>
<tr>
<td>Phone (937) 294-6878</td>
<td>Fax (937) 293-9591</td>
</tr>
<tr>
<td>Contact Person Steven Hangen</td>
<td>Title Chief Information Officer</td>
</tr>
</tbody>
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<thead>
<tr>
<th>Company Name</th>
<th>Ascendum Solutions</th>
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<tbody>
<tr>
<td>Address</td>
<td>10290 Alliance Road</td>
</tr>
<tr>
<td>City Cincinnati</td>
<td>Zip 45245</td>
</tr>
<tr>
<td>Phone (513) 792-5100</td>
<td>Fax (513) 792-5105</td>
</tr>
<tr>
<td>Contact Person Paul Watts</td>
<td>Title Director of Recruiting</td>
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<tr>
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<tr>
<td>Address</td>
<td>4242 Airport Road</td>
</tr>
<tr>
<td>City Cincinnati</td>
<td>Zip 45226</td>
</tr>
<tr>
<td>Phone (513) 533-4777</td>
<td>Fax (866) 869-5965</td>
</tr>
<tr>
<td>Contact Person Anne Duncan</td>
<td>Title Marketing Manager</td>
</tr>
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<thead>
<tr>
<th>Company Name</th>
<th>Advanced Drainage Systems, Inc.</th>
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</table>
5) **Educational Partners (please submit separate information for each partner)**

The Miami Regionals Campuses have partnerships with 10 distance campuses across Ohio. This project may serve these distance students, but the campuses themselves are not currently partners on this proposal.
ABSTRACT
The Miami University Regional Campuses in Middletown and Hamilton are commuter campuses that serve approximately 7,100 students. Co-op and internships are available to all students through the Regional’s Office of Career, Co-op & Internship Services (CCIS).

This project focuses on co-ops and internships for students in Engineering Technology (ENT) and Computer Information Technology (CIT). The ENT subdisciplines of focus include: electrical and computer ENT (AD), mechanical ENT (AD and BS), electromechanical ENT (BS), and in particular a new BS degree in electrical and computer ENT (beginning fall 2013). The CIT subdisciplines of focus include computer information technology (AD), and in particular a new BS degree in health information technology (HIT) (began in 2011). While this project will add co-ops and internships to all these degrees, the two new degrees have never had a co-op/internship program. This project will jumpstart partnerships with businesses in the JobsOhio West region to create work-based learning experiences that will be paid, available for credit, and increase student skills and success, while matching businesses with high-quality, cost-effective talent.

According to the Brookings Institute, there were 6,593 positions open in computer science and 2,721 in engineering in Jan/Feb 2012 in the US. These occupation areas were first and third respectively on a list of occupations with most openings. The Ohio Job Outlook for Southwest Ohio, 2008-2018 anticipates that Southwest Ohio employment will grow at the second highest rate in the state at 5.1% during 2008-’18. Many fields in which our CIT and ENT graduates may be employed were listed as New and Emerging Occupations in 2006 and 2009.

According to the JobsOhio website, Ohio ranks 10th in the US for employment in computer systems design and related services. Within the IT field, HIT in particular has high growth potential in Ohio and across the US. Electronic Health Records (EHR) healthcare reform legislation was launched in 2004. Incentives for full adoption of EHR by 2014 fuel the urgency across all healthcare environments to train and employ HIT professionals.

With the new HIT BS degree and electrical computer ENT beginning in fall 2013, the CCIS Office has been working to secure new C/I positions for students in these fields. As a result of the OMIC proposal to cover half the wages of new C/I placements, new businesses have responded quickly to request C/I positions in both our new and existing degrees. The CCIS Office has lined up approximately 27 new C/I positions, representing an approximate increase of 64% in C/I placements for Regional students (baseline is an average of 42 C/I placements per year in ENT/CIT.) The new C/I jobs will start in January, offering an immediate high ROI. We anticipate new co-ops/internships of: 4 to 6 in CIT, 8 in ENT for distance students (see below), 5 in HIT, 4 in electrical and computer ENT, and 6 in electromechanical ENT.

In addition to increasing the numbers and variety of co-op and internships available to Miami students, this project will also create a novel Winter Term curriculum related to co-op and internship. It will also serve all 10 of Miami’s engineering technology distance partner campuses (Columbus State, Edison, James A. Rhodes State, North Central State, Northwest State, Shawnee State, Southern State, Zane State, Terra, and Washington State) with co-op/internship opportunities, with special efforts at the highest-enrollment four campuses.

Our budget is logical and prudent. It requests $153,118 from OMIC in total costs. For the 27 projected new C/I jobs, that is a cost of $5,671/student. The private funds match totals $81,000, and the Miami match totals $92,737, for a total match of $173,737, or 113% of the total OMIC request (direct + indirect funds).

Miami places high quality students at key industries in substantial, meaningful jobs, and they are hand-placed using the kind of “high-touch” recruitment and placement effort preferred by the National Association of College and Employers. The OMIC funds are becoming available at the perfect time for the Miami Regionals CCIS Office because of the growing number of bachelor degree students, and the project will therefore provide a high and immediate ROI and a good use of public dollars.
PROPOSAL NARRATIVE

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

Through the proposed project, the Miami University Regionals’ Office of Career, Co-op & Internship Services (CCIS) will increase the number of information technology and engineering technology students undertaking cooperative or internship work experiences. As an incentive to businesses to make additional co-op/intern hires, grant funds will be used to subsidize 50% of the wages for new co-op/intern positions in 2013. The CCIS Office assists any qualified student who is interested in doing a co-op or internship with a local/regional employer; however, the focus of the proposed project is students in the following degree programs: electrical and computer engineering technology (AD), mechanical engineering (AD and BS), electromechanical engineering (BS), health information technology (BS), and computer information technology (AD). Two new degrees have recently been developed with curricula aligned to industry needs. The health information technology BS degree, begun in January 2012, was developed as part of a large regional collaborative project funded by a $4.9 million US Department of Labor grant. A BS degree in electrical and computer engineering technology will begin in fall 2013. All co-ops/internships in these two majors will be new in this project.

A gap exists in Southwest Ohio in the number of bachelor’s degree holders vs. the number of job openings requiring a bachelor’s degree. The Brookings Institution’s August 2012 report entitled Education, Job Openings, and Unemployment in Metropolitan America clearly illustrates this gap in the greater Cincinnati metropolitan area as shown in the following table:

Brookings Institution, 8/2012; http://www.brookings.edu/research/papers/2012/08/29-education-gap-rothwell#M17140

Another perspective on this data from Brookings is the number of job openings the average unemployed worker could apply for in 2011:

- All education levels: 1.6 job openings
- Bachelor’s degree or higher: 5.6
- Associate’s degree or some college: 2.2
- High school diploma or less: 1.2

A shortage of IT workers is clearly documented by the number of H-1B visas issued for IT positions. (H-1B visas are used for hiring foreign workers in specialty occupations requiring a bachelor’s degree.) According to the Department of Labor Office of Foreign Labor Statistics, 8 of the top 10 worker positions certified are in IT, and Ohio issued the sixth highest number of positions in the 2012 fiscal year to date (through 9/16/12). Also according to the Department of Labor Office of Foreign Labor Statistics, engineers (other than Computer Science Engineers) are the third most requested occupation in both the H-1B and the permanent worker certification (PERM) programs nationwide. By successfully preparing more Ohio students to enter the IT and engineering workforce, we will clearly provide advantages to companies doing business in Ohio and reduce our state’s reliance on foreign workers.

Miami University Regionals are preparing students to enter these fields through the degree
programs listed previously, which are offered through the Engineering Technology (ENT) and Computer and Information Technology (CIT) Departments. These degrees were developed in collaboration with area industry and are guided by advisory boards comprised of industry STEM professionals. This close affiliation with our industry colleagues allows our faculty to develop curriculum that is directly relevant to students’ potential employers in Ohio. In addition to their coursework, students can strengthen their education and skills through cooperative education. While co-ops/internships (C/I) are not required for graduation, they are encouraged because they integrate academics with industry employment relating to students’ majors.

Before doing a C/I, students are encouraged to take ENT/CIT 221 (Professional Development), the classroom-based, professional skill-focused component of the C/I experience. In this class, students learn the necessary skills to make informed choices about their career field and gain the professional skills they need to be successful as co-ops/interns in the workplace. Students also learn to prepare competitive resumes, improve interviewing skills, and understand the job search process as it relates to career development and life-long learning. Some of the topics covered in the course are Ethics in the Workplace, From Student to Professional, and Developing a Life-long Career Strategy.

Working with industry stakeholders to provide students with meaningful C/I experiences provides benefits to students, who receive higher pay than they would normally be able to earn along with valuable job skills, and to industry, who reap the benefits of well-prepared C/I students and recruit talented permanent employees through this mechanism. In addition, all stakeholders benefit from the close interaction the program provides, which often leads to fine-tuning of the curriculum to directly prepare our students for jobs with our industry partners.

2. Student attraction/retention/completion: Helps attract students to higher education & Ohio and/or retain them to post-secondary credential

The following table provides enrollment data and degrees awarded for ENT and CIT majors.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Enrollment 2010-2011</th>
<th>Enrollment 2011-2012</th>
<th>Enrollment 2012-2013</th>
<th># degrees awarded* 2011-2012</th>
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<tbody>
<tr>
<td>Electrical and computer engineering technology (AD)</td>
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<td>48</td>
<td>44</td>
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<tr>
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<td>Mechanical engineering technology (BS)</td>
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<td>112</td>
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<td>13</td>
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<tr>
<td>Electromechanical engineering technology (BS)</td>
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<td>150</td>
<td>151</td>
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<td>Computer information technology (AD)</td>
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<td>Health information technology (BS)</td>
<td>NA</td>
<td>NA</td>
<td>95</td>
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</tr>
</tbody>
</table>

* in 2011

As recognized in the Ohio Means Internships & Co-ops (OMIC) Request for Proposals, research has shown that students who complete C/I experiences graduate college at higher rates. This may be especially true for first generation, ethnic minority, and economically disadvantaged students. (Ishitani, 2006) Miami’s regional campuses serve large numbers of students in these categories. Therefore, by increasing the number of C/I offered, we anticipate that the graduation rates will also increase. Data on our regional campus students supports this as the following example illustrates:

- For students who enrolled in 2007 in all majors, the graduation rate is 23%.
- For students who enrolled in 2007 in ENT/CIT majors, the graduation rate is 25%.
- For students who completed a C/I in 2007, the graduation rate is 93%.

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

The CCIS Office tracks co-ops/interns to full-time hire placements; this is recorded in the Work/Learning Evaluation form completed at the end of each C/I term. Approximately 65% of
the C/I students in engineering and information technology fields are offered full-time positions at the company where they completed a C/I. Miami Regional graduates who co-op/intern historically have shown a 40% higher rate for full-time job offers in their field than students who do not. Approximately 94% of the Miami Regional students who co-op/intern remain in the local/regional area after they graduate and are employed with a local/regional company.

4. Plans & budgets for sustaining the program beyond state money

The co-op and internship program of Miami’s Regional campuses will be sustained though university support, an increasing number of bachelor degree students, the addition of Winter Term credit-bearing courses, and the addition of a C/I Scholarship fund.

The Regional Campuses of Miami University began a formal co-op and internship program in 1992 with a Title VIII Federal Co-op/Internship grant. Although co-op or internship is not a degree requirement at Miami, the fact that the CCIS Office is funded as a student service (and not by student fees) demonstrates the University’s support of this kind of educational experience. Miami is committed to sustaining its C/I program into the future, and the attached letter from the Dean of the Regional Campuses states that he will continue to fund the salary for the new C/I Job Placement Coordinator proposed for this project into the future.

Organizational change at Miami is underway. In 2013, the regional campuses will no longer be simply separate campuses—they will be a division of Miami University. This change will make it much easier for the Regionals to design and produce new four-year degrees. In fact health information technology (HIT) has already been implemented and electrical and computer engineering technology (ECET) is slated to begin in 2013. These new degrees will greatly increase the number of students interested in and eligible for C/I at the Regional Campuses. The Regionals Division has also committed to adding five additional bachelor degrees over the next five years, which will add even more students into Miami’s C/I pipeline.

Another organizational change at Miami is the beginning of a new short “mini semester” in the month of January, tentatively called “Winter Term,” starting with the 2013-2014 academic year. This Winter Term will provide opportunities to enrich students' academic experiences through activities such as studying abroad, conducting research, or taking an additional on-campus or on-line course. Miami will be the first public university in Ohio to offer a Winter Term.

The Winter Term will be the perfect time for busy students to fit something extra into their schedule—something they couldn’t normally do. The CCIS Office is investigating the addition of several activities which would take place during this Winter Term. Activities might include:

- Converting the existing semester-long Professional Development course into the shorter Winter Term format and adding a Co-op/Internship Ambassador Program in which students who have completed co-op or internship will mentor students who have not.
- Offering short courses of interest to students preparing to work, such as Quality Assurance in the Workplace or Working in an International Office.
- Working with businesses to offer courses designed to jumpstart C/I student training, such as a short AutoCAD or Unigraphics course. Not only will this help cut training costs for employers, it will make students highly employable.
- Arranging short-length, but 8-hour day internships or co-ops—especially if the work will continue during the spring or summer semester. This will add to the time the business benefits from a fully trained co-op or internship employee.

The final strategy for sustainability of the co-op/internship program is to create a co-op/internship scholarship fund. While there are four existing Regional Campus scholarship funds earmarked for ENT and CIT students, there is no scholarship specifically for students who complete a co-op/internship. This OMIC request includes $5,000 to start a co-op/internship scholarship, with a pledge to raise another $5,000 from former C/I alums and others. This scholarship will help encourage more students to do a C/I and may enable some of them to choose a for-credit option when they might otherwise have chosen a transcription-only option.

Our post-award budget for 2014 includes continuing the salary and benefits for the new C/I
Job Coordinator hire; working to raise $5,000 to add to the C/I Scholarship fund; and continuing to support the entire budget of the CCIS Office.

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

   The project director will ensure that required reports are submitted through the standard reporting template or system. The Start of Project/Baseline Report, End of Project Report, and Post-Project Report will be compiled by the project director, and the Budget Season reports will be submitted by Miami’s Grants and Contracts Office. The project director will oversee staff members’ efforts to collect and record data on the C/I students, including but not limited to number of students placed in C/I above the baseline, students’ post-secondary area of study, names and numbers of businesses participating, number of hours and period of time the students worked, rate of pay, number of students who completed their C/I and number who completed their degrees, and number of students offered and accepting jobs at their C/I employer. The regional campus data analyst will assist in this process as needed.

6. **Includes logical and prudent budget that provides high and immediate ROI and good use of public dollars**

   Miami places high quality students at key industries in substantial, meaningful jobs, and they are hand-placed using the kind of “high-touch” recruitment and placement effort preferred by the National Association of College and Employers (NACE). The OMIC funds are becoming available at the perfect time for the Miami Regionals CCIS Office because of the growing number of bachelor degree students, and the project will therefore provide a high and immediate ROI and a good use of public dollars.

   The dollars earned by students now is significant (average per student in the last three years is $10,758), and many C/I students graduate debt-free. Approximately 12% of C/I students receive credit hours paid for by their employers (average value to student approximately $1,980). Miami also currently awards approximately $7,000 annually in scholarships earmarked for ENT and CIT students. Our graduates are also well-compensated on average. In fact SmartMoney.com just ranked Miami University as “11th in the nation when it comes to return on (tuition) investment.” Further, Miami continues to rank first among public universities in Ohio for best salary potential after graduation, according to a recent survey of employees by PayScale.com, a global compensation data website.

   With HIT newly added as a bachelor’s degree and ECET scheduled to begin in fall 2013, the CCIS Office has been working to secure new C/I positions for students in these fields. As a result of our proposal to OMIC to cover half the wages of new C/I placements, new businesses have been responding quickly to our request for C/I positions for these new degrees and our existing degrees. In preparation for this proposal the CCIS Office has lined up approximately 27 new co-ops or internships, which represents an approximate increase of 64% in the number of C/I placements for regional students. (Baseline is an average of 42 C/I placements per year in ENT/CIT.) The new C/I jobs will start in January, offering an immediate high ROI. We anticipate the following new co-ops/internships: 4 to 6 CIT, 8 ENT distance students, 5 HIT, 4 ECET, and 6 electromechanical. The hours to be worked and the hourly pay will be set at the start of the C/I experience and recorded on the Work/Learning Evaluation form. (See form and draft employer agreement letter in the Appendix.) Businesses will pay the salaries for the new C/I positions upfront. At the end of a C/I experience, the business will submit an invoice for half the salary paid and Miami will reimburse the business using grant funds.

   Our budget is logical and prudent. It requests $153,118 from OMIC in total costs. For the 27 projected new C/I jobs, that is a cost of $5,671/student. The private funds match totals $81,000, and the Miami match totals $92,737, for a total match of $173,737, or 113% of the total OMIC request (direct + indirect funds).

7. **Includes feedback loop among employers, educator & students**

   Once placed, the student and the work site supervisor develop goals and objectives for the
position which are entered on a Work/Learning Evaluation form. The student and the CCIS Office director meet three times during the semester and a site visit is done toward the end of the semester for evaluation of the student’s progress. Co-op/internship students are evaluated by the work site supervisor on such skills as knowledge of the job, quality of work, attitude, judgment, reliability, adaptability, human relations, attendance, punctuality, and personal appearance. The student is required to keep a journal about the work activities and write a short paper on the experience which is evaluated by the CCIS Office director and the academic department chair. The evaluation form and director’s site visit provide a critical feedback loop for the employer, student, director, and academic faculty. Faculty often use the feedback instrument to see what skill gaps the academic curriculum may have compared to the business/industry it serves. Students can also provide feedback on the form to the academic faculty and the employer regarding what new training they have received from the employer and how it applies to their academic curriculum and career goals. (See the Appendix to view the Work/Learning Evaluation form.)

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

According to the JobsOhio website, Ohio ranks 10th in the US for employment in computer systems design and related services (52,400 jobs). In fact, the annual IT budgets of the top 20 IT organizations in Cincinnati combined exceeds $3 billion. Ohio has a “strong network of business incubators, mentors, and angel/venture capital groups for peer mentorships, funding opportunities, and product innovation services” (JobsOhio 2012). For instance, in Southwest Ohio, start-up IT ventures are supported by CincyTech. This nurturing environment, combined with substantially lower tax rates, promises strong growth for this sector. (JobsOhio, 2012)

Within the IT field, HIT in particular has high growth potential in Ohio and across the US. The Electronic Health Records (EHR) healthcare reform legislation was launched in 2004. Incentives for full adoption of EHR initiatives by 2014 fuel the urgency across all healthcare environments to train and employ HIT professionals. In 2010, 2011, and 2012 the annual American Hospital Association Environmental Scan forecasted that the lack of skilled staffing will present a significant barrier to successful implementation of EHR and related integration of e-health systems. An article titled “Health IT Jobs Outlook Bright,” published by InformationWeek in February 2010, reported that the HIT sector will add 50,000 to 200,000 new jobs by 2015. According to the US Department of Labor, “The adoption of e-prescribing, electronic health records and other IT platforms’ tools will spur demand for computer systems design services.” (U.S. Department of Labor, 2011) In Ohio the sense of urgency is compounded by the talent war that is escalating between the vast traditional IT industry and healthcare organizations competing for the scarce commodity of trained HIT professionals.

Our ENT graduates are prepared to work in many of the JobsOhio industries, particularly advanced manufacturing, automotive, and aerospace. Butler County, home to Miami University, is in the JobsOhio West area. The JobsOhio West website identifies the aerospace and food processing industries as leading employers in the area. The site points to the Dayton area as having “companies of all sizes advancing manufacturing—from entrepreneurs starting companies to create and manufacture metals to seasoned companies supplying end users with high quality materials and equipment.” And according to businessclimate.com, “access to a skilled workforce and an abundance of training facilities and programs coupled with major transportation assets have made the [Ohio-Pennsylvania] region a desirable locale for advanced manufacturing.”

EMPLOYER
1. Capacity: Businesses have capacity to meet proposed program requirements for students, educators & parents

As evidenced by the letters of commitment from our industry partners, openings are currently available for our students in the CIT and ENT majors. The next section provides some
examples of the types of openings our partners have. Because Miami C/I is voluntary, it is challenging to plan ahead and guarantee that we'll have students to fill openings. However, strong partnerships and industry’s high esteem for Miami students leads to their high demand.

2. Provides substantial, meaningful work assignments that align to a JobsOhio industry cluster

One of the key factors contributing to the success of this proposal is that Southwest Ohio employers provide substantial, meaningful C/I work assignments in IT, engineering technology, and HIT to our CCIS Office on a daily basis. For example in IT, Excalibur Technology in West Chester is looking for programming and web development C/I students with knowledge in net programming, html, xml, Java script, and Adobe Photoshop. CoupSmart from Cincinnati is looking for C/I students in digital design who can work with Illustrator and Photoshop as well as HTML and CSS programming. Seapine Software in Mason is looking for IT C/I students who can edit, test, and fix software such as Java and C++. Glass Coatings and Concepts in Monroe is looking for C/I students who can do data analysis using Excel and Access for light programming in Visual Basic applications.

In ECET, E-Technologies group is looking for C/I students in applications engineering where students will assist in business intelligence, automation, machine process and validation. They will need PLC programming and HMI (Human Machine Interaction) experience. Northrop Grumman Xetron in Cincinnati needs C/I students in software development in Windows and Unix/Linux. AK Steel in Middletown wants C/I students in automation engineering where the student will develop and modify computer systems, software, and networks that provide real time supervisory control over large scale industrial processes. Students will get experience in HMI as well as programming and networking technology and webpage development. Intelligrated Inc. in Mason is seeking electro-mechanical C/I students who can design in SolidEdge and CAD as well as test conveyers for friction, roller vibrations, and movement. Miami C/I students in companies like these will work alongside industry mentors who will train the students in technologies that complement their academic curriculum and enhance their opportunities for employment with those or similar companies in the region.

3. Positions are paid

The C/I positions developed for this proposal will be paid positions. CIT and ENT students’ average hourly wage in 2012 was $13.95. Wages vary depending upon the academic discipline and what year of student the co-op/intern is at in. The CCIS Office has historically worked only with paid positions, following the guidelines of the Fair Labor Standards Act and the salary recommendations for co-ops and interns provided by the National Association of Colleges and Employers (NACE; Miami Regionals are a member of NACE).

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

The variety of majors included in the project will ensure that the C/I positions span functional areas. In fact, students in the same major are likely to be hired in various function areas. For example, one employer who’s come on board for the proposed project has indicated an interest in HIT C/I students for both sales and operations positions. Examples of our C/I students’ titles in the past have included Test and Validation Technician, Assistant Engineer, Web Developer, IT Help Desk Support Assistant, PLC Technician, Java and HTML Programmer, Manufacturing Engineer, Process Control Engineer, Cold Strip Mill Support, Systems Engineer, AutoCAD Designer, Materials Planner, Materials Tester, Production Engineer, IT Engineer, Accountant, MIS Assistant, Solid Software Engineer, Network Technician.

5. Demonstrates and documents demand for talent in industry

According to the Brookings Institute website, there were 6,593 positions open in computer science and 2,721 in engineering in January/February 2012 across the U.S. These occupation areas were first and third respectively on the list of occupations with the most openings.
The **Ohio Job Outlook for Southwest Ohio, 2008-2018** anticipates that Southwest Ohio employment will grow at the second highest rate in the state at 5.1% during the period 2008-2018. Many fields in which our CIT and ENT graduates may be employed were listed as New and Emerging Occupations as recently as 2006 and 2009, including the following: Software Quality Assurance Engineers and Testers, Computer Systems Engineers/Architects, Network Designers, Web Developers, Web Administrators, Validation Engineers, Electrical Engineering Technologists, Electromechanical Engineering Technologists, Electronics Engineering Technologists, Industrial Engineering Technologists, Manufacturing Engineering Technologists, and Mechanical Engineering Technologists.

The Ohio Means Jobs/Ohio Labor Market Information website shows that more than 80 openings (combined) annually are projected in the fields our ENT graduates are prepared to enter: Electrical and electronic engineering technician, electro-mechanical technicians, mechanical engineering technicians, and computer software engineer-systems software. The general field of “architecture and engineering” is predicted to grow 2.3% in the period 2008-2018, according to *Job Outlook 2018*.

Our CIT associate’s degree graduates are prepared to be computer support specialists. This career is designated as a high-employment prospect occupation, with annual openings of 140 in Southwest Ohio and 652 statewide. The average wage for this occupation in Southwest Ohio is $46,446. Job Outlook 2018 projects strong growth in this occupation with annual Ohio openings of 899 and an average wage of $20.07 (2009 dollars). The general field of “mathematical and computer occupations” is predicted to grow 17.5% in 2008-2018 (*Job Outlook 2018*).

The HIT field is so new that this career path does not seem to be listed in Ohio Means Jobs at this time and the job titles and job projections for Healthcare Information Technology-specific occupations have yet to be defined and tracked by the Bureau of Labor Statistics. Occupations under which HIT positions may be listed include computer systems analyst and network and computer support specialist. The average salary for a computer systems analyst in Southwest Ohio is $80,018, with 137 openings annually in Southwest Ohio and 730 across the state. The average salary for a network and computer support administrator in Southwest Ohio is $67,184, with 109 openings annually in Southwest Ohio and 523 statewide. The prospect for growth in computer systems analyst is promising with *Job Outlook 2018* projecting 676 annual Ohio openings and a wage of $37.42 (2009 dollars).

**INSTITUTION OF HIGHER EDUCATION**

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

   The Dean of Miami’s Regional Campuses and the faculty chairs of the ENT and CIT departments are committed to providing administrative direction and support for the proposed project. (See Appendix for letters of support.) The Dean has committed to continued support for the CCIS Office after the Regents financial assistance ends, because of the CCIS Office long-term benefits to the students, the community, the region, and the Ohio workforce.

   **Dr. Shelley Cassady is Regional Director of Miami’s Office of Career, Co-op & Internship Services** and has been working in co-op, internship and placement for over 20 years. She is the president of the Butler/Warren Ohio Employer Council and a member of the Hamilton Chamber of Commerce Business and Education Collaborative, the Butler/Warren Society for Human Resource Management, and a member of the Ohio Cooperative Education Association. She served on the local Workforce One and WIA Boards of Butler and Warren Counties. She has developed strong C/I partnerships with local and regional companies as evidenced in this proposal and the letters of support. Dr. Cassady serves on the School of Engineering and Applied Sciences Employer Advisory Board for ENT and CIT and works very closely with the **Dr. Ayo Abatan, ENT Chair,** and **Dr. Cathy Bishop-Clark, CIT Chair,** regarding C/I placements of their students and in the development of this proposed project. Drs. Abatan and Bishop-Clark will continue in this collaborative role in the funded project. They are
committed to increasing C/I for their students and will lead their faculty in encouraging all students to consider C/I. (See Appendix for letters of support.) The ENT department offers a distance-learning program with partner institutions across the state, including Columbus State, Edison, James A. Rhodes State, North Central State, Northwest State, Shawnee State, Southern State, Zane State, Terra, and Washington State. At these distance-learning partner institutions, many students work full time and therefore aren’t eligible for co-ops or internships. However, the new Co-op/Internship Job Coordinator (described below) will be working to establish new C/I opportunities and business partnerships for those distance ENT students who do seek C/I work experiences.

Greg Gibbs, the ENT Distance Programs and Recruiting Coordinator, provides ongoing support to the distance sites in recruitment and retention activities. Mr. Gibbs will work with Dr. Cassady in efforts to build C/I relationships in the distance campuses’ communities. Mr. Gibbs graduated from Miami's ENT program with a BS degree, and completed a co-op as part of his education. He is familiar with the current C/I program and will assist Dr. Cassady and the new Co-op/Internship Job Coordinator in developing and implementing the proposed project.

Through the proposed project, a full-time Co-op/Internship Job Coordinator will be hired and trained. This staff member will work in the local and regional business community, including the ENT distance learning sites, to develop co-ops and internships; coordinate and implement a yearly C/I job fair on the regional campuses and distance sites as needed; and assist the director in coordinating the marketing of C/I to students, particularly in new degrees. Adding this new staff member will allow many more students and employers to participate in the Miami University Regional co-op/internship program. A Senior Program Assistant, Linda Vogt, will continue to support the efforts of the office.

2. Positions are transcripted or available for credit

Students who co-op or intern through the CCIS Office are registered in ENT/CIT 220, according to their academic discipline. The course can be taken for 0 to 2 credit hours each semester for up to 6 credit hours over their academic career and applies directly to the student’s academic degree. Typically, if a student is working 19 hours a week or less, he/she signs up for 1 credit hour. If the student is working 20 credit hours or more, they sign up for 2 credits. If a student works during the summer and is not taking any classes, they are typically enrolled in the course for 0 credit hours. Whether a student takes the course for 0, 1, or 2 credits hours, it appears on their official transcript as verification of their work experience.

Many students who choose to co-op for 0 credit hours may be working an alternating co-op. By taking 0 credit hours, they are still officially enrolled at the University but do not have to pay course fees, thus lessening their financial burden while they are pursuing their degree and ultimately lessening their student financial debt after graduation. This has worked well for Miami Regional students in the past and this system will be retained for all future co-ops/interns who are placed during the 2013 grant funding period.

3. Includes outreach to populations traditionally underrepresented in the proposed areas of co-op and internship program

The Regional Campuses are open admission commuter campuses with student populations that reflect the diversity of the surrounding communities and have large proportions of economically disadvantaged members. The following table delineates the demographics of students in ENT and CIT degree programs.

<table>
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<tr>
<th>Degree Program</th>
<th>% Racial or Ethnic Minority</th>
<th>% Female</th>
<th>% Students Receiving Pell Grants</th>
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<tr>
<td>Electrical and computer engineering technology (AD)</td>
<td>23.5</td>
<td>21.0</td>
<td>42.1</td>
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<td>Mechanical engineering technology (AD)</td>
<td>16.6</td>
<td>6.4</td>
<td>35.5</td>
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<tr>
<td>Mechanical engineering technology (BS)</td>
<td>13.2</td>
<td>10.3</td>
<td>36.7</td>
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</table>
Electromechanical engineering technology (BS) | 11.1 | 5.4 | 29.7
Computer information technology (AD) | 14.7 | 16.3 | 45.7
Health information technology (BS) | 18.1 | 55.9 | 61.8

The number of students receiving Pell grants demonstrates the need and potential benefit of C/I experiences for our students. The income received from C/I work may well keep these students enrolled and graduating with lower student debt.

ENT and CIT advisors encourage women and minorities to explore careers in ENT during registration. All students who inquire or express an interest in engineering take ENT 137, Intro to Engineering Technology. During the semester, guest speakers from engineering firms offer in-class presentations including speakers who are women and minorities.

4. Includes improvements to existing or creation of new high quality academic programs with a cooperative education or internship component

Miami’s many academic programs are of high quality, and the two new degrees on the Regional Campuses are no exception. The bachelor’s in health information technology (HIT), registered its first students in January 2012. HIT is a bachelor’s completion degree that addresses the technology and processes used by health care providers and related organizations. The program provides instruction in the technology used to acquire and direct the flow of information between the clinical, administrative, and financial systems in the healthcare industry as well as general principles of IT. This program prepares students for jobs that integrate healthcare and technology in the evolving US healthcare system. Students who complete the program will obtain a strong background in technology including database, problem-solving, systems analysis, and project management skills as well as a foundation in the culture of the healthcare system.

The second new bachelor’s degree is a concentration in the field of ENT called Electrical and Computer Engineering Technology (ECET). This degree concentration is a completion program for the associate’s degree in ECET and will complement two existing bachelor concentrations in ENT (Electro-Mechanical and Mechanical Engineering Technology). The ECET program will produce graduates who analyze digital and analog electrical and electronic circuits, identify problem areas, and maintain these systems. They will also function effectively as electrical and computer engineering technicians in state and regional industries. The first students will register for classes in this degree in fall 2013.

The Engineering Technology Accreditation Commission of ABET (www.abet.org) has accredited the following Miami Regionals ENT programs: Electrical & Computer Engineering (AD); Electro-Mechanical Concentration (BS); Mechanical Concentration (AD); Mechanical Concentration (BS). The new ECET bachelor’s degree will be accredited in the future. Within the last four years, the ENT Department also added two classes at the request of industry—computer-aided drafting with AutoCAD and 3D solid modeling using SolidEdge.

Miami has also committed to adding five new bachelor degree programs over the next five years. It is not known whether these degrees will have a co-op/internship component, but bachelor degrees on the Regional Campuses tend to be applied subjects with a high degree of relevance to business and technology industries—perfect for co-ops and internships.

5. Includes plan to connect employers and students via web, communications & marketing

Marketing the Miami CCIS Office to both potential employers and potential C/I students is important in order to maintain a steady labor supply for business and a steady supply of jobs for students. Examples of marketing efforts include:

- The CCIS Office sends about 4,000 program brochures to employers and companies each semester to advertise our students’ skills/degrees. The office also produces a student brochure that is distributed by the admissions department and at all campus visit programs. Faculty members are knowledgeable about the program and help recruit
through conversations with students and distributing the brochure.

- The CCIS Office maintains a website for use by employers and students. Employers post available jobs and obtain forms for evaluating students. Students search for jobs, register for professional training, get information on resume writing and interviewing, and access a wealth of links to companies and job search engines. The website has links to both OhioMeansJobs.com and OhioMeansInternships.com, and students learn how to use the sites in the Professional Development course.
- Email is used to reach students regarding professional training opportunities, and students can register for a job listserv that alerts them to “hot” newly-posted jobs. The office also uses academic department listservs to reach students and faculty.
- Networking is employed by the CCIS Office. The office director serves on local workforce boards and councils to stay connected to the community and gives class seminars to ENT and CIT students each semester.
- Regional campus students participate in the Oxford Campus Career Services Job Fair and Co-op and Internship Fair.

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

Historically, the C/I program at Miami’s Regional Campuses has placed students in paid, credit bearing, academic related work experiences in small companies such as Musson Industrial Services, Industrial Controls, Air Solutions Inc., Force Control, Terry Asphalt Materials, Stantec Consulting, re-Think Engineering, and Plas-Tanks Industries; mid-sized companies such as Barco Inc., Advanced Drainage Systems, OPW, Valeo Climate Control, Intelligrated, Flagg Inc., XTek, Sonitrol, Mubea, Premier Systems Integrators, City of Hamilton and City of Fairfield, Fusite, Prestige Technical Services, Air Solutions, Cardinal Solutions, Ariel Corporations, Cincinnati Test Systems, and Champion Factory Direct; large companies such as GE, P&G, Paramount Kings Island, Burrows Paper Company, AK Steel, Luxottica Group, Duke Energy, Wright Patterson Air Force Base, Prudential Paramount Properties, and Cargill. New companies that have expressed interest in providing ECET and HIT C/I include Med Plus, E-Technologies, Northrop Grumman, WinWholeSale Inc., Ascendum, Cincinnati Children’s Hospital Medical Center, CincyTech USA, Lincoln Electric, and Innovative Office Solutions.

Miami Regionals Budget Narrative

The budget for the Miami Regionals OMIC request includes the following:

Regents Funds - We request $153,118 from the Regents, consisting of:
- Salary and benefits (benefits calculated at 36.94 %) for one year for a new position = total request is $54,776.
- Fuel costs to drive to distance ENT campuses to encourage C/I = $1,000
- Create new scholarship fund for co-op/internship students = $5,000
- Subsidy of ½ the salary for C/I jobs. Calculated at $15/hr x 25 hrs/wk x 16 wks semester x 27 new C/I = $81,000
- Indirect costs of 8% = $11,342.

Miami Match Funds – Miami will provide $92,737 as the following match funds:
- Salary for 20% of Project Director salary in 2013 = $13,960
- Salary for 15% of C/I Assistant salary in 2013 = $5,420
- Salary for 10% of Distance Coordinator salary in 2013 = $4,691
- Salary for 100% of new C/I Job Coordinator in 2014 = $40,000
- Benefits (calculated at 37.6 %) for all above positions = $23,667
- Contributions to the new co-op/internship scholarship fund = $5,000

Business Match
- One half of the salary for any new C/I generated in 2013, calculated as $15/hr x 25 hrs/wk x 16 wks semester x 27 new C/I = $81,000
APPENDIX

Budget

References

Letters of Commitment

Shelly S. Musson, Vice President, Musson’s Industrial Services, Inc.
Ronald Sorrell, Test Engineer, gh Package & Product Testing and Consulting, Inc.
Nicole Robinson, Assistant Vice President, Cincinnati Children’s Hospital Medical Center
Franceene McKinney, IOS Consultants, LLC
Trent McCracken, President/CEO, eMerge Health Solutions
Stuart Herman, HR Director/Corporate Counsel, E-technologies Group
Ryan Jones, Human Resources Generalist, Valeo Climate Control Group
Steve Hangen, Chief Information Officer, WinWholesale, Inc.
Tracey Dykes, Human Resources, EPIC Technologies, LLC
Paul Watts, Director of Recruiting, Ascendum Solutions
Anne Duncan, Marketing Manager, tekWorx
Randy Kolbet, Manufacturing Engineering Manager, Advanced Drainage Systems
G. Michael Pratt, Associate Provost for Academic Affairs and Dean of Regional Campuses, Miami University
Ayodele Abatan, Chair and Professor, Engineering Technology, Miami University
Cathy Bishop-Clark, Chair and Professor, Computer and Information Technology
Ellen Paxton, Senior Regional Director of Advancement, Miami University

Goals, Objectives, and Evaluation

Program Snapshot

Marketing Materials

Fact Sheet for Employers
Fact Sheet for Students

Work/Learning Evaluation Form

Draft Employer Agreement Letter

Shelley Cassady Bio
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<th>Activity</th>
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<th>Applicant Funds</th>
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<td>a) Project Director Shelley Cassady (FT/MU)</td>
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<td>$5,671</td>
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(All non Regents funds must be supported by a signed commitment letter.)
REFERENCES


“Oh-Penn Region is a Hub for Advanced Manufacturing.” Businessclimate.com. 2012.


October 7, 2012

Mr. Jim Petro
Chancellor
Ohio Board of Regents
Columbus, Ohio 43215

Dear Mr. Petro:

Musson’s Industrial Service, Inc. is very interested in the co-op/internship program at Miami University Regional Campuses. Our company has provided instrumentation, process control and boiler control services to businesses in the area for twenty years. We are looking for interns with electrical engineering skills, as well as computer and autocad experience. Any assistance the State can provide for support in expanding this co-op/internship program should be made available to Miami to help local employers further develop their workforce and expand and grow their services.

Our current intern has been such an asset to our company that we have offered him full-time employment after graduation. Musson’s Industrial Service is looking forward to building more new co-op partnerships with Miami Regional Campuses in Engineering Technology; it’s a great fit for our business. We believe that co-op opportunities are important to building a better workforce in Ohio.

We are very pleased to participate in this business/education collaborative and hope that it will receive the financial support it has requested.

Sincerely,

Shelley S. Musson
Vice President
Musson’s Industrial Service, Inc.
October 11, 2012

Mr. Jim Petro
Chancellor
Ohio Board of Regents
Columbus, Ohio 43215

gh Package & Product Testing and Consulting, Inc is very interested in starting a new co-op/internship program with Miami University Regional Campuses beginning in the spring of 2013. Our company provides various testing for packaging systems for transportation. We do certification on hazardous materials and high explosives for shipment in USA and abroad, plus ISTA & ASTM testing with temperature testing for shipment of pharmaceuticals. With this range of testing we need well rounded educated employees in electronic and mechanical engineering fields. Miami University Regional Campuses has filled these needs in the past. I myself am a graduate from Miami University Regional Campuses as well as both of our current laboratory technicians and one of our salesmen as well.

Any assistance the State can provide for support of this co-op/internship program should be made available to Miami to help local employers to further develop their workforce and expand more services locally, regionally and internationally. We really are looking forward to exploring more co-op/internship partnerships with Miami Regional campuses to help expand our business at gh Testing.

We are very excited to participate in this business/education collaborative and hope that it will receive the financial support it has requested.

Thank you for your time
Sincerely,

Ronald Sorrell
Test Engineer
gh Package & Product Testing and Consulting, Inc
4090 Thunderbird Lane
Fairfield, Ohio 45014
Phone: (513) - 870-0080 ext. 112
Cell: (937) - 301-9920
Mr. Jim Petro  
Chancellor  
Ohio Board of Regents  
Columbus, OH 43215  

Cincinnati Children’s Hospital Medical Center and our Center for Technology Commercialization (CTC) are very interested in starting a new co-op/internship program with Miami University Regional Campuses beginning in the spring of 2013. Our department within Children’s provides intellectual property discovery, management and commercialization for the entire institution. The CTC’s goal is to bring game-changing innovation to the marketplace where it can positively impact patient lives. Any assistance the State can provide for support of this co-op/internship program should be made available to Miami to help local employers further develop their workforce and expand their services locally, regionally and internationally. We really are looking forward to exploring co-op internship partnerships with Miami Regional to help expand our business at Cincinnati Children’s.

We are very excited to participate in this new business/education collaborative and hope that it will receive the financial support it has requested.

Sincerely,

Nicole Robinson, PhD  
Assistant Vice President
October 8, 2012

Mr. Jim Petro  
Chancellor  
Ohio Board of Regents  
Columbus, Ohio 43215

IOS Consultants, LLC is very interested in engaging in a new co-op/internship program with Miami University Regional Campuses beginning in the spring of 2013. IOS Consultants offer clients the ultimate in IT solutions.

We specialize in identifying and eliminating inefficiency by streamlining internal operations and automating manual processes. Our services empower you and your staff to focus on and take full advantage of opportunities that might otherwise be missed. We work directly with clients, vendors and support staff to ensure successful implementation and execution of a process improvement plan tailored to fit your business’ specific needs.

IOS works with different industries with a focus in HIT (Healthcare Information Technology). Any assistance the State can provide for support of this co-op/internship program should be made available to Miami to help local employers further develop their workforce and expand their services locally, regionally and internationally.

We are proud to participate in this business/educational collaborative and hope that it will receive the financial support it has requested.

Kind Regards,

[Signature]

Franceene G. McKinney  
IOS Consultants, LLC.
October 9, 2012

Mr. Jim Petro
Chancellor
Ohio Board of Regents
Columbus, OH 43215

Mr. Petro:

eMerge Health Solutions is very interested in starting a new co-op/internship program with Miami University Regional Campuses beginning in the spring of 2013. Our company is a medical software company that provides hands-free intra-operative documentation and workflow solutions for the healthcare industry. Any assistance the State can provide for support of this co-op/internship program should be made available to Miami to help local employers further develop their workforce and expand their services locally, regionally and internationally.

We are proud to participate in this business/educational collaborative and hope that it will receive the financial support it has requested.

Warm Regards,

Trent McCracken
President/CEO
October 1, 2012

Mr. Jim Petro
Chancellor
Ohio Board of Regents
Columbus, Oh 43215

E-technologies Group is very interested in starting a new co-op/internship program with Miami University Regional Campuses beginning in the spring of 2013. Our company provides automation engineering and related services to a variety of companies in the consumer goods, pharmaceutical and food and beverage industries among others.

This program will be valuable not only to our business but also to the Miami students because of the experience it offers them in their academic discipline. Any assistance the State can provide for support of this co-op program should be made available to Miami to help local employers further develop their workforce and expand their services locally, regionally, and internationally.

We are proud to participate in this business/educational collaborative and hope that it will receive the financial support it has requested.

Sincerely,

Stuart M. Herman, JD, SPHR
HR Director/Corporate Counsel
October 10, 2012

Mr. Jim Petro
Chancellor
Ohio Board of Regents
Columbus, OH 43215

Valeo Climate Control Corp is very interested in the co-op/internship program with Miami University Regional Campuses. Our company manufactures HVAC units for a number of automotive manufacturers and we look for interns/co-ops in the engineering field. Any assistance the State can provide for support in expanding this co-op/internship program should be made available to Miami to help local employers further develop their workforce and expand their services. We really are looking forward to building more co-op partnerships with Miami Regional campuses in Engineering Technology. We believe co-op opportunities are one of the driving forces in keeping local talent in Ohio’s workforce.

We are very excited to participate in this business/education collaborative and hope that it will receive the financial support it has requested.

Sincerely,

Ryan Jones
Human Resources Generalist
Valeo Climate Control Corp
October 8, 2012

Mr. Jim Petro
Chancellor
Ohio Board of Regents
Columbus, OH 43215

WinWholesale Inc. is very interested in starting a new co-op/internship program with the Miami University Regional Campuses beginning in the spring of 2013. We are a leading supplier of domestic and industrial supplies and materials headquartered in Dayton, Ohio. We are constantly looking for interns and co-ops to assist us with our software development programs. Any assistance that the State of Ohio can provide in support of this co-op/internship program should strongly consider Miami University to assist local employers like WinWholesale to further develop their workforce and expand their services locally and regionally. We are looking forward to exploring co-op/internship partnerships with the Miami University Regional Campuses as one of methods of expanding our skilled workforce at WinWholesale.

Thank you for considering the Miami University Regional Campuses for participation in receiving financial support for this new business/education collaborative.

Regards,

Steve Hangen
Chief Information Officer
WinWholesale Inc.
October 09, 2012

EPIC Technologies is interested in participating in a new co-op/internship, program with Miami University Regional Campuses beginning in 2013.

Our company has been in business for more than 50 years in the Lebanon, Ohio area. We build low to mid volume, high quality, custom fit, circuit boards in the Lebanon/Mason area.

We have quite a few Miami University grad’s here at EPIC, where their talents and experience gained helps our company to excel and shine in our local community and around the world.

Any assistance the state can provide for support of this co-op/internship program should be made available to Miami to help local employers further develop their workforce and expand their services locally, regionally and internationally.

I look forward to hearing that Miami University will receive financial support it has requested.

Sincerely,

Tracey S. Dykes  
Human Resources  
EPIC Technologies, LLC.  
Ohio Valley Operations
October 8, 2012

Mr. Jim Petro
Chancellor
Ohio Board of Regents
Columbus, OH 43215

Ascendum Solutions is very interested in starting a new co-op/internship program with Miami University Regional Campuses beginning in the spring of 2013. Our company is a global Information Technology Solutions company headquartered in Cincinnati, OH. We provide Technology Services in the areas for Consulting, Application Development, Infrastructure Services, Resource Management and On-demand Services. Any assistance the State can provide for support of this co-op/internship program should be made available to Miami to help local employers further develop their workforce and expand their services locally, regionally and internationally. We really are looking forward to hiring Miami Regional co-op students for our business expansion.

We are proud to participate in this business/educational collaborative and hope that it will receive the financial support it has requested.

Sincerely,

[Signature]

Paul Watts
Director of Recruiting
DATE: October 9, 2012
RE: Miami Co-Op Program

To Whom It May Concern:

tekWorx, a Cincinnati, OH based engineering firm, is thrilled at the prospect of starting a new co-op/internship program with Miami University Regional Campuses beginning in the spring of 2013.

Our company provides engineering services and control systems for significantly reducing the energy consumption in commercial and industrial energy plants. Any assistance the State can provide for support of this co-op/internship program should be made available to Miami to help local employers further develop their workforce and expand their services locally, regionally and internationally.

We would be proud to participate in this collaboration and hope that it will receive the financial support it has requested. If you’d like to discuss this potential partnership further, please contact me directly at 513.373.4292.

Sincerely,
Anne Duncan
Marketing Manager
tekWorx LLC
October 11, 2012

Mr. Jim Petro  
Chancellor  
Ohio Board of Regents  
Columbus, OH 43215

Advanced Drainage Systems, Inc. is very interested in the co-op/internship program with Miami University Regional Campuses. Our company manufactures plastic drainage pipe and the Hamilton, Ohio office is where our manufacturing engineering group is located. We have interns that help us with drawings, etc. Any assistance the State can provide for support in expanding this co-op/internship program should be made available to Miami to help local employers further develop their workforce and expand and grow their services.

Advanced Drainage Systems, Inc. is looking forward to building more new co-op partnerships with Miami Regional campuses in Engineering Technology; it’s a great fit for our business. We believe providing co-op opportunities are important to building a better, stronger and more secure workforce in Ohio.

We are very pleased to participate in this business/education collaborative and hope that it will receive the financial support it has requested.

Sincerely,

[Signature]

Randy Kolbet  
Manufacturing Engineering Manager
October 9, 2012

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

Dear Chancellor Petro:

The Regional Campuses of Miami University are committed to cooperative education. Our Regional Campus students currently benefit from co-op experiences, and the proposed project will allow us to increase the number of students impacted, while at the same time expanding the number and breadth of companies participating. In addition, the proposed project will allow our co-op eligible students to take advantage of novel co-op related opportunities during Miami’s new three-week January term.

Co-op experiences motivate Miami students, increase their employability after graduation, and lead to high student-retention rates. We know that our Regional Campus students intend to stay in Ohio after graduation; co-op experiences give them an edge in obtaining top-level employment in their chosen industries. In addition, students who co-op reap real and immediate financial benefits and typically graduate with less student loan debt.

We appreciate this grant opportunity to expand the benefits of co-op experiences to more students, more businesses, and more key occupations and industries. The Miami University project demonstrates our commitment to increasing the impact of our co-op efforts by contributing matching funds totaling $93,160, and by allocating staff time to ensure the success of the proposed project. In addition, I intend to continue a new position in the Office of Co-op/Internship and Placement beyond the length of the grant period, and work towards the growth and sustainability of the program.

I am pleased to commit the resources of Miami University and its Regional Campuses to ensure success of the proposed project. We look forward to the positive impact that the project will have on the local and state economies and to the new business-university partnerships that will be established and nurtured through the project.

Sincerely,

G. Michael Pratt
Associate Provost for Academic Affairs
Dean of Regional Campuses
October 9, 2012

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

Dear Chancellor Petro:

I am the Chair of Engineering Technology on the Miami Regional Campuses. Miami has offered two-year and four-year degrees in engineering technology since 1966 and 1995 respectively. Co-ops and internships have always been a part of our program. While they are not a requirement of our program, we encourage students to do co-ops by pointing out that the students will:

- Earn money and college credit
- Gain professional experience
- Learn new technologies
- Improve employment opportunities after graduation
- Build self-confidence and communication skills
- Extend classroom learning
- Assess career opportunities
- Meet professionals in their field

The Engineering Technology program at Miami is accredited by the Engineering Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, ABET; www.abet.org. The availability of co-ops and internships for Engineering Technology students is very important to accreditation. Also important to accreditation, and to maintaining currency and relevancy, are the feedback loops that are in place between the businesses, the co-op students, the co-op office, and my department. The work/learning co-op evaluation forms that provide us with this feedback are one of the ways the department stays up to date with new initiatives/methods/research in the industry. A recent example of our responsiveness is that the feedback from businesses suggested that we teach our students 3D design. As a result, we have recently modified and included more design problems in our computer-aided design courses using SolidEdge that has become quite popular with students and businesses.

Our department works closely with the Co-op/Internship & Placement Office to find and place students in meaningful, challenging work assignments. We are pleased to be a focus of the proposed OMIC project and will continue our strong partnership with the Co-op/Internship & Placement Office. We are committed to increasing our focus on internships/co-ops and I will be working with our faculty to find effective ways of encouraging our students to participate—in particular for our new bachelor’s degree concentration in Electrical and Computer Engineering Technology.

Sincerely,

[Signature]

Dr. Ayodele O. Abatan
Chair and Professor, Engineering Technology
Miami University Regionals Campuses
October 8, 2012

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

Dear Chancellor Petro:

I am writing to demonstrate my support for the Miami University Regional Campus Co-op/Internship & Placement Office and my belief in the importance of work-based experience for our students. The proposed project will create more co-op opportunities for students and build the capacity of the office.

I am especially supportive of their office because I am Chair of the Computer Information Technology Department, and we have recently created and initiated a new bachelor’s degree in Health Information Technology (HIT). The new degree is proving to be popular—the degree started with 0 declared majors in January and we have over 100 students with a major declared in HIT today. To date, however, HIT students have not participated in co-ops/internships.

Applying for these funds has given the HIT co-op/internship program a real jumpstart. I found six businesses that were very interested in hiring an HIT co-op or intern and very interested in our promised subsidy of half the student’s salary from your grant funds. I anticipate once these businesses hire a Miami co-op or intern, they will continue a co-op program with us as long as they can. I commit to continuing to work to locate more businesses and employers who can provide co-ops or internships for HIT students at Miami Regionals.

I am excited that our students will now be able to take advantage of the experiential learning benefits of a co-op/internship. I believe it will increase their retention and completion rates, and I’m confident it will help our students become valuable additions to the Ohio workforce in the future.

Sincerely,

Dr. Cathy Bishop-Clark
Chair and Professor
Computer Information Technology
Miami University Regionals Campuses
October 8, 2012

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

Dear Chancellor Petro:

I am the Senior Director of Advancement for the Regional Campuses of Miami University; one of my roles at Miami is to raise scholarship funds from Miami alumni and others.

This proposal from the Miami Regionals Co-op and Internship Office requests seed money ($5,000) to start a scholarship fund earmarked for co-op and internship students. I think this fund is an excellent idea. I believe it will draw more students to the co-op program, which will therefore increase the retention and completion rates of these students. Because many of our co-ops and internships are available in the disciplines of engineering technology and computer information technology, these scholarships will help build a workforce with degreed workers in these key industries.

I commit to working to match the OBOR seed money with another $5000 in fund contributions from alumni and other friends of Miami University. Students who completed a co-op or internship while at the Miami Regionals are among the most highly compensated alumni we have, and I think they will welcome a new method to give back to the university and the students following in their footsteps.

Best wishes,

Ellen C. Paxton
Senior Regional Director of Advancement
Miami University Regionals Campuses
GOALS, OBJECTIVES, AND EVALUATION

Six goals are described in the OMIC request for proposals (RFP) document. The table below provides a snapshot showing how Miami’s proposal meets all six goals, along with corresponding objectives and evaluation method.

<table>
<thead>
<tr>
<th>Key Program Goals</th>
<th>Objectives</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Greatly increase number of students participating in meaningful work-based learning experiences with Ohio's businesses.</td>
<td>Increase the number of students who are registered and placed in a C/I by 27 placements in Year 1.</td>
<td>Number of new co-ops or internships</td>
</tr>
<tr>
<td></td>
<td>Increase the number of academic programs/concentrations served by co-op/internship by 2</td>
<td>Number of co-ops for new degrees in HIT and ECET</td>
</tr>
<tr>
<td></td>
<td>Work to develop a new co-op curriculum during Miami's new Winter Term (in 2014) to attract more students</td>
<td>Progress towards Winter Term C/I activities</td>
</tr>
<tr>
<td></td>
<td>Increase the number of employers served</td>
<td>Number of new businesses</td>
</tr>
<tr>
<td></td>
<td>Develop capacity in the Miami Regionals co-op/internship placement office to serve increased numbers.</td>
<td>Hire one new staff for co-op/internship</td>
</tr>
<tr>
<td>2. Increase number of students completing a post-secondary credential/degree.</td>
<td>New degrees in HIT and ECET will create new pipeline of bachelor degreeed students</td>
<td>Numbers of students enrolled in HIT and ECET in 2013 as compared to 2012</td>
</tr>
<tr>
<td></td>
<td>Increased numbers of co-ops will increase degree completion</td>
<td>Numbers of degree completion in 2018 as compared to 2012</td>
</tr>
<tr>
<td>3. Increase number of students interested in key occupations and industries.</td>
<td>The new degrees in HIT and ECET are designed to serve key occupations and industries</td>
<td>Numbers of students enrolled in HIT and ECET in 2013 as compared to 2012</td>
</tr>
<tr>
<td>4. Retain more graduates in OH and attract former OH and non-OH residents to the state.</td>
<td>Increase numbers of C/I in Ohio to increase numbers of graduates retained</td>
<td>Number of new C/I in companies where the program objective is to hire the C/I student at the end of the rotation</td>
</tr>
<tr>
<td>5. Align curriculum offered by Miami with the needs of business to close the jobs skills gap</td>
<td>Continue to solicit input on employer feedback forms, and from existing Workforce Advisory Boards for ENT and CIT</td>
<td>Data from feedback forms and advisory boards</td>
</tr>
<tr>
<td>6. Reduce costs to businesses for recruiting, training and retaining talent.</td>
<td>Subsidize co-ops in Year 1</td>
<td>OMIC funds ½ of every new co-op salary in Year 1</td>
</tr>
<tr>
<td>---</td>
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<td>---</td>
</tr>
<tr>
<td>Start C/I in Winter Term, which extends the time an employer may have the trained student employee working</td>
<td>Work with employers to create a C/I Winter Term</td>
<td></td>
</tr>
<tr>
<td>Explore offering Winter Term course that reduces training costs to employers, such as Introduction to AutoCAD, SolidWorks, or Unigraphics NX</td>
<td>Work with employers to create useful Winter Term training program</td>
<td></td>
</tr>
<tr>
<td>Program Snapshot</td>
<td>Number or amount</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>JobsOhio Key Industry or Industries</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Number of co-ops/internships created</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>Number of co-ops/internships created Number that meet High Demand Occupations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount of state money requested</td>
<td>$153,118</td>
<td></td>
</tr>
<tr>
<td>Amount of match money obtained</td>
<td>$173,737</td>
<td></td>
</tr>
<tr>
<td>Total state money requested divided by number of co-ops &amp; internships created (in whole dollars)</td>
<td>$5,671</td>
<td></td>
</tr>
<tr>
<td>Total match money obtained divided by number of co-ops &amp; internships created (in whole dollars)</td>
<td>$6,435</td>
<td></td>
</tr>
<tr>
<td>Total money (state plus match) divided by number of co-ops &amp; internships created (in whole dollars)</td>
<td>$11,686</td>
<td></td>
</tr>
<tr>
<td>Number of business partners</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Number of higher education partners</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>[Miami Regionals Campuses have partnerships with 10 distance campuses across OH. This project may serve these distance students, but the campuses themselves are not currently partners on this proposal]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of other partners</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
Dear XYZ Employer:

Congratulations on hiring a new Miami co-op/intern student this semester. As we discussed during the application and hiring process, Miami University will be subsidizing 50% of the student’s salary this academic semester. Your payroll department will need to submit the payroll stubs for John Smith at the end of the term (which should be in accordance with the work/learning agreement form that states the number of hours the student will work and the hourly wage he/she is paid).

It is important to understand that we are adding many new co-op/intern employers this fiscal year and that we will only be able to pay for what is agreed upon by you, the student, and the university at the beginning of the co-op/intern experience. If the student works more hours than the original agreement form states, we will not be responsible for subsidizing those extra hours.

Again, we want to thank you for hiring a Miami co-op/intern this semester, and we look forward to working with you in this new business/education partnership.

Sincerely,

Dr. Shelley Cassady
Regional Director
Career, Co-op & Internship Services
FACT SHEET
www.regionals.MiamiOH.edu/jobs
Career, Co-op & Internship Services
122 Rentschler Hall (MUH)  &  135 Johnston Hall (MUM)
513-785-3113     513-727-3205
for
Engineering, Business, Criminal Justice,
Information Technology, Integrative Studies,
Nursing, and Liberal Arts Students

Why Do a Co-op or Internship?

- Earn Money While You Learn
- Get Professional Experience
- Improve Employment Opportunities
- Build Self-Confidence And Esteem
- Extend Classroom Learning
- Network/Meet Professionals In Your Field
- Receive Academic Credit In Some Majors

Co-op/Internship Requirements for Miami Students

- Register online with the office at www.regionals.muohio.edu/jobs
- Completed at least 12 credit hours with at least 9 hours in your major
- Keep an updated resume on file
- Must have at least a 2.5 GPA in major
- Must have at least an overall 2.2 GPA
- Finish all interview training requirements

Bachelor Degree seeking students can also register with Oxford’s Career Services as well as find jobs at www.muohio.edu/careers.

Co-operative education (Co-op) and internships integrate classroom study with employment that relates to a major. This is a big advantage in today’s job market. Employers vary from small, local, and regional firms to large corporations and non-profit organizations.

The Office staff assists students with resume preparation, interviewing, and job correspondence letter writing. The staff uses a flexible, individualized approach with each student.

Students will interview with employers for positions and make the final decision (if offered a position) about whether or not to accept a job offer. Students may choose either an alternating (work full-time one semester, attend college full-time the next) or parallel co-op (work full-time or part-time and attend college part–time). Students compete in the co-op/internship market for these opportunities just like in the job market. It is highly recommended that students consider taking BTE/ENT/CIT 221 Professional Development to better prepare for the co-op/internship workplace.

Co-ops
Are always paid, usually sequential, closely aligned to the student’s academic field, and may be taken for academic credit.

Internships
May or may not be paid, may not be directly related to the student’s academic field, may be a one-time experience only, which historically happens in the summer, and may or may not be taken for academic credit.

Salaries vary depending upon academic disciplines and generally range from $10 to $20/hourly.
FACT SHEET for Employers
www.regionals.MiamiOH.edu/jobs

Career, Co-op & Internship Services
for

Engineering Technology, Business Technology, Criminal Justice, Nursing, Computer Information Technology, Health Information Technology and Integrative Studies

Why Hire a Co-op or an Intern?

• Provides cost-effective, pre-professional labor
• Gives early assessment of future hires
• Reduces recruiting/training costs and time
• Reduces Labor turnover 15 to 20%
• Releases trained personnel from basic tasks
• Provides access to faculty and staff
• Provides opportunities to give input on college/university curriculum development

Some of the Skills Miami Co-op/Interns Have

• Accounting, marketing, sales
• CADD, CNC, Electronic Circuit Analysis, Network Maintenance, Hardware/Software Interface, Circuit Analysis & Design, PLC, CNC
• Programming in Java, C++, Visual Basic, Object-Oriented, Operating Systems, Networking
• Database Management, Project Management, Foundations in Healthcare Systems, Record Tracking and Management
• Law Enforcement, Probation/Parole Work, Public/Private Security
• Healthcare/Nursing, Homecare

Cooperative education (Co-op) and internships integrate classroom study with employment that relates to a major. This is a big advantage in today’s job market. Small, medium and large employers benefit financially from work/learning partnerships with local colleges and universities.

The Office staff assists employers by posting their positions and sending qualified students’ resumes for the positions. The Office staff provides a flexible, individualized approach with each employer to meet their specific workforce needs.

Once an employer has reviewed the resumes, he/she can call the student to arrange an interview. If the employer makes a job offer and the student accepts, then he/she needs to inform the Office staff that a selection has been made.

The student will then sit down with the employer to fill out a work/learning agreement form to complete the process. Toward the end of the semester, the employer will be asked to review the student’s performance using a single page evaluation form which is returned to the Office upon completion. Student and employer can continue on with the co-op/internship if it is mutually agreeable to both.

Co-ops
Are always paid, usually sequential, closely aligned to the student’s academic field, and may be taken for academic credit.

Internships
May or may not be paid, may not be directly related to the student’s academic field, may be a one-time experience only, which historically happens in the summer, and may or may not be taken for credit. We abide by the Fair Labor Standards Act.

Salaries vary depending upon academic disciplines and generally range from $8.00 to $20.00/hour.

Office Staff/Contact Information

Dr. Shelley Cassady, Regional Director
cassadss@MiamiOH.edu

Linda Vogt, Sr. Program Assistant (MUH)
vogtlm@MiamiOH.edu; 513-785-3113

Carol Caudill, Administrative Assistant (MUM)
caudilcw@MiamiOH.edu; 513-727-3205
DESCRIPTION:

Students participating in the co-op or internship program are required to register for this course during their work term. This course provides a structured, formal connection between the student’s co-op/internship job and her/his academic program of study. For each work session, students will keep a portfolio of work activities then reflect on and place into context the work experience and academic program. It is expected that students who enroll in BTE/CIT/ENT 220 over multiple semesters (no more than three (3) semesters or total of six (6) credit hours) will experience increasing sophisticated work assignments. Credit may only be granted during the semester in which a student is working AND registered for BTE/CIT/ENT 220. No credit will be awarded for past work experiences.

Prerequisite: Approval from co-op/placement office and instructor.

GENERAL COURSE OBJECTIVES:

• Provide a forum for students to engage with other co-op/internship students and reflect on their jobs as learning experiences;
• Increase the student’s technical skills;
• Provide context to their academic curriculum;
• Develop and refine interviewing skills and career success skills;
• Assist the student in solidifying her/his commitment to their academic program of study.

ASSIGNMENTS:

TEXT: JOB CHOICES, a publication by National Association of Colleges and Employers (Available on either Campus)
CLASS: To be held via Blackboard. Meeting times will be arranged by the instructor.

1. Must review the “What Now” interviewing tape before interviewing with an employer. (Available on website)
2. Develop three (3) specific goals to accomplish this semester. These goals will help to establish a learning environment between you and your employer. These goals must be approved by the faculty member at the beginning of the semester.
3. Maintain a portfolio of projects on which you worked, new technologies you experienced, things you learned, etc. Be prepared to incorporate this information into an end of semester reflection (term) paper.
4. Meet at least three (3) times during the semester. Once at the beginning to discuss your goals and plans with all students enrolled in BTE/CIT/ENT 220; once during the semester with your faculty member and supervisor (preferably a work site visit); once at the end of the semester to review and reflect on your experience. These meetings may be accomplished through e-mail, Internet, video conferencing, telephone, or in-person.
5. Prepare a term paper (2 to 3 pages) in which you reflect on what you accomplished during the semester in relation to goals that were set; what you learned; how/what you did this semester fits into your academic program and personal career goals. Must be completed and turned in one week before final exams.

METHOD OF EVALUATION:

1. Credit earned – satisfactory completion of above assignments and satisfactory performance evaluation from your employer.
2. Credit not earned – failure to meet all conditions as stated above.

NOTE: This outline is subject to change as needed.
Academic area: BTE/CIT/ENT 220; Indicate number of credit hours _______ (0-2) Criteria for Credit Below

Met with Co-op Director on: _______ _______ _______ Maintained Portfolio _______ Turned in Paper _______

Student Name______________________________ H M Banner I.D. Number _______________________

Phone __________________________ Cell Phone ___________ E-mail ____________________________

Major____________________________________ B.S. ___ B.A. ___ B.I.S. ___ A.S. ___ A.B. ___ A.A. ___

Company Name____________________________ Phone______________________________

Company Address ________________________________

Supervisor’s Name & Title __________________________ E-mail ____________________________

The Cooperative Education/Internship Program is based on learning from experience. This work/learning agreement represents a joint effort by the student, employer, and university co-op Director to document how the student will learn from work experience and how the co-op/internship experience will be evaluated.

Co-op/Internship Learning Goals: Student Evaluation of Goals Section

1. Not Met Met Exceeded

2. Not Met Met Exceeded

3. Not Met Met Exceeded

Student’s Comments regarding experience; Signature ______________________ Date _____________

Co-op Director’s Comments regarding the experience; Signature ______________________ Date _____________

Agreement regarding working conditions for the student:

Job Title __________________________ Salary ______________ Start Date ______________

Academic Term ______________ Hrs/Week ______________ Ending Date ______________

We, the below signed, agree with the suitability of the working/learning goals and academic credit (if indicated).

Student __________________________ Date __________________

Supervisor __________________________ Date __________________

Co-op Director __________________________ Date __________________

Please use Page 2 for Supervisor’s Evaluation of the student.

Important: Please return this form (page 1) to the Office within two weeks after you begin your co-op/internship.
Please rate the student on the following professional skills:

### Attendance, Punctuality, Personal Appearance

<table>
<thead>
<tr>
<th>Skill</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>Not Relevant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to work regularly</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Arrives to work on time</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Arranges for lateness or time off in advance</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Is appropriately dressed for work</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Is properly groomed</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

### Knowledge of the Job

<table>
<thead>
<tr>
<th>Skill</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>Not Relevant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grasps instructions quickly</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Applies math/physics principles to ENT problems</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Desires to increase knowledge of job</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Is willing to ask questions</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Uses applied skills to identify, evaluate &amp; solve complex technical problems</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Uses engineering computer software to facilitate engineering problem solving</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

### Quality of Work

<table>
<thead>
<tr>
<th>Skill</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>Not Relevant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Produces work that is accurate and neat</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shows thoroughness in work</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Produces the expected volume of work</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Is efficient in use of time</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Is able to set priorities</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Prepares well-written technical reports</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

### Attitude

<table>
<thead>
<tr>
<th>Skill</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>Not Relevant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shows initiative</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Is enthusiastic about work</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Is willing to work with and for others</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Accepts suggestions/criticism</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Asks for additional work when tasks are complete</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Pursues life-long learning</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

### Judgment, Reliability, Adaptability

<table>
<thead>
<tr>
<th>Skill</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>Not Relevant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is able to think independently</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Makes good decisions</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Is able to work under pressure</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Meets deadlines</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Is adaptable to changes in the work environment</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Demonstrates expected standards of ethical conduct</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
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</tbody>
</table>

### Human Relations

<table>
<thead>
<tr>
<th>Skill</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>Not Relevant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperates with supervisors and co-workers</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Is courteous and friendly</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Controls emotions</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Speaks well and shows good choice of words</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Verbally communicates ideas well</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Functions in team-oriented activities</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Please circle. Overall student performance is

<table>
<thead>
<tr>
<th>Category</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
SHELLEY SEIM CASSADY, Ph.D.
775 Oakwood Drive
Hamilton, OH 45013
E-mail: Cassadss@MiamiOH.edu
513-785-3113 (Work)
513-867-9794 (Home)

EDUCATION

Ph.D. in Higher Education Administration, Iowa State University, Ames, IA
Ph.D. Dissertation: "The Importance and Implementation of Management Functions and Activities in English Departments at Four-Year, State-Supported Colleges and Universities" 1985
M.Ed./English Minor, University of Washington, Seattle, WA, 1973-1975, GPA 3.75
B.A. in English, (Secondary Teaching Certificate), University of Colorado, Boulder, CO, 1970-1972, GPA 3.46

EDUCATIONAL HONORS/AWARDS/PROMOTIONS

Recognized for 15 years of Dedicated Service to Miami University 2004
Member of Phi Kappa Phi (Iowa State University) and Phi Theta Kappa (Cottey College)
Outstanding Student Services Award 1991 from Miami University
Recognized for 20 years of service in the Ohio Cooperative Education Association, 1995 to present
Outstanding Female Citizen Award (Senior Year) -- Thomas Roberts High School, Decorah, Iowa, 1968
Graduated with academic honors in the top 10 students (senior year of H.S.) GPA 3.82
Promoted from Placement Coordinator to Regional Director for Co-op/Internship and Placement, Miami University,
Over 25 years of service.

WORK EXPERIENCE

Regional Director for Career, Co-op & Internship Service, Miami University, 3/26/2009 to present
- Direct and Coordinate Co-op, Internship, and Career Services for Miami’s Regional Campuses
- Supervise, evaluate and train staff
- Teach BTE/ENT/CIT 221 (Professional Development) 2006 to present
- Teach ENT 220, BTE 220, and CSA 220 Professional Practice 2000 to present
- Member of the Ohio Cooperative Education Association 1993 to present
- President of the Butler/Warren Ohio Employer Council 2003 to present
- Member of B/W Society for Human Resource Management 2001 to present
- Member of the Hamilton Chamber Business and Education Collaborative 1996 to present
- Co-Director of the Butler County Annual Job Fair 1996 to present

Co-op/Internship & Placement Director, Miami University Hamilton, 1999 to 2009
- Directed the Academic Co-op/Internship and Placement Program for the Miami University Hamilton Campus
- Directed student graduate placement on the Hamilton Campus
- Taught BTE 221 (Professional Development) for Co-ops/Interns and graduates) for the Hamilton Campus, 1995 to 2006
- Taught BTE/ENT/CIT 221 Professional Development 2006 to 2009
- Taught ENT 220, BTE 220, & CSA 220 Professional Practice 2000 to 2009
- Member of the Ohio Cooperative Education Association 1993 to 2009
- President of the Butler/Warren Ohio Employer Council 1996 to 2000; 2003 to 2009
- Member of the Hamilton Chamber Business & Education Collaborative 1996 to 2009
- Member of the Workforce One Job Center Board 1996 to present; VP of the Ohio Two-Year College Placement Association 2004 to 2006; Treasurer 2002 to 2004
- Supervised and evaluated the School-to-Work Coordinator 1996 to 2000

Co-Director of the School-to-Work Program for Butler-Warren Counties, 1996 to 2000
- Applied for a School-to-Work Local Implementation Grant, 1995
- Awarded $1.15 million dollars; Received $950,000 for a four-year program for Butler and Warren Counties (15 school districts, three vocational districts, and the two regional campuses of Miami University), 1996 (Joint initiative with the Middletown Campus)
- Administered the Co-op and School-to-Work budgets, 1992 to 2000 (Total: $1,248,000)
- Supervised/evaluated personnel involved with the Co-op/Internship and STW programs, (1992 to 2000).

Chaired the Co-op Advisory Board, 1992 to 1997
• Co-Chaired the School-to-Work Subgrant Committee, (Over $600,000 awarded to 18 local school and vocational districts over a four-year period) 1996 to 2000
• Worked with the Greater Hamilton Chamber STW Advisory Board to help facilitate career development activities for K through 12 public school children, 1997 to present
• Attended the National Cooperative Education Association Conference (1996-2000)

Cooperative Education/Internship Director; Placement Coordinator for Miami University Hamilton, 1992 to 1999
• Applied for Title VIII funding for cooperative education, 1990 & 1991
  Awarded $300,000 grant; Received $298,000 for a four-year Co-op Program for the regional campuses of Miami University, 1992 (Joint initiative with the Middletown Campus)
• Attended the National Cooperative Education Association, 1992-1996

Placement Coordinator for Miami University Hamilton, 1989 to 1999
• Assisted students, graduates, and alumni in the job search process

English Instructor for Miami University Hamilton, Hamilton, OH, 1987-89
• Taught Freshman English Composition 111 and Developmental English 001 and 002
• Counseled and advised students in the Learning Assistance Center

Assistant Director of the Educational Placement Office at Iowa State University, Ames, IA, 1980-1982
• Counseled teacher candidates and education graduate students about the job search process.
• Supervised office staff and graduate interns
• Coordinated campus recruiting and interviewing schedules

English Instructor for Tidewater Community College, Virginia Beach, VA, 1979-1980

Lead Instructor at Capital Business College, Olympia, WA, 1977-1979
• Taught English, Technical Writing, and Human Relations
• Supervised all faculty, chaired staff meetings, and scheduled classes

UNIVERSITY MEMBERSHIPS

• Administrative Council 1996 to present
• Student Services Staff 1989 to present
• Engineering Advisory Board 1989 to present
• SEAS Advisory Board 1997 to present
• Engineering Senior Design Judges Panel (yearly)
• Business Advisory Board 1989 to 2003
• Greater Hamilton Chamber of Commerce Business and Education Collaborative 1996 to present
• Miami Middletown Unclassified Staff Forum
• Miami Hamilton Adjunct Faculty