# Proposal Cover Sheet

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Ohio Manufacturing Education Collaborative (OMEC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Location/s</td>
<td>There are thirty-five Ohio counties covered by the partners in the OMEC. The Education Partner Campuses are located in Lima, Marion, and Springfield, Ohio.</td>
</tr>
<tr>
<td>Project Start Date</td>
<td>The project will begin as soon as we receive notification from the Ohio Board of Regents.</td>
</tr>
<tr>
<td>Interns/Co-ops Start Date</td>
<td>1/7/2013</td>
</tr>
<tr>
<td>Lead Applicant – Must be public higher education agency</td>
<td>Name and Address of Postsecondary Institution</td>
</tr>
<tr>
<td></td>
<td>Rhodes State College</td>
</tr>
<tr>
<td></td>
<td>4240 Campus Drive</td>
</tr>
<tr>
<td></td>
<td>Lima, OH 45804</td>
</tr>
<tr>
<td>Chief Contact Individual must be authorized to sign agency grant contract and legally responsible as agency representative.</td>
<td>Name/Title of legal representative Address, Telephone, FAX, and E-Mail</td>
</tr>
<tr>
<td></td>
<td>Debra L. McCurdy, PhD</td>
</tr>
<tr>
<td></td>
<td>President</td>
</tr>
<tr>
<td></td>
<td>Rhodes State College</td>
</tr>
<tr>
<td></td>
<td>4240 Campus Drive</td>
</tr>
<tr>
<td></td>
<td>Lima, OH 45804</td>
</tr>
<tr>
<td></td>
<td>Telephone: 419-995-8200</td>
</tr>
<tr>
<td></td>
<td>Fax: 419-221-0450</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:mccurdy.d@rhodesstate.edu">mccurdy.d@rhodesstate.edu</a></td>
</tr>
<tr>
<td>Project Director(s)- Key Personnel(s)</td>
<td>Name/Title, Address, Telephone, FAX, and E-Mail</td>
</tr>
<tr>
<td></td>
<td>Richard N. Woodfield, Jr.</td>
</tr>
<tr>
<td></td>
<td>Interim Vice President for Academic Affairs</td>
</tr>
<tr>
<td></td>
<td>Rhodes State College</td>
</tr>
<tr>
<td></td>
<td>4240 Campus Drive</td>
</tr>
<tr>
<td></td>
<td>Lima, Ohio 45804</td>
</tr>
<tr>
<td></td>
<td>Telephone: 419-995-8357</td>
</tr>
<tr>
<td></td>
<td>Fax: 419-995-8099</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:woodfield.r@rhodesstate.edu">woodfield.r@rhodesstate.edu</a></td>
</tr>
<tr>
<td></td>
<td>Matthew Kinkley, PhD</td>
</tr>
<tr>
<td></td>
<td>Executive Director Workforce, Economic Development and Continuing Education</td>
</tr>
<tr>
<td></td>
<td>Rhodes State College</td>
</tr>
<tr>
<td></td>
<td>4240 Campus Drive</td>
</tr>
<tr>
<td></td>
<td>Lima, OH 45804</td>
</tr>
<tr>
<td></td>
<td>Telephone: 419-995-8283</td>
</tr>
<tr>
<td></td>
<td>Fax: 419-995-8096</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:kinkley.m@rhodesstate.edu">kinkley.m@rhodesstate.edu</a></td>
</tr>
</tbody>
</table>
Amount of state money requested | $333,228
---|---
Match money committed | $333,228
Number of internships/co-ops proposed | 39
JobsOhio key industry/ies impacted | Energy, Automotive, Advanced Manufacturing, Aerospace and Aviation, and Consumer Products
Are any of the applicants represented by a member of the Advisory Committee? | Name/s:
Daniel Schoch

**Legal Applicant**

Name: James A. Rhodes State College
Address: 4240 Campus Drive
City: Lima Zip: 45804
Phone: 419-995-8200 Fax: 419-221-0450 E-Mail: mccurdy.d@rhodesstate.edu
CEO Name: Debra L. McCurdy, PhD President

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: [Signature]
Typed Name and Title: Debra L. McCurdy, PhD President
Date: 10/12/2012

2) **Administering Entity**

Agency Name: Rhodes State College
Address: 4240 Campus Drive
City: Lima Zip: 45804
Contact Person: Rick Woodfield Phone: 419-995-8357 Fax: 419-995-8099
Title: Interim Vice President for Academic Affairs E-Mail: woodfield.r@rhodesstate.edu

Contact Person: Matthew Kinkley, PhD Phone: 419-995-8283 Fax: 419-995-8096
Title: Executive Director, WEDCE E-Mail: kinkley.m@rhodesstate.edu
3) **Business Partners (please submit separate information for each partner)**

**Company Name:** Heroux Devtek – Landing Gear Division

Address: ___________________________________________________________

City: ____________________________ Zip: ____________________________ Phone: ___________

Fax: _______________ Contact Person: Bill Brougher ______________________

Title: VP of Operations __________ E-Mail: ________________________________

**Company Name:** Honda of America Mfg. Inc.

Address: 24000 Honda Parkway

City: Marysville Zip: 43040 Phone: ______________________

Fax: __________________ Contact Person: Scot McLemore

Title: Unit Manager Technical Development __________ E-Mail: __________________

**Company Name:** Thieman Stamping and Metal Fabrication

Address: 05140 Dicke Rd. PO Box 45

City: New Bremen Zip: 45869 Phone: ____________________

Fax: _______________ Contact Person: Rod Brandt

Title: Plant Manager __________ E-Mail: ________________________________

**Company Name:** KMC Holdings, LLC dba Kennedy Manufacturing Company

Address: __________________________________________________________

City: ____________________________ Zip: ____________________________ Phone: ___________

Fax: _______________ Contact Person: Brandy L. Kelly

Title: HR Manager __________ E-Mail: ________________________________

**Company Name:** Ashland Speciality Ingredients

Address: 1220 S. Metcalf Street

City: Lima Zip: 45804 Phone: ______________________

Fax: __________________ Contact Person: Charles Gasperetti

Title: Site General Manager __________ E-Mail: ________________________________
Company Name: **Minster Machine Company**
Address: 240 Fifth St. PO Box 120
City: Minster Zip: 45865 Phone: 419-628-2331
Fax: ___________________ Contact Person: Brian Styer
Title: Manager, Employee Relations E-Mail: ____________________________

Company Name: **American Trim**
Address: 1005 W. Grand Ave.
City: Lima Zip: 45801 Phone: 419-996-4850
Fax: ___________________ Contact Person: Richard Pfeifer
Title: VP and Chief Technical Officer E-Mail: ____________________________

Company Name: **US Yachiyo**
Address: 1177 Kellogg Parkway
City: Marion Zip: 43302 Phone: __________
Fax: ___________________ Contact Person: Ray Sanders
Title: Vice President E-Mail: ____________________________

Company Name: **POET Biorefining**
Address: ____________________________
City: __________________ Zip: __________________ Phone: __________
Fax: ___________________ Contact Person: Bruce Schwiebert
Title: Technical Manager E-Mail: ____________________________

Company Name: **Luvata**
Address: 1376 Pittsburgh Drive
City: Delaware Zip: 43016 Phone: __________
Fax: ___________________ Contact Person: Dirk Greywitt
Title: Vice President General Manager E-Mail: ____________________________
5) Educational Partners (please submit separate information for each partner)

Name: Marion Technical College
Address: 1467 Mt. Vernon Avenue
City: Marion Zip: 43302 Phone: 740-389-4636
Fax: E-Mail: 
President/CEO/Director Name: J. Richard Bryson, President

Name: Clark State Community College
Address: P.O. Box 570
City: Springfield Zip: 45501 Phone: 937-328-6026
Fax: E-Mail: 
President/CEO/Director Name: David H. Devier, Vice-President Academics and Student Affairs
Abstract

Rhodes State College, in collaboration with Clark State Community College, Marion Technical College, and prominent regional businesses, fully support the goals and objectives outlined in the Ohio Means Internships and Co-ops Program, alternately entitled Ohio Co-op and Internship Program (OCIP). Honda of America gathered regional community colleges to create the Ohio Manufacturing Education Collaborative (OMEC). While Columbus State Community College is an additional OMEC partner college, they are neither participating in this grant proposal nor seeking any funding. The college and industry partners are positioned to leverage grant support to contribute to the accomplishment of state-wide objectives to advance Ohio’s workforce by placing well trained, well screened students in quality co-ops and internship opportunities that will lead to full-time employment in Ohio.

Regions throughout West Central Ohio have long featured a diverse group of manufacturers and processors, making up 25% of the overall workforce. Manufacturers, including several global companies, have located in the region and in many cases, expanded and continued operations here for decades. Because of recent economic challenges, manufactures are now finding it difficult to fill vacant positions. At the same time, students at OMEC colleges cannot find appropriate concurrent supplemental employment to support their educational goals.

One of the proven ways of bridging the gap between employers and students is providing them hands-on work experience through co-ops and internships during their college career is central to the OMEC college missions. Experiential learning opportunities offered by these institutions are primed for further development. According to Dan Schoch, president of Schoch Strategic Advisors LLC of Minster, this has been a contributing factor in the “brain drain” where students relocate to other parts of the country to find employment that matches their education and training.

The outcomes of this proposal include, but are not limited to:

• Providing Ohio businesses with highly skilled workers;
• Creating meaningful linkages to Ohio businesses;
• Retaining graduates in Ohio;
• Increasing utilization of Ohio students as interns or co-operative learning participants by Ohio businesses; and
• Sustaining a viable co-op and internship system to serve the needs of employers and students.

Quantitative and qualitative data will be compiled to monitor the effectiveness of both goal-related outcomes and as process metrics of the proposed program. Other metrics, including placement rates, company involvement, participation satisfaction, process improvement recommendations, will be compiled. To date, companies have committed to the support of thirty nine co-ops and internships with a $263,988 match. These requests are expected to grow. The total request for funding for 2013 is $333,228.
1. Business attraction & retention

Rhodes State College, Clark State Community College, and Marion Technical College, with non grant requesting support from Columbus State Community College currently offer certificates and degrees in the area of Manufacturing Technology, Information Technology, Business Services, as well as the capacity to utilize the Associate of Technical Studies degree. This allows these partner colleges to expand quickly to meet demand occupation areas, emerging technologies, and to facilitate transitions from adult career centers, apprenticeships, and other incumbent worker training programs. The newly formed partnership of the three named institutions above, working cooperatively with Honda of American has created the Ohio Manufacturing Education Collaborative (OMEC). This collaborative will facilitate students who are pursuing programs supported by this initiative including students who are new, currently enrolled, pathway students in Project Lead the Way (PLTW) and College-Tech Prep, and individuals who are interested in skilled work opportunities.

This target population will be seeking co-op/internship opportunities through our partner institutions. The regional in-demand occupations applicable to this grant include Automotive, Advanced manufacturing, Energy, Business Functions, Information Technology and Services, Food processing, logistics, and Polymers and Chemicals with an emphasis on Industrial Maintenance Technicians. These occupations are aligned with the STEM-related disciplines of engineering and engineering technologies, information technologies, computer science, and targeted business and business technologies. Positions in advanced manufacturing currently show 4,800 employees working in this capacity in West Central Ohio, with a projected increase in demand of 8% between now and 2016. Over 350 positions will be needed in that time period and will provide skilled workers with an estimated salary under $40,000 a year. This initiative allows for colleges to work directly with industry to prepare that pipeline of skilled workers to meet industry needs.

2. Student attraction/retention/completion

The partner colleges are recognized leaders in the area for technical degrees, workforce education, and providing students with experiential learning opportunities. Ohio Manufacturing Education Collaborative (OMEC) is leveraging existing industry partnerships such as Minster Machine, Ashland, and our lead industry supporter, Honda of America. These industry partners are interested in co-ops and internships as a means to support local college partners in educating the community about exciting careers in STEM-related engineering, information technology, and professional services futures. OMEC seeks to connect the local workforce to industries partners through new and expanded education pathways.

Co-op offers several advantages to students and employers. Co-op education programs enable students to work in positions that provide extensive experience in their chosen field, which results in higher starting salaries upon graduation. Earnings through co-op programs can range from $2,500-$14,000 a year; many students make as much as $40,000 during their entire college career. Currently, 50,000 companies offer co-op positions, including more than 80 of the Fortune 500’s top 100 firms. Typically, more than 60% of students accept permanent jobs from their co-op employers, and more than 95% secure professional employment upon graduation. National Commission for Cooperative Education publication The Best of Co-op (2006-2007 editions).

The OMEC consortium colleges will support early admission to co-op/internship experiences. Students will be eligible to pursue co-op/internship experiences based on company interest and
desire. The OMEC consortium allows for students in a variety of colleges to support area companies while following the employment traveling patterns of residents in the regions. Ohio geographic data shows residence willing to travel up to 60 miles to secure quality employment which supports the cross region engagement for employment opportunities through co-ops and internships.

3. Student post-credential employment

Current economic recovery conditions are creating a shortage of skilled workers. Local companies have engaged multiple educational partners who include high school tech-prep and project lead the way programs, community and technical colleges and four-year institutions to develop a sustainable workforce within the region. The Ohio Manufacturing Education Collaborative (OMEC) formation was initiated by Honda of America as a result of identifying a gap within the industrial maintenance technicians’ workforce. Honda wants to introduce their company to an emerging skilled employee pool. Seeking to build a more robust co-op/internship program, Similar plans are being developed by the other partner companies such as Minster Machine, HDI Landing Gear USA, Inc, Thieman Stamping, KMC Holdings, Ashland, etc.

According to the National Association of Colleges and Employers Job Outlook 2012, 73.7% of employer respondents prefer to hire candidates with relevant work experience. This is compared to 17.5% that prefer to hire candidates with any type of work experience; 4.1% that indicated work experience does not typically factor into their decision when hiring a new college graduate; Overall, having relevant work experience stands high on employers’ wish list for candidate attributes, with almost three-quarters of respondents indicating they prefer this type of experience in their candidates. To further support employer’s hiring preferences relative to experience, 55% of employer respondents indicated co-op/internships as their preference for work experience. Given a preference for any work experience, more than half of respondents prefer that it comes from an internship or co-op assignment. National Association of Colleges and Employers (NACE). Job Outlook 2012. Bethlehem: NACE, 2011. Print.

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

The OMEC has already begun to implement a strategy to meet the ongoing workforce needs of Honda. This strategy will be expanded to create the sustainability of the co-op structures initiated through this proposal. There is a need to build program capability in the education institutions supporting Honda and to markedly impact the flow of students both willing to explore manufacturing careers and to seek work with the industry partners. An effective way to create sustainability of workforce support for industry is to apply an industry sector strategy to the manufacturing needs of the West-Central Ohio Region.

<table>
<thead>
<tr>
<th>Task</th>
<th>Detail</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creation of collaborative</td>
<td>Honda invites educators to join collaborative</td>
<td>Completed 9-1-12</td>
</tr>
<tr>
<td>First meeting of collaborative</td>
<td>Goals: Create training framework, determine education resources, identify gaps, establish team to seek funds to fill gaps</td>
<td>Initial meeting/review held 9/10/12; Gap analysis completed by December 2013</td>
</tr>
<tr>
<td>Increase co-ops/interns going to Honda</td>
<td>1. Apply for seed money from OBOR 2. Conduct focus groups with current</td>
<td>1. Submission due 10/12/12</td>
</tr>
<tr>
<td>Task</td>
<td>Description</td>
<td>Dates</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
</tbody>
</table>
| Identify career pathways                                            | 1. Review focus group data and make recommendations  
2. To increase participation in co-ops/internships develop career pathways charts to use in advertising Honda opportunities to students  
3. Revise Honda job descriptions and program and submit to Honda leadership for approval | December 30, 2012 |
| Develop targeted student marketing campaign materials                | 1. Web content, pathway charts, social media outreach vehicles and individual educ. Institution marketing pieces  
2. Launch new outreach strategies | 1. Jan-Feb 2013  
2. March 2013 |
| Develop Mfg. Collaborative                                          | 1. To create sustainability, Honda will invite other manufacturers to a meeting to explore developing a “sector strategy” approach to “all” talent issues using as models the state Insurance Collaborative being chaired by John Bishop, CEO of Motorists Insurance and the LogisticsART project at CSCC in collaboration with the CLRC at the Columbus Chamber and Columbus 2020. The goal will be to develop an industry plan that leverages recruitment budgets at various mfg. entities to support the development of a funnel approach to co-ops/internships.  
2. A review of the education gap analysis and make recommendations to the businesses for support for equipment, classroom speakers, curriculum development/assistance, marketing assistance will be conducted.  
3. Identify success metrics for the work | January 30, 2013 |
| Develop Strategy for Co-ops/Internships for career changers and dislocated workers | 1. Utilize OhioMeansJobs (OMJ) data to conduct outreach to the identified populations. OMJ currently lists 4,541 resumes with equipment maintenance repair and | February –March 2012 |
1,936 with machine tool skill sets. Conduct research on these populations and outreach to identify those with prior skill sets that could be honed through co-op/internship opportunities.

| Conduct second Mfg. Collaborative Mtg. | 1. Review potential candidates with manufacturers and match internship/co-op opportunities  
2. Secure financial and in-kind commitments over two years to support: marketing, equipment, classroom speakers, etc. | Meeting by 3-31-13  
First non-college student internships/co-ops begin April 2013 |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluate Progress to Date</td>
<td>Conduct ROI analysis for business</td>
<td>Report out 7-30-13</td>
</tr>
</tbody>
</table>

Sustainability will be realized as new co-op/internships are added and students are engaged within the educational pipeline. An anticipated increase in enrollment is expected as companies engage in co-op/internship programming resulting in early student engagement with employers.

Consortia colleges investing in infrastructure costs will utilize state resources in year one of the grant and use their cash match to insure second year sustainability for the OMEC. These resources will include personnel, marketing, and related expenses. Companies are providing co-op cash match of 50% of the co-op salary with an additional in kind support at 40% of the co-op salary. This percentage represents the supervision, human resource needs, training, and related costs for each co-op/internship. Honda will donate state-match in support of the OMEC infrastructure.

5. Includes financial & performance metrics reporting system to Regents

This proposal from OMEC and our business collaborators includes several methods for tracking actual progress which will then be compared against proposed goals. Enrollment and co-op/internship tracking will be managed through the administrative database systems at the respective institutions of higher education and appropriate enrollment coding systems. The Coordinator of Co-op/Internships will track the student participants by business and degree/certificate path in order to maintain the quantitative outcomes identified in Appendix chart C. Qualitative information will be gathered from the evaluations gathered from the company, student and educational partners. All of the data will be used to provide a triangulation analytical approach from data collected from employers, colleges and students to inform OMEC and industry partners regarding the outcomes of this project.

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

OMEC Colleges and Industry partners have identified a total cash contribution of $331,203. Additionally, the partners have identified $177,106 in kind contributions for a total investment of $508,309.

Rhodes, Marion and Clark have additional in kind support of $77,106 from staff time for implementation and maintenance of the Co-op/internship maintenance. The Rhodes
partnership with the Manufacturing Extension Partnership will provide an additional $100,000 in in-kind support.

The Co-op/internship dollars set aside for direct student wages is $116,400 which will provide 39 Co-op/internship experiences for providing an average Co-op/internship income of $9,082 per experience. This can reduce the debt, provide living support and/or decrease the out of pocket expenses for these students.

Each college is instituting a formal Co-op/internship program by matching the grant support with institutional financial support. The combined investment is $67,215 for personnel and fringe benefits. Each OMEC college plans to add a 1/2 FTE for co-op/internship coordination. The match will allow the colleges to fund two years of co-op/internship infrastructure by utilizing grant dollars in year one and college funds in year two.

It is evident that unique, high quality, intense and well thought out marketing efforts are needed. This will assist in insuring that the next generation of industry employees can see the new image of manufacturing and demonstrate to highly capable individuals that manufacturing is a career destination of choice. The budget of $50,000 (Web, Social Media, Video, special events and Print etc.) will allow for a comprehensive marketing approach which will maintain visibility of manufacturing into the future and $12,175 in print resources that support the marketing effort. These efforts will be supplemented by specialized outreach activities/events promoting manufacturing and Co-op/internship.

The OMEC proposes to utilize the services of Schoch LLC, a consulting firm which specializing in driving companies to become Talent Development Companies investing and understanding the value of co-op/internships. As proposed, the firm will provide 100 hrs ($10,000) of consultation to current and future companies and college partners on how to develop implement and maintain a co-op/internship program.

OMEC will also use $5,930 to support the work of the collaborative. This includes travel costs at .555 cents per mile, postage, office supplies, technology support and other miscellaneous items.

The performance measure used to evaluate the efficiency of this investment includes the calculation of ROI. The benefit of this investment is divided by the cost of the investment; the result is initially just shy of a 40% return on the states investment based on cash and in-kind matches. Additionally, the 39 co-op/internship participants can anticipate more than 60% of them will accept permanent jobs from their Ohio co-op employers, and more than 95% will secure professional employment upon graduation (National Commission for Cooperative Education publication The Best of Co-op (2006-2007 editions)).This opportunity means that associate degree graduates can anticipate an income of $37,000 per U.S. Department of Education, National Center for Education Statistics (2012).

7. Includes feedback loop among employers, educators & students

An Employer Evaluation of each student’s performance, conducted as part of the employer supervision responsibilities, is completed at the middle and end of the co-op/internship experience. A Student Evaluation of co-op/Internship experience (see Appendix F) will also be conducted by each student regarding their perceptions of the experience. This evaluation has a four-fold purpose: (1) to ensure that employers engage students in work experiences directly related to their field of study, (2) that these experiences are perceived to be valuable and rewarding to the student, (3) to ensure that appropriate supervision is occurring, and (4) the
learning objectives are being met. Student evaluations will be conducted by term by each college and by the other collaborating institutions for their respective students.

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

The ten employer partners who have made written commitments to the Co-op/internship program are an indication of the much wider support we expect from the region’s manufacturers.

EMPLOYER

1. Capacity:

Table 2: Co-op and Internship Collaborator Companies Capacity

<table>
<thead>
<tr>
<th>Company Name</th>
<th>County</th>
<th>Co-op Placements</th>
<th>Financial Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDI Landing Gear USA, Inc.</td>
<td>Clark</td>
<td>2</td>
<td>$9,600</td>
</tr>
<tr>
<td>Honda of America</td>
<td>Logan</td>
<td>9</td>
<td>$90,000</td>
</tr>
<tr>
<td>Thieman Stamping</td>
<td>Auglaize</td>
<td>1</td>
<td>$5,400</td>
</tr>
<tr>
<td>KMC Holdings Inc.</td>
<td>Van Wert</td>
<td>4</td>
<td>$10,800</td>
</tr>
<tr>
<td>Ashland</td>
<td>Allen</td>
<td>3</td>
<td>$9,504</td>
</tr>
<tr>
<td>Minster Machine</td>
<td>Auglaize</td>
<td>13</td>
<td>$103,172</td>
</tr>
<tr>
<td>American Trim</td>
<td>Allen</td>
<td>3</td>
<td>$10,000</td>
</tr>
<tr>
<td>US Yachiyo</td>
<td>Marion</td>
<td>2</td>
<td>$4,000</td>
</tr>
<tr>
<td>Poet</td>
<td>Putnam</td>
<td>1</td>
<td>$6,552</td>
</tr>
<tr>
<td>Luvata</td>
<td>Delaware</td>
<td>1</td>
<td>$2,400</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>39</td>
<td>*$251,428</td>
</tr>
</tbody>
</table>

* Does not match overall budgeted amount as three companies did not include their supervision costs which totaled and additional $2,560.

2. Substantial, meaningful work assignments that aligns to a Jobs Ohio industry cluster

This initiative expects to create a sustainable collaborative model that provides access to almost 40 students over the next year to build a regional program that will:
- Allow students to learn more about their field of interest through direct observation and direct participation in a job setting;
- Assist students in establishing future employment connections;
- Allow students to complete substantial projects/tasks that will build on skills learned in the classroom;
- Provide employers with trained, well-screened students who can become their future full time employees; and
- Develop Talent Investor Companies that provide an experience that will help to keep educated and talented graduates in Ohio-based companies.

3. Positions are paid

Participating companies have committed to fund co-op/internship positions at 50% of the wages for the student for their cash match. Many companies will also document an approximately 40%
in-kind match that includes indirect costs including but not limited to orientation, training, supervision, on-the-job mentoring, etc. This amounts to an investment by companies of $263,988 and the state at the equivalent level.

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

Companies are interested in a wide range of coop/internship placements. The functional areas where training will occur include manufacturing maintenance, industrial maintenance, manufacturing engineering, specialized machine operation, production improvement, management information systems, facility maintenance, and business services.

5. Demonstrates and documents demand for talent in industry

In Chart E in the appendix, occupational demand information has been provided for the relevant occupations for the four economic development regions (ECR #1, 3, 4, 6) impacted by this proposal. This data was published in a report by the Ohio Bureau of Labor Market Information. In 2008 when these projections were made, the region was just beginning to feel the impact of the severe recession that was to affect the entire country. In 2012, while the recession persists, there are many signs that the demand for an educated workforce, trained in the use of the latest technology, is going to increase. The OMEC colleges involved in this partnership are already working diligently to meet the evolving needs of industry and these co-op and internships will provide another critical tool in our collective effort to successfully meet the workforce demands of Ohio employers. In the thirty-four Ohio counties included in Economic Development Regions 1, 3, 4, and 6 there were projected to be approximately 158,700 jobs in thirty-three manufacturing occupations. It was projected that there would be approximately 3,478 annual openings.

Curricular Focus and Disciplines

Based on the funding requested through the OCIP, the targets from OMEC Colleges and anticipated company collaborators, OMEC anticipates that 39 participants will be realized within the first cohort. The greatest demand is in the area of manufacturing maintenance and/or industrial maintenance followed by manufacturing engineering and advanced machine operation.

There is a clear picture of the demand occupations in our region, and we have commitments from our regional employers and the need to place students into co-op and internships. The OMEC colleges will initially make experiences available during the 2013 Spring Semester for students in their final quarters prior to graduation. Students in the second year of their curriculum will have an opportunity if space permits. These curriculums will be reviewed and opportunities identified that will allow co-ops/internships to be integrated into the curriculum as a continuing option for qualified students. Among the OMEC partnering institutions co-op/interns and Internships are not yet institutionalized at Rhodes but have been introduced at Marion and Clark. At this time, all three schools need resources to build the infrastructure for a co-op/intern system that meets the industry demand.
INSTITUTION/S OF HIGHER EDUCATION

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

**OMEC** seeks to improve connectivity between companies and educational institutions so that greater synergy is achieved. The collaborative also seeks to increase the numbers of students within the engineering pathway so that graduates meet the demands of industry. Our educational and community partners enjoy well established, long-term, and mutually beneficial relationships with hundreds of business partners in West Central Ohio. These businesses hire our graduates, participate in strategic planning activities, are members of different consortiums, and serve on advisory boards. In addition, our educational and community collaborators bring established overlapping and additional business partner relationships throughout Ohio. The missing component is a comprehensive and sustainable co-op and internship partnership between education and industry.

As we begin to both enhance existing and develop new relationships with business partners, we recognize the importance of developing and improving employer company infrastructure with respect to the placement of co-op and intern students.

Our engagement with business partners, we will build on the concept of “Talent Investor Companies (TICOs).” This concept is grounded in our desire to support companies in the development of sustainable infrastructures that embrace not only the goals of the OCIP, but make clear the connection between the use of talented co-ops/interns and company performance improvement in measurable areas.

We will also undertake the integration of company designed skilled training co-op/internship components into degree and/or certificate programs. Our goal will be to further engage in future skilled workers and technology degree students into apprenticeship/co-op opportunities models.

2. Positions are transcripted or available for credit

**OMEC** anticipates that the majority of our co-op/internships will be driven by part-time co-op/internship experiences for full-time students. For example, perhaps a student will work 20 hours a week in a co-op/internship and will be enrolled in college course work at the same time. Because the partner colleges serve commuting students, this model allows students to continue to pursue their degree and gain valuable work experience. However, industry needs will dictate the actual hours in the co-op/internship desired.

A student may earn 1 to 4 semester credits per course – up to a maximum of 9 semester credit hours within any given program toward their degree requirements. In order to earn the credit hours, a student is expected to perform their assigned tasks under the supervision, mentoring and training of the employer.

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

1. Student registers for co-op/internship course for which a final grade will be recorded on a transcript and credit toward a degree will be awarded.
2. Obtain a co-op/internship position by matching their skills with the industry partner with the assistance of the co-op coordinator for placement.
3. Complete the co-op/internship Learning Agreement Form, which must include a detailed description of the co-op/internship duties and responsibilities, the project on which the student will work, etc. In cases where the co-op/internship has been previously well-defined, the detailed description is not required. See the Dean or Chair of the Division or co-op Coordinator for clarification on specific co-op/internship approval requirements.

4. Submit the completed co-op/internship Learning Agreement Form (see Appendix Document F) which has been signed by the employer, a copy of a current resume, and a current copy of a transcript to the co-op coordinator and schedule an appointment to discuss the internship (with the coordinator).

5. Obtain the signature of the Dean of the Division. The Division will notify and co-op coordinator that said student is eligible and approved for co-op/internship participation.

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

**OMEC** will identify minority student recruitment activities throughout the West Central Ohio regions:

1. Partner with Putnam County businesses to hire co-op/interns with an emphasis in recruiting Hispanics/Latinos.
2. Partner with a minority business development center and Potts Entrepreneurial Center in Lima, Ohio, for student recruitment activity.
3. Use the West Central Ohio Manufacturing Consortium Pathways project to recruit minority students.
4. Identify minority professional and trade associations and economic development assistance organizations and notifying them of the co-op/internship program.
5. Use Rhodes State Science Technology Engineering and Math (STEM) Automotive Manufacturing Technological Education Collaborative (AMTEC) minority grant through the National Science Foundation (NSF) Grant to provide scholarships
6. Recruit at Lima Senior High School where nearly 50% the student population is Black American.
7. Other college relationships.

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

The **OMEC** colleges include programs that are:

a. ABET accredited Engineering Technology programs, Microsoft and Cisco Accredited IT programs, and engagement in the AMTEC NSF funded national Industrial Maintenance program.

b. Academic majors will be aligned with co-op and internship programs established at each of the collaborating educational partners. Classification of Instructional Programs (CIP) codes will be used to link curriculum with STEM and other high-demand occupations. Academic Programs based on:
   - Annual Career Services Graduate Placement Report
   - Student and employer assessment of formal co-op and Internships
   - Employer Surveys (student ability and industry needs)

c. Academic units based on:
   - Assessment
   - State or National Licensure/Certification Examinations where appropriate.
5. Includes plan to connect employers and students via web, communications & marketing

A team of marketing professionals from collaborating institutions and industry partners will work to put together a marketing plan that includes the following strategies:

1. Website development
   a. Building on the OHIO Means Jobs website to post intern and co-op opportunities.
   b. Utilizing the Career Service posting opportunities at each partner college
   c. Partnering with the Ohio Department of Jobs and Family Services (ODJFS) system for recruitment, screening and assessment of new enrollees, and underemployed.
2. Community Outreach
   a. Temporary Services
   b. West Central Oho Manufacturing Consortium (WCOMC), Advisory Committees
   c. Veterans
   d. Displaced Workers through ODJFS
   e. High School programming for Tech prep and Project Lead The Way.
3. Publication Development
4. Events
5. Media and Public Relations

Details of planned marketing and recruitment activity may be found in Appendix Document G.

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

Through the a proposed collaboration with Schoch Strategic Advisors LLC, OMEC and College Workforce and Economic Development Divisions the recruitment of business partners will initially focus on the members of the West Central Ohio Manufacturing Consortium (WCOMC), and be expanded to other companies engaged in ODOD’s targeted strategic demand occupations. The colleges will have the responsibility and oversight of maintaining positive, healthy relationships among the business partners. Strong relationships with business partners will be strengthened by involving businesses on the front-end design of every co-op/intern placement. Job development activities defining the exact skills required will be part of the initial discussions, including clarification of business partner expectations.

The following process was used in securing letters of collaboration from regional business partners resulting in commitments of co-op/internship placements and $331,203 of financial commitment over the first year of the OCIP will be included in the future business recruitment efforts:
   a. Introductory email explaining the OCIP outlining benefits to partnering companies
   b. Follow-up telephone calls to key company contacts answering initial questions
   c. Company contacts to explore other detailed questions as needed.

The Ohio Manufacturing Education Collaborative (OMEC) is well positioned to support statewide educational training needs and help advance Ohio’s workforce. The awareness and creation of community collaborations regarding strong industry-based career opportunities will ensure good jobs for Ohioans. Participating students will maximize their career outcomes through experiential learning to attain educational goals. The sustainability of OMEC is tied to Ohio’s belief that manufacturing is a tradition worth investing in for future generations.
APPENDIX A

BUDGET

<table>
<thead>
<tr>
<th>Two-Year Budget Activity</th>
<th>Private Sector Funds</th>
<th>Public Sector Funds</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>334,300</td>
<td>67,215</td>
<td>401,515</td>
</tr>
<tr>
<td>Supplies</td>
<td>26,000</td>
<td>13,215</td>
<td>39,215</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>20,000</td>
<td>12,000</td>
<td>32,000</td>
</tr>
<tr>
<td>Travel</td>
<td>17,005</td>
<td>9,529</td>
<td>26,534</td>
</tr>
<tr>
<td>Scholarships</td>
<td>1,760</td>
<td>5,990</td>
<td>7,750</td>
</tr>
<tr>
<td>Employer Salaries</td>
<td>23,280</td>
<td>11,540</td>
<td>34,820</td>
</tr>
<tr>
<td>Other Employers</td>
<td>8,000</td>
<td>4,000</td>
<td>12,000</td>
</tr>
<tr>
<td>Contributions</td>
<td>100,000</td>
<td>50,000</td>
<td>150,000</td>
</tr>
<tr>
<td>Marketing, Web, Promo</td>
<td>2,000</td>
<td>1,000</td>
<td>3,000</td>
</tr>
<tr>
<td>Sub Total</td>
<td>794,194</td>
<td>308,544</td>
<td>1,102,738</td>
</tr>
<tr>
<td>Admin</td>
<td>493,684</td>
<td>246,684</td>
<td>740,368</td>
</tr>
<tr>
<td>Indirect costs 8% or less</td>
<td>493,684</td>
<td>246,684</td>
<td>740,368</td>
</tr>
<tr>
<td>Sub Total</td>
<td>987,878</td>
<td>555,228</td>
<td>1,543,106</td>
</tr>
<tr>
<td>Total</td>
<td>883,562</td>
<td>353,328</td>
<td>1,236,890</td>
</tr>
</tbody>
</table>
October 8, 2012

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

Dear Dr. McCurdy,

Thank you for your letter outlining the new Ohio Cooperative Education and Internship Program (OCIP).

HDI Landing Gear USA, Inc. (a Heroux Devtek company) is committed to participating in the newly designed co-op/internship program at Rhodes State College and other educational institutions, and if aligned to company needs, is willing to support up to 2 students per year, which equals an approximate commitment of up to $9600. These co-op/internship positions will be in the following functional areas within our company: Manufacturing Maintenance. However, HDI Landing Gear USA, Inc. reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal or if employment needs change.

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

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

Best regards,

Bill Brougher
VP of Operations, HDI Landing Gear USA, Inc.
October 8, 2012

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

Dear Dr. McCurdy,

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

As a qualifying business partner, Honda of America Mfg. would like to enhance its ability to hire graduates of future Equipment Service Technician positions from our community college partners. Funding this proposal from the Education Consortium of Rhodes State Community College, Marion Technical College and Clark State Community College will enable the existing and emerging workforce to obtain high-demand, high skilled training in state-of-the-art facilities, keeping Ohio's talent and resources in Ohio. These cooperative education students will bring new perspectives to our business and its challenges while they are continuing their education. As students graduate with real world transferrable experience, Ohio employers will have access to a high quality workforce.

Honda of America Mfg. is committed to participating in the newly designed co-op/internship program at the three educational institutions listed above, and if aligned to company needs, is willing to support up to nine co-op students, which equals an approximate commitment of up to $90,000. These co-op/internship positions will be in the following functional areas within our company: Manufacturing equipment service/maintenance technician. However, Honda of America Mfg. reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal or if employment needs change.

We fully support this proposal and the learning experience that integrates academic skills with workplace experience and would participate in the Internship and Co-op Program. I see this as a vital initiative to preserving and retaining Ohio's manufacturing base by aligning education and real work skills that impact daily manufacturing solutions. We are willing to accept Co-op students through this initiative and in the future.

If additional program details become available, or if I can be of additional assistance with this program, please do not hesitate to contact me.

Best regards,

Scot McLemore
Unit Manager Technical Development
Honda of America Mfg.

cc: Noreen Nichols, Honda of America, Talent Management
Caroline Ramsey, Honda of America, Corporate Affairs
Dr. Debra L. McCurdy
President
Rhodes State College
4240 Campus Drive
Lima, OH 45804

Dear Dr. McCurdy,

Thank you for your letter outlining the new Ohio Cooperative Education and Internship Program (OCIP).

Thieman Stamping & Metal Fabrication, Inc. is committed to participating in the newly designed co-op/internship program at Rhodes State College and other educational institutions, and if aligned to company needs, is willing to support up to 1 student per year which equals an approximate commitment of up to $5,400 of Industry Match. These co-op/internship positions will be in the following functional areas within our company: Manufacturing Engineering and Production Improvement. However, Thieman Stamping & Metal Fabrication, Inc., reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal or if employment needs change.

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

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

Best regards,

[Signature]
Rod Brandt
Plant Manager

CNC Punch Plasma Cutting   Laser Cutting   Metal Fabrication   Shot Blasting
October 4, 2012

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

Dear Dr. McCurdy,

Thank you for your letter outlining the new Ohio Cooperative Education and Internship Program (OCIP).

KMC Holdings, LLC is committed to participating in the newly designed co-op/internship program at Rhodes State College and other educational institutions, and if aligned to company needs, is willing to support up to four (4) students per year, which equals an approximate commitment of up to $10,800. These co-op/internship positions will be in the following functional areas within our company: Engineering, Maintenance or General Office. However, KMC Holdings, LLC reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal or if employment needs change.

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

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

Best regards,

Brandy L. Kelly
HR Manager
KMC Holdings, LLC dba
Kennedy Manufacturing Company
October 4, 2012

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

Dear Dr. McCurdy,

Thank you for your letter outlining the new Ohio Cooperative Education and Internship Program (OCIP).

Ashland is committed to participating in the newly designed co-op/internship program at Rhodes State College and other educational institutions, and if aligned to company needs, is willing to support up to 3 students per year, which equals an approximate commitment of up to $9,504.00 of Industry Match. These co-op/internship positions will be in the following functional areas within our company: Engineering. However, Ashland reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal or if employment needs change.

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

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

Best regards,

[Signature]

Charles L. Cusperetti
Site General Manager
October 8, 2012

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

Dear Dr. McCurdy,

Thank you for your letter outlining the new Ohio Cooperative Education and Internship Program (OCIP).

The Minster Machine Company is committed to participating in the newly designed co-op/internship program at Rhodes State College and other educational institutions, and if aligned to company needs, is willing to support up to 6 FT New students and 13 PT students, which equals an approximate Salary and In-Kind commitment of up to $103,172 Industry Match.

These co-op/internship positions will be in 13 different Engineering and Technology functional areas within our company including Applied Research, Design Development, High Speed Press Design, Large Press Design, Electrical Engineering, Mgmt Information Science (MIS), Industrial Manufacturing, Maintenance, Repair Part Service, Technical Sales, and others.

However, The Minster Machine Company reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal or if employment needs change.

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

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

Best regards,

Mr. Brian Seyer  
Manager, Employee Relations

Daniel A. Schrock P.E.  
On behalf of Minster Machine Company
October 11, 2012

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

Dear Dr. McCurdy,

Thank you for your letter outlining the new Ohio Cooperative Education and Internship Program (OCIP).

American Trim is committed to participating in the newly designed co-op/internship program at Rhodes State College and other educational institutions, and if aligned to company needs, is willing to support up to 1 student per semester or a potential of 3 students per year which with an industry match potential of $10,000.00 per year. These co-op/internship positions will be in the following functional areas within our company: facility maintenance and operation maintenance. These are needs within American Trim and we see this opportunity directly addressing these needs. However, American Trim reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal or if employment needs change.

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

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

Best regards,

[Signature]

VP and Chief Technical Officer
October 5, 2012

Dennis Budkowski  
Dean of Instructional Services  
Marion Technical College  
1487 Mount Vernon Avenue  
Marion, OH 43302-5694

Dear Mr. Budkowski:

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

As a qualifying business partner, I am concerned about the replacement of our company’s skilled workers, both in production and support positions. Funding this proposal from Marion Technical College will enable the existing and emerging workforce to obtain high-demand, high skilled training in a state-of-the-art facility, keeping Ohio’s talent and resources in Ohio. These cooperative education students will bring new perspectives to our business and its challenges while they are continuing their education. As students graduate with real world transferrable experience, Ohio employers will have access to a high quality workforce.

We fully support this proposal and the learning experience that integrates academic skills with workplace experience and would participate in the Internship and Co-op Program. I see this as a vital initiative to preserving and retaining Ohio’s manufacturing base by aligning education and real work skills that impact daily manufacturing solutions. We are willing to accept Co-op students through this initiative and in the future.

USY will make plans for (1) Co-op in each term 16 weeks at a maximum of 200 Hrs. at a salary of $10.00 / hr. for each student.

If I can be of additional assistance with this program, please do not hesitate to contact me.

Sincerely,

Ray Sanders  
Vice-President
October 9, 2012

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

Dear Dr. McCurdy,

Thank you for your letter outlining the new Ohio Cooperative Education and Internship Program (OCIP).

POET Biorefining is committed to participating in the newly designed co-op/internship program at Rhodes State College and other educational institutions, and if aligned to company needs, is willing to support 1 student per year, which equals an approximate commitment of up to $65,500. These co-op/internship positions will be in the following functional areas within our company: Engineering. However, POET reserves the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal or if employment needs change.

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

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

Best regards,

Bruce Schwiebert
Technical Manager
Dennis Budkowski  
Dean of Instructional Services  
Marion Technical College  
1467 Mount Vernon Avenue  
Marion, OH 43302-5694  

September 26, 2012  

Dear Mr. Budkowski:  

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

As a qualifying business partner, I am concerned about the replacement of our company’s skilled workers, both in production and support positions. Funding this proposal from Marion Technical College will enable the existing and emerging workforce to obtain high-demand, high skilled training in a state-of-the-art facility, keeping Ohio’s talent and resources in Ohio. These cooperative education students will bring new perspectives to our business and its challenges while they are continuing their education. As students graduate with real world transferable experience, Ohio employers will have access to a high quality workforce.  

We fully support this proposal and the learning experience that integrates academic skills with workplace experience and would participate in the Internship and Co-op Program. I see this as a vital initiative to preserving and retaining Ohio’s manufacturing base by aligning education and real work skills that impact daily manufacturing solutions. We are willing to accept Co-op students through this initiative and in the future. To show our commitment to this program we are willing to employ one co-op from this program on a temporary employment basis for up to six weeks between April and December of 2013. The Co-op would receive payment of $10.00 per hour worked with anticipated total earnings = 40 hrs / week x $10 / hr x 6 weeks = $2,400.  

If I can be of additional assistance with this program, please do not hesitate to contact me.  

Sincerely,  

[Signature]  
Dirk C. Greymitt  
Vice President / General Manager  
Luvata Ohio, Inc.  

CC: Susan Pitchford, Luvata HR  

Luvata Ohio, Inc.  
1379 Pittsburgh Drive  
Dublin, OH, USA 43015  
Tel: +740 855 1851  
Fax: +740 855 4940
October 12, 2012

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

Dear Chancellor Petro:

On behalf of Rhodes State College, we are pleased to submit this proposal to the Ohio Board of Regents, under the Ohio Means Internships and Co-ops Program. My signature on this letter is an affirmation that Rhodes State, in collaboration with Clark State Community College, Marion Technical College, and prominent corporate/regional businesses, are pleased to join together to form a consortium, the Ohio Manufacturing Education Collaborative (OMEC) and agree to the strategy outlined in our grant application.

Rhodes State will serve as the programmatic and fiscal lead for our consortium group and requests funds from the Ohio Means Internships and Co-ops Program Grant. The College will provide project management, fiscal accounting, procurement, data design and collection of all requisite data. All required reporting will be the responsibility of Rhodes State.

Companies often state that the lack of traditional, student-aged workers is one of their most significant challenges. Students, meanwhile, describe how they are unable to find appropriate employment to support their educational objectives. One of the proven ways of bridging this gap between employers and education students is to provide hands-on work experience for students during their college experience through co-ops and internships. The Ohio Means Internships & Co-ops funding will enable us to better match the needs of the region’s employers with the educational alignment of our academic programs and the occupational goals of our students.

The Vice President for Academic Affairs who leads our curriculum programs and the Executive Director of Workforce and Economic Development and Continuing Education will co-direct and facilitate the OMEC initiative. The faculty in our academic and workforce areas are critical to the skill development and technical training for our students. The direct financial commitment from Rhodes State College will approximate $23,625 annually to provide for the salary and fringe benefits of a part-time Co-op/Internship Coordinator, who will work with our industry partners, students, and program faculty. These funds will be set aside to be included as a part of the College’s general budget.

The OMEC consortium (Rhodes, Marion Tech and Clark State) is a unique collaborative venture that inextricably ties businesses, industry and education together to promote a workforce and student success model in the State of Ohio. The return on our mutual investment in our future workforce is a “win-win.” We look forward to leading and participating in the Ohio Means Internships and Co-ops Program.

Sincerely,

Debra L. McClure, PhD
President

Rhodes State College
October 9, 2012

Debra McCurdy, President
James A. Rhodes State College
4240 Campus Drive
Lima, Ohio 45804

Dear President McCurdy:

This letter of commitment is written on behalf of Clark State Community College (CSCC) in support of the Ohio Manufacturing Education Collaborative (H-OMEC) grant application which is being led by Rhodes State College. CSCC has been engaged with the H-OMEC since August 2012, but has been engaged in manufacturing education throughout the west-central Ohio region for many years. CSCC also has a history of working with Rhodes State College, Honda of America, and many other of the institutions associated with this grant application.

CSCC brings certain resources to this collaborative but all that are directly provided by the College are State-of-Ohio based. The match resources that are being applied from the various business partners who are either directly associated with CSCC or associated with the H-OMEC, are to be considered.

a. CSCC has a long history of Co-Op/Internship experiences being provided for students. Throughout their history, various academic programs have required such experiences for students. All the medical certificates and degree offerings require clinical experiences. Several technical programs require Co-Op/Internships and these include Medical Office Administration, Professional Office Administration, Software Development Technology, Agriculture Technology, and Industrial Technology (industrial maintenance). The College utilizes a decentralized model for the management of experiential learning. The majority of the Co-Ops, Internships, and Clinical/Practicum experiences are managed at the program level by Faculty Coordinators. The Career Management office plays a role in the process by serving as a clearing house for requests from businesses for students to serve in Co-Ops/Internships.

b. CSCC has more than thirty (30) separate technical AAS, AAB, and ATS degree programs and more than fifty (50) one-year and departmental technical certificates. All of these offerings are guided by advisory committees that are composed of practicing professionals representing the given fields.
Debra McCurdy, President
Page 2

CSCC currently markets all its academic programs to all individuals. Special attention is given to such populations or minorities, Veterans, displaced workers, and individuals who are from populations that are under-represented in STEM fields. The Choose Ohio First-STEM Scholarship program has provided significant support for the attraction of under-represented populations into STEM career paths. In addition, the College works closely with all area county WIA Boards to serve displaced workers as they prepare/retrain to enter new high-demand careers. CSCC is a Military Friendly institution and as such, works actively to attract Veterans into high-demand, high-skill careers. CSCC serves a percentage of minorities that is twice the percentage of these populations in the service region.

CSCC has committed to support this Co-Op/internship initiative by both in-kind and direct financial means. In terms of in-kind commitment, the College commits the time required of Dean Jane Cape and Vice President David H. Devier to lead and manage the College’s efforts. In addition, the various faculty members from the technical program areas will provide the required support of the curriculum and supervision of the Co-Op students.

The College will provide direct financial support of the requested one-half time Co-Op/internship Coordinator after the year of grant (after December 31, 2012). This position will be key to the overall success of this initiative by managing the day-to-day Co-Op/internship process, working with employers, advising students, and working with technical program faculty.

The direct financial commitment on the part of the College will be $20,000 annually, including salary and benefits. These funds will be general College budgeted resources.

Submitted by:

[Signature]

David H. Devier, Ph.D.
Vice President of Academic and Student Affairs
October 9, 2012

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

Dear Dr. McCurdy,

Marion Technical College (MTC) has a rich history of collaborating with employers and educational institutions, including Rhodes State College. MTC now commits to partner as a collaborating institution, through the Ohio Means Internships & Co-ops Grant, with lead institution Rhodes State College, Clark State Community College, Columbus State Community College, Honda of America, Luvata Ohio LLC, US Yachiyo, Inc., Graphics Packaging International, other Ohio manufacturers, and community support agencies to form the new Ohio Manufacturing Education Collaborative (OMECC). The College is both pleased and proud to work with many partners to contribute to the successful achievement of Ohio’s goal to increase the number of internships and co-ops to benefit both students and employers.

Cooperative education is not new to the College’s curricula, faculty, and students. While all Business, Information, and Engineering Technology degree programs make cooperative education courses available to students, and many graduates have successfully completed such learning, there is a strong need and desire to expand co-op opportunities, especially in advanced manufacturing. MTC’s recent decision to adopt the state-of-the-art General Maintenance Mechatronics Curriculum of the Automobile Manufacturers Technical Education Collaborative (AMTEC) strongly complements the expansion of cooperative education and the development of superior skills among our graduates.

The College is prepared to direct human, financial, and other resources to expand cooperative education and the success of participating students. Faculty, staff, advisory committees, Board of Trustees, and others will each contribute their expertise to the success of proposed grant activities. MTC has committed $58,450 of in-kind contributions and a $19,550 cash match as expressed in the proposal.

MTC looks forward to not only initially growing learning opportunities at employer worksites, but also in sustaining them over time. I look forward to a continuing our partnership with collaborating colleges and employers to expand and improve the quality of cooperative education learning by jointly assessing our results, then making improvements well into the foreseeable future.

Sincerely,

J. Richard Bryson, President
Marion Technical College

1487 Mt. Vernon Avenue Marion Ohio 43302-5694 740.389.INFO [4556] FAX 740.389.6136 www.mtc.edu
APPENDIX B
OTHER PARTNER LETTERS

Logan County Area Chamber of Commerce

October 8, 2012

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

Dear Dr. McCurdy,

Thank you for your letter outlining the new Ohio Cooperative Education and Internship Program (OCIP).

The Logan County Chamber is committed to supporting in the newly designed co-op/internship program at Rhodes State College, Clark State Community College, and Marion Technical College and other educational institutions as well as our region’s employers. These co-op/internship positions will provide much-needed real-world experience for students from throughout the greater Logan County region and the end result will be employment opportunities with our employers who are struggling to fill critical technical positions.

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

Best regards,

PAUL BENEDETTI
Paul Benedetti
President/CEO
Logan County Chamber of Commerce

100 South Main Street · Bellefontaine, OH 43311 · 937-599-5121 · Fax: 937-599-2411
Email: ceo@logancountyohio.com
October 8, 2012

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

Dear Dr. McCurdy,

Thank you for your letter outlining the new Ohio Cooperative Education and Internship Program (OCIP).

Ohio Hi-Point Career Center’s ABLE program is committed to provide support in the newly designed co-op/internship program at Rhodes State College, Clark State Community College, and Marion Technical College and other educational institutions as well as our region’s employers. These co-op/internship positions will provide much needed real world experience for students from throughout the greater Logan County region and the end result will be employment opportunities with our employers who are struggling to fill critical technical positions.

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

Best regards,

[Signature]
Sharon Halter
ABLE Coordinator
Dennis Budkowski  
Vice President of Instructional Services  
Marion Technical College  
1467 Mount Vernon Avenue  
Marion, OH 43302-5694.

Dear Mr. Budkowski:

Please accept this letter of support for the approval of Ohio Means Internship and Co-op Program funded by the Ohio Board of Regents.

Although there is significant interest in high-paying, hands-on careers, the majority of the population we serve does not have the knowledge, skills or experience needed to be successful. This grant proposal will provide the opportunity for our clients to improve their quality of life while contributing to the economic development of our service region and the state. Keeping our young people in Ohio, and retraining less-skilled workers by providing them with education and hands-on experience in the workplace is a critically needed strategy to implement in our region.

Additionally, increasing participation in degree and certificate programs which include hands-on and experiential learning will give employers access to a pool of trained talent.

I enthusiastically pledge to support institutions and employers in our region to develop Co-operative Education and Internship Programs, and request the Ohio Board of Regents provide careful consideration to support this request.

Please contact me if I can be of further assistance.

Sincerely,

Cheryl Hagerty  
Marion Technical College ABLE Coordinator
October 4, 2012

Dennis Budkowski, Vice President of Instructional Services
Marion Technical College
1487 Mount Vernon Avenue
Marion, OH 43302-5698

Dear Mr. Budkowski:

Marion County Job & Family Services is pleased to offer this letter of support for the approval of Ohio Means Internship and Co-op Program funded by the Ohio Board of Regents.

Our agency has worked closely with Marion Technical College for several years toward the goal of enhancing the quality of our local workforce. Our shared observations have indicated that work based learning opportunities in the form of internships and/or co-ops serve to engage employers as learning labs and strengthen the connections of students to their community and local employment. This grant proposal will provide access to programs which will allow our clients to improve their quality of life while contributing to the economic development of our service region and the state. Keeping our young people in Ohio, and retraining less-skilled workers by providing them with education and hands-on experience in the workplace is a critically needed strategy to implement in our region.

Additionally, increasing participation in degree and certificate programs which include hands-on and experiential learning will give employers access to a pool of trained talent customized to fit their needs.

I enthusiastically pledge to support institutions and employers in our region to develop Co-operative Education and Internship Programs, and request the Ohio Board of Regents give careful consideration to support this request.

Please contact me if I can be of further assistance.

Sincerely,

Roxane G. Somerlot
Director

363 West Fairground Street • P.O. Box 1817 • Marion, Ohio 43301-1817
740-387-8560 • www.mcfs.com • 740-387-2175 (fax)
Dennis Budkowski
Vice President of Instructional Services
Marion Technical College
1467 Mount Vernon Avenue
Marion, OH 43302-5694

Dear Mr. Budkowski:

Please accept this letter of support for the approval of Ohio Means Internship and Co-op Program funded by the Ohio Board of Regents.

Although there is significant interest in high-paying, hands-on careers, the majority of the population we serve does not have the knowledge, skills or experience needed to be successful. This grant proposal will provide the opportunity for our clients to improve their quality of life while contributing to the economic development of our service region and the state. Keeping our young people in Ohio, and retraining less-skilled workers by providing them with education and hands-on experience in the workplace is a critically needed strategy to implement in our region.

Additionally, increasing participation in degree and certificate programs which include hands-on and experiential learning will give employers access to a pool of trained talent.

I enthusiastically pledge to support institutions and employers in our region to develop Co-operative Education and Internship Programs, and request the Ohio Board of Regents provide careful consideration to support this request.

Please contact me if I can be of further assistance.

Sincerely,

Leanne C. Kelly
QuickStart Coordinator
(740)389-4636 EXT. 424
kelly@mtc.edu
October 10, 2012

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

Dear Dr. McCurdy,

Thank you for your letter outlining the new Ohio Cooperative Education and Internship Program (OCIP).

The Greater Springfield Chamber of Commerce is committed to supporting the newly designed co-op/internship program at Rhodes State College, Clark State Community College, and Marion Technical College and other educational institutions as well as our region’s employers. These co-op/internship positions will provide much needed real-world experience for students from throughout the greater Clark County region and the end result will be employment opportunities with our employers who are struggling to fill critical technical positions.

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

Best regards,

Michael J. McDorman
President and CEO
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Number of students placed in co-ops and internships above the reported baseline;</td>
</tr>
<tr>
<td>b</td>
<td>Number of undergraduate, graduate, in-state, out-of-state, and international students participating in the programs;</td>
</tr>
<tr>
<td>c</td>
<td>Students’ post-secondary area of study;</td>
</tr>
<tr>
<td>d</td>
<td>Names and number of businesses participating;</td>
</tr>
<tr>
<td>e</td>
<td>Names of functional areas within the businesses in which students worked;</td>
</tr>
<tr>
<td>f</td>
<td>Number of hours and period of time the students worked;</td>
</tr>
<tr>
<td>g</td>
<td>Rate of pay or award for co-ops and interns;</td>
</tr>
<tr>
<td>h</td>
<td>Number of students who completed their co-op or internship;</td>
</tr>
<tr>
<td>i</td>
<td>Number of students who completed their co-op or internship that went on to complete college or complete graduate school or attend grad school;</td>
</tr>
<tr>
<td>j</td>
<td>Number of Choose Ohio First Scholars placed in internships and/or co-ops;</td>
</tr>
<tr>
<td>k</td>
<td>Number of students offered jobs at their co-op or internship employer;</td>
</tr>
<tr>
<td>l</td>
<td>Number of students accepting jobs offered by their co-op or internship employer;</td>
</tr>
<tr>
<td>m</td>
<td>Number of participating students who obtained employment and their place of employment;</td>
</tr>
<tr>
<td>n</td>
<td>Number of students who participated in co-ops or internships who completed a post-secondary credential or degree;</td>
</tr>
<tr>
<td>o</td>
<td>Student demographics;</td>
</tr>
<tr>
<td>p</td>
<td>Business, student and educator feedback loop surveys;</td>
</tr>
<tr>
<td>q</td>
<td>Local, regional or state economic impact of program;</td>
</tr>
<tr>
<td>r</td>
<td>Number of students not traditionally represented (as identified/defined by awardees) in the area of the co-op and internship program;</td>
</tr>
<tr>
<td>s</td>
<td>Number of JobsOhio Clusters impacted and number of students within each of the JobsOhio clusters;</td>
</tr>
<tr>
<td>t</td>
<td>Regional partnerships;</td>
</tr>
<tr>
<td>u</td>
<td>Number of students who stay in Ohio as a result of the co-op or internship vs. peers who do not stay in Ohio; and</td>
</tr>
<tr>
<td>v</td>
<td>Starting salary of Co-op and Internship students (after completing college) vs. peers who did not go through a co-op and internship.</td>
</tr>
</tbody>
</table>
APPENDIX DOCUMENT D

Dynamic Experiential Learning via Internships & Co-ops

Partner Colleges, Marion, Clark and Columbus State

Employer Collaborators

Students

Rhodes State College
<table>
<thead>
<tr>
<th>Occupational Title</th>
<th>Jobs</th>
<th>Openings</th>
<th>Projected Annual Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial Machinery Mechanics</td>
<td>5,050</td>
<td>77</td>
<td>$24.45</td>
</tr>
<tr>
<td>Maintenance and Repair Workers, General</td>
<td>20,090</td>
<td>360</td>
<td>$17.46</td>
</tr>
<tr>
<td>Maintenance Workers, Machinery</td>
<td>1,040</td>
<td>19</td>
<td>$19.78</td>
</tr>
<tr>
<td>Millwrights</td>
<td>680</td>
<td>17</td>
<td>$25.91</td>
</tr>
<tr>
<td>Helpers--Installation/Maintenance/Repair Workers</td>
<td>1,100</td>
<td>55</td>
<td>$14.45</td>
</tr>
<tr>
<td>Installation/Maintenance/Repair Workers, AO</td>
<td>2,240</td>
<td>34</td>
<td>$15.72</td>
</tr>
<tr>
<td>Engine and Other Machine Assemblers</td>
<td>2,130</td>
<td>53</td>
<td>$22.54</td>
</tr>
<tr>
<td>Structural Metal Fabricators and Fitters</td>
<td>1,190</td>
<td>28</td>
<td>$17.61</td>
</tr>
<tr>
<td>Team Assemblers</td>
<td>23,270</td>
<td>581</td>
<td>$15.18</td>
</tr>
<tr>
<td>Assemblers and Fabricators, All Other</td>
<td>8,450</td>
<td>220</td>
<td>$16.09</td>
</tr>
<tr>
<td>Food Batchmakers</td>
<td>1,080</td>
<td>32</td>
<td>$14.51</td>
</tr>
<tr>
<td>Computer-Controlled Machine Tool Oper., M/P</td>
<td>5,370</td>
<td>117</td>
<td>$17.70</td>
</tr>
<tr>
<td>Cutting/Punching/Press Machine S/O/T, M/P</td>
<td>5,020</td>
<td>131</td>
<td>$14.85</td>
</tr>
<tr>
<td>Grind/Lapping/Polish/Buff Mach.Tool S/O/T, M/P</td>
<td>1,690</td>
<td>33</td>
<td>$15.58</td>
</tr>
<tr>
<td>Lathe &amp; Turning Machine Tool Setters, O/T, M/P</td>
<td>550</td>
<td>13</td>
<td>$11.14</td>
</tr>
<tr>
<td>Machinists</td>
<td>7,540</td>
<td>114</td>
<td>$17.79</td>
</tr>
<tr>
<td>Molding/Coremaking/Casting Mach. S/O/T, M/P</td>
<td>4,350</td>
<td>109</td>
<td>$14.32</td>
</tr>
<tr>
<td>Multiple Machine Tool Setters, O/T, M/P</td>
<td>1,150</td>
<td>30</td>
<td>$17.51</td>
</tr>
<tr>
<td>Tool and Die Makers</td>
<td>1,540</td>
<td>12</td>
<td>$14.49</td>
</tr>
<tr>
<td>Welders, Cutters, Solderers, and Brazers</td>
<td>5,190</td>
<td>179</td>
<td>$17.80</td>
</tr>
<tr>
<td>Welding/Soldering/Brazing Machine Setters, O/T</td>
<td>2,220</td>
<td>86</td>
<td>$16.08</td>
</tr>
<tr>
<td>Metal Workers and Plastic Workers, All Other</td>
<td>2,530</td>
<td>42</td>
<td>$14.89</td>
</tr>
<tr>
<td>Mixing/Blending Mach. Setter/Operator/Tenders</td>
<td>2,680</td>
<td>70</td>
<td>$17.73</td>
</tr>
<tr>
<td>Extrud/Form/Pressing/Compacting Mach. S/O/T</td>
<td>2,610</td>
<td>67</td>
<td>$15.15</td>
</tr>
<tr>
<td>Furnace/Klin/Oven/Drier/Kettle Oper./Tenders</td>
<td>170</td>
<td>2</td>
<td>$4.93</td>
</tr>
<tr>
<td>Inspectors/Testers/Sorters/Samplers/Weighers</td>
<td>7,240</td>
<td>137</td>
<td>$17.19</td>
</tr>
<tr>
<td>Packaging &amp; Filling Machine Operators/Tenders</td>
<td>4,270</td>
<td>77</td>
<td>$14.84</td>
</tr>
<tr>
<td>Coating/Painting/Spraying Machine Setters, O/T</td>
<td>2,520</td>
<td>72</td>
<td>$15.91</td>
</tr>
<tr>
<td>Helpers--Production Workers</td>
<td>8,710</td>
<td>176</td>
<td>$12.57</td>
</tr>
<tr>
<td>Production Workers, All Other</td>
<td>5,350</td>
<td>143</td>
<td>$17.00</td>
</tr>
<tr>
<td>Machine Feeders and Offbearers</td>
<td>2,720</td>
<td>43</td>
<td>$12.89</td>
</tr>
<tr>
<td>Packers and Packagers, Hand</td>
<td>18,090</td>
<td>326</td>
<td>$11.05</td>
</tr>
</tbody>
</table>

| 33 Manufacturing Occupation                                    | 158,700| 3,478   |
CO-OP / INTERNSHIP PROGRAM GUIDELINES

OVERVIEW

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

The Co-op/Internship Program at Rhodes State College is designed to enhance the education of students through meaningful off-campus work experiences. An eligible student who is accepted into the program is allowed to earn academic credit for the successful completion of a specified period of off-campus employment. The employer provides the intern with appropriate types of training in a particular field. The Dean or Chair in the Division oversees all activities associated with the Co-op/Internship Program (along with the Co-op Coordinator). Eligible students interested in co-ops/internships should seek out the Co-op Coordinator to discuss internship availability.

Once the co-op/internship opportunity is identified, the employer implements a program that provides practical work experience aligned with the specific goals and career objectives of the student. The Dean or Chairs evaluates these proposed position opportunities and determines whether the planned functional activities are acceptable. An approved program would be one in which the intern's activities are directly related to his or her degree objective. Upon successful completion of all co-op/internship activities, the intern may be awarded academic credit.

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

CO-OP/INTERNSHIP PROGRAM OBJECTIVES

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

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

In particular, the co-op/internship experience leads to:

- Increased professional skills
• Increased confidence levels by the students – in themselves and their abilities
• Greater familiarity with the business environment
• Enhanced knowledge of specific industries, organizations, professions, occupations, and positions
• Deeper appreciation of the key role of communication, teamwork, leadership, work ethics and many other "soft" skills in business
• Greater insight into the interactions between people as a critical factor in being successful in the 21st century workplace
• Better understanding of the importance of teams in business
• Expanded network of business professionals
• Increased relevancy of subsequent coursework
• Full-time career and employment offers
• Ability to "hit the ground running" in their first position after graduation.

Co-ops/Internships will typically last a minimum of one quarter. Any co-op compensation will be established by the employer. Both paid and unpaid internships are available and the employer and the intern student will mutually agree upon the work schedule.

CO-OP/INTERNSHIP EXPECTATIONS

The internship should be a new job or a new experience for the student – within an existing job as the work performed in the co-op/internship should lead to new learning (and/or better real-world applications of learning), discovery or growth for the student and contribute toward the student’s academic program. It is important to note, therefore, that many potential jobs will not meet the standards for co-op/internship credit.

The co-op/internship should provide realistic exposure to career experiences in the student’s chosen academic major.

The co-op/internship assignments should be substantial and practical, including analysis, evaluation, and application of current concepts.

While providing an educational experience that complements a student’s academic studies, the co-op/internship should also provide value-added elements to the employer (and, as such, assignments will be planned within the context of the most meaningful and prioritized projects and programs).

COURSE INFORMATION

A student can earn 1 – 4 credits per course – up to a maximum of 12 credit hours (with Chair approval) toward their degree requirements by enrolling in the co-op/internship course within their major. In order to earn the credit hours, a student is expected to perform their assigned tasks and responsibilities in a professional manner under the supervision, mentoring and training of the employer for a minimum of predetermined number of hours during a quarter, abiding by the rules and regulations established by the employer and expected of all employees.
The student commitment is for the entire quarter – and may not end prior to the end date of the quarter. A student can enroll in subsequent for-credit co-op/internships with Chair approval (subject to employer evaluation to continue). Students will be encouraged to continue with the same employer if opportunity is aligned with their career interests.

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

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

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

_ELIGIBILITY_

A student must meet the following criteria to participate in a for-credit or non-credit co-op/internship:

1. GPA of 2.5 or higher.
2. Be a second year student; exceptions can be made by the Chair or Dean (a first year student may be eligible if background shows sufficient maturity, discipline and career interest)
3. May be required to complete certain coursework prior to internship participation.

Internship positions may be posted on www.joblineonline.net or information may be supplied by the Chair/Dean. Applicants will be selected for an interview based on employer-determined job responsibilities and requirements.

Please note that all interns, once hired, will be subject to employment rules and regulations pertaining to each individual employer (i.e., random drug testing, environmental compliance, etc.). This includes assignments based upon needs of the business.

_REGISTERING FOR THE COURSE (Student Obligations)_

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

1. Obtain a co-op/internship position.
2. Complete the Co-op/Internship Learning Agreement Form, which must include a detailed description of the co-op/internship duties and responsibilities, the project on which the student will work, etc. In cases
where the co-op/internship has been previously well-defined, the detailed description is not required. See the Dean or Chair of the Division for clarification on specific co-op/internship approval requirements.

3. Submit the completed Co-op/Internship Learning Agreement Form which has been signed by the employer, a copy of a current resume, and a current copy of a transcript to the Co-op Coordinator at Rhodes State College and schedule an appointment to discuss the internship with the Coordinator.

4. Obtain the signature of the Dean of the Division. The Division will notify Rhodes State College Records and Co-op Coordinator that said student is eligible and approved for co-op/internship participation.

5. Submit timesheets (on a weekly basis) to Co-op Coordinator.

Applications for the for-credit co-op/internship course will not be approved for a co-op/internship that is completed or in progress. The Co-op/Internship Application Form must be approved and submitted before classes begin for the respective quarter.

COURSE REQUIREMENTS

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

1. Perform job requirements in a professional manner.
2. Maintain regular and prompt attendance, as agreed upon with employer.
3. Become familiar with the expectations of the respective co-op/internship site.
4. May be required to maintain a weekly journal and/or final paper reflecting on the experiences as an intern and documenting the various activities/tasks/duties/activities and knowledge gained. The journal facilitates retention of specific events and provides a basis for retrospection. A copy will be submitted to the college who will determine if appropriate for the employer to receive a copy.
5. Spend time as appropriate with managerial staff in other units (if possible). The objective of this experience is to develop a better understanding of such things as the organization’s mission and strategy, competitive environment, organizational structure, etc. These contacts should also be documented in the journal.
6. Obtain a completed performance evaluation from the employer.

COURSE GRADE

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

- Student Performance Evaluation - completed by the employer
- Activity journal submissions, if required
- Employer Performance Evaluation - completed by the student
CO-OP/INTERNSHIP LEARNING AGREEMENT FORM

A Rhodes State College Co-op/Internship is a planned, work-learning experience for academic credit. This agreement written by the student in consultation with a faculty supervisor after receipt of position description document from employer which clarifies the education purpose of the experience. Students are responsible for reviewing and comprehending their responsibilities.

Student's Full Name

ID# ___________________________ Expected Graduation ___________________________

Email __________________________________ Phone ____________________________

Internship Quarter/Year __________ Course No. __________________________

Credits: _________________________ Major: __________________________

Official Co-op/Internship Title __________________________

Faculty Supervisor __________________________________________

Company _______________________________________________________

Co. Address/City/Zip _____________________________________________

Phone ___________________________ Email of Employer/Supervisor __________________________

Employer/Supervisor's Name __________________________________________

Supervisor's Title ___________________________ Supervisor's Phone ____________________________

Work Schedule ____________________________________________________

Compensation _______Paid, $ ________ ; _______Unpaid

BRIEF OVERVIEW OF CO-OP/INTERNSHIP: Give a general description of the internship to be undertaken

________________________

________________________

________________________

________________________
LEARNING OBJECTIVES: State specifically the learning outcomes, including the knowledge and skills to be gained and attitudes or values, as provided within the scope of meaningful and priority programs and activities required in the cause of business within the assigned functional area.

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

Student Signature

Date

Faculty Signature

Date

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

Employer Signature (name and title)

Date
CO-OP/INTERNSHIP CLASS & WORK SCHEDULE
RHODES STATE COLLEGE

Student's Full Name

ID# __________________________ Week of __________________________

Address __________________________ Work Phone __________________________

Phone __________________________ Work Phone __________________________

Co-op/Internship at: __________________________

Student email __________________________ Work email __________________________

F/T: Yes/No  P/T: Yes/No

<table>
<thead>
<tr>
<th>DATE: HOURS</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-9:00 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00-10:00 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00-11:00 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00-12:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00-1:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00-2:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00-3:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00-4:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00-5:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00-6:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00-7:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00-8:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00-9:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00-10:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL HOURS

Total Hours / Week _______

The intent of this form is to gather information and times to be spent on classroom contact hours and work assignment hours required during the co-op/internship experience.
# CO-OP/INTERNSHIP EXPERIENCE

## STUDENT PERFORMANCE EVALUATION

**Student’s Name**

**Date**

**Major**

**Employer**

**Evaluator(s)**

*Please evaluate the student using the following criteria:*

5=Excellent  4=Good  3=Average  2=Below Average  1=Unsatisfactory  N/A=not applicable

<table>
<thead>
<tr>
<th>Performance Criteria</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student demonstrates the knowledge essential to carry out responsibilities (Knowledge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student arranges work so that it is performed efficiently (Planning)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student maintains accuracy in performing work (Accuracy)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student is able to alter her/his activities to meet the demands of new situations (Adaptability)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student is capable of recognizing the significant from the less significant in arriving at sound conclusions or decisions (Judgment)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student’s capability in making contributions to improve methods or to add to existing knowledge (Creativeness)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student’s ability in presenting the results of her/his activities orally or in a written form (Communication)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student is self-directive and shows initiative (Initiative)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student shows interest in her/his work as evidenced by the spirit in which it is done (Interest)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student’s ability to work with people in a day-to-day work relationship (Cooperation/Teamwork)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The student can be depended upon in matters of a highly important or confidential nature (Reliability)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Performance Criteria | 5 | 4 | 3 | 2 | 1 | N/A | Comments
---|---|---|---|---|---|---|---
Student sees that plans and instructions are effectively carried out (Follow-up) | | | | | | |
Student is on time for appointments and completes work or projects on time (Promptness) | | | | | | |
Student displays professional attitude, behavior and dress (Appearance) | | | | | | |
Student exhibits leadership characteristics (Leadership) | | | | | | |

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

Discuss any particular Areas of Improvement for the student:

Overall Performance Grade: _________________________

Do you feel there was a gap between the student’s curriculum and the responsibilities/duties/tasks required for this position? If yes, please explain in detail.

Student’s Signature _________________________ Date: ______________

Evaluator’s Signature _________________________ Date: ______________
ACTIVITY RELEASE FORM

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

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

(Name of Activity)

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

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

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

Date

Student’s Signature

Parent’s Signature (If student is under 18)

CODE OF STUDENT CONDUCT

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

Date

Student’s Signature
CO-OP/INTERNSHIP EMPLOYER PERFORMANCE EVALUATION

Quarter/Year of Co-op/internship

Co-op/internship Organization

Your job/title/role at the co-op/internship

Hours per week at co-op/internship

Credits receiving

Your major:

How did you obtain this co-op/internship?

[ ] Faculty member of Division at Rhodes State College

[ ] Co-op/internship Coordinator at Rhodes State College

[ ] On own

[ ] Other:

Please rate the following statements on a 1 – 5 scale, 5 being the highest/best. You are encouraged to include comments that you feel would make your evaluation more complete.

<table>
<thead>
<tr>
<th>Evaluation Factors</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision received at the co-op/internship</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opportunities available to learn new things</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guidance received from Employer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall co-op/internship experience</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EMPLOYER EVALUATION CONTINUED

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

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

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

What did you learn through this co-op/internship that you particularly value? How did you learn it?

Student Signature & R#:

Date:
APPENDIX DOCUMENT G

MARKETING PLAN DETAILS

A team of marketing professionals from collaborating institutions will work quickly to put together a marketing plan that includes forms of the following strategies:

1. Website development
   a. A dedicated webpage for all institutions with clear explanation of the program and how both students and employers can become a part of the program
      i. Include business names/contacts
      ii. Career Services tips (resume, interview, etc.)
   b. Incorporate social networking (blogs, Facebook, Twitter, etc.)

2. Community Outreach
   a. Enhance and expand the OMEC existing regional business and industry partnerships including: West Central Oho Manufacturing Consortium (WCOMC), Advisory Committees, etc.
   b. Veterans
      i. Special event on Veterans’ Day and incorporate internship/co-op possibilities
      ii. Partner with One-stop Job & Family Services to ensure veterans know of the opportunities available
   c. Displaced Workers
      i. Partner with One-stop Job & Family Services to ensure unemployed know of the opportunities available

3. Publication Development
   a. Brochures specifically for targeted student populations with interests and abilities for internships/co-op experiences
   b. Brochures specifically for industries in order to expand upon those already partnering with the institutions for internships/co-op experiences
   c. Mailing lists of both potential students and industry from each institution. These items will be ready to roll out by the last week of July in order to have time to solicit both students and employers into the program

4. Events
   a. Enhance existing prospective student events by having Co-op/Internship sessions (Have testimonials from others that have participated in internships, employer testimonial, benefits, etc.) such as I.T. Challenge, E-Camp, Engineering Day, Career Day with an emphasis on STEM-related careers, Project Lead the Way, Lima City Parks & Recreation Summer program, Business Professionals of America, etc.
   b. Enhance CURRENT student events such as Orientations, PSEOP Orientation, Career Expo, WCOMC certifications/WIA/Apprenticeships, etc.

5. Media and Public Relations
   a. Incorporate a variety of media outlets including: television and radio talk shows, press releases, Chamber press conferences, Mayor press conferences, Chamber events across Northwest Ohio
   b. Share co-op/internship benefits at College or Community Employer/Job Fairs

6. QUICK START – Initiatives to be completed by spring 2013
7. Clear industry feedback will support all marketing materials
APPENDIX DOCUMENT H
KEY PERSONNEL RESUME/VITA

Richard N. Woodfield, Jr., MS
Rhodes State College
4240 Campus Drive
Lima, OH 45804

Professional Preparation

University of Maryland University College  Education  (Anticipated) D.M. 2013
State University of New York at Stony Brook  Education  M.S. 1992
State University of New York at Stony Brook  Cardiorespiratory Science  B.S. 1988
State University of NY Ag. and Technical College  Medical Laboratory Science  A.A.S 1986

Professional Certifications

Licensed Respiratory Care Professional, (5065), Ohio 1992
Certified Respiratory Therapist, 1988
Registered Respiratory Therapist, (31006), 1988
American Society of Clinical Pathologists (ASCP) Certified MLT, 1986
Asthma Management Certificate by the American Lung Association, 1998

Appointments

James A. Rhodes State College
Interim Vice President for Academic Affairs, August 2012 to present
Associate Vice President for Academic Affairs, January 2012 to August 2012
Dean, Division of Allied Health, December 2006 to January 2012
Professor & Chairperson, Respiratory Care, December 1992 to July 2007

State University of New York at Stony Brook
Clinical Instructor, October 1988 to November 1992

Synergistic Activities


On-Site Reviewer: Commission on Accreditation in Physical Therapy Education

Certified Career Pathway Leader, National Career Pathway Network
Professional Experience and Activities

Executive Director Workforce, Economic Development and Continuing Education, Rhodes State College, Lima, OH;

2010-Present
Responsible for the continued development, growth and maintenance of the workforce training, economic development, continuing education, community outreach and assist with government relations at the college. With direct supervision over the Solutions’ etc., Talent Development, Small Business Development Center, Skills Bank, West Central Ohio Manufacturing Consortium, and a wide range of industry grant projects. The division serves over 2000 clients annually. As a member of the president’s cabinet, provide direction and strategic support for all phases of campus life.

Associate Vice President for Academic Affairs, Dean of Instructional Services, Rhodes State College, Lima, OH;

2005-present  Associate Vice President for Academic Affairs
2000-present  Dean of Instructional Services
Report to the Vice President for Academic Affairs; work in conjunction with the Academic Vice President and other College offices across the institution to enhance teaching and learning, special programs, cross functional services, grant activities and other academic topics.

Manage the Division of Instructional Services and serve as an Associate Vice President for Academic Affairs. As a member of the Vice President’s staff provide assistance to the College’s academic dean; make independent decisions about instruction-related matters such as program development, courses, and syllabi; and at times meet with faculty and students to resolve issues of major and minor importance. Serve as the Vice President’s representative and acts for him in his absence; and as directed by the Vice President performs other requested duties.

Associate Professor, Chair, Human Service Technology Lima Technical College, Division of Public Services; Lima, OH; 05/91- 05/2000

Academic Credentials, and Related Experience and Achievements

Ph.D., The University of Toledo, College of Education and Allied Professions, Department of Educational Leadership, Program in Higher Education Administration, Minor: Counseling; Toledo, OH; 5/03
- Dissertation: Influences on perceptions of presidential search committee and board of trustee members at two-year colleges regarding effective presidents
- GPA: 3.712
- Presented research papers and participated on forums at professional conferences and meetings (see section titled “Presentations and Publications”)

- GPA: 3.5
- Course emphasis individual and group counseling, statistical evaluation and case management

B. A., The Ohio State University, College of Arts and Sciences; Major: Sociology; Columbus, OH; 06/81-12/84
JANE A. CAPE

Professional Work Experience

Clark State Community College Springfield, Ohio 1994-Present

Dean, Business & Applied Technologies Division. Manage division including personnel, budget, and facilities. Develop and manage programs, faculty, and staff in agriculture, accounting, broadcast captioning, engineering technologies, management, computer information systems, judicial reporting, and office administration. Work with business, higher education, and K-12 education partners. Selected current activities include:

1. Principle developer of Geospatial Technology program
2. Principle developer of Advanced Technical Intelligence program
3. Development of Diesel Technology program
4. Development of HVAC-R Technology program
5. Development of Cybersecurity/Information Assurance program
6. Principle on Wide Area Airborne Surveillance Analyst Workforce Development grant implementation and course development
7. Principle Investigator (PI) for ACC/NSF MentorLinks grant for the development of programs in cybersecurity, high performance computing, and convergence technology
8. Clark State representative on the Curriculum Committee for the Advanced Technical Intelligence Center for Human Capital Development
9. Board member of National Military Intelligence Association

Rhodes State College Lima, Ohio 1982-1994
(Formerly Lima Technical College)
Associate Professor and Program Coordinator

University of Saint Francis Fort Wayne, Indiana 1977-1982
(Formerly Saint Francis College)
Assistant Professor, Business Department

Education

Work toward Ph.D., 97 hours completed, 3.9 GPA; University of Toledo, Toledo, Ohio (Major: Higher Education Administration, Minor: Management). Conducted research on teaching at the two-year college level.

M.Ed., August 1977, Bowling Green State University, Bowling Green, Ohio (Business Education).

Tami S. Galloway

Experience:

*Marion Technical College Center for Workforce Development (CWS)*

**CWD Manager** (2012 – present)
- Sell employee training and testing to companies
- Arrange instructor, course outline
- Liaison between instructor and company
- Follow up with company and instructor after completion of training
- Provide pre-employment, incumbent worker and certification testing
- Coordinate MTC's branch of University Systems of Ohio Talent and Development Network Center

**Job Development Coordinator** (2012 – present)

*Delaware County Making the Most of Me Workshop Presenter* (1999-2004)
- Created and presented workshops for Universal and Job and Family Services (JFS) clients in the areas of: Career Research, Informal Interviewing, Job Search, Resume Development, Career Exploration, and Interviewing.

*Team Leader for Accreditation*
- Lead group of 20 college personnel in working on College Accreditation

*TOPS Liaison* (1999 - 2005)
- Provided classes for Union, Hardin, Delaware, Marion, and Wyandot Job and Family Services, Child Support, and Protective Children Services Agencies in the areas of: GroupWise, Paradox, Word Perfect, Quattro Pro and Income Maintenance New Worker Training.
- Provided training for 6 new Income Maintenance workers at Delaware County JFS in the following programs: OWF, Food Stamps, Healthy Start, ADC related Medicaid, PRC, IEVS, Client Scheduling (CRIS-E), time management, interviewing, and processing of applications and reapplications for the various programs.
- Offered credit courses to potential students to assist in their educational endeavor.
- Maintained positive working relationship with area JFS, Protective Children Services, and Child Support agencies, at both county and State levels.
- Have a working knowledge of JFS, and the ability to offer courses that will fit their immediate needs.
- Maintain a good working relationship with ODJFS staff and TOPS Administrative Staff to ensure accuracy of program. Attend quarterly Liaison meetings to collaborate and network with other college Liaisons.
- Created Access database to convert manual record keeping to electronic database.

- Created and provided Job Search and Job Retention classes to applicants at Delaware County JFS.
- Assisted with resume development, interviewing skills, and job search.
GED Evening Coordinator of Prison Program (2001 - 2005)
- Coordinated Evening GED program at 2 local Correctional Institutions.
- Tracked and maintained data to secure correct billing and payment of services.

95 Works (2005 - 2007)
- Created training program for dislocated workers interested in retail, State Tested Nursing Assisting and Manufacturing

MTC Works! (2008 - present)
- Worked with career services to merge the Center for Workforce Development with Career Services to establish an electronic career network

Marion Technical College
Community Faculty (1993 - 2001)
- Taught several credit classes for JFS personnel.
- Taught Critical Thinking course

Certifications
Zenger Miller Certified Trainer
Pearson Vue, Compass/Compass ATB, CLEP Assessment Certified

Education
Ohio University
1984 Bachelor Degree in Sociology

Professional Membership
Marion County Workforce Policy Board Member
DKMM Regional Workforce Policy Board Member
Tri-Rivers General Adult Education Advisory Board and C-Net Board
Marion Adolescent Pregnancy Program Board Member
DAVID E. WAGNER, MS, CPE
DEAN ENGINEERING TECHNOLOGIES

PROFESSIONAL ADMINISTRATIVE EXPERIENCE

2011-Present Marion Technical College Marion, Oh
Dean of Engineering Technologies

The Dean will provide leadership to effectively organize, supervise, evaluate, and continuously improve the department, instructional programs, curricula, teaching, learning, resources, enrollment, faculty, and staff to enable the department to achieve its purposes and advance the mission of Marion Technical College. Effectively teach assigned courses, assess student learning, develop curriculum, advise students, and grow community and employer partnerships.

2011 TRINE University (TRI-STATE) Angola, IN
Professor Emeritus

2006-2011 TRINE University (TRI-STATE) Angola, IN
Angola Campus Educational Center Director

The Director is responsible for the daily operation of the academic and administrative processes. Daily involvement with the planning, organization and assessment of the academic programs (Business, Psychology, Criminal Justice and Engineering Technology*). Provide direction and assessment to all faculty with goals and objectives that are consistent with the TRINE University philosophy, vision and mission. Offer academic advice and counsel to all students that attend the evening program at the Angola Campus.

*New Engineering Technology Program developed and implemented in Fall 2008.

Major responsibilities include the following:
- Institutional budgeting and financial control
- Liaison with Community Colleges and implementing articulation agreements
- Liaison with Business and Industry to build viable training programs
- Recruitment of students for both the credit and non-credit programs
- Employ staff and adjunct faculty
- Grant writing for alternate funding sources
- Facility management
- Curriculum and program development for both the credit and non-credit programs

2002-2006 TRINE University (TRI-STATE) Angola, IN
Program Director for the Master of Science ET

Program Director and co-developer of the Master of Science in Engineering Technology Program (MSET). Responsible for the recruitment of graduate candidates. Involved with the industrial community for the procurement of financial support through the assistantship program for full time graduate students. The program provides for tuition, expenses and a monthly stipend for qualified candidates. Provided guidance and leadership for the academic portion along with the administration of the MSET Program.

395 ADRIENNE DRIVE MARION, OHIO 43302 (260.667.8597) WAGNER@MTG.EDU
DAVID E. WAGNER, MS, CPE
DEAN ENGINEERING TECHNOLOGIES

ENGINEERING EXPERIENCE

1990-1997  Owens Community College  Toledo, OH
Chair of Mechanical Engineering Technology
Responsible for the administration of the Architectural Construction,
Digital Media, Mechanical Engineering, Computer Aided Design (CAD),
Computer Assisted Manufacturing (CAM) and Quality Assurance
Technology programs on the Toledo and Findlay, Ohio campuses. Also
responsible for preparing and teaching subjects in the Mechanical
Engineering and Architectural Construction areas.

2001-Present  (TRI-STATE) TRINE University  Angola, IN
Associate Professor
Associate Professor in Engineering Technology. Responsible for the
preparation and teaching of the following subjects: Intro to CAD, 3D CAD
modeling, Advanced CAD modeling, Product Design, Geometric Dimension
and Tolerance, Engineering Graphics, Basic Electricity, Kinematics,
Architectural CAD, Construction Materials, Project Management,
Construction Estimating and Scheduling. Also responsible for creating and
implementing the Master of Science Degree in Engineering Technology.
Provided instruction of Advanced CAD, Finite Element Analysis and
Metrology courses for the Graduate Degree.

1997-2001  (TRI-STATE) TRINE University  Angola, IN
Assistant Professor
Associate Professor in Engineering Technology. Was responsible for the
preparation and teaching of the following subjects: Intro to CAD, 3D CAD
modeling, Advanced CAD modeling, Product Design, Geometric Dimension
and Tolerance, Engineering Graphics, Basic Electricity, Kinematics,
Architectural CAD, Construction Materials, Project Management,
Construction Estimating and Scheduling.

1997- Present  TRINE University (TRI-STATE)  Angola, IN
COURSES DEVELOPED AND TAUGHT BY DAVID E. WAGNER, CPE

ENGINEERING TECHNOLOGY – ASSOCIATE & BACHELOR DEGREES
ETD 103  BASIC TECHNICAL DRAWING
ETD 113  GD&T
ETD 123  MATERIAL & PROCESSES
ETD 143  DESCRIPTIVE GEOMETRY
ETD 160  SAFETY
ETD 173  3D-CAD
ETD 203  KINEMATICS
ETD 243  STATICS & STRENGTH OF MATERIALS
ETD 253  METROLOGY
ETD 273  ELECTRICAL FUNDAMENTALS
ETD 353  ADVANCED CAD
ENGINEERING TECHNOLOGY – MASTER OF SCIENCE DEGREE
ETD 513  CAD/CAM
ETD 523  PARAMETRIC MODELING
ETD 533  COMPUTER AIDED DESIGN ANALYSIS (FEA)
ETD 583  METROLOGY

395 Adrienne Drive  Marion, Ohio 43302  (260)667.8597  Wagner@mtc.edu

Rhodes State College Co-op and Internship Project  Page 61 of 64
DAVID E. WAGNER, MS, CPE  
DEAN ENGINEERING TECHNOLOGIES

COURSES DEVELOPED AND TAUGHT BY DAVID E. WAGNER, CPE (CONTINUED)

CONSTRUCTION MANAGEMENT – ASSOCIATE DEGREE
CMT 173 ARCHITECTURAL CAD
CMT 213 CONSTRUCTION MATERIALS
CMT 223 CONSTRUCTION PROJECT MANAGEMENT
CMT 243 CONSTRUCTION TECHNIQUES

* CIVIL ENGINEERING – BACHELOR OF SCIENCE
CE 483 CONSTRUCTION ENGINEERING
CE 3258 TIMBER DESIGN
EGR 153 ENGINEERING GRAPHICS FOR CIVIL ENGINEERS

ENGINEERING EXPERIENCE

1989-1997 Owens Community College Toledo, OH  
Instructor in Mechanical Engineering Technology
Responsible for preparing and teaching subjects in the Mechanical Engineering and Architectural Construction areas.

1981-1989 Teledyne CAE Toledo, OH  
Senior Facility Engineer
Responsible for US Government construction and facilities contracts assigned to the Naval Facilities Engineering Command (NAVFAC).

1979-1981 Dunbar Mechanical Inc. Toledo, OH  
Project Manager / Engineer
Construction manager and estimator in the Mechanical Contracting industry.

1976-1979 Libby Glass Inc. (O-I) Toledo, OH  
Project Engineer
Project Engineer in the table glassware industry.

EDUCATION

1983 - 1985 Eastern Michigan University Ypsilanti, MI  
Master of Science
Major: Construction Management
1975-1978 University of Toledo Toledo, OH

Bachelor of Science
Major: Mechanical Engineering Technology
1974-1975 University of Toledo Toledo, OH

Associate of Science
Major: Mechanical Engineering Technology

395 Adrienne Drive Marion, Ohio 43302 (260.667.8597)  WAGNER@MTC.EDU
DEBORAH MURPHY

EXPERIENCE

Marion Technical College

Center for Workforce Development
Career Services Specialist
August 2006 to Present
2008 - 2012
✓ Responsible for maintaining and enhancing Center for Workforce Development and College Outreach activities. Coordinate the MTC Works program which matches individuals and employer job opportunities. 158 matches to date and employer follow-up visits
✓ On-site credit advising and registration at local companies and One Stops
✓ Coordinate and place engineering co-op students
  Spring 2012 - 12 students placed - 2 permanent placements 2010
✓ Training classes taught: Resume Writing, Interviewing and Professional Conduct through WIA Grant/Worklink with Marion County Department of Job & Family Services/Workforce Development
  2006 - 2007
✓ Coordinate 95 Works Program including assist unemployed individuals providing career counseling, administer assessment and pre-employment testing and training; Barriers to Employment Success Inventory (BESI), Career Interest Inventory, Qwik Rely to create an Individual Development Plan.
✓ Assist individuals in securing employment.
✓ Meet with individuals and their immediate Supervisor/Human Resource after two weeks, one month and three months of employment.
✓ Assist with submitting required reports to funding agency.

Marion Technical College
Student Services Assistant
1997-2006
Office of Admission/Career Services/Switchboard
✓ Perform admission, career services, and switchboard functions.
✓ Revise and update PC Recruiter, job placement database
Duplication/Data Entry Operator
1991-1997
Word Processing Center/Admission
Student Employee
1989-1991
Word Processing Center/Duplication
President’s Award/Excellence in Duplication
<table>
<thead>
<tr>
<th>CERTIFICATIONS</th>
<th>ATI, LASERGRADE, PAN, PREVISOR, PROMETRIC, SHL, VANGENT, VUE, and Sterling to provide assessment services</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROFESSIONAL MEMBERSHIP</td>
<td>Ohio 2 Year College Career Services Association Nomination Committee Pioneer Career and Technology Centers; Work Ethic Program Advisory Committee</td>
</tr>
<tr>
<td>COMMITTEES</td>
<td>Multi-County Job Fair Committee Opportunity Network Job Fair Committee Marion Campus Career &amp; Education Fair Committee Marion/Crawford/Delaware/Wyandot County One Stops Marion Technical College Graduation Planning Team</td>
</tr>
<tr>
<td>EDUCATION</td>
<td>Marion Technical College Associate of Business/Office Information Word Processing Certificate</td>
</tr>
</tbody>
</table>