



## **2011 Cooperative Education/Internship Program**

### **GUIDELINES AND REQUIREMENTS**

#### **Purpose**

The program provides employers with internships/co-ops so that students majoring in science, technology, engineering, mathematics or medical (STEMM) can engage in on-the-job training experiences with area companies. Employers benefit by having qualified college students contribute to solving problems and working on specific projects requiring their academic knowledge. The program enables businesses to train their future workforce and eventually hire interns into the respective firms as full-time employees after the student graduates.

Grant funds associated with this program have been made possible through a Workforce Innovations grant from the Ohio Skills Bank through the Ohio Board of Regents.

#### **Employer Eligibility Guidelines**

1. Companies and organizations should be classified in one of the following sectors:
  - Instruments, Controls, Electronics
  - Advanced Manufacturing
  - Aerospace and Aviation
  - Biosciences and Bioproducts
  - Advanced Energy and Environmental Technologies
  - Polymers and Advanced Materials
  - Distribution and Logistics
  - Healthcare
  - Other companies that can use STEMM-related interns
2. Priority is given to companies located in Medina, Portage, Stark, Summit and Wayne counties.
3. Priority is given to companies that have not used interns before.
4. Consideration will be given to companies that have recently laid-off interns.
5. Employers must provide a 10-15 week on-the-job experience from May to August 2011 related to the student's academic major (science, technology, engineering, math and medical) and in accordance with university guidelines. Engineering students are required to work full-time. Other majors must work a minimum of 20 hours per week. Co-ops alternate work periods with academic semesters so students enter the program with the intent to continue a partnership with the company.
6. Employers will be reimbursed for a portion of the student's wages paid through grant funds received by the Greater Akron Chamber: up to 100% or a maximum of \$1,500 per student, whichever is less. Hourly wages range from \$12-\$20/hour approximately.
7. Number of co-opt/interns per company may be limited to one based on demand.

8. The Greater Akron Chamber reserves the right to approve participants that satisfy the Program requirements and can disapprove reimbursement requests if the requests are incomplete and do not include supporting documentation.

### **Student Participation and Wages**

Students are available for a semester from May to August 2011 (10-15 weeks) and will be recruited primarily from higher educational institutions located in the Medina, Portage, Stark, Summit and Wayne Counties. Students work full-time or at least a minimum of 20 hours a week depending on their major. Employers will pay their interns an hourly wage and will be reimbursed for a portion of total wages paid. Wages will be subsidized up to 100 percent or a maximum of \$1,500 per student (whichever is less) through a grant from the Ohio Skills Bank through the Ohio Board of Regents.

### **Student Eligibility**

As general criteria for student participation, undergraduates must meet the following before applying:

- Completion of freshman and sophomore years with a GPA of 2.3 out of a possible 4.0, and receive admission to their college of study in their chosen curriculum
- Be on schedule with curriculum
- Receive acceptance by University coordinator into program.

Employer specific criteria may override the general criteria and the employer will make the final hiring decision.

### **Employer Placements for Students**

Placements should be related to the student's program of study and areas of interest to allow for applied learning. Students are required to prepare monthly reports describing their experiences. Most co-op students alternate work periods with academic semesters so students enter the program with the intent to continue a partnership with the company.

### **Employers follow these steps in accordance with Greater Akron Chamber and University requirements:**

1. Identify need and responsibilities for a student in one of the STEM majors
2. Return discipline interest indicator form attached as soon as possible
3. Review materials with program representatives and submit forms as required including position profile/job description
4. Assign a mentor from the company
5. Interview and select a student; chamber representative will confirm student is in good standing with the university.
6. Sign a memorandum of understanding regarding mutual agreement among parties
7. Utilize nondisclosure agreement and conflict of interest statement, if needed
8. Set – up payroll processing
9. Once student starts, sign the bi-weekly hourly logs and submit with payroll documentation
10. Submit invoice for wage reimbursement to the Greater Akron Chamber at the end of the work period
11. Prepare a written assessment of the student's performance and complete survey
12. Participate in an exit interview with program manager
13. Retain accurate intern employment records for a period of three years after completion