

Bay College
Course Cover Sheet



M-CAM Training Area:

CNC/Machining **Multi-Skilled/Mechatronics** Production Operation Welding/Fabrications

Program(s): Mechatronics and Robotics Systems, AAS

Course: ELEC 272 Mechatronics Co-op Internship

Course Description: This cooperative work experience is designed to provide the student with on-the job learning opportunities within the field of mechatronics.

Date Modified: Nov 2015

Faculty Developer(s)/Instructional Designers(s): Mark Highum

Employer/Industry Partner: Engineered Machine Products (EMP), Stewart Manufacturing, Cal Grinding

College Contact: Mark Highum

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Additional Information/Comments:

Every student must follow the Co-op/Internship handbook created and maintained by Bay de Noc Community College

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Co-operative Education and Internship Handbook

Revised April 20, 2016

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Co-operative Education and Internship Handbook

Introduction

Bay College recognizes that there are important aspects of business and industry that cannot be replicated in a lab or classroom environment. Therefore, to augment the learning experiences of classroom instruction, Bay College (in 1968) established a Co-operative Education (Co-op) and Internship program. Co-operative Education and internships are an excellent way for students to gain “real life” experience in an actual business or industrial work setting.

By participating in a co-op/internship, the student will learn the importance of communication, develop skills in working effectively in teams, understand organizational structures, and gain practical work experience to facilitate their transition from college to the business world. For purposes of addressing co-op education and internships, the main difference between the two is that co-op experiences are usually paid positions. The procedures and forms for internships will be similar to those established for co-ops.

Co-ops and internships provide benefits to Bay College. A good work experience program will enhance the teaching effectiveness of faculty by providing access to the latest technologies and developments being incorporated in the field. Co-ops and internships also provide an opportunity for improved feedback from employers, which validates the effectiveness of the curriculum within a specific program. Lastly, a successful co-op or internship experience will help the college with recruitment, retention, and placement.

Why would business and industry participate in co-ops or internships? There are several practical reasons why regional businesses support a co-op/internship program. First, they give the employer an opportunity to infuse new talent and assess the skills and knowledge of entry-level positions. Co-ops and internships also increase the cost effectiveness of recruitment, training, and short-term human resource needs. Furthermore, co-ops/internships help build an effective rapport and dialogue with program faculty, so that industry needs can be communicated to the college.

Mission and values of Bay College: The co-op and internship handbook is in direct alignment and support of the Bay College mission statement and vision which are as follows:

Mission Statement

Bay College is a community of higher learning that promotes student and regional success.

The ***Values*** for Bay College are as follows:

- Student Focus
- Quality Commitment
- Collective Accountability
- Collegial Relationships
- Community Engagement
- College Vitality
- Data Informed
- Diversity

Purpose of the Co-op and Internship Handbook: This handbook is intended to provide students, employers, instructors, and college administrators with guidelines and procedures on how co-ops/internships will be established and administered at Bay College. The specific responsibilities of the participants are spelled out in the handbook and all necessary forms are included in the appendixes. In addition, a *procedural flowchart* can be found in Appendix A. (Note: The scope of this handbook does not include practicums or other field experiences.)

Establishing a Co-op/Internship Site: There are several ways in which a co-op/internship site can be established for students to earn college credit for work experiences. First, the program faculty contact can approach various potential work sites and generate a list for future applications. Second, a regional employer may request that their specific business, organization, agency, or school be considered for a co-op and/or internship site. A regional employer can do this by contacting Bay College and/or by posting their co-op/internship at www.internships.com. Third, a student may request that a specific place of employment be considered as a possible co-op/internship site.

If an employer or student is interested in establishing a new co-op/internship site, they should contact the program instructor or the academic dean at Bay College. The program instructor and the dean must approve all co-op/internship site requests and all related applications prior to the start of any work experience.

Student Qualification Criteria: Students applying for co-op/internship positions must adhere to the following criteria:

- The student must be registered within the first two weeks of the semester.
- The student must be enrolled as a student at Bay College and remain enrolled during all periods of the co-op/internship work experience.
- The student must successfully complete two semesters (24 credit hours) of course work prior to the co-op/internship.
- The student must successfully complete a minimum of six (6) credits in their major field of study prior to the co-op/internship.
- The student must maintain at least a 2.0 cumulative grade point average (GPA) overall and must maintain at least a 2.0 GPA within their field of study. Failure to maintain the minimum GPA will result in removal from the co-op/internship placement. In addition, sponsoring businesses or specific program areas may establish academic standards that have higher grade point average requirements.
- The student must submit all required paperwork and obtain all approvals prior to the start of the co-op/internship. The respective department faculty contact and the academic dean must approve all co-op/internship placements.
- The student must complete all co-op requirements prior to their graduation from Bay College.

- All co-op/intern students must work a minimum of 40 clock hours for every one credit hour of co-op/internship work experience. The amount of credit that may be approved for co-op/internship work experience shall not exceed eight (8) credit hours and the student must be continuously enrolled at Bay College for the duration.

(**Note:** Co-operative Education or internship credit will not be given retroactively. In other words, work experience that a student performs prior to the start of the semester in which the co-op/internship was approved will not be considered for college credit.)

Degree Requirements: Students must adhere to all degree requirements outlined in the Bay College catalog for their program of study. Some programs may offer co-op education or internships as an elective within a program of study. However, in some programs a co-op work experience or internship may be a requirement for graduation. Students are advised to review the specific degree requirements closely and meet with an academic advisor if they have questions.

Social Security: Federal Law requires all employers to deduct Social Security from all wages. Social Security numbers are required so that proper withholding is supplied by the employer to the correct account number.

Income Tax: During co-op work experiences, co-op students are considered employees of the company or agency for which they work. Consequently, all co-op education income is considered taxable.

Employment Conditions: Co-op and intern students must adhere and abide by the employer's rules, policies, procedures, and regulations. The employer will inform the student of policies governing working conditions and hours of work. A student laid off, discharged, or separated from their co-op employment work site prior to the completion of the co-op, will not receive college credit. Background checks may be required by certain employers.

Compensation: Compensation for the work effort provided by the co-op student is a personal matter between the employee and the employer. Although it is not mandatory that co-op positions be paid, compensation for co-op students is highly encouraged. Compensation for these positions will make the program more attractive to potential applicants and result in a more motivated and productive worker. It is recommended that co-op students receive a rate of pay comparable to the prevailing rate for the type of work they perform. The compensation will be determined in advance of the co-op placement.

Procedures

The following procedures have been established for ensuring that all co-op education and internships are handled consistently and efficiently:

Application: The *Co-op Application Form* has been combined with the registration form (see Appendix B).

Interviews: The faculty contact will review the application and determine whether there is a work site available. If the student is requesting a specific work site, the faculty contact will review the request and determine whether the work experience will be suitable for the field of study. The faculty contact will communicate with the work site supervisor to see whether the employer wishes to hold an interview with the prospective co-op/intern student prior to placement. All co-op and internship sites must be approved by the faculty contact and academic dean prior to the start of the work experience. Final hiring decisions for co-op/intern students are based on the discretion of the employer.

Registration: Prior to the start of a co-op/intern work experience, the student must register for the appropriate credit hours with the Student Services office at Bay College. Students must register and pay all appropriate tuition and fees during the regular registration periods. The co-op/intern *registration form* (see appendix B) must be completed by the student and approved by the faculty contact and the academic dean. The faculty contact will determine the duration of the co-op/intern program and the amount of college credit to be awarded upon successful completion. The student will submit the approved registration to Student Services for tuition payment. **A copy of the approved registration form will be sent by the Registrar to the appropriate Dean, the Career Advisor, and faculty contact for tracking purposes.**

Training Plan: Once the faculty contact approves the work site and he/she is notified by the work site supervisor that a particular student is hired, a *training plan* must be developed (see Appendix C). The training plan will be used to identify specific work activities that the co-op/intern student will be involved in and provide an audit trail for verifying the relevance to the student's field of study. The training plan will be jointly developed between the work site supervisor, the faculty contact, and the student. The faculty contact will retain copies of the training plans on file for audit purposes.

Faculty Visit: If the faculty contact is not familiar with the proposed work site, he/she is encouraged to personally visit the work site to determine whether it would be appropriate for a co-op/internship. The faculty contact must communicate with the co-op work site supervisor (by telephone or personal visit) at least twice during each co-op/internship experience. However, more frequent contact is encouraged to ensure that the work experience is successful and the plan is being followed.

Student Report: At the conclusion of the co-op/intern experience, the student is required to complete the *Student Evaluation Report of Co-op/Internship Work Experience* (see Appendix D). The completed form must be forwarded to the faculty contact during the final exam week of each academic semester. The form provides Bay College with feedback on the quality of the co-op/internship experience.

Work Site Supervisor's Final Evaluation: At the conclusion of the co-op/internship experience, the work site supervisor will complete the *Work Site Supervisor Evaluation Report* (see Appendix E). The work site supervisor will assess the student's performance based on the co-op/internship training plan and by comparing the student with employees in comparable positions. The Work Site Supervisor Evaluation Report must be submitted to the faculty contact during the final exam week so that a grade can be recorded on the student's transcript.

Final Grade Submission: The faculty contact will be responsible for ensuring that the required paperwork is received and that a final grade is submitted to the student records office in a timely manner. If any of the required paperwork is missing and a final grade is unable to be recorded, the student will receive an "I" (Incomplete) for the co-op or internship. Students are advised that receiving a grade of "I" for a co-op or internship work experience will be handled in accordance with Bay College policies regarding "Incompletes" for academic courses. The co-op or internship period is not considered complete until a final grade is recorded.

Tuition: The student tuition is based on a ratio of 1 contact hour for each 1 credit hour of co-op/internship work experience. (Please visit the Student Services Center for more detailed billing information.)

Responsibilities

In order for a co-op/internship work experience to be successful and effective, each of the co-op and internship participants must play an integral part in the learning experience. The responsibilities of each of the participants are as follows:

The Student will:

- Apply for the co-op/intern education experience by completing and signing the Co-op Education and Internship Application/Registration Form (Appendix B) and furnish a copy of their Bay College transcripts and résumé.
- Meet with the faculty contact to determine possible work site locations.
- Interview with prospective co-op/intern employers.
- Sign the Student Co-op/Internship Training Plan (Appendix C).
- Register for classes and pay all tuition and fees.
- Conform to all employment and personnel policies of the employer and will work cooperatively with existing staff.
- Fulfill the learning objectives as specified in the training plan.
- Complete and submit the Student Evaluation Report of Co-op/Internship Work Experience (Appendix D).

The Employer will:

- Interview prospective Co-op/intern students and notify the faculty contact of those students selected for hire as a co-op/intern employee.
- Assist the faculty contact with developing a student training plan.
- Notify the faculty contact of any personnel or performance problems regarding the co-op/intern student at the work site.
- Communicate on a regular basis throughout the co-op.
- Notify the faculty contact and gain his/her approval of any proposed changes to the training plan.
- Complete the Co-op/Internship Work Site Supervisor Evaluation Report (Appendix E) and forward the form to the faculty contact.

The Faculty Contact will:

- Assist the student in locating a co-op/internship work site that will be beneficial and applicable to the student's academic program area.
- Review the co-op/internship applications and transcripts to ensure that the qualifications and skills of the student are appropriate to a particular employer's needs.
- Will assist the employer and student in the development of a student training plan, which will serve as the basis for the final written evaluation.
- Forward a completed application packet to the academic dean for approval.
- Communicate with the work site supervisor to monitor student progress and strengthen the dialog and mutual working relationship with Bay College.
- Collect the Student's Co-op/Intern Work Experience Evaluation Form (Appendix D).
- Collect the Work Site Supervisor's Final Evaluation Form of the student's performance and assign a final grade with the Student Records Office.

The Academic Dean will:

- Ensure the co-op/internship handbook is followed in a consistent manner.
- Review the implementation of the co-op/internship handbook for program areas under his/her supervision.
- Assess the effectiveness of the co-op/internship handbook and evaluate the co-op/internship program for areas under his/her supervision on an annual basis.
- Review and approve co-op/internship application/registration forms.

The Career Advisor will:

- Promote co-ops and internships through established contacts within the community (i.e., business, agency, industry, and school representatives).
- If necessary, provide students with the Co-op Education and Internship Handbook and refer them to the appropriate faculty contact.
- Communicate with faculty and provide assistance with how to establish co-ops and internships.
- Periodically survey Bay College student co-op/interns and participating employers regarding the co-op/internship experiences.

Frequently Asked Questions and Answers:

1. *Does a student's academic grade point average (GPA) impact the co-op/internship application?*

Yes, the grade point average is important to qualify a student for the Co-op Education or Internship Program. The student must maintain a 2.0 GPA to qualify and continue in a co-op/internship work experience.

2. *Can a student leave a co-op/internship experience prior to the program completion date agreed to by all parties?*

If a student leaves the co-op/internship assignment, it would be considered the same as dropping an academic course. Depending on the time of the withdrawal, the student may end up sacrificing tuition costs, credit hours, and receive a failing grade.

3. *Is the co-op/internship student guaranteed employment with the co-op/internship employer upon graduation?*

No, the student is not obligated to accept permanent employment nor is the employer obligated to offer permanent employment.

4. *May a student find his/her own co-op/internship work site?*

Yes, the student can request their own work site. However, the final approval for co-op and internship work sites rests with Bay College.

5. *Does a student register for a co-op/internship at the beginning of each semester even when the co-op experience will continue at the same work site?*

Yes, since co-op education and internships involve the awarding of academic credit, the student is required to follow established registration procedures.

6. *Can a student consider their current place of employment as a co-op/internship experience?*

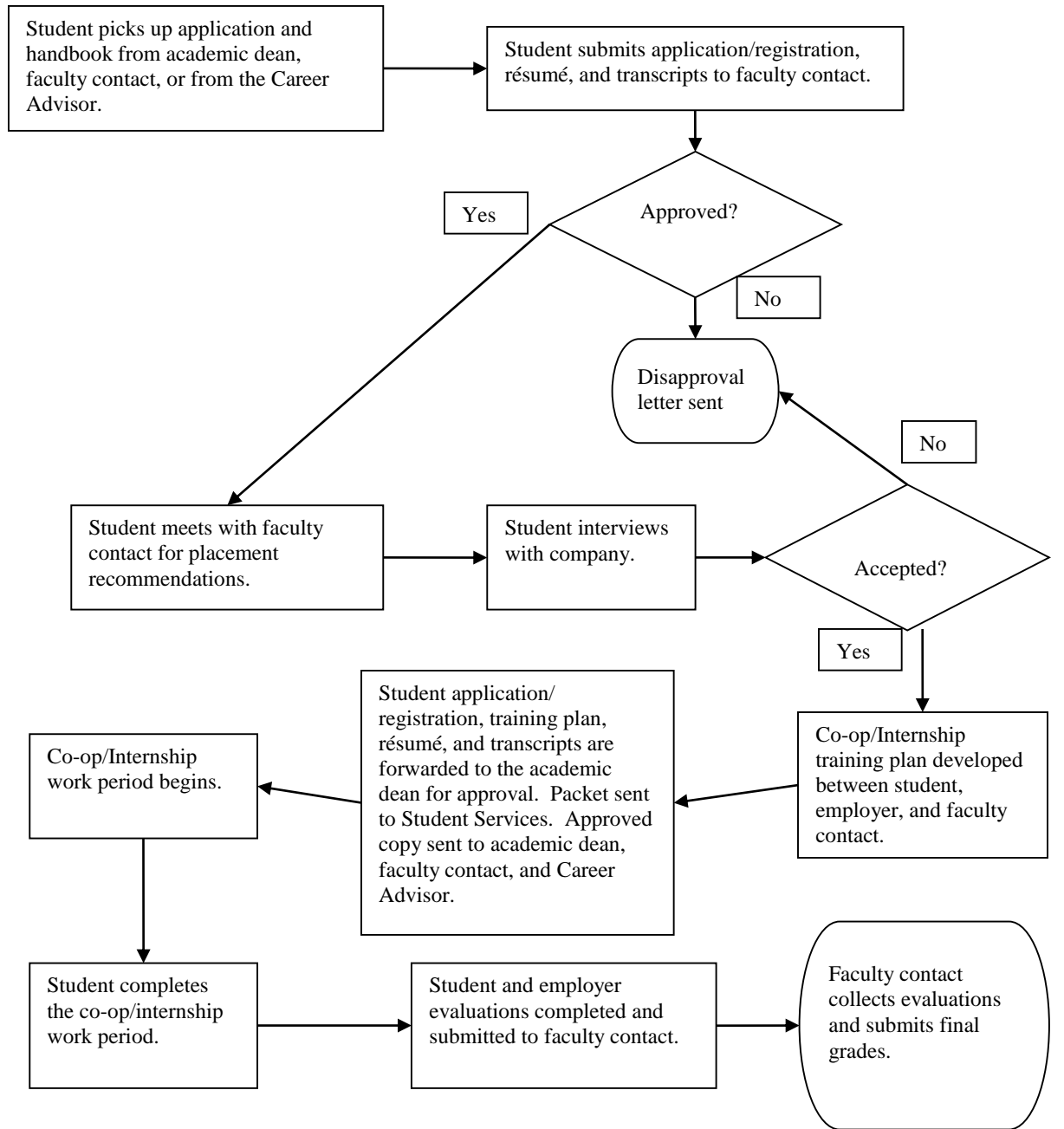
Co-ops and internships are designed to provide students with hands-on work experience that will prepare them for gainful employment after graduation. In addition, the duties listed in the training plan must be suitable for the awarding of college credit. It would not be appropriate to award college credit for work already being performed at an existing place of employment. It is the responsibility of the faculty contact and the academic dean to ensure that the integrity of the co-operative and internship program is protected.

7. *What should a student do if there is a labor strike or lock-out at the approved co-op/internship site?*

In the event that there is a strike or lock-out at the co-op/internship work site, the co-op or internship will be suspended immediately.

Appendix A

**Co-op Education and Internship
Procedures Flow Chart**



Appendix B

Bay College
Co-op/Internship Application/Registration Form

The following student has requested and applied for a Co-op/Internship position. Course Number: _____

Student Name: _____ Student ID#: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone #: _____ Birth Date: _____ Social Security #: _____

Program Area: _____

Registering for: (Circle one) **1. Co-op** **2. Internship** Number of Credit/Contact Hours: _____

Employer Site: _____ Supervisor's Name: _____

NAME

ADDRESS

Phone #: _____

I am registering for: (Circle One) **Fall** **Winter** **Summer 1** **Summer 2** Year: _____

Total Academic Program Credits Earned: _____ GPA: _____

The student must work a minimum of 40 clock hours for every one (1) credit hour of co-op/internship work experience (maximum of 8 credits). Tuition is based on a ratio of 1 contact hour for each 1 credit hour of co-op/internship work experience. The co-op/internship applicant must remain a student at Bay College throughout the duration of the program and must have an approved training plan prior to the start of the work experience.

Co-op/Internship students give permission to allow Bay College to furnish copies of transcripts to employers upon request. A student work résumé and copy of Bay College transcripts must accompany this application.

I certify that the information contained on this application is correct and that I have read and agree to comply with the procedures and directives listed in the Bay College Co-op Education and Internship Handbook.

Student Signature

Date

Faculty Contact

Date

Academic Dean

Date

Instructor Checklist of items to be returned to Admin Asst.:

____ App/Registration Form
____ Student Transcript
____ Student Résumé
____ Training Plan

FOR STUDENT RECORDS ONLY:

Registrar's Authorized Signature

Date

Student has been registered and tuition charged to his/her account.

Note: Please return a copy to the Academic Dean and Career Advisor.

Appendix C

Bay College
Student Co-op/Internship Training Plan

Student Name: _____

Address: _____

Program Area: _____

Work Site

Location: _____

NAME

ADDRESS

Work Site Co-op/Intern Supervisor Name: _____

Phone #: _____ Title: _____

Co-op/Internship Start Date: _____ Ending Date: _____

Number of Weeks: _____ Hours per Week: _____ Total Hours: _____

To ensure that the Co-op/Internship is directly related to the student's field of study and warrants college credit, the following learning objectives and activities have been established:

(NOTE: This list* may include actual work activities, reports, products, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____

*Attach additional sheets if necessary.

Student Signature

Date

Employer/Supervisor Signature

Date

Faculty Contact

Date

Original: Academic Dean
Copies: Faculty Contact
Career Advisor
Student
Work Site Supervisor

Appendix D

**Student Evaluation Report of
Co-op/Internship Work Experience**

Dear Student:

The following questionnaire will help Bay College with its assessment of the Co-op/Internship program and your specific work experience. The results of the evaluation report will help determine what changes (if any) should be made to the Co-op/Internship so that we may improve the learning experience of our students.

Directions: To the right of each statement are numbers that correspond to the words below. **Circle the one number that best describes the following statements.** Any additional comments relating to the Co-op/internship would be welcome and can be included in the area below.

5=Strongly Agree	4=Agree	3=Undecided/Neutral	2=Disagree	1=Strongly Disagree	
1. The co-op/internship work experience was directly related to my occupational/technical program area.	5	4	3	2	1
2. The co-op/internship work experience was beneficial to my educational development.	5	4	3	2	1
3. My work experience followed the training plan as designed.	5	4	3	2	1
4. My occupational/technical courses adequately prepared me for my co-op/internship work site.	5	4	3	2	1
5. My work site supervisor provided encouragement and direction during my work experience.	5	4	3	2	1
6. My performance at the work site reflected my best effort.	5	4	3	2	1
7. Based on my work experience I would recommend a co-op/internship to other students.	5	4	3	2	1

Comments and Suggestions: _____

Student Name: _____ Date: _____

Work Site Location: _____

Please return this questionnaire to the Faculty Contact

Appendix E

Co-op/Internship
Work Site Supervisor Evaluation Report

The student's immediate work site supervisor should complete and discuss this evaluation with the student. Your ratings and comments will be utilized by the faculty coordinator to assess student progress. The evaluation should be done objectively by comparing the student with other employees of comparable position and skill level. Please complete the form, review the performance with the student, and return the form to the faculty contact.

Student Name: _____
 Work Site Location: _____
 Work Site Supervisor: _____ Title: _____
 Evaluation Period: _____ Start Date: _____ End Date: _____

Please rate the student on the following characteristics:

Attitude <input type="checkbox"/> Exceptionally interested <input type="checkbox"/> Very interested <input type="checkbox"/> Average in diligence and interest <input type="checkbox"/> Somewhat indifferent <input type="checkbox"/> Definitely not interested	Initiative <input type="checkbox"/> Takes initiative without prompting <input type="checkbox"/> Proceeds well on his/her own <input type="checkbox"/> Does all assigned work <input type="checkbox"/> Hesitates <input type="checkbox"/> Must be pushed frequently	Maturity/Poise <input type="checkbox"/> Quite poised and confident <input type="checkbox"/> Has good self-assurance <input type="checkbox"/> Average maturity and poise <input type="checkbox"/> Seldom asserts him/herself <input type="checkbox"/> Timid <input type="checkbox"/> Brash
Ability to Learn <input type="checkbox"/> Learns very quickly <input type="checkbox"/> Learns readily <input type="checkbox"/> Average in learning <input type="checkbox"/> Rather slow to learn <input type="checkbox"/> Very slow to learn	Relations with Others <input type="checkbox"/> Exceptionally well accepted <input type="checkbox"/> Works well with others <input type="checkbox"/> Gets along satisfactorily <input type="checkbox"/> Has some difficulty working with others	Quality of Work <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/> Very Poor
Quantity of Work <input type="checkbox"/> Unusually high output <input type="checkbox"/> More than average <input type="checkbox"/> Normal amount <input type="checkbox"/> Below average <input type="checkbox"/> Low output-slow	Dependability <input type="checkbox"/> Completely dependable <input type="checkbox"/> Above average in dependability <input type="checkbox"/> Usually dependable <input type="checkbox"/> Sometimes neglectful or careless <input type="checkbox"/> Unreliable	Judgment <input type="checkbox"/> Exceptionally mature <input type="checkbox"/> Above average in decision making <input type="checkbox"/> Usually makes the right decision <input type="checkbox"/> Often uses poor judgment <input type="checkbox"/> Consistently uses poor judgment

Attendance/Punctuality: Regular Irregular **Appearance:** Satisfactory Unsatisfactory

Overall Performance: Outstanding Very Good Average Marginal Unsatisfactory

Were the objectives and activities stipulated on the training plan met? Yes No

Comments: _____

Signed: _____ Date: _____
 Work Site Supervisor



Subject Matter Expert (SME) Course Review Summary

College: Bay College

M-CAM Training Area: CNC/Machining Multi-Skilled/Mechatronics Production Operation Welding/Fabrication

Degree Program Name: Mechatronics & Robotics Systems, AAS

Title of Course: ELEC272 – Mechatronics Co-op/Internship

Subject Matter Expert (SME) Reviewer Information

Name: Holly Peoples

Title: Human Resources Manager and Community Relations

Phone: 906.789.0558

Email: hpeoples@isupward.org

Organization/Affiliation: Michigan Worksl...is Upward

Attach Resume or provide credentials (showing years of experience and work experience that is relevant to course content):

Resume Attached

Synopsis of Findings:

The SME Course Review Summary is somewhat challenging in that the review is not well aligned to the document under review. Most areas of the review form do not apply to the structure of Bay College's Co-Op and Intern programs. In terms of goals and purpose of each internship, in general the guidelines spell out the goals of real life contextual learning; the importance of communication; developing skills in working effectively in teams, understanding organizational structures and gaining practical work experience that aids in successful transition from school to work. The Handbook clearly outlines the responsibilities of all parties who enter into a Co-Op or Internship agreement and the eligibility requirements of the parties.

In terms of prerequisites or any required competencies, the handbook is clear that those are identified on a case by case basis in consultation with each employer and student. Training plans and objectives are also agreed to in consultation with each employer and student.

Evaluation and grading is clearly outlined. The student is required to complete the Student Evaluation Report of Co-op/Internship Work Experience; the work site supervisor is to complete the Work Site Supervisor Evaluation Report and the faculty is responsible for determining the final grade.

Opportunities for interaction and active learning are the foundation of the Co-op/Internship work experience. The handbook emphasizes this focus throughout the document.

Michigan Coalition for Advanced Manufacturing

Reviewers Signature

Shelly Peoples

Date:

7/26/17

**Michigan Coalition for Advanced Manufacturing
Subject Matter Expert Course Review**

1. Course Overview and Objectives	Exceptional	Satisfactory	Ineffective
The goals and purpose of the course is clearly stated.		X	
Prerequisites and/or any required competencies are clearly stated.		X	
Learning objectives are specific and well-defined. – NA, determined by employer	NA	NA	NA
Learning objectives describe outcomes that are measurable. – NA, determined by employer	NA	NA	NA
Outcomes align to occupational focus (industry skills and standards). – NA, determined by employer	NA	NA	NA
Comments or recommendations:			
2. Material and Resources	Exceptional	Satisfactory	Ineffective
The instructional materials contribute to the achievement of the course learning objectives. – NA, a co-op experience takes place outside of the classroom, therefore instructional materials do not apply	NA	NA	NA
The materials and resources meet/reflect current industry practices and standards.	NA	NA	NA
The instructional materials provide options for a variety of learning styles.	NA	NA	NA
Resources and materials are cited appropriately. If applicable, license information is provided.	NA	NA	NA
Comments or recommendations:			
3. Learning Activities	Exceptional	Satisfactory	Ineffective
Provide opportunities for interaction and active learning.		X	
Help understand fundamental concepts, and build skills useful outside of the learning object. - NA	NA	NA	NA
Activities are linked to current industry practices and standards. – This doesn't apply if only evaluating the Co-Op handbook.	NA	NA	NA

**Michigan Coalition for Advanced Manufacturing
Subject Matter Expert Course Review**

Comments or recommendations:

4. Assessment Tools/Criteria for Evaluation	Exceptional	Satisfactory	Ineffective
The course evaluation criteria/course grading policy is stated clearly in the co-op handbook -		X	
Measure stated learning objectives and link to industry standards. - NA, determined by employer	NA	NA	NA
Align with course activities and resources. – NA, this can't be determined by only evaluating the co-op handbook.	NA	NA	NA
Include specific criteria for evaluation of student work and participation.		X	
Comments and recommendations:			
5. Equipment/Technology	Exceptional	Satisfactory	Ineffective
Meets industry standards and needs. - NA, this can't be determined by only evaluating the co-op handbook.	NA	NA	NA
Supports the course learning objectives. - NA, this can't be determined by only evaluating the co-op handbook.	NA	NA	NA
Provides students with easy access to the technologies required in the course/module. - NA	NA	NA	NA
Comments and recommendations:			

Michigan Coalition for Advanced Manufacturing Subject Matter Expert Course Review

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

The eight community colleges and MCAM is an equal opportunity employer/program provider. Auxiliary aids and services are available upon request to individuals with disabilities. TTY users please call 1-877-878-8464 or visit www.michigan.gov/mder."

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EDUCATION:

- BS Business Administration/Human Resources Management, Western Governors University
- Master of Arts in Organizational Management/Human Resources, Ashford University

WORK EXPERIENCE:

Human Resources Manager and Community Relations

Michigan Works! The Job Force Board

December 2014 – Present

Responsible for standing up a formerly nonexistent Human Resources Department for a fifteen county region workforce development system with over 50 employees included contracted employees housed within partner organizations. All Human Resource related components including recruiting, hiring, onboarding and retention; Compensation and benefits management; Employee relations and culture; Training and professional development; Evaluation and performance; Policy and procedure development and distribution; HRIS management; File and document retention.

Community relations duties including event planning such as the UP Talent Summit, Governor's Luncheon, Chamber of Commerce annual awards presentations, UP Business Plan Competition, FIRST Robotics Competition and many others. Production of articles and press releases for newsletters and release to the media. Development and maintenance of organization communication plan and philosophy. All administrative and support functions to Upper Peninsula Economic Development Alliance. Organization and execution of talent tours. Communication with State and Federal Legislators on multiple issues and events.

Director of Business Services and Strategic Regional Projects

Michigan Works! The Job Force Board

March 2006 – December 2014

Connecting with area businesses on a strategic level and providing services to meet their needs in terms of training and connecting to a variety of resources. Provide for the ongoing development, support, and public relations coordination of the business outreach and business product services of Michigan Works! Service Center System. Responsible for all aspects of business services across the Michigan Works! Service Centers in each county. Meet with business and industry and align their needs to Michigan Works! Service Center resources. Act as the central point of contact for all business attraction, expansion and retention services. Serve as the primary business contact for all Rapid Response, Layoff Aversion and Business Expansion Activities. Develop talent management strategies for the organization and discuss talent management with businesses in order to implement appropriate steps. Partner with Michigan Economic Development Corporation, Procurement Technical Assistance Center, Michigan Small Business Technology and Development Center, Northern Initiatives, Local and Regional Economic Developers and other partners to support all aspects of business in the region.

Providing recruiting services for top level and hard to fill talent. Planning and coordinating customized training programs in partnership with educational institutions to fill skilled worker shortages.

Support to the Job Force Board and various committees. Convener role for Michigan Regional Skills Alliance made up of manufacturing representatives and other partners. Providing a wide variety of support and engages in a number of activities in all areas for the Upper Peninsula Economic Development Alliance, The UPWard Initiative and its seven committees, Upper Michigan Green Aviation Coalition and other regional efforts.

Lead Business Services Consultant/Human Resources Specialist

Superior Resources – Michigan Works! Service Center in Dickinson, Delta and Menominee Counties

May 2004 – March 2006

Duties of Business Service Consultant (see below). Ensuring compliance of service center teams to policies and procedures as set forth by Michigan Works! The Job Force Board. Setting and carrying out strategies to exceed the 78 performance goals, measured within service centers. Participating in cross-contractor continuous improvement initiatives. Problem solving and coaching with individuals and teams. Approval of enrollment and exit strategies and paperwork related to all programs. Maintain and disseminate understanding of business outreach initiatives. Administration of all aspects of the Workforce Investment Act of 1998 and Welfare Reform Programs.

Business Services Consultant

Superior Resources – Michigan Works! Service Center in Delta County

August 2003 – May 2004

Establishing professional relationships with business and industry from assigned business account listings and cold calling. Confering with local business/industry management and training personnel to gain knowledge of workplace requirements. Developing sources of qualified applicants. Administering assessments. Participating in on site Rapid Response to assist business in their downsizing issues. Development of career plans and career consultation with Michigan Works! members fitting specific eligibility requirements. Providing support and consultation to all job candidates utilizing services. Utilize a wide variety of technology, software and data bases.

Business Development Consultant

Employers Edge – Michigan Works! Service Center in Delta County

April 2001 – July 2003

Facilitation of Michigan Works! Business Development System, which provides a portfolio of services to the business community including ACT Work Keys Job Profiling; worker recruitment; identifying human resource needs; human resource administration; business retention and expansion services; research and production of employee handbooks and job descriptions; assessment administration; human resource audits; involvement with business related organizations; teamwork with service center partners; a wide variety of software and computer duties; data gathering activities; public relations activities; data collection through survey tools and other methods.

Member of the Michigan Works! The Job Force Board's Executive Leadership Team

February 1998-April 2001