

Industry Questionnaire and Planning Worksheet

Modern Manufacturing Work Study Planning Worksheet

Industry Partner

Thank you for your interest in partnering with Columbus State. Your interest in participating in this exciting endeavor will enhance student experience, create strong partnerships and in the long run strengthen manufacturing in Central Ohio. This worksheet is designed to assist in the planning of your company's work study program. We recognize that each organization is unique. Each company will have distinct opportunities to provide students one-of-a-kind experiences and in return will have specific requirements for student participation. Please take a moment to consider the following, being specific about your needs and how they may fit within our work study model:

Part I

In what year do you think your company/division would be ready to implement a work study program?

- a) We are ready for students right now!
- b) 2016 Cohort
- c) 2017 Cohort
- d) 2018 Cohort

How many work study students could your company commit to for the:

- a) First year
- b) Second year
- c) Third year

Part II

While admission to Columbus State and the Electro-Mechanical Technology program is non-competitive at this time, minimum English, Math and Reading requirements must be met and the opportunity to participate in the work study is competitive. Please consider what criteria you would use to select students. It is important, however, to keep in mind that we create variation in levels of competitiveness between companies; this will give more students the opportunity to participate.

What academic criteria will you require to be considered for an interview (e.g. GPA, work experience, etc.)?

Does your company have any special non-academic requirements to be considered for an interview (e.g. background checks, drug testing)?

What expectations will you have for students that you have chosen to interview?

Part III

Now we will ask you to consider the internal structure of your company's work study experience. CSCC is able to cohort your work study students on specific days of the week in order to accommodate a work schedule. But be aware that, internally, CSCC, like most colleges, offer classes on specific days, either MW(F) or TTH. Another thing to consider is that the work study job does not necessarily have to be structured exactly like those of your full time employees or like the other companies. As an example, students can be scheduled in full shifts in a single department or they could be offered shorter shifts or even shifts that rotate to various areas. Be creative about what you need and what experiences you would like to provide the students.

What unique opportunities does your company have to offer students in the work study?

How will you ensure that the student experiences these unique opportunities?

What days of the week will students be working? What days of the week will they be able to study?

What are their hours per work day?

What is the title of their job and what are their job responsibilities?

What salary could you offer students participating in the work study program? Will this amount stay the same throughout the experience or will students have the opportunity to earn more? If they do have the opportunity to earn more, in what ways can they? Are there other benefits or experiences you can offer in addition to salary?

Beyond the courses they take at CSCC, will there be on the job training? Who is responsible for training?

Will there be a mentorship included with the work study and is this mentorship separate from the experience gained in a specific job?

Who will oversee the work study at your company? What is their name and phone?

Which departments would be involved in running your company's work study program?

In the end, if they are successful and both parties want the student to be continued on full time what positions would a graduate of your work study be eligible for?

What salary and benefits would they be looking at upon hire?

Part IV

Marketing and recruiting is a major factor in the success of pathways such as these. CSCC and industry partners spend a good deal of time in recruiting. CSCC often requests assistance from its partners throughout the school year.

Who would be responsible in assisting CSCC in marketing the program to the various recruiting populations? What is their name and number?

How would we keep open channels of communication between partners? In your company who would be responsible for communication between partners?

As more partners from both K-12 and industry join this exciting endeavor, it becomes even more important that we have a marketing strategy that includes name, branding logo and consistent message. The most recent evolution of a name for this program is "Pathways to Modern Manufacturing". Please give feedback on the name and logo.

Part V

As the program progresses we will need some means to get and give feedback. This is in the development stage. Please give some feedback on evaluation:

How will you evaluate/gain feedback from participants and partners for your work study program?

How will the feedback inform implementation of the next cohort?