

GEORGIA INSTITUTE OF TECHNOLOGY
OFFICE OF CONTRACT ADMINISTRATION
SPONSORED PROJECT TERMINATION

Date: June 7, 1979

Project Title: Cooperative Education: Strengthening and Expansion

Project No: N-54-801

Project Director: Walter O. Carlson

Sponsor: DHEW/Cooperative Education Section

Effective Termination Date: 8/31/78

Clearance of Accounting Charges: 8/31/78

Grant/Contract Closeout Actions Remaining: None

- Final Invoice and Closing Documents
- Final Fiscal Report
- Final Report of Inventories
- Govt. Property Inventory & Related Certificate
- Classified Material Certificate
- Other _____

Assigned to: Southern Tech (School/Laboratory)

COPIES TO:

Project Director
Division Chief (EES)
School/Laboratory Director
Dean/Director-EES
Accounting Office
Procurement Office
Security Coordinator (OCA)
Reports Coordinator (OCA)

Library, Technical Reports Section
Office of Computing Services
Director, Physical Plant
EES Information Office
Project File (OCA)
Project Code (GTRI)
Other _____

N-54-801

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON, D.C. 20202

FORM APPROVED
O.M.B. NO. 51-R1141

COOPERATIVE EDUCATION PROGRAM

GRANT NUMBER

G007702594

PERFORMANCE REPORT

PERIOD COVERED

FROM

9/1/77

TO

8/31/78

(Title VIII, The Higher Education Act of 1965)

NAME OF INSTITUTION

Southern Technical Institute

Explain the progress made during the grant period in implementing the program in terms of the aims and objectives as set forth in your application and approved budget. Include among your comments such factors as: (1) the degree and extent of commitment the administration has given, including financial support both immediate and long-range, (2) the performance of administrative staff, and the development of procedures as related to the program, (3) the role of the faculty in developing the program and the extent of cooperation received, (4) the number of student job placements this year, (5) the receptivity of students to the program in terms of completing their academic programs, and (6) the response of employers in providing meaningful work assignments. Include any other pertinent comments. (Use reverse side if additional space is needed.)

1. The Southern Tech administration is very supportive of the Co-op program, both in terms of personal support of the administrative staff and in financial support. Several administrators, such as the Dean/Executive Director, the Academic Dean, and the Director of Development have spent time talking with students about the Co-op program and in visiting companies to make them more aware of the benefits of Cooperative Education.

The Institutional financial support for 1977-78 exceeds \$18,000.00. For 1978-79 Southern Tech has committed over \$27,000.00, an increase of \$9,000.00 or 50%. This support will continue to increase until the entire cost of the program is supported by Southern Tech.

2. The Co-op Coordinator is involved in student recruitment, advisement of students, visitation of students on the job, job development, and the implementation of the operating policies and procedures. Either the Coordinator or the Co-op Secretary interview each student that applies to the program or wants to learn more about cooperative education and how our program operates. The Coordinator has visited various Junior Colleges in Georgia and surrounding states in an effort to inform students about Southern Tech and the Co-op program. On campus, the Coordinator often speaks to individual classes as well as at orientation programs about the opportunities within the Co-op program. Two promotional brochures describing cooperative education and the Southern Tech Co-op program have been printed. A policy manual detailing the operating procedures and outlining the role and responsibilities of the staff, faculty, students, and employer participants was written.

The Coordinator attended several professional meetings, such as the American Society for Engineering Education annual Co-op/Industry meeting, and the Southeastern Cooperative Education Conference. She also participated in training workshops held at the Southeastern Center for Cooperative Education, Northeastern University, and Texas Southern University. She also served as Secretary for the Georgia College Placement Association and is currently involved in organizing a Cooperative Education division of that association.

Further monies or other benefits may, but not necessarily, will be withheld under this program unless this report is completed and filed as required by existing law and regulations (20 U.S.C. 1037b, 45 C.F.R. 182).

TYPE OR PRINT NAME OF PROGRAM COORDINATOR

SIGNATURE OF PROGRAM COORDINATOR

DATE

Susan Regenia Doyle

Nov. 27, 1978

A monthly meeting of the six departmental advisors and the Coordinator is held to coordinate the activities and responsibilities of everyone involved with the program and continually evaluate and improve their efforts. A yearly advisory committee meeting, composed of the Coordinator, employer representatives, faculty members, and students is held to review the program and set new goals. Outside consultants and evaluators were also utilized to revitalize and evaluate the program.

3. The faculty has been very involved and supportive. We have a faculty advisor in each of the six degree-granting departments who is given release time to work directly with the Co-op program. These advisors, along with the department heads and other faculty members, are involved in student advisement, visitation of students on the job, student recruitment, and job development within the companies. A meeting is held with these advisors monthly to discuss activities, problems, and new ideas.

Department advisors have participated in training programs at the Southern Center for Cooperative Education and Texas Southern University. They also attended the Southeastern Cooperative Education Conference during Spring quarter.

4. In 1976-77 the Co-op program had 85 students. During 1977-78 this number has increased to 123 students, which is 38 additional students placed on a job. This shows an increase of 45% over the previous year.

5. During 1977-78 the Co-op program lost 12 of the 123 students. This represents a drop rate of approximately 10%. Of these 12, three dropped out of school altogether and the other nine left the Co-op program, but did complete their academic program.

6. Employers have been and continue to be very supportive of the Co-op program. In 1976-77 the Co-op program had 12 active employers; in 1977-78 this number increased to 40, a 270% increase. The majority of these represent small companies where the student is involved in every phase of the engineering department. All of the companies who employ Co-op students make a strong effort to relate the student's work activities to his academic program. The Co-op office keeps informed of the student's job activities and progress through a quarterly report by the student and the employer.

AUBURN UNIVERSITY

AUBURN ALABAMA



COOPERATIVE EDUCATION

August 4, 1978

Ms. Regenia Doyle
Coordinator of Cooperative Education
Southern Technical Institute
Marietta, GA 30060

Good morning Regenia . . .

. . . certainly was good to visit your campus again and to see the good progress that Southern Technical Institute has made with its co-op program in recent months . . .

Foremost, I am tremendously impressed with the degree of faculty involvement which you have attained at Southern Tech . . . I do not know of any institution which has achieved this sort of progress in so short of time. You are to be congratulated and I plan to use you as an example when I talk to others about faculty involvement!

The degree of support by Dr. Carleson and Paul Smith is certainly encouraging. With this sort of top level interest and backing, your program should continue to grow and improve through the years.

It was easy to see that your co-op program has the marks of a viable and successful endeavor. This has been due to the watchful eye of Paul Smith, I am sure.

There are several recommendations which I conveyed to you orally but feel that they should be a matter of record:

- 1) Keep your emphasis on training your faculty advisors and other faculty members. Take new ones to the various conferences when you can. Try to expand the circle of knowledgeable faculty about co-op by including new ones in the workshops from year to year. Your present group of advisors are interested and will be your staunch supporters. Keep them well informed and increase the use of these people by arranging visits to employers and including them in luncheons, etc, when employers come to campus.
- 2) Try to build in new approaches in recruitment and attracting new co-op students to the program. Develop a new and more aggressive PR about by utilizing:
 - a. School posters with pockets for self-addressed cards, (High School)
 - b. Junior college materials and posters.
 - c. Public service announcements to be sent to radio stations on a periodic basis.
 - d. Send packets of information about the co-op program to all newly admitted students to Southern Tech.

- 3) Develop new oriented materials and continuously improve and update your old standards which have proven so successful in the past. You need to include in your present brochure about co-op an alternation schedule which shows the sequence of work quarters and school quarters for students. It would be helpful to develop a parents brochure which could be included in your packet of information sent to PTA groups, shared with visiting parents and passed out at high schools. Another new material which might be helpful to you, as I mentioned on the previous page, is the high school posters and cards. Design these posters such that they can be used on your campus bulletin boards by removing the pocket and cards.
- 4) Develop some of your forms on NCR (no carbon required) paper. Your supervisor evaluation form, the student work report form and a new form which I am suggesting that you adopt is the alternation schedule form should all be done on NCR paper. The alternation schedule form should be done in duplicate in order to provide the employer and the student a copy of the co-ops respective alternation schedule. Since all of these will be somewhat different, they can be color coded.
- 5) It is suggested that you furnish reciprocity forms to your students who need them. This may not be an important factor to some co-op directors, but we have found it to be very valuable and worthwhile at Auburn. This is a service to the student that diminishes the possibility of arrest and fines.
- 6) Encourage your faculty to respond about the student work reports as they read them. If the reports are in good order there is little need for response. If the employer needs to do better in job assignment, this should be handled diplomatically in order to strengthen the job experience of each respective student.
- 7) Ask for more time in the classes held for entering students at Southern Tech. Use a faculty and a student panel on different days to talk to these students. These panels will lend credibility to your claims about the co-op program.
- 8) Keep up the good work. Continue to do all of the good things that you are now doing. Your program is outstanding for an institution of your size. Southern Tech has every reason to be proud of the effort that has been put into the program in the past and should look forward to continued improvements on a year by year basis.

Again, it was certainly good to see you and all the people at Southern Tech and I look forward to watching with interest the continued success of the Southern Tech Co-op Program.

I am looking forward to seeing you again soon . . .

Cordially,

Frank Vandegrift
Director

All other materials you requested are under separate cover.