Message from the Chair

Dear Members of MCCE

Spring is almost here, so hang on!! It has been such an interesting winter with so much snow and extremely cold weather but I am confident that the flowers will be blooming soon.

As the weather begins to warm and the birds begin to return we continue to keep our sights on co-op. The economy seems to be as cold as the weather but hopefully there will be a warming there as well.

MCCE is working on some great things right now including the annual Carol Quandt Essay Contest. We have received our entrants and are looking for volunteers to help read the essay, which I am sure will provide the readers with some entertainment and insight. Please contact me if you are interested in reading student essays this year at lphillip@kettering.edu or 810-762-7864.

Our annual meeting is scheduled for June 11, 2003 in Okemos, Michigan (near Lansing). You will be receiving information regarding the events for the day very soon from Eileen Hayes. It will be a great event for both employers and educators so be sure to invite your corporate partners.

Michigan is also the host for the MCEIA Annual meeting November 2-4 and will be held at the Livonia, Marriott. It looks to be a great event so mark your calendars!

MCCE will also be hosting the Co-op Challenge August 8th, 2003. The event will be held at Kettering University in lovely Flint. This has been a great event for both the students as well as for us! Let’s work to increase our team numbers and keep this event growing. We had 7 teams last year and hope to have at least 10 this year!! Please let me know if you have any questions, want to put a team together, or if you would like to volunteer for the day.

Have a great spring and I look forward to seeing you all at the upcoming events and meetings!!

Lisa
I am in the process of putting together a report about employment agreements for co-ops/interns, as well as liability issues related to a school or employer as it relates to hiring co-ops/interns.

Specifically, has anyone had any experience with employers wanting students to sign pre-employment (for example, "if you come to work for us, we will pay for your tuition, but you promise to work for us for at least three years after graduation.") or non-compete agreements (a student agrees not to go to work for a competitor after graduation if they work with the employer). Do you know of any good resources about these agreements? Have you ever been involved with either of these with students?

Second, does anybody have any standard verbage, brochures, or letters you use for addressing liability issues with interns/co-ops when talking to companies? Or, have you been asked to carry any special insurance for interns?

Thanks for any feedback on either of these questions, even if it is a "no, I have never come across this before."

Chris Plouff
Career Services
Grand Valley State University
(616) 331-3311
plouffc@gvsu.edu
Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find “filler” articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you’re finished writing your newsletter, convert it to a Web site and post it.

Caption describing picture or graphic.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

Caption describing picture or graphic.

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you’re trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

Caption describing picture or graphic.
MCCE
Annual Conference 2003

Wednesday
June 11, 2003
9:00 am—1:00 pm

Building Powerful Partnerships
Colleges, Employers & Students

Comfort Inn-Okemos
Continental Breakfast & Lunch Provided

$20.00

Who Should Attend:
Employers with established Programs, Employers with an
interest in coops and interns, Employers who would like to know
more about working with colleges & universities, College and
University Coop & Internship Professionals, YOU

Confirm Your Attendance to:
Eileen Hayes
Baker College of Flint
1050 W. Bristol Rd., Flint, MI 48507
Phone: 810-766-4274 Fax: 810-766-4201
eileen.hayes@baker.edu
Building Powerful Partnerships
Colleges, Employers & Students

MCCE Drive Inn Workshop
June 11, 2003
Comfort Inn-Okemos
$20.00

REGISTRATION FORM

Name__________________________________________________________

Title________________________________________________________

Organization________________________________________________________

Address________________________________________________________

City__________________________ State ________ Zip________

Phone__________________________ Fax__________________________

E-mail:_______________________________________________________

Please return by May 15, 2003 to:
Eileen Hayes
Baker College Career Services
1030 W. Bristol Rd
Flint, MI 48507

Phone: 810-766-4274  Fax: 810-766-4201  e-mail: eileen.hayes@baker.edu
1. What is the overall enrollment at your institution? (breakdown of undergrads versus graduate students). What is the engineering enrollment numbers?

2. How many co-op students did you have enrolled in 2001-2002 and can you describe the background of the students as far as their academic majors especially engineering students?

3. How many students do you have currently enrolled in the co-op program and the breakdown of the majors?

4. How many students follow the alternate program versus the parallel as well as how many of these students are minority and international students?

5. Describe how your alternate and parallel programs are set up ex: alternate: students must alternate every other semester 3 times. Also is co-op required for your school or only for specific majors?

6. Do you offer academic credit for your students and if so how many credits and does it replace a class? Is there a letter grade or is it just credit/no credit.

7. Describe your academic requirements if you have them.(thesis, paper, etc.)

8. Is your co-op dept centralized or decentralized? EX: is your dept linked to career services or a student affairs dept

9. How many co-op coordinators are in the office?

10. Is there administrative support such as an administrative assistant and is/are that person(s) full time or part-time?

11. If you do have admin staff what are some of the duties they typically do for the co-op office?

12. Describe the hierarchy of the office and who reports to whom

   e.g. Admin assit reports to Coordinator, Coordinator reports to Co-op Director etc…

13. Does your office hire graduate student assistants to assist and if so how many hours do they work (20), their average salary, do you cover educational assistance at all for them, and what majors do you typically look for to fit the needs of your office? Does your office (Co-op) pay for these student assistants or do you get outside funding (grants) that cover the cost to pay for the grad assistants salaries?
Dear Co-op Supporter:

Greetings from the Michigan Council for Cooperative Education (MCCE)! MCCE is a non-profit Michigan corporation composed of organizational members from two- and four-year Michigan colleges and universities, Michigan business and industry, Michigan labor organizations, Michigan school districts and educational associations, and State of Michigan departments and agencies that are dedicated to working together for the advancement of cooperative education.

MCCE would like to invite your organization and your co-op/intern students to participate in the third annual Michigan Co-op Challenge. The Michigan Co-op Challenge is a fun-filled day of various contests (some athletic, some intellectual, some artistic and some just plain goofy!) among company or university-sponsored teams in a friendly competition for a traveling trophy. The purpose of the event is to provide a forum for co-op/intern students from throughout the State of Michigan to meet, network, have fun and promote the benefits of co-op/internship programs. The winner of last year's event was a team sponsored by the University of Detroit Mercy and the inaugural champion was a team from Wayne State University.

The event will be held on Friday, August 8, 2003 on the campus of Kettering University in Flint, Michigan. Teams will consist of six (6) members each with at least two (2) participants of each gender on each team (e.g. at least 2 men and 2 women on each team). Participants must currently be students and be working in a co-op/internship role at the time of the event, or have done so within the past year. Each team is also required to have a company/school "representative" present at the event who is a full-time employee of the organization they are representing. Team registration fees are $50 per team and can be company/organization or university/college sponsored. More than one team per organization is welcomed and encouraged!

Events that are planned include a company/school skit, volleyball, basketball shootout, darts, trivia challenge and several more. Each event will be co-ed and each team will be required to have members of each gender participating in each event. Points will be awarded in each event, and the team with the highest score at the end of the competition will be awarded a traveling trophy/plaque. T-shirts and lunch will be provided for all participants.

If you have any questions regarding this event, please contact me at (616) 895-3311 or plouffc@gvsu.edu. We hope that you will decide to participate in the Michigan Co-op Challenge. Last year's event was a blast and we anticipate another fun-filled, eventful day for all!

Chris Plouff
2003-2004 Membership Dues

A Non-Profit Michigan Corporation (#735-009) licensed to solicit and receive contributions and memberships for the charitable purpose of promoting Cooperative Education in Michigan. (Mich. License #MICS 12522-1289). The MICHIGAN –COUNCIL I is exempt from Federal Income Tax under sections 50l (a), 501 (c) (3) and 509(a) and (1) of the Internal Revenue Code. (U.S. E.I.D.#38-2809003).

_____ Distinguished Member
   (Organizations contributing $500 or more a year.) Recognizes superior level of support to advocate and promote the cooperative education philosophy among employers and schools in the state of Michigan.
   $________

_____ Sponsoring Member
   (Organizations contributing $250 minimum-a year.) Recognizes responsible level of support to sustain professionalism in cooperative education across the state of Michigan.
   $________

_____ Organizational Member
   (Organizations contributing $100 yearly.) Minimum annual dues required for MCCE membership.
   $________

Make check payable to:

Michigan Council for Cooperative Education

There is no limit to the number of representatives from each organization. To Ensure listing in the MCCE Membership Directory, please return the Membership Directory Information form no later than July 1, 2003 to:

Bernadette J. Friedrich
College of Engineering
Michigan State University.
1410 Engineering Building
East Lansing, MI 48824-1356
POST IT ONLY ONCE

Post Your Co-op, Internship, or Summer Position on the Michigan Council for Cooperative Education Website, and it will reach over 60 College and University Sites and thousands of eligible students. Join MCCE now to take advantage of this website. It is free to MCCE members.

If you are not a member we urge you to join the Michigan Council for Cooperative Education. Please email Bernadette Friedrich at Michigan State University at friedric@msu.edu or phone her at 517-355-5163. Employer membership dues start at $100 per year and access to the website will be immediate. There are many additional benefits to becoming a member. These are outlined in the Michigan Council brochure, which is available upon request.
This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U. S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

Executive Officers:
Lisa Phillips – Chair  
Eileen Hayes – Chair Elect 
Nancy Stupsker – Treasurer 
Diane Grimord – Corresponding Secretary  
Harry Eiferle – Recording Secretary 

Regional Representation
Baker College – Lexi Welch  
Davenport University – Jim Jones  
DuPont Automotive – Walt Zahn  
Ford Motor Company – Theresa Tallenger  

Grand Valley State University - Chris Plouff  
Henry Ford Community College – Nancy Stupsker  
Kettering University – Lisa Phillips  
Lawrence Technological University – Jessica Miller  
Macomb Community College - Bob Penkala  
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Michigan State University – Bernadette Friedrich  
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Southwestern Michigan College – Cheryl Tom

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MCEIA Michigan State Director – Janie Mouser 
Membership - Lexi Welch