



# EDUCATION

MEANS BUSINESS



CANTON REGIONAL CHAMBER

**AN EMPLOYER'S  
INTERNSHIP TOOLBOX**

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# INTRODUCTION

This document was assembled as a result of collaboration through the Education Committee of the Canton Regional Chamber of Commerce and Strengthening Stark. The ultimate goal of various education initiatives is to connect our regional businesses with our school systems in order to create a talent pipeline that addresses the needs of the County’s businesses. These relationships and connections help build and maintain viable businesses and thus elevates our community through a robust workforce and business community.

The purpose of this “toolbox” is to promote and encourage our regions’ businesses to establish their own internship programs with the local universities and high school career tech programs in Stark County to build these relationships.

In the current economy, many area business establishments are not able to fill open positions with qualified and trained individuals due to a very tight labor market and due to the many career choices individuals and students have. Businesses can establish a means to build and cultivate their own talent pipeline through establishing their own internship program with one or several of the area universities or high school career tech programs. The return on investment is easily realized by the participating business as noted by the list below. In addition, students and our community realize great benefits through these programs and relationships as students in these programs already have residency in Stark County so it is assumed the potential to hire increases compared to a general job posting that is listed across the United States through one of the many job posting services.

The outline below is a compilation of “Best Practices” of internship programs developed from the study of many resources available on the internet, interviews with local Stark County universities and high school career tech programs, and information garnered through attendance at internship conferences in Northeast Ohio.



# WHAT IS THE ROI AND BENEFITS TO A COMPANY WHEN EMPLOYING INTERNS?

- a. Provide a cost-effective way to recruit and evaluate potential full-time employees
- b. Provide flexible source of personnel to meet seasonal high demands
- c. Serve as a low-cost training and development program
- d. Strengthen relationships between employers and schools
- e. Cost effective public relations ambassadors who convey positive messages about an organization
- f. Interns can assist with short term projects
- g. Complete projects that are on the back burner
- h. Enable full-time employees to focus on important tasks and relieves employees from minor/routine tasks
- i. Offer fresh perspectives and innovative ideas
- j. Interns bring technology from the classroom into the workplace
- k. Interns can improve retention of full-time positions
- l. Increase diversity
- m. Offer management opportunities to mid-level employees
- n. Build relationships with local high schools and universities
- o. Increase visibility of your company
- p. Help fill open positions with talent

## WHAT IS AN INTERNSHIP?

Short-term - Hands-on - Structured  
Supervised with ongoing feedback

It is NOT:

Primarily clerical unless specified  
Vague or undefined  
Unsupervised

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## CLEARLY DEFINE GOALS

Develop clear measurements of success

Define student goals (learning objectives  
and employer goals)

# FINDING AN INTERN CANDIDATE

- a. Develop a competitive job description. See Appendix A for samples.
- b. Post on your company website
- c. Use referrals and leads from customers, chambers of commerce, and employees
- d. Use a targeted approach with local schools. Contact one or several of the career services departments of the local Stark County colleges, universities or career tech programs to post the internship or job opening on their platforms and for assistance to promote the opening within their organization to targeted students within the field of study. See Appendix B for a listing of career services contacts
  - Build a relationship with faculty through introductions from career services
  - Identify if the internship is for school credit as additional forms and formal reviews during the internship may be required
  - Post on the local school's websites and job boards
  - Attend the school's job fairs
  - Participate in the school's networking events and mock interviews to build name recognition
  - Use alumni contacts for referrals
- e. Use social media such as LinkedIn, Facebook, YouTube and others
- f. Post the internship opening on one or several local, regional or national clearinghouses such as:
  - Ohio Means Jobs or Ohio Means Internship posting and services (<https://ohiomeansjobs.com/omj/employer/joborder/quick/post.do>)
  - Handshake which is a common platform used by over 700 college career services departments throughout the US - (<https://www.joinhandshake.com/employers/>)
  - The Northeast Ohio Talent Exchange for internships - (<https://www.noche.org/451>)
  - Indeed.com (<https://www.indeed.com/>)

# SELECTING AN INTERN

- a. Consider the candidate's major
- b. Grade point average
- c. Extracurricular activities
- d. Interview
- e. Pass the background and/or drug screening



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# ONBOARDING THE INTERN

- a. Set up their work area including voicemail, PC, software/programs, email, and work supplies
- b. Provide them with a job description outlining their responsibilities, tasks, and projects
- c. Create and give them a schedule for their first week
- d. Give them a tour of the organization and facilities
- e. Introduce the intern to staff
- f. Schedule to meet with key people in the organization with whom they will work
- g. Take them out to lunch on the first day
- h. Provide them with the employee handbook and other relevant company materials
- i. Explain organizational rules, policies, procedures, safety guidelines, and expectations
- j. Have them attend your next new-hire orientation program if applicable
- k. Train them on critical technology and systems such as phone systems, PC passwords, copy machines, file naming and filing systems
- l. Guide them in setting up a bank account if direct deposit is required
- m. See Ohio Department of Education Internship Orientation Checklist for more details (Appendix D)

## **BUILD ORGANIZATIONAL SUPPORT**

- a. Identify short-term projects
  - b. Work with interns in cross-functional areas to engage more people
  - c. Gain support from organization leaders and from front-line managers
- 

## **PAY THE INTERN**

- a. Pay interns hourly wage (typically \$10-\$16/hr.)
  - b. Pay interns through payroll system
  - c. Work with college for awarding credit
  - d. Consider other benefits like paid holidays, onsite perks, training, or other benefits
  - e. Be familiar with Department of Labor Fact Sheet Number 71 if it is an unpaid internship
- 

## **ENSURE ENOUGH WORK FOR THE INTERN**

- a. Provide meaningful projects
  - b. Offer projects an intern can “own”
  - c. Require interns to keep a journal
  - d. Treat interns like regular employees
- 

## **WORK WITH THE INTERN**

- a. Assign one supervisor who meets frequently with the intern
  - b. Appoint a mentor for each intern apart from supervisor- chemistry and passion is important
  - c. Ensure every project has
    - A due date
    - An expectation of how long to complete
    - How interns should get help on a project if needed
    - Whether or not an intern should check before finishing the project
    - A defined or deliverable format
    - Feedback on the assignment for the intern
  - d. Be inclusive of interns with meetings, visits, late nights, fun staff events
  - e. Continue to train throughout the experience
  - f. Interns want frequent feedback, informal weekly meetups are preferred
  - g. Formally evaluate at least twice during the experience in order to guide and re-direct if needed
- 

## **POTENTIAL INTERN PROJECTS**

- a. Researching the prospect of a new program, initiative, product, or service
- b. Writing business proposals, reports, and plans
- c. Managing and maintaining databases and spreadsheets
- d. Planning or coordinating an event or meeting
- e. Creating a study, analyzing the results and producing a report
- f. Developing support documents, briefs, presentations and visuals for reports (graphs, charts, power point or prezi presentations, etc.)
- g. Researching root causes and proposing or recommending solutions to a business problem
- h. Helping with general customer service duties
- i. Assisting in responding to inquiries, leads, and referrals

# MORE SAMPLE PROJECTS FOR INTERNS:

FUNCTIONAL AREA	TYPES OF PROJECTS/ASSIGNMENTS
Accounting/Finance	Accounting, account payable/receivables financial analysis and reporting, billing, auditing, tax, financial modeling
Engineering	Mechanical, design/drafting, industrial, computer software, application, electrical, systems, chemical, bio-engineering, researching projects, inspection drawing checks
Human Resources	Administration, recruiting, training and development, benefits, employee relations program coordination, performance management, wellness, employee recognition
Information Technology	Help desk support, network administration or maintenance, application development, programming, database development or management, web development, software development, business analysis/intelligence, technical writing
Marketing/ Communications	Social networking, market research, promotional materials, program and event coordination mass communication/ mailing lists, web content or administration graphic design, reporting/editing, public relations/press releases, advertising, media design of video or audio
Non-profit	Program development, fundraising and development, counseling/social work, managing groups, project work
Research	Data collection and analysis, data cleaning, economic or policy research, quality control and testing, social science research, primary and secondary market research, business assessment and recommendations quality control and testing, laboratory research (scientific)
Sales/Customer Service	Administrative/clerical work, customer database administration customer service, account management, customer intake, inside sales, customer intake



## END THE INTERNSHIP WELL

- a. Evaluate interns formally and informally
  - b. Provide the intern a presentation opportunity
  - c. Provide a formal exit interview
  - d. Complete forms if the internship is for school credit
  - e. Stay connected after the internship through LinkedIn, Christmas cards, include in e-blast promotions and newsletters
  - f. Send interns notes or company swag throughout the year to
  - a. Keep the relationship open for future temporary or permanent staffing needs
- 

## BENEFITS FOR STUDENTS

- a. Gain an understating of different career paths
  - b. Develop professional skills and increase future employability
  - c. Make real life connections between academic courses and career path
  - d. Establish business relationships in their chosen industry in the community
  - e. Gain meaningful hands-on experience in their field of study
  - f. When hired as permanent employees after graduation, interns experience greater job satisfaction and have proven increased retention rates with employers
- 

## CONCERNS OF INTERNS

- a. Give us real work!
  - b. Be honest about the work that is entailed – let us know up front if it is “grunt” work
  - c. Give us feedback
  - d. Include us in meetings
  - e. Give us detailed explanations or examples of assigned work – it is not obvious to us
  - f. Assign mentors and supervisors who truly like to teach and train us
  - g. Make time for us
  - h. Be prepared for day one of our arrival and ensure the staff is aware of our arrival
  - i. Add other benefits if the pay rate cannot meet industry standards – take us to lunch, pay for parking, paid holidays, days off, or other creative benefits
- 

## EMPLOYERS' BIGGEST CHALLENGES GETTING STARTED

- a. Writing a good job description
- b. Allotting proper lead time to contact schools and post a position
- c. Ensuring expectations are clear with the intern and the supervisor
- d. Getting managers to give up tasks
- e. Check and re-checking the intern's work
- f. Expect and allow mistakes or redirection of projects
- g. Tasks or projects may take longer using interns
- h. Realizing interns are a marketing arm for the company- a good or bad experience will be known throughout the intern's circle of contacts

# TESTIMONIALS FROM BUSINESSES

“We were a little unsure about hiring a summer intern for the first time and it proved to be a solid business decision. Our intern took it upon himself and found multiple ways to bring efficiencies to our business processes by introducing technology he learned from the classroom. These efficiencies translated into real cost savings for our office operations.”

**Bryce Custer, President Ohio River Corridor Development**

“Internships are fantastic opportunities for students to learn what our company has to offer, while gaining valuable on-the-job experience. At the same time, we are able to assess skills and competencies of students who could potentially become future employees.”

**Robin Zollinger Assistant Group Controller, The Timken Company**

“We recently hired one of our interns and might be doing so again with another intern fairly soon. That’s the kind of success we like to see. For the students, most of them have their eyes opened wide. They couldn’t have conceived what an ad agency like ours does nor the clients we have. In all cases, we expect interns to contribute to client work and we do that by giving them very discreet and achievable projects. These advance over time based on how they success with each one. Innis Maggiore believes that internships are one way to support the Educational pillar of the Strengthening Stark initiative.”

**Mark Vandegrift, Principal & COO Innis Maggiore**

“Our 30-year relationship with the co-op program through Akron U has led to many direct hires who now occupy all levels of engineering design and management levels in our 50-man firm. It has truly been a win-win relationship with the students and with our company in growing our business and serving our clients.”

**Charles F. Hammontree, P.E., P.S.- President and CEO of Hammontree & Associates, Limited**





# APPENDIX A – SAMPLE JOB DESCRIPTION FOR AN INTERN

## Job Descriptions - Example No. 1

<b>Job Title:</b>	Business Intern
<b>Name of Company:</b>	ABC, Inc.
<b>Location:</b>	Alliance, Ohio
<b>Majors:</b>	Business, Finance, or other business-related field
<b>Wage:</b>	\$12-\$15 per hour

ABC, Inc is a commercial real estate development company with assets throughout Stark, County Ohio concentrating in urban and downtown development ventures. The company has been in operation for over 10 years and offers a diverse range of services including site selection, identifying and assembling development incentive packages, and full turn-key project management from design, to construction, through occupancy.

### Objectives and Responsibilities

- Conduct real estate and market research and assemble reports
- Summarize findings and prepare and give Power Point presentations
- Contact regulatory and governmental agencies for each project and client
- Assemble prospectus reports and permit applications
- Work with local, regional and state economic development agencies
- Become familiar with office operations and identify more efficient processes and procedures

### Qualifications Required

- Strong attention to detail
- Excellent oral and written communication
- Ability to meet deadlines
- Experience with Microsoft Office including Excel Spreadsheet skills and Power Point
- Able to think independently and offer new ideas

## Job Description - Example No. 2

The Muskingum River Watershed, which covers more than 8,000 square miles and drains into the Muskingum River, is the largest wholly contained watershed in the state of Ohio, covering about 20 percent of the state.

The system of reservoirs and dams in the watershed offers flood reduction and water conservation benefits to the region's property owners and residents. The Muskingum Watershed Conservancy District (MWCD), a political subdivision of the State of Ohio, was responsible for the development of the reservoirs and dams. Today the MWCD is dedicated to providing the benefits of flood reduction, water conservation and recreational opportunities in the Muskingum River Watershed.

**Intern Position:** Natural Resources - Forestry  
**Salary Rate:** \$12.00 per hour  
**Reporting Location:** Main Office, New Philadelphia, OH  
**FLSA Status:** Non-exempt

### Summary of Responsibilities

The Natural Resources Intern shall assist in the maintenance and update of forest inventory records. Duties will also include assisting with the timber harvesting operations. Assists Conservation staff as needed.

### Essential Functions include the following. Other duties may be assigned.

Assists with the timber harvesting and plantation pine management operations of the MWCD; Including marking timber, sale layout, preparing operation, and management plans. Monitors harvesting to assure the use of BMP's and the proper receipt of revenues.

Provides information and handles inquiries from the public, lessees, and special interest groups regarding related natural resources issues.

Performs and/or assists with forest cultivation and protection activities, including timber stand improvement, wildlife habitat improvement and insect and disease control.

Verifies outer boundaries during forestry operations and documents issues and encroachments for their resolution. Coordinates with Engineering regarding monumentation. Surveys and documents encroachments.

Assists with maintaining and updating compartment/stand inventory of all forestlands. Assists with maintaining the forest inventory of timber stands and forest management records of the MWCD.

Notifies appropriate manager of any safety concerns realized while performing job duties.

## **Job Description - Example No. 2 | continued**

### **Skills and Abilities**

#### **Education:**

Must be enrolled in a four-year Bachelor's degree program from an accredited institution in forest resources management, environmental sciences, environmental engineering, or related natural resource field is required. Within this curriculum, multiple-use emphasis is desirable.

#### **Experience:**

Knowledge of and experience in using established forestry protocols and quality-control procedures is required.

#### **Computer Skills:**

Basic computer skills required

#### **Certifications & Licenses:**

Driver's license valid in the state of Ohio.

#### **Abilities:**

Ability to keep accurate records and good organizational skills are required.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

### **Work Environment**

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

### **Other Requirements, Expectations, or Unusual Conditions**

It is anticipated that fieldwork will dominate this position. Attendance at meetings and functions may also require occasional evening and weekend work. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; outside weather conditions; and risk of electrical shock.

# APPENDIX B – STARK COUNTY CAREER SERVICES CONTACTS

## College and University Career Services Contacts

### Aultman College

2600 Sixth St. SW, Canton, OH 44710  
Dr. Brock Reiman, Vice President Academic Affairs  
Phone: 330-363-6164  
Email: [brock.reiman@aultmancollege.edu](mailto:brock.reiman@aultmancollege.edu)  
Web site: <https://www.aultmancollege.edu>

### Kent State University, Stark

6000 Frank Ave. NW, North Canton, OH 44720  
Shaanette Fowler, Assistant Director Employer Relations and Internships  
Phone: 330-244-3253  
Email: [sfowle13@kent.edu](mailto:sfowle13@kent.edu)  
Web site: <https://www.kent.edu/stark/career-services>

### Malone University

2600 Cleveland Ave. NW, Canton, OH 44709  
Jen Vennest, Director of Tutoring Services and Career Development Coordinator  
Phone: 330-471-8321  
Email: [jcannest@malone.edu](mailto:jcannest@malone.edu)  
Web site: <https://www.malone.edu/academics/academic-resources/center-for-student-success/career-development/for-employers-or-recruiters/>

### Northeast Ohio Medical University

4209 State Rt. 44, Rootstown, OH 44272  
Janet Coon, Associate Director, Government & External Affairs  
Phone: 330-325-6264  
Email: [jcoon@neomed.edu](mailto:jcoon@neomed.edu)

### Stark State College

6200 Frank Ave. NW, North Canton, OH 44720  
Mandy Hinkel, Director of Career Services & Workforce Development  
Phone: 330-494-6170 x4271  
Email: [AHinkel@starkstate.edu](mailto:AHinkel@starkstate.edu)  
Web site: <https://www.collegecentral.com/starkstate/>

### University of Akron

302 E Buchtel Ave, Akron, OH 44325  
Laura Carey, Director, Career Services  
Phone: 330-972-7827  
Email: [lf17@uakron.edu](mailto:lf17@uakron.edu)  
Web site: [www.uakron.edu/career](http://www.uakron.edu/career)

### University of Mount Union, Career Development Office

1972 Clark Ave., Alliance, OH 44601  
Sara Fugett, Director of Career Development  
Phone: 330-829-8211  
Email: [fugettsb@mountunion.edu](mailto:fugettsb@mountunion.edu)  
Web site: <https://www.mountunion.edu/career-development>

### Walsh University Career Readiness and Development Center

2020 E. Maple St., North Canton, OH 44720  
Beth Johnson, Career Development Coordinator  
Phone: 330-490-7380  
Email: [ejohnson@walsh.edu](mailto:ejohnson@walsh.edu)  
Web site: [www.walsh.edu/career-center](http://www.walsh.edu/career-center)

# 2018-2019 CAREER TECH CENTERS IN STARK COUNTY

## MASSILLON | 330-830-3901

Course	Contact Info	Email	Phone
Auto Technology	Mr. Matt Reiter	mreiter@massillonschools.org	330-830-3901 x 51600
Business Academy	Mitch Krichbaum	mkrichbaum@massillonschools.org	330-830-3901 x 51132
Construction Trades	Jason Werstler	jwerstler@massillonschools.org	330-830-3901 x 51606
Cosmetology	Mrs. Radel	aradel@massillonschools.org	330-830-3901 x 51611
Exercise Science, Sports Med	Mr. Sifferlin	bsifferlin@massillonschools.org	330-830-3901 x 51134
Family Consumer Science	Mrs. Vensel	kvensel@massillonschools.org	330-830-3901 x 51406
Manufacturing-Engineering	Mr. Kircher	mkircher@massillonschools.org	330-830-3901 x 51607
Marketing	Mr. Richards	crichards@massillonschools.org	330-830-3901 x 51409
Media & Arts Communication	Mr. Sheetz	dscheetz@massillonschools.org	330-830-3901 x 51612
	Mr. Ferrell	mferrell@massillonschools.org	330-830-3901 x 51604
Microsoft Office Specialist	Mrs. Michelle Grimes	mgrimes@massillonschools.org	330-830-3901 x 51608
Nursing Careers	Ms. LaFleur	mlafleur@massillonschools.org	330-830-3901 x 51346
Pharmaceutical Science	Ms. Janice Sprankle	jsprankle@massillonschools.org	330-830-3901 x 51613
Teaching Professions	Mrs. Deitrick	kdeitrick@massillonschools.org	330-830-3901 x 51140

## SOUTH STARK ACADEMY | CANTON LOCAL | 330-484-8000

Course	Contact Info	Email
Automotive Tech	Jay Vrabec	jay.vrabec@cantonlocal.org
Construction Tech	Todd Elliott	todd.elliott@cantonlocal.org
Graphic & Visual Design	Chris Bergert	chris.bergert@cantonlocal.org
Metal Fabrication/Welding	Rich Clark	rich.clark@cantonlocal.org
Programming & Game Desq	Jim Laughlin	jim.laughlin@cantonlocal.org
Engineering/(PLTW)BiomedSci	John Pye	pye@cantonlocal.org
Small Animal Science	Lindsey Brant	lindsey.brant@cantonlocal.org
Sports Med	Kristen Smith	kristen.smith@cantonlocal.org
21st Century Business	Phil Forshey	phil.forshey@cantonlocal.org

## SOUTH STARK ACADEMY | PERRY LOCAL | 330-477-3486

Course	Contact Info	Email
Business & Finance	Mark Hawkins	Mark.Hawkins@perrylocal.org
Culinary Arts	Adam Crawn	Adam.Crawn@perrylocal.org
Cosmetology	Terri Snyder	Terri.Snyder@perrylocal.org
	Laura Sigrist	Laura.Sigrist@perrylocal.org
Healthcare Occupations Tech	Maryjean Mccaffrey	Maryjean.Mccaffrey@perrylocal.org
	Laurie Howenstine	Lori.Howenstine@perrylocal.org
Medical Tech Prep	Julie Haren	Julie.Haren@perrylocal.org
	Laurie Howenstine	Lori.Howenstine@perrylocal.org
	Korin Marsh	Korin.Marsh@perrylocal.org
Teacher Academy	Julie Wells	Julie.Wells@perrylocal.org
Project Lead the	Robert Ballinger	Robert.Ballinger@perrylocal.org
Way Engineering	Chad Spurgeon	Chad.Spurgeon@perrylocal.org
Media and Video		
Production (2019)	Keith Brown	Keith.Brown@perrylocal.org

# 2018-2019 CAREER TECH CENTERS IN STARK COUNTY

## SOUTH STARK ACADEMY | SANDY VALLEY LOCAL | 330-866-9371

Course	Contact Info	Email
Business & Administrative Service (includes Entrepreneurship)		
Horticulture (2019)	Mr. White	

## SOUTH STARK ACADEMY | EAST CANTON | 330-488-0316

Course	Contact Info	Email
CTE Business Program		

## ALLIANCE | 330-829-2245

Course	Contact Info	Email
Automotive body	Shawn Smith	smithsh@alliancecityschools.org
Automotive tech	Shawn Smith	smithsh@alliancecityschools.org
Media Arts/Video Production	Robert Quicci	quicciro@alliancecityschools.org
Cosmetology	Lisa Scanlon	scanlonli@alliancecityschools.org
Interactive Media	Robert Quicci	quicciro@alliancecityschools.org
Construction Trades	Brian Swank	swankbr@alliancecityschools.org
Sports Med/Athletic Training	Stephanie McKnight	mcknightst@alliancecityschools.org
Premedical Professions	Kimberly Woodruff	woodruffki@alliancecityschools.org
Welding Fabrication	Steve Fuson	fusonst@alliancecityschools.org

## MARLINGTON | 330-823-1300

Course	Contact Info	Email	Phone
Accounting	Mr. Pittman	s_pittman@marlingtonlocal.org	330-823-1300
Engineering	Matthew Denny	m_denny@marlingtonlocal.org	
Horticulture	Mrs. Woods	t_woods@marlingtonlocal.org	
Landscaping	Mr. Lamancusa	a_lamancusa@marlingtonlocal.org	330-823-7588
Natural Resources	Ms. Sheckler	b_sheckler@marlingtonlocal.org	330-823-1300
Oil & Gas Tech	Mr. Givens (18-19)	b_givens@marlingtonlocal.org	330-823-1300
	Mr. Lanzer (19-20)	c_lanzer@marlingtonlocal.org	

## RG DRAGE | 330-832-1591

### Fairless - Tuslaw - Northwest - Louisville - Minerva - Malvern

Course	Contact Info	Email
Animal Sci & Mgmt/ Pre-vet Tech	Laura Bevington	laura.vevinton@rgdrage.org
Auto Collision Tech	Dan Sabella	daniel.sabella@rgdrage.org
Auto Services Tech	Bill Morris	william.morris@rgdrage.org
Bakery/Pastry Operations	Dennis Finley	dennis.finley@rgdrage.org
Building Construction Tech	Brad Richardson	brad.richardson@rgdrage.org
Cosmetology	Trisha Fetzer	tricia.fetzer@rgdrage.org
Culinary Arts	David Browne	david.browne@rgdrage.org
Dental Assisting	Michelle Carter	michelle.carter@rgdrage.org
Early Childhood Ed	Tamara Lutes	tamara.lutes@rgdrage.org
Engineering	Kyle Batdorff	kyle.batdorff@rgdrage.org
Graphic Communications	Michael Reymond	michael.reymond@rgdrage.org
Health Technologies	Karen Marks	karen.ziemke@rgdrage.org
Heavy Truck/Diesel Tech	Jason Shaner	jason.shaner@rgdrage.org
HVAC/R	Kevin Couch	kevin.couch@rgdrage.org
Metal Fabrication	Scott Burdge	scott.burdge@rgdrage.org
Precision Machining Tech	Kyle Batdorff	kyle.batdorff@rgdrage.org
Sports Med & Rehab	Jordan Viebranz	jordan.viebranz@rgdrage.org
Sports Turf & Landscape Management	John Dimascio	

# 2018-2019 CAREER TECH CENTERS IN STARK COUNTY

## CANTON CITY - MCKINLEY | 330-438-2712

Course	Contact Info	Email	Phone
Automotive Collision	Dave Johnson	johnson_d6@ccsdistrict.org	330-454-4023
Automotive Tech	Darryl Pringle	pringle_d@ccsdistrict.org	330-438-3005
Broadcast Media	Jacki Power	power_j@ccsdistrict.org	330-438-2595
Building Technologies	Ron Nunez	nunez_r@ccsdistrict.org	330-438-3004
Business Management	Michael Hedrick	hedrick_m@ccsdistrict.org	330-438-2712
Commercial Pbotography	Heather Hutmacher	hutmacher_h@ccsdistrict.org	330-438-2712
Cosmetology	Georgeann Garman	garman_g@ccsdistrict.org	330-458-3965
Cullinary Arts	Erik Escola	escola_e1@ccsdistrict.org	330-580-3014
Early Childhood	Nicole Coleman	coleman_n@ccsdistrict.org	330-438-2712
Exercise Science & Sports Medicine	Lisa Menning	menning_l@ccsdistrict.org	330-438-2647
Law & Public Safety	Cliff Lee	lee_c@ccsdistrict.org	330-438-2712
Medical Office Management	Diana Iacino	iacino_d@ccsdistrict.org	330-438-2712
Nursing Tech	Dorothy Tabellion	tabellion_d@ccsdistrict.org	330-438-2642
Performing Arts	Kristy McNally	mcnally_k@ccsdistrict.org	
	Antwon Duncan	juncan_a@ccsdistrict.org	
PreEngineering (PLTW)	Chad Weaver	weaver_j@ccsdistrict.org	330-438-2712
Video Game Programming	Jeremy Kurtz	kurtz_j@ccsdistrict.org	330-438-2712
Welding Tech	Todd Hoover	hoover_t@ccsdistrict.org	330-438-3004

## STARK COMPACT | JACKSON LOCAL | 330-837-3501

Course	Contact Info	Email
Automotive Tech	Joe Drury	jad2jc@jackson.sparcc.org
CISCO	Scott Elkins	ase2jc@jackson.sparcc.org
Clinical Health Care Services	Ann Capuano	mc2jc@jackson.sparcc.org
Construction Tech	Brian Clevenger	bkc2jc@jackson.sparcc.org
Culinary Arts	Stephanie Kunkel	sek2jc@jackson.sparcc.org
Horticulture	Roy Dria	rjd2jc@jackson.sparcc.org

## STARK COMPACT | LAKE LOCAL | 330-877-4282

Course	Contact Info	Email
Health Tech	Chris Baker	bakerchris@lakelocal.org
Legal Studies	Teresa Miller	millerteresa@lakelocal.org
Marketing and Bus Mgt	Aja Tompot	tompotaja@lakelocal.org
GenYES IT	Frank Pilato	pilatofrank@lakelocal.org

## STARK COMPACT | PLAIN LOCAL/GLENOAK | 330-491-3800

Course	Contact Info	Email
Advancement to Nursing	Peggi Johnson	johnsonp@plainlocal.org
	Mary Ann Morena	morenam@plainlocal.org
Animation & Graphic Design	Paula Hinchliffe	hinchliffep@plainlocal.org
Automotive Tech	Mark Sundbury	sundburym@plainlocal.org
Commerical Photography	Jeannene Mathis-Bertosa	mathisbertosaj@plainlocal.org
Construction Trades	Brad Kessler	kesslerb@plainlocal.org
Cosmetology	Pamela Michael	michelp@plainlocal.org
	Dahlia Kiefer	kiefferd@plainlocal.org
Engineering Tech	Mr. Walbeck	walbeckj@plainlocal.org
Entertainment Tech	Amy Sima Dirham	simadirhama@plainlocal.org

## 2018-2019 CAREER TECH CENTERS IN STARK COUNTY

### STARK COMPACT | PLAIN LOCAL/GLENOAK | 330-491-3800 | continued

Course	Contact Info	Email
Emergency Fire		
Health Tech	Mr. Shaheen	shaheena@plainlocal.org
High School of Business	Amanda DeFays	defaysa@plainlocal.org
Horiculture	Don Fogle (2018-19)	fogled@plainlocal.org
Teacher Pathways	Elizabeth Winkler	winklere@plainlocal.org
Video Production	Mr Branch	branchj@plainlocal.org
Music Production	David Thompson	thompsond@plainlocal.org

### STARK COMPACT | NORTH CANTON/HOOVER | 330-497-5620

Course	Contact Info	Email
Interactive Media	Gary Bodenschatz	gfb1nc@northcantonschools.org
Pre Engineering	Todd Alkire	tda1nc@northcantonschools.org
	Lauren Maxwell	
Construction Tech	Todd Cognion	
Biomedical Sciences	Scott Colles	
	Ben Janchar	baj1nc@northcantonschools.org
	Nick Plazak	
Medical Technology	Angela Combs	combsa@northcantonschools.org
	Sarah Covington	
Business Management	Mike Grady	gradym@northcantonschools.org
	Amanda Humphrey	humphrey1@northcantonschools.org
Video Production	Tim McCarty	mccartyt@northcantonschools.org
	Tom Wilson	thw1nc@northcantonschools.org
Teaching Professions	Shirley Dobry	sad1nc@northcantonschools.org
	Jennifer Manion	
Culinary Arts	Phil Ogilvie	

CAREER SERVICES





# APPENDIX C -



(Updated January 2018)

## United State Department of Labor, Wage and Hour Division

### Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA).<sup>1</sup>

#### Background

The FLSA requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.

#### The Test for Unpaid Interns and Students

Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA.<sup>2</sup> In short, this test allows courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

Courts have described the “primary beneficiary test” as a flexible test, and no single factor is determinative. Accordingly, whether an intern or student is an employee under the FLSA necessarily depends on the unique circumstances of each case.

# APPENDIX C - (continued)



(Updated January 2018)

If analysis of these circumstances reveals that an intern or student is actually an employee, then he or she is entitled to both minimum wage and overtime pay under the FLSA. On the other hand, if the analysis confirms that the intern or student is not an employee, then he or she is not entitled to either minimum wage or overtime pay under the FLSA.

## Where to Obtain Additional Information

This publication is for general information and is not a regulation. For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

## Footnotes

1 - *The FLSA exempts certain people who volunteer to perform services for a state or local government agency or who volunteer for humanitarian purposes for non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation, for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships for public sector and non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible.*

2 - *E.g., Benjamin v. B & H Educ., Inc., --- F.3d ---, 2017 WL 6460087, at \*4-5 (9th Cir. Dec. 19, 2017); Glatt v. Fox Searchlight Pictures, Inc., 811 F.3d 528, 536-37 (2d Cir. 2016); Schumann v. Collier Anesthesia, P.A., 803 F.3d 1199, 1211-12 (11th Cir. 2015); see also Walling v. Portland Terminal Co., 330 U.S. 148, 152-53 (1947); Solis v. Laurelbrook Sanitarium & Sch., Inc., 642 F.3d 518, 529 (6th Cir. 2011).*

## Internship Orientation Checklist

**Intern:** Click here to enter text.

**Supervisor:** Click here to enter text.

**Time/Date of Orientation:** Click here to enter text.

### I. Welcome and Introduction

- What it means to work at this company

### II. Workplace Tour

- Overall tour of facility
- Tour of work area
- Fire extinguishers, fire escapes, exits, evacuation routes
- Introduction to staff

### III. Tour of Facilities

- Restrooms
- Parking
- Lunch rooms
- Telephones
- Storage for personal belongings

### IV. About the Company

- Discussion of company structure
- Key people in the company
- Type of business, products, services
- Who our customers are
- Other branches or divisions

### V. Department Specifics

- Telephone number and address
- Explanation of work schedule
- Location of time clock/sign-in
- Attendance requirements
- Working with other departments/employees
- Hours
- Break times
- Lunch time

### VI. Job-specific Issues

- Location of necessary supplies
- How to use phone/office equipment
- Job description
- Training plan
- Evaluation procedures

## Internship Orientation Checklist

### VII. Safety Training

- Stairwell/fire exits
- Fire extinguishers
- Special hazards
- Accident prevention
- Safety training log, updated as needed

### VIII. Supervisor's Expectations

- Dress code (hair, clothing, jewelry, etc.)
- Performance expectations
- Company culture (teamwork, service, values, etc.)

### IX. Materials

- Personnel handbook
- Organization chart
- Telephone directory
- Security procedures
  - Required documentation (The student's Personalized Learning/Training Plan contains documentation required by Ohio child labor laws, copies of which must be maintained on-site in the student's personnel file as well as at the school.)