



Office of Cooperative Education

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TO: Dr. John Friedl, Provost and Vice Chancellor for Academic Affairs
FROM: Hugh Prevost, Director of Cooperative Education
RE: Technology Grant Funds 2003-04/Co-op Project
DATE: September 8, 2004

I am pleased to report that the Office of Cooperative Education has completed the acquisition and set-up of a new data base from Robo Technologies: **PlacePro Student and Employer Internet-based resume Co-op Registration Program.** We have worked hard this past year to standardize all of our forms to meet Robo Technologies' demands, and have worked with them to put our current students and employers into the new database. We did not, however, meet our initial timeline goals presented in the Grant request. We were supposed to have the database up and running during the summer of 2003. Because of new software developments by the vender and several delays on campus, we will actually send out notices to our students and our employers this fall (Fall 2004) announcing the new database.

For the past three months we have been working with PlacePro to insure that all the necessary UTC information was put into the new system and arranged the way the Co-op staff wanted. (see "New System Checklist," attached). Grant Slusher of PlacePro visited campus on July 11, 2004, to give the Co-op Staff a full-day, thorough introduction to the new software. Staff has been working with PlacePro to test the different modules and to work out some of the problems with the new system since the July visit.

We are now ready to announce the new system and how to use it to our students and to our current employers. This week we are confirming with PlacePro that the system is ready to be attached to the Co-op Website. If we get their approval, we will send an email letter to our students so that they can begin updating their information on the new database. We will send an additional letter (both email and regular mail) to our current employers the following week to tell them about the new procedures on filing co-op and internship positions with our office.

I am pleased to say that the project has come in under the budget requested. The Office of Cooperative Education was awarded **\$5000.00** to cover the Site licensing fees and set up costs of the project. Because of negotiations with PlacePro the site licensing fee was reduced to \$3500.00, and Mr. Slusher's trip to UTC to teach staff the new system cost \$508.23 bringing the total cost of the venture to \$4,008.23 (see cost breakdown, below).

	<i>Expenditures</i>	<i>Expenses Running Total</i>	<i>Balance</i>
UTC Technology Fee Grant (E041560032)			\$5,000.00
PlacePro Database site and set-up fee	\$ 3,500.00	3,500.00	\$ 5,000.00
Travel for Grant Slusher and day of instruction	\$ 508.23	\$ 4,008.23	\$ 1,500.00
			\$ 991.77
<i>Remaining funds:</i>			\$ 991.77

Since our start-up dates were postponed, we do not have data to share with the committee on our project. We will, however, be able to provide the following data at the end of our first semester use of the database:

We will present data generated by PlacePro on:

- the number of students who have accessed the system to submit resumes, asked to be recommended to an employer, and gained Co-op or internship placement;
- the number of current employers who have accessed the system to submit job descriptions and who have hired UTC students;
- the number of new employers who have accessed the system and hired UTC students;
- and we will compare these data to previous years' student placement numbers.

Additionally, we will compare these data to previous year's student placement numbers and survey both students and employers to assess their satisfaction with the system and submit those data to the committee.