



### Highlights

- 2– News from the Members
- 6-7 - Research News
- 10 - ASEE abstracts Due
- 14 - Networking
- 18 - International Co-op at UC

### Newbriefs

Fall 2014

<http://www.ceed.asee.org>

Published at Michigan State University /Craig Gunn

## Newsbriefs

# Palm Springs or Bust!



# I plan to go, do you?

(Take a look at page 9 - Maureen Barcic's great work on our Prism ad. Run copies and give to all your employers!)

# News from our colleagues

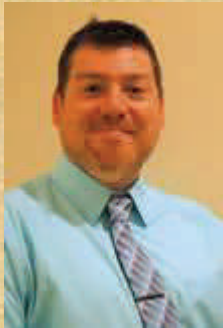
Three new faculty members arrive at the University of Cincinnati in Professional Practice

## **Erik Alanson**



Assistant Professor Erik Alanson comes to the University of Cincinnati with a background in college teaching, student development, and intercollegiate athletics. Most recently Erik served as the Assistant Director for Student Athlete Development at Xavier University where he taught numerous courses and advised 150 student athletes in regard to academic planning, career and internship opportunities. In 2014 Erik's career development program for student athletes won the National Association of Academic Advisors for Athletics (N4A) Model Practices Award for the top student athlete development program in the nation. Prior to his time at Xavier, Erik worked at Miami University Middletown as an academic advisor, career counselor and career development instructor. Erik received a bachelor's degree in psychology from Xavier University in 2008. He received a master's degree in college student personnel from Miami University in 2010. At ProPEL Erik joins the Computing and Systems Industry Cluster.

## **Todd Foley**



Assistant Professor Todd Foley, PhD has worked professionally in higher education for most of his career, teaching leadership development, coordinating major events, and directing student orientation. Todd has also held numerous part time positions in industry and has worked at Apple, REI, and American Airlines. Todd is originally from New England, spending a majority of his youth living in Vermont and Connecticut. Todd attended Castleton State College in Vermont and received his Bachelor's degree in Computer Science and Criminal Justice. Todd holds a Master's degree in Higher Education from Iowa State University and a Ph.D. in Higher Education from Saint Louis University. Todd spends most of his free time with his wife, Kate and their two sons, Sean and Finn. At ProPEL Erik joins the Computing and Systems Industry Cluster.. Todd joins the ProPEL Computers and Systems Industry Cluster. and Manufacturing Industry Cluster.



## Emily Frazier



Assistant Professor Emily Frazier joined the Division of Professional Practice and Experiential Learning in 2012 as an Assistant Director, Academic responsible for partnership development for engineering and business majors. She has ten years of experience connecting community partners to undergraduates for experiential learning opportunities. Prior to coming to UC Emily ran the Student Teaching Placement Office at University of Wisconsin-Milwaukee. Emily served in the US Peace Corps in Ukraine (2000-2002) and will never pass up a bowl of homemade borscht. She grew up in Cincinnati and is thrilled to be back in town with her husband and two small children. Emily earned her M.S. in Administrative Leadership at University of Wisconsin-Milwaukee and her B.A. in Sociology at Indiana University. Emily joins the ProPEL Engineering and Manufacturing Industry Cluster

## RECRUITING TRENDS

Check out the CEED website for all those numbers you need to see for the recruiting trends across the country. Lots of great information from Phil Gardner at Michigan State University.

<http://www.ceri.msu.edu/wp-content/uploads/2012/11/TRecruiting-Trends-11-25-13-FINAL.pdf>

## News from The Board

A PDF version of the **ASEE/CEED Supervisor Manual** is now available to everyone. Please pass this informative document on to everyone in a co-op or experiential supervisory position.

Go to [http://ceed.asee.org/downloads/coop\\_supervisor\\_manual.pdf](http://ceed.asee.org/downloads/coop_supervisor_manual.pdf)

Belonging to CEED DOES make a difference!

**COOPERATIVE & EXPERIENTIAL EDUCATION  
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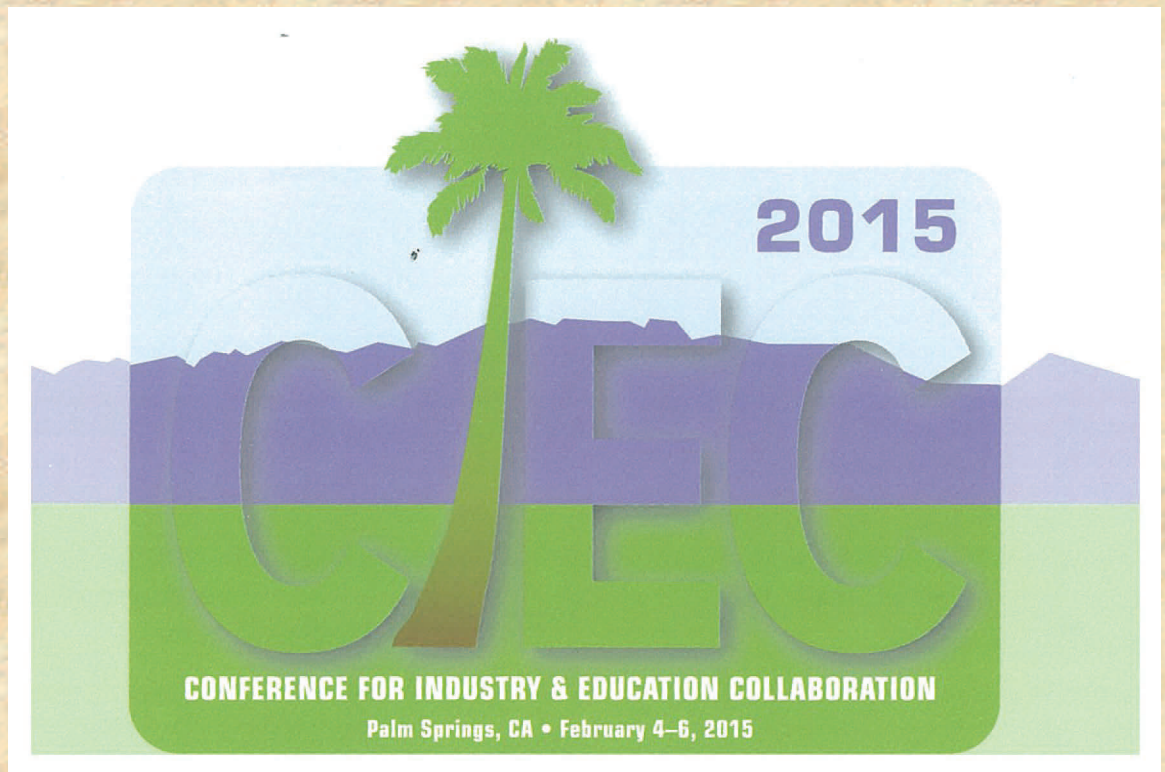
Industrial Representative - Experiential Education

**Ilka Balk**—University of Kentucky

Academic Representative—Experiential Education



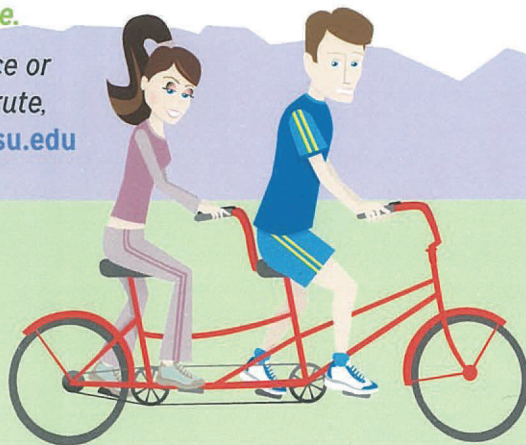




**Mark your calendar now** to come to **Palm Springs, CA, February 4-6, 2015** for the **40th Anniversary of the Conference for Industry and Education Collaboration**. Bring your friends, colleagues and family and enjoy the mountains, historical setting and adventures of a California landmark before or after the conference. Expand your networking opportunities, meet colleagues with similar positions and responsibilities, and participate as a session speaker, panelist or moderator. **Do not forget to pack your Sunday's best for the gala banquet that will be on Wednesday evening, February 4, as we celebrate our history and heritage as a conference.**

For more information about the conference or how you can participate, contact Linda Krute, General Conference Chair, at [ldkrute@ncsu.edu](mailto:ldkrute@ncsu.edu) or 919.515.5440.

***This is not a conference  
you will want to miss!***



**February 2015 is right around the corner!**



# Research News

American Society for Engineering Education/Cooperative and Experiential Education Division (ASEE/CEED) and The Cooperative Education and Internship Association (CEIA)

ASEE/CEED and CEIA have collaborated on two options to provide funding (up to \$8000 over two years) to researchers (practitioner/faculty and student researchers):

Detail can be viewed on the ASEE/CEED site at :

<http://ceed.asee.org/index.php?section=Committees&page=Research>

Or on the CEIA site at: <http://www.ceiainc.org/research>

## 1) Research Grant

A research grant will be awarded to a researcher or a research team for a single research project. The project must be completed within two years of receiving the notification of the award. To encourage completion of the project and dissemination of the results, the grant will be dispersed in two installments - 2/3 of the grant dispersed immediately and 1/3 of grant dispersed once the findings have been reported and a summary article for dissemination provided.

### Purpose and Focus of the Award:

CEED and CEIA seek to promote research activity that will advance and strengthen the understanding of experiential, cooperative, and work-integrated education and internships in post-secondary education. An awarded study may sample from a variety of disciplines and ideally will include some sampling from engineering and/or computer science. Regardless, the results must have direct educational implications for the disciplines of engineering and or computer science along with the other disciplines that may be included.

### Eligibility:

1. The grant competition is open to both members and non-members of CEED and CEIA
2. The Principal Investigator must be affiliated with a post-secondary institution
3. The Principal Investigator must have an established research and publication record
4. The aspects of the research for which this funding is being requested must not be funded by other agencies

Click [HERE](#) (Adobe PDF file) for a full copy of the Research Grant guidelines

## 2) Undergraduate and Graduate Research Scholarship

A research scholarship will be awarded to an undergraduate or graduate student researcher for a single research project. The project must be completed within two years of receiving the notification of the award. To encourage completion of the project and dissemination of the results, the scholarship will be dispersed in two installments: 1/2 dispersed immediately and 1/2 dispersed

once the findings have been reported and a summary article for dissemination provided.

### **Purpose and Focus of the Scholarship Award:**

CEED and CEIA support undergraduate and graduate research to advance and strengthen the understanding of experiential, cooperative, and work-integrated education and internships in post-secondary education. The research project for which a scholarship may be awarded may sample from a large variety of disciplines and ideally include some sampling from engineering and/or computer science. Regardless, the results must have direct educational implications for the disciplines of engineering and/or computer science along with the other disciplines that may be included.

### **Eligibility:**

1. The student researcher must be enrolled in a post-secondary institution
2. The researcher's supervisor must have an established research and publication record
3. The specific research for which the scholarship applies must not be funded by other agencies

Click [\*\*HERE\*\*](#) (Adobe PDF file) for a full copy of the Undergraduate and Graduate Research Scholarship guidelines.

<http://ceed.asee.org/index.php?section=Committees&page=Research>

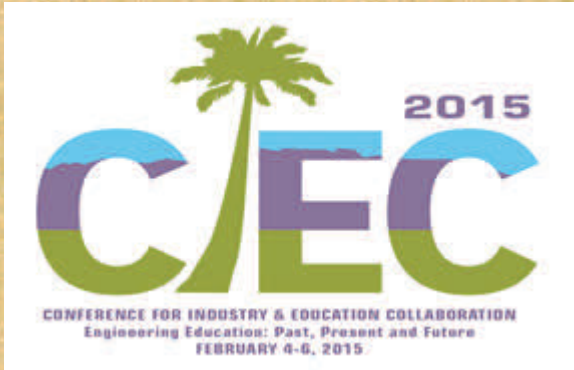
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## Mark Your Calendars now for the 2015 CIEC Conference

### Palm Springs Hilton Resort

February 4-6, 2015

**CIEC 2015 Housing Information:** The Palm Springs Hilton Resort books up early on the weekends. CIEC has reserved a limited number of rooms before the conference and at the end of the conference. Book now and reserve a room at the conference rate of \$159 per night for one king or two queen beds, single or double occupancy.

Group Name: ASEE Conference for Industry and Education Collaboration

Group Code: ASE

Check-in: 30-JAN-2015

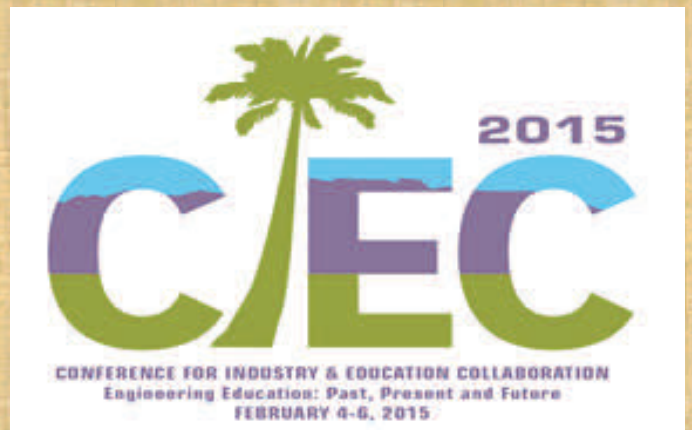
Check-out: 08-FEB-2015

Hotel Name: [Hilton Palm Springs](#)

Hotel Address: 400 East Tahquitz Canyon Way  
Palm Springs, California

Phone Number:

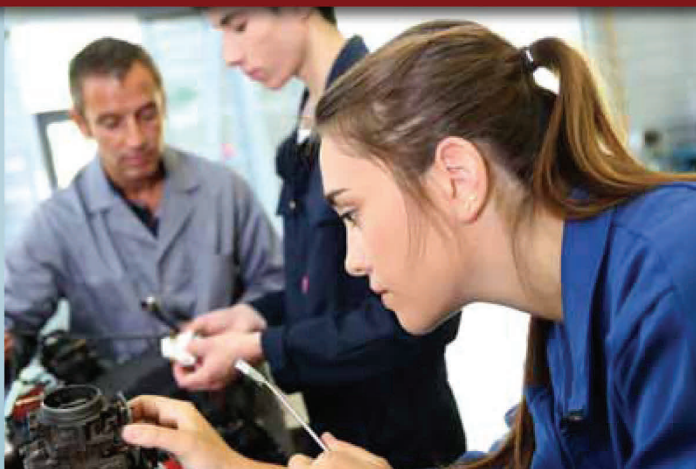
[760-318-8536](tel:760-318-8536)







## Who should join the **COOPERATIVE and EXPERIENTIAL EDUCATION DIVISION (CEED)** of **ASEE**?



**Employers Interested in Hiring Co-ops and Interns from Top Engineering Programs**

**University Professionals who are Committed to Providing Practical Work Experience to their Students via Co-op and Intern Programs**

### **What we provide:**

- Two great conferences per year
  - *ASEE National Conference*
  - *Conference for Industry and Education Collaboration held in February of each year*
- Access to school and salary information and statistics on co-op programs
- Outcomes data and benefits of co-op experience for engineering graduates
- Directory of co-op and intern programs
- Research funding in the field of experiential education
- Supervisor's manual
- Subscription to CEED newsbriefs and *ASEE Prism*
- Networking, networking, networking!!!

**Go to <http://ceed.asee.org/> for membership information!**





## From the Knowledge of our Members:

In an effort to further the issues surrounding Co-op, Internship, and Experiential Learning, we will post abstracts from papers that have been and will be presented to whet the appetite of our readers. The full papers will be found on the CEED website under Papers of Importance to our Readers.

Our first venture into publishing information of importance is written by Eric Pearson, a member of the Board of Directors of CEED. Please go to <http://ceed.asee.org/>

### **Aligning Internship, Co-op and New Graduate Engineering Rotation Programs to Improve Experiential Learning**

#### ***Abstract***

It has become extremely important that engineering students participate in relevant industry experience prior to graduation to become sufficiently qualified as the next generation of technological innovators. Through a structured development process aligning Internship, Co-op and New Graduate Engineering Programs within one organization, Northrop Grumman Corporation has been successful in providing significant relevant industry experience to current engineering students during their academic development periods while shortening the time a recent graduate in engineer is required to participate in a rotation program before feeling comfortable in becoming a long-term fixture in the organization. The Northrop Grumman Corporation has developed solid processes and continues to experience successful early integration of university engineering students into the organization who become; assimilated quicker, demonstrate a greater engagement than most recent graduates, and offer more productive experiences, while providing a significant advantage over other corporations in the hiring process. The integrated program satisfies both the student's and the corporation's desire to provide relevant experiences while offering the ability for students to "try out" the corporation and the corporation to "try-out" the engineering student prior to full-time consideration upon graduation from either an undergraduate or graduate engineering program.

Please submit your papers for printing in our new section on the words of co-op, internship, and experiential professionals to [gunn@egr.msu.edu](mailto:gunn@egr.msu.edu).



# ASEE National Conference 2015

Seattle, Washington Beckons you to  
the Great West Coast

June 14-17, 2015

An important deadline approaches -  
October 19, 2014

Time to get your abstract into the  
conference.

Submit your abstracts to ASEE  
before that date to be considered for  
presentation in 2015.

# BIG NEWS!!!!!!

We are excited to announce that ASEE/CEED has published the 2013 Directory of Engineering Cooperative Education and Intern Programs.

**This Directory** offers up-to-date information about institutions' administering cooperative and intern programs within engineering and engineering technology.

The Cooperative and Experiential Education Division (CEED) would like to provide our industry partners, universities/colleges, and the K-12 Division of ASEE this informative Directory to assist in providing guidance for their talent searches as well as benchmarking tools. **Please feel free to share this link with anyone who might benefit.**

Please visit our website: <http://ceed.asee.org>. The Directory is located within CEED Documents. You can also scroll down on the home page and in the bottom left hand corner there is a red button you can hit that will take you directory to the link.

You may also click links below:

Magazine Format: [http://ceed.asee.org/downloads/CEED\\_Directory/](http://ceed.asee.org/downloads/CEED_Directory/)

High Resolution Adobe PDF file: [http://ceed.asee.org/downloads/CEED\\_Directory\\_2013\\_HQ.pdf](http://ceed.asee.org/downloads/CEED_Directory_2013_HQ.pdf)

Amy F. Ratliff

Senior Coordinator

Cooperative Education and Professional Practice Program

317 Houser Hall

205-348-3950







# Cooperative & Experiential Education Division

A Division of the American Society of  
Engineering Education | ASEE

*Connecting industry and academia to promote  
cooperative and experiential education*

The **Cooperative and Experiential Education Division (CEED)** of the American Society for Engineering Education is dedicated to the promotion and enhancement of cooperative and experiential education in engineering and engineering technology. CEED works to develop high standards and maintain the integrity of cooperative and experiential education in the academic and industrial worlds. CEED provides leadership to engineering and engineering technology programs and offers opportunities for its committees to provide guidance in the areas of employer relations, communications, public relations, professional services, and research.



## SAVE THE DATE!

### **ASEE/CEED Conference**

June 15-18, 2014  
Indianapolis, Indiana

## CEED MEMBERSHIP BENEFITS

- Enhance professional techniques and develop networks through attending annual conference
- Recognition for outstanding service at annual conferences
- Access to members only information and statistics within Engineering and Technical Programs
- Subscription to CEED Newsbriefs and ASEE Prism
- Access to Directory of Engineering Cooperative Education Programs
- Notification of Co-op and Experiential activities through CEED publications
- Information on ABET criteria
- Involvement in committees and Co-op/Experiential networks

**For additional information, please contact:**

Amy F. Ratliff  
The University of Alabama  
Phone: 205-348-3950  
E-mail: [aratliff@eng.ua.edu](mailto:aratliff@eng.ua.edu)

Visit our website: <http://ceed.asee.org>



# Eric Pearson Offers his Sage Words on Networking

## The Importance of Networking – Johns Hopkins University 23 September 2010

What is networking?

“A gathering of two or more people for the purpose of sharing or gaining information.”

### ***Why might you want to network with me?***

I can tell you that gasoline costing 13.4 cents a gallon with lead works just like gasoline that is \$2.99.9 cents a gallon today without lead.

I can verify that penny candy is the same size as it was sixty years ago, only it cost fifteen cents today.

I knew Harry B. Smith and David L. Mooney who invented Doppler Radar personally.

I can tell some really good stories like the time I stepped of the bow of the USS Duncan in the dark, fell forty feet and lived to tell the story.

I am viewed as a Visionary and always think about what can be instead of what has been.

I have authored two books and you might want to read one someday.

### ***The more important question is, “Why do I want to network with you?”***

Networking is an interesting phenomenon in today’s world. Where did it start anyway? Weren’t the moms of the 50’s and 60’s our greatest networkers, hosting teas and then selling goods and services? You know the ones; Amway®, Tupperware®, Mary Kay Cosmetics®, these are still going strong today. Of course that’s all stuff you can use, but what happens when you run out of people to sell to when it’s your turn to host a party. Last week I saw a spotlight on a new Men’s Networking event while watching “Penn & Teller”. Here’s how it works. Everyone comes to my place for free beer and brauts, sports running on eight different televisions in the house, and through the magic of networking I get you to buy a “Beer & Brauts” franchise kit, you start having parties and selling franchise kits for \$399, and before you know it; I am at the top of the Beer and Brauts Pyramid getting a cut of everything you sell. It’s not really a “scheme” is it if we all know it’s a pyramid, right? Besides its more fun than hooking up with a chain-letter network; you know sending \$5 in an envelope to the top name on the list expecting in 30 days you’ll receive 500 envelopes full of \$5 bills is it?

Well, I expect that’s not the networking we are here to talk about tonight. Rather, let’s talk about what the purpose is and how to engage in good networking, how does an expert go about it, and what can one expect from the investment? Meeting other people provides great opportunities to expand one’s world of influence and potential.

“Hi, I’m Eric Pearson (hand my business card), I am an Engineer and looking for a job, what do you do?” or, “I noticed you speaking to those folks across the room and they really seemed to be paying attention. Would you mind sharing with me what appeared to be so interesting?” Networking comes down to being a good communicator. If I can’t communicate, then I have lost out on any opportunity to meet new people, investigate new opportunities and will absolutely lose out on the chance to attain my goal for growing and learning.



OK, now that I have made that first positive impression, I am anxious to get to my point (that all elusive job opportunity). I patiently wait ... oh say a good thirty seconds listening to what the person does for a living and before he finishes his first sentence, “Wow that’s great, I love that kind of work, got any jobs?” We were all born with one mouth and two ears, so why not concentrate on listening twice as much as we talk?

Networking doesn’t always have to be about getting a job, but it’s an important one for new grads-to-be and for so many of us out of work these days. Networking also provides vast opportunities to grow one’s base of knowledge, increased experiences through the spoken word. It is an investigative period where listening to a difference of ideas and opinions helps shape one’s future potential. I network with the television every Monday through Friday from 6:30 – 8:00 A.M. I spend three days one week listening to CNN and two to FOX News and the next week, three days with Fox and two days with CNN. Why? I am a middle of the road conservative and the worst things I can do in my network of information gathering is to only listen to my “like minded friends.” My wife watches the Today show every day. We don’t do much networking over the media because we don’t have the same networks going for us. You see I am a Conservative Republican and she is a Liberal Democrat, so our networking occurs during College Football and Basketball Games. She is Kentucky and I an NC State bred.

Now, don’t confuse networking with Mentoring and Coaching. They have their own special place in relationships and personal development long after the networking events and are often sprung from a series of networks. Networking can happen everywhere. Perhaps even in this room this evening. Sometimes networking through a simple introduction can lead to an enjoyable hour of deep conversation or provide a major contact that propels one’s career.

My most enjoyable networking events occur on airplanes as I cross the country because you never know who is going to be sitting next to you. Most are NOT as lucky as I am, because they have to sit next to me. J One should be prepared for a networking event gone wrong. Always have an exit strategy, don’t hang around just to be polite, you will regret it. When I travel I bring my computer, a thick book on an uninspiring topic (snails of the 12<sup>th</sup> century), and my I-Pod with my Bowes headset. These are for the few times the person sitting next to me is more boring than I am.

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Connections I have made networking on an airplane and through a simple introduction; “Hi, my name is Eric Pearson, are you going to or coming from home?”

Paul Rogers, Thor of the Original American Gladiators, 1989 – 1995; He had an amazing story of his successes and failures in life leading to his leadership in Faith Force and Prison Ministries. He is currently portraying Indiana Jones at Universal Studios in Orlando, Florida.

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On a recent trip to Phoenix I met Steven Battel, of Battel Engineering, Scottsdale Arizona. He is an amazingly brilliant visionary of RF techniques with a Physics degree from Michigan. He spent five hours telling me about all the great minds associated with NASA I should meet to speak to my Leadership Training Program participants. He opened his entire network of giants of NASA

to be during that five hour flight. We spoke about Visionary leadership and he provided me a 60 Year look back and 60 years forward of where we should be going in space exploration through NASA. Trust me; I listened far more than twice as much as I spoke.

On another trip, I was discussing leadership with a gentleman from California and he suggested I read a book by Steve Farber called, "The Radical Leap." From that short networking event I ended up reading all three of Steve Farber's books, hosted a Leadership Offsite Weekend on "Extreme Leadership," held an hour in-person webinar with Steve answering questions from the Offsite participants and I now volunteering time working with Steve to change the world of education through the Orange County Department of Education.

A good networking event is one where you come appropriately prepared, with an open mind, expect nothing more than an exchange of ideas (business cards if you are lucky), and you walk away having learned something you will use in the near future to improve yourself.

One last recommendation, carry two sets of Business Cards, your real ones and ones you distribute when things go all wrong.

Name Badge Example:

Hello, My Name is  
**ERIC**

email@.....

Facebook @.....

twitter@ .....

IM me @ Eric.....

Check out my Website Eric.org@...

**Make your own plans for NETWORKING!**

**And pass those plans on to your students for  
their own networking strategies!**



# CEED Awards

The time is winding down to get in your nominations for

- 1) Co-op Student of the Year
- 2) Intern Student of the Year
- 3) Alvah Borman Award
- 4) Lou Takacs Award

All the information you need is at:

<http://ceed.asee.org/index.php?section=Awards>

AND THERE **IS** TIME!

GET THOSE APPLICATIONS IN BY

November 3, 2014

Sit right down and get it done. Thanks.

## **Full Co-op Placement Achieved by Chongqing University Joint Co-op Institute**

**Chongqing University Joint Co-op Institute achieved full placement for its first class of engineering co-op students.**

Date: 8/8/2014 12:00:00 AM

By: [Erin Cohen](#)

Phone: (513) 556-4535

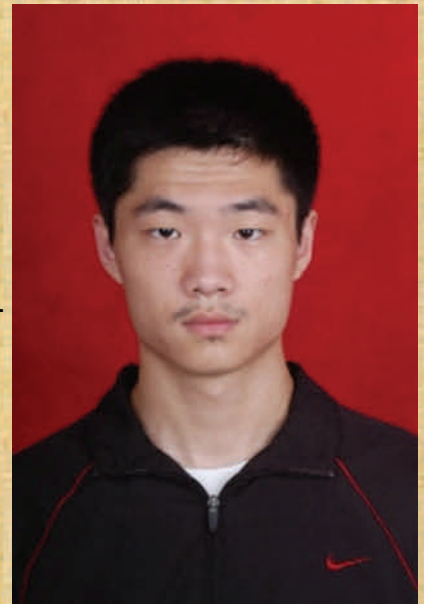
Photos By: Guo Yiliang

All students participating in Chongqing University's JCI program obtained engineering co-op positions for the university's first available co-op term. Thirty-four students will begin their first co-op positions this fall semester.

The JCI follows the University of Cincinnati's Division of Professional Practice and Experiential Learning's cooperative education model. Students will work for employers in China, alternating semesters in industry with semesters in school. The JCI program integrates five semesters of paid, work experience into their degrees.

Employer partners of the CQU JCI program include [Siemens](#), [PCB Piezotronics](#), [Changan Ford](#), [Ningbo Konfoong Materials International Co. Ltd.](#), [Bright Industrial Corporation Ltd.](#), [Honghua Group Ltd.](#), and SSM. CQU's largest employer partner is [SAIC-IVECO HONGYAN](#), with eighteen students working there in the fall.

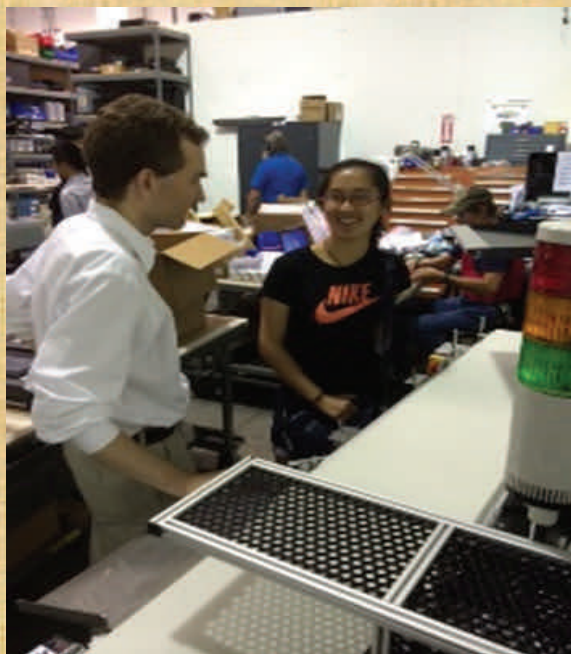
Guo Yiliang, an electrical engineering student, was the first JCI student to earn a fall co-op position. He received two Co-op job offers, one from Siemens Circuit Protection Systems Ltd., and one from Smart Metering Solutions Co. Ltd. Guo chose Siemens Circuit Protection System and will be responsible for supporting layout optimizations with lean tools, SPS project implementation, and additional continuous improvement programs.



CQU Student, Guo Yiliang

Guo is interested in gaining professional expertise through this opportunity. He chose this co-op experience because it involved learning and using cutting edge technology within his field.





Lingmeng Wang, an electrical engineering student, will be working at PCB Piezotronics, a subsidiary of [The Modal Shop](#), a longstanding employer partner of the University of Cincinnati's Co-op Program.

Lingmeng will be working in the marketing department at PCB Piezotronics this fall. She is excited for the experience, and is looking forward to developing new industry and communication skills to prepare her for a full-time job after graduation.

Lingmeng Wang visiting UC Co-op Employer, The Modal Shop

### **About the Chongqing University**

*Founded in 1929, Chongqing University (CQU) is a key national university in China, it is also one of the 211 Project and 985 Project" universities with full support in the construction and development from the central and local Government of China. Early in 1940s, Chongqing University had become a national comprehensive university consisting of six Schools in liberal arts, science, engineering, law science and medical science. Chongqing University now consists of four faculties: Engineering, Built Environment, Arts and Sciences, Information Science and Technology. The University has 28 schools and colleges, and offers 88 bachelor's degree programs. It owns 20 mobile workstations for postdoctoral study, 28 preliminary-level programs and 105 secondary-level programs for doctoral study, 51 preliminary-level programs and 205 secondary-level programs for master's degree study as well as 19 professional master's degree programs. (<http://www.csc.edu.cn/laihua/universitydetailen.aspx?collegeId=116>)*

For more information about JCI, please visit: <http://ceas.uc.edu/news-1314/meanwhile--in-china.html>

For more information about CQU, please visit: <http://international.cqu.edu.cn/>

For more information about UC's, Cooperative Education Program, please visit: <http://uc.edu/propel>

For more information about UC-CEAS, please visit: <http://ceas.uc.edu>

For more information about UC, please visit: <http://uc.edu>  
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Here we go again. I believe this is the fourth issue to go begging and pleading for news items for the CEED Newsbriefs and Brief Briefs.

As we embark on a new period in the life of the CEED Newsbriefs, let us, each of us, make an effort to pass on those nuggets of information that will help others fulfill their positions more easily and more productively. Let's provide colleagues across the country and now the world with the names and faces of people in the profession so that they can see others who are doing like minded work. Let us discuss issues that may be vital to at least a few of our members.

With that:

- Will you send the news of your operation so that we can provide it to every one?
- Will you tell us the neat things that you are doing that help the students you serve to be better citizens and workers?
- Will you write a small piece of text that reflects on an issue that may just cause others to think and comment?

The CEED Newsbriefs would like to be a font of information that not only presents the results of a good conference but takes a hand in getting the world of Cooperative Education, Internships, and Experiential Education in all its forms out into the light of day. This can only be done with you the members.

Now is the time to send what you can and think about what you will send in the future.

Craig Gunn

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In order to help you with the new publication, here are some pertinent pieces of information:

1. Publication Schedule

March 15th (Material in to editor March 1st)

June 15th (Material in to editor June 1st)

September 15th (Material in to editor September 1st)

November 15th (Material in to editor November 1st)

2. The March issue focuses on the CIEC of that year

3. The June issue focuses on what has happened in that school year and Promotion of Abstracts for the following year's ASEE Annual Conference

4. The September issue focuses on that year's ASEE Annual Conference, Award Promotion for CEED, and the upcoming CIEC

5. The November issue focuses on the beginning of the school year and reminders to attend CIEC and ASEE Annual Conference

With that, here is your assignment:

Fill in the following blanks.

We have added the following staff to our operation \_\_\_\_\_ (and bios)

We have done some neat things this year at our institution. They include \_\_\_\_\_

I would like to voice my opinion on \_\_\_\_\_

I would like to include a paper I wrote, entitled \_\_\_\_\_

I would like to get a conversation going on the topic of \_\_\_\_\_ (details)

I have interesting information on \_\_\_\_\_ (here it is)

Copy the above and email it to [gunn@egr.msu.edu](mailto:gunn@egr.msu.edu)