



# Project Search at DSW

## Endorsed by the Department of Marketing & Logistics at the Ohio State University's Fisher College of Business

- o An adult, six-month paid program teaching life skills and job skills specific for competitive employment in the logistics industry with **a strong emphasis on employability skills**
- o A partnership between the interns, their families/home supports, Goodwill, DSW, ARC DHL, Franklin and Fairfield Boards of DD, Opportunities for Ohioans with Disabilities, Representatives of the Rickenbacker/Logistics Industry and Project SEARCH Administration

### Internship 1 Outbound

**8 weeks**

Part A – 2 Weeks **Box Making** - Load Monorail, Build Cardboard Boxes

Part B – 2 Weeks **Case Break** - Open Cardboard Cases, Places Contents on Conveyor Belt

Part C – 2 Weeks **Tower Induct** - Places Cases on Conveyor Belt, Stacks Pallet

Part D – 2 Weeks **Palletizing** - RF Scanner, Label Identification, Line Loading Conveyor Belt

### Internship 2 Label Identification/Safe Navigation

**9 weeks**

Part A – 3 Weeks **Shipping Dock** - Loading Trucks

Part B – 3 Weeks **Receiving Dock** - Unload Trucks

Part C – 3 Weeks **Palletizing** - RF Scanner, Palletize Cases – Areas: North, East, West as Directed

### Internship 3 Processing/Float as DSW Requires

**4 weeks**

**4 Weeks Processing** – RF Scanner, Label Interpretation, Ticket Repack

### Internship 4 Skills Completion and Graduation Prep

**3 Weeks**

3 weeks going over any needs required to graduate. Intern will float as needed by DSW or Project SEARCH staff, work on interview skills, and create resume with Project SEARCH Staff

### Other Rotations May be Assigned Due to Interns Needs

**Pack out** – FR Scanner, Label Interpretation

**Line Loading** – Label Interpretation, Loading on Conveyor Belt

**Sortation** – RF Scanner, Sort Boxes into Gaylords, Label Interpretation

## Daily Schedule

6:30am	Arrive
7:00am	Clock In-Report to Huddle (Department Meeting)
7:05am	Report to Internship Area
9:00am-9:15am	Break
11:00am-11:30am	Lunch
1:30pm Clock Out	Report to Class for Employability Skills Meeting
2:30 pm	Depart

### Daily Employability Skills Meeting 1:30pm-2:30pm

Social Skills	Responsibilities of a Job	Money Management
Health and Wellness	Workplace Safety	Interviewing Skills
Resume/Filling out Forms	Team Building	Advocating for Self

### Employment Planning Meeting

- Standing Appointment Every 6 Weeks
- Discuss Progress and Challenges in Job Performance and Employability Skills
- Attending – Intern, Family, Project Coordinator, Job Coach, DSW Liaison, FCBDD Service Coordinator, Home Provider, and OOD VR Counselor
- Led by Intern

### Attendance Policy

#### First 30 days

**No Time Off** (Other than Approved Holidays)

#### After 30 Days

- Scheduled and Approved Time Off**
- o 18 Hours of Scheduled Time Off Available
  - o Must be Requested 48 Hours in Advance

- o Not Scheduled Until Approved by Supervisor

### Unscheduled and Unapproved Time Off

1 Missed Day = 6 Hours = 1 Demerit

Half Missed Day = up to 3 hours = 1/2 Demerit

1 Demerit = Counseling

2 Demerits = Written Warning and Action Plan

3 Demerits = Leading Class Discussion on the Importance of Good Attendance

4 Demerits = Personal Apology to the DSW Area Manager that Your Attendance Effected

### Dress Code

- Clean shirt/Clean Pants/Shorts at Knees/Leggings Worn with Long Shirt/Pants Fit at Waist
- Comfortable Shoes – Closed Toe and Closed Heel

### Cell Phones/Headphones

- Cell phone and headphones are permitted at lunch, before or after work, in breakroom or outside the building

### Security at DSW

- Badges must be worn at all times/They have to be in eye sight due to FTZ Regulations
- Lunch bags/purses/and all closed bags checked by security before leaving facility
- You will be asked to remove coats/jackets/sweater/sweatshirt when leaving DSW

### Paid Internship

- Interns receive a stipend, based on minimum wage at six hours of work per day, 30 hours a week; paid biweekly. The intern will receive paper checks
- No taxes are taken out of a stipend, it must be reported as a stipend to Social Security and Form 1041: <https://www.irs.gov/taxtopics/tc421>

## Entrance Criteria

- Be at least 18 years old
- Must pass a drug test and background check
- It is preferred, but not necessary, to meet eligibility requirements for OOD
- Have a high school diploma or equivalent
- Must be ambulatory and ability to develop stamina to stand and walk for 6-8 hours
- Be able to push, pull, lift up to 50 pounds
- Have independent personal hygiene, and independent living skills
- Communicate effectively and take directions from supervisors, and adjust behaviors accordingly
- Have a desire to work competitively in the logistics industry

## Job Development

- Job development is provided with Project SEARCH at DSW
- Employment goal: Upon graduation every intern is employed in a distribution center
- Project SEARCH placement rate 100% of graduates employed
- Graduate wages range \$11 to \$15 an hour after graduation

## Contact

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