

The
Engineering Co-Op Leadership
Program

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I. Program Scope

The strength and uniqueness of the cooperative education program at Advanced Distributor Products (ADP) is the full commitment to the program by the Executive Leadership of the company. ADP's cooperative education program offers a wealth of opportunities for both the co-op students and the company itself. This program is designed as a world-class engineering co-op program, which will allow the best and brightest college students to learn and grow with Advanced Distributor Products.

The site Program Coordinator, an Engineer with a leadership role in the company, will personally mentor the students. Each student will utilize engineering tools taught during their work terms to complete value-added engineering projects. The students will develop new leadership and engineering skill sets in addition to applying the engineering fundamentals learned during the student's school terms. This proactive approach to technical training and leadership development prepares the students for a productive and successful professional career. ADP benefits in turn from the high quality co-op projects completed by the students. The company also benefits from a viable recruiting pool that the program provides, ensuring the availability of talent that is vital to the future success of the company.

II. Purpose of the Program

The primary purpose of this program is to hire, train and develop future senior executive leaders for the company. In addition, the company and the students receive a variety of benefits as outlined below.

Benefits for the Company:

1. Ensure a continued talent pool of engineering business leaders to support the continued growth and prosperity of the company.
2. Complete value added business and engineering projects which enhance the output of our full time engineering professionals.

Benefits to Students:

1. Experience challenging engineering projects.
2. Potential post-graduate employment opportunities with Lennox International companies, including ADP.
3. Competitive compensation with periodic pay increases based on experience.
4. Personal mentoring and the development of executive, leadership and communication skills.
5. Outstanding training in the latest engineering technologies.

III. Recruiting

Primary Objectives:

1. ADP will recruit and hire high caliber students from reputable engineering universities and colleges that offer a BS in engineering.
2. To provide a balanced rotation of students during work terms, universities and colleges with semester job rotations are required.

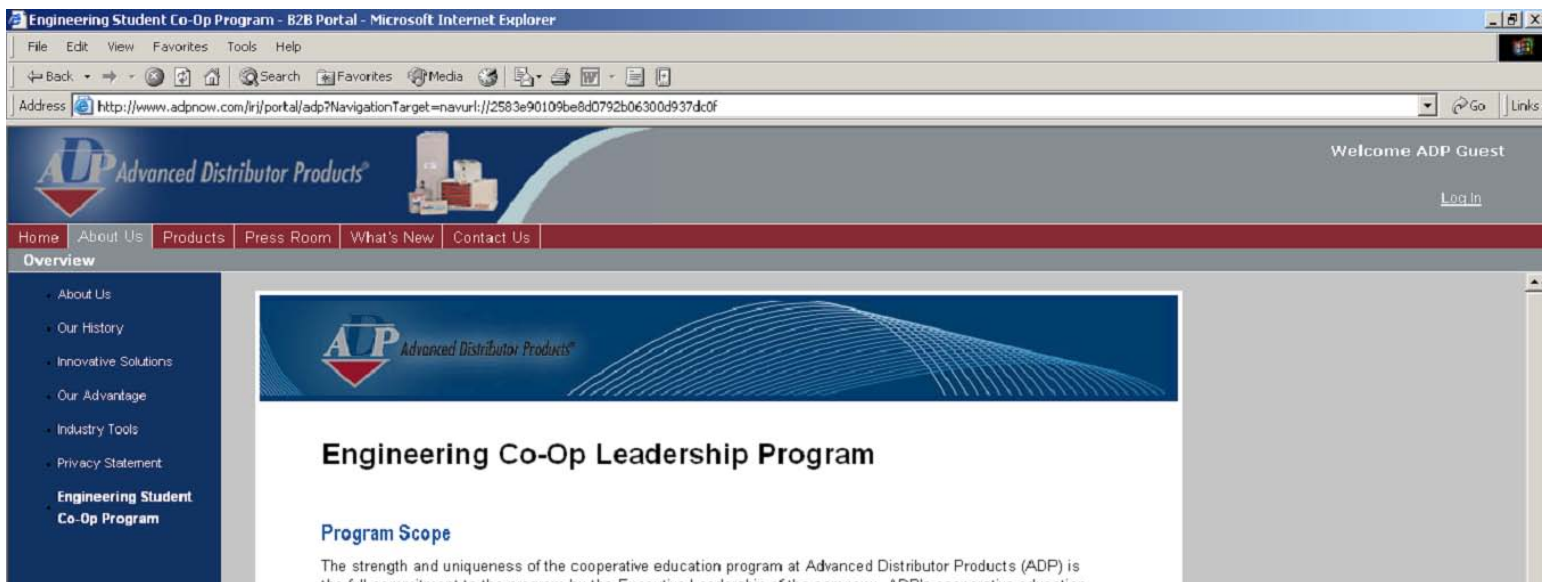
Recruiting Practices:

1. Initial student contacts will normally take place at the university or college sponsored Co-op/Intern career fairs or at the local high school via the school guidance counselors. To present a professional image the following recruiting tools can be used:
 - a. A uniform display depicting ADP facilities, products and technology.
 - b. A program brochure, highlighting the selling points of the program.

2. ADP Recruiters will establish a working relationship with the University or College Cooperative Education Coordinators and the local high school guidance counselors.

Cooperative Education Website:

1. ADP will maintain a Cooperative Education web page to facilitate recruiting and to provide detailed information to students and faculty coordinators about the program.



IV. Hiring Procedures

Interviews and Student Evaluations:

1. Initial candidate screening may be completed at the local high schools or the university and college co-op and intern fairs where the recruiter will be able to interact with potential candidates. The initial screening will take place at program display booth as the students approach and investigate our display.
2. The recruiter will also maintain a close working relationship with the engineering faculty and career center staff at universities and colleges in order to gain advanced knowledge regarding top-level students.

3. After initial contact and when practical, the recruiter will schedule on campus interviews with qualified candidates. The interview will typically include the following activities:
 - a. Administer Wonderlic Test
 - b. Inquire about current GPA and academic progress
 - c. Discuss program in detail with prospect
 - d. Arrange for an onsite/plant interview for qualified prospects
4. The onsite/plant interview will typically include the following:
 - a. Welcome and introduce the Student to the facility staff
 - b. Complete an Employment Application
 - c. Conduct Site Tour
 - d. Conduct screening/hiring interviews

Criteria for Hiring:

1. Students will be evaluated for the program based on the following personal attributes:
 - a. Intelligence
 - b. Work Ethics
 - c. Leadership Qualities
 - d. Senior Executive Potential
2. Students should be selected from recognized engineering disciplines.
3. Selected students will have completed high school with a minimum GPA of 3.5 or their freshman year of college with a minimum of 3.0 GPA.
4. Selected students shall obtain a minimum Wonderlic Score of 28.
5. Students ***must*** be available for a minimum of four work terms.
6. Other Hiring Considerations:
 - a. Related Work Experience
 - b. Related Class Work
 - c. Permanent Residence or Citizenship

- d. Must pass company drug screen & background check before each work term.


Offer Letter:

1. Upon successful completion of the screening process the student will be tendered an offer letter inviting them to join the ADP Cooperative Education Program.
2. Upon acceptance of the offer the student will be directed to the Human Resources Department to complete the hiring procedure.

V. Training and Development

Program Outline:

1. The program requires four work terms with an optional fifth term for interested students. The rotation should allow for several students to be in an orderly progression through the program.

	Year One			Year Two			Year Three			Year Four		
	Spring	Summer	Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring	Summer	Fall
Co-op A	1		2		3		4					
Co-op B			1		2		3		4			
Co-op C		1		2		3		4				
Co-op D				1		2		3		4		

Sample Training Rotation

Training Schedules by Work Term:

(Note: Discipline to the outlined schedule below is essential to the success of the program)

WORK TERM I	
Required Reading for the semester	
General: Tours, Xerox, Phone, Security, Internet	
Gantt Chart Training	
Time and Project Mgmt. Training	Travel
Pro Engineer 2001 (Pro E)	
Cadtrain Coach LMS	
Complete 5 ProE models & 5 Assemblies	
Complete 5 ECN's	
Auto CAD / NC Programming	
Amada G Code School	Travel
CNC Programming Training	
Complete 10 CNC programs	
Update Plant Layout on Auto CAD	
Site Safety Board (Member and Project)	
Product Study Guide	
Basic Engineering Projects	
Work Term Presentation	

WORK TERM II	
Required Reading for the semester	
Pro Engineer 2001 (Pro E)	
Complete 5 ProE models & 5 Assemblies	
Complete 5 ECN's	
Advanced Modeling Class (PTC)	Travel
Auto CAD / NC Programming	
Complete 10 CNC programs	
Update Plant Layout on Auto CAD	
Site Safety Board (Member and Project)	
HVAC Fundamentals Training	
ISO Familiarization and One Audit	
SAP Fundamentals Training (BOM's & Item Master)	
Sales Trip with salesman and customer	Travel
Six Sigma Training	
Intermediate Engineering Projects	
Work Term Presentation	

WORK TERM III	
Required Reading for the semester	
Pro Engineer 2001 (Pro E)	
Complete 5 ProE models & 5 Assemblies	
Complete 5 ECN's	
Auto CAD / NC Programming	
Complete 10 CNC programs	
Update Plant Layout on Auto CAD	
Programming Software (VB.NET)	Travel
PLC Training (DVD Series)	
Site Safety Board (Member and Project)	
Time Study Training (MOST Techniques)	Travel
Visit other LII locations	Travel
Intermediate Engineering Projects	
Work Term Presentation	

WORK TERM IV	
Required Reading for the semester	
Pro Engineer 2001 (Pro E)	
Complete 5 ProE models & 5 Assemblies	
Complete 5 ECN's	
Auto CAD / NC Programming	
Complete 10 CNC programs	
Update Plant Layout on Auto CAD	
Supervisor Training	
Supervise Department (1-2 Weeks)	
CAPEX Submittal Project	
Electrical Controls Class (1 project)	
Advanced Engineering Projects	
Work Term Presentation	

Each co-op should expect to follow the same schedule but also remain flexible in project assignments to adjust to ADP's changing business needs. For example some projects may provide job experience in areas such as product design &

development, operations, materials control, quality, accounting, information technology, etc.

Projects and Planning Requirements:

1. The Program Coordinator will present the project and training list to the incoming student on the first day of each work term. The project and training list should be developed to meet the established training requirement for that work term.
2. At the beginning of each work term the student will prepare and submit a Gantt chart for review and approval, detailing the work term activities. The approved Gantt chart will be used to manage the student’s schedule for that work term.
3. As additional opportunities arise, the student and Program Coordinator will review and update the Gantt chart as required. Unscheduled opportunities should normally fall into the scope of training for that work term and should ***not*** preclude the student from meeting the required objectives.
4. To capitalize on their individual interests and skills, project selection for the fourth work term should incorporate student input.

		10/3	10/10	10/17	10/24	10/31	11/7	11/14	11/21	11/28
1	IT Greenbelt Project									
2	Drain Pan Transfer Follow Up									
3	Time Study School									
4	Floor Supervision									
	Training									
	Supervision Duty									
5	Co-op Website Update									
6	Spot Welding Shield									
	Design Prototype for Shield									
	Install									
7	IT at Point of Use									
	Understand Existing Programs									
	Develop Pega Emulator									
	Develop SAP Logon Solution									
	Integrate Shop Order Confirmation									
	Test and Debug									
	Design and Build Hardware Housing									
	Install Hardware and Software									
	Train Operators									
8	Fin Press Coil Change Cart									
	Complete Design									
	Order Parts									
	Build Prototype									
	Implement									
9	Final Presentation									

Gantt Chart Example

Presentation Requirements:

1. Students will be required to make end of term presentations to the leadership team. The presentation should highlight the stated objectives of the term, training received, projects completed and lessons learned.
2. The Program Coordinator will schedule the presentations in advance with the leadership team and other members of ADP's management team.
3. The Program Coordinator will video tape the scheduled presentation.
4. The Program Coordinator is responsible for reviewing the student presentation prior to the final presentation date.
5. The Program Coordinator will retain a copy of the student's final power point presentation and the DVD.

Performance Evaluations:

3. At the end of each work-term the Program Coordinator will complete a performance evaluation and review it with the student.
3. The evaluation should consider both current performance for assigned projects and potential for professional growth.
3. The completed evaluations will be maintained in the students employee file maintained by the Human Resources department.

VI. Program Coordination

Steering Committee:

The steering committee will exist of five individuals, which will include three ADP executives, the Program Coordinator, and the Program Recruiter. Currently the membership of the steering committee is made up of the following:

Supervisor, Technical Services	Eddie Smith	Program Coordinator
New Product Launch Engineer	Tyson Sherman	Program Engineer
Director, Human Resources	Joe Trevino	Executive Sponsor
Director, Advanced Engineering	Chris Taylor	Executive Oversight
VP & General Manager	Howard Schmidt	Program Chairman

Program Coordinators:

The Cooperative Education Program will have a Program Coordinator who is an engineer with a leadership position to facilitate the process, mentor/supervise the students, supervise the project work and insure the proper management and success of the program. This individual will communicate and coordinate with the steering committee and the Program Recruiters to facilitate a strong and cohesive program. The current Program Coordinator is:

Eddie Smith	Supervisor, Technical Services
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Program Recruiters:

The ADP Cooperative Education Program will also have Program Recruiters who will be responsible for establishing a working relationship with career center staff and engineering faculty at partner universities, colleges and local high schools. This process will help ensure greater access to top-level co-op candidates. The Program Recruiters will also be responsible for initial contact with students at university and college sponsored co-op/intern career fairs. These persons will coordinate the entire screening and selection process. The current Program Recruiters are:

Joe Trevino	Director, Human Resources
Tyson Sherman	New Product Launch Engineer
Eddie Smith	Supervisor, Technical Services

VII. Program Policy

Requirements for the Advanced Distributor Products Engineering Cooperative Education Program shall be written into policy as follows (See Example, next page).

	POLICY AND PROCEDURE		Page 1 of 2
	SUBJECT: Co-op Program Rev. - Original Supersedes No. Date: March 23, 2006		No. HR00 File:
Issued By: Scott Kilpatrick	Final Approval: Howard Schmidt		Effective Date: April 2006
Approved by:			

POLICY STATEMENT

The intent of this policy is to provide a basic outline of Advanced Distributor Products (ADP) Engineering Co-op Leadership program.

SCOPE



The provisions of this policy apply to ADP employees only. The Co-op Student is considered a full time - temporary employee.

DEFINITION

An **Engineering Co-op Student** is considered a full time - temporary employee and will be expected to work a minimum of a standard 40 hour work week.

Benefits: No benefits available other than those described below.

- Holiday Pay - Students are not eligible.
- 401k Participation - available to the employee on the first day of employment.
- Pension Plan - Eligibility based on the total number of hours worked in a calendar year as governed by ERISA regulations and tracked by Lennox International Corporate benefits group.
- Company will reimburse the student for the cost of their work-study tuition following the successful completion of each work study semester.
- Students will be compensated at the hourly rate of \$12.85 / hour with a \$.50 / hour increase each work semester. Hours worked over 40 per week will be compensated at time and a half.
- **ADP will provide housing if student is outside the greater Grenada community.**

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- Employment may be ended by either party, for any reason during the term of the program. The Company does not guarantee employment following the end of the program; however, serious consideration will be given to those graduates who have exemplary performance during the time with the Company.

REQUIREMENTS

1. The candidate must be currently enrolled in a BSME, BSEE, BSGE, or BSIE or relevant curriculum in a college or university.
2. The candidate must pass plant interview process drug testing program before beginning each work term.

RESPONSIBILITIES

1. Each semester, the Engineering Co-op Supervisor will assure that the Co-op Student get a list of projects in various functional areas such as but not limited to: Industrial Engineering, Manufacturing Engineering, Product Design Engineering, Production Supervision, Maintenance, and Material Control.
2. The Engineering Co-op Supervisor will be responsible to ensure that during the length of the entire program, the Engineering Co-op Student has learned relevant skills that may include the following:
 - CAD Software
 - Computer Programming
 - Microsoft Applications
 - Supervision
 - MAPI Justification
 - Ergonomics
 - SAP (Item Master Functionality)
 - Project Management/Gantt Chart/Schedules
 - Time Studies Skills
 - Plant Layout Skills
 - ISO Auditing, Safety Auditing
 - PLC Programming
3. **At the end of each term, the Engineering Co-op Student must give a presentation to the Senior Staff, and others involved in with the work term, as to their progress and accomplishments during each semester.**



Advanced Distributor Products, LLC

Since 1992, ADP has been providing innovative solutions to the HVAC industry. While ADP is the first and only third-party coil manufacturer to receive ISO 9001:2000 certification, we're more than just coils. From high efficiency air handlers to easy-to-install unit heaters, ADP combines innovation with efficiency and quality to enhance any home's environment. For partnership, you can count on ADP. We provide innovative solutions, reliable products and dependable service.

1995 Air Industrial Park Road • Grenada, MS 38901

ph: 662 229 3000 • fx: 662 229 3018 • coopinfo@adpnow.com • www.adpnow.com

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