



University of Technology, Jamaica

Co-operative Education at UTech, Ja.

"Partnering with Industry to produce work-ready graduates"

NEWSLETTER

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Make the Decision
Today... Go the Co-op
Ed Way

**"For the Schools in
which Co-op Ed is
optional, why aren't
more of these students
involved in Co-op Ed?"**

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Make the Decision Today...Go the Co-op Ed Way

Co-authored by Shanoy Moorhouse

There have been numerous testimonials by students regarding the benefits of the Co-operative Education (Co-op Ed) Programme. Despite this, there are others for whom the Programme is optional and who have consistently shied away from available placement opportunities. Curious to know the reasons for this, I interviewed some students in order to obtain a better understanding of the likely factors that hindered students' participation and to determine how these could be positively addressed thereby increasing student involvement. Feedback received from three students is noted below.



"The Co-op Ed experience is mainly offered to

Accounting students during the semester. I believe that Co-op Ed is best done in the summer as I could then focus on the experience and not jeopardize my academic performance. If I should participate in the programme while engaged as a full-time student, it would definitely interfere with my school life. It is for this reason I would not participate in the programme."



"If

I should participate in the Co-op Ed Programme I would have to reduce the number of modules I take on during that semester. As a result, I may have to do summer school in order to complete my degree in time. Based on certain circumstances I may not be able to do summer school, hence I would not participate in the Co-op Ed Programme."



"For

the School of Computing & Information Technology (SCIT) students, the Co-op Ed programme is an elective (optional). It's a good programme, however many students will find small jobs for themselves, working at their own pace, especially if they are good at what they do. Therefore participation in the Co-op Ed programme may not be a priority."

One should never underestimate the power of the right attitude and mind-set. Research has shown that highly motivated students who practice proper time management skills, do not suffer a fall in grades when they engage in work and studies simultaneously. In fact, it is important to take note of the experiences and testimonials of past beneficiaries of UTech, Ja.'s Co-op Ed programme and to recognize

instances where there were improvement in academic performance! Furthermore, their success was as a result of hard work, dedication and a commitment to learn.

To remain competitive in the work-world requires that new graduates demonstrate some key skills including flexibility, agility, a positive attitude and the ability to multi-task. As a student, with sometimes small shifts in priorities, one can accomplish much more than he or she thinks. All things considered, electing to do a module(s) later in order to engage in an enriching Co-op Ed experience have in many instances resulted in life changing experiences that have proven to be great starts to careers.

Finally, entrepreneurial skills are good and are encouraged however it is also always good for students to be immersed into formal business settings in order to observe the integrated business environment, that is, how processes are connected. A Co-op Ed placement may also give the student first-hand experience on how to run a successful business. With the concept of "work" evolving, experiences gained working in an online environment or from a remote location are essential. However importantly students must understand that in order to create the well-rounded employee, there are some employability skill-sets that must be honed by students going to a physical work location, observing a time schedule, working in teams, attending formal meetings, among other things.

So, faced with the option? Be sure to seek the advice of your School Co-op Ed Coordinator or the Co-op Ed Unit if as a student you are struggling with the decision to engage or not. We hope you will make the decision and go the Co-op Ed way.

CAREER & JOB PLACEMENT FAIR



Mr. Maurice Colquhoun
Career & Placement Officer

Theme: “Advancing into the World of Work”

The University’s Career And Job Placement Fair was held on Friday, March 16, 2018 at The Alfred Sangster’s Auditorium. This represents in most cases, the final opportunity presented by the University for its graduands to interact with recruiters with the hope of securing a job.

In order to prepare students for the Job Fair, a series of Employment Empowerment Workshops were conducted in Semesters 1 and 2 by the Career and Placement Unit in collaboration with the Co-operative Education Unit. These were geared towards introducing and developing in students practical skills and interview techniques which are required for the professional world of work. This intervention has seemingly worked well as students, at face value, appeared to be confident and well prepared for the Job Fair.

Mr. Maurice Colquhoun, Career and Placement Officer, was interviewed regarding the organisation of this year’s Fair. He indicated that over the years the Job Fair had improved and that there has been a significant growth in the number of sponsors. Furthermore, this year the venue was set up differently, which had proven effective with respect to the management of the day’s activities. He added that a new initiative called “Fitness to Recruit Charity” was launched, which initially aims to suit 30 male students each year for the event. One area for improvement that was highlighted by Mr. Colquhoun, was to get more employers on board in the Science disciplines. “We also need a bigger venue and more companies to provide recruitment,” he stated.

Fifty one (51) companies participated in this year’s Fair .



Johnio Domville
Final year student, School of
Business Administration

Student Participant at the Career and Job Placement Fair 2018

“ As a final year student preparing to transition into the world of work, I am aggressively searching for the ideal job. By participating in the UTech, Ja.’s Career & Job Placement Fair, I was given the opportunity to network with potential employers, mentors and peers from various fields.

I participated in several interviews and acquired useful information from employers which will enhance my job hunting strategy. I would recommend that every student participate in the Job Fair because it is a good experience. ”

INTERVIEW SESSIONS WITH EMPLOYERS



Semester 2 Co-op Ed Awareness Day

Co-op Ed Awareness Day is a University-wide activity for students across all disciplines with an overall mission of promoting employability and work-readiness skills. The Semester 2 Co-op Ed Awareness Day was held on Monday, March 26, 2018. An information booth was set up between the School of Business Administration (SOBA) and the Faculty of Education and Liberal Studies (FELS) which was deemed to be a central location on campus. The information booth was aimed at sensitizing the general student population about the programme. It was manned solely by student ambassadors, trained to provide pertinent information about the Programme to other students. They worked together and ventured across the campus in order to find students and attract them to the booth. This was challenging but successfully executed.

Students who supported the event had the opportunity to gather information on how to construct a proper résumé, how to prepare for Co-op Ed placement and the benefits involved. Students also had opportunities to win prizes by participating in games and answering questions. They also had the chance to take ‘selfie’ pictures with their friends and have fun.

Thanks to EduCom Co-operative Credit Union, our main sponsor for the 2017/18 Academic Year.

CO-OP ED STUDENT AMBASSADOR



Samantha Swaby
3rd year, BBA
Accounting Major

“It was indeed a pleasure to serve as an Ambassador for the Co-op Education programme for the academic year 2017/2018. I have not only had the pleasure of interacting with the student populous but I have also had the opportunity of affecting change in the lives of students who may not have been cognizant of the rewards that Co-op Ed offers. The many face-to-face interactions I have had with students resulted in positive feedback based on their exposure to Co-op Ed. They have expressed their pleasure from past

experiences and their interest to engage in the programme in the future. Despite this, a majority of the student population still fail to capitalize on the opportunity Co-op Ed provides as a means of putting themselves in a position where they are better prepared for the world of work.”



Students visiting the Co-op Ed Information Booth



Students taking photographs with the Co-op Ed Selfie Frame



Students learning about Co-op Ed at UTech, Ja.

Co-op Ed Students' Awards for Excellence

The Co-op Ed Unit is pleased to present the final set of Student Awardees who were recognised at a special ceremony held on Thursday, November 23, 2017. Last year, each Academic Unit (School) participating in the Co-op Ed Programme was asked to select one student for the 2016/17 AY who best exemplified the attributes of a UTech, Ja Co-op Ed student. The following were selected for this prestigious award.



Raquel Thomas

Bachelor of Science
Degree in Sport Science

Awardee

School of Sport Sciences

Raquel graduated in November 2017 with a Bachelor of Science degree in Sport Sciences (Second Class Honours) with a major in Athletic Training. She was placed at Spry Training for her Co-op Ed experience earlier in the year. Her time at Spry Training taught her a lot about herself, the Sport Science field and the business itself. She was able to learn new skills, meet some of her favourite athletes and most importantly, she gained the confidence that she needed to go out in the working world. Her expectations of going into the programme was to gain the confidence and experience needed to be successful within the field. This goal was achieved.

During her time at UTech, Ja, Raquel was an active member of the Steel Ensemble, the Women's Basketball team and the Women's Hockey Team. She was also the president of the UTech Ja. Chapter of Jamaicans for Justice and she now serves as a member of the Jamaicans for Justice.

Awardee

School of Building and Land Management

Richard, whose career choice is to become a valuation surveyor, is a fourth year student. He was placed at Valerie Levy and Associates for his Co-op Ed experience. For him, the programme is very essential and educational as he was able to apply a lot of knowledge that he had learnt in class in the professional setting. Furthermore, the knowledge in the field, he believed, could not have been attained in the class room. For this reason he was even more appreciative of the experience he got. Before starting the Co-op Ed Programme he was eager to know what it was all about. He expected the experience to be interesting, challenging and educational and these expectations were met daily.

Richard was also awarded the Clover Gibson Award for academic performance for the academic year 2016/2017. He believes the Co-op Ed programme will pave the way for potential opportunities in the working world for him and also to shape his character in his future profession.



Richard Green

BSc. in Land Economy and
Valuation Surveying



Kori Simms

BSc. Hotel and Resort
Management

Awardee

School of Hospitality and Tourism Management

Kori is enrolled in the BSc. Hotel and Resort Management Programme. Her career plan is not to become a General Manager in a hotel, but to become a Restaurateur. She was placed at Cowfish One LLC in Hamptons Bays, New York for her Co-op Ed experience. Her experience was more than what she had expected it to be. Her co-workers treated her with love and she was accepted as a member of the Cowfish family. She was also engaged in many different activities within the Cowfish restaurant.

Kori was the Faculty's Female Sports Representative for the 2015/16 academic year.

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Awardee School of Business Administration

Ian graduated in November 2017 with a Bachelor in Business Administration (BBA), majoring in Administrative and Information Systems Management and minoring in Marketing. During his time at UTech, Ja, he developed an excellent eye for detail and professional skills through the Co-op Ed programme and other supporting modules.

The Co-op Ed programme was a door opening experience for him, having received placement within an administrative department aligned perfectly with his long term career plans.

The work experience was beneficial to him as it allowed him to apply knowledge he had garnered throughout his years at UTech, Ja. He learnt to work with anyone despite the negatives. Also this work experience has made him more flexible in terms of job duties and multitasking.

Ian was a proud member of the Administrative and Information Systems management club and an elite member of the School of Business Administration (SOBA) cricket team 2016-2017. Attending UTech, Ja. and participating in the Co-op Ed, has allowed him to realize that an image is not simply a trademark, a design, a slogan or an easily remembered picture. It is a studiously crafted personality profile of an individual. Today, he considers himself to be a well crafted individual as a result of the Co-op Ed programme.



Mr. Ian Richards
BBA in Business Administration



Kimesha Dixon
Bachelor's Degree in Applied Science

Awardee School of Natural and Applied Sciences

Working as an intern at the Port Authority of Jamaica (PAJ) was a rewarding experience for Kimesha. She was given an opportunity to work for a period of six weeks which was later extended to another six weeks due to her punctuality and eagerness to learn. This Co-op Ed experience was beneficial to her because it has allowed her to get an hands-on experience of what would be expected of her after graduating from UTech, Ja. From an personal perspective it has allowed her to showcase her knowledge and expertise of what was taught and being able to apply it into a real-life situation.

Her expectation was to learn and improve on her soft skills as much as possible and this was met. In addition, the aspect that really exceeds her expectations was the company culture. Being treated as a full-time employee and working on a project to solve a problem that the company was currently facing helped her to become fully immersed in the collaborative, fun learning culture of the company.

The Co-op Ed programme has given her the opportunity to build a good reputation and to showcase herself as a good product of the University of Technology, Jamaica.

CO-OP ED EMPLOYERS' RECOGNITION

The Co-op Ed Unit is again pleased to present the final set of employers' recognition for the 2016-17 academic year. The Co-op Ed Industry Partnership Awards is a new initiative which was held on Thursday, November 23, 2017. Nine (9) employers were recognised, each selected by a School (Academic Unit) with which they had consistently partnered for at least five (5) years, to actively promote the work-readiness of our graduates through work placements and mentorship. Please see below the remaining four (4) employers who were selected.

These industry partners were not present at the award ceremony.

1. **Mr. Tony Young** - Klass Sports Radio.
Awarded by Caribbean School of Sport Sciences (CSOSS)
2. **Ms. Lee-Ann Godfrey** – Courtyard by Marriott
Awarded by the School of Hospitality & Tourism Management (SHTM)
3. **Mr. Christopher Buckmaster** – JAMALCO
Awarded by the School of Engineering (SOE)



Mrs. Whitelock Ballingsing (left) & Dr. Eugenie Brown-Myrie

Caribbean Poison Information Network (CARPIN)

Presented by Prof. Colin Gyles, Deputy President on behalf of the School of Humanities & Social Sciences

MEET OUR STUDENT EDITOR



Shanoy Moorhouse

3rd year

**School of Business Administration
(SOBA)**

I was assigned to the Co-op Ed Unit between September 2017 and May 2018. The experience exceeded my expectations. The numerous tasks I received such as: assisting with the planning of a University-wide event, making telephone calls to internal and external stakeholders, placing orders, writing letters, preparing an event programme, working in teams to set up booth displays, sensitizing students about Co-op Ed and compiling two issues of the Co-op Ed Newsletter, have all provided me with skills and experience that will allow me to stand out among potential employers. My soft skills have improved and I am better able to work in teams and to communicate effectively. It is said that present tertiary graduates need, but are lacking, work-ready skills, such as time management, telephone and email etiquette, and the ability to work well with others. The Co-op Ed Unit has helped me to enhance these skills.

This placement was not just a walk through experience for me. I did real work, I was challenged. All tasks that were assigned to me and the challenges I faced was for my greater good. I use to complain but then I chose to develop a positive mind-set. I became more confident, more energetic and the placement became more worthwhile.

During my time with the Co-op Ed Unit, I was treated equally, with respect and everyone was helpful and showed interest in my personal and professional development. At the end I was surprised with a gift which showed me that my time spent and work done in the Unit was appreciated. For me, it was also a means of continued motivation. I have no regrets about my Placement, all I have received is experience that will benefit me in the real world of work. I have now made myself more employable.

I trust that you have enjoyed this issue of Co-operative Education at UTech, Ja.

CAREER CORNER

EXPECTATIONS OF CO-OP ED

Students

Expect supervisors to:

- Be enthusiastic/helpful
- Approachable
- Provide adequate guidance
- Be available; have regular meetings
- Maintain professionalism
- Allow for job shadowing
- Provide meaningful feedback, whether positive or negative

Supervisors

Expect students to:

- Ask questions
- Be punctual
- Be prompt
- Have a personal work objectives
- Be self-disciplined
- Keep up-to-date
- Take directions with an open mind
- Be flexible
- Be motivated
- Be able to work independently
- Think critically

LEADERSHIP TRAITS

- L** Loyal
- E** Empathetic
- A** Accountable
- D** Determined
- E** Energetic & Encouraging
- R** Respectful
- S** Selfless
- H** Honourable & Humble
- I** Innovative
- P** Passionate for & Pride in Work

Be a Leader!

Important Notice

UTech, Ja's Accounting Programme Receives ACCA Exemption Accreditation



The University of Technology, Jamaica has been granted Association of Chartered Certified Accountants (ACCA) Exemption Accreditation for up to a maximum of nine specific modules at the ACCA fundamentals level now accessible by graduates of the

Bachelor of Science in Accounting programme offered by the College of Business and Management (COBAM).

The above picture shows Professor Stephen Vasciannie, President of the University, accepting the Association of Chartered Certified Accountants (ACCA) Exemption Accreditation certificate from Mrs. Maria Sookdeo, Business Development Manager, ACCA at a special ceremony hosted by the College of Business and Management at the Technology Innovation Centre (TIC) on Thursday, January 25, 2018.

Important Dates

- * Summer Session of the Co-op Ed Programme commenced on Monday, May 14, 2018. This is expected to end on August 17, 2018. Note to our partners– we are still accepting placement requests for the Summer period.
- * Co-op Ed Student & Employer Awards Ceremony for the 2017-18 AY - September 27, 2018.