

UNIVERSITY OF TECHNOLOGY, JAMAICA

SYLLABUS OUTLINE

FACULTY: College of Business and Management

SCHOOL/DEPT: School of Business Administration

COURSE OF STUDY: Bachelor of Business Administration

YEAR: Three

MODULE TITLE: Work Experience (Co-operative Education)

MODULE CODE: ADM3004

DURATION (Hours) 240 hours

CREDIT VALUE: 3 credits are awarded for the module

PREREQUISITES: Registered Year three student

1.0 MODULE DESCRIPTION

The Work Experience (Co-operative Education) Programme is a work-based learning programme that assists students to bridge the gap between classroom theory and practical work situations. The programme is designed to enhance the student's preparation for the future, by providing challenging opportunities to apply and refine the knowledge acquired to current workplace practice and standards.

2.0 MODULE OBJECTIVES/LEARNING OUTCOMES

GENERAL OBJECTIVES

Upon completion of the module, students should be able to:

- i. Demonstrate work readiness/employability skills;
- ii. Integrate theoretical knowledge to an exposure of practical hands-on training, through analyzing and interpreting information and drawing conclusions;
- iii. Analyze critically, personal strengths/weaknesses/opportunities and threats related to their professional readiness;
- iv. Acquire, organize, interpret, evaluate and communicate information in a clear and coherent manner;
- v. Articulate the importance of work experience (cooperative education);
- vi. Function as an adult learner by planning and contracting for his/her own professional learning and career development.

SPECIFIC OBJECTIVES

Upon completion of the module, the learner should be able to:

- i. Report on at least four employment empowerment sessions attended and indicate at least three (3) specific ways in which each session assisted in their personal or professional development;
- ii. Given specific work tasks, demonstrate the ability to think critically, reason and make sound decisions;
- iii. Demonstrate social skills, responsibility, adaptability and flexibility, good work ethic, team spirit, self-management, and other employability skills;
- iv. Demonstrate proficiency in the use office technology and equipment, such as, telephone, facsimile machine, photocopiers, scanners, binding machinery, etc.
- v. Demonstrate proficiency in the utilization of appropriate and relevant software for Accounting (e.g. Peachtree, Accpac, QuikBooks); Human Resource (e.g. HRMIS, PeopleSoft, etc.); Facilities Management; Project Management, etc.;
- vi. Perform a personal SWOT analysis and use the findings to develop a personal Action Plan to include a personal mission statement and five (5) year plan;
- vii. Prepare a written and present an oral Reflection and Analysis of the Student Placement Experience from work logs kept;
- viii. Compile a professional network of acquaintances that may be used to increase employment opportunities.

3.0 MODULE CONTENT AND CONTEXT

The course is designed to assist the student maximize the benefits derived from the Work Experience (Co-op Ed) programme.

CLASSROOM – 20 Classroom sessions @ 1 hour per session

- i. Attend Empowerment sessions - at least 4 sessions @ 1 hour per session
- ii. Work Experience (Co-op Ed) Pre-employment orientation sessions – 13 sessions to cover the following areas:
 - a) Resume writing
 - b) Cover letter
 - c) Literary Skills (Literature review, Book Report and Discussions)
 - d) Personal SWOT Analysis
 - e) Personal Action Plan
- iii. Feedback/Debriefing session – Upon completion of work experience
 - a) Thank you letter
 - b) Reflection and Analysis of Placement experience
 - c) Professional network of acquaintances

INDUSTRY

Participate in 240 industry contact hours including but not limited to evaluating the following about the learners depending on the nature of the assignment:

- i. **Interpersonal** – works well with others on teams, serves customers, exercise leadership skill, negotiates and work with diversity.
- ii. **Resources** – identifies, organizes and plans for the allocation of resources. E.g. Delegation, time management, etc.
- iv. **Technology** – works with a variety of technologies and can choose appropriate tools for tasks. Eg. Database management, Records management, Report writing, Event planning/management, Software, etc.
- v. **Information** – acquires, organizes, interprets, evaluates and communicates information. E.g. Report writing, Work plans, etc.
- vi. **Systems** – understands complex interrelationships and can distinguish trends, predict impacts, as well as monitor and correct performance. E.g. Business Process reengineering, etc.

4.0 LEARNING AND TEACHING APPROACHES

- i. Each student is required to complete the required number of hours as stipulated by the School of Business Administration (six weeks) at the end of year three.
- ii. Students must complete all assignments required of the work experience exercise as outlined by the school. Failure to complete any part of an assignment will result in a failing grade.
- iii. Student assessment will be conducted by the workplace supervisor and the School's Work Experience (Co-op Ed) co-ordinator.
- iv. As soon as students become aware of any problem that might affect their Work Experience (Co-op Ed) programme in any way, they must notify the Work Experience (Co-op Ed) co-ordinator immediately.
- v. Students seeking their own placement must seek approval from their Work Experience (Co-op Ed) co-ordinator to ensure the guidelines are adhered to.
- vi. Students are expected to meet or communicate regularly with their on-site supervisor to ensure full compliance with workplace policy and procedures.
- vii. Students should display their UTech identification at all times during their work experience (Co-op Ed) experience period.
- viii. Students are responsible for all their expenses while on work experience (Co-op Ed).
- ix. A student should not begin Work Experience (Co-op Ed) placement without first receiving written approval from the School of Business Administration's Work Experience (Co-op Ed) Co-ordinator.
- x. The School of Business Administration reserves the right to deny any placement that is not:
 - a) Deemed central to the professional development of the students (Administrative Management)
 - b) In the best interest of the students

5.0 ASSESSMENT PROCEDURES

The following academic expectation and standards are applicable to the Work Experience (Co-op Ed) programme. Students will prepare a portfolio that will provide evidence of demonstrated competencies in each of the following categories:

- 1. Pre-employment Orientation – 30%**
 - Preparation of resume – 5%
 - Preparation of cover letter (Research on Company) – 5%
 - Literary Skills – (Preparation of literature review/Book Report/Discussions) - 10%
 - Report on Empowerment sessions – 10%
- 2. Mentorship contract (to include personal SWOT and Action Plan) – 15%**
- 3. Post-employment Orientation – 20%**
 - Thank you letter to organization upon completion of assignment – 5%
 - Reflection and Analysis of Student Placement Experiences – 15% (include work logs and networking contacts)
- 4. Employer Evaluation – 35%**

REPORTS

The Work Experience (Co-op Ed) final Reflection paper **MUST**:

- i. Be written in a very clear manner, grammatically correct and spell checked.
- ii. Reflect, in a clear concise way the experiences achieved during the Work Experience (Co-op Ed) programme.
- iii. Use only white paper of 8 ½ × 11 size.
- iv. Be approximately 7-10 pages in length (of quality not quantity)
- v. Have a title page and sections such as introduction, body and conclusion and references.

The Reflection should consist of a description of the Work Experience (Co-op Ed) task carried out description of how the goals and stated objectives were achieved (or major difficulties that hindered achievement in part or all of such objectives), conclusion, and recommendations regarding the possibility of using the same organization as a Work Experience (Co-op Ed) site for future students.

SUPERVISOR EVALUATION OF WORK EXPERIENCE (CO-OPERATIVE EDUCATION) ACCOMPLISHMENTS

- i. The on-site supervisor's evaluation form should be given to the supervisor on the first day as student reports to work.
- ii. This evaluation form must be completed and attached to the student's final report.
- iii. The on-site supervisor may elect to send this evaluation form directly to the School's Work Experience (Co-op Ed) Coordinator.

ARTICLE REVIEW

Each student is required to submit an article review using at least **TWO** Journal articles addressing work experience/cooperative education. The literature review is to be based on current journal articles published in professional publications. Each review should include such information as:

- i. Summary of key points stated in the article cited.
- ii. Discussion/criticism of opinions stated in the article.
- iii. Importance of such information and how it will contribute to improvement of the work experience module at Utech.
- iv. Name of author(s).
- v. Attach a copy of the articles.
- vi. Literature review must be 2-3 pages and double spaced.

Work Experience (Co-op Ed) participants will receive a grade for each completed component of the module. The following requirements must be met to receive a letter grade for the module.

- i. Complete the duration of the Work Experience (Co-op Ed)
- ii. Perform all duties and tasks to the employer's satisfaction
- iii. Earn a "satisfactory" attendance rating
- iv. Complete and submit all Work Experience (Co-op Ed) assignments by the due date to the School's co-ordinator.

6.0 BREAKDOWN OF HOURS

CLASSROOM – 13 weeks @ 1 hour per week

EMPOWERMENT SESSIONS – 7 Weeks @ 1 hour per week

INDUSTRY – 6 weeks @ 40 hours per week

- a) Students should be assigned at least 2 weeks to a relevant unit or area and rotated accordingly.
- b) The objectives to be achieved upon completion of assignment to be agreed by intern, cooperative education coordinator and supervisor within one (1) week of commencement of assignment.

7.0 TEXTBOOKS AND REFERENCES

Learning from Working, by Joseph Barbeau, Ed.D and William A. Stull Ed.D
Cooperative Education Association 1998

Cooperative Education Career Development Handbook

8.0 NAME OF SYLLABUS WRITER/DEVELOPER

Dr. Marlene Phillips

9.0 August 2010

10.0 DATE OF ACCEPTANCE