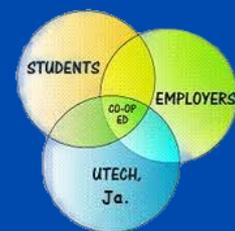




University of Technology, Jamaica



## CO-OPERATIVE EDUCATION PROGRAMME



# EMPLOYER HANDBOOK

PARTNERING WITH INDUSTRY TO PRODUCE WORK-READY LEADERS

REVISED JULY 2023

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# INTRODUCTION

The University of Technology, Jamaica (UTech, Ja.) is committed to exploring new avenues and approaches that will serve to enhance the skills graduates will need to be successful in the world of work. To this end, it recognizes Co-operative Education (Co-op Ed) as a valuable and essential tool for the enhancement of the teaching and learning process, and that when these experiences are logically and appropriately integrated in its academic courses of study, they serve to enhance the application of theory and practice.

## DEFINITION OF CO-OP ED

The University defines Co-op Ed as *“a structured approach to integrating classroom learning with on-the-job work experiences which are related to students’ courses of study and career goals.”*

## MISSION OF CO-OP ED

The mission of UTech, Ja.’s Co-op Ed Programme is primarily to provide:

- Our students with practical and professional exposure that will allow them to develop work-related skills, realistic expectations, and high levels of professionalism and ethics among other things.
- Industry with student employees who are equipped with the necessary skills and competencies that will enhance their business’ position in a globally competitive environment.

## MODULES FALLING UNDER THE CO-OP ED PROGRAMME

- Practicum
- Work Experience
- Professional Work Experience
- Industrial Work Experience
- Internship

Duration: 100 – 1200 hours (4 – 30 weeks)



# INTRODUCTION

## BENEFITS OF THE CO-OP ED PROGRAMME FOR EMPLOYERS

The benefits of Co-op Ed include:

- Ready and cost-effective access to short-term employees for special projects.
- Ready access to highly motivated students with sought-after skills.
- Increased staff diversity.
- The opportunity to impact the quality and relevance of the School's curricula.
- The opportunity to screen students for fulltime employment.

## ARRANGEMENT OF CO-OP ED PLACEMENT

### 1. VIA JOB POSTINGS

Co-op Ed employers may at any time inform the Co-op Ed Unit or the School with which there is an established relationship, via email or telephone contact, of any available Co-op Ed placement opportunities.

Students may be selected on your behalf OR you may wish to select students for placement.

In this case you will arrange interviews with selected students. Copies of students' résumés will be sent to facilitate the selection process. Interview outcomes must however be communicated to the Co-op Ed Unit or the School's Co-op Ed Co-ordinator.

### 2. VIA PLACEMENT REQUEST FROM THE UNIVERSITY

At least one semester prior to a new placement period, Co-op Ed employers are sent placement request letters. Therein employers are requested to submit their placement requirements within a specified period.

Students may be selected on your behalf OR you may wish to select students for placement.

#### **MAJOR PLACEMENT PERIODS**

- May – August (full 40 hour work week)
- Mid December to mid-January (full 40 hour work week)

#### **OTHER**

- Students are generally available for placement throughout the academic year for up to 25 hours each week
- Some programmes have scheduled Co-op Ed in 1st or 2<sup>nd</sup> semester.
- ***Please contact the Co-op Ed Unit for further information.***

# OPERATIONAL POLICIES

## ASSESSMENT AND SUPERVISION

- Students shall be supervised jointly by a workplace supervisor and the School's Co-op Ed Co-ordinator or designated lecturer.
- The workplace supervisor will be required to assess student(s) periodically based on the agreed objectives and specific learning outcomes.

## BENEFIT PACKAGE

We request that:

- a. an arrangement be made based on mutual agreement for a stipend to be paid to students
- OR
- b. Special provisions are made for lunch, travel and accommodation where applicable or possible.

## DISCRIMINATION AND SEXUAL HARASSMENT

Our Co-op Ed employers are responsible to provide a safe non-discriminatory environment for our students.

The University will terminate its relationship with any employer who is guilty of such practices.

## FAIR LABOUR

Consideration should be given to:

- 40 hour work week
- Overtime work
- Lunch break



**Note: Any deviations must be mutually agreed upon beforehand.**

# OPERATIONAL POLICIES

## JOB TRAINING

The University expects that Co-op Ed students will receive quality on-the-job training, that is, they will be placed in an environment that will:

- a. help them achieve the desired learning outcomes.
- b. develop global employability skill-sets.
- c. enhance those competencies necessary to function as managers.



*Co-op Ed student on the job*

## STUDENT HEALTH INSURANCE AND INDEMNITY

While on placement students:

- are covered by the University's Sagicor Personal Accident and Insurance Plan. Additionally, there is Student Health Insurance provided by Sagicor Life Jamaica Limited. Coverage remains in effect during the placement period.
- who require long-term hospitalization or will be placed overseas are encouraged to acquire additional private insurance.

## STUDENT PERFORMANCE AND COMPLIANCE

Co-op Ed students are expected to:

- accept Co-op Ed positions with seriousness of purpose and to perform their work accurately and responsibly.
- comply with the rules and regulations of the institutions in which they are assigned.

If the Co-op Ed student's performance does not meet reasonable standards, the employer is not obligated to continue the student's Co-op Ed experience.

In such a situation, the employer must inform the Co-op Ed student's School Co-ordinator or the Co-op Ed Unit immediately.

# OPERATIONAL POLICIES

## STUDENTS ON NATIONAL DUTY OR REPRESENTING THE COUNTRY OR THE UNIVERSITY

Students who are called upon for national duty or to represent the University or country, during placement, should be permitted time off for participation. To this end, students should submit a written letter from the organizers of the event to their immediate supervisor(s) and copy same to their School's Co-op Ed Co-ordinator.

## WITHDRAWAL

- A student may withdraw from placement only with the written permission of the Head of School upon the recommendation of the School's Co-op Ed coordinator. Withdrawal may be considered only for reasons of ill-health or grave circumstances that were not foreseeable at the time of placement. In this instance, the University will write to inform the employer of the withdrawal and possible replacement of the student.
- A student may be asked to withdraw from the Programme at the request of the institution to which he/she was assigned. In this case, the employer is expected to make telephone contact with the School's Co-op Ed Co-ordinator in the first instance, followed by formal communiqué outlining the nature of the request for withdrawal. Upon receipt of this communiqué, the Co-ordinator will respond to the employer within three (3) working days, indicating the course of action.

# EMPLOYER RESPONSIBILITIES

## BEFORE PLACEMENT

The employer must delineate the nature of the placement with the student(s). Considering flexible work schedules, work options/schedules must be clearly articulated by employer and a mutual agreement arrived at with student(s). Employers may offer the options of remote, physical or blended work. If a student is engaged in placement for academic credit, he/she will before-hand seek approval for remote and blended engagements.

In the case of physical placement, the employer is expected to identify appropriate workstations and work tools, where applicable, in preparation to receive students.

A supervisor must be identified to work alongside Co-op Ed students. The responsibilities of this person will include:

- providing mentorship
- monitoring students' performance
- assigning and overseeing tasks
- assessing student
- providing information on the following (if applicable): housing, transportation, meals and/or remuneration package at least **two weeks** before students depart for the workplace.
- meeting with students prior to or at the beginning of placement to discuss rules and regulations of the organisation and students' work schedules.
- orientating students on matters of job-related health and safety.

Finally, the employer (HR or the person acting in this capacity) is expected to complete a Terms of Engagement (TOE) for the student(s) who will be engaged by the company. This should be returned to the School no later than one week after the students' start date.

## DURING PLACEMENT

The host supervisor is expected to:

- meet with students regularly to provide feedback on work general department.
- liaise with the School's Co-op Ed Coordinator concerning students' performance
- keep a daily log of the students' attendance and punctuality.
- 



# EMPLOYER RESPONSIBILITIES

## *Supervisor responsibilities continued*

- on behalf of the School, complete a formal evaluation of each student on the forms supplied
- provide transportation for students if they work late hours or are scheduled for work before the local bus operates.
- serve as learning resource for students, as well as, a role model instilling positive values and attitudes.
- create an open environment for students to apply classroom knowledge to practical situations.
- compensate students in full or in part for unworked hours, should the workplace not meet the agreed number of hours per week.
- report to the School's Co-op Ed Co-ordinator any illegal activity committed by students during placement.

### **WAYS TO ENGAGE THE SERVICES OF CO-OP ED STUDENTS**

1. With technical support (where applicable) from their Faculties/Colleges, students can:
  - Engage in research and implementation activities. (The research aspect may occur outside of the organization)
  - work on assigned projects within the organization
2. Students can also be co-opted to fill temporary positions and, in so doing, be integrated in the daily activities of the department to which they are assigned.

## UNIVERSITY CONTACTS: CO-OP ED UNIT

There is a central Co-op Ed Unit that has oversight responsibility for the operations of the Co-op Ed programme across the University. The Unit:

- collaborates with Schools to identify and create mutually beneficial placement opportunities.
- serves as a quality assurance agent for programmes across the University.

**Mrs. La-Cresha Gordon-Brydson – University’s Co-op Ed Coordinator**

**Miss Sandra Junor – Administrative Assistant 1**

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Webpage: <http://www.utech.edu.jm/academics/academics/cooped>

## UNIVERSITY CONTACTS: Faculty/ School and Programme Co-ordinators

### FACULTY OF THE BUILT ENVIRONMENT

**Ms. Crystal-Gail Clue and Mr Seymour Fisher – Quantity Surveying**

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**Mrs. Cadien Murray Stuart -Real Estate Management and Valuation**

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**Dr. Nadine Freeman-Prince - Urban and Regional Planning**

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**Mr. Keniel Roberts - Surveying and Geographic Information Science**

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**Mr. Lebert Langley and Mr. Milton McIntyre - Construction Engineering**

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**General oversight responsibility for the Programme within the Faculty**

**Mr. Stephen Jameson**

Telephone: (876) 390-6328; Email: [stephen.jameson@utech.edu.jm](mailto:stephen.jameson@utech.edu.jm); [skjameson57@gmail.com](mailto:skjameson57@gmail.com)

# UNIVERSITY CONTACTS:

## Faculty/ School and Programme Co-ordinators

### CARIBBEAN SCHOOL OF ARCHITECTURE

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### COLLEGE OF BUSINESS AND MANAGEMENT

#### **School of Business Administration**

#### **Mrs. Patricia Roberts-Brown (General oversight responsibility for the Programme within the Faculty)**

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#### **School of Hospitality and Tourism Management**

#### **Mrs. Marcia Fraser- Cummings**

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#### **Joan Duncan School of Entrepreneurship, Ethics & Leadership**

#### **Mrs. Erica Donaldson**

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# UNIVERSITY CONTACTS:

## Faculty/ School and Programme Co-ordinators

### FACULTY OF ENGINEERING AND COMPUTING

#### School of Engineering

**Mrs. Arlene McKenzie Crawley - Industrial Engineering & Mechanical Engineering (*Additional oversight responsibility for the Programme within the School*)**

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**Mr. Percival Stewart - Civil Engineering**

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***Administrative Support for the Programme - Mrs. Kadeem Mitchell***

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### FACULTY OF EDUCATION AND LIBERAL STUDIES

#### School of Humanities and Social Sciences

**Mr. Rolando Smith**

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# UNIVERSITY CONTACTS:

## Faculty/ School and Programme Co-ordinators

### School of Technical and Vocational Education

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### FACULTY OF SCIENCE AND SPORT

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***We are glad that you have decided to partner with UTech, Ja. in the training of the workforce. We trust that this will continue to be a mutually rewarding experience.***