

**UNIVERSITY OF TECHNOLOGY, JAMAICA**  
**SCHOOL OF BUSINESS ADMINISTRATION**  
**WORK EXPERIENCE (CO-OPERATIVE EDUCATION) SYLLABUS**

<b>FACULTY:</b>	Faculty of Business and Management
<b>SCHOOL/DEPT:</b>	School of Business Administration
<b>COURSE OF STUDY:</b>	Bachelor of Business Administration
<b>MODULE:</b>	Work Experience (Co-operative Education)
<b>DURATION: (Hours)</b>	Minimum 40 hours per week for 6 weeks
<b>CREDIT VALUE:</b>	3 credits are awarded for the module

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### **1.0 MODULE DESCRIPTION**

The Work Experience (Co-operative Education) (Co-op Ed) Programme at the School of Business and Management is a work-based learning programme that assists students to bridge the gap between classroom theory and practical work situations.

### **2.0 REQUIREMENTS**

Students must:

- i. attend an orientation/consultation session and the university employment empowerment sessions.
- ii. be placed in the organizations which will utilize the skills they were exposed to at the University of Technology, Jamaica.
- iii. complete the required number of scheduled hours during the work experience (Co-op Ed) period (6 weeks – during summer – end of third year)

### **3.0 MODULE OBJECTIVE/LEARNING OUTCOMES**

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

- i. develop work readiness and employability skills
- ii. integrate theoretical knowledge to an exposure of practical hand-on training.
- iii. analyze critically personal strengths/weaknesses related to their professional readiness
- iv. think critically by analyzing and interpreting information and drawing conclusions
- v. collect, retrieve, organize and evaluate information from different sources: verbal, written, electronic and virtual.

#### 4.0 MODULE CONTENT AND CONTEXT:

The course is designed to assist the student maximize the benefits derived from the Work Experience (Co-op Ed) programme. Students will provide evidence of demonstration of competencies in each of the following categories:

- i. **Interpersonal** -- works with others on teams, serves customers, exercise leadership skills, negotiates and work with diversity.
- ii. **Resources** -- identifies, organizes and plans for the allocation of resources
- iii. **Technology** -- works with a variety of technologies and can choose appropriate tools for tasks.
- iv. **Information** -- acquires, organizes, interprets, evaluates and communicates information.
- v. **Systems** -- understands complex interrelationships and can distinguish trends, predict impacts, as well as monitor and correct performance.

#### 5.0 COURSE ENROLLMENT AND PLACEMENT POLICIES

- 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) coordinator 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) Coordinator.
- x. The School of Business Administration reserves the right to deny any placement that is not:
  - deemed central to the professional development of the students (Administrative Management)
  - in the best interest of the students.

## **6.0 WORK EXPERIENCE (CO-OPERATIVE EDUCATION) POLICIES AND ACADEMIC EXPECTATION**

The following academic expectation and standards are applicable to the Work Experience (Co-op Ed) programme

### **REPORTS**

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

- be written in a very clear manner, grammatically correct and spell checked.
- reflect, in a clear and concise way the experiences achieved during the Work Experience (Co-op Ed) programme.
- use only white paper of 8 ½ x 11 size.
- be approximately 7-10 pages in length (of quality not quantity).
- have a title page and sections such as introduction, body and conclusion and references.

The report 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**

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

## **ABSTRACT**

Each student is required to submit **TWO** Journal Abstracts on topics discussing Business Management issues (such as total quality management concepts, team building, leadership skills, globalization awareness, ergonomics) reflecting contemporary and future issues. The abstracts are to be based on current journal articles published in professional publications. Each abstract should include such information as:

- Summary of key points stated in the article cited.
- Discussion/criticism of opinions stated in the article.
- Importance of such information and how it will contribute to the improvement of current issues.
- Name of author(s)
- Attach a copy of the article.
- Abstract must be 2-3 pages and double spaced

## **7.0 GRADING POLICY**

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

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

## **8.0 ATTENDANCE POLICY**

As Work Experience (Co-op Ed) participants, students are expected to report to work on-time everyday and must adhere to the company's attendance policy. The on-site Supervisor will evaluate students' attendance at the end of the Work Experience period. Attendance will be related as follows:

- Perfect attendance
- Satisfactory attendance
- Unsatisfactory attendance

Unsatisfactory attendance may result in a student receiving a grade of (F) or fail for the Work Experience (Co-op Ed) programme.

## **9.0 LATE WORK POLICY:**

Work experience (Co-op Ed) participants are encouraged to complete all assignments on time.

Failure to follow instructions given by the Work Experience (Co-op Ed) Coordinator will result in an (I), Incomplete, or (F), Fail on the progress report.

## **10.0 SUGGESTED READING**

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

Cooperative Education Career Development Handbook