



University of Technology, Jamaica
Co-operative Education
at UTech, Ja.

"Partnering with Industry to produce work-ready graduates"

**Meet Our New
Coordinator**

**Co-operative Education
Awareness
Day**

SCIT Fair

**What to do on your
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Meet our New Coordinator



File photo: Mrs. Rosemarie Headley-Smith

Mrs. Rosemarie Headley–Smith joined the UTech, Ja. staff in 2008 in the capacity of lecturer in the School of Hospitality and Tourism Management (SHTM). As a lecturer, she has facilitated the delivery of several hospitality and tourism modules and has served as the Sandals LEAP Project Coordinator, a collaborative effort between Sandals Resort International and SHTM, Facilitator and Trainer for the SHTM Tourism and Hospitality Ambassadors and Co-operative Education Coordinator for SHTM, positions which aptly fit her vivacious personality.

Mrs. Headley-Smith assumed the role of Co-operative Education Coordinator at the start of the 2015/16 Academic Year. In her first year she processed over 300 candidates for Co-op Ed and successfully assigned over 200 qualified students to local and overseas entities. In an effort to maintain the partnership with the hospitality and tourism industry and SHTM, she has resorted to management meetings and introductory visitation to numerous business entities for face-to-face discussion. The efforts have so far proven successful. Despite her workload, she has also forged stronger interpersonal relationships with Co-op Ed students via group emails, telephone calls, text messages and WhatsApp messages.

As Coordinator, Mrs. Headley-Smith, in collaboration with the Co-operative Education Unit, has hosted two mass Co-op Ed Awareness meetings per semester with students and internship-based agencies present. This allowed students greater access to relevant information at a time convenient to them. A strategist at heart and quite objective oriented, she is passionate about meeting and exceeding deadlines, and in this regard, gets most Co-op Ed related work done during late nights, early mornings and weekends. She despises the thought of seeing students short-changed and is dedicated to serving even when on Sick Leave or Vacation Leave. As a customer service oriented advocate, she will consistently strive to ensure that students' academic and Co-operative Education needs are met.

Rosie, as she is affectionately called, considers her brief stint as Co-op Ed Coordinator to be an overwhelming success. She attributes much of this success to Mr. Paul Harris (Internship Administrative Assistant) who sits on the front line to effectively solve Co-op Ed related concerns and make meaningful suggestions.

Despite her extremely busy schedule as a fulltime lecturer, she balances her time doing several voluntary activities. Rose Marie is married to Andrew and has three children. She is an ardent Christian and quite zealous about the things of God. She loves adventure (especially riding the zip lines and treacherous slides and roller coaster rides), and she loves her job, but understands the importance of taking what she deems mandatory retreats / Vacation Leave. The Co-operative Education Unit appreciates the support it has received from the SHTM through Mrs. Headley-Smith.

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Student Testimonials



My Co-operative Education experience was completed at Television Jamaica Limited in Summer 2016. The experience was for me a learning process. I worked on the programmes *Smile Jamaica* and *Profile* which for me was a bit challenging because each day I had to ensure that the topics were interesting and current and each producer that I worked with wanted something different. The best part about my experience was that I was made ready by the Communication Studio 5 module which allowed me to transfer what I have learnt to the working environment.

-Jodian Cox, 4th Year Student, BA in Communication Arts and Technology

Last summer, I was placed at the Ministry of Culture, Gender, Entertainment and Sport for my Co-operative Education experience. The Co-op Ed Programme assisted greatly in my preparation for the working world as it gave me opportunities to gain professional experience. It also boosted my technical competence as the experience was related to the field of study that I pursued, which was the BSc. in Sport Sciences majoring in Sports Management. Simply, I can say the overall experience was propitious. I would definitely recommend that students engage in the programme because of the value it has on a young individual who is trying to transition from the life of a student to a professional. Though I was not compensated, I gained invaluable skills related to networking, communication, professionalism, goal setting and planning. Students play an important role in aiding the organizations to achieve some of its goals and this gives one a feeling of fulfilment and accomplishment.

- Marvin Lawson, 2016 Graduate, BSc. in Sport Sciences

My experience at the Beaches Hotel (Negril) in Summer 2016 was amazing. This was owing to the sessions held by the Co-op Ed coordinator aimed at preparing students for industry engagement. As a result of the programme, I have grown professionally and personally. I developed a greater level of self confidence and my problem solving skills were enhanced. My manager was so impressed by my skills and this resulted in me being assigned as the acting manager for a week. This showed me that good work does pay off. Taking initiative was a big part of my internship as it was evident that not everything you are supposed to do will be prescribed. One challenge that I faced was with transportation. Because of the distance from the work site I was late or getting home very late. I spoke to my superiors about this issue and I became the only local student to have lived at the apartments for international interns. I would definitely recommend that other students go on Co-operative Education experience because the opportunities that it provides are limitless.



-Merell Elliot, final year student, BSc. Hospitality and Tourism Management.

Co-operative Education Awareness Day!

On November 24, 2016, the Co-operative Education Unit launched its first University-wide Co-operative Education Awareness Day session. The event promoted the theme, "Professionalism on Fleek" and was a collaborative effort with the University's Student Union body, the latter's objective being to enhance students' preparation for the Semester 1 final exams by providing useful tips on time management and effective exam preparation timetables. Both programmes melded seamlessly as there were common themes, which included the need to be focused, prepared and exhibit effective time management skills. The Co-op Ed Awareness Day was generally intended to sensitize students to their responsibilities as Co-op Ed students as well as the role and services offered by the Co-op Ed Unit. The Professional Dress session, one of the Co-op Ed Awareness Day activities, was birthed out of the need to present students with cost effective ways to assemble professional attire, and the application of work place appropriate make-up.



Four students volunteered to model the showcased outfits; Latayna Bennett, Ashlie Jones, Shane Brown and Jermaine Lyttle. Each outfit was skillfully assembled to show functionality and creativity. Feedback from students attending the session indicated an increased awareness on how professional decorum could be achieved. The demonstration of professionally acceptable make-up application was done by make-up artist Shaphawa Hylton a final year student in the School of



Hospitality and Tourism Management, pursuing a BSc. in Hotel and Resorts Management. The event, though scaled down due to inclement weather, was deemed successful. Those who were present were engaging and readily participated in the activities. This further motivated the Unit's decision to re-launch the event in April 2017. We extend sincere gratitude to those who made the event a success, namely Men's Kloset, Nieke's fashion, two fashion houses that without hesitation sponsored the outfits for the event; The Port Authority of Jamaica and Statistical Institute of Jamaica for sponsorship of giveaway items; the School of Technical and Vocational Education and the Offices of the Deputy President and Curriculum, Development and Evaluation.



Co-operative Education Fair

Stepping outside the norm is always riddled with challenges and chance encounters, however, these did not deter Mr. Stanford Graham, then Co-operative Education coordinator as he finalized the plan to host the SCiTi inaugural Internship Fair. He received support from the Faculty of Engineering and Computing, the Co-operative Education Unit and the Jamaica Computer Society. The event was held at the Alfred Sangster Auditorium on October 13, 2016 with over 100 students in attendance.

The event had been long on the minds of the Co-operative Education coordinators but was shelved due to a lack of funding. It was, however, the skillful and purposeful planning that granted the event the success that it received. The objective of the Fair was to: a) allow students

in the School of Computing and Information technology to interact with and gain work experience opportunities from the major players in the ICT industry and b) to highlight the skill sets of the students to industry partners which would in turn grant them opportunities to enhance their work readiness and marketability. Based on feedback received from the companies in attendance, the skills that were being offered by the students were impressive and unexpected. This incited the representatives who were eager to employ the students.

Furthermore, the students embraced the opportunities that were offered to them. This

proved once more that the University of Technology, Jamaica was producing qualified and skilled students and went a far way in strengthening the relationship between the University and the corporate world. The companies that participated were the Quality Works Group, eGov Jamaica Limited, RESET Caribbean Foundation, the Victoria Mutual Building Society, National Baking Company, Real Decoy, the JMMB Group, Jamaica Computer Society, National Works Agency,

Massy Technologies and tTech. The Fair will become an annual event and will be extended to the other Schools and Faculties/ Colleges within the University. This new platform will be a bridge between the students and corporate Jamaica.



What to do on your Co-operative Education



1 Try to obtain at least one Co-op Ed placement opportunity during your university years. If the Co-op Ed module is not mandatory seek out opportunities with the Unit to gain valuable work-experience.

2 Set specific goals for yourself and each experience. Know what you want to accomplish and share these with your industry supervisor.

3 Act professionally at all times. Ensure that you have a dynamic cover letter, a superior résumé, and polished interviewing techniques to prepare you for placement.

4 Keep in touch with co-workers from your Co-operative Education experience as part of your professional network.

5 Leave each experience with new skills, a better understanding of your field and tangible accomplishments.

6 Maintain some level of flexibility while at your placement site. Do not turn down opportunities to gain experiences in other areas that you are not familiar with.



Throughout the years, the Co-operative Education Unit has devoted itself to providing Co-op Ed opportunities for the students at the University of Technology, Jamaica. It not only seeks to have students placed, but at the forefront is the need to ensure that students have an authentic learning experience. The Unit prides itself in delivering the best graduates that are ready to work from the moment they leave the class room and, for some, even before. As a result, it has received positive feedback over the years from industry partners, lauding the quality work that is being done by the students and by extension the University. Co-operative Education is a vital component of the University's curriculum. This together with the Core Values held by the University, ensure that we continue to produce the best that the University has to offer. We congratulate and thank all the partners that have been with us throughout this journey.

- Terry-Ann Edwards, Student Editor & 2nd year Communication Arts and Technology student, Faculty of Education and Liberal Studies.

CHALLENGE YOURSELF

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- <http://www.puzzlechoice.com/cw/Quick01solx.html>

Solutions

<p>Across</p> <ul style="list-style-type: none"> 1. Dozen 4. Cache 	<p>Down</p> <ul style="list-style-type: none"> 1. Diary 2. Zoo 	<ul style="list-style-type: none"> 7. Oblivious 8. Yawn 10. Eroded 12. Eagles 13. Idea 16. Tarantula 18. Nadir 19. Tacit 	<ul style="list-style-type: none"> 3. Nile 4. Covert 5. Crowded 6. Eased 9. Wandered 11. Leaner 12. Eaten 14. Adept 15. Aunt 17. Arc
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Calendar of Events

- **Upcoming Summer placement period: May 15– August 18, 2017.**
- **Co-operative Education (Internship Fair) : October 2017.**



Co-operative Education Unit Academic Affairs Division

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