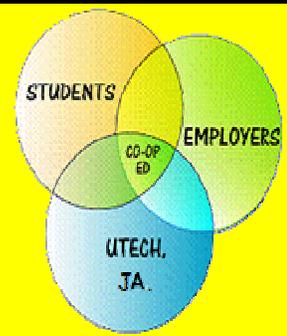


University of Technology, Jamaica

Co-operative Education at UTech, Ja



Volume 9 Issue 2 March 2020

“Partnering with Industry to produce work-ready graduates”

Unlocking Your True Potential

RAISE IT!

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Co-operative Education



Utech_coop



Co-op Ed Utech

Unlocking Your True Potential



Mrs. Denise Samuels
Director, Human Resources
Interenergy Group of Companies

On Tuesday September 26, 2019 the University's Co-op Ed Unit hosted its third annual Professional Development Seminar and Awards ceremony. Student awardees, students, specially invited employers, representatives from the University's senior management corp, school co-ordinators and other members of faculty were in attendance. The guest speaker was Mrs. Denise Samuels, Director of Human Resources Interenergy Group of Companies.

Mrs. Samuels, speaking primarily to students, took them on a journey of self development and awareness. The students were engaged in answering questions such as : Where am I going? What am I doing? What is the meaning of life?

According to Mrs. Samuels, unlocking your true potential is a process that involves identifying and embracing core principles or values.

She expounded on the UTech, Ja. core values that formed the acronym: R.A.I.S.E. I.T .

R- Respect
A- Accountability
I- Innovation
S- Service
E- Excellence
I- Integrity
T- Team spirit

Mrs. Samuels suggested that the bar was already high, however students could RAISE IT even higher.

How can students R.A.I.S.E I.T ?

RESPECT

Always respect those who we work with. It builds good rapport with our colleagues.

ACCOUNTABILITY

We should take responsibility for the mistakes we make, embrace them in a positive way so that we can learn from them.

INNOVATION

As future leaders we ought to be willing to leave our comfort zones and incorporate new ways of doing things.

EXCELLENCE

Spend time in self-development; we can do so by engaging in critical thinking, reading, active listening and learning.

INTEGRITY

We ought to exercise integrity everywhere we go. We should always be honest and trustworthy in our work environment.

TEAM SPIRIT

We should learn how to work with others. We win by cooperation and not competition.

Mrs. Samuels concluded with the following tips:

- ⇒ No swatting and passing; it is about applying knowledge and thinking beyond the theory.
- ⇒ Apply the theory learnt in school to the real world/ workplace.
- ⇒ Things are always difficult before becoming easy; work at it and stay focused.
- ⇒ Educate yourself on work readiness.
- ⇒ Bear in mind that your attitude determines your altitude.



Co-operative Education Professional Development Seminar & Awards Ceremony 2019

Victorial Highlights



Categories of Awards for 2018/2019 Academic Year: (1) Students who performed exceptionally well during their Co-op Ed placement. (2) Employers who demonstrated exemplary mentorship and supervision of students while on placement. (3) School Coordinators who have made significant contributions to the Co-op Ed Programme over the years.

Many Thanks To Our Main Sponsors





Co-op Ed Students of the Year Awardee's Share 2019/2020

~Benefits of Co-operate Education Experience

Every year the Co-op Ed Unit selects one student from each School participating in the Co-op Ed programme at the University to be recognized for his/her exemplary performance in the work place during his/her individual Co-op Ed experience.



Sherese Jackson

School: Caribbean School of Sport Sciences

Co-op Ed Placement: Television Jamaica

The Co-op Ed's experience was an enlightening one. It allowed me to communicate with diverse individuals at different levels. It also gave me the opportunity to continue working with the organization. Without the Co-op Ed programme, I believe that many would not have been able to acquire experiences such as these that foster work readiness.

My advice to any future Co-op Ed student is this: The opportunities given to them, whether large or small will later their lives in a great way. Therefore, it's always rewarding to do their best at every task given to them.

My initial expectations were that I would be challenged to grow immensely as a professional in the communication field and acquire much needed experience; this and more were achieved. Through the Co-op Ed experience I gained a wealth of knowledge, I learnt perseverance, time management and the need to always have a Plan B. Thank you to the Co-op Ed programme and the Corporate Communications Unit, UTech Ja.



Trishanny Burrell

School of Humanities and Social Sciences

Co-op Ed Placement : Corporate Communications Unit, UTech, Jamaica



Kimberly Gordon

School of Mathematics and Statistics

Co-op Ed Placement: Statistical Institute of Jamaica

The Co-op Ed experience allowed me the opportunity to build my professional network, explore an organization's culture, learn new concepts apply what I have learnt and develop my skills. My word of advice to future interns is :

- Pay keen attention to every concept taught in your area of study.
- Research the firms that you are interested in being an employee of.
- Be open minded and think positively.

Co-op Ed Students of the Year Awardee's Share

~Benefits of Co-operate Education Experience



Iyeki Allen

School of Natural and Applied Sciences

Co-op Ed Placement: Technical Services Department, JCF

My first advice to students would be to throw all misconceptions previously held as it relates to what Co-op Ed experience will be like. Secondly, while there, do not distance yourself from the others it is easier for meaningful conversations to take place and for learning to occur as well.

My knowledge in areas such as photography and fingerprint enhancement/ lifting has improved thanks to the mentorship of the Forensic Crime Scene Investigation.

I had hoped that the Co-op Ed internship experience would give me a sense of direction to a career path that I would want to choose, and it did. I've have since realized I'm interested in UX/UI design. In the near future, I plan to further my studies by doing a Master of Science (MSc.) in Computer Science.



Roszanda Francis

School of Computing & Information Technology

Co-op Ed Placement: E- Gov. Jamaica

My personal benefits from the Co-op Ed experience is that you should be knowledgeable about the daily operations of the organizations. I also learnt it is important to be up to date on all your financial information and to monitor the stocks that your business currently has. It is your responsibility to be aware of all the policies and procedures that are put in place.



Lloyd - Cheikh Eubank - Green

Joan Duncan School of Entrepreneurship, Ethics and Leadership (JDSEEL)

Co-op Ed Placement: JDSEEL, UTech, Jamaica

While working the expectations which I had personally, were to gain a greater knowledge and understanding of the running and the daily operations of a hotel. I also wanted to develop my leadership and teamwork abilities. Everything that I set out to accomplish was met. In fact I accomplished much more than I thought I would.



Jhenele Blackwood

School of Hospitality and Tourism Management

Co-op Ed Placement: Mount Olympus Water and Theme Park , USA



Ms. Donique Brown
2018 Graduate, UTech, Jamaica

ACCA Caribbean's Facebook page cites Donique Brown as being the Caribbean's top performer in the ACCA June 2019 sitting of the Audit and Assurance examination.

The UTech, Jamaica graduate landed employment at KPMG after completing the Co-op Ed programme in May 2018. By Summer of 2018, Donique, a first class honors graduate in Accounting and Risk Management, commenced full time employment as an Assistant Accountant in Group A.

With her eyes set firmly on the prize, she

entered her ACCA journey the same year, clearing Level II by December 2018. It came as no surprise that this fast rising high achiever was promoted to Assistant Accountant I in April 2019 and Accountant II six months later in October 2019.

As a participant in the UTech, Jamaica's Co-op Ed Programme, she was the recipient of the Co-op Ed Student of the Year Award for the academic year 2017-2018 in the School of Business Administration. She was featured in the February 2019 publication by the University's Co-op Ed newsletter.

HER TIPS TO STUDENTS:

"Firstly, it is very important that you figure out your learning style and study method and stick to it. Secondly, preparation is the key! Start preparing for an examination in advance to allow yourself adequate time to cover the material. Practise as many past papers as you can under exam conditions. Finally, remember that if you apply yourself, there is nothing you cannot achieve."

~Donique's recipe for success

**"Always put God first,
believe in yourself and
stay focused!"**

Story Adapted from KPMG's Newsletter

See also <https://www.facebook.com/ACCA.Caribbean/posts/danique-brown-caribbean-top-performer-audit-and-assurance-june-2019-studied-usin/2751932864825465/>

The Co-op Ed Ambassadors' Leadership Programme

On February 6, 2020, the Co-op Ed Unit hosted a training session for the current student Ambassadors. Mrs. Venice Irving CEO of Happy Teachers was invited to share. She presented on the topic "Keys to Succeeding in the 21st Century Workplace. Our guest shared some salient points that if utilized effectively, students will be efficiently equipped and ready for the 21st century workplace. The presentation was centered on the acquisition of the following skills:

1. Creativity
2. Persuasion
3. Collaboration
4. Adaptability
5. Emotional Intelligence



Mrs. Irving, far right, presenting to the Co-op Ed Ambassadors.

Mrs. Irving stressed the importance of **CREATIVITY**, which LinkedIn identified as being among the top skills required by employers. She informed Ambassadors of the need to tap into their environment and observe the things that once went unnoticed. Furthermore, as students leaders they ought to use their creative abilities to solve problems in the workplace. She also mentioned that Ambassadors needed to be **PERSUASIVE**. They needed to see themselves as a brand and advertise themselves as such. She also said that while being persuasive, they should be mindful of the body language that they portray.

Another salient skill was the ability to **COLLABORATE**. According to Mrs. Irving, this is one of the most challenging skills to harness because a lot of people have a difficulty working with others. This skill was nevertheless important as most tasks involved the input of multiple team-players.

Fourthly, students needed to be **ADAPTABLE**. Mrs. Irving reminded the students that the only thing constant in the workplace was change and it was very important that they readily respond to changes.

Lastly, she mentioned that students needed to demonstrate **EMOTIONAL INTELLIGENCE**. With this skill they would understand how to react in various situations and be mindful of how they let those situations impact their wellbeing.

Written by: Kittanya Anderson

Interested in being a Co-op Ed Ambassador ?

You may visit the Co-op Ed Unit, Office of Teaching and Learning . The Co-op Ed Unit is located on St. Kitts Close across from the Lillian's Restaurant. Contact can also be made via email at ced@utech.edu.jm



CAREER CORNER

Résumé Writing

Your résumé is a written representation of who you are. Therefore, it is crucial that you take the necessary steps to ensure that your résumé reflects what is required from the prospective employers. Below are a few guidelines that you can follow to ensure that your résumé is acceptable.

1. Grammar

Ensure that you check for typographical, syntax errors and double check your sentence construction.

2. Email

Avoid using emails that are not in alignment with your name. Avoid inappropriate email addresses like **firecatt101@gmail.com**.

3. Career summary

Include a short paragraph that highlights your abilities, accomplishments and personal attributes.

4. Length

Your résumé should not be over two pages .

5. Special Skills

Be sure to state the soft skills and the hard skills that match the job you are applying for.

6. Qualifications / Education

Highlight your qualifications and your current GPA if it is above average. Your education should be written in chronological order from the most recent.

7. File Name

Save your résumé with your name. for example, **John_Doe_Receptionist_Resumé** and not RESUME.DOC.

This is not an exhaustive list of tips. Engage in additional research to ensure that you keep your résumé updated at all times. Additionally, ask for a second opinion on your résumé from persons that are experienced in that area.

You may also visit the Career and Placement Unit or the Co-op Ed Unit for assistance.

Adopted from: REZRUNNER.COM

Embracing Leadership

Every individual has leadership capabilities, some more than others. For some individuals those skills need to be harnessed and developed. Before you can be an effective leader you first need to analyze the main characteristics of effective leaders. Three of the main characteristics of effective leaders are:

1. Adapting to Change
2. Balancing by incorporation
3. Accepting who you are

Adapting to change

You will need to open your mind to the many ways to solve problems and make decisions. The changes that you will make will require you to strategically position your mind to alter the actions you take.

Balance By Incorporation

Don't waste time trying to make radical changes to you personality, instead you need to incorporate other people and create a balance with theirs. Learn from their mistakes and successes and apply what you have to develop your leadership skills.

Accept You for You

This means that you accept yourself for who you are. Don't try to alter your personality, you may be an introvert or an extrovert. What you need to do is to discover suitable ways that you can use your personality to enhance who you are.

If you try to wear someone else's glasses it will alter your vision. You have to be true to who you are as a person before you can truly harness the leader in you.

Everyone is different and that is what makes each unique. Every experience that one goes through, teaches wisdom. Leaders must be prepared to go through some successes and some failures and learn from each. When lessons are truly learnt, mistakes are not repeated.



Written by Kittanya Anderson

Self Assessment

Do I ?	Poor	Fair	Neutral	Good	Excellent
	1	2	3	4	5
1. Seek clarification when unclear about a task.					
2. Work effectively with minimal supervision.					
3. Finish tasks on time.					
4. Give timely notice of absences.					
5. Accept responsibility for my actions.					
6. Demonstrate self confidence.					
7. Adhere to work policies.					
8. Demonstrate reliability and dependability.					
9. Adapt to changes at work.					
10. Work effectively under pressure.					
11. Maintain good punctuality records.					
12. Accept corrections well.					
13. Encourage team work.					
14. Know how to resolve conflicts.					
15. Cooperate with co-workers.					
Total:					

Key: Excellent: 80 and Above Improve on weak areas: 65-79
 Average: 50-64 Needs to do a lot of Work : 40 and below

Source: https://www.casas.org/docs/default-source/WSCS/casas_work_maturity_checklists.pdf?

Upcoming Event

University of Technology Jamaica
Co-operative Education
Fair 2020

Date: March 13 2020

Venue: Nursing Building

Open to all 3rd and 4th year
students interested in
Internship position
and

EMPLOYERS interested in
recruiting for Internship.

For More Information You may

Visit the Co-op Ed Unit

or contact us Via Email at

Ced@utech.edu.jm

Partnering with industry to produce work ready graduates

Coming Up In Our next Issue

Co-op Ed Fair Highlights

Co-op Ed In the Park

**Sports Max Student Experience
Update**

Much More ...

Let's meet our Student Editor

Kittanya Anderson is a third year student in the School of Technical and Vocational Education in the Faculty of Education and Liberal Studies. She is pursuing a Bachelor of Education in TVET in Business and Computer Studies.

Kittanya is currently completing her Work Experience within the Co-op Ed Unit. She is also a Co-op Ed Student Ambassador. She aspires to be an exceptional educator of business education. She hopes that she will be able to apply the methodologies learnt at the University of Technology, Ja. to assist students in high school in achieving excellence through knowledge. She believes that with the right mindset and dedication, anyone can achieve whatever they set out to achieve. Kittanya concluded that keeping God at the centre of our being is essential in obtaining balance in every area of life.

