

University of Technology, Jamaica

Co-operative Education at UTech

"Partnering with Industry to produce work-ready graduates"

COORDINATOR'S NOTES

The 2013-14 academic year has come to a close. We are happy to report that during the year over **600** students were engaged by some **200 plus** employers in all the major industries.

Feedback continues to be very positive. Our students have related extensive industry exposure, opportunities for professional networking, excellent mentors, and a significant number of job offers being made.

Our workplace supervisors have lauded the Programme, speaking of the increased maturity of students in their approach to the experience, their overall excellent work attitude, as well as, the positive impact of these students on workplace productivity.

As you peruse the pages of this Newsletter, we trust that you will enjoy the shared experiences of our stakeholders. We welcome your feedback and invite you to share your own experiences of the Programme.

La-Cresha Gordon-Brydson
University's Co-op Ed Coordinator

EMPLOYERS' 'TALK TIME'



with Nicholas Taylor, GM
Usain Bolt's Tracks & Records

Tracks & Records' decision to partner with UTech through the Co-operative Education (Co-op Ed) programme came as a result of a

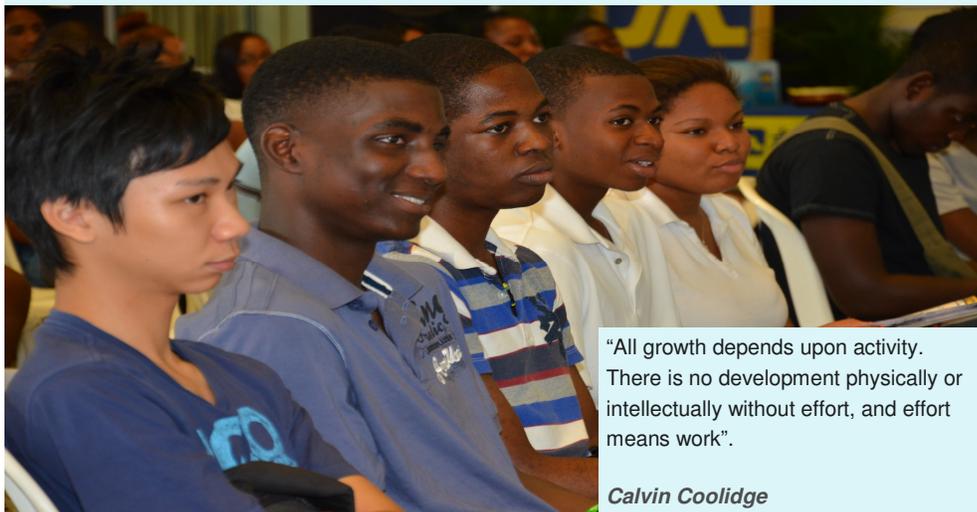
request made by Mrs. Rosemary Donaldson- Ivey, a lecturer/Internship Coordinator in the School of Hospitality & Tourism Management. Being a past student of the University, and one who had benefitted from work experience, I was also compelled to have the company participate in the Co-op Ed programme.

It is now three years since the partnership commenced and we have taken on mainly students specializing in Culinary Arts & Management who generally work in the kitchen. Students are also placed in hospitality, waiting, inventory and bartending.

What we expected from partnering with UTech was positive students willing to work, learn and learn quickly; these expectations were always met. I am extremely pleased to report that the company has derived more than getting "the hands" of student interns as we have employed four (4) or five (5) students on part-time/full-time

Continued on page 2

Usain Bolt's Tracks & Records is a popular Restaurant & Sports Bar located at 67 Constant Spring Road Kingston 10.



"All growth depends upon activity. There is no development physically or intellectually without effort, and effort means work".

Calvin Coolidge

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EMPLOYERS' 'TALK TIME' with Nicholas Taylor , UB's *Tracks & Records*

basis after the Co-op Ed placement has ended. The Co-op Ed partnership has therefore fostered recruitment opportunities. The skill level of the students was good; they seemed to have had a good foundation and so they fit in easily.

When facilitating interns, the role of the supervisor is very important. At Tracks & Records, supervisors are in charge of the initial meetings and also in the scheduling, monitoring and evaluation of interns.

I would say to other employers that Co-op Ed is a great programme and that they should support the University through partnership to help push and teach local Jamaican students to progress within the industry.

To the students I would say, approach the Co-op Ed experience with a positive attitude, seek to learn as much as possible, get the hands dirty, get involved. Try to understand what the line staff does so you will know how to manage when the opportunity comes. You have to start from somewhere.

While I'm not knowledgeable of all the other courses of study that offer a Co-op Ed component at UTech, I would say that future expansion of the Co-op Ed partnership would possibly be to include one additional student who specializes in Marketing.

STUDENTS' 'TALK TIME' with Theresa Thompson, UB's *Tracks & Records*



Theresa Thompson
Culinary Management
student
at Tracks and Records
May -July 2014

The Co-op Ed experience has assisted me in several areas of preparation for the job market. For instance it has given me the experience of working in a fast paced kitchen environment, sharpened skills that were weak and also prepared me mentally as it relates to things to expect when working in the food industry.

While working at Tracks & Records I learnt how to respond positively to several challenges faced. These included:

- working in a small kitchen with several other chefs.
- moving at a fast safe pace in a tight area.
- working the late shift one night, and getting up for an early morning shift the next day.

I was frequently complimented by managers and guests about excellent food taste and quality.

As a student of the School of Hospitality & Tourism Management, being able to take part in such a programme was quite beneficial to me. I was able to leave Tracks & Records with a positive mindset, goals accomplished and excited about entering the work world. At the end of the day, I feel good about myself and the successes I've gained from activities I was engaged in.

My formula for success is simple; always be willing to learn, be humble, and strive to be the best in whichever area I am placed and whatever task I am given. One person I can truly say that has influenced my professional aspirations at Tracks & Record is executive chef, Rochelle Grindley. It is her hard work and dedication, and her great achievements and experiences that have inspired me. It is my wish to be able to travel and experience the world of food.

The Co-op Ed experience is an excellent programme and I believe all students in professional areas should get the chance to gain this experience.

KPMG/UTech Partnership “THE SUCCESS STORIES”

Chris-Ann Thomas, Final Year student
School of Business Administration,
Accounting major.



*T*he experience at KPMG has been quite a fulfilling one. It has given me much-needed exposure to the accounting field. Some of my soft skills and technical competencies have also been improved as a result. I can certainly say that I am now better equipped to tackle the job market.

One of the major challenges I faced was the substantial on-the-job learning which was required. Each audit engagement has its own nuances and this requires one to constantly learn and adapt while working. Internship at KPMG required a great deal of focus and commitment. I had to rearrange my study patterns and 'squeeze in' more study time where possible. I tried to maintain constant studying right throughout the semester, as opposed to just before exams. I believe the accounting and auditing knowledge and experience that I was able to amass is my biggest success. Also, I received favourable feedback from my superiors about my quality of work on numerous occasions, and I was offered permanent employment, which represents another big success for me.

While I was prepared to accept the job offer at KPMG and launch into a career as an Auditor, I have received an offer to further my studies. Unfortunately, that means I will have to decline the job. I believe that the completion of the MSc degree coupled with my internship experience at KPMG will give me a good chance of gaining employment with them again in the future.

Kharis Howard, Final Year student
School of Business Administration,
Accounting major.



*A*s a young accounting professional, God's willing I'll be doing my CPA exams with the aim of becoming a Chartered Public Accountant. As a double major (Accounting and Marketing), If I had not been given the offer of permanent employment after completing my internship at KPMG, I could have been pursuing marketing. For now however, Auditing is what I believe I'm supposed to be doing.

KPMG has a very professional environment that encourages teamwork and of course hard work. It is an environment that encourages you to move forward by developing professionally. Working full-time and attending classes did not affect my studies/G.P.A. It pushed me to manage my time more efficiently. I knew time management would be very important. This was the first time working and studying and so focus, dedication and determination was vital.

I want to thank God for carrying me through my journey at UTech successfully. I also want to show my appreciation to all my lecturers/tutors, family (especially my mom) and friends for their support.

UTECH'S 2014 ORIENTATION OVERVIEW



Monique Bryan (L), from the School of Business Administration, receiving a gift basket courtesy of AAMM Co-operative Credit Union from a company representative (R).



Petrona Mcleod (L), from the Faculty of Science & Sport, receiving a gift basket courtesy of VMBS UTech Branch from a company representative (R).



Co-op Ed Unit's team member Shanique Francis (R) speaking with a new student.



Students visiting the Co-op Ed booth to gain information.

The Co-operative Education Unit for the last three years, has been participating in UTech's Orientation exercise for New & Transfer Students.

The aim of the Unit's participation in the event has been to create an awareness among our new students of the Unit, the services offered and its relationship with the Faculties/Colleges.

This year in particular, the Unit intensified its efforts at reaching a greater number of students and to have them connecting with Co-op Ed and the Unit from the outset. The intent was that these students, by the time they commence their specializations, would be better prepared for the Co-op Ed experience.

Kudos to the hardworking team members of the Co-op Ed Unit and to our sponsors **AAMM Co-operative Credit Union** and **Victoria Mutual Building Society** for donating gift baskets that were used to attract the attention of the students.

For the opportunity to win each of the baskets, students were handed brochures to read and subsequently asked to answer one question about the Co-op Ed programme. The winners were selected by means of a draw.

This year's Orientation Week was held August 17 –22, 2014.

PENNY SECTION

Seven (7) Things Successful People Never Say".

1. That's Impossible!
2. I can't!
3. I like my own idea.
4. I already know that.
5. I can do it by myself.
6. Your input is not needed.
7. You must be wrong about that.

Source: *Smallbusiness.yahoo.com*

Thank You!



AAMM Co-operative Union & Victoria Mutual Building Society for your kind donations.

Success consists of going from failure to failure without loss of enthusiasm.

Winston Churchill

Career Corner

- *Résumé Writing Mistakes & Tips*
- *Helpful links*

Helpful Tips for Résumé Writing

- 1. Proofread your résumé at least two times.**
- 2. Get help!** Allow someone else to review your résumé . A second or third opinion will help you identify mistakes.
- 3. In demonstrating your work experience, use verbs that show high levels of responsibility.** Use verbs such as managed, organized, developed, designed etc... resulting in greater efficiency.
- 4. Tailor your résumé to the job.**
- 5. No picture.** Unless the job requires specific physical traits do not attach a picture.
- 6. The inclusion of hobbies on your résumé is not necessary.** Unless your hobbies will help your candidacy do not include them.
- 7. Use a professional email address.** An example of this your fullname@gmail.com. Avoid email addresses such as hotboy@hotmail.com or sexycara@yahoo.com.

Common Résumé Writing Mistakes

1. Grammar and typo errors.
2. Highlighting duties instead of accomplishments.
3. Using one résumé for all jobs.
4. Lack of specific details.
5. Incorrect contact details.
6. Leaving out important details.

Career-advice.monster.com

Helpful links to websites that help with resume, cover letter writing & job search.

1. **www.careercenter.illinois**
2. **http://www.resume-help.org**
3. **caribbeanjobs.com**
4. **splashjamaica.com**
5. **Facebook.com/INeedAJobJamaica**

JAMALCO/Quasar Summer Experience Programme



2014 Group picture. Supervisor seated ; students standing at the back with University's Co-op Ed Coordinator.

On August 27, 2014, engineering students engaged by JAMALCO/Quasar for the Summer Experience (Co-op Ed engagement) programme made presentations on their three month stint at JAMALCO. The presentations spoke to the outcomes of project assignments, lessons learnt, as well as, recommendations to improve various job related activities.

The projects were very beneficial to the company; some of which were improving condensate heat efficiency, fibre baseline testing and developing AFFT predictor models.

Students generally agreed that the lessons learnt from this experience were invaluable and would undoubtedly augment their work-readiness. These include lessons on safety, teamwork, planning, communication, documentation, interpersonal and technical skills.

Supervisors expressed immense satisfaction with the work done by the students which is expected to improve efficiency on the plant. They lauded the continued success of the programme over the years.

MEET THE SCHOOL CO-OP ED COORDINATORS



Mr. Sydney Lowrie

*School of
Humanities &
Social Sciences
Co-ordinator for the
Bachelors in*

*Communication Arts & Technology
(BCAT) Co-op Ed Programme.*

We sat with Mr. Lowrie in an interview. The following represents questions posed and his response.

What do you perceive to be one of your most important roles as a School Co-op Ed coordinator?

An important part of my role as a Co-op Ed Co-ordinator is to help students prepare for the world of work. I have assisted students with preparing their portfolios and résumés, as well as prepared them for interviews through simulations. Students are also prepared in terms of adjusting their attitude.

What would you consider to be a fitting profile for a workplace supervisor?

A workplace supervisor should be a motivator; one who ensures that employees understand the vision and mission of the organization and value them. Another quality necessary for a work place supervisor is tolerance of the needs and challenges of others.

If you could change one thing to improve Co-op Ed what would it be?

This would be to provide at least 4 hours each week for Coordinators to meet with students. This is necessary as currently there isn't a scheduled time for consultation of Co-op Ed students with their coordinators.

How have your students benefitted from Co-op Ed?

As the students themselves have told me, Co-op Ed has been a real eye opener for them. The experiences they have had allowed them to see for themselves how demanding and deadline driven the industry is. I have had students describe their experience as somewhat of a culture shock. I have even had experiences where about after two weeks students came back in tears as they related their experiences. Above all, it has also provided the opportunity for self-discovery.

What are some of the opportunities that Co-op Ed has provided for the students in your school?

Students are provided opportunities for development, through this transformative period. This academic year, three of our students were given the opportunity for immediate permanent employment with the entities where they were engaged in Co-op Ed.

Acknowledgement



Special thanks to **Shanique Francis** for this issue of the Co-op Ed Newsletter.

Miss Francis is a final year student in the Faculty of Education & Liberal Studies where she pursued a Bachelor of Education in Business & Computer Studies with a major in Computer Technology. Ms. Francis currently serves as a temporary assistant in the Co-op Ed Unit.



STUDENT FEATURE



Deonne Smith is a final year *Bachelors in Communication Arts & Technology* student who was engaged in

Co-op Ed.

Deonne was offered a full-time job at her place of engagement. While she was unable to take up the offer, she credits the Programme and notes that “the experience gave me my first, hands-on experience with the work world there-by opening my eyes to other options I could explore within Media and Communication.”

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“If you want to achieve greatness stop asking for permission”.