The University of Technology, Jamaica

CO-OPERATIVE EDUCATION

NEWSLETTER

Volume 9 Issue 1 September 2019

"Partnering with Industry to produce work-ready graduates"

CO-OPERATIVE EDUCATION AT UTECH, JA.

Co-operative Education at UTech, Jamaica Volume 9 Issue1 Sept 2019

WORK READINESS

PROMOTING WORK READINESS

BY TASHALEE WYNTER

Work Readiness is defined as having the skills to find, acquire, and keep an appropriate job, as well as, being able to manage transitions to new jobs as needed.

Work- readiness skills equip students with the basic business world knowledge, cultural awareness and the level of confidence necessary to enter the world of work in the 21st century and to operate as part of a greater, well-integrated workforce.

Employability

The development of work-readiness skills, which are sometimes referred to as employability skills, will determine the marketability of a student as he/she completes his/her formal education. In fact, studies confirm that students who possess work-readiness skills are more likely to get a job than students who do not. This is because today's employers require these skills as they ensure that workers have the basic academic, technical, critical thinking and personal skills necessary to give and/or maintain their business' competitive edge.

Academic skills such as reading, writing and communication, while being essential for optimal job performance, are only a piece of the pie. The ability of students to think and make sound decisions is equally essential. Further, students who possess personal qualities such as punctuality, strong work ethic and a friendly and cooperative attitude, perform their jobs honestly and have respect for their co-workers and superiors are likely to retain long-term employment and enjoy upward mobility on the job in record time!

The acquisition of work readiness skills will require that students invest time into researching and understanding the skills needed by their industry of interest. Programmes such as Co-operative Education are useful tools in helping students to develop these skills before graduation through .

Benefits

In summary, students who possess work-readiness skills are better equipped to succeed because they have what it takes to perform their job duties. Employers who hire skilled workers realize an increase in productivity because employees perform their jobs correctly, complete work on time and achieve company goals and objectives.

Sources:
http://www.employmentreadiness.info/node/3
https://smallbusiness.chron.com/workplace-readiness-skills-11072.html
https://www.act.org/content/dam/act/unsecured/documents/ConditionWorkReadiness.pdf

12 SOFT SKILLS FOR WORK READINESS

helpful tips

CO-OP ED SUMMER PLACEMENT HIGHLIGHTS

Employability Skills can be defined as the transferable skills needed by an individual to make them '**employable**'.

Here are some key employability skills:

1. Good Communication Skills
2. Time Management
3. Having a Strong Work Ethic
4. Confidence
5. Flexibility and Adaptability
6. Learning to take Initiatives
7. Ability to Handle Stress
8. Problem-Solving Attitude
9. Assisting Fellow Workmates
10. Critical Thinking
11. Leadership
12. Positive Attitude

Source:

https://resumegenius.com/blog/resume-help/soft-skills

"Testimonials"

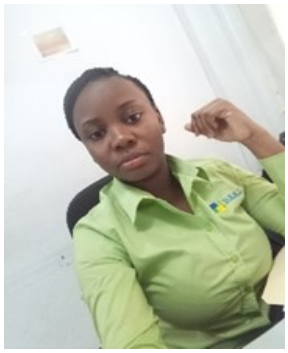
Westley Maragh

Year of study: *Final year*
School: *SCIT*
Faculty: *Faculty of Engineering & Computing*

Programme of study:
Bachelor of Science in Computing (Major: Computer Science)

"My experience with Co-operative Education began when I was placed at the School of Advanced Management in the College of Business and Management (COBAM), where I served as the Technical/IT support for the School. My tasks included preparing and updating the syllabuses for the Masters of Business Administration programme, assisting in scheduling board meetings for COBAM, preparing items and scheduling orientation for the Master's students and developing an Android application in order to store lecturers' research data for the School of Advanced Management.

My skills utilized included that of programming in Java with the aid of Android studio and using real-time firebase database API. My soft skills were also enhanced. I gained a lot of exposure in terms of understanding how things are done in a working environment. As a matter of fact, my experience through Co-operative Education has assisted me to land my first job at the Jamaica National Bank as a Project Support Officer in the Credit Risk Management Unit, thus proving that valuable work experience has its benefits and can take you straight into the working world."



Nicolette Christie

Year of study: *Final year*
School: *SBLM*

Faculty: *Faculty of The Built Environment*

Programme of study:
Bachelor of Science in Real Estate Management & Evaluation

"University life is just filled with great opportunities. My Co-operative Education experience began when I was placed at Property Dynamics Limited, a Chartered Valuation and Surveyors' Company, where I serve in the capacity of a Customer Service Representative and appraiser in training.

Normally, I conduct site visits from time to time and organize valuation reports for clients. In other instances, I give advice to clients and assist them in understanding the content of each report. The benefits garnered from such experience has enhanced my communication skills and the ability to assimilate theory with practice. "

"Testimonials"

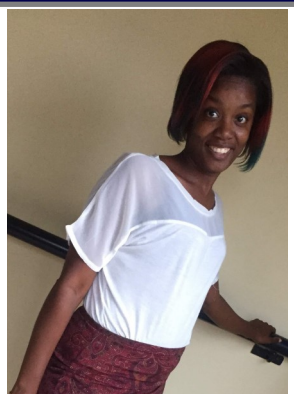
Joshua Thompson

Year of study: *3rd year*
School: *SCIT*
Faculty: *Faculty of Computing & Engineering*

Course of study:
Bachelor of Science in Computing (Major in Enterprise Computing & Information Technology)

"My years at UTech, Ja. thus far have been fulfilling, due to the many opportunities that I have received. I have represented my country in Switzerland and won at a global hackathon. I have also developed a lot of applications for various companies such as The Sunbeam Children's Home and The Jamaican Post and Telecommunications Unit.

The Co-operative Education experience provided me with the opportunity to gain hands -on training in my field at a company with great stature. I was placed at Digicel Jamaica as a Data Analyst. I was tasked with using various scripting languages such as Python to identify and reduce fraudulent activities within the information received from consumption of the companies services or products. I learned how to automate processes with scripts, as well as, the various methods we can use to analyze data. The experience has helped me with the projects that I am undertaking to become good at data analytics."



Suzette Granville

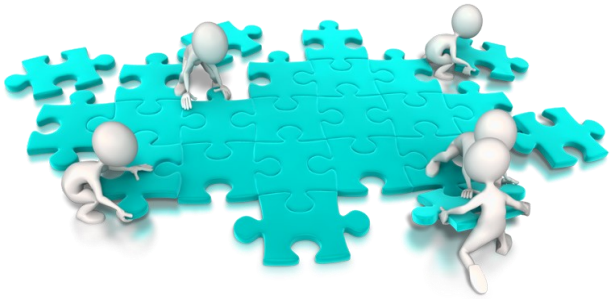
Year of study: *2nd year*

School: *SOTAVE*
Faculty: *Faculty of Education & Liberal Studies*

Course of study:
Business & Computer Studies

Specialization : *Administration Management & Technology*

"Life at UTech, Ja. has been an interesting experience; one in which I acquired vast amounts of knowledge. The Co-operative Education Programme has indeed broadened my knowledge on how to manage self and work with people. My communication and time management skills have been sharpened from the experience gained. I was placed at Consultancy Limited as a Receptionist. Some of my daily duties included performing clerical duties (making calls, typing, scheduling etc.), attending to customers, filing, mail despatch and checking financial statements. The exposure gained has given me hands on experience of the working world. It also aided in my self development process.



THE CO-OP ED STUDENT AMBASSADOR PROGRAMME

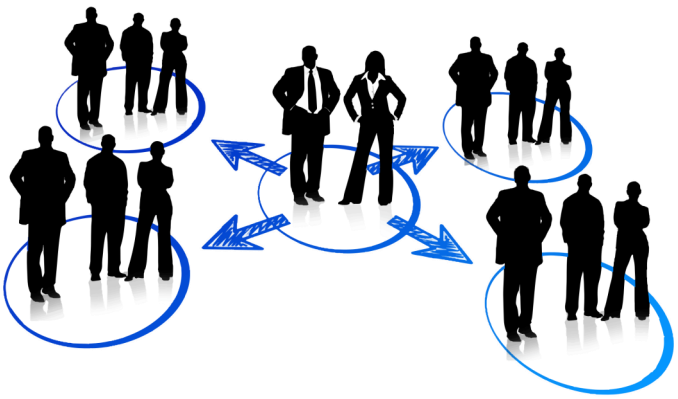
UTech, Ja. Cooperative Education Unit is looking for students who are highly motivated and willing to represent the Co-op Ed programme on campus.

Your Role as a Student Ambassador

- Help to spread student awareness about the Co-op Ed Programme.
- Assist with the planning and execution of Co-op Education events.
- Advise students of tips on how to improve work-readiness .

Benefits of being a Student Ambassador

- Develops and enhances work readiness/ employability skills;
- Improves marketability;
- Enhances communication and interpersonal skills;
- Provides opportunities for professional networking;
- Provides great leadership opportunity.



DO YOU HAVE WHAT IT TAKES TO BECOME A CO-OP ED STUDENT AMBASADOR?

REQUIREMENTS

⇒ Must be a full-time student at the University of Technology, Jamaica.

⇒ Must have a minimum GPA of 2.5

⇒ Must have good communication skills.

⇒ Must be in second, third or fourth year.

⇒ Must have the ability to exercise positive influence on peers.

⇒ Must be creative and innovative, and also be able to use initiative.

Students who are interested in being a part of this dynamic programme should send an email to **sjunor@utech.edu.jm** indicating your interest in being a Co-op Ed Student Ambassador.

Programme Commences **September 19, 2019**

CO-OP ED IN THE PARK Highlights

Co-op Ed in the Park is an event hosted entirely by our Students Ambassadors as an outdoor sensitization session for students across disciplines. The event promoted work-readiness skills and consisted of games, live professional Make–up/grooming demonstrations and competitions which were related to the work readiness and employability. Co-op Ed in the Park was held on April 5, 2019.

MEET THE STUDENT EDITOR

TASHALEE I. WYNTER

She is a second year student in the Faculty of Education & Liberal Studies. She is pursing a Bachelor of Education in TVET, majoring in Business and Computer Studies. Tashalee is a hardworking, dedicated , dependable, honest and a goal-oriented individual who strives to excel. She completed her Work Experience in the Co-op Ed Unit during the summer. While at the Co-op Ed Unit she was able to enhance her soft skills, such as her time management and communication skills. Her daily duties included: communicating with internal and external stakeholders, editing documents, writing letters, creating flyers, planning events, writing proposals, managing the social media pages and creating this issue of the Co-op Ed Newsletter. .

Personal Mantra: "Challenges are what make life interesting and overcoming them is what make life meaningful." -Joshua J. Marine

The Bulletin Board

CO-OP ED UPCOMING EVENTS

- The third annual University-wide Co-operative Education Professional Development Seminar & Awards Ceremony will be held on Thursday (September 26, 2019) ; 3-5 pm in LT48 (Shared Facilities)
- Placements remain ongoing throughout the Academic Year. Both employers and students are encouraged to contact the Unit to fulfill placement needs.

QUICK FACTS ABOUT CO-OPERATIVE EDUCATION

- **Co-op Ed modules are generally for academic credit.**
- **Students are supervised and evaluated by both faculty and an on-site supervisor.**
- **Co-op Ed students are placed in professional work environments and tasks performed are mainly related to their respective course of study and career goals.**

Week of Welcome 2019

PICTORIAL Highlights

FUN FACTS

DID YOU KNOW?

⇒ Employees who have more control over the layout and design of their workspace are healthier and happier in the office.

⇒ The word "work" is from the Proto-Indo-European word **werg*, meaning "to do."

⇒ Over a lifetime, the average person spends about 90,000 hours at work.

Have a LAUGH!

"Before I show you where you'll be working, let me just say that some companies use money as an incentive... I use Vito here."

"Everything on your resume was lie. I like that. Welcome to sales!"

"You should check your e-mails more often. I fired you over three weeks ago."

CHALLENGE YOURSELF

R	R	L	S	M	S	I	R	E	T	H	G	I	F	E	R	I	F	R
P	E	I	F	E	R	E	N	G	I	S	E	D	B	E	W	L	E	E
Z	T	B	O	L	N	A	I	C	I	R	T	C	E	L	E	M	S	U
W	N	R	T	C	N	K	C	I	F	U	Z	Q	U	V	M	E	C	S
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Q	P	R	I	M	N	S	J	A	R	P	E	P	R	U	A	R	J	R
W	R	I	W	C	L	L	I	H	R	D	H	G	T	C	J	F	P	E
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L	P	Z	N	E	I	L	C	I	Y	P	G	C	U	P	X	H	D	E
W	X	N	G	S	F	I	S	B	N	M	Z	N	U	H	D	S	Z	C
U	M	T	T	S	S	O	T	T	N	A	T	N	U	O	C	C	A	I
S	K	C	O	U	R	T	R	E	P	O	R	T	E	R	K	M	A	L
B	Q	G	M	A	S	Y	M	P	Y	P	O	I	J	I	Y	H	X	O
D	I	S	C	J	O	C	K	E	Y	W	U	E	A	E	W	O	A	P
Z	R	R	E	T	R	O	P	E	R	Q	F	S	O	N	T	M	N	O

ACCOUNTANT	ENGINEER	PHARMACIST	PROGRAMMER
CARPENTER	FIREFIGHTER	PHYSICIAN	REPORTER
COURT REPORTER	LIBRARIAN	POLICE OFFICER	SURVEYOR
DISC JOCKEY	MECHANIC	POLITICIAN	VETERINARIAN
ELECTRICIAN	MUSICIAN	PROFESSOR	WEB DESIGNER

CO-OPERATIVE EDUCATION

Special thanks to our sponsors of the 2019 Week of Welcome activities.

Follow us on:

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Instagram: Coop_edutech
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Blog: https://coopedutech.wordpress.com/

The Co-operative Education Unit recognises the contribution of two highly esteemed members of the University who both transitioned on Tuesday May 28, 2019.

The Most Honourable Edward Seaga, O.N., P.C. Chancellor, University of Technology, Jamaica

Mr. Seaga served as a distinguished Chancellor of the University of Technology, Jamaica from 2010 to the time of his passing.

Mr. Martin Henry , University Administrator

Mr. Henry served as an Administrator at the University of Technology, Jamaica in the following capacities: Project Manager, University Press; Editor-in-Chief, Journal of Arts, Science and Technology (JAST) and; Manager, Projects and Operations, School of Graduate Studies, Research and Entrepreneurship (SGSRE).
Mr. Henry was also an accomplished newspaper columnist and political commentator.

"Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing or learning to do."- Pele