



University of Technology, Jamaica

# Co-operative Education at UTech, Ja

*"Partnering with Industry to produce work-ready graduates"*

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*SCIT Students at the SCIT Co-op Ed (Internship) Fair held November 2017*



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*Follow your passion; it will lead you to your purpose.*

*Oprah Winfrey*



## *Home Grown Success: Bridgette Morrison Tells Her Story*

Written by Shanoy Moorhouse

**B**ridgette Morrison graduated from UTech, Ja in November 2015 after completing the Bachelor of Business Administration programme with a major in Accounting and minor in Marketing. Prior to graduating, Bridgette participated in the Co-operative Education (Co-op Ed) programme between January 5 and June 30, 2015. At the end of the Co-op Ed Placement she was offered full-time employment by KPMG, and this commenced in August of the same year. Bridgette's first position with the Company was as an Assistant II; since then she has been promoted twice and now she is currently an Accountant II.

Bridgette recounted that as a fulltime student at the University, while engaged in Co-op Ed, she also had other obligations to fulfill such as, that of dorm Resident Assistant for 42 females (including herself). She also had to oversee over 10 different committees on dorm, was a member of the UTech,

Ja Choir and a member of the Accounting Students Association. With all these responsibilities she had to practice time management. She had to select her classes during the evenings from 6:00 p.m. to 9:00 p.m. because she had a regular work schedule of 8:30 a.m. to 4:30 p.m. daily. After school she had to do her dorm duties and be on time for meetings when called. It was very challenging for her but equally rewarding because at the end of the day she had not only successfully completed her Co-op Ed experience but also completed her course of study with honors. Bridgette reported that she had to make critical decisions regarding whether or not she wanted to have fun now and to miss out on something that could have been a life changing opportunity for her. She has no regrets because she walked right out of University and walked straight into a job opportunity

**“The Co-op Ed experience limited my free time but I knew within myself that if I sacrificed this now, then it was for the greater good and that’s what I did.”**

that was totally in line with her career goals. Had it not been for the Co-op Ed Programme, Bridgette is not sure if she would have gotten her chance to be at KPMG. It was through the programme she became aware of KPMG. The programme provided her with support and tips on how to present herself while on Co-op Ed.

Bridgette recommends that students who are participating in the Co-op Ed programme need to go with an open mind, be willing to use their initiative and be willing to work hard. She stated “they need to have a new mind set, have a attitude change to say that they have come to get something, this is what they want and they are not leaving without it. Show your supervisor that you are capable, be proactive, ask around if there is any work that needs to be done, be willing to accept challenges and deal with it well”. As a means of giving back to the programme, Bridgette suggested that she could be a mentor for students and tell them real life stories about who have succeeded and come out on top.

# SCIT INTERNSHIP FAIR 2017

The School of Computing Information Technology (SCIT) hosted its second annual Internship Fair on Thursday, November 2, 2017 at The Alfred Sangster Auditorium, UTech Ja, Papine Campus.

## OBJECTIVE

The main objective of SCIT Internship Fair was to allow 3rd & 4th year undergraduate students in (SCIT) to interact with computing professionals within their specialized area for a chance to be granted Co-op Ed internship opportunity.



**Rumone Anderson , SCIT Student**

*“The SCIT Internship Fair was very informative for me. I got first -hand views on different job fields. The face-to-face interaction gave me good ideas of what I wanted to do.”*



**Alecia Bailey, SCIT Student**

*“The SCIT Internship Fair offered a unique opportunity to make personal connections with employers, that is impossible when submitting a resumé online. We had the opportunity of getting noticed and telling our unique story, career accomplishments, and what sets us apart from and above all others potential candidates.”*



**Employer , Particular Presence**

*“I would definitely recommend that the SCIT fair be held every year. It provides opportunities for student to network with employers, make positive first impressions, and learn about companies and what it’s like to work for them.”*

## THE FOLLOWING COMPANIES PARTICIPATED IN THE SCIT FAIR:

- ◆ Vertis Technology
- ◆ Ingenuity Technology
- ◆ Particular Presence
- ◆ Xtrinet Wireless
- ◆ Quality Work Consulting
- ◆ RealDecoy
- ◆ EGov
- ◆ MC3 Jamaica



**Mr. Ryan Meeks  
SCIT Co-op Ed Coordinator**

*“The main objective of the SCIT Fair was certainly met. Students got a chance to interview with several companies on the day. The companies were impressed with the level of competence and maturity of the students with whom they spoke. We will continue to build the annual SCIT Internship Fair to make it much better for our students and other attendees.”*

## MAIN SPONSORS OF THE EVENT WERE:

- ◆ Lasco Distributors Limited
- ◆ ATL Automotive Group
- ◆ Tatoni’s Accessories



# CO-OPERATIVE EDUCATION AWARENESS DAY

**THEME: Explore, Experiment, Experience, Excel**

The University's Co-operative Awareness Day was held on Thursday, November 23, 2017. The designated Day was intended to bring general awareness about the Co-op Ed programme and to enhance students' work-readiness. Planned activities for the day were :

**1** The erection of an information booth located by the School of Business Administration (SOBA) and the Faculty of Education and Liberal Studies (FELS) which was deemed to be a central location at the University. The information booth was aimed at sensitizing the general student population about the programme. Students who visited the booth had a chance to learn how to write a proper résumé, how to prepare for Co-op Ed and to find out about available Co-op Ed opportunities. They also had the opportunity to take selfie pictures, play games, ask other pertinent questions and win prizes.

**2** The hosting of a University wide Awareness/ Professional Development Session for students who were expected to participate in the Programme during 2017/2018 academic year. The session addressed various aspects of preparation for professional engagement. Guest Speakers for the session were:

## Booth Display



A) Ms. Grace-Ann Miller, Senior Manager at KPMG. The title of her presentation was "Explore, Experiment, Experience, Excel" Keys to Career Success, and:  
B) Ms. G. Ann Neita Lindo, General Manager at La Maison Property Services Ltd. Her presentation focused on how to build a successful professional image through dress.

This year for the first time the University incorporated an awards ceremony to recognize excellence in Co-op Ed. Awards were in two segments. The first was for employers who consistently displayed commitment and dedication to Co-op Ed Programme and the second, for students who best displayed high levels of professionalism, exceeding employers' expectations in attitude and work while on the programme.



*Ms. Grace-Ann Miller,  
Guest Speaker*

## Attendees at the Co-op Ed Awareness Session



*Ms. G. Ann Neita Lindo,  
Guest Speaker*

## SPONSORS FOR THE SESSION

- ◆ Educom Co-op Credit Union (Main Sponsor)
- ◆ Juici Patty
- ◆ Shelly's Café
- ◆ Lilian's Restaurant , UTech, Ja.
- ◆ Island Grill
- ◆ Wataland Park

# Co-op Ed Student Award for Excellence

Each Academic Unit (School) participating in the Co-op Ed Programme was asked to select one student for the 2016/17 AY who best exemplified the attributes of a UTech, Ja Co-op Ed student. Below are 4 of 9 students who were selected for this year's award. The second set will be published in the next issue of our Newsletter.



**Crystal Taylor**  
**B.A. in Communication**  
**Arts and Technology**

## *Awardee* *School of Humanities and Social Sciences*

Crystal Taylor completed the Bachelor of Arts Degree in Communication Arts and Technology with First Class Honours in November 2017. She completed her Co-op Ed experience at the Centre for the Arts at UTech, Ja where she utilized her video production and script writing skills to produce a video montage for *Summer Fest*, a programme hosted by the Centre. She also created an advertisement for the 2016/17 batch of new students at UTech, Ja. and monitored the Centre's Social Media content which allowed her to utilize her graphic designing skills.

While at UTech, Ja, Crystal was involved in numerous school and extra-curricular activities such as, Writer of "Diversifying Tolerance" published in the UTech Cares Anthology, member of the UTech, Ja. Steel Band and a volunteer photographer at the Centre for the Arts.

Overall her expectations of the Programme were fulfilled as she gained valuable experience in working in a corporate environment, learned proper time management, team responsibilities and respecting team members and their contributions.



**Kevon Graham**  
**BSc. in Computing**

## *Awardee* *School of Computing and Information Technology*

Kevon Graham is a final year student at the University pursuing a Bachelor of Science Degree in Computing with a major in Computer Science. He wishes to pursue a career in Software Engineering and Computer Security in an effort to add to the wealth of expertise that exist in this area. For his Co-op Ed placement experience, Kevon worked at the Digicel Group in the International Business Department. He was assigned to the Roaming team. The experience was one to treasure as he worked very closely with the International Business Manager. Through this experience he was exposed to the work that is required to develop a high-level enterprise system through all its phases. The experience far exceeded in his expectations of the job description given.



**Kenniel Shakespeare**  
**BSc. in Applied**  
**Science**

## *Awardee* *School of Natural and Applied Sciences*

Kenniel Shakespeare is a final year part-time student at the University pursuing a Bachelor of Science in Applied Science, majoring in Forensic Chemistry. He was assigned to the May Pen Scene of Crime Unit for his Co-op Ed experience. Kenniel was fortunate to accompany and to assist the Forensic Crime Scene investigator (FCSI) in a way that would not affect the value of the evidence collected. This exposure has definitely sharpened his knowledge on some of the key operations that are required on a crime scene that will contribute to long lasting and efficient performance in this field.

His expectation was to visit, observe and to assist in the processing of crime scenes and it was indeed achieved. He is a member of Forensic Science Society and would wilfully participate in other activities if his current employment schedule permitted this.

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# CO-OP ED PARTNERSHIP AWARDS

The Co-op Ed Partnership Award are aimed at identifying entities that have been working with the University through its Academic Units (Schools) to promote the work-readiness of our graduates. This year nine employers were recognised, each selected by a School with which they have partnered over the years. Below are five of the awardees. The other awardees will appear in our next Issue.



**Mrs. Zoe Summers** (left)  
Elan for Women

Presented by Dr. Keshawna Salmon-Ferguson, on behalf of the School of Technical & Vocational Education (SOTAVE)



**Mr. Kenute Hare** (left)  
Ministry of Mining & Transport –  
Road Safety Division

Presented by Prof. Colin Gyles  
Deputy President on behalf of  
School of Mathematics & Statistics  
(SOMAS)



**Mrs. Nyssa Johnson** (left) - KPMG

Presented by Ms. Flo Angus, on  
behalf of School of Business  
Administration (SOBA)



**Superintendent Barrington Reid**  
(left) - Jamaica Constabulary  
Force (JCF)

Presented by Mr. Herter Wilmot  
– Simpson, on behalf of  
School of Natural and Applied  
Sciences (SONAS)



**Mrs. Claire Duncan-Reid** (left)  
- EGov, Jamaica

Presented by Mr. Ryan Meeks,  
on behalf of School of  
Computing and Information  
Technology (SCIT)

# CAREER CORNER

## A few reasons why Co-op Ed is an excellent investment in your future:

- \* **Networking:** Co-op Ed often gives you the opportunity to attend meetings and events. By interacting with professionals you gain new connections and learn how to communicate in a professional environment.
- \* **Resume Builder :** Co-op Ed is key to building experience as a student. Employers are much more likely to hire someone with Co-op Ed experience rather than someone with a generic resume, lacking experience .
- \* **Time Management:** As a Co-op Ed student, you'll become a master of time management. When you're working in a fast paced professional environment you need to know every minute counts. Time management is vital in every circumstance whether you're attending meetings, finishing tasks on deadlines, making phone calls, etc.
- \* **Career Foundation:** Co-op Ed provides you with the building blocks you need for your future. Many Co-op Ed opportunities help set

## Skills employers want in a Co-op Ed student:

- \* **Adaptability:** While you may have an interest in a particular aspect of an industry, a willingness to become familiar with the different parts of an organization is definitely viewed as an asset (and also increases your exposure within the company)
- \* **Critical Thinking:** Critical thinking refers to your ability to analyse and evaluate a situation or issue and form a judgment
- \* Use your own **initiative:** be able to take it upon yourself to contribute or positively affect change. Do not wait to receive direction for every task, and be willing to assist others with their work.
- \* **Collaboration:** Your ability to communicate and relate well to others is certainly important for collaboration, as is the capacity to work with others toward a common goal.

### Sources

<https://www.snagajob.com/resources/reasons-why-an-internship-rocks/>

<https://www.wayup.com/guide/top-10-skills->

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### *Awardee*

### *School of Technical & Vocational Education*



**Shaunakay Anglin**  
*B.Ed in Technical & Vocational Education*

Shaunakay Anglin is a 2017 graduate of the University who wants to become a Business Educator. She completed her Co-op Ed experience at the Marketing Department, UTech Ja. She was exposed to ways in which to monitor and promote the development of the UTech, Ja. Brand through marketing networking opportunities, branding and advertising. This experience has helped her positively as she became more aware of how to deal with customers in any given situation. Her expectations were ensuring that the tasks she was given to do was accurately completed and in a timely manner. These were successfully met. She was involved in several activities across campus, namely she was the Public Relations Officer of the UTech Student Union, Spiritual Development Committee, Member of the Planning Committee for the Denbigh Agricultural Show at which the University participated. She expressed gratitude to the Co-op Ed Unit as it serves as a quality assurance agent by enabling students to become more engaged in employment which will allow them to be more equipped with the necessary skills and competencies for the work force today.

## Meet Our Student Editor



**Shanoy Moorhouse**

I am currently in my 3rd year at UTech Ja, pursuing a Bachelor of Business Administration degree with a major in Accounting and minor in Banking and Finance. I was placed in the Co-op Ed Unit in September 2017 through the Earn and Study programme. Working in the Co-op Ed Unit has given me tremendous opportunity to gain real work experience as I have performed numerous activities such as, assisting in the planning of a University-wide event, making telephone calls to internal and external stakeholders, placing orders, writing letters, preparing an event programme and compiling this Issue of the Co-op Ed Newsletter. All these activities have contributed to or enhanced my soft skills, writing and communication skills.

My expectation of this Placement was to develop my personality and gain an understanding of the transferable skills and knowledge required for success in a professional work environment, and integrate these skills into my academic learning. My expectation has been met but there is room for improvement. I intend to continue working hard to build on my employability skills so that at the end I will be quite marketable.

### Meet Our Student Ambassadors 2017-2018



(Left to right) Annalicea Blake, Krystal Lawrence, Samantha Swaby, Kristophe Richards, Terry-Ann Edwards and Shanoy Moorhouse.



- Career and Placement Job Fair - March 16, 2018. To register, employers and students should visit [jobfair@utechsapna.com](mailto:jobfair@utechsapna.com)
- Co-op Ed Summer Placement Period will officially begin on May 11 through to August 17, 2018

**NOTE:** Students are available from both Papine and Western Campuses for Summer placement.

Additionally, placement remains on-going throughout the academic year .