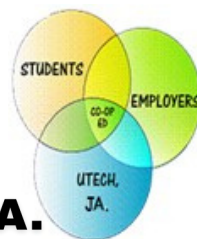




University of Technology, Jamaica



CO-OPERATIVE EDUCATION AT UTECH, JA.

NEWSLETTER

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GEN Z AND THE EVOLVING WORKSPACE: REDEFINING BOUNDARIES



VOX POP FEATURE

We asked a few Gen Z students here at the University what they thought about the concept of "redefining the boundaries of the work space". In this Issue we will share their thoughts.

THE JOURNEY



In this Issue, we delve into the heart of our Co-operative Education (Co-op Ed) programme by sharing the invaluable experiences gained by our students. These firsthand accounts highlight the transformative impact of real-world experiences.

CO-OPERATIVE EDUCATION INSIGHTS

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NAIWA EDWARDS



CIVIL ENGINEERING STUDENT (R) WITH TEAM MEMBER AT BUREAU OF STANDARDS JAMAICA

VOX POP FEATURE : WHAT DOES REDEFINING BOUNDARIES IN THE WORKSPACE MEAN TO YOU?



**Horacia Benjamin 1st year
Communication Arts and Technology**

Student: I think redefining boundaries means re-evaluating some of the common workplace practices we have today. It means unlearning some outdated rules, opening up to a new perspective and opening up to new ideas about how the workplace should function and how the employer-employee relationship should play out.



Angel Bennet, 2nd year Business student: Redefining boundaries in the workspace refers to the process of challenging and transforming traditional notions and limitations of work practices, environments and structures. It involves reimagining and expanding the boundaries that define how, where and when work is performed, as well as the expectations and rules that govern it.



Janice Thompson 3rd year Business

student : I think redefining boundaries at work means altering or changing the responsibilities and tasks amongst co-workers or within a position to boost output, collaboration or work-life balance.

Marriesol Blake 4th Year Communication Arts and Technology Student: The

parameters in which employers operate in order to cultivate a healthy working environment.

NAVIGATING THE REALM OF SPORTS MANAGEMENT

Najwa Edwards' Journey

➤➤➤ INTRODUCTION

Meet Najwa Edwards, a finalizing student on the cusp of venturing into the world of sports management. Pursuing a Bachelor of Science in Sports Sciences with a major in Sports Management, Najwa delved into the realm of sports administration as a General Sports Administrator intern. In this article, we share Najwa's unique journey, from her initial tasks to the insights gained and the challenges conquered during her internship.



NAJWA EDWARDS, SPORTS MANAGEMENT STUDENT

➤➤➤ UNVEILING THE INTERNSHIP ROLE

Najwa's internship journey began as she stepped into the role of a General Sports Administrator. Coming in towards the tail end of the planning phase, Najwa's initial responsibilities revolved around distributing sports gears for upcoming events. It might have started slow, but this task was the foundation upon which she would build her experience.

➤➤➤ DIVING INTO FILE MANAGEMENT

Beyond gear distribution, Najwa's role extended into the world of file management. Armed with a specific database for each sport, she took charge of inputting athlete names, team managers' details, and demographic information. It was here that she honed her attention to detail, ensuring accurate information for each participant.

➤➤➤ CHALLENGES AND GROWTH

Najwa's journey wasn't without its challenges. The scarcity of gears for athletes was a hurdle she encountered, resulting in some participants missing out on the action. Despite this, her ability to adapt and navigate the situation showcased her resilience and problem-solving skills. Amid challenges came growth. The benefits of the internship were far-reaching. Networking emerged as a valuable asset, granting her insights into the intricate planning behind sporting events. While she initially joined after the planning phase, she had a firsthand look at the execution, budget management, and event logistics.

Najwa's array of skills found ample space to flourish during her internship. Organizational prowess, a cornerstone of her role, wasn't confined to gear distribution. It extended to arranging the conference room for athletes, ensuring their preferences were catered to seamlessly. Her expertise in Microsoft Excel wasn't just a theoretical asset; it was put to practical use for research tasks.

NAVIGATING THE REALM OF SPORTS MANAGEMENT

Najwa Edwards' Journey cont'd

Her knack for teamwork and leadership became evident when she assisted a high school intern, sharing her packing and sorting knowledge while receiving assistance in return. Surprisingly, the internship also unveiled software tools like Agorapulse. In this unexpected discovery, Najwa found herself better equipped to plan and schedule events, adding a tech-savvy dimension to her skill set.

Najwa's internship wasn't just about tasks; it was a journey within a familial atmosphere. The camaraderie, the shared laughter, and the spirit of assisting one another formed a backdrop of positivity. Even in a professional setting, there was room for casual days, allowing everyone to unwind while still delivering their best.

Najwa's internship experience illuminated the path forward. From gear distribution to file management, from challenges to growth, and from skills amplification to a harmonious environment, every facet of her journey painted a holistic picture of what it means to be an intern in the realm of sports management. As Najwa prepares to embrace her future, the insights, skills, and memories garnered during this internship serve as a valuable stepping stone into the promising world of sports administration.



Edwards at work



Jamaica Olympics Association
Co-operative Education site



**HOSPITALITY & TOURISM
MANAGEMENT STUDENTS AT THE
AC MARRIOT HOTEL**

**CO-OP ED
STUDENTS
AT WORK DURING
THE SUMMER
SESSION**



**HOSPITALITY & TOURISM
MANAGEMENT STUDENTS WITH
MRS CHARMAINE FRANKLIN ,
GENERAL MANAGER (CENTRE) AT
VIP ATTRACTIONS CLUB
KINGSTON**



**COMPUTING & INFORMATION
TECHNOLOGY STUDENT WITH
MR. HARRINGTON NOTICE,
SYSTEMS MANAGER -
INFORMATION SYSTEMS AT
ELECTORAL COMMISSION OF
JAMAICA.**

REFLECTIONS ON FIRST CO-OP ED EXPERIENCE WITH THE CO-OP ED UNIT



BY GALEN CLAYTON, COMMUNICATION ARTS & TECHNOLOGY STUDENT & STUDENT EDITOR

Co-op Ed is a transformative experience that offers students a unique blend of academic learning and practical work exposure. I had the privilege in engaging in a "Co-op Ed experience" with the Co-op Ed Unit in May to August of this year. Among the many takeaways, this experience allowed me to engage with sponsors, collaborate on diverse projects, and develop valuable skills that have enriched my professional growth.

LEARNING THE ART OF INTERACTION

One of the fundamental skills I honed during my Co-op Ed experience was effective communication. Interacting with sponsors via email, setting up meetings, and assisting with the coordination of events such as the upcoming Awards Ceremony required me to navigate professional correspondence with finesse. These interactions not only enhanced my written communication skills but also taught me the importance of clear and concise dialogue in a corporate setting.

NAVIGATING THE EVENT PLANNING LANDSCAPE

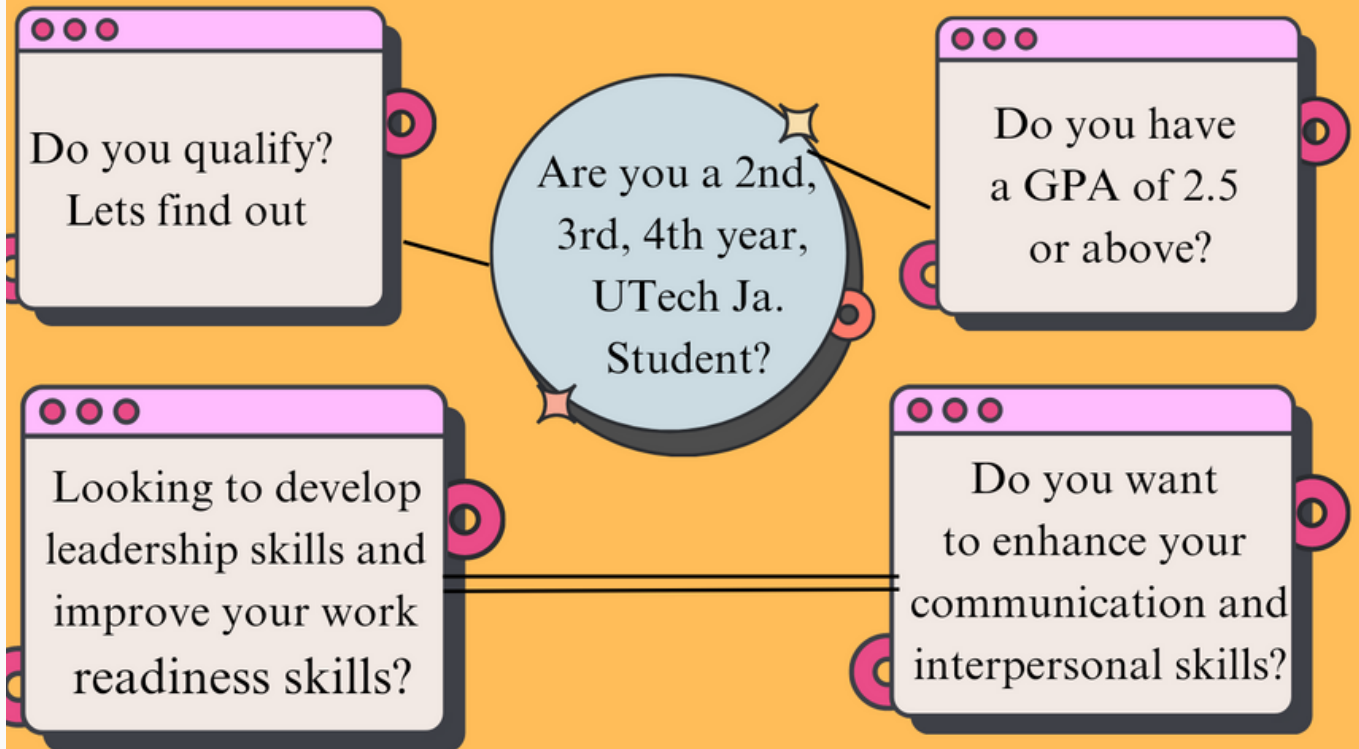
Planning events, an integral part of my Co-op Ed responsibilities, presented me with both opportunities and challenges. Crafting visually appealing flyers for these events was a task that initially tested my creative prowess. Overcoming this hurdle, I discovered tools like Canva that empowered me to design engaging promotional materials. Additionally, the process of creating a newsletter helped me to understand the art of curating content, striking a balance between informative and engaging pieces.

DIVING INTO DOCUMENTATION AND COORDINATION

My Co-op Ed journey included working on documents from various university departments. This experience improved my organizational skills as I learned to efficiently log and manage these documents. Collaborating with coordinators also highlighted the significance of seamless teamwork and the ability to adapt to different working styles.

Co-op Ed isn't just about the tasks completed, but the skills and insights gained along the way. I had the opportunity to explore and master software tools like Microsoft Publisher, Excel, and Google Sheets. Proficiency in these applications not only streamlined my workflow but also added a valuable layer to my skill set, enhancing my overall employability. My journey through Co-op Ed was a transformative experience that provided me with the skills and confidence to excel in a professional environment. From mastering the art of interaction and event planning to navigating the intricacies of documentation and coordination, every challenge was a stepping stone toward growth. The insights I gained, whether in the form of technical proficiency or interpersonal finesse, have undoubtedly shaped me into a more competent and adaptable professional as I continue to embark on my career journey. Co-op Ed is something that I hope all students get a chance to experience. The learning opportunities are endless and the work experience valuable. Oh and I can't forget the networking that you will gain from the different placements.

JOIN THE UNIVERSITY'S CO-OP ED AMBASSADOR PROGRAMME TODAY!



Roles of a Student Ambassador

- Help to spread an awareness about the Co-op Ed programme.
- Assist in the planning & hosting of Co-op Ed events.
- Advise students on tips on how to improve work readiness & enhance their employability skills.

B: You will be trained to execute the various functions

How to apply:

Send an email to sjunor@utech.edu.jm indicating your interest in being a part of the programme.

Alternatively, you may collect a hardcopy form by visiting the Co-op Ed Unit, Office of Teaching & Learning (located on St. Kitts Close.)

Programme commences September 2023

CO-OP ED CALENDAR OF ACTIVITIES

We are excited to give you a sneak peek into the activities that are planned for all Co-op Ed students for the upcoming academic year. Please do not miss these events as they are carefully designed to complement your placement experience, and empower you with valuable skills and career insights.

1. Co-operative Education Awards Ceremony

This year's Co-op Ed Awards Ceremony will be held under the theme "Gen Z and the Evolving Workspace: Redefining Boundaries" and is scheduled for Thursday, September 28, 2023, between 3:00 and 5:00 p.m. The venue is Lecture Theatre 50, Shared Facilities, Papine Campus.

The Awards Ceremony will recognise the exemplary performance of select students who participated in the Co-op Ed programme during the 2022-23 academic year, as well as specially recognise various categories of Co-op Ed stakeholders for their contribution to the programme. The event will be live streamed for the benefit of our stakeholders who are unable to attend physically.

2. Co-operative Education Fair

The Co-op Ed Fair is a hybrid event and this normally takes place in the second Semester. Our next Co-op Fair is scheduled for February 2024.

3. Professional Development (PD) Webinars/Seminars

There is one PD seminar facilitated by the Co-op Ed Unit every semester. This may be virtual or face-to-face and is announced on our SM pages and through the Schools. Note also that PD sessions are also hosted within your respective courses of study. PS sessions, such as the one scheduled for September 28, 2023, are designed to assist our soon-to-be graduates in successfully navigating the evolving 21st Century workspace.

4. R sum  Review Session

We aim to provide our students with opportunities to present their best self to potential employers. Consequently, the Unit will host a resume writing webinar in Semester 1 (date to be confirmed). Students will be able to interact with the experts who will give guidance in creating that compelling r sum  that stands out.

5. Christmas Placement

Placement occurs throughout the entire academic year with agreed flexibility on the part of students and employers. Note however that the break between Semesters 1 & 2 allows for full 40 hour work week placement opportunities that are mutually beneficial to employers who need the added help and students needing additional work experience. We invite our students and employers to participate in this placement session.

Thank you for reading our newsletter. For comments or queries, please contact the us at lgordon-brydson@utech.edu.jm or sjunor@utech.edu.jm



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