



CO-OPERATIVE EDUCATION



STUDENT HANDBOOK

Partnering with industry to produce work-ready leaders

Co-operative Education Unit
Office of Teaching and Learning; Academic Affairs Division
University of Technology, Jamaica
237 Old Hope Road, Kingston 6, Jamaica
Phone (876) 9271680-8 Ext. 3546/2820

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WHAT IS CO-OPERATIVE EDUCATION

The concept Co-operative Education (Co-op Ed) was adopted by the University of Technology, Jamaica (UTech, Ja.) in 2002. It provides for students a structured approach to integrating classroom learning with *relevant* on-the job work experience which are *related* to their course of study and career goals. Co-op Ed embraces all work-integrated learning programmes across UTech, Ja.

Our Mission

UTech, Ja. is committed to Co-op Ed as it sees it as a means of:

- Providing you with high quality work-integrated-learning opportunities that will equip you with global employability skill-sets.
- Enabling you to engage in employment attachments that will allow you to develop realistic expectations, and high levels of professionalism and ethics among other things.
- Providing industry with student employees who are equipped with the necessary skills and competencies that will enhance their business' position in a globally competitive environment.

Industry Partners see the University's work readiness programmes as invaluable to the UTech, Ja. brand. Industry Partners rate UTech, Ja. graduates as the most preferred candidates for employment.

Eligibility

Co-op Ed modules are normally offered to students who are in their 2nd, 3rd or 4th year of study. However, there are some courses of study that may require students to complete this module at the end of their first year.

Modality

Whereas the Co-op Ed module is a mandatory component of most courses of study, and a School elective in others, students may engage as a voluntary experience.

Student engagement may be virtual, physical or blended (combination of virtual and physical). School Coordinators must be consulted with respect to the approved type of engagement for that School.

Modules

The following modules fall under the Co-op Ed programme.

- **Internship** - School of Hospitality & Tourism Management; Faculty of Law
School of Computing & Information Technology; School of Building & Land
Management
- **Practicum** - School of Building & Land Management; School of Humanities &
Social Sciences
- **Professional Practice** - School of Building & Land Management
- **Summer Work Experience/ Externship** – School of Natural & Applied Sciences
- **Industrial Attachment** – School of Technical & Vocational Education
- **Industrial Work Experience** - School of Engineering
- **Work Experience** – School of Technical & Vocational Education
- **Co-operative Education** - School of Business Administration
- **Small Business Management** - Joan Duncan School of Entrepreneurship, Ethics,
& Leadership
- **Practicum and Mentorship** – Caribbean School of Sport Sciences

Industry engagement lasts between 100-1200 hours

BENEFITS, PLACEMENT AND COMPENSATION

Benefits

As a student, engaging in a Co-op Ed programme:

- improves your marketability
- facilitates a better understanding of career choices and goals
- improves academic motivation
- provides opportunities for professional networking
- enhances soft skills
- increases your understanding of workplace culture
- advances your overall maturity

Placement

Students may initiate their own placement, apply for advertised positions, or be randomly assigned to Co-op Ed industry partners by their School's coordinator. Placement is facilitated throughout the entire year.

Compensation

Students may or may not receive compensation from industry partner. The student, at the time of recruitment or engagement, is made aware of the industry partner's position on the matter.

OPERATIONAL POLICIES

Conduct

While on placement students must comply with the host institution's rules. Students who breach the trust of the University (e.g. unethical behaviour/gross misconduct) will be sanctioned. (Refer to Student Handbook: Regulation V, Ordinance 1999/14).

Supervision

- Students should inform their School coordinator of all absences exceeding two days.
- If absence exceeds three (3) consecutive days, a doctor's certificate will be required.
- Students should inform their School coordinator and site supervisors, in writing, if they are called upon for national duty, to represent the University or the country. Supporting documentation must be attached.
- Students must be assigned a workplace supervisor for purposes of evaluation and mentorship.
- All work-related concerns must be reported in the first instance to the supervisor. Concerns must also be communicated to your School's Coordinator.
- A UTech, Ja. representative may visit while on placement. Technical assistance is available to students while on assignment.

OPERATIONAL POLICIES

Withdrawal

- Students must remain with their assigned Co-op Ed industry partner for the duration of placement. However, a student may withdraw from a Co-op Ed placement with the permission the School's Co-op Ed coordinator or University's coordinator. The student must communicate this in writing, stating reasons.

Health and Indemnity

- Students are offered coverage under the University's Sagacor Personal Accident Plan and Student Health Insurance.
- Coverage remains in effect during the placement period.
- Students who require long term hospitalization or will be placed overseas will need to acquire additional private insurance.

OPERATIONAL POLICIES

Exemptions

An exemption may be granted to students who have:

- Successfully completed the same or a similar module within five years at UTech, Ja. or at another institution.
- Acquired related work experience in an industry for a period of time, as specified by the respective School.

Documents required: syllabus, transcript, company letter, JD, affidavit.

- Students may apply for exemption on the approved University Forms.
- Prior to applying for exemption, students are encouraged to discuss this with their School Coordinator to determine whether they qualify.

STUDENT DOCUMENTS

For all students (whether placed by the School or Self Placement)

1. Co-op Ed Student Consent Form – This must be completed by all students going out on Co-op Ed assignment prior to engagement (as shown below).

 <p style="text-align: center;">UNIVERSITY OF TECHNOLOGY, JAMAICA CO-OPERATIVE EDUCATION STUDENT PLACEMENT CONSENT AND INDEMNITY FORM</p> <p><i>This form is to be completed by either of the following:</i></p> <p>a. All students who are over 18 years old as a first step to Co-operative Education (Co-op Ed) placement.</p> <p>b. A parent or legal guardian of a student who is under 18 years old at the time of Co-op Ed placement.</p> <p>The completed form is to be returned to _____ by _____ Where When</p> <p>PURPOSE The purpose of the Co-op Ed Programme is to provide students with structured, practical, professional, and intellectually challenging exposure in real work settings inside and outside of Jamaica with Industry partners affiliated with and or approved by the University of Technology, Jamaica (UTech, Ja).</p> <p>Placement duration is generally between 4 weeks (160 hours) and 15 weeks (600 hours) and occurs either during the academic year or summer holidays.</p> <p>For more information on Co-op Ed, please visit its webpage at: https://www.utech.edu.jm/academics/academics/cooped</p> <p>a. UNIVERSITY'S OBLIGATIONS These include but are not limited to the following:</p> <ol style="list-style-type: none"> i. To ensure that industry partners are advised and, where appropriate, provided with copies of relevant policies and documents. ii. To vet industry partners before entering into an agreement for potential placement. iii. To ensure only registered students are approved for participation. iv. To ensure all registered students are insured throughout the placement period. v. To vet, where possible, living conditions when UTech, Ja. is responsible for providing accommodations. vi. To ensure placement approvals are granted based on the student's résumé submission. vii. To respond promptly to any industry partner reporting a student's breach of programme, university, or employer rules. viii. To assign a School Coordinator to maintain contact with students during placement. 	<ol style="list-style-type: none"> vii. To demonstrate flexibility in the work schedule, with mutual agreement between the student and the work supervisor. viii. To be a custodian of their physical safety and report any unacceptable conditions to their School Co-op Ed Co-ordinator immediately, including but not limited to employment or accommodation conditions, discrimination, sexual harassment, or fair labour issues. ix. To submit a Co-op Ed report within the specified time in the module outline. x. To act as a mentor to students participating for the first time. <p><u>DATA PROTECTION</u> By submitting this application, you hereby acknowledge and expressly consent to the processing of your personal information in accordance with the Data Protection Act of Jamaica 2020 and the obligations outlined herein. This consent pertains to the collection, storage, use, and disclosure of your personal data for the purposes outlined in this application and any related processes.</p> <p>It is important to note that your consent is voluntary, and you have the right to withdraw it at any time. However, please be aware that withdrawing consent may affect your placement and the ability to complete said module.</p> <p>You understand and agree that, in order to fulfil the requirements of this module and its associated obligations, it may be necessary to share your information with third-party data processors. These processors will handle your data responsibly and in compliance with the Data Protection Act of Jamaica 2020.</p> <p>Your consent extends to the sharing of necessary information with these third-party data processors to facilitate the processing and evaluation of your internship. The information shared will be limited to what is essential for the specific purpose outlined in this application.</p> <p>By signing this application form, you confirm that you have read and understood the terms of this consent section and that you voluntarily and freely consent to the processing of your personal information as described herein.</p> <p><i>To be completed by students over 18 years</i></p> <p>I _____ (Full name of student) (Student ID No.) School _____</p> <p>have read the terms outlined overleaf and I am in agreement with same.</p>
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STUDENT DOCUMENTS CONT'D

2. **Terms of Engagement Form** – The University requires that the host company provides information on student engagement (as seen below)

Letter Head

Date:

Mrs. La-Cresha Gordon - Brydson
University's Co-operative Education Co-ordinator
Co-operative Education Unit
Office of Teaching and Learning
Academic Affairs Division
University of Technology, Jamaica
237 Old Hope Road
Kingston 6

Dear Mrs. Gordon-Brydson:

RE: Engagement for UTech, Ja.'s Co-operative Education (Co-op Ed) student

The following represents the Engagement of the named Co-op Ed student assigned to our company. The Company will bear the responsibility for the care and safety of the assigned student in accordance with our established safety guidelines, grounded by the Occupiers Liability Act, for the duration of the student's Co-op Ed placement. The particulars of the engagement are as follows: -

NAME OF CO-OP ED STUDENT:

COURSE/PROGRAMME OF STUDY:

TYPE OF PLACEMENT:

(State whether this is physical, virtual or a combination of physical and virtual):

DURATION OF ENGAGEMENT (in hours & weeks):

START DATE:

END DATE:

WORKING HOURS:

ASSIGNED DEPARTMENT:

ASSIGNED SUPERVISOR:

NATURE OF WORK:

(Include projects assigned)

STIPEND (per wk. | per hr.):

PREPARING FOR THE CO-OP ED EXPERIENCE

Students' Responsibilities

- Co-op Ed Awareness (Orientation) Sessions are arranged within each School at the beginning of each semester. Students are expected to participate in at least **one(1)** of these sessions prior to placement. **Additionally, students who are expected attend one (1) university-wide Co-operative Education Awareness and Professional Development Session. This is normally held on the last Thursday in September each year.**
- Students should seek to attend at least **four (4)** of the **six** Employment Empowerment Sessions (EES) arranged in collaboration with the Career and Placement Unit. These sessions are hosted in semesters 1 and 2 of each academic year. Alternatively, students may be asked to attend the Professional Development Seminars (PDS) arranged by their respective school. The schedules for both the EES and the PDS are circulated by the School Coordinators via email, the Student Portal and the official notice boards.
- Students must submit electronically, their résumés at the time stipulated by their School Coordinator or when prompted by the Co-op Ed Unit. There are several résumé styles or formats that can be found on the internet. These are acceptable once they are properly formatted, error free and provide the information that is required for decision making. The Co-operative Education Unit also provides a basic résumé template for students who need assistance in creating their résumés. See template below.

NB: *Co-op Ed industry partners may request the résumés of students. This will help them to determine which students they will take. It is therefore your responsibility to adequately market your skills by means of a well-prepared résumé. The Career and Placement Unit offers assistance in résumé preparation.*

Sample Résumé Template

While you may wish to add your own personality by utilizing graphics, keep this simple and maintain a professional look. This should not be [distracting](#)

John Brown
 Water District, River's Bay P.A, Jamaica
 (876)454-3000, Email: johnbrown_00@yahoo.com

CAREER SUMMARY

Detail-oriented, excellent communicator and team player who has a sound understanding of basic and intermediate accounting principles; Capable of handling account payable, account receivable, maintaining general ledgers; and maintaining confidentiality of the information.

SPECIAL SKILLS

Proficiency in using Microsoft Office
 Customer service skills
 Knowledge of Peachtree Accounting Software
 Fluent in Japanese

EDUCATION AND QUALIFICATION:

University of Technology, Jamaica Sept.2007-May2009
Bachelor's Degree in Business Administration

- Accounting major, International Business minor
 Core Modules successfully completed include:
 Jamaican Taxation
 External Auditing
- Current GPA 3.33

Brown's Town Community College Pre-UJTech Sept.2004 - May 2006

- Associate Degree (Hons.) Tourism, Hospitality and Entertainment Management

York Castle High, Jamaica Sept.1999 - July 2004

Customer Service Engagement Operations Level 2 (CAP)
 Associate of Arts Degree (in Accounting)
 Eight CXC passes; Two CAPE Level 1

RELEVANT WORK EXPERIENCE

Hilton Hotel, Two Poydras Street, New Orleans, La. May-June 2008

- Position: Parking cashier (Supervisor)
- Supervised five Parking attendants
 - Resolved customer service related issues
 - Prepared bank deposits slips.
 - Collected parking fees and acknowledge parking credentials

St. Ann Partners Limited, Discovery Bay, St. Ann Aug. 2007

- Position: Accounting Assistant
- Entered payroll information into computer programme
 - Filed and organized data
 - Monitored inventory

Education/Qualification/Experience are always placed in reversed chronological order (most recent first).
 As a University student, after 1st year, you no longer need to include your high School CXC passes. You may include certifications gained in HS such as Associate degree etc.



Igordon-brydson
 Your name must stand out.
 Create email addresses using your name.
 Reply



Igordon-brydson
 Career Summary is a power packed introductory paragraph which highlights your most sought-after skills, abilities, accomplishments, and personal attributes.
 Reply



Igordon-brydson
 Skills must be bulleted. Skills that are not mentioned in the Career summary are placed here. The skills included must be related to the job you are applying for.
 Reply



Igordon-brydson
 The "Jamaica" is important as this identifies your institution. There are a number of "University of Technology". Note your education and qualification below at all times with your most
 Reply



Igordon-brydson
 Please do not list all your modules; only a few of those that will give the employer insight into your knowledge base/competence with respect to the position being applied for. This is especially
 Reply

Igordon-brydson
 To be included only when requested or if you have an exceptionally high GPA
 Reply

Igordon-brydson
 Include only if you are first year

AWARDS OR RECOGNITION:		
	Pan Caribbean Financial Services Scholarship School of Business Administration Dean's List	2007 and 2008 2008
PROFESSIONAL AFFILIATION:		
	Jamaica Employment Federation (JEF) Youth Arm	2005-Present
	Human Resource Management Association of Jamaica Youth Arm	2006-Present
CO-CURRICULAR ACTIVITIES:		
	Secretary/ Treasurer, Hall B, UTech Halls of Residence	2007-2008
	Director, Health and Safety, UTech Students' Union Council	2007-2008
	Director, UTech Circle K Club	2007-2009
	Volunteer, Mustard Seed	2007-2009

REFERENCES:

Rev. Carter Samuel
Pastor, Bible Way Church
23 Lily Way
Kingston 6
277-4555(Home)
554-5767 (Mobile)

Mrs. Katherine Ying Parkes
Human Resources Manager
ABC Company
5 Swade Drive
Kingston 6
876-977-2444
Kying-parkes@abd.jm



lgordon-brydson  

Indicate leadership roles in Clubs and societies, preferably at the tertiary level as well as voluntary positions.

lgordon-brydson  

Generally, references are no longer included. However if required, be sure to insert their position and place of employment. Note the most suitable references would be

PREPARING FOR THE CO-OP ED EXPERIENCE

- Students may participate in the annual Co-operative Education (Internship) Fair normally scheduled for the last Thursday in February of each year. The event is geared at providing students with opportunity to interact with prospective host companies, learn about the industry in which they are about to enter, hone interview skills and obtain placements and employment opportunities.
- Students may seek their own placements; however, this must be done in consultation with their School coordinators. All placements must be registered with the School prior the start date. Failure to comply with this directive may result in the student's Co-operative Education experience not being honoured in full or in part. In this case, the student may be required to re-do a part of or the entire experience.
- Students should arrange to secure valid permits (Food Handlers, Police Record) as required by the industry/government if they are going in sensitive and specialized areas for their Co-op Ed experience.
- Students must prepare mentally and physically for their impending Co-op Ed experience.

Student must have in hand an Industry Partner's package prepared by the School. This is to be presented the first day on the job. Standard Industry Partner's Package includes:

- cover letter to industry partner
- Industry partners' Evaluation Form
- Attendance Register for Student
- Industry partner Guide
- Industry partner Brochure and Indemnity Letter (if ready at the time of student placement)

PREPARING FOR THE CO-OP ED EXPERIENCE

Areas for Special Attention

Female

➤ Work attire

- Choose clothing that conforms to the Co-op Ed industry partner's dress code. Some Schools (courses of study) have designated uniforms for their students which may be worn while on the Co-op Ed experience.
- Do not wear torn, frayed, soiled or worn out clothing.
- Wear clothing that fits. Do not wear clothes that are tight or revealing in any way, or too big.
- Skirt length should be no more than an inch above your knees. Skirts that ride halfway up the thigh are inappropriate for work.
- Do not over-accessorise.
- Ensure that your shoes are clean and kept in good condition.
- Absolutely no slippers are permitted for work.
- Make-up should be workplace appropriate.
- Nails should be short and polished with a neutral colour.
- Jewellery should be appropriate.
- No more than two pairs of earrings (one being a pair of knobs) should be worn. These should be worn in the lower section of your earlobe.
- The wearing of tongue and nose rings is not permitted while on placement.
- Hair should be well groomed and depict a professional image. If coloured or streaked, the colour should be subtle; neon, bright or rainbow colours should **NOT** be worn.
- No nail polish or jewellery is allowed when assigned to food production are and labs.



Dress for success



PREPARING FOR THE CO-OP ED EXPERIENCE

Male

➤ Work attire

- Your work attire must depict a professional image. Tailored pants and tailored shirt are professional business attire. These must be always worn, unless otherwise stated by the industry partner.
- Pants and shirts worn to work must not be snug.
- Your shirts, except those designed to be worn un-tucked, are to be always tucked into your pants. A solid black or brown belt should be worn.
- Tailored shoes and pair of socks must be worn at all times, except in cases where the company dictates otherwise.



Dress for success



Locks should be kept neat

➤ Grooming

- Hair must be well groomed (cut regularly). Special attention must also be given to your facial hair.
- Some organizations permit male employees to wear locks. If you are a male who wears locks, grooming is also priority. Locks must be kept clean and neat.
- Fingernails should be kept short and clean.
- Earrings are not permitted for work.

Whether you are a male or female, you should ensure that you maintain proper body hygiene at all times. In addition, if you have any tattoos or other body piercings, ensure that they are covered as best as possible. Only head covers that are worn for religious purposes are permitted.

Prior to your first day on the job, show up for any scheduled meeting with the Industry partner.

- Go prepared to fill out forms and take along proper identification.
- Complete personnel paperwork, attend an orientation session, tour the facility, and meet management.

Ask for a copy of the Employee Handbook.

PREPARING FOR THE CO-OP ED EXPERIENCE

UTech, Ja.'s Responsibilities



Students participating in an Awareness sessions

Prior to student engagement, the University is expected to:

- seek appropriate work environments for its students.
 - Provide students with general and current information concerning the purpose and operations
-
- Arrange for students, through Co-op Ed Awareness (Orientation) sessions, proper briefings on their roles and responsibilities as Co-op Ed students.
 - make available to students and the host organisations, suitable documentation concerning the relationship among UTech, the host organisation and Co-op Ed students.
 - provide students with the following information (where applicable):
 - Industry partners' selection criteria for available positions.
 - General overview of job functions to be performed while on placement.
 - Placement duration.
 - Remuneration/benefit package, if applicable.

PREPARING FOR THE CO-OP ED EXPERIENCE

Industry partners'

The Co-op Ed Industry partner is expected to:

- Identify a supervisor who will work alongside Co-op Ed students. The responsibilities of this person will include:
 - providing mentorship
 - monitoring students' performance
 - assigning and overseeing project(s) assessing students
- Providing information on the following (if applicable): housing, transportation, meals and or remuneration package— preferably **two weeks** before students' start date.
- Meeting with students prior to or at the beginning of placement to discuss rules and regulations of the property and students' work schedule.



MAKING THE BEST OF THE CO-OP ED EXPERIENCE

Students' Responsibilities

During the period of placement, students are expected to:

- Abide by all rules, regulation and policies of the participating company
- Demonstrate some level of flexibility at the placement site



It is the students' prerogative to ensure that all relevant evaluation is signed off by their supervisor(s) and sent to their School Coordinators within a week after placement has ended. Students should try as far as is possible, to copy all evaluation forms in the eventuality that copies sent are lost.

Work Attitude

- Establish early, a good communication system with your supervisor, take notes, listen attentively, and ask questions if you do not understand something.
- Find out from the onset, the locations of the appropriate rest rooms, times and duration of breaks and lunch hours, location of parking areas and use of telephone for personal calls.

MAKING THE BEST OF THE CO-OP ED EXPERIENCE

Work Attitude cont'd

- Be pleasant, co-operative and courteous at all times and to everyone you encounter. Make an effort to learn the names and positions of the people with whom you work.
- Take the initiative, be enthusiastic, and pitch in whenever possible.
- Accept corrections graciously.
- Take it one day at a time. Be sure to practise proper time management while on the job.
- Maintain the highest ethical standards in dealing with customers and co-workers.



You should never gossip at work.

- Under no circumstances should you disclose to any third party, confidential information about the company, its customers or suppliers
- You are expected to be on the job when scheduled. Be present at least 10 to 15 minutes before your assigned starting time.
- Give an honest day's work. Do not be a clock-watcher.

MAKING THE BEST OF THE CO-OP ED EXPERIENCE

- Ask permission before using any company property or equipment for personal use.
- Avoid office politics and gossip, but be aware of how information is communicated.
- Find time – even after work hours – to be trained on equipment with which you are unfamiliar.
You may then be given additional responsibilities, and certainly you will enhance your résumé if you can demonstrate familiarity with state-of-the-art equipment.



Co-op Ed student (seated) at work.

- Stay off social media while during work hours. You may do quick checks during your breaks.



MAKING THE BEST OF THE CO-OP ED EXPERIENCE

Industry partners' Responsibilities

During placement, Industry partners are expected to:

- Liaise with the School's Co-op Ed Coordinator concerning students' performance.
- Meet regularly with students to assess general department.
- Compensate students in full or in part for "unworked" hours, should the workplace not meet the agreed upon arrangement of 40 hours per week.
- Keep a log of student's attendance at work.
- Provide protective gears (where applicable) upon commencement of placement.
- Evaluate the student using the University's evaluation forms.
- Assign a manageable project (where applicable) to the student for assessment.
- Assist the students in ensuring that the evaluation forms reach their School Co-op Ed Coordinator in a timely manner.
- Provide transportation for students if they are required to work late hours or are scheduled for work before the local bus operates.

- Report to the School Co-op Ed Coordinator, any use/abuse of alcohol or illegal drugs by a student during placement.
- Report immediately to the School's Co-op Ed Coordinator, the hospitalization of any student directly from the job.

CONCLUDING REMARKS

- Students are expected to accept Co-op Ed positions with a seriousness of purpose and to perform their work accurately and responsibly.
- An industry partner may terminate the activities of a Co-op Ed student if he/she performs below standard. In such a case there would have been prior consultation with the student and the coordinator.
- The Co-op Ed Unit welcomes and encourages all our students to fully utilize the opportunities presented through Co-op Ed to enrich their university education and further enhance their marketability and professional development.



CO-OPERATIVE EDUCATION COORDINATORS

FACULTY OF THE BUILT ENVIRONMENT

School of Building and Land Management

Mr. Fernandez Anderson and Ms. Shelly- Ann Irons – Quantity Surveying

Telephone: (876) 927-1680-8 Ext. 3026/3002; Email: fanderson@utech.edu.jm and shelly-ann.ironson@utech.edu.jm

Mrs. Cadien Murray Stuart - Real Estate Management and Valuation

Telephone: (876) 927-1680-8 Ext.3037; Email: cstuart@utech.edu.jm

Dr. Nadine Freeman-Prince - Urban and Regional Planning

Telephone: (876) 927-1680-8 Ext.2337; Email: nfreeman@utech.edu.jm

Mr. Alvin Clarke - Surveying & Geographic Information Science

Telephone: (876) 970-5248; Email: aclarke@utech.edu.jm

ssMr. Lebert Langley and Mr. Milton McIntyre - Construction Engineering

Telephone: (876) 9271680-8 Ext. 3028/3024; Email: llangley@utech.edu.jm and Milton.mcintyre@utech.edu.jm

Mr. Stephen Jameson and Ms. Nola Elvey - General oversight responsibility for the Programme within the Faculty

Telephone: (876) 390-6328; Email: stephen.jameson@utech.edu.jm; skjameson57@gmail.com / nelvey@utech.edu.jm

Caribbean School of Architecture

Mr. Stephen Jameson

Telephone: (876) 390-6328; Email: stephen.jameson@utech.edu.jm;
skjameson57@gmail.com

Administrative Support for the Programme – Mr. Wycliffe Frater

Telephone: (876) 927-1680-8 Ext. 2338; Email: wycliffe.frater@utech.edu.jm

COLLEGE OF BUSINESS AND MANAGEMENT

School of Business Administration

Dr. Shaun Barrett (General oversight responsibility for the Programme within the Faculty)

Telephone: (876) 927-1680-8 Ext. 2119; Email: shaun.barrett@utech.edu.jm

Ms. Gillian Mitchell (Administrative Management)

Telephone: (876) 927-1680-8 Ext. 2371; Email: gillian.mitchell@utech.edu.jm

Administrative Support for the Programme - Mr. Jordan McClare

Telephone: (876) 927-1680-8 Ext. 3390; Email: jordan.mcclare@utech.edu.jm

School of Hospitality and Tourism Management

Mrs. Marcia Fraser- Cummings

Telephone: (876) 927-1680 Ext. 3341/ (876) 9905699;
Email: mcummings@utech.edu.jm; internshipshtm@gmail.com

Supported by:

Ms. Shani Levy

Email: shani.levy@utech.edu.jm

Ms. Sherona Noble

Email: sherona.noble@utech.edu.jm

Joan Duncan School of Entrepreneurship, Ethics & Leadership

Mrs. Erica Donaldson

Telephone: (876) 927-1680 Ext.2546; 876-894-6796; Email:
Erica.Wynter@utech.edu.jm

FACULTY OF ENGINEERING AND COMPUTING

School of Engineering

Dr. Percival Stewart – Electrical, Computer and Civil Engineering (Additional oversight responsibility for the Programme within the School)

Telephone: (876) 927-1680-8; Ext: 2049; Email: percival.stewart@utech.edu.jm

Ms. Jervian Johnson - Chemical Engineering

Telephone: (876) 927-1680-8 Ext. 2213; Email: jervian.johnson@utech.edu.jm

Mr. Vaughn Brown - Mechanical Engineering

Telephone: (876) 927-1680-8; Email: vaughn.brown@utech.edu.jm

Mr. Evan Brown - Industrial Engineering

Telephone: (876) 927-1680-8; Email: evan.brown@utech.edu.jm

Mrs. Arlene McKenzie Cawley - Electrical Engineering

Telephone: (876) 927-1680-8; Ext: 2155; Email: arlene.mckenzie@utech.edu.jm

Administrative Support for the Programme - Mrs. Kimesha Chambers

Telephone:(876)927-1680-8 Ext. 2294; Email: kimesha.chambers@utech.edu.jm

School of Computing and Information Technology

Mrs. Alesia Bowen-Mighty

Telephone: (876) 577-3592; Email: abowen-mighty@utech.edu.jm;
scitcooped@gmail.com

Administrative Support for the CIT Programme – Denise Scarlett-Nelson

Telephone: (876) 927-1680-8 Ext. 3628; Email: denise.scarlett@utech.edu.jm;
scitcooped@gmail.com

Administrative Support for the CNS Programme - Ms. Twyla Allen

Telephone: (876) 927-1680-8 Ext.3631; Email: twyla.allen@utech.edu.jm;
scitcooped@gmail.com

FACULTY OF LAW

Mrs. Takeese Gilpin-Allen (Vice Dean)

Telephone:(876) 927-1680-8 Ext: 3593/2503; Email: TGilpin-Allen@utech.edu.jm

FACULTY OF SCIENCE AND SPORT

School of Natural and Applied Science

Dr. Delton Gordon

Telephone: (876) 927-1680-8 Ext. 3161; Email: delton.gordon@utech.edu.jm

Caribbean School of Sport Sciences

Mr. David Richards

Telephone: (876) 927-1680-8 Ext: 2655; Email: david.richards@utech.edu.jm

School of Mathematics and Statistics

Mr. Dujon Dunn

Telephone: (876) 927-1680-8 Ext:2610; Email: dujon.dunn@utech.edu.jm

FACULTY OF EDUCATION AND LIBERAL STUDIES

School of Humanities and Social Sciences

Mr. Rolando Smith

Telephone: (876) 279-7238; Email: rolando.smith@utech.edu.jm

School of Technical and Vocational Education

Dr. Janet Brown – (Oversight responsibility for the Programme within the School)

Telephone: (876) 927-1680-8 Ext. 2448; Email: jhbrown@utech.edu.jm

Mr. Stephen Wallder - Business Studies

Telephone: (876) 927-1680-8 Ext. 2272; Email: stephen.wallder@utech.edu.jm

Mr. Courtney Palmer - Industrial Technology

Telephone: (876) 927-1680-8 Ext: 3721; Email: cpalmer@utech.edu.jm

Mr. Donald Mirander - Apparel Design, Production and Management

Telephone: (876) 927-1680-8 Ext: 2424; Email: donald.mirander@utech.edu.jm

Mrs. Janet Vallentine-Campbell - Food Service Production and Management

Telephone: (876) 927-1680-8 Ext: 3772; Email: janet.vallentine@utech.edu.jm

Administrative Support for the Programme - Mrs. Alethia Robertson

Telephone: (876) 927-1680-8 Ext. 2423; Email: arobertson@utech.edu.jm

CONTACTING THE CO-OP ED UNIT

Mrs. La-Cresha Gordon-Brydson
University Co-operative Education Coordinator

Miss Sandra Junor
Administrative Support

Telephone: (876)927-1680-8 Ext 3546/2820

Email: lgordon-brydson@utech.edu.jm

sjunor@utech.edu.jm

Facsimile: (876) 970-3149

<http://www.utech.edu.jm/academics/academics/cooped>