THE UNIVERSITY OF THE WEST INDIES
AT MONA, JAMAICA

FACULTY OF SOCIAL SCIENCES

2026-2027

THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS, JAMAICA, WEST INDIES

FACULTY OF SOCIAL SCIENCES
UNDERGRADUATE HANDBOOK

ACADEMIC YEAR 2026-2027

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Disclaimer

The Faculty of Social Sciences Undergraduate Student Handbook is intended to serve as a general source for Faculty regulations and programme information for current and future students pursuing a Bachelor of Science (BSc) degree or an undergraduate diploma in academic year 2026-2027 at the Mona Campus including the Western Jamaica Campus (WJC). The regulations, however, are to be used as a supplement rather than a substitute for the official sources of University policies and procedures.

This edition of the Handbook was finalized in July 2026. Students should consult the most current edition of the Faculty Handbook when considering programme options and course selections. While every effort has been made to ensure the accuracy of the information presented, students are encouraged to regularly review the Faculty's website and consult their respective departments at the beginning of each semester and throughout the academic year. This will ensure that they receive the latest information regarding programme requirements, course offerings, and any updates, amendments, corrections, or omissions identified after the publication of the Handbook. This version was published on July 7, 2026.

Legal Notice

1. Notwithstanding the contents of Faculty handbooks, course outlines or any other course materials provided by the University, the University reserves the right at any time to altogether withdraw, alter or modify its programmes or courses and/or vary its modes or methods of teaching, delivery and assessment of its programmes or courses, as deemed necessary in the following circumstances:

   (a) As a result of any changes imposed by national laws, legislation or governmental regulations or orders made from time to time;

   (b) In response to the occurrence of a force majeure event, including but not limited to, war (whether declared or not), riots, civil disorder, epidemics, pandemics, quarantines, earthquakes, fire, explosions, storms, floods or other adverse weather conditions, strikes, lockouts or other industrial action, confiscation or any other action or authority by governmental or regulatory agencies or acts of God;

   (c) In the event of an emergency where there is risk to life and property;

   (d) Where the exigencies of the circumstances require such action to be taken by the University.

2. Where permitted by national laws and regulations, the University may make appropriate arrangements to facilitate on-site teaching and/or conduct of practical components of specific programmes and courses, with such arrangements to follow strict adherence to all relevant Public Health Regulations and Guidelines and the University's Health and Safety protocols and guidelines.

Purpose and Structure of the Handbook

Purpose and Scope

The Faculty of Social Sciences Undergraduate Student Handbook serves as a comprehensive guide for current and future students commencing or readmitted to a Bachelor of Science (BSc) degree or an undergraduate diploma in academic year 2026-2027. It sets out the Faculty's admission requirements, academic regulations, policies and guidelines, and provides detailed information on the programmes and courses available at the Mona Campus and the Western Jamaica Campus (WJC). In addition to students, this Handbook is intended for use by guidance counsellors, career advisors and staff

The programme requirements outlined in this Handbook apply to:

- students admitted to the Faculty during the 2026–2027 academic year;
- students who transferred into the Faculty during the 2026–2027 academic year;
- students approved for a change of Major, Special, or Minor during the 2026–2027 academic year; and
- students who were readmitted to the University after being unregistered for one or more consecutive semesters.

Structure of the Handbook

The 2026-2027 Undergraduate Handbook is divided into seven (7) parts. They are as follows:

Part I: Introduction to the Faculty
Part II: Campus Services
Part III: Faculty and Programme Regulations
Part IV: Programme of Study Requirements
Part V: Awards, Honours, Scholarships, Clubs and Societies
Part VI: Codes of Conduct and Responsibilities
Part VII: Appendices

Glossary

Academic Forgiveness refers to a policy that is normally applied to students who either withdraw voluntarily or are required by the University to withdraw. It allows previously failed or low grades in courses to be excluded from the calculation of a student's Grade Point Average (GPA) upon readmission to the University.

Academic Performance Suspension refers to an academic status assigned to students on probation whose GPA remains below 2.0. Students placed on Academic Performance Suspension are normally required to sit out for one semester, after which they may request reinstatement. Upon reinstatement, students may qualify for Academic Forgiveness.

Anti-requisites refer to courses where content overlap – credit will only be granted for one of the courses when passed. Students are urged to view the listing here and consult their Department for guidance.

Core/Compulsory courses refer to courses required by a degree programme and listed explicitly among the programme of study requirement. Core or compulsory courses are essential for all students within a specific major or field of study.

Course and credit load refers to the number of courses a student is required to take based on their enrolment status and academic standing.

Credit refers to a unit of study counting towards a degree or diploma. Undergraduate courses in the Faculty normally carry a weighting of three (3) credits. A number of courses, however, carry a weighting of six (6) credits.

Credit hours earned refers to the credits for each course that count toward the degree requirement and for which a passing grade is obtained.

Electives are courses that students select based on their personal interests and academic goals, as opposed to core/ compulsory courses mandated by their degree programme.

Electives (Departmental) are courses specified by a student's department, typically by discipline and level. For example, the requirement may call for "two Level III Psychology electives".

Electives (Free) refers to courses that students can choose from any department or discipline within the University, provided they meet the necessary prerequisites and level requirements.

English Language Proficiency Test (ELPT) is used to assess whether persons applying to pursue studies at the UWI possess satisfactory level of writing and reading proficiency in English for university academic purposes.

Exemption with credit refers to cases where a student is granted exemption from UWI courses because the student has already passed courses in other UWI programmes or passed courses of similar content at other recognized institutions. Students are not required to take replacement courses. Click here for Exemption Regulations..

Exemption without credit refers to cases where a student is granted exemption from UWI courses because he/she has already passed equivalent courses at another recognized institution or from other examination bodies. Students who

are granted exemption without credit are required to complete replacement courses in order to earn the outstanding credits. Click here for Exemption Regulations.

Finalising student refers to a student who has no more than 10 courses remaining to complete the degree programme.

Foreign Language Requirement reflects The UWI's strategic objective of becoming a multilingual university. Under this policy, students are required to demonstrate proficiency or conversational competence in a language other than English prior to graduation.

Foundation courses refer to level 1 courses that are designed to promote sensitivity to and awareness of distinctive features of Caribbean cosmologies, identities and culture.

Good Standing is an academic status assigned to students whose semester GPA is 2.0 or higher, allowing them to retain a normal course/credit load.

Leave of Absence is granted to a student who is unable to continue his/her studies for a semester or more for financial, work related, personal or medical reasons. Permission must be requested using the Automated Student Request System.

Level represents the different standard of courses that must be completed in the degree programme. There are three levels, namely level I, level II, and level III representing the three years for completion of the BSc degree. These are designated by the first numeral in the course code, e.g., ECON1002 (level 1), and GOVT2004 (level II).

Major comprises 90 credits, with at least thirty (30) credits in the subject area at Levels II and III. A double major is made up of 90 credits, with at least thirty (30) credits in each of the two subject areas at Levels II and III.

Major and one (1) minor is comprised of a minimum of 90 credits with at least thirty (30) Levels II and III credits in the subject area of the Major and fifteen (15) Levels II and III credits in the subject area of the minor.

Major and two (2) minors is comprised of a minimum of 90 credits with at least thirty (30) credits in the major subject area at Levels II and III and fifteen (15) credits in the respective subject areas for each minor at Levels II and III.

Minor consists of at least fifteen (15) credits in the subject area at Levels II and III and must be pursued in conjunction with a major

Part-time is defined by a student's courseload per semester which is usually three (3) courses or nine (9) credits. In the FSS, part-time does not mean evening studies.

Pre-requisite is a course which must be completed before being permitted to register for a higher level course, e.g. PSYC1000 must be successfully completed before taking PSYC2002.

Probation refers to an academic standing assigned to a student whose GPA remains below 2.0 in the subsequent semester. Students on probation are normally restricted to a reduced credit load of between six (6) and nine (9) credits per semester.

Special is comprised of a minimum of 90 credits with forty-five (45) credits in the subject area at Levels II and III.

Warning refers to an academic status assigned to students whose GPA falls below 2.0 for one semester. Students placed on warning are monitored closely while being permitted to retain a normal credit or course load.

Academic Calendar

Semester 1	
Registration begins	July 1, 2026
Semester begins	August 30, 2026
Teaching begins	September 1, 2026
Teaching ends	November 20, 2026
Review/Study Week	November 23 – 27, 2026
Final Examinations	November 30 – Decmber 18, 2026
Semester ends	December 18, 2026

Semester 2	
Semester begins	January 17, 2027
Teaching begins	January 18, 2027
Teaching ends	April 16, 2027
Review/Study Week	April 19 – 23, 2027
Final Examinations	April 26 – May 14, 2027
Semester ends	May 14, 2027

PART I

Introduction to the Faculty

- ❖ FACULTY OVERVIEW
- ❖ FACULTY MISSION AND VISION
- ❖ FACULTY SYMBOLS
- ❖ UNDERGRADUATE PROGRAMMES OFFERED
- ❖ ADMISSION REQUIREMENTS
- ❖ CAREER PATHS

Overview of the Faculty

The Faculty has, for over sixty years, fostered a vibrant student body, provided an excellent teaching and learning environment, and facilitated research and scholarship in practically every sphere of Caribbean life.

As the largest faculty at the University of the West Indies, The Faculty of Social Sciences, through its academic departments, offers a wide range of undergraduate programmes leading to a Bachelor of Science (BSc.) degree. These programmes are designed to allow you to pursue the areas about which you are passionate. We provide an educational experience that gives you the skills you need to achieve academic success and fulfill your career aspirations in three years by full-time students and four years by part-time students. In addition to degree majors, the Faculty offers minors which allow students to explore an independent or related field of study thereby complementing their programme of study.

We have a professional and civic responsibility to our Caribbean people to ensure that future leaders are equipped with tools necessary to secure the sustainable development of our region. To fulfil this responsibility, we continually strive to ensure that you acquire the attributes of the distinctive UWI graduate for future leadership roles within the region and beyond.

FSS by the Numbers

Faculty Mission and Vision

MISSION

To optimise all available talents, resources, information, and ideas to enhance the efficacy and efficiency of the FSS operations, thereby realising the FSS REACH vision.

VISION

FSS REACH envisions a Faculty that is committed to the following ideals:

Faculty Symbols

Faculty Mascot

The Faculty of Social Sciences has adopted the Tiger as its Mascot.

It is not a coincidence that of all the options that were presented to members in our Faculty, the majority chose the Tiger as our mascot representative. On the surface, the choice of the Tiger may appear to be obvious, as the colours of its fur (orange, black and brown) are synonymous with the Faculty's **orange** and **black**. The choice of the Tiger may have also been an unconscious calling, which delved further into the symbolic meaning of the Tiger. It is understood that this specie represents strength, courage, determination, dignity and independence - a replication of who we as members in the Faculty of Social Sciences have been practicing for the last 60 years.

"With the strength of the Tiger, we will move forward with Faculty pride and integrity, while harnessing our mental and physical strengths. Being the "powerful, potent, phenomenal beings" that we are, we will lean on, encourage and empower each other. Irrespective of the challenges that lie ahead, we know that we can find the "will power" to overcome them. FSS-Tigers/Tigresses, though the journey at times may be perceived as long and arduous, we continue to thrive, knowing that at times we will "need to conserve on our energies" and "choose wisely" how we will expend them today and beyond. In "silence and solitude", and free from "any distractions", we must reflect on our past, introspect, and stealthily charge into the future with new insights, inspirations, and goals.

Faculty Tree

The Poinciana (Delonix regia) was designated the official Faculty tree in 2010. The tree's orange-red petals are symbolic of the Faculty colour.

Faculty Colour

The official colours for the Faculty of Social Sciences are Orange and Black.

Undergraduate Programmes Offered

The right degree programme for you will offer the combination of courses that will help you to achieve academic success and realize your career goals. The UWI offers BSc. degrees and undergraduate diplomas from among the following subject areas.

CAMPUS KEY: Cave Hill *(CH)* | Mona *(M)* | St. Augustine *(SA)* | Weekend Programmes *(WEP)* | Western Jamaica Campus, Montego Bay *(WJC)* | Global Campus *(GC)* | Five Islands Campus (*FI*)

A ***Major*** is available from the following:

(A major comprises 90 credits, with at least thirty (30) credits in the subject area at levels II/III).

- Accounting *(M, WEP, WJC, CH, GC, FI)*
- Accounting and Finance *(FI)*
- Banking and Finance *(M, GC, FI)*
- Criminology and Criminal Justice *(SA)*
- Economics *(CH, M, SA,GC, FI)*
- Entrepreneurship *(M, WJC)*
- Finance *(FI)*
- Financial Management *(GC)*
- Governance and Local Government *(SA)*
- Human Resource M *(M, WEP, WJC, GC, FI)*
- History and International Relations (M)
- International Business *(FI)*
- International Management *(GC)*
- International Relations *(M, WJC, CH)*
- Labour and Employment Relations *(M)*
- Leadership and Management *(SA)*
- Mgmt Stds *(CH, M, SA, WEP, WJC, GC, FI)*
- Marketing *(M, WJC, GC, FI)*
- Operations Management *(M, WJC)*
- Political Leadership, Strat. & Mgmt *(M)*
- Political Science *(CH, M, SA, GC)*
- Psychology *(M, SA, WJC, CH, GC)*
- Public Policy and Management *(M, CH)*
- Public Sector Management *(SA)*
- Social Anthropology *(M)*
- Social Sciences *(FI)*
- Sociology *(M, SA, CH, GC)*
- Statistics *(M)*
- Tourism Management *(M, WJC)*
- Tourism and Hospitality Mgmt (*GC, FI*)
- Youth Development Work (*GC*)

A ***Special*** is available from the following:

(A special is comprised of a minimum of 90 credits with at least forty-five (45) credits in the subject area at Levels II and III.)

- Accounting *(CH, SA, FI)*
- Banking and Finance *(CH, SA)*
- Economics *(CH, SA, FI)*
- Hospitality and Tourism Management *(CH)*
- Human Resource Management *(SA)*
- Insurance and Risk Management *(SA)*
- International Relations *(SA, CH)*
- International Tourism Management *(SA, CH)*
- Labour and Employment Relations*(CH)*
- Leadership and Management (SA)
- Management (FI)
- Management Studies *(CH, SA)*
- Marketing (SA)
- Psychology *(CH, SA)*
- Sociology *(CH)*
- Social Work *(CH,M, SA, GC)*
- Sports Management *(SA)*
- Tourism Management *(SA)*

A ***Minor*** may be declared from the following:

(a minor consists of at least fifteen (15) credits in the subject area at Levels II and III and must be pursued in conjunction with a major)

- Accounting *(CH, M, SA, WJC)*
- Anthropology *(SA)*
- Criminology *(M, SA, CH)*
- Cultural Studies *(CH)*
- Demography (*M)*
- Disability Studies *(M)*
- Economics (*M, CH, SA, GC)*
- Environmental Economics *(SA)*
- French *(CH)*
- Finance (*SA*)
- Gender and Development Studies *(SA, CH)*
- History *(CH)*
- Human Resource Development *(M)*
- Human Resource Management *(SA)*
- Insurance and Risk (SA)
- International Relations (*M, SA, CH, WJC*)
- Law *(CH, M)*
- Marketing (*SA, GC*)
- Management Studies *(CH, M, SA, WJC, GC)*
- Management Information Systems *(SA)*
- Mathematics (CH)
- Philosophy (CH)
- Political Leadership, Strat. & Mgmt *(M)*
- Political Science *(CH, M, SA)*
- Public Policy and Management *(M)*
- Public Sector Management *(CH, SA)*
- Psychology *(SA, M, CH)*
- Social Anthropology *(M)*
- Social Development Policy & Planning *(SA)*
- Social Policy and Development*(M)*
- Social Policy *(SA)*
- Social Psychology (*M)*
- Sociology *(M, SA, CH)*
- Spanish *(M, CH, SA)*
- Sports Management (*SA*)
- Statistics (*M*)
- Tourism *(M)*
- Tourism Management *(SA)*
- Youth Development Work *(GC)*

Undergraduate Diplomas are offered from the following:

(An undergraduate diploma consists of 30 credits at level II/III. Students must possess an undergraduate degree to matriculate for a diploma at Mona)

- Accounting (*SA*)
- Social Work *(M)*
- Population and Development *(M)*
- Psychology *(M)*
- Public Sector Management (SA)
- Security Administration *(SA)*
- Sociology *(M)*
- Caribbean Studies *(SA)*

Faculty Admission Requirements

Applicants must have satisfied the UWI's matriculation requirements for entry to a degree programme (See First Time Applicants Matriculation Requirements. Admission to all BSc degree and diploma programmes in the Faculty will be on a competitive basis. Therefore, the fulfillment of the mandatory minimum requirements does not guarantee admission. The minimum requirements for normal (full-time/3 years) and lower (part-time/4 years) matriculation to the Bachelor of Science degree programmes in the Faculty are set out below.

Normal Level Matriculation Requirements

Applicants must satisfy the minimum requirements in (a) or (b) or (c) below:

(a) Five (5) CXC/CSEC (General Proficiency Grades I-III) or GCE/BGCSE O'Level (Grades A-C) with compulsory subjects Mathematics and English Language **in addition to** two (2) CAPE subjects either at Unit 1 or 2 (Grade 1-4) and current registration for either Unit 1 or 2 or GCE/BGCSE A'Level passes in a minimum of two (2) subjects;

or

(b) An Associate degree, Diploma and/or Certificate from other approved tertiary institutions having attained a B+ average or a minimum GPA of 2.5;

or

(c) High School Grade 12 transcript with a minimum GPA of 3.0 and a minimum SAT I score of 1200.

or

(d) International Baccalaureate Diploma with a score of 25 or greater. It is recommended that at least three and not more than four of the six subjects are taken at the higher level (HL) and the others at the standard level (SL).

NOTE: Please refer to Part III of this Handbook for the applicable exemption regulations.

Lower Level Minimum Requirements

Applicants must satisfy the minimum requirements in either (a) or (b) below:

(a) Five (5) CXC/CSEC (General Proficiency Grades I-III) or GCE/BGCSE O'Level (Grades A-C) with compulsory subjects: Mathematics and English Language **in addition to** one (1) CAPE subject (Units 1 and 2) or one (1) GCE/BGCSE A'Level;

or

(b) High School Grade 12 transcript with a minimum GPA of 2.5 and a minimum SAT I score of 1050.

or

(c) International Baccalaureate Diploma with a score of at least 24. It is recommended that at least three and not more than four of the six subjects are taken at the higher level (HL) and the others at the standard level (SL).

NOTE: Please refer to Part III of this Handbook for the applicable exemption regulations.

Also note that departmental requirements apply for the BSc. Social Work programme. These include two (2) references, a personal statement and information on co- and extra-curricular activities and/or an interview.

ENGLISH LANGUAGE REQUIREMENTS

English Language is compulsory for admission to all programmes. The English Language Proficiency Test (ELPT) is used to assess whether persons applying to pursue undergraduate degree programmes at the UWI, Mona Campus possess a satisfactory level of writing and reading proficiency in English for university academic purposes. The results of applicants who pass the test will remain valid for a period of five (5) years. For information on test registration procedures and test format, kindly contact the English Language Proficiency Test Unit.

Exemption from Sitting the ELPT

Applicants in the categories (a-g) below are **NOT** required to sit the test:

(a) Persons with any ONE of the following English Language qualifications:

- Grade 1-CXC/CSEC English A
- Grade A-GCE O'Level English Language
- Grade A-GCE A/O'Level General Paper
- Grade A-IGCSE O'Level English Language
- Grade A-BGSCE O'Level English Language
- Grade A-WAEC O'Level English Language
- Grade A-Communications 1 & 2, CASE
- Grades 1 & 2-CAPE Communication Stds
- Grade B+ or above-College English Skills I or II, University of Bahamas
- Grade B+ or above-Advanced Comm. or Business Communication, UTech
- Grade B+ or above-Freshman Composition I/II, Northern Caribbean Uni.
- Grade B+ or above - College English II, The Mico University College
- Grade B+ or above - COMM1101, Council of Community Colleges
- IELTS (academic test only) - overall score of at least 7 (at least 6.5 in reading and listening; and at least 7 in writing and speaking required)

(b) Persons who are already holders of an undergraduate degree from the UWI or from an approved university, and persons with a Grade A in a college English course from an approved university.

(c) Persons holding a UWI Certificate in Advanced Nursing Education and Admin-istration **or** a UWI Licentiate of Theology.

(d) Persons who have passed the UWI Mass Communications course *Media and Language* (COMM5201).

(e) Persons who passed the UWI Mona ELPT in 2020 onward (since results are valid for a period of five (5) years).

(f) Persons who successfully completed **any** of the following UWI English Language courses from 2010 onwards: UC010, UC10A, UC10C, UC10D, UC10L, UC10H, UC120, FD10A, FOUN1001, FOUN1002, COMS1001 & 1002; FOUN1003, FOUN1008 and FOUN1013.

Career Paths in the Disciplines

A Social Sciences degree will prepare you for an exciting career as one of the following professionals:

- Accountant
- Anthropologist
- Applied Psychologist
- Banker
- Clinical Psychologist
- Counselling Psychologist
- Criminologist
- Demographer
- Diplomatic Officer
- Economist
- Labour Relations Specialist
- Event Planner
- Food and Beverage Manager
- Foreign Policy and Trade Analyst
- Human Resource Manager
- Internal Auditor
- International Relations Expert
- Labour Economist
- Management Consultant
- Marketing Specialist
- Pollster
- Political Scientist
- Production Manager
- Public Administrator
- Sociologist
- Social Policy Specialist
- Social Worker
- Statistician
- Trade Negotiator
- Tourism Analyst and Consultant

To learn more about the Faculty, visit our Future Students webpage.

PART II

Services, Resources and Policies

- MESSAGE FROM THE DEAN
- MESSAGE FROM THE GUILD OF STUDENTS
- KEY FACULTY & CAMPUS STAFF DIRECTORY
- CAMPUS SERVICES AND RESOURCES
- STATEMENT ON DISABILITY
- STATEMENT ON EQUITY, DIVERSITY & INCLUSION
- CODES OF PRINCIPLES AND RESPONSIBILITIES FOR STUDENTS

Message from the Dean

Dr. Heather Ricketts

It gives me great pleasure to welcome you to the Faculty of Social Sciences (FSS), the home of the Tigers. From whereever you are coming, and whatever your route to matriculation, Heartiest Congratulations and Welcome!

You are joining a Faculty with a proud history and enduring legacy. For close to seven decades, and through our various Departments and programmes, we have produced some of Jamaica's and the Region's finest behavioural specialists, financiers, economists, public servants, business leaders, and government officials, among others. Whatever you have been accepted to study, we are well-equipped to provide you with an excellent teaching and learning experience and overall rewarding and enriching experience. You certainly made the right choice.

We expect you to make the best use of this opportunity to pursue your degree, and we look forward to partnering with you right through to graduation. We trust that you will embrace the virtues of strength, determination and resilience that are generally associated with the tiger. During this exciting journey, we encourage you to explore courses from other Faculties as long as it is possible. This will help with broadening and equipping you with important cross-disciplinary perspectives needed to adequately address the myriad interconnected challenges we face as small island developing states (SIDS) navigating today's highly globalized world. And, while you are studying, please make sure to take advantage of the many opportunities for personal growth and development provided by the available extracurricular activities. So, step out of your comfort zones and get involved!

In the age of Generative and Agentic Artificial Intelligence (AI), we demand that you be responsible and ethical in their use. Academic integrity is a critical value that you will be required to uphold, along with a deep respect for The UWI's rules, regulations, and policies. Self-respect and the respect for others will also be expected, and so too self-directedness. You will be expected to manage your time effectively, KNOW the rules of your programme, and be intimate with your various course outlines and required readings. Remember that while the Faculty will be your ally along the journey, YOU, ultimately, are in charge of your destiny and

progress. If at any time you begin to feel overwhelmed, do not hesitate to seek help. The UWI Health Centre provides professional counselling services, but you may also reach out to one of your lecturers or academic advisors. Don't ever think that you are alone on this journey! Your mental health and overall wellbeing are important to us!

Once again, welcome to the Faculty! We look forward to getting to know each and every one of you, equipping you with the knowledge and skills required in your respective fields, and seeing you through to graduation.

Message from the Guild of Students

Shamar Bell, FSS Guild Representative

I would like to congratulate all new students being accepted to the University of the West Indies, Mona. Also, I would like to extend a special welcome to the returning students in the Faculty.

To our new tigers, you have made the best choice in selecting the University of the West Indies for your tertiary education and in particular, selecting the Faculty of Social Sciences as your faculty. Welcome to the Massive! You are studying amongst the greatest minds in the world and as such, we anticipate great things from you during your tenure here.

This institution is a pathway to countless opportunities and we encourage you to take full advantage of the resources available. Get involved in extracurricular activities, be active in organizations, clubs, and societies and value the importance of peers and friendships throughout this journey. Also, keep in mind that the administration and faculty staff are here to guide and support you, so never hesitate to reach out to them when needed. We hope at the end of the academic year, you will begin to find solace, motivation, and strength in the Faculty of Social Sciences.

To our returning tigers, I admire and applaud your determination to persevere despite all the challenges you may have faced. The FSS guild committee continues to support you on the sidelines while you strive toward success. The race has not been easy in the previous year,but we are tigers and tigers never yield.

The FSS Guild Committee remains dedicated to serving your interests and ensuring that students experience maximum engagement. We will continue collaborating closely with theadministration to raise and address concerns in order to provide the best possible university experience for all students. Our committee has a number of exciting plans in store, and with your support, this academic year will be nothing short of a success.

Once again, welcome to the Faculty of Social Sciences family. We look forward to witnessing each Tiger’s relentless pursuit of greatness and the Massive’s continued legacy of excellence.

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Faculty Services and Resources

Where	Go here for…
Faculty Office - Office of the Dean	Campus restriction override | change of enrolment status | leave of absence | late adjustments to registration | late registration | examination only | exemptions | extra credit | carry-over grades | deferral of exam | voluntary withdrawal | waiver of academic performance suspension | study abroad | exchange programmes | award of degree
Department Offices	Academic advising | career advising | change of major and minor | credit checks | change of streams | office hours | timetable enquiries | course override for the following: pre-requisite and test score errors; level restriction; college restriction; degree and programme restriction; class restriction; quota limit reached
Computer Labs	Lectures/classes | access to computers to prepare assignments
Careers in the Social Sciences Webpage	Career areas based on programme or discipline
Credit Check Webpage	Degree checklist designed to track credit and rate of progress
Courses Webpage	Course listing | anti-requisites | course descriptions | co-curricular courses
Dean's List Webpage	Dean's list | eligibiity criteria
FSS Guild Representative	Representation | leadership training | advocacy activities | social activities
Honours Society Webpage	Information on members to the society
Prizes and Awards Webpage	Awards and prizes | eligibility criteria
Clubs, Society and Associations Webpage	List of student clubs and societies
Student Employment Opportunity Webpage	Information on how you can earn while you study | application form

Campus Services and Resources

Where	Go here for…
Bursary - Student Administrative Services Section (SASS)	Financial enquiries | tuition letter | statement of account | payment plan | student loan matters
Campus Security	Safety and Security | Escort Service | Incident Report | Security Patrol
Career and Placement Services	Career planning and development | job placement | work abroad programme
Examination Section	Exam go-throughs | exam re-marks | transcripts | exam timetables | assessment regulations
Health Centre	Primary health care services related to physical, mental and emotional well-being
Main Library	Printing and reprographic services | Course resource and reading material | Audio-visual | Special collections
Mona Information Technology Systems (MITS)	Access to online systems and portals | requests for software
Office of Special Student Services	Academic support for students with disabilities
Office of Student Services and Development (OSSD)	Residential services | student clubs and societies | co-curricular courses | mentorship | academic support
Student Affairs (Admissions)	Admissions | transfers | status letters
International Student Office	Study abroad | exchange programmes
The Writing Centre	Writing support | grammar coaching | reference library of handbooks | style manual
Student Union	A multi-purpose facility run by the Guild of Students | hub of student activities (cultural & entertainment)
University Bookshop	Purchase textbooks, notebooks, equipment and stationery for academic programmes

Statement on Disability

The University of the West Indies (UWI) is consciously seeking to facilitate the efforts of persons with disabilities to acquire university education. The university's goal is that as far as possible the number of students with disabilities at the institution be increasingly brought in line with the number of disabled persons in the relevant age cohorts in the wider society. It is the aim that no student whose academic qualifications are good enough to qualify for competitive entry be unable to accept a place at the UWI because of a disability (UWI Finance & General Purposes Committee, 1995).

Policy on Equity, Diversity and Inclusion

The University of the West Indies' Commitments to Equity, Diversity and Inclusion The University of the West Indies (UWI) recognizes the importance of Equity, Diversity and Inclusion (ED&I). These principles are among the organisation's core values and play a central role in the Triple A Strategy, 2017-2022; they are also present in the Statement of Ethical Principles and Code of Conduct (2018/2019) and guide the institution towards creating "greater and more affordable access to reduce social inequality in the region."1 These ED&I principles set the norm for "a fair and just environment" in which all employees of The UWI "are able to access opportunities that allow for full participation."

The UWI vouches to provide a study and work environment which must be "inclusive of and affirm the dignity of all persons regardless of race, socio-economic status, age, sex, gender identity and expression, physical and mental ability, sexual orientation, family or marital status, national origin, language, political or religious persuasion, health status, and other characteristics that make its constituents unique." To view a copy of the Policy, please click: UWI Equity, Diversity and Inclusion Policy.

Academic Integrity Policy

Preamble: The University of the West Indies (The UWI), within the framework of this Academic Integrity Policy, articulates the guiding principles that govern our academic community. We define with precision the terms that underscore academic integrity, which is the bedrock of our academic pursuits. We delineate the responsibilities of all stakeholders - students, faculty, staff, and administrators - in upholding these principles. Moreover, we assert the comprehensive scope of this policy, extending its application to encompass every facet of our university community.

Scope of the Policy: This policy applies to the academic integrity of all members of The UWI community, including students, faculty, and staff, across all University campuses and affiliated institutions.

Responsibilty of Students: Students should:

- read and adhere to all relevant University and Faculty regulations;
- read and adhere to course guidelines and policies provided by lecturers;

- reflect behaviours which are consistent with the University academic integrity guidelines;
- consistently follow assessment guidelines for completion and submission of work; and
- engage with course materials and activities in the spirit of maximising intended learning outcomes.

To view a copy of the Policy, please click: Academic Integrity Policy.

Code of Principles and Responsibilities for Students

Preamble: Rights operate within a system of fundamental values. Rights and privileges go hand in hand with their corresponding duties, obligations and responsibilities. Such are the principles that bind student membership in the University of the West Indies community with the fundamental values, rights and responsibilities of the University as a community. This Code sets out the ground rules, considered consistent with the goals and well-being of the University, for the conduct of all students who belong to the University community. This Code of Principles and Responsibilities has been written to define and explain rights, obligations and responsibilities of students while they are members of the University community. It has been written cooperatively by students, faculty and staff. In addition it seeks to set out the procedures in place to review incidents of misconduct. This Code is subject to and limited by the Laws of the individual Campus Countries and the Charter, Statutes, Ordinances and Regulations of the University.

The University Community Principles: The University's mission is to advance learning, create knowledge and foster innovation for the positive transformation of the Caribbean and the wider world. The University recognises that as a regional university supported by the West Indian peoples, and as the sole local institution equipped to meet local requirements and to relate its own developmental programmes to them, it should give priority to regional needs.

All members of staff are also part of this educational community. They cooperate to promote student learning, to disseminate and impart knowledge, to develop new knowledge and ideas. The University's responsibility includes providing, for the student, the resources and opportunities for self-improvement and for the development of the potential necessary for success within and beyond the portals of the University. The values identified serve as the foundation for the policies and regulations governing the conduct of students and of staff. Membership in the University presumes, on the part of the student, a preparedness to help shape and support a community based on these values.

To access a copy of the Codes, please click: Code of Principles and Responsibilities for Students

PART III

Faculty Academic Regulations

- PROGRAMME REGULATIONS
- EXAMINATION REGULATIONS
- GPA REGULATIONS
- DEGREE REQUIREMENTS

1. ORIENTATION AND ACADEMIC ADVISING

1.1 Attendance at orientation by newly-admitted students is **mandatory**. During orientation, students can expect to meet the staff, learn about the Faculty, and receive information about their programme of study.

1.2 Returning students are also expected to attend academic advising sessions during orientation week to review their performance and confirm registration consistent with their programme of study. Academic advising, is available to all students throughout their academic journey. Its primary purpose is to support students in planning and selecting courses, and in successfully navigating their chosen field of study, in relation to their career goals.

1.3 Students who are transferring to the Faculty from another on any UWI campus must also attend orientation and obtain academic advising to identify outstanding courses required to complete the programme to which you have been accepted.

1.4 Students who have been readmitted under Academic Forgiveness having been on academic suspension, should also ensure that they attend orientation and academic advising to confirm: (1) the courses that they are being allowed to bring over; and, (2) the outstanding courses required to complete the programme to which you have been readmitted.

2. COURSE CREDITS AND WEIGHTING REGULATIONS

2.1 Normally, each undergraduate course in the Faculty carries a weighting of three (3) credits.

2.2 Courses taught over an academic year (i.e. year-long or across Semesters 1 and 2) normally carry a weighting of six (6) credits. Students must register for the course in both semesters.

2.3 In the case of substitution for a 6-credit course, the alternative is either another 6-credit course or two 3-credit courses.

2.4 Credit hours earned in courses taken on a Pass/Fail basis are not included in calculating GPA.

2.5 Credits hours earned from another institution at the time of admission to the UWI are not used in the computation of GPA.

3. PROGRAMME OF STUDY REGULATIONS

3.1 **Programme of Study Requirements**

Candidates for any of the degree programmes must pursue a course of study comprising at least 90 credits: at least 30 credits at Level I and at least 60 credits at Levels II and III. As such, a student must be formally enrolled in one of the following degree categories:

(a) Major
(b) Double Major

(c) Major and one Minor
(d) Major and two Minors
(e) Special/Option

3.2 Students MUST complete ALL of the requirements for Levels I, II and III of their course of study as indicated below:

3.2.1 **Requirements for Level I of the degree programme**

Students are required to complete a minimum of 30 credits or 10 3-credit Level I courses, depending on their course of study as follows:

(a) Two (2) University foundation courses
(b) One (1) foreign language course or approved equivalent
(c) Core courses for the subject area
(d) Pre-requisites for Level II or III courses and/or electives
(e) Any other courses designated by the department.

3.2.2 **Requirements for Level II and Level III of the degree programme**

Students are required to complete a minimum of 60 credits normally a combination of 20 Level II and Level III courses designated for their course of study as follows:

(a) Major Only: 30 credits for one major and 30 credits of electives
(b) Double majors: 30 credits for each of the two majors
(c) Major and two minors: 30 credits for major and 15 for each of two minors
(d) Major and one minor: 30 credits for major, 15 for one minor and 15 for electives
(e) Special/Option: Minimum of 45 credits for special, and 15 credits for electives

3.3 Students are required to satisfy pre-requisites (where applicable) for Level II and III courses.

3.4 Students do not have to complete all courses at one level before taking a course at another level as long as the pre-requisites for the course(s) have been met**.** However, students **MUST** complete FOUN1013 or FOUN1019 during the first year of their degree programme.

3.5 **Cross-Faculty and Cross-Campus Majors and Minors**

Students may also request to combine a Social Sciences Major with a Minor offered by another Campus or Faculty. To do this, the permission of the Deans of both Faculties must be sought and obtained.

4. CO-CURRICULAR CREDITS REGULATIONS

4.1 Co-curricular credits will be awarded on the following basis:

(a) Students must be involved in the activity for at least one (1) semester.

(b) Explicit learning outcomes must be identified for each activity.

(c) There must be clearly defined mode(s) of assessment for each activity.

4.2 Students will be eligible for no more than 3 credits for involvement in co-curricular activities. The activities may be Campus specific.

4.3 Co-curricular credits shall not be taken into account in the determination of class of degree.

4.4 The assessment of co-curricular credits shall be on a 'pass/fail' basis.

4.5 All co-curricular activities/programmes must be approved in advance by the Faculty and Academic Boards.

4.6 A student may register for co-curricular courses established under the Office of Student Services and Development. See page 121 for a list of these courses.

4.7 Subject to Faculty regulations, co-curricular credits will form part of the 90 credits for a degree. However, in special circumstances, if credits are earned in excess of those required for the degree, these and the associated activity will be included on the student's transcript.

5. FOUNDATION COURSES REGULATIONS

5.1 In academic year 1998-1999 the UWI instituted a minimum of nine credits of Foundation Courses. These Level I courses are designed to improve academic writing and promote sensitivity to and awareness of distinctive features of Caribbean cosmologies, identities and culture.

5.2 **The Foundation courses are:**

(a) FOUN1013: Critical Reading and Writing in the Social Sciences (3 credits)

(b) FOUN1019[1]: Critical Reading and Writing in the Disciplines (6 credits)

(c) FOUN1101: Caribbean Civilization (3 credits)

(d) FOUN1201: Science, Medicine & Technology in Society (3 credits)

(e) FOUN1301: Law, Governance, Economy and Society (3 credits)

[1]FOUN1019 is a year-long course to be completed in lieu of FOUN1013 by students who **did not meet** the English Language requirement (listed on page 11) **AND sat and failed** the ELPTs.

5.3 Students registered in the Faculty of Social Sciences are required to pursue FOUN1013 or FOUN1019 during the first year of their degree programme; and FOUN1101 or FOUN1201.

5.4 Students registered in the Faculty of Social Sciences are exempt from pursuing FOUN1301: Law, Governance, Economy and Society and will not be awarded credit if passed.

5.5 Exemption in whole or in part from the requirements under 5.3 may be granted by the relevant Board.

5.6 Foundation courses shall be included in the calculation of the cumulative GPA but shall not count in the calculation of the degree GPA.

6. FOREIGN LANGUAGE REQUIREMENT REGULATIONS

6.1 Students registered in The Faculty of Social Sciences whose native language is English are required to register for and successfully complete a prescribed three (3) credit Foreign Language, Sign Language or Caribbean Creole course.

6.2 The courses recommended to satisfy this requirement are:

(a) CHIN1001 Chinese (Mandarin) 1A
(b) FREN0101 Beginners' French
(c) JAPA1001 Japanese Language 1
(d) LING1819 Beginners' Caribbean Sign Language
(e) SPAN0101 Beginners' Spanish

6.3 ALL regional students who matriculated into The University with a foreign language obtained at the Caribbean Examinations Council with CSEC (Grade 1, 2 or 3) or CAPE Unit I or II (Grades l to 5) or an equivalent, are eligible for an exemption from this requirement but shall receive no credit.

6.4 Eligible students must apply for exemption without credit via the SAS portal. When making the request, students must use the relevant course code from the list provided above that matches the language passed/spoken excepting those with a pass in CAPE Spanish/French who must make the request using SPAN1000/FREN1000, respectively.

6.5 To fulfill the necessary Level I credits, students have the option to select any two out of the following three courses: FOUN1101, FOUN1201, One Level I free elective.

6.6 All international students whose first language is not English and who matriculated into The University with English as a Second Language qualification shall be exempted and shall receive no credit.

6.7 Undergraduates who satisfy matriculation requirements under the Mature Student Clause shall be required to show proficiency in a foreign language using the Prior Learning Assessment (PLA) tool.

6.8 Eligible students must apply for Exemptions without Credit on the Automated Student Request System via the SAS portal. When making the request, students must use the relevant course code from the list provided above that matches the language passed/spoken. To fulfill the necessary Level I credits, students have the option to select any two out of the following three courses: (i) FOUN1101, (ii) FOUN1201, and (iii) one Level I Free Elective.

6.9 The University may require students who do not possess a certification in a foreign language but might have pursued a foreign language to take a diagnostic test in the Department of Modern Languages and Literatures in the Faculty of Humanities and Education. Once proficiency is established, students must apply for Exemptions without Credit on the Automated Student Request System via the SAS portal. When making the request, students must use the relevant course code from the list provided above that matches the language passed. To fulfill the necessary Level I credits, students have the option to select any two out of the following three courses: (i) FOUN1101, (ii) FOUN1201, and (iii) one Level I Free Elective.

6.10 Students exempted based on CSEC/CAPE Spanish or French and opting for the same language as their Level I Free Elective must follow the recommendations below:

(a) Pass in CSEC Spanish: Take SPAN1000 instead of SPAN0101
(b) Pass in CAPE Spanish: Take SPAN1001 instead of SPAN0101
(c) Pass in CSEC French: Take FREN1000 instead of FREN0101
(d) Pass in CAPE French: Take FREN1001 instead of FREN0101

6.11 Students who meet the criteria for an exemption from the Foreign Language Requirement and have a preference for studying a different language to fulfill the requirement are advised not to proceed with applying for the exemption. Instead, they must select a language course at Level I.

6.12 Students can fulfil this requirement at any point during their undergraduate programme.

7. EXEMPTION REGULATIONS

7.1 **From UWI Certificates** (CPA, CSS, CBA)

A student who, prior to taking the Certificate, has:

(a) Normal-level matriculation will be eligible for exemption with credit for all degree courses.
(b) Lower-level matriculation will be eligible for exemption with credit for 5 courses or 15 credits*
(c) No matriculation will receive exemption with credit for 4 courses or 12 credits*
(d) Students may receive exemption without credit for any other degree course passed.

7.2 **From CAPE**

A student who has obtained Grades I-IV in the following CAPE Examinations will be eligible for exemption without credit for the corresponding UWI courses as follows:

CAPE Subjects	UWI Equivalent Level I Courses
Accounting [Unit 1]	ACCT1005
Accounting [Unit 2]	ACCT1003
Applied Mathematics [Unit 1]	SOCI1005 or ECON1005
Economics [Units 1 & 2]	ECON1000 &/or ECON1012
Pure Mathematics [Units 1 & 2]	ECON1003
Sociology [Unit 1]	SOCI1002
Statistical Analysis	SOCI1005 & ECON1005

7.3 Students who are granted exemption without credit due to CAPE are required to complete a Level I replacement course of their choosing in order to earn the outstanding credits.

7.4 **From Other Universities**[2]

(a) A student transferring from another university will have to pursue a minimum of two years of full-time study or 60 credits to satisfy the residency requirement.

(b) A student who holds a first degree from any institution and is pursuing another first degree will not be granted exemptions with credit from the previous programme, except for UWI foundation courses, where applicable.

(c) For courses not already included on the Faculty's approved list, students must submit the relevant course outlines to the Faculty Office for departmental assessment of equivalency. Courses determined to be equivalent to UWI courses will qualify students for exemption with credit, subject to the maximum limit specified in (a).

(d) Exemption without credit may be granted for course(s) in excess of limit indicated at the discretion of the Dean.

7.5 **From Associate Degree Programmes at Accredited Tertiary Learning Institutions (TLI)**

Exemption with credit will be granted for all courses that have been deemed to be equivalent to UWI courses if a minimum B grade has been achieved and only if the degree programme was completed.

7.6 **From International Baccalaureate Diploma**

Students who matriculated or were admitted to The UWI on the basis of an International Baccalaureate (IB) Diploma are **not** eligible to receive exemptions, with or without credit, for subjects completed as part of the IB Diploma.

7.7 Applications for exemption must be made using the Automated Student Request System (ASRS) accessed via the online portal Student Administrative System (SAS).

[2]It should be noted that first year or level I courses in the American Four Year Undergraduate programme will NOT warrant exemption from UWI courses.

8. REGISTRATION REGULATIONS

8.1 Students must register for courses at the beginning of each academic year unless they wish to take leave of absence or voluntarily withdraw.

8.2 Registration for a course constitutes registration for the examinations in that course. Beyond specified dates, students will be financially obligated for courses on their registration that have not been dropped.

8.3 A student who has successfully completed a course will not be permitted to re-register for that course for any reason inclusive of trying to improve his or her GPA.

8.4 A student is deemed to have completed registration for a course when his/her financial obligations to the University have been fulfilled.

8.5 Deadlines for changes of registration including withdrawal from or addition of courses will be as prescribed in University Regulations.

8.6 Applications for late registration and late adjustment to registration may be subject to a fine to be determined by the Academic Board.

8.7 Applications for late registration and late adjustment to registration (with waiver of penalty or removal of course) require Academic Board approval.

8.8 A student may, with permission from the Department, change Major/Minor/Special within the Faculty. Once approved, the student must pursue the programme requirements outlined in the Handbook for the year approval was granted.

8.9 Students are required to apply for and receive approval from their Faculty before being eligible to pursue a Major/Minor.

8.10 The University reserves the right not to declare a Major/Minor if approval was not granted by the Faculty to pursue the Major/Minor even if the requisite conditions have been satisfied.

8.11 Students shall not be permitted to change their course of study in their first year.

8.12 All optional courses (electives) listed in the various degree programmes in the Faculty Handbook may not necessarily be available in any one year.

8.13 Unless a student registers expressly “not for credit”, the student may not subsequently have such credit status altered.

8.14 UWI undergraduate students cannot register simultaneously in two UWI programmes of study without the permission of the Board for Undergraduate Studies (BUS).

9. FULL-TIME AND PART-TIME REGULATIONS

9.1 All students are initially registered as full-time or part-time students but may apply to the Faculty Office via the online student portal, SAS, to change their enrolment status.

9.2 Part-time registration in the Faculty is defined by a student's academic workload per semester rather than the time of day classes are offered. Although Level I courses are generally available during both daytime and evening periods, the majority of Level II and Level III courses are scheduled during normal working hours. Students pursuing their studies on a part-time basis should therefore expect to attend classes between 8:00 a.m. and 5:00 p.m. as required by the course timetable.

9.3 Students accepted with lower level matriculation into the Faculty as part-time students must complete a minimum of twenty-four (24) credits and maintain a minimum cumulative GPA of 2.7 to be eligible for transfer to full-time.

9.4 Once a part-time student changes his/her enrolment status to full-time, he/she is required to maintain the rate of progress mandated for the full-time programme.

9.5 Full-time students are required to register for a minimum of twenty-four (24) and a maximum of thirty (30) credits in an academic year.

9.6 A full-time student may be allowed three (3) additional credits for a total of thirty-three (33) if he/she has a degree GPA $\geq$ 3.0 after three (3) semesters and/or in their final year if they have not failed a course in the previous semester.

9.7 Part-time students are expected to register for a maximum of eighteen (18) credits in a year.

9.8 A part-time student may be allowed to register for twenty-one (21) credits if he/she has maintained a minimum GPA of 3.0. Finalizing part-time students may also be allowed to register for 21 credits.

10. ACADEMIC STANDING AND WITHDRAWAL REGULATIONS

10.1 The Faculty monitors students' academic performance at the end of each semester and assigns an academic standing based on the Semester Grade Point Average (GPA). Academic standing is intended to support student success by identifying students who may require additional monitoring, advising, or academic intervention.

10.2 **Good Standing:** Students who achieve a Semester GPA of 2.00 or higher will be placed in Good Standing and may register for a normal course or credit load.

10.3 **Warning:** Students whose Semester GPA falls below 2.00 for one semester will be placed on Warning. Students on Warning remain eligible for a normal course load but will be monitored closely and encouraged to utilize available academic support services. Students on Warning who subsequently achieve a Semester GPA of 2.00 or higher will return to Good Standing.

10.4 **Probation:** Students whose Semester GPA remains below 2.00 in a subsequent semester while on Warning will be placed on Probation. Students on Probation will normally be restricted to a reduced course load of six to nine credits per semester. This restriction is intended to support academic recovery and prevent further deterioration in performance. Students on Probation will not normally be permitted to exceed the recommended credit limit.

10.4.1 Students may apply to the Dean for permission to waive the probationary credit restriction and pursue a normal course load. Such requests will only be considered where there is clear evidence of the student's capacity to recover academically, supported by an academic plan and, where appropriate, engagement with academic advising or student support services.

10.4.2 Students on Probation who achieve a Semester GPA of 2.70 or higher will return directly to Good Standing.

10.4.3 Students on Probation whose Semester GPA improves to between 2.00 and 2.69 will revert to Warning status and continue under academic monitoring.

10.5 **Academic Performance Suspension:** Students on Probation whose Semester GPA remains below 2.00 will be placed on Academic Performance Suspension.

Students placed on Academic Performance Suspension will normally be required to sit out for one semester before applying for reinstatement. Upon reinstatement, students may be eligible for Academic Forgiveness in accordance with University regulations. (Click Academic Forgiveness for further details).

Summary of Academic Standing Outcomes

Semester GPA	Academic Standing	Outcome
2.00 or higher	Good Standing	Normal course load
Below 2.00	Warning	Academic monitoring
2.00 or higher	Good Standing	Return to normal standing
Below 2.00	Probation	Restricted to 6–9 credits
2.70 or higher	Good Standing	Return to normal standing
2.00–2.69	Warning	Continued monitoring
Below 2.00	Academic Performance Suspension	Sit out for one semester

10.6 Students may voluntarily withdraw from a programme at any point after they have completed their first semester. The request may be made using the Automated Student Request System (ASRS) accessed via Student Administrative System (SAS).

10.7 Requests for voluntary withdrawal made after the final date set by the Academic Board for such applications will be subjected to the UWI Refund Policy and courses will not be removed.

11. ACADEMIC FORGIVENESS AND RE-ADMISSION

11.1 Academic Forgiveness is the policy normally applied to students who withdraw either voluntarily or because the University placed them on academic performance suspension.

11.2 To obtain academic forgiveness students, having been suspended, must remain out of the UWI system for a minimum of **one semester** if the student intends to remain in the Faculty.

11.3 When students who have been granted academic forgiveness are re-admitted to UWI, the Dean of the Faculty will determine which courses, if any, may be used as transfer credits. The maximum number of transfer credits is 30, which would normally be at level 1.

11.4 The Dean, with permission of the Board for Undergraduate Studies (BUS), may determine which Level II or III courses may be considered for exemption *with* credit when a student was previously withdrawn. A maximum of two

(2) Level II/III courses can be so considered and both must have a minimum grade of B-; these two courses are part of the 30 credits referenced in 11.3 above.

11.5 When a student either transfers from one Faculty to another (see Cross Faculty and Cross Campus Transfers, Pg. 34, Section 12), s/he can benefit from academic forgiveness without waiting out a semester. Exemptions will be determined by the Faculty to which he/she has been accepted.

11.6 Where a student is granted a waiver of academic performance suspension, without remaining out of the UWI system for a minimum of **one** semester, s/he is considered a continuing student and is ineligible for academic forgiveness.

11.7 Where students are to benefit from the exemptions indicated above, they must apply on the Automated Student Request System at the point of readmission in order to ensure that their record is fully updated and to facilitate the credit check/degree audit process.

12. CROSS-FACULTY AND CROSS-CAMPUS TRANSFERS

12.1 Applications for transfer must be submitted to the Admissions Office by March 31 of each academic year.

12.2 Consideration for transfer may also be offered to any student indicated in 11.2 or 11.3 above who has completed some of the required Level I courses for the intended Major or Special.

12.3 Students are not eligible for transfer in the year they are admitted to the Faculty. A new student wishing to change Faculty may reject the FSS offer and immediately notify the Admissions Section of their wish to be considered for another Faculty.

12.4 A student who does not wish to commence studies during the semester he/she was transferred to the Faculty **is not** eligible for leave of absence or deferral of entry. He/she may reject the offer of transfer through the Admissions Section and apply for readmission at a more convenient time.

12.5 Students approved for transfer must pursue the programme requirements outlined in the Handbook that corresponds with the year approval was granted.

13. EXCHANGE PROGRAMME AND STUDY ABROAD REGULATIONS

13.1 **Exchange programme at another university**

Students seeking to participate in the exchange programme should:

(a) normally be registered as a full-time undergraduate student;

(b) have spent at least one academic year at UWI, but not yet be in the last semester of his/her final year of study;
(c) have attained at least a GPA of 3.0;
(d) have not been the subject of any disciplinary action and have no such action pending against him/her;
(e) consult with the International Students Office regarding participating institutions.

13.2 Student exchanges may be arranged for a maximum of two semesters which must not include the final semester of full time study.

13.3 Students must have the courses they intend to do at the overseas university assessed for equivalence and approved by the relevant department and Dean **before** proceeding abroad.

13.4 Students must register for the approved Mona-equivalent courses at the beginning of the semester for which they were approved for exchange. Results received will be awarded to the Mona courses assessed and approved by the Board for Undergraduate Studies (BUS).

13.5 The letter grade duly awarded for a course offered by an approved overseas university shall be accepted without change. Where an institution does not offer letter grade, a determination is made by the Dean.

13.6 **Study Abroad: Complete Degree at Another University**

Students who may be migrating or be away from the country for a significant period and have few courses to complete their UWI degree may be allowed to do so at another university at the discretion of the Dean and ratified by the Board of Undergraduate Studies.

14. LEAVE OF ABSENCE REGULATIONS

14.1 A student who wishes to be absent from an academic programme for a semester or more must apply for formal leave of absence using the Automated Student Request System (ASRS)

14.2 Leave of absence may be granted for one semester or for an academic year in the first instance however, leave will not be granted for more than two academic years or four semesters over the life of a student's programme.

14.3 Applications for leave of absence (LOA) for Semester I and Semester II must be made separately before the end of the first week of October and before the end of the second week in February, respectively.

14.4 Applications for late leave of absence (LLOA) may be subject to a fine to be determined by the Academic Board. The amount of the fine may increase depending on the lateness of the request.

14.5 Students who have attended classes and have requested leave of absence after the above-mentioned dates will be required to provide evidence that they did not sit examination nor submit coursework.

14.6 A student only becomes eligible for leave after completing at least one semester in the Faculty. As such, students are not eligible for leave of absence in the semester they were admitted/readmitted to the Faculty. Such students, however, may be eligible for voluntary withdrawal. A formal request for voluntary withdrawal must be made via the Automated Student Request System

15. EXAMINATION REGULATIONS

It is important to note that the source for the examination regulations provided below is ***"The Assessment Regulations for First Degrees, Associate Degrees, Undergraduate Diplomas and Certificates - Revised August 2020."*** *For comprehensive understanding, please refer to the complete document.*

15.1 Students will be examined during each semester and the summer session in the courses for which they are registered.

15.2 A course may be examined by one or more of the following methods: (i) coursework, (ii) oral (under the conditions in Regulation 15.6 below), (iii) practical examination, (iv) written examination papers, (v) online exam, and (vi) class participation as a component of other assessment.

15.3 A student who does not take an examination in a course for which he/she is registered is deemed to have failed that examination unless permission to be absent has been granted.

15.4 A student who, on grounds of illness or in other special circumstances as referred to in Examination Regulations fails to take an examination in a course for which he/she is registered, may be given special consideration by the Dean or the Board of Examiners to take the examination at the next available opportunity, without penalty.

15.5 Except where otherwise prescribed in the Faculty's regulations, a student whose GPA for a given semester is less than 2.0 shall be deemed to be performing unsatisfactorily and shall be placed on warning. A student on warning whose GPA for the succeeding semester is less than 2.0 shall be required to withdraw. (See Requirement to Withdraw, Section 10).

15.6 **Assessed Coursework**

(a) In the case of examination by coursework only, a student gaining an overall mark higher than 50% but passing in only one component will be required to repeat at the next available sitting the component that was failed.

(b) A student who is absent from a coursework or mid-semester exam may apply to the Dean for exemption from this examination no later than one (1) week following the date of this examination. He/she must at the same time submit to the Assistant Registrar (Exams) justification for such absence (such as, in case of illness, a

medical certificate complying with any applicable Exams Regulations). The Dean shall consider any such request for exemption in consultation with the relevant Head of Department and course lecturer. If exemption is granted, the percentage mark available to be awarded for the final examination will be adjusted correspondingly.

(c) All registered students are required to attend prescribed lectures, practical classes, tutorials, or clinical instructions. Students with unsatisfactory class attendance [who have been absent from the University for a prolonged period during the teaching of a particular course year for any reason other than illness] or who have failed to submit any assessments set by his/her Examiner, are subject to debarment by the relevant Academic Board, on the recommendation of the relevant Faculty Board, from taking any University examination. Procedures to be used to measure attendance and assessments shall be prescribed by the Faculty."[3]

(e) An Undergraduate Coursework Accountability Statement (See Appendix and Faculty's website) is to be attached to the front of any document submitted as a component of coursework save for when coursework consists of an invigilated examination, and where the submission is entirely in electronic form, the student shall make an equivalent declaration electronically.

15.7 Carry Over Coursework Grades

If a student misses an examination for reasons including (b) or (c) above, he/she may request, through the Faculty, to have the coursework/mid-semester marks applied at the next sitting of the course. If approval is granted, the student will only write the final exam. Thus, a student who has completed all the components that constitute the final mark for a course, including final exam is not eligible to carry over coursework.

15.8 Oral Examination

(a) The Board of Examiners may recommend to the Department concerned that a student who has marginally failed the last one or two courses required to complete the degree at the end of their final year be offered an oral examination in those one or two courses. This is provided that he/she has obtained in each instance a mark within the F1 range, that is between 45% and 49% in each course.

(b) If an oral examination is granted the student may choose to decline the offer and opt to sit Exams Only instead. (See regulations below).

(c) The oral examination shall be held as soon as possible after the previous examination and within the academic year in which the student is expected to graduate. The student must immediately contact the department concerned so that arrangements can be made.

(d) The oral examination shall concern the course as a whole and not be restricted to the questions set in the examination which the student did. The First Examiner and at least one other examiner must be present at an oral examination.

(e) If the examination is passed, the student cannot be awarded a mark higher than 50% - a marginal pass.

[3]Excerpt from *The UWI Assessment Regulations for First Degrees, Associate Degrees, Undergraduate Diplomas and Certificates Including GPA and Plagiarism Regulations.*

(f) If s/he fails the oral, the student will not have a right of appeal.

(g) A student will be allowed one oral examination for any one course.

(h) In the Department of Economics, students who qualify for an oral will be required to sit a supplemental exam instead. If successful, the student will receive a marginal passing mark of 50%.

15.9 Examinations Only Regulations

Students will only be eligible for "Examinations Only" in the following circumstances:

(a) S/he has failed one or two of the final courses required to complete the degree at the end of their final year and obtained a mark within the F1 range that is no less than 45% in each course. (See Oral Exam Regulations above).

(b) S/he has obtained a medical excuse, certified by the University Health Centre, for not having attempted an exam.

15.10 Deferral of Sitting Examinations

In exceptional circumstances, the Dean may grant a student a deferral from sitting an examination and permission to take it on a subsequent occasion, by virtue of special assignments overseas for an employer, being selected to represent the country on a national team, or on compassionate grounds. In all instances, formal letters will have to be provided by the employer/national association or relevant institution.

15.11 Academic Integrity

Cheating shall constitute a major offence under these regulations. Cheating is any attempt to benefit one's self or another by deceit or fraud. To learn more about assessment regulations, click here.

15.12 Plagiarism[4]

Plagiarism is a form of cheating. According to the UWI regulations, plagiarism is "… *the unauthorized and/or unacknowledged use of another person's intellectual efforts and creations howsoever recorded, including whether formally published or in manuscript or in typescript or other printed or electronically presented form and includes taking passages, ideas or structures from another work or author without proper and unequivocal attribution of such source(s), using the conventions for attributions or citing used in this University.*" Click here to learn more.

(a) Plagiarism also involves the case of material taken from the internet without acknowledging the source or giving proper credit - cyber cheating or cyber plagiarism.

(b) Students have the responsibility to know and observe the Regulations of the Faculty and the University of the West Indies as it relates to plagiarism, falsification of information and academic dishonesty. This information contained in the relevant UWI Examinations Regulations for First Degrees, Associate Degrees, Undergraduate Diplomas and Certificates Including GPA and Plagiarism Regulations.

(c) It is a requirement of all students registered to do undergraduate courses in the Faculty to sign and submit with their coursework a Coursework Accountability Statement. *(A copy of the undergraduate statement is also avaialable for download from the Faculty's website).*

[4] See Appendix III for information on, "Presenting and Documenting Material in Course Essays" by Dr. L. Stirton, a former Lecturer in the Department of Government.

15.13 **Review of Examination Results**

(a) A student who is dissatisfied with the results of his/her examination may within two weeks of publication of results (in the case of the Supplemental/Summer School or re-sit examination within five days of the publication of results) request through the Examinations Section: (i) to ***go through*** his/her failed script with the Examiner and/or; (ii) to have his/her script ***re-marked***.

(b) A student who wishes to have his/her script re-marked by a new Examiner must pay a fee as determined by the Campus Registrar. However, where re-marking of a script results in a higher mark than that previously recorded, the fee shall be refunded provided that the increased mark results in a change of grade.

(c) In the case of re-marking of a script, the mark of the new and independent examiner(s) shall be regarded as the final mark.

16. GRADE POINT AVERAGE REGULATIONS

16.1 Grade point average (GPA) is the average obtained by dividing the total grade points earned by the total quality hours for which the student has registered for any stated period of time, excluding courses taken on a pass/fail basis, audited courses, preliminary courses, not for credit courses and courses for which the designation I or IP is awarded.

16.2 In order to be eligible for the award of a degree in the Faculty of Social Sciences, students shall have a minimum GPA of 2.0.

16.3 **GPA Marking Scheme**

Grade	GPA or Quality Point	% Range
A+	4.3	90-100
A	4.0	80-89
A-	3.7	75-79
B+	3.3	70-74
B	3.0	65-69
B-	2.7	60-64
C+	2.3	55-59
C	2.0	50-54
F1	1.7	40-49
F2	1.3	30-39
F3	0.0	0-29

16.4 The transcripts of continuing students will not reflect any changes to existing marks and grades received under previous GPA regulations. These will remain the same as originally awarded and will be maintained as a part of each student's historical record.

17. REQUIREMENTS FOR THE AWARD OF DEGREE

17.1 In order to qualify for the award of the degree a student must:

(a) have completed a minimum of 90 credits (normally equivalent to 30 semester courses) of which at least thirty credits are from Level I (including the foundation course and foreign language requirements), and at least 60 credits from Levels II & III courses.

(b) have satisfied the requirements of any one of the degree categories listed below.

(c) have a GPA of at least 2.0

(d) have declared a programme of study in one of the following categories: (i) major, (ii) double major, (iii) major and one minor, (iv) major and two minors and (v) special/option

17.2 Students may also request to combine a Social Sciences major with a minor offered by another Campus or Faculty. To do this, the permission of the Deans of both Faculties must be sought and obtained.

(a) At St. Augustine and Mona, students may register for a double major comprising a major in the Faculty and a major offered by another Faculty.

(b) Students may apply to register for a double major involving any of the Faculty of Social Sciences majors

17.3 A student who, having registered for a second major, fails to obtain passes in all the designated courses will be considered for a Minor in the discipline (where applicable).

17.4 A student whose degree GPA is less than 2.0 shall not be awarded a degree from the Faculty except on the recommendation of the Faculty and ratification of the Board of Undergraduate Studies.

18. Determination of Class of Degrees

18.1 The class of degree shall be awarded on the basis of the weighted or degree GPA.

18.2 In the calculation of the degree GPA, a weight of zero shall be attached to all Level I courses.

18.3 Levels II and III courses shall have equal weight in the determination of the degree GPA.

18.4 Core courses satisfying the requirements of specials/options, majors and minors must be taken into account in the determination of the weighted/degree GPA.

18.5 A course designated at registration as Pass/Fail or "not for credit" shall not count in the determination of the weighted/degree GPA.

18.6 **The class of degree shall be awarded as follows:**

(a) First Class - Degree GPA of 3.7 and above
(b) Upper Second Class - Degree GPA of 3.0-3.69
(c) Lower Second Class - Degree GPA of 2.5 - 2.99
(d) Pass - Degree GPA of 2.0 - 2.49

19. AEGROTAT DEGREE (Also applicable to Diploma and Certificate)

19.1 A candidate taking examinations in respect of a final degree, diploma or certificate programme and who had been absent through illness from one or more papers, may apply for the award of an aegrotat degree, diploma or certificate on the following conditions:

19.2 Where the whole of the final examination for a degree, diploma or certificate is taken at the end of the final year of the course and he/she has completed more than half of the examination but has been absent from the remainder of that examination.

19.3 Where the final examination is in two or more parts (the award of the degree, diploma or certificate is dependent on the performance in each of these parts) and he/she has successfully completed the first one or two parts or more than half of the final part, but has been absent from the remainder of the examinations for the final part.

19.4 Where the final examination is in two parts and the student has completed the first part (second year) with an average GPA of 2.7 or higher and his/her course work during the final year of the course has been of a consistently high standard, but he/she has been absent from the other part of the examination.

19.5 The Examiners consider that in the work which the candidate has submitted at such time of the final examination as he/she had attended, he/she reached a standard which, if also reached in the remainder of the examination, would have qualified him/her for the award of a degree, diploma or certificate.

19.6 All applications for an aegrotat degree, diploma or certificate must be referred by the Registrar to the Faculty Board of Examiners and the Board for Examinations for a recommendation to the Board of Undergraduate Studies. Applications from or on behalf of candidates must be accompanied by a medical certificate signed by (a) University Health Officer, or (b) the Dean of the Faculty of Medical Sciences in consultation with the appropriate members of the Medical School, or (c) other medical personnel appointed for this purpose by the University, and shall reach the Registrar not later than thirty days from the last examination paper written by the candidate.

19.7 In assessing an application for an aegrotat degree, diploma or certificate, reports from Heads of Department on the candidates work should be taken into consideration. Oral examinations where possible, by internal examiners may be an aspect of examinations for the award of an aegrotat degree.

19.8 An aegrotat degree, diploma or certificate will be awarded without distinction of class.

19.9 Holders of an aegrotat degree, diploma or certificate will not be permitted to re-enter for the same examination but may proceed to a higher degree if accepted by the Board for Graduate Studies.

20. SUMMER SCHOOL REGULATIONS

20.1 Summer School in the Faculty is **OPTIONAL**. Credits for courses passed will be granted to registered students of the University.

20.2 Summer School classes shall normally be conducted during the period June 1 and July 31.

20.3 **Eligibility for Admission**

The following categories of students are eligible for admission:

(a) Tertiary Level Institution students.

(b) Registered students of the University who are repeating a course(s)

(c) Registered students of the University who have not taken the course(s) previously but fall into one of the following categories: (i) Students of the University who have not yet completed the requirements for the degree, diploma or certificate programme for which they are registered; and (ii) Registered UWI students from other UWI campuses.

(d) Students of the University who have been granted leave of absence for Semester 1 and/or 2 preceding the Summer School. Such students should register at the start of the Summer School for Summer School *only*.

(e) Other persons, not students of UWI, who are eligible to matriculate at either the normal or lower level or as a Mature Student. (These students must also register with Admissions Section, Mona as *Specially Admitted Students*.)

(f) At the discretion of the Dean.

20.4 **Academic Integrity**

All Faculty and University regulations are in force during the Summer School programme. Students have the responsibility to know and observe the regulations of the Faculty and the University of the West Indies.

20.5 **Course Selection and Registration (UWI Students)**

(a) Only those students who have been notified in writing that they are allowed to do *Exams Only* can apply to register in this category.

(b) Students, who are pursuing two courses, should choose carefully and register for *only one course in any one slot*. Refunds will not be granted for any "clashed course" except in the case where a clash was caused by a timetable change.

20.6 Course Selection and Registration (Specially Admitted Students/ Non-UWI Students)

(a) Non-*UWI* or *"Specially Admitted"* students are required to complete and return a copy of the *Special Admissions Application Form* to the Admissions Section in the Registry.

(b) Specially-Admitted students must pay tuition and miscellaneous fees.

20.7 Timetable

Students should check the timetable carefully to ensure that they do not select "clashed courses". Refunds will not be granted for "clashed course" save where a student registered for a course on a previous version of the timetable, and a current timetable change resulted in the clash.

20.8 Examinations and Course Load

(a) Students can register for a maximum of TWO courses within the Faculty. Finalizing students can apply to do a third course through the Faculty Coordinator. A student is deemed as finalizing if that student has only 3 or 4 courses remaining to complete the degree programme.

(b) Examination procedures will be the same as those that apply during the semester.

20.9 Withdrawal

Students may withdraw at anytime from a course or all courses during the normal registration period. After the normal registration period has passed students who wish to withdraw from a course may request to drop the course using the Automated Student Request System (ASRS). The request may be granted if no coursework was completed and may be subject to a late fine to be determined by the Academic Board.

PART IV

Programme Requirements

- HEADS OF DEPARTMENT MESSAGE
- DEPARTMENT PROGRAMME GUIDELINES
- PROGRAMME OF STUDY REQUIREMENTS
- COURSE OFFERING
- ANTI-REQUISITES
- CO-REQUISITES

DEPARTMENT OF ECONOMICS

Message from the Head of Department

Dr. Patrice Whitely

Welcome to the Department of Economics! The Department of Economics was established in 1955. Economics is about efficiency – making optimal decisions in the face of constraints. You have already made an optimal choice by choosing this department! If you make the most of this opportunity, at the end of your journey with us you will be well rounded, mature, resilient critical thinkers. A degree in Economics, Statistics and/or Banking and Finance offers vocational flexibility and lays a solid foundation for a wide range of career opportunities. We therefore encourage you to use the next few years to learn as much as you can, not just academically, but also about who you are and who you want to be. While many of our alumni are employed in traditional roles, the knowledge, skills, and tools that you will receive over the course of your study are highly and easily transferable to other disciplines. The possibilities are endless!

Our dedicated, knowledgeable, approachable, and professional administrators are always willing to assist you in navigating this new learning experience. The interdisciplinary nature of your degree allows you to also explore other areas of interest. After completing any of our undergraduate degrees, I also implore you to consider pursuing either a M.Sc. in Economics and/or a Ph.D. in Economics. Multiple studies have shown that an advanced degree, especially in this discipline, will significantly increase your future earning potential. If this path interests you, I highly recommend double majoring in Economics and Mathematics so that you gain the necessary skills to prepare you for graduate work.

I cannot end this message without encouraging you to participate in the social life of the Faculty and the wider university. There are various clubs/societies/organizations that you can join in order to enrich your experience and develop your soft skills. By doing this you will hone your time management skills, maintain your mental health, and gain leadership experience. Of particular interest is the Young Economist Association or the Young Investor's Club which over the years have added value to our students through networking events and relevant presentations. Whether you are a new or returning student, you are now part of a department that is a beacon of excellence and innovation on this campus, so I charge you to REACH FOR THE STARS!

DEPARTMENT OF ECONOMICS: PROGRAMME AND DEPARTMENT GUIDELINES

1. **Degree Programmes:** The Department of Economics offers the following undergraduate degrees:
   (a) **Banking and Finance (Major)**[5]
   (b) **Economics (Major and Minor)**
   (c) **Statistics (Major and Minor)**

   It is also possible to pursue the following:
   (d) **Econ and Mathematics (Double Major)**
   (e) **Econ and Statistics (Double Major)**
   (f) **Banking & Finance & Econ (Double Major)**
   (g) **Econ (Major) and Mathematics (Minor)**

2. **Applicable Programme Requirements:** Students must satisfy the programme requirements set out in the Faculty Handbook applicable to the year of their admission, readmission, or transfer.

3. **Programme Guidelines:** Students pursuing Economics, Banking and Finance and Statistics majors/minors are **not allowed** to do SOCI1005. They must do ECON1005 *or* STAT1001.

4. SOCI2008 and/or SOCI2007 are **not accepted** as a prerequisite for any ECON course. Students must pursue ECON2008 or STAT2001 and/or ECON2014

5. Students pursuing a degree in Economics are strongly encouraged to take ECON2016: Calculus for Social Sciences, ECON2010: Statistical Computing and/or ECON3050: Applied Econometrics as electives.

6. Students are strongly encouraged to take COMP1126 and COMP1127 as one of their Level 1 free electives.

7. Students wishing to pursue MSc. Economics must take and pass ECON2016 and ECON3031 prior to beginning the MSc. Programme. Students are also highly encouraged to take ECON2010, ECON3049 and ECON3050 as electives.

8. Students pursuing Economics and Mathematics (double major) must take ECON3049 as required for Economics major. STAT3001 is NOT accepted as a substitute.

9. Mathematics students who choose to pursue Economics and Mathematics (double major) should select courses from the **MATHEMATICS AND ECONOMICS** option offered by the Mathematics Department.

10. Students pursuing double majors in Economics and Mathematics, where courses are anti-requisites, should substitute the Economics courses with other Level II/III Economics electives. Anti-requisite courses from other departments are not accepted as Economics electives.

11. **Course Load:** Full-time and part-time students may register for a maximum of 10 courses and 6 courses, respectively, in an academic year. Part-time registration in the Faculty is defined by a student's academic course load per semester rather than the time of day classes are offered. Refer to Full-time and Part-time Regulations in Part III of this Handbook.

12. **Common Couse Requirements:** Students pursuing double majors or a major-minor combination are required to select an alternative departmental elective where a compulsory course is common to both programmes of study.

[5]This degree is offered jointly by the Department of Economics and MSBM.

13. A course that appear in both a major and minor is counted only once twoards the student's credit total. Thus, students must complete an additional approved course to satisfy the required 60 credits to graduate.

14. **Foundation Courses:** Students must complete at least two (2) of the following Foundation courses, unless otherwise specified by the requirements of their degree programme:
    i. FOUN1013: Critical Reading and Writing in the Social Sciences (3 credits) *or* FOUN1019: Critical Reading and Writing in the Disciplines (6 credits). FOUN1019 is a year-long course to be completed in lieu of FOUN1013 by students who **did not meet** the English Language requirements (See Pg. 9).

    ii. FOUN1101: Caribbean Civilization (3 credits) *or* FOUN1201: Science, Medicine & Technology in Society (3 credits)

15. FSS students are excluded from pursuing FOUN1301: Law, Governance, Economy and Society. Thus, no credit will be awarded to students who pursue and pass the course.

16. **Foreign Language Requirement:** Students whose native language is English are required to complete a Foreign Language, Sign Language or Caribbean Creole course. (Refer to the Foreign Language Requirement Regulations for further details).

17. Students exempt from the foreign language requirement must apply for Exemptions without Credit on the Automated Student Request System via the SAS portal.

18. Once exemption without credit has been granted, students referred to in 16 above may complete either FOUN1101, FOUN1201 or One (1) Level I free elective to fulfil the required Level I credits.

19. **Exemptions:** A student who has obtained Grades I-IV in certain CAPE subjects will be eligible for exemption without credit for the corresponding UWI courses. Refer to Regulations 7.2 above for details.

20. **Anti-Requisites:** These are courses that **cannot be taken together** for credit. Refer to the complete list of anti-requisite courses in PART IV of this Handbook.

21. **Pre-requisites:** Students are required to satisfy the prerequisites for all courses, including courses not specifically listed among the programme requirements. Refer to the Department's Course Offering for details.

22. **Credit Check:** Students may, at any time, check their progress by performing a credit check using the degree checklist on the Faculty's website

23. A **Coursework Accountability Statement** as well as an **Academic Integrity Policy Declaration Statement** must be attached to the front of all coursework submissions, except where the coursework consists of an invigilated examination. For submissions made entirely in electronic form, students must provide an equivalent electronic declaration. *(Students may download these statements from the Faculty's website).*

24. **Approval of Major/Minor:** Approval of majors and minors is at the discretion of the Head of Department and may be subject to requirements including, but not limited to, satisfactory academic performance at the time of application, a satisfactory GPA, and the availability of space within the programme.

25. Students must await approval of their request before registering for or attempting courses in the proposed major or minor. Failure to do so may result in the approved change not being reflected on the degree certificate.

DEPARTMENT OF ECONOMICS: PROGRAMME OF STUDY REQUIREMENTS

BSc Banking and Finance (Major)

Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1012: Principles of Economics II
3. ECON1003: Mathematics for Social Sciences I
4. ECON1004: Mathematics for Social Sciences II
5. ECON1005: Introduction to Statistics
6. ACCT1003: Introduction to Cost and Management Accounting
7. ACCT1005: Introduction to Financial Accounting
8. FOUN1013: Critical Reading and Writing in the Social Sciences ***or*** FOUN1019: Critical Reading and Writing in the Disciplines (Year long)
9. FOUN1101: Caribbean Civilization ***or*** FOUN1201: Science, Medicine and Technology in Society
10. Foreign Language Course (Click here for available options)

Level II & Level III (Minimum 60 credits)

11. ECON2000: Intermediate Microeconomics I
12. ECON2002: Intermediate Macroeconomics I
13. MGMT2004: Computer Applications
14. MGMT2068: Risk and Treasury Management
15. MGMT2023: Financial Management I
16. ECON3010: Finance and Development
17. ECON3011: Economics of Financial Institutions
18. ECON3073: Credit Analysis and Lending
19. MGMT3066: Business Ethics for Bankers
20. MGMT3067: Regulatory Framework of Banking & Finance

21-30. Plus 10 Level II/III Free Electives

NOTE: Students must review the Department' Programme Guidelines on Page 45 for additional details related to their major.

B&F Majors are advised to complete ACCT2014, rather than MGMT2020, as it is the prerequisite for ECON3073.

Students who wish to pursue an MSc. Economics degree are encouraged to do ECON2016, ECON3031 and ECON3050.

Students who are exempt from the Foreign Language course must substitute it with a level 1 elective or take both FOUN1101 or FOUN1201.

Students must satisfy the prerequisites for all courses in their major, including electives not specifically listed above.

Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

DEPARTMENT OF ECONOMICS: PROGRAMME OF STUDY REQUIREMENTS

BSc Banking & Finance & Economics (Double Major)

Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1012: Principles of Economics II
3. ECON1003: Mathematics for Social Sciences I
4. ECON1004: Mathematics for Social Sciences II
5. ECON1005: Introduction to Statistics
6. ACCT1003: Introduction to Cost and Management Accounting
7. ACCT1005: Introduction to Financial Accounting
8. FOUN1013: Critical Reading and Writing in the Social Sciences ***or*** FOUN1019: Critical Reading and Writing in the Disciplines (Year long)
9. FOUN1101: Caribbean Civilization ***or*** FOUN1201: Science, Medicine and Technology in Society
10. Foreign Language Course (Click here for available options)

LEVEL II & III (Minimum of 60 credits)

11. ECON2000: Intermediate Microeconomics I
12. ECON2001: Intermediate Microeconomics II
13. ECON2002: Intermediate Macroeconomics I
14. ECON2003: Intermediate Macroeconomics II
15. ECON2008: Statistical Methods
16. ECON2015: Matrix Algebra for Business and Social Sciences
17. MGMT2004: Computer Applications
18. MGMT2068: Risk and Treasury Management
19. MGMT2023: Financial Management I
20. ECON3010: Finance and Development
21. ECON3011: Economics of Financial Institutions
22. ECON3049: Econometrics
23. ECON3073: Credit Analysis and Lending
24. MGMT3066: Business Ethics for Bankers
25. MGMT3067: Regulatory Framework of Banking and Finance

26-28. Plus 3 Level II/III Economics Electives

29-30. Plus 2 Level II/III Economics or Management Electives

NOTE: Students must review the Department' Programme Guidelines on Page 45 for additional details related to their major. Students must satisfy the prerequisites for all courses in their major, including electives not specifically listed above. Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

EPARTMENT OF ECONOMICS: PROGRAMME OF STUDY REQUIREMENTS

BSc Economics (Major)

Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1012: Principles of Economics II
3. ECON1003: Mathematics for Social Sciences I
4. ECON1004: Mathematics for Social Sciences II
5. ECON1005: Introduction to Statistics
6. FOUN1013: Critical Reading and Writing in the Social Sciences ***or*** FOUN1019: Critical Reading and Writing in the Disciplines (Year long)
7. FOUN1101: Caribbean Civilization ***or*** FOUN1201: Science, Medicine and Technology in Society
8. Foreign Language Course (See Page 26 or click here for options)

9-10. Plus 2 Level I Free Electives

Level II & Level III (Minimum 60 credits)

11. ECON2000: Intermediate Microeconomics I
12. ECON2001: Intermediate Microeconomics II
13. ECON2002: Intermediate Macroeconomics I
14. ECON2003: Intermediate Macroeconomics II
15. ECON2008: Statistical Methods I
16. ECON2015: Matrix Algebra for Business and Social Sciences
17. ECON3049: Econometrics

18-20. Plus 3 Level II/III Economics Electives

21-30. Plus 10 Level II/III Free Electives

NOTE: Students must review the Department' Programme Guidelines on Page 45 for additional details related to their major. Students must satisfy the prerequisites for all courses in their major, including electives not specifically listed above. Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

DEPARTMENT OF ECONOMICS: PROGRAMME OF STUDY REQUIREMENTS

BSc Economics and Mathematics[6] (Double Major)

Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1012: Principles of Economics II
3. ECON1005: Introduction to Statistics
4. MATH1141: Intro. Linear Algebra & Analytic Geometry
5. MATH1142: Calculus I
6. MATH1151: Calculus II
7. MATH1152: Introduction to Formal Mathematics
8. FOUN1013: Critical Reading & Writing in Soc. Sci ***or*** FOUN1019: Critical Reading and Writing in the Disciplines (Year long)
9. FOUN1101: Caribbean Civilization ***or*** FOUN1201: Science, Medicine and Technology in Society
10. Foreign Language Course (See Page 26 or click here for options)

Level II & Level III (Minimum 66 credits)

11. ECON2000: Intermediate Microeconomics I
12. ECON2001: Intermediate Microeconomics II
13. ECON2002: Intermediate Macroeconomics I
14. ECON2003: Intermediate Macroeconomics II
15. MATH2401: Elements of Mathematical Analysis
16. MATH2403: Multivariable Calculus
17. MATH2404: Introduction to Probability Theory
18. MATH2410: A First Course in Linear Algebra
19. MATH2411: Introduction to Abstract Algebra
20. MATH2420: Ordinary Differential Equations
21. ECON3049: Econometrics
22. MATH3155: Complex Variables
23. MATH3412: Advanced Linear Algebra
24. MATH3402: Metric Spaces and Topology

25-27. Plus 3 Level II/III Economics Electives

28-29. Plus 2 Level III Economics Electives

30-32. Plus 3 Level II/III Mathematics Electives (See page 57 for suggested Mathematics electives)

[6] Offered with Department of Mathematics, Faculty of Science and Technology

DEPARTMENT OF ECONOMICS: PROGRAMME OF STUDY REQUIREMENTS

BSc Economics and Statistics (Double Major)

LEVEL I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1012: Principles of Economics II
3. ECON1003: Mathematics for Social Sciences I
4. ECON1004: Mathematics for Social Sciences II
5. ECON1005: Introduction to Statistics
6. FOUN1013: Critical Reading & Writing in the Social Sciences ***or*** FOUN1019: Critical Reading & Writing in the Disciplines (Year long)
7. FOUN1101: Caribbean Civilization ***or*** FOUN1201: Science, Medicine and Technology in Society
8. Foreign Language Course (Click here for available options)

9-10. Plus 2 Level I Free Electives

LEVEL II & III (Minimum 60 credits)

11. ECON2000: Intermediate Microeconomics I
12. ECON2001: Intermediate Microeconomics II
13. ECON2002: Intermediate Macroeconomics I
14. ECON2003: Intermediate Macroeconomics II
15. ECON2008: Statistical Methods I
16. ECON2009: Statistical Methods II
17. ECON2010: Statistical Computing
18. ECON2014: Sampling Methods
19. ECON2015: Matrix Algebra
20. ECON3031: Probability & Distribution Theory
21. ECON3032: Statistical Estimation & Inference
22. ECON3049: Econometrics

23-25 Plus 3 Level III Electives from Statistics

26-28 Plus 3 Level II/III Electives from Economics

29-30 Plus 2 Level II/III Electives from Economics/Statistics*

NOTE: Students must review the Department' Programme Guidelines on Page 45 for additional details related to their major. Students must satisfy the prerequisites for all courses in their major, including electives not specifically listed above. Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

DEPARTMENT OF ECONOMICS: PROGRAMME OF STUDY REQUIREMENTS

BSc Economics (Major) and Mathematics (Minor)

Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1012: Principles of Economics II
3. ECON1005: Introduction to Statistics
4. MATH1141: Intro. Linear Algebra & Analytic Geometry
5. MATH1142: Calculus I
6. MATH1151: Calculus II
7. MATH1152: Introduction to Formal Mathematics
8. FOUN1013: Critical Reading & Writing in Social Sciences ***or*** FOUN1019: Critical Reading & Writing in the Disciplines (Year long)
9. FOUN1101: Caribbean Civilization ***or*** FOUN1201: Science, Medicine and Technology in Society
10. Foreign Language Course (Click here for available options)

Level II & Level III (Minimum 60 credits)

11. ECON2000: Intermediate Microeconomics I
12. ECON2001: Intermediate Microeconomics II
13. ECON2002: Intermediate Macroeconomics I
14. ECON2003: Intermediate Macroeconomics II
15. ECON2008: Statistical Methods
16. MATH2401: Elements of Mathematical Analysis
17. MATH2410: A First Course in Linear Algebra
18. ECON3049: Econometrics
19. MATH3155: Complex Variables
20. MATH3412: Advanced Linear Algebra

21-24. Plus 4 Level II/III Economics Electives (at least 2 must be from Level III)

25-26. Plus 2 Level II/III Mathematics Electives (See Page 57 for suggested Mathematics electives)

27-30. Plus 4 Level II/III free electives

NOTE: Students must review the Department' Programme Guidelines on Page 45 for additional details related to their major. Students must satisfy the prerequisites for all courses in their major, including electives not specifically listed above. Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

DEPARTMENT OF ECONOMICS: PROGRAMME OF STUDY REQUIREMENTS

BSc Statistics (Major)

Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1012: Principles of Economics II
3. ECON1003: Mathematics for Social Sciences I
4. ECON1004: Mathematics for Social Sciences II
5. ECON1005: Introduction to Statistics
6. FOUN1013: Critical Reading and Writing in the Social Sciences***or*** FOUN1019: Critical Reading and Writing in the Disciplines (Year long)
7. FOUN1101: Caribbean Civilization ***or*** FOUN1201: Science, Medicine and Technology in Society
8. Foreign Language Course (Click here for available options)

9-10. Plus 2 Level I Free Electives

Level II & Level III (Minimum 60 credits)

11. ECON2008: Statistical Methods I
12. ECON2009: Statistical Methods II
13. ECON2010: Statistical Computing
14. ECON2014: Sampling Methods for Business and Social Sciences
15. ECON2015: Matrix Algebra for Business and Social Sciences
16. ECON3031: Probability and Distribution Theory
17. ECON3032: Statistical Estimation and Inference

18-20. Plus 3 Level III Statistics Electives*

21-30. Plus 10 Level II/III Free Electives

NOTE: Students are encouraged to take ECON2016, ECON3049 and/or ECON3050 as electives.
Students must review the Department' Programme Guidelines on Page 45 for additional details related to their major.
Students must satisfy the prerequisites for all courses in their major, including electives not specifically listed above.
Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

DEPARTMENT OF ECONOMICS: PROGRAMME OF STUDY REQUIREMENTS

BSc Economics (Minor)

Level I

Students pursuing an Economics Minor must complete the Level I pre-requisites for the courses selected at Level II/III, namely: ECON1000 and ECON1012 plus either ECON1003 or ECON1004

Level II & Level III (Minimum 15 credits)

1. ECON2000: Intermediate Microeconomics I
2. ECON2002: Intermediate Macroeconomics I
3. ECON2001: Intermediate Microeconomics II
4. ECON2003: Intermediate Macroeconomics II
5. Plus 1 Level II/III Economics Elective

NOTE: Students must review the Department' Programme Guidelines on Page 45 for additional details related to this minor. Students must satisfy the prerequisites for all courses in their minor, including electives not specifically listed above. Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

BSc Statistics (Minor)

Level I

Students pursuing a Statistics Minor must complete the Level I pre-requisites for the courses selected at Levels II/III, namely: ECON1004: Mathematics for Social Sciences II and ECON1005: Introduction to Statistics

Level II & Level III (Minimum 15 credits)

1. ECON2008: Statistical Methods I
2. ECON2009: Statistical Methods II
3. ECON2014: Sampling Methods for Business and Social Sciences

4-5. Plus 2 Level II/III Statistics Electives

NOTE: Students must review the Department' Programme Guidelines on Page 45 for additional details related to their minor. Students must satisfy the prerequisites for all courses in their minor, including electives not specifically listed above. Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

DEPARTMENT OF ECONOMICS: PROGRAMME OF STUDY REQUIREMENTS

Electives

Suggested Mathematics Electives:

MATH2407: Stochastic Modelling
MATH2420: Ordinary Differential Equations
MATH2421: Fourier Series & Integral Transforms
MATH2430: Linear Optimization
MATH2431: Non-Linear Optimization
MATH3401: Intro.to the Theory of Integration
MATH3402: A Course on Metric Space & Topology
MATH3403: Some Topics in Functional Analysis
MATH3404: Intro to Differential Geometry with Computer Software
MATH3411: Advanced Abstract Algebra
MATH3414: Selected Topics in Operations Research
MATH3421: Partial Differential Equations
MATH3422: Mathematical Modelling
MATH3424: Numerical Methods
STAT2001: Inferential Statistics
STAT3001: Regression Analysis
STAT3002: Time Series

Suggested Statistics Electives:

ECON2005: Social and Economic Accounting
ECON2016: Calculus for Social Sciences
ECON3003: Game Theory
ECON3037: Operations Research
ECON3040: Non-Parametric Statistics
ECON3049: Econometrics
ECON3050: Applied Econometrics
SOCI3018: Demography I
SOCI3021: Demography II
STAT2002: Discrete Statistics
STAT2003: Linear Models
STAT2004: Multivariate Methods
STAT3001: Regression Analysis
STAT3002: Time Series
STAT3003: Design & Analysis Experiments

Note: Level II/III courses that are compulsory for Economics and/or Statistics majors may be used as electives for Economics and Statistics minors respectively.

DEPARTMENT OF ECONOMICS: COURSE OFFERING 2026-2027

Course Offering

Code	Course Title	Sem	Pre-requisites
ECON1000	Principles of Economics I	1 & 2	CSEC/CXC Math or GCE Math or ECON0001 or GOVT0100
ECON1003	Mathematics for Social Sciences I	1 & 2	CSEC/CXC Math or GCE Math or ECON0001 or GOVT0100 (**Anti-requisite**: MATH0100, MATH0110 & MATH1141)
ECON1004	Mathematics for Social Sciences II	1 & 2	ECON1003 or (MATH0100 & MATH0110) (**Anti-requisite:** MATH1142)
ECON1005	Introduction to Statistics	1 & 2	CSEC/CXC Math or GCE Math or ECON0001 or GOVT0100 (**Anti-requisite**: SOCI1005 or STAT1001)
ECON1012	Principles of Economics II	1 & 2	ECON1000
ECON2000	Intermediate Microeconomics I	1 & 2	ECON1012 & (ECON1003 or ECON1004 or MATH1142) or (MATH0100 & MATH0110) (**Anti-requisite**: MGMT2020)
ECON2001	Intermediate Microeconomics II	2	ECON2000
ECON2002	Intermediate Macroeconomics I	1	ECON1012 & (ECON1003 or ECON1004 or MATH1142) or (MATH0100 & MATH0110)
ECON2003	Intermediate Macroeconomics II	2	ECON2002
ECON2005	Social and Economic Accounting	1	ECON1000, ECON1012, ECON1005 & ECON1004
ECON2008	Statistical Methods I	1	ECON1005 & (ECON1004 or MATH1142)
ECON2009	Statistical Methods II	2	ECON2008 or STAT2001 (**Anti-requisite**: STAT3001)
ECON2010	Statistical Computing	2	ECON2009 or STAT2001
ECON2014	Sampling Methods for Business and Social Sciences	1	ECON2008 or STAT2001
ECON2015	Matrix Algebra for Business and Social Sciences	1	ECON1003 or ECON1004 or MATH1142 (**Anti-requisite**: MATH2410)
ECON2016	Calculus for Social Sciences	2	ECON1004 or MATH1142 (**Anti-requisite:** MATH2401)
ECON2020	Caribbean Economy	1	ECON1000 (**Anti-requisite**:ECON2021)

DEPARTMENT OF ECONOMICS: COURSE OFFERING 2026-2027

Code	Course Title	Sem	Pre-requisites
ECON2023	International Economic Relations I	1	ECON1000
ECON2024	International Economic Relations II	2	ECON1000
ECON2025	Economics of Sport	1	ECON1012
ECON3003	Game Theory	2	ECON2016 or MATH2401 (**Anti-requisite**: MATH3414)
ECON3005	Monetary Theory and Policy	1	ECON2000 & ECON2002
ECON3006	International Trade	2	ECON2002
ECON3007	International Finance	2	ECON2002
ECON3008	The History of Economic Thought	2	ECON1012
ECON3010	Finance and Development	2	ECON2002
ECON3011	Economics of Financial Institutions	1	ECON2002
ECON3016	Public Finance I	1	ECON2000 & ECON2001
ECON3017	Public Finance II	2	ECON3016, or ECON2001 & ECON2002
ECON3030	Selected Topics in Economics	2	ECON2001, ECON2003, ECON3049
ECON3031	Probability and Distribution Theory for Business & Social Sciences	1	ECON2008 or STAT2001 & ECON1004 or MATH1142 (**Anti-requisite**: MATH2404)
ECON3032	Statistical Estimation & Inference for Business and Social Sciences	2	ECON3031 or MATH2404
ECON3034	Environmental Economics	1	ECON1000
ECON3037	Operations Research I	1	ECON2015 or MATH2410 (**Anti-requisite**: MATH2430)
ECON3040	Non-Parametric Statistics	2	(ECON2016 or MATH2401), (ECON2009 or STAT3001)
ECON3049	Econometrics	1	(ECON2008 or ECON3031) or (MATH2404 & STAT2001) & (ECON2015 or MATH2410) (**Anti-requisite**: STAT3001)
ECON3050	Applied Econometrics	2	(ECON2009 & ECON3049) or STAT3001
ECON3051	Development Economics	1	ECON2002
ECON3072	Financial Markets	2	ECON2003
ECON3073	Credit Analysis and Lending	2	ECON2002 & ACCT2014
ECON3074	Urban and Regional Economics	2	ECON1000 & ECON1012

DEPARTMENT OF ECONOMICS: COURSE OFFERING 2026-2027

Code	Course Title	Sem	Pre-requisites
MATHEMATICS ELECTIVES[7] FOR ECONOMICS AND MATHEMATICS DOUBLE MAJOR			
MATH2401	Elements of Mathematical Analysis	1	MATH1141,MATH1142, MATH1151 & MATH1152
MATH2403	Multivariable Calculus	2	(MATH1141, MATH1141 & MATH1151) or (MATH1185)
MATH2404	Introduction to Probability Theory	2	MATH1141, MATH1142, MATH1151 & MATH1152)
MATH2407	Stochastic Modelling	2	MATH2404
MATH2410	A First Course in Linear Algebra	2	MATH1141 & MATH1152
MATH2411	Introduction to Abstract Algebra	2	MATH1141 & MATH1152
MATH2420	Ordinary Differential Equations	2	MATH1141, MATH1142, MATH1151 & MATH1152
MATH2421	Fourier Series & Integral Transforms	1	(MATH1141, MATH1142 & MATH1151) or (MATH1185)
MATH2430	Linear Optimization	2	MATH1141 & MATH1152
MATH3401	Introduction to the Theory of Integration	1	MATH2401
MATH3402	A Course on Metric Space & Topology	2	MATH2401
MATH3403	Some Topics in Functional Analysis	2	MATH2401
MATH3404	Intro to Differential Geometry with Computer Software	2	MATH2410 and MATH2403
MATH3155	Complex Variables	1	MATH2401
MATH3411	Advanced Abstract Algebra	2	MATH2411
MATH3412	Advanced Linear Algebra	1	MATH2410
MATH3414	Selected Topics in in Operations Research	1	MATH2404
MATH3421	Partial Differential Equations	1	MATH2420
MATH3422	Mathematical Modelling	1	MATH2401, MATH2410 & MATH2420
MATH3424	Numerical Methods	2	MATH2401
STAT2001	Inferential Statistics	1	STAT1001 or MATH2404
STAT3002	Time Series	2	MATH2404 and STAT2001
STAT3003	Design and Analysis Experiments		STAT2001

NOTE: Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

[7] For availabilty and descriptions of Mathematics courses, please check the Mathematics Department in the Faculty of Science and Technology.

DEPARTMENT OF GOVERNMENT

Message from the Head of Department

Dr. Lisa Vasciannie BSc, MSc, PhD UWI | Email: lisa.vasciannie@uwi.edu

Welcome to the Department of Government at The University of the West Indies, Mona.

Whether you are joining us for the first time or continuing your academic journey, we are pleased to welcome you to a community committed to learning, inquiry, service, and transformation. Our Department is not only a place to earn a degree, but a space where ideas are tested, perspectives broadened, and futures shaped.

You are entering University studies at a complex and dynamic moment in history. Globally, societies face uncertainty arising from technological change, environmental pressures, shifting geopolitics, and evolving questions of governance and leadership. These challenges bring anxiety, but also opportunity. As access to new tools, including Artificial Intelligence and other digital technologies expands, how we learn, work, and engage with the world is being transformed. At the same time, critical thinking, ethical engagement, clear communication, and intellectual independence remain essential. As students of Political Science, Public Policy and Management, and International Relations, you are preparing for leadership, citizenship, and professional life in an increasingly interconnected Caribbean and global environment. A core strength of the Department lies in the breadth of expertise of our staff. Our lecturers and administrators bring experience from academia, diplomacy, public policy, governance, national security, leadership, and the private sector. This ensures that your learning is grounded not only in theory, but also in real-world practice.

I encourage you to engage fully in Departmental life. Participate in classes, attend guest lectures, join student organizations, take part in Model United Nations and professional societies, pursue internships, and build networks and friendships. These experiences are central to your growth and development. Above all, approach your time here as a process of transformation. My hope is that when you leave the Department of Government, you will do so more confident, more informed, more globally aware, and better prepared to contribute meaningfully in whatever path you choose. Remember also that the University's strength and identity depend on its students. You are not just attending the UWI, you are shaping it.

The Department of Government remains proudly Caribbean in outlook and globally engaged in perspective. We look forward to supporting you, challenging you, and celebrating your achievements throughout your academic journey.

DEPARTMENT OF GOVERNMENT: PROGRAMME AND DEPARTMENT GUIDELINES

1. **Degree Programmes:** The Department of Government offers the following degree programmes:
   (a) International Relations (Major and Minor)
   (b) History & International Relations (Major)[8]
   (c) Political Science (Major and Minor)
   (d) Public Policy & Mgmt (Major and Minor)
   (e) Africa and African Diaspora (Minor)
   (f) Criminology (Minor)[9]

2. **Applicable Programme Requirements:** Students must satisfy the programme requirements set out in the Faculty Handbook applicable to the year of their admission, readmission, or transfer.

3. **Programme Guidelines:** Students without CSEC Mathematics who are required to sit GOVT0100: Statistics and Mathematics for Policy Making will not be allowed to register for more than the maximum course load for that semester.

4. Students wishing to pursue any Level II or III International Relations course must complete **BOTH** GOVT1000 and GOVT1008. Please refer to the prerequisites on page 76 for any exceptions.

5. Students wishing to pursue any Level II or III Public Policy and Management course must complete **BOTH** GOVT1000 and GOVT1012. Please refer to the prerequisites on page 76 for any exceptions.

6. Students wishing to pursue any Level II or Level III Political Science course must do **BOTH** GOVT1000 and GOVT1001. Please refer to the prerequisites on page 76 for any exceptions.

7. The co-requisites for the courses referenced in #4 to #5 above are **either** ECON1005 or SOCI1005 and SOCI1001. For #6 the co-requisite is only SOCI1005.

8. All majors in the Department require students to do GOVT2044 (Semester I) and GOVT2054 (Semester II) and a Foreign Language at Level 1.

9. **Course Load:** Full-time and part-time students may register for a maximum of 10 courses and 6 courses, respectively, in an academic year. Part-time registration in the Faculty is defined by a student's academic course load per semester rather than the time of day classes are offered. Refer to Full-time and Part-time Regulations in Part III of this Handbook.

10. **Common Course Requirements:** Students pursuing a double majors or a major-minor combination are required to select an alternative departmental elective where a compulsory course is common to both programmes of study.

11. A course that appears in both a major and minor is counted only once towards the student's credit total. Thus, students must complete an additional approved course to satisfy the required 60 credits to graduate.

12. **Foundation Courses:** Students must complete at least two (2) of the following Foundation courses, unless otherwise specified by their programme requirements:

    (i) FOUN1013: Critical Reading and Writing in the Social Sciences (3 credits) *or* FOUN1019: Critical Reading and Writing in the Disciplines (6 credits). FOUN1019 is a year-long course to be completed in lieu

[8]The BA degree in History and International Relations is jointly offered by the Departments of History and Government
[9] The Criminology (Minor) is offered jointly by the Departments of Government and Sociology, Psychology and Social Work.

of FOUN1013 by students who **did not meet** the English Language requirements (See Pg. 9).

(ii) FOUN1101: Caribbean Civilization (3 credits) *or* FOUN1201: Science, Medicine & Technology in Society (3 credits)

13. FSS students are excluded from pursuing FOUN1301: Law, Governance, Economy and Society. Thus, no credit will be awarded to students who pursue and pass the course.

14. **Foreign Language Requirement:** Students whose native language is English are required to complete a Foreign Language, Sign Language or Caribbean Creole course. (Refer to the Foreign Language Requirement Regulations for further details).

15. Students exempt from the foreign language requirement must apply for Exemptions without Credit on the Automated Student Request System (ASRS) via the SAS portal.

16. Once exemption without credit has been granted, students referred to in 7 above may complete either FOUN1101, FOUN1201 or One (1) Level I free elective to fulfil the required Level I credits.

17. **Exemptions:** A student who has obtained Grades I-IV in certain CAPE subjects will be eligible for exemption without credit for the corresponding UWI courses. Refer to Regulations 7.2 above for details.

18. **Anti-Requisites:** These are courses that **cannot be taken together** for credit. Refer to the complete list of anti-requisite courses in PART IV of this Handbook.

19. **Pre-requisites:** Students are required to satisfy the prerequisites for all courses, including courses not specifically listed among the programme requirements. Refer to the Department's Course Offering below for details.

20. **Credit Check:** Students may, at any time, check their progress by performing a credit check using the degree checklist on the Faculty's website

21. A **Coursework Accountability Statement** as well as an **Academic Integrity Policy Declaration Statement** must be attached to the front of all coursework submissions, except where the coursework consists of an invigilated examination. For submissions made entirely in electronic form, students must provide an equivalent electronic declaration. *(Students may download these statements from the Faculty's website).*

22. **Approval of Major/Minor:** Approval of majors and minors is at the discretion of the Head of Department and may be subject to requirements including, but not limited to, satisfactory academic performance at the time of application, a satisfactory GPA, and the availability of space within the programme.

23. Students must await approval of their request before registering for or attempting courses in the proposed major or minor. Failure to do so may result in the approved change not being reflected on the degree certificate.

24. **Admission Priority to Finalizing Students**
Priority will be given to finalizing students who need a particular course to graduate. Other students will be admitted on a first-come-first-serve basis.

DEPARTMENT OF GOVERNMENT: PROGRAMME OF STUDY REQUIREMENTS

BSc Political Science (Major)

Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. GOVT1000: Introduction to Political Institutions and Analysis
3. GOVT1001: Introduction to Political Philosophy
4. GOVT1012: Intro to Public Policy & Management ***or*** GOVT1008: Intro to International Relations
5. FOUN1013: Critical Reading & Writing in the Social Sciences ***or*** FOUN1019: Critical Reading & Writing in the Disciplines (Year long)
6. FOUN1101: Caribbean Civilization ***or*** FOUN1201: Science, Medicine and Technology in Society
7. Foreign Language Course (Click here for available options)
8. SOCI1002: Introduction to Sociology I
9. SOCI1005: Introductory Statistics for the Behavioural Sciences
10. Plus 1 Level I Free Elective (Except ECON1005)

Level II/III (Minimum 60 credits)

11. GOVT2005: Caribbean Political Thought
12. GOVT2009: Introduction to African Politics ***or*** GOVT2025: Introduction to Chinese Politics ***or*** GOVT2026: US Government and Politics ***or*** GOVT3016: Latin American Politics and Development
13. GOVT2027: Comparative Politics of Industrial Societies
14. GOVT2044: Research Methods in Governance I
15. GOVT2267: Political Sociology of the Caribbean
16. GOVT2003: Theories of the State
17. GOVT2260:Political Leadership ***or*** GOVT2070: Political Management and Strategy ***or*** GOVT3202: Political Marketing and Communications
18. GOVT2007: Politics of the Caribbean
19. GOVT2054: Research Methods in Governance II
20. GOVT3012: Issues in Contemporary Politics of Industrial Societies
21. GOVT3041: Media and Politics within the Caribbean and Beyond

22–30. Nine (9) Level II/III Free Electives

NOTE: Courses listed in **12** and **17** may also be taken as Level II/III free electives to broaden a student's programme of study.
Students must review the Department' Programme Guidelines on Page 60 for additional details related to their major.
Students must satisfy the prerequisites for all courses in their major, including electives not specifically listed above.
Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

DEPARTMENT OF GOVERNMENT: PROGRAMME OF STUDY REQUIREMENTS

BA History and International Relations (Major)

Level I (Minimum 30 credits)

Semester 1

1. GOVT1000: Introduction to Political Institutions and Analysis
2. HIST1201: An Introduction to World History
3. HIST1704: The Study of the Past in the Atlantic World
4. SOCI1001: Introduction to Social Research
5. FOUN1016: Critical Reading & Writing in the Humanities & Education ***or*** FOUN1019: Critical Reading & Writing in the Disciplines (Year long)

Semester 2

6. GOVT1008: Introduction to International Relations
7. FOUN1002: Language: Argument

8-9. Two (2) Foreign Language courses[10]

10. Any one (1) regional or national history electives from the following:
    HIST1305: Africa's History in Reverse
    HIST1407: Continuity and Change in Early Modern Europe
    HIST1505: The Asian World Prior to 1600
    HIST1604: Out of Many: The Development of Jamaican Society

Level II (Minimum 30 credits)

Semester 1

11. FOUN1201: Science, Medicine and Technology in Society
12. GOVT2046: International Relations: Theories and Approaches
13. GOVT2048: International and Regional Organizations
14. Foreign Language course[11]
15. Any one regional history elective, for example:
    HIST2006: Conquest, Colonization & Resistance in the Caribbean
    HIST2407: Europe in an Age of Revolutions
    HIST2408: An Introduction to Modern Japan

[10] Students who choose either French or Spanish, but lack 'A' Level or CAPE French/Spanish, will need to consult with the Department of Modern Languages and Literatures on language course options before being placed in the appropriate level course. These students might need to take an extra Foreign Language course during Summer School.
[11] Year 2 and 3 students are required to take foreign language courses in the same language as they selected in Year 1

DEPARTMENT OF GOVERNMENT: PROGRAMME OF STUDY REQUIREMENTS

Semester 2

16. FOUN1301: Law, Governance, Economy & Society in the Caribbean
17. GOVT2047: Principles of Public International Law
18. HIST2007: Freedom, Decolonization and Independence in the Caribbean since 1804
19. Foreign Language course
20. Any one regional or national history elective, for example:
    HIST2104: Societies and Economies in Latin America from 1870
    HIST2204: From Developing to "Developed" North America from 1870
    HIST2409: Europe since 1917 *or* HIST2503: History of Modern China

Level II/III (Minimum 30 credits)

Semester 1

21. GOVT2049: International Political Economy
22. HIST3711: Historical Research Capstone I[12]
23. HIST3721: Sovereignty in Historical Perspective
24. Foreign Language course
25. Any one regional or national history elective, for example:
    HIST3022: Politics and Society in 20thCentury Cuba
    HIST3025: Banking in the Commonwealth Caribbean
    HIST3301: Origins and Development of Apartheid in South Africa
    HIST3411: Britain since 1945
    HIST3502: History of the Middle East

Semester 2

26. GOVT3055: Theory and Practice of International Negotiations
27. HIST3712: Historical Research Capstone II
28. One (1) Free elective
29. Any one International relations course, for example:
    GOVT3050: Comparative Foreign Policy
    GOVT3051: International Law and Development
    GOVT3114: International Security Issues | GOVT3056: Internship in International Relations
30. Any one regional or national history elective, for example:
    HIST3022: Politics and Society in 20th Century Cuba | HIST3502: History of the Middle East HIST3025: Banking in the Commonwealth Caribbean | HIST3411: Britain since 1945 |
    HIST3301: Origins and Development of Apartheid in South Africa

[12]Students must submit proposal for approval.

DEPARTMENT OF GOVERNMENT: PROGRAMME OF STUDY REQUIREMENTS

BSc International Relations (Major)

Level I (Minimum 30 credits)

1. GOVT1000: Introduction to Political Institutions and Analysis
2. GOVT1008: Introduction to International Relations
3. FOUN1013: Critical Reading & Writing in the Social Sciences ***or*** FOUN1019: Critical Reading & Writing in the Disciplines (Year long)
4. FOUN1101: Caribbean Civilization
5. FOUN1201: Science, Medicine and Technology in Society
6. ECON1000: Principles of Economics I
7. ECON1005: Introduction to Statistics ***or*** SOCI1005: Intro Statistics for the Behavioural Sciences
8. SOCI1001: Introduction to Social Research

9-10. Plus 2 Level I Foreign Language courses (*See Foreign Language Guidelines on next page)*

Level II & Level III (Minimum 60 credits)

11. GOVT2007: Politics of the Caribbean
12. GOVT2044: Research Methods in Governance I
13. GOVT2054: Research Methods in Governance II
14. GOVT2046: International Relations: Theories and Approaches
15. GOVT2047: Principles of Public International Law
16. GOVT2048: International and Regional Organizations
17. GOVT2049: International Political Economy
18. GOVT3048: Contemporary International Relations of the Caribbean
19. GOVT3051: International Law & Development: Selected Issues ***or***
    GOVT3056: Internship in International Relations (*See next page for details*)
20. GOVT3052: Contemporary Issues of International Relations
21. GOVT3055: Theory and Practice of International Negotiations

22-30. Plus 9 Levels II/III Free Electives

NOTE: Students must review the Department' Programme Guidelines on Page 60 for additional details related to their major. Students must satisfy the prerequisites for all courses in their major, including electives not specifically listed above. Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

DEPARTMENT OF GOVERNMENT: PROGRAMME OF STUDY REQUIREMENTS

Foreign Language Requirement Guidelines

Students are required to take Part I and Part II of the same language at levels I (e.g. SPAN1000 **&** SPAN1001) and **not** the basic/beginners or level zero (0) courses as they alone **do not** satisfy the Level I Foreign Language requirement. Examples of the Level zero courses are FREN**0**101 and SPAN**0**101).

Spanish Guidelines	
with CSEC Spanish	SPAN1000 (Sem I) + SPAN1010 (Sem I or II)
with CAPE Spanish	SPAN1001 (Sem I) + SPAN1002 (Sem II)
without CSEC Spanish	SPAN0101 (Sem I) + SPAN1000 (Sem II) + SPAN1010 (Yr 2)

French Guidelines	
with CSEC French	FREN1000 (Sem I) + FREN1010 (Sem II)
with CAPE French	FREN1001 (Sem I) + FREN1002 (Sem II) ***OR*** FREN1199 (a 6-credit course combining FREN1001 + FREN1002)
without CSEC French	FREN0101 (Sem I) + FREN1000 (Sem II) + FREN1010 (Yr 2)

Chinese, Japanese & Portuguese Guidelines	
Chinese	CHIN1001 (Sem I) + CHIN1002 (Sem II)
Japanese	JAPA1001 (Sem I) + JAPA1002 (Sem II)
Portuguese	PORT1001 (Sem I) + PORT1002 (Sem II)

International Relations Internship Programme (GOVT3056):

(a) Students must have completed all Level I IR and Semester 1 Level II courses.

(b) A student who has done GOVT3051 is not eligible for selection to do GOVT3056.

(c) GOVT3056 is offered to the top 25 finalizing, full-time IR Major students based on the degree GPA and subject to availability of suitable placements.

(d) Students are usually notified of their selection for the internship in Semester 2 of Level II and provided with further details by the programme coordinator.

(e) The Internship is usually done over a 4-week period during the summer immediately following the end of the Level II academic year.

DEPARTMENT OF GOVERNMENT: PROGRAMME OF STUDY REQUIREMENTS

BSc Public Policy and Management (Major)

Level I (Minimum 30 credits)

1. GOVT1000: Introduction to Political Institutions and Analysis
2. GOVT1012: Introduction to Public Policy and Management
3. FOUN1013: Critical Reading and Writing in the Social Sciences ***or*** FOUN1019: Critical Reading and Writing in the Disciplines (6 credits - Year long)
4. FOUN1101: Caribbean Civilization ***or*** FOUN1201: Science, Medicine and Technology in Society
5. Foreign Language Course (Click here for available options)
6. ECON1000: Principles of Economics I
7. ECON1012: Principles of Economics II
8. SOCI1002: Introduction to Sociology I
9. SOCI1005: Introductory Statistics for the Behavioural Sciences ***or*** ECON1005: Introduction to Statistics
10. SOCI1001: Introduction to Social Research

Level II & Level III (Minimum 60 credits)

11. GOVT2267: Political Sociology of the Caribbean
12. GOVT2044: Research Methods in Governance I
13. GOVT2054: Research Methods in Governance II
14. GOVT2037: Public Management Analysis
15. GOVT2036: Public Financial Management
16. GOVT2007: Politics of the Caribbean
17. ECON2020: Caribbean Economy
18. GOVT2038: Public and Policy Management Discourses
19. GOVT2050: Constitutional & Administrative Law for Public Sector Managers
20. GOVT3039: Ethics in Government
21. GOVT3033: Concepts and Theories of Public Policy
22. GOVT3038: International Development Policy and Management
23. GOVT3118: Policy Analysis and Evaluation ***or*** GOVT3115: Public Policy and Management Internship*

24-30. Plus 7 Levels II/III Free Electives

Public Policy and Management Internship Programme (GOVT3115)

(a) The The BSc Public Policy and Management designates GOVT3115: Public Policy and Management Internship as its capstone course. However, to safeguard students' progression, the programme includes GOVT3118: Policy Analysis and Evaluation as a co-requisite contingency.

(b) Students intending to pursue the internship must first register formally for GOVT3115 as an expression of interest.

DEPARTMENT OF GOVERNMENT: PROGRAMME OF STUDY REQUIREMENTS

(c) As internship placements in government ministries and departments are limited, students must also register for GOVT3118 until the availability of an internship placement has been confirmed. This arrangement ensures that students satisfy the programme's credit requirements and are not disadvantaged if an internship placement is unavailable.

(d) Students may apply for the internship at the start of either their second or final year of study. Depending on their course load, some students may request a credit override to accommodate the additional course.

(e) GOVT3118 is pursued during Semester 2, while the internship, where secured, is undertaken over a six-week period during the summer.

NOTE: Students must review the Department' Programme Guidelines on Page 60 for additional details related to their major. Students must satisfy the prerequisites for all courses in their major, including electives not specifically listed above. Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

Africa and African Diaspora Studies (Minor)

Level I

Students pursuing Africa & African Diaspora Studies (Minor) must complete the Level I pre-requisites for the five courses selected at Levels II/III. These include but not limited to GOVT1000 and GOVT1001.

Level II & Level III (Minimum 15 credits)

Five (5) electives from the following seven (7) courses:

- GOVT2001:Philosophical Foundations of Slavery & Anti-Slavery Resistance
- GOVT2004: Sports, Politics and Society
- GOVT2005: Caribbean Political Thought
- GOVT2009: Introduction to African Politics
- GOVT2012: Popular Jamaican Music 1962-1982: Roots Lyrics as Socio-Political Philosophical Text
- GOVT3022: Garveyism in Americas/Africa
- SOCI3025: Caribbean Culture

NOTE: Students must review the Department' Programme Guidelines on Page 60 for additional details related to their minor. Students must satisfy the prerequisites for all courses in their minor, including electives not specifically listed above. Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

DEPARTMENT OF GOVERNMENT: PROGRAMME OF STUDY REQUIREMENTS

Criminology (Minor)

Level I

Students pursuing the Criminology (Minor) must complete the Level I pre-requisites for the five (5) courses selected at Levels II/III. These inlcude but are not limited to GOVT1000 and GOVT1001.

Level II & Level III (Minimum 15 credits)

1. GOVT2011: Criminal Justice Systems
2. SOCI3032: Criminology I
3. SOCI3036: Criminology II: Police and Society
4. ***Plus one (1) elective from the following 6:***
   - GOVT2010: Delinquency & Juvenile Justice
   - PSYC2000: Social Psychology
   - PSYC2002: Abnormal Psychology
   - SOCI2000: Classical Social Theory
   - SOWK2006: Caribbean Social Issues
   - SOCI3046: Theory and Practice of Restorative Justice I
5. ***And one (1) elective from the following 6:***
   - GOVT3010: Punishment and Corrections
   - GOVT3011: Violence and Development
   - SOCI3015: Monitoring and Evaluation of Social Programmes
   - SOCI3047: Theory and Practice of Restorative Justice II
   - SOWK3015: Drugs and Society
   - SOWK3020: Social Planning and Project Design

NOTE: Students must review the Department' Programme Guidelines on Page 60 for additional details related to their minor. Students must satisfy the prerequisites for all courses in their minor, including electives not specifically listed above. Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

DEPARTMENT OF GOVERNMENT: PROGRAMME OF STUDY REQUIREMENTS

International Relations (Minor)

Level I

Students pursuing an International Relations Minor must complete the Level I pre-requisites for the courses selected at Levels II/III. These include but are not limited to GOVT1000 and GOVT1008.

Level II & Level III (Minimum 15 credits)

1. GOVT2046: International Relations: Theories and Approaches

2-5. ***Plus four (4) electives from the following eight (8) courses:***

- GOVT2047: Principles of Public International Law
- GOVT2048: International and Regional Organizations
- GOVT2049: International Political Economy
- GOVT3016: Latin American Politics and Development
- GOVT3048: Contemporary International Relations of the Caribbean
- GOVT3050: Comparative Foreign Policy
- GOVT3051: International Law & Development: Selected Issues
- GOVT3052: Contemporary Issues of International Relations

Political Science (Minor)

Level I

Students pursuing a Political Sciences Minor must complete the Level I pre-requisites for the courses selected at Levels II/III. These include but are not limited to GOVT1000 and GOVT1001.

Level II & Level III (Minimum 15 credits)

Five (5) electives from the following ten (10) courses:

- GOVT2003: Theories of the State
- GOVT2004: Sports Politics and Society
- GOVT2005: Caribbean Political Thought
- GOVT2007: Politics of the Caribbean
- GOVT2009: Introduction to African Politics ***or*** GOVT3016: Latin American Politics and Development ***or*** GOVT2026: US Govt and Politics ***or*** GOVT2025: Introduction to Chinese Politics
- GOVT2012: Popular Jamaican Music 1962-1982: Roots Lyrics as Socio-Political Philosophical Text
- GOVT2027: Comparative Politics of Industrial Societies
- GOVT3012: Issues in Contemporary Politics of Industrial Societies
- GOVT3041: Media and Politics within the Caribbean and Beyond
- GOVT3044: Politics, Democracy and Development

DEPARTMENT OF GOVERNMENT: PROGRAMME OF STUDY REQUIREMENTS

Public Policy and Management (Minor)

Level I

Students pursuing a Public Policy and Management Minor must complete the Level I pre-requisites for the courses selected at Levels II/III. These include but are not limited to GOVT1000 and GOVT1012.

Level II & Level III (Minimum 15 credits)

Five (5) electives from the following 7:

- GOVT2036: Public Financial Management
- GOVT2037: Public Management Analysis
- GOVT2038: Publicand PolicyManagement Discourses
- GOVT3039: Ethics in Government
- GOVT2050: Constitutional & Administrative Law for Public Sector Managers
- GOVT3033: Concepts and Theories of Public Policy
- GOVT3038: International Development Policy and Management

Politics and International Cooperation

What is the Bachelors/Masters in Politics and International Cooperation (BPIC/MPIC)?

A jointly taught 5-year long undergraduate and graduate programme with Sciences Po Bordeaux in France and Universite des Antilles in Martinique. Students will receive both a UWI BSc and MSc degree upon completion of programme. Applications are not accepted for direct entry at the graduate level.

Eligibility Requirements

- First-year students who have obtained at least a Grade B in GOVT1008, FREN1001, and FREN1002 are eligible to apply.
- Students must maintain valid registration and pay the required fees each semester at their home institution, UWI Mona.
- Students must register for the designated holding courses on SAS while studying at the host institution.

Structure of Programme

First year at UWI Mona
Students would have already been enrolled in a BSc programme. Once accepted to BPIC/MPIC, please request a change of major to BSc. Politics and International Cooperation. If originally from another Faculty, students will also need to request a transfer to the Faculty of Social Sciences. These requests are to be made through the Automated Student Request System (ASRS) on SAS.

Second Year at Sciences Po Bordeaux	
Semester I	**Semester II**
MPIC2000: Foundations in Politics for International Cooperation	MPIC2005: Modern Languages for International Cooperation II
MPIC2004: Modern Languages for International Cooperation I	MPIC2007: Political Science for International Cooperation
MPIC2009: French Political Institutions	MPIC2008: Anthropology Applied to the Caribbean
MPIC2012: Political History	MPIC2013: Political Anthropology

Third Year at Universite des Antilles	
Semester I	**Semester II**
MPIC3007: Political institutions of Europe and the Caribbean	MPIC3024: Great Third World Political Texts & Public Liberties & Fundamental Rights
MPIC3010: Contemporary Social Sciences, and International Relations	MPIC3032: Analysis of Political Behaviour and Administrative Science
MPIC3013: Major Contemporary Political & Social Issues	MPIC3035: European Politics & Human Rights Law
MPIC3015: Modern Language and ICT Requirement	MPIC3041: Human Rights and Fundamental Liberty

Note: At the beginning of Semester II, students must apply for the MSc in International Politics and Cooperation. Please pay attention to the Office of Graduate Studies and Research website for submission guidelines.

Fourth Year at Sciences Po Bordeaux	
Semester I	**Semester II**
GOVT6040: International Public and Development Management	GOVT6041: International Perspectives on Regulation and Regulatory Reform
GOVT6043: Organization Design and Change for Public Managers	GOVT6042: Policy Writing for Public Managers
GOVT6090: Political Theory I	GOVT6077: Qualitative Research Methods
GOVT6076: Quantitative Research Methods	GOVT6079: Caribbean Political Systems II

Fifth (Final) Year at UWI Mona
Students are to refer to the FSS Graduate Handbook for further information

DEPARTMENT OF GOVERNMENT: COURSE OFFERING 2026-2027

Course Offering

Code	Course Title	Sem.	Pre-requisites
FOUN1301	Law, Governance, Economy & Society in the Caribbean	1 & 2	None
GOVT0100	Statistics and Mathematics for Policy Making	1 & 2	None
GOVT1000	Introduction to Political Institutions and Analysis	1 & 2	None
GOVT1001	Introduction to Political Philosophy	1 & 2	None
GOVT1008	Introduction to International Relations	1 & 2	None
GOVT1012	Introduction to Public Policy and Management	1	None
GOVT1013	Introduction to Leadership	1	None
GOVT2001	Philosophical Foundations of Slavery and Anti-Slavery Resistance	2	GOVT1000 & GOVT1001
GOVT2003	Theories of the State	2	GOVT1000 & GOVT1001 or GOVT1008 or SOCI1002
GOVT2004	Sports, Politics and Society	1	GOVT1000 & GOVT1001
GOVT2005	Caribbean Political Thought	1	GOVT1000 & GOVT1001
GOVT2007	Politics of the Caribbean	1 & 2	None
GOVT2009	Introduction to African Politics	1	GOVT1000 & GOVT1001
GOVT2010	Delinquency and Juvenile Justice	2	None
GOVT2011	Criminal Justice Systems	1	GOVT1000 or SOCI1002
GOVT2012	Popular Jamaican Music 1962–1982: Roots Lyrics as Socio-Political Philosophical Text	2	GOVT1000 or GOVT1001 or HIST1004 or HIST2006 or LITS1002 or PHIL1001
GOVT2017	Issues in Contemporary African Politics	2	GOVT1000 & GOVT1001
GOVT2025	Introduction to Chinese Politics	1	GOVT1000
GOVT2026	US Government and Politics	1	GOVT1000
GOVT2027	Comparative Politics of Industrial Societies	1	GOVT1000 & GOVT1001
GOVT2036	Public Financial Management	1	GOVT1000 & GOVT1012 & any Level I/II ECON course
GOVT2037	Public Management Analysis	1	GOVT1000 & GOVT1012
GOVT2038	Public and Policy Management Discourses	2	GOVT2037
GOVT2044	Research Methods in Governance I	1	GOVT1000 & GOVT1001 or GOVT1012 or GOVT1008 & ECON1005 or SOCI1005
GOVT2046	Theories and Approaches to International Relations	1	GOVT1000 & GOVT1008
GOVT2047	Principles of Public International Law	1	GOVT1000 & GOVT1008
GOVT2048	International and Regional Organizations	1	GOVT1000 & GOVT1008
GOVT2049	International Political Economy	2	GOVT1000 & GOVT1008

DEPARTMENT OF GOVERNMENT: COURSE OFFERING 2026-2027

Code	Course Title	Sem.	Pre-requisites
GOVT2050	Constitutional and Administrative Law for Public Sector Managers	2	GOVT1000 & GOVT1012
GOVT2054	Research Methods in Governance II	2	GOVT2044
GOVT2070	Political Management and Strategy	2	None
GOVT2071	Climate Change, Governance & Development	2	None
GOVT2177	Political Behaviour	1	GOVT1000 & GOVT1001
GOVT2260	Political Leadership	2	None
GOVT2267	Political Sociology of the Caribbean	1	GOVT1000
GOVT2268	Gender, Governance and Leadership	1	None
GOVT2269	Social Movements in the Caribbean	1	None
GOVT3010	Punishment and Corrections	2	At least a B in GOVT2011
GOVT3011	Violence and Development	1	At least a B in GOVT2011
GOVT3012	Issues in Contemporary Politics & Industrial Societies	2	GOVT2027
GOVT3016	Latin American Politics and Development	1	GOVT1000 & GOVT1008 SPAN0118/ FREN0118 or SPAN0101/FREN0101 or SPAN0102/FREN0102 or SPAN1001/FREN1001 or SPAN1002/FREN1002 or SPAN2199/FREN2001 & FREN2002 or SPAN3119/FREN3001 & FREN3002 or Japanese equivalent
GOVT3022	Garveyism in the Americas/Africa	2	GOVT1000 & GOVT1001
GOVT3033	Concepts and Theories of Public Policy	1	GOVT2037
GOVT3038	International Development Policy and Management	1	GOVT2037 & GOVT2038
GOVT3039	Ethics in Government	2	GOVT1000 & GOVT1012
GOVT3041	Media and Politics within the Caribbean and Beyond	2	None
GOVT3042	Constituency Resource Development and Management	2	GOVT2044 & GOVT2054
GOVT3044	Politics, Democracy and Development	2	GOVT1000 & GOVT1001
GOVT3048	Contemporary International Relations of the Caribbean	2	GOVT2046 or GOVT2048
GOVT3050	Comparative Foreign Policy	2	GOVT1000 & GOVT1001 or GOVT1012 & GOVT1008, Any Level II Pol. Sci. or IR course
GOVT3051	International Law & Development: Selected Issues	2	GOVT2047 (**Anti-requisite**: GOVT3056)
GOVT3052	Contemporary Issues of International Relations	1	GOVT2046 or GOVT2048
GOVT3055	Theory and Practice of International Negotiations	2	GOVT2046 & GOVT2048 (Finalizing IR Majors only)

DEPARTMENT OF GOVERNMENT: COURSE OFFERING 2026-2027

Code	Course Title	Sem.	Pre-requisites
GOVT3056	Internship in International Relations	2	Finalizing IR Majors only (**Anti-requisite:** GOVT3051)
GOVT3070	Good Governance and Global Corruption	1	None
GOVT3114	International Security Issues	2	None
GOVT3115	Public Policy and Management Internship	2	GOVT2037
GOVT3118	Policy Analysis and Evaluation	2	GOVT2038
GOVT3170	The Global Economy and Development: Concepts and Policy Issues	Not Offered	GOVT1000
GOVT3179	Political Leadership in the Caribbean	1	GOVT2260
GOVT3180	Political Leadership, Strategy & Management Internship	2	GOVT3179
GOVT3201	Internet and Democracy	2	GOVT1000
GOVT3202	Political Marketing and Communications	2	GOVT1000
GOVT3205	International Trade and Digital Technology	Not Offered	GOVT2049 or ECON1012
GOVT3206	International Trade Regulation	Not offered	GOVT2049 or ECON1012 or SOCI3026

MONA SCHOOL OF BUSINESS AND MANAGEMENT

Message from the Executive Director

Prof Lila Rao Graham *BSc UWI, MSc Waterloo, PhD UWI* | Email: lila.rao@uwi.edu

Welcome to The University of the West Indies, and in particular, the Mona School of Business and Management (MSBM)!

Whether you are a new or returning student, we are delighted to have you as part of the MSBM family and extend a very wam welcome to you. For those students who hail from outside Jamaica, a special welcome to you, and we encourage you to explore our beautiful island during your time with us.

Our dedicated faculty, staff and fellow students are here to help you as you embark on your journey to academic success. Your university life promises to be one of lifelong friendships, challenges, the joys of student life, and most importantly reading for a degree at one of the world's best universities.

University life presents you with rights as well as some major responsibilities. Some of those responsibilities include: attending classes, submitting assignments in a timely manner and tracking your academic progression. While lectures and tutorials are critical to your success, it is your responsibility to follow recommended readings and all activities, as at the undergraduate level we expect that you will be doing work beyond what is taught solely during lectures. Whether you are beginning this journey or continuing along your academic path, you are doing so at a time when digital transformation and artificial intelligence are reshaping business and society; as future business leaders, you must learn not only to use these tools effectively, but to do so ethically, responsibly, and with an awareness of their wider impact.

This Handbook is the first guide to learning about and choosing your preferred courses and majors for your undergraduate degree. It is important to pay particular attention to pre-requisites, as this is vital to ensuring that you complete your programme of study in the prescribed time. Please seek academic advice from the faculty and administrators as you design your roadmap for your programme. MSBM will also host student engagement activities to help guide you along the way.

There are many opportunities available to you as a student of this university, please utilise them and in particular apply for scholarships and bursaries. Very significantly, in order to have a balanced student life, please take advantage of the wide range of clubs, sporting and other social activities that are on offer. Welcome once again to the MSBM, I wish you a successful and fulfilling experience and look forward to meeting as many of you as I can in person.

Best wishes!

MSBM: PROGRAMME AND DEPARTMENT GUIDELINES

1. **Degree Programmes:** The Mona School of Business and Management (MSBM) offers the following undergraduate programmes:
   (a) Accounting (Major and Minor)
   (b) Banking and Finance (Major)
   (c) Entrepreneurship (Major)
   (d) Human Resource Management (Major)
   (e) Management Studies (Major and Minor)
   (f) Marketing (Major)
   (g) Operations Management (Major)
   (h) Tourism Management (Major)

2. **Applicable Programme Requirements:** Students must satisfy the programme requirements set out in the Faculty Handbook applicable to the year of their admission, readmission, or transfer.

3. **Programme Guidelines:** Students pursuing an Accounting major or any level III accounting course should not pursue ACCT2019: Financial Accounting for Managers.

4. Students intending to pursue a career in accounting are advised to complete all Accounting electives to enhance their competitiveness as professional accountants internationally.

5. **Course Load:** Full-time and part-time students may register for a maximum of 10 courses and 6 courses, respectively, in an academic year. Part-time registration in the Faculty is defined by a student's academic course load per semester rather than the time of day classes are offered. Refer to Full-time and Part-time Regulations in Part III of this Handbook.

6. **Common Course Requirements:** Students pursuing a double majors or a major-minor combination are required to select an alternative departmental elective where a compulsory course is common to both programmes of study.

7. A course that appears in both a major and minor is counted only once towards the student's credit total. Thus, students must complete an additional approved course to satisfy the required 60 credits to graduate.

8. **Foundation Courses:** Students must complete at least two (2) of the following Foundation courses, unless otherwise specified by their programme:requirements:

   (i) FOUN1013: Critical Reading and Writing in the Social Sciences (3 credits) *or* FOUN1019: Critical Reading and Writing in the Disciplines (6 credits) FOUN1019 is a year-long course to be completed in lieu of FOUN1013 by students who did not meet the English Language requirement listed on page 9.

   (ii) FOUN1101: Caribbean Civilization (3 credits) *or* FOUN1201: Science, Medicine & Technology in Society (3 credits)

9. FSS students are excluded from pursuing FOUN1301: Law, Governance, Economy and Society. Thus, no credit will be awarded to students who pursue and pass the course.

10. **Foreign Language Requirement:** Students whose native language is English are required to complete a Foreign Language, Sign Language or Caribbean Creole course. (Refer to the Foreign Language Requirement Regulations for further details).

11. Students exempt from the foreign language requirement must apply for Exemptions without Credit on the Automated Student Request System (ASRS) via the SAS portal.

12. Once exemption without credit has been granted, students referred to in 7 above may complete either FOUN1101, FOUN1201 or One (1) Level I free elective to fulfil the required Level I credits.

13. **Exemptions:** A student who has obtained Grades I-IV in certain CAPE subjects will be eligible for exemption without credit for the corresponding UWI courses. Refer to Regulations 7.2 above for details.

14. **Anti-Requisites:** These are courses that **cannot be taken together** for credit. Students are urged to view the complete list of anti-requisite courses in PART IV of this Handbook.

15. **Pre-requisites:** Students are required to satisfy the prerequisites for all courses, including courses not specifically listed among the programme requirements. Refer to the Course Offerings for details.

16. **Credit Check:** Students may, at any time, check their progress by performing a credit check using the degree checklist on the Faculty's website

17. A **Coursework Accountability Statement** as well as an **Academic Integrity Declaration Statement** must be attached to the front of all coursework submissions, except where the coursework consists of an invigilated examination. For submissions made entirely in electronic form, students must provide an equivalent electronic declaration. *(Students may download these Statements from the Faculty's website).*

18. **Approval of Majors/Minors:** Majors and minors are granted at the discretion of the Coordinator of the particular unit and will depend on the following minimum criteria:

    (a) Completion of at least 30 Level I credits of your approved major
    (b) Cumulative GPA is ≥ 3.0
    (c) Capacity within the School to accept additional students
    (d) Submission of formal online change of major/ minor request*

19. Students must await approval of their request before attempting the required courses. Failure to do so will result in the requested change not being reflected on the degree certificate. Additionally, please note that satisfying the requirements in (a) or (b) above does not guarantee approval, as additional considerations outlined in (c) apply.

MSBM: PROGRAMME OF STUDY REQUIREMENTS

BSc Accounting (Major)

Level I (Minimum 30 credits)

1. ACCT1003: Introduction to Cost and Management Accounting
2. ACCT1005: Introduction to Financial Accounting
3. ECON1000: Principles of Economics I
4. ECON1005: Introduction to Statistics
5. MGMT1002: Communication Skills for Managers
6. FOUN1013: Critical Reading and Writing in the Social Sciences***or*** FOUN1019: Critical Reading and Writing in the Disciplines (Year long)
7. FOUN1101: Caribbean Civilization **or** FOUN1201: Science, Medicine and Technology in Society
8. Foreign Language Course (Click here for available options)

9-10. Plus 2 Level I Free Electives

Level II & Level III (Minimum 60 credits)

11. MGMT2004: Computer Applications
12. ACCT2014: Financial Accounting I
13. ACCT2015: Financial Accounting II
14. ACCT2017: Management Accounting I
15. MGMT2023: Financial Management I
16. ACCT3043: Auditing I
17. MGMT3046: Company Law
18. MGMT3051: Taxation I
19. ACCT3064: Financial Statement Analysis
20. Plus one (1) from the following four (4): ACCT3041: Advanced Financial Accounting, ACCT3044: Auditing II, ACCT3039: Management Accounting II, or MGMT3052: Taxation II

21-30. Plus 10 Level II/III Free Electives

Students interested in pursuing a career in Accounting and obtaining the maximum number of ACCA exemptions are encouraged to select the following courses as part of their ten (10) Level II/III free electives:

ACCT3041: Advanced Financial Accounting | ACCT3044: Auditing II | MGMT2021: Business Law | MGMT3031: Business Strategy and Policy | ACCT3039: Management Accounting II | MGMT3052: Taxation II | MGMT3048: Financial Mgmt II

NOTE: Students pursuing ACCT Major or any Level III ACCT course should not do ACCT2019.
Students must review the Department' Programme Guidelines on Page 77 for additional details related to their major.
Students must satisfy the prerequisites for all courses in their major, including electives not specifically listed above.
Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

MSBM: PROGRAMME OF STUDY REQUIREMENTS

BSc Entrepreneurship (Major)

Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1005: Introduction to Statistics
3. MGMT1002: Communication Skills for Managers
4. ACCT1005: Introduction to Financial Accounting
5. FOUN1013: Critical Reading and Writing in the Social Sciences ***or*** FOUN1019: Critical Reading and Writing in the Disciplines (Year long)
6. FOUN1101: Caribbean Civilization ***or*** FOUN1201: Science, Medicine and Technology in Society
7. Foreign Language Course (Click here for available options)

8-10. Plus 3 Level I Free Electives

Level II & Level III (Minimum 60 credits)

11. MKTG2001: Principles of Marketing
12. MGMT2224: Introduction to Entrepreneurship
13. MGMT2021: Business Law I
14. MGMT2023: Financial Management I
15. MGMT3090: Entrepreneurial Finance
16. MGMT3101: Strategic Planning for Entrepreneurship
17. MGMT3058: New Venture Management
18. MGMT3231: International Entrepreneurship

19-20. Two (2) electives from the following 3:
MGMT3102: Creativity and Innovation Management for Entrepreneurship
MGMT3089: Social Entrepreneurship for Sustainable Development
MKTG3002: Marketing Research

21-30. Plus 10 Level II/III Free Electives

NOTE: Students must review the Department' Programme Guidelines on Page 77 for additional details related to their major. Students must satisfy the prerequisites for all courses in their major, including electives not specifically listed above. Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

MSBM: PROGRAMME OF STUDY REQUIREMENTS

BSc Human Resource Management (Major)

Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1005: Introduction to Statistics
3. MGMT1002: Communication Skills for Managers
4. ACCT1005: Introduction to Financial Accounting
5. FOUN1013: Critical Reading and Writing in the Social Sciences ***or***
   FOUN1019: Critical Reading and Writing in the Disciplines (Yearlong)
6. FOUN1101: Caribbean Civilization ***or*** FOUN1201: Science, Medicine and Technology in Society
7. Foreign Language Course (Click here for available options)

8-10. Plus 3 Level I Free Electives

Level II & Level III (Minimum 60 credits)

11. MGMT2008: Organizational Behaviour
12. MGMT2023: Financial Management I
13. MGMT3017: Human Resource Management
14. MGMT3019: Business Negotiations
15. MGMT3021: Organizational Theory & Design
16. MGMT3040: People Analytics
17. MGMT3063: Labour and Employment Law
18. MGMT3064: Leadership in Organisations
19. MGMT3065: Management of Change
20. MGMT3070: Employment Relations

21-30. Plus 10 Level II/III Free Electives

NOTE: Students must review the Department' Programme Guidelines on Page 77 for additional details related to their major.
Students must satisfy the prerequisites for all courses in their major, including electives not specifically listed above.
Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

MSBM: PROGRAMME OF STUDY REQUIREMENTS

BSc Management Studies (Major)

Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1005: Introduction to Statistics
3. MGMT1002: Communication Skills for Managers
4. ACCT1005: Introduction to Financial Accounting
5. FOUN1013: Critical Reading and Writing in the Social Sciences ***or***
   FOUN1019: Critical Reading and Writing in the Disciplines (Yearlong)
6. FOUN1101: Caribbean Civilization ***or*** FOUN1201: Science, Medicine and Technology in Society
7. Foreign Language Course (Click here for available options)

8-10. Plus 3 Level I Free Electives

Level II & Level III (Minimum 60 credits)

11. MKTG2001: Principles of Marketing
12. MGMT2008: Organizational Behaviour
13. MGMT2012: Quantitative Methods
14. MGMT2021: Business Law I
15. MGMT2023: Financial Management I
16. MGMT2026: Production & Operations Management
17. MGMT3065: Management of Change
18. MGMT3031: Business Strategy & Policy
19. MGMT3037: International Business Management
20. ***One (1) elective from the following 4:***
    ACCT2014: Financial Accounting I | ACCT2019: Financial Accounting for Managers
    MGMT2004: Computer Applications | MGMT3064: Leadership in Organizations

21-30. Plus 10 Level II/III Free Electives

NOTE: Students must review the Department' Programme Guidelines on Page 77 for additional details related to their major.
Students must satisfy the prerequisites for all courses in their major, including electives not specifically listed above.
Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

MSBM: PROGRAMME OF STUDY REQUIREMENTS

BSc Marketing (Major)

Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1005: Introduction to Statistics
3. MGMT1002: Communication Skills for Managers
4. ACCT1005: Introduction to Financial Accounting
5. FOUN1013: Critical Reading and Writing in the Social Sciences ***or*** FOUN1019: Critical Reading and Writing in the Disciplines (Yearlong)
6. FOUN1101: Caribbean Civilization ***or*** FOUN1201: Science, Medicine and Technology in Society
7. Foreign Language Course (Click here for available options)

8-10. Plus 3 Level I Free Electives

Level II & Level III (Minimum 60 credits)

11. MKTG2001: Principles of Marketing
12. MGMT2004: Computer Applications
13. MGMT2012: Quantitative Methods
14. MKTG3001: International Marketing Management
15. MKTG3002: Marketing Research
16. MKTG3003: Marketing Strategy
17. MKTG3070: Consumer Behaviour
18. MKTG3010: Integrated Marketing Communication
19. MKTG3017: Digital Marketing and Data Analytics Fundamentals
20. ***One (1) from the following:***
    MGMT3031 | MGMT3230 | MGMT3012 | Any Level II/III Psychology Elective

21-30. Plus 10 Level II/III Free Electives

NOTE: Students must review the Department' Programme Guidelines on Page 77 for additional details related to their major. Students must satisfy the prerequisites for all courses in their major, including electives not specifically listed above. Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

MSBM: PROGRAMME OF STUDY REQUIREMENTS

BSc Operations Management (Major)

Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1003: Mathematics for Social Sciences I
3. ECON1005: Introduction to Statistics
4. MGMT1002: Communication Skills for Managers
5. ACCT1005: Introduction to Financial Accounting
6. FOUN1013: Critical Reading and Writing in the Social Sciences***or*** FOUN1019: Critical Reading and Writing in the Disciplines (Yearlong)
7. FOUN1101: Caribbean Civilization ***or*** FOUN1201: Science, Medicine and Technology in Society
8. Foreign Language Course (Click here for available options)

9-10. Plus 2 Level I Free Electives

Level II & Level III (Minimum 60 credits)

11. MKTG2001: Principles of Marketing
12. MGMT2004: Computer Applications
13. MGMT2008: Organizational Behaviour
14. MGMT2012: Quantitative Methods
15. MGMT2026: Production & Operations Management
16. MGMT3056: Project Management
17. MGMT3057: Productivity & Quality Management
18. MGMT3060: Operations, Planning and Control

19-20. ***Two (2) courses from the following 5:***

ACCT2017: Management Accounting I | MGMT2023: Financial Management I
MGMT3012: Systems Analysis and Design | MGMT3031: Business Strategy & Policy
MGMT3065: Management of Change

21-30. Plus 10 Level II/III Free Electives

NOTE: Students intending to pursue a career in Operations Management or to pursue quantitative courses are advised to include the Level I Mathematics courses offered by the Department of Economics.
Students must review the Department' Programme Guidelines on Page 77 for additional details related to their major.
Students must satisfy the prerequisites for all courses in their major, including electives not specifically listed above.
Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

MSBM: PROGRAMME OF STUDY REQUIREMENTS

BSc Tourism Management (Major)

Level I (Minimum 30 credits)

Semester 1

1. TOUR1000: Introduction to Tourism and Hospitality Management
2. ECON1000: Principles of Economics I ***or*** ECON1005: Introduction to Statistics
3. FOUN1013: Critical Reading and Writing in the Social Sciences ***or*** FOUN1019: Critical Reading and Writing in the Disciplines (Year long)
4. FOUN1201: Science, Medicine and Technology in Society
5. ACCT1003: Intro to Cost & Mgmt Accounting ***or*** ACCT1005: Intro to Financial Accounting

Semester 2

6. MGMT1002: Communication Skills for Managers
7. FOUN1101: Caribbean Civilization
8. ECON1005: Introduction to Statistics ***or*** ECON1000: Principles of Economics I
9. Foreign Language course *(See Guidelines on next page)*
10. One (1) Level I Free elective

Plus MGMT1424: Internship (0 credits) - (Summer of Year 1)*

Level II & III (Minimum 60 credits)

Semester 1

11. MKTG2001: Principles of Marketing
12. TOUR2002: Transport & Travel
13. TOUR3000: Tourism Management

14-15. Two (2) Level II/III Free Electives

Semester 2

16. TOUR3001: Sustainable Tourism
17. TOUR3010: Caribbean Tourism

18-19. Two (2) Level II/III Free Electives

20. ***One (1) from the following 6:***

    ACCT2019: Accounting for Managers | HOSP3106: Entertainment Management

    MGMT2224: Introduction to Entrepreneurship | MGMT3017: Human Resource Management

    TOUR3007: Destination Management | TOUR3009: Tourist Behaviour

Plus MGMT2124: Internship (0 credits) - (Summer of Year 2)*

Semester 1

21. TOUR3004: Destination Marketing
22. HOTL3001: Event Management

MSBM: PROGRAMME OF STUDY REQUIREMENTS

23-24. Two (2) Level II/III Free Electives

25. ***One (1) from the following 6:***

ACCT2019: Accounting for Managers | HOSP3106: Entertainment Management

MGMT2224: Introduction to Entrepreneurship | MGMT3017: Human Resource Management

TOUR3007: Destination Management | TOUR3009: Tourist Behaviour

Semester 2

26. TOUR3005: Tourism Planning & Development

27-30. Plus Four (4) Level II/III Electives **(See recommended electives below)**

Plus MGMT3124: Internship (0 credits) - (Summer of Year 3)*

NOTE: *All Tourism Management majors are required to complete an internship during the summer term (May – August) in each year of the programme. Internships are compulsory, non-credit bearing, and assessed on a pass/fail basis. They must be completed in sequence – Level I before Level II, and Level II before Level III. Comprehensive details reagding placement procedures, supervision expectationa, evaluation criteria, and student responsibilities are outlined in the official Internship Manual, which students are expected to review and follow closely. Failure to comply with the requirements will result in delayed graduation.

Foreign Language Requirements:

A. Students who have obtained a grade 1 or 2 pass in a language at the CSEC level are required to apply for an exemption from the Faculty's Level 1 language requirements, and are advised to select free electives in place of the required language course.
B. Students who have obtained a grade 3 pass in a language at CSEC should choose one of the following courses: SPAN2008/SPAN1000 ***or*** FREN1000 ***or*** CHIN1000 ***or*** JAPA1000
C. Students who did not sit a foreign language at CSEC or obtained below grade 3 pass at CSEC in a language are required to complete one of the following paths: SPAN0101 and SPAN2008/SPAN1000 ***or*** FREN0101 and FREN1000 ***or*** CHIN1001 and CHIN1002 ***or*** JAPA1001 and JAPA1002

Recommended Electives for Tourism Management (Major)

Below is the suggested list of courses from which students may choose free electives:

MARKETING: MKTG3070 | MGMT3069 | MKTG3001 | MKTG3003

TOURISM: TOUR3110: Ecotourism

HERITAGE STUDIES: HIST1901 | HIST2901 | HIST3901

COASTAL ZONE MANAGEMENT[13]: BIOL2014 | BIOL3013 | BIOL3014

ENTERTAINMENT & CULTURE ENTERPRISE: CLTR2506 | COMM2602 | COMM3921 | GOVT2012 | HIST3614

MEDIA & COMMUNICATION: COMM3921 | MKTG3010 | COMM2268 | COMM3148 | COMM3428

13 Students must have CAPE Biology or its equivalent to pursue this option. If Coastal Zone Management courses are done, students will take 18 instead of fifteen (15) credits due to the nature of assigned courses in the Faculty of Science & Technology.

MSBM: PROGRAMME OF STUDY REQUIREMENTS

Accounting (Minor)

Level I

Students pursuing an Accounting (Minor) must complete the Level I pre-requisites for the courses selected at Levels II/III.

Level II & Level III (Minimum 15 credits)

1. ACCT2014: Financial Accounting I
2. ACCT2015: Financial Accounting II
3. ACCT2017: Management Accounting I
4. MGMT2021: Business Law I
5. ACCT3043: Auditing I

NOTE: Students must review the Department' Programme Guidelines on Page 91 for additional details related to this minor. Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

Management Studies (Minor)

Level I

Students pursuing a Management Studies (Minor) must complete the Level I pre-requisites for the courses selected at Levels II/III.

Level II & Level III (Minimum 15 credits)

1. MGMT2008: Organizational Behaviour
2. MGMT3031: Business Strategy & Policy

3-5. Plus 3 Level II/III Departmental Electives EXCLUDING the following:

MGMT3022: Organizational Development
MGMT3061: Team Building and Management
MGMT3062: Compensation Management
MGMT3069: Quality Service Management

NOTE: When making your selection, please ensure that you do not choose courses that are anti-requisites. Students must review the Department' Programme Guidelines on Page 77 for additional details related to this minor. Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

MSBM: PROGRAMME OF STUDY REQUIREMENTS

Tourism Management (Minor)

Level I

Students pursuing a Tourism Management (Minor) must complete the Level I pre-requisites for the courses selected at Levels II/III including: TOUR1000: Introduction to Tourism and Hospitality Management

Level II & Level III (Minimum 15 credits)

Five (5) Courses from the following 8:

1. MGMT2023: Financial Management
2. MGMT2224: Introduction to Entrepreneurship
3. MGMT3058: New Venture Management
4. TOUR3000: Tourism Management
5. TOUR3001: Sustainable Tourism
6. TOUR3004: Destination Marketing
7. TOUR3005: Tourism Planning, Policy and Development
8. TOUR3007: Destination Management

NOTE: Students must review the Department' Programme Guidelines on Page 77 for additional details related to this minor. Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

MSBM: COURSE OFFERING 2026-2027

Course Offering

Codes	Course Title	Sem.	Pre-requisites
ACCT1003	Introduction to Cost & Management Accounting	2	CXC Mathematics Grades 1-3 or ECON0001
ACCT1005	Financial Accounting	1	CXC Mathematics Grades 1-3 or ECON001
ACCT2014	Financial Accounting I	1	[ACCT1003 or CAPE Accounting Unit 2] & [ACCT1005 or CAPE Accounting Unit I]
ACCT2015	Financial Accounting II	2	ACCT2014
ACCT2017	Management Accounting I	1	[ACCT1003 or CAPE Accounting Unit 2] & [ACCT1005 or CAPE Accounting Unit I] (**Anti-requisite**: HOTL2021)
ACCT2019	Financial Accounting for Managers	2	[ACCT1003 or CAPE Accounting Unit 2] & [ACCT1005 or CAPE Accounting Unit I] (**Anti-requisite**: ACCT2014)
ACCT3039	Management Accounting II	2	ACCT2017
ACCT3041	Advanced Financial Accounting	1	ACCT2015
ACCT3043	Auditing I	1	ACCT2015
ACCT3044	Auditing II	2	ACCT3043
ACCT3064	Financial Statement Analysis	2	ACCT2015 & MGMT2023
HOSP3106	Entertainment Management	2	TOUR1000
HOSP3034*	Food and Beverage III	2	None; Lecturer Permission required
HOTL3001	Events Management	1	TOUR2002 & TOUR3000
MGMT1002	Communication Skills for Managers	1 & 2	FOUN1013 or FOUN1401 or FOUN1019 or FOUN1001
MGMT1424	Internship	Summer	TOUR (Majors) only; Lecturer permission required
MGMT2004	Computer Applications	1 & 2	ACCT1005
MGMT2008	Organizational Behaviour	1 & 2	SOCI1002 or SOCI1001
MGMT2012	Quantitative Methods	1 & 2	ECON1005
MGMT2020	Managerial Economics	2	MGMT2012
MGMT2021	Business Law I	1 & 2	ACCT1003 or ACCT1005 or ECON1000 or SOCI1001 or SOCI1002
MGMT2023	Financial Management I	1 & 2	[ACCT1005 & ECON1005] or [ACCT1005 & MATH1141 or MATH1142 or MATH1151]
MGMT2026	Production & Operations Management	1 & 2	ECON1005

MSBM: COURSE OFFERING 2026-2027

Codes	Course Title	Sem.	Pre-requisites
MGMT2068	Risk & Treasury Management	2	Banking & Finance students **or** MGMT2023
MGMT2124	Internship	Summer	MGMT1424 - TOUR (Major) only
MGMT2224	Introduction to Entrepreneurship	1 & 2	CXC Mathematics Grades 1-3 or ECON0001 or ACCT1003 or ACCT1005
MGMT3012	Systems Analysis & Design	2	MGMT2004
MGMT3017	Human Resource Management	1 & 2	MGMT2008; (**Anti-requisite**: HOSP2023)
MGMT3019	Business Negotiations	2	MGMT2008
MGMT3021	Organizational Theory & Design	1 & 2	MGMT2008
MGMT3022	Organizational Development	2	MGMT2008 grade B+ or higher
MGMT3031	Business Strategy & Policy	1 & 2	Must be in the final year of an ACCT, MGMT, HRM, MKTG, or OPS Major/Minor.
MGMT3037	International Business Management	1 & 2	Final Year
MGMT3040	People Analytics	1	MGMT2008 & MGMT3017 | Lecturer permission required
MGMT3046	Company Law	1	MGMT2021
MGMT3048	Financial Management II	2	MGMT2023
MGMT3050	Investment and Analysis	1	MGMT2023
MGMT3051	Taxation I	1	MGMT2021 & ACCT2014
MGMT3052	Taxation II	2	MGMT3051
MGMT3056	Project Management	1	MGMT2026
MGMT3057	Productivity & Quality Management	1	MGMT2026
MGMT3058	New Venture Management	1 & 2	MGMT2224
MGMT3060	Operations, Planning and Control	2	MGMT2026
MGMT3061	Team Building & Management	1	MGMT2008
MGMT3062	Compensation Management	1	MGMT3017
MGMT3063	Labour and Employment Law	2	PSYC1002 or MGMT2004 or MGMT2008 or MGMT2021 or MKTG2001
MGMT3064	Leadership in Organisation	1	MGMT2008 and Lecturer permission required
MGMT3065	Management of Change	1 & 2	MGMT2008
MGMT3066	Business Ethics for Bankers	1	Finalizing Banking & Finance students
MGMT3067	Regulatory Framework of Banking & Finance	1	Finalizing Banking & Finance students

MSBM: COURSE OFFERING 2026-2027

Codes	Course Title	Sem.	Pre-requisites
MGMT3069	Quality Service Management	1 & 2	MGMT2008
MGMT3070	Employment Relations	2	MGMT2008 & Final Year BSc HRM (Major) students only
MGMT3089	Social Entrepreneurship for Sustainable Development	2	MGMT2224
MGMT3090	Entrepreneurial Finance	1	MGMT2224 &MGMT2023
MGMT3101	Strategic Planning for Entrepreneurship	1	MGMT2224
MGMT3102	Creativity & Innovation Management for Entrepreneurship	2	MGMT2224
MGMT3124	Internship	Summer	MGMT2124
MGMT3230	Corporate Strategy	2	Final Year students **only**
MGMT3231	International Entrepreneurship	1	MGMT2224
MKTG2001	Principles of Marketing	1 & 2	[ACCT1003] or [ACCT1005] or [ECON1000] or [SOCI1001] or [SOCI1002] | (**Anti-requisite**: EDCE2025)
MKTG3001	International Marketing Management	2	MKTG2001
MKTG3002	Marketing Research	1	ECON1005 & MKTG2001
MKTG3003	Marketing Strategy	1 & 2	ACCT1005 & MKTG2001
MKTG3010	Integrated Marketing Communication	1 & 2	Marketing majors only, MKTG2001, MKTG3002 & MKTG3070
MKTG3017	Digital Marketing and Data Analytics Fundamentals	1 & 2	MKTG2001 & MKTG3003 (Co-requisite)
MKTG3070	Consumer Behaviour	2	ECON1005 & MKTG2001
TOUR1000	Introduction to Tourism & Hospitality Management	1 & 2	None
TOUR2002	Transport & Travel	1	TOUR1000
TOUR3000	Tourism Management	1	TOUR1000
TOUR3001	Sustainable Tourism	2	TOUR3000
TOUR3004	Destination Marketing	1	MKTG2001
TOUR3005	Tourism Planning & Development	2	TOUR3000 & TOUR3004
TOUR3007	Destination Management	1	TOUR1000
TOUR3009	Tourist Behaviour	2	TOUR1000
TOUR3010	Caribbean Tourism	2	TOUR3000 (co-requisite)
TOUR3110	Ecotourism	1	TOUR1000

DEPARTMENT OF SOCIOLOGY, PSYCHOLOGY AND SOCIAL WORK

Message from the Head of Department

Dr. Herbert Gayle

Welcome to the Department of Sociology, Psychology and Social Work!

As you may have already discovered, our focus is on the behavioural sciences, including Anthropology, Demography, Human Resource Development, and Social Policy. As new and returning students you come from various geo-social zones and socio-economic backgrounds that shape your views on how the world operates. In your time here with us there will be opportunities and challenges; but we hope that even the latter will provide space for learning and the formation of new friendships.

We know you are aware that many of our staff are experts in various areas of the behavioural sciences. You may see them on your television or hear them on the radio, or you may have grown up using their books in school. However, you may not be aware that we are excited to have you and listen to some of the ideas you have to share with us. We have a strong tradition of working with our students on various projects, thus creating the next generation of scholars who will help us meet the University's mission "To advance learning, create knowledge and foster innovation for the positive transformation of the Caribbean and the wider world."

Given the various social crises in Jamaica and the rest of the Caribbean, there are no debates surrounding the critical importance of our department. Our graduates have made tremendous contributions to the development of the region and the wider world in the areas of violence reduction, labour relations, politics, security, mental health, and social care. We welcome your input in the sustainability of this rich tradition of regional and international impact. But first, we start by teaching you in an environment in which you have a voice; and can feel free to express how you wish to shape the future. Thus, we promise you a student-centred environment in which you are the customer; and we hope you will see yourselves as part-owners of the academic experience.

In closing, we hope that when your journey here is complete, and you stop to reflect, you will be able to list your studies with us among the happy times.

SPSW: PROGRAMME AND DEPARTMENT GUIDELINES

1. The Department of Sociology, Psychology and Social Work (SPSW) offers BSc. degrees and diplomas in the following areas:
   - Labour & Employment Relations (Major)
   - Population and Development (Diploma)
   - Psychology (Major, Minor and Diploma)
   - Social Anthropology (Major and Minor)
   - Social Work (Special)
   - Sociology (Major, Minor and Diploma)
   - Social Policy and Development (Minor)
   - Human Resource Development (Minor)
   - Demography (Major and Minor)
   - Social Psychology (Minor)

2. **Applicable Programme Requirements:** Students must satisfy the programme requirements set out in the Faculty Handbook applicable to the year of their admission, readmission, or transfer.

3. **Programme Guidelines:** Students should consult course descriptions when selecting electives. The choice of electives should complement the field of study.

4. Electives at Levels II and III must be from either Level II or III courses. Level III courses may be pursued in year 2 as long as the pre-requisites have been met.

5. While double Majors are permitted, the Department prefers that students select a single Major (and a Minor by choice). This allows a wider choice of electives which can serve to strengthen the Major or the Minor.

6. Students taking double Majors in Sociology & Psychology, or Sociology & Demography, may only apply the required course, SOCI2008: Statistics for Behavioural Sciences, to ONE of the Majors and must then select an additional Level II/III course to complete the ten (10) courses for the other Major.

7. EDRS2007: Basic Research Methods is accepted as a substitute wherever SOCI1001: Introduction to Social Research is listed.

8. ECON1005: Introduction to Statistics is accepted as a substitute wherever S0CI1005: Introduction to Statistics for the Behavioural Sciences is listed.

9. The combination of PSYC1005: Research Methods in Social, Developmental & Abnormal Psychology and PSYC1006: Research Methods in Cognitive and Physiological Psychology are accepted ***in lieu of*** SOCI1001: Introduction to Social Research as a pre-requisite for the course. This is only applicable to Psychology Majors (or 'Double Majors' doing Psychology as their second major). The reverse does not apply, that is SOCI1001 is NOT accepted in lieu of PSYC1005 and PSYC1006 as a pre-requisite for psychology courses.

10. **Coursework Guidelines**
    - Coursework refers to pieces of assigned work during the semester. It would usually take the form of all or some of the following: mid-semester exam, an essay, group, individual or class presentation, research proposal, and where necessary, labs/practicals. At the beginning of each semester a 'course outline' is prepared for each course. On this course outline all indications of course content, due dates for assignments, room, contact information and office hours of lecturers must be clearly printed.

    - Coursework assignments should be marked and returned to students prior to examinations. A principal

objective of coursework is that feedback can be given to each student as an aid to learning.

- Coursework submitted after the due date will be subject to a deduction of 5% of the coursework marks for each day late, (i.e., 1 mark out of 20 per day).

- Exemption from a penalty will only be considered if an excuse is submitted in writing. This will have to relate to illness (medical certificate required), serious domestic problems and in the instance of part time students only, significant work-related problems. In such instances the lecturer may grant an extension for a specified period or may refer the request for the discretion of the Head of Department for a final decision.

- Excuses must be submitted prior to the due date for submission of the coursework.

- In the event that a student has completed coursework and is excused from sitting the final exam (illness or other special circumstances), coursework marks may be carried over to the next available sitting of the course. Should there be an increase in the proportion of marks allotted for the next sitting, a further assignment may be required for the additional marks.

- In all undergraduate offerings, students must obtain at least 25% of the marks assigned for coursework for successful completion of the course [i.e., where 40 marks or 40% of the full course is assigned for coursework, a minimum of 10 marks must be obtained].

- In cases where a student is dissatisfied with his/her final examination grade, the matter may be directed to the Examinations Office for a review, re-mark or a go-through.

11. A **Coursework Accountability Statement** as well as an **Academic Integrity Declaration Statement** must be attached to the front of all coursework submissions, except where the coursework consists of an invigilated examination. For submissions made entirely in electronic form, students must provide an equivalent electronic declaration. *(Students may download these statements from the Faculty's website).*

12. **Course Load:** Full-time and part-time students may register for a maximum of 10 courses and 6 courses, respectively, in an academic year. Part-time registration in the Faculty is defined by a student's academic course load per semester rather than the time of day classes are offered. Refer to Full-time and Part-time Regulations in Part III of this Handbook.

13. **Common Course Requirements:** Students pursuing a double majors or a major-minor combination are required to select an alternative departmental elective where a compulsory course is common to both programmes of study.

14. A course that appears in both a major and minor is counted only once towards the student's credit total. Thus, students must complete an additional approved course to satisfy the required 60 credits to graduate.

15. **Foundation Courses:** Students must complete at least two (2) of the following Foundation courses, unless otherwise specified by their programme requirements:
    (i) FOUN1013: Critical Reading and Writing in the Social Sciences (3 credits) *or* FOUN1019: Critical Reading and Writing in the Disciplines (6 credits). FOUN1019 is a year-long course to be completed in lieu of FOUN1013 by students who did not meet the English Language requirements listed on page 9.

(ii) FOUN1101: Caribbean Civilization (3 credits) *or* FOUN1201: Science, Medicine & Technology in Society (3 credits)

16. FSS students are excluded from pursuing FOUN1301: Law, Governance, Economy and Society. Thus, no credit will be awarded to students who pursue and pass the course.

17. **Foreign Language Requirement:** Students whose native language is English are required to complete a Foreign Language, Sign Language or Caribbean Creole course. (Refer to the Foreign Language Requirement Regulations for further details).

18. Students exempt from the foreign language requirement must apply for Exemptions without Credit on the Automated Student Request System (ASRS) via the SAS portal.

19. Once exemption without credit has been granted, students referred to in 7 above may complete either FOUN1101, FOUN1201 or One (1) Level I free elective to fulfil the required Level I credits.

20. **Exemptions:** A student who has obtained Grades I-IV in certain CAPE subjects will be eligible for exemption without credit for the corresponding UWI courses. Refer to Regulations 7.2 above for details.

21. **Anti-Requisites:** These are courses that **cannot be taken together** for credit. Refer to view the complete list of anti-requisite courses in PART IV of this Handbook.

22. **Pre-requisites:** Students are required to satisfy the prerequisites for all courses, including courses not specifically listed among the programme requirements. Refer to the Department's Course Offering below for details.

23. **Credit Check:** Students may, at any time, check their progress by performing a credit check using the degree checklist on the Faculty's website

24. **Approval of Major/Minor:** Approval of majors and minors is at the discretion of the Head of Department and may be subject to requirements including, but not limited to, satisfactory academic performance at the time of application, a satisfactory GPA, and the availability of space within the programme.

25. Students must await approval of their request before registering for or attempting courses in the proposed major or minor. Failure to do so may result in the approved change not being reflected on the degree certificate.

26. **Admission Priority to Finalizing Students:** Priority will be given to finalizing students who need a particular course to graduate. Other students will be admitted on a first-come-first-serve basis.

SPSW: PROGRAMME OF STUDY REQUIREMENTS

Demography (Major)

Level I (Minimum 30 credits)

1. SOCI1001: Introduction to Social Research
2. SOCI1002: Introduction to Sociology I
3. SOCI1005: Introductory Statistics for the Behavioural Sciences or ECON1005: Introduction to Statistics
4. FOUN1013: Critical Reading and Writing in the Social Sciences or FOUN1019: Critical Reading and Writing in the Disciplines (Year long – 6 credits)
5. FOUN1101: Caribbean Civilization or FOUN1201: Science, Medicine and Technology in Society
6. Foreign Language Course (Click here for available options)

7-10. Plus 3 Level I Free Electives

Level II & Level III (Minimum 60 credits)

11. SOCI2000: Classical Social Theory
12. SOCI2004: Introduction to Population
13. SOCI2005: Reproductive Health and Family Life Education
14. SOCI2007: Survey Design and Analysis
15. SOCI2008: Statistics for the Behavioural Sciences
16. SOCI2009: Statistical Computing for Social Research
17. SOCI3018: Demography I: Population, Trends and Policies
18. SOCI3021: Demography II: Demographic Techniques
19. SOCI3022: Population, Environment and Development
20. SOCI3015: Monitoring and Evaluation of Social Programmes or SOCI3041: Introduction to Social Marketing

21-24. Plus 4 Level II Free Electives

25-30. Plus 6 Level III Free Electives

NOTE: Students intending to pursue the MSc. in Demography are encouraged to do SOCI2006—Qualitative Methods in Sociological Research and GEOG2332—Introduction to Geographical Information Systems as free electives.

Students must review the Department' Programme Guidelines on Page 93 for additional details related to their major.

Students must satisfy the prerequisites for all courses in their major, including electives not specifically listed above.

Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

SPSW: PROGRAMME OF STUDY REQUIREMENTS

BSc Labour and Employment Relations (Major)

Level I (Minimum 30 credits)

1. SOCI1001: Introduction to Social Research
2. SOCI1002: Introduction to Sociology I
3. FOUN1101: Caribbean Civilization ***or*** FOUN1201: Science, Medicine and Technology in Society
4. Foreign Language Course (Click here for available options)
5. FOUN1013: Critical Reading and Writing in the Social Sciences ***or*** FOUN1019: Critical Reading and Writing in the Disciplines (Year long)
6. ACCT1003: Introduction to Cost and Managerial Accounting ***or*** ACCT1005: Financial Accounting
7. SOCI1005: Introductory Statistics for the Behavioural Sciences ***or*** ECON1005: Intro to Statistics
8. GOVT1000: Introduction to Political Institutions and Analysis ***or*** GOVT1008: Introduction to International Relations
9. PSYC1002: Intro to Industrial & Organisational Psychology ***or*** PSYC1000: Introduction to Developmental, Social & Abnormal Psychology
10. ECON1000: Principles of Economics I ***or*** ECON1012: Principles of Economics II

Level II & Level III (Minimum 60 credits)

11. MGMT2008: Organizational Behaviour
12. SOCI2008: Statistics for the Behavioural Sciences
13. SOCI2007: Survey Design and Analysis
14. SOCI3026: Sociology of Development
15. MGMT3070: Employment Relations
16. MGMT3017: Human Resource Management
17. MGMT3063: Labour and Employment Law
18. SOCI3008: Industrial Sociology I: Theory and Methods
19. SOCI3044: International Trade and Labour Standards
20. ***Plus one (1) from the following 4:***
    PSYC2006: Interpersonal Dynamics | MGMT3019: Business Negotiations
    MGMT3065: Management of Change | GOVT2049: International Political Economy

21-30. Plus 10 Levels II/III Free Electives

For the purpose of selection, the Department recommends the following Levels II and III electives for Labour and Employment Relations (Major): HIST3021 | MGMT3022 | MGMT3019 | MGMT3021 | PSYC2006 | SOCI2001

NOTE: Students must review the Department' Programme Guidelines on Page 93 for additional details related to their major. Students must satisfy the prerequisites for all courses in their major, including electives not specifically listed above. Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

SPSW: PROGRAMME OF STUDY REQUIREMENTS

BSc Psychology (Major)

Level I (Minimum 30 credits)

1. PSYC1000: Intro to Developmental, Social & Abnormal Psychology
2. PSYC1005: Psychology Laboratory Methods: Social, Abnormal and Developmental
3. FOUN1013: Critical Reading and Writing in the Social Sciences ***or*** FOUN1019: Critical Reading and Writing in the Disciplines (Year long)
4. FOUN1101: Caribbean Civilization ***or*** FOUN1201: Science, Medicine and Technology in Society
5. Foreign Language Course (Click here for available options)
6. SOCI1002: Introduction to Sociology I
7. PSYC1001: Introduction to Cognitive & Physiological Psychology
8. PSYC1006: Research in Cognitive and Physiological Psychology
9. SOCI1005: Introductory Statistics for the Behavioural Sciences
10. Plus 1 Level I Free Elective *(except SOCI1001)*

Level II & Level III (Minimum 60 credits)

11. PSYC2000: Social Psychology
12. SOCI2008: Statistics for the Behavioural Sciences
13. PSYC2008: Cognitive Psychology
14. PSYC2019: Experimental and Applied Psychology

15–17. **Three (3) from the following 5**:
PSYC2002: Abnormal Psychology | PSYC2003: Physiological Psychology
PSYC2004: Personality Theory | PSYC2007: Psychometrics |
PSYC2012: Developmental Psychology

18. PSYC3007: Applied Social Psychology ***or*** PSYC3001: Social Cognition

19-21. Plus 3 Level II/III Psychology Courses

22-30. Plus 9 Levels II/III Free Electives

NOTE: There are some out-of-Faculty and non-psychology courses which may act as substitutes for the required courses in the Psychology Major. PSYC1005 & PSYC1006 are accepted as a substitute where SOCI1001 is required. Please enquire with the Psychology Unit Office

Students must review the Department' Programme Guidelines on Page 93 for additional details related to their major.

Students must satisfy the prerequisites for all courses in their major, including electives not specifically listed above.

Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

SPSW: PROGRAMME OF STUDY REQUIREMENTS

BSc Social Anthropology (Major)

Level I (Minimum 30 credits)

1. SOCI1006: Introduction to Anthropology
2. PSYC1000: Intro to Developmental, Social & Abnormal Psychology
3. FOUN1013: Critical Reading and Writing in the Social Sciences ***or*** FOUN1019: Critical Reading and Writing in the Disciplines (Yearlong)
4. FOUN1101: Caribbean Civilization ***or*** FOUN1201: Science, Medicine and Technology in Society
5. Foreign Language Course (Click here for available options)
6. SOCI1001: Introduction to Social Research
7. SOCI1002: Introduction to Sociology I*
8. SOCI1005: Introductory to Statistics for the Behavioural Sciences

9-10. ***Plus two (2) from the following 3*:***

HIST1801: Introduction to Archaeology

PHIL1003: Introduction to Philosophy

LING1401: Introduction to Language and Linguistics

Level II & Level III (Minimum 60 credits)

11. PSYC2000: Social Psychology
12. SOCI2000: Classical Social Theory
13. SOCI2001: Modern Social Theory
14. SOCI2006: Qualitative Methods in Sociological Research
15. SOCI2011: Social and Cultural Anthropology
16. SOCI2018: Anthropology of Africa
17. SOCI3025: Caribbean Culture
18. SOCI3034: Anthropological Theories
19. SOCI3043: Introduction to Medical Anthropology ***or*** SOCI2111: Anthropology of Religion
20. ***Plus one (1) from the following 3:***

HIST3801: Historical Archaeology ***or*** LING2301: Sociology of Language ***or***

LING2801: Intro to Structure and Language of Jamaica Creole

21-24. Plus 4 Level II Free Electives

25-30. Plus 6 Level III Free Electives

NOTE: *Students who have been granted exemption without credit from SOCI1002: Introduction to Sociology I should register for all three level I electives.

SPSW: PROGRAMME OF STUDY REQUIREMENTS

BSc Social Work (Special)

Level I[14] (Minimum 30 credits)

1. FOUN1013: Critical Reading & Writing in the SocSci ***or*** FOUN1019: Critical Reading & Writing in the Disciplines
2. FOUN1101: Caribbean Civilization ***or*** FOUN1201: Science, Medicine and Technology in Society
3. LING1819: Beginners' Caribbean Sign Language
4. GOVT1000: Introduction to Political Institutions and Analysis
5. PSYC1000: Introduction to Developmental, Social & Abnormal Psychology
6. SOCI1001: Introduction to Social Research
7. SOCI1002: Introduction to Sociology I
8. SOCI1005: Introductory Statistics for the Behavioural Sciences
9. SOWK1001: Introduction to Social Work
10. SOWK1010: Social Work Practicum I

Level II & Level III (Minimum 60 credits)

11. SOWK2001: Law and the Human Services
12. SOWK2002: Theory and Practice of Social Work II
13. SOWK2003: Theory and Practice of Social Work III
14. SOWK2004: Development of Social Policy
15. SOWK2005: Organization and Administration of Social Services
16. SOWK2007: Disability Studies
17. SOWK2008: Social Work Practicum II
18. SOWK2110: Human Behaviour in Social Work: A Multilevel Perspective
19. SOCI2006: Qualitative Methods in Sociological Research
20. SOCI2008: Statistics for Behavioural Sciences
21. PSYC2002: Abnormal Psychology
22. SOWK3009: Theory & Practice of Social Work: Community Organization
23. SOWK3010: Theory & Practice of Social Work: Applied Social Group Work
24. SOWK3015: Drugs and Society
25. SOWK3017: Social Work Practicum III *(6 credits)*
26. SOWK3020: Social Planning and Project Design
27. SOWK3028: Social Work in Schools
28. SOWK3030: Theory and Practice of Social Work: Case Work
29. Plus 1 from the following 3: SOWK2006: Caribbean Social Issues ***or*** SOWK2109: Technology Trends and Applications for the Helping Professional ***or*** SOCI3015: Monitoring and Evaluation of Social Programmes

Practicum: The practicum places eligible students on working assignments in a selection of social work and social service agencies. Students must meet the requirement for placement. Year I practicum comprises 150 hours while years II and III involve 300 and 350 hours of practicum time, respectively.

[14] Part-time students must take PSYC1000, SOCI1002, SOWK1001, FOUN1013 (or FOUN1019), and SOWK1010 in year 1 of their programme.

SPSW: PROGRAMME OF STUDY REQUIREMENTS

BSc Sociology (Major)

Level I (Minimum 30 credits)

1. SOCI1001: Introduction to Social Research
2. SOCI1002: Introduction to Sociology I
3. SOCI1003: Sociology & Development
4. FOUN1013: Critical Reading and Writing in the Social Sciences ***or*** FOUN1019: Critical Reading and Writing in the Disciplines (Yearlong)
5. FOUN1101: Caribbean Civilization ***or*** FOUN1201: Science, Medicine and Technology in Society
6. Foreign Language Course (Click here for available options)
7. SOCI1005: Introductory Statistics for the Behavioural Sciences
8. PSYC1000: Introduction to Developmental, Social & Abnormal Psychology
9. ***Plus one (1) from the following 2:***
   ECON1000: Principles of Economics I *or* GOVT1000: Intro to Political Institutions and Analysis
10. Plus 1 Level I Free Elective[15]

Level II & Level III (Minimum 60 credits)

11. SOCI2000: Classical Social Theory
12. SOCI2006: Qualitative Methods in Sociological Research
13. SOCI2008: Statistics for the Behavioural Sciences
14. SOCI2001: Modern Social Theory
15. SOCI2007: Survey Design and Analysis
16. SOCI2017: Caribbean Society ***or*** SOCI3025: Caribbean Culture

17-19. ***Plus 3 from the following 4:***
SOCI2004: Introduction to Population | SOCI2009: Statistical Computing for Social Research
SOCI3026: Sociology of Development | SOWK2004: Development of Social Policy

20. Plus 1 Level II SOCI Elective
21-24. Plus 4 Level II Free Electives
25-30. Plus 6 Level III Free Electives

NOTE: Students may consider SOCI3040 or SOCI3042 as Level III Free Electives.
Students intending to pursue a MSc. in Sociology should select courses relevant to the intended area of specialization.
Students must review the Department' Programme Guidelines on Page 93 for additional details related to this special.
Students are encouraged to monitor their academic progress by conducting a credit check using the Degree Checklist.

[15] If taking a Sociology/Psychology 'double-major' which requires four (4) introductory Psychology courses, students should take PSYC1001, PSYC1005 & PSYC1006 instead of electives. *Summer School registration may be required to complete the Level I requirements for double majors.*

SPSW: PROGRAMME OF STUDY REQUIREMENTS

Demography (Minor)

Level I

Students pursuing a Demography Minor must complete the Level I pre-requisites for the five (5) courses selected at Levels II/III.

Level II & Level III (Minimum 15 credits)

1. SOCI2004: Introduction to Population
2. SOCI2008: Statistics for the Behavioural Sciences
3. SOCI2009: Statistical Computing for Social Research
4. SOCI3018: Demography I: Population, Trends and Policies
5. SOCI3021: Demography II: Demographic Techniques

NOTE: Students who have taken any of the above courses as a requirement for a Major should substitute that course with one of the following: SOCI3041, SOCI2005 or SOCI3022.

Students intending to pursue the MSc. Demography degree are strongly urged to register for SOCI2000 and SOCI2006.

Students must review the Department' Programme Guidelines on Page 111 for additional details related to this minor.

Human Resource Development (Minor)

Level I

Students pursuing a HRD (Minor) must complete the Level I pre-requisites for the five (5) courses selected at Levels II/III.

Level II & Level III (Minimum 15 credits)

1. MGMT2008: Organizational Behaviour
2. PSYC2000: Social Psychology
3. PSYC2006: Interpersonal Dynamics
4. PSYC3010: Applied Group Dynamics
5. ***Plus one (1) from the following 6:***

   EDTL2807: Adult as Learners | EDTL3807: Experiential Learning | MGMT3017: Human Resource Management | MGMT3061: Team Building & Management | MGMT3021: Organization Theory and Design

NOTE: Students pursuing a Psychology Major are not eligible to pursue the HRD Minor.

Students must review the Department' Programme Guidelines on Page 93 for additional details related to this minor.

Students must satisfy the prerequisites for all courses in their minor, including electives not specifically listed above.

SPSW: PROGRAMME OF STUDY REQUIREMENTS

Psychology (Minor)

Level I

Students pursuing a Psychology (Minor) must complete the Level I pre-requisites for the five (5) courses selected at Levels II/III.

Level II & Level III (Minimum 15 credits)

1-4. ***Four (4) from the following 6****:*

PSYC2002: Abnormal Psychology

PSYC2003: Physiological Psychology

PSYC2004: Personality Theory

PSYC2012: Developmental Psychology

PSYC2000: Social Psychology

PSYC2005: Introduction to Health Psychology

5. ***Plus one (1) from the following 3:***

PSYC2008: Cognitive Psychology | PSYC3001: Social Cognition | PSYC3007: Applied Social Psychology

Social Anthropology (Minor)

Level I

Students pursuing a Social Anthropology (Minor) must complete the Level I pre-requisites for the five (5) courses selected at Levels II/III. It is also recommended that students take SOCI1006.

Level II & Level III (Minimum 15 credits)

1. SOCI2011: Social and Cultural Anthropology
2. SOCI2006: Qualitative Methods in Sociological Research
3. SOCI3034: Anthropological Theories
4. SOCI3025: Caribbean Culture
5. ***Plus one (1) from the following 7:***

SOCI2018: Anthropology of Africa

SOCI2020: Identity and Conduct in the Dancehall Culture

SOCI2111: Anthropology of Religion

SOCI3040: Sociology of Families

SOCI3042: Race, Ethnicity and National Identities in the Caribbean

SOCI3043: Introduction to Medical Anthropology

SOWK3009: Theory and Practice of Social Work: Community Organization

SPSW: **PROGRAMME OF STUDY REQUIREMENTS**

Social Policy and Development (Minor)

Level I

Students pursuing a Social Policy and Development (Minor) must complete the Level I pre-requisites for the five (5) courses selected at Levels II/III.

Level II & Level III (Minimum 15 credits)

1. SOWK2004: Development of Social Policy
2. SOWK3020: Social Planning and Project Design
3. SOCI3026: Sociology of Development
4. SOCI3030: Globalization and Development
5. ***And one (1) elective from the following:***
   SOCI3015: Monitoring and Evaluation of Social Programmes
   SOWK2005: Organization and Administration of Social Services
   SOWK3014: Administrative Process in Social Agencies

Social Psychology (Minor)

Level I

Students pursuing a Social Psychology (Minor) must complete the Level I pre-requisites for the five (5) courses selected at Levels II/III.

Level II & Level III (Minimum 15 credits)

1. PSYC2000: Social Psychology
2. PSYC2004: Personality Theory
3. PSYC3001: Social Cognition
4. PSYC3007: Applied Social Psychology
5. ***Plus one (1) from the following 2:***
   PSYC2006: Interpersonal Dynamics
   PSYC3010: Applied Group Dynamics

SPSW: PROGRAMME OF STUDY REQUIREMENTS

Sociology (Minor)

Level I

Students pursuing a Sociology (Minor) must complete the Level I pre-requisites for the five (5) course selected at Levels II/III.

Level II & Level III (Minimum 15 credits)

1. SOCI2000: Classical Social Theory
2. SOCI2006: Qualitative Methods in Sociological Research
3. SOCI2007: Survey Design and Analysis
4. SOCI2017: Caribbean Society ***or*** SOCI3025: Caribbean Culture
5. SOCI3042: Race, Ethnicity and National Identities in the Caribbean ***or*** SOCI3040: Sociology of Families ***or*** an approved Level II/III Sociology Elective

SPSW: PROGRAMME OF STUDY REQUIREMENTS

UNDERGRADUATE DIPLOMA PROGRAMMES

The class of diploma to be awarded shall be determined on the basis of Level II and III courses taken:

- For **Distinction**: 7 courses with a Grade of A and good supporting grades
- For **Honours**: 7 courses with a Grade of B+ and good supporting grades
- For a **Pass:** 5 courses with a Grade of B.

Population and Development (Diploma)

Level I

Students pursuing the undergraduate Diploma in Population and Development must complete the Level I pre-requisites for the courses selected at Levels II/III. The pre-requisites include: SOCI1001, SOCI1002, SOCI1003, and SOCI1005.

Level II & Level III (Minimum 30 credits)

1. SOCI2004: Introduction to Population
2. SOCI2005: Reproductive Health and Family Life Education
3. SOCI2008: Statistics for Behavioural Sciences
4. SOCI3018: Demography I: Population, Trends and Policies
5. SOCI3022: Population, Environment and Development
6. SOCI3026: Sociology of Development
7. SOCI2009: Statistical Computing for Social Research
8. SOCI3021: Demography II: Demographic Techniques

9-10. ***Plus two (2) from the following 7:***

SOCI2000: Classical Social Theory
SOCI2006: Qualitative Methods in Sociological Research
SOCI3015: Monitoring and Evaluation of Social Programme
SOCI3024: Population and Social Policy
SOCI3041: Introduction to Social Marketing
SOWK2004: Development of Social Policy
SOWK2107: Health, Society & the Human Services

NOTE: To be awarded the Diploma in Population and Development, students must pass all ten courses. Students who fail fewer than four of the ten courses will be permitted one opportunity to re-sit the failed examinations to qualify for the Diploma.

SPSW: PROGRAMME OF STUDY REQUIREMENTS - DIPLOMA

Psychology (Diploma)

The Undergraduate Diploma in Psychology is designed to provide students with a broad foundation in the major fields of psychology, develop the research skills needed for graduate-level study, and expose them to both the theoretical and practical applications of psychology.

Level I

Prior to entry, all applicants must have completed the following introductory courses, or their equivalents: PSYC1000, PSYC1001, PSYC1005, PSYC1006, SOCI1002, and SOCI1005. Applicants who are admitted without having completed these courses must do so during the first and/or second semester of the diploma programme.

Level II & Level III (Minimum 30 credits)

1. PSYC2000: Social Psychology
2. PSYC2008: Cognitive Psychology
3. PSYC2019: Experimental and Applied Psychology
4. SOCI2008: Statistics for the Behavioural Sciences

5-7. **Any three (3) from the following:**

- PSYC2002: Abnormal Psychology
- PSYC2003: Physiological Psychology
- PSYC2004: Personality Theory
- PSYC2005: Introduction to Health Psychology
- PSYC2007: Psychometrics
- PSYC2012: Developmental Psychology

8. PSYC3001: Social Cognition ***or*** PSYC3007: Applied Social Psychology
9-10. PSYC3011: Psychology Research Paper (6 credits) *or* any two (2) Level II/III Psychology electives.

Social Work (Diploma)

Prior to entry, applicants are strongly encouraged to have completed the following introductory courses: PSYC1000, SOCI1001, SOCI1002, and SOCI1005 or ECON1005. Full-time students are expected to register for thirteen (13) courses, comprising six (6) courses in each semester and SOWK3017, which is completed during the Summer Semester.

Level I – Level III

1. SOWK1011: Introduction to Social Work Practicum (1 credit) (HSL & Agency Visit)
2. SOWK2002: Theory and Practice of Social Work II

3. SOWK2004: Development of Social Policy
4. SOWK3030:Theory and Practice of Social Work: Case Work
5. SOWK3009: Theory and Practice of Social Work Community Organization
6. SOWK2110: Human Behaviour in Social Work: A Multilevel Perspective
7. SOWK1010: Social Work Practicum I (165 hours, in house)
8. SOWK2005: Organization and Administration of Social Services
9. PSYC2002: Abnormal Psychology
10. SOCI3025: Caribbean Culture
11. SOWK2003: Theory & Practice of Social Work III
12. SOCI2007: Survey Design
13. SOWK 017: Practicum Level III (320 hours)

Note: Students who have successfully completed any of the required courses within the previous five (5) years are not permitted to repeat those courses. Instead, they must register for an approved substitute course, as determined by the Social Work Unit.

Students who completed a required course more than five (5) years before admission to the programme will normally be required to repeat that course, as the curriculum and course content may have changed to reflect current professional standards and practice.

Students with prior course completions are encouraged to consult the Social Work Unit before registration to determine their course requirements.

Sociology (Diploma)

Level I

Students intending to apply for the MSc in Sociology should complete the relevant undergraduate prerequisite courses in their intended area of specialization and achieve a minimum B average in those courses. Please expect Level I Sociology courses, including SOCI1001, SOCI1002, and SOCI1005 to be offered between the hours of 9a.m. to 9p.m.

Level II & Level III (Minimum 30 credits)

1. SOCI2000: Classical Social Theory
2. SOCI2001: Modern Social Theory
3. SOCI2006: Qualitative Methods in Sociological Research
4. SOCI2007: Survey Design and Analysis
5. SOCI2008: Statistics for the Behavioural Sciences
6. SOCI2009: Statistical Computing for Social Research ***or*** PSYC2007: Psychometrics
7. SOCI2017: Caribbean Society
8. ***Plus one (1) from the following 5****:*

   PSYC3007: Applied Social Psychology

SOCI2004: Introduction to Population

SOCI3015: Monitoring and Evaluation of Social Programmes

SOWK2005: Organizational and Administration of Social Services

9-10. ***And two (2) from the following 10:***

SOWK2004: Development of Social Policy

SOCI2004: Introduction to Population

SOCI2011: Social and Cultural Anthropology

SOCI3008: Industrial Sociology I: Theory and Methods

SOCI3025: Caribbean Culture

SOCI3026: Sociology of Development I

SOCI3032: Criminology I

SOCI3040: Sociology of Families

SOCI3042: Race, Ethnicity & National Identities in the Caribbean

PSYC3001: Social Cognition

SPSW: COURSE OFFERING 2026-2027

Course Offering

Codes	Course Title	Semester	Pre-requisites
PSYCHOLOGY			
PSYC1000	Intro to Developmental, Social & Abnormal Psychology	1 & 2	None
PSYC1001	Introduction to Cognitive and Physiological Psychology	2	None
PSYC1002	Introduction to Industrial & Organizational Psychology	2	None
PSYC1005	Psychology Laboratory Methods: Social, Abnormal & Developmental	1	Psychology Majors **only**
PSYC1006	Research in Cognitive and Physiological Psychology	2	PSYC1005; Psychology Majors **only**
PSYC2000	Social Psychology	1 & 2	PSYC1000, SOCI1002
PSYC2002	Abnormal Psychology	1 & 2	PSYC1000
PSYC2003	Physiological Psychology	1	PSYC1001
PSYC2004	Personality Theory	1 & 2	PSYC1000
PSYC2005	Introduction to Health Psychology	1	PSYC1000, PSYC1001, SOCI1005
PSYC2006	Interpersonal Dynamics	1 & 2	PSYC1000
PSYC2007	Psychometrics	2	PSYC1000 & PSYC1001, PSYC1005 & PSYC1006, co- or pre-requisite SOCI2008. PSYC Majors or PSYC Diploma students **only**)
PSYC2008	Cognitive Psychology	2	PSYC1001
PSYC2012	Developmental Psychology	1 & 2	PSYC1000
PSYC2017	Political Psychology	2	None
PSYC2019	Experimental and Applied Psychology	2	PSYC1005, PSYC1006 & SOCI1005
PSYC3001	Social Cognition	2	PSYC2000
PSYC3007	Applied Social Psychology	1	PSYC2000
PSYC3008	Elements of Counseling and Psychotherapy	1	PSYC2004, pre or co-requisite PSYC2005, PSYC2002 (PSYC Majors, PSYC Dip, and SOWK students only. Application required.
PSYC3009	Counseling Practicum	2	PSYC3008. Application process applies
PSYC3010	Applied Group Dynamics	2	PSYC2006
PSYC3011	Research Paper in Psychology (Year-long)	1 & 2	PSYC2019, SOCI2008, SOCI2007 or SOCI2006; Finalizing PSYC Majors or approved PSYC Dip students only; Application required.
PSYC3027	Behaviour Management	2	PSYC2002 & PSYC2005

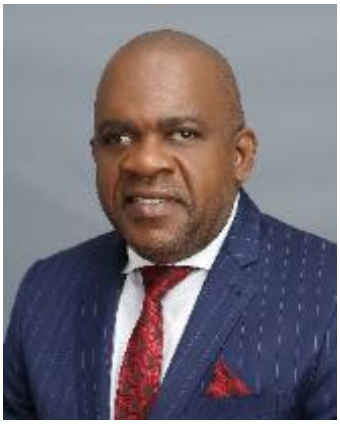
SOCIOLOGY			
SOCI1001	Introduction to Social Research	1 & 2	None (**Anti-requisite**: EDRS2007)
SOCI1002	Introduction to Sociology I	1 & 2	None
SOCI1003	Sociology and Development	1 & 2	None
SOCI1005	Introductory Statistics for the Behavioural Sciences	1 & 2	None
SOCI1006	Introduction to Anthropology	1	None
SOCI2000	Classical Social Theory	1	SOCI1002
SOCI2001	Modern Social Theory	2	SOCI2000
SOCI2004	Introduction to Population	1 & 2	None
SOCI2005	Reproductive Health and Family Life Education	1	SOCI2004 (co-requisite)
SOCI2006	Qualitative Methods in Sociological Research	1 & 2	SOCI1002 & SOCI1001
SOCI2007	Survey Design and Analysis	1 & 2	SOCI1002, SOCI1001, SOCI1005 **or** ECON1005
SOCI2008	Statistics for the Behavioural Sciences	1 & 2	SOCI1002, SOCI1001 & SOCI1005 **or** ECON1005
SOCI2009	Statistical Computing for Social Research	2	SOCI2008
SOCI2011	Social and Cultural Anthropology	1	SOCI1002 **or** SOCI1006
SOCI2018	Anthropology of Africa	2	SOCI1002 **or** SOCI1006
SOCI2020	Identity and Conduct in the Dancehall Culture	1	None
SOCI2111	Anthropology of Religion	1	SOCI1002 **or** SOCI1006
SOCI3001	Thought and Action in Africa of the Diaspora	1	None
SOCI3008	Industrial Sociology 1: Theory and Methods	1	SOCI1002
SOCI3011	Sociology Research Paper	2	SOCI2008, SOCI2007, SOCI2009, (Sociology Majors only)
SOCI3015	Monitoring and Evaluation of Social Programmes	2	SOCI1002, SOCI1001 (**OR** PSYC1005/PSYC1006) & SOCI1005
SOCI3018	Demography I: Population, Trends and Policies	1	SOCI2004
SOCI3021	Demography II: Demographic Techniques	2	SOCI3018
SOCI3022	Population, Environment and Development	2	SOCI2004 (Co-requisite)
SOCI3024	Population & Social Policy	Not Offered	SOCI1001, SOCI1002, SOCI2004 & SOCI3018
SOCI3025	Caribbean Culture	1 & 2	None
SOCI3026	Sociology of Development	1	SOCI1002 & SOCI1003 [SOCI1003 requirement waived for Labour & Employment Relations major]
SOCI3027	Gender and Development	1 & 2	Any 2 Social Sciences courses
SOCI3030	Globalization and Development	2	SOCI3026

SOCI3032	Criminology I	1 & 2	SOCI1002 or GOVT1000
SOCI3033	Tourism and Development	1	SOCI1001 (or PSYC1005/PSYC1006) and SOCI1002
SOCI3034	Anthropological Theories	2	SOCI2011 & SOCI1006
SOCI3036	Criminology II: Police and Society	1 & 2	SOCI3032
SOCI3040	Sociology of Families	2	SOCI1002
SOCI3041	Introduction to Social Marketing	2	None
SOCI3042	Race, Ethnicity and National Identities in the Caribbean	2	None
SOCI3043	Introduction to Medical Anthropology	2	SOCI1002 **or** SOCI1006
SOCI3044	International Trade and Labour Standards	2	SOCI1002 and/or SOCI1003
SOCI3045	Capstone Research Course in Social Policy and Dvpment	Not Offered	SOWK2004, SOCI3026 Social Policy Majors
SOCI3046	Theory & Practice of Restorative Justice I	1	SOCI3032
SOCI3047	Theory & Practice of Restorative Justice II	2	SOCI3046
SOCIAL WORK			
SOWK1001	Introduction to Social Work	1	None
SOWK1010	Social Work Practicum I	2	SOWK1001 [SOWK students only]. Lecturer permission required.
SOWK2001	Law and the Human Services	1	None
SOWK2002	Theory and Practice of Social Work II	1	SOWK1001, SOWK1010 & SOWK1003
SOWK2003	Theory and Practice of Social Work III	2	SOWK2002
SOWK2004	Development of Social Policy	1 & 2	SOCI1002
SOWK2005	Organization and Administration of Social Services	2	SOWK1001, SOWK1003, SOWK2004 or SOWK2001/ SOWK2002, SOWK2004
SOWK2006	Caribbean Social Issues	1 & 2	SOCI1002
SOWK2007	Disability Studies	1	SOCI1001 (or PSYC1005/PSYC1006) & SOCI1002
SOWK2008	Social Work Practicum II	2	SOWK1001, SOWK1010, SOWK2002, SOWK2003
SOWK2109	Technology Trends and Applications for Helping Professionals	1	None
SOWK3009	Theory and Practice of Social Work: Community Organization	1	SOCI1001, SOCI1002, SOWK2003
SOWK3010	Theory and Practice of Social Work: Applied Social Group Work	1	SOWK2002 & SOWK2003
SOWK3015	Drugs and Society	2	None
SOWK3017	Social Work Practicum III	2	SOWK2002, SOWK2003 & SOWK2008
SOWK3020	Social Planning and Project Design	2	SOCI1002, (SOWK2004 or PSYC2000 or GEND2001)
SOWK3028	Social Work in Schools	1	Lecturer's Approval Required
SOWK3030	Theory and Practice of Social Work: Case Work	1	SOWK2002 & SOWK2003

CENTRE FOR DISABILITY STUDIES

Message from the Director

Professor Floyd Morris



Let me take this opportunity to welcome you to the most prestigious tertiary institution in the Caribbean. The UWI Mona in general and the UWI Centre for Disability Studies (UWICDS) specifically, have the right professionals to offer you the best learning experience on issues relating to persons with disabilities in the Caribbean.

Established in 2009, the mission of the UWICDS is to drive research, training, advocacy and public education issues relating to persons with disabilities in the Caribbean. We pride ourselves as an institution with a chernozem of information on persons with disabilities. Through our research, training, advocacy and public education, we have seen a more data driven focus to public policy formulation on issues relating to members of this marginalized community. Our recently published Regional Disability Index (RDI) which ranks countries in the Caribbean in terms of their efforts to implement the provisions of the UN Convention on the Rights of Persons with Disabilities (CRPD) is a perfect example of our high quality research on the subject of disability. As governments within the Caribbean implement a plethora of legislation and policies to protect and empower persons with disabilities, there is an urgent need for trained professionals who have a pellucid understanding of persons with disabilities. Recognizing this national and regional imperative, the UWICDS has moved to capitalize on this situation.

Since September 2019, we have been offering three courses that equip and strengthen the marketability of our graduates. Understanding Persons with Disabilities (DBST1000); Disability, Law and Society (DBST2000) and Disability and Development (DBST3000) are courses that will give you an intricate understanding of the subject of disability and will prepare you for the tremendous employment opportunities as governments execute their new disability plans.

Knowledge is power and the UWI and all its departments, centres and institutes are all equipped with lots of it and this will result in you becoming a powerful individual. Take use of these opportunities and enjoy your university experience. The sky is the limit.

CENTRE FOR DISABILITY STUDIES: COURSE OFFERING 2026-2027

Disability Studies (Minor)

Level I

Students pursuing a Disability Studies (Minor) must complete the Level I pre-requisites for the five (5) courses at Levels II/III including:

- DBST1000: Understanding Persons with Disabilities

Level II & Level III (Minimum 15 credits)

1. DBST2000: Disability, Law, and Society
2. DBST3000: Disability and Development
3. LING2204: Deaf Language and Culture
4. SOWK2007: Disability Studies

5. ***Plus one (1) from the following 2 courses:***
   GEND3031: Gender, Sex, and Society
   GOVT2037: Public Management Analysis

Course Offering

Code	Course Title	Semester	Pre-requisite
DBST1000	Understanding Persons with Disabilities	1 & 2	None
DBST2000	Disability, Law, and Society	2	DBST1000 or SOCI1002
DBST3000	Disability and Development	2	DBST1000 or SOCI1002

PROGRAMME OF STUDY REQUIREMENTS: **COURSE INFORMATION**

Anti-requisite Courses

Students pursuing programmes/courses within the Faculty should take note of the following anti-requisites. These are courses that **CANNOT BE TAKEN TOGETHER FOR CREDIT**.

- ACCT2017 with HOTL2021
- ACCT2019 with ACCT2014
- ECON1001 with ECON1000 or ECON1012
- ECON1002 with ECON1000 or ECON1012
- ECON1003 with MATH0100 & MATH0110
- ECON1005 with SOCI1005 or STAT1001
- ECON1004 with MATH1142
- ECON1000 with ECON1001 or ECON1002
- ECON1012 with ECON1001 or ECON1002
- ECON2000 with MGMT2020
- ECON2007 with ECON2008 or STAT2001 or STAT3001
- ECON2008 with STAT2001 or SOCI2008
- ECON2009 with STAT3001
- ECON2010 with SOCI2009
- ECON2014 with SOCI2007
- ECON2015 with MATH2410
- ECON2016 with MATH2431
- ECON2020 with ECON2021
- ECON3003 with MATH3414
- ECON3031 with MATH2404
- ECON3032 with STAT2001
- ECON3037 with MATH2430
- ECON3049 with STAT3001
- GOVT3051 with GOVT3056
- MGMT1002 with MGMT2029 or LANG3101
- MGMT2004 with HOTL2016 or EDTK2025
- MKTG2001 with EDCE2025
- MGMT3017 with HOSP2023
- MGMT3016 with MGMT3058
- MGMT3046 with LAW3110
- SOCI1001 with EDRS2007 or PSYC1005 & PSYC1006

PROGRAMME OF STUDY REQUIREMENTS: COURSE INFORMATION

Co-Curricular Courses

The following year-long co-curricular (3 credits) Level II courses are offered at the Mona Campus through the Office of Student Services and Development in collaboration with the Sports Unit. A student may register for any of these courses via the normal registration process. The grading of co-curricular courses will be pass /fail.

Code	Course Title
COCR2003	Cricket
COCR2004	Football
COCR2005	Netball
COCR2007	Steel Orchestra (Panoridim)
COCR2008	Track & Field
COCR2010	Debating
COCR2011	Peer Support Provider Training
COCR2015	Leadership

PROGRAMME OF STUDY REQUIREMENTS: COURSE INFORMATION

Course Descriptions

NOTE: Each course has a weighting of 3 credits unless otherwise specified.

ACCT1003: INTRODUCTION TO COST & MANAGEMENT ACCOUNTING

This course sensitizes students to cost and management accounting theory and practice. With emphasis on the concepts and procedures of product costing and strategies that help the manager to perform the functions of planning and decision-making.

ACCT1005: FINANCIAL ACCOUNTING

This course introduces students to the fundamental accounting principles, practices and procedures necessary for the recording and reporting of financial data within a business entity. It also examines how the reported results of the entity are analyzed. Objectives: (i) To acquaint students with the main principles and concepts underlying the recording and reporting of financial data, (ii) To introduce the procedures and techniques involved in the recording and reporting of financial data, and (iii) To explain the procedures and techniques involved in the analysis of the financial accounts of a business entity.

ACCT2014: FINANCIAL ACCOUNTING I

This course involves the study of accounting theory and practice from the perspective of both preparers and users. It develops the student's technical and problem-solving ability which are required in the accounting process and the preparation and analysis of financial statements. Emphases are on the basics of accounting and on accounting for most assets. Objectives: (i) To enable students to comprehend and evaluate the conceptual framework which underlies accounting methods and reports, (ii) To provide students with the knowledge of accounting practice, and (iii) To discuss the disclosure of financial accounting information for reporting purposes.

ACCT2015: FINANCIAL ACCOUNTING II

A continuation of Financial Accounting I, the course further develops the student's technical and problem-solving ability which are required in the accounting process and the preparation and analysis of financial statements. Emphases are on accounting for equity and other dimensions of accounting and financial reporting including emerging issues and future directions. Objectives: (i) To further enhance the student's ability to comprehend and evaluate the conceptual framework which underlies accounting methods and reports, (ii) To provide students with a more complete understanding and knowledge of current accounting practice, and (iii) To discuss current issues and future directions related to the disclosure of financial accounting information for reporting purposes.

ACCT2017: MANAGEMENT ACCOUNTING I

This course seeks to provide an in-depth understanding of: (a) the conceptual issues and techniques used in the design of cost accounting information systems (b) the use of costing information for managerial decision-making and business strategy in both

manufacturing and service firms. An important feature of the course is its emphasis on cost analysis and the preparation of managerial reports.

ACCT2019: FINANCIAL ACCOUNTING FOR MANAGERS

This course looks at accounting theory and practice from the perspective of the users and the preparers. The course develops student's technical and problem-solving abilities with regards to the accounting process and the preparation and analysis of financial statements.

ACCT3039: MANAGEMENT ACCOUNTING II

Cost management concepts, models and strategies. This is the second of a two-semester programme in management accounting. This course seeks to provide further analysis of the critical role of management accounting concepts, models and information systems in the development and implementation of competitive strategy. The course will examine: (i) costing models for pricing, (ii) managerial costing systems, including budgeting and performance measurement, and (iii) reporting systems and profitability analysis of customers and strategic business segments.

ACCT3041: ADVANCED FINANCIAL ACCOUNTING

This course deals with advanced accounting concepts, practices and procedures. It targets primarily persons pursuing professional studies in accounting and prepares students for work at the most advanced level of accounting

ACCT3043: AUDITING I

This course facilitates a thorough comprehension of the methodology and techniques of modern auditing; examines the role of auditors and provides an understanding of the legal, regulatory, professional and ethical environment in which auditors operate. The auditing standards will be examined with applications of Jamaican cases to demonstrate relevant principles and issues.

ACCT3044: AUDITING II

This course builds on the fundamentals of auditing theory and practice. It covers the management of the audit process including quality control of audits, and international standards on auditing. It focuses heavily on the application of the theory on how to conduct the audit process.

ACCT3064: FINANCIAL STATEMENT ANALYSIS

This course provides a guide to interpreting financial statements and the use of financial information. It demonstrates how to effectively and accurately evaluate a firm's financial status and thus make informed investment decisions.

DBST1000: UNDERSTANDING PERSONS WITH DISABILITIES

This course provides students with the opportunity to understand some of the big issues facing persons with disabilities, governments, and societies. Students will explore human rights approaches to disability and critically examine the concepts of inclusion, access and support. Students will also learn about disability politics and policy, advocacy and activism, and understand how to work with Persons with Disabilities (PWDs) at multiple levels to enable a good life for all.

DBST2000: DISABILITY, LAW AND SOCIETY

In this course, students will be introduced to how the legislative environment is being shaped to improve the social, political and economic landscape for persons with disabilities. Students will learn of the different international, regional and local treaties and legislation that have been formulated to protect the rights of persons with disabilities. Specifically, the United Nations Convention on the Rights of Persons with Disabilities, the Declaration of Petion Ville, the Kingston Accord and the Disabilities Act of 2014 will be thoroughly interrogated. This course fits within the developmental imperatives of the Caribbean and will contribute to the benefit of the students and Caribbean societies, and improving the quality of life of persons with disabilities.

DBST3000: DISABILITY AND DEVELOPMENT

This course discusses issues relating to the socio-economic factors that are fundamental to the advancement of persons with disabilities. It includes the relationship of development to persons with disabilities; the relationship of international conventions on the rights of persons with disabilities to strategic development goals; the role of multi-lateral, bi-lateral and Non-Governmental Organizations in the development agenda for persons with disabilities; and the role of modern technologies in the empowerment of persons with disabilities. The course will serve to educate future policymakers and managers within the Caribbean of the developmental needs and rights of persons with disabilities that must be embraced in order to realize the objectives of the Convention on the Rights of Persons with Disabilities and the Sustainable Development Goals.

ECON1000: PRINCIPLES OF ECONOMICS I

The objective of the course is to introduce both economics majors and non-majors to the basic tools and concepts of economics. Students will be exposed to the core economic principles – the basic ideas that underlie how economists interpret the world. The course will also introduce the toolkit of methods used by economists. Thus, the course covers how markets work (and when they don't work) and how consumers and producers make decisions. Finally, the course applies these tools and concepts to explain economic growth, inflation and the over-exploitation of natural resources. At the end of this course students will be able to engage the core principles of economics in everyday use, evidenced by an ability to assess and interpret public issues with the mindset of the economist.

ECON1003: MATHEMATICS FOR SOCIAL SCIENCES I

The course is designed to review students' knowledge of elementary mathematics and to expose them to some of the mathematical concepts and techniques that are required to study mathematical models in economics and management sciences. Emphasis will be placed on the understanding of important concepts and developing analytical skills rather than just computational skills, the use of algorithms and the manipulation of formulae. Outline**:** Remainder and Factor Theorems; Graphs of Functions; Systems of Inequalities; Complex Numbers; Theory of Logarithms and Exponential Functions; Matrix Algebra - Matrix Solution of Linear Systems of Equations in two and three variables; Sequences and Series; Limits; Continuity; Concept of Derivative; Rules of Differentiation; Applications of Differentiation-Maxima and Minima; Vertical and Horizontal Asymptote; Sophisticated Graphing

ECON1004: MATHEMATICS FOR SOCIAL SCIENCES II

Outline: Limits; Continuity; Trigonometric Functions; Differentiation of Single Variable Functions; Integration and Applications; Partial Differentiation; Applications of Partial Differentiation; Introduction to Differential and Difference Equations.

ECON1005: INTRODUCTION TO STATISTICS

This course is designed to teach students various concepts in descriptive and inferential statistics. It is also designed to give students an introduction to research methods. Outline: Describing a data set (graphical methods, measures of central tendency, measures of variability, measures of shape); probability and probability distributions (sample space, probability of events, events composition, conditionality and independence, random variables, expectation for discrete random variables, binomial distribution, normal distribution), sampling distributions (central limit theorem), large-sample estimation (confidence intervals, choosing a sample size); large-sample tests of hypotheses.

ECON1012: PRINCIPLES OF ECONOMICS II

The objective of this course is to take students who have had only an intuitive and descriptive introduction to basic economic concepts and acquaint them with the use of formal economic models at an elementary level. The students will be introduced to simplified models for microeconomics and macroeconomics. Under the heading of, “microeconomics”, theories of consumer and firm behavior are introduced along with an explanation of the various types of market structures. For “macroeconomics”, the course presents theories of long run economic growth and short run economic fluctuations. This course serves two purposes: (i) It provides an opportunity for the non-economics major who has enjoyed introduction to economics in ECON1000 and wants to add more to their knowledge of economics, (ii) It provides an upgrade path for the student who has taken ECON1000 and wishes to major or minor in economics. Outline: Theory ofConsumer Behaviour and Theory of Firm Behaviour, Market Structures, Elements of Macroeconomics, and the Components of the Macro-economy.

ECON2000: INTERMEDIATE MICROECONOMICS I

Objective: This course presents the neoclassical theory of markets under the assumption of perfect competition. It bases the analysis of the forces of demand and supply on the theory of the utility maximizing consumer and the theory of the profit-maximizing firm respectively. The emphasis is on partial equilibrium analysis with some exposure to the method of general equilibrium analysis. Outline**:** Theory of the Consumer (Budget Constraint, Preferences, Choices, Demand, Revealed Preference, Slutsky Equation, Endowment Effects, Inter-temporal Choice, Uncertainty, Risky Assets, Consumer's Surplus, Market Equilibrium, Market Demand and Elasticity, Equilibrium and Taxes).

ECON2001: INTERMEDIATE MICROECONOMICS II

Intermediate Microeconomics II extends the analysis of demand and supply to imperfectly competitive markets. The theory of distribution based on the formation of prices on inputs is an application of demand and supply analysis. Selected topics in market failure are also treated. The methodology is again primarily partial equilibrium analysis with some exposure to general

equilibrium analysis. Outline**:** Theory of the Firm in Imperfectly Competitive Markets, Theory of Income Distribution, Market failure, General Equilibrium and Economic Welfare.

ECON2002: INTERMEDIATE MACROECONOMICS I

The purpose of this course is to present the student with a theoretical framework within which to understand the issue of fluctuations in an economy. The framework is quite general, and does not itself focus on any particular economy. However, by the end of the course, you should be able to use this theoretical framework to understand the economic issues currently relevant to Caribbean economies, such as: 1) Why did the inflation rate in Jamaica fall so dramatically over the last five years?
2) Why are interest rates lower in the OECS (Organization of Eastern Caribbean States) countries than they are in Jamaica and Trinidad? 3) How has Barbados managed to maintain exchange rate stability for 20 years? Equally important, by the end of the course you should have become familiar with some of the methodologies of macroeconomic analysis, which has broader applications outside of the issues to which we apply them.

ECON2003: INTERMEDIATE MACROECONOMICS II

In this course we examine in greater detail some of the topics introduced and employed in the earlier Macroeconomic courses and the theoretical foundations of some of these relationships, looking at each element of the broader model in greater detail. Outline: Consumption, Investment, the Exchange Rate and External Balance, the Market for Money, Economic Growth.

ECON2005: SOCIAL AND ECONOMIC ACCOUNTING

Outline:The use of statistical analysis in Economics; Examples from economics are used for implementing statistical tools such as: Sampling Techniques, Regression, Index Numbers, Time Series, Forecasting, Input-Output, National Income Accounting and other Economic Statistics.

ECON2008: STATISTICAL METHODS I

Outline: Estimation and Hypothesis Testing (Expected Value, Properties of Estimators, Methods of Estimation, Central Limit Theorem, Distribution of Sample Mean and Proportion, Interval Estimation, Large and Small Samples, Hypothesis testing, Types of Errors, T, F and X^2 Distributions, Inferences about Means and Proportions from two populations); Non-Parametric Methods (Situations where NP methods are applied, Runs Test, Mann-Whitney U-Test, Wilcoxon Signed Rank Test); Regression and Correlation (Simple and Multiple Regression, Polynomial Regression, Simple and Partial Correlation).

ECON2009: STATISTICAL METHODS II

Outline: Regression Analysis (Simple and Multiple Regression Analysis, Residual Analysis, Model Selection Procedures), Time Series Analysis (Smoothing and Decomposition Methods, Test of Randomness, Box Jenkins Methods), Analysis of Variance (ANOVA) and Experimental Design (One-way and Two-way Classifications, Fixed, Random and Mixed Effects Model, Latin Squares, Simple Factorial Experiments) and Analysis of Covariance.

ECON2010: STATISTICAL COMPUTING

This is a practical course that has been designed to teach students to perform data analysis using a variety of computer packages. SPSS will be the main package employed. On completion, students should be able to generate statistical formulae using computer software and to analyze and evaluate the resultant output.

ECON2014: SAMPLING METHODS FOR BUSINESS AND SOCIAL SCIENCES

Outline: Practical aspects of Sampling, Polls and Census; Types of Sampling; Simple Random Sampling; Stratified Sampling; Systematic Sampling; Planning and Execution of Social Sample Surveys/Censuses.

ECON2015: MATRIX ALGEBRA FOR BUSINESS AND SOCIAL SCIENCES

This course provides an introduction to some of the more important topics in the field of Matrix Algebra. Matrix Algebra has widespread applications in the fields of Economics, Psychology and Sociology. Therefore it is essential for students majoring in any of the aforementioned fields to have a working knowledge of Matrix Algebra. Outline: Systems of Linear Equations; Matrices and Matrix Algebra; Determinants and Inverses; Vectors; Eigenvalues and Eigenvectors; Quadratic Forms.

ECON2016: CALCULUS FOR SOCIAL SCIENCES

This course is a continuation of ECON1004. Differential and Integral Calculus has widespread applications in several areas of the Social Sciences. Therefore this course will prove invaluable to any serious social scientist. The course covers: Optimization of Functions of n Variables;Non-Linear Programming (Kuhn-Tucker conditions); Differential Equations; Difference Equations; Optimal Control Theory

ECON2020: THE CARIBBEAN ECONOMY

This course seeks to introduce the student to the unique characteristics of the Caribbean economy, highlighting the challenges faced and the opportunities that beckon. A brief history of Caribbean economies will precede an examination of the structure and performance of said economies, with focus placed on crucial domestic and international issues. The course will also highlight numerous impacts of globalization on the small economies of the Caribbean, and will examine the challenges and possibilities associated with economic integration in the region.

ECON2023: INTERNATIONAL ECONOMIC RELATIONS I

The objective of this course is to introduce students to International Economic Relations. Special consideration is given to the position of developing countries in the International Economic System. The main topics covered include: the characteristics of underdevelopment, trade and development, economic integration, globalization and international economic institutions.

ECON2024: INTERNATIONAL ECONOMIC RELATIONS II

This course covers a range of topics relevant to the Caribbean region. These topics include: Evolution of International Economic Relations from Mercantilism to the present; International Monetary Arrangements; and International Trade and Policy.

ECON2025: ECONOMICS OF SPORTS

This is a level two course that explores the analytical frameworks used by Economists in assessing the impact and value added of sport development, sport infrastructure and sporting events. The Economics of Sport has become a major area of research in Economics as a complement to research in Sport in the areas of Sociology, Anthropology and Criminology thereby making it an important public policy issue. This course requires students to engage the international literature with a critical eye and with a view to assessing the various sporting events and developmental strategies pursued within the Caribbean and more specifically in Jamaica.

ECON3003: GAME THEORY

Outline: Introduction to Game Theory: The Normal Form, The Extensive Form; Static Games with Complete Information: Pure Strategy Nash Equilibrium, Mixed Strategy Nash Equilibrium; Dynamic Games with Complete Information: Subgame Perfect Equilibrium; Games with Incomplete Information: Bayesian Nash Equilibrium, Perfect Bayesian Nash Equilibrium; Applications: Oligopoly, Strategic Trade Policy, Bargaining.

ECON3005: MONETARY THEORY AND POLICY

This course is designed to cover basic materials in modern Monetary Theory: (i) the Demand for and Supply of Money and Credit and (ii) Interest Rate Theory, Inflation and Rational Expectations. The ways in which Monetary Policy is conducted and its effect on economic activities and the price level will also be discussed in the context of developing countries.

ECON3006: INTERNATIONAL TRADE

This course seeks to (a) provide an introduction to International Trade and Theory and (b) develop a critical awareness of International Trade Policy with special reference to the less developed countries. The course covers:The importance of international trade, The Classical model of international trade The Heckscher-Ohlin Model, Tests of trade models, Alternative Trade Theories, The Theory of Tariffs, Non-Tariff Trade Barriers, Preferential trade arrangements, International Trade and Economic growth, The World Trade Organization.

ECON3007: INTERNATIONAL FINANCE

This course covers issues concerning balance of payments accounting, fundamental disequilibrium and theories to resolve it, determination of exchange rate, foreign exchange markets, policies affecting exchange rate regimes, and currency unions. Special attention will be paid to developing countries with the CARICOM economies as a special point of focus.

ECON3008: THE HISTORY OF ECONOMIC THOUGHT

This course looks at how nations have organized, managed and used their resources in the past. It will familiarize students with different schools of economic thought and introduce students to the work of key players in the history of Economics. At the end of the course students should have a better idea of what Economics “was”, “is” and perhaps “should be”. The course will start with a look at Ancient Economic Thought, after which it will move into “modern” times by examining the work of Adam Smith. The work of the classical and neo-classical economists will be explored. Challenges to classical economics, such as Marxism and Keynesianism will be investigated. The course also delves into the work of the Monetarists.

ECON3010: FINANCE AND DEVELOPMENT

This course examines the relationship between finance and economic development. It focuses on critical issues such as: (i) The role of the financial sector in fostering economic growth and alleviating poverty; (ii) Government policies for the financial sector and their impact on development; and (iii) The impact of financial sector crises on economic development. Other local and international sources of finance and their impact on development will also be examined. A key feature of this course will be a number of guest lectures by industry experts.

ECON3011: ECONOMICS OF FINANCIAL INSTITUTIONS

The course examines: (i) The nature and role of financial institutions in an economy, (ii) The economic and financial environment in which Financial Institutions operate, (iii) Commercial Banks (performance analysis, structure and regulation), (iv) Selected areas in the management of Commercial Banks and non-bank Financial Intermediaries (liquidity measurement, lending policies, investment policies, capital management, and asset and liquidity), and (v) Non-bank financial intermediaries (credit unions, building societies, money market funds, life and non-life insurance companies, pension funds, finance companies and investment companies). Outline: The relationship between the financial sector and economic growth; The role of credit unions; The role of development banks; The role of microfinance; Financial Repression; Financial Liberalization; Financial Regulation and Supervision; Causes and Consequences of, and Responses to Financial Crises; Government Taxation and Borrowing; Private Portfolio Investment.

ECON3016: PUBLIC FINANCE I

This course deals with the evolving role of government in a democratic society. It covers market efficiency, market failures, efficiency and equity or fundamentals of welfare economics; public goods and publicly provided private goods, public mechanisms for allocating resources, alternatives for determining public goods expenditures, externalities and the environment and cost-benefit analysis.

ECON3030: SELECTED TOPICS IN ECONOMICS

This is a final year elective that will expose students in their final semester to specially chosen topic in economics. Each year, the topics covered within the module are likely to change to reflect the heterogeneity of specialist research interests of teaching staff, the changing issues within the discipline and the changing topics taught elsewhere within the Economics degree programmes. In doing this, the module aims to provide students with an opportunity to study a variety of topics drawn from the broad field of economics. In selecting topics, the main criteria will include: (i) scope for the topic to provide a context in which, through application, students can begin to develop their understanding of key concepts in economics and econometrics, (ii) importance of the topic within the general field of Economics, (iii) policy relevance of the topic, (iv) complementing topics covered elsewhere within the degree programmes.

ECON3031: PROBABILITY AND DISTRIBUTION THEORY FOR BUSINESS AND SOCIAL SCIENCES

Outline: Concepts (classical probability, mathematical and empirical concepts of probability in terms of set theory concepts of events (mutually exclusive, conditional, independent etc.), axioms and rules of probability - Baye's theorem etc. Mathematical expectation (random variables, expectations, probability frequency function, probability density functions, joint density function,

moments and moment generating function, Chebysheff's theorem, law of large numbers etc.); Probability distributions (discrete uniform distribution, binomial distribution, hypergeometric distribution, family of exponential distributions, normal distribution and normal approximation to the binomial distribution etc.); sampling distributions *t*, chi-square and *F* distributions - applications).

ECON3032: STATISTICAL ESTIMATION AND INFERENCE FOR BUSINESS AND SOCIAL SCIENCES

Outline: Concepts of estimation, estimate and estimator - point estimate and interval estimation - desirable properties of a point estimator; estimation theory (mathematical definition/ concept of desirable properties of the estimators (techniques of estimation of parameters, method of moments, method of maximum likelihood and Minimum Variance Unbiased (MVU) estimators Cramer-Rao inequality etc., confidence intervals for the mean, variance and differences between means etc. - applications; hypothesis testing (basic concepts in hypothesis testing type I and type II errors, level of significance etc., Neyman-Pearson lemma - Power function of a test, likelihood ratio tests - Application in terms of normal, *t*, *F* and Chi-square tests etc. - Sequential analysis; regression and correlation (estimation in linear, bivariate and multiple regression - Least squares estimation - method of estimation of correlation coefficients.

ECON3034: ENVIRONMENTAL ECONOMICS

This course addresses issues by examining the underlying theories and the tools of environmental economics that can be used to effectively guide policymakers in dealing with environmental challenges. Specifically, from the very onset, it synchronizes classroom learning with what exists in the real world and also considers the multidisciplinary aspects of environmental problems, which makes it an exciting venture.

ECON3037: OPERATIONS RESEARCH

Outline: Constrained and Unconstrained Static Optimization, Linear Programming-Graphical Method, Simplex Method, Two-Phase Method, Dual Simplex Method, Linear Programming Models: Transport, Assignment; Advanced Linear Programming: Revised Simplex Method, Network Theory, Queuing Theory.

ECON3040: NON-PARAMETRIC STATISTICS FOR BUSINESS AND SOCIAL SCIENCES

Outline: Non-parametric Estimation and Tests of Hypothesis (the Binomial Test and Estimation of *p*, Order Statistics, the Quantile Test and Estimation of x_p, the Sign Test, Variations of the Sign Test); Contingency Tables - *r* x *c* Contingency Tables, the Median Test, Measures of Dependence, the Chi-square goodness of Fit Test; Statistical Inferences based on ranks and other topics will be examined.

ECON3049: ECONOMETRICS

This is an introductory course, in the context of the simple two-variable model the classical linear regression model (CLRM) is thoroughly examined. Ordinary least squares estimators and the Gauss-Markov theorem in regression is presented. Tests of hypotheses, confidence intervals are covered. Problems that arise when the assumptions of the CLRM are relaxed are examined. The Basic Linear Regression Model Assumptions, Ordinary Least Squares, Properties of least Squares Estimators. Estimation of

Economic Models, Testing of Economic Hypothesis Using Various Test Statistics; Multiple Co linearity, Seasonality, Dummy Variables, Auto Correlation and Specification Errors, Applicators of Econometric Methods to Caribbean examples.

ECON3050: APPLIED ECONOMETRICS

This course presumes knowledge of the material covered in ECON3049. The student is introduced to the multivariate regression model at the outset. Extensive use is made of matrix algebra throughout. The CLRM is reviewed and the properties of the ordinary least squares estimators discussed. Students are exposed to alternative estimation techniques including the use of instrumental variables, the method of maximum likelihood and the method of moments. The course covers advanced topics including models with lagged dependent variables, simultaneous equation systems and time series econometrics. Diagnostic problems and problems of estimation are emphasized. A project paper is required from each student. Specific case studies will be taken from Caribbean economic activity and econometric models of various Caribbean countries will be reviewed. Computing Packages will be used extensively in exploring the content of the course.

ECON3051: DEVELOPMENT ECONOMICS

This course introduces the field of economic development. It examines a number of definitions and measures of development and highlights the structural diversity and common characteristics of less developed countries (LDCs). The theories of development are reviewed, and numerous multi-disciplinary perspectives on development are highlighted. The course topics include: Development Economics and the Concept of Development; Classification of Developing Countries using Statistical indices; Caribbean Development Overview; Multi-Disciplinary Perspectives on Development (Culture and Development, The Politics of Development, Gender and Development, The Environment and Development); Theories of Development and Under-development (Limiting Factor Theories, Stages of Growth Theories, Structural Change Models, External/International/ Dependence Explanations of Under-development, The Neo-Classical Counter-Revolutionary Models).

ECON3069: PUBLIC POLICY

This course will provide the student with an understanding of the processes, design and implementation of public economic policy with emphasis on the Caribbean economic environment. It proceeds from a review of the nature of public economic policy and its underpinnings in economic theory, through the role of market and governmental failure, and conceptual issues in the formation and implementation of public policy, to the examination of specific areas of policy design and implementation. The purpose of this course is to give students a critical appreciation of the economic policy design and implementation process. The standard economic theory course rigorously develops theory and concepts of economic relationships as its central focus, then adding policy implications of the theory. With the focus on theory, there is often insufficient time to look at the process of policy design and implementation and to critically evaluate the actual policy process, including the explicit and implicit theoretical and/or ideological underpinnings. The course will extend beyond conceptual issues in public policy to outline specific areas of socio-economic (e.g. human capital) and macroeconomic policy (include specific issues in market liberalization and international trade).

ECON3072: FINANCIAL MARKETS

This course examines the functioning of financial markets and provides students with the tools to make comprehensive analyses, in order to determine the link between financial markets and economic development. As such it covers the most important core topics in the finance literature, including the valuation of bonds, equity and derivatives as well as the measurement of risk. On the financing side of the financial market, capital budgeting and financing costs evaluation methods are assessed. The underlying modern capital market theory is reviewed along with Fisher's separability theorem and the Modigliani-Miller theorem.

ECON3073: CREDIT ANALYSIS AND LENDING

This course is designed to provide students with a basic, but solid, understanding of the theoretical and practical issues associated with credit analysis and lending. Course topics include lending theory, credit risk management, analysis of various lending products, management of loan portfolios and problem loans. The objective of the course is to present students with an understanding of sound banking practices in the area of lending by banks. In addition, students will be able to identify a borrower's need as well as structure a loan for the client of a financial institution and manage the loan.

FOUN1301: LAW, GOVERNANCE, ECONOMY AND SOCIETY IN THE CARIBBEAN

This is a multi-disciplinary course of the Faculty of Social Sciences, designed mainly for non-Social Sciences students. This course will introduce students to some of the major institutions in Caribbean society with exposure to both the historical and contemporary aspects of Caribbean society, including Caribbean legal, political and economic systems. In addition, Caribbean culture and Caribbean social problems are discussed.

GOVT0100: STATISTICS AND MATHEMATICS FOR POLICY MAKING

Mathematics and Statistics are critical tools used for public decision-making, policy management as well as understanding, explaining, and predicting politics. This course is intended for anyone who needs to make sense of political data and/or use mathematics and statistics for policy making. More specifically this course is for those students who are reading for a B.Sc. in Political Leadership and Management, Political Science, Public Policy and Management and International Relations in the Department of Government. Coverage includes: Numbers, algebra and sets; Probability theory and scientific epistemology; Concept development and measurement; Project workflow and data management; Descriptive, associational, and causal inference; Estimation and statistical significance; Analyzing official statistics and polling data. The course assumes no prior training in statistics or mathematics. *(This is a zero level course; it carries no credit)*

GOVT1000: INTRODUCTION TO POLITICAL INSTITUTIONS AND ANALYSIS

This course introduces students to the definition of politics and political science, to basic concepts in the discipline such as political culture, power, authority and to the key elements of the State in Anglo-American Democracy, the former Soviet Union, the Third World and the Caribbean. Global and Regional issues which affect politics, such as the debt problem, are also discussed.

GOVT1001: INTRODUCTION TO POLITICAL PHILOSOPHY

This is an introductory course in Political Philosophy which examines some basic concepts in political discourse which include justice; rights; ethics; political obligation; notions of the social contract; freedom; democracy; authority; power and the state. The course also examines the epistemological, ontological and agential bases of philosophy, its genesis and historiography.

GOVT1008: INTRODUCTION TO INTERNATIONAL RELATIONS

This course offers a kaleidoscopic overview of the subject matter of International Relations - ideas and concepts, actors and policies and issues and trends. It incorporates the study of history, theory and current events in order to afford students basic knowledge about the world of states and the state of the world.

GOVT1012: INTRODUCTION TO PUBLIC POLICY AND MANAGEMENT

The purpose of this course is to acquaint students with the basic concepts, structure, issues and themes of public administration, public management and public policy as academic disciplines and as practice. We will examine the context of public policy and management: the political system, the role of government in a Westminster democratic society, bureaucratic politics and power, and the various theories of administration that guide public managers today. The course will also expose students to several components of public policy and management including personnel, budgeting, decision-making, leadership, policy development and policy implementation. Finally, we conclude the course with observations about the future of public and policy management.

GOVT1013: INTRODUCTION TO LEADERSHIP

Leadership is a core function in all areas of modern society. Without leadership, groups and organizations would not function as they ought to. Political leadership is very important because the government that leads is elected by the people who expects and demands exemplary and effective leadership. This course takes the students through the personal characteristics of the leader, leadership style, the tasks and relationships of the leaders, how the leader develops his or her skills, the leaders vision, creating the tone of leadership, listening to others, dealing with disagreements and conflicts, dealing with constraints and the values that inform leadership.

GOVT2001: PHILOSOPHICAL FOUNDATIONS OF SLAVERY AND ANTI-SLAVERY RESISTANCE

This course looks at the genesis, evolution and character of the philosophy of slave society and anti-slavery resistance. It examines the ancestral predisposition, continuities and structure of plantation culture and anti-slavery culture as well as the views engendered by Black resistance, White abolition and pro-slavery thought. This course is intended to demonstrate, among other things, that the Caribbean has its own dynamic philosophical space; and that anti-slavery struggles were rooted in a philosophy and ideology constructed and articulated by Africans enslaved in the Americas.

GOVT2003: THEORIES OF THE STATE

This course examines the contemporary debate on the nature of the state, focusing on the ideas of some of the most important philosophers. The main thinkers and issues may include Rawls, Dworkin, Gewirth, and the question of social injustice; Hayek, Nozick and the libertarian perspective; Marx and the limits of liberal democracy; and Lyotard, Foucault Habermas and the post-modern perspective.

GOVT2004: SPORTS, POLITICS AND SOCIETY

This course exposes students to the sphere of sports as a legitimate area for social science research and analysis. The course reviews approaches to the study of sports; traces the development and spread of sports in the Anglophone Caribbean, and identifies the links between sports and ideological, socio-economic and political developments in the region. Further, the course looks at the potential roles of cricket, track and field, football and netball in national development.

GOVT2005: CARIBBEAN POLITICAL THOUGHT

This course focuses on the diverse currents of Caribbean Thought, which have influenced the development of Caribbean societies from colonialism to independence. Taking up from Gordon Lewis' *Main Currents in Caribbean Thought*, the course examines the central ideological currents of Twentieth Century political thought in the region and covers Nationalism, Pan-Africanism, Marxism, Feminism, Democratic Socialism and Neo-conservatism. Some of the thinkers considered are Marcus Garvey, George Padmore, C.L.R. James, Franz Fanon, Walter Rodney, Fidel Castro, Michael Manley and Bob Marley. Other themes will be drawn from a selection of contemporary newspaper columnists, talk-show hosts and the ideas behind the major international agencies and institutions, which have shaped post-independence policies. The selection of thinkers and social movements to be examined will vary with each semester.

GOVT2007: POLITICS IN THE CARIBBEAN

This course focuses on the structure of and current controversies in Caribbean political systems from a comparative perspective. Many of these have to do with elections and electoral systems, political parties and party systems, the nature of political opposition, the nature of government and reforms of the state, human rights and human development, justice, crime and corruption, models of economic development, and the impact of globalization. These problems are discussed in the context of the challenges faced by the Caribbean to meet acceptable standards of democracy, development and globalization. This assessment is useful against the background of certain failures in human, economic and political development in the region and the need to explore possible corrective measures.

GOVT2009: INTRODUCTION TO AFRICAN POLITICS

This course introduces students to African Politics. It begins with the background to contemporary African Politics, looking at the way, African traditions and the experiences of colonialism have structured modern-day politics. It also examines the struggle for independence and the varieties of the post-colonial state.

GOVT2010: DELINQUENCY AND JUVENILE JUSTICE

This course surveys the role of youths as both offenders and victims. It examines the local, regional and international discourse related to children and youth; and delinquency and justice. It evaluates patterns and practices of law enforcement, the criminal court and corrections relative to youths as offenders and victims.

GOVT2011: CRIMINAL JUSTICE SYSTEM

This course is about the institutional arrangements devised by societies to respond to crime. It provides an overview of the criminal justice system- and while not being explicitly comparative, locates the Caribbean in the wider international context

offering some comparisons and contrasts with both the developed and some developing countries. It involves a survey of the politics, courts and corrections. This is done against the backdrop of the problems of definition and measurement of crime. General issues of consideration include how and why the system developed in the region as it did; how theories relate to policies and how the existing system may be reformed and/or transformed. Considerable attention will be devoted to the relevance of the ideas discussed to contemporary Caribbean societies.

GOVT2012: POPULAR JAMAICAN MUSIC 1962–1982: ROOTS LYRICS AS SOCIO-POLITICAL PHILOSOPHICAL TEXT

This course explores the folk and popular music as socio-political, cultural and philosophical instruments and expressions in the making of the African Diaspora in the Americas. Within this historical context, the course examines, through popular Jamaican music (Ska, Rock Steady and Reggae) ideas of grass root Jamaicans about freedom, justice, human rights, power, the nature of the state, social and political behaviour since independence. It seeks to ascertain/measure the intellectual/ ideological contributions of grass root Jamaicans to the making/definition of freedom, justice, human rights etc. in the development of the Jamaican polity, as well as to establish that grass root Jamaicans are part of the tradition of subjected peoples the world over who have contributed to the making of freedom as one of the most important values.

GOVT2017: ISSUES IN CONTEMPORARY AFRICAN POLITICS

This course will focus on issues of current relevance in African politics. These will include issues such as: ethnicity and regionalism, economic performance and structural adjustment, the end of Apartheid and the future of Africa.

GOVT2025: INTRODUCTION TO CHINESE POLITICS

This course provides a comprehensive overview of China's political history and its recent rise to global prominence. Units 1 and 2 will examine the background of China's political development from late Qing dynasty to the present. The remainder of the course will examine the institutional features of the Chinese political system and the politics of contemporary China. The course traces the cultural and historical legacies affecting political life and the political processes through which nation-states, citizens and the institutions of governance are constructed and interact. It will also examine the major political challenges confronting China today and explore the debates over the concepts used to explain Chinese politics within the discipline. It also looks at the politics with China's relations with Hong Kong; and also examines the impact of Chinese politics on China-Caribbean relations.

GOVT2026: US GOVERNMENT AND POLITICS

This course will develop students' knowledge and understanding of the political institutions and system of the United States of America. It will focus on the institutions and how they interact and how they interact with each other. The course topics include an introduction to America's constitutional foundations, elements of mass public politics (public opinion and participation), the role of intermediary organizations (interest groups, media, parties) and the functions of the Executive, Legislative and the Judiciary.

GOVT2027: COMPARATIVE POLITICS OF INDUSTRIAL SOCIETIES

This course will lay the foundations for the study of the politics of industrial societies, with a focus on North America, Western Europe, and BRICS countries. The course will examine the political infrastructure and institutions of industrialized countries by

carefully exploring the themes, concepts and practices of liberal democracy, political parties, electoral systems, public opinion and economic development. In addition, this course will look at contemporary political debates in industrial societies including the politics of the welfare state, healthcare systems and immigration.

GOVT2036: PUBLIC FINANCIAL MANAGEMENT

The course examines: (i) The legal and administrative framework guiding public financial management, (ii) The structure, planning, and execution of activities in relation to government revenues and expenditures, and (iii) Implications of medium and long term financial planning for development. It highlights the relations among fiscal and monetary policies, debt management and administrative decision-making. While students are exposed to public financial management in Jamaica they are directed to appreciate the issues pertaining to this subject in other territories in the Caribbean as well as in a global setting.

GOVT2037: PUBLIC MANAGEMENT ANALYSIS

The purpose of this course is to introduce students to public management issues and problems from both an institutional and an organizational perspective and for them to develop the habit of thinking systematically about problem-solving by way of design, development and assessment of appropriate policies, strategies and tools.

GOVT2038: PUBLIC AND POLICY MANAGEMENT DISCOURSES

This course exposes students systematically to the complex and evolving nature of the field and practice of public/policy management and for them to develop an appreciation for the value of the 'debate element' to public decision-making. It responds to the objective of providing students with an overarching view of critical issues and themes that populate the policy/public management discourse/agenda at any given juncture. Thus, its modular design although sets the broad parameters for content, permits flexibility in the issues/themes that are omitted or included at intervals. Its status as a level two course makes it an imperative that a lock-step approach is applied in its design. As a consequence this course builds on the content and skills-base of level 1 study in the sub-discipline and prepares students for level 3. It employs the core pillars of teaching and learning, viz., *reading, writing and speaking* to build skills and competences in: research and analysis; critical reasoning, thinking and writing; and argumentation. Throughout this course the 'contested' nature of theory and praxis is emphasized.

GOVT2044: RESEARCH METHODS IN GOVERNANCE I

This course is the first of two courses which introduces students to research methods in governance. The course builds on the elementary knowledge of social research, political science and statistics provided in the first year of the degree programme. It is designed to provide students with a grounding in theories, methodologies, and the processes of empirical political science research. Students will be able to engage in discussions regarding how and why political science research is conducted. They will learn to test as well as develop political theories. The course will give students key knowledge and analytical skills to plan a political science research proposal as well as the capacity to evaluate the research done by others. Emphasis will be placed on developing a basic understanding of the philosophy and the logic underlying social-scientific inquiry, and appropriate research strategies, both quantitative and qualitative. Students will develop a research proposal which outlines the background for the study, the research question(s) and hypotheses, the literature review, a comprehensive research design as well as the delimitation

and limitations of the study. Topics to be covered include the theoretical paradigms underlying political/policy research, conceptualisation and operationalisation, measurement theory, common data-collection strategies, training in use of computers and SPSS, and the completion of a full research proposal.

GOVT2046: INTERNATIONAL RELATIONS: THEORIES AND APPROACHES

This course covers a sample of the old, the new and the different in the theoretical discourse of the discipline of International Relations. It takes as its starting point the view that theory helps us to understand the world and to understand why we, as individuals think the way we do. Thus students are encouraged to critically assess not just other people's ideas about International Relations but their own as well.

GOVT2047: PRINCIPLES OF PUBLIC INTERNATIONAL LAW

This course provides an introduction to Public International Law and considers the contribution made by Public International Law to the preservation of friendly relations between the states. Emphasis is placed on the more practical aspects of the law, with focus on topics which those who enter the professional sphere of foreign affairs might be expected to encounter on a regular basis. Such topics include jurisdiction and immunities, state responsibility and recognition. Some attempt is made to cover the role of law in wider international political issues such as terrorism and regional conflict.

GOVT2048: INTERNATIONAL AND REGIONAL ORGANIZATIONS

This course provides an introduction to International Organizations, emphasizing co-operative activities involving governments. It concentrates on critically examining the theories, origin, structures and current status of international and regional organizations in the study of world politics.

GOVT2049: INTERNATIONAL POLITICAL ECONOMY

This course is based on the premise that the study of International Relations must take into account the inter-relationship between the economic and the political. It introduces students to political economic perspectives and applies this analytic approach to the study of such issues as the liberal international economic order and distributive justice, and the international financial system and policy co-ordination.

GOVT2050: CONSTITUTIONAL AND ADMINISTRATIVE LAW FOR PUBLIC SECTOR MANAGERS

This is an introductory course on the intersection of public service with law. Civil servants, the role of law and the courts along with the Jamaican constitution are considered inter-related topics. Course design is such that Public Policy and Management students learn about the legal system (both in Jamaica and in a comparative sense) while also providing insight to the particular concerns, contradictions and outcomes of public service life. The relationship between civil servant and lawyer is often adversarial. This is unfortunate given their complementary tasks to ensure that government runs effectively, economically, efficiently and equitably toward the service of its citizens. The rule of law and the relationships of courts and judges to administrative life are integral to public service.

GOVT2054: RESEARCH METHODS IN GOVERNANCE II

This course is the second of two courses which focuses on the application of research methods in governance. The course specifically focuses on data collection techniques as well as analyzing qualitative, quantitative and mixed-methods data for governance. Students will learn how to collect and analyze different forms of data through the use of various methods, tools and techniques. This course cultivates students' analytical abilities and develops their statistical reasoning while offering students an introduction to the key empirical methods required for collecting, and analyzing data used to undertake project, programmes, or initiatives in governance. In an effort to demonstrate the data collection methods and data analysis processes as well as linking these methods and processes to ongoing governance related debates, students will conduct hands-on research data analysis procedures geared towards giving them a better understanding of doing governance related research. They will be able to appreciate and understand the pivotal role of descriptive and inferential statistics as well as qualitative data and associated analytical tools. The topics that will be covered include: (i) Quantitative Data Analysis - univariate, bivariate and multivariate analysis, (ii) Qualitative Data Analysis - case study analysis, qualitative descriptive analysis, content analysis, and policy evaluation analysis as well as (iii) Mixed Methods Data Analysis.

GOVT2070: POLITICAL MANAGEMENT AND STRATEGY

Political strategists, expert consulting and media firms, managerial and organizational systems, management and voter mobilization techniques, fundraising and new technological tools are just some of the tools, actors and techniques that are currently being used to enhance the political process, gain leverage in political practice and in the execution of government activities by political leaders and political parties. In this course students will learn about the tools, actors, techniques and processes apolitical management and strategy. Students will engage in discussions regarding approaches that political actors are using to gain a competitive advantage in the political process. They will also learn how to utilize these tools and techniques. The course is designed to give students key knowledge and analytical skills relevant in political consulting, political campaigning, resource management, political management, advocacy and lobbying, the use of social media, political fundraising and other aspects of political management and strategy.

GOVT2071: CLIMATE CHANGE, GOVERNANCE AND DEVELOPMENT

This course explores the genesis of climate change and the fundamental concepts and scientific constructs underpinning and driving this phenomenon. The role of the scientific and international communities has been critical in trying to understand the role of anthropogenic activity and the implications for ecosystems, the environment and what is required to enable a symbiotic and beneficial coexistence between man and nature. Against this backdrop, global political economy themes and interests, the responses of states and dominant actors within political, global public policy and governance regimes will be explored. Students will gain an appreciation of the key issues and principles surrounding climate change, juxtaposed against the global community and small vulnerable economies responding to the imperative of development, while treating with the challenges climate change presents.

GOVT2177: POLITICAL BEHAVIOUR

With the decoding of the human genome and the growing research on biology and political behavior, this course deals with how interaction of genes, physiology, neurology and the political environment influences political attitudes, political participation, and ideology. The interaction also influences political trust, vote choice, party identification, political sophistication, party identification, views ofthe out-group and political violence and so on. Therefore, this course surveys the range of political behaviors that are driven by the biology-environment interaction.

GOVT2267: POLITICAL SOCIOLOGY OF THE CARIBBEAN

The course examines seminal social and political theories which speak to the relationship among the development of the state, capitalism, globalisation, and liberalism.The impact that social cleavages such as class,religion,race and gender have on parties, elections and other political institutions will be explored. We will also examine the strength and political impact of both labour movements and other important social movements which have been key centres of change in the Caribbean setting. The impact of colonialism will also be a key consideration.

GOVT2268: GENDER, GOVERNANCE AND LEADERSHIP

History has shown that Caribbean women were never satisfied with being on the peripheries of the political arena,and over the years,they have engaged in activism and adopted different kinds of strategies in order to gain entry to the structures of governance. Despite the expansion of scholarship over the years, very little is known about the challenges theyface in the attempt to enter into representational politics since they still occupy astatistical minority in the parliaments of the majority of countries across the world. In the Anglophone Caribbean,only four countries so far, have had female Prime Ministers. Still, there is limited knowledge concerning the extent to which female presence within the structures of governance will impact substantive representation especially in light of contemporary research which shows that thereis an empirical link between the descriptive and substantive representation of women,by women. Thiscourseis designed to address the gaps and will engage students in a varietyof debates on theoretical and socio-cultural issues and how these issues mayhave helped to determine the gender ofgovernance and subsequently, influence the governance of gender.

GOVT2269: SOCIAL MOVEMENTS IN THE CARIBBEAN

Social movements have historically played a part in shaping the political and socio-cultural landscape ofthe Caribbean as the subordinated and the oppressed have always sought to challenge the conditions, circumstances and rules that control their lives.The historical processes of slavery and colonialism in the Caribbean have had a profound impact on the emergence of social movements in the past generally, but a variety of social movements still exist in contemporary times.This suggests that there are issues, grievances, tensions and particular facilitating conditions at different levels in society that influence movement formation. Contemporary movements range from the animal rights movement, environmental movement, feminist movement, to abortion rights movement,among others. However, very little is known concerning the extent to which collective refusal to accept restrictions, boundaries hegemonic control of one group over another,abuse and misuse of resources, among others, may impact established laws, rules and policies, as well as the relationship between movements, community power, leadership *from below* on established structures and state politics.

GOVT3008: COMPARATIVE REVOLUTIONS

The aim is to acquaint the student with the rich theoretical and narrative history on revolutionary movements in the light of the practical experiences of a selection of contemporary and history revolutions. It will be divided into two parts. The first will examine the various theories on the causes of revolutions, through Marx, Brinton, Johnson, Tilly, Barrington Moore, Trimberger, Theda Skocpol, to Wallerstein, Eisenstadt and Unger. The second will survey in detail the experience of Cuba, Grenada and Nicaragua in the light of the other contemporary and historical examples of revolution and of the theoretical constructs established in the first part. From time to time the examples of revolution may be varied to reflect the rich and variegated international experience.

GOVT3010: PUNISHMENT AND CORRECTIONS

This course examines the development of ideologies pertaining to the punishment of offenders. It explores the rationale for imprisonment, including retribution, incapacitation, and rehabilitation and critically examines past and existing penal doctrines in Jamaica. Alternatives to incarceration and current ideas about penal reform are also critically examined.

GOVT3011: VIOLENCE AND DEVELOPMENT

This course examines historical changes in the patterns and meanings of violence globally. Special attention is paid to individual, collective and state violence in the Caribbean context. The main theories explaining the causes of violence and current research on attitudes to violence and the use of force to bring about social political change are reviewed. Strategies of conflict management and prevention and their relationship to the development and transformation of political culture and state institutions that seek to monopolize the legitimate use of violence are discussed.

GOVT3012: CONTEMPORARY POLITICAL ISSUES

This course will focus on issues of current relevance in industrial societies, with emphasis on Western Europe and North America. It will analyze the extent of cynicism towards politics, the various tendencies in the political system, issues of economic transformation and changes in the state.

GOVT3016: LATIN AMERICAN POLITICS AND DEVELOPMENT

This course introduces students to Latin American Political Institutional Developments and Major Economic Changes in the 20th century.

GOVT3022: GARVEYISM IN THE AMERICAS/AFRICA

The focus of this course is on the development of Garveyism as a social movement in the early decades of the twentieth century and its impact on contemporary movements for decolonization in the Diaspora and in Africa. The socio-political practice of the Garvey movement will be examined in order to ascertain its Pan-Africanist appeal. Students will be exposed to primary source materials at the National Library of Jamaica, the multi-volume Marcus Garvey and the UNIA Paper and recent literature on the Garvey movement.

GOVT3032: SELECTED ISSUES IN PUBLIC POLICY & PUBLIC SECTOR MANAGEMENT

This course is designed to help develop and apply the analytical skills needed by public managers to a number of topical issues. The content of this course is therefore intended to "practicalize" the students' theoretical knowledge. The delivery method will be primarily through guest lectures, field trips and case analysis. The main emphasis of this course will be on contemporary controversies and themes. These will be related to a settled body of ideas and concepts that comprise the core of the discipline. This course is intended to act as a capstone for all students doing studies in Public Policy and Management and its topical content will change from year to year.

GOVT3033: CONCEPTS AND THEORIES OF PUBLIC POLICY

This course will consist of an examination of public choice and public goods allocation theories. This will be done in the context of policy analysis and the various considerations and limitations of this process.

GOVT3038: INTERNATIONAL DEVELOPMENT POLICY AND MANAGEMENT

This course introduces students to contending theories, concepts and discourses around developmental issues. It provides comparative, thematic and theoretical analyses of developmental challenges and explores various approaches to development, institutional arrangements and policy options. It treats some of the themes that have been identified in the contemporary discourses as *sine qua non* of successful development management such as `social capital' and `capacity building' and `implementation'. The role of the international policy network and emerging supranational governance will also be examined.

GOVT3039: ETHICS IN GOVERNMENT

The deleterious effects of waste and corruption are increasingly recognized as barriers to the quest for growth and development. The course, "Ethics in Government" examines the discourse and practice of ethical behavior within the public and political spheres. It is designed to help participants understand the complex yet idiosyncratic nature of values, ethics and ethical conduct. It provides a forum for discussing and learning about values, ethics and the implications for decision-making and behavior of public officials. In addition, it examines ethical concepts and discourse around selected policy problems. The course aims to equip participants with the knowledge and skills to recognize ethical problems and dilemmas and design appropriate institutional responses to encourage ethical behaviors. It aims to increase discourse on ethical issues, and encourage ethical practice within the region's public and political institutions. In so doing it will contribute to increasing effectiveness and efficiency in the use of public resources and ultimately to developmental objectives.

GOVT3041: MEDIA AND POLITICS WITHIN THE CARIBBEAN AND BEYOND

The course is a comparative analysis of the role of the news media in contemporary politics in major countries such as the U.S., Canada, U.K. and the Caribbean. In today's media saturated world, the prevalence and persistence of fake news and opinion rich information is nothing new. However, it has taken center stage, not just in the U.S but across the globe. Themes such as online politics, media history, the politics economy of the media will be complemented with case studies from countries within the Caribbean and around the Globe.

GOVT3042: CONSTITUENCY RESOURCE DEVELOPMENT AND MANAGEMENT

The course introduces students to the concept models of Constituency Resource Development and Management and will equip them with the capacity to monitor constituency programme/projects. The course will also help the student to develop research, analytical, and communication skills required for Constituency Resource Development and Management as well as to identify, select and use the appropriate tools and techniques to establish constituency profiles and evaluate constituency assets. Other topics addressed in this course include: an introduction to the various levels of government, trends and issues, strategic planning, project and programme management, and community action facilitation.

GOVT3044: POLITICS, DEMOCRACY AND DEVELOPMENT

This course on Politics, Democracy and Development focuses primarily on the developing world and the dynamics of power and knowledge between the 'North' and 'South'. It is divided into three parts. **The first section** begins with a question, what is development? And a critical examination of Western constructs of the notion of 'development' as a concept and as a process across different regions of the world. **The second section** will explore development in theory and in practice by reviewing the main theoretical ideas on the causes of development, and through analysis of the roles of major national and non-national actors. **The third section** will critically discuss select social, cultural and political issues that countries in the developing world face. There will also be some focus on the correlation between democracy and development by exploring various issues. Some of the issues covered terrorism, mass emigration from the developing world, women in parliaments, environment and climate change, and political corruption.

GOVT3048: CONTEMPORARY INTERNATIONAL RELATIONS OF THE CARIBBEAN

This course will identify and analyze various stages in the development of Caribbean states' participation and profile in International Relations from 1970 to the present. Focus will be on the dominant norms, influences, patterns and instruments which have characterized their participation in multilateral diplomacy, economic and security relations.

GOVT3050: COMPARATIVE FOREIGN POLICY

This course regards foreign Policy as the primary means through which states interact with each other. Each year the foreign policies of at least two states are chosen as the focus of this course e.g. Over the years we have examined the foreign policies of Japan, United States of America, Britain, China and India. The course involves vigorous research, thinking and writing about the main trends in the foreign policy of selected states. Particular emphasis is placed on the domestic and international factors that affect the making of the foreign policy, the institutions involved in the execution of foreign policy and the main issues that dominate the foreign policy agenda.

GOVT3051: INTERNATIONAL LAW AND DEVELOPMENT: SELECTED ISSUES

This course examines some of the ways in which Public International Law contributes, or may contribute, to development in a number of discrete contexts. In particular, it requires students to examine international legal rules with respect to Human Rights, the Law of the Sea, Counter-Narcotics efforts, and Investment to assess the extent to which these rules promote or undermine economic development.

GOVT3052: CONTEMPORARY ISSUES OF INTERNATIONAL RELATIONS

This is a seminar which focuses on contemporary and/or typical issues that are of critical and significant importance to the structure, nature and status of international relations. Issues include those which are not traditional areas of study but which could become so as the discipline evolves.

GOVT3055: THEORY AND PRACTICE OF INTERNATIONAL NEGOTIATIONS

It is impossible to conceive world affairs in the absence of the bargaining table. In this course students are exposed to the theory and practice, the art and science of negotiations through a variety of teaching methods namely guest lectures from practitioners, simulations and critical discussion. The aim is to enable students to explain and understand negotiation outcomes, as well as to give them practical experience in the conduct of negotiations

GOVT3056: INTERNSHIP IN INTERNATIONAL RELATIONS

Each student will be required to spend a minimum of four weeks in a major institution and to provide a report describing and assessing this experience. The idea is to familiarize and expose students to the working environment of International Relations. This course is open to a limited number of Level 3 IR Major students, selected on the basis of their grades. Other International Relations Majors will do GOVT3051 as a compulsory course and available elective.

GOVT3070: GOOD GOVERNANCE AND GLOBAL CORRUPTION

This course examines the effects of corruption, identifies the contexts within which it flourishes, explores means of measuring it, and analyses the opportunity structure for corruption. The United Nations Convention against Corruption (UNCAC) has now been ratified by 165 countries demonstrating that there is now an international consensus both that preventing and addressing corruption is a high global priority.. At its core, the Convention promotes key transparency and accountability principles that are of equal importance to both the public and private sectors and civil society. The course also exposes students to other regional instruments of importance such as Inter-American Convention against Corruption, OECD Convention on Combating Bribery of Foreign Public Officials and the AU Convention, Council of Europe Conventions, OAS Convention, and EU Instruments. Students will be given a snapshot of the emerging anti-corruption legal and governance landscape for the purpose of analyzing the forms, causes, cost, risks and prevention and law enforcement remedies associated with the global phenomenon of corruption. The scope of the course reflects the comprehensive nature of UNCAC by assessing the fight against corruption including; prevention, criminalization, international cooperation and asset recovery.

GOVT3114: INTERNATIONAL SECURITY ISSUES

The course focuses on two (2) broad areas in the study of international security. First, it provides an introduction and analysis of the historical, conceptual and contextual themes of the discipline. In particular, realism, deterrence and offence-defence theories will inform the discourse on the ‘security dilemma’, the nuclear weapons debate and the arms race. Second, it analyses the main security challenges (both past and present), such as the role of nuclear weapons proliferation and the arms race as threats to international security, as well as the significance of drug trafficking for the Caribbean region. Special emphasis will be placed on the ways in which individual states and organizations, particularly the United Nations (UN), the Organization of American States (OAS), and the Regional Security System, respond to these security challenges. While maintaining the traditional state-

centric approach in highlighting the role of the nation-state in responding to these changes, students will be introduced to the new international reality of non-state actors, for example drug traffickers in posing threats to the system. They will also be introduced to the formulation of security responses which excludes the state, such as private security (including the establishment of security companies to protect citizens based on a perception of the failure of the State to provide such security).

GOVT3115: PUBLIC POLICY & MANAGEMENT INTERNSHIP PROGRAMME

The internship is designed for students in the final stages of the BSc Public Policy and Management (Major) programme and provides an opportunity to apply the knowledge, skills, and experience gained during the first two years of study in a manner that is mutually beneficial to both the student and the host agency. The internship emphasizes adequate supervision, meaningful educational assignments, and practical value for both the student and the agency. Typically undertaken over a six-week period during the summer, the internship enables students to participate in and observe the day-to-day administrative and policy-related activities of a Government of Jamaica ministry, department, or agency as full-time members of staff. Students may apply for the internship at the start of either their second or final year of study.

GOVT3118: POLICY ANALYSIS AND EVALUATION

This course is a capstone for the Public Policy and Management Major and is a co-requisite with the Public Policy and Management Internship. It builds on theoretical concepts and an approach introduced in other courses in the major; and provides broad exposure to concepts, rationale and techniques for the systematic formulation and evaluation of public policies. The course builds critical analytical and communication skills which are vital to public sector managers and it places emphasis on multidisciplinary, multi-methodological approaches to the formulation and evaluation of public policies.

GOVT3170: THE GLOBAL ECONOMY AND DEVELOPMENT: CONCEPTS AND POLICY ISSUES

The course examines the key development institutions of the contemporary global economy, how they were established, how they evolved and how they affect economic development policies in post-colonial societies.We assess the policy challenges that many newly independent countries found themselves faced within the post colonial era and the strategies that many followed in order to try and achieve development. Many newly independent countries experienced strong economic growth in the 1950s and 1960s;however,by the 1970s and 1980s many countries became mired in debt.We examine different perspectives on what causedthe Debt Crisis and examine the means used to resolve it, particularly the role of the International Monetary Fund (IMF) and World Bank in promulgating structural adjustment programs. This examination also involves the challenges to growth and development in these countries and its impact on women and families and the international migration of labour.We also examine the increased participation of NGOs in economic development activities in developing countries.

GOVT3179: POLITICAL LEADERSHIP IN THE CARIBBEAN

Leadership occurs in all spheres of life thereby underscoring its importance to human progress and development. Political leadership is at the forefront because leaders in all areas of society expect and demand results from political leaders. Failure to meet the demands and expectations of the people leads to a change of political leaders in democratic societies. Studying political leadership is of critical importance because poor leadership can lead to genocide, war, civil war, societal instability, famine,

poverty, economic dislocation, and man-made disasters and so on.

GOVT3180: LEADERSHIP INTERNSHIP PROGRAMME

The Department seeks to equip our students with the theories, methods and approaches of leadership, strategy and management by integrating the curriculum with the workplace. The leadership internship gives the student the opportunity over a semester to apply what they have learnt and gain important work experience. Guided by the recommendations from the most recent departmental review, the programme emphasizes the applied dimension of the learning process. It reflects also the new focus on producing rounded graduates that are easily integrated into the world of work. The programme aims to develop core competencies and problem solving skills in our graduates so that they can effectively integrate and meaningfully contribute to the work environment and to society in general.

GOVT3201: INTERNET AND DEMOCRACY

This course examines how Internet based applications interact with the practice of democracy globally and in the Caribbean. It will cover the various theories and frameworks that have attempted to explain this interaction primarily from a political science perspective. This includes a critical review of arguments that suggest the Internet has the potential to improve the quality of democracy in a variety of political contexts, the use of social media to mobilize and organize political movements, web-based political campaigning and online dialogue and deliberation within civil society.

GOVT3202: POLITICAL MARKETING & COMMUNICATION

Professional marketing, communication, branding, advertising and public relations strategies, which have been developed in the corporate world, are currently being used as tools to enhance the political process. In this course students will learn about the relationship between marketing and politics. Students will engage in discussions regarding how and via what media politicians, parties, political campaign managers and even governments are marketing themselves through various marketing methods similar to those of business marketing, corporate branding and management communication. The course is designed to give students key knowledge and analytical skills relevant for a career in political campaigning, political communication, as well as the branding and marketing of political messages, actors, parties and/or institutions.

GOVT3205: INTERNATIONAL TRADE AND DIGITAL TECHNOLOGY

This course is designed for students to understand how technology influences international trade and the role that this relationship plays in advancing the idea of the world as a “global marketplace”. It provides a historical overview of methods of trade over the years and the means by which digitisation has revolutionized world trade in terms of adaptiveness, competitiveness, and the overall new trade regime facilitated by this shift. The course also studies what makes trade more appealing to developing countries, in this new environment.

GOVT3206: INTERNATIONAL TRADE REGULATION

The course is designed to introduce students to the legal framework underpinning the multilateral trade system, a central element of the phenomenon of globalization. The course provides an examination of the economic and legal context for international

trade law and the legal rules of the World Trade Organization (WTO), the chief multilateral trade regulator. The course also examines issues in international trade law such as trade and labour migration, the environment and human rights. The course also explores the linkages to trade and investment, special topics in regional trade agreements, and issues germane to small economies such as the CARICOM States.

HOSP3034: FOOD AND BEVERAGE III

This course is designed to provide students with the practical knowledge and understanding associated with Beverage Operations. The class will include an introduction to history, and methods of production for a variety of wine, beer, spirits, and other beverages. Product knowledge, service techniques, sales and alcohol service related to the hospitality industry will also be covered. This course will be taught using a combination of interactive lectures, case studies, field trips, guest speakers, presentations, demonstrations, simulations, beer, wine tasting and mixology sessions. The content will include the history of alcoholic beverages and origins, the composition of beverages and ideal conditions for serving and pairing. Upon completion of this course students should be able to: Explain the history of wine, distilled, and brewed beverages and its impact on the hospitality industry; Describe the opening and closing procedures of a beverage operation; Discuss the beverage manager's responsibilities and functions; Identify the different jobs in the beverage industry to include job specification and job description.

HOSP3106: ENTERTAINMENT MANAGEMENT

The entertainment business is a multi-billion dollar industry that touches people in every corner of the world. The Caribbean presents very enticing prospects for better participation in this business through better management of the entertainment industry and in particular its music products. Closely aligned to the music industry are the areas of fashion designing, cosmetology, filmmaking, choreography, management, marketing, tourism, gaming, graphic design, law and technology. This course will introduce students to the knowledge and skills that will help them to manage the Caribbean entertainment product. Students will specifically develop an understanding of the workings of the local and international music industry, sports, and related sectors. They will be introduced to some rights and obligations, some production concerns in putting together events, festivals, films, music and other forms of entertainment.

HOTL3001: EVENT MANAGEMENT

This course offers students the opportunity to study a unique combination of business and management and to explore the specialist area of the meetings and conventions sector. It will cover many areas within this discipline including events, meetings, conventions and conferences.

MGMT1002: COMMUNICATION SKILLS FOR MANAGERS

This course introduces students to various business situations and provides opportunities to develop communication skills for a variety of work situations /business purposes. It is a participatory course, designed to simulate actual business communication scenarios using a critical thinking approach, and targets the strategic and organisational aspects of managerial communication. The course is designed to support the achievement of the strategic aim of producing graduates who are effective communicators as well as to provide a foundation upon which students can build their communication skills in their second and third year.

MGMT2004: COMPUTER APPLICATIONS

This is an introductory course on the use of Information Technology (IT) in organizations. The course aims to expose students to some of the current issues facing organizations in their use of IT. Use of IT is viewed from an objective of improving the efficiency and effectiveness of organizational systems and processes in order to gain a competitive advantage. The primary goal is to give a good understanding of how the manager can use information in the problem solving and decision-making processes. It is assumed that students will be preparing either for a career in computing or management. The objective demands that students understand the role of the computer as a problem-solving tool.

MGMT2008: ORGANIZATIONAL BEHAVIOUR

This course exposes students to the various ways in which individuals and organizations interact to create goods and services in a competitive and dynamic environment. The course begins with a broad overview of the nature and structure of organizations and in particular of Caribbean organizations. The focus then narrows to examine the ways in which individuals and groups behave within the context of the organization. Topics to be examined include power, leadership, groups, teams, conflict and individual behaviour.

MGMT2012: QUANTITATIVE METHODS

This course is an introductory level survey of quantitative techniques, and is intended to provide an overview of commonly used mathematical models and statistical analyses to aid in making business decisions. These techniques include linear programming, decision theory and simulation. The primary emphasis is to prepare students to become intelligent users of those techniques. An understanding of the assumptions and limitations of the techniques; and also, how these techniques might be used outside the classroom environment are of particular importance.

MGMT2020: MANAGERIAL ECONOMICS

This course is primarily concerned with the application of economic principles and methodologies to the decision making process of the business firm operating under conditions of risk and uncertainty. It focuses on the economics of business decisions and as such, brings abstract theory into closer harmony with managerial practice. The concepts and issues are put in the context of real business decision problems in order to demonstrate methods of identifying problems and finding solutions.

MGMT2021: BUSINESS LAW I

Outline: General Principles of Law (system of courts, doctrine of precedent, case law and statute law, tort, contract and crime); and General Principles of Law of Contract (formation of contract, offer and acceptance, consideration, terms of contracts, conditions of warranties, implied terms, exclusion clauses, mistakes, misrepresentation, undue influence and illegality, assignment and negotiability, discharge, agreement (including notice), frustration, performance and breach, remedies).

MGMT2023: FINANCIAL MANAGEMENT I

The course seeks to provide the foundation of financial management. It will introduce some of the basic concepts used by financial managers in the decision making process, including risk and return, time value of money, financial statement analysis,

capital budgeting and asset valuation models. The course provides a theoretical framework within which these concepts are applicable. The course also draws on real-world situations to highlight the importance of both the practice and theory of finance.

MGMT2026: PRODUCTION AND OPERATIONS MANAGEMENT

This course will examine the methods used for efficiently managing the operating divisions of manufacturing and service based firms. The topics to be covered include process analysis, design and layout, forecasting, capacity planning, production planning, inventory control, scheduling, project management and quality control. An introduction to new production control techniques such as just-in time systems and group technology is included. Throughout the course, special emphasis will be placed on the use of mathematical and statistical techniques for decision making by managers.

MGMT2068: RISK AND TREASURY MANAGEMENT

This course introduces students to the various forms of risks affecting financial institutions – the types of risks, and ways of managing these risks**.** Objectives**: (i)** To acquaint students with the composition of the financial services industry, (ii) To identify the various forms of risks, and (iii) To explain the international best practices of managing risks.

MGMT2224: INTRODUCTION TO ENTREPRENEURSHIP

This course is the first part of a 2nd semester course that is required for candidates reading for the *BSc. in Management Studies (Entrepreneurship)*. It can be done separately, as an elective. This component focuses on the thinking involved in converting the idea into a viable business plan and the strategies engaged in developing the product so it can be offered to the consumer. The course aims to familiarize participants with entrepreneurial thinking: the process by which entrepreneurs identify business ideas, assess and analyse their feasibility and convert them into successful business. Additionally it will assist students in determining whether they are interested in becoming entrepreneurs or employees.

MGMT3012: SYSTEMS ANALYSIS AND DESIGN

This course covers the fundamental activities that are involved in the analysis, design and development of computer-based information systems. Analysis is the act of understanding current information systems and developing the set of information requirements that users demand in a new or enhanced system. In the design stage, Information System personnel develop data and programming maps as to how Information Systems will meet these requirements. Actual coding and system construction occur in the development phase. Particular emphasis is placed on the analysis and design stages of the systems development cycle. Students are encouraged to pay particular attention to the structured design philosophy espoused in our approach to teaching systems development. Furthermore, special emphasis is placed on the tools such as data flow diagrams, PERT and Gantt charts, among others.

MGMT3017: HUMAN RESOURCE MANAGEMENT

This course introduces students to the organizational models and designs that will most effectively procure, integrate, develop, protect, compensate and maintain the human resources of the organization. Students will be exposed to a cross section of Caribbean cases and readings and will analyze the implications of the HR practices on the region's development.

MGMT3019: BUSINESS NEGOTIATIONS

This course provides an introduction to the theory and practice of negotiations as applied in the context of a business. It is intended primarily for students preparing for a career in Human Resources Management, Industrial Relations or in general management. Many of the principles encountered in this course will be applicable to conflict resolution in other aspects of life. The objective of the course is to provide insight into the theoretical and practical aspects of business negotiations. Students should benefit from an enhanced capacity to evaluate a negotiating situation, to plan the process and to execute a negotiation on their own behalf or on behalf of a client.

MGMT3021: ORGANIZATIONAL THEORY & DESIGN

This course examines the fundamentals of Organizational theory, Structure and Design, their components and the links to organizational success. We begin with an historical overview of the aforementioned, examining the pros and cons. Students who do this course will be able to make decisions about which organizational structures are more appropriate for particular kinds of product and/or services. They will also be able to identify those factors in the environment which impact and influence the organization's functioning either positively or negatively. Factors such as Organizational Culture, the Organization's History, Management Practices, and Government Policies, will be examined in the context of Caribbean organizations responding to a global environment.

MGMT3022: ORGANIZATIONAL DEVELOPMENT

Organizational Development is designed for students who have a keen interest in enhancing the performance of organizations using a behavioural perspective. In the course students will adopt the role of consultant and will be exposed to the various tools, techniques and methods of organizational intervention. Students who do this course will be expected to utilize their knowledge and skills within the context of their own research teams as well as in an organizational setting.

MGMT3031: BUSINESS STRATEGY AND POLICY

This course is designed to provide students with an instructive framework within which business policies and strategies will be formulated and developed. It covers the analysis and evaluation of corporate strategies.

MGMT3037: INTERNATIONAL BUSINESS MANAGEMENT

The purpose of the international business management course is to familiarize students with the globally applicable theories of international business in the context of the practice of management in a small open developing environment. The course builds upon the unassailable conclusion that the development of Jamaica and other countries in the Caribbean region will rest upon the ability of firms within the region to engage profitably in international business activities. To this end, the conceptual theme that will drive the course is the relationship between the processes of economic development and national competitiveness on the one hand, and the theory and practice of international business on the other. The course is divided into two modules: (i) "International business theories, systems and institutions" in which the focus is on understanding the theories and concepts of international business and in identifying the principal institutions that comprise the framework for international business and (ii) "Managing the international operations of firms in developing countries," in which the focus is on the response of firms in developing countries to the current imperatives of international business and development.

MGMT3040: PEOPLE ANALYTICS

The course focuses on how HR professionals can leverage technology, data analytic techniques and the increasingly available organisational data to gain insights that can make the HR function more efficient and value-adding. While this course is titled *People Analytics*, other terms such as *Human Resource Analytics, Workforce Analytics* and *Human Capital Analytics*, and *Talent Analytics*, are also used to describe the same or similar range of functions. This course assumes a basic understanding of statistics, basic information literacy and competence in basic computer applications. Students will use available data analysis programmes such as Excel, SPSS and/or open-source software to analyse, interpret and make human resource decisions based on datasets provided or developed during the semester.

MGMT3046: COMPANY LAW

This course covers the Principles of Company Law, statutes and relevant case law, with special reference to matters of particular concern to Accountants and Auditors.

MGMT3048: FINANCIAL MANAGEMENT II

Financial Management II is an advanced managerial finance course that ties together theory and applications of financial management and covers the essential aspects of financial decisions. Financial decisions are primarily concerned with providing solutions to the following problems: (i) What assets should the enterprise acquire? (This is the capital budgeting decision), (ii) How should these assets be financed? (This is the capital structure decision), and (iii) How should short-term operating cash flows be managed? (This is the working capital decision). This course focuses predominantly on learning the tools and techniques needed to analyze and evaluate financial information. This type of analysis enables the financial manager to identify and solve management problems related to the financial operations of business corporations.

MGMT3050: INVESTMENT AND ANALYSIS

This course is designed to introduce concepts and issues in investment analysis and portfolio management. It discusses and explains the nature of the decision-making process involved in the investment function and in so doing provides a frame of reference against which students can make sound value judgement on the basis of their analysis of returns and risks of investment. In effect, the course is designed to bring the principles of investment and good theory into the practical decision-making process. It is also intended to lay the foundation for students who will be pursuing professional qualifications for example, Chartered Financial Analyst designation.

MGMT3051: TAXATION I

This course provides students with an understanding of the main principles and concepts of taxation. It investigates how tax policy is formulated and explains how such a policy is applied in practice in Jamaica. The course enables students to ascertain how the Jamaican tax liabilities of individuals and organizations are calculated. The study of Jamaican tax law and practice is further developed in the context of tax planning and ethical considerations.

MGMT3052: TAXATION II

This course builds on Taxation I and extends the measurement of taxable income to corporate entities. It introduces issues related to the taxation of distributions and benefits to principal members of a company. It covers the taxation implications of residence and domicile of incorporated bodies, including double taxation treaties. The course includes: comparative review of Commonwealth Caribbean tax regimes in the areas of income tax and capital gains tax. The course will emphasize tax planning and management.

MGMT3056: PROJECT MANAGEMENT

This course focuses on the principles and practices of project management in business and technology. It will provide the student with the necessary skills that are required in industry. The objective of the course is to provide the students with the tools to effectively implementproject management practices in the industry. The student on completion will be able to: (i) Discuss the system principles and philosophy which guide project management theory and practice, (ii) Describe and develop the logical sequences of stages in the life of a project, (iii) Apply the methods, procedures and systems for designing, planning, scheduling, controlling and organizing project activities, (iv) Prepare project documents to assist in the implementation of the plan and prepare project reports.

MGMT3057: PRODUCTIVITY AND QUALITY MANAGEMENT

The course provides an in-depth coverage of productivity and quality management in the service and other industries. Emphasis is placed on the practical application of quality principles through the interpretation, understanding and use of these principles and concepts throughout the problem-solving process. Areas covered include Quality and Continuous Improvement, Process Control, Productivity and Measurement, Reliability and Bench-marking and Auditing.

MGMT3058: NEW VENTURE MANAGEMENT

This course focuses on the issues relevant to the successful operations of the business organization, within the global market place. These include; other relevant plans aside from the initial business plan, the management of team, techniques for managing rapid growth and the impact of technology on entrepreneurship. The course aims to familiarise participants with entrepreneurial thinking and practice: the process by which entrepreneurs prepare for financing, marketing and operationalizing their business ideas, assess their feasibility and convert them into successful businesses through team development and adopting new technology and innovation.

MGMT3060: OPERATIONS, PLANNING AND CONTROL

This course focuses on techniques for use in the design, planning, and control of operating systems in the manufacturing and service sector. The course is designed to complement and build on topics covered in MGMT2026. A more advanced treatment is provided for decision models which are used in production planning, inventory control, scheduling, facility design and location. Case studies are drawn from operating systems in manufacturing, service and public sector organizations.

MGMT3061: TEAM BUILDING & MANAGEMENT

This course is intended to enable students to identify different types of teams and to apply team learning to at least one organization. Students will also learn how to measure the effectiveness of a team, work in a team to undertake a project and understand the team process, particularly in the Caribbean. At the end of the course they should have enhanced their skills in building and managing effective teams.

MGMT3062: COMPENSATION MANAGEMENT

This course is intended to introduce students to the principles and practice in modern compensation management. Students who take this course will:

- be able to explain the role of compensation in the management of human resources in an organization
- be able to explain the importance of compensation in achieving the strategic objectives of an organization
- be able to explain the theoretical issues that underlie the design of a compensation system, the techniques involved in designing a compensation system and the skills necessary to make sound compensation decisions in different labour market settings
- be able to describe the unique variables operating in the Caribbean context and explain in light of this, how to design an appropriate compensation system.

MGMT3063: LABOUR AND EMPLOYMENT LAW

This course is intended to introduce students to the principles and practices of Labour and Employment Law. Students who take this course will be able to: (i) explain the role of law in labour and employment relations, (ii) explain the evolution of labour and employment legislation in the region and the implications for current employment relations, (iii) explain the social legislation governing collective bargaining, (iv) explain the scope, nature and purpose of **protective legislation** such as those governing human rights and employment standards, (v) explain the major pieces of Jamaican labour legislation especially the Labour Relations and Industrial Disputes Act (LRIDA), (vi) explain how industrial relations practice has been changed by the passing of the LRIDA, and (vii) analyze current workplace and industrial issues, processes and outcomes from a legal perspective.

MGMT3064: LEADERSHIP IN ORGANIZATIONS

The course focuses on a combination of existing knowledge about leadership theory and practice with new knowledge emanating from the experience, collective rumination, and research of participants. The course will cover key conceptual issues, such as the distinction between (and relationship among) leadership, followership and management. Other topics will include, leadership traits, leadership philosophy, leadership styles and values, the role of power and influence, leadership in different business contexts, the changing role of leadership and approaches to building leadership compentencies. The course aims to stimulate the interest of learners in ongoing scholarship and expert conversations about leadership and to encourage them to routinely test the applicability of the ideas flowing from their evolving knowledge by observing a “reference leader” and systematically attempting to grow their own “leadership practice”.

MGMT3065: MANAGEMENT OF CHANGE

The aim of this course is to provide students with a thorough grounding in the major issues involved in managing change within contemporary organizational settings. Additionally, the course aims to assist students to develop the necessary practical skills and intervention strategies, which are required to manage change effectively at the individual, group, and organizational levels, in order to assist an organization to achieve its desired corporate objectives.

MGMT3066: BUSINESS ETHICS FOR BANKERS

This course focuses on prudent behaviour and seeks to highlight issues that make behaviour prudent. The course looks at the theoretical bases of behaviour as they affect decision makers in a market driven economy. It also deals with historical propositions and modern systems used to determine ethical behaviour. International best practices for establishing ethical behaviour will also be studied.

MGMT3067: REGULATORY FRAMEWORK OF BANKING AND FINANCE

This course is designed for students at the intermediate level to familiarize themselves with the legal environment and practices which govern the financial services industry. International best practices will also be studied and comparisons made with local law.

MGMT3069: QUALITY SERVICE MANAGEMENT

Quality service management introduces students to the strategies and techniques that will lead to effective management of services. The course is designed to be a highly experiential one in which students will study the performance of service organizations as well as their response to that performance. Students who take this course will be exposed to knowledge about the best practices of local and international service organizations, the human resource practices that will lead to effective service delivery and the design of effective service organizations.

MGMT3070: EMPLOYMENT RELATIONS

The course aims to provide learners with a sensitivity to the existence and nature of conflict in contemporary work organization as well as significantly better than average professional competencies in the management of conflict. While the focus is on labour management relations in the contemporary workplace, many of the concepts and principles encountered in the course, will be applicable to conflict management and dispute resolution in many other spheres of life.

MGMT3089: SOCIAL ENTREPRENEURSHIP FOR SUSTAINABLE DEVELOPMENT

This course will introduce students to the concepts, practices, opportunities and challenges of social entrepreneurship within the paradigm of sustainable development. The course will provide a framework and tools that will help the participants to be more effective in this sector, and will provide an opportunity for them to practice their business skills through the development of a business plan for a socially responsive, income-earning venture. Students who participate in this course would gain a better appreciation of the issues surrounding the operations of the not-for-profit sector and its role in establishing a durable and dynamic platform for development within emerging and advanced economies.

MGMT3090: ENTREPRENEURIAL FINANCE

This course will examine approaches to valuing the financial claims of the entrepreneur and venture capital investors, and structure financial contracts in light of new venture information problems. Students will gain a better understanding of the broad range of situations and problems that they are likely to face when they become entrepreneurs or finance professionals involved in the financing of new projects. Some of the areas to be covered include: (i) Financing and harvesting, (ii) Contracting processes, and (iii) Forecasting and valuation. The course aims to provide students with the skill to seek financing for their own new business venture as well as to evaluate and explain the risks associated with financing other businesses.

MGMT3101: STRATEGIC PLANNING FOR ENTREPRENEURSHIP

The aim of this course is to introduce participants to basic techniques of planning under uncertainty, and to give them the chance to apply these techniques in developing, evaluating and synthesising robust strategic plans for new and existing organizations. It exposes participants to the theory and practice of strategic planning as it relates to the operation of open and competitive systems. It focuses on the tools that can be used to develop strategic plans for the enterprise operating in open soft systems in the face of high risk and uncertainty.

MGMT3102: CREATIVITY & INNOVATION MANAGEMENT FOR ENTREPRENEURSHIP

This course will introduce students to the concepts, practices, opportunities and challenges of operating under uncertainty and the role of creativity and innovation management in doing so. The course will provide a framework and tools that will help the participants to be more effective in adapting to change and innovation in the market place. Additionally it will provide the opportunity for them to examine case studies of innovation management, and learn from the best practices employed. Students will gain a better appreciation of the issues surrounding creativity and innovation management in entrepreneurship and its role in establishing a durable and dynamic model for development especially among MSMEs. Some of the areas to be covered in the course include: Principles of Innovation, Fundamentals of innovation, Embracing uncertainty, Managing for innovation, Taking a strategic approach, Building effective implementation mechanisms,Adapting and shaping technological changes, and The role of government in innovation.

MGMT3230: CORPORATE STRATEGY

This corporate strategy course will serve as a capstone course for students in the area of management. The guiding philosophy for this course is that everything a student learns in management is relevant for the effective development of strategy in any organization. Therefore, only students in the final stages of their undergraduate degree will be eligible to take the course. The course will introduce students to core concepts in strategy, the tools that are used to monitor strategy in an organization and, the strategy development process in organizations. Due to the increased competition that all organizations now face as world markets integrate the discipline of Strategy has gained greater recognition as an area of scholarly inquiry in the management discipline. Managers acknowledge that to effectively deal with the increased competition in their industry and to ensure the long-term viability of their firms, they will have to develop and execute effective corporate strategy in order to gain a competitive advantage. It is therefore important that all management students are exposed to the concepts and principles in corporate strategy to operate effectively in this increasingly competitive global marketplace.

MGMT3231: INTERNATIONAL ENTREPRENEURSHIP

The International Entrepreneurship course will examine how individuals can create and manage entrepreneurial ventures in an international context. With the rapid integration of markets, entrepreneurial ventures are forced to become international from inception and as such poses new management challenges for their owners. This course will help owners/managers of these ventures to better manage their operations in an international context. The course is grounded in themes in the area of entrepreneurship and international business which are fused to provide a holistic understanding of how small firms do business internationally. It will give students an idea of how to mobilize resources for international operations, the best strategy to employ as a small firm seeking to go international, assess business opportunities internationally and, manage the venture in different cultural environments. Importantly, it also highlights how small entrepreneurial firms can raise financing for their operations in the international market.

MKTG2001: PRINCIPLES OF MARKETING

This course is designed to expose students to modern concepts and tools for marketing. The focus will be on fundamentals of marketing such as consumer behaviour, the environment of marketing, marketing information systems, and how managers use the marketing mix strategies to achieve organizational goals. Lectures will be complemented by industry guest lectures and field visits to companies operating in the Jamaican environment.

MKTG3001: INTERNATIONAL MARKETING MANAGEMENT

This course is designed to explore the scope of international marketing. The course examines the impact of the global environment on marketing decisions and strategy formulations. Through analysis of different types of markets, students will develop an understanding and appreciation of how the world is “shrinking” and the influence and impact this has on Jamaican businesses, individuals, households and institutions.

This course will acquaint students with the tools they need to understand international business practice, strategy, and positioning. Students will be introduced to the field of international business with emphasis on current issues, globalization, culture, politics, legal issue ethical issues, social responsibility issues, and negotiations. In addition, the course covers basic elements of why and how businesses decide to engage in international business, basic elements in assessing international markets and an overview of the implementation process.

MKTG3002: MARKETING RESEARCH

Marketing Research has become an important part of our lives as students, teachers, practitioners and users. Marketing Research is an information providing activity that aids managers and consumers to make ultimately better decisions. There are several issues that will be discussed in this class: the use of marketing research information in decision-making; examination of the techniques of marketing research; the consumption of marketing research information. Objectives: (i) To help students develop an understanding of the use of marketing research information in strategic decision-making, (ii) To familiarize students with the techniques of marketing research, (iii) To help students develop the skills to apply marketing research tools in real life situations.

MKTG3003: MARKETING STRATEGY

This course examines how marketing concepts, techniques and theories can be used by decision-makers to identify specific threats and marketing strategy opportunities facing their enterprise and/or organizations. Case studies and real life projects are the principal teaching methods to be used in this course. Participants will be required to conduct a marketing audit of a selected enterprise, identify relevant threats and opportunities and prepare the appropriate marketing strategy and plan for a financial year.

MKTG3010: INTEGRATED MARKETING COMMUNICATION

This course is aimed at carrying a unified message to your target market wherever that may be. It is designed to explore in detail IMC and branding. Students will examine the role of advertising, public relations, personal selling, interactive direct and internet media within the IMC programme of an organization.

MKTG3017: DIGITAL MARKETING AND DATA ANALYTICS FUNDAMENTALS

This course is designed to provide the pedagogical support to students to develop some statistical skills and knowledge in order to apply them to social media platforms. The course introduces students to the management of processes related to copyrighting, search engine optimization, e-commerce and the analysis of data and patterns related to digital buying. Students will use platforms such as Google, Twitter, Instagram, LinkedIn and Facebook to engage in business decision-making simulations, and will apply marketing concepts derived from “Principles of Marketing”.

MKTG3070: CONSUMER BEHAVIOUR

This course is designed to explore the changing dynamics of consumer behaviour throughout the purchasing process and to provide students with the necessary skills to analyze, and shape marketing strategies which effectively meet consumer needs. The course provides a broad overview of the following: Consumer motivation, Behavioural considerations affecting consumer purchase decisions, Meeting consumer needs through selling, advertising, distribution and related activities. Special emphasis is placed on the importance of marketing and specifically marketing strategy in producing desired purchasing behaviour.

PSYC1000: INTRODUCTION TO DEVELOPMENTAL, SOCIAL AND ABNORMAL PSYCHOLOGY

This course provides an introduction to a discipline that is growing in popularity as an increasing number of persons have become interested in gaining an understanding of human behaviour. The course will attempt to integrate observations from human and animal research and provide information on a broad range of topics that illustrate how and why we think, feel and act. This section of the course introduces students to topics within the areas of abnormal, social and developmental psychology, and examines psychology in the work place. Psychology Majors will take PSYC1005 while taking this course.

PSYC1001: INTRODUCTION TO COGNITIVE & PHYSIOLOGICAL PSYCHOLOGY

This course provides an introduction to a discipline that is growing in popularity as more and more people become interested in gaining an understanding of human behaviour. Overall, the course will attempt to integrate observations from human to animal research and provide information on a broad range of topics that illustrate how and why we think, feel and act. This section of the course introduces students to topics within the areas of cognitive and physiological psychology.

PSYC1002: INTRODUCTION TO INDUSTRIAL & ORGANIZATIONAL PSYCHOLOGY

This course provides an introduction to the field of industrial/organizational psychology. It involves the application of psychological principles, theories, research methods and findings and intervention strategies to the study of people within the workplace context. It draws from various fields of psychology and includes management, human resource development and sociology. A variety of topic areas will be explored. The course should appeal to a wide range of students with varying academic interests but is specifically designed for students who intend to pursue careers in the broad area of Organizational Development.

PSYC1005: PSYCHOLOGY LABORATORY METHODS: SOCIAL, ABNORMAL AND DEVELOPMENTAL

The primary purpose of this laboratory course is to introduce students to key principles of psychological research methods. In addition it will provide students with practical experience in carrying out basic research focused on the core areas of psychology, namely social, abnormal, and developmental psychology, and in writing reports on these research experiences. (PSYC Majors ONLY)

PSYC1006: RESEARCH IN COGNITIVE & PHYSIOLOGICAL PSYCHOLOGY

This course reinforces and builds on knowledge and skills students learn in PSYC1005. Students will continue to gain experience in collecting psychological data and writing reports focused on cognitive and physiological psychology.

PSYC2000: SOCIAL PSYCHOLOGY

This is a follow-up of the Social Psychology component of PSYC1000. It seeks to perform an in-depth study of three major areas in social psychology: The Self, Interpersonal Relationships and Group Processes. Understandably, the course attempts to fuse the theoretical perspectives with a Caribbean application and will draw heavily on Caribbean history and sociology. Topics include:The Sociological and the Psychological Influences in Social Psychology, The Self, Attribution, Group Dynamics and Inter-group Relations, Close Relations, Themes in Caribbean Social Psychology.

PSYC2002: ABNORMAL PSYCHOLOGY

The study of mental illness makes up a large part of the discipline of psychology. Many psychologists are interested in the causes, classification and treatment of abnormal behaviour. This course will attempt to integrate observations from human and animal research to provide information on the different types of mental illness, how mental illness develops, who is at risk and which treatments are most effective. Topics include: Theoretical Perspectives of Mal-adaptive Behaviours; Mental Health and Mental Illness; Neurotic and Psychotic Disorders: Nature, Theoretical Explanation, Treatment; Disorders of Social Development; Introduction to Therapies; Behaviour Disorders and the Family

PSYC2003: PHYSIOLOGICAL PSYCHOLOGY

This course is offered in the second year and seeks to explore how the sensory, neural and muscular systems of the body interact to produce and facilitate behaviour. It also helps students to understand behavioural problems and to appreciate various biologically derived strategies of behaviour modification and control. The course covers such areas as, the body system, the biology of mental processes, motivation and emotion and the future of psychobiology.

PSYC2004: PERSONALITY THEORY

Students will be introduced to the major theories of personality. The course will address the historical and cultural background, which informs the writings of the seminal theorists in the field as well as the relevance of these theories to current conditions.

PSYC2005: INTRODUCTION TO HEALTH PSYCHOLOGY

This course is taught as an introduction to the field of health psychology. Health psychology is a sub-discipline of psychology that focuses on how biological, psychological, and social factors are related to the maintenance of health, the onset and course of illness, and the role that treatment plays. In this course we will review psychological theories that have implications for physical and mental health. The lectures are designed to provide you, the students, with an overview of key theories, research methodologies, and empirical findings that are relevant to health psychology and behavioural medicine.

PSYC2006: INTERPERSONAL DYNAMICS

The main objective of this course is to help the student to develop skills in self-monitoring so as to enhance the ability to conduct effective interactions with others. The course is an experiential one designed with particular reference to students interested in counseling and in-group work practice.

PSYC2007: PSYCHOMETRICS

This course introduces the concepts underlying psychological measurement. This is primarily done by an in depth examination of the topic of intelligence. What is intelligence? How has it been measured? How much is it influenced by environmental factors? In addition, students will develop their own personality and ability measures in tutorials, and examine some of the classic tests in these areas. At the end of the course students should understand the concepts of reliability and validity, item difficulty, discriminability and factor analysis.

PSYC2008: COGNITIVE PSYCHOLOGY

This course aims to provide students with an understanding of the major theories underpinning current cognitive psychology, as well as an awareness of the methodologies used by cognitive psychologists to advance the discipline. Cognitive psychology currently represents a mainstream area of the discipline of psychology with which all majors in the area should be familiar.

The course will commence with an examination of the theories and findings which have been put forward to explain basic perceptual processes. There will be consideration of how attention is controlled and directed towards the environment, and how information is represented and remembered. The course will then move on to consider the area of language functioning. Finally, applications of this area of psychology will be highlighted, including neuropsychology and ergonomics.

PSYC2012: DEVELOPMENTAL PSYCHOLOGY

This course presents a comprehensive view of the physical and psychological development of the individual from birth through to death. The course looks at different models of development and analyses of each model in terms of its relevance to the Caribbean. Students are actively engaged throughout the course in analyzing the real life problems of children and adolescents in the Caribbean.

PSYC2017: POLITICAL PSYCHOLOGY

This course is an introduction to the field of Political Psychology, a multi-level interdisciplinary field that examines the intersection of power and psychology. Political Psychology (psychology of politics) employs diverse theories and research tools to attempt to explain and make sense of why political elites, mass publics and individuals think, feel and act as they do in relation to power and how these thoughts, feelings and actions shape the course of politics and of psycho-socio-cultural development.

PSYC2019: EXPERIMENTAL AND APPLIED PSYCHOLOGY

This course emphasizes and demonstrates the importance of experimentation as a method of exploring and establishing relationships and of providing an evidential basis for claims made in psychology. The importance of operationalization and of the development of techniques of measurement is also emphasized. In the end, students are expected to have skills with respect to the basics of experimental design in psychology and they are also expected to be able to analyze and decipher critically, the experimental descriptions and protocols provided in the literature.

PSYC3001: SOCIAL COGNITION

This course seeks to develop an understanding of the cognitive processes occurring in every day social life. Firstly we examine models of individual and social cognition, and then proceed to understand the social aspects of cognitive processes such as attribution and person perception. Finally we explore semiotics and the effects of the mass media (medium theory) on social cognition. Social cognition refers to the system of mental constructs and strategies that are shared by group members. In particular, it relates to those collective mental operations involved in the representation and understanding of social objects and in the establishment of the self as a social agent.

PSYC3007: APPLIED SOCIAL PSYCHOLOGY

Using a social and psychological knowledge base and applying it to selected organizational institutional and community contexts in Caribbean Society, this course presents a programme of social psychological theory, methods and projects, assigned to provide students with basic tools for analyzing and solving problems of interpersonal, organizational and community relations, while taking account of the human resource and institutional development needs of Caribbean Society.

PSYC3008: ELEMENTS OF COUNSELING AND PSYCHOTHERAPY

This course provides an introduction to the fields of counseling and psychotherapy in a complex multicultural society. The course will cover professional foundations and provide an overview of the counseling and therapeutic process. Students will learn simple interviewing and assessment techniques, the taking of psychological histories as well as basic communication and problem solving skills in a therapeutic context. Students will also be exposed to methods for evaluation, recording and research in counseling and psychotherapy.

PSYC3009: COUNSELING PRACTICUM

This course aims to provide students with increased comfort and confidence in the art of counseling and psychotherapy and/or increased familiarity with how psychological theories and methodologies are used in a practical setting. Students will be attached to a site where psychology is practiced (e.g. hospitals, schools, businesses, jails, police stations, counseling centres) and

supervised by psychologists working in the field, in order to gain practical experience in the field of psychological counseling. Student experiences will vary but may include exposure to group and individual therapy, conducting interviews, psychological assessment, inter-disciplinary rounds, participating in feedback sessions and collecting empirical data.

PSYC3010: APPLIED GROUP DYNAMICS

This course provides opportunities for the experiential exploration of topics in intra-personal dynamics. It is presented as a Group Dynamics Laboratory in which participants develop the techniques necessary for effective work in and with teams. Participants will explore the following topics: Group Intervention and facilitation; Building group cohesion; Communication and co-ordination; Leadership and decision-making styles; Task performance; Negotiation and conflict resolution. In this course students participate as group members and analyze their own responses and those of other participants. Participants learn and develop their skills by experiencing the reality of attribution, communication and other interpersonal principles that make up the substance of group relations.

PSYC3011: RESEARCH PAPER IN PSYCHOLOGY *(Year Long - 6 Credits)*

This course enables students to carry out a piece of empirical or theoretical work chosen from a range of topics. At the start of the course,lectures will be geared towards the review of the essentials of research design and helping students to frame an appropriate research question. They will then be assigned individual supervisors who will guide them through the research process. At the end of the first semester students hand in a brief literature review and rationale, and at the end of semester two a full research dissertation is required. Students intending to pursue further studies in psychology should note that this is an essential course to have on their transcript.

PSYC3027: BEHAVIOUR MANAGEMENT

This course introduces students to basic principles in behaviour modification, and the procedures and methods used to understand, assess, and change behaviour problems. Specifically, the course presents a survey of important behaviour modification procedures designed to overcome problems across a broad spectrum of human dysfunction (e.g. fears, simple phobias, test anxiety, school violence, and self-esteem). Additionally, the course is designed to equip students with the knowledge and skills of how behaviour modification procedures have been applied in the field of developmental disabilities, education and special education, clinical psychology, community psychology, and self-management. Finally, the materials in the course examine important behaviour modification procedures applied in the area of prevention, including stress management, sexually transmitted diseases, emotional abuse, neglect, school violence, and drug use/misuse.

SOCI1001: INTRODUCTION TO SOCIAL RESEARCH

This course seeks to provide students with an introduction to basic social research methods. It involves discussions of Research Traditions, Formulating a Research Problem, Selecting and Measuring Variables, Research Design, Questionnaire Designs, Writing a Research Proposal, Research Methods, Data Analysis, Writing the Research Report.

SOCI1002: INTRODUCTION TO SOCIOLOGY I

This course seeks to expose students to the basic concepts of Sociology applied in the context of a developing country. The works of the classical theorists Durkheim, Marx and Weber are explored in providing an understanding of different models of society. The course also focuses on issues of culture, class, race, social stratification, family and gender as they relate to Caribbean Societies.

SOCI1003: SOCIOLOGY AND DEVELOPMENT

This course builds on the basic foundation of SOCI1002 by focusing on the applications of sociological concepts to the processes involved in development. It will equip students with an understanding of the basic concepts and measures that are used in the analysis of Development.

SOCI1005: INTRODUCTORY STATISTICS FOR THE BEHAVIOURAL SCIENCES

This course covers the same material as ECON1005, but focuses more on social and psychological examples such as the calculation and interpretation of such questions and introduces students to basic univariate and bivariate statistics. It focuses on levels of measurement and the appropriate interpretation of each statistic computed. Social and psychological examples are used for each application.

SOCI1006: INTRODUCTION TO ANTHROPOLOGY

In this course students will learn about the discipline of anthropology, the scientific study of human diversity and similarity. Although it focuses on social/cultural anthropology, it will introduce students to the other subfields (archaeology, linguistic anthropology, physical/biological anthropology). Students will explore some of the main themes that anthropologists have studied over the years, such as the family, "race," religion and language. More contemporary concerns such as migration, diaspora and globalisation will also be discussed. In addition to showing what anthropology is, the course will show how anthropology is done, by discussing its trademark research technique of ethnographic fieldwork and providing an opportunity for students to do their own work in the field. It will also discuss career opportunities as an anthropologist, both in academia and in such fields as international development and public health.

SOCI2000: CLASSICAL SOCIAL THEORY

The objective of this course is to bring the student to a deeper understanding and appreciation of the origins of sociological thought, and the ideas of the main thinkers during the formative years of the discipline. It explores different concepts and definitions and expands on the basic information provided of the classical theories in the introductory course, SOCI1002. Although the subject matter of the course is "classical" it is taught with references and example from "real life", a *down to earth* sociology.

SOCI2001: MODERN SOCIAL THEORY

A sequel to SOCI2000, this course is designed to discuss the more recent theoretical developments in theory. Beginning with the early 20th Century theorists it continues to the present, where it explores the very basis of sociology today in the postmodern world.Like its predecessor, it emphasizes critical thought. A central issue is the fundamental relationship between the individual

and society. The intention is for students to question and defend (if necessary) the status and importance of sociological analysis today. As with its precursor it is a down to earth sociology, taught with references and examples from "real life".

SOCI2004: INTRODUCTION TO POPULATION

This course is designed to equip students from all faculties with a basic understanding of the ways in which population variables interact with economic, political, social, cultural, physical and environmental factors to create a changing balance. The course introduces students to the basic measures which are used by demographers to describe the structure of populations, as well as the changes induced by births, deaths and migration.There is no pre-requisite for this course, but through active participation in the course, students will gain experience in the calculation and interpretation of basic rates and ratios, as well as an understanding of the relationships between patterns of development and population changes and distribution.

SOCI2005: REPRODUCTIVE HEALTH AND FAMILY LIFE EDUCATION

This course seeks to equip students with a working understanding of the biological aspects of sexual and reproductive health, and the social and psychological issues that surround the area. From this foundation, the ethical and legal issues are also considered, as well as the key debates in the field. Students are exposed to the types of programmes for family planning and family life education, and introduced to some of the approaches widely used in counseling for reproductive health.

SOCI2006: QUALITATIVE METHODS IN SOCIOLOGICAL RESEARCH

Outline: Philosophical and Methodological Foundations; Strategy for Field Research; Selecting and Gaining access to a Setting; Modes of Observation and Methods of Recording Data; Unstructured Interviews; Types of Qualitative Research; Personal Documents; Historical and Archival Sources; Ethical Issues; Case Study Methods and Computer Application.

SOCI2007: SURVEY DESIGN AND ANALYSIS

This course will focus on Problem Formulation and Alternative Research Designs; Sample Design and Selection; Questionnaire Design; Data Processing and Analysis; Univariate, Bivariate and Multivariate Analysis of Tables; Use of Statistical Packages to enter and analyze data.

SOCI2008: STATISTICS FOR THE BEHAVIOURAL SCIENCES

This course is a continuation of SOCI1005. It reviews basic statistics and focuses on both parametric and non-parametric statistical testing. Students are required to learn SPSS software for each of the statistical tests taught. These skills are used to prepare a research report based on social and psychological data.

SOCI2009: STATISTICAL COMPUTING FOR SOCIAL RESEARCH

This course is practical in its orientation, and is designed to allow students the opportunity to develop competence in the use of the computer-based *Statistical Package for the Social Sciences (SPSS)*. The objective of the course is to ensure that participants understand the relationship between theoretical concepts, empirical measures and the computing techniques necessary to analyse data and explore social relationships. This course will give students "hands-on" experience with the computer and will strengthen their secondary data analysis skills. Throughout the course, students will work with an international dataset and a Jamaican

dataset and will learn how to formulate their own research questions, develop hypotheses, conduct statistical analyses and write a complete research report. This course is strongly recommended for students planning to pursue the MSc in Sociology.

SOCI2011: SOCIAL AND CULTURAL ANTHROPOLOGY

In this course students will learn the discipline of anthropology, the scientific study of human diversity and similarity. It will discuss the various subfields of anthropology (archaeology, linguistic anthropology and physical/biological anthropology), as well as some of the classic themes of anthropology that have emerged over the years. It will focus on themes that have recently emerged in anthropology such as visual anthropology, the anthropology of dance, the anthropology of violence and anthropology of the internet.

SOCI2018: ANTHROPOLOGY OF AFRICA

This course considers Africa from an anthropological perspective, covering "traditional" anthropological themes such as kinship, religion and social organization. Importantly, the course rejects early anthropological studies of Africa that treat ethnic groups as static self-contained units, and considers them as dynamic and responsive to external influences. It also aims to explore contemporary Africa through consideration of its colonial and post-colonial history. This course also takes a critical look at anthropology itself, by attempting to locate its role in the colonial enterprise and in the elucidation of notions of "race." The ultimateaim is to debunk popular and longstanding myths about Africa and blackness.

SOCI2020: IDENTITY AND CONDUCT IN THE DANCEHALL CULTURE

This course provides a scholarly approach to the study and comprehension of Jamaica's dancehall culture. The course utilizes principles from anthropology - the study of culture. The course also seeks to increase and expand knowledge on dancehall culture through an examination of the genesis and evolution of dancehall as a socio-cultural system. Some areas to be examined include cosmology, aesthetics, politics, sexuality, gender socialization and transnational cultural interpretations to name a few. The emphasis will be on how people use the dancehall culture for identity construction. Finally, the course will also examine dancehall culture and its worldview in relation to the wider Jamaican culture, the Caribbean and the World.

SOCI2111: ANTHROPOLOGY OF RELIGION

This course is intended to provide students with an understanding of how religious beliefs vary around the world. Students will begin with the basic concepts underlying belief in the sacred and supernatural and apply these to various religious systems. They will also consider how religion is used in resistance movements and identity politics. Students will focus on religions in the Caribbean, observe Jamaican religious practices and systems and conduct their own research.

SOCI3001: THOUGHT AND ACTION IN AFRICA OF THE DIASPORA

This is a programme which falls within the area of study called Diaspora Studies. We aim to look at how Africans of the Diaspora, principally in Jamaica and the USA, moved in thought and deed from being on the outskirts of the New World Societies to which they were brought, to social and political participation in these societies, in the 20th Century. Given its intentions, this programme falls principally in the domain of historical sociology. We look at what current writers say on the matter of social death and social inclusion of the African of the Diaspora, as well as at data which speak to this behaviour.

SOCI3008: INDUSTRIAL SOCIOLOGY I: THEORY AND METHODS

The overarching objective of the course is to enable potential managers to understand the influence of the wider societal context on the operations within their organizations. At the end of the course you should have, as part of your tools of management, an appreciation of industrial society and its place within human society. The course aims to provide students with an understanding of the ways in which the process of industrialization has shaped societies. Central to this endeavor is the treatment of work as a sociological phenomenon. Some of the areas that are covered in this regard include technology and its influence on the workplace, and the influence of gender and class in the study of work.

To those of you involved in human resource management, the course will provide you with an understanding of some of the salient factors that influence job satisfaction. It will also review the nature of relations among workers, and between workers and management. As an instructional exercise, the course aims to foster the development of the following skills: comprehension; application; analysis; and synthesis of information.

SOCI3011: RESEARCH PAPER IN SOCIOLOGY

This is a one semester 3-credit course which only Sociology Majors will be allowed to take in their final semester. Only students who have obtained a minimum of grade B^+ in either SOCI2009 or SOCI2006 will be allowed to register for this course. The objective of the course is to allow students the opportunity to develop their research skills through the conduct of an independent research undertaking, culminating in a full-length research report. The research paper will serve to integrate theoretical perspectives and methodological techniques, and should preferably be selected with reference to the student's area of concentration.

SOCI3015: MONITORING AND EVALUATION OF SOCIAL PROGRAMMES

This course provides an introduction to the theory and the practice of programme design, monitoring and evaluation. The course will cover the basic methodological concepts and skills in needs assessment, programme planning, evaluability assessment, programme monitoring and evaluation. Students will learn how to develop logic or impact models for the design of effective social programmes and will gain a basic understanding of how these programmes should be monitored and evaluated. Students will also be exposed to some of the key research designs utilized in programme evaluation.

SOCI3018: DEMOGRAPHY I: POPULATION, TRENDS AND POLICIES

The objective of this course is to empower the student with facts, theories and controversies in the field of population studies, so that he/she can understand and participate in discussions relating to the interface between population and development in his/her nation, region or the world. This course examines: The nature of demography; The relationship between demography and other disciplines; Source of demographic data; Types of errors in demographic statistics; Basic rates and ratios in the study of fertility, nuptiality, mortality and migration; Theories of population trends, problems and prospects; Demographic history of the Caribbean population policies; Population and Development.

SOCI3021: DEMOGRAPHY II: DEMOGRAPHIC TECHNIQUES

The objective of this course is to equip the student with the skills needed to collect and analyze demographic data for decision-making at various levels. Included are; Techniques for evaluating and adjusting errors in demographic data; Construction of Life

Tables; Use of Life Tables in demographic research; Introduction to demographic models/Model Life Tables; Methods for estimating fertility and mortality from defective data; Population estimates and projections; Computer applications and analysis.

SOCI3022: POPULATION, ENVIRONMENT AND DEVELOPMENT

The major objective of this course is to explore the inter-relationships between population, environment and sustainable development, with special emphasis on the Caribbean. The focus will be on the human, rather than the physical dimensions of population and environment issues, and the course will examine critically the policy issues which arise as a result of these linkages.

SOCI3024: POPULATION AND SOCIAL POLICY

This course has been designed to allow students the opportunity to explore the policy implications and alternatives, which emerge from their study of the changing interactions between population and development. It will allow for detailed investigation of the questions which are encountered in other demography courses such as environmental degradation, urban growth and teenage pregnancy.

SOCI3025: CARIBBEAN CULTURE

This course seeks to equip students with an in-depth understanding of core aspects of Caribbean Culture. Topics include: nationalism and identity, belief systems, religion, the arts, sports, family and kinship, and gender roles.

SOCI3026: SOCIOLOGY OF DEVELOPMENT

This course is aimed at providing students with the opportunity to critically examine the current conceptual and theoretical framework associated with the study of social change and development in order to foster an appreciation for the approaches to understanding development.

SOCI3027: GENDER AND DEVELOPMENT

The main objective of this course is to expose students to the introduction to gender perspectives in development theory, and the application of gender perspectives to the analysis of Caribbean development. The main gender issues in contemporary Caribbean development will be explored, with special emphasis on gender in the urban and rural economy, labour force patterns and labour force development, and gender-aware management systems. Knowledge and skills for addressing gender issues in economic development will be a central theme of the course.

SOCI3030: GLOBALIZATION AND DEVELOPMENT

This course builds on the theoretical understanding of development that students acquired in SOCI3026. It surveys a number of important aspects of globalization and the ways in which they impact on the process of development. It provides students with an in-depth understanding of globalization and its implications for contemporary issues and policy questions such as employment, poverty, food security and environmental degradation.

SOCI3032: CRIMINOLOGY I

The course will cover the following: Criminals and Criminology, Development of Criminology: Philosophical Foundations; Schools of Thought; Theories of Criminal Behaviour; Crime and Society: Socio-economic and Political bases.

SOCI3004: TOURISM AND DEVELOPMENT

This course is aimed at providing an understanding of the tourist industry, mainly from a sociological and social, as well as a psychological perspective. It seeks to provide a comprehensive understanding of the nature of tourism policies and their actual and potential impacts on the social and cultural fabric of Caribbean societies. Students will learn about the evolution of tourism in the Caribbean; the relationship between Caribbean tourism and global tourism; the link between theories of development and tourism; and the methods associated with tourism impact analysis. They will also be exposed to actual case studies of tourism impacts in the Caribbean.

SOCI3034: ANTHROPOLOGICAL THEORIES

This course will introduce students to the important theories on culture that underlie the discipline of anthropology. Classic cultural theories such as social evolutionism, Marxism, functionalism, structuralism, and interpretive-semiotic approaches will be presented and explored. Students will also be introduced to more contemporary theories that revolve around cognitive anthropology, feminism and post-modernism. The class will examine the utility of each theory for understanding cultural issues in the Caribbean and across the world.

SOCI3036: CRIMINOLOGY II: POLICE AND SOCIETY

This course will be a core course for alter in-depth, graduate examination of the role of the police in modern, democratic society; the problems attendant to performance of that role; and of the management of complex police organizations. The course will, at this level give basic attention to the role police officers play in the Caribbean and especially Jamaican society. It will explore ways in which citizens look at the police to perform a wide range of functions: crime prevention, law enforcement, order maintenance and community services.

SOCI3040: SOCIOLOGY OF FAMILIES

This is an advanced undergraduate course that introduces students to the sociological study of the family and establishes foundation knowledge in the field. Given the pivotal role of the family in developing appropriate cultural patterns for productivity and development, it is essential to understand contemporary Caribbean families within the context of the current social, political and economic environment. This course covers definitions of the family, the historical relationship between family and society, the diversity of families, the family life course, sexuality and parenting. Social influences on family stability and the role of macro social, political and economic forces on the family are also examined. Finally, we will consider research methods and policies concerning the family in order to prepare students with the skills necessary to work in this area.

SOCI3041: INTRODUCTION TO SOCIAL MARKETING

Introduction to Social Marketing provides foundation knowledge for students to acquire critical skills concerning best practices in designing, planning and implementing social interventions. The course emphasizes both theory and practice in Social

Marketing, in order to provide participants with the necessary competence to identify and understand social problems in need of critical solutions and how to conceptualize, plan and implement an intervention (campaign) to address or alleviate these problems. Students will be introduced to concepts and theories relevant to Social Marketing, and will also be given the opportunity to apply the principles of Social Marketing through planning and implementation of a social campaign, as part of their course work. They will not be instant experts in the field, however, they will acquire a level of knowledge and competence to plan and implement an intervention in any field, while building their skills set in this area.

SOCI3042: RACE, ETHNICITY AND NATIONAL IDENTITIES IN THE CARIBBEAN

This course explores various theoretical perspectives on Race and Ethnicity from both the fields of Sociology and Cultural Anthropology. It examines race as a social construct and explores the impact of race, ethnicity and colour on class, status, self-worth, and social mobility in the Caribbean.

SOCI3043: INTRODUCTION TO MEDICAL ANTHROPOLOGY

This is an introductory course in medical anthropology. It provides a basic appreciation of how health and illness are explained and understood in a variety of different settings (both globally and in the Caribbean). Students will learn how a range of factors - cultural, political, economic and social - shape health-related knowledge and behaviour. Students will be introduced to the concepts and theoretical debates within medical anthropology and learn how knowledge gained through this sub-discipline can be applied to real-life public health issues. Additionally, they will observe Jamaican healing practices and systems and conduct their own research using the methodological tools acquired in the course.

SOCI3044: INTERNATIONAL TRADE AND LABOUR STANDARDS

This course is intended to acquaint the student with the dynamics of international trade and labour standards in the present world system. It links both history and the contemporary. Students will be asked to examine the position of the Caribbean and other developing countries within the global economic system. Issues of economic dependency, under-development, capitalism and the Caribbean response to globalization will all be discussed. The role of the International Labour Organization (ILO) as an adjunct of the United Nations, as well as other international organizations that affect the Caribbean will be examined. On completion of the course the students are expected to have knowledge of how the international trade and labour standards affect the region. Students should be able to discuss issues of development and their policy implications for the Caribbean. They are also expected to offer some solutions and/or policy initiatives to the region's perennial economic and social problems caused by the hegemonic behaviour of international trade organizations in the Caribbean.

SOCI3045: CAPSTONE COURSE IN SOCIAL POLICY AND DEVELOPMENT – Not offered

The Social Policy and Development Major is built around the premise that students should gain an understanding of the organic links between international forces, development theories, social policies and social outcomes, and that this can be achieved by the application of the sociological perspective to social problems and policy. This final year course will allow students an opportunity to synthesize and integrate discrete learning experiences gained throughout their degree programme.

Designed as a research activity, this year-long course (6 credits) provides a practical experience of doing applied sociology. Students will conduct primary research to explore a social issue which has important policy implications. Students will meet with relevant stakeholders and develop policy recommendations. The course utilizes a mixed method approach which enables students to strengthen their skills in both qualitative and quantitative research techniques as well as to appreciate the benefits of combining both approaches. Students will also be assigned specific readings that must be discussed in the seminars/group meetings that accompany this course.

SOCI3046: THEORY AND PRACTICE OF RESTORATIVE JUSTICE I

This course looks at the history and the theory of Restorative Justice. We will also examine the techniques and practicalities of their concept in Jamaica. Restorative Justice is both a theory and a practice. The principles are grounded in the practices of the ancient Mori Indians, First Nation and Native American tribes, and how they deal with offences committed within their colonies. We will then examine how the father of modern day Restorative Justice has used the principles to create a theory and the guidelines for practice of Restorative Justice, which suits modern day criminal activities. The practice is structured on three pillars: Harms and Needs of the victim, Obligation of the offender and the engagement of all parties involved, which are victims, offenders and the community. The course will also delve into concepts that are important in understanding the role of the three pillars. Students will then be expected to research some element of the history and process, then demonstrate its applicability to modern day issues.

SOCI3047: THEORY AND PRACTICE OF RESTORATIVE JUSTICE II

This course is the second half of the Restorative Justice course and is a practicum. The students who wish to pursue this course are expected to have completed SOCI3046 before attempting this course. The objective of this course is to apply the theory and practices that you have gained from the prerequisite course and apply it to real-world situations, after brief training and rehearsals. Students will then be placed in an institution to work alongside the Administration to apply the skills that they have acquired.

SOWK1001: INTRODUCTION TO SOCIAL WORK I

This course is designed to introduce students to Social Work as a ***field*** and ***method*** of practice: This will be accomplished through the students' exploration of: (i) i. The historical evolution of Social Work, Social Work as a general field of practice, values and code of ethics, knowledge and skills, development of Social Work in the Caribbean with special emphasis on Jamaica, introduction to methods of Social Work intervention, (ii) ii. Introduction to Social Work Practicum which involves visits to and observation of various types of social welfare and social development service agencies with related seminars and presentations on agency visits. (Duration: 50 hours). **Please note**: This one (1) credit course is retained as SOWK1011 for the Diploma in Social Work students who do not take section a) of the overall SOWK1001.

SOWK1003: THEORY AND PRACTICE OF SOCIAL WORK I

This course introduces students to two basic integrated frameworks as the foundation for competent generalist social work practice with individuals, couples and families; groups and organizations; and communities. The first framework will demonstrate the important connected areas which provide the overall context for generalist social work education and practice. The focus is on increasing competencies in these connected areas. The second framework will introduce students to a broad

inner-outer paradigm as the basis for learning how to apply theory to practice. Finally, this course will also emphasize the importance of learning how to do bio-psycho-social-spiritual assessments as an important aspect of the social work process when applied to all levels of direct practice.

SOWK1010: SOCIAL WORK PRACTICUM I

Social Work Practicum I ensures the comprehensive preparation of students new to professional social work as practiced in a developing and developmental context. The programme is spread over semesters I (38 hours) and II (127 hours) for a total of approximately 165 contact hours during the first year of professional formation. It encompasses a wide range of hands-on experiences inclusive of agency observation visits, job "shadowing", human skills laboratory training, skills practice, all day workshops and integrative seminars. Social Work Practicum I is organized to enable a high level of participation by students; it emphasizes experiential learning, critical self-awareness and self-analysis as well as provides opportunities for "innovative" and "creative thinking" while facilitating "socially and culturally responsive" problem solving. The expected outcome is for student transformation into reflective practitioners committed to lifelong learning.

SOWK2001: LAW AND THE HUMAN SERVICES

This course is structured to enable students to have a thorough grounding in Law as it relates to human services. It is specifically designed to broaden and deepen students' knowledge and understanding of the Law as it relates to the delivery of services in the private and public sectors, and to expose them to the administrative machinery of the Law.

SOWK2002 & SOWK2003: THEORY & PRACTICE OF SOCIAL WORK II & III

The main objective of these courses offered over two semesters is to enlarge and deepen students' knowledge base and analytical skills in the main aspects of social work practice – assessment, intervention and evaluation – involving work with individuals, groups and organizations and communities. Students will participate in lectures/discussions, classroom-based exercises and field activities.

SOWK2004: DEVELOPMENT OF SOCIAL POLICY

This course seeks to provide students with an understanding of the meaning of social policy and its importance for national development. The course will examine various definitions of social policy and models of social welfare, and will trace the broad historical developments in Caribbean social policy making. It will examine the role of various actors in the social policy and programme development process and will highlight the importance of research for social policy design, monitoring and evaluation. Additionally, the course discusses the paradigmatic shifts that have occurred in the social policy development process globally and regionally, with special emphasis being placed on health, education and social welfare policy.

SOWK2005: ORGANIZATION AND ADMINISTRATION OF SOCIAL SERVICES

The course offers a sound theoretical base together with skills to analyze, design and effect change in the organization and management of Human Services. It brings together modern management and organizational concepts and techniques. It lays the foundation for critical analysis of social services organization and administration. Emphasis is placed on understanding and improving organizational performance in terms of the quality of service, which is delivered through more appropriate use of

human resources. Specific attention is given to social service agencies and their administration such as Health Service, Child and Family Services, Education, Social Security, Housing, Correctional Services.

SOWK2006: CARIBBEAN SOCIAL ISSUES

This course explores the dynamics of specific social problems which affect the Caribbean region, noting their contributing factors, impact and existing policy/national responses. This course offers a guide to identifying, analyzing and effectively addressing social problems emerging within the Caribbean. The intent is to give a general overview and to critically consider contemporary discussions of as well as interventions to address these issues, using various theoretical models as the basis of understanding the dynamics of social problems. The topics examined are crime and violence, poverty, ageing among others.

SOWK2007: DISABILITY STUDIES

This course will identify the ways in which differently-abled persons are marginalized and restricted and experience discrimination within an "un-adaptive" society. It will examine the interaction of persons with disabilities within the existing political, social, cultural and legal systems. This course is taught in partnership with persons with disabilities and is grounded in the epistemological belief that the creation of knowledge about disability should be with/by people with disabilities. This course will take students on an interesting journey which begins with sensitization to the experience of disability, explores the pathways of acceptance and inclusion and arrives at the destination of policy and advocacy.

SOWK2008: SOCIAL WORK PRACTICUM II*(Year Long – 6 Credit)*

This course offers supervised placements involving working with individuals, families, treatment or social groups, or community organizations in programmes which have primarily a rehabilitative, a social development or a social action focus. These may be in any of the following types of settings: Clinical, Child and Family, Education, Counseling and Rehabilitation and Community. Weekly field integrative seminars will seek to enhance the students' learning through sharing of experiences, discussion of cases to integrate theory with practice, building network systems for more efficient practice and an introduction to the fine art of peer group supervision (Duration – 320 hours).

SOWK2009: SOCIAL WORK PRACTICE SKILLS LAB

This course will help students to further develop the practice skills introduced to them in their first year of study. It will focus on developing competence in building client/worker relationships, whether at the individual, small group, community or organizational level. The course will make extensive use of experiential and reflective learning strategies.

SOWK2021: HUMAN BEHAVIOUR IN THE SOCIAL ENVIRONMENT

This course provides a comprehensive examination of human behaviour throughout the developmental lifespan and within different social settings from the unique social work perspective of the person-in-environment. General systems/ecological theory provides the underpinnings for this approach from which the systems paradigm and model were developed as frameworks for classifying other theoretical concepts, assessing social problems and for devising prevention and intervention strategies when working with clients. Specific attention will be given to current social problems in the Caribbean as they affect and are affected by various systems in the environment.

SOWK2022: HUMAN BEHAVIOUR IN THE SOCIAL ENVIRONMENT II

The effects of the macro systems on the clients served by social workers cannot be ignored. Culture, communities, institutions and organisations are the primary macro systems that continuously have an adverse impact on individuals and groups within the social environment. Therefore, it is important that students have an understanding of the connections between the client's individual problems, and the larger social problems and macro level change efforts required. This course will make extensive use of a political economy and social constructionist perspective in theorising the behaviour of small and large groups and organisations. Finally, students will examine the implications of this knowledge for practice in the Caribbean context.

SOWK2107: HEALTH, SOCIETY AND THE HUMAN SERVICES

This course challenges students to holistically assess the health status of self and others and to examine the criteria for maintaining healthy lifestyles. The connection between health and development will be examined as well as the current health status and health trends in the Caribbean. Students will critically discuss alternative/complementary health seeking behaviours especially as they affect the biopsychology aspects of primary health care in the cultural setting. The value of having a public health responsibility orientation in addition to the need for a multidisciplinary and interdisciplinary team approach to tackling health problems will be emphasized. Finally, students will examine the need for ongoing research and evaluation.

SOWK2109: TECHNOLOGY TRENDS AND APPLICATIONS FOR THE HELPING PROFESSIONAL

This course explores the integration of technology in the field of social work, focusing on its impact on practice, client services, ethical considerations, and the future of the profession. Students will gain the knowledge and skills necessary to leverage technology effectively in social work settings.

SOWK2110: HUMAN BEHAVIOUR IN SOCIAL WORK: A MULTILEVEL PERSPECTIVE

This course will address two areas of focus. One is the person-in-environment perspective, which focuses on the interactions of individuals with their environments as they mutually influence each other. Students will be exposed to the human and family life cycles, and the basic biological, psychological and sociological processes of normal human growth and development as well as the spiritual and cultural factors that affect these processes. The second area of focus is the effects of the macro systems and their impact on human behavior. Concepts such as discrimination, racism, prejudice, stigma, oppression, sexism, stereotype, privileging, social inequality, social injustice, and social disadvantage and the unique needs of diverse populations are emphasised using an anti-oppressive framework.

SOWK3009: THEORY AND PRACTICE OF SOCIAL WORK: COMMUNITY ORGANIZATION

This course gives an in-depth understanding of community and an introduction to a modern method of community research. The history of community development is reviewed, particularly, its interaction in the Caribbean with the wider economic, political and socio-cultural framework and techniques of a participatory approach to community are tried out in a work-study exercise in the field.

SOWK3010: THEORY AND PRACTICE OF SOCIAL WORK:APPLIED SOCIAL GROUP WORK

This course will give students the opportunity to both experience and guide the group process. In addition to an examination of the group dynamics inherent in social settings, students will be introduced to the basic concepts of Transactional Analysis as a useful theory and tool for assessing communication, interpersonal styles and human behaviour in groups. Students will practice specific skills required for demonstrating effective understanding of and interventions in the beginning, middle and end stages of selected task and treatment groups.

SOWK3014: ADMINISTRATIVE PROCESS IN SOCIAL AGENCIES

This course presents a management approach to the administrative process in social agencies. It is concerned with the interaction and interconnection between structure and operations of the administrative process. The underlying theme of the course is the need for: Administrative effectiveness; Improvement in the quality of management action; Quality assurance and recognition of the important role of management as an integrative activity in the administrative process in social agencies.

SOWK3015: DRUGS AND SOCIETY

This course explores the use and misuse of drugs, the social consequences and the national and regional implications of drug trafficking. Theories and research relating to these issues are explored and prevention, intervention and treatment strategies are examined. A multidisciplinary approach is taken in order to give the students a broad understanding of this complex problem.

SOWK3017: SOCIAL WORK PRACTICUM III *(Semester 2 – 6 Credits)*

This course has three (3) components: (i) i. **Supervised work placements** where students are engaged in social agency programme planning/development, administration, in-service training, or direct service roles which require more advanced levels of intervention activities with individuals, groups, families and communities (Duration 320 hours), (ii) ii. **Supervision Module**: Social Work Supervision as a process—The Administrative; Educational and the Counselling Components. Application of Adult Education methods (Andragogy) Individual vs. Group Supervision; (iii) **Field Integrative Seminars:** Presentations by students on selected field placement experiences.

SOWK3020: SOCIAL PLANNING AND PROJECT DESIGN

Students are introduced to the sequence of steps involved in social planning and how such planning relates to social capital and human development. Critical contemporary dimensions of social planning, namely participation, gender and sustainability, are taken into account. Students address planning on specific current social issues and practice toward acquiring some basic skill in one form of social planning – designing a project proposal.

SOWK 3028: SOCIAL WORK IN SCHOOLS

This course will focus on the multidimensional issues and challenges facing students and the administration within the educational system. The students will be required to use their generalist knowledge base to develop appropriate interventions to respond to the needs in this setting. Such interventions will address the home/school/community dynamics, the need for a multi-disciplinary team approach and advocacy, thus insuring the best interest of the children in the school.

SOWK3030: THEORY AND PRACTICE OF SOCIAL WORK: CASE WORK

This course is designed to sharpen the students' competencies in working with individuals, and families in agencies/institutions providing counseling, treatment and/or rehabilitative services. The course will build on the theoretical and practical foundations of Levels I and II. It will focus on increasing knowledge and skills in both generalist and clinical social work practice.

TOUR1000: INTRODUCTION TO TOURISM & HOSPITALITY MANAGEMENT

This course presents a broad view of the hospitality industry. Learners will appreciate that the hospitality industry is not only about hotels, but that it also includes restaurants, private clubs, casinos and casino hotels, consulting firms, and cruise ships. Each segment of the industry offers numerous and diverse career opportunities

TOUR2002: TRANSPORT AND TRAVEL

The course will focus on the dimensions of tourism; historical, economic, social, cultural, psychological and environmental characteristics as they relate to the development of the travel and tourism industry with special emphasis on the transportation sector. Adequate transportation infrastructure and access to generating markets is one of the most important prerequisites for the development of any destination. Thus, tourism travel and transport is a very active element of the tourist product and experience.

TOUR3000: TOURISM MANAGEMENT

Tourism is a global phenomenon and in the Caribbean the tourism sector is the main stay of economic success for several Caribbean countries. This course therefore seeks to educate students on the intricacies of managing the tourism and hospitality industries. The course acknowledges the fact that tourism management is not confined simply to supervision within the tourism and hospitality setting. Instead the course focuses on the major functions, processes and procedures that are practiced and performed by the various areas associated with the tourism sector as a whole, as well as the management structure and functions of the tourism industry.

TOUR3001: SUSTAINABLE TOURISM

The concept of sustainable tourism will be fully explored with the use of international, regional and national case examples. The supporting policy and planning mechanisms to achieve sustainable tourism in the Caribbean will be outlined. Sustainable tourism is designed to expose the student to the principles of sustainable development within a tourism context. Many Caribbean countries are dependent on the service industries in general and tourism in particular as a means of ensuring economic growth and development. This course will highlight the importance of tourism in providing economic, socio-cultural and environmental sustainability for Caribbean economies.

TOUR3004: DESTINATION MARKETING

As the recipient of tourism, the destination is a key element of the tourism system and provides the focal point for tourism activity and the study of tourism. Since tourism is consumed where it is produced, the destination comes under intense scrutiny and pressure from a wide range of sources, providing many challenges for all those involved in tourism in the public and private sectors. This course will examine the key issues that must be considered to effectively market the tourism destination. The course evaluates: (i) The factors that influence tourists' destination choices, (ii) The role that branding, destination image and promotion

play in destination marketing, (iii) The auditing and management of tourism destinations, (iv) The growing importance of the Internet as a communications and market development tool, and (v) Marketing destinations in crisis.

TOUR3005: TOURISM PLANNING AND DEVELOPMENT

At the end of this course, learners should have a better understanding of the importance of the tourism industry to many economies, especially small economies within the Caribbean/CARICOM region. It is therefore necessary that workers and potential workers in this industry understand the planning and organization processes of the industry so as to minimize threats and maximize opportunities. With the understanding that the essence of tourism involves the travel to places and the interaction with people, this course focuses on the planning and organization of the 'People and Place' aspects of the four marketing P's and the policies and issues facing these entities.

TOUR3007: DESTINATION MANAGEMENT

The course exposes students to issues surrounding the effective management of tourism destinations. The course focuses on: Destination development, Issues surrounding destination management, Destination management policies, Tourism demand, the impacts of tourism, Destination sales and marketing issues, and Destination planning.

TOUR3009: TOURIST BEHAVIOUR

This course will be based on the already existing MGMT3070-Consumer Behaviour. The emphasis will now be on hospitality consumers in particular, with a view to understand how consumption patterns for tourism have changed with changing demographic factors. The changing consumer is a key area which must be understood moving forward; as there are increasing opportunities to introduce pull factors for various types of tourists. From an economic standpoint, some now view tourism as more than luxury goods which has implications for marketing efforts.

TOUR3010: CARIBBEAN TOURISM

This course explores the many aspects of tourism in a Caribbean context including the new and emerging challenges of sustaining a Caribbean tourism industry. There are broad issues that are addressed within the context of the proposed Caribbean tourism guiding policy principles for sustainability, including capacity management, marketing, economic linkages, environment, transport, and health, safety and security. Specific topics addressed include inter-island transport, multi-destination marketing and organization to manage Caribbean tourism.

TOUR3110: ECOTOURISM

This course examines the development of the concept of ecotourism regionally and internationally. It takes students through the various components of Ecotourism, highlighting in particular, the business potential of the concept. Emphasis will be placed on understanding the relationship between tourism, society and the environment, and the effects of man's action on the tourism industry. Ecotourism will be examined from the perspective of its importance as a sustainable option for tourism development.

PART V

Awards, Honours, Scholarships, Clubs & Societies

- ❖ DEAN'S LIST
- ❖ FACULTY AWARDS AND PRIZES
- ❖ HONOURS SOCIETY
- ❖ CLUBS AND SOCIETIES

AWARDS, HONOURS, SCHOLARSHIPS, CLUBS AND SOCIETIES

Dean's List

Overview

The Dean's List recognizes undergraduate students for their outstanding academic performance in each of the regular semesters during each academic year; that is Semester 1 and 2 but not the Summer Semester (Semester 3) or Summer School.

Criteria for Inclusion

- Students must have earned a GPA of 3.7 and above for the applicable semester. Performance during the Summer Semester (Semester 3) or Summer School is not considered.

- Students must have registered for a minimum of three courses for a total of nine credit hours for the applicable semester. Courses taken for Preliminary Credits (**PC**) or which were Audited (**V**) are not included in the calculation of courses taken or the credit hours earned.

- Students must have completed in a satisfactory manner all courses for which they were registered during the applicable semester. Thus, students' records must not have for the applicable semester a **F1, F2 or F3:** Failed, **FA**: Failed Absent, **NA**: Not Available, **NP**: Not Passed, **EQ:** Exam Irregularities**, V**: Audit.

- Where students' records have for the applicable semester an **IP**: In Progress, an **AM:** Absent Medical, **FM**: Failed Medical,and or a **LW**: Late Withdrawal, **AB**: Absent (for acceptable reasons other than a medical problem without a penalty); they may still be placed on the Dean's list if they have completed the minimum three courses for a total of nine credit hours and have met the other criteria.

Publication and Notification Guidelines

- The Dean's List shall be compiled and published four weeks after the deadline for the posting of final grades for the applicable semester. Once posted, the published Dean's List shall not be updated based on late changes to any student's academic record save that the name of a student may be deleted if it was placed on the published Dean's List in error.

- The published Dean's List shall be posted on the Faculty's website where it shall also be archived for future reference.

- Students shall be notified of their inclusion by a letter from the Dean. Letters shall be distributed electronically via UWI-provided email addresses.

- Where it is discovered that the name of a student had been left off the published List, a notation shall be made in the Faculty's records placing the student's name on the official List and the student shall be notified in writing, however no adjustment shall be made to the published Dean's List (see *guidelines above for details*).

AWARDS, HONOURS, SCHOLARSHIPS, CLUBS AND SOCIETIES

Cross-Campus Prizes and Awards

A. CROSS-CAMPUS PRIZES

Students in the Faculty of Social Sciences are nominated annually for the following cross-campus prizes.

1. Cross Campus Social Sciences First Year Prize

Presented to the student, registered for an undergraduate Social Sciences degree, who obtains the highest degree GPA in the Level one examinations across all campuses.

To receive the Social Sciences First Year Prize a student must have:

- Been nominated by one of the Faculties of Social Sciences or the Open Campus Academic Programmes and Delivery;
- Done the majority of credits while registered in the Social Sciences;
- Completed the 30 credits in a single year, if registered full-time;
- Completed the 24 credits within two (2) years, if registered part-time;
- Passed all UWIcourses, including foundation courses, on the first attempt;
- Completed at least 30 credits, all of which must be relevant to the completion of the programme for which the student is registered, If registered full-time;
- Completed at least 24 credits, all of which must be relevant to the completion of the programme for which the student is registered, If registered part-time;
- If granted credit exemption for courses done at other institutions, completed at least 24 credits earned while at UWI;
- The highest GPA counting all Level I courses including Foundation Courses (or courses substituted for Level I courses or where a Level II course is permitted as Level I)attempted at UWI including those done in other faculties prior to entering the FSS save that preliminary courses will not be counted and that the credits for courses done at other institutions shall be treated on a pass/fail basis;
- In the event of a tie, the prize will be shared.

2. Charles M. Kennedy Prize - Cross Campus Final Year Economics Prize

Presented to the student awarded an undergraduate Social Sciences degree with a major in Economics who achieves the highest degree GPA in the Level II and III examinations across all campuses.

To receive the Charles M. Kennedy Prize, a student must have:

- Been nominated by one of the Faculties of Social Sciences or the Open Campus Academic Programmes and Delivery;
- Been awarded an undergraduate Social Sciences degree with a major or special in Economics;
- The highest degree GPA in all courses taken at Levels II and III examinations;
- In the event of a tie, achieved the highest cumulative GPA calculated using all three Levels.
- In the event the tie is not broken, the prize will be shared.

3. Hugh Springer Prize - Cross Campus Final Year Prize

Presented to the student, awarded an undergraduate degree in Humanities and Education or Social Sciences, who achieves the highest degree GPA in the Level II and III examinations across all campuses.

To receive the Hugh Springer Prize, a student must have:

- Been nominated by one of the Faculties of Social Sciences or of Humanities and Education or the Open Campus Academic Programmes and Delivery;
- Been awarded an undergraduate degree from one of the Faculties of Humanities and Education or Social Sciences;
- The highest degree GPA in all courses taken at Levels II and III examinations.
- In the event of a tie, achieved the highest cumulative GPA calculated using all three Levels.
- In the event the tie is not broken, the prize will be shared.

Caribbean Airlines Limited Award

Presented to the Faculty of Social Sciences graduate with the highest degree GPA in the BSc Marketing, Economics or Statistics programmes across all campuses.

AWARDS, HONOURS, SCHOLARSHIPS, CLUBS AND SOCIETIES

Faculty and Departmental Prizes and Awards

The following are awarded annually to Faculty of Social Sciences' students. Students are nominated either by their department or the Faculty Office. Presentations of awards and prizes are made at the Faculty's Award Ceremony which is held annually on the third Thursday in January each year. Only awardees will receive an invitation to attend.

Centre for Disability Studies

Floyd Morris Award - The Floyd Morris Award is made to the Faculty of Social Sciences student who has performed well academically, and also registered with the Office for Special Student Services

Department of Economics

Nittala N. Murthy BSc Scholarship - Awarded to second or third year students pursuing a full-time BSc Degree in Economics or Statistics. Applicants should have a GPA of at least 3.0 in the previous year's University examinations.

Alfred A. Francis Prize - Awarded to the student pursuing the BSc. Economics Major with the highest score in the course ECON3049. The student must have obtained a minimum grade of B+.

The Department of Economics Prize - Awarded annually to the two (2) students with the highest aggregate in year 2, in the BSc. Economics and Statistics options.

The Department of Economics Prize for the Best Research Paper in ECON3050: Applied Econometrics - Awarded to three (3) undergraduate students who wrote the best empirical research papers in the course.

Department of Government

Ann Spackman Memorial Prize - Awarded annually to a Mona student registered for any degree programme within the Faculty of Social Sciences, who has performed best in the course GOVT1000.

Carl Stone Memorial Prize - Awarded to a FSS student with the best overall performance, when averaged, in the courses GOVT2044 and GOVT2054.

Nethersole Prize - Awarded annually to the final year student with the best performance in any degree offered by the Department of Government, with the exception of the BSc. International Relations programmes.

Sir Laurence Lindo Prize - Awarded to a Mona student with the best performance in the BSc. International Relations, Levels II and III final examinations provided the student obtains Second Class Honours.

Archie Singham Memorial Prize - Awarded to the students with the best performance in GOVT2006andGOVT2007.

Paulette L. Wilson Memorial Prize - Awarded annually to a Mona student registered for any degree programme within the Faculty of Social Sciences, who has performed best in GOVT1012: Introduction to Public Policy and Management.

Edwin Jones Scholarship for Excellence in Public Policy and Management - Awarded to the student with the best academic performance in the BSc. Public Policy and Management.

Rupert Lewis Prize – Awarded to the student with the highest grade in the course GOVT2005: Caribbean Political Thought.

Gladstone E. Mills Prize - Awarded to the graduate with the highest degree GPA in the BSc. Public Policy and Management.

Department of Sociology, Psychology and Social Work

Council of Voluntary Social Service (CVSS) Social Work Prize - Awarded to the student with the best overall performance in the BSc. Social Work final examinations.

Jamaica Association of Social Workers (JASW) Prize - Awarded to the student with the best overall performance in Level 2 of the BSc. Social Work programme.

Social Work Alumni/June Dolly Besson Memorial Award - Awarded annually to a Mona student with the best performance in Level I of the BSc. Social Work examinations.

Lloyd Braithwaite Memorial Sociology Prize - Awarded to the student with the best performance in Levels II and III of the BSc. Sociology (Major).

The Psychology Prize - Awarded to a finalizing Psychology (Major) student with the highest average grade in the psychology courses.

Hermione McKenzie Prize in Social Policy - Awarded to the student with the highest grade in the course SOWK2004: Development of Social Policy.

Mona School of Business and Management

Ernst & Young Auditing Prize - Awarded to the Accounting (Major) graduate who received the highest mark for the course ACCT3043: Auditing 1.

Ernst & Young Taxation Prize - Awarded to the Accounting (Major) graduate who received the highest mark for MGMT3051: Taxation 1.

Ernst & Young Co-op in Accounting Prize – Awarded to the student who participated in the Co-op in accounting programme at Ernst & Young and obtained the highest grade point average within the programme.

The Mona School of Business and Management Prize - Awarded to the student with the most outstanding performance in the final examinations in any one of the BSc. Management Studies (Majors).

The Mona School of Business and Management Prize in Management Studies - Awarded to the final year student with the most outstanding performance in the Management Studies (Major).

The Mona School of Business and Management Prize in Accounting - Awarded to the final year student with the most outstanding performance in the Accounting(Major).

The Banking and Finance Prize - Awarded to the final year student with the most outstanding performance in the Banking and Finance (Major).

The Mona School of Business and Management Prize in Human Resource Management - Awarded to the final year student with the most outstanding performance in the Human Resource Management (Major).

The Mona School of Business and Management Prize in Marketing - Awarded to the final year student with the most outstanding performance in the Marketing (Major).

The Mona School of Business and Management Prize in Tourism Management - Awarded to the final year student with the most outstanding performance in the Tourism Management (Major).

Jamaica Employers' Federation Prize - Awarded to the final year student with the highest GPA who has specialized in the field of Human Resource Development, Human Resource Management, Labour and Employment Relations, or Entrepreneurship. The student should have maintained at least a 'B+' average and have actively participated in a non-academic university activity which indicates commitment to community building.

AWARDS, HONOURS, SCHOLARSHIPS, CLUBS AND SOCIETIES

Faculty of Social Sciences Honours Society

Overview

Initially called The Dean's Breakfast Club, the Honours Society was engendered by the Dean of the Faculty at that time, Barry Chevannes, to create a society for the Faculty's top-performing students. He conceptualized the Club as "a potential training ground for a cadre of students who exemplify the Faculty's mission", one with on-going activities to not only nurture and enrich its members, but also to showcase them to their peers so as to encourage a scholarly culture on campus. It was envisioned that after graduation, the Club members would perhaps be the most important category of the Faculty's Alumni; and that contact would be maintained with these prospective graduate students, employees and future lecturers/ researchers.

Membership

Each year the most outstanding students who have demonstrated excellent performance in Level I or Level II (a cumulative level I GPA above of 3.7 or above) of their BSc. degree are inducted into the Honours Society at the Annual Breakfast Ceremony held in October each year. Students would have met the other criteria of not having failed FOUN1013-Critical Reading and Writing in the Social Sciencesor FOUN1019-Critical Reading and Writing in the Disciplines and not exceeding the maximum of one failed course (not including English). They join the members inducted from the previous year.

Structure and Leadership

The Society is directly governed by an executive body in conjunction with the Dean. The five-member executive body is comprised of a President, Vice President, Treasurer, Public Relations Officer and a Secretary. At any time there should be at least two staff advisers assigned to the Society to help assist the executive body in directing the Society in fulfilling its purpose.

AWARDS, HONOURS, SCHOLARSHIPS, CLUBS AND SOCIETIES

Student Clubs, Societies and Associations

Listed below are the various clubs, societies and associations that are organized and run by students of the Faculty of Social Sciences as well as others that may be of interest.

The majority of these groups meet on Thursdays between the hours of 2pm and 5pm. Students should check with the Office of Student Services and Development (OSSD) or the FSS Guild Representative for further information and meeting schedules.

Faculty of Social Sciences

- Anthropology Club
- Association of Aspiring Accountants
- Faculty of Social Sciences Honours Society
- Governance Society
- Human Resource Management Association of Jamaica (HRMAJ)
- Psychology Students Association
- Social Work Students Association
- United Nations Club (UWI Chapter)
- University Marketing Association
- UWI Tourism Society
- Young Economist Association
- Young Investors Club

Mona Campus

- University Chorale
- University Dance Society
- University Dramatic Arts Society
- University Pop Society
- University Singers
- UWI LEADS
- UWI Mentorship Programme
- UWI Mona Circle K International
- UWI Panoridim Steel Orchestra
- UWI Peer Support Advisors
- UWI Student Emergency Response Team
- UWI Students Today Alumni Tomorrow
- UWI Toastmasters
- UWI Visual Arts Society
- Leo Club of Mona
- Optimist Club of UWI Mona
- Rotaract Club

PART VI

CODES OF CONDUCT & RESPONSIBILITIES

- GENERAL CODE OF CONDUCT FOR FSS STUDENTS
- ROLES AND RESPONSIBILITIES
- GUIDELINES FOR INSTRUCTIONAL SESSIONS
- GUIDELINES FOR USE OF FACULTY FACILITIES
- ROLES AND RESPONSIBILITIES OF COURSE REPRESENTATIVES
- POLICY CONCERNING THE DISPLAY OF NOTICES

FACULTY OF SOCIAL SCIENCES CODES OF CONDUCT

General Code of Conduct for FSS Students

Preamble

This code has been generated in line with what is believed to be staff and students' general perceptions on what may or may not be considered appropriate conduct, and has been formulated through constant consultation with representatives of the relevant groups. This has been done in recognition of the fact that the faculty and its environs should be associated or seen as being synonymous with activities that uphold the university's, and by extensions its faculties', mandate towards the expansion and promotion of pursuits of an academic nature; and that persons therein should aspire to conduct themselves in a manner that may be considered socially acceptable. Therefore, wholesale and/or blatant disregard for the stipulations made herein may result in the application of disciplinary action.

(a) Areas surrounding lecture rooms and offices are designated quiet zones. Students shall therefore refrain from engaging in loud conversation or any other noise-generating activity that may cause disturbance. This includes, but is not restricted to singing, recitations, preaching, loud praying, the use of noise-emitting electronic equipment (i.e. radios, phones, etc.), and romping and playing of physical games (e.g. scrimmage). Persons are also to refrain from the use of violent and offensive language.

(b) Persons shall refrain from engaging in behaviour not suited for the Faculty's space, this includes the restrooms. This takes into account, but is not limited to lying down or sleeping on the furniture, public grooming, and the playing of games such as cards, dominoes and other such board games. Persons shall also refrain from engaging in any activity which amounts to an inappropriate public display of affection.

(c) Persons shall refrain from lingering or congregating along designated pathways in a manner that may obstruct free movement. This includes the sitting on of stairs and railings. Additionally, persons shall avoid walking in or through gardens and related lawns. There shall also be no riding on the pathways, except in the case of disabled persons who utilize mobility aids.

(d) Persons are not to remove furniture from their prescribed locations. This includes removing chairs and/or tables from classrooms, benches from usual positions, etc. An exception may be made in the case where the movement of furniture is necessary to facilitate the instructional programme/process, so long as the furniture is replaced in its original position thereafter.

FACULTY OF SOCIAL SCIENCES CODES OF CONDUCT

Responsibilities of FSS Students

(a) All Faculty of Social Sciences students are guided to accept responsibility for their learning, development and experience. To this end, students are encouraged to:

(b) familiarize themselves with the regulations and observe the guidelines for academic and behavioural conduct as prescribed by the Faculty and the University;

(c) be managers of their time;

(d) closely follow the programme requirements as set out in the Faculty Handbook for the year in which they joined the programme;

(e) seize opportunities that will foster personal growth and enrich their University experience;

(f) provide feedback to make the Faculty one which maintains a commitment to the pursuit of excellence in service, teaching, and research;

(g) get to know their instructors. Such a relationship is valuable especially when an academic reference is required for a job or to apply for postgraduate studies. Most instructors prefer to write letters of recommendation for students who they know very well;

(h) routinely check the Faculty's website, notice boards and UWI-provided email for information and updates; and be informed of the services provided and resources available;

(i) seek help with academic and psychological issues when needed;

(j) become familiar with and practice personal safety measures;

(k) seek to have queries, concerns, and complaints addressed via the appropriate channels in a timely manner. In-course matters should first be brought to the attention of the tutor or lecturer. If unresolved, students may, either by themselves or as a group, take the matter to the Head of the Department concerned and subsequently to the Dean;

(l) use designated student parking areas. Students are not usually allowed access to the Faculty's car parks, however, students who have a physical disability or otherwise unable to use the University car park may apply to the Faculty Office for a special permit; and

(m) adhere to the Faculty's non-smoking policy in buildings or other enclosed areas.

FACULTY OF SOCIAL SCIENCES CODES OF CONDUCT

Guidelines and Code of Conduct for Instructional Sessions

(a) This Code has been established through a series of consultations between staff and students and approved unanimously by the Faculty Board. The University community is comprised of persons with varied backgrounds and who may have different norms for socially acceptable behaviour. Additionally changes occur over time in terms of technology, culture and the environment within which we exist. We must therefore continually review our relationship with each other so that we may operate harmoniously within the same space. The Code includes elements that are prescriptive while others are guidelines which the Faculty seeks to establish as normative behaviour.

(b) During the conduct of any class, there shall be no activity which disturbs the assembly and affects the order of the proceedings. Instructors have the right to require any student to leave the classroom if s/he is involved in disorderly conduct, or alternatively instructors have the right to leave the classroom themselves.

(c) Cell phones, pagers and alarms of any type shall be turned off during classes. If there is an emergency for which a student or instructor may need to use the phone, this shall be indicated at/or just prior to the start of the class in a manner indicated by the instructor.

(d) Entrance and exit doors to class rooms shall be used as designated. Students shall not enter the classroom prior to the end of the preceding lecture.

(e) Children are only allowed in classes in exceptional circumstances and instructors must be notified. Where a child begins to disturb the class, she or he must be immediately taken out of the room.

(f) Garbage shall not be left in the classrooms.

(g) Classes are to start 5 minutes after the hour and end 5 minutes before the hour to facilitate students' and instructors' attendance at consecutive classes elsewhere. Students and instructors are to attend and leave classes punctually. Students who arrive late may be excluded from class. Faculty Guideline: Students may be excluded if they arrive 15 minutes or more after the time specified on the timetable.

(h) All white/chalk boards or other instructional aids shall be cleaned/removed at the end of any class.

(i) Students are to be given at least one days' notice where the schedule for a class is being changed and students are to be notified by the scheduled starting time where a class is expected to commence with a delay.

(j) There shall be no eating or drinking in classes, save in exceptional circumstances (e.g. students with diabetes or with classes from 11am to 2pm who are unable to eat during a break between classes). Students who find they must eat shall do so in a manner that ensures minimum disturbance to the class.

(k) In dressing to come to class, students shall be conscious of their part of a community, the way others see them based on their deportment, the standards of dress recognized within various professional environments and the impact that their mode of dress may have on other members of the community.

(l) Student representatives for each course are to be selected by the end of the fourth week of classes.

FACULTY OF SOCIAL SCIENCES CODES OF CONDUCT

Roles and Responsibilities of Course Representatives

(a) The course representative, as elected by the students of a course, should be seen essentially as being responsible for representing the interests/concerns of his/her fellow classmates regarding the course to the lecturer/instructor.

(b) He/She is responsible for maintaining an awareness of his/her classmates' concerns and/or feelings towards the course and will also be responsible for bringing them to the fore should such action be warranted.

(c) He/She shall meet with the course lecturer/instructor on a regular basis, so that they may have a brief discussion regarding the course, where the course representative can make known to the lecturer whatever general concerns the students may have and vice versa. It is recommended that this be done at least once every three weeks.

(d) He/She shall report to the faculty's student representative on any pressing concerns that the students of the course may share, and on what consultation with the lecturer/instructor with respect to these concerns has yielded.

(e) Should it become necessary to do so, he/she may, in consultation with the Faculty's student representative, bring such matters of concern to the attention of the Head of Department.

(f) He/She should be prepared to make him/herself available to sit on the Departmental Staff/Student Liaison Committee, should such a request/appointment be made.

FACULTY OF SOCIAL SCIENCES CODES OF CONDUCT

Guidelines for use of the FSS Meeting Point

(a) The Faculty of Social Sciences Meeting Point has been created for the use of the students of the Faculty of Social Sciences.

(b) The Faculty of Social Sciences Meeting Point has been established as a place where students from the Faculty can meet and engage in activities that are not necessarily of a strictly academic nature.

(c) The Faculty of Social Sciences Meeting point has thus been developed as a space where students can gather to engage in informal discussions, participate in quiet recreation and generally take a study break.

(d) The growth of the Faculty has made this necessary as the increasingly large number of persons gathering within the Faculty has threatened to disturb the quiet atmosphere that is required for academic pursuits.

(e) The Faculty of Social Sciences Meeting Point has been located close enough to the Faculty to allow students to easily move to and from classes while at the same time being sufficiently far away so as to avoid any disturbance to classes, offices and study areas.

(f) Users are therefore requested to respect the purpose for which the Faculty of Social Sciences Meeting Point has been created and to maintain its facilities in good order.

FACULTY OF SOCIAL SCIENCES CODES OF CONDUCT

Guidelines for Use of All FSS Quiet Study Areas

(a) The clusters of benches within the Faculty were established several years ago to provide a space where students could engage in quiet study between classes.

(b) A concerted effort is now being made to ensure that these clusters are used for the purpose for which they were built. All users are therefore being asked to assist in this effort.

(c) At the same time, there is more to student life than classes and quiet study. In recognition of this a Faculty of Social Sciences Meeting Point has been created, half the way towards the Main Library, so as to provide a space for other types of activities.

(d) Students who wish to engage in activities such as informal discussions, quiet recreation or who wish to take a study break are being asked to relocate to the Faculty of Social Sciences Meeting Point which has been developed to accommodate these pursuits.

(e) The Space within the boundaries of the Faculty is primarily an academic space and must be protected as such. Thus, the culture that we construct within these boundaries must be one that fosters and promotes an ambience conducive to teaching, research and study.

(f) In recent years, some of the clusters of benches have been used for purposes for which they were not intended. This has not helped to build the kind of atmosphere that is necessary for academic pursuits within the Faculty.

(g) Some activities are obviously disturbing. These include noisy exchanges which can disrupt classes and prevent other persons from doing their work. Yet these are not the only activities that are of concern.

(h) Simply put, the playing of games, discussions of a non-academic nature and the general meeting, greeting and chatting among friends and colleagues within the Faculty all tend to “kill the study vibes”.

(i) The Faculty supports a balanced student life and encourages wholesome recreation, the building of lifelong friendships and the lively debate of issues. At the same time, we must insist that there is a time and a place for everything.

FACULTY OF SOCIAL SCIENCES CODES OF CONDUCT

FSS Policy on the Display of Notices

A. Purpose of the Policy

Notices[16] may emanate from the Faculty or Departmental Office or through them from another official UWI source, from various units, organizations and individuals within the University as well as organizations and institutions outside of the University community. The purpose of this policy statement is to provide guidelines for the posting of notices so as to make the communication of information by notices (especially official notices) more effective, to reduce the clutter caused by the indiscriminate placing of notices, to allow staff and students to differentiate between official and unofficial notices and to clarify the University's liability with respect to the content of notices.

B. Faculty or Departmental Notices

Notices emanating from a Faculty or Departmental Office or through such Offices from other official UWI sources shall be posted on the official Faculty or Departmental notice boards and such postings shall be signed by a person designated to authorize postings, and may be stamped with the Faculty or Departmental stamp. Notices not emanating from any such Office may only be displayed on an Official Notice board with approval by the person designated to authorize postings.

C. Notices on the Student Representative Notice Board

Only notices authorized by the Student Representative or the Dean may be posted. Notices displayed shall not normally exceed letter size format 22 cm x 28 cm (8.5"x11").

D. Notices on Classroom Doors

Notices may be placed on the door of a classroom but only if the content of the notice relates to an activity within that classroom and must be placed in a notice pocket where one is available. Such notices are to be removed promptly after the activity to which it refers has ended.

E. Notices on Other Room Doors

Save for Official notices authorized by the Dean or Head of Department or their nominees, only an occupant of a room may authorize a notice on the door of that room. A staff member who regularly uses a door to post notices shall make a request to the Faculty Office that a notice pocket be placed on the door.

F. General Notices

General notices are those which do not emanate from a Faculty or Departmental Office or through them from another official UWI source or from the Student Representative. For the posting of general notices no approval for posting is required where

[16] For the purposes of this policy, notices shall include but not be limited to: advertisements, banners, circulars, documents, drawings, handbills, invitations, pictures and posters containing announcements addressed to or content displayed for the viewing by the general public and or members of the University of the West Indies (Mona) community and/or any subsection thereof, regardless of the format used.

these are placed on general notice boards, but the Disclaimer for Other Notice boards appearing in paragraph I below must be prominently displayed on or near such notice boards.

G. General Provisions

(i) There shall be placed on each notice board in the Faculty:

- a statement as to the category or categories of Notices (e.g. restricted to examination matters only) that can properly be displayed on that notice board and how permission to display can be obtained.
- the appropriate Disclaimer set out in paragraph I below.

(ii) For notice boards outside a lecturer's office a statement may be displayed indicating that it shall only be used for notices for specific courses taught by the lecturer or as otherwise authorized by the lecturer

(iii) For evidential purposes the Faculty Office and each Department shall maintain on file, a copy of all notices emanating from the Faculty Office or the Department, bearing the date and period of display and signed by an authorized person.

(iv) Notices not emanating from any such Office shall also be dated and include a "display until" date for a period no longer than four (4) weeks so as to facilitate the orderly refreshing of notice boards.

(v) Notices shall not be posted on walls, trees, lamp posts, furniture, doors (except as provided in paragraph E) or other places not designated for the posting of notices.

(vi) Notices must state a contact person, and for printed notices the name and address of the printer as required by Jamaican Law.

(vii) Notices posted shall conform to a standard of fair use; they shall not obscure other current notices and they shall not take up a disproportionate area of the notice board or exceed 28 cm x 44 cm (11"x17").

(viii) Notices shall not be displayed in breach of the Laws of Jamaica in general or more particularly as they relate to intellectual property, libel and obscenity.

(ix) Without seeking to restrict freedom of expression, the Faculty Office reserves the right to remove notices that are offensive or in poor taste; especially where they portray a damaging image of the University, its units or persons associated with it.

H. Consequences of Breach of Guidelines

Where notices do not conform to these policy guidelines, they may be removed without reference to the person, office, organization or institution by which they were posted.

I. Disclaimer

For Official Notice Boards:

By displaying notices submitted by persons or bodies external to the University of the West Indies, the University does not accept responsibility for the accuracy, completeness or reliability of the information they contain and accepts no liability for any loss incurred on account of reliance on such information.

For Other Notice Boards:

The University of the West Indies makes no representation and gives no warranty, expressed or implied, as to the completeness or accuracy of any information posted on this notice board, and is not responsible for any false or defamatory statement contained in any notice so posted or for the infringement of any proprietary or rights of any person on account of anything contained in any such notice.

PART VII

APPENDICES

- FSS (MONA) PHILOSOPHY OF TEACHING AND LEARNING
- COURSEWORK ACCOUNTABILITY STATEMENT
- OVERVIEW OF STUDENT REQUEST SYSTEM (ASRS)
- CREDIT CHECK
- FREQUENTLY ASKED QUESTIONS
- SEXUAL HARASSMENT POLICY & PROCEDURES
- EMERGENCY NUMBERS

APPENDIX I

FSS Mona Philosophy of Teaching and Learning

Our Commitment

The Faculty of Social Sciences identifies "excellence in teaching" as a key element of the UWI mission. The FSS is committed to facilitating its students and supporting its staff in line with the UWI's aim to produce a distinctive graduate (as the desired outcome of the teaching and learning process) with the set of attributes outlined in the 2012-2017 Strategic Plan and set out below[17]. In seeking to achieve its goals the FSS recognises the importance of monitoring and evaluating processes as the basis for on-going improvements in teaching and learning within the Faculty.

Critical and creative thinker • Effective communicator • Good interpersonal skills • IT skilled and information literate • Innovative and entrepreneurial • Globally aware and grounded in his/her regional identity • Socially, culturally and environmentally responsible • Guided by strong ethical values; with special emphasis placed on: • Leadership • Goal setting and • Ability to significantly contribute to new knowledge in the case of graduate students.

The FSS strives to create an environment, which fosters self-reflective teaching and learning in which its staff members are committed to linking teaching with research, participating in the scholarship of teaching, and adopting innovative methods that meet the full range of learning needs of a diverse student body. Teaching and learning is seen as a shared responsibility between students and teachers. This enhanced by the full integration of and cooperation among all those involved as instructors within a collegial atmosphere that achieves an appropriate balance between the role of the individual instructor and that of the department, faculty and wider University community including the specialized units such as the Instructional Development Unit, Students Services and Development, AQAC, the Deputy Principals Office and OBUS. The FSS is firm in its view that students must show a readiness and openness to learn, be active in the teaching and learning process, and take part in the assessment of the learning process.

The FSS sees itself as an integrated learning community which values both disciplinary and interdisciplinary studies and encourages students to take advantage of the insights and skills that can be gained from a range of disciplines, including those outside of the faculty, and from an active participation in co-curricular activities, internships and other enrichment opportunities.

The Enablers

The implementation of this philosophy is dependent on a shared vision, adequate infrastructure, appropriate workload allocations and suitable requirements of and opportunities for instructional skills development, as well as a comprehensive set of administrative and academic support for staff and students. An effective recruitment process for instructors and students must be in place along with schemes for the professional development of staff; and students must be able to access effective counselling, academic advising and remedial services as needed. All instructors including part timers require adequate orientation and Heads of Departments must provide clear directions regarding teaching expectations to new recruits; monitor their progress and afford

[17] See UWI Strategic Plan 2012-2017, p.31 (UWI Mission) and p.34 (Attributes of the Distinctive UWI Graduate).

them mentoring opportunities where appropriate. Students have different learning styles and strengths to which we must cater. We must identify students with special needs (e.g. social, learning and psychological) and pay attention to those who are doing poorly as well as those who are doing exceptionally well so that all groups may be supported to achieve their true potential.[18]

Quality Assurance

An integral element in the promotion of teaching and learning excellence in the FSS involves seeking to make the best use of the UWI quality assurance activities. Quality is maintained by continuous review of teaching and learning strategies, programmes and courses – based on feedback, including that from institutional research; student assessments; peer reviews; external examiners' reports; departmental self-studies; analyses of international best practices and surveys of employers and graduates. Monitoring mechanisms, utilizing a user friendly format, have been designed to track the implementation of recommendations arising from quality assurance reviews along with any alternative approaches designed by the departments in response to reviews.[19]

Teaching in Academic Staff Evaluation and Promotion

Teaching performance is an essential domain within which to evaluate academics. No matter the excellence in the other domains (1] research, publications and scholarship and 2] contribution to University life, public service and professional activities) promotion must depend on meeting an agreed standard of quality in teaching. Colleagues are expected to draft their own teaching philosophies and an assessment of teaching checklist is being developed to aid evaluation.[20]

Assessment of and for learning

There must be a clear link between learning outcomes, stated in course outlines, and assessments which should be both "of learning" and "for learning". The former evaluate the degree to which students have learnt and are the basis for final grades. The latter allow for feedback to benefit instructors and students as they seek to assess the extent of learning and adjust instructional and study strategies. In both roles, assessments are pivotal in teaching and learning and therefore require the attention of Departments and the Faculty, which must ensure that instructors have the appropriate competencies and that responsibilities are shared in a collegial manner.

Assessments must be aligned within the context of programmes to ensure that those higher order skills associated with the attributes of the distinctive UWI graduate are tested utilizing a wide range of methods, within a system which preserves an incontestable reputation of probity and sanctions dishonesty.[21] Cross cutting curriculum strategies such as communicating across the curriculum are valued and every effort is made to foster the students' sense of enquiry, encourage their intellectual curiosity and promote autonomy, while directing them towards closer involvement with the evaluation of their learning, and that of their peers.

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[18] This can be seen in the application of a policy on disabilities and the newly proposed Special Honours Degree.
[19] See relevant OBUS Quality Assurance documentation. FSS constantly seeks more effective assessments of teaching and learning outcomes (see for example, FSS Enhancing Student Learning Committee's Draft Peer-review document and the format for tracking the implementation of recommendations arising from Quality Reviews).
[20] See FSS(M)P. 18[1] Promotion and Evaluation Standards Academic Staff.
[21] Reference can be made to the literature on Bloom and subsequent taxonomies of learning domains.

Conclusion

We have a professional and civic responsibility to our Caribbean people to ensure that future leaders are equipped with tools necessary to secure the sustainable development of our region. To fulfil this responsibility, we must do all in our power to ensure that while pursuing their degrees within the Faculty, our students acquire the attributes of the distinctive UWI graduate, which will equip them to play their role as future leaders within (and beyond) the region.

APPENDIX II

Undergraduate Coursework Accountability Statement

The undergraduate coursework accountability statement is to be attached by students registered for undergraduate courses in the Faculty of Social Sciences, to the front of any document submitted as a component of course work save that when coursework consists of an invigilated examination no accountability statement is required and where the submission is entirely in electronic form, the student shall make an equivalent declaration electronically.
I hereby certify that I am the author of the attached item of coursework or the section thereof for which I am responsible, herein after referred to as this paper, and that all materials from reference sources have been properly acknowledged.

I certify that I have read the relevant Faculty regulation contained in the UWI Mona Faculty of Social Sciences Undergraduate Handbook (Regulation 12) and the documents to which the regulation refers:

In particular, the relevant UWI Examinations Regulations for First Degrees, Associate Degrees, Diplomas and Certificates (78-85 in the case of the 2006-2007 Examination Regulations).

I understand what plagiarism is and what penalties may be imposed on students found guilty of plagiarism.

I certify that this paper contains no plagiarised material. In particular:

All quotations taken from other works have been referenced to the source from which I obtained them and clearly indicated in this paper by the use of quotation marks or indented paragraphs;

All paraphrases and summaries of material taken from other works have been clearly indicated by appropriate framing and/or referencing;

Where material is drawn from other works I have avoided the use of cosmetic paraphrasing thereby ensuring that I have presented paraphrases and summaries that represent substantial representation of material from the sources or alternatively I have used direct quotations;

I have included in the bibliography all works from which I have taken ideas inclusive of, where appropriate, separate lists of works that have been cited and works that have been consulted;

I certify that this is my own work and that I did not receive any unfair assistance from others (including unauthorized collaboration) in its preparation.

I certify that this paper has not previously been submitted either in its entirety or in part within the UWI system or to any other educational institution or if it has I have made an additional declaration below.

In the case of group work, I certify that the work that is the responsibility of each member of the group has been clearly indicated and that where no such indication has been given, I take responsibility for the work as if it were the section of the paper for which I were solely responsible and that I have not collaborated with any member of the group to breach the University's regulation.

Name _____ Signature _____

Date _____

Additional accountability statement where work has been previously submitted

I have set out in an attached statement the details regarding the circumstances under which this paper or parts thereof has been previously submitted.

I have received written permission from my Supervisor/Lecturer/Instructor regarding the submission of this paper and I have attached a copy of that written permission to this statement.

I hereby declare that the submission of this paper is in keeping with the permission granted.

Name _____ Signature _____

Date _____

APPENDIX III

Guidelines for Presenting Materials in Course Essays

Prepared by Dr. L. Stirton

Students often run into trouble when presenting and documenting material in course essays. The following guidelines should help students to steer clear of any of the pitfalls that might result in being penalised for breaching academic standards. Remember, it is your responsibility to ensure that your essays adhere to the standards of academic integrity.

Types of Borrowed Material

There are three basic ways in which students may incorporate the ideas that they have confronted in their reading in their essays: quotation, summary and paraphrase. Far too many students misunderstand the differences between these.

Quotation

With a quotation, you present another writer's idea in that writer's words. You must indicate the borrowing with either quotation marks or block indentation, combined with a footnote/endnote reference. For example: According to Stigler, "every industry or occupation that has enough political power to utilize the state will seek to control entry. In addition, the regulatory policy will often be so fashioned as to retard the rate of growth of new firms."[1]

Summary

A summary is where you present another writer's idea, only not his or her words; further, you present only the core of the idea—the main point—because you condense the idea as you reword it. You must also indicate the borrowing with a footnote/endnote, usually combined with an introduction (called a frame) that also attributes the summary. Here is a summary of the sample quotation:

> Stigler argues that influential economic interests seek regulations that reduce competition.[1]

Paraphrase

A paraphrase is like a summary in that you present only another writer's idea, not his exact words; this time, however, instead of compressing the idea, you restate it in your own words. Thus, the paraphrase is a little like a translation. Although it isn't usually a word-for-word substitution, it often follows the pattern of the original wording. Again you must indicate the borrowing with a footnote or endnote, usually combined with an introduction that also attributes the paraphrase. Here is a paraphrase of the sample quotation from Stigler:

> Stigler says that economic interests with sufficient influence over government policy will try to bring about public policies that deter competition from other firms. They will also encourage rules and regulations that are detrimental to new rivals.[1]

All three types of presentation use borrowed ideas, but only a quotation uses borrowed words. You can mixanotherwriter'swords into your summary or paraphrase, but you must show the specific borrowing in quotationmarks. Here is our examplesummarywitha touch of quotation thrown in:

Stigler says that the economic interests with sufficient "power to utilize the state" will seek regulation that operates to reduce the threat of competition from potential rivals.[1]

Framing Your Presentation

Whether you quote, summarise, or paraphrase, you must give due attribution to your source, by framing the borrowed idea with an introduction and a footnote/endnote. Your endnote must include a specific reference to the text from which you borrowed the material including page numbers. Keep in mind that, in the absence of a quotation, the reference in a footnote or endnote refers only to the single sentence that the notation follows. Of course, quotation marks or block indentations indicate the length of a quotation. But summaries and paraphrases don't have such ready mechanical indicators. However, you can frame a borrowing (especially a summary or paraphrase) with an introduction and a footnote. An introduction like "Stigler argues" or "According to Christopher Hood, Stigler argues" will indicate the beginning of a borrowing, and the footnote/endnote reference will indicate the end. Then the footnote reference applies to the entire borrowing.

Framing Hints

To work borrowed material into your papers, you must frame it gracefully as well as responsibly. There are many varied ways to frame a quotation, paraphrase, or summary. Here is an example of the most common approach:

According to Stigler, "every industry or occupation that has enough political power to utilize the state will seek to control entry. In addition, the regulatory policy will often be so fashioned as to retard the rate of growth of new firms."[1]

Don't rely solely on this frame, or your writing will seem mechanical and monotonous. Consider the alternatives below, and also note how the authors of your reading assignments frame their references to others.

Variations on the "According to" Frame:

It was Mancur Olson who first pointed out that "unless the number of individuals is quite small, or unless there is coercion or some other special device to make individuals act in their common interest, rational self-interested *individuals will not act to achieve their common or group interests.*" [1]

In their article, "Institutional Perspectives on Political Institutions", March and Olsen contrast the bargaining or exchange account of politics with an institutional story which "characterizes politics in a more integrative fashion, emphasizing the creation of identities and institutions as well as their structuring effect on political life." [1]

The Interrupting Frame:

"Tales of monumental blunders, blatant self interest and corruption, self-destructive organizational civil wars and feuds, astonishing failures to look ahead or take any initiative in the face of the most pressing problems are," as Christopher Hood argues in *The Art of the State,* "far from unusual in most societies." [1]

The Separate-Sentence Frame:

"If bureaucrats are ordinary men, they will make most (not all) of their decisions in terms of what benefits them, not society as a whole." [1] In these terms, Gordon Tullock makes a departure from the orthodox assumption in public administration that public servants act in the public interest.

Minor Errors-Format

On one end of the spectrum are minor errors in format. There are formats in all parts of life: don't eat peas with a knife; don't begin a bibliography entry with an author's first name. For those who ignore formats, punishments range from an admonishment to a deduction of a few points from a paper's grade.

Major Errors-Plagiarism

At the opposite end of the trouble spectrum is plagiarism. Plagiarism involves presenting someone else's words or ideas without giving proper credit. Therefore, you obviously plagiarize (a) if you present someone else's words as though they were your own (by seeming to summarize or paraphrase when in fact you quote directly) or (b) if you present someone else's ideas without giving proper credit (by failing to document at all). Punishment depends on the extent of the offense. But you should realize this: any plagiarism violates academic integrity, so anything beyond the most minor, accidental plagiarism will usually result in a zero grade for a paper, with no chance to rewrite.

Major Errors-Other

On the trouble spectrum between minor errors and plagiarism, there are other serious errors that can bring severe punishment. All of them breach academic integrity (making a zero grade possible) of them could be evidence of cheating. As with plagiarism, the extent of the error will determine the extent of the punishment.

Blanket Notes

Remember that, except with quotations, a footnote or endnote generally covers only the preceding sentence. The old student standby device of putting a notation at the end of a paragraph to document something in the paragraph just won't work. The problem could, of course, simply be sloppy presentation, or the sloppiness could be interpreted as an attempt to disguise cheating. Avoid the trouble by using the frame of introduction and parenthetical notation to indicate where a borrowing begins and ends.

Wrongly Attributed Borrowing

You must attribute the material you borrow to the source you actually use. For example, you find in a book by Smith a quotation Smith borrowed from another book by Jones. If you use the Jones quotation, you must document the borrowing as material from Jones that you found in a book by Smith. You cannot, however, document the passage as if you had found it in the book by Jones or as if Smith himself had written it. Either of these ways misattributes the quotation, and you could be accused of deceiving your reader by claiming you'd read Jones' book.

Padded Bibliographies

If you use a simple one-part bibliography, you must list only the works you actually cite in your paper. You cannot list other works you didn't cite but which you think the reader should be aware of. Listing works not cited in the paper gives the appearance that you've done more work than you really have. So how can you show works that influenced you but that you didn't borrow material from? Use a two-part bibliography, the first part called "Works Cited" and the second part called "Works Consulted." Their formats are the same.

APPENDIX IV

Overview of the Automated Student Request System

What is the Automated Student Request System?

The Automated Student Request System (ASRS) is a web-based system used by students requesting services from the Social Sciences Faculty Office.

The Main Features and Benefits of the ASRS:

- Allow students to make requests online
- Allow students to track the status of requests
- Provide students with details (explanation) on each request type
- Allow students to verify/update their biographic/personal data
- Inform students of the requisite documentation needed for the processing of each type of request
- Allow online Dean's approval of requests
- Automatically provide students with feedback on requests via e-mail.

To Access the System:

- Go to the Student Administration System (SAS)
- Select Enter a Secure Area
- Login into SAS (Follow the Login instructions provided)
- Select the option labeled "Student Services"
- Select "Automated Student Request System (Student)" from the list of items.

To Make a Request:

- From the dropdown menu, select the desired request type.
- Complete form and be sure to *supply a reason for each request.*
- Click the "Submit" button.
- From the confirmation page, we recommend that you note the request type and request number generated by the system. *You will need this information to track the status of your request(s).*

APPENDIX V

Degree Checklist

Credit Checks in the Faculty of Social Sciences are performed by students.

A credit check reveals the number of courses completed and the courses and credits needed to complete your programme of study. All students who wish to conduct a credit check should kindly note and follow the steps below:

Procedure

1. Print an unofficial copy of your transcript accessed via SAS.
2. Locate the FSS Degree Checklist online which corresponds with the year you entered the programme at

   https://www.mona.uwi.edu/socsci/degree-checklists.

3. Choose the checklist that corresponds with the year you were admitted to pursue the major. For example, if you were accepted to pursue Banking and Finance in academic year 2018/2019, you are required to use the checklist for that major and year until you have completed all the requirements. Identify your programme of study and check the requirements of the programme alongside your transcript to determine courses completed and those outstanding.
3. All core courses, i.e., courses listed under a programme,**as well as** the required number of electives at the indicated Levels (i.e., I or II/III) **MUST** be passed in order to complete an FSS degree.
4. If after completing a credit check, you are still unclear whether you are on the right track or not, please seek clarification from the Department that offers the programme.

Note to Finalising Students

The checklists are intended as a guide to you keep on the right track. These checklists, however, do not provide official confirmation of your eligibility to graduate.

If after completing the checklist your have questions related to your rate of progress, please contact your department or academic advisor.

Students entering their final year of study are urged to seek academic advising from their department during orientation week in August.

APPENDIX VI

Frequently Asked Questions

Q: To which department do I belong?

A: See Part IV for a list of departments and their respective degree programmes.

Q: How do I know which courses to choose for my Major?

A: See programme of study requirements outlined in Part IV of this Handbook or check with your department.

Q: How many courses am I allowed to take for the academic year?

A: See Regulation 9 in Part III of this Handbook.

Q: Am I eligible for exemptions based on subjects passed at CAPE?

A: See Regulation 7 in Part III of this Handbook for list of courses from which you may be exempted.

Q: What is the difference between an elective and a free elective?

A: See Glossary of terms used on Page iv.

Q: What is the difference between exemptions with and without credit?

A: See Glossary of terms used on Page iv.

Q: I am a part-time student yet some of my classes are held in the day, why is this?

A: Part-time in the Faculty refers to a student's work load per semester and does not mean evening studies. While some Level I courses are offered in the evening, the majority of the courses at Levels II and III are taught during the day. Students registered part-time must be prepared to attend classes between 8am and 5pm.

Q: If the same course is required by both my major and minor, what should I do?

A: You will not normally be credited for the same course twice. Please seek guidance from your department regarding substitute course(s).

Q: Do I have to take the foundation courses in my first year?

*A: Students do not have to complete all courses at one level before taking a course at another level as long as the pre-requisites for the course(s) have been met. However, students **MUST** complete FOUN1013 or FOUN1019 during the first year of their degree programme.*

APPENDIX VII

Sexual Harassment Prevention and Protection

The University of the West Indies (The UWI) is an equal opportunity institution. Accordingly, sexual harassment, an aspect of gender discrimination and of violence, is expressly prohibited and will not be tolerated. The UWI is committed to ensuring and maintaining a safe and healthy educational and work enviroment which is free from sexual harassment.

The UWI will reflect this policy of non-tolerance of sexual harassment in the oversight of its students, employees, persons under its independent service arrangements, other persons who provide academic services to the University, as well as to its contractual agreements, independent service arrangements and its inter-action with members of the public.

What is Sexual Harassment?

According to the Sexual Harassment (Protection and Prevention) Act 2021, sexual harassment is defined as "any conduct or behaviour that constitutes unwanted and unwelcome conduct of a sexual nature by one person toward another".

Types of Sexual Harassment

Sexual Harassment can take many forms – bothe verbal and non-verbal. Here are the main types:

- Physical: Unwanted touching, hugging, kissing, groping, etc
- Verbal: Offensive comments about appearance, sexual jokes, insults based on sex. "Compliments" can also be harassment.
- Non-verbal: Suggestive gestures, winks, leering
- Psychological: Intimidation, persistent unwanted advances, sexual innuendo.
- Cyber: Sharing sexual content or sending explicit messages via online platforms
- Written/Visual: Distributing pornography or written sexual content
- Quid Pro Quo: Trading sexual favours for job benefits or public services
- Stalking: Obsessive following, contact, and watching someone, either physically or online
- Voyeurism: Spying on someone in a private space without their knowledge.

Remember, acts or comments of a sexual nature, not intended to harass, can constitute sexual harassment if another person feels uncomfortable with such subjects. Claiming to not understand or failing to know that an act is harassing, does not mean that it is not in fact, sexual harassment.

Reporting Procedures

A sexual harassment complaint may be initiated via telephone, in-person (i.e. drop in/by appointment) or via a third party who was not directly involved with the sexual advance being reported. Communications about an incident (s) of sexual harassment can be informal (consultation) or formal (complaint) based on the wishes of the reporting party. All sexual harassment complaints shall be confidential. The procedures for each of these avenues are outlined in the Trauma – informed sexual harassment complaints protocol.

An abbreviated complaints procedure is provided here. Your Student Sexual Harassment Peer Advisor (SSHPA), Faculty Sexual Harassment Focal Point (SHFP) or the Sexual Harassment Complaints Coordinator (SHCC) in the Office of the Campus Registrar, are all available to assist you in making a confidential complaint.

1. Complaint received by Sexual Harassment Complaints Coordinator; Student Peer Advisor; Staff Focal Point; walk-in; WhatsApp; Telephone
2. Sexual Harassment Complaints Coordinator informs complainant of the informal and formal procedures for staff and students. Respondent advised of the nature of the complaint with complainant's permission. Psychosocial support is offered.

Filing Sexual Harassment Complaints

Any member of the University Community may make an allegation of sexual harassment to a Sexual Harassment Focal Point (SHFP), the Sexual Harassment Complaints Coordinator (SHCC), or directly to the Campus Registrar, stating that he or she believes that sexual harassment has occurred either against himself or herself or with respect to another member of the University Community. An allegation of sexual harassment may be filed within six years of the occurrence of the alleged incident of sexual harassment.

False Sexual Harassment Complaints

A person who knowingly makes a false sexual harassment complaint to The University may be subject to disciplinary proceddings in accordance with established University procedures for misconduct. A person who knowingly makes a false complaint before the Tribunal under Section 27 of the 2021 Act commits an offence. A person who contravenes subsection (1) commits an offence and shall, on summary conviction in a Parish Court, be liable to a fine not exceeding one million dollars or, in default of payment therof, to imprisonment for a term not exceeding three months.

To view a copy of the policy, click: UWI Mona Interim Sexual Harrassment Policy and Procedures 2024.
For further information on how to report an incident or make a complaint, visit the Sexual Harrassment Prevention and Protection website.

APPENDIX VIII

Online Learning Guide and Email Etiquette

"In many ways, effective communication begins with mutual respect, communication that inspires and encourages others to do their best."

Zig Ziglar

Overview

Here in the Faculty of Social Sciences, UWI, Mona, we are proud to serve as role models for our students and to work with you as a team as we prepare you to become stellar graduates; the proud representatives of our brand as Social Scientists here at UWI, Mona.

While we feed your minds with various academic skills, we would like to ensure that we also help you in strengthening your skills by providing you with some important soft skills that are necessary to help you to achieve, personal, social and professional success. This document has been prepared to guide your etiquette in online settings, including your email etiquette.

Online Learning Guide

Online learning has suddenly become our new way of operating. The months have gone by quickly since March 2020, and we now know that we need to adapt our expectations and behaviours to get the very best from our online experience.

Getting the best online learning experience means taking a more active approach, such as being prepared to speak out in classes and tutorials, participate in discussions, and work collaboratively. Students who thrive in this new environment are self-directed, independent learners, who accept responsibility for organizing their learning.

Below are a few easy-to-follow rules to ensure you are making the best virtual impression and getting the most out of your online classes.

1. Be on time and ensure you are set up correctly.

Punctuality is especially important for online classes. Log into OurVLE at least five minutes before the start of the class, and locate the virtual classroom solution that powers our online teaching. Check your microphone, and if it is your first online class, familiarize yourself with the interactive capabilities. Chat, polling, shared files, whiteboard, and other features can be accessed using the purple arrow icon in the bottom right corner of the page. Tools located at the top of the screen are participant controls to draw or write on whiteboards and/ or files. Please refer to the diagram below. Remember too that running other applications on your computer can slow your connection to the session.

2. Try to be aware of your surroundings, especially if you are using your webcam

While we understand that there are some things beyond your control, try as best as you can to find a space where there is nothing in the background (e.g., traffic, other people, a pile of laundry) that may distract from the class. Your Instructor and classmates can see behind you.

3. "Mute" is your friend

Once you log in to the virtual classroom, be sure to mute your microphone (lower left-hand corner). This will help to eliminate background noise that could distract the class. If, for any reason, you forget to mute your microphone, causing distraction, be quick to apologise once you realize.

4. Use the "Raise hand" button and wait to be called upon

If you wish to speak, please use the "Raise Hand" button at the center of the bottom of your screen. Once the Instructor calls on you, unmute yourself and begin speaking. When you have finished speaking, indicate you are done by saying something like "That's all" or "Thank you" and then mute your microphone again. Please lower your hand once you have made your comment or your question has been answered.

5. Be Polite

The chat feature is a tool to make comments and ask questions without interrupting the speaker but be aware that your comments are public and are recorded in the minutes of the session. Please take your posts seriously and review and edit your posts before sending. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you". Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS SHOUTING. When communicating online, you should always treat your Instructor(s) and fellow classmates with respect. Avoid spamming the chat or sending the same message repeatedly. Keep in mind that the chat shows the more recent messages; a student who sends messages in the chat without purpose drowns out the other students. Please remember, "You should always treat your Instructor(s) and fellow classmates with respect,". Do not say online what you would not say in person.

6. Give your full, focused attention

It goes without saying that giving your focused attention is one of the best things you can do to learn efficiently. It may be tempting to use another device or engage with someone or something else in your surroundings rather than the class that you are a participant in. Side conversations with other students via another means of communication should be avoided. Show respect to the important learning process that you are engaged in during the online class, just as you would if you were physically present in person with your classmates. If you have to slip out of the class for a brief period, it is advisable that you indicate this in the chat, particularly if you are part of a small class or are expected to make a presentation during the class.

7. Participate fully

Participating fully may look different depending on what your Instructor is expecting of you at any particular moment. At times, your Instructor will be leading the class in a discussion and this is when it is most important to speak up and share your thoughts. Of course, if your Instructor is simply sharing instructions with you, then participating fully means paying close attention to be sure you understand, writing anything down you do not want to forget, and being ready to ask any questions you have about confusing sections when the Instructor is done.

Avoid the tendency of some students to sit back and observe. When there is a glowing screen in front of us, we can default to passive spectator mode. Even if it is just taking notes, make the most of each online class by becoming as active a learner as you

can be. Remember too that Lecturers are still required to be available for "office hours", and that you may contact them via email for assistance with clarifying difficult material etc.

8. Review your notes and the recording later

Recordings of the classes are generally available one hour after the online session. It may be helpful to some students to use their notes and the recording for extra review of concepts that might have been difficult. Challenging concepts may not make sense on the first time through, but reviewing the recording again the next day might clarify all your questions. Keep in mind that it is always possible that the recording will fail or there will be a glitch in the technology. It is a good idea to take notes during the live sessions and not only rely on re-watching later.

9. Keep up with all readings and assignments

One of the challenges posed by online learning is the increased level of responsibility that students will have for their own learning. It can be tempting to put off readings and assignments. Doing this once can have a spiral effect; you are likely to fall behind if you keep putting off readings and assignments. Avoid the panic and the feeling of constantly being behind by setting up routines for yourself that ensure you are always on top of your assignments and readings. Adopt a mindset that each day you will review readings and focus on specific assignments and learning. Give yourself breaks and set micro-goals to ensure that you keep up the motivation.

Email Etiquette

Forms of address

The easiest way to address someone is to write "Dear X".
"Hi" is very colloquial and should not be used to address your Lecturer; it is only appropriate between students.

Titles

In the university context, there are three options: "Mr./Mrs. Ms.", "Dr." and "Prof". You may write "Dear Mr. Stevens". There are some individuals who may not be sensitive to titles; in this case a formal approach is still required. You may write: "Dear Michael Stevens".

Identifying yourself

Simply use your first and surname: "Samantha Laws". If you know your Lecturer well, you can use your first name. Do not assume that your Lecturer is aware of the course to which you refer. Indicate the class which you refer to as well.

Identifying others

If you are referring to another student, "my fellow student" or just the first name and surname of the person in question is appropriate. Reference to "colleague" is only used in the professional setting.

Before sending an email

- Use clear and concise language. Be respective of the readers' time and attention.
- Ensure that your writing is grammatically correct, spelling mistakes are eliminated and that the correct punctuation is used.
- Avoid slang terms such as "hiyee" or "wassup?" and texting abbreviations such as "u" instead of "you".
- Limit and possibly avoid the use of emoticons. Not everyone knows how to interpret them.
- Be cautious when using humour or sarcasm as tone is sometimes lost in an email or chat post and your message might be taken literally or offensively. That said, be careful of the tone of your email. This is a professional exchange. You may not wish to convey the impression of being clueless, irresponsible or rude.
- Be sure to check that you are sending the message to the intended recipient before clicking the "send button". Also, if attachments are being sent, be sure to check that they are in place before clicking the "send" button. Finally, be sure to check your course resources before asking the Lecturer questions, since the information may have already been shared with you on OurVLE or elsewhere.
- Similarly, think before you send the e-mail to more than one recipient. Does everyone really need to see your message?

Salutation

There are a variety of ways to end your email. Examples include: "Best wishes", "Best regards", "Yours truly", "Yours faithfully", "Yours sincerely" etc. Shortened forms have become common and are not considered impolite for example: "Best, or Regards".

Timeframe for response

Lecturers get lots of emails; do not expect an instant response. Give two to three days for a response and if you do not hear from the Lecturer, just send the email again. The Lecturer may not have noticed it for several reasons. If you are sending an email while upset or angry, think about not sending it until you have cooled off. A 24-hour resting period is often a very good idea.

Student-Lecturer Interactions

1. ***You are an adult:*** This environment is a supportive environment for you to learn to accept responsibility for the ways in which you act. Students are expected to conduct themselves in a mature manner.

2. ***All classes are important:*** Lecturers put a lot of time and effort into preparing for their classes. If you miss a class it is your responsibility to get the information you have missed, you can do so by consulting with your classmates, and completing the readings. If you are unclear about something, then you can consult your Lecturer. You should however be prepared before you go to your Lecturer. If you do consult your Lecturer be sure to indicate what you did to prepare to meet with them; this information will be appreciated.

3. ***Your GPA is your responsibility:*** Be consistent in reviewing your performance. Discuss any challenges that may be impacting your performance early in your courses. Follow up on your assignments and ascribed grades.

4. ***Be respectful:*** The University is an environment of mutual respect.

5. ***Grades are earned:*** You have to put in the time to earn the grades you deserve. Do not argue with your Lecturer about how deserving you are. Rather, if you are concerned about your grade, you may take the following approach: *'I'm concerned about the grade I received. I expected it to be higher and believed I followed the requirements. May we discuss exactly what I needed to have done differently?'"*

6. ***Deadlines:*** Your Lecturer will give you adequate time to prepare for your assignments. This may be included in your course outlines, posted on OurVLE, and/or may be announced it class. It is your responsibility to follow these deadlines.

7. ***Investment in your studies:*** It is recommended that you review your notes before and after your lectures. At any point in time, your Lecturer may choose to give you a random quiz.

8. ***Be on time for your classes and tutorials:*** you cannot afford to miss the content of your courses, therefore it is expected that you will be on time for your lectures and your tutorials.

9. ***Missing lectures/tutorials:*** The University's regulation (*Student Handbook 2020-2021,* p.39), stipulates that: "All registered students are required to attend prescribed lectures, practical classes, tutorials, or clinical instructions. Students with unsatisfactory class attendance [who have been absent from the University for a prolonged period during the teaching of a particular course year for any reason other than illness] or who have failed to submit any assessments set by his/her Examiner, are subject to debarment by the relevant Academic Board, on the recommendation of the relevant Faculty Board, from taking any University examination. Procedures to be used to measure attendance and assessments shall be prescribed by the Faculty" (p. 39).

10. **Cell phone usage in class**: while in class, your cell phones should be on silent.

Peer-Peer Interactions

Social media platforms such as WhatsApp and Instagram allow for rapid communication with friends, family and classmates, they also facilitate group participation through features that allow public access to discussion forums and posts. Below is a list

of helpful suggestions that should allow seamless integration and navigation throughout group chats that are created with academic intentions.

1. Keep the group chat relevant- Academic group chats have been created for the sole purpose of discussing pertinent information relating to a specific course and quickly disseminating updates from Lecturers regarding content and deadlines. If your intended subject of discussion deviates from the collective academic goal of the course or if a message only relates to a specific person, it would be best advised to have such discussions in a private forum.

2. Be cautious of the intentions of the group chats with which you are involved- group chats that are comprised of students who have examination questions and are copying answers to course work from peers SHOULD BE AVOIDED. This type of collaboration goes against the University's policy on academic integrity, it is your responsibility to ensure that you are mindful of the group chats you are involved in. Breaching your academic integrity results in serious sanctions.

If you notice throughout members' interactions that there is evidence of academic dishonesty, leave the group immediately. It is best to separate yourself from the situation as soon as possible. Find the appropriate group chat of students who are looking for genuine and acceptable assistance from their peers.

3. Be respectful of others- Do not start a group conversation at night when everyone is probably asleep. You may want to establish an appropriate time with the group. Use appropriate language for public conversation and when referring to other members of the group chat. Expletives have no place in communication with classmates.

4. Be very mindful of your tone-The common saying: "It is not what you say, but how you say it", has even greater relevance in an online forum given our inability to interpret tone of voice in the messages that are sent. Stay clear of conversations that contain sensitive or controversial subjects, and as best as possible avoid conflict or escalating tensions through rude or impulsive responses. If a disagreement ensues, clearly state that you are happy to discuss the issue, but that a group chat is not the place. Then move to pick up the phone and have a conversation outside of the group chat setting.

5. Allow everyone an equal opportunity to participate in discussions or decisions that are relevant to the group.

6. Check messages for errors before pressing send- Under examination conditions, you are encouraged to check answers before turning them in; the same principle applies to group chats. Remember that you cannot take back your response once you hit send. Ensure that the message you send is the one you intended to send, before pressing send.

7. Be mindful when utilizing the services of class representatives- Each course normally has an assigned class representative whose main role is to advocate on the behalf of their fellow classmates by facilitating communication between the Lecturer and students. While most class representatives eagerly have accepted the opportunity to act as a liaison, please be mindful that this is a voluntary position. They hold themselves to a particularly high standard and are willing to make every effort to ensure that

students within the course are at ease, however they are not forced or compelled to meet individual demands. Approach class representatives with kindness and be reminded that they too have lives of their own.

Let us work together on becoming aware of and harnessing these soft skills as they can help us to succeed in the classroom and better equip us to enter and thrive in the workplace after graduation.

Sources:

http://ijello.org/Volume4/IJELLOv4p205-223Craig510.pdf

https://achievevirtual.org/7-rules-for-online-etiquette/

https://education.depaul.edu/covid-19-resources/Pages/zoom-etiquette-for-students.aspx

https://www.apa.org/ed/precollege/psn/2017/09/soft-skills

APPENDIX IX

Emergency Contact Information

UWI Security and Medical Emergency Numbers		
Location	**Telephone**	**Extension**
Campus Security	(876) 551-0134 or 6 | (876) 977-9902 or (876) 702-4334	7469/7472/7473
Mona Police Post	(876) 837-7129	
Health Centre	(876) 927-2520 | (876) 970-0017	2370
University Hospital	(876) 927-1620-40	
Counselling Services	(876) 970-1992 | (876) 927-2520 | (876) 970-1992	2270
FSS Lost and Found	(876) 927-2592 | (876) 977-0640 (876) 395-0170 (c)	8525 | 8526
UWI Switchboard	(876) 927-1660-9	
Non-UWI Emergency Numbers		
Ambulance	100	
Fire	110	
Police	119	
Hurricane Update	116	
FSS Emergency Assembly Points		
Lawn of Staff Canteen		
Lawn of Aqueduct (East of Faculty)		