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Welcome aspiring psychologists!

The academic and administrative staff of the Department and Psychology Unit warmly welcome you, the 2013-14 cohort! We sincerely wish for you an excellent start and end to your current graduate journey!

Our programme is now in its 10th year. Since 2004 we have provided a sound foundation to approximately 100 students in theory, research and practical experiences relevant to applying social psychology to studying and solving social problems. The programme is also situated in a broader context – a multifaceted department devoted to understanding human behaviour at many levels and a university dedicated to enhancing and developing the region. It has a higher purpose, beyond your personal development. Our graduates are equipped with many competencies and skills and have applied these in several settings across industries – government agencies, educational institutions, business companies, security forces, community-based organizations, etc.

Students who are most successful at graduate school do much more than get ‘A’ grades. Our programme aims to provide you with knowledge and skills in core content courses and electives, but much of your learning will also take place during seminars, discussions and other forms of interactions with the faculty, staff and your peers. As aspiring psychologists, you want to immerse yourself in your field to one day become the experts who write journal articles and books, deliver lectures, provide consultancy services or who work in the public and private sectors as applied psychologists.

We encourage you to set goals at the outset of this programme. Use your initiative to discover how the best and brightest accomplish their goals, and then work as hard and as smartly as you can to do the same. Specifically, the Masters programme can be taken as a large project with several smaller components that you tackle along the way. Victory in each small part gets you to the end and on to your careers.

Now, as you begin this journey, I invite you to partner with us in serving you. As coordinator for 2013-14 and 2014-15, I intend to constantly seek your feedback and innovative ideas on how to do what we do better, and how to do better things.

I congratulate the outgoing coordinator Dr. Gillian Mason, for her excellent tenure, and wish to thank her for all the assistance she has, and is continuing to provide to prepare me for this role.

Best wishes,

Marina Ramkissoon, PhD candidate
Coordinator,
M.Sc. Applied Psychology Programme

Email contacts: marinaramkissoon@gmail.com; marina.ramkissoon@uwimona.edu.jm
Academic Calendar, 2013 -14

Semester I

Semester I begins  August 25, 2013
Registration Week August 26 – 30, 2013
Teaching begins  September 2, 2013
Teaching ends  November 29, 2013
Examination begins December 4, 2013
Examination ends  December 20, 2013
Semester I ends  December 20, 2013

Semester II

Semester II begins  January 19, 2014
Teaching begins  January 20, 2014
Teaching ends  April 18, 2014
Semester break  April 20 – 27, 2014
Examination begins  April 28, 2014
Examination ends  May 16, 2014
Semester II ends  May 16, 2014

1 These dates are taken from the Faculty of Social Sciences Undergraduate Student Handbook 2013-14, are subject to change and are superseded by those contained in the official printed or online version of the 2013-2014 Academic Diary of the University.
Programme Overview

**Mission**
Our mission is to provide training in theory, research and practice in preparing psychologists who use multidisciplinary perspectives and multilevel approaches to promote societal, organisational, group, and individual well-being.

**Objective**
The objective of this programme is to provide a core body of knowledge and skills from social psychology which, when integrated with the theory, methods and research of specific areas of psychology, can be used to study and resolve social problems.

**Scientist-practitioner model**
The M.Sc. programme is designed on the scientist-practitioner model. It prepares graduates for research, policy analysis, intervention and consulting in a wide range of different settings including government agencies, industrial organizations, schools, social service agencies, community-based organizations, research firms, trade unions, hospitals and clinics.

**Requirements to earn the degree**
To earn the M.Sc. in Applied Psychology, students must pass:

1. Seven (7) compulsory content courses
2. Four (4) approved electives (at least 12 credits)
3. One (1) practicum
4. One (1) research paper

Students must earn at least 37 credits to earn the degree.

**Duration**
The M.Sc. in Applied Psychology is offered on a *full-time basis*. Students should complete all requirements for the programme, including the practicum and research paper, in two academic years.
## Programme Structure

### Compulsory content courses, practicum and research paper

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits (total of 25)</th>
<th>Progression (Year 1, Year 2 or Year-long courses)</th>
<th>Semester usually offered</th>
<th>Brief description of courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC6000 – Themes in Applied Psychology</td>
<td>3</td>
<td>Year 1</td>
<td>Sem 1</td>
<td>Foundation in theoretical, practical and methodological issues related to Applied Psychology.</td>
</tr>
<tr>
<td>SOCI6115 – Quantitative Data Analysis for the Social Sciences</td>
<td>3</td>
<td>Year 1</td>
<td>Sem 1</td>
<td>Description of social science data; correlation and other forms of association; an intro. to probability distributions; the logic of sampling and statistical inference; non-parametric and parametric statistics; ANOVA, intro. to classic regression.</td>
</tr>
<tr>
<td>PSYC6023 – Issues of Caribbean Psychology: Ethics and Professional Practice Seminar I</td>
<td>1</td>
<td>Year 1</td>
<td>Sem 1</td>
<td>Designed to inform students about ethical principles, codes and decision making in Applied Psychology.</td>
</tr>
<tr>
<td>SOCI6081 – Technical Writing</td>
<td>1</td>
<td>Year 1</td>
<td>Sem 1</td>
<td>Designed to improve graduate students’ writing competence.</td>
</tr>
<tr>
<td>PSYC6001 – Applied Psychology Research Seminar</td>
<td>2</td>
<td>Year-long</td>
<td>Sem 1 and Sem 2</td>
<td>Designed to allow students to begin their research projects.</td>
</tr>
<tr>
<td>PSYC6002 – Psychological Testing, Measurement and Evaluation</td>
<td>3</td>
<td>Year 1</td>
<td>Sem 2</td>
<td>Critically discusses the three foundations of psychometrics: Measurement, reliability, and validity.</td>
</tr>
<tr>
<td>PSYC6032 – Applied Research Methods in Psychology and Organizational Behaviour</td>
<td>3</td>
<td>Year 1</td>
<td>Sem 2</td>
<td>Students will gain a detailed understanding of the methods, issues and challenges involved in identifying and quantifying change after interventions in these settings.</td>
</tr>
<tr>
<td>PSYC6007 – Applied Psychology Practicum</td>
<td>3</td>
<td>Year 2</td>
<td>Sem 2</td>
<td>Working under the supervision of a setting supervisor and a faculty supervisor, students will gain practical experience in Applied Psychology, as well as enhancing the skills developed during the their first year.</td>
</tr>
<tr>
<td>PSYC6030 – Applied Psychology Research Paper</td>
<td>6</td>
<td>Year-long</td>
<td>Sem 1 and Sem 2</td>
<td>Carry out a research project under the guidance of a faculty supervisor.</td>
</tr>
</tbody>
</table>
**Electives: select four (4) and check the semesters in which they are offered**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC6003 – Group Behaviour Applications</td>
<td>3</td>
</tr>
<tr>
<td>PSYC6009 – Self and Social Theory in the Caribbean</td>
<td>3</td>
</tr>
<tr>
<td>PSYC6011 – Communication and Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>PSYC6022 – Applied Health Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC6006 – Coping With Illness</td>
<td>3</td>
</tr>
<tr>
<td>PSYC6008 – Psychology of Work &amp; Motivation</td>
<td>3</td>
</tr>
<tr>
<td>PSYC6010 – Organizational Learning</td>
<td>3</td>
</tr>
<tr>
<td>SOCI6069 – Monitoring and Evaluation of Social Programmes</td>
<td>3</td>
</tr>
<tr>
<td>HRNM7102 – Psychological Assessment in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>SOWK 6103 - Advanced Qualitative Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>Other approved electives*</td>
<td>3</td>
</tr>
</tbody>
</table>

Subtotal for four (4) courses: 12

*Approved Electives*

Other elective courses may be selected from other Masters programmes within and outside of the department. Before registering students should first check the times and semesters in which the courses are being offered. Then, they should seek approval from the Applied Psychology Programme Coordinator for their chosen elective(s). Send the request for approval via email.

**Method of Assessment**

Students who obtain a grade of A in seven (7) courses, inclusive of taught courses and the Research Paper, will receive a distinction in the programme. To pass a course, students must obtain a grade of 50
percent or higher on both the coursework and the required examinations. If you fail a course, you may only repeat it once. You cannot repeat more than four courses. Students whose rate of progress is unsatisfactory will be required to withdraw from the programme. Please refer to the booklet, “General Regulations for Postgraduate Degrees”, available from the Office of Graduate Studies, for further details of Examinations Regulations and Requirements for Degrees. You may also check the FAQ section of this handbook.

Research Papers and Supervision
Each student is assigned to a faculty member who will be his/her supervisor for his/her research paper, when the student enters the programme. Students will be required to, either independently conceptualize and conduct the research, or to be a member of a research team that is comprised of their research supervisor, themselves, and possibly other faculty and graduate students. Under the second arrangement, students’ role in the research process may involve collaboratively designing a new research project, conducting a research study that is part of their supervisor’s larger research agenda, or analysing an existing set of data from a study already conducted by their supervisor. Regardless of the supervision structure, supervisors will provide direction and guidance to students on all aspects of the research process. Students in the MSc Applied Psychology do not do Master’s theses.

Faculty and students will also negotiate their roles and responsibilities for this process, and in the instances where students are working on their supervisor’s project, a formal written contract may be established. This contract will specify the distribution of work as well as the authorship of any scholarly presentations, peer-reviewed journal articles, book chapters and/or technical reports.

Completing the research paper provides students with a great opportunity to gain experience and a deeper understanding of how to conduct research. We strongly encourage students to produce the highest quality work possible as this may result in presentations of their papers at scholarly conferences and published papers in peer reviewed journals.
# Course Sequence

Ideally students should register for courses in the following sequence:

| 2013-14 |
|------------------|------------------|
| **Year 1, Semester 1** | **Year 1, Semester 2** |
| 4. Ethics and Prof. Practice Seminar (PSYC6023) | 4. First elective |
| 5. Technical Writing (SOCI6081) | 5. Second elective |

No electives permitted

Electives for semester 2 include: PSYC6009 – Self and Social Theory; PSYC6010 – Org. Learning; PSYC6011 – Comm. and Persuasion; PSYC6022 – Applied Health Psych.; HRNM7102 – Psych. Assessment in Orgs. *NB: the Department does not guarantee that electives are always offered in any semester or academic year as they are presented in this handbook.*

| 2014-15 |
|-----------------|-----------------|
| **Year 2, Semester 1** | **Year 2, Semester 2** |
| 1. First elective (at least 3 credits) | 1. Practicum (PSYC6007) |
| 2. Second elective (at least 3 credits) | 2. Research paper (PSYC6030) |
| 3. Research paper (PSYC6030) | |

Electives for semester 1 include: PSYC6003 – Group Behaviour App.; PSYC6006 – Coping with Illness; PSYC6008 – Work Motivation; SOCI6069 – Prog. Monitoring and Eval.

*Students are advised not to take electives in this semester because of the time and effort needed to complete their research paper and practicum courses.*
Course Descriptions

Not all courses presented below are offered in any given academic year. Please check with the Programme Coordinator for current offerings.

Semester I

**PSYC6000 - Themes in Applied Psychology (3 credits)** *(currently taught by Dr. Tracy McFarlane)*

In this course students examine and discuss the theoretical, practical and methodological issues related to Applied Psychology. They are expected to gain information on issues related to professional skills, teaching, consultancy, and interventions as they relate to the Caribbean and the world.

**PSYC6001 - Applied Psychology Research Seminar (2 credits; Year Long)** *(currently taught by Dr. Gillian Mason)*

This seminar is designed to allow students to begin their research projects. The course will take the form of lectures and student presentations on methodological issues and content areas of interest. It is conducted over the course of two semesters. Assessment of the course will be based on written reports and presentations (individual or group). Students are expected to draw upon the material covered in the general methods and statistics courses.

**PSYC6003 – Group Behaviour Applications (3 Credits)** *(currently taught by Ms. Sophia Morgan)*

Applied Psychology has focused a great deal on affecting group processes and behaviour in groups. The small social group often has been a unit of intervention in relation to productivity, organizational change and development. In group behaviour applications we examine successful models of organizational intervention with a special emphasis on organizational change via small group processes and behaviour.

**PSYC6006 - Coping with Illness (3 Credits)** *(currently taught by Dr. Tracy McFarlane)*

This course overviews the theories and methods that have been used to understand illness from a biopsychosocial perspective, and explores the Caribbean context of illness. It considers how psychologists can work with patients and their relatives to help them understand, come to terms with and cope with illness. Particular emphasis will be given to chronic diseases, the major conditions which affect a large number of patients and present a major challenge to individual’s psychological balance and well-being.

**PSYC6008 – Psychology of Work and Motivation (3 Credits)** *(currently taught by Ms. Marina Ramkissoon)*

This course is designed to explore worker related issues in the industrial/organizational context of the Caribbean, with a focus on motivation and satisfaction at the employee level. Students will learn the theories and principles of motivation and why motivation is crucial to organizational performance and employee satisfaction. Students will also develop skills required to enhance the motivation of all levels of employees.
PSYC6023 - Issues of Caribbean Psychology: Ethics and Professional Practice Seminar (1 credit) (currently taught by Ms. Marina Ramkissoon)

This course is designed to inform students about ethical principles, codes and decision making in Applied Psychology. The course will be delivered in a seminar format via student-led presentations and discussions. Students will develop an awareness of current professional and ethical issues in the practice of Applied Psychology and to foster an awareness of the specific context of future practice within the Caribbean region.

PSYC6030 – Applied Psychology Research Paper (6 Credits) (several supervisors)

In this course students will carry out a research project under the guidance of a faculty supervisor.

SOCI6081 - Technical Writing (1 Credit) (currently taught by Dr. Moji Anderson)

This course is designed to improve graduate students’ writing competence. In order to establish a foundation for academic and professional writing, it will involve the correction of common grammatical errors. Students will also have the opportunity to enhance their critical thinking skills by evaluating academic texts. The course will also focus on the very important skill of writing concisely. Students will use the skills learned in class to write a policy brief. The course will make use of collaborative methods (such as peer reviewing) and involve frequent short writing exercises.

SOCI6115 - Quantitative Data Analysis for the Social Sciences (3 Credits) (currently taught by Dr. Gillian Mason)

This course is intended to provide students who already have some previous experience of quantitative methods or statistics with a good working knowledge of statistical techniques used in social science research. Topics covered include the description of social science data; correlation and other forms of association, including chi-square; an introduction to probability distributions; the logic of sampling; the logic of statistical inference and significance tests; non-parametric and parametric statistics; analysis of variance and an introduction to classic regression analysis. Emphasis in the course will be placed on conceptualization and the ability to manipulate and appropriately apply these new ideas.

SOCI6069 – Programme Monitoring and Evaluation (3 Credits) (currently taught by Dr. Garth Lipps)

This course provides an introduction to the theory and practice of programme monitoring and evaluation. Following completion of this course, students will have the basic skills needed to conduct need assessments, monitor the ongoing functioning of intact programmes, plan an evaluation, assess programme implementation, and assess the outcomes of social programmes.
Semester II

PSYC6002 - Psychological Testing, Measurement and Evaluation (3 credits)  
(currently taught by Dr. Garth Lipps)

Applied Psychology depends both on psychometric measurement and on the evaluation of change. This course critically discusses the three foundations of psychometrics: Measurement, reliability, and validity. Students will be asked to reflect and critically examine several journal articles each week which deal with the concepts of measurement, reliability, and validity. As part of the course, students will create and establish the psychometric properties of a brief scale.

PSYC6007 – Applied Psychology Practicum (3 Credits)  
(Dr. Gillian Mason, Dr. Garth Lipps, Ms. Sophia Morgan)

Working under the supervision of a setting supervisor and a faculty supervisor, students will gain practical experience in Applied Psychology, as well as enhancing the skills developed during the their first year. The course will bridge the gap between academic coursework and the knowledge, skills and emotional challenges that are inherent in the “real world” of Psychologists. Students are expected to spend at least 2 days per week at their practicum site. In addition, students will meet weekly with the practicum coordinator and their practicum supervisor to prepare for and discuss problems and progress at their sites.

PSYC6009 – Self and Social Theory in the Caribbean (3 Credits)  
(currently taught by Ms. Sophia Morgan)

This course attempts to identify the variety of narratives of the self and the ways that these have been inserted and positioned in Caribbean social thought. It looks at some of the extra-theoretical factors affecting this positioning and points to the limits and opportunities offered for understanding by the positioning.

PSYC6010 – Organizational Learning (3 Credits)  
(currently taught by Ms. Marina Ramkissoon)

Learning in organizations has moved from a focus on the individual to the organization itself. Indeed, the concept of the “learning organization” may be critical for Caribbean development and the survival of our enterprises. Within this context, aspects of organizational learning are explored within Caribbean development. This course explores the concept of the learning organization and how such organizations maximize their levels of productivity through the utilization of effective organizational learning principles. Students will learn the fundamentals of organizational learning and why learning is becoming increasingly crucial to organizations. They will develop the skills required by learning and development consultants in high performance organizations.

PSYC6011 - Communication and Persuasion (3 Credits)  
(currently taught by Dr. Gillian Mason)

Communication and persuasion are used by Applied Psychologists to change problematic social, cultural, and personal attitudes, beliefs and behaviours. This course is designed to explore the basic and effective persuasion tactics that may be used to change human attitudes and behaviour. It is designed to explore aspects of communication and persuasion as an area of applied social psychology. Techniques used by masters of communication such as commercial advertisers
and public health campaigns, will also be explored.

PSYC602 - Applied Health Psychology (3 credits) *(currently taught by Dr. Tracy McFarlane)*

This course aims to provide students with a thorough knowledge of current theories in health psychology and how these can be applied to problems and interventions within the health sector. The course will review theories which explain patient behaviour and behaviour change, stress and coping, illness perception and pain. In each case, the use of theory to guide appropriate intervention strategies will be discussed.

PSYC6032 – Applied Research Methods in Psychology and Organizational Behaviour (3 credits) *(currently taught by Dr. Garth Lipps)*

Students in this course will be introduced to the methods used to conduct applied research in social, community and organizational settings. Students will gain a detailed understanding of the methods, issues and challenges involved in identifying and quantifying change after interventions in these settings.

HRNM7102 – Psychological Assessment in Organizations (3 Credits) *(currently taught by Dr. Garth Lipps)*

This course covers the necessary skills that students will need to select, administer, interpret and report on standardized psychological assessments often used to select candidates for posts. Students will learn how to design and carry out an assessment procedure to screen and select candidates for employment and how to integrate the findings of an assessment exercise into a comprehensive report.
### Professional Skills in Applied Psychology

- Active listening skills
- Behavioural Contracting
- Situational Awareness
- Self-Awareness
- Small Group Facilitation
- The Consultation Process
- The Dissemination Process
- Reader Focused Writing
- Simple, Comprehensive Writing
- Translation of Social Science into Lay Language
- Process Observation
- Advanced Research Design
- Programme Evaluation
- Advanced Statistics
- Questionnaire Design & Layout
- Scale Development
- Qualitative Research Skills
- Overcoming Resistance
- Problem-Solving
- Human Relations Training
- Development of Trusting Relationships
- Interviewing Skills
- Facilitating Focus Groups
- Group Facilitation
- Individual Facilitation
- Conflict Resolution
- Change Management
- Teaching/Adult Education
- Oral Presentation Skills
- Organisational Analysis
- Organisational Intervention
- Force-Field Analysis
- Action Research
- Participatory Learning & Action
Jobs and Careers of Past Graduates

Here’s a list of some of our past graduates and their current and/or past job positions based on their Linkedin or Facebook profiles @August 17, 2013.

**Research**

**Shannett Barnett**, HR
Research Specialist at HEART Trust/NTA

**Natalie Irwin-Carby**, Ministry of Health, Research

**Jade-Anne Bell**, Researcher, Co-founder at BellaMarie Diaper Creations

**Stephanie Bernard**, Research Officer at Ministry of Health

**Caroline Brown**, Market Research Manager at Unicomer Jamaica Limited

**Alesia Riddell**, Junior Researcher (Consultant) at Cabinet Office, Jamaica

**Joulene Martin**, Early Childhood Commission, Research

**Tracey-Ann Thomas**, Research Officer, Ministry of Labour

**Cara Galbraith**, Technical Support Administrator, Research, Ministry of Justice

**Krystal Sutherland**, Research Officer, Ministry of Health

**Organizational psychology**

**Tashana Briscoe**, Career Development Officer at HEART Trust/National Training Agency

**Esther Mighty**, Training Officer/Supervisor at Jamaica Customs

**Michele Small Bartley**, Senior Director, Modernisation Programme Implementation at Office of the Cabinet

**Rupert Welsh**, Manager, Talent Acquisition & Development at VistaPrint

**Education**

**Sylvia Johnson**, Dean of Discipline, Penwood High School

**Madeka Henry**, Lecturer/Researcher at IUC

**Marketing**

**Anastasia Whyte**, Marketer, Researcher, Powered by technology

**Duane McIntosh**, Marketing Entrepreneur
**PhD students**

**Giselle Patrick**, Applied Social Psychology PhD student at University of Saskatchewan

**Venecia Pearce**, Research Student at Brunel University

**Andrew Mac Intosh**, PhD Student/Teaching Assistant at Michigan State University

**Claudia Barned**, PhD student (September 2013), Guelph University

**Marvin Powell**, PhD student, University of North Texas

**Taniesha Burke**, PhD Student & Teaching Assistant at University of Guelph

**Sports psychology**

**Olivia Rose**, Sports Psychologist at University of the West Indies

**Yanique Levy**, Psychologist/ Lifetime Coach/ Athlete/ Research

**General**

**Jozelle Miller**, Psychologist at NAS

**Gary McKenzie**, Deputy Superintendent of Police of the Police Traffic Division

**Independent consultants**

**Tracey, Krystal & Sylvia** operate a consultancy called Sage Professionals that offers a range of services in Applied Psychology including Programme Evaluation and Workshops
FAQ

THE INFORMATION PROVIDED IN THIS FAQ SECTION SUMMARIZES OFFICIAL PROCEDURES, RULES AND REGULATIONS, AND DOES NOT PROVIDE ALL THE INFORMATION PROVIDED IN THE "KEY DOCUMENTS TO KEEP HANDY" (LISTED BELOW).

Registration

2. Please note that you will have to register for each semester separately.
3. Changes during late registration attract a penalty fee per course.

Passing and failing courses

1. You must pass all components of a course to receive a passing grade (e.g., both course work and exam components where applicable) (See Regulations, p. 17).
2. If you fail one component of a course you are generally allowed to repeat only that part and be credited with the marks from the other part/s from the first attempt (See Regulations, p. 17).
3. If you fail a course you are generally permitted to repeat it only once (See Regulations, p. 17).
4. You can fail a maximum of four (4) courses.
5. Faculty regulations determine how many courses you can repeat (See Regulations, p. 18).
6. You cannot get a degree with distinction if you repeat the exam for a course (See Regulations, p. 18).
7. The pass mark at graduate school is 50%.

Distinction

1. You can get a distinction if you get an average of at least 70% in your written courses and a mark of at least 70% in your research paper (See Regulations, p. 13).

Parking

1. Please see http://myspot.mona.uwi.edu/security/. According to the FSS website “UWI Parking Policy - By law, parking on the Mona Campus is permitted in designated areas only, with a fine of $3000 for anyone parking in a place not designated. Logically, spaces reserved specifically for an officer or office or department cannot be used by other persons, nor can a vehicle take up more than one parking space without being in breach. You are advised to observe the parking regulations on Campus. All motorists should note that The University of the West Indies, Mona does not accept liability for loss or damage to any vehicle, its accessories or content however caused while the vehicle is parked on the Campus”. At the FSS “students are not usually

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2 "Regulations" in this FAQ section refers to the UWI Regulations for Graduate Diplomas and Degrees document available at (http://www.uwi.edu/Libraries/Grip/RegulationsforGraduateDiplomasandDegrees2.sflb.ashx) or from the Graduate Studies and Research office.
allowed access to the Faculty's car parks and are encouraged to use designated student parking areas. However, students who are physically challenged or otherwise unable to use the University car park because of a medical condition may apply to the Faculty Office for a special permit at fso@uwimona.edu.jm”.

Errors on your transcript
1. Sometimes there are errors on your transcript (e.g., grades are incorrect; all courses are not listed). Please check your transcript frequently and bring any issues to the attention of the Programme Coordinator.

Key documents to keep handy
1. The Code of Principles and Responsibilities for Students (Mona) (http://www.uwi.edu/Libraries/Grip/conduct.sflb.ashx)
2. Regulations for Graduate Diplomas and Degrees (http://www.uwi.edu/Libraries/Grip/RegulationsforGraduateDiplomasandDegrees2.sflb.ashx)
4. Graduate Studies Guide for Students and Supervisors (http://www.uwi.edu/Libraries/Grip/GradStudiesGuideforStudentsAndSupervisors.sflb.ashx)
5. This handbook.

Official communication
1. The university expects you to communicate using its official email channels. You should have an official university email (firstname.lastname@mymona.uwi.edu).
2. Check your emails everyday as well as departmental and university websites, official notice boards and offices. Other students don’t always have accurate information and you need to keep informed.
3. Graduate Studies and Research Information Portal – GRIP – provides a lot of information (http://www.uwi.edu/grip/default.aspx)

Ethical approval for research
1. All students are required to apply for ethical approval for their research papers, even if they are applying to be exempt from review.
2. See the UWI Ethics Committee in the Faculty of Medical Sciences, at http://myspot.mona.uwi.edu/fms/uwi-ethics-committee

Practicum
We try to match you with practical experiences you’re interested in as far as possible. Talk to your Practicum Coordinator early in your second semester of Year 1. You must ensure that you make arrangements in your family and work life etc. to accommodate the practicum. You are not permitted to do a practicum at a current or former workplace.
**Attendance at lectures**
Unlike undergraduate courses, much of what you gain in graduate school comes from your participation in discussions during class sessions. Take advantage of the more intimate classroom experience.

**Academic planning**
Take the initiative to do research into the electives you’re interested in and the career path you intend to take. Choose your course sequence early but have a plan B because sometimes courses are not offered when you expect them to be. Don’t be afraid to explore courses outside your Faculty.

**Leave of absence**
1. Students must apply for leave of absence formally. If it is granted, it will be no less than a semester and no more than one academic year in the first instance (See Regulations, p. 7).
2. You generally cannot get more than 2 years leave (See Regulations, p. 7).
3. You must submit the application for leave for the semester or year by the end of the third week of the semester (See Regulations, p. 7).

**Research paper submission**
1. You must apply for entry to the examination and pay the examination fee (forms available at http://myspot.mona.uwi.edu/postgrad/forms). **This must be done at least two months in advance of submission.** Your supervisor and the Head of Department must sign it before it goes to Graduate Studies and Research.
2. You must fill out the Certificate of Completion form and give it to your supervisor who will sign it if he/she agrees that you are finished. The Head of Department must also sign it. You attach this form to your research paper when submitting it.
3. You must submit 4 copies of your research paper to the Graduate Studies and Research Office.

**Extensions for the research paper submission**
1. You may apply for an extension to complete your research paper. If you do not submit the paper before the end of August you will have to pay a full semester’s tuition (See Regulations, p. 9).

**Grading research papers**
1. Your supervisor is one of your examiners and you will also have a second examiner who will grade the paper (See Regulations, p. 31, 32).
2. If these examiners differ significantly in their grade, the Campus Committee mediates the process of getting agreement on a mark (See Regulations, p. 32).
3. You are not required to make changes to your research project before the final grade is given unless you have been given a marginal fail (45–49%) in order to get the minimum pass mark of 50%.
4. If you receive an A grade for your paper, it will be lodged in the Campus Library.
5. If you fail the research paper, you may be permitted to resubmit it within six (6) months. You will only get a passing grade (50%) (See Regulations, p. 32).
Research paper supervision
1. The scope of a master’s research paper is provided in the Graduate Studies Guide (p. 10).
2. The responsibilities of the supervisor are given on page 13.
3. The responsibilities of the student are given on page 15.

Cost of programme
1. The programme currently costs $500,000, full-time for two years.
Employment & Funding Sources

**Graduate Assistantships**
A limited number of awards are available to students each year. The application forms should be available from the Sociology, Psychology & Social Work Department Office. These awards are offered yearly and are non-taxable. Duties vary, depending on the placement or assignment. However, Graduate Assistants are usually involved in research, administrative activities, tutoring, marking coursework and/or exams, or a combination of these.

**Tutors**
Tutors are responsible for facilitating small-group discussion of course material, and grading coursework assignments and exams. These are part-time positions which provide taxable income that is paid at an hourly rate, at the end of the semester. If you are interested in becoming a tutor, please submit your name, contact information, the course(s) you would like to tutor, your availability (number of hours), along with a copy of your transcript, to the Psychology Unit Office.

**Research and Travel Awards**
Funding is available through the Office of Graduate Studies for travel to present at professional conferences and for research expenses related to the thesis. The application forms are available online from Graduate Studies and Research.

**Research Assistantships**
From time to time, members of faculty may have funded research projects and require research assistants. If you have particular skills such as data analysis, interviewing, or other research skills, it is a good idea to let the faculty know you are available and interested in performing these tasks. Ask around to see if anyone is conducting research and is looking to hire an assistant. Remember, you might also consider offering your time on a volunteer basis for added experience.

UWI Office of Placement and Career Services may also have information on part-time employment on the UWI campus.
Faculty and Staff (2013-14)

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Associate Dean of Graduate Studies
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Disclaimer

The Department cannot guarantee that there are no mistakes in the current document although a concerted effort was made to ensure all the information is accurate and up-to-date. Please ensure that you check the official documents with respect to rules, regulations and procedures pertaining to graduate programme offerings at UWI Mona.