



**THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS**

**FACULTY OF SOCIAL SCIENCES
UNDERGRADUATE HANDBOOK**

ACADEMIC YEAR 2012-2013

DISCLAIMER

The Faculty of Social Sciences Undergraduate Handbook is provided for the convenience of students. It sets out the Faculty's regulations governing the programmes offered; important guidelines; information on the courses offered on the Mona Campus, the Western Jamaica Campus (WJC), and the Centre for Hotel and Tourism Management (CHTM) in Bahamas.

The current edition was finalized on July 31, 2012. A concerted effort was made to eliminate all errors but students must check the Faculty's website and their department at the start of the semester and during the course of the academic year for updates as well as corrections of any errors or omissions that have come to light subsequent to the finalization of the Handbook. Students should always check with the latest Faculty Handbook when considering programme alternatives and for course offerings.

HOW TO USE THE 2012-2013 UNDERGRADUATE HANDBOOK

Purpose and Scope

This Undergraduate Handbook is intended for use by (i) prospective students, (ii) new and continuing students, and (iii) staff. It may be used as a prospectus, an orientation guide, and a reference handbook for the groups mentioned above. It is intended to serve as a general source for Faculty regulations and programme information. The regulations, however, are to be used as a supplement rather than a substitute for the official sources of University policies and procedures.

The programme of study requirements outlined in this Handbook are to be followed strictly by (i) newly-admitted students, i.e., students accepted to the Faculty during the 2012-2013 academic year, (ii) students who transferred into the Faculty during the relevant academic year, and (iii) students approved for a change of Major/Special/Minor during the 2012-2013 academic year.

Organisation and Layout of the Handbook

The 2012-2013 Undergraduate Handbook has been divided into eight main parts to ensure that information is easily accessible. They are as follows:

Part I – Introduction to the Faculty

Part II - Information for Prospective Students

Part III - Faculty Degree Regulations

Part IV - Programme of Study Requirements

Part V – Anti-Requisites and Course Descriptions

Part VI - Awards, Honours, Clubs and Societies

Part VII - Codes of Conduct

Part VIII - Appendices

Part I begins with a welcome message from the Dean of the Faculty followed by an historical overview of the Faculty's developments and achievements as well and contact information for key resource personnel in the Faculty and the Registry.

Part II contains information for persons who may be contemplating whether the Faculty of Social Sciences is their *place to shine*. Prospective students will find information relating to admission requirements and application procedures in addition to a list of degree programmes from which to choose.

Part III provides a reference source for the Faculty's regulations for current students and staff alike. Outlined in this section are general degree regulations for all undergraduate programmes, as well as regulations governing the examinations process and the Faculty's Summer School programme.

Part IV consists of information relating to programmes of study, i.e., the degree programme that students are accepted to pursue. The section begins with a welcome message from the Head of the Department followed by information and guidelines that are specific to each department. Next you will find an outline of the programme of study requirements for the Major/Minor/Special offered by each department followed by a listing of the courses on offer during the 2012-2013 which also includes the corresponding pre-requisites.

Part V contains information relating to the Faculty's courses. The section begins with an outline of the anti-requisite courses followed by a succinct description and outline of each course. This information in this section is presented in alphanumeric order.

Part VI consists of (i) an overview and the criteria for inclusion on the Dean's List, (ii) a list of Faculty and departmental prizes and awards, (iii) an overview of the Faculty Honours Society, and (iv) a list of clubs and societies organized by students in the Faculty.

Part VII is a compilation of all the rules and responsibilities that are intended to promote an acceptable standard of attitudes and behaviours among students. Established codes of conduct and guidelines on the use of University and Faculty facilities are also outlined in the section.

Part VIII contains information and documents that are referenced throughout the previous sections of the Handbook. Students will find the academic calendar for 2012-2013 as well as some important dates to note. The Undergraduate Coursework Accountability Statement is also contained in this section. New students may opt to use the quick guide to registration and course selection information, and Frequently Asked Questions (FAQs) to supplement information received during Orientation and Registration Week. Students will also find a list of service providers or request handlers in the Faculty and instructions on how to apply for or request these services via the Automated Student Request System (ASRS). See Appendix VII for steps on how to access the system.

Students should note that the Faculty continuously maintains its website with announcements and up-to-date information on programmes of study, Faculty events and resources, as well as other student enrichment resources that were not included in this publication. We invite you to visit <http://myspot.mona.uwi.edu/socsci/>.

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PART I

Introduction to the Faculty

- ❖ MESSAGE FROM THE DEAN
- ❖ FACULTY DEVELOPMENT 2008-2012
- ❖ FACULTY AND DEPARTMENTAL PERSONNEL
- ❖ REGISTRY PERSONNEL

MESSAGE FROM THE DEAN



The Faculty of Social Sciences welcomes you to another chapter in your journey. This Faculty prides itself in being the nesting ground for qualified and capable individuals. The excellent education you will receive here will help to transform your lives and prepare you to respond effectively to the demands of our various enterprises. The scholarly activities with which you will be engaged here may be quite different from those you have been accustomed to and therefore will require greater focus and discipline on your part. However, we are confident that if you do your best, at the end of your time here, you will be assured similar rewards to those obtained by many of your predecessors who have made maximum use of this great learning opportunity.

In the Social Sciences, we offer a variety of courses so as to allow for flexibility with career choices. One of our primary responsibilities is to develop a pool of citizens who, upon graduation, will be equipped to analyze complex societal problems and aid in their solutions. In this way, the Faculty continues the long tradition of making a significant contribution to both local and regional priorities. This responsibility is even more relevant in the increasingly complex global environment.

The Faculty is committed to being your best ally during your time at UWI, providing the type of academic advice and support services that will facilitate your learning and progress towards graduation. We therefore encourage you to utilize these services to help you to obtain answers to the questions you may have or to overcome difficulties you may encounter. But quite importantly, I challenge you to work with determination and consistency and to take responsibility for your own learning. Aim to become rounded and, throughout this very important phase of your life, enjoy your student experience.

Professor Evan Duggan

FACULTY DEVELOPMENT 2008-2012

The Western Jamaica Campus opened in Montego Bay in 2008.

The Weekend Programmes (Saturday) accepted its first cohort of students to read for BSc. degrees in Management Studies (Accounting) major and Banking and Finance in 2009. A year later the programme was expanded to include the BSc. Management Studies.

The Faculty Office launched the Automated Student Request System (ASRS) in 2009. This web-based system has replaced the paper-based undergraduate student request form.

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

The Dean's List was established to recognize outstanding academic achievement in Semester 1 and Semester 2. For inclusion, students must have (a) registered for no less than nine credit hours, which do not include courses graded on a pass/fail basis, and (b) a semester GPA of 3.6 or above with no failing or incomplete grades.

Effective August 2012, the Department of Management Studies in the Faculty of Social Sciences at Mona would be merged with the Mona School of Business. The merged entity, to be known as the Mona School of Business and Management (MSBM), will operate within the Faculty of Social Sciences. This will facilitate the goal of institutional accreditation of all business programmes at the undergraduate and graduate levels.

During the 2011-2012 academic year, the Department of Management Studies undertook a curriculum review of its undergraduate degree programme. It emerged that, effective September 2012, the Department would move away from offering Options and would allow students to major in seven (7) areas of management, namely: General Management, Accounting, Marketing, Human Resource, Entrepreneurship, Operations, and Tourism. Student would also be allowed to minor in Accounting and General Management.

Effective August 1, 2012, Professor Evan Duggan assumed the Deanship of the Faculty, replacing Professor Mark Figueroa who served in that capacity since 2004.

In January 2012, a site visit of the Faculty was conducted by a delegation from the University Council of Jamaica (UCJ) as part of the ongoing processes for accreditation by that body.

FACULTY OFFICE PERSONNEL

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Website: <http://myspot.mona.uwi.edu/socsci/>

OPENING HOURS

Regular Semester and Summer School

Monday, Tuesday, Thursday: 8:30am – 7:30pm

Wednesday: 1pm – 7:30pm

Friday: 8:30am – 12:30pm

Semester Break

Monday, Tuesday, Thursday: 8:30am – 4:30pm

Wednesday: 1pm – 4:30pm

Friday: 8:30am – 12:30pm

Dean	Professor Evan Duggan <i>BSc. UWI, MBA, PhD. Georgia State</i> evan.duggan@uwimona.edu.jm
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Secretary	Ms. Stacey Grapine <i>CMS UWI</i> stacey.grapine@uwimona.edu.jm

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REGISTRY PERSONNEL

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Senior Assistant Registrar Mrs. Elecif Arthurs

Examinations

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Assistant Registrar Mrs. Georgia Anderson

Graduate Studies and Research

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Campus Coordinator Prof. Yvette Jackson

International Students Office

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Senior Assistant Registrar Mrs. Althea Gordon-Clennon

Office of Student Financing (OSF)

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Email: stufinc@uwimona.edu.jm

Manager Ms. Joy Dickenson

Office of Student Services and Development (OSSD)

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Director Ms. Rose Cameron
Administrative Officer Ms. Paulene Richards

Student Administrative Services (SAS)

Tel: (876) 970-6756
Email: sass@uwimona.edu.jm

Supervisor Mrs. Sandra Ebanks

PART II

Information for Prospective Students

- ❖ **ADMISSION REQUIREMENTS**
- ❖ **ENGLISH LANGUAGE REQUIREMENTS**
- ❖ **BSc. DEGREE PROGRAMMES OFFERED**
- ❖ **CAREER AREAS**
- ❖ **TYPICAL FIRST YEAR CURRICULUM**
- ❖ **HOW TO APPLY**

OVERVIEW OF THE FACULTY OF SOCIAL SCIENCES

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 be completed in three years by full-time students and four years by part-time students. The Faculty also offers Minors which allow students to explore an independent or related field of study thereby complementing their substantive Major or Special.

The Faculty has, for over forty years, provided an excellent teaching and learning environment, fostered a vibrant student body, and facilitated research and scholarship in practically every sphere of Caribbean life. With over 4,000 undergraduate students currently enrolled across all disciplines of the social sciences, the Faculty continues to attract and welcome the brightest, the critical and creative thinker, the ambitious, the inquisitive, the scientific minded and the lifelong, self-motivated learner.

GENERAL AND FACULTY ADMISSION REQUIREMENTS

Before registration and before entering a programme of study in the Faculty, an applicant must have satisfied the University Matriculation requirements for entry to a degree programme (See University Matriculation requirements - UWI Calendar Vol. II Part II).

Set out below, however, are the minimum requirements for full-time (3 years) and part-time (4 years) admission to the Bachelor of Sciences degree programmes in the Faculty. Admission to all degree programmes in the Faculty will be on a competitive basis. Therefore, the fulfillment of the mandatory minimum requirements does not guarantee admission.

Minimum Requirements for the Three (3) Year Degree Programme

Applicants must satisfy the requirements in either (a) and (b) or (c) or (d) below:

- (a) CXC/CSEC or GCE O'Level passes in a minimum of five (5) subjects. Subject requirements are Mathematics and English Language. Grade requirements for CXC/CSEC are General Proficiency, Grades I or II pre-1998 and Grades I, II, or III from June 1998; **and**
- (b) CAPE or GCE A'Level passes in a minimum of two (2) subjects. CAPE subjects must consist of both Unit 1 and Unit 2; **or**
- (c) 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**
- (d) High School Grade 12 transcript with a minimum GPA of 3.0 and a minimum SATI score of 1700 plus a minimum of two (2) SAT II subjects at a score of 500 or above or successful completion of Advanced Placement Courses or the International Baccalaureate programme.

Note: Departmental requirements apply for the BSc. in Social Work. These include two (2) references, a personal statement and information on co- and extra-curricular activities and/or an interview).

Minimum Requirements for the Four (4) Year Degree Programme

Applicants must satisfy the requirements in either (a) and (b) or (c) below

- (a) CXC/CSEC or GCE O'Level passes in a minimum of five (5) subjects. Subject requirements are Mathematics and English Language. Grade requirements for CXC/CSEC are General Proficiency, Grades I or II pre-1998 and Grades I, II, or III from June 1998, **and**
- (b) CAPE or GCE A'Level passes in at least one (1) subject. CAPE subject must consist of both Unit 1 and Unit 2 **or**
- (c) High School Grade 12 transcript with a minimum GPA of 2.5 and a minimum SAT1 score of 1500.

ENGLISH LANGUAGE REQUIREMENT

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.

Applicants' test results will be taken into consideration by individual faculties before offers of entry are made. The results of applicants who pass the test will remain valid for a period of five (5) years. Results will NOT be issued until the UWI Mona admissions process is complete.

The following categories of applicants are also required to sit the ELPT:

- Persons in Jamaica, the Bahamas, Belize and Cayman who are applying to pursue Part I of the BSc. degree either through the Open Campus or at the Management Institute of National Development (MIND).
- UWI Challenge/Community College students applying to Part I campus-based UWI programmes.
- Persons applying to enter Part 2 of the BSc. degree in Hotel and Tourism Management in the Bahamas proceeding from a regional Tertiary Level Institution.

For information on test registration procedures and test format, kindly contact the Admissions Section of the Registry on the Mona Campus.

Exemption from Sitting 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 examination
 - Grade A-GCE O'Level English Language examination
 - Grade A-GCE A/O'Level General Paper examination
 - Grades 1 & 2-CAPE Communication Studies
 - Grade B+ or above-College English Skills I or II-College of Bahamas
 - Grade B+ or above-Advanced Communication or Business Communication-University of Technology

- Grade B+ or above-Freshman Composition I or II - Northern Caribbean University
 - Grade B or above-college English course from an approved university.
- (b) Persons who are already holders of an undergraduate degree from the UWI or from an approved university.
- (c) Persons holding a UWI Certificate in Advanced Nursing Education and Administration **or** a UWI Licentiate of Theology.
- (d) Persons holding a UWI Diploma in Media and Communications who have passed the course COMMS201-Media and Language.
- (e) Persons who passed the UWI Mona ELPT in 2007 onward.
- (f) Persons who successfully completed any of the following UWI English Language courses within the last five years (i.e. 2007 onwards): UC010; UC10A; UC10B; UC10C; UC10D; UC10L; UC10H; UC120; FOUN1001; FOUN1002; COMS1001; COMS1002; FOUN1003; FOUN1008.
- (g) Nationals of non-contributing Caribbean Territories and the Turks and Caicos Islands. These persons are required to sit a diagnostic test at Mona upon acceptance to the University of the West Indies, Mona Campus. UWI contributing countries: Anguilla, Antigua & Barbuda, the Bahamas, Barbados, Belize, British Virgin Islands, Cayman Islands, Dominica, Grenada, Jamaica, Kitts and Nevis, Montserrat, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago.

BSc. DEGREE PROGRAMMES

The Faculty of Social Sciences offers BSc. degrees in the following categories:

- (a) **Major** - a *Major* is made up of a minimum of thirty (30) credits each in the subject area at Levels II and III.
- (b) **Double Major** - a *double Major* is made up of a minimum of thirty (30) credits each in two (2) subject areas at Levels II and III.
- (c) **Major and one Minor** - a *Major/Minor* comprises of a minimum of 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.
- (d) **Special** - a *Special* is comprised of a minimum of forty-five (45) credits in the subject area at Levels II and III.
- (e) **Minor** - a *Minor* is comprised of a minimum of fifteen (15) credits in the subject area at Levels II and III.

Degree Programmes for 2012-2013

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. Make the right choice from among the degree categories listed below:

A **Major** is available from among the following subject areas only:

- Accounting (*CH, M, WEP*)
- Africa and African Diaspora Studies (*M*)
- Demography (*M*)
- Economics (*CH, M, SA*)
- Entrepreneurship (*M*)
- Government (*SA*)
- Human Resource Management (*M*)
- International Relations (*M, SA*)
- International Tourism Management (*SA*)
- Labour and Employment Relations (*M*)
- Management Information Systems (*WJC*)
- Management Studies (*CH, M, SA, WEP*)
- Marketing (*M*)
- Operations Management (*M*)
- Political Science (*CH, M*)
- Psychology (*M, SA, WJC*)
- Public Sector Management (*CH, M*)
- Social Anthropology (*M*)
- Social Policy and Development (*M*)
- Sociology (*M, SA, CH*)
- Sports Management (*SA*)
- Statistics (*M*)
- Tourism Management (*M*)

A **Special** is available from among the following subject areas only:

- Accounting (*CH, SA*)
- Banking and Finance (*CH, M, WEP, WJC*)
- Economics (*CH, M, SA*)
- Hospitality Management (*CH, SA*)
- Hospitality and Tourism Management (*CH, SA*)
- Hotel Management (*CHTM*)
- International Relations (*SA*)
- Management Studies (*CH, SA*)
- Public Sector Management (*CH, SA*)
- Psychology (*CH, SA*)
- Sociology (*CH*)
- Social Work (*CH, CHTM, M, SA*)
- Tourism Management (*CH, CHTM, WJC, SA*)

An **Option** is available from among the following subject area only:

- Chemistry Management (*M*)

A **Minor** may be declared from among the following subject areas:

- Accounting (*CH, M, SA*)
- Africa and African Diaspora Studies (*M*)
- Criminology (*M, SA*)
- Demography (*M*)
- Economics (*M, CH, SA*)
- Finance (*SA*)
- Gender and Development Studies (*M, SA*)
- History (*CH*)
- Human Resource Development (*M*)
- Human Resource Management (*SA*)
- International Relations (*M, SA*)
- Law (*CH, M*)
- Marketing (*SA*)
- Management Studies (*CH, M, SA*)
- Management Information Systems (*SA*)
- Mathematics (*CH*)
- Political Science (*CH, M*)
- Public Sector Management (*CH, M, SA*)
- Psychology (*SA, M*)
- Social Anthropology (*M*)
- Social Policy and Administration (*M*)
- Social Policy (*SA*)
- Social Psychology (*M*)
- Sociology (*M, SA*)
- Sports Management (*SA*)
- Statistics (*M*)

KEY: Cave Hill (*CH*) | Mona (*M*) | St. Augustine (*SA*) | Centre for Hotel and Tourism Management - *Bahamas (CHTM)* | Weekend Programmes (*WEP*) | Western Jamaica Campus (*WJC*)

The Faculty also offers **Diploma** programmes in the following areas:

- Population and Development
- Psychology
- Social Work
- Sociology

Suggested Career Areas

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

- Banker
- Economist
- Statistician
- Econometrician
- Financial Economist
- Labour Economist
- Diplomatic Officer
- International Relations Expert
- Pollster

- Political Scientist
- Public Administrator
- Trade Negotiator
- Foreign Policy and Trade Analyst
- Accountant
- Human Resources Manager
- Tourism Analyst and Consultant
- Event Planner
- Food and Beverage Manager
- Internal Auditor
- Production Manager
- Management Consultant
- Marketing Specialist
- Anthropologist
- Clinical Psychologist
- Criminologist
- Counselling Psychologist
- Demographer
- Sociologist
- Family and School Social Worker
- Penal System Social Worker

TYPICAL FIRST YEAR CURRICULUM

The first year at University will be one of significant transition. Depending on your specialization, you will generally be required to complete seven (7) of the introductory or level I courses and three (3) of the foundation courses listed below. Some students may be required to take additional courses determined by their programmes of study.

Introductory or Level I Courses

- Calculus 1 for Business and Social Sciences
- Elements of Banking and Finance
- Financial Accounting
- Introduction to Caribbean Politics
- Introduction to Cognitive & Physiological Psychology
- Introduction to Cost and Management Accounting
- Introduction to Developmental, Social and Abnormal Psychology
- Introduction to Hospitality Management
- Introduction to Industrial & Organisational Psychology
- Introduction to International Relations
- Introduction to Microeconomics and Macroeconomics
- Introduction to Political Analysis
- Introduction to Public Sector Management
- Introduction to Social Research
- Introduction to Social Work
- Introductory Statistics
- Mathematics for the Social Sciences
- Principles of Economics
- Research Methods in Cognitive & Physiological Psychology
- Sociology for the Caribbean

Foundation Courses

- Caribbean Civilization
- English for Academic Purposes
- Writing in the Disciplines
- Science, Medicine and Technology in Society

NOTE: Students who have obtained Grades I-IV in certain Caribbean Advanced Proficiency Examination (CAPE) subjects may be required to replace a number of introductory courses with other courses.

EXEMPTION FROM UWI COURSES

A student who has obtained Grades I-IV in the following CAPE subjects **may** receive **exemption without credit** for the corresponding UWI-Level courses.

CAPE Subjects

Accounting Unit 1

Accounting Unit 2

Economics Unit 1

Economics Unit 2

Statistical Analysis

Sociology Unit 1

Pure Mathematics Units 1 & 2

UWI Level I Courses

ACCT1005

ACCT1003

ECON1001 & ECON1000

ECON1002 & ECON1012

SOCI1005 & ECON1005

SOCI1002

ECON1003

For a complete list of courses for which students may receive exemption, please see **Exemption from UWI Courses** in Part III of this Handbook.

HOW TO APPLY

The Admissions Section of the Registry is responsible for the acceptance and processing of all new applications and transfers for undergraduate study at the University of the West Indies. Candidates are required to complete and submit an online application form via <http://sas.mona.uwi.edu:9010>.

PART III

Faculty Degree Regulations

- ❖ PROGRAMME REGULATIONS
- ❖ GPA REGULATIONS
- ❖ EXAMINATION REGULATIONS
- ❖ SUMMER SCHOOL REGULATIONS

GENERAL REGULATIONS FOR THE DEGREE OF BACHELOR OF SCIENCES IN THE FACULTY OF SOCIAL SCIENCES

Glossary of terms used in these Regulations,

anti-requisites refer to courses where content overlap precludes courses being taken together for credit. Students are urged to view the listing in Part V of this Handbook and consult their department for guidance.

core or compulsory courses are courses that students must complete in order to be awarded a degree.

course substitution refers to cases where a course is used to replace a compulsory or core course in a student's programme requirements. Students must seek and obtain approval of replacement courses.

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.

electives refer to courses designated to be part of your degree programme and may be listed in the Faculty Handbook or department brochure while **free electives** are courses which are optional in the degree programme concerned and may be selected from any department or faculty.

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

exemption without credit refers to cases where a student is granted exemption from UWI courses because s/he has already passed equivalent courses/subjects at other recognized institutions or from other examination bodies. Students granted **exemption without credit are required** to take replacement courses.

leave of absence refers to a student being unable to continue his/her studies for a semester or more for financial, work related, personal or medical reasons. Permission must be requested through the Faculty Office.

level I, level II, level III represent the different standard of courses that must be completed in the undergraduate degree programme. Each level is designated by the first numeral in the course code. Levels II and III courses are equally weighted for the assessment of class of degree.

part 1 consists of a minimum of 30 Level I credits or 10 Level I courses and **part II** consists of a minimum of 60 Level II and Level III credits or 20 Levels II/III courses designated for each student's degree programme.

pre-requisites are courses which must be completed before registration for another course is permitted.

1. ORIENTATION AND ACADEMIC ADVISING

- 1.1 Attendance at orientation by newly-admitted students is mandatory. During orientation, student will meet the staff, learn about the Faculty, and receive information about their and programme of study information.
- 1.2 Academic advising, though available to all students throughout the course of study, is particularly emphasized for new students. The primary purpose of this programme is to assist students in planning, monitoring, and successfully managing their chosen field of study, in relation to clear career objectives.

2. PROGRAMME OF STUDY

2.1 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 (Part I) and at least 60 credits at Levels II and III (Part II).

- 2.2 The Faculty Board may require that the timing of registration in particular courses be such as to ensure that the course of study extends over either at least five semesters and two summer sessions or six semesters.

- 2.3 Students **MUST** complete ALL the requirements for Part I and Part II of their degree programmes as indicated here.

2.4 Part I

Part I consists of a minimum of 30 credits or ten 3-credit Level I courses, depending on the choice of degree i.e. a single Major, a double Major, one Major and one or two Minors or a Special. The choice made will determine whether or not additional courses must be taken.

2.4.1 Requirements for Part I of the degree are as follows:

- Three (3) University foundation courses
- Pre-requisites for Part II courses and/or free electives.
- Any other courses designated by the respective departments which are not included in the above.

2.5 Part II

Part II comprises of 60 credits normally a combination of 20 Levels II and III courses designated for each student's degree programme, as follows:

2.5.1 Requirements for Part I of the degree are as follows:

- (a) 30 credits for a single or one Major and 30 credits of Electives
- (b) 30 credits for each of two (double) Majors
- (c) 30 credits for a single Major and 15 for each of two Minors
- (d) 30 credits for one Major, 15 for one Minor and 15 Electives
- (e) Minimum of 45 courses for one Special and a maximum of 15 Electives

- 2.5.2 Students are required to satisfy pre-requisites (where they exist) for Levels II and III courses. Students, however, 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.

3. COURSE CREDITS AND WEIGHTING

- 3.1 Undergraduate courses in the Faculty normally carry a weighting of three (3) credits.
- 3.2 Where courses taught over an academic year (i.e., year long or across Semesters 1 and 2) normally carry a weighting of six (6) credits.
- 3.3 In the case of a 6-credit course, the substitution is either another 6-credit course or two 3-credit courses.
- 3.4 *Credit hours earned* refers to the credits for each course that count toward the degree requirement and for which a passing grade is obtained.
- 3.5 Credit hours earned in courses taken on a Pass/Fail basis shall not be included in calculating GPA.
- 3.6 Credits hours earned from another institution at the time of admission to the UWI will not be used in the computation of a GPA.
- 3.7 No academic credit may be granted for auditing a course.
- 3.8 A student who voluntarily withdraws from the University and who applies for re-admission within five (5) years shall be granted exemption and credit for courses previously passed, subject to the time limit for the maintenance of credits stipulated in the relevant Faculty Regulations.

4. CO-CURRICULAR CREDITS

- 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 The Office of Student Services and Development (OSSD) and the School of Education on the Campus will administer the award of credits.
- 4.4 The grading of co-curricular credits will be pass/fail.
- 4.5 All co-curricular activities/programmes must be approved in advance by the Faculty and Academic Boards.

- 4.6 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**
- 5.1 As of 1998-99 all students will be required to complete a minimum of nine credits of Foundation Courses. These Level I courses are designed to promote sensitivity to and awareness of distinctive characteristic features of Caribbean cosmologies, identities and culture.
- 5.2 **The Foundation courses are:**
- (a) FOUN1001-English for Academic Purposes
 - (b) FOUN1101-Caribbean Civilization
 - (c) FOUN1201-Science, Medicine & Technology in Society
 - (d) FOUN1301-Law, Governance, Economy and Society
 - (e) FOUN1401-Writing in the Disciplines
 - (f) Any other course approved by the Board of Undergraduate Studies.
- 5.3 Students registered in the Faculty of Social Sciences are required to do FOUN1001, FOUN1101, and FOUN1201. However, persons doing Social Work (Special) will be required to take FOUN1301 instead of FOUN1101. Students with Grades I or II passes in CAPE Communication Studies are required to do FOUN1401 in place of FOUN1001. Students who have already completed UC120 will automatically receive exemption with credit for FOUN1001 only.
- 5.4 The Foundation course, FOUN1301-Law, Governance, Economy and Society will not count for credit in the programmes of the Faculty of Social Sciences except with the permission of the Dean or as is in 5.3 above.
- 5.5 Exemption in whole or in part from the requirements under 5.3 may be granted from time to time by the Board for Undergraduate Studies.
- 6. EXEMPTION FROM UWI COURSES**
- 6.1 The guidelines for granting exemption and credit exemption are:-
From UWI Certificates (CPA, CSS, CBA)
A student who, prior to taking the Certificate, has:
- (a) normal-level matriculation will receive exemption with credit for all degree courses.
 - (b) Lower-level matriculation will receive exemption with credit for 5 courses or 15 credits*
 - (c) no matriculation will receive exemption with credit for 4 courses or 12 credits*
- *A student may receive exemption without credit for any other degree course passed.

6.2 From CAPE

A student who has obtained Grades I-IV in the following CAPE Examinations may receive exemption without credit for the corresponding UWI Level courses.

CAPE Subjects

Accounting Unit 1
Accounting Unit 2
Economics Unit 1
Economics Unit 2
Statistical Analysis
Sociology Unit 1
Pure Mathematics Units 1 & 2

UWI Level I Courses

ACCT1005
ACCT1003
ECON1001 & ECON1000
ECON1002 & ECON1012
SOCI1005 & ECON1005
SOCI1002
ECON1003

Application for exemptions must be made through the Faculty Office or online via the Automated Student Request System at <http://asrs/stud/> or from the Student Administration System (SAS) webpage. See Appendix VII for steps on how to access the system.

6.3 From Other Universities¹

- (a) A student transferring from another university to read for a UWI degree will have to do a minimum of two years of full-time study or 60 credits.
- (b) Unless departments already have a record of the particular courses, course outlines are to be submitted for departments to make an assessment. Any course approved by departments will earn students exemption with credit from UWI equivalent courses up to the limit indicated by 6.3 (a) above.
- (c) Exemption without credit may be granted for course(s) in excess of limit indicated.

6.4 From Three Year Associate Degree Programme at Accredited Tertiary Learning Institutions (TLI)

Credit exemption will be granted for all courses that have been assessed by UWI (in 1998) for equivalency with specific UWI courses if a minimum B grade (TLI grading) has been achieved.

6.5 Students doing Study Abroad at other Universities

(a) Exchange programme

Students who seek to do part of their programme at another University - a maximum of two semesters which must not include the final semester of full time study - must have the courses they intend to do at the overseas university assessed for equivalence and approved by the relevant department at Mona **before** proceeding abroad.

¹ It should be noted that first year (Level I) courses in the American Four Year Undergraduate Programme will NOT usually warrant any exemption from UWI courses.

The request to study abroad and the course(s) approved by the department must then be submitted through the Faculty to obtain Academic Board approval. When students' results are received from the overseas university, they will then receive credit for the courses as substitutes as approved by the Academic Board. The grade recorded will be the grade received and assessed and approved by the Academic Board as the equivalent of that awarded by the examining university.

(b) Students doing course(s) at other universities to complete their degree programme.

Where students may be migrating or may be away from the country for a significant period and have few courses to complete their UWI degree, there may be discretionary decisions made by the Faculty and sanctioned by Academic Board.

7. REGISTRATION

- 7.1 Students must register for courses at the beginning of each academic year or lose their status as students at the University.
- 7.2 Registration for a course constitutes registration for the examinations in that course.
- 7.3 A student is not deemed to be fully registered for a course unless his/her financial obligations to the University have been fulfilled.
- 7.4 Deadlines for changes of registration including withdrawal from or addition of courses will be as prescribed in University Regulations.
- 7.5 A student may, with permission from the Head of Department, change Major, Minor or Special within the Faculty.
- 7.6 All optional courses (electives) listed in the various degree programmes in the Faculty Handbook will not necessarily be available in any one year.
- 7.7 **Course Registration Requests/Enquiries²**
 - (a) The Faculty office is responsible for the processing of requests for:
 - additional courses
 - late adjustment to registration
 - exemption
 - (b) Department offices are responsible for all other indications of non-approval for course registration such as:
 - pre-requisites not satisfied
 - quota limit reached
 - special approval for entry
 - change of stream in large courses
 - change of Major, Minor, Special requests

² See Appendix VI for breakdown on request handlers in the Faculty.

8. REGULATIONS FOR FULL-TIME AND PART-TIME ENROLMENT

- 8.1 Full-time students shall usually be expected to register for a minimum of twenty-four (24) and a maximum of thirty (30) credits in any one academic year.
- 8.2 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 ≥ 3.6 at the time of application.
- 8.3 Part-time students shall usually be expected to register for a maximum of eighteen (18) credits in any one year.
- 8.4 A part-time student may be allowed to register for twenty-one (21) credits if he/she has maintained a minimum GPA of 3.3. Finalizing part-time students may also be allowed to register for 21 credits.
- 8.5 Part-time in the Faculty is defined by 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 only. **Thus, students registered part-time must be prepared to attend classes between 8am and 5pm.**
- 8.6 Students accepted with lower level matriculation into the Faculty as part-time students must complete a minimum of twenty-four (24) credits and 2 academic years before they are eligible to transfer to full-time.
- 8.7 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. See 9.1 below.

9. RATE OF PROGRESS AND REQUIREMENT TO WITHDRAW (RTW)

- 9.1 A full-time student will be required to withdraw from the Faculty unless he/she has gained at least:
- 15 credits at the end of the second semester
 - 33 credits at the end of the fourth semester
 - 51 credits at the end of the sixth semester
 - 69 credits at the end of the eighth semester
- 9.2 A part-time student will be required to withdraw from the Faculty unless he/she has gained at least:
- 6 credits at the end of the second semester
 - 18 credits at the end of the fourth semester
 - 24 credits at the end of the sixth semester
 - 39 credits at the end of the eighth semester
 - 54 credits at the end of the tenth semester
 - 72 credits at the end of the twelfth semester
 - 90 credits at the end of the fourteenth semester

- 9.3 Credits gained from courses done in another programme will not be counted towards the rate of progress.
- 9.4 Except where otherwise prescribed in the Faculty's regulations, a student whose GPA for a given semester is less than 1 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 1 will be required to withdraw.
- 9.5 A student who has been required to withdraw from the Faculty may apply to the Faculty for re-admission one (1) year after withdrawal. Each case will be considered on its own merit, but will only succeed if the Faculty is satisfied that the circumstances attending the reasons for the withdrawal have altered substantially.
- 9.6 Students thus admitted to a Faculty may in accordance with its regulations be granted exemption from Level 1 courses subject to there being no change in the content of the courses and provided that no more than five (5) years have elapsed since the date of withdrawal. Level II University courses, for the purposes of exemption, may be treated in the same way as Level 1 Faculty courses.
- 9.7 Students whose performance in Part 1 of the programme indicated general weakness (e.g., bare passes in all courses) may be required by the Faculty to repeat Level 1 Faculty courses.
- 9.8 Students from one faculty who had been required to withdraw from the University for failing to complete their degree programme within the stipulated period may be admitted to another faculty after a minimum period of one (1) year has elapsed since their withdrawal. Such students may be granted exemption from Level 1 courses relevant to the new programme subject to Regulations 9.6 and 9.7 above.
- 9.9 Student required to withdraw from the University for failing to complete their Degree, Diploma or Certificate Programme may be re-admitted to the Faculty after a minimum period of one (1) year has elapsed since their withdrawal. Such students shall not be granted exemptions from courses in the programme previously passed.
- 9.10 A students may apply to the Dean for a waiver of the requirement to withdraw.

10. TRANSFERS AND CHANGE OF PROGRAMME

10.1 Inter and Intra Transfers

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

10.2 Students in another Faculty at UWI who have completed Part I or all Level I courses relating to the intended Major or Special in the Faculty of Social

Sciences are eligible for transfer to Part II or Level II/III of the degree programme offered by the Faculty of Social Sciences.

- 10.3 Students registered in the Faculty of Social Sciences on another Campus who have completed Part I of a degree programme are eligible for transfer to Part II in the Faculty of Social Sciences, Mona Campus.
- 10.4 Consideration for transfer may also be offered to any student indicated in 10.2 or 10.3 above who has completed some of the required Level I courses for the intended Major or Special.
- 10.5 Consideration for transfer will not be given to students in the year they were accepted to the Faculty. Students may, upon receipt of an offer from the Admission Office, choose to reject that initial offer and immediately request their desired Major.
- 10.6 Students approved for transfer must pursue the programme requirements outlined in the Handbook for the year approval was granted.
- 10.7 **Change of Programme**
A student may change a Major/Minor/Special with the permission of the relevant Head of Department.
- 10.8 A student must declare a Major on completion of 15 credits post Part I, assuming that they have not done extra courses.
- 10.9 Students approved for change of Major/Minor/Special must pursue the programme requirements outlined in the Handbook for the year approval was granted.

11. LEAVE OF ABSENCE AND DEFERRAL OF ENTRY

- 11.1 A candidate who does not wish to commence studies during the year he or she was offered a place in the Faculty may apply for deferral of entry through the Admissions Sections of the Registry.
- 11.2 A student who, for good reason, wishes to be absent from an academic programme for a semester or more must apply for formal leave of absence to the Campus Academic Board, through the appropriate Dean, stating the reason for the application.
- 11.3 The length of such leave of absence, if granted, will be subject to approval by the Academic Board of the Campus concerned, but will not exceed one academic year in the first instance terminating at the end of the academic year for which the application is approved.
- 11.4 Leave of absence will not be granted for more than two consecutive academic years or four semesters over the life of a student's programme.

- 11.5 Applications for leave of absence for **Semester I** and **Semester II** must be made before the end of the first week of October and before the end of the second week of February, respectively.
- 11.6 Applications made after the periods indicated above 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.
- 11.7 Students who have been attending classes and who requested leave of absence after the above-mentioned dates will normally have to pay a fine equivalent to 50% of the regular tuition fee if their requests are recommended by the Faculty and approved by the Academic Board.

12. EXAMINATION

- 12.1 Students will be examined during each semester and the summer session in the courses for which they are registered.
- 12.2 A course may be examined by one or more of the following methods: (i) coursework, (ii) oral (under the conditions in Regulation 12.7 below) (iii) practical examination, and (iv) written examination papers.
- 12.3 A student failing a course may be allowed to substitute another approved course in a subsequent semester or repeat the failed course.
- 12.4 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.
- 12.5 A student who, on grounds of illness or in other special circumstances as referred to in Examination Regulation 25 fails to take an examination in a course for which he/she is registered, may be given special consideration by the Board of Examiners to take the examination at the next available opportunity, without penalty.

12.6. GPA Marking Scheme for Examinations

The authorized marking scheme is as follows:

GRADE	MARKS	GPA
A+	86 and above	4.3
A	70-85	4.0
A-	67-69	3.7
B+	63-66	3.3
B	60-62	3.0
B-	57-59	2.7
C+	53-56	2.3
C	50-52	2.0
C-	47-49	1.7
D+	43-46	1.3
D	40-42	1.0
F	Less than 40	0.0

12.7 Except where otherwise prescribed in the Faculty's regulations, a student whose GPA for a given semester is less than 1 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 1 shall be required to withdraw.

12.8 **Coursework**

(a) In the case of examination by coursework only, a student gaining an overall mark higher than 40% 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 examination 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 (Examinations) justification for such absence (such as, in case of illness, a medical certificate complying with any applicable Examination Regulations). The Dean shall consider any such request for exemption in consultation with the relevant Head of Department and course lecturer. If the exemption is granted, the percentage mark available to be awarded for the final examination will be increased correspondingly.

(c) Students are asked to pay special attention to Examination Regulation 19, which states: *"Any candidate who has been absent from the University for a prolonged period during the teaching of a particular course year for any reason other than illness or whose attendance at prescribed lectures, classes, practical classes, tutorial or clinical instructions has been unsatisfactory or who has failed to submit essays or other exercises set by his/her teachers, may be debarred by the relevant Academic Board, on the recommendation of the relevant Faculty Board, from taking any University examinations."*³

(d) An Undergraduate Coursework Accountability Statement (See Appendix X) is to be attached by students registered for undergraduate courses in the Faculty to the front of any document submitted as a component of coursework save for 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. *(Students may download a copy of the Statement from the Faculty's website).*

12.9 **Oral Examination For Final Year Students**

(a) The Board of Examiners may recommend to the Department concerned that a student who has failed the last one or two courses(s) required to complete the degree be offered an oral examination in

³ Adapted from The UWI Extracts from Examination Regulations for First Degrees, Associate Degrees, Diplomas and Certificates 2008/2009 Regulations 19 (Student Copy).

that one or those two courses provided that he/she has obtained in each instance a mark of at least 35% for the course(s).

- (b) If an oral examination is granted the student may choose to decline the offer and opt for Exams Only instead. (See Regulations below).
- (c) The oral examination will 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 contact the department concerned immediately so that arrangements can be made for the oral.
- (d) The oral examination will 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 40% (a marginal pass) for the course.
- (f) If he/she fails the oral, the student will not have a right of appeal.
- (f) A student will be allowed **one** oral examination for any **one** course.
- (g) 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 40%.

12.10 “Examinations Only” Regulations

Students will only be entitled to register for “Exams Only” in the following circumstances after having been registered for and attended classes in a course(s).

- (a) He/she has failed **one** or **two of the final courses** needed to complete the degree programme and obtained a mark of no less than 35% in each course.
- (b) He/she has obtained a medical excuse, certified by the University Health Centre, for not having attempted an exam.
- (c) In exceptional circumstances, the Dean may grant a student a deferral from sitting an exam and permission to take it on a subsequent occasion, by virtue of special assignments overseas for an employer (part-time students only) or by virtue of being selected to represent the country on a national team. In both instances, formal representation will have to be made by the employer/national association.

12.11 Absence from an Exam

If a student misses an examination for any other reasons, he/she will be obliged to register again for the full course. However, in the Faculty, departments may, on being advised of the situation, allow the student's coursework/mid-semester marks to be applied and he/she will only have to write the final exam.

12.12 Plagiarism⁴ and Academic Integrity

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.*”³

- (a) Plagiarism also involves the case of material taken from the internet without acknowledgment or giving proper credit - Cyber cheating.
- (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 as contained in the relevant UWI Examinations Regulations for First Degrees, Associate Degrees, Diplomas and Certificates (78-85 in the case of the 2006-2007 Examination Regulations).
- (c) It is a requirement of all students registered to do undergraduate courses in the Faculty of Social Sciences to sign and submit with their coursework a Coursework Accountability Statement. (*Students may download a copy of the Statement from the Faculty's website.*)

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

- 13.1 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:
- 13.2 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.

⁴ See Appendix IX for information in a paper entitled, “Presenting and Documenting Material in Course Essays” by Dr. L. Stirton, a former Lecturer in the Department of Government.

- 13.3 Where the final examination is in two or more parts (the award of the degree, diploma or certificate depending on 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.
- 13.4 Where the final examination is in two parts and the student has completed the first part (second year) with a B average 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 examinations.
- 13.5 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.
- 13.6 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 (BUS). 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 Medicine 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.
- 13.7 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.
- 13.8 An aegrotat degree, diploma or certificate will be awarded without distinction of class.
- 13.9 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.

14. REQUIREMENTS FOR THE AWARD OF DEGREE

- 14.1 In order to qualify for the award of the degree a student must:
- 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 requirements), and at least sixty credits from Levels II & III courses.
 - have satisfied the requirements of any one of the degree categories listed in 14.2 below.

14.2 **Degree Categories**

BSc. degrees are declared in one of the six (6) categories listed below. A student must be formally registered in one of these categories.

(a) Major: 30 credits for Major and 30 credits of electives

(b) Double Major: 30 credits for each of two Majors

(c) Major and one Minor: 30 credits for Major, 15 for one Minor and 15 electives

(d) Major and two Minors: 30 credits for a Major and 15 for each of two Minors

(e) Special: Minimum of 45 credits for one Special and 15 electives.

14.3 Students registered prior to 1998-1999 must include, among courses passed, UC010 & UC001 *or* UC120.

14.4 A student who, having registered for a Major, fails to obtain passes in all the designated courses will be considered for a Minor in the discipline if she/he has passed eight (8) of the ten (10) courses which include at least three (3) of the requirements for the Minor.

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

Students may also request to combine a Social Science 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. By special arrangement with the Faculties, students may register for a double Major comprising any of the Majors offered in the Faculty of Social Sciences and the Department of Mathematics. Students may also undertake a Minor in Gender Studies.

(b) Students may apply to register for a double Major involving any of the Faculty of Social Sciences Majors and other Majors offered in another Faculty on the St. Augustine Campus.

14.6 **Determination of Class of Degrees**

The following regulations shall apply to all students admitted to the University commencing academic year 2003/2004. The GPA regulations shall apply to all other students from 2006/2007 onwards.

(a) The class of degree to be awarded shall be determined on the basis of weighted (programme) Grade Point Average (GPA).

(b) In the calculation of the weighted (programme) GPA, a weight of zero shall be attached to all Level I courses.

(c) Levels II and III courses shall have equal weight (credit for credit) in the determination of the weighted (programme) GPA.

- (d) Core courses satisfying the requirements of Specials, Majors and Minors must be taken into account in the determination of the weighted (programme) GPA.
- (e) A course designated at registration as Pass/Fail shall not count in the determination of the weighted (programme) GPA.

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

- First Class Honours - Weighted GPA of 3.60 and above
- Upper Second Class Honours - Weighted GPA of 3.00 - 3.59
- Lower Second Class Honours - Weighted GPA of 2.00 - 2.99
- Pass - Weighted GPA of 1.00 - 1.99

14.8 Except where otherwise prescribed in the Faculty's regulations, a student whose degree GPA is less than 1 shall not be awarded a degree from the Faculty.

15. SUMMER SCHOOL REGULATIONS

15.1 **Overview**

The Summer School programme for the Faculty of Social Sciences is usually scheduled to start during the first week of June through to the last week of July. Summer School in the Faculty is **OPTIONAL**. Credits for courses passed will be granted to *registered students of the University*. Students who register in the summer school programme are subject to all Faculty and University regulations. Students outside the Faculty of Social Sciences are required to consult their respective faculties for course approval before registering for FSS Summer School.

15.2 **Who Can Register?**

The following categories of students are eligible for admission:

- TLI students.
- Registered students of the University who are repeating a course.
- Registered students of the University who have not taken the course(s) previously but fall into one of the following categories:

(a) Students of the University who have not yet completed the requirements for the degree, diploma or certificate programme for which they are registered.

(b) Registered UWI students from other UWI campuses.

- Students of the University who have been granted (a) leave of absence for Semester 1 and/or 2 preceding the Summer School, or (b) deferral of entry. Such students should register at the start of the Summer School, for Summer School *only*. Students on Leave of absence for an entire year are not eligible for admission to Summer School courses.
- Other persons, not students of UWI, who are eligible to matriculate at either the normal or lower level. (These students must also register with Admissions Section, Mona as *Specially Admitted Students*.)

15.3 **Academic Integrity**

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

15.4 **Attendance**

A minimum attendance of 75% of lectures/tutorials is required. The teaching materials and course outline should be available at the beginning of the Summer Programme and also upon request.

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

- (a) All Faculty of Social Sciences students should register for no more than two (2) courses in the summer programme.
- (b) Course Selection will be carried out via the Internet at the website <http://sas.uwimona.edu.jm:9010>. Students are required to select courses on-line *before* making payments.
- (c) Students from the Faculties of Humanities & Education and Pure & Applied Sciences who wish to pursue courses in the Faculty of Social Sciences should seek permission from their faculty before paying for these courses.
- (d) Only those students who have been notified in writing that they are allowed to do *Exams Only* can apply to register in this category. Students with appropriate notification should apply for Exams Only through the Faculty Coordinator or the Deputy Dean, FSS.
- (e) Students who are pursuing two courses, should choose carefully and register for *only one course in any one slot*. (See below for Timetable format). Refunds will not be granted for any “clashed course” save where there has been a *timetable change* resulting in the clash.

15.6 **Timetable**

The Faculty prepares a comprehensive timetable for all departments. This timetable will be available online on each department’s web-site. Students should note that each course on the timetable appears in one of three 2-hour slots, labeled *Slot A, Slot B, and Slot C* respectively. Therefore each course meets 3 times per week for a total of six hours.

Students should check the timetable carefully to ensure that they do not select “clashed courses”. Refunds will not be granted for any “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.

15.7 **Course Selection and Registration for Specially Admitted Students/Non-UWI Students**

- Non-UWI or “*Specially Admitted*” students are required to complete and return a copy of the *Special Admissions Application Form* to the Admission Sections in the Registry.
- Specially-Admitted students must pay *tuition and miscellaneous fees*.

15.8 Examinations, Course Load

Students can register for a maximum of TWO courses within the Faculty (including *Exams Only*). Students are advised to check the timetable before registering. Examination procedures will be the same as those that apply for the end of semester examinations. *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.

15.9 Withdrawal

Students may withdraw from a course in the normal period by notifying the Faculty Office in writing, and copying the Campus Registrar and the Summer School Coordinator. The student should clearly state the reason for the withdrawal and complete the required *application form for refund where applicable*. Students who wish to withdraw from a course after the normal period, must apply to the Academic Board, through the Faculty Office.

15.10 Payment of Fees

Cash, Manager's cheques, Debit and Credit cards will be accepted as payment for Summer School courses. There is a penalty for cheques which are '*returned to drawer*'. Part payment of fees is NOT allowed.

- Fee Payment can be made at the UWI Mona Registry Cashier (using Debit/Credit card), Bill Express, and Paymaster.
- Fees can also be paid at the National Commercial Bank (NCB). Students are required to select their course(s) online before making payment.

PART IV

Programme Requirements

- ❖ PROGRAMME OFFERINGS 2012-2013
- ❖ PROGRAMMES OF STUDY REQUIREMENTS
- ❖ DEPARTMENTAL PROGRAMME GUIDELINES

PROGRAMME OFFERINGS BY DEPARTMENT

The Faculty offers a wide variety of BSc. degree and diploma programmes:

Department of Economics

- Banking and Finance (Special)
- Economics (Major, Special, and Minor)
- Statistics (Major and Minor)

Department of Government

- Africa & African Diaspora Studies (Major and Minor)
- International Relations (Major and Minor)
- Political Science (Major and Minor)
- Public Sector Management (Major and Minor)
- Criminology (Minor)

Mona School of Business and Management

- Accounting (Major and Minor)
- Banking and Finance (Special)
- Chemistry Management (Option)
- Entrepreneurship (Major)
- Human Resource Management (Major)
- Management Studies (Major and Minor)
- Marketing (Major)
- Operations Management (Major)
- Tourism Management (Major)

Department of Sociology, Psychology and Social Work

- Demography (Major and Minor)
- Labour and Employment Relations (Major)
- Population and Development (Diploma)
- Psychology (Major and Minor) (Diploma)
- Sociology (Major and Minor) (Diploma)
- Social Anthropology (Major and Minor)
- Social Policy and Development (Major and Minor)
- Social Work (Special) (Diploma)
- Social Psychology (Minor)
- Human Resource Development (Minor)

Centre for Hotel and Tourism Management - Bahamas

- Hotel Management (Special)
- Tourism Management (Special)

Western Jamaica Campus – Montego Bay

- Accounting (Major and Minor)
- Banking and Finance (Special)
- Management Information Systems (Major)
- Management Studies (Major and Minor)
- Psychology (Major)

DEPARTMENT OF ECONOMICS

Message from the Head of Department



Welcome to the new academic year and the exciting course offerings of the Department of Economics. This is probably the most fascinating time to be studying “the dismal science” since Thomas Carlyle so dubbed it 1849 in reference to the economics of West Indian plantations. Recent events, such as the global economic crisis, the rethinking of economic science that this has engendered, and new economic challenges faced by Caribbean countries as global trade patterns change ever more rapidly, all serve to underscore the importance of understanding economic developments. The value of this important discipline will only grow as the global economy itself does so.

As you select from, enroll in, and study for the courses that are described in these pages, try to take full advantage of this unique opportunity in your life – the opportunity to gain a perspective of the world around you. At the same time as the study of economics provides you with new insights, try to engage as many as possible of the other perspectives represented by the syllabi in this book to avail yourself of a rounded view of your complex world. Never again in your life will have such an intersection of breadth of learning opportunities, depth of resources, and time to engage them. It’s an “all you can eat” bazaar. Take your fill!

As you encounter the inevitable problems and challenges along the way, administrative or academic, our staff and faculty stand ready to help you around and over. Do have a fun and edifying year.

Damien King

PROGRAMMES OFFERED

The Department of Economics, Mona, offers the following undergraduate degrees:

- Banking and Finance (Special)⁵
- Economics (Special, Major, and Minor)
- Statistics (Major and Minor)

DEPARTMENT INFORMATION AND GUIDELINES

1. Students must satisfy the programme requirements as set out in the Faculty Handbook for the year in which they were accepted to the programme.
2. Students taking two (2) Majors or a Major/Minor are required to select an alternative departmental course where a compulsory course is common to both.
3. Where the same course is listed for both a Major and a Minor, it is counted only **ONCE**, therefore, an additional approved course must also be taken to complete the required total of **60 credits**.
4. An Undergraduate Coursework Accountability Statement is to be attached by students registered for undergraduate courses in the Faculty to the front of any document submitted as a component of coursework save for 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. (*Students may download a copy of the Statement from the Faculty's website*).
5. **Exemption Without Credit for CAPE Subjects**
Students registered in the Faculty who have obtained a Grade I-IV in CAPE subjects will be allowed **exemption without credit** as follows:

Economics Unit 1 exemption from **ECON1000 & ECON1001**

Economics Unit 2 exemption from **ECON1002 & ECON1012**

Statistical Analysis exemption from **ECON1005**

Sociology Unit 1 exemption from **SOCI1002**

Accounting Unit 1 exemption from **ACCT1005**

Accounting Unit 2 exemption from **ACCT1003**

Pure Mathematics Units 1 & 2 exemption from **ECON1003**

Application for exemption must be made online via the **Automated Student Request System (ASRS)** at <http://asrs/stud/> or from the Student Administration System (SAS) webpage. **Note:** *Students granted exemption without credit due to CAPE should register for Level 1 replacement course(s) of their choosing.*

6. **Anti-Requisites**
Anti-requisites are courses that **cannot be taken together** for credit. Students are urged to view the complete list of anti-requisite courses in Part V of this Handbook.

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

PROGRAMME OF STUDY REQUIREMENTS

Outlined below are the programme of study requirements for the following degrees:

- BSc. Banking and Finance (Special)
- BSc. Economics (Special, Major, and Minor)
- BSc. Statistics (Major and Minor)

Note: Full-time and part-time students may register for a maximum of 30 credits (10 courses) and 18 credits (6 courses) in an academic year, respectively. See **Regulations for Full-time and Part-time Enrolment** in Part III of this Handbook.

BANKING AND FINANCE (SPECIAL)

Level I (Minimum 30 credits)

- 1-2. ECON1001-Intro. to Microeconomics & ECON1002-Intro. to Macroeconomics
or ECON1000-Principles of Economics I & ECON1012-Principles of Economics II
3. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the Disciplines⁶
4. FOUN1101-Caribbean Civilization
5. FOUN1201-Science, Medicine and Technology in Society
6. ECON1007-Elements of Banking and Finance
7. ACCT1003-Introduction to Cost and Management Accounting
8. ACCT1005-Financial Accounting
9. ECON1003-Mathematics for the Social Sciences *or* ECON1006-Calculus I for B&SS
10. ECON1005-Introductory Statistics *or* Level I Free Elective⁷

Level II & Level III (Minimum 60 credits)

11. ECON2000-Intermediate Microeconomics I
12. ECON2002-Intermediate Macroeconomics I
13. MGMT2021-Business Law I
14. ACCT2014-Financial Accounting I
15. MGMT2005-Computer Applications
16. MGMT2012-Introduction to Quantitative Methods
17. MGMT2023-Financial Management
18. MGMT2068-Organisational Behaviour
19. ECON3005-Monetary Economics I
20. ECON3007-International Finance
21. ECON3010-Finance and Development
22. ECON3011-Economics of Financial Institutions
23. ECON3022-Economics of Commercial Banking
24. MGMT3048-Financial Management II
25. ECON3066-Credit Analysis and Lending
26. MGMT3066-Business Ethics for Bankers
27. MGMT3067-Regulatory Framework of Banking & Finance
- 28-30. Plus 3 Level II/Level III Free Electives

⁶ Students with Grade 1 or 2 passes in CAPE Communication Studies should take FOUN1401 instead of FOUN1001.

⁷ Level I Free Elective for students with 'A' Level Maths (Statistics option) or CAPE Statistics.

ECONOMICS (MAJOR)

Level I (Minimum 30 credits)

- 1-2. ECON1001-Intro. to Microeconomics & ECON1002-Intro. to Macroeconomics
or ECON1000-Principles of Economics I & ECON1012-Principles of Economics II
3. FOUN1001-English for Academic Purposes or FOUN1401-Writing in the Disciplines⁶
4. FOUN1101-Caribbean Civilization
5. FOUN1201-Science, Medicine and Technology in Society
6. ECON1005-Introductory Statistics or Level I Free Elective⁷
7. ECON1003-Mathematics for the Social Sciences or Level I Free Elective⁸
8. ECON1006-Calculus I for Business and Social Sciences⁹
9. SOCI1002-Sociology for the Caribbean
10. GOVT1000-Intro. to Political Analysis or GOVT1001-Intro. to Caribbean Politics

Level II & Level III (Minimum 60 credits)

11. ECON2000-Intermediate Microeconomics I
12. ECON2008-Statistical Methods I
13. ECON2002-Intermediate Macroeconomics I
14. ECON2017-Calculus II for Business and Social Sciences
15. ECON2019-Matrix Algebra for Business and Social Sciences
16. ECON2003-Intermediate Macroeconomics II
17. ECON2001-Intermediate Microeconomics II
18. ECON3031-Probability and Distribution Theory for Business and Social Sciences
19. ECON3049-Econometrics I
- 20-21. Plus 2 Level III ECON Electives
- 22-30. Plus 9 Level II/III Free Electives

NOTE: For students pursuing double Majors in Economics and Mathematics, where courses are anti-requisites, students should substitute the ECON courses with other Levels II/III ECON electives.

⁸ Level I Free Elective for students with 'A' Level Maths.

⁹ Students with 'A' Level or equivalent qualifications are urged to do MATH1140 or MATH1150 and not ECON1006 if they plan to do graduate studies in economics at UWI.

ECONOMICS (SPECIAL)

Level I (Minimum 30 credits)

- 1-2. ECON1001-Intro. to Microeconomics & ECON1002-Intro. to Macroeconomics
or ECON1000-Principles of Economics I & ECON1012-Principles of Economics II
3. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the Disciplines⁶
4. FOUN1101-Caribbean Civilization
5. FOUN1201-Science, Medicine and Technology in Society
6. ECON1005-Introductory Statistics *or* Level I Free Elective⁷
7. ECON1003-Mathematics for the Social Sciences or Level 1 Free Elective⁸
8. ECON1006-Calculus I for Business and Social Sciences⁹
8. SOCI1002-Sociology for the Caribbean
10. GOVT1000-Intro. to Political Analysis *or* GOVT1001-Intro. to Caribbean Politics

Level II & Level III (Minimum 60 credits)

11. ECON2000-Intermediate Microeconomics I
12. ECON2002-Intermediate Macroeconomics I
13. ECON2019-Matrix Algebra for Business and Social Sciences
14. ECON2001-Intermediate Microeconomics II
15. ECON2017-Calculus II for Business and Social Sciences
16. ECON2003-Intermediate Macroeconomics II
17. ECON3049-Econometrics I
18. ECON3031-Probability and Distribution Theory for Business and Social Sciences
- 19-25. Plus 7 Level III Economics Electives
- 26-30. Plus 5 Level II/III Free Electives

STATISTICS (MAJOR)

Level I (Minimum 30 credits)

- 1-2. ECON1001-Intro. to Microeconomics & ECON1002-Intro. to Macroeconomics
or ECON1000-Principles of Economics I & ECON1012-Principles of Economics II
3. FOUN1001-English for Academic Purposes or FOUN1401-Writing in the Disciplines⁶
4. FOUN1101-Caribbean Civilization
5. FOUN1201-Science, Medicine and Technology in Society
6. ECON1005-Introductory Statistics or Level I Free Elective⁷
7. ECON1003-Mathematics for the Social Sciences or Level 1 Free Elective⁸
8. ECON1006-Calculus I for Business and Social Sciences⁹
9. SOCI1002-Sociology for the Caribbean
10. GOVT1000-Intro. to Political Analysis or GOVT1001-Intro. to Caribbean Politics

Level II & Level III (Minimum 60 credits)

11. ECON2008-Statistical Methods I
12. ECON2010-Statistical Computing
13. ECON2019-Matrix Algebra for Business and Social Sciences
14. ECON2014-Sampling Methods for Business and Social Sciences
15. ECON2009-Statistical Methods II
16. ECON3031-Probability and Distribution Theory for Business and Social Sciences
17. ECON3032-Statistical Estimation and Inference for Business and Social Sciences
- 18-20. Plus 3 Level III Statistics Electives*
- 21-30. Plus 10 Level II/III Free Electives

****For the purpose of selection, the following are considered as Statistics Electives:***

- ECON3037-Operations Research I
- ECON3038-Operations Research II
- ECON3067-Applied Econometrics
- ECON3040-Non-Parametric Statistics
- SOCI3018-Demography I
- SOCI3021-Demography II

ECONOMICS (MINOR)

Level I

Students pursuing an Economics Minor must complete the Level I pre-requisites for the courses selected at Levels II/III, namely: ECON1003, ECON1006, ECON1000 or ECON1000, and MATH1150 or MATH1150.

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 III Economics Electives

STATISTICS (MINOR)

Level I

Students pursuing an Economics Minor must complete the Level I pre-requisites for the courses selected at Levels II/III, namely: ECON1005, ECON1006, and MATH1150 or MATH1150.

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. Plus 1 Level II Statistics Elective
5. Plus 1 Level III Statistics Elective

For the purpose of selection, the following are considered as Statistics Electives:

ECON3037-Operations Research I
ECON3038-Operations Research II
ECON3067-Applied Econometrics
ECON3040-Non-Parametric Statistics
SOCI3018-Demography I
SOCI3021-Demography II

COURSE OFFERING: DEPARTMENT OF ECONOMICS

Codes	Course Title	Stream	Pre-requisites
ECON1000	Principles of Economics I	1&2	None
ECON1001	Introduction to Microeconomics	1&2	CXC Math Grade III (Grade II Pre 1998) O'Level Math Grade C, ECON001
ECON1002	Introduction to Macroeconomics	1&2	Same as ECON1001
ECON1012	Principles of Economics II	2	ECON1000
ECON1003	Mathematics for the Social Sciences	1&2	Same as ECON1001
ECON1005	Introductory Statistics	1&2	CXC Math Grade III (Grade II Pre 1998) O'Level Math Grade C and or A' Level Math, ECON1003 (co-requisite)
ECON1006	Calculus 1 for Business and Social Sciences	1&2	ECON1003 or A' Level Math
ECON1007	Elements of Banking and Finance	2	Same as ECON1001
ECON2000	Intermediate Microeconomics I	1	ECON1001, (ECON1003 or ECON1006 or MATH1150 or MATH1180)
ECON2001	Intermediate Microeconomics II	2	ECON2000
ECON2002	Intermediate Macroeconomics I	1	ECON1002 & ECON1003 or ECON1006 or MATH1150 or MATH1180
ECON2003	Intermediate Macroeconomics II	2	ECON2002
ECON2006	Economic Statistics	2	ECON1001 & ECON1002 or ECON1000 & ECON1012, ECON1005 & ECON1006
ECON2008	Statistical Methods I	1	ECON1005 & (ECON1006 or MATH1150 or MATH1180)
ECON2009	Statistical Methods II	2	ECON2008
ECON2010	Statistical Computing	2	ECON2009 & ECON3049
ECON2014	Sampling Methods for Business and Social Sciences	1	ECON2008 (co-requisite)
ECON2017	Calculus II for Business and Social Sciences	2	ECON1006 or MATH1150 or MATH1180
ECON2019	Matrix Algebra for Business and Social Sciences	1	ECON1003 or ECON1006 A' Level Math or MATH1140
ECON2020	Caribbean Economy	1	ECON1001 or ECON1002
ECON2021	Caribbean Economic Problems	2	ECON1001 or ECON1002
ECON2023	International Economic Relations I	1	ECON1001 or ECON1002
ECON2024	International Economic Relations II	2	ECON1001 or ECON1002
ECON3005	Monetary Economics I	1	ECON2000, ECON2002
ECON3006	International Trade Theory and Policy	1	ECON2002
ECON3007	International Finance	2	ECON2002
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 (ECON2000, ECON2001, ECON2002)
ECON3022	Economics of Commercial Banking	2	ECON2002
ECON3031	Probability and Distribution Theory for Business and Social Sciences	1	ECON2008 & ECON1006 or MATH1150 or MATH1180

ECON3032	Statistical Estimation and Inference for Business and Social Sciences	2	ECON3031
ECON3037	Operations Research I	1	ECON2019 or MATH2100
ECON3038	Operations Research II	2	ECON2017 & ECON2008 & ECON3037
ECON3040	Non-Parametric Statistics	2	(ECON2017 or MATH2150), (ECON2009 or MATH2140 & MATH2150)
ECON3049	Econometrics I	1	(ECON2008 or ECON3031) or MATH2140 & MATH2150 & (ECON2019 or MATH2110 two of ECON2000, ECON2001, ECON2002, ECON2003
ECON3051	Economic Development	2	ECON2002
ECON3052	Economic Development Policies	2	ECON2002
ECON3066	Credit Analysis and Lending	2	ECON2002 & ACCT2014
ECON3067	Applied Econometrics	2	ECON2019, ECON3049 (ECON2009) or MATH2140 & MATH2150
ECON3068	Public Policy	1	ECON2002 & ECON2003

DEPARTMENT OF GOVERNMENT

Message from the Head of Department



Greetings, I am very pleased to welcome to the Department of Government all new students and equally, to welcome back those who are continuing their journey with us towards either an undergraduate or graduate degree. I extend a warm welcome also to our international students and visitors from our sister campuses of Cave Hill and St. Augustine. I hope that all of you will enjoy your time at UWI Mona and that it will be a time of learning, intellectual and experiential growth which will culminate in academic success.

You are both privileged and challenged to be university students in very interesting and turbulent times for Jamaica, the region and, indeed, the entire international community. Many established canons about development and economic growth, institutional strength, human security and progress are being questioned and it is part of the intellectual challenge that you face, as youthful scholars, to unravel the puzzles and find viable solutions. It is a leaner time for us in terms of financial resources. It is a leaner time for us in terms of financial resources. This means that we will all, as a university community, have to expend more effort to maintain our functions as a community of knowledge. For you, the student, it means not taking lightly the privilege of tertiary education. You should maximize the opportunities you have to educate yourself, to understand your regional environment and to build strong networks of friends and professional colleagues among the folks you meet here. For us in the Department of Government, it means among other things, to maintain our commitment to enriching the learning and development of our students and to providing good administrative and mentoring support to you.

The Department of Government has for several decades recorded and reflected upon the evolution of the Caribbean state and public policy issues, leadership and political cultures and the Caribbean's interaction with the global political economy. There are lots of exciting new developments to be analyzed and interpreted, new stories to be told about Caribbean politics and societies. I hope that you will participate fully in this process and that, in the years ahead, we will be able to proudly pass the baton on to you to keep the task of knowledge production and training on Caribbean issues going. Have an enjoyable and productive year!

Jessica Byron

PROGRAMMES OFFERED

The Department offers the following range of Majors and Minors for those who wish to specialize in Political Science, International Relations, Public Sector Management as well as a range of electives for those with other career interests who feel that courses in Government are an important part of a rounded education:

- Africa and African Diaspora Studies (Major and Minor)
- International Relations (Major and Minor)
- Political Science (Major and Minor)
- Public Sector Management (Major and Minor)
- Criminology¹⁰ (Minor)

DEPARTMENT INFORMATION AND GUIDELINES

1. Students must satisfy the programme requirements as set out in the Faculty Handbook for the year in which they were accepted to the programme.
2. All students of Public Sector Management are required to read GOVT1006. GOVT0423 cannot be substituted for GOVT1006.
3. Students who wish to do any Level II or Level III International Relations course must do BOTH GOVT1000 and GOVT1008.
4. Students who wish to do any Level II or Level III Public Sector Management course must do BOTH GOVT1000 and GOVT1006.
5. Students who wish to do any Level II or Level III Political Science courses must do **BOTH** GOVT1000 and GOVT1001.
6. All three (3) Majors in the Department require students to do GOVT2013, a 6-credit course.
7. All courses are 3 credits except where otherwise indicated. Courses marked with an asterisk (*) are 6-credit courses, offered over 2 semesters.
8. Where the same course is listed for both a Major and a Minor, it is counted only ONCE, therefore, an additional approved course must also be taken to complete the required total of 60 credits.
9. The following are the requirements, which you must fulfill in order to be awarded a Major and Minor from the Department of Government.
 - **Major/Minor**
To be approved for the Criminology Minor, students must have at least a cumulative GPA of 2.7.

¹⁰ The Criminology Minor is offered jointly by the Departments of Government and Sociology, Psychology and Social Work.

To be approved for a Minor in the Department of Government, students should have completed at least two (2) of the Level II/Level III courses with at least a "B" grade and should also have an overall cumulative GPA of 2.7.

▪ **Pre-requisites**

Public Sector Management (Major) - GOVT1000, GOVT1006 and SOCI1001
Political Science (Major) - GOVT1000, GOVT1001 and SOCI1001
International Relations (Major) - GOVT1000, GOVT1008, and SOCI1001

▪ **Co-requisites**

The co-requisites for the courses above are **either** ECON1005 or SOCI1005 and SOCI1001.

10. 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.

11. An Undergraduate Coursework Accountability Statement is to be attached by students registered for undergraduate courses in the Faculty to the front of any document submitted as a component of coursework save for 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. *(Students may download a copy of the Statement from the Faculty's website).*

12. Exemption Without Credit for CAPE Subjects

Students registered in the Faculty who have obtained a Grade I-IV in CAPE subjects will be allowed **exemption without credit** as follows:

Economics Unit 1 exemption from **ECON1000 & ECON1001**
Economics Unit 2 exemption from **ECON1002 & ECON1012**
Statistical Analysis exemption from **ECON1005**
Sociology Unit 1 exemption from **SOCI1002**
Accounting Unit 1 exemption from **ACCT1005**
Accounting Unit 2 exemption from **ACCT1003**
Pure Mathematics Units 1 & 2 exemption from **ECON1003**

Application for exemption must be made online via **Automated Student Request System (ASRS)** at <http://asrs/stud/> or from the Student Administration System (SAS) webpage. **Note:** *Students granted exemption without credit due to CAPE should register for Level I replacement course(s) of their choosing.*

13. Anti-Requisites

Anti-requisites are courses that **cannot be taken together** for credit. Students are urged to view the complete list of anti-requisite courses in Part V of this Handbook.

PROGRAMME OF STUDY REQUIREMENTS

Outlined below are the programme of study requirements for the following degrees:

- Africa & African Diaspora Studies (Major and Minor)
- International Relations (Major and Minor)
- Political Science (Major and Minor)
- Public Sector Management (Major and Minor)
- Criminology (Minor)

Note: Full-time and part-time students may register for a maximum of 30 credits (10 courses) and 18 credits (6 courses) in an academic year, respectively. See **Regulations for Full-time and Part-time Enrolment** in Part III of this Handbook.

AFRICA AND AFRICAN DIASPORA STUDIES (MAJOR)

Level I (Minimum 30 credits)

1. GOVT1000-Introduction to Political Institutions
2. GOVT1001-Introduction to Political Philosophy
3. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the Disciplines¹¹
4. FOUN1101-Caribbean Civilization
5. FOUN1201-Science, Medicine and Technology in Society
6. ECON1000-Principles of Economics I
7. ECON1005-Introductory Statistics
8. HIST1304-Africa in World Civilization to 1800
9. SOCI1001-Introduction to Social Research
10. SOCI1002 Sociology for the Caribbean

Level II & Level III (Minimum 60 credits)

11. GOVT2005-Caribbean Political Thought
12. GOVT2009-Introduction to African Politics
13. GOVT2012-Jamaican Music as Philosophy 1962 –1982
14. GOVT2017-Issues in Contemporary African Politics
- 15-16. GOVT2013-Research Methods in Political Science (*6 credits year- long course*)
17. GOVT2001-Philosophical Foundations of Slavery & Anti-Slavery Resistance
18. GOVT3022-Garveyism in Americas/Africa
19. HIST3614-By the Rivers of Babylon: The African Diaspora in the West
20. PHIL2602-African Philosophy II
- 21-30. Plus 10 Levels II/III Free Electives

¹¹ Students with Grade 1 or 2 passes in CAPE Communication Studies should take FOUN1401 instead of FOUN1001.

INTERNATIONAL RELATIONS (MAJOR)

Level I (Minimum 30 credits)

1. GOVT1000-Introduction to Political Institutions
2. GOVT1008-Introduction to International Relations
3. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the Disciplines¹¹
4. FOUN1101-Caribbean Civilization
5. FOUN1201-Science, Medicine and Technology in Society
6. ECON1000-Principles of Economics I
7. ECON1005-Introductory Statistics *or* SOCI1005-Introductory Statistics for the Behavioural Sciences
8. SOCI1001-Introduction to Social Research
- 9-10. Plus 2 Level I Foreign Languages¹²

Level II & Level III (Minimum 60 credits)

11. GOVT2046-International Relations: Theories and Approaches
- 12-13. GOVT2013-Research Methods in Political Science (*6 credits year-long course*)
14. GOVT2047-Principles of Public International Law
15. GOVT2048-International and Regional Organizations
16. GOVT2049-International Political Economy
17. GOVT3048-Contemporary International Relations of the Caribbean
18. GOVT3051-International Law & Development: Selected Issues *or* GOVT3056-Internship in International Relations*
19. GOVT3052-Contemporary Issues of International Relations
20. GOVT3055-Theory and Practice of International Negotiations
- 21-30. Plus 10 Levels II/III Free Electives

*NOTE: International Relations (Major) – GOVT3056-Internship Programme

- Students must have completed all Level I IR and Semester 1 Level II courses.
- A student who has done GOVT3051 is not eligible for selection to do GOVT3056.
- 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.
- 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.
- The Internship is usually done over a 4-week period during the summer months.

¹² Students are required to take Part I and Part II of the same language at a level which is dependent on the student's aptitude and as determined by the Foreign Languages Dept. _____

POLITICAL SCIENCE (MAJOR)

Level I (Minimum 30 credits)

1. GOVT1000-Introduction to Political Institutions
2. GOVT1001-Introduction to Political Philosophy
3. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the Disciplines¹¹
4. FOUN1101-Caribbean Civilization
5. FOUN1201-Science, Medicine and Technology in Society
6. ECON1000-Principles of Economics I
7. ECON1005-Introductory Statistics *or* SOCI1005-Introductory Statistics for the Behavioural Sciences
8. SOCI1001-Introduction to Social Research
9. SOCI1002-Sociology for the Caribbean
10. Plus 1 Level I Free Elective

Level II & Level III (Minimum 60 credits)

11. GOVT2003-Theories of the State
12. GOVT2005-Caribbean Political Thought
13. GOVT2006-Foundations of Caribbean Politics
14. GOVT2007-Politics of the Caribbean
15. GOVT2009-Introduction to African Politics
- 16-17. GOVT2013-Research Methods in Political Science (*6 credits year-long course*)
18. GOVT3009-The Politics of Industrial Societies
19. GOVT3012-Issues in Contemporary Politics of Industrial Societies
20. GOVT3022-Garveyism in the Americas/Africa
- 21-30. Plus 10 Levels II/III Free Electives

Level I (Minimum 30 credits)

1. GOVT1000-Introduction to Political Institutions
2. GOVT1006-Introduction to Public Sector Management
3. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the Disciplines¹¹
4. FOUN1101-Caribbean Civilization
5. FOUN1201-Science, Medicine and Technology in Society
6. ECON1000-Principles of Economics I
7. ECON1012-Principles of Economics II
8. ECON1003-Mathematics for the Social Sciences
9. SOCI1005-Introductory Statistics for the Behavioural Sciences *or* ECON1005-Introductory Statistics
10. SOCI1001-Introduction to Social Research

Level II & Level III (Minimum 60 credits)

11. GOVT2006-Foundations of Caribbean Politics¹³
- 12-13. GOVT2013-Research Methods in Political Science (*6 credits year-long course*)
14. GOVT2032-Administrative Analysis
15. GOVT2035-Public Financial Administration
16. GOVT2007-Politics of the Caribbean
17. ECON2021-Caribbean Economic Problems
18. GOVT2033-Contested Issues in Public Sector Management
19. GOVT3033-Concepts and Theories of Public Policy
20. GOVT3034-Comparative Development Management
21. GOVT3118-Policy Analysis and Evaluation *or* GOVT3115-Public Sector Management Internship*
- 22-30. Plus 9 Levels II/III Free Electives

***Note: Public Sector Management Internship Programme**

Acceptance to GOVT3115 (Internship), which runs for six weeks in the summer, is subject to the availability of positions, as a result only a limited number of students will have this option. Final year students should therefore register for GOVT3118, until a determination is made.

¹³ Public Sector Management majors need not have GOVT1001 in order to register for GOVT2006, but must have GOVT1000 and GOVT1006.

AFRICA AND AFRICAN DIASPORA STUDIES (MINOR)

Level I

Students pursuing an Africa and African Diaspora Studies (Minor) must complete the Level I pre-requisites for the FIVE courses selected at Levels II/III.

Level II & Level III (Minimum 15 credits)

1-5. **Five (5) electives from the following 8:**

- GOVT2001-Philosophical Foundations of Slavery & Anti-Slavery Resistance
- GOVT2004-Sports Politics and Society
- GOVT2005-Caribbean Political Thought
- GOVT2009-Introduction to African Politics
- GOVT2012-Jamaican Music as Philosophy 1962–1982
- GOVT2017-Issues in Contemporary African Politics
- GOVT3022-Garveyism in Americas/Africa
- SOCI3025-Caribbean Culture

CRIMINOLOGY (MINOR)

Level I

Students pursuing a Criminology (Minor) must complete the Level I pre-requisites for the Five courses selected at Levels II/III. To declare a Criminology Minor, students must have at least a Grade 'B' in GOVT2011 and SOCI3036.

Level II & Level III (Minimum 15 credits)

1. GOVT2011-Criminal Justice Systems
2. SOCI2021-Criminology I
3. SOCI3036-Criminology II
4. **Plus one (1) elective from the following 5:**
 - GOVT2010-Delinquency & Juvenile Justice
 - PSYC2000-Social Psychology
 - PSYC2002-Abnormal Psychology
 - SOCI2000-Sociological Theory I
 - SOWK2006-Caribbean Social Issues
5. **And one (1) elective from the following 5:**
 - GOVT3010-Punishment and Corrections
 - GOVT3011-Violence and Development
 - SOCI3015-Monitoring and Evaluation of Social Programmes
 - SOWK3015-Drugs and Society
 - SOWK3020-Social Planning and Project Design

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.

Level II & Level III (Minimum 15 credits)

1. GOVT2046-International Relations: Theories and Approaches
- 2-5. **Plus four (4) electives from the following 8:**
 - 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.

Level II & Level III (Minimum 15 credits)

- 1-5. **Five (5) electives from the following 12:**
 - GOVT2001-Philosophical Foundations of Slavery & Anti-Slavery Resistance
 - GOVT2003-Theories of the State
 - GOVT2004-Sports Politics and Society
 - GOVT2005-Caribbean Political Thought
 - GOVT2006-Foundations of Caribbean Politics
 - GOVT2007-Politics of the Caribbean
 - GOVT2009-Introduction to African Politics
 - GOVT2012-Jamaican Music as Philosophy 1962–1982
 - GOVT2017-Issues in Contemporary African Politics
 - GOVT3009-The Politics of Industrial Societies
 - GOVT3012-Issues in Contemporary Politics of Industrial Societies
 - GOVT3022-Garveyism in the Americas/Africa

PUBLIC SECTOR MANAGEMENT (MINOR)

Level I

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

Level II & Level III (Minimum 15 credits)

1-5. *Five (5) electives from the following 8:*

- GOVT2032-Administrative Analysis
- GOVT2033-Contested Issues in Public Sector Management
- GOVT2035-Public Financial Administration
- GOVT2050-Constitutional and Administrative Law for Public Sector Managers
- GOVT3030-Values and Public Sector Management
- GOVT3033-Concepts and Theories of Public Policy
- GOVT3034-Comparative Development Management
- GOVT3035-Comparative Public Policy

The BSc. Public Sector Management (Levels I & II) is a two year part-time programme that is offered by Tertiary Level Institution, MIND, in collaboration with UWI. The programme provides training for working adults in central government, local government, and statutory bodies including public corporations and executive agencies. Persons working in the private sector can also benefit from this training. **Classes are held on alternate Fridays and Saturdays.**

Level I (Minimum 30 credits)

1. GOVT1000-Introduction to Political Institutions
2. GOVT1006-Introduction to Public Sector Management
3. FOUN1001-English for Academic Purposes **or** FOUN1401-Writing in the Disciplines⁶
4. FOUN1101-Caribbean Civilization
5. FOUN1201-Science, Medicine and Technology in Society
6. ECON1000-Principles of Economics I **or** ECON1001-Intro. to Microeconomics
7. ECON1012-Principles of Economics II **or** ECON1002-Intro. to Macroeconomics
8. ECON1003-Mathematics for the Social Sciences
9. ECON1005-Introductory Statistics
10. SOCI1001-Introduction to Social Research

Level II (Minimum 30 credits)

11. GOVT2006-Foundations of Caribbean Politics
- 12-13. GOVT2013-Research Methods in Political Science (6 credits year-long course)
14. GOVT2032-Administrative Analysis
15. GOVT2035-Public Financial Administration
16. GOVT2007-Politics of the Caribbean
17. ECON2021-Caribbean Economic Problems
18. GOVT2033-Contested Issues in Public Sector Management
19. GOVT2011-Criminal Justice Systems
20. MGMT2021-Business Law I

The Department of Government in the Faculty of Social Sciences, UWI Mona, working with the support of the Department of Modern Languages, Faculty of Humanities and Education, is pleased to invite eligible first year students to apply for the jointly taught BSc. in Politics and International Cooperation. This programme is delivered in collaboration with two partner institutions, the Universite Antilles-Guyane and the Institut d'Etudes Politiques, Universite de Bordeaux. Students enrolled in the programme will be expected to commit themselves to the completion of an undergraduate and graduate course of studies, culminating in the award of the MSc. qualification. In the interim they will be awarded the BSc degree once they have completed all the requirements for it.

The programme will be jointly taught by the three participating institutions. Students spend their first year in their home institutions, their second year in Bordeaux, the third year in Martinique, the fourth year in Bordeaux and the fifth and final year at the UWI Mona. The programme is restricted to a limited number of participants and a limited amount of financial assistance may be available to support their participation.

Applications are invited from students at Cave Hill, Mona and St. Augustine. These students will be in their first year of studies at UWI, or, exceptionally, in their second year. The minimum requirements for consideration will be:

- Good performance in CAPE or A' Level examination in French
- First year registration for FREN1001 and FREN1002
- GOVT1000 and, if at all possible, GOVT1008
- A GPA for the first year of 2.5 and above

Applications should be directed to the Head, Department of Government or the Head, Department of Modern Languages, UWI Mona and should be in at least by May 1 of your first academic year. Short-listed candidates will be invited to have an interview with the Selection Committee thereafter before the final selections are made. Additional details on the programme may be obtained through the Offices of the Departments of Government and Modern Languages, or through the Faculty Offices of Humanities and Education or of Social Sciences.

COURSE OFFERING: DEPARTMENT OF GOVERNMENT

Code	Course Title	Sem.	Pre-requisites
FOUN1301	Law, Governance, Economy and Society in the Caribbean	1&2	None
GOVT1000	Introduction to Political Institutions	1&2	None
GOVT1001	Introduction to Political Philosophy	1&2	None
GOVT1006	Introduction to Public Sector Mgmt.	1	None
GOVT1008	Introduction to International Relations	1&2	None
GOVT2001	Philosophical Foundations of Slavery and Anti-Slavery Resistance	1	GOVT1000 or GOVT1001 or HIST1004 or HIST2006
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
GOVT2006	Foundations of Caribbean Politics	1	GOVT1000 & GOVT1001
GOVT2007	Politics of the Caribbean	2	GOVT2006
GOVT2009	Introduction to African Politics	1	GOVT1000 & GOVT1001
GOVT2010	Delinquency and Juvenile Justice	2	None
GOVT2011	Criminal Justice Systems	1	At least a 'B' in GOVT1000 or SOCI1002
GOVT2012	Jamaican Music as Philosophy 1962-1982	2	GOVT1000 or GOVT1001 or HIST1004 or HIST2006 or LIT1002 or PHIL1001
GOVT2013	Research Methods in Political Science (6 credits-Year Long)	1&2	GOVT1000 & GOVT1001 or GOVT1006 or GOVT1008 & SOCI1001 & ECON1005 or SOCI1005
GOVT2017	Issues in Contemporary African Politics	2	GOVT2009
GOVT2032	Administrative Analysis	1	GOVT1000 & GOVT1006
GOVT2033	Contested Issues in Public Sector Management	2	GOVT2032
GOVT2035	Public Financial Management	1	GOVT1000 & GOVT1006 & any Level I or II Economics course
GOVT2046	Theories and Approaches to International Relations	1&2	GOVT1000 & GOVT1008
GOVT2047	Principles of Public International Law	1&2	GOVT1000 & GOVT1008
GOVT2048	International and Regional Organizations	1&2	GOVT1000 & GOVT1008
GOVT2049	International Political Economy	1	GOVT1000 & GOVT1008
GOVT2050	Constitutional and Administrative Law for Public Sector Managers	1	GOVT1000 & GOVT1006
GOVT3009	The Politics of Industrial Societies	1	GOVT1000 & GOVT1001
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 and Industrial Societies	2	GOVT3009
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 either German/Japanese/Latin equivalent
GOVT3022	Garveyism in the Americas/Africa	2	GOVT1000 & GOVT1001 & Any Level II Pol. Sci/History/ Econ course
GOVT3030	Values and Public Sector Management	2	GOVT1000 & GOVT1006
GOVT3033	Concepts and Theories of Public Policy	1	GOVT2032
GOVT3034	Comparative Development Mgmt.	1	GOVT2032 & GOVT2033
GOVT3035	Comparative Public Policy	1	GOVT3033
GOVT3048	Contemporary International Relations of the Caribbean	1	GOVT2046 or GOVT2048
GOVT3050	Comparative Foreign Policy	1	GOVT1000 & GOVT1001 or GOVT1006 & GOVT1008, Any Level II Pol. Sci. or IR course
GOVT3051	International Law & Development: Selected Issues	2	GOVT2047
GOVT3052	Contemporary Issues of International Relations	2	GOVT2046 & GOVT2048 (Finalizing IR Majors only)
GOVT3055	Theory and Practice of International Negotiations	2	GOVT2046 & GOVT2048 (Finalizing IR Majors only)
GOVT3056	Internship in International Relations	Summer	Finalizing IR Majors only
GOVT3114	International Security Issues	2	None
GOVT3115	Public Sector Management Internship	2	GOVT2032, GOVT3033 & GOVT3034
GOVT3118	Policy Analysis and Evaluation	2	GOVT3033 & GOVT2032 or GOVT2050 or GOVT3030
GOVT3201	Internet and Democracy	2	GOVT1000 or by permission of the Lecturer

MONA SCHOOL OF BUSINESS AND MANAGEMENT

PROGRAMMES OFFERED

The Mona School of Business and Management offers BSc. degrees in the following areas:

- Accounting (Major and Minor)
- Banking and Finance (Special)
- Chemistry Management (Option)
- Entrepreneurship (Major)
- Human Resource Management (Major)
- Management Studies (Major and Minor)
- Marketing (Major)
- Operations Management (Major)
- Tourism Management (Major)

DEPARTMENT INFORMATION AND GUIDELINES

1. Students must satisfy the programme requirements as set out in the Faculty Handbook for the year in which they were accepted to the programme.

2. **Exemption Without Credit for CAPE Subjects**

Students registered in the Faculty who have obtained a Grade I-IV in CAPE subjects will be allowed **exemption without credit** as follows:

Economics Unit 1 exemption from **ECON1000 & ECON1001**

Economics Unit 2 exemption from **ECON1002 & ECON1012**

Statistical Analysis exemption from **ECON1005**

Sociology Unit 1 exemption from **SOCI1002**

Accounting Unit 1 exemption from **ACCT1005**

Accounting Unit 2 exemption from **ACCT1003**

Pure Mathematics Units 1 & 2 exemption from **ECON1003**

Application for exemption and other services¹⁴ must be made online via the **Automated Student Request System** at <http://asrs/stud/> or from the Student Administration System (SAS) webpage. See Appendix VII for steps on how to access the system. **Note:** *Students granted exemption without credit due to CAPE should register for Level I replacement course(s) of their choosing.*

3. **Anti-Requisites**

Anti-requisites are courses that **cannot be taken together** for credit. Students are urged to view the complete list of anti-requisite courses in Part V of this Handbook.

4. **Note:** Full-time and part-time students may register for a maximum of 30 credits (10 courses) and 18 credits (6 courses) in an academic year, respectively. See **Regulations for Full-time and Part-time Enrolment** in Part III of this Handbook.

¹⁴ See Appendix VI for list of services provided by the Faculty and departmental offices.

PROGRAMME OF STUDY REQUIREMENTS

Outlined below are the programme of study requirements for the degrees offered.

ACCOUNTING (MAJOR)

Level I (Minimum 30 credits)

1. ECON1000-Principles of Economics I
2. ECON1005-Introductory Statistics
3. MGMT1002-Communication Skills for Managers
4. ACCT1003-Introduction to Cost and Management Accounting
5. ACCT1005-Introduction to Financial Accounting
6. FOUN1001-English for Academic Purposes **or** FOUN1401-Writing in the Disciplines¹⁵
7. FOUN1101-Caribbean Civilization
8. FOUN1201-Science, Medicine and Technology in Society
- 9-10. Plus 2 Level I Free Electives

Level II & Level III (Minimum 60 credits)

11. MGMT2005-Computer Applications
12. ACCT2014-Financial Accounting I
13. ACCT2015-Financial Accounting II
14. ACCT2017-Management Accounting I – Cost Accounting
15. MGMT2023-Financial Management I
16. ACCT3043-Auditing I
17. MGMT3046-Company Law
18. MGMT3051-Taxation I
19. ACCT3064-Financial Statement Analysis
20. Plus 1 Level II/III Accounting Elective
- 21-30. Plus 10 Level II/III Free Electives

Required electives for Accounting students who are interested in pursuing a career in Accounting*:

- ACCT3041-Advanced Financial Accounting
- ACCT3044-Auditing II
- MGMT3039-Management Accounting II
- MGMT3037-International Business Management
- MGMT3052-Taxation

***NOTE:** Students who plan to pursue a career as an Accountant are advised to do all the electives listed for Accounting as without these they will not meet international standards for first degree preparation for professional accountants.

¹⁵ The selected course can only be done in Semester 1 by Management Studies students because students will have to do MGMT1002 in Semester 2.

Students with grade 1 or 2 passes in CAPE Communication Studies should take FOUN1401 instead of FOUN1001.

BANKING AND FINANCE (SPECIAL)

Level I (Minimum 30 credits)

- 1-2. ECON1001-Intro. to Microeconomics & ECON1002-Intro. to Macroeconomics
or ECON1000-Principles of Economics I & ECON1012-Principles of Economics II
3. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the Disciplines¹⁵
4. FOUN1101-Caribbean Civilization
5. FOUN1201-Science, Medicine and Technology in Society
6. ECON1007-Elements of Banking and Finance
7. ACCT1003-Introduction to Cost and Management Accounting
8. ACCT1005-Financial Accounting
9. ECON1003-Mathematics for the Social Sciences *or* ECON1006-Calculus I for B&SS
10. ECON1005-Introductory Statistics

Level II & Level III (Minimum 60 credits)

11. ECON2000-Intermediate Microeconomics I
12. ECON2002-Intermediate Macroeconomics I
13. MGMT2021-Business Law I
14. ACCT2014-Financial Accounting I
15. MGMT2005-Computer Applications
16. MGMT2012-Introduction to Quantitative Methods
17. MGMT2023-Financial Management
18. MGMT2068-Organisational Behaviour
19. ECON3005-Monetary Economics I
20. ECON3007-International Finance
21. ECON3010-Finance and Development
22. ECON3011-Economics of Financial Institutions
23. ECON3022-Economics of Commercial Banking
24. MGMT3048-Financial Management II
25. ECON3066-Credit Analysis and Lending
26. MGMT3066-Business Ethics for Bankers
27. MGMT3067-Regulatory Framework of Banking & Finance
- 28-30. Plus 3 Level II/Level III Free Electives

CHEMISTRY MANAGEMENT (OPTION)

This degree is offered by the Faculty of Pure & Applied Sciences.

Level I (Minimum 30 credits)

1. ACCT1003-Introduction to Cost and Management Accounting
2. ACCT1005-Introduction to Financial Accounting
3. CHEM1901-Introductory Chemistry I
4. CHEM1902-Introductory Chemistry II
5. ECON1001-Introduction to Microeconomics
6. ECON1002-Introduction to Macroeconomics
7. ECON1005-Introductory Statistics
8. PSYC1002-Introduction to Industrial and Organizational Psychology
9. SOCI1002-Sociology for the Caribbean

Level II & Level III (Minimum 60 credits)

1. CHEM2010-Chemical Analysis A
2. CHEM2011-Chemical Analysis Laboratory I
3. CHEM2101-Inorganic Chemistry
4. CHEM2210-Organic Chemistry A
5. CHEM2211-Organic Chemistry Laboratory I
6. CHEM2310-Physical Chemistry A
7. CHEM2311-Physical Chemistry Laboratory I
8. CHEM3101-Inorganic Chemistry
9. CHEM3210-Organic Chemistry B
10. CHEM3310-Physical Chemistry B
11. MGMT2005-Computer Applications
12. MGMT2008-Organizational Behaviour
13. MGMT2012-Introduction to Quantitative Methods
14. MGMT2021-Business Law I
15. MGMT2023-Financial Management
16. MGMT2026-Introduction to Production & Operations Management
17. MGMT3031-Business Strategy & Policy
18. MGMT3136- New Venture Creation & Entrepreneurship
19. MGMT2003-Principles of Marketing
20. ONE (1) Level III Chemistry course¹⁶
21. ONE (1) Level II/III Management Studies course

NOTE: Students are required to complete 6 credits of Level I Maths prior to doing the advanced CHEM courses. Recommended courses are MATH1185-Calculus for Scientists and Engineers – Sem. 2) **and either** MATH1141-Intro. to Linear Algebra & Analytical Geometry – Sem. 1) **or** STAT1001-Statistics for Scientists – Sem. 1 and 2).

Chemistry (CHEM) courses value 2, 3 and 4 credits and FSS courses value 3 credits unless otherwise indicated.

¹⁶ Chemistry courses should be approved by the Department. See Chemistry handbook for specific credits and semester offered.

ENTREPRENEURSHIP (MAJOR)

Level I (Minimum 30 credits)

1. ECON1000-Principles of Economics I
2. ECON1005-Introductory Statistics
3. MGMT1002-Communication Skills for Managers
4. ACCT1003-Introduction to Cost and Management Accounting *or*
ACCT1005-Introduction to Financial Accounting
5. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the
Disciplines¹⁵
6. FOUN1101-Caribbean Civilization
7. FOUN1201-Science, Medicine and Technology in Society
- 8-10. Plus 3 Level I Free Electives

Level II & Level III (Minimum 60 credits)

11. MGMT2003-Principles of Marketing
12. MGMT2224-Introduction to Entrepreneurship
13. MGMT2021-Business Law I
14. MGMT2023-Financial Management I
15. MGMT3100-Entrepreneurial Finance
16. MGMT3101-Strategic Planning for Entrepreneurship
17. MGMT3136-New Venture Creation & Entrepreneurship
18. MGMT3231-International Entrepreneurship
- 19-20. **Two (2) electives from the following 3:**
MGMT3102-Creativity and Innovation Management for Entrepreneurship
MGMT3334-Social Entrepreneurship for Sustainable Development
MKTG3002-Marketing Research
- 21-30. Plus 10 Level II/III Free Electives

HUMAN RESOURCE MANAGEMENT (MAJOR)

Level I (Minimum 30 credits)

1. ECON1000-Principles of Economics I
2. ECON1005-Introductory Statistics
3. MGMT1002-Communication Skills for Managers
4. ACCT1003-Introduction to Cost and Management Accounting *or*
ACCT1005-Introduction to Financial Accounting
5. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the
Disciplines¹⁵
6. FOUN1101-Caribbean Civilization
7. FOUN1201-Science, Medicine and Technology in Society
- 8-10. Plus 3 Level I Free Electives

Level II & Level III (Minimum 60 credits)

11. MGMT2023-Financial Management I
12. MGMT2003-Principles of Marketing
13. MGMT2008-Organizational Behaviour
14. MGMT2026- Introduction to Production & Operations Management
15. MGMT3017-Human Resource Management
16. MGMT3018-Industrial Relations
17. MGMT3019-Business Negotiations
18. MGMT3021-Organizational Theory & Design
19. MGMT3065-Management of Change
20. **One (1) elective from the following 4:**
MGMT3022-Organization Development
MGMT3057-Productivity and Quality Management Techniques
MGMT3063-Labour & Employment Law
MGMT3069-Quality Service Management
- 21-30. Plus 10 Level II/III Free Elective

MANAGEMENT STUDIES (MAJOR)

Level I (Minimum 30 credits)

1. ECON1000-Principles of Economics I
2. ECON1005-Introductory Statistics
3. MGMT1002-Communication Skills for Managers
4. ACCT1003-Introduction to Cost and Management Accounting *or*
ACCT1005-Introduction to Financial Accounting
5. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the
Disciplines¹⁵
6. FOUN1101-Caribbean Civilization
7. FOUN1201-Science, Medicine and Technology in Society
- 8-10. Plus 3 Level I Free Electives

Level II & Level III (Minimum 60 credits)

11. MGMT2003-Principles of Marketing
12. MGMT2008-Organizational Behaviour
13. MGMT2012-Introduction to Quantitative Methods
14. MGMT2021-Business Law I
15. MGMT2023-Financial Management I
16. MGMT2026-Introduction to 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 3:**
MGMT2005-Computer Applications
ACCT2014-Financial Accounting I
ACCT2019-Financial Accounting for Managers
- 21-30. Plus 10 Level II/III Free Electives

MARKETING (MAJOR)

Level I (Minimum 30 credits)

1. ECON1000-Principles of Economics I
2. ECON1005-Introductory Statistics
3. MGMT1002-Communication Skills for Managers
4. ACCT1003-Introduction to Cost and Management Accounting *or*
ACCT1005-Introduction to Financial Accounting
5. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the
Disciplines¹⁵
6. FOUN1101-Caribbean Civilization
7. FOUN1201-Science, Medicine and Technology in Society
- 8-10. Plus 3 Level I Free Electives

Level II & Level III (Minimum 60 credits)

11. MGMT2003-Principles of Marketing
12. MGMT2005-Computer Applications
13. MGMT2012-Introduction to Quantitative Methods
14. MKTG3001-International Marketing
15. MKTG3002-Marketing Research
16. MKTG3003-Marketing Strategy
17. MGMT3004-Consumer Behaviour
18. MKTG3010-Integrated Marketing Communication
19. MGMT3012-Systems Analysis and Design¹⁷
20. **One (1) from the following 3:**
 - MGMT3031-Business Strategy & Policy
 - MGMT3230-Corporate Strategy
 - Any Level II/III Psychology Elective
- 21-30. Plus 10 Level III Free Electives

NOTE: Students pursuing a Marketing (Major) are encouraged to choose a Psychology course in their free elective slots.

¹⁷ Students at the Western Jamaica Campus may do MGMT3069-Quality Service Management instead of MGMT3012-Systems Analysis and Design.

OPERATIONS MANAGEMENT (MAJOR)

Level I (Minimum 30 credits)

1. ECON1000-Principles of Economics I
2. ECON1005-Introductory Statistics
3. MGMT1002-Communication Skills for Managers
4. ACCT1003-Introduction to Cost and Management Accounting *or*
ACCT1005-Introduction to Financial Accounting
5. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the
Disciplines¹⁵
6. FOUN1101-Caribbean Civilization
7. FOUN1201-Science, Medicine and Technology in Society
- 8-10. Plus 3 Level I Free Electives

Level II & Level III (Minimum 60 credits)

11. MGMT2003-Principles of Marketing
12. MGMT2005-Computer Applications
13. MGMT2008-Organizational Behaviour
14. MGMT2012-Introduction to Quantitative Methods
15. MGMT2026-Introduction to Production & Operations Management
16. MGMT3056-Project Management
17. MGMT3057-Productivity & Quality Management
18. MGMT3060-Production & Planning
- 19-20. **Two (2) from the following 5:**
 - ACCT2017-Management Accounting I – Cost Accounting
 - MGMT2023-Financial Management
 - MGMT3012-Systems Analysis and Design
 - MGMT3031-Business Strategy & Policy
 - MGMT3065-Management of Change
- 21-30. Plus 10 Level II/III Free Electives

NOTE: Students who plan to pursue a career in Operations Management or who plan to take quantitative courses are advised to include one or more of the first year mathematics courses offered by the Department of Economics.

Level I (Minimum 30 credits)

1. ECON1000-Principles of Economics I
2. ECON1005-Introductory Statistics
3. MGMT1002-Communication Skills for Managers
4. ACCT1003-Introduction to Cost and Management Accounting *or*
ACCT1005-Introduction to Financial Accounting
5. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the
Disciplines¹⁵
6. FOUN1101-Caribbean Civilization
7. FOUN1201-Science, Medicine and Technology in Society
8. MGMT1424-Internship (8 weeks) **
- 9-11. Plus 3 Level I Free Electives

Level II & Level III (Minimum 60 credits)

11. HOSP3106-Entertainment Management
12. MGMT2003-Principles of Marketing
13. MGMT2224-Introduction to Entrepreneurship
14. TOUR3000-Tourism Management
15. TOUR3106-Caribbean Tourism: Planning Policies & Issues
16. MGMT2121-Internship (10 weeks – at the end of Level II)**
17. HOTL3001-Meetings & Convention Management
18. TOUR3110-Ecotourism
19. TOUR2100-Transportation & Travel
20. Foreign Language course
21. **One (1) from the following 4:**
 - ACCT 2019: Accounting for Managers
 - MGMT3017: Human Resource Management
 - TOUR3103-Destination Management
 - TOUR3105-Caribbean Tourism: Sustainable Development
- 22-31.Plus 10 Level II/III Free Electives
32. MGMT3124: Internship (10 weeks – at the end of Level III)**

NOTE: Students pursuing a Tourism Management (Major) must take an appropriate Level I foreign language course.

**Internships are done during the summer months. Students who refuse to attend any organization where placed will be required to withdraw from programme. If students fail to submit the requested documents on time, they will be required to seek internship without the assistance of the Coordinator.

¹⁸ Students transferring from St. Augustine and Cave Hill Campuses who have completed all thirty Level I credits will be eligible to enter the second year of this programme. They will further be exempted from taking the language courses which must be substituted by two other Free Electives.

Recommended Free Electives for Tourism Management (Major)

Below is the suggested list of courses students can use as free electives.

TOURISM:

HOSP1000-Introduction to Tourism and Hospitality Management

MARKETING:

MGMT3004-Consumer Behaviour

MGMT3069-Quality Service Management

MKTG3001-International Marketing

MKTG3003-Marketing strategy

TOUR3102-Tourism Destination Marketing

FOREIGN LANGUAGE¹⁹:

Five (5) Foreign Language Electives

COASTAL ZONE MANAGEMENT²⁰:

BIOL2014-Ecology

BIOL3013-Coastal Management

BIOL3014-Marine Ecology I: Biological Oceanography

HERITAGE STUDIES:

HIST1901-Introduction to Heritage Studies

HIST2901-Heritage Management and Tourism in the Caribbean

HIST3901-Urban Heritage of Jamaica

ENTERTAINMENT & CULTURE ENTERPRISE:

Plus any two (2) of the following:

CLTR2506-Caribbean Films and their Functions

COMM2602-The Practice of Public Relations II

COMM3921-Issues in Media and Communication

GOVT2012-Jamaican Music 1962 –1982

HIST3614-“By the Rivers of Babylon”: The African Diaspora in the West

MEDIA & COMMUNICATION:

COMM3921-Issues in Media and Communication

MKTG3010-Integrated Marketing Communication

Plus any TWO (2) of the following:

COMM2268-Visual Communication

COMM3148-Alternative Media Communication-Based Initiatives

COMM3428-Media and Children

¹⁹It is being proposed that students take five (5) foreign language electives, preferably in conversational Spanish/French or any other language available in the University system subject to approval by the Department of Modern Languages and Literatures. Students with a pass at CXC/CAPE or GCE O'Level in Spanish/French will be exempted from the first year language courses in accordance with their language choice.

²⁰ 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 Pure & Applied Sciences.

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 – Cost Accounting
4. MGMT2021-Business Law I
5. ACCT3043-Auditing I

MANAGEMENT STUDIES (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. MGMT2008-Organizational Behaviour
2. MGMT3031-Business Strategy & Policy
- 3-5. Plus 3 Level II/III Departmental Free Electives

COURSE OFFERING: MONA SCHOOL OF BUSINESS AND MANAGEMENT

ACCOUNTING			
Codes	Course Title	Sem.	Pre-requisites
ACCT1002	Introduction to Financial Accounting	1	Available only to TLI students
ACCT1003	Introduction to Cost & Management Accounting	1&2	CXC Mathematics Grades 1-3 or ECON001
ACCT1005	Financial Accounting	1&2	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 – Cost Accounting	1	[ACCT1003 or CAPE Accounting Unit 2] & [ACCT1005 or CAPE Accounting Unit I]
ACCT2019	Financial Accounting for Managers	2	[ACCT1003 or CAPE Accounting Unit 2] & [ACCT1005 or CAPE Accounting Unit I]
ACCT3039	Management Accounting II	2	ACCT2017
ACCT3041	Advanced Financial Accounting	2	ACCT2015
ACCT3043	Auditing I	1	ACCT2015
ACCT3044	Auditing II	2	ACCT3043
ACCT3064	Financial Statement Analysis	1	ACCT2015 & ACCT2023

HOSPITALITY, TOURISM, MANAGEMENT AND MARKETING			
Codes	Course Title	Sem.	Pre-requisites
HOSP1000	Introduction to Tourism & Hospitality Management	2	None
HOSP3105	Sustainable Development	2	TOUR3000
HOSP3106	Entertainment Management	1	HOSP1000
HOTL3001	Meetings and Convention Management	1	HOSP1000
MGMT1002	Communication Skills for Managers	2	FOUN1001/FOUN1401
MGMT2003	Principles of Marketing	1	None

MGMT2005	Computer Applications	1&2	ACCT1005
MGMT2008	Organizational Behaviour	1&2	SOCI1002 or SOCI1001
MGMT2012	Introduction to Quantitative Methods	1&2	ECON1003 or ECON1006 & ECON1005
MGMT2020	Managerial Economics	2	MGMT2012
MGMT2021	Business Law I	1&2	None
MGMT2023	Financial Management I	1&2	ACCT1005 & MGMT2012
MGMT2026	Introduction to Production & Operations Management	1&2	MGMT2012
MGMT2029	Managerial Communication	1&2	FOUN1001 or FOUN1401
MGMT2068	Risk & Treasury Management	2	Banking & Finance students only
MGMT2224	Introduction to Entrepreneurship	1&2	ACCT1005
MGMT3004	Consumer Behaviour	2	MGMT2003
MGMT3012	Systems Analysis & Design	1	MGMT2005
MGMT3017	Human Resource Management	1&2	MGMT2008
MGMT3018	Industrial Relations	2	MGMT2008
MGMT3019	Business Negotiations	2	MGMT2008
MGMT3021	Organizational Theory & Design	2	MGMT3017
MGMT3022	Organizational Development	2	MGMT2008 grade B+ or higher
MGMT3025	Labour and Employment Law	2	None
MGMT3031	Business Strategy & Policy	2	Final Year BSc. (Accounting, Mgmt. Stds., HRM, Marketing & Operations) Major/ Minor students
MGMT3033	Business, Government & Society	2	MGMT2003
MGMT3037	International Business Management	1&2	Final Year BSc. (Accounting, Mgmt. Stds., HRM, Marketing & Operations) Major/ Minor students
MGMT3046	Company Law	1	MGMT2021
MGMT3048	Financial Management II	2	MGMT2023
MGMT3051	Taxation I	1	MGMT2021 & ACCT2014
MGMT3052	Taxation II	2	MGMT3051

MGMT3056	Project Management	1	MGMT2026
MGMT3057	Productivity & Quality Management	1	MGMT2026
MGMT3060	Production & Planning	2	MGMT2026
MGMT3061	Team Building & Management	1	MGMT2008
MGMT3062	Compensation Management	1	MGMT3017
MGMT3065	Management of Change	1	MGMT2008
MGMT3066	Business Ethics for Bankers	1	Finalizing Banking & Finance Students
MGMT3067	Regulatory Framework of Banking & Finance	1	Finalizing Banking and Finance Students.
MGMT3069	Quality Service Management	1&2	MGMT3017
MGMT3100	Entrepreneurial Finance	1	MGMT2224 & MGMT2023
MGMT3101	Strategic Planning for Entrepreneurship	1	MGMT2224
MGMT3102	Creativity & Innovation Management for Entrepreneurship	2	MGMT2224
MGMT3136	New Venture Creation & Entrepreneurship	1&2	MGMT2224
MGMT3230	Corporate Strategy	2	None
MGMT3231	International Entrepreneurship	1	None
MGMT3334	Social Entrepreneurship for Sustainable Development	2	MGMT2224
MKTG3001	International Marketing	2	MGMT2003
MKTG3002	Marketing Research	1	ECON1005 & MGMT2003
MKTG3003	Marketing Strategy	1	MGMT2003
MKTG3010	Integrated Marketing Communication	2	MGMT2003
TOUR2100	Transportation & Travel	1	HOSP1000
TOUR3000	Tourism Management	1	HOSP1000
TOUR3102	Destination Marketing	1	MGMT2003
TOUR3103	Destination Management	2	TOUR3000
TOUR3105	Caribbean Tourism: Sustainable Development	1	Check Department
TOUR3106	Caribbean Tourism Planning	2	TOUR3000
TOUR3110	Ecotourism	2	HOSP3105

DEPARTMENT OF SOCIOLOGY, PSYCHOLOGY & SOCIAL WORK

Message from the Head of Department



The Department of Sociology, Psychology and Social Work provides a unique and highly valuable learning experience. This Department fosters, at one and the same time, both diversity and unity. We believe in the intense and full development of all of the separate disciplines within the department: Sociology, Social Work, Psychology, and Human Resource Development and we recognise too that all disciplinary developments, to be intellectually honest and significant, must be articulated in relation to the other disciplines. For example, there can be no proper sociology without a proper psychology and no proper psychology without a proper sociology!

This Department has built its academic tradition on disciplinary diversity and disciplinary unity. Our tradition covers areas of study ranging from family and population studies to organizational studies to studies of collective and individual resilience. We have in this tradition elaborated perspectives from pluralism to social affirmation, linking class analysis with the categories of race and culture and with the issues of collective and personal identity. In all of this the department's work has been as theoretical as it has been empirical and applied.

The Department of Sociology, Psychology and Social Work does present a truly valuable intellectual framework and tradition and we welcome all new students and faculty to embrace the opportunities we provide and to become a part of deepening and elaborating even further, this unique Caribbean tradition.

A great intellectual tradition has to be supported by, among other things, a strong collegial and interpersonal culture. In this regard, this Department tries hard to foster and maintain relations of the utmost mutual respect among all the various individuals and groups that come together in this enterprise. We are here in the service of a "Caribbean Civilisation" and as Lloyd Best directed, "we have to be intelligent, we have to be sensitive and we have to be compassionate and open to persuasion and open to persuading."

Clement Branche

PROGRAMMES OFFERED

The Department of Sociology, Psychology and Social Work offers BSc. degrees and diploma in the following areas:

- Criminology (Minor)
- Demography (Major and Minor)
- Human Resource Development (Minor)
- Labour and Employment Relations (Major)
- Population and Development (Diploma)
- Psychology (Major and Minor) (Diploma)
- Social Anthropology (Major and Minor)
- Social Policy and Development (Major and Minor)
- Social Psychology (Minor)
- Social Work (Special) (Diploma)
- Sociology (Major and Minor) (Diploma)

DEPARTMENT INFORMATION AND GUIDELINES

1. Students must satisfy the programme requirements as set out in the Faculty Handbook as at the year in which they were accepted to the programme.
2. The choice of electives should complement the major field of study. Students should consult the description of courses in this and other departments to make their selections.
3. Electives at Levels II and III must be from either Level II or III courses. Level III courses may be taken in year 2 as long as the pre-requisites have been met.
4. All courses are for 3 credits except where otherwise indicated.
5. Most Levels II and III courses have pre-requisites as you will see from the list of courses being offered in Section V of this Handbook.
6. 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.
7. Where the same course is listed for both a Major and a Minor, it is counted only **ONCE** therefore, an additional approved course must also be taken to complete the required total of 60 credits at Levels II and III.
8. Students taking double Majors in Sociology and Psychology, or Sociology and Demography, may only apply the required course SOCI2008-Statistics for Behavioural Sciences to ONE of the Majors and must then select an additional course to complete the ten (10) courses for the other Major.
9. EDRS2007-Basic Research Methods is accepted as a substitute wherever SOCI1001-Introduction to Social Research is listed.
10. ECON1005-Introduction to Statistics is accepted as a substitute wherever SOCI1005-Introduction to Statistics for the Behavioural Sciences is listed.

11. Department Coursework Guidelines

- Coursework refers to the part of your final grade that is done 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. This distinguishes it from the conditions pertaining to the final examination.
- Where 'in-course' tests are being administered, these should normally be no later than the 8th week of the semester, unless there is not final examination.
- Where both written coursework and 'in-course' tests are being used as a method of assessment, these should be scheduled at least three weeks apart, unless there is not final examination.
- 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 for may refer the request for the discretion of the Head of Department.
- 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.

12. An Undergraduate Coursework Accountability Statement is to be attached by students registered for undergraduate courses in the Faculty to the front of any document submitted as a component of coursework save for 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. *(Students may download a copy of the Statement from the Faculty's website).*

13. Exemption Without Credit for CAPE Subjects

Students registered in the Faculty who have obtained a Grade I-IV in CAPE subjects will be allowed **exemption without credit** as follows:

Economics Unit 1 exemption from **ECON1000 & ECON1001**

Economics Unit 2 exemption from **ECON1002 & ECON1012**

Statistical Analysis exemption from **ECON1005**

Sociology Unit 1 exemption from **SOCI1002**

Accounting Unit 1 exemption from **ACCT1005**

Accounting Unit 2 exemption from **ACCT1003**

Pure Mathematics Units 1 & 2 exemption from **ECON1003**

Application for exemption and other services²¹ must be made online via **Automated Student Request System** at <http://asrs/stud/> or from the Student Administration System (SAS) webpage. **Note:** *Students granted exemption without credit due to CAPE should register for Level I replacement course(s) of their choosing.*

14. Anti-Requisites

Anti-requisites are courses that **cannot be taken together** for credit. Students are urged to view the complete list of anti-requisite courses in Part V of this Handbook.

²¹ See Appendix VI for list of services provided by the Faculty and departmental offices.

PROGRAMME OF STUDY REQUIREMENTS

Note: Full-time and part-time students may register for a maximum of 30 credits (10 courses) and 18 credits (6 courses) in an academic year, respectively. See **Regulations for Full-time and Part-time Enrolment** in Part III of this Handbook.

DEMOGRAPHY (MAJOR)

Level I (Minimum 30 credits)

1. SOCI1001-Introduction to Social Research
2. SOCI1002-Sociology for the Caribbean
3. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the Disciplines²²
4. FOUN1101-Caribbean Civilization
5. FOUN1201-Science, Medicine and Technology in Society
6. ECON1005-Introductory Statistics *or* SOCI1005-Introductory Statistics for the Behavioural Sciences
- 7-10. Plus 4 Level I Free Electives

Level II & Level III (Minimum 60 credits)

11. SOCI2000-Sociological Theory I
12. SOCI2004-Introduction to Population
13. SOCI2005-Reproductive Health and Family Life Education
14. SOCI2007-Survey Design
15. SOCI2008-Statistics for the Behavioural Sciences
16. SOCI2009-Statistical Computing for Social Research
17. SOCI3018-Demography I
18. SOCI3021-Demography II
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 MSc. Demography are urged to do SOCI2006.

²² Students with Grade 1 or 2 passes in CAPE Communication Studies should take FOUN1401 instead of FOUN1001.

LABOUR AND EMPLOYMENT RELATIONS (MAJOR)

Level I (Minimum 30 credits)

1. SOCI1001-Introduction to Social Research
2. SOCI1002-Sociology for the Caribbean
3. FOUN1101-Caribbean Civilisation
4. FOUN1201-Science, Medicine and Technology in Society
5. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the Discipline²²
6. ACCT1003-Introduction to Cost and Managerial Accounting *or* ACCT1005-Financial Accounting
7. SOCI1005-Introductory Statistics for the Behavioural Sciences *or* ECON1005-Introductory Statistics
8. GOVT1000-Introduction to Political Institutions *or* GOVT1008-Introduction to Political Relations
9. PSYC1000-Introduction to Developmental Social & Abnormal Psychology *or* PSYC1002-Introduction to Industrial and Organisational Psychology
10. **Plus one (1) from the following 4:**
 - ECON1000-Principles of Economics I
 - ECON1012-Principles of Economics II
 - ECON1001-Introduction to Microeconomics
 - ECON1002-Introduction to Macroeconomics

Level II & Level III (Minimum 60 credits)

11. MGMT2008-Organizational Behaviour
12. SOCI2008-Statistics for Behavioural Sciences
13. SOCI2007-Survey Design
14. SOCI3026-Sociology for Development
15. MGMT3018-Industrial Relations
16. MGMT3017-Human Resource Management
17. MGMT3025-Labour and Employment Law
18. SOCI3008-Industrial Sociology I: Theory and Methods
19. SOCI3044-Anthropological Theories
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

NOTE: *Labour and Employment Relations (Major):*

For the purpose of selection, the Department recommends the following Level III electives: HIST3021, MGMT3022, MGMT3019, MGMT3021, PSYC2006, SOCI2001, and SOCI2000.

PSYCHOLOGY (MAJOR)

Level I (Minimum 30 credits)

1. PSYC1000-Introduction to Developmental, Social & Abnormal Psychology
2. PSYC1005-Psychology Laboratory Methods: Social, Abnormal and Developmental
3. FOUN1001-English for Academic Purposes **or** FOUN1401-Writing in the Disciplines²²
4. FOUN1101-Caribbean Civilization
5. FOUN1201-Science, Medicine & Technology in Society
6. SOCI1002-Sociology for the Caribbean
7. PSYC1001-Introduction to Cognitive & Physiological Psychology
8. PSYC1003-Research Methods in Cognitive and Physiological Psychology
9. SOCI1005-Introduction to Statistics for Behavioural Sciences
10. Plus 1 Level I Free Elective

Level II & Level III (Minimum 60 credits)

11. PSYC2000-Social Psychology
12. SOCI2008-Statistics for the Behavioural Sciences
13. PSYC2008-Cognitive Psychology
14. PSYC3007-Applied Social Psychology **or** PSYC3001-Social Cognition
15. PSYC3000-Research Designs in Psychology
- 16-18. **THREE (3) from the following:**
 - PSYC2002-Abnormal Psychology
 - PSYC2003-Physiological Psychology
 - PSYC2004-Personality Theory
 - PSYC2007-Psychometrics 1
 - PSYC2015-Developmental Psychology
- 19-21. Plus 3 Psychology Courses
- 22-30. Plus 9 Levels II/III Free Electives

NOTE: Psychology (Major):

Students taking double Majors or Majors and Minors which require the same course or courses (e.g. SOCI2008) cannot use these overlapping courses for both Majors or both Minors. Appropriate substitute courses must be taken in order to fulfill the requirements of both Majors and Major/Minor combination. For example, PSYC2000 cannot be counted for both the Psychology (Major) and HRD (Minor).

There are some out-of-Faculty and non-psychology courses which may act as substitutes for the required courses in the Psychology Major. Please inquire with the Psychology Unit Office.

SOCIAL ANTHROPOLOGY (MAJOR)

Level I (Minimum 30 credits)

1. SOCI1006-Introduction to Anthropology
2. PSYC1000-Introduction to Developmental, Social & Abnormal Psychology
3. FOUN1001-English for Academic Purposes **or** FOUN1401-Writing in the Disciplines²²
4. FOUN1101-Caribbean Civilization
5. FOUN1201-Science, Medicine & Technology in Society
6. SOCI1001-Introduction to Social Research
7. SOCI1002-Sociology for the Caribbean
8. SOCI1005-Introduction to Statistics for 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-Sociological Theory I
13. SOCI2001-Sociological Theory II
14. SOCI2006-Qualitative Research
15. SOCI2011-Social and Cultural Anthropology
16. SOCI2018-Anthropology of Africa/India
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
 - LING2301-Sociology of Language
 - LING2801-Introduction to Structure and Language of Jamaica Creole
- 21-24. Plus 4 Level II Free Electives
- 25-30. Plus 6 Level III Free Electives

*Students who have been granted exemption without credit from SOCI1002 should register for all three electives.

SOCIAL POLICY AND DEVELOPMENT (MAJOR)

Level I (Minimum 30 credits)

1. SOCI1001-Introduction to Social Research
2. SOCI1002-Sociology for the Caribbean
3. SOCI1003-Psychology Laboratory Methods, Physiology and Cognitive
4. FOUN1001-English for Academic Purposes or FOUN1401-Writing in the Disciplines²²
5. FOUN1101-Caribbean Civilization
6. FOUN1201-Science, Medicine & Technology in Society
7. SOCI1005-Introduction to Statistics for Behavioural Sciences
8. ECON1000-Principles of Economics I
9. GOVT1000-Introduction to Political Institutions
10. Plus 1 Level I Free Elective

Level II & Level III (Minimum 60 credits)

11. SOCI2000-Sociological Theory I
12. SOCI2006-Qualitative Research
13. SOCI2007-Survey Design
14. SOCI2008-Statistics for the Behavioural Science
15. SOWK2004-Development of Social Policy
16. SOCI3026-Sociology of Development
- 17-18. SOCI3045-Capstone Research Course in Social Policy and Development
19. SOCI3015-Monitoring and Evaluation of Social Programmes
20. SOCI3030-Globalization and Development
- 21-24. Plus 4 Level II Free Electives
- 25-30. Plus 6 Level III Free Electives

SOCIOLOGY (MAJOR)

Level I (Minimum 30 credits)

1. SOCI1001-Introduction to Social Research
2. SOCI1002-Sociology for the Caribbean
3. SOCI1003-Psychology Laboratory Methods, Physiology and Cognitive
4. FOUN1001-English for Academic Purposes **or** FOUN1401-Writing in the Disciplines²²
5. FOUN1101-Caribbean Civilization
6. FOUN1201-Science, Medicine & Technology in Society
7. SOCI1005-Introduction to Statistics for Behavioural Sciences
8. PSYC1000-Introduction to Developmental, Social & Abnormal Psychology
9. **Plus one (1) from the following 2:**
ECON1000-Principles of Economics I
ECON1012-Principles of Economics II
10. Plus 1 Level I Free Elective²³

Level II & Level III (Minimum 60 credits)

11. SOCI2000-Sociological Theory I
12. SOCI2006-Qualitative Research
13. SOCI2008-Statistics for the Behavioural Sciences
14. SOCI2001-Sociological Theory II
15. SOCI2007-Survey Design
16. SOCI2017-Caribbean Society **or** SOCI3025 (SY36C)-Caribbean Culture
- 17-18. **Plus 2 from the following 4:**
SOCI2004-Introduction to Population
SOCI2009-Statistical Computing for Social Research
SOCI3026-Sociology of Development
SOWK2004-Development of Social Policy
19. Plus 1 Level II SOCI Elective
20. Plus 1 Level III SOCI Elective
- 21-24. Plus 4 Level II Free Electives
- 25-30. Plus 6 Level III Free Electives

NOTE: Sociology (Major): *Students intending to pursue a MSc. Sociology graduate degree should select courses relevant to the intended area of specialization. MSc. specializations include: Social Policy & Administration; and Sociology of Development.*

²³ If taking a Sociology/Psychology double major which requires 4 introductory Psychology courses, students should take the required Level I Psychology courses i.e., PSYC1001, PSYC1003 & PSYC1005 instead of electives. Summer School registration may be required to complete the Level I requirements or double majors.

SOCIAL WORK (SPECIAL)

Level I²⁴ (Minimum 30 credits)

1. SOWK1001-Introduction to Social Work I (incl. Intro. to Practicum)
2. SOWK1003-Introduction to Social Work II (Incl. Human Skills Labs)
3. FOUN1001-English for Academic Purposes **or** FOUN1401-Writing in the Disciplines²²
4. FOUN1201-Science, Medicine & Technology in Society
5. FOUN1301-Law, Governance, Economy and Society in the Caribbean
6. SOCI1001-Introduction to Social Research
7. SOCI1002-Sociology for the Caribbean
8. SOCI1005-Introduction to Statistics for Behavioural Sciences
9. SOWK1006-Social Work Practicum I
10. PSYC1000-Introduction to Developmental, Social & Abnormal Psychology

Level II & Level III (Minimum 60 credits)

11. SOWK1000-Human Behaviour: Person in the Environment Perspective
12. SOWK2004-Development of Social Policy
13. SOWK2001-Law and the Human Services
14. SOWK2002-Social Work Theory and Practice I
15. SOWK2003-Social Work Theory and Practice II
16. SOCI2007-Survey Design
17. PSYC2002-Abnormal Psychology
18. SOWK2005-Organization and Administration of Social Services
- 19-20. SOWK2008-Social Work Practicum II (*6 credits*)
- 21-22. SOWK3017-Social Work Practicum III (Incl. Supervision Module) (*6 credits*)
23. SOCI2017-Caribbean Society **or** SOCI3025-Caribbean Culture
24. SOCI2006-Qualitative Research **or** SOCI2008-Statistics for the Behavioural Sciences or a Level II SOWK Elective
25. SOWK3010-Applied Social Group Work
26. SOWK3009-Community Organization
27. SOWK3030-Social Casework: Counselling, Treatment and Rehabilitation
28. Plus 1 Levels II/III SOWK Elective
- 29-30. Plus 2 Levels II/III Free Electives

NOTE: Social Work (Special):

Students proposing to do the MSW (Administration and Management in Human Services Specialization) will need to have taken SOCI2008. Those proposing to do MSW (Clinical Social Work Practice Specialization) will need to have taken SOCI2006 before taking the required research course in their graduate programme.

The Social Work practicum places students on working assignments in a selection of social work and social service agencies. The Practicum represents an integral part of the course of study and part-time students also need to meet the requirement for agency visits and field placement during the week. The Year I practicum comprises 165 hours while Years II and III involve 320 hours of practicum time.

²⁴ Part-time students must take PSYC1000, SOCI1002, SOWK1001, FOUN1001, SOWK1006 and SOWK1003 in the first year of their programme.

CRIMINOLOGY (MINOR)

Level I

Students pursuing a Criminology (Minor) must complete the Level I pre-requisites for the Five courses selected at Levels II/III. To declare a Criminology (Minor), students must have at least a Grade 'B' in GOVT2011 and SOCI3036.

Level II & Level III (Minimum 15 credits)

1. GOVT2011-Criminal Justice Systems
2. SOCI2021-Criminology I
3. SOCI3036-Criminology II
4. **Plus one (1) elective from the following 5:**
 - GOVT2010-Delinquency & Juvenile Justice
 - PSYC2000-Social Psychology
 - PSYC2002-Abnormal Psychology
 - SOCI2000-Sociological Theory I
 - SOWK2006-Caribbean Social Issues
5. **And one (1) elective from the following 5:**
 - GOVT3010-Punishment and Corrections
 - GOVT3011-Violence and Development
 - SOCI3015-Monitoring and Evaluation of Social Programmes
 - SOWK3015-Drugs and Society
 - SOWK3020-Social Planning and Project Design

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
5. SOCI3021-Demography II

NOTE: Demography (Minor): Students who have taken any of the above courses as a requirement for completing a Major in another discipline should substitute that course with one of the following: SOCI3041, SOCI2005, and SOCI3022. Students intending to pursue the MSc. Demography degree are strongly urged to register for SOCI2000 and SOCI2006.

HUMAN RESOURCE DEVELOPMENT (MINOR)

Level I

Students pursuing a Human Resource 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. 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-Experimental Learning
 - MGMT3017-Human Resource Management
 - MGMT3018-Industrial Relations
 - MGMT3061-Team Building & Management
 - MGMT3021-Organization Theory and Design

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 8:**
 - PSYC2002-Abnormal Psychology
 - PSYC2003-Physiological Psychology
 - PSYC2004-Personality Theory
 - PSYC2007-Psychometrics
 - PSYC2015-Developmental Psychology
 - PSYC2000-Social Psychology
 - PSYC2005-Introduction to Health Psychology
 - PSYC3000-Research Designs in Psychology
5. **Plus one from the following 3:**
 - PSYC2008-Cognitive Psychology
 - PSYC3007-Applied Social Psychology
 - PSYC3001-Social Cognition

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 Research Methods²⁵
3. SOCI3034-Anthropological Theories
4. SOCI3025-Caribbean Culture
5. **Plus one (1) from the following 5:**
 - SOCI2018-Anthropology of Africa
 - SOCI2020-Identity and Conduct in the Dancehall Culture
 - SOWK3009-Community Organization
 - SOCI2111-Anthropology of Religion
 - SOCI3043-Introduction to Medical Anthropology

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. **ONE (1) from the following 2:**
 - SOCI3040-Globalization and Development
 - GOVT3006-Concepts and Theories of Public Policy
5. **Plus one (1) Elective from the following 4:**
 - SOCI3015-Monitoring and Evaluation of Social Programmes
 - SOWK2005-Organization and Administration of Social Services
 - GOVT3025-Comparative Public Policy
 - SOWK3014-Administrative Process in Social Services

²⁵ Students who have taken SOCI2006, as a requirement for the Sociology major, should select two of the Anthropology electives.

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 4:**
 - PSYC2006-Interpersonal Dynamics
 - PSYC2007-Psychometrics
 - PSYC3010-Applied Group Dynamics
 - PSYC3000-Research Designs in Psychology

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-Sociological Theory I
2. SOCI2006-Qualitative Research
3. SOCI2007-Survey Design
4. SOCI2017-Caribbean Society **or** SOCI3025-Caribbean Culture
5. Plus 1 approved Level II/III SOCI Elective

DIPLOMA PROGRAMMES

The class of diploma to be awarded shall be determined on the basis of performance in 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)

In order to be awarded the **Diploma in Population and Development**, students are required to pass all ten courses. Where students have failed less than four of the ten courses they will be allowed one chance to re-sit exams to qualify for the Diploma.

Level I

Students pursuing the Diploma in Population and Development must complete the Level I pre-requisites for the courses selected at Levels II/III. Some of these pre-requisites are: SOCI1005 or ECON1005 and SOCI1001 or SOCI1002.

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
5. SOCI3022-Population, Environment and Development
6. SOCI1003-Sociology and Development
7. SOCI2009-Statistical Computing for Social Research
8. SOCI3021-Demography II (Demographic Techniques)
- 9-10. **Plus two (2) from the following 7:**
 - SOCI2000-Sociological Theory I
 - SOCI2006-Qualitative Research
 - SOCI3015-Monitoring and Evaluation of Social Programme
 - SOCI3024-Population and Social Policy
 - SOCI3041-Introduction to Social Marketing
 - SOWK2004-Development of Social Policy
 - SOWK2007-Health, Society & the Human Services

PSYCHOLOGY (DIPLOMA)

The Diploma in Psychology serves a dual function of providing psychology training that is relevant to the world of work, and acts as a bridge for those persons who wish to qualify for graduate training in psychology. This Diploma is open to individuals with bachelors' degrees in other disciplines.

Level I

Prior to entry, all applicants **must have completed** the following courses or their equivalent: PSYC1001, PSYC1000, SOCI1005, PSYC1005, PSYC1003 and SOCI2008.

Level II & Level III (Minimum 30 credits)

1. PSYC2000-Social Psychology
2. PSYC2008-Cognitive Psychology
3. PSYC3000-Research Designs in Psychology
4. PSYC3001-Social Cognition **or** PSYC3007-Applied Social Psychology
- 5-6. PSYC3011-Research Paper in Psychology (*6 credits*) **or** two (2) Levels II/III Approved PSYC courses
- 7-10. **Plus four (4) from the following 7:**
 - PSYC2002-Abnormal Psychology
 - PSYC2003-Physiological Psychology
 - PSYC2004-Personality Theory
 - PSYC2007-Psychometrics
 - PSYC2008-Cognitive Psychology
 - PSYC2015-Developmental Psychology
 - PSYC2005-Introduction to Health Psychology

SOCIAL WORK (DIPLOMA)

Level I

Prior to entry, all applicants **must have completed** the following introductory courses: PSYC1000, SOCI1002, SOCI1001 & SOCI1005 **or** ECON1005

Level II & Level III (Minimum 30 credits)

1. SOWK1011-Intro. to Social Work Practicum (*1 credit; Diploma students only*)
2. SOWK1000-Human Behaviour: Person-in-Environment Perspective
3. SOWK1006-Social Work Practicum I
4. SOWK2004-Development of Social Policy
5. SOWK2002-Social Work Theory and Practice I (*Departmental requirement*)
6. SOWK3017-Social Casework: Counselling, Treatment and Rehabilitation
7. SOWK3009-Community Organization
8. SOWK2005-Organization and Administration of Social Services
9. SOWK2003-Social Work Theory and Practice II (*Departmental requirement*)
10. SOCI2007-Survey Design
11. SOCI2017-Caribbean Society
12. PSYC2002-Abnormal Psychology
- 13-14. SOWK3017-Social Work Practicum III (*320 hours - 6 credits*) (*Summer*)

Level I

Students intending to apply for the MSc. Sociology should take any prerequisite undergraduate courses in the field which they intend to apply, and should gain a minimum 'B' average in such courses. Only Level I courses are offered in the evening.

Level II & Level III (Minimum 30 credits)

1. SOCI2000-Sociological Theory I
2. SOCI2001-Sociological Theory II
3. SOCI2006-Qualitative Research
4. SOCI2007-Survey Design
5. SOCI2008-Statistics for the Behavioural Sciences
6. SOCI2009-Statistical Computing for Social Research *or* PSYC2007-Psychometrics I
7. SOCI2017-Caribbean Society
8. **Plus one (1) from the following 5:**
 - ECON1012-Principles of Economics II
 - PSYC3007-Applied Social Psychology
 - SOCI3021-Demography II
 - 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
 - SOCI2021-Criminology I
 - PSYC2000-Social Psychology
 - SOCI2004-Introduction to Population
 - SOCI2011-Social and Cultural Anthropology
 - SOCI3026-Sociology of Development I
 - SOCI3025-Caribbean Culture
 - SOCI3008-Industrial Sociology I: Theory and Methods
 - PSYC3001-Social Cognition
 - MGMT2008-Organizational Behaviour

COURSE OFFERING: DEPARTMENT OF SOCIOLOGY, PSYCHOLOGY & SOCIAL WORK

PSYCHOLOGY			
Codes	Course Title	Sem.	Pre-requisites
PSYC1000	Introduction 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
PSYC1003	Psychology Laboratory Methods: Physiological & Cognitive	2	PSYC1005 (PSYC1006 at WJC), PSYC Majors only
PSYC1005	Psychology Laboratory Methods: Social, Abnormal and Developmental	1	Psychology Majors ONLY
PSYC2000	Social Psychology	1&2	PSYC1000, SOCI1002
PSYC2002	Abnormal Psychology	1&2	PSYC1000
PSYC2003	Physiological Psychology	1	PSYC1002
PSYC2004	Personality Theory	1	PSYC1000
PSYC2005	Introduction to Health Psychology	1	PSYC1000, PSYC1001, SOCI1005
PSYC2006	Interpersonal Dynamics	1&2	PSYC1000
PSYC2007	Psychometrics I	2	PSYC1000 & PSYC1001, PSYC1005 & PSYC1003 (Co or prerequisite SOCI2008 (PSYC Majors only))
PSYC2008	Cognitive Psychology	2	PSYC1001
PSYC2015	Developmental Psychology	2	PSYC1000
PSYC2017	Political Psychology	2	See Dept.
PSYC3000	Research Designs in Psychology	2	PSYC1005 & PSYC1003, 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 and SOWK students ONLY) application process applies

PSYC3009	Counseling Practicum	2	PSYC3008 (application process applies)
PSYC3010	Applied Group Dynamics	2	PSYC2006
PSYC3011	Research Paper in Psychology (Year long)	1&2	PSYC2016, PSYC3000, SOCI2008, SOCI2007 or SOCI2006; Finalizing PSYC Majors or approved PSYC Diploma students only
PSYC3021	Behaviour Management	2	PSYC2002 & PSYC2005

SOCIOLOGY			
Codes	Course Title	Sem.	Pre-requisites
SOCI1001	Introduction to Social Research	1&2	None
SOCI1002	Sociology for the Caribbean	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	Sociological Theory I	1	SOCI1002
SOCI2001	Sociological Theory II	2	SOCI2000
SOCI2004	Introduction to Population	1&2	None
SOCI2005	Reproductive Health and Family Life Education	1	SOCI2004 (co-requisite)
SOCI2006	Qualitative Research	1&2	SOCI1002 & SOCI1001
SOCI2007	Survey Design	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	1&2	SOCI2008
SOCI2011	Social and Cultural Anthropology	1	SOCI1002 or SOCI1006
SOCI2016	Gender and Development in Caribbean Society	1&2	Any 2 Social Science courses
SOCI2017	Caribbean Society: Continuity and Change	1&2	SOCI1002 and another SOCI course
SOCI2018	Anthropology of Africa	2	SOCI1002 or SOCI1006

SOCI2020	Identity and Conduct in the Dancehall Culture	1	None
SOCI2021	Criminology I: Introductory	1&2	SOCI1002
SOCI2111	Anthropology of Religion	1	SOCI1002 or SOCI1006
SOCI3001	Thought and Action in Africa of the Diaspora	1	SOCI1002
SOCI3008	Industrial Sociology 1: Theory and Methods	1	SOCI1002, MGMT2008 or SOCI2000
SOCI3011	Sociology Research Paper	2	SOCI2008, SOCI2007, SOCI2009 (Sociology Majors ONLY)
SOCI3015	Introduction to the Evaluation of Social Programmes	2	SOCI1002, SOCI1001, SOCI1005
SOCI3018	Demography I	1	SOCI1002, SOCI1001, SOCI2004
SOCI3021	Demography II	2	SOCI3018
SOCI3022	Population, Environment and Development	2	SOCI2004 (Co-requisite)
SOCI3024	Population & Social Policy	2	SOCI1001, SOCI1002, SOCI2004, SOCI3018
SOCI3025	Caribbean Culture	1&2	SOCI1002 or SOCI1006
SOCI3026	Sociology of Development	1	SOCI1002, SOCI1003
SOCI3030	Globalization and Development	2	SOCI3026
SOCI3031	Sex, Gender & Society	2	SOCI1002
SOCI3033	Tourism and Development	1	SOCI1001, SOCI1002
SOCI3034	Anthropological Theories	2	SOCI2018, SOCI2019
SOCI3036	Criminology II	1	SOCI2021
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 &/or SOCI1003
SOCI3045	Capstone Research Course in Social Policy and Development	1&2	SOWK2004, SOCI3026 Social Policy Majors
SOCI3046	Theory and Practice of Restorative Justice I	1	SOCI2021
SOCI3047	Theory and Practice of Restorative Justice II	2	SOCI3046

SOCIAL WORK			
Codes	Course Title	Sem.	Pre-requisites
SOWK1000	Human Behaviour: Person-in-Environment Perspective	1	SOCI1002 & PSYC1000
SOWK1001	Introduction to Social Work I	1	None
SOWK1003	Introduction to Social Work II	2	SOWK1001
SOWK1006	Social Work Practicum I	2	None
SOWK2001	Law and the Human Services	1	None
SOWK2002	Social Work Theory and Practice I	1	SOWK1006 & SOWK1003
SOWK2003	Social Work Theory and Practice II	2	SOWK2002
SOWK2004	Development of Social Policy	1&2	SOCI1002
SOWK2005	Organization and Administration of Social Services	2	SOWK2004
SOWK2006	Caribbean Social Issues	1&2	SOCI1002
SOWK2007	Health, Society and the Human Services	2	SOCI1002
SOWK2008	Social Work Practicum II	2	SOWK1006, SOWK2002, SOWK2003
SOWK2107	Disability Studies	1	SOCI1001 & SOCI1002
SOWK3000	Social Work Research Study	2	SOCI2007 or SOCI2006
SOWK3009	Community Organization	1	SOCI1001, SOCI1002
SOWK3010	Applied Social Group Work	1	SOWK2002 SOWK2003
SOWK3014	Administrative Process in Social Agencies	2	SOWK2005
SOWK3015	Drugs and Society	2	SOCI1002 & PSYC1000
SOWK3017	Social Work Practicum III	1&2	SOWK2002 SOWK2003 SOWK2008
SOWK3020	Social Planning and Project Design	1&2	SOCI1002
SOWK3030	Social Work: Counselling, Treatment & Rehabilitation	1	See Dept.

CENTRE FOR HOTEL AND TOURISM MANAGEMENT – BAHAMAS

PROGRAMMES OFFERED

The Centre for Hotel and Tourism Management (Bahamas) offers BSc. degrees in the following areas:

- Hotel Management (Special)
- Tourism Management (Special)

Entry Requirements

Entry requirements to these programmes are the same as entry to the Faculty of Social Sciences programmes and all applications must be submitted via each territory to the Mona Admissions Section. See Part II of this Handbook for details.

Transferring to Bahamas

On completion of Part I, the student is expected to transfer to Bahamas to continue the remaining two years on a full-time basis. Students may be allowed to trail a maximum of two courses excluding ECON1005, ECON1003 or ECON1006, and ACCT1003 for transfer to the Bahamas. Year I students who are registered part-time, may in Year II of Level I register for any of the following courses, for which exemption will be granted: MGMT2008, MGMT2003, MGMT2023, and MGMT3048.

Immigration-Permits to Reside

Residence permits are required for all non-Bahamian students. The Bahamas Government is very strict in its regulation concerning the issue of these permits. Permits and transfer forms must be completed before students are transferred. Please check with your Campus Registry in Mona, Jamaica.

PROGRAMME INFORMATION AND GUIDELINES

Internship

All students are required to successfully complete two (2) internships, one at the end of the second year and another at the end of the third year. Internships are 12 weeks in duration and may be undertaken locally, regionally or internationally in a hospitality or tourism-related entity, private or public, chosen by the student. Students are largely responsible for arranging their internships subject to approval by and consultation with the office of the Internship Coordinator.

Foreign Language Courses

Students who have already completed foreign languages should confirm which courses are anti-requisites before registering for the following courses: HOTL3502, HOTL3503 and HOTL3504.

PROGRAMME OF STUDY REQUIREMENTS

HOTEL MANAGEMENT (SPECIAL)

The Hotel Management programme is more focused on the operations of individual organisations and will sensitize students to functional units within organisations such as food and beverage, rooms division, meetings and conventions, and resort activities such as entertainment.

Level I (Minimum 30 credits)

1. ECON1000-Principles of Economics I
2. ACCT1003-Introduction to Cost and Management Accounting
3. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the Disciplines²⁶
4. FOUN1101-Caribbean Civilization
5. FOUN1201-Science, Medicine and Technology in Society
6. ECON1003-Mathematics for the Social Sciences *or* ECON1006-Calculus I for B&SS
7. ECON1005-Introductory Statistics
8. HOSP1000-Introduction to Tourism and Hospitality
9. PSYC1002-Introduction to Industrial & Organizational Psychology
10. SOCI1001-Introduction to Social Research
HOSP1900-Internship (Summer)

Level II (Minimum 30 credits)

11. HOTL20112-Hotel Information Systems
12. HOTL2016-Principles and Practices of Hospitality Marketing
13. HOTL2101-Rooms Division
14. MGMT2029-Business Communication
15. HOTL2110-Technical Aspects of Food and Beverage Management
16. HOSP2023-Hospitality Human Resources
17. MGMT2008-Organizational Behaviour
18. HOSP2021-Hospitality Management Accounting
19. HOTL2011-Meat and Fish Management and Purchasing
20. Plus 1 Level II Elective

Level III (Minimum 30 credits)

21. HOTL3111-Hotel and Food Facilities Planning Design
22. HOTL3113-Bar and Beverage Management and Control
23. TOUR3020-International Travel and Tourism
24. FINA3022-Financial Management
25. HOTL3112-Physical Plant Management
26. TOUR3021-Caribbean Travel and Tourism
27. HOTL3114-Menu Planning and Food and Beverage Cost Control
28. HOTL3004-Hotel and Catering Law
- 29-30. Plus 2 Level III Electives

²⁶ Students with Grade 1 or 2 passes in CAPE Communication Studies should take FOUN1401 instead of FOUN1001.

TOURISM MANAGEMENT (SPECIAL)

The Tourism Management programme differs from the hotel management programme to the extent that it provides a more holistic approach and emphasizes destination management. This involves a more in-depth assessment of issues that affect an entire destination such as planning, policy, product development, marketing and sustainable development.

Level I (Minimum 30 credits)

1. ECON1000-Principles of Economics I
2. ACCT1003-Introduction to Cost and Management Accounting
3. FOUN1001-English for Academic Purposes **or** FOUN1401-Writing in the Disciplines²⁶
4. FOUN1101-Caribbean Civilization
5. FOUN1201-Science, Medicine and Technology in Society
6. ECON1003-Mathematics for the Social Sciences **or** ECON1006-Calculus I for B&SS
7. ECON1005-Introductory Statistics
8. ACCT1005-Financial Accounting
9. SOCI1001-Introduction to Social Research
10. **Plus one (1) from the following³:**
 - GOVT1000-Introduction to Political Institutions
 - PSYC1000-Introduction to Developmental, Social & Abnormal Psychology
 - PSYC1002-Introduction to Industrial & Organizational Psychology

Level II & Level III (Minimum 60 credits)

11. HOTL20112-Hotel Information Systems
12. HOTL2016-Principles and Practices of Hospitality Marketing
13. TOUR3020-International Travel and Tourism
14. HOTL2101-Rooms Division
15. MGMT2029-Business Communication
16. MGMT2008-Organizational Behaviour
17. HOSP2023-Hospitality Human Resources
18. TOUR3021-Caribbean Travel and Tourism
19. HOSP2021-Hospitality Management Accounting
20. Plus 1 Level II Elective
21. TOUR3038-Tourism Project Analysis I
22. TOUR3105-Sustainable Tourism
23. TOUR3106-Caribbean Tourism: Planning, Policies and Issues
24. FINA3022-Financial Management
25. TOUR3140-Tourism Project Analysis II
26. TOUR3000-Tourism Management
27. TOUR3022-Tourism Marketing & Research Techniques
28. HOTL3004-Hotel and Catering Law
- 29-30. Plus 2 Level III Electives

ELECTIVES

The following are recommend electives for both Hotel and Tourism programmes:

HOSP3026-Convention Sales, Planning and Management
HOSP3027-The Supervisor as a Trainer
HOSP3030-Speciality Restaurant
HOSP3031-Nutrition and Diet in Menu Planning
HOSP3032-Food and Beverage Management
HOSP3501-Events Planning
HOSP3503-Institutional and On-site Food Service Administration
HOSP3502-Food Safety and Sanitation
FREN3003-French
HOTL3502-Spanish
HOTL3504-German

WESTERN JAMAICA CAMPUS, MONTEGO BAY

Message from the Campus Director



A warm welcome to all new and returning students of the University of the West Indies, Mona, Western Jamaica Campus (WJC). We are pleased that you are joining us this fifth year of our establishment in the beautiful city of Montego Bay. You will be exposed to lecturers, programmes and courses with the excellent academic standards and rigour for which the UWI Mona is internationally reputed, but offered in the pristine and breathtaking surroundings of our campus overlooking the Caribbean Sea.

Our faculty and staff are dedicated to helping you to achieve your academic and personal developmental goals, and we commit to ensuring that your time with us here at WJC is intellectually stimulating, culturally exciting and socially fulfilling. As a new member of the WJC family myself, I look forward to meeting all of you in the next year and hearing directly from you how best we can work together to make your experience with us a truly enjoyable and transformational one. Best wishes for a successful year!

Luz M. Longsworth

PROGRAMMES OFFERED

The Department of Economics, Mona, offers the following undergraduate degrees:

- Accounting (Major and Minor)
- Banking and Finance (Special)
- Hospitality and Tourism Management (Major)
- Management Information Systems (Major)
- Management Studies (Major and Minor)
- Psychology (Major)
- Tourism Management (Major)

PROGRAMME INFORMATION AND GUIDELINES

1. Students must satisfy the programme requirements as set out in the Faculty Handbook for the year in which they were accepted to the programme.
2. Please note that in addition to the programmes that will be offered at the UWI, Mona Western Jamaica Campus, students may also be allowed to complete the first year of any Faculty of Social Sciences B.Sc. Programme (except B.Sc. Social Work) at the UWI, Mona Western Jamaica Campus, and then transfer to the UWI, Mona Campus for the remainder of the programme.
3. An Undergraduate Coursework Accountability Statement is to be attached by students registered for undergraduate courses in the Faculty to the front of any document submitted as a component of coursework save for 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. *(Students may download a copy of the Statement from the Faculty's website).*
4. **Exemption Without Credit for CAPE Subjects**
Students registered in the Faculty who have obtained a Grade I-IV in CAPE subjects will be allowed **exemption without credit** as follows:

Economics Unit 1 exemption from **ECON1000 & ECON1001**
Economics Unit 2 exemption from **ECON1002 & ECON1012**
Statistical Analysis exemption from **ECON1005**
Sociology Unit 1 exemption from **SOCI1002**
Accounting Unit 1 exemption from **ACCT1005**
Accounting Unit 2 exemption from **ACCT1003**
Pure Mathematics Units 1 & 2 exemption from **ECON1003**

Application for exemption must be made online via **Automated Student Request System (ASRS)** at <http://asrs/stud/> or from the Student Administration System (SAS) webpage. **Note:** *Students granted exemption without credit due to CAPE should register for Level I replacement course(s) of their choosing.*

5. **Anti-Requisites**
Anti-requisites are courses that **cannot be taken together** for credit. Students are urged to view the list of anti-requisite courses in Part V of this Handbook.

PROGRAMME OF STUDY REQUIREMENTS

Outlined below are the Programme of Study requirements for the degrees offered:

ACCOUNTING (MAJOR)

Level I (Minimum 30 credits)

1. ECON1000-Principles of Economics I
2. ECON1005-Introductory Statistics
3. MGMT1002-Communication Skills for Managers
4. ACCT1003-Introduction to Cost and Management Accounting
5. ACCT1005-Introduction to Financial Accounting
6. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the Disciplines²⁷
7. FOUN1101-Caribbean Civilization
8. FOUN1201-Science, Medicine and Technology in Society
- 9-10. Plus 2 Level I Free Electives

Level II & Level III (Minimum 60 credits)

11. MGMT2005-Computer Applications
12. ACCT2014-Financial Accounting I
13. ACCT2015-Financial Accounting II
14. ACCT2017-Management Accounting I – Cost Accounting
15. MGMT2023-Financial Management I
16. ACCT3043-Auditing I
17. MGMT3046-Company Law
18. MGMT3051-Taxation I
19. ACCT3064-Financial Statement Analysis
20. Plus 1 Level II/III Accounting Elective
- 21-30. Plus 10 Level II/III Free Electives

Required electives for Accounting students who are interested in pursuing an career in Accounting*:

- ACCT3041-Advanced Financial Accounting
- ACCT3044-Auditing II
- MGMT3039-Management Accounting II
- MGMT3037-International Business Management
- MGMT3052-Taxation

***NOTE:** Students who plan to pursue a career as an Accountant are advised to do all the electives listed for Accounting as without these they will not meet international standards for first degree preparation for professional accountants.

²⁷ The selected course can only be done in Semester 1 by Management Studies students because students will have to do MGMT1002 in Semester 2.

Students with grade 1 or 2 passes in CAPE Communication Studies should take FOUN1401 instead of FOUN1001.

Level I (Minimum 30 credits)

- 1-2. ECON1001-Intro. to Microeconomics & ECON1002-Intro. to Macroeconomics
or ECON1000-Principles of Economics I & ECON1012-Principles of Economics II
3. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the Disciplines²⁷
4. FOUN1101-Caribbean Civilization
5. FOUN1201-Science, Medicine and Technology in Society
6. ECON1007-Elements of Banking and Finance
7. ACCT1003-Introduction to Cost and Management Accounting
8. ACCT1005-Financial Accounting
9. ECON1003-Mathematics for the Social Sciences *or* ECON1006-Calculus I for B&SS
10. ECON1005-Introductory Statistics

Level II & Level III (Minimum 60 credits)

11. ECON2000-Intermediate Microeconomics I
12. ECON2002-Intermediate Macroeconomics I
13. MGMT2021-Business Law I
14. ACCT2014-Financial Accounting I
15. MGMT2005-Computer Applications
16. MGMT2012-Introduction to Quantitative Methods
17. MGMT2023-Financial Management
18. MGMT2068-Organisational Behaviour
19. ECON3005-Monetary Economics I
20. ECON3007-International Finance
21. ECON3010-Finance and Development
22. ECON3011-Economics of Financial Institutions
23. ECON3022-Economics of Commercial Banking
24. MGMT3048-Financial Management II
25. ECON3066-Credit Analysis and Lending
26. MGMT3066-Business Ethics for Bankers
27. MGMT3067-Regulatory Framework of Banking & Finance
- 28-30. Plus 3 Level II/Level III Free Electives

Level I (Minimum 30 credits)

- 1-2. ECON1001-Intro. to Microeconomics & ECON1002-Intro. to Macroeconomics
or ECON1000-Principles of Economics I & ECON1012-Principles of Economics II
3. ECON1003-Mathematics for the Social Sciences *or* ECON1006-Calculus I for B&SS
4. ACCT1005-Financial Accounting
5. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the Disciplines²⁷
6. FOUN1201-Science, Medicine and Technology in Society
7. FOUN1101-Caribbean Civilization
8. ECON1005-Introductory Statistics
9. ACCT1003-Introduction to Cost and Management Accounting
10. MGMT1101-Information Technology Fundamentals

Level II & Level III (Minimum 60 credits)

11. MGMT2029-Managerial Communication
12. MGMT2012-Introduction to Quantitative Methods
13. MGMT2021-Business Law I
14. MGMT2115-Computing Methods
15. MGMT2125-Data Structures
16. MGMT2023-Financial Management 1
17. MGMT2003-Principles of Marketing
18. COMP2160-Object-Oriented Programming (*4 credits*)
19. MGMT2008-Organization Behaviour
20. MGMT2006-Management Information Systems I
21. MGMT3031-Business Strategy and Policy
22. MGMT3012-Systems Analysis and Design I
23. MGMT3013-Database Design and Business Application
24. MGMT3114-Systems Construction and Implementation (6 credits – Year Long)
25. MGMT3115-Information Technology Project Management
26. COMP3170-User Interface Design (*4 credits*)
27. COMP3150-Computer Networking and Communications (*4 credits*)
28. MGMT3118-Electronic Commerce

MANAGEMENT STUDIES (MAJOR)

Level I (Minimum 30 credits)

1. ECON1000-Principles of Economics I
2. ECON1005-Introductory Statistics
3. MGMT1002-Communication Skills for Managers
4. ACCT1003-Introduction to Cost and Management Accounting *or*
ACCT1005-Introduction to Financial Accounting
5. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the
Disciplines²⁷
6. FOUN1101-Caribbean Civilization
7. FOUN1201-Science, Medicine and Technology in Society
- 8-10. Plus 3 Level I Free Electives

Level II & Level III (Minimum 60 credits)

11. MGMT2003-Principles of Marketing
12. MGMT2008-Organizational Behaviour
13. MGMT2012-Introduction to Quantitative Methods
14. MGMT2021-Business Law I
15. MGMT2023-Financial Management I
16. MGMT2026-Introduction to 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 3:**
MGMT2005-Computer Applications
ACCT2014-Financial Accounting I
ACCT2019-Financial Accounting for Managers
- 21-30. Plus 10 Level II/III Free Electives

MARKETING (MAJOR)

Level I (Minimum 30 credits)

1. ECON1000-Principles of Economics I
2. ECON1005-Introductory Statistics
3. MGMT1002-Communication Skills for Managers
4. ACCT1003-Introduction to Cost and Management Accounting *or*
ACCT1005-Introduction to Financial Accounting
5. FOUN1001-English for Academic Purposes *or* FOUN1401-Writing in the
Disciplines²⁷
6. FOUN1101-Caribbean Civilization
7. FOUN1201-Science, Medicine and Technology in Society
- 8-10. Plus 3 Level I Free Electives

Level II & Level III (Minimum 60 credits)

11. MGMT2003-Principles of Marketing
12. MGMT2005-Computer Applications
13. MGMT2012-Introduction to Quantitative Methods
14. MKTG3001-International Marketing
15. MKTG3002-Marketing Research
16. MKTG3003-Marketing Strategy
17. MGMT3004-Consumer Behaviour
18. MKTG3010-Integrated Marketing Communication
19. MGMT3012-Systems Analysis and Design²⁸
20. **One (1) from the following 3:**
 - MGMT3031-Business Strategy & Policy
 - MGMT3230-Corporate Strategy
 - Any Level II/III Psychology Elective
- 21-30. Plus 10 Level III Free Electives

NOTE: Students pursuing a Marketing (Major) are encouraged to choose a Psychology course in their free elective slots.

²⁸ Students at the Western Jamaica Campus may do MGMT3069-Quality Service Management instead of MGMT3012-Systems Analysis and Design.

PSYCHOLOGY (MAJOR)

Level I (Minimum 30 credits)

1. PSYC1000-Introduction to Developmental, Social & Abnormal Psychology
2. PSYC1005-Psychology Laboratory Methods: Social, Abnormal and Developmental
3. FOUN1001-English for Academic Purposes **or** FOUN1401-Writing in the Disciplines²⁷
4. FOUN1101-Caribbean Civilization
5. FOUN1201-Science, Medicine & Technology in Society
6. SOCI1002-Sociology for the Caribbean
7. PSYC1001-Introduction to Cognitive & Physiological Psychology
8. PSYC1003-Research Methods in Cognitive and Physiological Psychology
9. SOCI1005-Introduction to Statistics for Behavioural Sciences
10. Plus 1 Level I Free Elective

Level II & Level III (Minimum 60 credits)

11. PSYC2000-Social Psychology
12. SOCI2008-Statistics for the Behavioural Sciences
13. PSYC2008-Cognitive Psychology
14. PSYC3007-Applied Social Psychology **or** PSYC3001-Social Cognition
15. PSYC3000-Research Designs in Psychology
- 16-18. **THREE (3) from the following:**
 - PSYC2002-Abnormal Psychology
 - PSYC2003-Physiological Psychology
 - PSYC2004-Personality Theory
 - PSYC2007-Psychometrics 1
 - PSYC2015-Developmental Psychology
- 19-21. Plus 3 Psychology Courses
- 22-30. Plus 9 Levels II/III Free Electives

The BSc. Tourism Management programme will initially be offered as a 2+2 programme for students with an Associate degree in Hospitality, Entertainment and Tourism Management or Tourism Management (minimum GPA of 2.5). Students will be required to complete a further 60 credits at the UWI Mona Western Jamaica Campus and will be granted a BSc in Tourism Management.

Level II & Level III (Minimum 60 credits)

1. MGMT2008-Organization Behaviour
2. MGMT2012-Introduction to Quantitative Methods
3. SPAN2008-Spanish for the Hospitality Industry 3
4. HOSP2201-Hospitality Managerial Communication
5. SPAN2108-Spanish for the Hospitality Industry 4
6. TOUR2100-Transportation and Travel
7. Professional Seminar Series
8. HOSP3222-Hospitality Consumer Behaviour
9. TOUR2500-International Tourism
10. TOUR3118-Cultural Interaction in Caribbean Tourism
11. ACCT2017-Management Accounting I – Cost Accounting
12. HOTL3001-Meetings and Convention Management
13. TOUR3106-Caribbean Tourism Planning Policies and Issues
14. MGMT2024-Internship
15. MGMT2224-Introduction to Entrepreneurship
16. SOCI3037-Tourism and Development
17. TOUR3000-Tourism Management
18. HOSP3105-Caribbean Tourism: Sustainable Development
19. TOUR3103-Destination Management
20. TOUR3102-Destination Marketing
21. MGMT3024-Internship

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 – Cost Accounting
4. MGMT2021-Business Law I
5. ACCT3043-Auditing I

MANAGEMENT STUDIES (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. MGMT2008-Organizational Behaviour
2. MGMT3031-Business Strategy & Policy
- 3-5. Plus 3 Level II/III Departmental Free Electives

PART V

Course Information

❖ ANTI-REQUISITE COURSES

❖ COURSE DESCRIPTIONS

ANTI-REQUISITES

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
- ECON1001 with ECON1000 or ECON1012
- ECON1002 with ECON1000 or ECON1012
- ECON1003 with MATH0110 or MATH1140 or MATH1150 or MATH1180
- ECON1005 with MATH2140 or MATH2150 or SOCI1005
- ECON1006 with MATH1150 or MATH1180
- ECON1000 with ECON1001 or ECON1002
- ECON1012 with ECON1001 or ECON1002
- ECON2000 with MGMT2020
- ECON2007 with ECON2008 or MATH2150 or MATH3341
- ECON2008 with ECON2007 or MATH2150 or MATH3341 or SOCI2008
- ECON2009 with MATH2150 or MATH3441 or SOCI2008
- ECON2010 with SOCI2009
- ECON2014 with SOCI2007
- ECON2017 with MATH2125 or MATH2160
- ECON2019 with MATH2110
- ECON2020 with ECON2021
- ECON3031 with MATH2140
- ECON3032 with MATH2150 or MATH2160
- ECON3037 with MATH3130
- ECON3038 with MATH3370
- ECON3049 with MATH3341
- GOVT3051 with GOVT3056
- MGMT2005 with HOTL2016
- MGMT2008 (MS22A) with MGMT2008 (HM222)
- MGMT2029 (MS22C) with MGMT2029 (HM220) or LANG3101
- MGMT2003 with EDCE2025
- MGMT3017 with HOSP2023
- MGMT3016 with MGMT3136
- PSYC1003 with PSYC1006
- PSYC2000 with PSYC2020
- PSYC2021 with PSYC2005
- PSYC3001 with PSYC3029
- PSYC 3028 with PSYC3000
- SOCI1001 with EDRS2007
- **Students pursuing Economics or Banking and Finance (Special) MUST NOT register for MGMT2020 and MGMT3034**

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. Emphasis is placed on the concepts and procedures of product costing, as well as strategies that help the manager to perform the functions of planning and decision-making. The course makes use of some simple mathematical concepts that should have been grasped at the primary and secondary levels. These include the basic mathematical operations, solving simple linear equations and graphing linear functions.

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: To acquaint students with the main principles and concepts underlying the recording and reporting of financial data; To introduce the procedures and techniques involved in the recording and reporting of financial data; and 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 that will be 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: To enable students to comprehend and evaluate the conceptual framework which underlies accounting methods and reports; To provide students with the knowledge of accounting practice; and To discuss the disclosure of financial accounting information for reporting purposes.

ACCT2015: FINANCIAL ACCOUNTING II

A continuation of Intermediate Accounting I, the course further develops the student's technical and problem-solving ability that will be 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: To further enhance the student's ability to comprehend and evaluate the conceptual framework which underlies accounting methods and reports; To provide students with a more complete understanding and knowledge of current accounting practice; To discuss current issues and future directions related to the disclosure of financial accounting information for reporting purposes.

ACCT2017: MANAGEMENT ACCOUNTING I – COST ACCOUNTING

This is the first of a two-semester programme in management accounting. 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 and (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.

The topics include: Review of cost concepts and manufacturing accounts; Cost accounting information systems – an overview; Absorption and direct costing; Actual, normal and standard costing; Job order costing for manufacturing and services; Process costing including standard process costing; Accounting for spoilage and rework; Joint and by-product costing; Cost allocation – traditional approaches; Operations and back-flush costing; Cost estimation; Cost-Volume-Profit Analysis

ACCT2019: FINANCIAL ACCOUNTING FOR MANAGERS

This course looks at accounting theory and practice from the perspective of both the users and the preparers. The course develops the student's technical and problem-solving ability involved in the accounting process and the preparation of 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: costing models for pricing, managerial costing systems, including budgeting and performance measurement and reporting systems and profitability analysis of customers and strategic business segments.

The course will make extensive use of readings and cases, including: Strategic Management Accounting and Competitive Strategy in a Dynamic, Global Business Environment, Value Chain Analysis and Process Value Analysis – An Introduction, Activity Based Costing, Accounting for Quality Costs and Life Cycle Costing, Cost Management Strategies, Pricing Management Control Systems, Organization culture and Organization Learning, Traditional Budgeting Systems and Practices, including Flexible Budgeting, Variance Analysis, Activity based Management and Budgeting, Responsibility Accounting, Performance Measurement and Reporting Systems, including Productivity Measurement, Transfer Pricing.

ACCT3041: ADVANCED FINANCIAL ACCOUNTING

This course is designed for students above the intermediate level of accounting. It deals with advanced accounting concepts, practices and procedures. It targets primarily persons pursuing professional studies in accounting and prepares students who will 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 issued.

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, international standards on auditing. It focuses heavily on the application of the theory of the conduct the audit process.

ACCT3064: FINANCIAL STATEMENT ANALYSIS

This course is intended to provide 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.

ECON1000: PRINCIPLES OF ECONOMICS I

The objective of the course is to introduce both majors and non-majors to the basic tools and concepts of economics. Students will be exposed to the core principles economics – 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 phenomena such as 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 the methodology of economics in everyday use, evidenced by an ability to assess and interpret public issues and events with the mindset of the economist.

Outline: Introduction to the Study of Economics, Fundamental: an Intuitive Introduction to the Core Principles, Introducing the Economist's Toolkit. Measuring and Counting Economic Variables, and the World around Us: Examples of Economic Applications.

ECON1001: INTRODUCTION TO MICROECONOMICS

This course seeks to give students a basic understanding of how prices are formed in markets. To this end, the basic tools of microeconomic analysis will be developed and, wherever possible, applied to economic issues facing Jamaica and other market-oriented Caribbean economies. This course will explore how individual consumers and firms behave and how they interact with each other. In addition, the course will explore broadly how governmental policies can impact on these issues faced by consumers and firms and will affect them in one way or another. Finally, students will get a basic introduction to the theory of international trade.

Outline: Basic concepts (Economic Problem, Scope and Method of Economics); The Market (Demand, Supply, Comparative Statistics); The Theory of Consumer Choice (Utility Theory and Indifference Curves, Consumer Choice Problem, Comparative Statistics and Demand Elasticities); The Theory of the Firm (Production Choice and

Profit Maximization, Costs and Output Decisions in the Short and Long Run); Market failure and Externalities (Perfect vs. Imperfect Competition Externalities and Public Goods); Factor Pricing Marginal Productivity, Labour Market; and International

Trade (Absolute and Comparative Advantage. Gains from Trade, Protectionism and its tools, Winners and Losers from Opening for Trade).

ECON1002: INTRODUCTION TO MACROECONOMICS

This is an introductory course in macroeconomics designed to provide students with an understanding of the basic tools and methods of macroeconomics. The course begins with conceptual and methodological questions including a definition of macroeconomics. It then deals with the principles of measurement, performance and prediction of the behaviour of the 'typical' Caribbean economy at the aggregative or macro level. The course also covers monetary and fiscal policy, as well as problems of growth, inflation, unemployment, exchange rate instability, and public/private and internal/external indebtedness.

Outline: Basic concepts (goals of Macro-economics, Inflation, Unemployment, and Price Index, National Income Accounting); income-expenditure Model (Consumption, Equilibrium in Income-expenditure Model, Multiplier Effect, Aggregate supply, Fiscal Policy); Monetary Sector (Money and Banking, Money Creation and Money Multiplier, Monetary Policy, Debate over Monetary Policy); Open Economy, Economic Growth in Developing Countries).

ECON1003: MATHEMATICS FOR THE SOCIAL SCIENCES

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 the 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.

ECON1005: INTRODUCTORY 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.

ECON1006: CALCULUS I FOR BUSINESS AND SOCIAL SCIENCES

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.

ECON1007: ELEMENTS OF BANKING AND FINANCE

The principal objective of this course is to introduce the students to the basic concepts, theories and issues involved in banking and finance. It also seeks to help students master the established principles of the management of bank and non-bank financial institution management, and understand the critical aspects of financial development of Caribbean countries, comparing and contrasting their experiences. Students will be exposed to the use of monetary and financial statistics for key analytical purposes, especially as these relate to financial management.

Outline: The Financial System and The Real Economy, Deposit-taking and Non-deposit-taking Institutions, Life and non-life insurance companies, The Money and Capital Markets, Foreign Exchange Markets, Government Borrowing and Financial Markets

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.

The course bridges the gap between the conceptual introduction in ECON1000 and the more rigorous and structured theories of the intermediate courses offered at Level II. This course serves two purposes. It provides an opportunity for the non-economics major who has enjoyed his introduction to economics in ECON1000 and want to add more to his knowledge of economics. Moreover, it provides an upgrade path for the student who has taken ECON1000 and wish to major or minor in economics.

Outline: Theory of Consumer Behaviour and Theory of Firm Behaviour, Market Structures, Elements of Macroeconomics, and the Components of the Macroeconomy.

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 OECD (Organization of Eastern Caribbean States) countries than they are in Jamaica and Trinidad, and (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 methodology of macroeconomic analysis, which has broader applications outside of the issues of which we apply them. This course does not take off immediately from where *Introduction to Macroeconomics*, your first year course, ended. Instead, it builds a complete model, but familiarity with the concepts introduced in that course is helpful.

Outline: A Basic Short Run Model, The Role of Financial Markets, Price Changes and the Medium Run, Shocks and Policies and Persistent Inflation.

ECON2003: INTERMEDIATE MACROECONOMICS II

This course explores in greater detail some of the topics introduced and employed in the earlier Macroeconomic courses. The first course in intermediate Macroeconomics presented a broad model of the economy, employing assumed explanations for consumption, investment, interest rates, and so on. In this course we examine the theoretical foundations of some of these relationships, looking at each of the elements of the broader model in greater detail.

Outline: Consumption, Investment, the Exchange Rate and External Balance, the Market for Money, Economic Growth.

ECON2006: ECONOMIC STATISTICS

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.

ECON2007: BUSINESS STATISTICS

Outline: The use of statistical analysis in business at production and marketing stages (Quality Control Charts, Market Research, Sample Surveys on demand for the product etc.), Organization and presentation of business data, Probability Theory, Discrete Probability Distributions, Continuous Probability Distributions, Sampling Distributions, Test of Hypothesis, Regression and Correlation Techniques, Categorical Data Analysis, Time Series and Projections, Quality Control Methods, Applied Analysis of Variance (ANOVA).

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 χ^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.

ECON2017: CALCULUS II FOR BUSINESS & SOCIAL SCIENCES

This course is a continuation of Calculus I. 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.

Outline: Optimization of Functions of n Variables; Non-Linear Programming (Kuhn-Tucker conditions); Differential Equations; Difference Equations; Optimal Control Theory

ECON2019: 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.

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 the Caribbean economies will precede an examination of the structure and performance of the economies, with focus being 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.

ECON2021: CARIBBEAN ECONOMIC PROBLEMS

The course is designed to expose non-specialists to some of the main economic problems in the Caribbean, especially those that impinge on the region's social and economic development. Problems will be selected according to their current importance and their implications for the region's development. Some of the areas from which problems are drawn are: Agriculture, Financial services, Manufacturing, Mining, Tourism, Economic integration, Income distribution and poverty, Informal economy, Caribbean in the global economy, and the impact of climate change on the region's economies.

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; International Trade and Policy.

ECON3005: MONETARY ECONOMICS

This course is designed to cover basic materials in modern Monetary Theory: the Demand for and Supply of Money and Credit; Interest Rate Theory, Inflation and Rational Expectations. The conduct of Monetary Policy and its effect on economic activity and the price level will also be discussed in the context of developing countries.

ECON3006: INTERNATIONAL TRADE THEORY AND POLICY

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.

Course outline: 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

Outline: Balance of Payments, The Foreign Exchange Market, Purchasing Power parity, Interest Parity, Foreign Exchange Risk, International Investment, Theories of the Balance of Payments, Exchange Rate Theories, International Banking

ECON3010: FINANCE AND DEVELOPMENT

This course examines the relationship between finance and economic development. It focuses on critical issues such as: the role of the financial sector in fostering economic growth and alleviating poverty; government policies for the financial sector and their impact on development; and 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: The nature and role of financial institutions in an economy; The economic and financial environment in which Financial Institutions operate; Commercial Banks (performance analysis, structure and regulation); 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); 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.

ECON3017: PUBLIC FINANCE II

This course deals with taxation in both theory and in the context of small open economies like Jamaica. It discusses the background of taxation, the incidence of taxation, the efficiency of taxation, issues relating to optimal taxation, tax avoidance, and developments and reforms proposed by the tax review committee in Jamaica and other developing countries.

ECON3020: ECONOMICS OF INTEGRATION

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 the Caribbean economies will precede an examination of the structure and performance of the economies, with focus being 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.

Outline: Economic Integration: Theory, European Economic Integration, Latin American Economic Integration Schemes, and Caribbean Economic Integration.

ECON3021: SUSTAINABLE ECONOMIC DEVELOPMENT AND ENVIRONMENTAL PLANNING

Objectives: To apprise students of the economic tools and techniques applicable for effective environmental management decisions; To explore the impact of development policy on environmental management of small developing states and discuss the options available; To examine national, regional and global trends in environmental management and the trade-offs between environmental protection and socio-economic considerations in the short and long run; Attempt to identify the foremost environmental problems using economic tools essential for effective policy decisions.

Outline: Sustainable Development, The Economic Theory of Resources and Environment Introduction - Sustainable Development (Defining Sustainable Development, Conditions for Sustainable Development, Intergenerational Equity, the Environmental Resource Base and Human Welfare, Indicators of Sustainability); the Economic System and the Environment (What is Economics, The Market as a Social Process, Environmental Economics, Property Rights, Externalities and Environmental Problems, Pollution and Pollution Control); Current Issues in Resource Accounting (The National Product as a Welfare Measure, an Overview of Conventional National Income Accounting, Estimating the Net National Product as an Index of Social Well-being, Issues in the Construction of a Green National Product, Flows of Goods and Services, Discussion of a Hypothetical Green Accounting System).

ECON3022: ECONOMICS OF COMMERCIAL BANKING

The course is aimed at: Understanding how banks operate is vital in the real world whether you (or your business) are engaged in borrowing, lending, local or international financial transactions, training in financial markets or bank regulation. This course examines the role commercial banks perform in an economy and highlights the basic principles of commercial bank management. The course profiles the financial services provided by commercial banks, as well as dealing with issues related to managing assets and mobilising funds. As far as possible, the focus will be on applying the principles outlined to commercial bank operations in the context of a developing country.

The specific topics covered include: Commercial banks and their services; the impact of government policy and regulation on banking; the organization and structure of commercial banks and the banking industry; measuring and evaluating bank

performance; asset-liability management techniques; managing the bank's investment portfolio and liquidity position; the management of bank sources of funds; bank lending - policies and procedures, business and consumer loans; banking crises - origins, effects and policy responses.

ECON3030: SELECTED TOPICS IN ECONOMICS: ENVIRONMENTAL ECONOMICS

The aim of the course is to: Identify and discuss the impact of the society and the economy on the environment, determine the factors which influence public and private sector policies in environmental management, Formulate and evaluate critical policies which seek to protect and conserve the natural resources, reduce the climatic risks and minimize exposure to these risks.

The topics include: The Environment, the Economy and Society (the relationships among the environment, society and economy, renewable and non-renewable resources in the Caribbean); Externalities and Market Failure (types of externalities, examples of environmental externalities within the region, public goods, methods of correcting market failure - policy options for the government); The Environment and National Income Accounting (the valuation of natural resources and environmental services, methods of valuation, the advantages and disadvantages of each valuation method); The International Framework for Environmental Policies (environmental treaties and protocols, Caribbean commitments to these treaties); Regional Vulnerability to Climatic Events (the challenge of climate change in the Caribbean, abatement and mitigation options, vulnerability and adaptation options); The Environment and Sustainable Development (the impact of sectors of the economy on the environment, planning for environmental and economic sustainability, the institutions and structures for sustainable development, financing sustainable development, the challenges facing a sustainable development regime).

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 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.

ECON3037: OPERATIONS RESEARCH I

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, Goal Programming.

ECON3038: OPERATIONS RESEARCH II

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.

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 - $r \times c$ 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 I

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 Specific Caribbean examples.

ECON3051: ECONOMIC DEVELOPMENT: PERSPECTIVES AND THEORIES

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 Underdevelopment (Limiting Factor Theories, Stages of Growth Theories, Structural Change Models, External/International/Dependence Explanations of Underdevelopment, The Neo-Classical Counter-Revolutionary Models; The New Growth Theory).

ECON3052: ECONOMIC DEVELOPMENT POLICIES

This course addresses some of the major economic policy challenges now facing developing countries, with particular reference to the Caribbean. Domestic issues such as poverty, unemployment and income distribution will be examined, as will be a number of crucial international trade and debt issues. The Stabilization Programmes of the IMF, as well as the Structural Adjustment Programmes of the World Bank will be critically reviewed. Focus will also be placed on crucial issues related to sustainable development.

The course topics include: The Concept and Indices of Economic Development; Roles of the State and the Market in the Development Process; Selected Domestic Problems and Policies (Poverty, Income Distribution, Unemployment, Rural-Urban Migration, Sustainable Development); Selected International Problems and Policies (Common Trade Problems Faced by LDCs, Trade Strategies for Development, Foreign Direct Investment and Foreign Aid, LDC Debt Crisis, IMF Stabilization Programmes, World Bank Structural Programmes).

ECON3066: 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 fundamental 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 needs as well as structure a loan for the client of a financial institution and manage the loan.

ECON3067: 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 emphasised. 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.

ECON3068: 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 to 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. This course in Public Policy offers the student a stronger central focus on the economic policy process and a capacity for critical evaluation of policy process and content. 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).

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.

GOVT1000: INTRODUCTION TO POLITICAL ANALYSIS

This course is required for all students in the Faculty of Social Sciences. It 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

The aim of this introductory course in Political Philosophy is to initiate a discussion on some basic concepts in political discourse, including justice, rights, ethics, political obligation, notions of the social contract, freedom, democracy, authority, power and the state. The approach is to examine the epistemological and ontological bases and historiography of Western political philosophy as well as to trace the historical debate, through a review of a selection of important Western philosophers, from the Greek city states, through the middle ages to the European Renaissance, and to conclude by looking at some of the major theoretical positions which emerged out of the revolutions of the late 18th and early 19th centuries in Europe and the European diaspora. The philosophical roots and expressions of

racism, a main branch of modern western philosophy, which is ignored as such by mainstream scholars, will be included as a closeted stream of the modern west.

The direction in which the debate will proceed throughout this course will be shaped and guided by a radical critique of Western political philosophy and its historiography by non-European philosophers in the European colonial and former colonial empire as well as by European scholars critical of aspects of Western philosophy.

GOVT1006: INTRODUCTION TO PUBLIC SECTOR MANAGEMENT

This is a core course for students registered in the Public Sector Management option and a pre-requisite for all other courses in Public Sector Management. It introduces students to the basic concept of management within the context of the public sector and provides opportunities for demonstrating their practical application. The course will trace the historical evolution of the public bureaucracy and public management systems in the Commonwealth Caribbean and will discuss the political, economic and social context in which contemporary public management takes place. It will also examine the concept of government as a series of interactions among and between various groups in the polity.

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.

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. 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. Among some of 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.

GOVT2006: FOUNDATIONS OF CARIBBEAN POLITICS

This course explores the distinct foundations upon which modern Caribbean politics rests. It attempts to identify the unique characteristics and experiences of Caribbean states to enrich the field of comparisons with other political systems. The special characteristics of small states, the varied impact of colonialism in the region, the nature of the political culture, along with class and ethnic influences, the founding roles of Caribbean leaders, the main state formations that have emerged, as well as the emergence of civil societies in the Caribbean are the main areas covered. The main purpose is to be able to understand the nature of contemporary Caribbean politics from the continuing impact of these foundations.

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 correctives.

GOVT2009: INTRODUCTION TO AFRICAN POLITICS

This course will introduce students to African Politics. It will begin with the background to contemporary African Politics, looking at the way African traditions and the experiences of colonialism have structured modern-day politics. It will also examine 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 current 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: JAMAICAN MUSIC AS PHILOSOPHY 1962-1982

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.

GOVT2013: RESEARCH METHODS I

(Year Long – 6 Credits)

This course will attempt to build on elementary knowledge of statistics provided in the first year of the degree programme and to apply these tools to a specified range of topics. The course is divided into three phases. The first will be devoted to reviewing the methodological underpinnings of empirical research in the social sciences and in-depth review of published research relating to the specified range of topics. The second will involve the use of statistical computing procedures to analyze data. The third phase will be devoted to supervising projects.

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.

GOVT2032: ADMINISTRATIVE ANALYSIS

This course seeks to develop students' understanding of some of the explanatory and normative theories used in Public Sector Management and to apply these theories to specific aspects of public management. Students should have undertaken Introduction to Public Sector Management before undertaking this course. The course is intended to provide the theoretical and conceptual tools that will be required for the analysis of substantive areas of study to be taken at advanced level.

GOVT2033: CONTESTED ISSUES IN PUBLIC SECTOR MANAGEMENT

This course seeks to concentrate on some theoretical issues, current trends and major problem areas, by applying techniques of administrative analysis.

GOVT2035: PUBLIC FINANCIAL MANAGEMENT

This course will examine the principal aspects of public sector finances, their sources and expenditures and study the administrative (legal) framework, which exist to use funds as development component of the Caribbean and other developing countries. Students will also gain insight into the accountability aspects regarding public finances and the extent to which modern managerial quantitative techniques can be used for and forecasting purposes.

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 cooperative 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 economy 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 sector 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.

GOVT2101: JAMAICAN POLITICS IN THE POST INDEPENDENCE ERA

This course will introduce students to the central issues in Jamaica electoral politics since independence. It provides a historical overview of politics in Jamaica and examines the origins of the Westminster system of government. Students will study individual elections and assess the major trends themes that have developed over the years. This course will cover issues such as party organization, the administration of elections, voter trends and patterns and campaigning. Issues of constituency politics including political; tribalism, patronage and corruption, garrisons, political violence and the corruption of elections will also be explored. A substantial part of the course will be devoted to efforts to change and improve elections in the country. To this end, GOVT2101 will explore the role of civil society, constitutional reform, and external elements in improving the efficiency of the electoral system. The last module considers issues of constitutional change campaign financing, political accountability, sanctions and the role of the media.

GOVT3030: VALUES AND PUBLIC SECTOR MANAGEMENT

This course introduces students to approaches to ethical reasoning and provides a frame of reference for examining contemporary practice. Interactions between public sector managers and other internal and external stakeholders, including the general public, private sector and non-government organizations, are given special attention. The course critically examines the responsibility of public managers for the power that they exercise, assesses the ethical standards that public managers bring to decision making, examines the mechanisms employed to ensure ethical standards, and make recommendations to improve the ethics infrastructure.

GOVT3032: SELECTED ISSUES IN PUBLIC POLICY AND PUBLIC SECTOR MGMT

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 Sector Management and its topical content will change from year to year.

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.

GOVT3009: THE 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 and Western Europe. It will look at the emergence of liberal democracy, and the practice of politics in industrial societies including political parties, elections, electoral systems and the media.

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 critical examined.

GOVT3011: VIOLENCE AND DEVELOPMENT

This course examines the 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 development and the 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.

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.

GOVT3034: COMPARATIVE DEVELOPMENT MANAGEMENT

This course is designed as a broad overview of critical approaches pertaining to the management of development issues, mainly in the Third World. The aim is to help students understand and evaluate conceptual and practical approaches to development management. It will focus on key economic, institutional, policy and management issues, particularly as they relate to administrative capacity building, policy implementation and problem solving. The role of the international policy network in development episodes will be highlighted.

GOVT3035: COMPARATIVE PUBLIC POLICY

This course enhances students' knowledge of the variations in design, implementation and evaluation of public policies across countries while simultaneously challenging students to think critically. Second, it provides students with an opportunity to analyse public policies from a comparative perspective utilizing the frameworks that have been studied.

GOVT3043: DEMOCRACY AND DEMOCRATIZATION IN THE MODERN WORLD

(Year Long – 6 Credits)

This course will entail a normative and empirical examination of the processes of democracy and democratization in the Modern World. The pluralist competitive approach constitutes our fundamental point of departure. Its essential nature and characteristics are closely examined with a view towards arriving at clear understandings regarding the inauguration, development, institutionalization impact and relevance of pluralist democratic regimes.

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

Foreign Policy is 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 be so as the discipline evolves.

GOVT3055: THEORY AND PRACTICE OF INTERNATIONAL NEGOTIATIONS

It is impossible to conceive of 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 - 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 now open to a limited number of 3rd year International Relations Majors, selected on the basis of their grades. Other International Relations Majors will do GT36M as a compulsory course and available elective.

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 of 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 SECTOR MANAGEMENT INTERNSHIP PROGRAMME

The internship is an exciting, practical and compulsory programme for all students entering the Public Sector Management (Major). The internship, usually taken in the summer over six weeks, provides a student with the opportunity to participate in and observe, as a full-time working member of the staff, the daily administrative or

policy-related activities of a ministry, agency or department of the Government of Jamaica.

The internship provides an opportunity for a student to use the skills and experience gained during the first two years of his or her academic program in a way that is mutually beneficial to the student and the agency. Adequate supervision, educational assignments, and practical benefit to the agency and student comprise the core methodological considerations in the internship.

GOVT3118: POLICY ANALYSIS AND EVALUATION

This course is a capstone for the Public Sector Management Major and is a co-requisite with the Public Sector Management Internship. It builds on theoretical concepts and approaches 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 vital to public sector managers with emphasis on multidisciplinary, multi-methodological approaches to the formulation and evaluation of public policies.

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.

HOSP1000: INTRODUCTION TO TOURISM AND 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 of these segments of the industry offers many and diverse career opportunities

HOSP2201: HOSPITALITY MANAGERIAL COMMUNICATION

This course is designed to enable students to understand the nuances of communication within hospitality organizations across functional units as well as external communication needs such as press releases, advertisements and proposals. The nature of this service industry demands sensitivity in communicating valuable information, and as such the course aims at cultivating necessary communication skills at management level in these organizations. The course will take a strategic approach, focusing on media management and issues relating to transparency.

HOSP3105: CARIBBEAN TOURISM: SUSTAINABLE DEVELOPMENT

The main objective of this course is to discuss sustainable tourism, with special emphasis on the Caribbean. Caribbean nations are dependent on services in general and tourism in particular as a means of ensuring economic growth and

development. The Course will focus on the following issues: The importance of Tourism to Caribbean Economies; The social, economic and environmental impacts of Tourism; The Concept of Sustainable Tourism and its relevance to the Caribbean; Policy and Planning mechanisms to achieve Sustainable Tourism in the Caribbean; International, Regional and National Actions to achieve Sustainable Tourism.

HOSP3222: HOSPITALITY CONSUMER BEHAVIOUR

This course will be based on the already existing MS30E-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.

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: MEETINGS & CONVENTION MANAGEMENT

This course offers the student 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 to include 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 2nd and 3rd years.

MGMT2003: 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.

MGMT2005: 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 you 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: INTRODUCTION TO 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 will also draw on real-world situations to highlight the importance of both the practice and theory of finance.

MGMT2026: INTRODUCTION TO 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 will include process analysis, design and layout, forecasting, capacity planning, production planning, inventory control, scheduling, project management and quality control.

An introduction is also provided to new production control techniques such as just-in time systems and group technology. Throughout the course, special emphasis will be placed on the use of mathematical and statistical techniques for decision making by operating managers.

MGMT2029: MANAGERIAL COMMUNICATION

This course is designed to help students develop effective communication and presentation skills. It offers a practical and analytical approach to the development of content and style in business communication with an emphasis on the relationship between creative and independent and logical thinking and the solution of business problems.

MGMT2068: RISK AND TREASURY MANAGEMENT

This course introduces students to the various forms of risks affecting financial institutions – the types of risks, and the ways of managing these risks.

Objectives: To acquaint students with the composition of the financial services industry, to identify the various forms of risks; to explain the international best practices of managing risks.

MGMT2224: INTRODUCTION TO ENTREPRENEURSHIP

This course is the first part of a 2nd semester that is requirement 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 familiarise 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.

MGMT3004: 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 consumer motivation, behavioural considerations affecting consumer purchase decisions, meeting consumer needs through selling, advertising, distribution and related activities.

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 System 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. Special emphasis is placed also on the tools such as data flow diagrams, PERT and Gantt charts, among others.

MGMT3017: HUMAN RESOURCE MANAGEMENT

Human Resource Management - Theory and Practice introduces the student 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 these practices for development of the region.

MGMT3018: INDUSTRIAL RELATIONS

Industrial Relations is concerned with the rules, practices, outcomes and institutions emerging from the interaction between employers and employees in a formal work setting. These outcomes occur at the workplace level, the sectoral level and the national level. This course provides an introduction to Industrial Relations; it focuses on the principal Industrial Relations actors (workers, management and government) and their contribution to the process of workplace governance. It is suitable to anyone who will work in any kind of workplace organization, essential for someone who will have responsibility for the management of people and absolutely critical for someone who will specialize in human resources management.

Students who take this course should acquire a sound knowledge of principles, concepts and practices of Industrial Relations and the capacity to advance his/her knowledge in the area. Among other things the student will be exposed to the institutions, concepts and outcomes arising from modern employment relationships; the implications arising from conflicts of interest between employers and employees; the changes taking place in the world of work and be and be encouraged to think critically about the implications for their own future as well as the future of society. In addition students will enhance their capacity for independent learning and information seeking in the field of Industrial Relations;

their ability to work in group settings and their skills in evaluating and managing the kinds of conflict that emerge from the employment contract.

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 insights 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.

The course will include the following components - independent study, lectures, case analysis, simulation exercises and other learning experiences. The course will make use of the "team teaching" approach and at least one other lecturer will be available for students' guidance. However, course delivery will rely heavily on student participation and students will be encouraged to take responsibility for their own learning by reading, participating in class discussions, participating in learning exercises and in simulations and by consulting with course leaders.

MGMT3021: ORGANIZATIONAL THEORY & DESIGN

This course covers the fundamentals of Organizational theory, Structure and Design, the components and the links to organizational success. We begin with an historical overview of organizational theory, structure and design examining the pros and cons. Candidates will then be able to interpret the information in ways that will help them to determine which organizational structures are more appropriate for the particular kind of product and or service.

Candidates will be able to identify those factors in the environment which impact and influence the organization's functioning either positively and or negatively. Factors such as Organizational Culture, the Organization's History, Management Practices, Government Policies, and all 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.

MGMT3033: BUSINESS, GOVERNMENT AND SOCIETY

This survey course attempts to prepare students for a better understanding of the relationships between business executives and other elements in the West Indian environment. It involves eight modules: Business Environment; Regulation; History of Economic Thought; Criticisms of Business; Business Responsibility, International Trade and Consumerism.

MGMT3034: ECONOMIC POLICY FOR THE MANAGER

The course is aimed at students who are majoring in Management Studies. The objective is to ensure that those who read the course will not only understand how the macro economy works but will become educated observers of what economic policy can and cannot achieve within the context of the Jamaica Economy. This course will examine the following in depth: The Economy-Jamaica, Economic Aggregates, Labour Market, Product Market-Theory of GDP Determination, Product Market- Government, Product Market- Inflation, Product Market- Investment, Product Market-International Trade, Product Market-Money and Banking

MGMT3037: INTERNATIONAL BUSINESS MANAGEMENT

The purpose of the international business management course is to familiarise 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. The first is “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. The second is “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.

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: What assets should the enterprise acquire? (This is the capital budgeting decision), how should these assets be financed? (This is the capital structure decision), 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.

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 policy is applied in practice in Jamaica. The course enables students 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 companies. 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 implement, effectively, project management practices in industry. The student on completion will be able to: discuss the system principles and philosophy which guide project management theory and practice; describe and develop the logical sequences of stages in the life of a project; apply the methods, procedures and systems for designing, planning, scheduling, controlling and organizing project activities; prepare project documents to assist in the implementation of the plan 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.

MGMT3060: PRODUCTION AND PLANNING

This course focuses on advanced 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 MS29P. A more advanced treatment is provided for decision models, which are used in production planning, inventory control, scheduling, facility design and location. Case examples are drawn from operating systems in manufacturing, service and public sector organizations.

MGMT3061: TEAM BUILDING & MANAGEMENT

At the conclusion of this course, students should be able to: Define teams including the self-managed team, the virtual team and the temporary team, Identify a sports team and trace its development, its success and failure, Apply team learning to at least one organization, Measure the effectiveness of a team, Work in a team to undertake a project and understand the team Process, Explain the increased use of teams in organizations today, particularly in the Caribbean, Build and manage 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 the 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 explain the role of law in labour and employment relations, be able to explain the evolution of labour and employment legislation in the region and the implications for current employment relations, be able to explain the social legislation governing collective bargaining, be able to explain the scope, nature and purpose of **protective legislation** such as those governing human rights and employment standards, be able to explain the major pieces of Jamaican labour legislation especially the Labour Relations and Industrial Disputes Act (LRIDA), be able to explain how industrial relations practice has been changed by the passing of the LRIDA, and be able to analyze current workplace and industrial issues, processes and outcomes from a legal perspective.

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 what is considered 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 them 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.

MGMT3071: EMPLOYEE TRAINING & DEVELOPMENT

This course provides an introduction and survey of the field for emerging managers and Human Resource practitioners,

MGMT3072: FINANCIAL SERVICES LAW

This course is designed mainly for students pursuing the Banking and Finance students to provide them with an understanding of fundamental legal principles relating to banking and other financial services. Emphasis will be placed on bank and customer rights, duties, liabilities and the law relating to negotiable instruments, methods of payment, security documentation and capital market instruments as well as fundamental principles of insurance law

MGMT3100: 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: financing and harvesting, contracting processes, 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

This course exposes participants to the theory and practice of strategic planning as it relate to the operation of open and competitive system. 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. 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.

MGMT3102: CREATIVITY AND INNOVATION MGMT 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 dynamic for development especially among MSME. 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.

MGMT3136: NEW VENTURE CREATION & ENTREPRENEURSHIP

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 the 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 business through team development and adopting new technology and 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 sector 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.

MGMT3334: 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 dynamic for development within emerging and advanced economies.

MKTG3001: INTERNATIONAL MARKETING

This course is designed to explore the scope of international marketing. The course examines the impact global environment has upon 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 this has on Jamaican businesses, individuals, households and institutions.

This course will acquaint students with the conceptual and analytical 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 increasingly 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: (1) the use of marketing research information in decision-making, (2) examination of the techniques of marketing research, and (3) the consumption of marketing research information.

Objectives: To help students develop an understanding of the use of marketing research information in strategic decision-making; To familiarize students with the techniques of marketing research; 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: INTERGRATED 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

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 more and more people 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 (Psychology Laboratory Methods: Social, Abnormal and Developmental) while taking this course.

PSYC1001: INTRODUCTION TO COGNITIVE AND 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 AND 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 will draw from various fields of psychology as well as other

theoretical fields including management, human resource development and sociology. A variety of topic areas will be explored. The course should appeal a wide range of students with varying academic interests but it is specifically designed for students who intend to pursue careers in the broad area of Organizational Development.

PSYC1003: PSYCHOLOGY LABORATORY METHODS: PHYSIOLOGICAL & COGNITIVE

The primary purpose of this course is to give students hands on laboratory experience in carrying out research in key areas of psychology. At the same time the course aims to broaden students' knowledge of psychological research methods. By the end of the yearlong course students will have had experience in collecting and reporting psychological data in a number of core areas. Laboratory based classes such as this form an essential part of teaching in psychology at all major universities around the world. **(Psychology Majors ONLY)**

PSYC1005: PSYCHOLOGY LABORATORY METHODS: SOCIAL, ABNORMAL AND DEVELOPMENTAL

The primary purpose of this laboratory course is to give students majoring in psychology hands-on experience in carrying out research in a number of core areas of psychology in line with international practice. At the same time the course aims to provide students with an introduction to psychological research methods and practical experience in carrying out a range of basic research methods under guidance. **(Psychology Majors ONLY)**

PSYC2000: SOCIAL PSYCHOLOGY I

This is a follow-up of the Social Psychology component of PSYC1000. It seeks to do an in-depth study of three major areas in social psychology: The Self, Interpersonal Relationships, 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. Ideally, students are expected to have some foundation in biology as a course pre-requisite.

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 in 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 introductory 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.

PSYC2007: PSYCHOMETRICS I

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 and how much is it influenced by environmental factors? In addition, students will develop their own measures personality and ability 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. Following from this will be a 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.

PSYC2015: 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 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.

PSYC3000: RESEARCH DESIGNS IN 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 change and 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, interdisciplinary 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 work 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

This two-semester course enables students to carry out a piece of empirical or theoretical work chosen from a range of topics available. Lectures at the start of the course will review with students the essential of research design and help them 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 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.

PSYC3021: BEHAVIOURAL 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, 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: SOCIOLOGY FOR THE CARIBBEAN

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. Development theories are also examined, as well as the social problems which must be addressed as societies become more complex.

SOCI1005: INTRODUCTORY STATISTICS FOR THE BEHAVIOURAL SCIENCES

This course will introduce students to basic univariate and bivariate statistics. It also focuses on levels of measurement and the appropriate interpretation of each statistic computed. Social and psychological examples are used for each application. This course covers the same material as ECON1005, but focuses more on social and psychological examples including the calculation and interpretation of such questions.

SOCI1006: INTRODUCTION TO ANTHROPOLOGY

This course provides an introduction to 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.

Films will be shown in order to enhance students' understanding of the themes covered in the course and engage them in class discussions. As well as 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: SOCIOLOGICAL 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. What is emphasized is critical thought. Students are not merely expected to regurgitate the basic information but to understand the ideas behind the theories themselves. 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: SOCIOLOGICAL THEORY II

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 given an overview of 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 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

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 SOCI 1005. This course reviews basic statistics and focuses on both parametric and non-parametric statistical testing. Also students are required to learn SPSS software for each of the statistical tests taught in lecture. These skills are used to prepare a research report based on social and psychological data.

SOCI2009: STATISTICAL COMPUTING FOR SOCIAL RESEARCH

(Limited to Sociology Majors and Demography Majors/Minors)

This course is designed to allow students to develop competence in the use of statistical computing packages for social research. The objective of the course is to ensure that students understand the relationship between theoretical concepts, empirical measures and the computing techniques for manipulating data in order to explore social relationships.

In order to demonstrate competence, students will be required to select a research question, and to subject this problem to computer analysis based on an existing data-set.

SOCI2011: SOCIAL AND CULTURAL ANTHROPOLOGY

This course provides an introduction to 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.

SOCI2016: GENDER AND DEVELOPMENT IN CARIBBEAN SOCIETY

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.

SOCI2017: CARIBBEAN SOCIETY: CONTINUITY AND CHANGE

Outline: Caribbean in the World System: Theoretical Perspectives; Population Trends: Growth, Composition, Contribution to Internal and External Migration; Labour: Employment, Occupation, Organization; Rural and Urban Social Organization; Social Differentiation: Gender, Ethnicity, Class; Revolution and Reaction: Crisis Stagnation, Transformation.

SOCI2018: ANTHROPOLOGY OF AFRICA

The course introduces: West African Civilization during the Era of the Slave Trade: Economic and Political Structure; Religion and World View; Kinship and Family.

SOCI2019: SOCIAL AND CULTURAL ANTHROPOLOGY

This course provides a comprehensive introduction to social and cultural anthropology. This course will examine the different ways in which culture influences human behaviour and social structure. The relationship between culture and issues fundamental to sociocultural anthropology will be explored; these issues include race, ethnicity, class, gender, kinship and the relationship between industrialized and non-industrialized nations.

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. Dancehall is approached as a space with a set of culturally logical meanings that guide thought and behaviour. 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.

SOCI2021: THEORIES OF CRIMINAL BEHAVIOURS

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.

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. Students will also consider how religion is used in resistance movements and identity politics. Student 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 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. We look also at the strategies for deeper inclusion as elaborated by contemporary thinkers of African descent.

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 you 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 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.

SOCI3018: DEMOGRAPHY I

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; Case study – implementation of population policies in selected Caribbean and Third World countries; Population and Development.

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 is designed to provide an important set of skills for persons who work in the area of social policy and programming. The course will provide an overview of monitoring and evaluation models and designs. It will provide a systematic introduction to the steps involved in planning a programme evaluation, and in designing instruments, establishing samples, analyzing and interpreting data, and preparing a report.

SOCI3021: DEMOGRAPHY II

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.

SOCI3031: SEX, GENDER AND SOCIETY

This course will examine: The Emergence of Gender Theory, The Development of the Feminist Movement, The Debates on Sexual Difference, The Construction of Masculinity and Femininity in Society, Sexuality and Caribbean Society

SOCI3033: TOURISM AND DEVELOPMENT

This course is aimed at providing an understanding of the tourist industry, mainly from sociological and social psychological perspectives. 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

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.

SOCI3038: TECHNIQUES OF COMMUNITY RESEARCH AND DEVELOPMENT

This course introduces students to the attitudes, issues and tools required for work in communities. It explores the differences between teacher, trainer and facilitator, examining various communication styles and appreciating the dynamics of politics, leadership and conflict within and between communities. Gender Issues are also relevant and special attention will be paid to participatory approaches and methods as well as to the various components and techniques of organizational strengthening and capacity building required in community work.

SOCI3040: 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.

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. Students 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 STANDARD

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. Various conventions of the ILO will be analysed both internationally and regionally relating to; freedom of association and the right to organize, equal enumeration, setting and monitoring labour standards and child and forced labour among others.. The current influence and power of international trade organizations and their impact and challenges they present to the development of Caribbean economics, will form part of the discourse. Students will be exposed to guest lecturers from relevant international organizations.

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

This course will be taken in the final year and will allow students an opportunity to trace the links between social problems or needs and policy responses. The structure of the course will allow the student either to explore the impact of a social policy or programme, or to start from the identification of a social problem (e.g. rural underdevelopment, community violence) and to examine policy alternatives. It will require students to work in teams to conduct original or secondary research on the topic, to design or evaluate the relevant policy, and to meet with stakeholders to discuss the proposed or amended policy.

Students will be assigned specific readings that must be discussed in the seminars/group meetings that accompany this course. These seminars will also include presentations on ethics and accountability in social programmes. Course seminars will serve as feedback for every stage of the process.

SOWK1000: HUMAN BEHAVIOUR: PERSON-IN-ENVIRONMENT PERSPECTIVE

This *Level II 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.

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: (a) 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; as well as (b) Introduction to Social Work Practicum which involves visits of observation to 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: INTRODUCTION TO SOCIAL WORK II

Introduction to Social Work II 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.

SOWK 1006: 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: SOCIAL WORK THEORY AND PRACTICE I & II

The main objective of these course 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 focuses on the basic concepts and approaches to social policy, the historical overview of the development of Caribbean social policies, the laws relating to the operation of social services, implementation of international and national social policy documents as well as modes of advocacy relating to social policy formation.

SOWK2005: ORGANIZATION AND ADMINISTRATION OF SOCIAL SERVICES

This course brings together modern management and organizational concepts and techniques. It lays the foundations 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. The course offers a sound theoretical base together with skills to analyze, design and effect change in the organization and management of Human 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: 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.

SOWK2008: SOCIAL WORK PRACTICUM II

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).

SOWK2107: 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 and 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 along the pathways of acceptance and inclusion and arrives at the destination of policy and advocacy.

SOWK3000: SOCIAL WORK RESEARCH STUDY

(A maximum of twelve (12) students will be accepted to this course)

This course will be of particular value to social work students who plan to continue to graduate studies. The opportunity for conducting an undergraduate level research course will be a very worthwhile preparation for their subsequent work responsibilities as social agency employees. The course requires the production of a furnished, moderately sized research report based on original research and utilizing either quantitative and/or qualitative methodology.

SOWK3009: 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 in 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: APPLIED SOCIAL GROUP WORK

This course will give students the opportunity for both experiencing and guiding 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 (a) administrative effectiveness; (b) improvement in the quality of management action; (c) 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

(Year Long – 6 Credits)

This course has three (3) components: (1) **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); (2) **Supervision Module:** Social Work Supervision as a process—The Administrative; Educational and the Counselling Components. Application of Adult Education methods (Androgogy) Individual vs. Group

Supervision; and (3) **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 to 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.

SOWK3030: SOCIAL CASEWORK: COUNSELLING, TREATMENT & REHABILITATION

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.

TOUR2100: TRANSPORTATION 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. With ever increasing tourism demand, the transportation sector has had to adjust in order to accommodate the volume of international and domestic travelers. 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.

TOUR2500: INTERNATIONAL TOURISM

This course will equip students with information about world tourism statistics, fastest growing tourism industries, best practice and general information about the competitiveness of tourism destinations worldwide. The case study methodology will be used extensively.

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. The course will therefore serve as an introduction to the management of tourism locally, regionally and internationally. Specific emphasis is placed on contemporary Caribbean tourism management.

TOUR3102: 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: The factors that influence tourists' destination choices, The role that branding, destination image and promotion play in destination marketing, The auditing and management of tourism destinations, The growing importance of the Internet as a communications and market development tool, and Marketing destinations in crisis.

TOUR3103: 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, Impacts of tourism, Destination sales and marketing issues, and Destination planning

TOUR3106: CARIBBEAN TOURISM: PLANNING POLICIES AND ISSUES

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.

TOUR3110: ECOTOURISM

This course examines the development of the concept of ecotourism regionally and internationally. It will take you 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.

TOUR3118: CULTURAL INTERACTION IN CARIBBEAN TOURISM

This is a new course that will allow for students to gain some depth in analyzing the nuances of cultures in the Caribbean and how these have shaped tourism growth and development in the region. This will involve historical analysis as well as situational analyses, with particular focus on prospects and challenges. This contextualization is important in creating tourism planners and officials who will shape the future of the region's tourist product.

PART VI

AWARDS, HONOURS, CLUBS AND SOCIETIES

- ❖ DEAN'S LIST
- ❖ FACULTY AWARDS AND PRIZES
- ❖ HONOURS SOCIETY
- ❖ 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 3.6 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 on a Pass/Fail basis (e.g. foundation courses) shall not be included in the calculation of credit hours earned. Courses taken for Preliminary Credits (**PC**) or which were Audited (**V**) shall also not be 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 an **AB**: Absent, **F**: Failed, **FA**: Failed Absent, **FC**: Failed Coursework, **FE**: Failed Examination, **FT**: Failed Theory, **I**: Incomplete, **NA**: Not Available, **NP**: Not Passed, **NR**: Not Reported or **NV**: Audited Not Satisfactory.
- Where students' records have for the applicable semester an **IP**: In Progress, and or an **FM**: Failed Medical, 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 designated Faculty notice boards.
- The 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.

Omissions

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*).

FACULTY PRIZES AND AWARDS

A. CROSS-CAMPUS FACULTY NOMINATIONS

Students in the Faculty of Social Sciences are nominated annually for the following cross-campus prizes.

1. First Year Prize

Nominees will be selected based on the following criteria:

- Done the majority of credits while registered in the Faculty of Social Sciences;
- If registered full-time, completed the 30 credits in a single year;
- If registered part-time, completed the 24 credits within two (2) years;
- Passed all UWI courses on the first attempt;
- If registered full-time, 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 part-time, completed at least 24 credits;
- If granted credit exemption for courses done at other institutions, completed at least 24 credits earned while registered at UWI;
- The highest GPA counting all Level I 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, achieved the highest degree GPA calculated using the marks gained for the foundation courses;
- In the event the tie is not broken, the prize will be shared.

2. Charles M. Kennedy Prize – Final Year

Nominated for being the student with the highest degree GPA in BSc. (Economics) in all courses taken in Part 2 of programme.

3. Hugh Springer Prize – Cross Campus Cross Faculty

Nominated for being the final year undergraduate student with the highest degree GPA in the Faculty of Humanities and Education and the Faculty of Social Sciences in all courses taken in Part 2 of programme

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.

Alfred A. Francis Prize - Awarded to the student pursuing the BSc. Economics Major or Special 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. in Economics and Statistics options.

The Department of Economics Prize for the Best Research Paper in ECON3067-Applied Econometrics - Awarded to three (3) undergraduate students who wrote the best empirical research papers in the course.

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 student FSS student with the best performance in the course GOVT2013.

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 GOVT2007 and GOVT2006.

Paulette L. Wilson Prize - Awarded annually to a Mona student registered for any degree programme within the Faculty of Social Sciences, who has performed best in GOVT1006 examination.

Edwin Jones Scholarship for Excellence in Public Sector Management - Awarded to the student with the best academic performance in the BSc. Public Sector Management.

Gladstone E. Mills Prize - Awarded to the finalizing student who has achieved the highest overall grades in the BSc. Public Sector Management.

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 best overall performance in Year 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 best overall performance in the course SOWK2004.

Deloitte Touche Tohmatsu Prize - Awarded to the student who presents the best paper in MGMT3039.

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 Mona School of Business and Management Prize in Banking and Finance - Awarded to the final year student with the most outstanding performance in the Banking and Finance Special.

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, Labour and Employment Relations, Human Resource Management or Entrepreneurship. The student should have maintained at least 'B+' average and have actively participated in a non academic university activity which indicates commitment to community building.

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 (a cumulative level I GPA above 3.6) 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 FOUN1001-English for Academic Purposes and not exceeding the maximum of one failed course (not including English). They join the (now level III) 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 academic staff advisers assigned to the Society to help assist the executive body in directing the Society in fulfilling its purpose.

CLUBS AND SOCIETIES

Listed below are the various clubs, societies and associations that are organized and run by students of the Faculty of Social Sciences. The majority of these groups meet on Thursdays between the hours of 2pm and 5pm. Check with the Office of Students Services and Development (OSSD) or your FSS Guild representative for further information and meeting schedules.

- Association of Aspiring Accountants
- Circle K
- Faculty of Social Sciences Honours Society
- Optimist Club of UWI Mona
- Psychology Student Association
- Rotaract Club
- Social Sciences Club
- Social Work Student Association
- The Banking League Society
- The Leo Club of Mona
- UN Club – UWI Chapter
- UWI Tourism Society
- University Marketing Association
- Young Economist Association
- Young Investor's Club

PART VII

CODES OF CONDUCT

- ❖ RULES AND RESPONSIBILITIES
- ❖ GUIDELINES FOR INSTRUCTIONAL SESSIONS
- ❖ GUIDELINES ON USE OF FACULTY FACILITIES
- ❖ ROLES AND RESPONSIBILITIES OF COURSE REPRESENTATIVES
- ❖ POLICY CONCERNING THE DISPLAY OF NOTICES

RESPONSIBILITY OF FACULTY OF SOCIAL SCIENCES STUDENTS

All Faculty of Social Sciences students are guided to accept responsibility for their learning, development and experience. To this end, students are encouraged to:

- (a) familiarize themselves with the regulations and observe the guidelines for academic and behavioural conduct as prescribed by the Faculty and the University;
- (b) be informed of the services provided and resources available;
- (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;
- (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 because of a medical condition 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 GENERAL CODE OF CONDUCT

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 as such 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.

Code of Conduct

- (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. scrummage). Persons are also to refrain from the use of violent and offensive language.
- (b) The Faculty's space shall be considered as meant for activities of an academic nature. The facilities provided therein should therefore be utilized appropriately and in their rightful fashion.
- (c) Persons shall refrain from engaging in behaviour not suited for the Faculty's space, this being inclusive of the restrooms. This includes, 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.
- (d) Persons shall refrain from lingering or congregating along designated pathways in a manner that may obstruct free movement along them. 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.
- (e) 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.
- (f) Persons, in adhering to this General Code of Conduct, shall also be careful to abide by the stipulations of other such Faculty guidelines/policies. These include, but are not limited to the Faculty's Code of Conduct for Instructional Sessions, as well as the Faculty's Notice Posting Policy.

GUIDELINES AND CODE OF CONDUCT FOR INSTRUCTIONAL SESSIONS

Preamble

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.

Code of Conduct

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) Garbage shall not be left in the classrooms.
- (f) 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.
- (g) All white/chalk boards or other instructional aids shall be cleaned/removed at the end of any class.
- (h) 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.

- (i) 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.
- (j) 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.
- (k) Student representatives for each course are to be selected by the end of the fourth week of classes.

ROLE 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.
- (g) The course representative shall also be responsible for administering the student evaluation of the lecturer for the course by way of the evaluation forms provided. It is suggested that this be done during the first 15-20 minutes of the class session, so as to encourage full participation on the part of the students. The lecturer/instructor should not be present in the room whilst this is being done.

GUIDELINES FOR USE OF THE FACULTY OF SOCIAL SCIENCES 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.

GUIDELINES FOR USE OF ALL QUIET STUDY AREAS IN THE FACULTY OF SOCIAL SCIENCES

- (a) The clusters of benches within the Faculty were established some ten years ago by Dean Robotham 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.

POLICY CONCERNING THE DISPLAY OF NOTICES IN THE FACULTY OF SOCIAL SCIENCES

A. Purpose of the Policy

Notices²⁹ 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, as the case may be. 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. The Faculty and Departmental Offices shall maintain a record of the persons so designated.

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.

²⁹ 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.

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 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 VIII

APPENDICES

- ❖ ACADEMIC CALENDAR
- ❖ FREQUENTLY ASKED QUESTIONS
- ❖ HOW TO CALCULATE YOUR GPA
- ❖ OVERVIEW OF AUTOMATED STUDENT REQUEST SYSTEM (ASRS)
- ❖ COURSEWORK ACCOUNTABILITY STATEMENT
- ❖ EMERGENCY NUMBERS

APPENDICES

Appendix I: Academic Calendar 2012-2013

Semester I	
Semester I begins	August 26, 2012
Registration Week	August 27 – 31, 2012
Teaching begins	September 3, 2012
Teaching ends	November 30, 2012
Examination begins	December 5, 2012
Examination ends	December 21, 2012
Semester I ends	December 21, 2012

Semester II	
Semester II begins	January 20, 2013
Teaching begins	January 21, 2013
Teaching ends	April 19, 2013
Semester break	April 22 – 26, 2013
Examination begins	April 29, 2013
Examination ends	May 17, 2013
Semester II ends	May 17, 2013
FSS Graduation	November 3, 2013
-Names ending (A-L)	10am
-Names ending (M-Z)	5:30pm

Note: The dates outlined in Appendices I and II are superseded by those contained in the official printed or online version of the 2012-2013 Academic Diary.

Appendix II: Important Dates for Students to Note

SEMESTER I (August – December 2012)		
August 26	Semester I starts	Tuition, Miscellaneous and Residence Fees (if applicable) become due.
August 20 – 31	Normal Registration Period	Registration is not complete until all tuition and miscellaneous fees are paid.
September 3–7	Late Registration Period	\$1,000 penalty for late registration.
After September 7	Extraordinary requests for late Registration and late adjustments to registration (add/drop)	Allowed only if approved by Academic Board. Late fines will be charged by Academic Board.
September 29	Final Date for payment of Semester I tuition fees or to be sent on Compulsory Leave of Absence	Sent on Compulsory Leave of Absence unless a payment schedule had previously been agreed to in writing with UWI.
September 30	Compulsory Leave of Absence Process Begins	
October 5	Final date for Leave of Absence (LOA) applications	A late request fine of \$2000 will be charged after deadline date. Tuition refund allowed only as under the Refund Policy.

SEMESTER II (January – May 2013)		
January 20	Semester II starts	Tuition, miscellaneous and residence fees (if applicable) are due.
January 21–25	Normal Registration Period	Registration is not complete until all tuition and miscellaneous fees are paid.
January 28 – February 1	Late Registration Period	\$1,000 penalty for late registration.
February 1	Final Date for payment of Semester II tuition fees or to be sent Compulsory Leave of Absence	Sent on Compulsory Leave of Absence unless a payment schedule had previously been agreed to in writing with UWI.
February 2	Compulsory Leave of Absence Process Begins	
After February 2	Extraordinary requests for late Registration and late adjustments to registration (add/drop)	Allowed only if approved by Academic Board. Late fines will be charged by Academic Board
February 8	Final date for Leave of Absence (LOA) applications	A late request fine of \$2000.00 will be charged after deadline date. Tuition refund allowed only as under the Refund Policy.

Appendix III: Quick Guide to Orientation and Registration Information

<p>Credits</p> <p>Full-time students should register for thirty (30) credits or ten (10) courses spread across Semester 1 and Semester 2. Each Social Sciences course is worth 3 credits unless otherwise specified. Part-time students may register for up to 18 credits in any one year. For details See Regulations 8 and 9 in Part III of this Handbook.</p>
<p>Foundation Courses</p> <p>Students registered in the Faculty of Social Sciences are required to do FOUN1001, FOUN1101, and FOUN1201. However, students with Grades 1 or 2 passes in CAPE Communication Studies are required to do FOUN1401 in place of FOUN1001. Students pursuing a Social Work (Special) will be required to register for FOUN1301 instead of FOUN1101.</p>
<p>Exemption Without Credit for CAPE Subjects</p> <p>Students registered in the Faculty who have obtained a Grade I-IV in CAPE subjects will be allowed exemption without credit as follows:</p> <p style="text-align: center;">Economics Unit 1 exemption from ECON1000 & ECON1001 Economics Unit 2 exemption from ECON1002 & ECON1012 Statistical Analysis exemption from ECON1005 Sociology Unit 1 exemption from SOCI1002 Accounting Unit 1 exemption from ACCT1005 Accounting Unit 2 exemption from ACCT1003 Pure Mathematics Units 1 & 2 exemption from ECON1003</p> <p>Application for exemption must be made online via Automated Student Request System (ASRS) at http://asrs/stud/ or from the Student Administration System (SAS) webpage. <i>Note: Students granted exemption without credit due to CAPE should register for Level I replacement course(s) of their choosing.</i></p>
<p>Registration</p> <p>Students must register for courses at the beginning of each academic year or lose their status as students at the University. Registration is done online via the Student Administration System (SAS) at http://sas.uwimona.edu.jm:9010.</p>
<p>Orientation and Academic Advising</p> <p>Faculty Orientation and Registration Week begins Monday, August 27, 2012 at 9am. The week of activities offers a unique opportunity for new students to obtain information about the Faculty and their programme of study that are geared towards their successful transition. Attendance is therefore mandatory for newly-admitted students.</p> <p>During the week of activities, new students will (a) get to meet the staff and other new students, (b) receive career and academic advice, and (c) learn about their department, the Faculty, and student enrichment resources. We invite you to visit the Faculty's website for activity schedule and other related announcements.</p> <p>Academic advising is particularly emphasized for new students during Orientation and Registration Week as its primary purpose is to assist students in planning, monitoring, and managing their programme of study, in relation to clear career objectives. Students are urged to attend all sessions put on by their department and the Faculty Office.</p>

Appendix IV: 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 Regulations 8 in Part III of this Handbook.

Q: Am I eligible for exemptions based on subjects passed at CAPE?

A: See Appendix III for equivalent CAPE and UWI courses. Also see Regulations 6 in Part III of this Handbook for other 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 Part III.

Q: What is the difference between exemptions with and without credit?

A: See Glossary of terms used on Part III.

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 replacement course(s).

Q: Do I have to take the foundation courses in my first year?

A: No. However, it is strongly recommended that students complete Part I of their programme before proceeding to Part II.

Q: I would like to do an extra course this semester, how do I know if I am eligible?

A: See Regulations 8 for information.

Q: How do I request leave of absence?

A: Applications for leave must be made through the Automated Student Request System (ASRS) via the Faculty's website at <http://myspot.mona.uwi.edu/socsci/>. See Appendix VI for overview and instructions on how to use ASRS.

Q: Can I do a course without having the pre-requisite?

A: You may be permitted to do so at the discretion of the lecturer. The lecturer may also allow you to take a course simultaneously with its pre-requisite. Bear in mind, though, that a pre-requisite course provides many of the fundamental concepts required for the more advanced course.

Appendix V: How to Calculate Your Grade Point Average (GPA)

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, courses taken for preliminary credit and courses for which the designation I (incomplete) or IP (in-progress) is awarded under Regulation 6 (iv).

There are two (2) methods by which student can calculate their GPA:

- (1) The Faculty has developed a web-based GPA calculator which allows students to calculate their GPA by semester or academic year. This calculator is available via the Faculty's website at <http://www.mona.uwi.edu/socsci/gpacalc/>.
- (2) Alternatively, students may use the table below as a guide to calculating their GPA. Outlined below is an example of the calculation of a student's GPA having completed Semester 1 of his/her programme of study.

Course	Grade Received	Quality Points	(Times)	Quality Hours	(Equal)	Grade Point
ECON1001	A+	4.3	x	3	=	12.9
ECON1005	F	0	x	3	=	0
FOUN1001	P	-	-	-	-	-
ACCT1003	D	1.0	x	3	=	3.0
SOCI1002	B-	2.7	x	3	=	7.1
GOVT2013	B	3	x	6	=	18.0
			Total	18		41
Semester GPA = 2.28 [Total Grade Point (41) ÷ Quality Hours (18)]						

Definition of Common GPA-Related Terms:

Credit Hours: the numerical credit value assigned to a course. The credit values for courses as well as for projects, laboratory sessions, foreign language classes or other contact hours as approved by the Board of Undergraduate Studies.

Credit Hours Earned: the credits for each course that counts toward the degree requirement and for which a passing grade is obtained.

Quality Hours: the credits for each course that is included in the GPA calculation. Quality hours shall be assigned even when a grade of F is obtained in a course. Courses that are not used in the determination of the GPA shall be assigned zero quality hours.

Quality Points: the numerical value assigned to the relevant letter grade earned.

Grade Points: are determined by multiplying the quality hours by the quality points for a course.

Appendix VI: Student Services Offered by the Faculty

Requests handled by the Faculty Office*	Requests handled by the Department
Credit Check	Credit Check
Late Adjustments to Registration (Add/Drop)	Academic Advising
Late Registration	Advise on Course Selection
Course Not for Credit (e.g. Request to audit a course)	Change of Major, Minor, Special
Course Substitution(s) (Replacing a core course with another course)	Change of Streams
Exemption (with and without credit)	Special Approval for Entry to Course
Carry-over Coursework (Coursework or mid-semester grades carried forward from previous sitting of course)	Departmental Override is required for the following errors (Red Flags): 1. PREQ and TEST SCORE-ERROR (Pre-requisites not satisfied) 2. CORQ_{Course Code} (CRN) REQ 3. LEVEL RESTRICTION 4. COLLEGE RESTRICTION 5. DEGREE RESTRICTION 6. PROGRAMME RESTRICTION 7. MAJOR RESTRICTION 8. CLASS RESTRICTION 9. Quota Limit Reached
Exams Only	
Deferral of Exam(s) (Usually under special circumstances)	
Leave of Absence	
Voluntary Withdrawal	
Waiver of Requirement to Withdraw	
Study at another UWI Campus (Cave Hill/St. Augustine/Open Campus/Western Jamaica Campus)	
Exchange Programme (Study at another University)	
Approval of Additional Course (Credit Limit Exceeded)	
Approval of Change of Enrolment Status (Part-Time to Full-Time & vice versa)	

*Request for all services, except *Credit Check*, should be made online via **Automated Student Request System (ASRS)** at <http://asrs/stud/> or from the Student Administration System (SAS) webpage. See Appendix VII for steps on how to access the system.

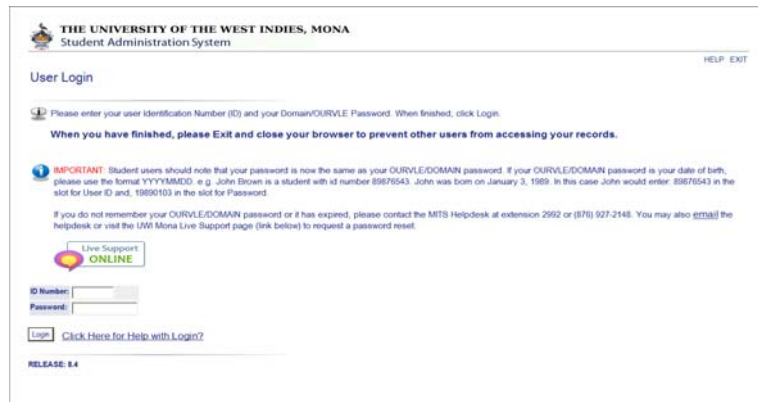
Appendix VII: Overview of the Automated Student Request System (ASRS)

What is the Automated Student Request System?

The Automated Student Request System (ASRS) is a web-based system that replaces the paper-based Undergraduate Student Request form 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.



Screen view of SAS login page

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 VIII: Proposed 2013 Summer School Course Offering

The courses listed below are usually offered in summer but the Departments provide no guarantee that any of these courses will be offered in any given summer.

Course Code	Course Title
ACCT1003	Introduction to Cost & Management Accounting
ACCT1005	Financial Accounting
ACCT2014	Financial Accounting I
ECON0001	Remedial Mathematics
ECON1001	Introduction to Microeconomics
ECON1002	Introduction to Macroeconomics
ECON1003	Mathematics for the Social Sciences
ECON1005	Introductory Statistics
ECON2007	Calculus II for Business and Social Sciences
ECON2008	Matrix Algebra for Business and Social Sciences
ECON1000	Principles of Economics I
ECON2000	Intermediate Microeconomics I
ECON2002	Intermediate Macroeconomics II
ECON2008	Statistical Methods I
ECON2017	Calculus II for Business and Social Science
FOUN1301	Law, Governance, Economy and Society in the Caribbean
GOVT1000	Introduction to Political Institutions
GOVT1008	Introduction to International Relations
GOVT2049	International Political Economy
GOVT3048	Contemporary International Relations of the Caribbean
MGMT2003	Principles of Marketing
MGMT2005	Computer Applications
MGMT2008	Organizational Behaviour
MGMT2026	Introduction of Production and Operations Management
MGMT2012	Introduction to Qualitative Methods
MGMT2021	Business Law I
MGMT2023	Financial Management I
MGMT3017	Human Resource Management
MGMT3061	Team Building & Management
MGMT2029	Managerial Communication
MGMT2224	Introduction to Entrepreneurship
MGMT2046	Company Law
MGMT3019	Business Negotiation
PSYC1000	Introduction to Developmental, Abnormal & Social Psychology
PSYC2000	Social Psychology
PSYC2006	Interpersonal Dynamics
PSYC2008	Cognitive Psychology
SOCI1001	Introduction to Social Research
SOCI1002	Sociology for the Caribbean
SOCI1005	Introduction to Statistics for the Behavioural Sciences
SOCI2008	Statistics for Behavioural Sciences

Appendix IX: Presenting and Documenting Material In Course Essays

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 mix another writer's words into your summary or paraphrase, but you must show the specific borrowing in quotation marks. Here is our example summary with a 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.

Prepared by Dr. L. Stirton

Appendix X: Undergraduate Coursework Accountability Statement

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 XI: Emergency Contact Information

UWI Security and Medical Emergency Numbers		
	Telephone #	Extension
Campus Security	784-8111 935-8748-9	2748-9
Mona Police Post	927-2292 935-8331	2331
Health Centre	927-2520 970-0017	2370
University Hospital	927-1620-9	
Counselling Services	970-1992 927-2520	2270 2370
Lost and Found (Faculty Office)	927-2592 977-0640 578-3828 (c)	2220-2
UWI Switchboard	927-1660-9	0
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)		

Notes