



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

**FACULTY OF SOCIAL SCIENCES  
UNDERGRADUATE HANDBOOK**

ACADEMIC YEAR 2017-2018

## **DISCLAIMER**

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

The current edition was finalized August 2017. 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.

## STRUCTURE OF THE 2017-2018 UNDERGRADUATE HANDBOOK

### Purpose and Scope

This Undergraduate Handbook is intended for use by:

- (i) prospective students
- (ii) new and continuing students
- (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 2017-2018 academic year;
- (ii) students who transferred into the Faculty during the 2017-2018 academic year;
- (iii) students approved for a change of Major/ Special/Minor during the 2017-2018 academic year.

### Organisation and Layout of the Handbook

To ensure that information is easily accessible, the 2017-2018 Undergraduate Handbook is divided into eight main parts. 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: Course Information**
- Part VI: Awards, Honours, Clubs and Societies**
- Part VII: Codes of Conduct and Responsibilities**
- 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 as 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, application procedures as well as a list of degree programmes from which to choose.

**Part III** provides information on general degree regulations for all undergraduate programmes, as well as regulations governing the examinations process and the Faculty's Summer School programme.

**Part IV** outlines information related to the student’s programme of study. Each section begins with a welcome message from the Head of Department followed by information and guidelines that are specific to each department. Requirements for each Major, Minor or Special; course offerings for the current year, course descriptions, anti-requisites and pre-requisites are also stated.

**Part V** This section outlines anti-requisite courses and lists in alphabetical order courses with a succinct description and outline.

**Part VI** Highlights:

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

**Part VII** is designed to promote an acceptable standard of attitudes and behaviours among students and outlines the rules and responsibilities, codes of conduct and guidelines on the use of University and Faculty facilities.

**Part VIII** contains the Undergraduate Coursework Accountability Statement.

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 VI 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—<http://myspot.mona.uwi.edu/socsci/>

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# **PART I**

## **Introduction to the Faculty**

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

## MESSAGE FROM THE DEAN



Welcome to the Faculty of Social Sciences! We are happy that you have chosen to be with us for a very important chapter in your academic journey. This Faculty has a long and distinguished tradition of teaching and research and prides itself in being the nesting ground for qualified and capable individuals. The excellent education you will receive here will help to transform your life and prepare you to respond effectively to the demands of the world of work and the ever-present societal changes. 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 programmes and 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 regard, the Faculty continues to make significant contributions to local, regional and international development. This responsibility is even more relevant in the increasingly complex and ever-changing global environment.

We, in the Faculty of Social Sciences, are committed to being your best ally during your time at UWI. We do so by 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. Even as you work hard to ensure that you do well academically, be sure to get involved in our many extra-curricula activities that are on offer. Finally, we encourage you to take responsibility for your own learning, aim to become rounded and, throughout this very important phase of your life, enjoy your student experience with us!

**Professor Ian Boxill**

## **FACULTY DEVELOPMENT**

The Faculty Office launched the Automated Student Request System (ASRS) in 2009. This web-based system 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 - *Colour Wheel* orange.

The Dean's List was established in 2009 to recognize outstanding academic achievement in Semesters 1 and 2.

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.

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. Students would also be allowed to minor in Accounting and General Management.

Effective August 2012, the Department of Management Studies in the Faculty of Social Sciences at Mona merged with the Mona School of Business. The merged entity, now known as the Mona School of Business and Management (MSBM), operates within the Faculty of Social Sciences. This facilitated in 2014 the goal of institutional accreditation of all business programmes at the undergraduate and graduate levels.

On November 5, 2013, *The UWI Accounting Cooperative Programme was launched, with the signing of a Memorandum of Understanding between the UWI and Ernst & Young.* This collaborative initiative was piloted in January 2014 by the Ernst and Young office in Jamaica and represents a paradigm shift as the UWI reinforces its commitment to producing work ready graduates by creating platforms for "on the job training". Admission to the Programme is open to full time students enrolled in MSBM's Accounting programme who have a minimum 3.0 GPA and have completed the requisite Level 1 courses. Students will fulfill their work component during the regular school semester and continue their academic course of study during the summer. The duration of the degree will not change from 3 years.

In June, 2014 the BSc. Public Sector Management programme was renamed Public Policy and Management. Also the Department of Government introduced the BSc. Political Leadership, Strategy and Management (Major and Minor).

Effective August 1, 2016, Professor Ian Boxill assumed the Deanship of the Faculty. Professor Evan Duggan had served in that capacity from 2012-2016 and Professor Mark Figueroa from 2004-2012.

## FACULTY OFFICE PERSONNEL

Tel: (876) 927-2592 | 977-0640 | Cell: (876) 578-3828 | Fax: (876) 927-2163  
Emails: fsocsci@uwimona.edu.jm | Website: <http://myspot.mona.uwi.edu/socsci/>

### OPENING HOURS

#### Regular Semester and Summer School

*Monday to Thursday: 8:30am – 7:30pm*

*Friday: 8:30am – 4:30pm*

#### Semester Break

*Monday to Friday: 8:30am – 4:30pm*

<b>Dean</b>	Professor Ian Boxill <i>BSc. UWI, M.Phil. UWI, Ph.D. Colorado State</i> fssdean@uwimona.edu.jm
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<b>Associate Dean, Special Initiatives</b>	Dr. Eris Schoburgh <i>BSc., MSc., Ph.D. UWI</i> eris.schoburgh@uwimona.edu.jm
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<b>Senior Secretary</b>	Mrs. Marian Williams Shirley <i>BSc. UWI, MSc. UWI</i> marian.williams02@uwimona.edu.jm
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<b>Courier Attendant</b>	Ms. Annandale Walters annandale.walters@uwimona.edu.jm

## DEPARTMENT PERSONNEL

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Tel: (242) 323-5714 | Fax: (242) 325-3246 | Email: [chtm@uwimona.edu.jm](mailto:chtm@uwimona.edu.jm)

#### Acting Director

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*B.Sc. UWI, MSc. Surrey, Ph.D. Bournemouth UK*  
[michelle.mcleod@uwimona.edu.jm](mailto:michelle.mcleod@uwimona.edu.jm)

### Department of Economics

Tel: (876) 977-1188 | Fax: (876) 977-1483 | Email: [econ@uwimona.edu.jm](mailto:econ@uwimona.edu.jm)

#### Head of Department

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### Department of Government

Tel: (876) 977-5935 | Fax: (876) 977-1809 | Email: [govt@uwimona.edu.jm](mailto:govt@uwimona.edu.jm)

#### Head of Department

Dr. Lloyd G. Waller  
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Ms. June Pinto  
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### Mona School of Business and Management

Tel: (876) 977-3775 | Fax: (876) 977-3829 | Email: [msbm@uwimona.edu.jm](mailto:msbm@uwimona.edu.jm)

#### Acting Executive Director

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[asenath.sharpe@uwimona.edu.jm](mailto:asenath.sharpe@uwimona.edu.jm)

### Department of Sociology, Psychology and Social Work

Tel: (876) 977-0315 | Fax: (876) 977-9301 | Email: [socy@uwimona.edu.jm](mailto:socy@uwimona.edu.jm)

#### Head of Department

Dr. Orville Taylor  
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#### Office Manager

Mr. Franklyn Wapp, *CPR, CPA UWI*  
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## REGISTRY PERSONNEL

### Admissions Section

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**Senior Assistant Registrar**

Mrs. Marsha Morgan-Allen

**Senior Administrative Assistant**

Mrs. Donna Foster

### Student Records Unit

Tel: (876) 970-4472 | Email: sru@uwimona.edu.jm

**Senior Assistant Registrar**

Mrs. Elecif Arthurs

**Senior Administrative Assistant**

Ms. Dahlia Saunders

### Examinations

Tel: (876) 977-3544 | Email: examinations@uwimona.edu.jm

**Assistant Registrar**

Mr. Kevin Tai

### Graduate Studies and Research

Tel: (876) 935-8995-7 | Fax: (876) 977-7427 | Email: postgrad@uwimona.edu.jm

**Campus Director**

Professor Denise Eldemire-Shearer

### International Students Office

Tel: (876) 702-3737 | Fax: (876) 977-4178 | Email: isomona@uwimona.edu.jm

**Senior Assistant Registrar**

Mrs. Althea Gordon-Clennon

### Office of Student Financing (OSF)

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**Manager**

Ms. Joy Dickenson

### Office of Student Services and Development (OSSD)

Tel: (876) 970-2739 | 977-3880

**Administrative Officer**

Ms. Paulene Richards

### Student Administrative Services (SAS)

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**Supervisor**

Mrs. Camille Campbell

# **PART II**

## **Information for Prospective Students**

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



## **MAKING UWI YOUR PLACE TO SHINE**

The university and the programme you choose are crucial to your future success. We're providing you with the information and resources that will help you to make the right choice.

This prospectus is designed as a broad introduction to the Faculty of Social Sciences – what we do, what we offer, and how we can help you to achieve your goals. It covers all our undergraduate programmes, applications and matriculations requirements and career areas in the Social Sciences. For more information, please contact an administrator or visit the department website (see pages 11-14).

## **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**

Applicants must have satisfied the University Matriculation requirements for entry to a degree programme (See University Matriculation requirements <https://www.mona.uwi.edu/admissions/firsttime.php>). 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.

The minimum requirements for full-time (3 years) and part-time (4 years) admission to the Bachelor of Sciences degree programmes in the Faculty are set out below.

### **Minimum Requirements for the Three (3) Year Degree Programme**

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

- (a) Five (5) CXC/CSEC (General Proficiency Grades I-III from June 1998) or GCE/BGCSE O'Level (Grades A-C) with compulsory subjects: Mathematics and English Language **in addition to** two (2) CAPE subjects (Units 1 and 2) or GCE/BGCSE A' Level passes in a minimum of two (2) subjects; **or**
- (b) An Associate degree, Diploma and/or Certificate from other approved tertiary institutions having attained a B+ average or a minimum GPA of 2.5; **or**
- (c) High School Grade 12 transcript with a minimum GPA of 3.0 and a minimum SAT I score of 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) or (b) below:*

- (a) Five (5) CXC/CSEC (General Proficiency Grades I-III from June 1998) or GCE/BGCSE O'Level (Grades A-C) with compulsory subjects: Mathematics and English Language **in addition to** one (1) CAPE subject (Units 1 and 2) or one (1) GCE/BGCSE A'Level; **or**
- (b) High School Grade 12 transcript with a minimum GPA of 2.5 and a minimum SAT I score of 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 Level 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 Level I campus-based UWI programmes.
- Persons applying to enter Levels II/III 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
  - Grade A - IGCSE O'Level English Language examination
  - Grade A - BGSCSE O'Level English Language examination
  - Grade A - WAEC O'Level English Language examination
  - Grade A - Communications 1 & 2, College of Agriculture Science and Education
  - 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 II, The Mico University College
  - Grade B+ or above - COMM1101, Council of Community Colleges
  - IELTS (academic test only) - overall score of at least 7 (at least 6.5 in reading and listening; and at least 7 in writing and speaking is required)
- (b) Persons who are already holders of an undergraduate degree from the UWI or from an approved university, and persons with a Grade A in a college English course from an approved university.
- (c) Persons holding a UWI Certificate in Advanced Nursing Education and Administration **or** a UWI Licentiate of Theology.
- (d) Persons who have passed the UWI Mass Communications course *Media and Language* (COMM5201).
- (e) Persons who passed the UWI Mona ELPT in 2012 onward.
- (f) Persons who successfully completed **any** of the following UWI English Language courses from 2010 onwards: UC010; UC10A; UC10C; UC10D; UC10L; UC10H; UC120; FOUN1001; FOUN1002; COMS1001; COMS1002; FOUN1003; FOUN1008; FOUN1013.
- (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

### Degree Categories

In the Faculty of Social Sciences we are committed to focusing on student's individual requirement to help them make the most of their potential. In response to students demand for more flexibility with the Social Sciences disciplines, we offer BSc. Degrees from among the following categories: Major, Double Major, Major and Minor, Special/Option, and Minor.

- (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 Minor** - a *Major/Minor* is comprised 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/Option** - a *Special/Option* 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 Programme Offering for 2017-2018

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.

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

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

- Accounting (*M, WEP, WJC*)
- Africa and African Diaspora Studies (*M*)
- Banking and Finance (*M, WJC*)
- Criminology (*SA*)
- Demography (*M*)
- Economics (*CH, M, SA, WJC*)
- Entrepreneurship (*M, WJC*)
- Finance (*WJC*)
- Governance and Local Government (*SA*)
- Human Resource Management (*M, WJC*)
- International Relations (*M, WJC*)
- Labour and Employment Relations (*M*)
- Leadership and Management (*SA*)
- Management Studies (*CH, M, SA, WEP, WJC*)
- Marketing (*M, WJC*)

- Operations Management (*M, WJC*)
- Political Leadership, Strategy and Management (*M, WJC*)
- Political Science (*CH, M, SA*)
- Psychology (*M, SA, WJC*)
- Public Policy and Management (*M*)
- Social Anthropology (*M*)
- Social Policy and Development (*M*)
- Sociology (*M, SA, CH*)
- Statistics (*M*)
- Tourism Management (*M, WJC*)

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

- Accounting (*CH, SA*)
- Banking and Finance (*CH, SA*)
- Economics (*CH, SA*)
- Hospitality and Tourism Management (*CH, SA*)
- Hotel Management (*CHTM, CH*)
- Insurance and Risk Management (*SA*)
- International Relations (*SA, CH*)
- International Tourism Management (*SA*)
- Labour and Employment (*CH*)
- Management Studies (*CH, SA*)
- Political Science (*CH*)
- Public Sector Management (*CH, SA*)
- Psychology (*CH, SA*)
- Sociology (*CH*)
- Social Work (*CH, M, SA*)
- Sports Management (*CH*)
- Tourism Management (*CH, CHTM, SA*)

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

- Chemistry & Management (*M*)
- Management Information Systems (*WJC*)

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

- Accounting (*CH, M, SA, WJC*)
- Anthropology (*SA*)
- Africa and African Diaspora Studies (*M*)
- Criminology (*M, SA, CH*)
- Cultural Studies (*CH*)
- Demography (*M*)
- Economics (*M, CH, SA*)
- Environmental Economics (*SA*)
- French (*CH*)
- Finance (*SA*)
- Gender and Development Studies (*SA, CH*)
- History (*CH*)
- Human Resource Development (*M*)
- Human Resource Management (*SA*)
- International Relations (*M, SA, CH, WJC*)

- Law (*CH, M*)
- Marketing (*SA*)
- Management Studies (*CH, M, SA, WJC*)
- Management Information Systems (*SA*)
- Mathematics (*CH*)
- Philosophy (*CH*)
- Political Leadership, Strategy and Management (*M*)
- Political Science (*CH, M, WJC, SA*)
- Public Policy and Management (*M*)
- Public Sector Management (*CH, SA*)
- Psychology (*SA, M, CH*)
- Social Anthropology (*M*)
- Social Development Policy and Planning (*SA*)
- Social Policy and Development (*M*)
- Social Policy (*SA*)
- Social Psychology (*M*)
- Sociology (*M, SA, CH*)
- Spanish (*M, CH, SA*)
- Sports Management (*SA*)
- Statistics (*M*)

Undergraduate **Diploma** programmes are offered in the following areas:

- |                            |   |
|----------------------------|---|
| ▪ Accounting ( <i>SA</i> ) | ▪ Population and Development ( <i>M</i> ) |
| ▪ Psychology ( <i>M</i> )  | ▪ Public Sector Management ( <i>SA</i> )  |
| ▪ Social Work ( <i>M</i> ) | ▪ Security Administration ( <i>SA</i> )   |
| ▪ Sociology ( <i>M</i> )   | ▪ Caribbean Studies ( <i>SA</i> )         |

### **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** (Minimum 7 courses)

- Financial Accounting
- Introduction to Cognitive & Physiological Psychology
- Introduction to Cost and Management Accounting
- Introduction to Developmental, Social and Abnormal Psychology
- Introduction to Hospitality Management
- Introduction to International Relations
- Introduction to Political Analysis
- Introduction to Social Research
- Introduction to Social Work
- Introductory Statistics
- Mathematics for the Social Sciences
- Principles of Economics
- Introduction to Sociology I

### **Foundation Courses** (Minimum 3 courses)

- Caribbean Civilization
- Critical Reading and Writing in the Social Sciences
- Science, Medicine and Technology in Society

### **EXEMPTION FROM UWI COURSES**

Students who have obtained Grades I-IV in certain Caribbean Advanced Proficiency Examination (CAPE) subjects, namely: Accounting, Economics, Statistics, Sociology and Pure Mathematics may apply for exemption **without** credit from related Level I courses. For a complete list of these courses, please see **Exemption from UWI Courses** in Part III of this Handbook.

### **SUGGESTED CAREER AREAS**

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

- Banker
- Economist
- Statistician
- 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

### **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 must 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 via the Automated Student Request System (ASRS) accessed through the Student Administrative System (SAS).

**level** represents the different standard of courses that must be completed in the undergraduate degree programme. Each level, namely level I, level II, and level III, 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.

**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, students will meet the staff, learn about the Faculty, and receive information about their programme of study.
- 1.2 Academic advising, though available to all students throughout the course of study, is particularly emphasized for new students. Its primary purpose is to assist students in planning, monitoring, and successfully managing their chosen field of study, in relation to clear career objectives.

## 2. COURSE CREDITS AND WEIGHTING REGULATIONS

- 2.1 Normally, each undergraduate course in the Faculty carries a weighting of three (3) credits.
- 2.2 Courses taught over an academic year (i.e., year-long or across Semesters 1 and 2) normally carry a weighting of six (6) credits.
- 2.3 In the case of a 6-credit course, the substitution is either another 6-credit course or two 3-credit courses.
- 2.4 *Credit hours earned* refers to the credits for each course that count toward the degree requirement and for which a passing grade is obtained. See below for a definition (guideline) of *credit hours* according to the Board for Undergraduate Studies (May 2015):

**One** credit hour is equivalent to three theoretical hours of learning per week per semester. For purposes of determining student workload, three notional hours of learning may include:

- (a) ONE contact hour and TWO hours out-of-class student work per week per semester;
- (b) a minimum of TWO hours of supervised laboratory work per week per semester;
- (c) or at least FOUR hours of directed learning activities (including project work, research work, practicums and internships) undertaken by the student out of class per week per semester.

Revision conducted during the three-week formal examination period at the end of the Semester is subsumed in this definition on a pro-rata basis.

- 2.5 Credit hours earned in courses taken on a Pass/Fail are not included in calculating GPA.
- 2.6 Credits hours earned from another institution at the time of admission to the UWI are not used in the computation of GPA.
- 2.7 No academic credit may be granted for auditing a course.

### 3. PROGRAMME OF STUDY REGULATIONS

#### 3.1 Programme of Study Requirements

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

- (a) **Major:** 30 credits for Major and 30 credits for electives
- (b) **Double Major:** 30 credits for each of two Majors
- (c) **Major and one Minor:** 30 credits for Major, 15 credits for Minor and 15 credits for electives
- (d) **Major and two Minors:** 30 credits for a Major and 15 credits for each of two Minors
- (e) **Special/Option:** Minimum of 45 credits for Special/Option and 15 credits for electives.

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

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

Students are required to complete a minimum of 30 credits or ten 3-credit Level I courses, depending on the choice of degree as follows:

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

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

Students are required to complete 60 credits normally a combination of 20 Level II and Level III courses designated for each student's degree programme, as follows:

- (a) 30 credits for one Major and 30 credits of Electives
- (b) 30 credits for each of two (double) Majors
- (c) 30 credits for a one 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 credits for one Special/Option and a maximum of 15 Electives

3.3 Students are required to satisfy pre-requisites (where applicable) 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.

- 3.4 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.

#### **4. CO-CURRICULAR CREDITS REGULATIONS**

- 4.1 Co-curricular credits will be awarded on the following basis:  
(a) Students must be involved in the activity for at least one (1) semester.  
(b) Explicit learning outcomes must be identified for each activity.  
(c) There must be clearly defined mode(s) of assessment for each activity.
- 4.2 Students will be eligible for no more than 3 credits for involvement in co-curricular activities. The activities may be Campus specific.
- 4.3 Co-curricular credits shall not be taken into account in the determination of class of degree.
- 4.4 The assessment of co-curricular credits shall be on a 'pass/fail' basis.
- 4.5 All co-curricular activities/programmes must be approved in advance by the Faculty and Academic Boards.
- 4.6 A student may register for Co-curricular courses established under the Office of Student Services and Development. See Appendix VII (page 227) for a list of these courses.
- 4.7 Subject to Faculty Regulations, co-curricular credits will form part of the 90 credits for a degree. However, in special circumstances, if credits are earned in excess of those required for the degree, these and the associated activity will be included on the student's transcript.

#### **5. FOUNDATION COURSES REGULATIONS**

- 5.1 As of 1998-99 all students are 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 features of Caribbean cosmologies, identities and culture.
- 5.2 **The Foundation courses are:**  
(a) FOUN1013: Critical Reading and Writing in the Social Sciences  
(b) FOUN1019<sup>1</sup>: Critical Reading and Writing in the Disciplines  
(c) FOUN1101: Caribbean Civilization  
(d) FOUN1201: Science, Medicine & Technology in Society  
(e) FOUN1301: Law, Governance, Economy and Society  
(f) Any other course approved by the Board of Undergraduate Studies

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<sup>1</sup> FOUN1019 is a year-long course to be completed in lieu of FOUN1013 by students who **did not meet** the English Language requirement (listed on page 18) **AND failed to obtain a pass** in ELPT.

- 5.3 Students registered in the Faculty of Social Sciences are required to do FOUN1013 or FOUN1019, FOUN1101, and FOUN1201. Students who have already passed UC120 will receive exemption with credit for FOUN1001.
- 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.
- 5.5 Exemption in whole or in part from the requirements under 5.3 may be granted from by the Board for Undergraduate Studies.
- 5.6 As of August 1, 2012, a student may be allowed to substitute one of the non-language Foundation Courses (i.e. FOUN1101, FOUN1201, or FOUN1301) with a foreign language course at the level of their competence.
- 5.7 With effect from Semester 1 2014/2015, Foundation courses shall be included in the calculation of semester and summary GPAs (i.e. Cumulative or Term, Total Institution, and Total Overall) but do not count in calculation of Degree GPA.

## 6. EXEMPTION REGULATIONS

- 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 [Units 1 & 2]  
 Statistical Analysis  
 Applied Mathematics Unit 1  
 Sociology Unit 1  
 Pure Mathematics Units 1 & 2

**UWI Level I Courses**

ACCT1005  
 ACCT1003  
 ECON1000 and/or ECON1012  
 SOCI1005 & ECON1005  
 SOCI1005 & ECON1005  
 SOCI1002  
 ECON1003

Application for exemptions must be made through the Faculty Office or online via the Automated Student Request System (ASRS) at

<http://asrs/stud/> or from the Student Administration System (SAS) webpage. See Appendix V (page 225) for steps on how to access the system.

### 6.3 From Other Universities<sup>2</sup>

- (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) Course outlines are to be submitted for departmental assessment, except in cases where the departments already have a record of the particular courses. 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.

## 7. REGISTRATION REGULATIONS

- 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 who has passed a course will not be permitted to re-register for that course. Therefore, a student will not be able to re-register for a course to improve his or her GPA.
- 7.4 A student is deemed to have completed registration for a course when his/her financial obligations to the University have been fulfilled.
- 7.5 Deadlines for changes of registration including withdrawal from or addition of courses will be as prescribed in University Regulations.
- 7.6 Applications for late registration, late adjustment to registration and retroactive registration and adjustment (i.e., for a semester that has ended) may be subject to a fine to be determined by the Academic Board.
- 7.7 Applications for late and retroactive registration and late adjustment to registration (with waiver of penalty or removal of course) require Academic Board approval.

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<sup>2</sup> 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.

- 7.8 A student may, with permission from the Head of Department, change Major, Minor or Special within the Faculty. Once approved for change of Major/Minor/Special student must pursue the programme requirements outlined in the Handbook for the year approval was granted.
- 7.9 Students shall not be permitted to change Major/Special or add Major/Minor(s) in their first year (initial year of admission).
- 7.10 All optional courses (electives) listed in the various degree programmes in the Faculty Handbook will not necessarily be available in any one year.
- 7.11 Unless a student registers expressly “not for credit”, the student may not subsequently have such credit status altered.
- 7.12 UWI undergraduate students cannot register simultaneously in two UWI undergraduate programmes without the permission of the Board for Undergraduate Studies (BUS).
- 7.13 **Course Registration Requests/Queries<sup>3</sup>**
- (a) The Faculty Office is responsible for the processing of requests for:
- additional courses or credit limit exceeded
  - 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
  - course quota limit reached
  - special approval for entry
  - change of stream in large courses
  - change of Major, Minor or Special/Option

## **8. FULL-TIME AND PART-TIME REGULATIONS**

- 8.1 All students are initially registered as full-time or part-time students but may apply to the Dean to change their registration.
- 8.2 Full-time students are required to register for a minimum of twenty-four (24) and a maximum of thirty (30) credits in any one academic year.
- 8.3 A full-time student may be allowed three (3) additional credits for a total of thirty-three (33) if he/she has a degree GPA  $\geq$  3.3 after three (3) semesters or if they have not failed a course in their final year.
- 8.4 Part-time students are expected to register for a maximum of eighteen (18) credits in any one year.

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<sup>3</sup> See Appendix IV for a complete list of applications processed by the Departments and the Faculty Office.

- 8.5 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.
- 8.6 Part-time in the Faculty is defined by a student's work load per semester and does not mean evening studies. While Level I courses are offered throughout the day and 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.
- 8.7 Students accepted with lower level matriculation into the Faculty as part-time students must complete a minimum of twenty-four (24) credits and maintain a minimum GPA of 2.7 to be eligible for transfer to full-time.
- 8.8 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 9.5 below.

## 9. WITHDRAWAL AND RE-ADMISSION REGULATIONS

- 9.1 **Requirement to withdraw:** Except where otherwise prescribed in the Faculty's regulations, a student whose GPA for a given semester is less than 2.00 shall be deemed to be performing unsatisfactorily, and shall be placed on warning. A student on warning whose GPA for the succeeding semester is less than 2.00 will be required to withdraw.
- 9.2 Student required to withdraw from the University for failing to complete their Degree programme within the stipulated period OR for poor performance as provided for in the Faculty regulations may be re-admitted after at least one year has elapsed since withdrawal.
- 9.3 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 I courses relevant to the new programme subject to Regulations 9.6 below. (See Academic Forgiveness 10 below).
- 9.4 Students who have been required to withdraw from the University for failing to complete their 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.
- 9.5 Applications for re-admission or waiver of the requirement to withdraw will be considered on its own merit and 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 may in accordance with Faculty regulations be granted exemption from Level I courses subject to there being no substantive change in the content of the courses for which credit and exemption are sought and provided that no more than five years have elapsed since the date of withdrawal. The decision to award credit and exemption shall be made by the Dean. Level II University courses, for the purposes of exemption, may be treated in the same way as Level I Faculty courses.
- 9.7 **Voluntary Withdrawal:** Students may voluntarily withdraw from a programme at any point. The request may be made via the Automated Student Request System (ASRS) accessed through the Student Administrative System (SAS).
- 9.8 Voluntary Withdrawals made after the final date set by the Academic Board Sub-Committee for Student Matters (ABSCSM) for such applications will be subjected to the UWI Refund Policy and courses will not be removed.
- 9.9 **Re-admission after Withdrawal:** Students may in accordance with Faculty Regulations apply to the Dean for credit and exemption from courses previously passed subject to there being no substantive change to the course for which credit and exemption are sought.
10. **ACADEMIC FORGIVENESS**
- 10.1 Academic Forgiveness is normally applied to students who withdraw either voluntarily or because the University required them to withdraw.
- 10.2 The Guiding Principle is to preserve the integrity of the programme the student is expected to complete.
- 10.3 In the case of 10.1 above, that is RTW or Voluntary Withdrawal, such students must remain out of the UWI system for a minimum of ONE year, unless they are changing Faculties.
- 10.4 When students who have been granted academic forgiveness are re-admitted to UWI, the Dean of the Faculty will determine which courses, if any, may be used as transfer credits. The maximum number of transfer credit is 30 credits which would normally be Level 1 in accordance with Statute 47.
- 10.5 The Dean, with permission of the Board for Undergraduate Studies (BUS), may determine which Level II or III courses may be considered for exemption WITH credit when a student was previously withdrawn.
- 10.6 When a student either transfers from one Faculty to another or is granted a waiver of the requirement to withdraw, without remaining out of the UWI system for a minimum of one year, s/he is considered a continuing student and carries forward his/her full record.

## 11. TRANSFERS, EXCHANGES & STUDY ABROAD REGULATIONS

- 11.1 **Inter- and Intra- Transfers:** Applications for transfer must be submitted to the Admissions Office on any Campus by March 31 of each academic year.
- 11.2 Students in another Faculty at UWI who have completed all Level I courses relating to the intended Major or Special in the Faculty of Social Sciences are eligible for transfer to Level II/III of the degree programme offered by the Faculty of Social Sciences.
- 11.3 Students registered in the Faculty of Social Sciences on another Campus who have completed all Level I courses of a degree programme are eligible for transfer to Level II/III in the Faculty of Social Sciences, Mona Campus.
- 11.4 Consideration for transfer may also be offered to any student indicated in 11.2 or 11.3 above who has completed some of the required Level I courses for the intended Major or Special.
- 11.5 Consideration for transfer will not be given to students in the year they were accepted to the Faculty. New students wishing to change Faculty may, upon receipt of an offer, choose to reject that offer and request to be considered for their desired Major via Admissions Sections.
- 11.6 Students approved for transfer must pursue the programme requirements outlined in the Handbook for the year approval was granted.
- 11.7 **Exchange: Students doing part of their programme at other universities**  
UWI students applying to participate in an exchange will be selected by their Head/Dean in consultation with the Admissions Section/International Students Office.
- 11.8 Students seeking to participate in an Exchange at another university should:
- normally be registered as a full-time undergraduate student
  - have spent at least one academic year at UWI, but not yet be in the last semester of his/her final year of study;
  - have attained at least a GPA of 3.00;
  - have not been the subject of any disciplinary action and have no such action pending against him/her.
- 11.9 Student exchanges may be arranged for a maximum of two semesters which must not include the final semester of full time study.
- 11.10 Students 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.

- 11.11 Completed applications must first be signed by the Head of Department and Dean prior to submission through the International Students Office to obtain Academic Board approval.
- 11.12 Students must register for the approved Mona-equivalent courses at the beginning of the semester for which they were approved for exchange. Results received will be awarded to the Mona courses assessed and approved by the Academic Board.
- 11.13 The letter grade(s) duly awarded for a course offered by an approved overseas university shall be accepted without change.
- 11.14 **Students doing course(s) at another university to complete their degree**  
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.

## 12. LEAVE OF ABSENCE REGULATIONS

- 12.1 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.
- 12.2 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.
- 12.3 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.
- 12.4 Leave of absence will not be granted for more than two academic years or four semesters over the life of a student's programme.
- 12.5 Leave of absence may be granted for one semester or for an academic year.
- 12.6 Applications for leave of absence (LOA) for **Semester I** and **Semester II** must be made before the end of the first week of October and before the end of the week 2 in February, respectively and courses removed from record.
- 12.7 Applications for late leave of absence (LLOA) may be subject to a fine to be determined by the Academic Board. The amount of the fine may increase depending on the lateness of the request.

- 12.8 Students who have attended classes and have 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.
- 12.9 Application for Late Leave of Absence (with removal of course or waiver of penalty) and application for retroactive leave of absence (i.e., for a previous academic year) require Academic Board approval.

### 13. EXAMINATION REGULATIONS

- 13.1 Students will be examined during each semester and the summer session in the courses for which they are registered.
- 13.2 A course may be examined by one or more of the following methods:  
(i) coursework, (ii) oral (under the conditions in Regulation 13.7 below),  
(iii) practical examination, and (iv) written examination papers.
- 13.3 A student who does not take an examination in a course for which he/she is registered is deemed to have failed that examination unless permission to be absent has been granted. The student will be required to register for, and repeat the course in its entirety when it is next offered.
- 13.4 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.
- 13.5 A student failing a course may be allowed to substitute another approved course in a subsequent semester or repeat the failed course.
- 13.6 Except where otherwise prescribed in the Faculty's regulations, a student whose GPA for a given semester is less than 2.00 shall be deemed to be performing unsatisfactorily and shall be placed on warning. A student on warning whose GPA for the succeeding semester is less than 2.00 shall be required to withdraw.
- 13.7 **Coursework**
- (a) In the case of examination by coursework only, a student gaining an overall mark higher than 50% but passing in only one component will be required to repeat at the next available sitting the component that was failed.
- (b) A student who is absent from a coursework 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 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.”*<sup>4</sup>
- (d) An Undergraduate Coursework Accountability Statement (See Appendix II, pages 219-220) 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, 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).*

### 13.8 Carry Over Coursework Grades

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

### 13.9 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 that one or those two courses provided that he/she has obtained in each instance a mark of at least 45% 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 “Examinations Only” Regulations below).
- (a) 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 immediately contact the department concerned so that arrangements can be made.

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<sup>4</sup> Adapted from The UWI Extracts from Examination Regulations for First Degrees, Associate Degrees, Diplomas and Certificates 2008/2009 Regulations 19 (Student Copy).

- (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 50% (a marginal pass) for the course.
- (f) If he/she fails the oral, the student will not have a right of appeal.
- (g) A student will be allowed **one** oral examination for any **one** course.
- (h) In the Department of Economics, students who qualify for an oral will be required to sit a supplemental exam instead. If successful, the student will receive a marginal passing mark of 50%.

### 13.10 “Examinations Only” Regulations

Students will only be entitled to register for “Examinations 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 45% 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.

### 13.11 Cheating and Academic Integrity

Cheating shall constitute a major offence under these regulations. Cheating is any attempt to benefit one’s self or another by deceit or fraud.

#### **Plagiarism**<sup>5</sup>

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*

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<sup>5</sup> See Appendix III 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.

*unequivocal attribution of such source(s), using the conventions for attributions or citing used in this University."*

- (a) Plagiarism also involves the case of material taken from the internet without acknowledging the source 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. This information 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*).

#### 13.12 **Review of Examination Results**

A student who is dissatisfied with the results of his/her examination should report his/her dissatisfaction in writing to the Campus Registrar within two weeks of publication of results and, in the case of the Supplemental/Summer School or re-sit examination, within five days of the publication of results.

#### 13.13 The student may request:

- to **go through** his/her failed script with the Examiner; and/or;
- to have his/her script **re-marked**.

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

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

### 14. **GPA REGULATIONS**

14.1 The following GPA scheme shall be applied to all new and continuing undergraduate students in the University from Semester 1, 2014/15 onwards.

## 14.2 GPA Marking Scheme

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

14.3 Students who have marginal failures on their transcripts, but who are otherwise progressing well, will have an opportunity to recover from those failures and attain the minimum Grade Point (2.00) to continue, because quality points will be awarded for marginal failures (between 30% and 49%).

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

## 15. REQUIREMENTS FOR THE AWARD OF DEGREE

15.1 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 15.2 below.

### 15.2 Degree Categories

BSc. degrees are declared in one of the six (6) categories listed below.

- (a) **Major:** 30 credits (Major) and 30 credits of electives
- (b) **Double Major:** 30 credits for each of two Majors
- (c) **Major and one Minor:** 30 credits (Major), 15 (Minor) and 15 electives
- (d) **Major and two Minors:** 30 credits (Major) and 15 for each Minors
- (e) **Special/Option:** Minimum of 45 credits (Special/Opt.) and 15 electives

15.3 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.



#### 15.4 **Cross-Faculty and Cross-Campus Majors and Minors**

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

- (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.

#### 15.5 **Determination of Class of Degrees**

- (a) The class of degree shall be awarded on the basis of the weighted GPA as set out in these regulations.
- (b) In the calculation of the weighted/degree 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/degree GPA.
- (d) Core courses satisfying the requirements of Specials/Options, Majors and Minors must be taken into account in the determination of the weighted/degree GPA.
- (e) A course designated at registration as Pass/Fail or “not for credit” shall not count in the determination of the weighted/degree GPA.

#### 15.6 **The class of degree shall be awarded as follows:**

- First Class Honours - Weighted/Degree GPA of 3.60 and above
- Upper Second Class Honours - Weighted/Degree GPA of 3.00 - 3.59
- Lower Second Class Honours - Weighted/Degree GPA of 2.50 - 2.99
- Pass - Weighted/Degree GPA of 2.00 - 2.49

15.7 Except where otherwise prescribed in the Faculty’s regulations, a student whose weighted/degree GPA is less than 2.00 shall not be awarded a degree from the Faculty.

### 16. **AEGROTAT DEGREE**

#### **(Also applicable to Diploma and Certificate)**

16.1 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:

- 16.2 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.
- 16.3 Where the final examination is in two or more parts (the award of the degree, diploma or certificate is dependent on the performance in each of these parts) and he/she has successfully completed the first one or two parts or more than half of the final part, but has been absent from the remainder of the examinations for the final part.
- 16.4 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 examination.
- 16.5 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.
- 16.6 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.
- 16.7 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.
- 16.8 An aegrotat degree, diploma or certificate will be awarded without distinction of class.
- 16.9 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.

## 17. REGULATIONS GOVERNING SUMMER SCHOOL

### 17.1 Overview

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.

### 17.2 Period of Study

Classes in the Summer School shall normally be conducted during the period June 1 and July 31.

17.3 The minimum contact period in the summer school shall be no less than 13 hours per credit.

### 17.4 Eligibility for Admission

The following categories of students are eligible for admission:

- Tertiary Level Institutions 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 or as a Mature Student. (These students must also register with Admissions Section, Mona as *Specially Admitted Students*.)
- At the discretion of the Dean.

### 17.5 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.

### 17.6 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 School Programme and also upon request.

### 17.7 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 Science & Technology 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” except in case where a clash was caused by a timetable change.

### 17.8 Course Selection and Registration (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*.

### 17.9 Timetable

The Faculty prepares a comprehensive timetable for all departments. 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.

### 17.10 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.

#### 17.11 **Withdrawal**

Students may withdraw from a course during the normal registration 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.*

17.12 Late application for withdrawal may attract a penalty.

#### 17.13 **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, or 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**

- ❖ HEADS OF DEPARTMENT MESSAGE
- ❖ DEPARTMENTAL PROGRAMME GUIDELINES
- ❖ PROGRAMMES OF STUDY REQUIREMENTS
- ❖ PROGRAMME OFFERINGS 2016-2017
- ❖ COURSE OFFERING

## DEPARTMENT OF ECONOMICS

### Message from the Head of Department



As you enter this new phase in your life's journey, you will be presented with numerous opportunities and challenges. Many people relish opportunities and avoid challenges, but the most successful recognize that the best opportunities come through challenging situations. Your sojourn in the Department of Economics will provide you with multiple opportunities to be challenged, and, in so doing, will facilitate the growth of your intellectual capacity.

We want to create graduates that have the capacity to think about issues differently, to tackle problems analytically, and to create innovative and effective solutions. The goal of your tertiary education should not simply be certification in pursuit of a job, but rather the acquisition of skills and thought-processes that will equip you to be effective and productive in all of your pursuits.

Economics affects all areas of life, because it is a way of thinking about the decisions that individuals and groups make on a daily basis. Once you understand the thought-processes and tools of an economist, then you will appreciate both the vast applications that a foundation in economics provides, as well as the value of insights from other fields.

While we encourage you to fully ground yourselves in the field of Economics, please also take advantage of the wide range of perspectives provided in the other disciplines. Our degrees in Economics, Statistics and Banking and Finance are designed with free electives to allow you to explore other interests and to develop a well-rounded world view. Be creative in your course choices and explore synergies that excite you.

I encourage you to make the best of this opportunity by challenging yourselves to strive for excellence and to have fun while doing so.

**David Tennant**

## DEPARTMENT INFORMATION AND GUIDELINES

1. The Department of Economics offers the following undergraduate degrees:
  - Banking and Finance (Major)<sup>6</sup>
  - Economics (Major and Minor)
  - Statistics (Major and Minor)
  - **BSc. Economics and Mathematics (Major and Minor)**
2. Students must satisfy the programme requirements as set out in the Faculty Handbook for the year in which they were accepted to the programme.
3. 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.
4. 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**.
5. 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. 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*).
6. **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 [Units 1 & 2]** exemption from **ECON1000 and/or ECON1012**
  - **Statistical Analysis/Applied Mathematics Unit1** 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)** via Student Administration System (SAS) webpage.  
*Note: Students granted exemption without credit due to CAPE should register for a Level I replacement course(s) of their choosing.*
7. **Anti-Requisites:** These are courses that **cannot be taken together** for credit. Students are urged to view the complete list of anti-requisite courses in Part V of this Handbook.
8. 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 **Full-time and Part-time Regulations** in Part III of this Handbook.

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<sup>6</sup> This degree is offered jointly by the Department of Economics and MSBM.



## PROGRAMME OF STUDY REQUIREMENTS

### ECONOMICS (MAJOR)

#### Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1012: Principles of Economics II
3. ECON1003: Mathematics for Social Sciences I
4. ECON1004: Mathematics for Social Sciences II
5. ECON1005: Introduction to Statistics
6. FOUN1101: Caribbean Civilization
7. FOUN1013: Critical Reading and Writing in the Social Sciences *or*  
FOUN1019: Critical Reading and Writing in the Disciplines
8. FOUN1201: Science, Medicine and Technology in Society
- 9-10. Plus 2 Level I Free Electives

#### Level II & Level III (Minimum 60 credits)

11. ECON2000: Intermediate Microeconomics I
12. ECON2001: Intermediate Microeconomics II
13. ECON2002: Intermediate Macroeconomics I
14. ECON2003: Intermediate Macroeconomics II
15. ECON2008: Statistical Methods I
16. ECON2015: Matrix Algebra for Business and Social Sciences
17. ECON3049: Econometrics
- 18-20 **Plus 3** Level II/III Economics Electives
- 21-30. Plus 10 Level II/III Free Electives

**NOTE:** Students who wish to pursue a MSc. Economics degree are encouraged to do the following courses:

- ECON2016: Calculus for Social Sciences
- ECON3031: Probability & Distribution Theory

## ECONOMICS AND MATHEMATICS (DOUBLE MAJOR)

### Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1012: Principles of Economics II
3. ECON1005: Introductory Statistics
4. MATH1141: Intro. Linear Algebra & Analytic Geometry
5. MATH1142: Calculus I
6. MATH1151: Calculus II
7. MATH1152: Introduction to Formal Mathematics
8. FOUN1013: Critical Reading & Writing in Soc. Sciences
9. FOUN1101: Caribbean Civilization
10. FOUN1201: Science, Medicine & Technology in Society

### Level II & Level III (Minimum 66 credits)

11. ECON2000: Intermediate Microeconomics I
12. ECON2001: Intermediate Microeconomics II
13. ECON2002: Intermediate Macroeconomics I
14. ECON2003: Intermediate Macroeconomics II
15. MATH2401: Elements of Mathematical Analysis
16. MATH2403: Multivariable Calculus
17. MATH2404: Introduction to Probability Theory
18. MATH2410: A First Course in Linear Algebra
19. MATH2411: Introduction to Abstract Algebra
20. MATH2420: Ordinary Differential Equations
21. ECON3049: Econometrics
22. MATH3155: Complex Variables
23. MATH3412: Advanced Linear Algebra
24. MATH3402: Metric Spaces and Topology
- 25-27 Plus 3 Level II/III Economics Electives
- 28-29 Plus 2 Level III Economics Electives
- 30-32 Plus 3 Mathematics Electives\*

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

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

- STAT2001: Inferential Statistics
- STAT3001: Regression Analysis
- STAT3002: Time Series

**NOTE:**

- I. Mathematics students who choose this double major should select courses from the **MATHEMATICS AND ECONOMICS** option offered by the Mathematics Department.
- II. For students pursuing double Majors in Economics and Mathematics, where courses are anti-requisites, students should substitute the Economics courses with other Levels II/III Economics electives.

<b>BANKING AND FINANCE (MAJOR)</b>
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**Level I (Minimum 30 credits)**

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

**Level II & Level III (Minimum 60 credits)**

11. ECON2000: Intermediate Microeconomics I
12. ECON2002: Intermediate Macroeconomics I
13. MGMT2004: Computer Applications
14. MGMT2068: Risk and Treasury Management
15. MGMT2023: Financial Management I
16. ECON3010: Finance and Development
17. ECON3011: Economics of Financial Institutions
18. ECON3073: Credit Analysis and Lending
19. MGMT3066: Business Ethics for Bankers
20. MGMT3067: Regulatory Framework of Banking & Finance
- 21-30 Plus 10 Levels II/III Electives

**NOTE:** ACCT2014 is a pre-requisite for ECON3073 therefore Banking and Finance students are encouraged to register for this course as a free elective.

Students pursuing a degree in Banking and Finance **MUST NOT** register for MGMT2020.

Students who wish to pursue a MSc. Economics degree are encouraged to do the following courses:

- ECON2016: Calculus for Social Sciences
- ECON3031: Probability & Distribution Theory

## STATISTICS (MAJOR)

### Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1012: Principles of Economics II
3. ECON1003: Mathematics for Social Sciences I
4. ECON1004: Mathematics for Social Sciences II
5. ECON1005: Introduction to Statistics
6. FOUN1101: Caribbean Civilization
7. FOUN1201: Science, Medicine and Technology in Society
8. FOUN1013: Critical Reading and Writing in the Social Sciences *or*  
FOUN1019: Critical Reading and Writing in the Disciplines
- 9-10. Plus 2 Level I Free Electives

### Level II & Level III (Minimum 60 credits)

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

- ECON3003: Game Theory
- ECON3037: Operations Research
- ECON3050: Applied Econometrics
- ECON3040: Non-Parametric Statistics
- SOCI3018: Demography I
- SOCI3021: Demography II
- STAT2001: Inferential Statistics
- STAT2002: Discrete Statistics
- STAT2003: Linear Models
- STAT2004: Multivariate Methods
- STAT3001: Regression Analysis
- STAT3002: Time Series
- STAT3003: Design & Analysis Experiments

**Level I (Minimum 30 credits)**

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

**LEVEL II & III (Minimum of 60 credits)**

11. ECON2000: Intermediate Microeconomics I
12. ECON2001: Intermediate Microeconomics II
13. ECON2002: Intermediate Macroeconomics I
14. ECON2003: Intermediate Macroeconomics II
15. ECON2008: Statistical Methods
16. ECON2015: Matrix Algebra for Business and Social Sciences
17. MGMT2004: Computer Applications
18. MGMT2068: Risk and Treasury Management
19. MGMT2023: Financial Management I
20. ECON3010: Finance and Development
21. ECON3011: Economics of Financial Institutions
22. ECON3049: Econometrics
23. ECON3073: Credit Analysis and Lending
24. MGMT3066: Business Ethics for Bankers
25. MGMT3067: Regulatory Framework of Banking and Finance
- 26-28. Plus 3 Level II/III Economics Electives
- 29-30. Plus 2 Level II/III Economics or Management Electives

**NOTE:** Students are urged to do ECON2016: Calculus for Social Sciences as an elective.

Students pursuing a degree in Economics or Banking and Finance **MUST NOT** register for MGMT2020.

## ECONOMICS (MINOR)

### Level I

Students pursuing an Economics (Minor) must complete the Level I pre-requisites for the courses selected at Level II/III, namely:

ECON1000: Principles of Economics I

ECON1012: Principles of Economics II

#### Plus one (1) of the following 2:

- ECON1003: Mathematics for Social Sciences I
- ECON1004: Mathematics for Social Sciences II<sup>7</sup>

### Level II & Level III (Minimum 15 credits)

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

## ECONOMICS WITH MATHEMATICS (MINOR)

### Level I

Same as Economics and Mathematics Double Major

### Level II & Level III

1. ECON2000: Intermediate Microeconomics I
2. ECON2001: Intermediate Microeconomics II
3. ECON2002: Intermediate Macroeconomics I
4. ECON2003: Intermediate Macroeconomics II
5. ECON2008: Statistical Methods
6. MATH2401: Elements of Mathematical Analysis
7. MATH2410: A First Course in Linear Algebra Level III
8. ECON3049: Econometrics
9. MATH3155: Complex Variables
10. MATH3412: Advanced Linear Algebra
- 11-12. Plus 2 Level II/III Economics Electives
- 13-14. Plus 2 level III Economics Electives
- 15-16. Plus 2 Mathematics Electives

**NOTE:** See Mathematics electives on Page 50

**Level I**

Students pursuing a Statistics Minor must complete the Level I pre-requisites for the courses selected at Levels II/III, namely:

- ECON1004: Mathematics for Social Sciences II
- ECON1005: Introduction to Statistics

**Level II & Level III (Minimum 15 credits)**

1. ECON2008: Statistical Methods I
2. ECON2009: Statistical Methods II
3. ECON2014: Sampling Methods for Business and Social Sciences
- 4-5. Plus 2 Level II/III Statistics Electives

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

- ECON3003: Game Theory
- ECON3037: Operations Research
- ECON3050: Applied Econometrics
- ECON3040: Non-Parametric Statistics
- SOCI3018: Demography I
- SOCI3021: Demography II
- STAT2001: Inferential Statistics
- STAT2002: Discrete Statistics
- STAT2003: Linear Models
- STAT2004: Multivariate Methods
- STAT3001: Regression Analysis
- STAT3002: Time Series
- STAT3003: Design & Analysis Experiments

## COURSE OFFERING: DEPARTMENT OF ECONOMICS

Codes	Course Title	Sem	Pre-requisites
ECON1000	Principles of Economics I	1&2	CSEC/CXC Math or GCE Math or ECON0001 or GOVT 0100
ECON1012	Principles of Economics II	1&2	ECON1000
ECON1003	Mathematics for Social Sciences I	1&2	CSEC/CXC Math or GCE Math or ECON0001 or GOVT0100 ( <b>Anti-requisite:</b> MATH0100 & MATH0110)
ECON1004	Mathematics for Social Sciences II	1&2	ECON1003 or (MATH0100 & MATH0110) ( <b>Anti-requisite:</b> MATH1142)
ECON1005	Introduction to Statistics	1&2	CSEC/CXC Math or GCE Math or ECON0001 or GOVT0100 ( <b>Anti-requisite:</b> SOCI1005 or STAT1001)
ECON2000	Intermediate Microeconomics I	1 & 2	ECON1012 & (ECON1003 or ECON1004 or MATH1142) or (MATH0100 & MATH0110) ( <b>Anti-requisite:</b> MGMT2020)
ECON2001	Intermediate Microeconomics II	2	ECON2000
ECON2002	Intermediate Macroeconomics I	1	ECON1012 & (ECON1003 or ECON1004 or MATH1142) or (MATH0100 & MATH0110)
ECON2003	Intermediate Macroeconomics II	2	ECON2002
ECON2005	Social and Economic Accounting	2	ECON1000, ECON1012, ECON1005 & ECON1004
ECON2008	Statistical Methods I	1	ECON1005 & (ECON1004 or MATH1142) ( <b>Anti-requisite:</b> STAT2001 or SOCI2008)
ECON2009	Statistical Methods II	2	ECON2008 or STAT2001 or SOCI2008 ( <b>Anti-requisite:</b> STAT3001)
ECON2010	Statistical Computing	2	ECON2009 or SOCI2008 or STAT2001 ( <b>Anti-requisite:</b> SOCI2009)
ECON2014	Sampling Methods for Business and Social Sciences	1	ECON2008 or STAT2001 or SOCI2008 ( <b>Anti-requisite:</b> SOCI2007)
ECON2015	Matrix Algebra for Business and Social Sciences	1	ECON1003 or ECON1004 or MATH1142 ( <b>Anti-requisite:</b> MATH2410)
ECON2016	Calculus for Social Sciences	2	ECON1004 or MATH1142 ( <b>Anti-requisite:</b> MATH2431)
ECON2020	Caribbean Economy	1	ECON1000 ( <b>Anti-requisite:</b> ECON2021)
ECON2023	International Economic Relations I	1	ECON1000
ECON2024	International Economic Relations II	2	ECON1000
ECON2025	Economics of Sport	1	ECON1012
ECON3003	Game Theory	2	ECON2016 or MATH2431 ( <b>Anti-requisite:</b> MATH3414)
ECON3005	Monetary Theory and Policy	1	ECON2000 & ECON2002
ECON3006	International Trade	2	ECON2002
ECON3007	International Finance	2	ECON2002
ECON3008	The History of Economic Thought	2	ECON1012
ECON3010	Finance and Development	2	ECON2002
ECON3011	Economics of Financial Institutions	1	ECON2002
ECON3016	Public Finance I	1	ECON2000 & ECON2001
ECON3031	Probability and Distribution Theory for Business and Social Sciences	1	ECON2008 or SOCI2008 or STAT2001 ( <b>Anti-requisite:</b> MATH2404)
ECON3032	Statistical Estimation and Inference	2	ECON3031 or MATH2404



	for Business and Social Sciences		(Anti-requisite: STAT2001)
ECON3034	Environmental Economics	1	ECON1000
ECON3037	Operations Research I	1	ECON2015 or MATH2410 (Anti-requisite: MATH2430)
ECON3040	Non-Parametric Statistics	2	(ECON2016 or MATH2431), (ECON2009 or STAT3001)
ECON3049	Econometrics	1	(ECON2008 or ECON3031) or (MATH2404 & STAT2001) & (ECON2015 or MATH2410) (Anti-requisite: STAT3001)
ECON3050	Applied Econometrics	2	(ECON2009 & ECON3049) or STAT3001
ECON3051	Development Economics	1	ECON2002
ECON3072	Financial Markets	2	ECON2003
ECON3073	Credit Analysis and Lending	2	ECON2002 & ACCT2014

**MATHEMATICS ELECTIVES\* FOR  
ECONOMICS AND MATHEMATICS DOUBLE MAJOR**

MATH2401	Elements of Mathematical Analysis	1	MATH1141, MATH1142, MATH1151 & MATH1152
MATH2403	Multivariable Calculus	2	(MATH1141, MATH1141 & MATH1151) or (MATH1185)
MATH2404	Introduction to Probability Theory	2	MATH1141, MATH1142, MATH1151 & MATH1152)
MATH2407	Stochastic Modelling	2	MATH2404
MATH2410	A First Course in Linear Algebra	2	MATH1141 & MATH1152
MATH2411	Introduction to Abstract Algebra	2	MATH1141 & MATH1152
MATH2420	Ordinary Differential Equations	2	MATH1141, MATH1142, MATH1151 & MATH1152
MATH2421	Fourier Series & Integral Transforms	1	(MATH1141, MATH1142 & MATH1151) or (MATH1185)
MATH2430	Linear Optimization	2	MATH1141 & MATH1152
MATH3401	Introduction to the Theory of Integration	1	MATH2401
MATH3402	A Course on Metric Space & Topology	2	MATH2401
MATH3403	Some Topics in Functional Analysis	2	MATH2401
MATH3404	Introduction to Differential Geometry with Computer Software	2	MATH2410 and MATH2403
MATH3155	Complex Variables	1	MATH2401
MATH3411	Advanced Abstract Algebra	2	MATH2411
MATH3412	Advanced Linear Algebra	1	MATH2410
MATH3414	Selected Topics in in Operations Research	1	MATH2404
MATH3421	Partial Differential Equations	1	MATH2420
MATH3422	Mathematical Moelling	1	MTH2401, MATH2410 & MATH2420
MATH3424	Numerical Methods	2	MATH2401
STAT2001	Inferential Statistics	1	STAT1001 or MATH2404
STAT3001	Regression Analysis	1	STAT2001 and MATH2410
STAT3002	Time Series	2	MATH2404 and STST2001

\* Course Descriptions for Mathematics courses can be viewed at the the Department of Mathematics webpage <https://www.mona.uwi.edu/mathematics/mathematics-courses>

## DEPARTMENT OF GOVERNMENT

### Message from the Head of Department



The Department of Government welcomes both new and returning students to the University of the West Indies, and to a vibrant place for opportunities. The department has a rich history of research, teaching, leadership, scholarship, public service, mentorship and student achievement. It represents a broad and changing spectrum of innovative interests, backgrounds, and approaches that will appease your interests while offering the possibility of several career options.

One of our main aims is to develop a cadre of individuals who will be able to tackle the many existing as well as emerging government, business and societal related challenges and, proffer the relevant innovative solutions. Our undergraduate, masters and research students come from all parts of Jamaica, other Caribbean countries and around the world as do our academic faculty. Thus, the Department has a strong multidimensional character. Our alumni can be found in some of the leading areas of diplomacy and international trade; political science and management; journalism and communication; government, non-governmental and business organizations; donor agencies, international foundations and global philanthropic institutions in the region and across the world.

The department is committed to your growth, development and success; to this end we will provide you with all the support necessary for learning and achieving your career goals. We therefore encourage you to take responsibility in the process; become inspired, get involved, seek consultation, work with determination and make use of the services offered by us as you continue your educational journey to becoming the distinctive University of the West Indies graduate.

Have fun, enjoy your journey!

**Lloyd Waller**

## DEPARTMENT INFORMATION AND GUIDELINES

1. The Department offers the following range of Majors and Minors for students who wish to specialize in Political Science, International Relations, Public Policy and Management, Political Leadership, Strategy and Management, Criminology as well as a range of electives for students 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)
  - Political Leadership, Strategy and Management (Major and Minor)
  - Public Policy and Management (Major and Minor)
  - Criminology (Minor)<sup>7</sup>
2. Students must satisfy the programme requirements as set out in the Faculty Handbook for the year in which they were accepted to the programme.
3. All students of Public Policy and Management are required to read GOVT1012.
4. Students wishing to do any Level II or Level III International Relations course must do **BOTH** GOVT1000 **and** GOVT1008.
5. Students wishing to do any Level II or Level III Public Policy and Management course must do **BOTH** GOVT1000 **and** GOVT1012.
6. Students wishing to do any Level II or Level III Political Science course must do **BOTH** GOVT1000 **and** GOVT1001.
7. All majors in the Department require students to do GOVT2044 (Semester I) and GOVT2054 (Semester II).
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.
    - 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.

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<sup>7</sup> The Criminology (Minor) is offered jointly by the Departments of Government and Sociology, Psychology and Social Work.

▪ **Pre-requisites**

- International Relations (Major) - GOVT1000, GOVT1008, and SOCI1001
- Political Leadership, Strategy and Management (Major) - GOVT1000, GOVT1012 and SOCI1001
- Political Science (Major) - GOVT1000, GOVT1001 and SOCI1001
- Public Policy and Management (Major) - GOVT1000, GOVT1012 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. 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 [Units 1 & 2]** exemption from **ECON1000 and/or ECON1012**
- **Statistical Analysis/Applied Mathematics Unit1** 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)** via 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:** These 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.
14. 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 **Full-time and Part-time Regulations** in Part III of this Handbook.

## PROGRAMME OF STUDY REQUIREMENTS

### POLITICAL SCIENCE (MAJOR)

#### Level I (Minimum 30 credits)

1. GOVT1000: Introduction to Political Institutions and Analysis
2. GOVT1001: Introduction to Political Philosophy
3. FOUN1013: Critical Reading and Writing in the Social Sciences *or*  
FOUN1019: Critical Reading and Writing in the Disciplines
4. FOUN1101: Caribbean Civilization
5. FOUN1201: Science, Medicine and Technology in Society
6. ECON1000: Principles of Economics I
7. ECON1005: Introduction to Statistics *or*  
SOCI1005: Introductory Statistics for the Behavioural Sciences
8. SOCI1001: Introduction to Social Research
9. SOCI1002: Introduction to Sociology I
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. GOVT2044: Research Methods in Governance I
17. GOVT2054: Research Methods in Governance II
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

## INTERNATIONAL RELATIONS (MAJOR)

### Level I (Minimum 30 credits)

1. GOVT1000: Introduction to Political Institutions and Analysis
2. GOVT1008: Introduction to International Relations
3. FOUN1013: Critical Reading and Writing in the Social Sciences **or**  
FOUN1019: Critical Reading and Writing in the Disciplines
4. FOUN1101: Caribbean Civilization
5. FOUN1201: Science, Medicine and Technology in Society
6. ECON1000: Principles of Economics I
7. ECON1005: Introduction to Statistics **or**  
SOCI1005: Introductory Statistics for the Behavioural Sciences
8. SOCI1001: Introduction to Social Research
- 9-10. Plus 2 Level I Foreign Languages\*

### Level II & Level III (Minimum 60 credits)

11. GOVT2007: Politics of the Caribbean
12. GOVT2044: Research Methods in Governance I
13. GOVT2054: Research Methods in Governance II
14. GOVT2046: International Relations: Theories and Approaches
15. GOVT2047: Principles of Public International Law
16. GOVT2048: International and Regional Organizations
17. GOVT2049: International Political Economy
18. GOVT3048: Contemporary International Relations of the Caribbean
19. GOVT3051: International Law & Development: Selected Issues **or**  
GOVT3056: Internship in International Relations\*\*
20. GOVT3052: Contemporary Issues of International Relations
21. GOVT3055: Theory and Practice of International Negotiations
- 22-30. Plus 9 Levels II/III Free Electives

### NOTE:

#### \*Foreign Language Requirement

Students are required to take Part I and Part II of the same language as determined by the Foreign Languages Department (see below guidelines). It is important to note that the basic component for any of the languages (e.g. FREN0001 or SPAN001, etc.) **does not** satisfy the Foreign Language requirement.

*Spanish:* **without CSEC** - SPAN0101 (Sem. I) & SPAN1000 (Sem. II)  
**with CSEC** - SPAN1000 (Sem. I) & SPAN1001 (Sem. II)  
**with CAPE** - SPAN1001 (Sem. I) & SPAN1002 (Sem. II)

*French:* **without CSEC** - FREN0101 (Sem. I) & FREN1000 (Sem. II)  
**with CSEC** - FREN1000 (Sem. I) & FREN1001 (Sem. II)  
**with CAPE** - FREN1001 (Sem. I) & FREN1002 (Sem. II) **OR** FREN1199 (a 6-credit course combining FREN1001 & FREN1002 offered in Summer School)

*Chinese:* CHIN1001 (Sem. I) & CHIN1002 (Sem. II)

*Japanese:* JAPA1001 (Sem. I) & JAPA1002 (Sem. II)

*Portuguese:* PORT0101 (Sem. I) & PORT0102 (Sem. II)

**\*\*International Relations Internship Programme (GOVT3056)**

- 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.

**PUBLIC POLICY AND MANAGEMENT (MAJOR)****Level I (Minimum 30 credits)**

1. GOVT1000: Introduction to Political Institutions and Analysis
2. GOVT1012: Introduction to Public Policy and Management
3. FOUN1013: Critical Reading and Writing in the Social Sciences *or*  
FOUN1019: Critical Reading and Writing in the Disciplines
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. SOCI1002: Sociology for the Caribbean
9. SOCI1005: Introductory Statistics for the Behavioural Sciences *or*  
ECON1005: Introduction to Statistics
10. SOCI1001: Introduction to Social Research

**Level II & Level III (Minimum 60 credits)**

11. GOVT2006: Foundations of Caribbean Politics\*
12. GOVT2044: Research Methods in Governance I
13. GOVT2054: Research Methods in Governance II
14. GOVT2037: Public Management Analysis
15. GOVT2036: Public Financial Management
16. GOVT2007: Politics of the Caribbean
17. ECON2020: Caribbean Economy
18. GOVT2038: Public and Policy Management Discourses
19. GOVT2050: Constitutional and Administrative Law for Public Sector Managers
20. GOVT3031: Ethics in Government
21. GOVT3033: Concepts and Theories of Public Policy
22. GOVT3038: International Development Policy and Management
23. GOVT3118: Policy Analysis and Evaluation *or* GOVT3115: Internship\*\*
- 24-30. Plus 7 Levels II/III Free Electives

**NOTE:**

\*Public Policy and Management majors need not have GOVT1001 in order to register for GOVT2006 but must have GOVT1000 and GOVT1012.

**\*\*Public Policy and Management Internship Programme (GOVT3115)**

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.

## POLITICAL LEADERSHIP, STRATEGY AND MANAGEMENT (MAJOR)

### Level I (Minimum 30 credits)

1. GOVT1000: Introduction to Political Institutions and Analysis
2. GOVT1001: Introduction to Political Philosophy
3. GOVT1012: Introduction to Public Policy and Management
4. GOVT1013: Introduction to Leadership
5. FOUN1013: Critical Reading and Writing in the Social Sciences *or*  
FOUN1019: Critical Reading and Writing in the Disciplines
6. FOUN1101: Caribbean Civilization
7. FOUN1201: Science, Medicine and Technology in Society
8. ECON1000: Principles of Economics I
9. SOCI1005: Introductory Statistics for the Behavioural Sciences *or*  
ECON1005: Introduction to Statistics
10. SOCI1001: Introduction to Social Research

### Level II & Level III (Minimum 60 credits)

11. GOVT2260: Political Leadership
12. GOVT2044: Research Methods in Governance I
13. GOVT2054: Research Methods in Governance II
14. GOVT2267: Political Sociology of the Caribbean
15. GOVT2070: Political Management and Strategy
16. PSYC2017: Political Psychology
17. GOVT3180: Leadership Internship\*
18. GOVT3031: Ethics in Government
19. GOVT3202: Political Marketing and Communication
20. GOVT3179: Political Leadership in the Caribbean
- 21-30. Plus 10 Levels II/III Free Electives

### NOTE:

\*GOVT3180: Leadership Internship - the internship is for one month, specifically June. The student is placed in a public or private organization where they are supervised. The supervisor completes an evaluation form about the student at the end of the internship. The student also submits a report on their internship experience to the internship coordinator.



**Level I (Minimum 30 credits)**

1. GOVT1000: Introduction to Political Institutions and Analysis
2. GOVT1001: Introduction to Political Philosophy
3. FOUN1013: Critical Reading and Writing in the Social Sciences *or*  
FOUN1019: Critical Reading and Writing in the Disciplines
4. FOUN1101: Caribbean Civilization
5. FOUN1201: Science, Medicine and Technology in Society
6. ECON1000: Principles of Economics I
7. ECON1005: Introduction to Statistics
8. HIST1304: Africa in World Civilization to 1800
9. SOCI1001: Introduction to Social Research
10. SOCI1002: Introduction to Sociology I

**Level II & Level III (Minimum 60 credits)**

11. GOVT2005: Caribbean Political Thought
12. GOVT2009: Introduction to African Politics
13. GOVT2012: Popular Jamaican Music 1962–1982: Roots Lyrics as Socio: Political...
14. GOVT2017: Issues in Contemporary African Politics
15. GOVT2044: Research Methods in Governance I
16. GOVT2054: Research Methods in Governance II
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

## 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: Popular Jamaican Music 1962–1982: Roots Lyrics as Socio-Political Philosophical Text
- 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

## 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

## CRIMINOLOGY (MINOR)

### Level I

Students pursuing the Criminology (Minor) must complete the Level I pre-requisites for the Five (5) courses selected at Levels II/III. Students must have obtained at least a Grade 'B' in GOVT2011 and SOCI3036 to declare a Criminology (Minor),

### Level II & Level III (Minimum 15 credits)

1. GOVT2011: Criminal Justice Systems
2. SOCI3032: Criminology I
3. SOCI3036: Criminology II: Police and Society
4. **Plus one (1) elective from the following 6:**
  - GOVT2110: Delinquency & Juvenile Justice
  - PSYC2000: Social Psychology
  - PSYC2002: Abnormal Psychology
  - SOCI2000: Classical Social Theory
  - SOWK2006: Caribbean Social Issues
  - SOCI3046: Theory and Practice of Restorative Justice I
5. **And one (1) elective from the following 6:**
  - GOVT3010: Punishment and Corrections
  - GOVT3011: Violence and Development
  - SOCI3015: Introduction to the Evaluation of Social Programmes
  - SOCI3047: Theory and Practice of Restorative Justice II
  - SOWK3015: Drugs and Society
  - SOWK3020: Social Planning and Project Design

## POLITICAL LEADERSHIP, STRATEGY AND MANAGEMENT (MINOR)

### Level I

1. GOVT1012: Introduction to Public Policy and Management
  2. GOVT1013: Introduction to Leadership
- Plus other 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 6:**
  - GOVT2070: Political Management and Strategy
  - GOVT2117: Political Behaviour
  - GOVT3118: Policy Analysis and Evaluation
  - GOVT3202: Political Marketing and Communication
  - GOVT3179: Political Leadership in the Caribbean
  - GOVT2260: Political Leadership

## **PUBLIC POLICY AND MANAGEMENT (MINOR)**

### **Level I**

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

### **Level II & Level III (Minimum 15 credits)**

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

- GOVT2037: Public Management Analysis
- GOVT2038: Public and Policy Management Discourses
- GOVT2036: Public Financial Management
- GOVT2050: Constitutional & Administrative Law for Public Sector Managers
- GOVT3031: Ethics in Government
- GOVT3033: Concepts and Theories of Public Policy
- GOVT3038: International Development Policy and Management
- GOVT3035: Comparative Public Policy

## **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: Popular Jamaican Music 1962–1982: Roots Lyrics as Socio-Political Philosophical Text
- GOVT2017: Issues in Contemporary African Politics
- GOVT3022: Garveyism in Americas/Africa
- SOCI3025: Caribbean Culture

The BSc. in Public Policy and 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 and Analysis
2. GOVT1012: Introduction to Public Policy and Management
3. FOUN1013: Critical Reading and Writing in the Social Sciences **or**  
FOUN1019: Critical Reading and Writing in the Disciplines
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. SOCI1002: Sociology for the Caribbean
9. ECON1005: Introduction to Statistics
10. SOCI1001: Introduction to Social Research

**Level II (Minimum 30 credits)**

11. GOVT2006: Foundations of Caribbean Politics
12. GOVT2044: Research Methods in Governance I
13. GOVT2054: Research Methods in Governance II
14. GOVT2037: Public Management Analysis
15. GOVT2036: Public Financial Management
16. GOVT2007: Politics of the Caribbean
17. ECON2020: The Caribbean Economy\*
18. GOVT2038: Public Policy and Management Discourses
19. GOVT2011: Criminal Justice Systems
20. MGMT2021: Business Law I

**NOTE:**

\*ECON2020: The Caribbean Economy has now been replaced by ECON2021: Caribbean Economic Problems.

## POLITICS AND INTERNATIONAL COOPERATION

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 Bordeaux University. 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. They will be awarded the BSc degree in the interim 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
- International Relations core Level I courses
- A GPA for the first year of 2.7 and above

Applications should be directed to the Head of Department of Government or the Head of Department of Modern Languages, UWI Mona. Applications should be submitted by March 4 of your first academic year. Short-listed candidates will be invited to have an interview with the Selection Committee 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
GOVT0100	Statistics and Mathematics for Policy Making		Refer to Department
GOVT1000	Introduction to Political Institutions and Analysis	1&2	None
GOVT1001	Introduction to Political Philosophy	1&2	None
GOVT1008	Introduction to International Relations	1&2	None
GOVT1012	Introduction to Public Policy and Management	1	None
GOVT1013	Introduction to Leadership	1&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	1&2	GOVT2006 (IR Major exempted from pre-req.)
GOVT2009	Introduction to African Politics	1	GOVT1000 & GOVT1001
GOVT2110	Delinquency and Juvenile Justice	2	None
GOVT2011	Criminal Justice Systems	1	At least a 'B' in GOVT1000 or SOCI1002
GOVT2012	Popular Jamaican Music 1962–1982: Roots Lyrics as Socio-Political Philosophical Text	2	GOVT1000 or GOVT1001 or HIST1004 or HIST2006 or LITS1002 or PHIL1001
GOVT2017	Issues in Contemporary African Politics	2	GOVT2009
GOVT2036	Public Financial Management	1	GOVT1000 & GOVT1012 and any Level 1 or II ECON course
GOVT2037	Public Management Analysis	1	GOVT1000 & GOVT1012
GOVT2038	Public and Policy Management Discourses	2	GOVT2037
GOVT2044	Research Methods in Governance I	1	GOVT1000 & GOVT1001 or GOVT1012 or GOVT1008 & SOCI1001 & ECON1005 or SOCI1005
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 & GOVT1012
GOVT2054	Research Methods in Governance II	2	GOVT2044
GOVT2070	Political Management and Strategy	2	None
GOVT2177	Political Behaviour	1	GOVT1000 & GOVT1001
GOVT2260	Political Leadership	2	None
GOVT2267	Political Sociology of the Caribbean	1	GOVT1000
GOVT2268	Gender, Governance and Leadership	1	None

GOVT2269	Social Movements in the Caribbean	1	None
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
GOVT3033	Concepts and Theories of Public Policy	1	GOVT2037
GOVT3035	Comparative Public Policy	1	GOVT3033
GOVT3039	Ethics in Government	2	GOVT1000 & GOVT1012
GOVT3038	International Development Policy and Management	1	GOVT2037 & GOVT2038
GOVT3048	Contemporary International Relations of the Caribbean	1	GOVT2046 or GOVT2048
GOVT3050	Comparative Foreign Policy	2	GOVT1000 & GOVT1001 or GOVT1012 & GOVT1008, Any Level II Pol. Sci. or IR course
GOVT3051	International Law & Development: Selected Issues	1&2	GOVT2047 <b>(Anti-requisite: GOVT3056)</b>
GOVT3052	Contemporary Issues of International Relations	2	GOVT2046 or GOVT2048
GOVT3055	Theory and Practice of International Negotiations	2	GOVT2046 & GOVT2048 (Finalizing IR Majors only)
GOVT3056	Internship in International Relations	4	Finalizing IR Majors only
GOVT3070	Good Governance and Global Corruption	1	None
GOVT3114	International Security Issues	2	None
GOVT3115	Public Policy and Management Internship Programme	2	GOVT2037, GOVT3034 & GOVT3036
GOVT3118	Policy Analysis and Evaluation	2	GOVT2038
GOVT3170	The Global Economy and Development: Concepts and Policy Issues	2	GOVT1000
GOVT3176	Experimental Political Science	2	GOVT2044 & GOVT2054
GOVT3178	Political Forecasting	1	GOVT2054
GOVT3179	Political Leadership in the Caribbean	2	GOVT2260
GOVT3180	Leadership Internship Programme	4	GOVT3179
GOVT3201	Internet and Democracy	2	GOVT1000 or lecturer permission
GOVT3202	Political Marketing and Communications	2	GOVT1000



# MONA SCHOOL OF BUSINESS AND MANAGEMENT

## Message from the Executive Director



Welcome to all Social Sciences students those at Mona and those at the Western Jamaica Campus, and a very special welcome to those of you joining the Mona School of Business and Management (MSBM) family.

Our academic, administrative and ancillary staff members at MSBM North, MSBM South and at Western Jamaica Campus are dedicated to providing you with outstanding service.

Make a plan for the courses that you intend to do each semester in order to complete your degree. I encourage you to attend the student engagement seminars that will prepare you to successfully complete your examinations.

Download the MSBM APP, like us on face book or send us a tweet. Go to our web site and view our orientation video and our registration video anytime at your convenience. Take a tour of our Finance Laboratory with Bloomberg terminals that give you access to real time financial data.

We look forward to your undergraduate graduation and you being admitted to one of MSBM's graduate programmes, MBA, MSc Accounting, MSc Corporate Finance, MSc Computer Based Management Information Systems, MSc Enterprise Risk Management, MSc Logistics and Supply Chain Management, MSc Marketing and Data Analytics, MSc National Security and Strategic Studies, MSc Procurement Management, MSc Service and Retail Management, MSc Taxation, Master in Business Management and later our Doctorate in Business Administration or our professional and executive short courses.

**Michael Williams**

## DEPARTMENT INFORMATION AND GUIDELINES

1. The Mona School of Business and Management offers BSc. degrees in the following areas:
  - Accounting (Major and Minor)
  - Banking and Finance (Major)
  - Chemistry & Management (Option)
  - Entrepreneurship (Major)
  - Human Resource Management (Major)
  - Management Studies (Major and Minor)
  - Marketing (Major)
  - Operations Management (Major)
  - Tourism Management (Major)
2. Students must satisfy the programme requirements as set out in the Faculty Handbook for the year in which they were accepted to the programme.
3. 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.
4. 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**.
5. Students must satisfy the pre-requisite requirements for all courses including those not specifically stated in the list of required courses. See Course Offering information from Page 84 - 86.
6. **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 [Units 1 & 2]** exemption from **ECON1000 and/or ECON1012**
  - **Statistical Analysis/Applied Mathematics Unit1** exemption from **ECON1005**
  - **Sociology Unit 1** exemption from **SOC1002**
  - **Accounting Unit 1** exemption from **ACCT1005**
  - **Accounting Unit 2** exemption from **ACCT1003**
  - **Pure Mathematics Units 1 & 2** exemption from **ECON1003**
7. **Anti-Requisites:** These are courses that **cannot be taken together** for credit. Students are urged to view the complete list of anti-requisite courses in PART V of this Handbook.
8. Full-time and part-time students may register for a maximum of 30 credits (10 courses) and 18 credits (6 courses), respectively, in an academic year. See **Full-time and Part-time Regulations** in Part III of this Handbook.
9. **Approval of Majors/Minors:** Majors and minors are granted at the discretion of the head of the particular unit and will depend on the GPA (a minimum of a cumulative GPA of 2.7) as well as space availability.

## PROGRAMME OF STUDY REQUIREMENTS

### ACCOUNTING (MAJOR)

#### Level I (Minimum 30 credits)

1. ACCT1003: Introduction to Cost and Management Accounting
2. ACCT1005: Introduction to Financial Accounting
3. ECON1000: Principles of Economics I
4. FOUN1013: Critical Reading and Writing in the Social Sciences **or**  
FOUN1019: Critical Reading and Writing in the Disciplines
5. FOUN1101: Caribbean Civilization
6. FOUN1201: Science, Medicine and Technology in Society
7. ECON1005: Introduction to Statistics
8. MGMT1002: Communication Skills for Managers
- 9-10. Plus 2 Level I Free Electives

#### Level II & Level III\* (Minimum 60 credits)

11. MGMT2004: Computer Applications
12. ACCT2014: Financial Accounting I
13. ACCT2015: Financial Accounting II
14. ACCT2017: Management Accounting I
15. MGMT2023: Financial Management I
16. ACCT3043: Auditing I
17. MGMT3046: Company Law
18. MGMT3051: Taxation I
19. ACCT3064: Financial Statement Analysis
20. Plus 1 Level II/III Accounting Elective
- 21-30. Plus 10 Level II/III Free Electives

#### Required electives for students interested in a career in Accounting\*\*:

- ACCT3041: Advanced Financial Accounting
- ACCT3044: Auditing II
- ACCT3039: Management Accounting II
- MGMT3037: International Business Management
- MGMT3052: Taxation II

#### NOTE:

\*Students pursuing an Accounting *Major* or any level III accounting course should not read for ACCT2019: Financial Accounting for Managers.

\*\* Students who plan to pursue an accounting career are being advised to do all the electives listed for Accounting. Without these, they will not meet international standards for first degree preparation for professional accountants.

## **BANKING AND FINANCE (MAJOR)**

### **Level I (Minimum 30 credits)**

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

### **Level II & Level III (Minimum 60 credits)**

11. ECON2000: Intermediate Microeconomics I
12. ECON2002: Intermediate Macroeconomics I
13. MGMT2004: Computer Applications
14. MGMT2068: Risk and Treasury Management
15. MGMT2023: Financial Management I
16. ECON3010: Finance and Development
17. ECON3011: Economics of Financial Institutions
18. ECON3073: Credit Analysis and Lending
19. MGMT3066: Business Ethics for Bankers
20. MGMT3067: Regulatory Framework of Banking & Finance
- 21-30 Plus 10 Levels II/III Electives

**NOTE:** ACCT2014 is a pre-requisite for ECON3073 therefore Banking and Finance students are encouraged to register for this course as a free elective.

Students pursuing a degree in Banking and Finance **MUST NOT** register for MGMT2020.

Students who wish to pursue a MSc. Economics degree are encouraged to do the following courses:

- ECON2016: Calculus for Social Sciences
- ECON3031: Probability & Distribution Theory

## CHEMISTRY & MANAGEMENT (OPTION)

This degree is offered jointly by the Faculties of Social Sciences and Science & Technology. Students doing this degree programme should seek academic advising from the Department of Chemistry.

### Level I (Minimum 30 credits)

1. ACCT1003: Introduction to Cost and Management Accounting
2. ACCT1005: Introduction to Financial Accounting
3. CHEM1901: Introductory Chemistry A
4. CHEM1902: Introductory Chemistry B
5. ECON1000: Principles of Economics
6. ECON1012: Principles of Economics II
7. STAT1001: Statistics for Scientists
8. PSYC1002: Introduction to Industrial and Organizational Psychology
9. SOCI1002: Introduction to Sociology I
10. FOUN1014: Critical Reading and Writing in Science and Technology and Medicine

### Level II & Level III (Minimum 60 credits)

1. CHEM2010: Chemical Analysis A
2. CHEM2011: Chemical Analysis Laboratory I
3. CHEM2110: Inorganic Chemistry A
4. CHEM2111: Inorganic Chemistry Laboratory I
5. CHEM2210: Organic Chemistry A
6. CHEM2211: Organic Chemistry Laboratory I
7. CHEM2310: Physical Chemistry A
8. CHEM2311: Physical Chemistry Laboratory I
9. CHEM 3010: Chemical Analysis B
10. CHEM3110: Inorganic Chemistry B
11. CHEM3210: Organic Chemistry B
12. CHEM3310: Physical Chemistry II
13. MGMT2004: Computer Applications
14. MGMT2008: Organizational Behaviour
15. MGMT2012: Quantitative Methods
16. MGMT2021: Business Law I
17. MGMT2023: Financial Management I
18. MGMT2026: Production & Operations Management
19. MGMT3031: Business Strategy & Policy
20. MGMT3058: New Venture Management
21. MKTG2001: Principles of Marketing
22. Plus 1 Level II/III Chemistry course
23. Plus 1 Level II/III Management Studies course

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

Students must complete 6 credits of Level I MATH prior to doing the advanced CHEM courses. MATH1185 or MATH1141 (Semester 1) are recommended.

## ENTREPRENEURSHIP (MAJOR)

### Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1005: Introduction to Statistics
3. MGMT1002: Communication Skills for Managers
4. ACCT1003: Introduction to Cost and Management Accounting *or*  
ACCT1005: Introduction to Financial Accounting
5. FOUN1013: Critical Reading and Writing in the Social Sciences *or*  
FOUN1019: Critical Reading and Writing in the Disciplines
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. MKTG2001: Principles of Marketing
12. MGMT2224: Introduction to Entrepreneurship
13. MGMT2021: Business Law I
14. MGMT2023: Financial Management I
15. MGMT3090: Entrepreneurial Finance
16. MGMT3101: Strategic Planning for Entrepreneurship
17. MGMT3058: New Venture Management
18. MGMT3231: International Entrepreneurship
- 19-20. **Two (2) electives from the following 3:**
  - MGMT3102: Creativity and Innovation Management for Entrepreneurship
  - MGMT3089: Social Entrepreneurship for Sustainable Development
  - MKTG3002: Marketing Research
- 21-30. Plus 10 Level II/III Free Electives

## HUMAN RESOURCE MANAGEMENT (MAJOR)

### Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1005: Introduction to Statistics
3. MGMT1002: Communication Skills for Managers
4. ACCT1003: Introduction to Cost and Management Accounting **or**  
ACCT1005: Introduction to Financial Accounting
5. FOUN1013: Critical Reading and Writing in the Social Sciences **or**  
FOUN1019: Critical Reading and Writing in the Disciplines
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. MKTG2001: Principles of Marketing
13. MGMT2008: Organizational Behaviour
14. MGMT2026: 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 and 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: Introduction to Statistics
3. MGMT1002: Communication Skills for Managers
4. ACCT1003: Introduction to Cost and Management Accounting *or*  
ACCT1005: Introduction to Financial Accounting
5. FOUN1013: Critical Reading and Writing in the Social Sciences *or*  
FOUN1019: Critical Reading and Writing in the Disciplines
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. MKTG2001: Principles of Marketing
12. MGMT2008: Organizational Behaviour
13. MGMT2012: Quantitative Methods
14. MGMT2021: Business Law I
15. MGMT2023: Financial Management I
16. MGMT2026: Production & Operations Management
17. MGMT3065: Management of Change
18. MGMT3031: Business Strategy & Policy
19. MGMT3037: International Business Management
20. ***One (1) elective from the following 3:***
  - MGMT2004: 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: Introduction to Statistics
3. MGMT1002: Communication Skills for Managers
4. ACCT1003: Introduction to Cost and Management Accounting *or*  
ACCT1005: Introduction to Financial Accounting
5. FOUN1013: Critical Reading and Writing in the Social Sciences *or*  
FOUN1019: Critical Reading and Writing in the Disciplines
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. MKTG2001: Principles of Marketing
12. MGMT2004: Computer Applications
13. MGMT2012: Quantitative Methods
14. MKTG3001: International Marketing Management
15. MKTG3002: Marketing Research
16. MKTG3003: Marketing Strategy
17. MKTG3070: Consumer Behaviour
18. MKTG3010: Integrated Marketing Communication
19. MGMT3012: Systems Analysis and Design<sup>8</sup>
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 II/III Free Electives

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

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<sup>8</sup> 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: Introduction to Statistics
3. MGMT1002: Communication Skills for Managers
4. ACCT1003: Introduction to Cost and Management Accounting **or**  
ACCT1005: Introduction to Financial Accounting
5. FOUN1013: Critical Reading and Writing in the Social Sciences **or**  
FOUN1019: Critical Reading and Writing in the Disciplines
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. MKTG2001: Principles of Marketing
12. MGMT2004: Computer Applications
13. MGMT2008: Organizational Behaviour
14. MGMT2012: Quantitative Methods
15. MGMT2026: Production & Operations Management
16. MGMT3056: Project Management
17. MGMT3057: Productivity & Quality Management
18. MGMT3060: Operations, Planning and Control
- 19-20. **Two (2) from the following 5:**
  - ACCT2017: Management Accounting I
  - MGMT2023: Financial Management I
  - MGMT3012: Systems Analysis and Design
  - MGMT3031: Business Strategy & Policy
  - MGMT3065: Management of Change
- 21-30. Plus 10 Level II/III Free Electives

**NOTE:** Students 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.

## TOURISM MANAGEMENT<sup>9</sup> (MAJOR)

### Level I (Minimum 30 credits)

1. TOUR1000: Introduction to Tourism and Hospitality Management
2. ECON1000: Principles of Economics I
3. ECON1005: Introduction to Statistics
4. MGMT1002: Communication Skills for Managers
5. ACCT1003: Introduction to Cost and Management Accounting **or**  
ACCT1005: Introduction to Financial Accounting
6. FOUN1013: Critical Reading and Writing in the Social Sciences **or**  
FOUN1019: Critical Reading and Writing in the Disciplines
7. FOUN1101: Caribbean Civilization
8. FOUN1201: Science, Medicine and Technology in Society
9. MGMT1424: Internship (8 weeks) \*
- 10-11. Plus 2 Level I Free Electives

**Level 1 note:** Students pursuing a Tourism Management (Major) must take an appropriate Level I foreign language course.<sup>10</sup>

### Level II & Level III (Minimum 60 credits)

12. HOTL3001: Event Management
13. MKTG2001: Principles of Marketing
14. TOUR2002: Transport & Travel
15. TOUR3000: Tourism Management
16. TOUR3001: Sustainable Tourism
17. TOUR3004: Destination Marketing
18. TOUR3005: Tourism Planning & Development
19. TOUR3010: Caribbean Tourism
20. MGMT2124: Internship (10 weeks – at the end of Level II)\*
21. Foreign Language course
22. **One (1) from the following 6:**
  - ACCT2019: Accounting for Managers
  - HOSP3106: Entertainment Management
  - MGMT2224: Introduction to Entrepreneurship
  - MGMT3017: Human Resource Management
  - TOUR3103: Destination Management
  - TOUR3009: Tourist Behaviour
- 23-32. Plus 10 Level II/III Free Electives
33. MGMT3124: Internship (10 weeks – at the end of Level III) \*

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<sup>9</sup> 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.

<sup>10</sup> Students WITHOUT CSEC (CXC) Spanish or French **MUST** do SPAN0101: Beginners Spanish I or FREN0101: Beginners French I. However, these courses **will not count for credit** as a Level I course in the Faculty of Social Sciences. Please attend the academic advising session for further guidelines.

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

### **Recommended Free Electives for Tourism Management (Major)**

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

#### **MARKETING:**

- MKTG3070: Consumer Behaviour
- MGMT3069: Quality Service Management
- MKTG3001: International Marketing Management
- MKTG3003: Marketing Strategy

#### **TOURISM:**

- TOUR3110: Ecotourism

#### **FOREIGN LANGUAGE<sup>11</sup>:**

Five (5) Foreign Language Electives

#### **COASTAL ZONE MANAGEMENT<sup>12</sup>:**

- 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: Popular Jamaican Music 1962–1982: Roots Lyrics as Socio-Political Philosophical Text
- HIST3614: “By the Rivers of Babylon”: The African Diaspora in the West

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<sup>11</sup> It 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.

<sup>12</sup> Students must have CAPE Biology or its equivalent to pursue this option. If Coastal Zone Management courses are done, students will take 18 instead of fifteen (15) credits due to the nature of assigned courses in the Faculty of Science & Technology.

**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

**ACCOUNTING (MINOR)****Level I**

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

**Level II & Level III (Minimum 15 credits)**

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

**MANAGEMENT STUDIES (MINOR)****Level I**

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

**Level II & Level III (Minimum 15 credits)**

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

## COURSE OFFERING: MONA SCHOOL OF BUSINESS AND MANAGEMENT

ACCOUNTING, HOTEL, HOSPITALITY, MANAGEMENT, MARKETING, TOURISM			
Codes	Course Title	Sem.	Pre-requisites
ACCT1002	Introduction to Financial Accounting	1	Available to TLI students <b>only</b>
ACCT1003	Introduction to Cost & Management Accounting	2	CXC Mathematics Grades 1-3 or ECON001
ACCT1005	Financial Accounting	1	CXC Mathematics Grades 1-3 or ECON001
ACCT2014	Financial Accounting I	1	[ACCT1003 or CAPE Accounting Unit 2] & [ACCT1005 or CAPE Accounting Unit I]
ACCT2015	Financial Accounting II	2	ACCT2014
ACCT2017	Management Accounting I	1	[ACCT1003 or CAPE Accounting Unit 2] & [ACCT1005 or CAPE Accounting Unit I] <b>(Anti-requisite: HTL2021)</b>
ACCT2019	Financial Accounting for Managers	2	[ACCT1003 or CAPE Accounting Unit 2] & [ACCT1005 or CAPE Accounting Unit I] <b>(Anti-requisite: ACCT2014)</b>
ACCT3039	Management Accounting II	2	ACCT2017
ACCT3041	Advanced Financial Accounting	1	ACCT2015
ACCT3043	Auditing I	1	ACCT2015
ACCT3044	Auditing II	2	ACCT3043
ACCT3064	Financial Statement Analysis	2	ACCT2015 & MGMT2023
HOSP3106	Entertainment Management	1	TOUR1000
HOTL3001	Events Management	1	TOUR1000
MGMT1002	Communication Skills for Managers	2	FOUN1013 or FOUN1401 or FOUN1019 or FOUN1001
MGMT1424	Internship	Summer	Tourism management majors only
MGMT2004	Computer Applications	1&2	ACCT1005 <b>(Anti-requisite: HOTL2016)</b>
MGMT2008	Organizational Behaviour	1&2	SOCI1002 or SOCI1001 <b>(Anti-requisite: HM222)</b>
MGMT2012	Quantitative Methods	1&2	ECON1005
MGMT2020	Managerial Economics	2	MGMT2012

MGMT2021	Business Law I	1&2	ACCT1003 or ACCT1005 or ECON1000 or SOCI1001 or SOCI1002
MGMT2023	Financial Management I	1	[ACCT1005 & ECON1005] <b>OR</b> [ACCT1005 and MATH 1141 or MATH 1142 or MATH 1151]
MGMT2026	Production & Operations Management	1&2	ECON1005
MGMT2029	Managerial Communication	WJC ONLY	FOUN1013 or FOUN1001 or FOUN1401 or FOUN1019
MGMT2068	Risk & Treasury Management	2	Banking & Finance students <b>or</b> MGMT2023
MGMT2124	Internship	Summer	Tourism management & Accounting majors only
MGMT2224	Introduction to Entrepreneurship	1&2	None
MGMT3012	Systems Analysis & Design	2	MGMT2004
MGMT3017	Human Resource Management	1&2	MGMT2008 <b>(Anti-requisite: HOSP2023)</b>
MGMT3018	Industrial Relations	2	MGMT2008
MGMT3019	Business Negotiations	2	MGMT2008
MGMT3021	Organizational Theory & Design	2	MGMT2008
MGMT3022	Organizational Development	2	MGMT2008 grade B+ or higher
MGMT3031	Business Strategy & Policy	1&2	Final Year BSc. (Accounting, Mgmt. Stds., HRM, Marketing & Operations) Major/ Minor students <b>only</b>
MGMT3033	Business, Government & Society	2	Final Year students <b>only</b>
MGMT3037	International Business Management	1&2	Final Year students <b>only</b>
MGMT3046	Company Law	1	MGMT2021
MGMT3048	Financial Management II	2	MGMT2023
MGMT3050	Investment and Analysis	1	MGMT2023
MGMT3051	Taxation I	1	MGMT2021 & ACCT2014
MGMT3052	Taxation II	2	MGMT3051
MGMT3056	Project Management	1	MGMT2026
MGMT3057	Productivity & Quality Management	1	MGMT2026

MGMT3058	New Venture Management	1&2	MGMT2224
MGMT3060	Operations, Planning and Control	2	MGMT2026
MGMT3061	Team Building & Management	1	MGMT2008
MGMT3062	Compensation Management	1	MGMT3017
MGMT3063	Labour and Employment Law	2	PSYC1002 or MGMT2004 or MGMT2008 or MGMT2021 or MKTG2001
MGMT3065	Management of Change	1&2	MGMT2008
MGMT3066	Business Ethics for Bankers	1	Finalizing Banking & Finance students
MGMT3067	Regulatory Framework of Banking & Finance	1	Finalizing Banking & Finance students
MGMT3069	Quality Service Management	1&2	MGMT2008
MGMT3089	Social Entrepreneurship for Sustainable Development	2	MGMT2224
MGMT3090	Entrepreneurial Finance	1	MGMT2224 & MGMT2023
MGMT3101	Strategic Planning for Entrepreneurship	1	MGMT2224
MGMT3102	Creativity & Innovation Management for Entrepreneurship	2	MGMT2224
MGMT3124	Internship	Summer	Tourism management majors only
MGMT3230	Corporate Strategy	2	Final Year students <b>only</b>
MGMT3231	International Entrepreneurship	1	MGMT2224
MKTG2001	Principles of Marketing	1&2	[ACCT1003] or [ACCT1005] or [ECON1000] or [SOCI1001] or [SOCI1002] ( <b>Anti-requisite:</b> EDCE2025)
MKTG3001	International Marketing Management	2	MKTG2001
MKTG3002	Marketing Research	1	ECON1005 & MKTG2001
MKTG3003	Marketing Strategy	1	MKTG2001
MKTG3010	Integrated Marketing Communication	2	Marketing majors only, MKTG2001, MKTG3002 & MKTG3070
MKTG3070	Consumer Behaviour	2	MKTG2001
TOUR1000	Introduction to Tourism & Hospitality Management	2	None
TOUR2002	Transport & Travel	1	TOUR1000
TOUR3000	Tourism Management	1	TOUR1000
TOUR3001	Sustainable Tourism	1	TOUR3000
TOUR3004	Destination Marketing	1	MKTG2001



TOUR3005	Tourism Planning & Development	2	TOUR3000 & Third year Tourism major
TOUR3103	Destination Management	2	TOUR3000
TOUR3009	Tourist Behaviour	2	TOUR3000
TOUR3010	Caribbean Tourism	1	TOUR3000 (co-requisite)
TOUR3110	Ecotourism	2	TOUR3001

# DEPARTMENT OF SOCIOLOGY, PSYCHOLOGY & SOCIAL WORK

## Message from the Head of Department



Welcome to the Department of Sociology, Psychology and Social Work, the department where people are our focus. Therefore, our first priority is to bid you a warm welcome whether you are first time visitor, returning student or faculty member. In a world where we seek ‘truth’ and attempt to verify it with data, we do not wish to lose sight of the fact that statistics mean nothing without recognising that they pertain to real, breathing warm-blooded individuals.

We, a multidisciplinary department, embrace the diversity of humanity across all races, ethnicities and variations. Despite the discreteness of the three main areas of study and work, we pride ourselves in being also instructed by Demography and of course Anthropology. Importantly we all manage to find a synergy and collegiality which is often missing in academic units where the interests are so distinct.

This Department strives to be an axis of professionalism, mutual respect and student-centredness in our work and interactions. Thus, we focus on helping to create and enhance an ambiance of learning and development.

Still, we are part of the wider University family and we fully share all the developmental goals of our historic institution. While one may find the department and disciplines to be a little darker than the Euro-American version, this is simply a recognition that we are a plantation survival and have strong tints of the African in our cultural DNA. Nonetheless, there is a deep appreciation for the motto of our host nation, “Out of Many One People.”

Our mandate is to continue to be relevant in creating understanding of ourselves first and foremost. Then we thus use that knowledge as a base for the critical analysis of Caribbean society and a pivot for Development as we increase our already well-established relevance to our region.

**Orville W. Taylor**

## DEPARTMENT INFORMATION AND GUIDELINES

1. The Department of Sociology, Psychology and Social Work offers BSc. degrees and diplomas 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, Minor and Diploma)
  - Social Anthropology (Major and Minor)
  - Social Policy and Development (Major and Minor)
  - Social Psychology (Minor)
  - Social Work (Special)
  - Sociology (Major, Minor and Diploma)
2. 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.
3. Students should consult course descriptions when selecting electives. The choice of electives should complement the major field of study.
4. 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.
5. All courses are for 3 credits except where otherwise indicated.
6. Most Levels II and III courses have pre-requisites as you will see from the list of courses being offered in Part V of this Handbook.
7. 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.
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** at Levels II and III.
9. 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.
10. EDRS2007: Basic Research Methods is accepted as a substitute wherever SOCI1001: Introduction to Social Research is listed.
11. ECON1005: Introduction to Statistics is accepted as a substitute wherever SOCI1005: Introduction to Statistics for the Behavioural Sciences is listed.
12. The combination of PSYC1005: Research Methods in Social, Developmental and Abnormal Psychology and PSYC1006: Research Methods in Cognitive and

Physiological Psychology are accepted as substitutes for SOCI1001: Introduction to Social Research. This is only applicable to Psychology Majors (or 'Double Majors' doing Psychology as their second major)

### 13. Department Coursework Guidelines

- Coursework refers to pieces of assigned work during the semester. It would usually take the form of all or some of the following: mid-semester exam, an essay, group, individual or class presentation, research proposal, and where necessary, labs/practicals. At the beginning of each semester a 'course outline' is prepared for each course. On this course outline all indications of course content, due dates for assignments, room, contact information and office hours of lecturers must be clearly printed.
- Coursework assignments should be marked and returned to students prior to examinations. A principal objective of coursework is that feedback can be given to each student as an aid to learning. 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 8<sup>th</sup> week of the semester, unless there is no 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 no 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 or may refer the request for the discretion of the Head of Department for a final decision.
- Excuses must be submitted prior to the due date for submission of the coursework.
- In the event that a student has completed coursework and is excused from sitting the final exam (illness or other special circumstances), coursework marks may be carried over to the next available sitting of the course. Should there be an increase in the proportion of marks allotted for the next sitting, a further assignment may be required for the additional marks.
- In all undergraduate offerings, students must obtain at least 25% of the marks assigned for coursework for successful completion of the course [i.e., where 40 marks or 40% of the full course is assigned for coursework, a minimum of 10 marks must be obtained].

- In cases where a student is dissatisfied with his/her final examination grade, the matter may be directed to the Examinations Office for a review, re-mark or a go-through.
14. The *'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. 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.*)
15. **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 [Units 1 & 2]** exemption from **ECON1000 and/or ECON1012**
  - **Statistical Analysis/Applied Mathematics Unit1** 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 services<sup>13</sup> must be made online via **Automated Student Request Module** via 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.*

16. **Anti-Requisites:** These are courses that **cannot be taken together** for credit. Students are urged to view the complete list of anti-requisite courses in PART IV of this Handbook. For example, Psychology Majors are not to register for SOCI1001- Introduction to Social Research because they are required to do PSYC1005 and PSYC1006 as their first year research courses. As a result, anywhere SOCI1001-Introduction to Social Research appears as a pre-requisite, Psychology Majors can select that course once they have the psychology equivalent.
17. 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 **Full-time and Part-time Regulations** in Part III of this Handbook.

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<sup>13</sup> See Appendix IV for list of services provided by the Departments and the Faculty Office.

## PROGRAMME OF STUDY REQUIREMENTS

### DEMOGRAPHY (MAJOR)

#### Level I (Minimum 30 credits)

1. SOCI1001: Introduction to Social Research
  2. SOCI1002: Introduction to Sociology I
  3. FOUN1013: Critical Reading and Writing in the Social Sciences *or*  
FOUN1019: Critical Reading and Writing in the Disciplines
  4. FOUN1101: Caribbean Civilization
  5. FOUN1201: Science, Medicine and Technology in Society
  6. ECON1005: Introduction to 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: Classical Social Theory
  12. SOCI2004: Introduction to Population
  13. SOCI2005: Reproductive Health and Family Life Education
  14. SOCI2007: Survey Design and Analysis
  15. SOCI2008: Statistics for the Behavioural Sciences
  16. SOCI2009: Statistical Computing for Social Research
  17. SOCI3018: Demography I: Population, Trends and Policies
  18. SOCI3021: Demography II: Demographic Techniques
  19. SOCI3022: Population, Environment and Development
  20. SOCI3015: Introduction to the 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. in Demography are urged to do SOCI2006- Qualitative Methods in Sociological Research as a free elective.

**Level I (Minimum 30 credits)**

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

**Level II & Level III (Minimum 60 credits)**

11. MGMT2008: Organizational Behaviour
12. SOCI2008: Statistics for the Behavioural Sciences
13. SOCI2007: Survey Design and Analysis
14. SOCI3026: Sociology of Development
15. MGMT3018: Industrial Relations
16. MGMT3017: Human Resource Management
17. MGMT3063: Labour and Employment Law
18. SOCI3008: Industrial Sociology I: Theory and Methods
19. SOCI3044: International Trade and Labour Standards
20. **Plus one (1) from the following 4:**
  - PSYC2006: Interpersonal Dynamics
  - MGMT3019: Business Negotiations
  - MGMT3065: Management of Change
  - GOVT2049: International Political Economy
- 21-30. Plus 10 Levels II/III Free Electives

***For the purpose of selection, the Department recommends the following Levels II and III electives for Labour and Employment Relations (Major):***

- HIST3021: Organized Labour in the Twentieth Century
- MGMT3022: Organizational Development
- MGMT3019: Business Negotiations
- MGMT3021: Organizational Theory & Design
- PSYC2006: Interpersonal Dynamics
- SOCI2001: Modern Social Theory
- SOCI2000: Classical Social Theory

Please note that these are suggestions and students may choose to do all if that is their preference.

**Level I (Minimum 30 credits)**

1. PSYC1000: Introduction to Developmental, Social & Abnormal Psychology
2. PSYC1005: Psychology Laboratory Methods: Social, Abnormal and Developmental
3. FOUN1013: Critical Reading and Writing in the Social Sciences **or** FOUN1019: Critical Reading and Writing in the Disciplines
4. FOUN1101: Caribbean Civilization
5. FOUN1201: Science, Medicine & Technology in Society
6. SOCI1002: Introduction to Sociology I
7. PSYC1001: Introduction to Cognitive & Physiological Psychology
8. PSYC1006: Research in Cognitive and Physiological Psychology
9. SOCI1005: Introduction to Statistics for Behavioural Sciences
10. Plus 1 Level I Free Elective (EXCEPT SOCI1001: Introduction to Social Research which is an anti-requisite to PSYC1005 and PSYC1006)

**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. PSYC2019: Experimental and Applied Psychology
- 16-18. **Three (3) from the following 5:**
  - PSYC2002: Abnormal Psychology
  - PSYC2003: Physiological Psychology
  - PSYC2004: Personality Theory
  - PSYC2007: Psychometrics
  - PSYC2012: Developmental Psychology
- 19-21. Plus 3 Psychology Courses
- 22-30. Plus 9 Levels II/III Free Electives

**NOTE:** 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 combinations. For example, PSYC2000 cannot be counted for both the Psychology (Major) and Criminology (Minor).

There are some out-of-Faculty and non-psychology courses which may act as substitutes for the required courses in the Psychology Major. PSYC1005 & PSYC1006 are accepted as a substitute where SOCI1001: Introduction to Social Research is required. 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. FOUN1013: Critical Reading and Writing in the Social Sciences **or**  
FOUN1019: Critical Reading and Writing in the Disciplines
4. FOUN1101: Caribbean Civilization
5. FOUN1201: Science, Medicine & Technology in Society
6. SOCI1001: Introduction to Social Research
7. SOCI1002: Introduction to Sociology I
8. SOCI1005: Introductory to Statistics for the Behavioural Sciences
- 9-10. **Plus two (2) from the following 3\*:**
  - HIST1801: Introduction to Archaeology
  - PHIL1003: Introduction to Philosophy
  - LING1401: Introduction to Language and Linguistics

### Level II & Level III (Minimum 60 credits)

11. PSYC2000: Social Psychology
12. SOCI2000: Classical Social Theory
13. SOCI2001: Modern Social Theory
14. SOCI2006: Qualitative Methods in Sociological Research
15. SOCI2011: Social and Cultural Anthropology
16. SOCI2018: Anthropology of Africa
17. SOCI3025: Caribbean Culture
18. SOCI3034: Anthropological Theories
19. SOCI3043: Introduction to Medical Anthropology **or**  
SOCI2111: Anthropology of Religion
20. **Plus one (1) from the following 3:**
  - HIST3801: Historical Archaeology
  - 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

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

## **SOCIAL POLICY AND DEVELOPMENT (MAJOR)**

### **Level I (Minimum 30 credits)**

1. SOCI1001: Introduction to Social Research
2. SOCI1002: Introduction to Sociology I
3. SOCI1003: Sociology and Development
4. FOUN1013: Critical Reading and Writing in the Social Sciences *or*  
FOUN1019: Critical Reading and Writing in the Disciplines
5. FOUN1101: Caribbean Civilization
6. FOUN1201: Science, Medicine & Technology in Society
7. SOCI1005: Introductory to Statistics for the Behavioural Sciences
8. ECON1000: Principles of Economics I
9. GOVT1000: Introduction to Political Institutions and Analysis
10. Plus 1 Level I Free Elective

### **Level II & Level III (Minimum 60 credits)**

11. SOCI2000: Classical Social Theory
12. SOCI2006: Qualitative Methods in Sociological Research
13. SOCI2007: Survey Design and Analysis
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: Introduction to the Evaluation of Social Programmes
20. SOCI3030: Globalization and Development
- 21-25. Plus 5 Level II Free Electives
- 26-30. Plus 5 Level III Free Electives

**Level I (Minimum 30 credits)**

1. SOCI1001: Introduction to Social Research
2. SOCI1002: Introduction to Sociology I
3. SOCI1003: Sociology & Development
4. FOUN1013: Critical Reading and Writing in the Social Sciences **or**  
FOUN1019: Critical Reading and Writing in the Disciplines
5. FOUN1101: Caribbean Civilization
6. FOUN1201: Science, Medicine & Technology in Society
7. SOCI1005: Introductory to Statistics for the Behavioural Sciences
8. PSYC1000: Introduction to Developmental, Social & Abnormal Psychology
9. **Plus one (1) from the following 2:**
  - ECON1000: Principles of Economics I
  - GOVT1000: Introduction to Political Institutions and Analysis
10. Plus 1 Level I Free Elective<sup>14</sup>

**Level II & Level III (Minimum 60 credits)**

11. SOCI2000: Classical Social Theory
12. SOCI2006: Qualitative Methods in Sociological Research
13. SOCI2008: Statistics for the Behavioural Sciences
14. SOCI2001: Modern Social Theory
15. SOCI2007: Survey Design and Analysis
16. SOCI2017: Caribbean Society **or** SOCI3025: Caribbean Culture
- 17-19. **Plus 3 from the following 4:**
  - SOCI2004: Introduction to Population
  - SOCI2009: Statistical Computing for Social Research
  - SOCI3026: Sociology of Development
  - SOWK2004: Development of Social Policy
20. Plus 1 Level II SOCI Elective
- 21-24. Plus 4 Level II Free Electives
- 25-30. Plus 6 Level III Free Electives

**NOTE:** Students intending to pursue a MSc. in Sociology should select courses relevant to the intended area of specialization. MSc. specializations include:

- Social Policy & Administration
- Sociology of Development

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<sup>14</sup> If taking a Sociology/Psychology 'double-major' which requires four (4) introductory Psychology courses, students should take the required Level I Psychology courses i.e., PSYC1001, PSYC1005 & PSYC1006 instead of electives. *Summer School registration may be required to complete the Level I requirements for double majors.*

**Level I<sup>15</sup> (Minimum 33 credits)**

1. FOUN1013: Critical Reading and Writing in the Social Sciences
2. FOUN1201: Science, Medicine & Technology in Society
3. FOUN1101: Caribbean Civilization
4. GOVT1000: Introduction to Political Analysis
5. SOWK1001: Introduction to Social Work
6. PSYC1000: Introduction to Developmental, Social & Abnormal Psychology
7. SOCI1002: Introduction to Sociology I
8. SOWK1003: Theory and Practice of Social Work I
9. SOCI1001: Introduction to Social Research
10. SOCI1005: Introduction to Statistics for Behavioural Sciences
11. SOWK1010: Social Work Practicum I

**Level II & Level III (Minimum 66 credits)**

12. SOWK2021: Human Behaviour in the Social Environment I
13. SOWK2022: Human Behaviour in the Social Environment II
14. SOWK2009: Practice Skills Lab I
15. SOWK2004: Development of Social Policy
16. SOWK2001: Law and the Human Services
17. SOWK2002: Theory and Practice of Social Work II
18. SOCI2008: Statistics for the Behavioural Sciences
19. PSYC2002: Abnormal Psychology
20. SOWK2005: Organization and Administration of Social Services
21. SOWK2003: Social Work Theory and Practice III
22. SOWK2008: Social Work Practicum II
23. One (1) Level II Free Elective
24. SOWK3000: Social Work Research Paper **or**  
SOCI3045: Capstone Research Course in Social Policy and Development<sup>16</sup>
25. SOWK3030: Theory and Practice of Social Work: Case Work
26. SOWK3009: Theory and Practice of Social Work: Community Organization
27. SOWK3010: Theory and Practice of Social Work: Applied Social Group Work
28. SOWK3017: Social Work Practicum III (Incl. Supervision Module) (6 credits)
29. SOWK3020: Social Planning and Project Design **or**  
SOWK3028: Social Work in Schools
- 30-31. Two (2) Level II or Level III Free Electives

**NOTE:** 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. Year I practicum comprises 165 hours while Years II and III involve 266 and 320 hours of practicum time, respectively.

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<sup>15</sup> Part-time students must take PSYC1000, SOCI1002, SOWK1001, FOUN1013 (or FOUN1019), SOWK1010 and SOWK1003 in the first year of their programme.

<sup>16</sup> SOCI3045 and SOWK3000 are both year-long and carry 6 credits.

## CRIMINOLOGY (MINOR)

### Level I

Students pursuing Criminology as a minor must complete the Level I pre-requisites for the Five (5) courses selected at Levels II/III. Students must have obtained at least a Grade 'B' in GOVT2011 and SOCI3036 in order to be approved for Criminology as a minor.

### Level II & Level III (Minimum 15 credits)

1. GOVT2011: Criminal Justice Systems
2. SOCI3032: Criminology I
3. SOCI3036: Criminology II: Police and Society
4. **Plus one (1) elective from the following 6:**
  - GOVT2110: Delinquency & Juvenile Justice
  - PSYC2000: Social Psychology
  - PSYC2002: Abnormal Psychology
  - SOCI2000: Classical Social Theory
  - SOWK2006: Caribbean Social Issues
  - SOCI3046: Theory and Practice of Restorative Justice I
5. **And one (1) elective from the following 6:**
  - GOVT3010: Punishment and Corrections
  - GOVT3011: Violence and Development
  - SOCI3015: Introduction to the Evaluation of Social Programmes
  - SOCI3047: Theory and Practice of Restorative Justice II
  - SOWK3015: Drugs and Society
  - SOWK3020: Social Planning and Project Design

## DEMOGRAPHY (MINOR)

### Level I

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

### Level II & Level III (Minimum 15 credits)

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

**NOTE: 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
- SOCI3022

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

## HUMAN RESOURCE DEVELOPMENT (MINOR)

Students pursuing a Major in Psychology **CANNOT** do this 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: Experiential 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 6:**
  - PSYC2002: Abnormal Psychology
  - PSYC2003: Physiological Psychology
  - PSYC2004: Personality Theory
  - PSYC2012: Developmental Psychology
  - PSYC2000: Social Psychology
  - PSYC2005: Introduction to Health Psychology
5. **Plus one (1) from the following 3:**
  - PSYC2008: Cognitive Psychology
  - PSYC3001 : Social Cognition
  - PSYC3007: Applied Social Psychology

## SOCIAL ANTHROPOLOGY (MINOR)

### Level I

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

### Level II & Level III (Minimum 15 credits)

1. SOCI2011: Social and Cultural Anthropology
2. SOCI2006: Qualitative Methods in Sociological Research\*
3. SOCI3034: Anthropological Theories
4. SOCI3025: Caribbean Culture
5. **Plus one (1) from the following 5:**
  - SOCI2018: Anthropology of Africa
  - SOCI2020: Identity and Conduct in the Dancehall Culture
  - SOCI2111: Anthropology of Religion
  - SOCI3043: Introduction to Medical Anthropology
  - SOWK3009: Theory and Practice of Social Work: Community Organization

**NOTE:** \*Students who have taken SOCI2006, as a requirement for the Sociology major, should select two of the listed Anthropology electives.

## SOCIAL POLICY AND DEVELOPMENT (MINOR)

### Level I

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

### Level II & Level III (Minimum 15 credits)

1. SOWK2004: Development of Social Policy
2. SOWK3020: Social Planning and Project Design
3. SOCI3026: Sociology of Development
4. SOCI3030: Globalization and Development
5. **And one (1) Elective from the following 4:**
  - SOCI3015: Introduction to the Evaluation of Social Programmes
  - SOWK2005: Organization and Administration of Social Services
  - GOVT3035: Comparative Public Policy
  - SOWK3014: Administrative Process in Social Agencies

## SOCIAL PSYCHOLOGY (MINOR)

### Level I

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

### Level II & Level III (Minimum 15 credits)

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

## SOCIOLOGY (MINOR)

### Level I

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

### Level II & Level III (Minimum 15 credits)

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



## DIPLOMA PROGRAMMES

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

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

### POPULATION AND DEVELOPMENT (DIPLOMA)

#### Level I

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

- SOCI1001
- SOCI1002
- SOCI1003
- SOCI1005

#### Level II & Level III (Minimum 30 credits)

1. SOCI2004: Introduction to Population
2. SOCI2005: Reproductive Health and Family Life Education
3. SOCI2008: Statistics for Behavioural Sciences
4. SOCI3018: Demography I: Population, Trends and Policies
5. SOCI3022: Population, Environment and Development
6. SOCI3026: Sociology of Development
7. SOCI2009: Statistical Computing for Social Research
8. SOCI3021: Demography II: Demographic Techniques
- 9-10. **Plus two (2) from the following 7:**
  - SOCI2000: Classical Social Theory
  - SOCI2006: Qualitative Methods in Sociological Research
  - SOCI3015: Introduction to the Evaluation of Social Programme
  - SOCI3024: Population and Social Policy
  - SOCI3041: Introduction to Social Marketing
  - SOWK2004: Development of Social Policy
  - SOWK2107: Health, Society & the Human Services

**NOTE:** 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.

The Psychology Diploma Programme is designed to provide students with:

- knowledge in a range of psychology fields
- preparatory research skills for graduate level training
- exposure to both practical and theoretical applications of psychology

**Level I**

Prior to entry, all applicants **must have completed** the following introductory courses or their equivalent:

- PSYC1000
- PSYC1001
- PSYC1005
- PSYC1006
- SOCI1002
- SOCI1005

If a student is accepted in the diploma programme without having the introductory courses, these must be completed during the first and/or second semester of the programme.

**Level II & Level III (Minimum 30 credits)**

1. PSYC2000: Social Psychology
2. PSYC2008: Cognitive Psychology
3. PSYC2019: Experimental and Applied Psychology
4. PSYC3001: Social Cognition **or** PSYC3007: Applied Social Psychology
5. SOCI2008: Statistics for the Behavioural Sciences
- 6-8. **Any three (3) from the following:**
  - PSYC2002: Abnormal Psychology
  - PSYC2003: Physiological Psychology
  - PSYC2004: Personality Theory
  - PSYC2005: Introduction to Health Psychology
  - PSYC2007: Psychometrics
  - PSYC2012: Developmental Psychology

9-10. *PSYC3011: Psychology Research Paper (yearlong 6 credits) or Any two (2) Level II or Level III Psychology electives.*

**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. Do note that Level I courses such as SOCI1001, SOCI1002, SOCI1005 all carry different streams; which includes evening classes.

**Level II & Level III (Minimum 30 credits)**

1. SOCI2000: Classical Social Theory
2. SOCI2001: Modern Social Theory
3. SOCI2006: Qualitative Methods in Sociological Research
4. SOCI2007: Survey Design and Analysis
5. SOCI2008: Statistics for the Behavioural Sciences
6. SOCI2009: Statistical Computing for Social Research **or** PSYC2007: Psychometrics
7. SOCI2017: Caribbean Society
8. **Plus one (1) from the following 5:**
  - PSYC3007: Applied Social Psychology
  - SOCI2004: Introduction to Population
  - SOCI3015: Introduction to the Evaluation of Social Programmes
  - SOWK2005: Organizational and Administration of Social Services
- 9-10. **And two (2) from the following 9:**
  - SOWK2004: Development of Social Policy
  - SOCI3032: Criminology I
  - SOCI2004: Introduction to Population
  - SOCI2011: Social and Cultural Anthropology
  - SOCI3026: Sociology of Development I
  - SOCI3025: Caribbean Culture
  - SOCI3008: Industrial Sociology I: Theory and Methods
  - SOCI3042: Race, Ethnicity and National Identities in the Caribbean
  - PSYC3001: Social Cognition

**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
PSYC1005	Psychology Laboratory Methods: Social, Abnormal and Developmental	1	Psychology Majors ONLY
PSYC1006	Research in Cognitive and Physiological Psychology	2	PSYC1005 (PSYC1006 at WJC), PSYC Majors only
PSYC2000	Social Psychology	1&2	PSYC1000, SOCI1002 <b>(Anti-requisite: PSYC2020)</b>
PSYC2002	Abnormal Psychology	1&2	PSYC1000
PSYC2003	Physiological Psychology	1	PSYC1001
PSYC2004	Personality Theory	1	PSYC1000
PSYC2005	Introduction to Health Psychology	1	PSYC1000, PSYC1001, SOCI1005
PSYC2006	Interpersonal Dynamics	1&2	PSYC1000
PSYC2007	Psychometrics (PSYCHOLOGY Majors Only)	2	PSYC1000 & PSYC1001, PSYC1005 & PSYC1006 (Co or prereq. SOCI2008 (PSYC Majors <b>only</b> ))
PSYC2008	Cognitive Psychology	2	PSYC1001
PSYC2012	Developmental Psychology	2	PSYC1000
PSYC2017	Political Psychology	2	See Dept.
PSYC2019	Experimental and Applied Psychology	2	PSYC1005, PSYC1006 & SOCI1005 <b>(Anti-requisite: PSYC3000)</b>
PSYC3001	Social Cognition	2	PSYC2000 <b>(Anti-requisite: PSYC3029)</b>
PSYC3007	Applied Social Psychology	1	PSYC2000
PSYC3008	Elements of Counseling and Psychotherapy	1	PSYC2004, pre <b>or</b> co-requisite PSYC2005, PSYC2002 (PSYC Majors and SOWK students <b>only</b> ) application process applies
PSYC3009	Counseling Practicum	2	PSYC3008 (application process applies)

PSYC3010	Applied Group Dynamics	2	PSYC2006
PSYC3011	Research Paper in Psychology (Year-long) PSYCHOLOGY Majors Only	1&2	PSYC2019, SOCI2008, SOCI2007 or SOCI2006; Finalizing PSYC Majors or approved PSYC Diploma students only
PSYC3027	Behaviour Management	1&2	PSYC2002 & PSYC2005

<b>SOCIOLOGY</b>			
<b>Codes</b>	<b>Course Title</b>	<b>Sem.</b>	<b>Pre-requisites</b>
SOCI1001	Introduction to Social Research	1&2	None <b>(Anti-requisite:EDRS2007)</b>
SOCI1002	Introduction to Sociology I	1&2	None
SOCI1003	Sociology and Development	1&2	None
SOCI1005	Introductory Statistics for the Behavioural Sciences	1&2	None
SOCI1006	Introduction to Anthropology	1	None
SOCI2000	Classical Social Theory	1	SOCI1002
SOCI2001	Modern Social Theory	2	SOCI2000
SOCI2004	Introduction to Population	1&2	None
SOCI2005	Reproductive Health and Family Life Education	1	SOCI2004 (co-requisite)
SOCI2006	Qualitative Methods in Sociological Research	1&2	SOCI1002 & SOCI1001
SOCI2007	Survey Design and Analysis	1&2	SOCI1002, SOCI1001, SOCI1005 or ECON1005
SOCI2008	Statistics for the Behavioural Sciences	1&2	SOCI1002, SOCI1001 & SOCI1005 or ECON1005
SOCI2009	Statistical Computing for Social Research	2	SOCI2008 or SOCI2007
SOCI2011	Social and Cultural Anthropology	1	SOCI1002 or SOCI1006
SOCI2017	Caribbean Society: Continuity and Change	2	SOCI1002
SOCI2018	Anthropology of Africa	2	SOCI1002 or SOCI1006
SOCI2020	Identity and Conduct in the Dancehall Culture	1	None
SOCI2111	Anthropology of Religion	1	SOCI1002 or SOCI1006
SOCI3001	Thought and Action in Africa of the Diaspora	1	SOCI1002
SOCI3004	Tourism and Development	1	SOCI1001 (or PSYC1005/PSYC1006) & SOCI1002

SOCI3008	Industrial Sociology 1: Theory and Methods	1	SOCI1002
SOCI3011	Sociology Research Paper	2	SOCI2008, SOCI2007, SOCI2009, (Sociology Majors only)
SOCI3015	Introduction to the Evaluation of Social Programmes	2	SOCI1002, SOCI1001 (OR PSYC1005/PSYC1006) & SOCI1005
SOCI3018	Demography I: Population, Trends and Policies	1	SOCI2004
SOCI3021	Demography II: Demographic Techniques	2	SOCI3018
SOCI3022	Population, Environment and Development	2	SOCI2004 (Co-requisite)
SOCI3024	Population & Social Policy	Not offered	SOCI1001, SOCI1002, SOCI2004 & SOCI3018
SOCI3025	Caribbean Culture	1&2	None
SOCI3026	Sociology of Development	1 & 2	SOCI1002 & SOCI1003
SOCI3027	Gender and Development	1&2	Any 2 Social Sciences courses
SOCI3030	Globalization and Development	2	SOCI3026
SOCI3031	Sex, Gender & Society	2	SOCI1002
SOCI3032	Criminology I	1&2	SOCI1002 (or GOVT1000)
SOCI3034	Anthropological Theories	2	SOCI2011 & SOCI1006
SOCI3036	Criminology II: Police and Society	1	SOCI3032
SOCI3041	Introduction to Social Marketing	2	None
SOCI3042	Race, Ethnicity and National Identities in the Caribbean	2	None
SOCI3043	Introduction to Medical Anthropology	2	SOCI1002 or SOCI1006
SOCI3044	International Trade and Labour Standards	2	SOCI1002 AND/OR SOCI1003
SOCI3045	Capstone Research Course in Social Policy and Development	1&2	SOWK2004, SOCI3026 Social Policy Majors
SOCI3046	Theory and Practice of Restorative Justice I	1	SOCI3032
SOCI3047	Theory and Practice of Restorative Justice II	2	SOCI3046
<b>SOCIAL WORK</b>			
<b>Codes</b>	<b>Course Title</b>	<b>Sem.</b>	<b>Pre-requisites</b>
SOWK1001	Introduction to Social Work	1	None
SOWK1003	Theory and Practice of Social Work I	2	SOWK1001
SOWK1010	Social Work Practicum I	2	SOWK 1001 Social Work students

			only. Lecturer permission required.
SOWK2001	Law and the Human Services	1	None
SOWK2002	Theory and Practice of Social Work II	1	SOWK1001, SOWK1010 & SOWK1003
SOWK2003	Theory and Practice of Social Work III	2	SOWK2002
SOWK2004	Development of Social Policy	1&2	SOCI1002
SOWK2005	Organization and Administration of Social Services	2	SOWK 1001, SOWK 1003, SOWK 2004 or SOWK 2001, SOWK2004 or SOWK 2002, SOWK 2004
SOWK2006	Caribbean Social Issues	1&2	SOCI1002
SOWK2007	Disability Studies	1	SOCI1001 (or PSYC1005/PSYC1006)& SOCI1002
SOWK2008	Social Work Practicum II	2	SOWK1001, SOWK1010, SOWK2002, SOWK2003
SOWK2009	Social Work Practice Skills Lab	2	SOWK1001 & SOWK1010
SOWK2021	Human Behaviour in the Social Environment I	2	SOCI1002 & PSYC1000
SOWK2022	Human Behaviour in the Social Environment II		SOWK2022
SOWK2107	Health, Society and the Human Services	2	SOCI1002
SOWK3000	Social Work Research Paper	2	SOCI1001, SOWK 2004, SOCI2008
SOWK3009	Theory and Practice of Social Work: Community Organization	1	SOCI1001, SOCI1002, SOWK 2003
SOWK3010	Theory and Practice of Social Work: Applied Social Group Work	1	SOWK2002 & SOWK2003
SOWK3028	Social Work in Schools	2	Lecturers' Approval Required
SOWK3014	Administrative Process in Social Agencies	2	SOWK2005
SOWK3015	Drugs and Society	2	NONE
SOWK3017	Social Work Practicum III	1&2	SOWK2002, SOWK2003 & SOWK2008
SOWK3020	Social Planning and Project Design	1&2	SOCI 1002, (SOWK2004 or PSYC2000 or GEND2001)
SOWK3030	Theory and Practice of Social Work: Case Work	1	SOWK2002 & SOWK2003

## **CENTRE FOR HOTEL AND TOURISM MANAGEMENT NASSAU, THE BAHAMAS**

Message from Acting Programme Director



A warm welcome to the Faculty of Social Sciences, Centre for Hotel and Tourism Management (CHTM) in Nassau, The Bahamas! CHTM has been in existence since 1978 and currently provides two undergraduate degree programmes: BSc. Hotel Management (Special) and BSc. Tourism Management (Special). The present location of the Centre, within one of the World's prominent tourism destinations, provides students with an opportunity to obtain wide ranging exposure to industry practices and learning experiences. In addition, a gathering of students at CHTM from across the region, who choose to pursue studies in hotel and tourism management, gives this learning environment a real Caribbean focus.

As a student of The University of the West Indies (UWI) based in Nassau, you are supported by the wider UWI community. The management and staff at the Centre are engaging and fully support students to achieve their optimal potential so that they can take tourism and hospitality knowledge and practices to a higher level. Students are encouraged to stay focused on the goals they set themselves to achieve, and to participate in improving the University community here at CHTM.

The Bahamian environment is ideal to harness knowledge about tourism and as a result our students continue to excel as a CHTM teaching and learning environment fully prepares you for the tourism and hospitality industries. Practical knowledge is a very important component of teaching and learning activities at CHTM and therefore students are encouraged to obtain internship opportunities here in The Bahamas, across the wider Caribbean region and abroad. During your internship, students should make every effort to build good working relationships with prospective employers and develop their knowledge and skills.

The UWI CHTM wishes you all success with your studies.

**Michelle McLeod**



## **PROGRAMME INFORMATION AND GUIDELINES**

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 of admission requirements.

### **Transferring to The Bahamas**

On completion of all Level I courses, the student is expected to transfer to the 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 ECON1004, 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 automatically granted: MGMT2008, MKTG2001 (Formerly 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 the Admissions Section, Mona Campus.

### **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 focuses 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. FOUN1013: Critical Reading and Writing in the Social Sciences **or**  
FOUN1019: Critical Reading and Writing in the Disciplines
4. FOUN1101: Caribbean Civilization
5. FOUN1201: Science, Medicine and Technology in Society
6. ECON1003: Mathematics for Social Sciences I **or**  
ECON1004: Mathematics for Social Sciences II
7. ECON1005: Introduction to Statistics
8. HOSP1000: Introduction to Tourism and Hospitality
9. PSYC1002: Introduction to Industrial & Organizational Psychology
10. SOCI1001: Introduction to Social Research  
MGMT1424: Internship (Summer)

#### Level II (Minimum 30 credits)

11. HOTEL2012: Hotel Information Systems
12. HOTEL2016: Principles and Practices of Hospitality Marketing
13. HOTEL2101: Rooms Division
14. HOSP2610: Business Communication
15. HOTEL2110: Technical Aspects of Food and Beverage Management
16. HOSP2023: Hospitality Human Resources
17. HOSP2611: Organizational Behaviour
18. HOSP2021: Hospitality Management Accounting
19. HOTEL2011: Meat and Fish Management and Purchasing
20. Plus 1 Level II Elective  
MGMT2124: Internship (Summer)

#### Level III (Minimum 30 credits)

21. HOTEL3111: Hotel and Food Facilities Planning Design
22. HOTEL3113: Bar and Beverage Management and Control
23. TOUR3020: International Travel and Tourism
24. FINA3022: Financial Management
25. HOTEL3112: Physical Plant Management
26. TOUR3021: Caribbean Travel and Tourism
27. HOTEL3114: Menu Planning and Food and Beverage Cost Control
28. HOTEL3008: Hotel and Catering Law
- 29-30. Plus 2 Level III Electives  
MGMT3124: Internship (Summer)

## **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. FOUN1013: Critical Reading and Writing in the Social Sciences **or**  
FOUN1019: Critical Reading and Writing in the Disciplines
4. FOUN1101: Caribbean Civilization
5. FOUN1201: Science, Medicine and Technology in Society
6. ECON1003: Mathematics for Social Sciences **or**  
ECON1004: Mathematics for Social Sciences II
7. ECON1005: Introduction to Statistics
8. HOSP1000: Introduction to Tourism and Hospitality
9. PSYC1002: Introduction to Industrial & Organizational Psychology
10. SOCI1001: Introduction to Social Research **or**  
MGMT1424: Internship (Summer)

### **Level II (Minimum 30 credits)**

11. HOTL2012: Hotel Information Systems
12. HOTL2016: Principles and Practices of Hospitality Marketing
13. TOUR3020: International Travel and Tourism
14. HOTL2101: Rooms Division
15. HOSP2610: Business Communication
16. HOSP2611: Organizational Behaviour
17. HOSP2023: Hospitality Human Resources
18. TOUR3021: Caribbean Travel and Tourism
19. HOSP2021: Hospitality Management Accounting
20. Plus 1 Level II Elective  
MGMT2124: Internship (Summer)

### **Level III (Minimum 30 credits)**

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. HOTL3008: Hotel and Catering Law
- 29-30. Plus 2 Level III Electives  
MGMT3124: Internship (Summer)

***The following are recommended 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
- HOTL3503: French
- HOTL3502: Spanish
- HOTL3504: German

## WESTERN JAMAICA CAMPUS MONTEGO BAY

### Message from the Campus Director



Welcome to The University of the West Indies, Mona – Western Jamaica Campus (WJC) located in the city of Montego Bay, Jamaica.

Successful Universities all over the world are known for the significant ways in which they help to drive the development of cities and their people. We at WJC are committed to playing our part in the transformation of our society while maintaining the highest standards of teaching and learning and we are happy to have you at the centre of that mission.

As a UWI, Mona-WJC student you will therefore experience what it means to be empowered critical thinkers, break-out innovators, transformative leaders, and confident human beings ready to make your mark in a globally competitive world.

The academic programmes and courses are consistently true to the tradition of academic excellence for which the UWI Mona is celebrated internationally. Our social and cultural programmes are student-driven and undergirded by a strong ethos of community outreach and enterprise. And, our lecturers are among the very best educators, researchers, and leaders in their respective disciplines.

At WJC, when we say we keep it *RIEL* it is because we are serious about our core values: Respect, Integrity, Excellence and Love. So, welcome to the UWI Mona-WJC family and have a successful academic journey!

**Patrick W. Prendergast**

## PROGRAMME INFORMATION AND GUIDELINES

1. The **Western Jamaica Campus, Mona**, offers the following undergraduate degrees:
  - Accounting (Major and Minor)
  - Banking and Finance (Major)
  - Economics (Major)
  - Entrepreneurship (Major)
  - Finance (Major)
  - Human Resource Management (Major)
  - International Relations (Major and Minor)
  - Management Information Systems (Option)
  - Management Studies (Major and Minor)
  - Marketing (Major)
  - Operations Management (Major)
  - Political Leadership, Strategy and Management (Major and Minor)
  - Political Sciences (Minor)
  - Psychology (Major)
  - Tourism Management (Major)
2. Students must satisfy the programme requirements as set out in the Faculty Handbook for the year in which they were accepted to the programme.
3. 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.
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 [Units 1 & 2]** exemption from **ECON1000 and/or ECON1012**
  - **Statistical Analysis/Applied Mathematics Unit1** 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)** via the Student Administration System (SAS) webpage.

## PROGRAMME OF STUDY REQUIREMENTS

### ACCOUNTING (MAJOR)

#### Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1005: Introduction to Statistics
3. MGMT1002: Communication Skills for Managers
4. ACCT1003: Introduction to Cost and Management Accounting
5. ACCT1005: Introduction to Financial Accounting
6. FOUN1013: Critical Reading and Writing in the Social Sciences
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. MGMT2004: Computer Applications
12. ACCT2014: Financial Accounting I
13. ACCT2015: Financial Accounting II
14. ACCT2017: Management Accounting I
15. MGMT2023: Financial Management I
16. ACCT3043: Auditing I
17. MGMT3046: Company Law
18. MGMT3051: Taxation I
19. ACCT3064: Financial Statement Analysis
20. Plus 1 Level II/III Accounting Elective
- 21-30. Plus 10 Level II/III Free Electives

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

- ACCT3041: Advanced Financial Accounting
- ACCT3044: Auditing II
- ACCT3039: Management Accounting II
- MGMT3037: International Business Management
- MGMT3052: Taxation II

**NOTE:** \*Students pursuing an Accounting *Option* or *Major* or any level III accounting course should not read for ACCT2019–Financial Accounting for Managers.

\*\* Students who plan to pursue an accounting career are being advised to do all the electives listed for Accounting. Without these they will not meet international standards for first degree preparation for professional accountants.

## **BANKING AND FINANCE (MAJOR)**

### **Level I (Minimum 30 credits)**

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

### **Level II & Level III (Minimum 60 credits)**

11. ECON2000: Intermediate Microeconomics I
12. ECON2002: Intermediate Macroeconomics I
13. MGMT2004: Computer Applications
14. MGMT2068: Risk and Treasury Management
15. MGMT2023: Financial Management I
16. ECON3010: Finance and Development
17. ECON3011: Economics of Financial Institutions
18. ECON3073: Credit Analysis and Lending
19. MGMT3066: Business Ethics for Bankers
20. MGMT3067: Regulatory Framework of Banking & Finance
- 21-30 Plus 10 Levels II/III Electives

**NOTE:** ACCT2014 is a pre-requisite for ECON3073 therefore Banking and Finance students are encouraged to register for this course as a free elective.

Students pursuing a degree in Banking and Finance **MUST NOT** register for MGMT2020.

Students who wish to pursue a MSc. Economics degree are encouraged to do the following courses:

- ECON2016: Calculus for Social Sciences
- ECON3031: Probability & Distribution Theory



## ENTREPRENEURSHIP (MAJOR)

### Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1005: Introduction to Statistics
3. MGMT1002: Communication Skills for Managers
4. ACCT1003: Introduction to Cost and Management Accounting *or*  
ACCT1005: Introduction to Financial Accounting
5. FOUN1013: Critical Reading and Writing in the Social Sciences *or*  
FOUN1019: Critical Reading and Writing in the Disciplines
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. MKTG2001: Principles of Marketing
12. MGMT2224: Introduction to Entrepreneurship
13. MGMT2021: Business Law I
14. MGMT2023: Financial Management I
15. MGMT3090: Entrepreneurial Finance
16. MGMT3101: Strategic Planning for Entrepreneurship
17. MGMT3058: New Venture Management
18. MGMT3231: International Entrepreneurship
- 19-20. **Two (2) electives from the following 3:**
  - MGMT3102: Creativity and Innovation Management for Entrepreneurship
  - MGMT3089: Social Entrepreneurship for Sustainable Development
  - MKTG3002: Marketing Research
- 21-30. Plus 10 Level II/III Free Electives

## **FINANCE (MAJOR)**

### **Level I (Minimum 30 credits)**

1. ECON1000: Principles of Economics I
2. ECON1005: Introduction to Statistics
3. MGMT1002: Communication Skills for Managers
4. ACCT1003: Introduction to Cost and Management Accounting **or**  
ACCT1005: Introduction to Financial Accounting
5. FOUN1013: Critical Reading and Writing in the Social Sciences **or**  
FOUN1019: Critical Reading and Writing in the Disciplines
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. MGMT2068: Risk and Treasury Management
13. MGMT2012: Quantitative Methods
14. MGMT2021: Business Law I
15. MGMT2004: Computer Applications
16. ECON2002: Intermediate Macroeconomics I
17. ECON3103: International Finance
18. ECON3010: Finance and Development
19. MGMT3031: Business Strategy & Policy
20. MGMT3048: Financial Management II
- 21-30 Plus 10 Levels II/III Electives

## HUMAN RESOURCE MANAGEMENT (MAJOR)

### Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1005: Introduction to Statistics
3. MGMT1002: Communication Skills for Managers
4. ACCT1003: Introduction to Cost and Management Accounting **or**  
ACCT1005: Introduction to Financial Accounting
5. FOUN1013: Critical Reading and Writing in the Social Sciences **or**  
FOUN1019: Critical Reading and Writing in the Disciplines
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. MKTG2001: Principles of Marketing
13. MGMT2008: Organizational Behaviour
14. MGMT2026: 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 and Employment Law
  - MGMT3069: Quality Service Management
- 21-30. Plus 10 Level II/III Free Elective

## INTERNATIONAL RELATIONS (MAJOR)

### Level I (Minimum 30 credits)

3. GOVT1000: Introduction to Political Institutions and Analysis
4. GOVT1008: Introduction to International Relations
3. FOUN1013: Critical Reading and Writing in the Social Sciences **or**  
FOUN1019: Critical Reading and Writing in the Disciplines
4. FOUN1101: Caribbean Civilization
5. FOUN1201: Science, Medicine and Technology in Society
6. ECON1000: Principles of Economics I
7. ECON1005: Introduction to Statistics **or**  
SOCI1005: Introductory Statistics for the Behavioural Sciences
8. SOCI1001: Introduction to Social Research
- 9-10. Plus 2 Level I Foreign Languages \*

### Level II & Level III (Minimum 60 credits)

15. GOVT2007: Politics of the Caribbean
12. GOVT2044: Research Methods in Governance I
13. GOVT2054: Research Methods in Governance II
14. GOVT2046: International Relations: Theories and Approaches
15. GOVT2047: Principles of Public International Law
16. GOVT2048: International and Regional Organizations
17. GOVT2049: International Political Economy
18. GOVT3048: Contemporary International Relations of the Caribbean
19. GOVT3051: International Law & Development: Selected Issues **or**  
GOVT3056: Internship in International Relations\*\*
20. GOVT3052: Contemporary Issues of International Relations
21. GOVT3055: Theory and Practice of International Negotiations
- 22-30. Plus 9 Levels II/III Free Electives

### NOTE:

#### \*Foreign Language Requirement

Students are required to take Part I and Part II of the same language as determined by the Foreign Languages Department (see below guidelines). It is important to note that the basic component for any of the languages (e.g. FREN0001 or SPAN001, etc.) **does not** satisfy the Foreign Language requirement.

*Spanish:* **without CSEC** - SPAN0101 (Sem. I) & SPAN1000 (Sem. II)  
**with CSEC** - SPAN1000 (Sem. I) & SPAN1001 (Sem. II)  
**with CAPE** - SPAN1001 (Sem. I) & SPAN1002 (Sem. II)

*French:* **without CSEC** - FREN0101 (Sem. I) & FREN1000 (Sem. II)  
**with CSEC** - FREN1000 (Sem. I) & FREN1001 (Sem. II)  
**with CAPE** - FREN1001 (Sem. I) & FREN1002 (Sem. II) **OR** FREN1199 (a 6-credit course combining FREN1001 & FREN1002 offered in Summer School)

*Chinese:* CHIN1001 (Sem. I) & CHIN1002 (Sem. II)

*Japanese:* JAPA1001 (Sem. I) & JAPA1002 (Sem. II)

*Portuguese:* PORT0101 (Sem. I) & PORT0102 (Sem. II)

**\*\*International Relations Internship Programme (GOVT3056)**

- 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.

**MANAGEMENT INFORMATION SYSTEMS (OPTION)****Level I (Minimum 30 credits)**

1. ECON1000: Principles of Economics I
2. ECON1012: Principles of Economics II
3. ECON1003: Mathematics for Social Sciences I *or*  
ECON1004: Mathematics for Social Sciences II
4. ACCT1005: Financial Accounting
5. FOUN1013: Critical Reading and Writing in the Social Sciences *or*  
FOUN1019: Critical Reading and Writing in the Disciplines
6. FOUN1201: Science, Medicine and Technology in Society
7. FOUN1101: Caribbean Civilization
8. ECON1005: Introduction to 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: Quantitative Methods
13. MGMT2021: Business Law I
14. MGMT2115: Computing Methods
15. MGMT2125: Data Structures
16. MGMT2023: Financial Management 1
17. MKTG2001: 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
- 24-25. MGMT3114: Systems Construction and Implementation (6 credits Year Long)
26. MGMT3115: Information Technology Project Management
27. COMP2190: Net Centric Computing
28. INFO3170: User Interface Design for IT
29. MGMT3118: Electronic Commerce

## MANAGEMENT STUDIES (MAJOR)

### Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1005: Introduction to Statistics
3. MGMT1002: Communication Skills for Managers
4. ACCT1003: Introduction to Cost and Management Accounting *or*  
ACCT1005: Introduction to Financial Accounting
5. FOUN1013: Critical Reading and Writing in the Social Sciences *or*  
FOUN1019: Critical Reading and Writing in the Disciplines
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. MKTG2001: Principles of Marketing
12. MGMT2008: Organizational Behaviour
13. MGMT2012: Quantitative Methods
14. MGMT2021: Business Law I
15. MGMT2023: Financial Management I
16. MGMT2026: Production & Operations Management
17. MGMT3065: Management of Change
18. MGMT3031: Business Strategy & Policy
19. MGMT3037: International Business Management
20. ***One (1) elective from the following 3:***
  - MGMT2004: 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: Introduction to Statistics
3. MGMT1002: Communication Skills for Managers
4. ACCT1003: Introduction to Cost and Management Accounting *or*  
ACCT1005: Introduction to Financial Accounting
5. FOUN1013: Critical Reading and Writing in the Social Sciences *or*  
FOUN1019: Critical Reading and Writing in the Disciplines
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. MKTG2001: Principles of Marketing
12. MGMT2004: Computer Applications
13. MGMT2012: Quantitative Methods
14. MKTG3001: International Marketing Management
15. MKTG3002: Marketing Research
16. MKTG3003: Marketing Strategy
17. MKTG3070: Consumer Behaviour
18. MKTG3010: Integrated Marketing Communication
19. MGMT3012: Systems Analysis and Design<sup>17</sup>
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 II/III Free Electives

**NOTE:** Students pursuing a Marketing (Major) are encouraged to choose Psychology courses for their free electives.

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<sup>17</sup> Students at the Western Jamaica Campus may do MGMT3069 instead of MGMT3012.

## OPERATIONS MANAGEMENT (MAJOR)

### Level I (Minimum 30 credits)

1. ECON1000: Principles of Economics I
2. ECON1005: Introduction to Statistics
3. MGMT1002: Communication Skills for Managers
4. ACCT1003: Introduction to Cost and Management Accounting **or**  
ACCT1005: Introduction to Financial Accounting
5. FOUN1013: Critical Reading and Writing in the Social Sciences **or**  
FOUN1019: Critical Reading and Writing in the Disciplines
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. MKTG2001: Principles of Marketing
12. MGMT2004: Computer Applications
13. MGMT2008: Organizational Behaviour
14. MGMT2012: Quantitative Methods
15. MGMT2026: Production & Operations Management
16. MGMT3056: Project Management
17. MGMT3057: Productivity & Quality Management
18. MGMT3060: Operations, Planning and Control
- 19-20. **Two (2) from the following 5:**
  - ACCT2017: Management Accounting I
  - MGMT2023: Financial Management I
  - MGMT3012: Systems Analysis and Design
  - MGMT3031: Business Strategy & Policy
  - MGMT3065: Management of Change
- 21-31. 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 at Level II/III are advised to do the prerequisite mathematics courses offered by the Department of Economics as Level I Free Electives.



## 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. FOUN1013: Critical Reading and Writing in the Social Sciences **or** FOUN1019: Critical Reading and Writing in the Disciplines
4. FOUN1101: Caribbean Civilization
5. FOUN1201: Science, Medicine & Technology in Society
6. SOCI1002: Introduction to Sociology I
7. PSYC1001: Introduction to Cognitive and Physiological Psychology
8. PSYC1006: Research 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. PSYC3103: Applied Social Psychology **or** PSYC3001: Social Cognition
15. PSYC2019: Experimental and Applied Psychology
- 16-18. **Three (3) from the following 5:**
  - PSYC2002: Abnormal Psychology
  - PSYC2003: Physiological Psychology
  - PSYC2004: Personality Theory
  - PSYC2007: Psychometrics
  - PSYC2012: Developmental Psychology
- 19-21. Plus 3 Psychology Courses
- 22-30. Plus 9 Levels II/III Free Electives

## **POLITICAL LEADERSHIP, STRATEGY AND MANAGEMENT (MAJOR)**

### **Level I (Minimum 30 credits)**

1. GOVT1000: Introduction to Political Institutions and Analysis
2. GOVT1001: Introduction to Political Philosophy
3. GOVT1012: Introduction to Public Policy and Management
4. GOVT1013: Introduction to Leadership
5. FOUN1013: Critical Reading and Writing in the Social Sciences *or*  
FOUN1019: Critical Reading and Writing in the Disciplines
6. FOUN1101: Caribbean Civilization
7. FOUN1201: Science, Medicine and Technology in Society
8. ECON1000: Principles of Economics I
9. SOCI1005: Introductory Statistics for the Behavioural Sciences *or*  
ECON1005: Introduction to Statistics
10. SOCI1001: Introduction to Social Research

### **Level II & Level III (Minimum 60 credits)**

11. GOVT2260: Political Leadership
12. GOVT2044: Research Methods in Governance I
13. GOVT2054: Research Methods in Governance II
14. GOVT2267: Political Sociology of the Caribbean
15. GOVT2070: Political Management and Strategy
16. PSYC2017: Political Psychology
17. GOVT3180: Leadership Internship
18. GOVT3031: Ethics in Government
19. GOVT3202: Political Marketing and Communication
20. GOVT3179: Political Leadership in the Caribbean
- 21-30. Plus 10 Levels II/III Free Electives

## TOURISM MANAGEMENT (MAJOR)

### Level I (Minimum 30 credits)

1. TOUR1000: Introduction to Tourism and Hospitality Management
2. ECON1000: Principles of Economics I
3. ECON1005: Introduction to Statistics
4. MGMT1002: Communication Skills for Managers
5. ACCT1003: Introduction to Cost and Management Accounting **or**  
ACCT1005: Introduction to Financial Accounting
6. FOUN1013: Critical Reading and Writing in the Social Sciences **or**  
FOUN1019: Critical Reading and Writing in the Disciplines
7. FOUN1101: Caribbean Civilization
8. FOUN1201: Science, Medicine and Technology in Society
9. MGMT1424: Internship (8 weeks) \*
- 10-11. Plus 2 Level I Free Electives

**Level 1 note:** Students pursuing a Tourism Management (Major) must take an appropriate Level I foreign language course.<sup>18</sup>

### Level II & Level III (Minimum 60 credits)

12. HOTL3001: Event Management
13. MKTG2001: Principles of Marketing
14. TOUR2002: Transport & Travel
15. TOUR3000: Tourism Management
16. TOUR3001: Sustainable Tourism
17. TOUR3004: Destination Marketing
18. TOUR3005: Tourism Planning & Development
19. TOUR3010: Caribbean Tourism
20. MGMT2124: Internship (10 weeks – at the end of Level II)\*
21. Foreign Language course
22. **One (1) from the following 6:**
  - ACCT2019: Accounting for Managers
  - HOSP3106: Entertainment Management
  - MGMT2224: Introduction to Entrepreneurship
  - MGMT3017: Human Resource Management
  - TOUR3007: Destination Management
  - TOUR3009: Tourist Behaviour
- 23-32. Plus 10 Level II/III Free Electives
33. MGMT3124: Internship (10 weeks – at the end of Level III)\*

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

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<sup>18</sup> Students WITHOUT CSEC (CXC) Spanish or French **MUST** do SPAN0101: Beginners Spanish I **OR** FREN0101: Beginners French I. However, these courses **will not count for credit** as a Level I course in the Faculty of Social Sciences. Please attend the academic advising session for further guidelines.

## ACCOUNTING (MINOR)

### Level I

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

### Level II & Level III (Minimum 15 credits)

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

## ECONOMICS (MINOR)

### Level I

Students pursuing an Economics (Minor) must complete the Level I pre-requisites for the courses selected at Level II/III, namely:

- ECON1000: Principles of Economics I
- ECON1012: Principles of Economics II
- ECON1003: Mathematics for Social Sciences I
- ECON1004: Mathematics for Social Sciences II<sup>7</sup>

### 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 Elective

## 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

## MANAGEMENT STUDIES (MINOR)

### Level I

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

### Level II & Level III (Minimum 15 credits)

1. MGMT2008: Organizational Behaviour
2. MGMT3031: Business Strategy and Policy
- 3-5. Plus 3 Level II/III Departmental Free Electives

## POLITICAL LEADERSHIP, STRATEGY AND MANAGEMENT (MINOR)

### Level I

GOVT1012: Introduction to Public Policy and Management

GOVT1013: Introduction to Leadership

Plus other Level I pre-requisites for the courses selected at Levels II/III.

### Level II & Level III (Minimum 15 credits)

1. GOVT2070: Political Management and Strategy
2. GOVT2117: Political Behaviour
3. GOVT3118: Policy Analysis and Evaluation
4. GOVT3202: Political Marketing and Communication
5. GOVT3179: Political Leadership in the Caribbean

**COURSE OFFERING: WESTERN JAMAICA CAMPUS (WJC)\***

Codes	Course Title	Sem.	Pre-requisites
COMP2160	Object-Oriented Programming	2	MGMT2115 & MGMT2125
INFO3170	User Interface Design for IT	1	MIS (Option) students only
COMP2190	Net Centric Computing	1	MIS (Option) students only
MGMT1101	Information Technology Fundamentals	2	MIS (Option) students only
MGMT2006	Management Information Systems I	2	MIS (Option) students only
MGMT2115	Computing Methods	1	MIS (Option) students only
MGMT2125	Data Structures	1	MIS (Option) students only
MGMT3013	Database Design and Business Application	1	COMP2160 & MGMT2115
MGMT3114	Systems Construction and Implementation	1&2	COMP2160
MGMT3115	Information Technology Project Management	1	MIS (Option) students only
MGMT3118	Electronic Commerce	2	MIS (Option) students only

**\*NOTE:** Only courses offered at the Western Jamaica Campus are listed above. For all other courses, please follow the Mona Campus listing.

# **PART V**

## **Programme Requirements**

- ❖ 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
- ACCT2019 with ACCT2014
- ECON1001 with ECON1000 or ECON1012
- ECON1002 with ECON1000 or ECON1012
- ECON1003 with MATH0100 & MATH0110
- ECON1005 with SOCI1005 or STAT1001
- ECON1004 with MATH1142
- ECON1000 with ECON1001 or ECON1002
- ECON1012 with ECON1001 or ECON1002
- ECON2000 with MGMT2020
- ECON2007 with ECON2008 or STAT2001 or STAT3001
- ECON2008 with STAT2001 or SOCI2008
- ECON2009 with STAT3001
- ECON2010 with SOCI2009
- ECON2014 with SOCI2007
- ECON2016 with MATH2431
- ECON2015 with MATH2410
- ECON2020 with ECON2021
- ECON3003 with MATH3414
- ECON3031 with MATH2404
- ECON3032 with STAT2001
- ECON3037 with MATH2430
- ECON3049 with STAT3001
- GOVT3051 with GOVT3056
- MGMT2004 with HOTL2016
- MGMT2008 with MGMT2008 (HM222)
- MGMT2029 with HM220 or LANG3101 or MGMT1002
- MKTG2001 with EDCE2025
- MGMT3017 with HOSP2023
- MGMT3016 with MGMT3058
- PSYC1003 with PSYC1006
- PSYC2000 with PSYC2020
- PSYC2021 with PSYC2005
- PSYC3001 with PSYC3029
- PSYC3028 with PSYC3000
- PSYC2019 with PSYC3000
- SOCI1001 with EDRS2007
- See additional list of anti-requisites on pages 229-231



## **COURSE DESCRIPTIONS**

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

### **ACCT1003: INTRODUCTION TO COST & MANAGEMENT ACCOUNTING**

This course sensitizes students to cost and management accounting theory and practice. With emphasis on the concepts and procedures of product costing and strategies that help the manager to perform the functions of planning and decision-making. It makes use of simple mathematical concepts taught at the primary and secondary levels. These include 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:

- i. To acquaint students with the main principles and concepts underlying the recording and reporting of financial data
- ii. To introduce the procedures and techniques involved in the recording and reporting of financial data
- iii. To explain the procedures and techniques involved in the analysis of the financial accounts of a business entity.

### **ACCT2014: FINANCIAL ACCOUNTING I**

This course involves the study of accounting theory and practice from the perspective of both preparers and users. It develops the student's technical and problem-solving ability which are required in the accounting process and the preparation and analysis of financial statements. Emphases are on the basics of accounting and on accounting for most assets.

Objectives:

- i. To enable students to comprehend and evaluate the conceptual framework which underlies accounting methods and reports
- ii. To provide students with the knowledge of accounting practice
- iii. 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 which are required in the accounting process and the preparation and analysis of financial statements. Emphases are on accounting for equity and other dimensions of accounting and financial reporting including emerging issues and future directions.

Objectives:

- i. To further enhance the student's ability to comprehend and evaluate the conceptual framework which underlies accounting methods and reports

- ii. To provide students with a more complete understanding and knowledge of current accounting practice
- iii. To discuss current issues and future directions related to the disclosure of financial accounting information for reporting purposes.

### **ACCT2017: MANAGEMENT ACCOUNTING I**

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
- (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;
- Absorption and direct costing;
- Actual, normal and standard costing;
- Job order costing for manufacturing and services;
- Process costing;
- Accounting for spoilage and rework;
- Joint and by-product costing;
- Cost allocation; 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 the users and the preparers. The course develops student's technical and problem-solving abilities with regards to the accounting process and the preparation and analysis of financial statements.

### **ACCT3039: MANAGEMENT ACCOUNTING II**

Cost management concepts, models and strategies. This is the second of a two-semester programme in management accounting. This course seeks to provide further analysis of the critical role of management accounting concepts, models and information systems in the development and implementation of competitive strategy. The course will examine:

- i. costing models for pricing,
- ii. managerial costing systems, including budgeting and performance measurement
- iii. 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

- 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 Management and Budgeting
- Responsibility Accounting, Performance Measurement and Reporting Systems, including Productivity Measurement
- Transfer Pricing.

#### **ACCT3041: ADVANCED FINANCIAL ACCOUNTING**

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

#### **ACCT3043: AUDITING I**

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

#### **ACCT3044: AUDITING II**

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

#### **ACCT3064: FINANCIAL STATEMENT ANALYSIS**

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

#### **COMP2160: OBJECT ORIENTED PROGRAMMING *(WJC only)***

This course provides an introduction to structured programming using the object-oriented (OO) method, with an emphasis on the development of correct, efficient programs that are easy to maintain. Students are exposed to the principles of computer programming through the study of problem analysis, program design, coding, documentation, testing and debugging using an OO programming language (which may change from time to time depending on demand and currency).

#### **COMP3150: COMPUTER NETWORKING & COMMUNICATIONS *(WJC only)***

This course introduces students to the fundamentals of both legacy and modern high-speed networks used in business communications. The focus is on the use of, and key issues surrounding the management of communications networks in business organizations. Emphasis is placed on the effect and design of interactions between data communications and software applications. Students will be exposed to network hardware and software, client-server networks and distributed

computing, including distributed computing, and principles of network monitoring and management.

### **COMP3170: USER INTERFACE DESIGN (Western Jamaica Campus *(WJC Only)*)**

This course will focus on the design of effective human-computer interfaces as a means of shielding users from technical complexity in information systems and enhancing the usability of IS products. Students will be taught how to design computer-based information systems and websites more from the user's perspective with a greater focus on the user's experience, intuitive interaction, and ease-of-use.

### **ECON1000: PRINCIPLES OF ECONOMICS I**

The objective of the course is to introduce both economics majors and non-majors to the basic tools and concepts of economics. Students will be exposed to the core economic principles – the basic ideas that underlie how economists interpret the world. The course will also introduce the toolkit of methods used by economists. Thus, the course covers how markets work (and when they don't work) and how consumers and producers make decisions. Finally, the course applies these tools and concepts to explain economic 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.

### **ECON1003: MATHEMATICS FOR SOCIAL SCIENCES I**

The course is designed to review students' knowledge of elementary mathematics and to expose them to some of the mathematical concepts and techniques that are required to study mathematical models in economics and 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

#### **ECON1004: MATHEMATICS FOR SOCIAL SCIENCES II**

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

#### **ECON1005: INTRODUCTION TO STATISTICS**

This course is designed to teach students various concepts in descriptive and inferential statistics. It is also designed to give students an introduction to research methods.

Outline: Describing a data set (graphical methods, measures of central tendency, measures of variability, measures of shape); probability and probability distributions (sample space, probability of events, events composition, conditionality and independence, random variables, expectation for discrete random variables, binomial distribution, normal distribution), sampling distributions (central limit theorem), large-sample estimation (confidence intervals, choosing a sample size); large-sample tests of hypotheses.

#### **ECON1012: PRINCIPLES OF ECONOMICS II**

The objective of this course is to take students who have had only an intuitive and descriptive introduction to basic economic concepts and acquaint them with the use of formal economic models at an elementary level. The students will be introduced to simplified models for microeconomics and macroeconomics. Under the heading of, —“microeconomics”, theories of consumer and firm behavior are introduced along with an explanation of the various types of market structures. For “macroeconomics”, the course presents theories of long run economic growth and short run economic fluctuations.

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:

- i. 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.
- ii. 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 Macro-economy.

#### **ECON2000: INTERMEDIATE MICROECONOMICS I**

Objective: This course presents the neoclassical theory of markets under the assumption of perfect competition. It bases the analysis of the forces of demand and supply on the theory of the utility maximizing consumer and the theory of the

profit-maximizing firm respectively. The emphasis is on partial equilibrium analysis with some exposure to the method of general equilibrium analysis.

Outline: Theory of the Consumer (Budget Constraint, Preferences, Choices, Demand, Revealed Preference, Slutsky Equation, Endowment Effects, Inter-temporal Choice, Uncertainty, Risky Assets, Consumer's Surplus, Market Equilibrium, Market Demand and Elasticity, Equilibrium and Taxes).

### **ECON2001: INTERMEDIATE MICROECONOMICS II**

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

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

### **ECON2002: INTERMEDIATE MACROECONOMICS I**

The purpose of this course is to present the student with a theoretical framework within which to understand the issue of fluctuations in an economy. The framework is quite general, and does not itself focus on any particular economy. However, by the end of the course, you should be able to use this theoretical framework to understand the economic issues currently relevant to Caribbean economies, such as:

- 1) Why did the inflation rate in Jamaica fall so dramatically over the last five years?
  - 2) Why are interest rates lower in the OECD (Organization of Eastern Caribbean States) countries than they are in Jamaica and Trinidad?
  - 3) How has Barbados managed to maintain exchange rate stability for 20 years?
- Equally important, by the end of the course you should have become familiar with some of the methodologies of macroeconomic analysis, which has broader applications outside of the issues to which we apply them. This course does not take off immediately from where *Introduction to Macroeconomics*, your first year course, ended.

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**

In this course we examine in greater detail some of the topics introduced and employed in the earlier Macroeconomic courses and the theoretical foundations of some of these relationships, looking at each element of the broader model in greater detail.

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

### **ECON2005: SOCIAL AND ECONOMIC ACCOUNTING**

Outline: The use of statistical analysis in Economics; Examples from economics are used for implementing statistical tools such as: Sampling Techniques, Regression,

Index Numbers, Time Series, Forecasting, Input-Output, National Income Accounting and other Economic Statistics.

#### **ECON2008: STATISTICAL METHODS I**

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

#### **ECON2009: STATISTICAL METHODS II**

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

#### **ECON2010: STATISTICAL COMPUTING**

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

#### **ECON2014: SAMPLING METHODS FOR BUSINESS AND SOCIAL SCIENCES**

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

#### **ECON2015: MATRIX ALGEBRA FOR BUSINESS AND SOCIAL SCIENCES**

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

#### **ECON2016: CALCULUS FOR SOCIAL SCIENCES**

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

#### **ECON2020: THE CARIBBEAN ECONOMY**

This course seeks to introduce the student to the unique characteristics of the Caribbean economy, highlighting the challenges faced and the opportunities that

beckon. A brief history of Caribbean economies will precede an examination of the structure and performance of said economies, with focus placed on crucial domestic and international issues. The course will also highlight numerous impacts of globalization on the small economies of the Caribbean, and will examine the challenges and possibilities associated with economic integration in the region.

### **ECON2023: INTERNATIONAL ECONOMIC RELATIONS I**

The objective of this course is to introduce students to International Economic Relations. Special consideration is given to the position of developing countries in the International Economic System.

The main topics covered include: the characteristics of underdevelopment, trade and development, economic integration, globalization and international economic institutions.

### **ECON2024: INTERNATIONAL ECONOMIC RELATIONS II**

This course covers a range of topics relevant to the Caribbean region. These topics include:

- i. Evolution of International Economic Relations from Mercantilism to the present
- ii. International Monetary Arrangements
- iii. International Trade and Policy.

### **ECON2025: ECONOMICS OF SPORTS**

This course is a necessary complement to the Sport Minor/Major as being contemplated by the Faculty of Social Sciences and supported by the other Faculties involved. It not only provides students pursuing a Major/Minor in Sport with an introduction to the Economic bases and concepts that have been used in the literature, it also exposes them to how these concepts have been implemented and applied to analyze issues in sport. The course continues to challenge students doing the Major/Minor in Sport to question the traditional constructs surrounding sport in the context of applications and assessments from an economic perspective. At the end of the course, students will be equipped with a variety of insights that will assist them in the development of sports entrepreneurship that take cognizance of the economic issues at play within the wide arena of sport.

### **ECON3003: GAME THEORY**

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

### **ECON3005: MONETARY THEORY AND POLICY**

This course is designed to cover basic materials in modern Monetary Theory:

- i. the Demand for and Supply of Money and Credit
- ii. Interest Rate Theory, Inflation and Rational Expectations.



The ways in which Monetary Policy is conducted and its effect on economic activities and the price level will also be discussed in the context of developing countries.

### **ECON3006: INTERNATIONAL TRADE**

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

### **ECON3103: INTERNATIONAL FINANCE**

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

### **ECON3008: THE HISTORY OF ECONOMIC THOUGHT**

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

### **ECON3010: FINANCE AND DEVELOPMENT**

This course examines the relationship between finance and economic development. It focuses on critical issues such as:

- i. The role of the financial sector in fostering economic growth and alleviating poverty;
- ii. Government policies for the financial sector and their impact on development;
- iii. The impact of financial sector crises on economic development.

Other local and international sources of finance and their impact on development will also be examined. A key feature of this course will be a number of guest lectures by industry experts.

### **ECON3011: ECONOMICS OF FINANCIAL INSTITUTIONS**

The course examines:

- i. The nature and role of financial institutions in an economy
- ii. The economic and financial environment in which Financial Institutions operate
- iii. Commercial Banks (performance analysis, structure and regulation)

- iv. Selected areas in the management of Commercial Banks and non-bank Financial Intermediaries (liquidity measurement, lending policies, investment policies, capital management, and asset and liquidity)
- v. Non-bank financial intermediaries (credit unions, building societies, money market funds, life and non-life insurance companies, pension funds, finance companies and investment companies).

Outline: The relationship between the financial sector and economic growth; The role of credit unions; The role of development banks; The role of microfinance; Financial Repression; Financial Liberalization; Financial Regulation and Supervision; Causes and Consequences of, and Responses to Financial Crises; Government Taxation and Borrowing; Private Portfolio Investment.

### **ECON3016: PUBLIC FINANCE I**

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

### **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).

### **ECON3034: ENVIRONMENTAL ECONOMICS**

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

### **ECON3037: OPERATIONS RESEARCH**

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

### **ECON3040: NON-PARAMETRIC STATISTICS FOR BUSINESS AND SOCIAL SCIENCES**

Outline: Non-parametric Estimation and Tests of Hypothesis (the Binomial Test and Estimation of  $p$ , Order Statistics, the Quantile Test and Estimation of  $x_p$ , the Sign Test, Variations of the Sign Test); Contingency Tables -  $r \times c$  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**

This is an introductory course, in the context of the simple two-variable model the classical linear regression model (CLRM) is thoroughly examined. Ordinary least squares estimators and the Gauss-Markov theorem in regression is presented. Tests of hypotheses, confidence intervals are covered. Problems that arise when the assumptions of the CLRM are relaxed are examined. The Basic Linear Regression Model Assumptions, Ordinary Least Squares, Properties of least Squares Estimators. Estimation of Economic Models, Testing of Economic Hypothesis Using Various Test Statistics; Multiple Co linearity, Seasonality, Dummy Variables, Auto Correlation and Specification Errors, Applicators of Econometric Methods to Caribbean examples.

### **ECON3050: APPLIED ECONOMETRICS**

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

### **ECON3051: DEVELOPMENT ECONOMICS**

This course introduces the field of economic development. It examines a number of definitions and measures of development and highlights the structural diversity and

common characteristics of less developed countries (LDCs). The theories of development are reviewed, and numerous multi-disciplinary perspectives on development are highlighted.

The course topics include: Development economics and the Concept of Development; Classification of Developing Countries using Statistical indices; Caribbean Development Overview; Multi-Disciplinary Perspectives on Development (Culture and Development, The Politics of Development, Gender and Development, The Environment and Development); Theories of Development and Underdevelopment (Limiting Factor Theories, Stages of Growth Theories, Structural Change Models, External/International/Dependence Explanations of Underdevelopment, The Neo-Classical Counter-Revolutionary Models).

### **ECON3069: PUBLIC POLICY**

This course will provide the student with an understanding of the processes, design and implementation of public economic policy with emphasis on the Caribbean economic environment. It proceeds from a review of the nature of public economic policy and its underpinnings in economic theory, through the role of market and governmental failure, and conceptual issues in the formation and implementation of public policy, to the examination of specific areas of policy design and implementation.

The purpose of this course is to give students a critical appreciation of the economic policy design and implementation process. The standard economic theory course rigorously develops theory and concepts of economic relationships as its central focus, then adding policy implications of the theory. With the focus on theory, there is often insufficient time to look at the process of policy design and implementation and to critically evaluate the actual policy process, including the explicit and implicit theoretical and/or ideological underpinnings. 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).

### **ECON3072: FINANCIAL MARKETS**

This course examines the functioning of financial markets and provides students with the tools to make comprehensive analyses, in order to determine the link between financial markets and economic development. As such it covers the most important core topics in the finance literature, including the valuation of bonds, equity and derivatives as well as the measurement of risk. On the financing side of the financial market, capital budgeting and financing costs evaluation methods are assessed. The underlying modern capital market theory is reviewed along with Fisher's separability theorem and the Modigliani-Miller theorem.

### **ECON3073: CREDIT ANALYSIS AND LENDING**

This course is designed to provide students with a basic, but solid, understanding of the theoretical and practical issues associated with credit analysis and lending. Course topics include lending theory, credit risk management, analysis of various lending products, management of loan portfolios and problem loans.

The 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.

### **FOUN1301: LAW, GOVERNANCE, ECONOMY AND SOCIETY IN THE CARIBBEAN**

This is a multi-disciplinary course of the Faculty of Social Sciences, designed mainly for non-Social Sciences students. This course will introduce students to some of the major institutions in Caribbean society with exposure to both the historical and contemporary aspects of Caribbean society, including Caribbean legal, political and economic systems. In addition, Caribbean culture and Caribbean social problems are discussed.

### **GOVT0100: STATISTICS AND MATHEMATICS FOR POLICY MAKING**

*(This course carries no credit)*

Mathematics and Statistics are critical tools used for public decision-making, policy management as well as understanding, explaining, and predicting politics. This course is intended for anyone who needs to make sense of political data and/or use mathematics and statistics for policy making. More specifically this course is for those students who are reading for a B.Sc. in Political Leadership and Management, Political Science, Public Policy and Management, Political Science and or International Relations in the Department of Government. Coverage includes:

- Numbers, algebra and sets
- Probability theory and scientific epistemology
- Concept development and measurement
- Project workflow and data management
- Descriptive, associational, and causal inference
- Estimation and statistical significance
- Analyzing official statistics and polling data.

The course assumes no prior training in statistics or mathematics.

### **GOVT1000: INTRODUCTION TO POLITICAL INSTITUTIONS AND 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 18<sup>th</sup> and early 19<sup>th</sup> 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 debate 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.

### **GOVT1008: INTRODUCTION TO INTERNATIONAL RELATIONS**

This course offers a kaleidoscopic overview of the subject matter of International Relations - ideas and concepts, actors and policies and issues and trends. It incorporates the study of history, theory and current events in order to afford students basic knowledge about the world of states and the state of the world.

### **GOVT1012: INTRODUCTION TO PUBLIC POLICY AND MANAGEMENT**

The purpose of this course is to acquaint students with the basic concepts, structure, issues and themes of public administration, public management and public policy as academic disciplines and as practice. We will examine the context of public policy and management: the political system, the role of government in a Westminster democratic society, bureaucratic politics and power, and the various theories of administration that guide public managers today. The course will also expose students to several components of public policy and management including personnel, budgeting, decision-making, leadership, policy development and policy implementation. Finally, we conclude the course with observations about the future of public and policy management.

### **GOVT1013: INTRODUCTION TO LEADERSHIP**

Leadership is a core function in all areas of modern society. Without leadership, groups and organizations would not function as they ought to. Political leadership is very important because the government that leads is elected by the people who expects and demands exemplary and effective leadership. This course takes the students through the personal characteristics of the leader, leadership style, the tasks and relationships of the leaders, how the leader develops his or her skills, the leaders vision, creating the tone of leadership, listening to others, dealing with disagreements and conflicts, dealing with constraints and the values that inform leadership

### **GOVT2001: PHILOSOPHICAL FOUNDATIONS OF SLAVERY AND ANTI-SLAVERY RESISTANCE**

This course looks at the genesis, evolution and character of the philosophy of slave society and anti-slavery resistance. It examines the ancestral predisposition, continuities and structure of plantation culture and anti-slavery culture as well as the views engendered by Black resistance, White abolition and pro-slavery thought. This course is intended to demonstrate, among other things, that the Caribbean has its own dynamic philosophical space; and that anti-slavery struggles were rooted in a philosophy and ideology constructed and articulated by Africans enslaved in the Americas.

### **GOVT2003: THEORIES OF THE STATE**

This course examines the contemporary debate on the nature of the state, focusing on the ideas of some of the most important philosophers. The main thinkers and

issues may include Rawls, Dworkin, Gewirth, and the question of social injustice; Hayek, Nozick and the libertarian perspective; Marx and the limits of liberal democracy; and Lyotard, Foucault Habermas and the post-modern perspective.

#### **GOVT2004: SPORTS, POLITICS AND SOCIETY**

This course exposes students to the sphere of sports as a legitimate area for social science research and analysis. The course reviews approaches to the study of sports; traces the development and spread of sports in the Anglophone Caribbean, and identifies the links between sports and ideological, socio-economic and political developments in the region. The course looks at the potential roles of cricket, track and field, football and netball in national development.

#### **GOVT2005: CARIBBEAN POLITICAL THOUGHT**

This course focuses on the diverse currents of Caribbean Thought, which have influenced the development of Caribbean societies from colonialism to independence. Taking up from Gordon Lewis' *Main Currents in Caribbean Thought*, the course examines the central ideological currents of Twentieth Century political thought in the region and covers Nationalism, Pan-Africanism, Marxism, Feminism, Democratic Socialism and Neo-conservatism. Some of the thinkers considered are Marcus Garvey, George Padmore, C.L.R. James, Franz Fanon, Walter Rodney, Fidel Castro, Michael Manley and Bob Marley. Other themes will be drawn from a selection of contemporary newspaper columnists, talk-show hosts and the ideas behind the major international agencies and institutions, which have shaped post-independence policies. The selection of thinkers and social movements to be examined will vary with each semester.

#### **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 corrective measures.

**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.

**GOVT2011: CRIMINAL JUSTICE SYSTEM**

This course is about the institutional arrangements devised by societies to respond to crime. It provides an overview of the criminal justice system- and while not being explicitly comparative, locates the Caribbean in the wider international context offering some comparisons and contrasts with both the developed and some developing countries. It involves a survey of the politics, courts and corrections. This is done against the backdrop of the problems of definition and measurement of crime. General issues of consideration include- how and why the system developed in the region as it did; how theories relate to policies and how the existing system may be reformed and/or transformed. Considerable attention will be devoted to the relevance of the ideas discussed to contemporary Caribbean societies.

**GOVT2012: POPULAR JAMAICAN MUSIC 1962–1982: ROOTS LYRICS AS SOCIO-POLITICAL PHILOSOPHICAL TEXT**

This course explores the folk and popular music as socio-political, cultural and philosophical instruments and expressions in the making of the African Diaspora in the Americas. Within this historical context, the course examines, through popular Jamaican music (Ska, Rock Steady and Reggae) ideas of grass root Jamaicans about freedom, justice, human rights, power, the nature of the state, social and political behaviour since independence. It seeks to ascertain/measure the intellectual/ideological contributions of grass root Jamaicans to the making/definition of freedom, justice, human rights etc. in the development of the Jamaican polity, as well as to establish that grass root Jamaicans are part of the tradition of subjected peoples the world over who have contributed to the making of freedom as one of the most important values.

**GOVT2017: ISSUES IN CONTEMPORARY AFRICAN POLITICS**

This course will focus on issues of current relevance in African politics. These will include issues such as: ethnicity and regionalism, economic performance and structural adjustment, the end of Apartheid and the future of Africa.

**GOVT2036: PUBLIC FINANCIAL MANAGEMENT**

The course examines:

- i. The legal and administrative framework guiding public financial management
- ii. The structure, planning, and execution of activities in relation to government revenues and expenditures
- iii. Implications of medium and long term financial planning for development.

It highlights the relations among fiscal and monetary policies, debt management and administrative decision-making. While students are exposed to public financial management in Jamaica they are directed to appreciate the issues pertaining to this subject in other territories in the Caribbean as well as in a global setting.



### **GOVT2037: PUBLIC MANAGEMENT ANALYSIS**

The purpose of this course is to introduce students to public management issues and problems from both an institutional and an organizational perspective and for them to develop the habit of thinking systematically about problem-solving by way of design, development and assessment of appropriate policies, strategies and tools.

### **GOVT2038: PUBLIC AND POLICY MANAGEMENT DISCOURSES**

This course exposes students systematically to the complex and evolving nature of the field and practice of public/policy management and for them to develop an appreciation for the value of the 'debate element' to public decision-making. It responds to the objective of providing students with an overarching view of critical issues and themes that populate the policy/public management discourse/agenda at any given juncture. Thus, its modular design although sets the broad parameters for content, permits flexibility in the issues/themes that are omitted or included at intervals. Its status as a level two course makes it an imperative that a lock-step approach is applied in its design. As a consequence this course builds on the content and skills-base of level 1 study in the subdiscipline and prepares students for level 3. It employs the core pillars of teaching and learning, *viz., reading, writing and speaking* to build skills and competences in: research and analysis; critical reasoning, thinking and writing; and argumentation. Throughout this course the 'contested' nature of theory and praxis is emphasized.

### **GOVT2044: RESEARCH METHODS IN GOVERNANCE I**

This course is the first of two courses which introduces students to research methods in governance. The course builds on the elementary knowledge of social research, political science and statistics provided in the first year of the degree programme. It is designed to provide students with a grounding in theories, methodologies, methods and the processes of empirical political science research. Students will be able to engage in discussions regarding how and why political science research is conducted. They will learn to test as well as develop political theories. The course will give students key knowledge and analytical skills to plan a political science research proposal as well as the capacity to evaluate the research done by others. Emphasis will also be placed on developing a basic understanding of the philosophy and the logic underlying social-scientific inquiry, and appropriate research strategies, both quantitative and qualitative. Students will develop a research proposal which outlines the background for the study, the research question(s) and hypotheses, the literature review, a comprehensive research design as well as the delimitation and limitations of the study. Topics to be covered include the theoretical paradigms underlying political/policy research, conceptualisation and operationalisation, measurement theory, common data-collection strategies, training in use of computers and SPSS, and the completion of a full research proposal.

### **GOVT2046: INTERNATIONAL RELATIONS: THEORIES AND APPROACHES**

This course covers a sample of the old, the new and the different in the theoretical discourse of the discipline of International Relations. It takes as its starting point the view that theory helps us to understand the world and to understand why we, as individuals think the way we do. Thus students are encouraged to critically assess not just other people's ideas about International Relations but their own as well.

**GOVT2047: PRINCIPLES OF PUBLIC INTERNATIONAL LAW**

This course provides an introduction to Public International Law and considers the contribution made by Public International Law to the preservation of friendly relations between the states. Emphasis is placed on the more practical aspects of the law, with focus on topics which those who enter the professional sphere of foreign affairs are expected to encounter on a regular basis. Such topics include jurisdiction and immunities, state responsibility and recognition. Some attempt is made to cover the role of law in wider international political issues such as terrorism and regional conflict.

**GOVT2048: INTERNATIONAL AND REGIONAL ORGANIZATIONS**

This course provides an introduction to International Organizations, emphasizing co-operative activities involving governments. It concentrates on critically examining the theories, origin, structures and current status of international and regional organizations in the study of world politics.

**GOVT2049: INTERNATIONAL POLITICAL ECONOMY**

This course is based on the premise that the study of International Relations must take into account the inter-relationship between the economic and the political. It introduces students to political economic perspectives and applies this analytic approach to the study of such issues as the liberal international economic order and distributive justice, and the international financial system and policy co-ordination.

**GOVT2050: CONSTITUTIONAL AND ADMINISTRATIVE LAW FOR PUBLIC SECTOR MANAGERS**

This is an introductory course on the intersection of public service with law. Civil servants, the role of law and the courts along with the Jamaican constitution are considered inter-related topics. Course design is such that Public Policy and Management students learn about the legal system (both in Jamaica and in a comparative sense) while also providing insight to the particular concerns, contradictions and outcomes of public service life. The relationship between civil servant and lawyer is often adversarial. This is unfortunate given their complementary tasks to ensure that government runs effectively, economically, efficiently and equitably toward the service of its citizens. The rule of law and the relationships of courts and judges to administrative life are integral to public service.

**GOVT2054: RESEARCH METHODS IN GOVERNANCE II**

This course is the second of two courses which focuses on the application of research methods in governance. The course specifically focuses on data collection techniques as well as analyzing qualitative, quantitative and mixed-methods data for governance. It is designed for students who will be working with local and international political stakeholders as well as those doing public policy related work. Students will learn how to collect and analyze different forms of data through the use of various methods, tools and techniques. This course cultivates students' analytical abilities and develops their statistical reasoning while offering students an introduction to the key empirical methods required for collecting, and analyzing data used to undertake project, programmes, or initiatives in governance. In an effort to demonstrate the data collection methods and data analysis processes as well as linking these methods and processes to ongoing governance related debates, students will conduct hands-on research data analysis procedures geared towards

giving them a better understanding of doing governance related research. They will be able to appreciate and understand the pivotal role of descriptive and inferential statistics as well as qualitative data and associated analytical tools. The topic that will be covered include:

- 1) Quantitative Data Analysis - univariate, bivariate and multivariate analysis
- 2) Qualitative Data Analysis - case study analysis, qualitative descriptive analysis, content analysis, and policy evaluation analysis as well as
- 3) Mixed Methods Data Analysis

### **GOVT2070: POLITICAL MANAGEMENT AND STRATEGY**

Political strategists, expert consulting and media firms, managerial and organizational systems, management and voter mobilization techniques, fundraising and new technological tools are just some of the tools, actors and techniques that are currently being used to enhance the political process, gain leverage in political practice and in the execution of government activities by political leaders and political parties. In this course students will learn about the tools, actors, techniques and processes of political management and strategy. Students will engage in discussions regarding approaches that political actors are using to gain a competitive advantage in the political process. They will also learn how to utilize these tools and techniques. The course is designed to give students key knowledge and analytical skills relevant in political consulting, political campaigning, resource management, political management, advocacy and lobbying, the use of social media, political fundraising and other aspects of political management and strategy.

### **GOVT2110: DELINQUENCY AND JUVENILE JUSTICE**

This course surveys the role of youths as both offenders and victims. It examines the local, regional and international discourse related to children and youth; and delinquency and justice. It evaluates patterns and practices of law enforcement, the criminal court and corrections relative to youths as offenders and victims.

### **GOVT2177: POLITICAL BEHAVIOUR**

With the decoding of the human genome and the growing research on biology and political behavior, this course deals with how interaction of genes, physiology, neurology and the political environment influences political attitudes, political participation, and ideology. The interaction also influences political trust, vote choice, party identification, political sophistication, party identification, views of the out-group and political violence and so on. Therefore, this course surveys the range of political behaviors that are driven by the biology-environment interaction

### **GOVT2267: POLITICAL SOCIOLOGY OF THE CARIBBEAN**

The course examines seminal social and political theories which speak to the relationship among the development of the state, capitalism, globalisation, and liberalism. The impact that social cleavages such as class, religion, race and gender have on parties, elections and other political institutions will be explored. We will also examine the strength and political impact of both labour movements and other important social movements which have been key centres of change in the Caribbean setting. The impact of colonialism will also be a key consideration.

### **GOVT2268: GENDER, GOVERNANCE AND LEADERSHIP**

History has shown that Caribbean women were never satisfied with being on the peripheries of the political arena, and over the years, they have engaged in activism and adopted different kinds of strategies in order to gain entry to the structures of governance. Despite the expansion of scholarship over the years, very little is known about the challenges they face in the attempt to enter into representational politics since they still occupy a statistical minority in the parliaments of the majority of countries across the world. In the Anglophone Caribbean, only four countries so far, have had female Prime Ministers. Still, there is limited knowledge concerning the extent to which female presence within the structures of governance will impact substantive representation especially in light of contemporary research which shows that there is an empirical link between the descriptive and substantive representation of women, by women. This course is designed to address the gaps and will engage students in a variety of debates on theoretical and socio-cultural issues and how these issues may have helped to determine the gender of governance and subsequently, influence the governance of gender.

### **GOVT2269: SOCIAL MOVEMENTS IN THE CARIBBEAN**

Social movements have historically played a part in shaping the political and socio-cultural landscape of the Caribbean as the subordinated and the oppressed have always sought to challenge the conditions, circumstances and rules that control their lives. The historical processes of slavery and colonialism in the Caribbean have had a profound impact on the emergence of social movements in the past generally, but a variety of social movements still exist in contemporary times. This suggests that there are issues, grievances, tensions and particular facilitating conditions at different levels in society that influence movement formation. Contemporary movements range from the animal rights movement, environmental or green movement, feminist movement, to abortion rights movement, among others. However, very little is known concerning the extent to which collective refusal to accept restrictions, boundaries hegemonic control of one group over another, abuse and misuse of resources, among others, may impact established laws, rules and policies, as well as the relationship between movements, community power, leadership *from below* on established structures and state politics.

### **GOVT3008: COMPARATIVE REVOLUTIONS**

The aim is to acquaint the student with the rich theoretical and narrative history on revolutionary movements in the light of the practical experiences of a selection of contemporary and history revolutions. It will be divided into two parts. The first will examine the various theories on the causes of revolutions, through Marx, Brinton, Johnson, Tilly, Barrington Moore, Trimberger, Theda Skocpol, to Wallerstein, Eisenstadt and Unger. The second will survey in detail the experience of Cuba, Grenada and Nicaragua in the light of the other contemporary and historical examples of revolution and of the theoretical constructs established in the first part. From time to time the examples of revolution may be varied to reflect the rich and variegated international experience.

**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 critically examined.

**GOVT3011: VIOLENCE AND DEVELOPMENT**

This course examines historical changes in the patterns and meanings of violence globally. Special attention is paid to individual, collective and state violence in the Caribbean context. The main theories explaining the causes of violence and current research on attitudes to violence and the use of force to bring about social political change are reviewed. Strategies of conflict management and prevention and their relationship to the development and transformation of political culture and state institutions that seek to monopolize the legitimate use of violence are discussed.

**GOVT3012: CONTEMPORARY POLITICAL ISSUES**

This course will focus on issues of current relevance in industrial societies, with emphasis on Western Europe and North America. It will analyze the extent of cynicism towards politics, the various tendencies in the political system, issues of economic transformation and changes in the state.

**GOVT3016: LATIN AMERICAN POLITICS AND DEVELOPMENT**

This course introduces students to Latin American Political Institutional Developments and Major Economic Changes in the 20<sup>th</sup> century.

**GOVT3022: GARVEYISM IN THE AMERICAS/AFRICA**

The focus of this course is on the development of Garveyism as a social movement in the early decades of the twentieth century and its impact on contemporary movements for decolonization in the Diaspora and in Africa. The socio-political practice of the Garvey movement will be examined in order to ascertain its Pan-Africanist appeal. Students will be exposed to primary source materials at the National Library of Jamaica, the multi-volume Marcus Garvey and the UNIA Paper and recent literature on the Garvey movement.

**GOVT3032: SELECTED ISSUES IN PUBLIC POLICY & PUBLIC SECTOR MANAGEMENT**

This course is designed to help develop and apply the analytical skills needed by public managers to a number of topical issues. The content of this course is therefore intended to “practicalize” the students’ theoretical knowledge. The delivery method will be primarily through guest lectures, field trips and case analysis. The main emphasis of this course will be on contemporary controversies and themes. These will be related to a settled body of ideas and concepts that comprise the core of the discipline. This course is intended to act as a capstone for

all students doing studies in Public Policy and Management and its topical content will change from year to year.

**GOVT3033: CONCEPTS AND THEORIES OF PUBLIC POLICY**

This course will consist of an examination of public choice and public goods allocation theories. This will be done in the context of policy analysis and the various considerations and limitations of this process.

**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.

**GOVT3038: INTERNATIONAL DEVELOPMENT POLICY AND MANAGEMENT**

This course introduces students to contending theories, concepts and discourses around developmental issues. It provides comparative, thematic and theoretical analyses of developmental challenges and explores various approaches to development, institutional arrangements and policy options. It treats some of the themes that have been identified in the contemporary discourses as *sine qua non* of successful development management such as 'social capital' and 'capacity building' and 'implementation'. The role of the international policy network and emerging supranational governance will also be examined.

**GOVT3039: ETHICS IN GOVERNMENT**

The deleterious effects of waste and corruption are increasingly recognized as barriers to the quest for growth and development. The course, "Ethics in Government" examines the discourse and practice of ethical behavior within the public and political spheres. It is designed to help participants understand the complex yet idiosyncratic nature of values, ethics and ethical conduct. It provides a forum for discussing and learning about values, ethics and the implications for decision-making and behavior of public officials. In addition, it examines ethical concepts and discourse around selected policy problems. The course aims to equip participants with the knowledge and skills to recognize ethical problems and dilemmas and design appropriate institutional responses to encourage ethical behaviors. It aims to increase discourse on ethical issues, and encourage ethical practice within the region's public and political institutions. In so doing it will contribute to increasing effectiveness and efficiency in the use of public resources and ultimately to developmental objectives.

**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 become so as the discipline evolves.

**GOVT3055: THEORY AND PRACTICE OF INTERNATIONAL NEGOTIATIONS**

It is impossible to conceive world affairs in the absence of the bargaining table. In this course students are exposed to the theory and practice, the art and science of negotiations through a variety of teaching methods namely guest lectures from practitioners, simulations and critical discussion. The aim is to enable students to explain and understand negotiation outcomes, as well as to give them practical experience in the conduct of negotiations

**GOVT3056: INTERNSHIP IN INTERNATIONAL RELATIONS**

Each student will be required to spend a minimum of four weeks in a major institution and to provide a report describing and assessing this experience. The idea is to familiarize and expose students to the working environment of International Relations. This course is now open to a limited number of Level 3 IR Major students, selected on the basis of their grades. Other International Relations Majors will do GOVT3051 as a compulsory course and available elective.

**GOVT3070: GOOD GOVERNANCE AND GLOBAL CORRUPTION**

The World Bank estimates that worldwide about one trillion dollars per year is paid in bribes. This illegal activity leads to poor economic performance and human rights

violations. This course examines the effects of corruption, identifies the contexts within which it flourishes, explores means of measuring it, and analyses the opportunity structure for corruption. The United Nations Convention against Corruption (UNCAC) has now been ratified by 165 countries demonstrating that there is now an international consensus both that preventing and addressing corruption is a high global priority. Actions to identify the type and range of measures that must be taken by various stakeholders in order to reduce corruption globally are underway. At its core, the Convention promotes key transparency and accountability principles that are of equal importance to both the public and private sectors and civil society. The course also exposes students to other regional instruments of importance such as Inter-American Convention against Corruption, OECD Convention on Combating Bribery of Foreign Public Officials and the AU Convention, Council of Europe Conventions, OAS Convention, and EU Instruments. The purpose of this course is to give students a strong understanding of anticorruption conventions, a focus, but not limited to, UNCAC.

Students will explore how, as the only global, comprehensive and legally binding anti-corruption instrument in the world, it can act as framework for the international fight against corruption. Students will be given a snapshot of the emerging anti-corruption legal and governance landscape for the purpose of analyzing the forms, causes, cost, risks and prevention and law enforcement remedies associated with the global 2 phenomenon of corruption. The scope of the course reflects the comprehensive nature of UNCAC by assessing the fight against corruption including; prevention, criminalization, international cooperation and asset recovery.

#### **GOVT3114: INTERNATIONAL SECURITY ISSUES**

The course focuses on two (2) broad areas in the study of international security. First, it provides an introduction and analysis of the historical, conceptual and contextual themes of the discipline. In particular, realism, deterrence and offence-defence theories will inform the discourse on the 'security dilemma', the nuclear weapons debate and the arms race. Second, it analyses 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 POLICY AND MANAGEMENT INTERNSHIP PROGRAMME**

The internship is an exciting, practical and compulsory programme for all students entering the Public Policy and 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 Policy and Management Major and is a co-requisite with the Public Policy and 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 which are vital to public sector managers and it places emphasis on multidisciplinary, multi-methodological approaches to the formulation and evaluation of public policies.

### **GOVT3170: THE GLOBAL ECONOMY AND DEVELOPMENT: CONCEPTS AND POLICY ISSUES**

The course examines the key development institutions of the contemporary global economy, how they were established, how they evolved and how they affect economic development policies in post-colonial societies. We assess the policy challenges that many newly independent countries found themselves faced with in the postcolonial era and the strategies that many followed in order to try and achieve development. Many newly independent countries experienced strong economic growth in the 1950s and 1960s, however, by the 1970s and 1980s many countries became mired in debt. We examine different perspectives on what caused the Debt Crisis and examine the means used to resolve it, particularly the role of the International Monetary Fund (IMF) and World Bank in promulgating structural adjustment programs. This examination also involves the challenges to growth and development in these countries and its impact on women and families and the international migration of labour. We also examine the increased participation of NGOs in economic development activities in developing countries.

### **GOVT3176: EXPERIMENTAL POLITICAL SCIENCE**

This course is designed to provide students with knowledge and research skills beyond qualitative and survey research methods and uses the lab to determine causation between political variables. Political experiments in the lab give the students a new research methodology that has relevance in deconstructing political reality in particular and reality in general. The administration of pretest, random assignment of participants to an experimental group and control group, the administration of the intervention to the experimental group and not the control group, and a post-test to determine causal relationship between the independent and dependent variables in the experimental condition, will allow students to determine that any change in the experimental group must be related to the

intervention. This experimental political research method will enhance the research skills and marketability of the student in a wide range of professional areas.

#### **GOVT3178: POLITICAL FORECASTING**

This course is designed to provide students with the requisite knowledge and technical skills in order to make scientific assessments of likely political outcomes. These outcomes, such as political instability, conflicts, elections, negotiations, policies, programmes, and economic downturns and so on, are important occurrences in the modern political arena that politicians and technocrats have to deal with. In addition to the above, the course will place emphasis on the range of methodologies and strategies of political forecasting, the forecasting environment and its opportunities and constraints that political actors have to take into account in assessing likely political outcomes.

#### **GOVT3179: POLITICAL LEADERSHIP IN THE CARIBBEAN**

Leadership occurs in all spheres of life thereby underscoring its importance to human progress and development. Political leadership is at the forefront because leaders in all areas of society expects and demands results from political leaders. Failure to meet the demands and expectations of the people leads to a change of political leaders in democratic societies. Studying political leadership is of critical importance because poor leadership can lead to genocide, war, civil war, societal instability, famine, poverty, economic dislocation, and man-made disasters and so on.

#### **GOVT3180: LEADERSHIP INTERNSHIP PROGRAMME**

The Department seeks to equip our students with the theories, methods and approaches of leadership, strategy and management by integrating the curriculum with the workplace. The leadership internship gives the student the opportunity over a semester to apply what they have learnt and gain important work experience. Guided by the recommendations from the most recent departmental review, the programme emphasizes the applied dimension of the learning process. It reflects also the new focus on producing rounded graduates that are easily integrated into the world of work. The programme aims to develop core competencies, and problem solving skills in our graduates so that they can effectively integrate and meaningfully contribute to the work environment and to society in general.

#### **GOVT3201: INTERNET AND DEMOCRACY**

This course examines how Internet based applications interact with the practice of democracy globally and in the Caribbean. It will cover the various theories and frameworks that have attempted to explain this interaction primarily from a political science perspective. This includes a critical review of arguments that suggest the Internet has the potential to improve the quality of democracy in a variety of political contexts, the use of social media to mobilize and organize political movements, web-based political campaigning and online dialogue and deliberation within civil society.

#### **GOVT3202: POLITICAL MARKETING & COMMUNICATION**

Professional marketing, communication, branding, advertising and public relations strategies, which have been developed in the corporate world, are currently being used as tools to enhance the political process. In this course students will learn

about the relationship between marketing and politics. Students will engage in discussions regarding how and via what mediums politicians, parties, political campaign managers and even governments are marketing themselves through various marketing methods similar to those of business marketing, corporate branding and management communication. The course is designed to give students key knowledge and analytical skills relevant to a career in political campaigning, political communication, as well as the branding and marketing of political messages, actors, parties and/or institutions.

### **HOSP3106: ENTERTAINMENT MANAGEMENT**

The entertainment business is a multi-billion dollar industry that touches people in every corner of the world. The Caribbean presents very enticing prospects for better participation in this business through better management of the entertainment industry and in particular its music products. Closely aligned to the music industry are the areas of fashion designing, cosmetology, filmmaking, choreography, management, marketing, tourism, gaming, graphic design, law and technology.

This course will introduce students, to the knowledge and skills that will help them to manage the Caribbean entertainment product. Students will specifically develop an understanding of the workings of the local and international music industry, sports, and related sectors. They will be introduced to some rights and obligations, some production concerns in putting together events, festivals, films, music and other forms of entertainment.

### **HOTL3001: EVENT MANAGEMENT**

This course offers 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 second and third year.

### **MGMT1101: INFORMATION TECHNOLOGY FUNDAMENTALS (WJC only)**

This course provides an introduction to computer-based and information systems concepts including hardware, software, databases, data communications, Internet fundamentals and business applications for students in MIS and other general business areas and how they work together in a variety of contexts. The course will also help students develop teamwork and communication skills that will enhance their capability to tackle subsequent courses in MIS and other programmes, and appreciate technical concepts underlying current and future developments in IT.

**MGMT2004: COMPUTER APPLICATIONS**

This is an introductory course on the use of Information Technology (IT) in organizations. The course aims to expose students to some of the current issues facing organizations in their use of IT. Use of IT is viewed from an objective of improving the efficiency and effectiveness of organizational systems and processes in order to gain a competitive advantage. The primary goal is to give a good understanding of how the manager can use information in the problem solving and decision-making processes. It is assumed that students will be preparing either for a career in computing or management. The objective demands that students understand the role of the computer as a problem-solving tool.

**MGMT2006: Management Information Systems**

This course looks at the application of information technology (IT) in organizations which has led to entirely new ways of doing business. Traditionally, the responsibility for managing the acquisition and use of IT in organizations was explicitly assigned to functional IS managers. Today, with the dispersal of IT and its increasing importance throughout the organization, most of this responsibility is devolving to line managers who are generally ill-prepared to accept it. Consequently, managing information technology has become both increasingly important and increasingly difficult. However, along with this increased importance, the interdependencies of the business processes that are targeted by IS require effective governance - executive oversight and decision-making – to ensure appropriate adoption and diffusion and the attainment of required business value. It is therefore impossible to manage a modern organization without some deliberate focus on IS, how they affect the organization and its employees, and how they can make businesses more competitive

**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: 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: 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 to new production control techniques such as just-in time systems and group technology is also provided. 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:

- i. To acquaint students with the composition of the financial services industry
- ii. To identify the various forms of risks
- iii. To explain the international best practices of managing risks.

**MGMT2115: COMPUTING METHODS (WJC only)**

This course provides a fundamental understanding of the computer science discipline by focusing on the computer's role in representing, storing, manipulating, organizing, and communicating information. It will provide students with a foundation for studying the more technical courses in the programme. Students will therefore be introduced to many basic areas of computer science such as computer architecture, operating systems, algorithms, data structures, database systems and networking.

**MGMT2125: DATA STRUCTURES (WJC only)**

This course uses a computer programming language to demonstrate the properties of the various data structures- data types, control structures, functions, arrays, pointers and strings - and file organizations, and their appropriate use in different transaction systems. Students will be exposed to performance trade-offs as they relate to data management and architectural-based software applications.

**MGMT2224: INTRODUCTION TO ENTREPRENEURSHIP**

This course is the first part of a 2<sup>nd</sup> semester course that is required for candidates reading for the *BSc. in Management Studies (Entrepreneurship)*. It can be done separately, as an elective. This component focuses on the thinking involved in converting the idea into a viable business plan and the strategies engaged in developing the product so it can be offered to the consumer. The course aims to familiarize participants with entrepreneurial thinking: the process by which entrepreneurs identify business ideas, assess and analyse their feasibility and convert them into successful business. Additionally it will assist students in determining whether they are interested in becoming entrepreneurs or employees.

**MGMT3012: SYSTEMS ANALYSIS AND DESIGN**

This course covers the fundamental activities that are involved in the analysis, design and development of computer-based information systems. Analysis is the act of understanding current information systems and developing the set of information requirements that users demand in a new or enhanced system. In the design stage, Information System personnel develop data and programming maps as to how Information 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. Furthermore, special emphasis is placed on the tools such as data flow diagrams, PERT and Gantt charts, among others.

**MGMT3013: DATABASE DESIGN & BUSINESS APPLICATION (WJC only)**

The course covers the design, implementation and management of Database Systems. Emphasis is placed on database design of real world business applications using Entity-Relationship modelling. SQL programming is covered in detail. Query Optimization concepts are introduced in the context of database performance tuning. Data Management concepts such as Transaction Management, Concurrency Control, Recovery, and Security are discussed. We explore several current database environments and applications including Distributed and Web-enabled Databases.

**MGMT3017: HUMAN RESOURCE MANAGEMENT**

This course introduces students to the organizational models and designs that will most effectively procure, integrate, develop, protect, compensate and maintain the human resources of the organization. Students will be exposed to a cross section of Caribbean cases and readings and will analyze the implications of the HR practices on the region's development.

**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, the sectoral and the national levels. 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 for 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 as well as the changes taking place in the world of work. Students are 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 insight into the theoretical and practical aspects of business negotiations. Students should benefit from an enhanced capacity to evaluate a negotiating situation, to plan the process and to execute a negotiation on their own behalf or on behalf of a client.

**MGMT3021: ORGANIZATIONAL THEORY & DESIGN**

This course examines the fundamentals of Organizational theory, Structure and Design, their components and the links to organizational success. We begin with an historical overview of the aforementioned, examining the pros and cons. Students who do this course will be able to make decisions about which organizational structures are more appropriate for particular kinds of product and/or services. They will also be able to identify those factors in the environment which impact and influence the organization's functioning either positively or negatively. Factors such

as Organizational Culture, the Organization's History, Management Practices, 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 the following modules:

- i. Business Environment
- ii. Regulation
- iii. History of Economic Thought
- iv. Criticisms of Business
- v. Business Responsibility
- vi. International Trade
- vii. Consumerism

### **MGMT3037: INTERNATIONAL BUSINESS MANAGEMENT**

The purpose of the international business management course is to familiarize students with the globally applicable theories of international business in the context of the practice of management in a small open developing environment. The course builds upon the unassailable conclusion that the development of Jamaica and other countries in the Caribbean region will rest upon the ability of firms within the region to engage profitably in international business activities. To this end, the conceptual theme that will drive the course is the relationship between the processes of economic development and national competitiveness on the one hand, and the theory and practice of international business on the other.

The course is divided into two modules:

- i. "International business theories, systems and institutions" in which the focus is on understanding the theories and concepts of international business and in identifying the principal institutions that comprise the framework for international business.
- ii. "Managing the international operations of firms in developing countries," in which the focus is on the response of firms in developing countries to the current imperatives of international business and development.



**MGMT3046: COMPANY LAW**

This course covers the Principles of Company Law, statutes and relevant case law, with special reference to matters of particular concern to Accountants and Auditors.

**MGMT3048: FINANCIAL MANAGEMENT II**

Financial Management II is an advanced managerial finance course that ties together theory and applications of financial management and covers the essential aspects of financial decisions. Financial decisions are primarily concerned with providing solutions to the following problems:

- i. What assets should the enterprise acquire? (This is the capital budgeting decision),
- ii. How should these assets be financed? (This is the capital structure decision),
- iii. How should short-term operating cash flows be managed? (This is the working capital decision).

This course focuses predominantly on learning the tools and techniques needed to analyze and evaluate financial information. This type of analysis enables the financial manager to identify and solve management problems related to the financial operations of business corporations.

**MGMT3050: INVESTMENT AND ANALYSIS**

This course is designed to introduce concepts and issues in investment analysis and portfolio management. It discusses and explains the nature of the decision-making process involved in the investment function and in so doing provides a frame of reference against which students can make sound value judgement on the basis of their analysis of returns and risks of investment. In effect, the course is designed to bring the principles of investment and good theory into the practical decision-making process. It is also intended to lay the foundation for students who will be pursuing professional qualifications for example, Chartered Financial Analysts designation.

**MGMT3051: TAXATION I**

This course provides students with an understanding of the main principles and concepts of taxation. It investigates how tax policy is formulated and explains how such a policy is applied in practice in Jamaica. The course enables students to ascertain how the Jamaican tax liabilities of individuals and organizations are calculated. The study of Jamaican tax law and practice is further developed in the context of tax planning and ethical considerations.

**MGMT3052: TAXATION II**

This course builds on Taxation I and extends the measurement of taxable income to corporate entities. It introduces issues related to the taxation of distributions and benefits to principal members a company. It covers the taxation implications of residence and domicile of incorporated bodies, including double taxation treaties. The course includes: comparative review of Commonwealth Caribbean tax regimes in the areas of income tax and capital gains tax. The course will emphasize tax planning and management.

**MGMT3056: PROJECT MANAGEMENT**

This course focuses on the principles and practices of project management in business and technology. It will provide the student with the necessary skills that are required in industry.

The objective of the course is to provide the students with the tools to effectively implement, project management practices in the industry. The student on completion will be able to:

- i. Discuss the system principles and philosophy which guide project management theory and practice
- ii. Describe and develop the logical sequences of stages in the life of a project
- iii. Apply the methods, procedures and systems for designing, planning, scheduling, controlling and organizing project activities
- iv. Prepare project documents to assist in the implementation of the plan prepare project reports.

**MGMT3057: PRODUCTIVITY AND QUALITY MANAGEMENT**

The course provides an in-depth coverage of productivity and quality management in the service and other industries. Emphasis is placed on the practical application of quality principles through the interpretation, understanding and use of these principles and concepts throughout the problem-solving process. Areas covered include Quality and Continuous Improvement, Process Control, Productivity and Measurement, Reliability and Bench-marking and Auditing.

**MGMT3058: NEW VENTURE MANAGEMENT**

This course focuses on the issues relevant to the successful operations of the business organization, within the global market place. These include; other relevant plans aside from the initial business plan, the management of team, techniques for managing rapid growth and the impact of technology on entrepreneurship. The course aims to familiarise participants with entrepreneurial thinking and practice: the process by which entrepreneurs prepare for financing, marketing and operationalizing their business ideas, assess their feasibility and convert them into successful businesses through team development and adopting new technology and innovation.

**MGMT3060: OPERATIONS, PLANNING AND CONTROL**

This course focuses on techniques for use in the design, planning, and control of operating systems in the manufacturing and service sector. The course is designed to complement and build on topics covered in MGMT2026. A more advanced treatment is provided for decision models which are used in production planning, inventory control, scheduling, facility design and location. Case studies are drawn from operating systems in manufacturing, service and public sector organizations.

**MGMT3061: TEAM BUILDING & MANAGEMENT**

This course is intended to enable students to identify different types of teams and to apply team learning to at least one organization. Students will also learn how to measure the effectiveness of a team, work in a team to undertake a project and understand the team Process, particularly in the Caribbean. At the end of the course they should have enhanced their skills in building and managing effective teams.

### **MGMT3062: COMPENSATION MANAGEMENT**

This course is intended to introduce students to the principles and practice in modern compensation management. Students who take this course will:

- be able to explain the role of compensation in the management of human resources in an organization
- be able to explain the importance of compensation in achieving the strategic objectives of an organization
- be able to explain the theoretical issues that underlie the design of a compensation system, the techniques involved in designing a compensation system and the skills necessary to make sound compensation decisions in different Labour market settings
- be able to describe the unique variables operating in the Caribbean context and explain in 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
- 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 prudent behaviour and seeks to highlight issues that make behaviour prudent. The course looks at the theoretical bases of behaviour as they affect decision makers in a market driven economy. It also deals with historical propositions and modern systems used to determine ethical behaviour. International best practices for establishing ethical behaviour will also be studied.

### **MGMT3067: REGULATORY FRAMEWORK OF BANKING AND FINANCE**

This course is designed for students at the intermediate level to familiarize themselves with the legal environment and practices which govern the financial

services industry. International best practices will also be studied and comparisons made with local law.

### **MGMT3069: QUALITY SERVICE MANAGEMENT**

Quality service management introduces students to the strategies and techniques that will lead to effective management of services. The course is designed to be a highly experiential one in which students will study the performance of service organizations as well as their response to that performance. Students who take this course will be exposed to knowledge about the best practices of local and international service organizations, the human resource practices that will lead to effective service delivery and the design of effective service organizations.

### **MGMT3089: SOCIAL ENTREPRENEURSHIP FOR SUSTAINABLE DEVELOPMENT**

This course will introduce students to the concepts, practices, opportunities and challenges of social entrepreneurship within the paradigm of sustainable development. The course will provide a framework and tools that will help the participants to be more effective in this sector, and will provide an opportunity for them to practice their business skills through the development of a business plan for a socially responsive, income-earning venture. Students who participate in this course would gain a better appreciation of the issues surrounding the operations of the not-for-profit sector and its role in establishing a durable and dynamic platform for development within emerging and advanced economies.

### **MGMT3090: ENTREPRENEURIAL FINANCE**

This course will examine approaches to valuing the financial claims of the entrepreneur and venture capital investors, and structure financial contracts in light of new venture information problems. Students will gain a better understanding of the broad range of situations and problems that they are likely to face when they become entrepreneurs or finance professionals involved in the financing of new projects. Some of the areas to be covered include:

- i. Financing and harvesting
- ii. Contracting processes
- iii. Forecasting and valuation

The course aims to provide students with the skill to seek financing for their own new business venture as well as to evaluate and explain the risks associated with financing other businesses.

### **MGMT3101: STRATEGIC PLANNING FOR ENTREPRENEURSHIP**

The aim of this course is to introduce participants to basic techniques of planning under uncertainty, and to give them the chance to apply these techniques in developing, evaluating and synthesising robust strategic plans for new and existing organizations. It exposes participants to the theory and practice of strategic planning as it 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.

### **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 and dynamic model for development especially among MSMEs. Some of the areas to be covered in the course include:

- Principles of Innovation,
- Fundamentals of innovation,
- Embracing uncertainty,
- Managing for innovation,
- Taking a strategic approach,
- Building effective implementation mechanisms,
- Adapting and shaping technological changes
- The role of government in innovation.

#### **MGMT3114: SYSTEMS CONSTRUCTION & IMPLEMENTATION** *(WJC only)*

This year-long course provides an opportunity for students to apply the knowledge and skills acquired in the core courses to larger and more complex problems and to gain experience in team work in order to develop and deploy live projects for real organizations. These projects will also allow students to demonstrate their capabilities to potential employers; hence, to facilitate successful delivery, student teams will be directed by a faculty advisor, under an appropriate project governance structure.

The first phase is focused on analyzing and designing an IS solution guided by principles, processes, tools, and techniques from Systems Analysis 1 and IT Project Management. The second phase is focused on the back-end of the systems delivery life cycle and covers the logical and physical design of computer based information systems, alternative systems design and software production methods, systems construction, systems deployment, and cross life cycle activities such as testing, and documentation. The packaging documentation and delivery of the project from the Systems Construction course will be completed in this phase.

#### **MGMT3115: IT PROJECT MANAGEMENT** *(WJC only)*

This course introduces students to the disciplined approaches that are applied to the management of information technology projects, for alternative delivery modes (building, buying, and outsourcing) software intensive systems and other infrastructure products. Students will encounter several project management techniques that are applicable to a variety of IT project contexts and be exposed to the Project management body of knowledge (PMBOK) as a basis for considering the management elements and challenges involved in managing IT projects.

#### **MGMT3118: ELECTRONIC COMMERCE** *(WJC only)*

This course introduces students to concepts and frameworks for exploring e-Commerce opportunities by comparing and contrasting various e-Commerce models. It critically examines e-Commerce strategies and exposes students to development and implementation issues faced by organizations that seek to establish an e-commerce presence and exposes students to techniques with the purposes of addressing these issues, such as integrated front- and back-end systems

support and their integration, the role of intranets and extranets, electronic payment systems, Internet security, privacy, and regulations.

### **MGMT3230: CORPORATE STRATEGY**

This corporate strategy course will serve as a capstone course for students in the area of management. The guiding philosophy for this course is that everything a student learns in management is relevant for the effective development of strategy in any organization. Therefore, only students in the final stages of their undergraduate degree will be eligible to take the course. The course will introduce students to core concepts in strategy, the tools that are used to monitor strategy in an organization and, the strategy development process in organizations.

Due to the increased competition that all organizations now face as world markets integrate the discipline of Strategy has gained greater recognition as an area of scholarly inquiry in the management discipline. Managers acknowledge that to effectively deal with the increased competition in their industry and to ensure the long-term viability of their firms, they will have to develop and execute effective corporate strategy in order to gain a competitive advantage. It is therefore important that all management students are exposed to the concepts and principles in corporate strategy to operate effectively in this increasingly competitive global marketplace.

### **MGMT3231: INTERNATIONAL ENTREPRENEURSHIP**

The International Entrepreneurship course will examine how individuals can create and manage entrepreneurial ventures in an international context. With the rapid integration of markets, entrepreneurial ventures are forced to become international from inception and as such poses new management challenges for their owners. This course will help owners/managers of these ventures to better manage their operations in an international context. The course is grounded in themes in the area of entrepreneurship and international business which are fused to provide a holistic understanding of how small firms do business internationally. It will give students an idea of how to mobilize resources for international operations, the best strategy to employ as a small firm seeking to go international, assess business opportunities internationally and, manage the venture in different cultural environments. Importantly, it also highlights how small entrepreneurial firms can raise financing for their operations in the international market.

### **MKTG2001: PRINCIPLES OF MARKETING**

This course is designed to expose students to modern concepts and tools for marketing. The focus will be on fundamentals of marketing such as consumer behaviour, the environment of marketing, marketing information systems, and how managers use the marketing mix strategies to achieve organizational goals. Lectures will be complemented by industry guest lectures and field visits to companies operating in the Jamaican environment.

### **MKTG3001: INTERNATIONAL MARKETING MANAGEMENT**

This course is designed to explore the scope of international marketing. The course examines the impact of the global environment on marketing decisions and strategy formulations. Through analysis of different types of markets, students will develop an understanding and appreciation of how the world is “shrinking” and the influence

and impact this has on Jamaican businesses, individuals, households and institutions.

This course will acquaint students with the tools they need to understand international business practice, strategy, and positioning. Students will be introduced to the field of international business with emphasis on current issues, globalization, culture, politics, legal issue ethical issues, social responsibility issues, and negotiations. In addition, the course covers basic elements of why and how businesses decide to engage in international business, basic elements in assessing international markets and an overview of the implementation process.

### **MKTG3002: MARKETING RESEARCH**

Marketing Research has become an important part of our lives as students, teachers, practitioners and users. Marketing Research is an information providing activity that aids managers and consumers to make ultimately better decisions. There are several issues that will be discussed in this class:

- the use of marketing research information in decision-making
- examination of the techniques of marketing research
- the consumption of marketing research information.

Objectives:

- i. To help students develop an understanding of the use of marketing research information in strategic decision-making
- ii. To familiarize students with the techniques of marketing research
- iii. To help students develop the skills to apply marketing research tools in real life situations.

### **MKTG3003: MARKETING STRATEGY**

This course examines how marketing concepts, techniques and theories can be used by decision-makers to identify specific threats and marketing strategy opportunities facing their enterprise and/or organizations. Case studies and real life projects are the principal teaching methods to be used in this course. Participants will be required to conduct a marketing audit of a selected enterprise, identify relevant threats and opportunities and prepare the appropriate marketing strategy and plan for a financial year.

### **MKTG3010: INTEGRATED MARKETING COMMUNICATION**

This course is aimed at carrying a unified message to your target market wherever that may be. It is designed to explore in detail IMC and branding. Students will examine the role of advertising, public relations, personal selling, interactive direct and internet media within the IMC programme of an organization.

### **MKTG3070: CONSUMER BEHAVIOUR**

This course is designed to explore the changing dynamics of consumer behaviour throughout the purchasing process and to provide students with the necessary skills to analyze, and shape marketing strategies which effectively meet consumer needs. The course provides a broad overview of the following: Consumer motivation, Behavioural considerations affecting consumer purchase decisions, Meeting consumer needs through selling, advertising, distribution and related activities. Special emphasis is placed on the importance of marketing and specifically marketing strategy in producing desired purchasing behaviour.

### **PSYC1000: INTRODUCTION TO DEVELOPMENTAL, SOCIAL AND ABNORMAL PSYCHOLOGY**

This course provides an introduction to a discipline that is growing in popularity as an increasing amount of persons have become interested in gaining an understanding of human behaviour. The course will attempt to integrate observations from human and animal research and provide information on a broad range of topics that illustrate how and why we think, feel and act. This section of the course introduces students to topics within the areas of abnormal, social and developmental psychology, and examines psychology in the work place. Psychology Majors will take PSYC1005 while taking this course.

### **PSYC1001: INTRODUCTION TO COGNITIVE 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 and includes management, human resource development and sociology. A variety of topic areas will be explored. The course should appeal to a wide range of students with varying academic interests but is specifically designed for students who intend to pursue careers in the broad area of Organizational Development.

### **PSYC1005: PSYCHOLOGY LABORATORY METHODS: SOCIAL, ABNORMAL AND DEVELOPMENTAL**

The primary purpose of this laboratory course is to introduce students to key principles of psychological research methods. In addition it will provide students with practical experience in carrying out basic research focused on the core areas of psychology, namely social, abnormal, and developmental psychology, and in writing reports on these research experiences. (Psychology Majors ONLY)

### **PSYC1006: RESEARCH IN COGNITIVE & PHYSIOLOGICAL PSYCHOLOGY (Formerly PSYC1003; for Psychology Majors ONLY)**

This course reinforces and builds on knowledge and skills students learn in PSYC1005. Students will continue to gain experience in collecting psychological data and writing reports focused on cognitive and physiological psychology.

### **PSYC2000: SOCIAL PSYCHOLOGY**

This is a follow-up of the Social Psychology component of PSYC1000. It seeks to perform an in-depth study of three major areas in social psychology: The Self, Interpersonal Relationships and Group Processes. Understandably, the course attempts to fuse the theoretical perspectives with a Caribbean application and will draw heavily on Caribbean history and sociology. Topics include:

- The Sociological and the Psychological Influences in Social Psychology



- The Self
- Attribution
- Group Dynamics and Inter-group Relations
- Close Relations
- Themes in Caribbean Social Psychology.

### **PSYC2002: ABNORMAL PSYCHOLOGY**

The study of mental illness makes up a large part of the discipline of psychology. Many psychologists are interested in the causes, classification and treatment of abnormal behaviour. This course will attempt to integrate observations from human and animal research to provide information on the different types of mental illness, how mental illness develops, who is at risk and which treatments are most effective. Topics include:

- Theoretical Perspectives of Mal-adaptive Behaviours
- Mental Health and Mental Illness
- Neurotic and Psychotic Disorders: Nature, Theoretical Explanation, Treatment
- Disorders of Social Development
- Introduction to Therapies
- Behaviour Disorders and the Family

### **PSYC2003: PHYSIOLOGICAL PSYCHOLOGY**

This course is offered in the second year and seeks to explore how the sensory, neural and muscular systems of the body interact to produce and facilitate behaviour. It also helps students to understand behavioural problems and to appreciate various biologically derived strategies of behaviour modification and control. The course covers such areas as, the body system, the biology of mental processes, motivation and emotion and the future of psychobiology.

### **PSYC2004: PERSONALITY THEORY**

Students will be introduced to the major theories of personality. The course will address the historical and cultural background, which informs the writings of the seminal theorists in the field as well as the relevance of these theories to current conditions.

### **PSYC2005: INTRODUCTION TO HEALTH PSYCHOLOGY**

This course is taught as an introduction to the field of health psychology. Health psychology is a sub-discipline 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 course we will review psychological theories that have implications for physical and mental health. The lectures are designed to provide you, the students, with an overview of key theories, research methodologies, and empirical findings that are relevant to health psychology and behavioural medicine.

### **PSYC2006: INTERPERSONAL DYNAMICS**

The main objective of this course is to help the student to develop skills in self-monitoring so as to enhance the ability to conduct effective interactions with others. The course is an experiential one designed with particular reference to students interested in counseling and in-group work practice.

**PSYC2007: PSYCHOMETRICS**

This course introduces the concepts underlying psychological measurement. This is primarily done by an in depth examination of the topic of intelligence. What is intelligence? How has it been measured? How much is it influenced by environmental factors? In addition, students will develop their own personality and ability measures in tutorials, and examine some of the classic tests in these areas. At the end of the course students should understand the concepts of reliability and validity, item difficulty, discriminability and factor analysis.

**PSYC2008: COGNITIVE PSYCHOLOGY**

This course aims to provide students with an understanding of the major theories underpinning current cognitive psychology, as well as an awareness of the methodologies used by cognitive psychologists to advance the discipline. Cognitive psychology currently represents a mainstream area of the discipline of psychology with which all majors in the area should be familiar.

The course will commence with an examination of the theories and findings which have been put forward to explain basic perceptual processes. There will be consideration of how attention is controlled and directed towards the environment, and how information is represented and remembered. The course will then move on to consider the area of language functioning. Finally, applications of this area of psychology will be highlighted, including neuropsychology and ergonomics.

**PSYC2012: DEVELOPMENTAL PSYCHOLOGY**

This course presents a comprehensive view of the physical and psychological development of the individual from birth through to death. The course looks at different models of development and analyses of each model in terms of its relevance to the Caribbean. Students are actively engaged throughout the course in analyzing the real life problems of children and adolescents in the Caribbean.

**PSYC2017: POLITICAL PSYCHOLOGY**

This course is an introduction to the field of Political Psychology, a multi-level interdisciplinary field that examines the intersection of power and psychology. Political Psychology (psychology of politics) employs diverse theories and research tools to attempt to explain and make sense of why political elites, mass publics and individuals think, feel and act as they do in relation to power and how these thoughts, feelings and actions shape the course of politics and of psycho-socio-cultural development.

**PSYC2019: EXPERIMENTAL AND APPLIED PSYCHOLOGY**

This course emphasizes and demonstrates the importance of experimentation as a method of exploring and establishing relationships and of providing an evidential basis for claims made in psychology. The importance of operationalization and of the development of techniques of measurement is also emphasized. In the end, students are expected to have skills with respect to the basics of experimental design in psychology and they are also expected to be able to analyze and decipher critically, the experimental descriptions and protocols provided in the literature.

**PSYC3001: SOCIAL COGNITION**

This course seeks to develop an understanding of the cognitive processes occurring in every day social life. Firstly we examine models of individual and social cognition, and then proceed to understand the social aspects of cognitive processes such as attribution and person perception. Finally we explore semiotics and the effects of the mass media (medium theory) on social cognition. Social cognition refers to the system of mental constructs and strategies that are shared by group members. In particular, it relates to those collective mental operations involved in the representation and understanding of social objects and in the establishment of the self as a social agent.

**PSYC3103: APPLIED SOCIAL PSYCHOLOGY**

Using a social and psychological knowledge base and applying it to selected organizational institutional and community contexts in Caribbean Society, this course presents a programme of social psychological theory, methods and projects, assigned to provide students with basic tools for analyzing and solving problems of interpersonal, organizational and community relations, while taking account of the human resource and institutional development needs of Caribbean Society.

**PSYC3008: ELEMENTS OF COUNSELING AND PSYCHOTHERAPY**

This course provides an introduction to the fields of counseling and psychotherapy in a complex multicultural society. The course will cover professional foundations and provide an overview of the counseling and therapeutic process. Students will learn simple interviewing and assessment techniques, the taking of psychological histories as well as basic communication and problem solving skills in a therapeutic context. Students will also be exposed to methods for evaluation, recording and research in counseling and psychotherapy.

**PSYC3009: COUNSELING PRACTICUM**

This course aims to provide students with increased comfort and confidence in the art of counseling and psychotherapy and/or increased familiarity with how psychological theories and methodologies are used in a practical setting. Students will be attached to a site where psychology is practiced (e.g. hospitals, schools, businesses, jails, police stations, counseling centres) and supervised by psychologists working in the field, in order to gain practical experience in the field of psychological counseling. Student experiences will vary but may include exposure to group and individual therapy, conducting interviews, psychological assessment, 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 teams. Participants will explore the following topics:

- Group Intervention and facilitation;
- Building group cohesion;
- Communication and co-ordination;
- Leadership and decision-making styles;
- Task performance; Negotiation and conflict resolution

In this course students participate as group members and analyze their own responses and those of other participants. Participants learn and develop their skills by experiencing the reality of attribution, communication and other interpersonal principles that make up the substance of group relations.

**PSYC3011: RESEARCH PAPER IN PSYCHOLOGY** (*Year Long - 6 Credits*)

This course enables students to carry out a piece of empirical or theoretical work chosen from a range of topics. At the start of the course, lectures will be geared towards the review of the essentials of research design and helping students to frame an appropriate research question. They will then be assigned individual supervisors who will guide them through the research process. At the end of the first semester students hand in a brief literature review and rationale, and at the end of semester two a full research dissertation is required. Students intending to pursue further studies in psychology should note that this is an essential course to have on their transcript.

**PSYC3027: BEHAVIOUR MANAGEMENT**

This course introduces students to basic principles in behaviour modification, and the procedures and methods used to understand, assess, and change behaviour problems. Specifically, the course presents a survey of important behaviour modification procedures designed to overcome problems across a broad spectrum of human dysfunction (e.g. fears, simple phobias, test anxiety, school violence, self-esteem). Additionally, the course is designed to equip students with the knowledge and skills of how behaviour modification procedures have been applied in the field of developmental disabilities, education and special education, clinical psychology, community psychology, and self-management. Finally, the materials in the course examine important behaviour modification procedures applied in the area of prevention, including stress management, sexually transmitted diseases, emotional abuse, neglect, school violence, and drug use/misuse.

**SOCI1001: INTRODUCTION TO SOCIAL RESEARCH**

This course seeks to provide students with an introduction to basic social research methods. It involves discussions of Research Traditions, Formulating a Research Problem, Selecting and Measuring Variables, Research Design, Questionnaire Designs, Writing a Research Proposal, Research Methods, Data Analysis, Writing the Research Report.

**SOCI1002: INTRODUCTION TO SOCIOLOGY I**

This course seeks to expose students to the basic concepts of Sociology applied in the context of a developing country. The works of the classical theorists Durkheim, Marx and Weber are explored in providing an understanding of different models of society. The course also focuses on issues of culture, class, race, social stratification, family and gender as they relate to Caribbean Societies.

**SOCI1003: SOCIOLOGY AND DEVELOPMENT**

This course builds on the basic foundation of SOCI1002 by focusing on the applications of sociological concepts to the processes involved in development. It will equip students with an understanding of the basic concepts and measures that are used in the analysis of Development.

### **SOCI1005: INTRODUCTORY STATISTICS FOR THE BEHAVIOURAL SCIENCES**

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

### **SOCI1006: INTRODUCTION TO ANTHROPOLOGY**

In this course students will learn about the discipline of anthropology, the scientific study of human diversity and similarity. Although it focuses on social/cultural anthropology, it will introduce students to the other subfields (archaeology, linguistic anthropology, physical/biological anthropology). Students will explore some of the main themes that anthropologists have studied over the years, such as the family, "race," religion and language. More contemporary concerns such as migration, diaspora and globalisation will also be discussed.

In addition to showing what anthropology is, the course will show how anthropology is done, by discussing its trademark research technique of ethnographic fieldwork and providing an opportunity for students to do their own work in the field. It will also discuss career opportunities as an anthropologist, both in academia and in such fields as international development and public health.

### **SOCI2000: CLASSICAL SOCIAL THEORY**

The objective of this course is to bring the student to a deeper understanding and appreciation of the origins of sociological thought, and the ideas of the main thinkers during the formative years of the discipline. It explores different concepts and definitions and expands on the basic information provided of the classical theories in the introductory course, SOCI1002. Although the subject matter of the course is "classical" it is taught with references and example from "real life", a *down to earth* sociology.

### **SOCI2001: MODERN SOCIAL THEORY**

A sequel to SOCI2000, this course is designed to discuss the more recent theoretical developments in theory. Beginning with the early 20<sup>th</sup> Century theorists it continues to the present, where it explores the very basis of sociology today in the postmodern world.

Like its predecessor, it emphasizes critical thought. A central issue is the fundamental relationship between the individual and society. The intention is for students to question and defend (if necessary) the status and importance of sociological analysis today. As with its precursor it is a down to earth sociology, taught with references and examples from "real life".

### **SOCI2004: INTRODUCTION TO POPULATION**

This course is designed to equip students from all faculties with a basic understanding of the ways in which population variables interact with economic, political, social, cultural, physical and environmental factors to create a changing balance. The course introduces students to the basic measures which are used by demographers to describe the structure of populations, as well as the changes induced by births, deaths and migration.

There is no pre-requisite for this course, but through active participation in the course, students will gain experience in the calculation and interpretation of basic rates and ratios, as well as an understanding of the relationships between patterns of development and population changes and distribution.

#### **SOCI2005: REPRODUCTIVE HEALTH AND FAMILY LIFE EDUCATION**

This course seeks to equip students with a working understanding of the biological aspects of sexual and reproductive health, and the social and psychological issues that surround the area. From this foundation, the ethical and legal issues are also considered, as well as the key debates in the field. Students are exposed to the types of programmes for family planning and family life education, and introduced to some of the approaches widely used in counseling for reproductive health.

#### **SOCI2006: QUALITATIVE METHODS IN SOCIOLOGICAL RESEARCH**

Outline: Philosophical and Methodological Foundations; Strategy for Field Research; Selecting and Gaining access to a Setting; Modes of Observation and Methods of Recording Data; Unstructured Interviews; Types of Qualitative Research; Personal Documents; Historical and Archival Sources; Ethical Issues; Case Study Methods and Computer Application.

#### **SOCI2007: SURVEY DESIGN AND ANALYSIS**

This course will focus on Problem Formulation and Alternative Research Designs; Sample Design and Selection; Questionnaire Design; Data Processing and Analysis; Univariate, Bivariate and Multivariate Analysis of Tables; Use of Statistical Packages to enter and analyze data.

#### **SOCI2008: STATISTICS FOR THE BEHAVIOURAL SCIENCES**

This course is a continuation of SOCI1005. It reviews basic statistics and focuses on both parametric and non-parametric statistical testing. Students are required to learn SPSS software for each of the statistical tests taught. These skills are used to prepare a research report based on social and psychological data.

#### **SOCI2009: STATISTICAL COMPUTING FOR SOCIAL RESEARCH**

This course is practical in its orientation, and is designed to allow students the opportunity to develop competence in the use of the computer-based *Statistical Package for the Social Sciences (SPSS)*. The objective of the course is to ensure that participants understand the relationship between theoretical concepts, empirical measures and the computing techniques necessary to analyse data and explore social relationships. This course will give students “hands-on” experience with the computer and will strengthen their secondary data analysis skills. Throughout the course, students will work with an international dataset and a Jamaican dataset and will learn how to formulate their own research questions, develop hypotheses, conduct statistical analyses and write a complete research report. This course is strongly recommended for students planning to pursue the M.Sc in Sociology.

#### **SOCI2011: SOCIAL AND CULTURAL ANTHROPOLOGY**

In this course students will learn the discipline of anthropology, the scientific study of human diversity and similarity. It will discuss the various subfields of anthropology (archaeology, linguistic anthropology and physical/biological anthropology), as well as some of the classic themes of anthropology that have

emerged over the years. It will focus on themes that have recently emerged in anthropology such as visual anthropology, the anthropology of dance, the anthropology of violence and anthropology of the internet.

### **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**

This course considers Africa from an anthropological perspective, covering “traditional” anthropological themes such as kinship, religion and social organization. Importantly, the course rejects early anthropological studies of Africa that treat ethnic groups as static self-contained units, and considers them as dynamic and responsive to external influences. It also aims to explore contemporary Africa through consideration of its colonial and post-colonial history. This course also takes a critical look at anthropology itself, by attempting to locate its role in the colonial enterprise and in the elucidation of notions of “race.” The ultimate aim is to debunk popular and longstanding myths about Africa and blackness.

### **SOCI2020: IDENTITY AND CONDUCT IN THE DANCEHALL CULTURE**

This course provides a scholarly approach to the study and comprehension of Jamaica’s dancehall culture. The course utilizes principles from anthropology - the study of culture. The course also seeks to increase and expand knowledge on dancehall culture through an examination of the genesis and evolution of dancehall as a socio-cultural system. Some areas to be examined include cosmology, aesthetics, politics, sexuality, gender socialization and transnational cultural interpretations to name a few. The emphasis will be on how people use the dancehall culture for identity construction. Finally, the course will also examine dancehall culture and its worldview in relation to the wider Jamaican culture, the Caribbean and the World.

### **SOCI2111: ANTHROPOLOGY OF RELIGION**

This course is intended to provide students with an understanding of how religious beliefs vary around the world. Students will begin with the basic concepts underlying belief in the sacred and supernatural and apply these to various religious systems. They will also consider how religion is used in resistance movements and identity politics. 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 the Diaspora, principally in Jamaica and the USA, moved in thought and deed from being on the outskirts of the New World Societies to which they were brought, to social and political participation in these societies, in

the 20<sup>th</sup> 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.

#### **SOCI3004: TOURISM AND DEVELOPMENT**

This course is aimed at providing an understanding of the tourist industry, mainly from a sociological and social, as well as a psychological perspective. It seeks to provide a comprehensive understanding of the nature of tourism policies and their actual and potential impacts on the social and cultural fabric of Caribbean societies. Students will learn about the evolution of tourism in the Caribbean; the relationship between Caribbean tourism and global tourism; the link between theories of development and tourism; and the methods associated with tourism impact analysis. They will also be exposed to actual case studies of tourism impacts in the Caribbean.

#### **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 of gender and class in the study of work.

To those of you involved in human resource management, the course will provide you with an understanding of some of the salient factors that influence job satisfaction. It will also review the nature of relations among workers, and between workers and management. As an instructional exercise, the course aims to foster the development of the following skills: comprehension; application; analysis; and synthesis of information.

#### **SOCI3011: RESEARCH PAPER IN SOCIOLOGY**

This is a one semester 3-credit course which only Sociology Majors will be allowed to take in their final semester. Only students who have obtained a minimum of grade B<sup>+</sup> 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: INTRODUCTION TO THE EVALUATION OF SOCIAL PROGRAMMES**

This course provides an introduction to the theory and the practice of programme design, monitoring and evaluation. The course will cover the basic methodological concepts and skills in needs assessment, programme planning, evaluability assessment, programme monitoring and evaluation. Students will learn how to develop logic or impact models for the design of effective social programmes and



will gain a basic understanding of how these programmes should be monitored and evaluated. Students will also be exposed to some of the key research designs utilized in programme evaluation.

### **SOCI3018: DEMOGRAPHY I: Population, Trends and Policies**

The objective of this course is to empower the student with facts, theories and controversies in the field of population studies, so that he/she can understand and participate in discussions relating to the interface between population and development in his/her nation, region or the world. This course examines: The nature of demography; The relationship between demography and other disciplines; Source of demographic data; Types of errors in demographic statistics; Basic rates and ratios in the study of fertility, nuptiality, mortality and migration; Theories of population trends, problems and prospects; Demographic history of the Caribbean population policies; Population and Development.

### **SOCI3021: DEMOGRAPHY II: Demographic Techniques**

The objective of this course is to equip the student with the skills needed to collect and analyze demographic data for decision-making at various levels. Included are; Techniques for evaluating and adjusting errors in demographic data; Construction of Life Tables; Use of Life Tables in demographic research; Introduction to demographic models/Model Life Tables; Methods for estimating fertility and mortality from defective data; Population estimates and projections; Computer applications and analysis.

### **SOCI3022: POPULATION, ENVIRONMENT AND DEVELOPMENT**

The major objective of this course is to explore the inter-relationships between population, environment and sustainable development, with special emphasis on the Caribbean. The focus will be on the human, rather than the physical dimensions of population and environment issues, and the course will examine critically the policy issues which arise as a result of these linkages.

### **SOCI3024: POPULATION AND SOCIAL POLICY**

This course has been designed to allow students the opportunity to explore the policy implications and alternatives, which emerge from their study of the changing interactions between population and development. It will allow for detailed investigation of the questions which are encountered in other demography courses such as environmental degradation, urban growth and teenage pregnancy.

### **SOCI3025: CARIBBEAN CULTURE**

This course seeks to equip students with an in-depth understanding of core aspects of Caribbean Culture. Topics include: nationalism and identity, belief systems, religion, the arts, sports, family and kinship, and gender roles.

### **SOCI3026: SOCIOLOGY OF DEVELOPMENT**

This course is aimed at providing students with the opportunity to critically examine the current conceptual and theoretical framework associated with the study of social change and development in order to foster an appreciation for the approaches to understanding development.

### **SOCI3027: GENDER AND DEVELOPMENT**

The main objective of this course is to expose students to the introduction to gender perspectives in development theory, and the application of gender perspectives to the analysis of Caribbean development. The main gender issues in contemporary Caribbean development will be explored, with special emphasis on gender in the urban and rural economy, labour force patterns and labour force development, and gender-aware management systems. Knowledge and skills for addressing gender issues in economic development will be a central theme of the course.

### **SOCI3030: GLOBALIZATION AND DEVELOPMENT**

This course builds on the theoretical understanding of development that students acquired in SOCI3026. It surveys a number of important aspects of globalization and the ways in which they impact on the process of development. It provides students with an in-depth understanding of globalization and its implications for contemporary issues and policy questions such as employment, poverty, food security and environmental degradation.

### **SOCI3032: CRIMINOLOGY I**

The course will cover the following: Criminals and Criminology, Development of Criminology: Philosophical Foundations; Schools of Thought; Theories of Criminal Behaviour; Crime and Society: Socio-economic and Political bases.

### **SOCI3034: ANTHROPOLOGICAL THEORIES**

This course will introduce students to the important theories on culture that underlie the discipline of anthropology. Classic cultural theories such as social evolutionism, Marxism, functionalism, structuralism, and interpretive-semiotic approaches will be presented and explored. Students will also be introduced to more contemporary theories that revolve around cognitive anthropology, feminism and post-modernism. The class will examine the utility of each theory for understanding cultural issues in the Caribbean and across the world.

### **SOCI3036: CRIMINOLOGY II: POLICE AND SOCIETY**

This course will be a core course for alter in-depth, graduate examination of the role of the police in modern, democratic society; the problems attendant to performance of that role; and of the management of complex police organizations. The course will, at this level give basic attention to the role police officers play in the Caribbean and especially Jamaican society. It will explore ways in which citizens look at the police to perform a wide range of functions: crime prevention, law enforcement, order maintenance and community services.

### **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.

### **SOCI3041: INTRODUCTION TO SOCIAL MARKETING**

Introduction to Social Marketing provides foundation knowledge for students to acquire critical skills concerning best practices in designing, planning and implementing social interventions. The course emphasizes both theory and practice in Social Marketing, in order to provide participants with the necessary competence to identify and understand social problems in need of critical solutions and how to conceptualize, plan and implement an intervention (campaign) to address or alleviate these problems. Students will be introduced to concepts and theories relevant to Social Marketing, and will also be given the opportunity to apply the principles of Social Marketing through planning and implementation of a social campaign, as part of their course work. They will not be instant experts in the field, however, they will acquire a level of knowledge and competence to plan and implement an intervention in any field, while building their skills set in this area.

### **SOCI3042: RACE, ETHNICITY AND NATIONAL IDENTITIES IN THE CARIBBEAN**

This course explores various theoretical perspectives on Race and Ethnicity from both the fields of Sociology and Cultural Anthropology. It examines race as a social construct and explores the impact of race, ethnicity and colour on class, status, self-worth, and social mobility in the Caribbean.

### **SOCI3043: INTRODUCTION TO MEDICAL ANTHROPOLOGY**

This is an introductory course in medical anthropology. It provides a basic appreciation of how health and illness are explained and understood in a variety of different settings (both globally and in the Caribbean). Students will learn how a range of factors - cultural, political, economic and social - shape health-related knowledge and behaviour. Students will be introduced to the concepts and theoretical debates within medical anthropology and learn how knowledge gained through this sub-discipline can be applied to real-life public health issues. Additionally, they will observe Jamaican healing practices and systems and conduct their own research using the methodological tools acquired in the course.

### **SOCI3044: INTERNATIONAL TRADE AND LABOUR 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 the impact and challenges they present to the development of Caribbean economies, 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**

The Social Policy and Development Major is built around the premise that students should gain an understanding of the organic links between international forces, development theories, social policies and social outcomes, and that this can be achieved by the application of the sociological perspective to social problems and policy. This final year course will allow students an opportunity to synthesize and integrate discrete learning experiences gained throughout their degree programme. Designed as a research activity, this year-long course (6 credits) provides a practical experience of doing applied sociology. Students will conduct primary research to explore a social issue which has important policy implications. Students will meet with relevant stakeholders and develop policy recommendations. The course utilizes a mixed method approach which enables students to strengthen their skills in both qualitative and quantitative research techniques as well as to appreciate the benefits of combining both approaches. Students will also be assigned specific readings that must be discussed in the seminars/group meetings that accompany this course.

### **SOCI3046: THEORY AND PRACTICE OF RESTORATIVE JUSTICE I**

This course looks at the history and the theory of Restorative Justice. We will also examine the techniques and practicalities of their concept in Jamaica. Restorative Justice is both a theory and a practice. The principles are grounded in the practices of the ancient Mori Indians, First Nation and Native American tribes, and how they deal with offences committed within their colonies. We will then examine how the father of modern day Restorative Justice has used the principles to create a theory and the guidelines for practice of Restorative Justice, which suits modern day criminal activities. The practice is structured on three pillars: Harms and Needs of the victim, Obligation of the offender and the engagement of all parties involved, which are victims, offenders and the community. The course will also delve into concepts that are important in understanding the role of the three pillars. Students will then be expected to research some element of the history and process, then demonstrate its applicability to modern day issues.

### **SOCI3047: THEORY AND PRACTICE OF RESTORATIVE JUSTICE II**

This course is the second half of the Restorative Justice course and is a practicum. The students who wish to pursue this course are expected to have completed SOCI3046 before attempting this course. The objective of this course is to apply the theory and practices that you have gained from the prerequisite course and apply it to real-world situations, after brief training and rehearsals. Students will then be placed in an institution to work alongside the Administration to apply the skills that they have acquired.

### **SOWK1001: INTRODUCTION TO SOCIAL WORK I**

This course is designed to introduce students to Social Work as a *field* and *method*

of practice: This will be accomplished through the students' exploration of:  
(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

(b) Introduction to Social Work Practicum which involves visits to and observation of various types of social welfare and social development service agencies with related seminars and presentations on agency visits. (Duration: 50 hours). **Please note:** This one (1) credit course is retained as SOWK1011 for the Diploma in Social Work students who do not take section a) of the overall SOWK1001.

### **SOWK1003: THEORY AND PRACTICE OF SOCIAL WORK I**

This course introduces students to two basic integrated frameworks as the foundation for competent generalist social work practice with individuals, couples and families; groups and organizations; and communities. The first framework will demonstrate the important connected areas which provide the overall context for generalist social work education and practice. The focus is on increasing competencies in these connected areas.

The second framework will introduce students to a broad inner-outer paradigm as the basis for learning how to apply theory to practice. Finally, this course will also emphasize the importance of learning how to do bio-psycho-social-spiritual assessments as an important aspect of the social work process when applied to all levels of direct practice.

### **SOWK1010: SOCIAL WORK PRACTICUM I**

Social Work Practicum I ensures the comprehensive preparation of students new to professional social work as practiced in a developing and developmental context. The programme is spread over semesters I (38 hours) and II (127 hours) for a total of approximately 165 contact hours during the first year of professional formation. It encompasses a wide range of hands-on experiences inclusive of agency observation visits, job "shadowing", human skills laboratory training, skills practice, all day workshops and integrative seminars. Social Work Practicum I is organized to enable a high level of participation by students; it emphasizes experiential learning, critical self-awareness and self-analysis as well as provides opportunities for "innovative" and "creative thinking" while facilitating "socially and culturally responsive" problem solving. The expected outcome is for student transformation into reflective practitioners committed to lifelong learning.

### **SOWK2001: LAW AND THE HUMAN SERVICES**

This course is structured to enable students to have a thorough grounding in Law as it relates to human services. It is specifically designed to broaden and deepen students' knowledge and understanding of the Law as it relates to the delivery of services in the private and public sectors, and to expose them to the administrative machinery of the Law.

### **SOWK2002 & SOWK2003: THEORY AND PRACTICE OF SOCIAL WORK II & III**

The main objective of these courses offered over two semesters is to enlarge and deepen students' knowledge base and analytical skills in the main aspects of social

work practice – assessment, intervention and evaluation – involving work with individuals, groups and organizations and communities. Students will participate in lectures/discussions, classroom-based exercises and field activities.

#### **SOWK2004: DEVELOPMENT OF SOCIAL POLICY**

This course seeks to provide students with an understanding of the meaning of social policy and its importance for national development. The course will examine various definitions of social policy and models of social welfare, and will trace the broad historical developments in Caribbean social policy making. It will examine the role of various actors in the social policy and programme development process and will highlight the importance of research for social policy design, monitoring and evaluation. Additionally, the course discusses the paradigmatic shifts that have occurred in the social policy development process globally and regionally, with special emphasis being placed on health, education and social welfare policy.

#### **SOWK2005: ORGANIZATION AND ADMINISTRATION OF SOCIAL SERVICES**

The course offers a sound theoretical base together with skills to analyze, design and effect change in the organization and management of Human Services. It brings together modern management and organizational concepts and techniques. It lays the foundation for critical analysis of social services organization and administration. Emphasis is placed on understanding and improving organizational performance in terms of the quality of service, which is delivered through more appropriate use of human resources. Specific attention is given to social service agencies and their administration such as Health Service, Child and Family Services, Education, Social Security, Housing, Correctional Services.

#### **SOWK2006: CARIBBEAN SOCIAL ISSUES**

This course explores the dynamics of specific social problems which affect the Caribbean region, noting their contributing factors, impact and existing policy/national responses. This course offers a guide to identifying, analyzing and effectively addressing social problems emerging within the Caribbean. The intent is to give a general overview and to critically consider contemporary discussions of as well as interventions to address these issues, using various theoretical models as the basis of understanding the dynamics of social problems. The topics examined are crime and violence, poverty, ageing among others.

#### **SOWK2007: DISABILITY STUDIES**

This course will identify the ways in which differently-abled persons are marginalized and restricted and experience discrimination within an “un-adaptive” society. It will examine the interaction of persons with disabilities within the existing political, social, cultural and legal systems. This course is taught in partnership with persons with disabilities and is grounded in the epistemological belief that the creation of knowledge about disability should be with/by people with disabilities. This course will take students on an interesting journey which begins with sensitization to the experience of disability, explores the pathways of acceptance and inclusion and arrives at the destination of policy and advocacy.

#### **SOWK2008: SOCIAL WORK PRACTICUM II** *(Year Long – 6 Credit)*

This course offers supervised placements involving working with individuals, families, treatment or social groups, or community organizations in programmes

which have primarily a rehabilitative, a social development or a social action focus. These may be in any of the following types of settings: Clinical, Child and Family, Education, Counseling and Rehabilitation and Community. Weekly field integrative seminars will seek to enhance the students' learning through sharing of experiences, discussion of cases to integrate theory with practice, building network systems for more efficient practice and an introduction to the fine art of peer group supervision (Duration – 320 hours).

### **SOWK2009: SOCIAL WORK PRACTICE SKILLS LAB**

This course will help students to further develop the practice skills introduced to them in their first year of study. It will focus on developing competence in building client/worker relationships, whether at the individual, small group, community or organizational level. The course will make extensive use of experiential and reflective learning strategies.

### **SOWK2021: HUMAN BEHAVIOUR IN THE SOCIAL ENVIRONMENT**

This course provides a comprehensive examination of human behaviour throughout the developmental lifespan and within different social settings from the unique social work perspective of the person-in-environment. General systems/ecological theory provides the underpinnings for this approach from which the systems paradigm and model were developed as frameworks for classifying other theoretical concepts, assessing social problems and for devising prevention and intervention strategies when working with clients. Specific attention will be given to current social problems in the Caribbean as they affect and are affected by various systems in the environment.

### **SOWK 2022: HUMAN BEHAVIOUR IN THE SOCIAL ENVIRONMENT II**

The effects of the macro systems on the clients served by social workers cannot be ignored. Culture, communities, institutions and organisations are the primary macro systems that continuously have an adverse impact on individuals and groups within the social environment. Therefore, it is important that students have an understanding of the connections between the client's individual problems, and the larger social problems and macro level change efforts required. This course will make extensive use of a political economy and social constructionist perspective in theorising the behaviour of small and large groups and organisations. Finally, students will examine the implications of this knowledge for practice in the Caribbean context.

### **SOWK2107: HEALTH, SOCIETY AND THE HUMAN SERVICES**

This course challenges students to holistically assess the health status of self and others and to examine the criteria for maintaining healthy lifestyles. The connection between health and development will be examined as well as the current health status and health trends in the Caribbean. Students will critically discuss alternative/complementary health seeking behaviours especially as they affect the biopsychology aspects of primary health care in the cultural setting. The value of having a public health responsibility orientation in addition to the need for a multidisciplinary and interdisciplinary team approach to tackling health problems will be emphasized. Finally, students will examine the need for ongoing research and evaluation.

**SOWK3000: SOCIAL WORK RESEARCH PAPER** *(Year Long – 6 Credit)*

*(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: THEORY AND PRACTICE OF SOCIAL WORK: COMMUNITY ORGANIZATION**

This course gives an in-depth understanding of community and an introduction to a modern method of community research. The history of community development is reviewed, particularly, its interaction in the Caribbean with the wider economic, political and socio-cultural framework and techniques of a participatory approach to community are tried out in a work-study exercise in the field.

**SOWK3010: THEORY AND PRACTICE OF SOCIAL WORK: APPLIED SOCIAL GROUP WORK**

This course will give students the opportunity to both experience and guide the group process. In addition to an examination of the group dynamics inherent in social settings, students will be introduced to the basic concepts of Transactional Analysis as a useful theory and tool for assessing communication, interpersonal styles and human behaviour in groups. Students will practice specific skills required for demonstrating effective understanding of and interventions in the beginning, middle and end stages of selected task and treatment groups.

**SOWK3012: SOCIAL WORK IN SCHOOLS**

This course will focus on the multidimensional issues and challenges facing students and the administration within the educational system. The students will be required to use their generalist knowledge base to develop appropriate interventions to respond to the needs in this setting. Such interventions will address the home/school/community dynamics, the need for a multi-disciplinary team approach and advocacy, thus ensuring the best interest of the children in the school.

**SOWK3014: ADMINISTRATIVE PROCESS IN SOCIAL AGENCIES**

This course presents a management approach to the administrative process in social agencies. It is concerned with the interaction and interconnection between structure and operations of the administrative process. The underlying theme of the course is the need for

- Administrative effectiveness
- Improvement in the quality of management action
- Quality assurance and recognition of the important role of management as an integrative activity in the administrative process in social agencies.

**SOWK3015: DRUGS AND SOCIETY**

This course explores the use and misuse of drugs, the social consequences and the national and regional implications of drug trafficking. Theories and research relating to these issues are explored and prevention, intervention and treatment strategies



are examined. A multidisciplinary approach is taken in order to give the students a broad understanding of this complex problem.

### **SOWK3017: SOCIAL WORK PRACTICUM III (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 (Andragogy) Individual vs. Group Supervision;
- (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 how such planning relates to social capital and human development. Critical contemporary dimensions of social planning, namely participation, gender and sustainability, are taken into account. Students address planning on specific current social issues and practice toward acquiring some basic skill in one form of social planning – designing a project proposal.

### **SOWK 3028: SOCIAL WORK IN SCHOOLS**

This course will focus on the multidimensional issues and challenges facing students and the administration within the educational system. The students will be required to use their generalist knowledge base to develop appropriate interventions to respond to the needs in this setting. Such interventions will address the home/school/community dynamics, the need for a multi-disciplinary team approach and advocacy, thus insuring the best interest of the children in the school.

### **SOWK3030: THEORY AND PRACTICE OF SOCIAL WORK: CASE WORK**

This course is designed to sharpen the students' competencies in working with individuals, and families in agencies/institutions providing counseling, treatment and/or rehabilitative services. The course will build on the theoretical and practical foundations of Levels I and II. It will focus on increasing knowledge and skills in both generalist and clinical social work practice.

### **TOUR1000: INTRODUCTION TO TOURISM 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 segment of the industry offers numerous and diverse career opportunities

### **TOUR2002: TRANSPORT AND TRAVEL**

The course will focus on the dimensions of tourism; historical, economic, social, cultural, psychological and environmental characteristics as they relate to the development of the travel and tourism industry with special emphasis on the transportation sector. Adequate transportation infrastructure and access to

generating markets is one of the most important prerequisites for the development of any destination. Thus tourism travel and transport is a very active element of the tourist product and experience.

### **TOUR3000: TOURISM MANAGEMENT**

Tourism is a global phenomenon and in the Caribbean the tourism sector is the main stay of economic success for several Caribbean countries. This course therefore seeks to educate students on the intricacies of managing the tourism and hospitality industries. The course acknowledges the fact that tourism management is not confined simply to supervision within the tourism and hospitality setting. Instead the course focuses on the major functions, processes and procedures that are practiced and performed by the various areas associated with the tourism sector as a whole, as well as the management structure and functions of the tourism industry.

### **TOUR3001: SUSTAINABLE TOURISM**

The concept of sustainable tourism will be fully explored with the use of international, regional and national case examples. The supporting policy and planning mechanisms to achieve sustainable tourism in the Caribbean will be outlined. Sustainable tourism is designed to expose the student to the principles of sustainable development within a tourism context. Many Caribbean countries are dependent on the service industries in general and tourism in particular as a means of ensuring economic growth and development. This course will highlight the importance of tourism in providing economic, socio-cultural and environmental sustainability for Caribbean economies.

### **TOUR3004: DESTINATION MARKETING**

As the recipient of tourism, the destination is a key element of the tourism system and provides the focal point for tourism activity and the study of tourism. Since tourism is consumed where it is produced, the destination comes under intense scrutiny and pressure from a wide range of sources, providing many challenges for all those involved in tourism in the public and private sectors. This course will examine the key issues that must be considered to effectively market the tourism destination. The course evaluates:

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

### **TOUR3005: TOURISM PLANNING AND DEVELOPMENT**

At the end of this course, learners should have a better understanding of the importance of the tourism industry to many economies, especially small economies within the Caribbean/CARICOM region. It is therefore necessary that workers and potential workers in this industry understand the planning and organization processes of the industry so as to minimize threats and maximize opportunities. With the understanding that the essence of tourism involves the travel to places and the interaction with people, this course focuses on the planning and organization of

the 'People and Place' aspects of the four marketing P's and the policies and issues facing these entities.

#### **TOUR3009: TOURIST BEHAVIOUR**

This course will be based on the already existing MGMT3070-Consumer Behaviour. The emphasis will now be on hospitality consumers in particular, with a view to understand how consumption patterns for tourism have changed with changing demographic factors. The changing consumer is a key area which must be understood moving forward; as there are increasing opportunities to introduce pull factors for various types of tourists. From an economic standpoint, some now view tourism as more than luxury goods which has implications for marketing efforts.

#### **TOUR3010: CARIBBEAN TOURISM**

This course explores the many aspects of tourism in a Caribbean context including the new and emerging challenges of sustaining a Caribbean tourism industry. There are broad issues that are addressed within the context of the proposed Caribbean tourism guiding policy principles for sustainability, including capacity management, marketing, economic linkages, environment, transport, and health, safety and security. Specific topics are addressed, these include inter-island transport, multi-destination marketing and organization to manage Caribbean tourism.

#### **TOUR3110: ECOTOURISM**

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

#### **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, the impacts of tourism, Destination sales and marketing issues, and Destination planning.

# **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 for Preliminary Credits (**PC**) or which were Audited (**V**) are not included in the calculation of courses taken or the credit hours earned.
  - Students must have completed in a satisfactory manner all courses for which they were registered during the applicable semester. Thus, students' records must not have for the applicable semester an **AB**: Absent, **F1, F2 or F3**: 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**: Audit not Satisfactory.
  - Where students' records have for the applicable semester an **IP**: In Progress, an **AM**: Absent Medical, **FM**: Failed Medical, and or a **LW**: Late Withdrawal, 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 published Dean's List shall be posted on the Faculty's website where it shall also be archived for future reference.
- Students shall be notified of their inclusion by a letter from the Dean. Letters shall be distributed electronically via UWI-provided email addresses.

### 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 PRIZES

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

#### 1. Cross Campus Social Sciences First Year Prize

Presented to the student, registered for an undergraduate Social Sciences degree, who obtains the highest degree GPA in the Level one examinations across all campuses.

To receive the Social Sciences First Year Prize a student must have:

- Been nominated by one of the Faculties of Social Sciences or the Open Campus Academic Programmes and Delivery;
- Done the majority of credits while registered in the Social Sciences;
- Completed the 30 credits in a single year, if registered full-time;
- Completed the 24 credits within two (2) years, if registered part-time;
- Passed all UWI courses, including foundation courses, on the first attempt;
- Completed at least 30 credits, all of which must be relevant to the completion of the programme for which the student is registered, If registered full-time;
- Completed at least 24 credits, all of which must be relevant to the completion of the programme for which the student is registered, If registered part-time;
- If granted credit exemption for courses done at other institutions, completed at least 24 credits earned while registered at UWI;
- The highest GPA counting all Level I courses including Foundation Courses (or courses substituted for Level I courses or where a Level II course is permitted as Level I) attempted at UWI including those done in other faculties prior to entering the FSS save that preliminary courses will not be counted and that the credits for courses done at other institutions shall be treated on a pass/fail basis;
- In the event of a tie, the prize will be shared.

#### 2. Charles M. Kennedy Prize - Cross Campus Final Year Economics Prize

Presented to the student awarded an undergraduate Social Sciences degree with a major in Economics who achieves the highest degree GPA in the Level II and III examinations across all campuses.

To receive the Charles M. Kennedy Prize, a student must have:

- Been nominated by one of the Faculties of Social Sciences or the Open Campus Academic Programmes and Delivery;
- Been awarded an undergraduate Social Sciences degree with a major or special in Economics;
- The highest degree GPA in all courses taken at Levels II and III examinations;
- In the event of a tie, achieved the highest cumulative GPA calculated using all three Levels.
- In the event the tie is not broken, the prize will be shared.

### 3. **Hugh Springer Prize - Cross Campus Final Year Prize**

Presented to the student, awarded an undergraduate degree in Humanities and Education or Social Sciences, who achieves the highest degree GPA in the Level II and III examinations across all campuses.

To receive the Hugh Springer Prize, a student must have:

- Been nominated by one of the Faculties of Social Sciences or of Humanities and Education or the Open Campus Academic Programmes and Delivery;
- Been awarded an undergraduate degree from one of the Faculties of Humanities and Education or Social Sciences;
- The highest degree GPA in all courses taken at Levels II and III examinations.
- In the event of a tie, achieved the highest cumulative GPA calculated using all three Levels.
- In the event the tie is not broken, the prize will be shared.

## **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.

### ***Department of Economics***

**Alfred A. Francis Prize** - Awarded to the student pursuing the BSc. Economics Major with the highest score in the course ECON3049. The student must have obtained a minimum grade of B+.

**The Department of Economics Prize** - Awarded annually to the two (2) students with the highest aggregate in year 2, in the BSc. in Economics and Statistics options.

**The Department of Economics Prize for the Best Research Paper in ECON3050: Applied Econometrics** - Awarded to three (3) undergraduate students who wrote the best empirical research papers in the course.

### ***Department of Government***

**Ann Spackman Memorial Prize** - Awarded annually to a Mona student registered for any degree programme within the Faculty of Social Sciences, who has performed best in the course GOVT1000.

**Carl Stone Memorial Prize** - Awarded to a FSS student with the best overall performance, when averaged, in the courses GOVT2044 and GOVT2054.

**Nethersole Prize** - Awarded annually to the final year student with the best performance in any degree offered by the Department of Government, with the exception of the BSc. International Relations programmes.

**Sir Laurence Lindo Prize** - Awarded to a Mona student with the best performance in the BSc. International Relations, Levels II and III final examinations provided the student obtains Second Class Honours.

**Archie Singham Memorial Prize** - Awarded to the students with the best performance in 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 Policy and Management** - Awarded to the student with the best academic performance in the BSc. Public Policy and Management.

**Rupert Lewis Prize** – Awarded to the student with the highest grade in the course GOVT2005: Caribbean Political Thought.

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

#### ***Department of Sociology, Psychology and Social Work***

**Council of Voluntary Social Service (CVSS) Social Work Prize** - Awarded to the student with the best overall performance in the BSc. Social Work final examinations.

**Jamaica Association of Social Workers (JASW) Prize** - Awarded to the 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 highest grade in the course SOWK2004: Development of Social Policy.

#### ***Mona School of Business and Management***

**Ernst & Young Auditing Prize** - Awarded to the Accounting (Major) graduate who received the highest mark for the course ACCT3043: Auditing 1.

**Ernst & Young Taxation Prize** - Awarded to the Accounting (Major) graduate who received the highest mark for the course MGMT3051: Taxation 1.



**Ernst & Young Co-op in Accounting Prize** – Awarded to the Students who participated in the Co-op in accounting programme at Ernst & Young and obtained the highest grade point average within the programme.

**The Mona School of Business and Management Prize** - Awarded to the student with the most outstanding performance in the final examinations in any one of the BSc. Management Studies (Majors).

**The Mona School of Business and Management Prize in Management Studies** - Awarded to the final year student with the most outstanding performance in the Management Studies (Major).

**The Mona School of Business and Management Prize in Accounting** - Awarded to the final year student with the most outstanding performance in the Accounting (Major).

**The Banking and Finance Prize** - Awarded to the final year student with the most outstanding performance in the Banking and Finance (Major).

**The Mona School of Business and Management Prize in Human Resource Management** - Awarded to the final year student with the most outstanding performance in the Human Resource Management Major.

**The Mona School of Business and Management Prize in Marketing** - Awarded to the final year student with the most outstanding performance in the Marketing Major.

**The Mona School of Business and Management Prize in Tourism Management** - Awarded to the final year student with the most outstanding performance in the Tourism Management Major.

**Jamaica Employers' Federation Prize** - Awarded to the final year student with the highest GPA who has specialized in the field of Human Resource Development, 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 FOUN1013-Critical Reading and Writing in the Social Sciences or FOUN1019-Critical Reading and Writing in the Disciplines 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 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 as well as others that may be of interest. 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
- Dreamsworld Elite
- Faculty of Social Sciences Honours Society
- Governance Society
- Optimist Club of UWI Mona
- Psychology Student Association
- Rotaract Club
- Social Works Student Association
- The Banking League Society
- UWI Tourism Society
- University Marketing Association
- United Nations Club (UWI Chapter)
- UWI Environmental Club
- UWI Peer Support Advisors
- UWI Students Today Alumni Tomorrow
- UWI Toastmasters
- Young Economist Association
- Young Investor's Club
- Human Resource Management Association

# **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

## RESPONSIBILITIES 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 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 includes the restrooms. This takes into account, but is not limited to lying down or sleeping on the furniture, public grooming, and the playing of games such as cards, dominoes and other such board games. Persons shall also refrain from engaging in any activity which amounts to an inappropriate public display of affection.
- (d) Persons shall refrain from lingering or congregating along designated pathways in a manner that may obstruct free movement. This includes the sitting on of stairs and railings. Additionally, persons shall avoid walking in or through gardens and related lawns. There shall also be no riding on the pathways, except in the case of disabled persons who utilize mobility aids.
- (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.



## **ROLES AND RESPONSIBILITIES OF COURSE REPRESENTATIVES**

- (a) The course representative, as elected by the students of a course, should be seen essentially as being responsible for representing the interests/concerns of his/her fellow classmates regarding the course to the lecturer/instructor.
- (b) He/She is responsible for maintaining an awareness of his/her classmates' concerns and/or feelings towards the course and will also be responsible for bringing them to the fore should such action be warranted.
- (c) He/She shall meet with the course lecturer/instructor on a regular basis, so that they may have a brief discussion regarding the course, where the course representative can make known to the lecturer whatever general concerns the students may have and vice versa. It is recommended that this be done at least once every three weeks.
- (d) He/She shall report to the faculty's student representative on any pressing concerns that the students of the course may share, and on what consultation with the lecturer/instructor with respect to these concerns has yielded.
- (e) Should it become necessary to do so, he/she may, in consultation with the Faculty's student representative, bring such matters of concern to the attention of the Head of Department.
- (f) He/She should be prepared to make him/herself available to sit on the Departmental Staff/Student Liaison Committee, should such a request/appointment be made.
- (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**

Notices<sup>19</sup> may emanate from the Faculty or Departmental Office or through them from another official UWI source, from various units, organizations and individuals within the University as well as organizations and institutions outside of the University community. The purpose of this policy statement is to provide guidelines for the posting of notices so as to make the communication of information by notices (especially official notices) more effective, to reduce the clutter caused by the indiscriminate placing of notices, to allow staff and students to differentiate between official and unofficial notices and to clarify the University's liability with respect to the content of notices.

## **B. Faculty or Departmental Notices**

Notices emanating from a Faculty or Departmental Office or through such Offices from other official UWI sources shall be posted on the official Faculty or Departmental notice boards and such postings shall be signed by a person designated to authorize postings, and may be stamped with the Faculty or Departmental stamp. Notices not emanating from any such Office may only be displayed on an Official Notice board with approval by the person designated to authorize postings. 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.

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<sup>19</sup> 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**

- ❖ FSS (MONA) PHILOSOPHY OF TEACHING AND LEARNING
- ❖ COURSEWORK ACCOUNTABILITY STATEMENT
- ❖ STUDENT SERVICES OFFERED BY FACULTY
- ❖ OVERVIEW OF THE AUTOMATED STUDENT REQUEST MODULE (ASRM)
- ❖ CREDIT CHECK
- ❖ CO-CORRICULAR COURSES
- ❖ FREQUENTLY ASKED QUESTIONS
- ❖ REVISED FSS COURSE CODES AND TITLES
- ❖ EMERGENCY NUMBERS

## Appendix I: FSS MONA PHILOSOPHY OF TEACHING AND LEARNING

### Our Commitment

The Faculty of Social Sciences identifies “excellence in teaching” as a key element of the UWI mission. The FSS is committed to facilitating its students and supporting its staff in line with the UWI’s aim to produce a distinctive graduate (as the desired outcome of the teaching and learning process) with the set of attributes outlined in the 2012-2017 Strategic Plan and set out below<sup>20</sup>. In seeking to achieve its goals the FSS recognises the importance of monitoring and evaluating processes as the basis for on-going improvements in teaching and learning within the Faculty.

- Critical and creative thinker
- Effective communicator
- Good interpersonal skills
- IT skilled and information literate
- Innovative and entrepreneurial
- Globally aware and grounded in his/her regional identity
- Socially, culturally and environmentally responsible
- Guided by strong ethical values; with special emphasis placed on:
  - Leadership
  - Goal setting and
  - Ability to significantly contribute to new knowledge in the case of graduate students.

The FSS strives to create an environment, which fosters self-reflective teaching and learning in which its staff members are committed to linking teaching with research, participating in the scholarship of teaching, and adopting innovative methods that meet the full range of learning needs of a diverse student body. Teaching and learning is seen as a shared responsibility between students and teachers. This enhanced by the full integration of and cooperation among all those involved as instructors within a collegial atmosphere that achieves an appropriate balance between the role of the individual instructor and that of the department, faculty and wider University community including the specialized units such as the Instructional Development Unit, Students Services and Development, AQAC, the Deputy Principals Office and OBUS. The FSS is firm in its view that students must show a readiness and openness to learn, be active in the teaching and learning process, and take part in the assessment of the learning process.

The FSS sees itself as an integrated learning community which values both disciplinary and interdisciplinary studies and encourages students to take advantage of the insights and skills that can be gained from a range disciplines, including those outside of the faculty, and from an active participation in co-curricular activities, internships and other enrichment opportunities.

### The Enablers

The implementation of this philosophy is dependent on a shared vision, adequate infrastructure, appropriate workload allocations and suitable requirements of and opportunities for instructional skills development, as well as a comprehensive set of administrative and academic support for staff and students. An effective recruitment process for instructors and students must be in place along with schemes for the professional development of staff; and students must be able to access effective counselling, academic advising and remedial services as needed. All instructors including part timers require adequate orientation and Heads of

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<sup>20</sup> See UWI Strategic Plan 2012-2017, p.31 (UWI Mission) and p.34 (Attributes of the Distinctive UWI Graduate).



Departments must provide clear directions regarding teaching expectations to new recruits; monitor their progress and afford them mentoring opportunities where appropriate. Students have different learning styles and strengths to which we must cater. We must identify students with special needs (e.g. social, learning and psychological) and pay attention to those who are doing poorly as well as those who are doing exceptionally well so that all groups may be supported to achieve their true potential.<sup>21</sup>

### **Quality Assurance**

An integral element in the promotion of teaching and learning excellence in the FSS involves seeking to make the best use of the UWI quality assurance activities. Quality is maintained by continuous review of teaching and learning strategies, programmes and courses – based on feedback, including that from institutional research; student assessments; peer reviews; external examiners’ reports; departmental self-studies; analyses of international best practices and surveys of employers and graduates. Monitoring mechanisms, utilizing a user friendly format, have been designed to track the implementation of recommendations arising from quality assurance reviews along with any alternative approaches designed by the departments in response to reviews.<sup>22</sup>

### **Teaching in Academic Staff Evaluation and Promotion**

Teaching performance is an essential domain within which to evaluate academics. No matter the excellence in the other domains (1] research, publications and scholarship and 2] contribution to University life, public service and professional activities) promotion must depend on meeting an agreed standard of quality in teaching. Colleagues are expected to draft their own teaching philosophies and an assessment of teaching checklist is being developed to aid evaluation.<sup>23</sup>

### **Assessment of and for learning**

There must be a clear link between learning outcomes, stated in course outlines, and assessments which should be both “of learning” and “for learning”. The former evaluate the degree to which students have learnt and are the basis for final grades. The latter allow for feedback to benefit instructors and students as they seek to assess the extent of learning and adjust instructional and study strategies. In both roles, assessments are pivotal in teaching and learning and therefore require the attention of departments and the Faculty, which must ensure that instructors have the appropriate competencies and that responsibilities are shared in a collegial manner.

Assessments must be aligned within the context of programmes to ensure that those higher order skills associated with the attributes of the distinctive UWI graduate are tested utilizing a wide range of methods, within a system which

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<sup>21</sup> This can be seen in the application of a policy on disabilities and the newly proposed Special Honours Degree.

<sup>22</sup> See relevant OBUS Quality Assurance documentation. FSS constantly seeks more effective assessments of teaching and learning outcomes (see for example, FSS Enhancing Student Learning Committee’s Draft Peer-review document and the format for tracking the implementation of recommendations arising from Quality Reviews).

<sup>23</sup> See FSS(M)P. 18<sup>1</sup> Promotion and Evaluation Standards Academic Staff.

preserves an incontestable reputation of probity and sanctions dishonesty.<sup>24</sup> Cross cutting curriculum strategies such as communicating across the curriculum are valued and every effort is made to foster the students' sense of enquiry, encourage their intellectual curiosity and promote autonomy, while directing them towards closer involvement with the evaluation of their learning, and that of their peers.

### **Conclusion**

We have a professional and civic responsibility to our Caribbean people to ensure that future leaders are equipped with tools necessary to secure the sustainable development of our region. To fulfil this responsibility, we must do all in our power to ensure that while pursuing their degrees within the Faculty, our students acquire the attributes of the distinctive UWI graduate, which will equip them to play their role as future leaders within (and beyond) the region.

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<sup>24</sup> Reference can be made to the literature on Bloom and subsequent taxonomies of learning domains.

## **Appendix II: 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 III: 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."<sup>1</sup>

#### 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.<sup>1</sup>

#### 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.<sup>1</sup>

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.<sup>1</sup>

## **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."<sup>1</sup>

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.*"<sup>1</sup>

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."<sup>1</sup>

### **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."<sup>1</sup>

### **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."<sup>1</sup> 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 IV: Student Services Offered by the Faculty

Requests handled by the Faculty Office	Requests handled by the Department
<b>via the Automated Student Request System (ASRS)*</b>	Academic Advising
Late Adjustments to Registration ( <i>Add/Drop</i> )	Advise on Course Selection
Late Registration	Change of Major, Minor, Special
Course Not for Credit ( <i>e.g. Request to audit a course</i> )	Change of Streams
Course Substitution(s) ( <i>Replacing a core course with another course</i> )	Special Approval for Entry to Course
Exemption ( <i>with and without credit</i> )	<b>Departmental Override is required for the following errors (Red Flags):</b>
Carry-over Coursework ( <i>Coursework or mid-semester grades carried forward from previous sitting of course</i> )	<ol style="list-style-type: none"> <li>1. PREQ and TEST SCORE-ERROR (Pre-requisites not satisfied)</li> <li>2. CORQ_{Course Code} (CRN) REQ</li> <li>3. Level restriction</li> <li>4. College restriction</li> <li>5. Degree restriction</li> <li>6. Programme restriction</li> <li>7. Major restriction</li> <li>8. Class restriction</li> <li>9. Quota limit reached</li> </ol>
Exams Only	
Deferral of Exam(s) ( <i>Usually under special circumstances</i> )	
Leave of Absence	
Voluntary Withdrawal	
Waiver of Requirement to Withdraw	
Study at another UWI Campus ( <i>Cave Hill/St. Augustine/Open Campus/Western Jamaica Campus</i> )	
Exchange Programme ( <i>Study at another University</i> )	
<b>via the Student Administration System (SAS)</b>	
Approval of Additional Course ( <i>Credit Limit Exceeded</i> )	
Approval of Change of Enrolment Status ( <i>Part-Time to Full-Time &amp; vice versa</i> )	

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



## Appendix V: 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.

THE UNIVERSITY OF THE WEST INDIES, MONA  
Student Administration System

Search   [MAIN PAGE](#) [SITE MAP](#) [HELP](#) [EXIT](#)

User Login

Please enter your user Identification Number (ID) and your Domain/OURVLE Password. When finished, click Login.

**When you have finished, please Exit and close your browser to prevent other users from accessing your records.**

**IMPORTANT:** Student users should note that your password is now the same as your OURVLE/DOMAIN password. If your OURVLE/DOMAIN password is your date of birth, please use the format YYYYMMDD. e.g. John Brown is a student with id number 89878543. John was born on January 3, 1989. In this case John would enter: 89878543 in the slot for User ID and, 19890103 in the slot for Password.

If you do not remember your OURVLE/DOMAIN password or it has expired, please contact the MITS Helpdesk at extension 2992 or (876) 927-2148. You may also [email](#) the helpdesk or visit the UWI Mona Live Support page (link below) to request a password reset.

Live Support  
ONLINE

ID Number:   
Password:

[Click Here for Help with Login?](#)

RELEASE: 8.4

*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 VI: Credit Check

Credit Checks in the Faculty of Social Sciences are performed by students. All students who wish to conduct a credit check should kindly note and follow the steps below:

### Procedure

1. Print an unofficial copy of your transcript accessed via SAS.
2. Locate the FSS Handbook online corresponding with the year of entry to your programme at [http://www.mona.uwi.edu/socsci/handbooks\\_archives](http://www.mona.uwi.edu/socsci/handbooks_archives).
3. Identify your programme of study in the relevant handbook and check the requirements of the programme alongside your transcript to determine courses completed and those outstanding.
4. All core courses (named courses under a programme) **as well as** the required number of free electives at the indicated Levels (whether I or II/III) **MUST** be passed in order to complete an FSS degree.

**NOTE:** Departments make changes to their degree programmes from time to time. Therefore, students who have been out of their programme for at least an academic year should consult with their Department to verify if there were any changes to their programme requirement.

### Finalising Students

1. Follow the procedure for a credit check as indicated above.
2. If any problems are encountered when completing the credit check, consult the Department that offers the programme to resolve queries.
3. If, after completing steps 1 and 2 above, there is still an issue the matter may be brought to the Faculty Office.

## Appendix VII: Co-Curricular Courses

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

COCR2003	Cricket
COCR2004	Football
COCR2005	Netball
COCR2007	Steel Orchestra (Panoridim)
COCR2008	Track & Field
COCR2009	Photography (Camera Club)
COCR2010	Debating
COCR2011	Peer Support Provider Training
COCR2015	Leadership

## Appendix VIII: 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 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 at the beginning of Part III.

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

**A:** See Glossary of terms used at the beginning of 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 <http://asrs/stud/>. See Appendix VI for overview and instructions on how to use ASRM.

**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 that a pre-requisite course provides many of the fundamental concepts required for the more advanced course.

## Appendix IX: Revised FSS Course Codes and Titles

The following course codes and titles were revised as part of a Cross Campus harmonization exercise or Curriculum change. The content of the courses were not changed therefore these courses are **anti-requisite** for each other and cannot be taken together for credit. See list of other anti-requisites on page 126.

<b>Old Codes and Titles (prior to September 2014)</b>	<b>Revised Codes and Titles</b>
ECON1003: Mathematics for the Social Sciences	ECON1003: Mathematics for Social Sciences I
ECON1005: Introductory Statistics	ECON1005: Introduction to Statistics
ECON1006: Calculus I for Business and Social Sciences	ECON1004: Mathematics for Social Sciences II
ECON2006: Economic Statistics	ECON2005: Social and Economic Accounting
ECON2017: Calculus II for Business and Social Sciences	ECON2016: Calculus for Social Sciences
ECON2019: Matrix Algebra for Business & Social Sciences	ECON2015: Matrix Algebra
ECON3005: Monetary Economics I	ECON3005: Monetary Theory and Policy
ECON3006: International Trade Theory and Policy	ECON3006: International Trade
ECON3049: Econometrics I	ECON3049: Econometrics
ECON3067: Applied Econometrics	ECON3050: Applied Econometrics
ECON3051: Economic Development: Perspectives and Theories	ECON3051: Development Economics
ECON3066: Credit Analysis and Lending	ECON3073: Credit Analysis and Lending
ECON3068: Public Policy II	ECON3069: Public Policy
GOVT1000: Introduction to Political Institutions	GOVT1000: Introduction to Political Institutions and Analysis
GOVT2010: Delinquency & Juvenile Justice	GOVT2110: Delinquency & Juvenile Justice
GOVT2012: Pop.Jam.Music 1962-1982:Roots,Lyrics as Socio-Pol'I&Philo.Text	GOVT2012: Popular Jamaican Music 1962-1982: Roots Lyrics as Socio-Political Philosophical Text
ACCT3039: Management Accounting	ACCT3039: Management Accounting II
HOTL3004: Hotel & Catering Law	HOTL3008: Hotel & Catering Law
TOUR2100: Transportation and Travel	TOUR2002: Transportation and Travel
MGMT2003: Principles of Marketing	MKTG2001: Principles of Marketing
MGMT2005: Computer Applications	MGMT2004: Computer Applications
MGMT2012: Introduction to Quantitative Methods	MGMT2012: Quantitative Methods
MGMT2021: Business Law	MGMT2021: Business Law I
MGMT2026: Introduction to Production and Operations Management	MGMT2026: Production & Operations Management
MGMT3004: Consumer Behaviour	MKTG3070: Consumer Behaviour
MGMT3025: Labour and Employment Law	MGMT3063: Labour and Employment Law
MGMT3027: The Hotel Supervisor As A Trainer	HOTL3027: The Hotel Supervisor As a Trainer
MGMT3033: Government Business and Society	MGMT3033: Business, Government and Society
MGMT3136: New Venture Creation & Entrepreneurship	MGMT3058: New Venture Management

<b>Old Codes and Titles (prior to September 2014)</b>	<b>Revised Codes and Titles</b>
MGMT3060: Production and Planning	MGMT3060: Operations, Planning and Control
MGMT3334: Social Entrepreneurship for Sustainable Development	MGMT3089: Social Entrepreneurship for Sustainable Development
MGMT3100: Entrepreneurial Finance	MGMT 3090: Entrepreneurial Finance
MKTG 3001: International Marketing	MKTG3001: International Marketing Management
PSYC1003: Psychology Laboratory Methods: Physiological & Cognitive	PSYC1006: Research in Cognitive & Physiological Psychology
PSYC2015: Developmental Psychology	PSYC2012: Developmental Psychology
PSYC3000: Research Designs in Psychology	PSYC2019: Experimental and Applied Psychology
PSYC3011: Research Paper	PSYC3011: Research Paper in Psychology
PSYC3021: Behaviour Management	PSYC 3027: Behaviour Management
PSYC2007: Psychometrics 1	PSYC2007: Psychometrics
SOCI1002: Sociology for the Caribbean	SOCI1002: Introduction to Sociology I
SOCI2000: Sociological Theory I	SOCI2000: Classical Social Theory
SOCI2001: Sociological Theory II	SOCI2001: Modern Social Theory
SOCI2006: Qualitative Research	SOCI2006: Qualitative Methods in Sociological Research
SOCI2007: Survey Design	SOCI2007: Survey Design and Analysis
SOCI2016: Gender and Development in Caribbean Society I	SOCI3027: Gender and Development
SOCI2018: Anthropology of (Africa/India)	SOCI2018: Anthropology of Africa
SOCI2021: Criminology I: Introductory	SOCI3032: Criminology I
SOCI3033: Tourism and Development in the Caribbean	SOCI3004: Tourism and Development
SOCI3036: Criminology II	SOCI3036: Criminology II: Police and Society
SOWK1000: Human Behaviour: The Person-in-Environment Perspective	SOWK2021: Human Behaviour: The Person-in-Environment Perspective
SOWK1001: Introduction to Social Work I (Inc. Intro.to Practicum)	SOWK1001: Introduction to Social Work
SOWK1003: Introduction to Social Work II	SOWK1003: Theory and Practice of Social Work I
SOWK1006: Social Work Practicum I	SOWK1010: Social Work Practicum I
SOWK2002: Social Work Theory and Practice I	SOWK2002: Theory and Practice of Social Work II
SOWK2003: Social Work Theory and Practice II	SOWK2003: Theory and Practice of Social Work III
SOWK2107: Disability Studies	SOWK 2007: Disability Studies
SOWK2007: Health, Society and the Human Services	SOWK2107: Health, Society and the Human Services
SOWK3009: Community Organisation	SOWK3009: Theory and Practice of Social Work: Community Organization
SOWK3010: Applied Social Group Work	SOWK3010: Theory and Practice of Social Work: Applied Social Group Work
SOWK3030: Social Casework: Counseling, Treatment and Rehabilitation	SOWK3030: Theory and Practice of Social Work: Case Work

**NOTE:** All prerequisites remain the same unless otherwise indicated.

<b>Old Codes and Titles (prior to September 2016)</b>	<b>Revised Codes and Titles</b>
HOTL3001: Meetings & Convention Management	HOTL3001-Events Management
HOSP1000: Introduction to Tourism and Hospitality Management	TOUR1000: Introduction to Tourism and Hospitality Management
TOUR3105: Caribbean Tourism: Sustainable Development	TOUR3001-Sustainable Tourism
TOUR3102: Tourism Destination Marketing	TOUR3004-Destination Marketing
TOUR3106: Caribbean Tourism: Planning Policies & Issues	TOUR3005- Tourism Planning & Development
TOUR3103: Destination Management	TOUR3007-Destination Management
HOSP3222/HOSP3033:Hospitality Consumer Behaviour	TOUR3009 - Tourist Behaviour

**NOTE:** All prerequisites remain the same unless otherwise indicated.

## Appendix X: Emergency Contact Information

<b>UWI Security and Medical Emergency Numbers</b>		
	<b>Telephone #</b>	<b>Extension</b>
<b>Campus Security</b>	784-8881   935-8748-9   935-8331	2748-9
<b>Mona Police Post</b>	927-2298	2331
<b>Health Centre</b>	927-2520   970-0017	2270   2370
<b>University Hospital</b>	927-1620-9	
<b>Counselling Services</b>	970-1992   927-2520	2270   2370
<b>Lost and Found</b> (Faculty Office)	927-2592   977-0640 578-3828 (c)	2220-2
<b>UWI Switchboard</b>	927-1660-9	0
<b>Non-UWI Emergency Numbers</b>		
<b>Ambulance</b>	100	
<b>Fire</b>	110	
<b>Police</b>	119	
<b>Hurricane Update</b>	116	
<b>FSS Emergency Assembly Points</b>		
<b>Lawn of Staff Canteen</b>		
<b>Lawn of Aqueduct (East of Faculty)</b>		