



THE UNIVERSITY OF THE WEST INDIES, MONA  
WESTERN JAMAICA CAMPUS

FACULTY OF SOCIAL SCIENCES

UNDERGRADUATE STUDENT HANDBOOK

ACADEMIC YEAR 2008/2009

## DISCLAIMER

The Faculty Handbook is provided for the convenience of students. It sets out the Faculty's Regulations governing the programmes offered; important guidelines; information on the courses offered by the Faculty of Social Sciences at the University of the West Indies, Western Jamaica Campus. The current edition was finalized on July 31, 2008. A concerted effort was made to eliminate all errors but students must check the Faculty's website 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 booklet. Students should always check with the latest Faculty Handbook when considering programme alternatives and finalizing their programme.

UNIVERSITY OF THE WEST INDIES, FACULTY OF SOCIAL SCIENCES, MONA  
CODE OF CONDUCT AND GUIDELINES 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. A code is deemed necessary, as in the absence of a well-defined standard, the community would be relying on each individual's definition of socially acceptable behaviour. The Code includes elements that are prescriptive while others are guidelines which the Faculty seeks to establish as normative behaviour.

**CODE OF CONDUCT**

1. During the conduct of any class, there shall be no activity which disturbs the assembly and effects 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.
2. 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.
3. 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.
4. Children are only allowed in classes in exceptional circumstances and instructors must be notified. Where a child begins to disturb the class, s/he must be immediately taken out of the room.
5. Garbage shall not be left in the classrooms.
6. Classes are to start five minutes after the hour and end five 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.
7. All white/chalk boards or other instructional aids shall be cleaned/removed at the end of any class.
8. 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.
9. 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.
10. In dressing to come to class, students shall be conscious of their part of a community, the way others see them based on their department, 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.
11. Student representatives for each course are to be selected by the end of the fourth week of classes.

## Faculty of Social Sciences General Code of Conduct

### Preamble

This code has been generated in line with what is believed to be staff and students' general perceptions on what may or may not be considered appropriate conduct, and has been formulated through constant consultation with representatives of the relevant groups. This has been done in recognition of the fact that the faculty and its environs should be associated or seen as being synonymous with activities that uphold the university's, and by extensions its faculties', mandate towards the expansion and promotion of pursuits of an academic nature; and that as such persons therein should aspire to conduct themselves in a manner that is reflective of this, and that may be otherwise considered socially acceptable. The code therefore offers a formal indication of appropriate and/or acceptable behaviour and contains elements which may be considered prescriptive in nature. Therefore, wholesale and/or blatant disregard for the stipulations made herein may result in the application of disciplinary action.

### Code of Conduct

1. Areas surrounding lecture rooms and offices are designated quiet zones. Students shall therefore refrain from engaging in loud conversation or any other noise-generating activity that may cause disturbance. This includes, but is not restricted to singing, recitations, preaching, loud praying, the use of noise-emitting electronic equipment (i.e. radios, phones, etc.), and romping and playing of physical games (e.g. scrimmage). Persons are also to refrain from the use of violent and offensive language.
2. 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.
3. Persons shall refrain from engaging in behaviour not suited for the Faculty's space, this being inclusive of the restrooms. This includes, but is not limited to lying down or sleeping on the furniture, public grooming, and the playing of games such as cards, dominoes and other such board games. Persons shall also refrain from engaging in any activity which amounts to an inappropriate public display of affection.
4. Persons shall refrain from lingering or congregating along designated pathways in a manner that may obstruct free movement along them. This includes the sitting on of stairs and railings. Additionally, persons shall avoid walking in or through gardens and related lawns. There shall also be no riding on the pathways, except in the case of disabled persons who utilize mobility aids.
5. 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.
6. 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.

## TABLE OF CONTENTS

<b>Code of Conduct</b>	3
<b>General Code of Conduct</b>	4
<b>Dean's Welcome Message</b>	6
<b>Faculty Staff</b>	7
<b>Faculty Personnel</b>	8
<b>Email, Addresses, Faxes &amp; Telephone Numbers</b>	9
<b>Academic Calendar</b>	10
<b>General Regulations for the Degree of Bachelor Sciences</b>	11
Qualification for Admissions	12
Transfers	13
Course of Study	14
Foundation Courses	14
Requirements for Entry to Levels II and III	15
Requirements for the Award of the Degree	15
Regulations for Full-time Students	18
Regulations for Part-time Students	19
Registration and Examination	19
Oral Examinations for Final Year Student	21
Exams Only Regulations	21
Plagiarism	22
Leave of Absence	22
Exemption and Credit Exemptions	23
Co-curricular Credits	25
Award of Degrees	25
Aegrotat Degree	26
Summer School Regulations	27
Academic Advising	30
<b>Faculty Prizes and Awards</b>	31
<b>Western Jamaica Campus</b>	34
<b>Department of Economics</b>	35
<b>Welcome Message</b>	35
<b>Programmes</b>	36
Banking and Finance (Special)	37
<b>Department of Management Studies</b>	39
<b>Welcome Message</b>	39
<b>Programmes</b>	40
Banking and Finance (Special)	41
Management Studies (Accounting) Option	42
Management Studies (General) Option	43
Management Information Systems	44
Hospitality and Tourism Management Option	46
Tourism Management Option	47
<b>Department of Sociology, Psychology and Social Work</b>	48
<b>Welcome Message</b>	48
<b>Programmes</b>	49
Psychology (Major)	50
<b>List of Anti-requisites</b>	52
<b>Course Descriptions</b>	53
<b>Presenting and Documenting Material in Course Essays</b>	69
<b>Undergraduate Coursework Accountability Statement</b>	72
<b>FSS Course Representatives Role and Responsibilities</b>	74
<b>To All Users of the FSS Meeting Point Notice</b>	75
<b>To All Users of the Study Areas within the FSS</b>	76
<b>Policy Concerning the Display of Notices in the FSS</b>	77
<b>How to Calculate Your Grade Point Average (GPA)</b>	79

## DEAN'S WELCOME MESSAGE

My wish is that as you join our Faculty you will:

- **Feel at home**
- **Participate fully** in a wide range of activities, and
- **Constantly reinvent yourself** as you take advantage of the opportunities associated with university life

Where we fall short of your expectations I hope that you will

- **Consider carefully** how we might overcome our weaknesses
- **Let us know** where we are not succeeding and where we might improve, and
- **Work with us** to make our Faculty, one which constantly challenges your mind, yet never ceases to uplift your spirits

**Mark Figueroa**

**FACULTY OFFICE STAFF:**

**Dean**

Mr. Mark Figueroa  
*BA UWI, MSc. UWI,  
PhD Manchester*

**Deputy Dean**

Mr. Stanford Moore  
*BSc. UWI, MEng. Heriot Watt,  
MMM Northwestern*

**Administrative Officer**

Ms. Beverly Shirley  
*BSc. UWI*

**Administrative Officer**

Distance Education,  
TLI's & Joint  
Programme-UWI/UTECH

Mrs. Faithlyn Campbell-Hanson  
*BSc. UWI*

**Snr. Administrative Assistant**

Mrs. Peta-Gaye McEwan-Lewis  
*BSc UWI*

**Administrative Secretary**

Student Matters  
Liaison Officer-  
CHTM

Mrs. Patricia Allen  
*CPS, Dip. Ed*

**Secretary**

Student Matters-Undergraduate

Ms. Stacey Grapine  
*CMS UWI*

## FACULTY PERSONNEL

### DEPARTMENT OF ECONOMICS:

Head	Mr. Claremont Kirton <i>BSc. UWI, MSc. UWI</i>
Snr. Administrative Assistant Office Manager	Mrs. Sharon Melbourne <i>BSc UWI, MSc. UWI</i>

### DEPARTMENT OF GOVERNMENT:

Head	Prof. Anthony Harriott <i>BA. UWI, PhD UWI</i> <i>Professor of Political Sociology</i>
Administrative Secretary	Ms. June Pinto <i>BSc. UWI, Dip. Business Admin. UWI</i>

### DEPARTMENT OF MANAGEMENT STUDIES:

Head	Dr. Noel Cowell <i>BSc. UWI, MSc. UWI,</i> <i>PhD. University of Toronto</i>
Office Manager	Mrs. Carlene Wynter <i>BSc. UWI, MSc. UWI, CPA</i>

### DEPARTMENT OF PSYCHOLOGY, SOCIOLOGY AND SOCIAL WORK:

Head	Mr. Clement Branche <i>BSc. UWI, MSc. LSE</i>
Office Manager	Mr. Franklyn Wapp <i>CPR UWI-Extra Mural, CPA UWI</i>



## EMAIL ADDRESSES, FAX & TELEPHONE NUMBERS

Dean	<a href="mailto:fssdean@uwimona.edu.jm">fssdean@uwimona.edu.jm</a>
Deputy Dean	<a href="mailto:fssdeplean@uwimona.edu.jm">fssdeplean@uwimona.edu.jm</a>
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Dept. of Economics	<a href="mailto:econ@uwimona.edu.jm">econ@uwimona.edu.jm</a>
Tel:	977-1188
Fax:	977-1483
Dept. of Government	<a href="mailto:govt@uwimona.edu.jm">govt@uwimona.edu.jm</a>
Tel:	977-5935
Fax:	977-1809
Dept. of Management Studies	<a href="mailto:doms@uwimona.edu.jm">doms@uwimona.edu.jm</a>
Tel:	977-3775
Fax:	922-3829
Dept. of Sociology, Psychology & Social Work	<a href="mailto:socy@uwimona.edu.jm">socy@uwimona.edu.jm</a>
Tel:	977-0315
Fax:	977-9301
Faculty website	<a href="http://www.mona.uwi.edu/sosci">http://www.mona.uwi.edu/sosci</a>

## ACADEMIC CALENDAR 2008/2009

### Semester I 2008-2009

Semester I begins	August 24, 2008
Teaching begins	September 01, 2008
Teaching ends	November 28, 2008
Examination begins	December 01, 2008
Examination ends	December 19, 2008
Semester I ends	December 19, 2008

### Semester II 2008-2009

Semester II begins	January 25, 2009
Teaching begins	January 26, 2009
Teaching ends	April 24, 2009
Examination begins	April 27, 2009
Examination ends	May 15, 2009
Semester II ends	May 15, 2009

**Graduation Date** (Mona) November 7 - 8, 2008

### IMPORTANT DATES FOR STUDENTS TO NOTE

<b>SEMESTER I 2008-2009</b>		
<b>September 1-5</b>	Late registration period	<b>\$1000</b> penalty for late registration
<b>After September 5</b>	<b>After September 5, 2008 Extraordinary</b> requests for late registration and late adjustments to registration (Add/drop)	Allowed only if approved by Academic Board. <b>Late fines will be charges by Academic Board</b>
<b>September 30</b>	<b>Final date for payment of semester I tuition fees or to be sent on compulsory Leave of Absence</b>	<b>Sent on Compulsory Leave of Absence unless a payment schedule had previously been agreed to in writing with UWI</b>
<b>October 3</b>	<b>Final date</b> for Leave of Absence (LOA) Applications	A late request fine will be charged after deadline date. Tuition refund allowed only as under the Refund Policy.
<b>SEMESTER 2 2008-2009</b>		
<b>January 26-30</b>	Normal registration period	Registration is not complete until all tuition and miscellaneous fees are paid.
<b>February 2-6</b>	Late registration period	<b>\$1000</b> penalty for late registration
<b>February 27</b>	<b>Final date</b> for Leave of Absence (LOA) Applications	A late request fine will be charged after deadline date. Tuition refund allowed only as under the Refund Policy.

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

In these Regulations,

“**anti-requisites**” refers to courses where content overlap precludes courses being taken together for credit. Students should consult Department guidelines for further information.<sup>1</sup>

“**course substitution**” refers to courses used to replace compulsory courses (core courses) in a student’s current programme. The student must seek permission for such replacement. If permission is granted, it will be recorded as such on the student’s academic records.

“**exemptions only**” refers to UWI courses, required for a student’s current programme, for which **credits will not be granted** because, the student has already passed these courses in other programmes at the UWI or passes courses of similar content at other recognized institutions. In these cases the student will be required to replace the courses with courses approved by the student’s Department.<sup>2</sup>

“**credit exemptions/exemptions with credit**” refers to cases where a student **is granted** credits for courses completed and passed in other UWI programmes or at other recognized institutions. Permission must be granted by the Faculty. These courses will be recorded as pass on the student’s academic records. Students are not required to repeat these courses.<sup>3</sup>

“**free electives**” means courses listed in the Faculty Handbook or Department brochure which are optional in the degree programme concerned and may be selected from any Faculty.

“**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 granted by the Academic Board Sub Committee on student Matters, on the recommendation of the Faculty.<sup>4</sup>

“**Level I, Level II, Level III**”, represent the different standard of courses that must be completed in the undergraduate degree programme. Levels II and III are however equally weighted for the assessment of class of degree. (Note registration for level II/III courses are permitted once pre-requisites have been satisfied).

“**pre-requisite**” means a course listed in the Faculty handbook or Department Brochure which must be completed before registration for another course is permitted.

“**summer school sessions**” refer to the sessions of the summer school as governed by the Summer School Regulations.<sup>5</sup>

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<sup>1</sup> See Anti-requisite listing on page 52

<sup>2</sup> See Exemptions Only Regulations on page 23

<sup>3</sup> See Exemptions With Credit Regulations on page 23

<sup>4</sup> See Leave of Absence Regulations on page 22

<sup>5</sup> See Summer School Regulations on a page 27

## I. QUALIFICATIONS FOR ADMISSION

- 1.1 Before registration and before entering a programme of study in the Faculty, the candidate must have satisfied the University Matriculation requirements for entry to a degree programme (See University Matriculation requirements - UWI Calendar Vol. II Part II). See also 1.4 below on the English Proficiency Test Requirement of the University of the West Indies.
- 1.2 On entry to the University at the Mona and St. Augustine Campuses students may be required to take a prescribed course in English as a prerequisite to the compulsory Foundation Course, **FOUNI001(FD10A)-English for Academic Purposes**.
- 1.3 With reference to Mona Campus, applicants for entry into all its programmes are required to have a pass at O'Levels or Grade III pass in CXC General Proficiency Mathematics from June 1998 and after or equivalent.
- 1.4 **English Language Proficiency Test Requirement**  
The English Language Proficiency Test is used to assess whether persons applying to pursue **undergraduate degree** programmes at the University of the West Indies, 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 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 ENGLISH LANGUAGE PROFICIENCY TEST**:

- a. Persons in Jamaica, the Bahamas, Belize and Cayman who are applying to pursue **Part I of the B.Sc. degree programme** either through Distance Education (**UWIDEC**) or at the Management Institute of National Development (**MIND**).
- b. UWI Challenge/Community College students applying to Level I **campus-based** UWI programmes.
- c. Persons applying to enter Level II of the B.Sc. programme 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.

### 1.4.1 Exemptions

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

- a. Persons with any ONE of the following English Language qualifications:
  - (i) Grade I-CXC English A examination
  - (ii) Grade A-GCE O Level English Language examination
  - (iii) Grades A-GCE A/O Level General Paper examination
  - (iv) Grades I & 2-CAPE (Caribbean Advanced Proficiency Examination) Communication Studies
  - (v) Grade B or above-College English Skills I or II-College of Bahamas

- (vi) Grade B or above-Advanced Communication or Business Communication-UTech
  - (vii) Grade B or above-Freshman Composition I or II-Northern Caribbean University
  - (viii) Grade B or above in a college English course from an approved University.
- b. Persons who are already holders of an undergraduate degree from the UWI or from an approved university.
  - c. Persons holding a UWI Certificate in Advanced Nursing Education and Administration OR a UWI Licentiate of Theology.
  - d. Persons holding a UWI Diploma in Media and Communications **who have passed the course “Media and Language” (MS52A)**.
  - e. Persons who **passed** the 2003, 2004, 2005, 2006 or 2007 UWI Mona English Language Proficiency Test.
  - f. Persons who **passed** the 1998 and 1999 UWI Mona English Language Proficiency Tests **and those who were given a UC010 placement** on the basis of the test results.
  - g. Persons who successfully completed any ONE of the following UWI English Language courses within the last five years (i.e. 2003 onwards): UC010; UC10A; UC10B; UC10C; UC10D; UC10L; UC10H; UC120; FD10A; FD10B; CM10A; CM10B; FD10C; FD10H.
  - h. 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.

## 2. TRANSFERS

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

### 2.1 Inter and Cross Campus Transfers

- 2.12 Students in another Faculty (UWI) who have completed all Level I courses relating to the intended Major, Option or Special in the Faculty of Social Sciences are eligible for transfer to Level II of the degree programme offered by the Faculty of Social Sciences.
- 2.13 Students registered in the Faculty of Social Sciences on another Campus who have completed Level I of a degree programme are eligible for transfer to Level II-Faculty of Social Sciences, Mona Campus.
- 2.14 Consideration for transfer may also be offered to any student indicated in 2.12 or 2.13 above who has completed some of the required Level I courses for the intended Major, Special or Option.

### 3. COURSE OF STUDY

3.1 Candidates for any of the degree programmes must pursue a course of study comprising **at least** 90 credits: **at least** 30 credits at Level I (Part I) and **at least** 60 credits at Levels II and III (Part II). 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 (5) semesters and two (2) summer sessions or six (6) semesters.

#### 3.2 Academic Programme Requirements by Courses

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

### PART I

Consists of a minimum of 30 credits normally ten (3 credits) level I courses, depending on the choice of degree i.e. a single Major, a double Major, one Major and one **or** two Minors, an Option or a Special. (the choice made will determine whether or not additional courses must be taken).

Requirement for Part I of the degree are as follows:

- 3 University Foundation Courses
- Pre-requisites for Part II courses and/or free electives.
- Any other courses designated by the respective Departments which are not included in the above. (See Department programmes).

(**Part I** may therefore require from 30-42 credits i.e. (10-14) 3-credits courses)

### PART II

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

- 30 credits for **ONE** Major and 30 credits of free electives
- 30 credits for each of **TWO** Majors **OR**
- 30 credits for **ONE** Major, 15 for each of **TWO** Minors **OR**
- 30 credits for **ONE** Major, 15 for **ONE** Minor and 15 free electives **OR**
- a minimum of 45 course(s) for **ONE** Special and a maximum of 15 free electives
- The number for courses for each Option may vary

**Note: 6 credit courses are equivalent to two 3 credit courses.**

Where the same course(s) is listed for both Majors/Minors it is counted only **ONCE** and an alternative approved course (s) must be chosen to complete the required total of **60 credits**. In the case of six (6) credit course the substitution is either another six (6) credit course or two 3 credit courses.

**You must successfully complete a minimum of 90 credits in the combination that is stipulated for the programme by the relevant Department to be awarded a degree in the Social Sciences.**

### 4. FOUNDATION COURSES

As of 1998-99 all students registered in the University of the West Indies will be required to complete a minimum of nine (9) credits of Foundation Courses. These courses are Level I courses designed to promote sensitivity to and awareness of distinctive characteristic features of Caribbean cosmologies, identities and culture.

**The Foundation courses are:**

- a. FOUN1001 (FD10A)-English for Academic Purposes (Faculty of Humanities and Education).
  - b. FOUN1101 (FD11A)-Caribbean Civilization (Faculty of Humanities and Education).
  - c. FOUN1201 (FD12A)-Science, Medicine and Technology in Society (Faculty of Pure and Applied Sciences)
  - d. FOUN1301 (FD13A)-Law, Governance, Economy and Society (Faculty of Social Sciences).
  - e. FOUN1401 (FD14A)-Writing in the Disciplines (Faculty of Humanities and Education).
  - f. Any other course approved for the purpose by the Board of Undergraduate Studies.
- 4.1 Students registered in the Faculty of Social Sciences are required to do FOUN1001 (FD10A), FOUN1101 (FD11A) and FOUN1201 (FD12A). However, persons doing a Social Work (Special) will be required to take FOUN1301 (FD13A) instead of FOUN1101.

Students with Grades 1 or 2 passes in CAPE Communication Studies are required to do FOUN1401 in place of FOUN1001.

Students who already completed UC120 will automatically receive exemption with credit for FOUN1001 only (i.e. 3 credits).

- 4.2 The elective Foundation course-FOUN1301-Law, Governance, Economy and Society will not count for credit in the programmes of the Faculty of Social Sciences except with the permission of the Dean or as is in 4.1 above.
- 4.3 Exemption in whole or in part from the requirements under (4.1) may be granted from time to time by the Board for Undergraduate Studies.

**5. REQUIREMENTS FOR ENTRY TO LEVELS II AND III**

Students are required to satisfy pre-requisites (where they exist) for levels II and III courses. (See courses listed under each Department)<sup>6</sup>.

**6. REQUIREMENTS FOR THE AWARD OF THE DEGREE**

- 6.1 In order to qualify for the award of the degree a student must:
- Have completed the academic programme as outlined under the departments
  - Have satisfied the requirements for their specific degree Programme. (See 6.2 below)
  - Students registered prior to 1998-99 must include, among courses passed, **Essentials in English (UC010, UC001)** or **Use of English (UC120)**.

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<sup>6</sup> Students do not have to complete all courses at one level before taking a course at another level as long as the pre-requisites for the course (s) have been met. (This can be important consideration to avoid possible timetable clash).

6.2 Degrees are offered in the following categories:

- Special
- Special and Minor
- Option
- Major
- Double Major
- Major and one minor
- Major and two minors

6.3 A student must be formally registered in one of these categories.

A **special** comprises of a minimum of forty-five (45) credits in the subject area at Levels II and III.

An **option** comprises of a minimum of thirty (30) credits each in the subject area at Levels II and III.

A **major** is made up of a minimum of thirty (30) credits each in the subject area at Levels II and III.

A **double major** is made up of a minimum of thirty (30) credits each in two (2) subject areas at levels II and III.

A **minor** comprises of a minimum of fifteen (15) credits in the subject area over Levels II and III.

A **major/minor** comprises of a minimum of thirty (30) Levels II and III credits in the subject area of the major and fifteen (15) Levels II and III credits in the subject area of the minor.

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 (see special requirements for Economics in Department regulations).

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

- Accounting (*CH, SA*)
- Banking and Finance (*M, WJC*)
- Business, Economics & Social Statistics (*M*)
- Economics (*CH, M, SA*)
- Hospitality Management (*CH, B, SA*)<sup>7</sup>
- Hospitality and Tourism Management (*CH, M, WJC, SA*)
- Management Studies (*CH, SA*)
- Public Sector Management (*CH, SA*)
- Psychology (*CH*)
- Sociology (*CH*)
- Social Work (*M, CH, SA*)
- Tourism Management (*CH, B, SA*)

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<sup>7</sup> Level I of the programme is offered only at Mona, Cave Hill and St. Augustine. Levels II/III of Hospitality Management are offered at the CHTM-Bahamas.



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

- Management Studies-General (*M, WJC*)
- Management Studies-Accounting (*M, WJC*)
- Management Studies-Marketing (*M*)
- Management Studies-Human Resource Management (*M*)
- Management Studies-Operations (*M*)
- Management Studies-Entrepreneurship(*M*)
- Tourism Management (*M, WJC*)

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

- Accounting (*CH*)
- Africa and African Diaspora Studies (*M*)
- Demography (*M*)
- Economics (*CH, M, SA*)
- Gender and Development Studies (*M*)
- Government (*SA*)
- International Relations (*M*)
- Labour and Employment Relations (*M*)
- Management Information Systems (*WJC*)
- Management Studies (*CH, SA*)
- Political Science (*CH, M*)
- Public Sector Management (*CH, M, SA*)
- Psychology (*M, SA, WJC*)
- Sociology (*M, SA, CH*)
- Social Anthropology (*M*)
- Social Policy and Development (*M*)
- Social Work (*SA*)
- Statistics (*M*)

6.7 **Minors** may be declared from among the following subject areas:

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

- Social Psychology (*M*)
- Sports Management (*SA*)
- Statistics (*M*)

**KEY:** Cave Hill (*CH*) Mona (*M*) St. Augustine (*SA*) Bahamas (*B*)  
Western Jamaica Campus (*WJC*)

6.8 The degree majors with which the above minors may be combined will be approved by Faculty Board and Board for Undergraduate Studies and published under programme offering in the Faculty or Department Handbook.

6.9 **Cross Faculty Majors and Minors**

Students may also request to combine a Social Science major with a minor offered by another Faculty. To do this, the permission of the Deans of both Faculties must be sought and obtained. 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 apply to register for a double major involving any of the Faculty of Social Sciences majors other majors offered in another Faculty on the St. Augustine campus.

6.10 **Eligibility for the Minor in Gender Studies**

Students from any Faculty on the campus are eligible for undertaking the Minor in Gender Studies. Although grounding in Social Sciences or the Humanities complement Gender Studies. Students from any Faculty where such a minor is allowed in the degree structure will be eligible.

For further information please check with the Centre for Gender and Development Studies.

**Note:** A student may, change specials/options/majors/minors with the initial permission of the relevant Head of Department which must then be ratified by the Dean. A student must declare their major on the completion of 15 credits post Level I, assuming that they have not done extra courses.

**7. REGULATIONS FOR FULL-TIME STUDENTS**

7.1 Full-time students may be required to register for a minimum of Twenty-four (24) credits in any one academic year or a maximum of thirty (30).

7.2 A request for three (3) additional credits to a total of thirty-three (33) will only be considered for students who have demonstrated a level of performance indicative of achieving first class honours (GPA equal to or greater than 3.6).

7.3 A full-time student who registered in the undergraduate degree programme will be required to withdraw from the Faculty unless he/she has gained a GPA of 0.75.

## 8. REGULATIONS FOR PART-TIME STUDENTS

- 8.1 A **part-time** programme is offered for Level I of the BSc. degree at all campuses. Levels II and III are available in all programmes offered at the Cave Hill. At the Mona Campus students registered part-time must be prepared to attend classes during the day. Part-time registration is not normally permitted at Levels II and III at the St. Augustine Campus.
- 8.2 Part-time students shall usually be expected to register for up to eighteen (18) credits in any one year. However, they may opt to register for twenty-one (21) credits if they have maintained a minimum GPA of 3.3. Finalizing students may be allowed to register for 21 credits.
- 8.3 A part-time student who registered in the undergraduate degree programme will be required to withdraw from the Faculty unless he/she has gained a GPA of 0.75.
- 8.6 Students accepted with lower level matriculation into the Faculty as Part-time students must complete a minimum of 24 credits and two academic years before they are eligible to transfer to full-time.

## 9. REGISTRATION AND EXAMINATION

### 9.1 **Registration**

- 9.12 Students must register for courses at the beginning of each academic year or lose their status as students at the University.
- 9.13 Registration for a course constitutes registration for the examinations in that course.
- 9.14 A student is not deemed to be fully registered for a course unless his/her financial obligations to the University have been fulfilled.
- 9.15 Deadlines for changes of registration including withdrawal from or addition of courses will be as prescribed in University Regulations.

### 9.2 **Examination**

- 9.21 All optional courses (electives) listed in the various degree programmes in the Faculty Handbook will not necessarily be available in any one year.
- 9.22 Students will be examined during each semester and the summer session in the courses for which they are registered.
- 9.23 A course may be examined by one or more of the following methods:
- a. written examination papers
  - b. coursework (which shall include one or more of the following written in-course tests, practical work, research paper, essays, projects, studies and other forms of coursework exercise as approved by the Faculty Board, or the Campus Committee on Examinations as appropriate).

c. oral (under the conditions in Regulation 10 below)

9.24 A student failing a course may be allowed to substitute another approved course in a subsequent semester or repeat the failed course.

9.25 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.

9.26 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.

### 9.3 **Course Registration Enquiries**

Faculty office is responsible for:

- “Credit Limit Exceeded”
- Dean’s Approval of Academic Programme

Department offices are responsible for all other indications of non-approval for course registration.

- pre-requisites not satisfied,
- quota limit reached
- special approval for entry
- change of stream in large courses
- change of major, minor, option, special requests

### 9.4 **Coursework**

9.41 In the case of examination by course work only, a student gaining an overall mark higher than 40% but passing in only one component will be required to repeat at the next available sitting the component that was failed.

9.42 A student who is absent from a coursework examination may apply to the Dean of the Faculty for exemption from this examination **no later than one (1) week following the date of this examination**. He/she must at the same time submit to the Assistant Registrar (Examinations) justification for such absence (such as, in case of illness, a medical certificate complying with any applicable Examination Regulations). The Dean shall consider any such request for exemption in consultation with the relevant Head of Department and course lecturer. If the exemption is granted, the percentage mark available to be awarded for the final examination will be increased correspondingly.

9.43 Students are asked to pay special attention to Examination Regulation 31, which states:

*“Any candidate who has been absent from the University for a prolonged period during the 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 teachers may be debarred by the relevant Academic Board, on*

*recommendation of the relevant Faculty Board, from taking any University examinations*<sup>8</sup>.

- 9.44 An undergraduate coursework accountability statement is to be attached by students registered for undergraduate courses in the Faculty of Social Sciences, to the front of any document submitted as a component of coursework 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. (See *undergraduate coursework accountability statement –Appendix 2*)

## 10. ORAL EXAMINATION FOR FINAL YEAR STUDENTS

- 10.1 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 35% for the course(s).
- 10.2 If an Oral Examination is granted the student may choose to decline the offer and opt for **Exams Only** instead. (See 11 below).
- 10.3 The Oral Examination will be held as soon as possible after the previous examination. The student must contact the department concerned immediately so that arrangements may be made for the Oral.
- 10.4 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.
- 10.5 If the examination is passed, the student cannot be awarded a mark higher than 40 (a marginal pass) for the course.
- 10.6 If he/she fails the Oral, the student will not have any right of appeal or review.
- 10.7 A student will be allowed only **one** Oral Examination for any **one** Course.

**Note:** In the Department of Economics, students who qualify for an oral will be required to sit a supplemental exam instead. If successful the student will receive a marginal passing mark of 40.

## II “EXAMS ONLY” REGULATIONS

- II.1 Students will only be entitled to register for “Exams Only” in the following circumstances after having been registered for and attended classes in a course(s).
- a. She/he has failed **one** or **two of the final courses** needed to complete the degree programme and obtained a mark of no less than 35% in each course.

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<sup>8</sup> Adapted from The University of the West Indies Examination Regulations for First Degrees, Associate Degrees, Diplomas and Certificates 2006/2007.

- b. She/he 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.

### 11.2 **Missing an Exam**

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

## 12. **PLAGIARISM**

12.1 Plagiarism is a form of cheating. *“Plagiarism is the unauthorized and/or unacknowledged use of another person's intellectual efforts and creations howsoever recorded, including whether formally published or in manuscript or in typescript or other printed or electronically presented form and includes taking passages, ideas or structures from another work or author without proper and unequivocal attribution of such source(s), using the conventions for attributions or citing used in this University.”*<sup>9</sup>

Since any piece of work submitted by a student must be that student's own work, all forms of cheating including plagiarism are forbidden.

12.2 Plagiarism also involves the case of material taken from the internet without acknowledgment or giving proper credit-Cyber cheating. Any plagiarism violates academic integrity.

12.3 Any instance of plagiarism that is established will be subject to a penalty.<sup>10</sup> Students are referred to the UWI Examinations Regulations 79-85 for further information.

## 13. **LEAVE OF ABSENCE**

13.1 A candidate 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.

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<sup>9</sup> Adapted from The University of the West Indies Examination Regulations for First Degrees, Associate Degrees, Diplomas and Certificates 2006/2007 Regulations 78(iv).

<sup>10</sup> Students are all urged to read Appendix I at the end of this Handbook (pp I63) for invaluable information in a paper “Presenting and Documenting Material in Course Essays” by Dr. L. Stirton, a former Lecturer in the Department of Government.

- 13.2 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.
- 13.3 Leave of absence will not be granted for more than two consecutive academic years.
- 13.4 Leave of absence may be granted for one semester or for an academic year.
- 13.5 Applications for leave of absence for **Semester I** must be made no later than October 3, 2007.
- 13.6 Applications for leave of absence for **Semester II** must be made no later than February 27, 2008.
- 13.7 Applications made after dates indicated above will be subject to a fine to be determined by the Academic Board Sub-committee on Student Matters. The amount of the fine will increase depending on the lateness of the request.
- 13.8 Students who have been attending classes and who requested leave of absence after the above-mentioned dates **will normally have to pay a fine equivalent to 50% of the regular tuition fee** if their requests are recommended by the Faculty and approved by the Academic Board.

#### 14. EXEMPTIONS AND CREDIT EXEMPTIONS

Guidelines for granting exemptions and credit exemptions are as follows:-

##### 14.1 From UWI Certificates – CPA, CSS, CBA

A student who, prior to taking the Certificate has:

- normal level matriculation will receive **credit exemptions for all degree courses.**
- lower level matriculation will receive **credit exemptions for 5 courses/15 credits\***
- no matriculation will receive credit exemptions for 4 courses/12 credits\***

**Note:** A student may receive **exemption only** (i.e. must do another course Instead) for any other degree course passed.

##### 14.2 From CAPE

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

###### CAPE Courses

Accounting Unit 1  
Accounting Unit 2  
Economics Unit 1  
Economics Unit 2  
Statistical Analysis

###### UWI Level I Courses

ACCT 1005 (MS15D)  
ACCT 1003 (MS15B)  
ECON 1001 (EC10C)  
ECON 1002 (EC10E)  
SOCI 1005 (SY16C)  
**OR**  
ECON 1005 (EC16A)

Sociology Unit 1

SOCI 1002 (SY14G)

A student who has obtained Grades I-IV in designated CAPE Examinations **may** receive exemptions **with credit** for the following UWI Level I course.

### **Caribbean Studies**

### **FOUN1101 (FD11A)**

Application for exemption and credit must be made through the Faculty Office

#### **14.3 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.

#### **14.4 From Other Universities <sup>11</sup>**

- a. A student transferring from another University to register for a UWI degree will have to do a **minimum of two years of full-time study** (60 credits).
- b. Unless Departments already have a record of the particular courses, course outlines are to be submitted for Departments to make an assessment. Any course approved by Departments will earn students credit exemption from UWI equivalent courses-up to the limit indicated by (a) above.
- c. **Exemptions only** may be granted for any course(s) in excess of limit indicated.

#### **14.5 Students doing Study Abroad at other universities**

##### **14.51 Exchange Programme**

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

The request to study abroad and the course approved by the Department must then be submitted through the Faculty to obtain Academic Board approval.

When the students' results are received from the overseas University, they will then receive credit for the courses as substitutes as approved by the Academic Board. The grade recorded will be the grade received and assessed and approve by Academic Board as the equivalent of that awarded by the examining university.

##### **14.52 Students doing a course(s) at other Universities- to complete their degree programme.**

In an instance 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

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<sup>11</sup> It should be noted that first year (100 level) courses in the American Four Year Undergraduate Programme will NOT usually warrant any exemption from UWI courses.



by Academic Board.

## 15. CO-CURRICULAR CREDITS

- 15.1 Students will be eligible for no more than 3 credits for involvement in co-curricular activities. The Activities may be Campus specific
- 15.2 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.
- 15.3 The Office of Student Services and Development and the School of Education on the campus will administer the award of credits.
- 15.4 The grading of co-curricular credits will be pass/fail.
- 15.5 All co-curricular activities/programmes must be approved in advance by the Faculty and Academic Board.
- 15.6 Subject to Faculty Regulations, co-curricular credits will form part of the 90 credits for a degree. However, in special circumstances, if credits are earned in excess of those required for the degree, these and the associated activity will be included on the student's transcript.

## 16. AWARD OF DEGREES

### 16.1 Notification of Results

A pass list shall be published and arranged alphabetically in the following categories:

- a. First Class Honours
- b. Second Class Honours
  - i. Upper Division
  - ii. Lower Division
- c. Pass

### 16.2 Award of Honours

The class of degree to be awarded shall be determined on the basis of performance at the Levels II and III only.

### 16.3 Application of Grade Point Average (GPA)

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

- a. The class of degree to be awarded shall be determined on the basis of weighted (programme) Grade Point Average (GPA).
- b. In the calculation of the weighted (programme) GPA, a weight of zero shall be attached to all level I courses.

- c. Levels II and III courses shall have equal weight (credit for credit) in the determination of the weighted (programme) GPA.
- d. Core courses satisfying the requirements of option, specials, majors and minors must be taken into account in the determination of the weighted (programme) GPA.
- e. A course designated at registration as Pass/Fail shall not count in the determination of the weighted (programme) GPA.

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

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

**16.4 GPA Marking Scheme for Examinations in the Faculty of Social Sciences**

In the determination of GPA, the grades with corresponding quality points shall be defined in the University Regulations governing the GPA. <sup>12</sup>

16.41 The authorized marking scheme is as follows:

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

16.42 Except where otherwise prescribed in the Faculty's regulations, a student whose GPA for a given semester is less than or equal to 0.75 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 0.75 shall be required to withdraw.

**17. AEGROTAT DEGREE (also applicable to Diploma and Certificate)**

17.1 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:

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<sup>12</sup> No GPA will be applied to courses assessed as 'Pass/Fail' or Not For Credit (e.g. Foundation courses).

- 17.11 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.
- 17.12 Where the final examination is in two or more parts (the award of the degree, diploma or certificate depending on performance in each of these parts) and he/she has successfully completed the first one or two parts or more than half of the final part, but has been absent from the remainder of the examinations for the final part.
- 17.13 Where the final examination is in two parts and the student has completed the first part (second year) with a B average or higher and his/her course work during the final year of the course has been of a consistently high standard, but he/she has been absent from the other part of the examinations.
- 17.14 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.
- 17.2 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, (c) or 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.
- 17.3 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.
- 17.4 An aegrotat degree, diploma or certificate will be awarded without distinction or class.
- 17.5 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.

## 18. SUMMER SCHOOL REGULATIONS <sup>13</sup>

### 18.1 Overview

The Summer School Programme for the Faculty of Social Sciences (FSS) will be held during the period June – July, 2009. 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 are reminded that the Summer School programme is

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<sup>13</sup> Students may only register for summer school courses after they have financial clearance for all prior semesters.

OPTIONAL. Students outside the Faculty of Social Sciences are required to consult their respective faculties for course approval before registering for FSS Summer School.

#### 18.2.1 Who Can Register

The following categories of students are eligible for admission to the Summer School:

- Registered students of the University who have to repeat any of the courses offered.
- Registered students of the University who have not taken the course(s) previously but fall into one of the following categories:
  - Students of the University who have not yet completed the requirements for the degree, diploma or certificate programme for which they are registered.
  - Registered UWI students from other UWI campuses.
- Students of the University who have been granted (a) leave of absence for Semester I 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 the University, who are eligible to matriculate at either the normal or lower level. (These students must register in the Summer School programme and also with the Admissions Section of the University as ***Specially Admitted Students***).
- TLI Students.

#### 18.3 Academic Integrity

Students have the responsibility to know and observe the Regulations of the Faculty and the University of the West Indies. Additionally, the regulations prohibit plagiarism, falsification of information and academic dishonesty. All faculty and university regulations are in force during the Summer School programme.

#### 18.4 Attendance

A **MINIMUM ATTENDANCE OF 75%** of Lectures/Tutorials is required. The teaching materials and course outlines should be available at the beginning of the Summer Programme and also upon request.

#### 18.5 Course Selection and Registration (UWI Students)

- a. All Faculty of Social Sciences Students should register for no more than two (2) courses in summer 2008.
- b. All Faculty Bulletins, Notices, Information Guide, Course Timetable and Registration materials for Summer School 2008 will be available online.
- c. ***Course Selection will be carried out via the Internet at the Web site <http://srs.uwimona.edu.jm:1104/student.htm>.*** Students are required to select courses on-line ***before*** making payments.
- d. Tuition Payment can be made at the Bursary Cashier, National Commercial Bank, Bill Express, Paymaster or via UWI e-commerce at <https://www.mona.uwi.edu/finserv/tuition/>. Students can pay by cash, Manager's Cheque, Credit or Debit Card. Students who make payment using ***eCommerce*** do so with a credit card. Students are ***NOT*** required to present a voucher for payment.
- e. Students from the Faculties of **Humanities & Education** and **Pure &**

Applied Sciences who wish to pursue courses in the Faculty of Social Sciences **should seek permission from their faculty before paying** for these courses.

- f. Only those students who have been notified in writing that they are allowed to do **Exams Only** can apply to register in this category. Student with appropriate notification should apply for Exams Only through the Faculty Coordinator or the Deputy Dean, FSS.
- g. Students should note that each course on the timetable appears in one of three 2-hour slots, labeled **Slot A, Slot B, Slot C** respectively. Students who are pursuing two courses, should choose carefully and register for **only one course in any one slot. Refunds will not be granted for any “clashed course”** save where there has been a **timetable change** resulting in the clash.

#### 18.6 **Timetable**

The Faculty prepares a complete timetable for all summer school courses throughout the faculty. This timetable will be available online on each department’s web-site. Students should note that each course on the timetable appears in one of three 2-hour slots, labeled **Slot A, Slot B, 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.

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

- a. Non-**UWI** or **“Specially Admitted”** students are required to download a copy of the **Special Admissions Application Forms** from: <http://www.mona.uwi.edu/doms/>.
- b. Complete Admission Application Forms fax/ return to the Admission Sections, Registry)
- c. **Fees** - Specially Admitted students are required to pay for **Tuition and Miscellaneous Fees**.

#### 18.9 **Examinations, Course Load**

Students can register for a **maximum of TWO courses** within the FSS (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. Some courses may have a course work component. **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 left to complete the degree programme. Students may apply to the Faculty Coordinator or the Deputy Dean.

#### 18.10 **Timetable**

- a. Students should note that courses which occur in the same period will result in a clash and students should select their courses carefully.
- b. Summer School timetable is available online at the Departments and Faculty websites.

#### 18.11 **Withdrawal**

Students may withdraw from a course in the normal period by notifying the Faculty Office in writing, and copying the Campus Registrar and the Summer School Coordinator. The student should clearly state the reason for the

withdrawal and complete the required *application form for refund where applicable*. Students who wish to withdraw from a course after the normal period, must apply to the Academic Board, through their respective Faculty Office.

#### 18.12 **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 Registry Cashier (using Debit/ Credit card), Bill Express, Paymaster or via UWI eCommerce at <https://www.mona.uwi.edu/finserv/tuition/>. Students who make payment using **eCommerce** do so with a credit card. Payments using any of the methods listed above, require no Voucher collection from Customer Services.
- Fees can also be paid at the National Commercial Bank (NCB). Students are required to select their course(s) online before making payment.

#### 19. **ACADEMIC ADVISING**

The Academic Advising Programme is available to students. However, in the Faculty of Social Sciences it is particularly emphasized for new students. The primary purpose of this programme is to assist students in planning, monitoring and successfully managing their chosen field of study, in relation to clear career objectives. Students are guided to accept responsibility for their learning; to be informed of the services provided for them; to access information; and to be managers of their time.

## FACULTY PRIZES AND AWARDS

The following prizes and awards are awarded to students in the Faculty of Social Sciences each year.

### A. CROSS CAMPUS PRIZES

#### Undergraduate

1. **Cross Campus – First Year Prize**  
Awarded on the basis of the highest aggregate marks for level I examinations, provided that the candidate was successful in the entire examination and obtained at least “B” grade in six papers.
2. **Charles Kennedy Prize – Final Year**  
Awarded to the student with the highest aggregate in the BSc. Economics Special degree in the final year examinations in the Faculty as a whole.
3. **Hugh Springer Prize – Cross Campus Cross Faculty**  
Awarded to the most distinguished final year student in the Faculty of Humanities and Education and the Faculty of Social Sciences. The basis of selection shall be the results of the final examinations but where necessary the previous academic records of the candidates shall be taken into consideration.

### B. MONA CAMPUS PRIZES AND AWARDS

#### Undergraduate

1. **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 **GTIIA-Introduction to Political Institutions** for that academic year examinations.
2. **Carl Stone Memorial Prize**  
Awarded on a similar basis as the Ann Spackman Memorial Prize, but to a student registered for any (part-time) degree programme within the Faculty of Social Sciences who has performed best in the **GTIIB-Introduction to Political Philosophy**
3. **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.
4. **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.
5. **Sir Laurence Lindo Prize**  
Awarded to a Mona student with the best performance in the BSc. International Relations, final examinations provided the student obtains Second Class Honours.

6. **Archie Singham Memorial Prize**  
Awarded to the student with the best performance in GT22B-Caribbean Political Systems and GT22C-Foundation of Caribbean Politics.
7. **Council of Voluntary Social Service (CVSS)**  
Awarded to the best overall performance in the BSc. (Social Work) final examinations.
8. **Jamaica Association of Social Workers (JASW) Prize**  
Awarded to the best overall performance in Year 2 of the BSc. (Social Work).
9. **Social Work Alumni Award-June Dolly Besson Memorial Award**  
Awarded annually to a Mona student with the best performance in Year I of the BSc. (Social Work).
10. **Deloitte, Touche and Tohmatsu Prize**  
Awarded to the student who presents the best paper in MS35E-Management Accounting at the undergraduate level.
11. **The Department of Management Studies Prize**  
Awarded to the student with the most outstanding performance in the final examinations in any one of the BSc. Management Studies options.
12. **The Lloyd Braithwaite Memorial Prize**  
Awarded to the student with the best performance in Levels II and III of the BSc. Sociology (Major).
13. **The Psychology Prize**  
Awarded to a finalizing Psychology Major student with the highest average grade in the psychology courses.
14. **The Hermione McKenzie Prize in Social Policy**  
Awarded to the student with the best academic performance in the Development of Social Policy course (SW23A).
15. **Paulette Loraine Wilson Prize**  
Awarded annually to a Mona student registered for any degree programme within the Faculty of Social Sciences, who has performed best in GT13D-Introduction to Public Sector Management examination for that academic year.
16. **Prof. Edwin Jones Scholarship for Excellence in Public Sector Management**  
Awarded to the student with the best academic performance in the BSc. Public Sector Management.
17. **The Professor Alfred Francis Prize**  
Awarded to the student pursuing the BSc Economics Major or Special with the highest score in the course EC36C-Econometrics I. The student must have obtained a minimum grade of B+.



18. **Gladstone E. M. Mills Prize**  
Awarded to the finalizing student who has achieved the highest overall grades in the BSc. Public Sector Management.
19. **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.

### Graduate

1. **Carlton Morrison Prize**  
Awarded to the student with the best performance in MSc. Accounting—Special Problems in Financial Accounting.
2. **Deloitte and Touche Prize**  
Awarded annually to the student who presents the best paper in Auditing for the MSc. (Accounting).
4. **The Department of Economics Award  
(Funded by the Department of Economics)**  
Awarded to the most outstanding graduate with the highest aggregate in the MSc. (Economics)
5. **George Beckford Prize (Funded by George Beckford Foundation)**  
Awarded to the student who achieved the highest grade in the course Economics Development with special reference to the Caribbean in the MSc. (Economics).
6. **MSc. Human Resource Development Prize**  
Awarded to the student who best exemplifies good academic performance and leadership qualities in the area of Human Resource Management.
7. **International Relations Staff Prize**  
Awarded to the student who presented the best Research Paper in the MSc. International Relations.
8. **Gordon Draper Prize in Human Resource Development**  
Awarded annually to the student who has the highest aggregate in the organization development and change sequence of courses offered in the MSc Human Resource Development Programme. Additionally, the student must not have failed any of the courses in the sequence.

## UWI MONA WESTERN JAMAICA CAMPUS

In recognition of the growing demand for tertiary level educational institutions of distinction in western Jamaica, and in keeping with the objectives in the 2007 – 2012 Strategic Plan, the University of the West Indies, Mona will open its Western Jamaica Campus in Montego Bay, St. James in August 2008.

This section provides specific information about the programmes that will be offered at the UWI, Mona Western Jamaica Campus. These programmes were specially designed to reflect the areas of significant growth and development in western Jamaica.

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.

## DEPARTMENT OF ECONOMICS

### Welcome Message

On behalf of all members of staff in the Department of Economics, we welcome you. By accepting you into our Department in the Faculty of Social Sciences at the University of the West Indies, Mona, we are recognizing both your academic achievements as well as your intellectual potential.

You are entering a Department which has a long, rich tradition of teaching and academic research, as well as outstanding contributions to both the public and the private sector throughout the Caribbean. We anticipate that you will, by your own activities, continue this important legacy.

As members of the Economics Department, we recommend that you be guided by our Mission which is:

*“To explore new frontiers of knowledge through academic research and to develop, implement, and maintain excellent, innovative and relevant academic programmes in Economics and Statistics. We are committed to play an integral role in the struggles of Caribbean societies for sustainable economic growth and development.”*

We urge you to work hard, think critically, analytically and creatively. In addition, you must develop your problem solving skills, express yourself clearly and honestly, and throughout your university life, operate with professionalism, integrity and high levels of morality. You will also benefit from the strong links which exist between our lecturers and students. Make good use of these opportunities.

We welcome, throughout your university life and even beyond, your recommendations and suggestions as to how our Department can enhance your education as well as your professional development.

Once again, welcome to the Department of Economics.

**Claremont Kirton**  
**Head**

## PROGRAMMES

The Department of Economics offers seven (7) undergraduate degree options at the UWI Moan Campus. These are the BSc. Economics (Special), (Major) and (Minor), BSc. Business Economics and Social Statistics (BESS), BSc. Statistics (Major) and (Minor) and BSc. Banking and Finance (Special). The BSc Banking and Finance is offered jointly by the Departments of Economics and Management Studies. It is also offered at the UWI Moan Western Jamaica Campus.

### **IMPORTANT NOTICE**

- Students must satisfy the programme requirements as set out in the Faculty Handbook for the year in which they join the programme (or for any subsequent year).
- Students taking two (2) majors or a major/minor offered by the Department are required to select an alternative Departmental course where a compulsory course is common to both.
- Students pursuing double majors or a major and two minors may not have the option of free electives.

### **EXEMPTION WITHOUT CREDIT FOR CAPE COURSES**

Students registered in the Faculty who obtained a grade one (I) through to grade four (IV) in CAPE examinations may be eligible for **exemption without credit** as follows:

- Economics Unit 1** exemption from **ECONI001 (EC10C)**
- Economics Unit 2** exemption from **ECONI002 (EC10C)**
- Statistical Analysis** exemption from **ECONI005 (EC16A)**
- Sociology Unit 1** exemption from **SOCII002 (SY14G)**
- Accounting Unit 1** exemption from **ACCTI005 (MS15D)**
- Accounting Unit 2** exemption from **ACCTI003 (MS15B)**

Students registered in the Faculty who obtained a grade one (I) through to grade four (IV) in CAPE examinations may be eligible for **exemption with credit** as follows:

- Caribbean Studies** exemption from **FOUNI101 (FD11A)**

Students granted exemptions without credit due to CAPE should register for other Level I courses.

Application for exemption must be made through the Faculty Office.

Please note the new 8-digit course codes with the prefix "ECON in parenthesis for reference. For example, the new code is ECONI001 and the old code is EC10C.

### **ANTI-REQUISITES**

Students are expected to take note of the anti-requisite listing on page 52.

## **BANKING AND FINANCE (Special)**

This degree is offered jointly by the Departments of Economics and Management Studies. As a special degree, this option cannot be combined with any Major or Minor.

### **LEVEL I Semester I**

ECON1001 (EC10C)-Introduction to Microeconomics

#### **Either**

ECON1003 (EC14C)-Mathematics for the Social Sciences

#### **OR**

ECON1006 (EC18A)-Calculus I for Business and Social Sciences

(Students with A' Level Math or Cape Math)

#### **Either**

FOUN1001 (FD10A)-English for Academic Purposes <sup>14</sup>

#### **OR**

FOUN1401 (FD14A)-Writing in the Disciplines

FOUN1201 (FD12A)-Science, Medicine and Technology in Society

ACCT1005 (MS15D)-Financial Accounting

### **LEVEL I Semester II**

ECON1002 (EC10C)-Introduction to Macroeconomics

ECON1007 (EC10H)-Elements of Banking and Finance

ECON1005 (EC16A)-Introductory Statistics

FOUN1101 (FD11A)-Caribbean Civilization

ACCT1003 (MS15B)-Introduction to Cost and Management Accounting

### **LEVEL II Semester I**

EC20A- (ECON2000)-Intermediate Microeconomics I

ECON2002 (EC21A)-Intermediate Macroeconomics I

MGMT2021 (MS27B)-Business Law

MGMT2012 (MS23C)-Introduction to Quantitative Methods

ONE Level II Free Elective

### **LEVEL II Semester II**

MGMT2005 (MS21C)-Computer Applications

MGMT2068 (MS28F)-Risk and Treasury Management

MGMT2023 (MS28D)-Financial Management I

TWO Level II Free Electives

### **LEVEL III Semester I**

ECON3005 (EC30M)-Monetary Economics

ECON3011 (EC32K)-Economics of Financial Institutions

MGMT3066 (MS33G)-Business Ethics for Bankers

MGMT3067 (MS37C)-Regulatory Framework of Banking and Finance

ONE Level III Free Elective

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<sup>14</sup> FOUN1001 is offered to Social Sciences students in Semester I only.

Students registering for FOUN1001 **MUST** have a pass in the English Language Proficiency Test (UC001) or UC010.

Students with Grade 1 or 2 passes in CAPE Communication Studies should take FOUN1401 (FD14A) instead of FOUN1001.

**LEVEL III Semester II**

ECON3007 (EC30P)-International Finance

ECON3010 (EC31F)-Finance and Development

ECON3022 (EC32L)-Economics of Commercial Banking

ECON3066 (EC32W)-Credit Analysis and Lending

MGMT3048 (MS38H)-Financial Management II

## THE DEPARTMENT OF MANAGEMENT STUDIES

### Welcome Message

It gives me great pleasure on behalf of all members of staff in the Department of Management Studies to welcome both our new and returning students. We are confident that you will find your experience with us challenging but rewarding and we are committed to making it as memorable, as enjoyable and hassle-free as possible.

The Department of Management Studies at UWI, Mona is committed to providing you with a quality management education. In order to do this we attempt to place the latest learning technologies at your disposal, we constantly review and sharpen our approaches to teaching and learning and we strive to conduct, promote and facilitate research into critical contemporary Caribbean management issues. Our careful selection process means that you have among your colleagues some of the brightest and the best that the Caribbean has to offer. Our learning methodologies encourage you to take advantage of the networking opportunities that this represents and build relationships that will serve you well both now and in the future. The libraries of The University now take full advantage of modern information and communications technologies and assembled some of the finest business databases in the world. This means that at the click of a mouse you will be able to access learning resources on virtually any subject that you may chose.

Our insistence on the development of research and information technology skills forms part of a philosophy that sees you as a student increasingly taking responsibility for your own learning. By “learning to learn” you acquire a “sustainable education” that gives you the capacity to preserve and sharpen the skills that you acquire at the University as well as to assist yourself in developing other skills over time. Such an approach to learning we believe is vital if you wish to function in a world which changes virtually on a daily basis.

As we recommit ourselves to building and refining a quality learning experience, we encourage you in turn to commit yourself to a process of active engagement in the intellectual life of the Department. This engagement should include attendance at orientation and at the several student liaison meetings that we will have throughout each semester. It means taking advantage of the recently launched student internship programme, which offers many opportunities for talented students. It means taking the time to communicate with the staff of the Department, both in person, inside and outside of class and by electronic means. It means getting to know them and just as importantly, ensuring that they know you. Finally, the University offers numerous opportunities to acquire leadership experience and management skill through voluntary activity. Find out about them and enrich your university experience by getting involved in something that suits you.

We look forward with great optimism to another year with you, we encourage you to work hard and we are confident that your experience will be meaningful and will, ultimately redound to the benefit of yourself and the region. Again, we welcome you and wish for you a productive and fulfilling year.

**Noel M. Cowell**  
Head

## PROGRAMMES

Students reading for any of the above options will not be allowed to read for a major nor a minor in any other discipline

- BSc Banking and Finance (Special)<sup>15</sup>
- BSc. Hospitality and Tourism Management
- BSc. Management Studies (Accounting) option
- BSc. Management Studies (General) option
- BSc. Tourism Management (Special)
- BSc. Management Information Systems

## EXEMPTION WITHOUT CREDIT FOR CAPE COURSES

Students registered in the Faculty who obtained a grade one (I) through to grade four (IV) in CAPE examinations may be eligible for **exemption without credit** as follows:

**Economics Unit 1** exemption from ECONI001 (ECI0C)  
**Economics Unit 2** exemption from ECONI002 (ECI0C)  
**Statistical Analysis** exemption from ECONI005 (ECI6A)  
**Sociology Unit 1** exemption from SOCII002 (SYI4G)  
**Accounting Unit 1** exemption from ACCTI005 (MSI5D)  
**Accounting Unit 2** exemption from ACCTI003 (MSI5B)

Students registered in the Faculty who obtained a grade one (I) through to grade four (IV) in CAPE examinations may be eligible for **exemption with credit** as follows:

**Caribbean Studies** exemption from FOUNI101 (FDI1A)

Students granted exemptions without credit due to CAPE should register for other Level I courses.

Application for exemption must be made through the Faculty Office.

## ANTI-REQUISITES

Students are expected to take note of the anti-requisite listing on page 52.

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<sup>15</sup> Offered jointly with the Departments of Economics and Management Studies



## **BANKING & FINANCE (Special)**

This degree is offered jointly by the Departments of Economics and Management Studies. As a special degree, this option cannot be combined with any Major or Minor.

### **LEVEL I Semester I**

ECON1001 (EC10C)-Introduction to Microeconomics

#### **Either**

ECON1003 (EC14C)-Mathematics for the Social Sciences

#### **OR**

ECON1006 (EC18A)-Calculus I for Business and Social Sciences

(Students with A'Level Math or Cape Math)

#### **Either**

FOUN1001 (FD10A)-English for Academic Purposes <sup>16</sup>

#### **OR**

FOUN1401 (FD14A)-Writing in the Disciplines

FOUN1201 (FD12A)-Science, Medicine and Technology in Society

ACCT1005 (MS15D)-Financial Accounting

### **LEVEL I Semester II**

ECON1002 (EC10C)-Introduction to Macroeconomics

ECON1007 (EC10H)-Elements of Banking and Finance

ECON1005 (EC16A)-Introductory Statistics

FOUN1101 (FD11A)-Caribbean Civilization

ACCT1003 (MS15B)-Introduction to Cost and Management Accounting

### **LEVEL II Semester I**

ECON2000 (EC20A)-Intermediate Microeconomics I

ECON2002 (EC21A)-Intermediate Macroeconomics I

MGMT2021 (MS27B)-Business Law

MGMT2012 (MS23C)-Introduction to Quantitative Methods

ONE Level II Free Elective

### **LEVEL II Semester II**

MGMT2005 (MS21C)-Computer Applications

MGMT2068 (MS28F)-Risk and Treasury Management

MGMT2023 (MS28D)-Financial Management I

TWO Level II Free Electives

### **LEVEL III Semester I**

ECON3005 (EC30M)-Monetary Economics

ECON3011 (EC32K)-Economics of Financial Institutions

MGMT3066 (MS33G)-Business Ethics for Bankers

MGMT3067 (MS37C)-Regulatory Framework of Banking and Finance

ONE Level III Free Elective

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<sup>16</sup> FOUN1001 (FD10A) is offered to Social Sciences students in Semester I only.

Students registering for FOUN1001 **MUST** have a pass in the English Language Proficiency Test (UC001) or UC010.

Students with Grade 1 or 2 passes in CAPE Communication Studies should take FOUN1401 (FD14A) instead of FOUN1001.

### **LEVEL III Semester II**

ECON3007 (EC30P)-International Finance  
ECON3010 (EC31F)-Finance and Development  
ECON3022 (EC32L)-Economics of Commercial Banking  
ECON3066 (EC32W)-Credit Analysis and Lending  
MGMT3048 (MS38H)-Financial Management II

### **MANAGEMENT STUDIES (Accounting) Option**

This option cannot be combined with any major or minor.

### **LEVEL I Semester I**

ECON1001 (EC10C)-Introduction to Microeconomics

#### **Either**

ECON1003 (EC14C)-Mathematics for the Management Sciences

#### **OR**

ECON1006 (EC18A)-Calculus I for Business & Social Sciences

#### **Either**

FOUN1001 (FD10A)-English for Academic Purposes <sup>17</sup>

#### **OR**

FOUN1401 (FD14A)-Writings in the Disciplines

FOUN1201 (FD12A)-Science, Medicine & Technology in Society <sup>18</sup>

ACCT1005 (MS15D)-Financial Accounting

### **LEVEL I Semester II**

ECON1002 (EC10C)-Introduction to Macroeconomics

ECON1005 (EC16A)-Introductory Statistics

ACCT1003 (MS15B)-Introduction to Cost & Management Accounting

SOCI1002 (SY14G)-Sociology for the Caribbean

FOUN1101 (FD11A)-Caribbean Civilization

### **LEVEL II Semester I**

MGMT2005 (MS21C)-Computer Applications

MGMT2029 (MS22C)-Managerial Communication

MGMT2012 (MS23C)-Introduction to Quantitative Methods

ACCT2014 (MS25A)-Intermediate Financial Accounting

MGMT2021 (MS27B)-Business Law

### **LEVEL II Semester II**

MGMT2001 (MS20A)-Principles of Marketing

MGMT2008 (MS22A)-Organizational Behaviour

ACCT2015 (MS25B)-Intermediate Financial Accounting II

ACCT2017 (MS25E)-Management Accounting I

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<sup>17</sup> FOUN1001 is offered to Social Sciences students in Semester I only.

Students registering for FOUN1001 **MUST** have a pass in the English Language Proficiency Test (UC001) or UC010.

Students with Grade 1 or 2 passes in CAPE Communication Studies should take FOUN1401 (FD14A) instead of FOUN1001.

<sup>18</sup> FOUN1201 (FD12A) is offered to Social Students in Semester I only.

**LEVEL III Semester I**

MGMT2026 (MS29P)- Production & Operations Management

ACCT3043 (MS36E)-Auditing I

MGMT3046 (MS37B)-Company Law

MGMT3051 (MS38G)-Taxation I

ACCT3064 (MS38I)-Financial Statement Analysis

**LEVEL III Semester II**

**ONE from the following:**

MGMT3031 (MGMT3031)-Business Strategy & Policy

MGMT3033 (MS33E)-Business, Government and Society

MGMT3037 (MS34B)-International Business Management

FOUR Level III Electives.

**Students who are interested in pursuing higher accounting certification are recommended to choose their electives from the following list:**

MGMT3039 (MS35E)-Management Accounting II

ACCT3041 (MS35H)-Advanced Financial Accounting

ACCT3044 (MS36F)-Auditing II

MGMT3052 (MS38O)-Taxation

**MANAGEMENT STUDIES (General) Option**

This option cannot be combined with any major or minor

**LEVEL I Semester I**

ECON1001 (EC10C)-Introduction to Microeconomics

**Either**

ECON1003 (EC14C)-Mathematics for the Management Sciences

**OR**

ECON1006 (EC18A)-Calculus I for Business & Social Sciences

**Either**

FOUN1001 (FD10A)-English for Academic Purposes <sup>19</sup>

**OR**

FOUN1401 (FD14A)-Writings in the Disciplines

FOUN1201 (FD12A)-Science, Medicine & Technology in Society <sup>20</sup>

ACCT1005 (MS15D)-Financial Accounting

**LEVEL I Semester II**

ECON1002 (EC10C)-Introduction to Macroeconomics

ECON1005 (EC16A)-Introductory Statistics

FOUN1101 (FD11A)-Caribbean Civilization

ACCT1003 (MS15B)-Introduction to Cost & Management Accounting <sup>21</sup>

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<sup>19</sup> FOUN1001 (FD10A) is offered to Social Sciences students in Semester I only.

Students registering for FOUN1001 **MUST** have a pass in the English Language Proficiency Test (UC001) or UC010.

Students with Grade 1 or 2 passes in CAPE Communication Studies should take FOUN1401 (FD14A) instead of FOUN1001.

<sup>20</sup> FOUN1201 (FD12A) is offered to Social Students in Semester I only.

SOCI1002 (SY14G)-Sociology for the Caribbean

**LEVEL II Semester I**

MGMT2008 (MS22A)-Organizational Behaviour

MGMT2029 (MS22C)-Managerial Communication

MGMT2012 (MS23C)-Quantitative Methods & Research Principles

MGMT2021 (MS27B)-Business Law

ONE Level II Free Elective

**LEVEL II Semester II**

MKTG2001 (MS20A)- Principles of Marketing

MGMT2005 (MS21C)-Computer Applications

ACCT2019 (MS25H)-Financial Accounting for Managers <sup>22</sup>

MGMT2023 (MS28D)-Financial Management I

MGMT2026 (MS29P)-Introduction to Production & Operations Management

**LEVEL III Semester I**

MGMT3057 (MS39H)-Productivity & Quality Management

**Either**

MGMT3065 (MS32D)-Management of Change

**OR**

MGMT3036 (MS34A)-Entrepreneurship & New Venture Creation (*semester II only*)

**Either**

MGMT3033 (MS33E)-Business, Government and Society

**OR**

MGMT3037 (MS34B)-International Business Management

TWO Level III Free Electives

**LEVEL III Semester II**

MGMT3031 (MGMT3031)-Business Strategy & Policy

FOUR Level III Free Electives

**MANAGEMENT INFORMATION SYSTEMS**

This programme focuses on the application of Information Technology (IT) to improve the operations of business organizations by delivering Computer-Based Information System (CBIS). The CBIS enables people and organizations to be more creative and productive however, the successful delivery of these systems requires solid knowledge of IT, the dynamics of the business environment, organizational processes and human behaviour.

**LEVEL I Semester I**

ECON1001 (EC10C)-Introduction to Microeconomics

**Either**

ECON1003 (EC14C)-Mathematics for the Social Sciences

**OR**

ECON1006 (EC18A)-Calculus I for Business and Social Sciences

**Either**

FOUN1001 (FD10A)-English for Academic Purposes <sup>23</sup>

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<sup>21</sup> Offered in Semester I to UTECH. and Management Studies students only.

<sup>22</sup> Students reading for the Management Studies (Accounting) option or the Accounting Major or any level III Accounting course are not allowed to read for MS25H.

<sup>23</sup> FD10A is offered to Social Sciences students in semester I only.

Students registering for FOUN1001 MUST have a pass in the English Language Proficiency Test (UC001) or UC010.

**OR**

FOUN1401 (FD14A)-Writing in the Disciplines

FOUN1201 (FD12A)-Science, Medicine & Technology in Society <sup>24</sup>

ACCT1005 (MS15D)-Introduction to Cost & Management Accounting <sup>25</sup>

**LEVEL I Semester II**

ECON1002 (EC10E)-Introduction to Macroeconomics

ECON1005 (EC16A)-Introductory Statistics

FOUN1101 (FD11A)-Caribbean Civilization

ACCT1003 (MS15B)-Financial Accounting

**MGMT (I-Information Technology Fundamentals**

**LEVEL II Semester I**

MGMT2008 (MS22A)-Organization Behaviour

MGMT2029 (MS22C)-Managerial Communication

MGMT2012 (MS23C)-Introduction to Quantitative Methods

MGMT2021 (MS27B)-Business Law

**MGMT 2115-Computing Methods**

**LEVEL II Semester II**

MKTG 2001 (MS20A)-Principles of Marketing

MGMT 2023 (MS28D)-Financial Management I

**MGMT 2025-Object Oriented Programming**

**MGMT 2125-Data Structures**

**MGMT 2113-Management Information Systems I**

**LEVEL III**

MGMT3031 (MGMT3031)-Business Strategy and Policy

**MGMT Computer Networking and Communications**

**MGMT Database Management**

**MGMT Systems Analysis and Design I**

**MGMT 3116 Systems Analysis and Design II**

**MGMT Systems Construction and Implementation**

**MGMT 3115 Information Technology Project Management**

**MGMT User Interface Design**

**MGMT 3117-Decision Support Systems**

**MGMT 3118 Electronic Commerce**

**HOSPITALITY AND TOURISM MANAGEMENT (Part-time Only) <sup>26</sup>**

The BSc Hospitality and Tourism Management programme and the BSc. Tourism Management programme will initially be offered as a 2+2 programme for students with

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Students with Grade 1 or 2 passes in CAPE Communication Studies should take FD14A (FOUN1401) instead of FD10A.

<sup>24</sup> FOUN1201 (FD12A) is offered to Social Science students in semester I only.

<sup>25</sup> Offered in Semester I to UTECH. and Management Studies students only.

<sup>26</sup> These programmes are taught on a part-time basis (i.e. students are allowed to take a maximum of 3 courses per semester)

an Associate degree in Hospitality, Entertainment and Tourism Management or Tourism Management (minimum GPA of 2.5). Students will be required to complete a further 60 credits at the UWI Mona Western Jamaica Campus and will be granted a BSc in either Tourism (for those entering with an ASc. in Tourism) or Tourism and Hospitality (for those entering with an ASc. in Hospitality, Entertainment and Tourism).

### **Semester 1**

MGMT2008 (MS22A)-Organizational Behaviour  
S20H-Spanish for the Hospitality Industry 3  
MGMT2012 (MS23C)-Introduction to Quantitative Methods

### **Semester 2**

TOUR2100 (TR21C)-Transportation and Travel  
HOSP 2222-Hospitality Managerial Communications  
S21H-Spanish for the Hospitality Industry 4

### **Summer**

– Professional Seminar Series

### **Semester 3**

HOSP 3033-Hospitality Consumer Behaviour  
TOUR 3434 -International Tourism  
TOUR 3435-Cultural Interaction in Caribbean Tourism

### **Semester 4**

HOTL3003 (HM35A)-Entertainment Management  
HOTL3001 (HM30B)-Meetings and Convention Management  
ACCT2017 (MS25E)-Management Accounting I

### **Summer**

MGMT2024 (HM224)-Internship

### **Semester 5**

MS32J (MGMT3061)-Team Building and Management  
MGMT 2401-Introduction to Entrepreneurship  
TOUR3000 (HM329)-Tourism Management

### **Semester 6**

TOUR3103 (TR31D)-Destination Management  
MGMT3069 (MS32I)-Quality Service Management  
TOUR3105 (HM340)-Caribbean Tourism: Sustainable Development

### **Summer**

MGMT3024 (HM343) - Internship

## **TOURISM MANAGEMENT**

### **Semester 1**

MGMT2008 (MS22A)-Organization Behaviour  
S20H-Spanish for the Hospitality Industry 3  
MGMT2012 (MS23C)-Introduction to Quantitative Methods

### **Semester 2**

TOUR2100 (TR21C)-Transportation and Travel

HM2222-Hospitality Managerial Communication

S21H-Spanish for the Hospitality Industry 4

**Summer**

– Professional Seminar Series

**Semester 3**

HOSP 3033 Hospitality Consumer Behaviour

TOUR 3434 International Tourism

TOUR 3435 Cultural Interaction in Caribbean Tourism

**Semester 4**

HOTL3000 (HM30B)-Meetings and Convention Management

ACCT2017 (MS25E)-Management Accounting I

TOUR3106 (HM34I)- Caribbean Tourism Planning Policies and Issues

**Summer**

MGMT 2024 (HM224)-Internship

**Semester 5**

MGMT 2401 Introduction to Entrepreneurship

SOCI3037 (SY38A)- Tourism and Development

TOUR3000 (HM329)-Tourism Management

**Semester 6**

TOUR3103 (TR31D)-Destination Management

TOUR3102 (TR31B)-Destination Marketing

TOUR3105 (HM340)-Caribbean Tourism: Sustainable Development

**Summer**

MGMT3024 (HM343)-Internship

## DEPARTMENT OF SOCIOLOGY, PSYCHOLOGY & SOCIAL WORK

### Welcome Message

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

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

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

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

**Clement Branche**  
Head



## PROGRAMMES

The following programmes are offered by the Department: Sociology, Psychology, Demography, Social Policy and Development Degree Majors and Minors; Labour and Employment Relations and a Social Work Special Degree. Departmental Minors may be taken along with Departmental Majors or another relevant Major. The choice of electives should complement the major field of study and students should consult the description of courses in this and other Departments to make their selections. 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 all pre-requisites have been met. All courses are for 3 credits except where otherwise indicated.

### Pre-requisites

Most Level II and III courses have pre-requisites as indicated besides the listing of courses. For 2008/2009 some courses may have different pre-requisites from those indicated before. These changes will not however be binding on students entering the final year of their programme.

### Note:

1. While double majors are permitted, the Department prefers that students select a single major and a minor. This allows a wider choice of electives which can serve to strengthen the major or the minor.
2. Students taking double majors in Sociology and Psychology, or Sociology and Demography, may only apply the required course SOCI2008 (SY22G) - 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.
3. ED20G-Basic Research Methods is accepted as a substitute wherever SOCI1001 (SY13B)-Introduction to Social Research is listed.
4. ECONI005 (ECI6A) -Introduction to Statistics is accepted as a substitute wherever SY16C (SOCII005) Introduction to Statistics for the Behavioural Sciences is listed.
5. **EXEMPTION WITHOUT CREDIT FOR CAPE COURSES**  
Students registered in the Faculty who obtained a grade one (I) through to grade four (IV) in CAPE examinations may be eligible for **exemption without credit** as follows:

**Economics Unit 1** exemption from ECONI001 (ECI0C)

**Economics Unit 2** exemption from ECONI002 (ECI0C)

**Statistical Analysis** exemption from ECONI005 (ECI6A)

**Sociology Unit 1** exemption from SOCI002 (SY14G)

**Accounting Unit 1** exemption from ACCTI005 (MSI5D)

**Accounting Unit 2** exemption from ACCTI003 (MSI5B)

Students registered in the Faculty who obtained a grade one (I) through to grade four (IV) in CAPE examinations may be eligible for **exemption with credit** as follows:

**Caribbean Studies** exemption from FOUNI101 (FD11A)

Students granted exemptions without credit due to CAPE should register for other Level I courses.

Application for exemption must be made through the Faculty Office.

## 6. ANTI-REQUISITES

Students are expected to take note of the anti-requisite listing on page 52.

### PSYCHOLOGY (Major)

#### LEVEL I Semester I

##### **Either**

FOUN1001 (FD10A)-English for Academic Purposes <sup>27</sup>

##### **OR**

FOUN1401 (FD14A)-Writing in the Disciplines

FOUN1201 (FD12A)-Science, Medicine & Technology in Society <sup>28</sup>

PS10A (PSYC1001)-Introduction to Developmental, Social & Abnormal Psychology

PSYC1005 (PS11A)-Research Methods in Developmental, Social & Abnormal Psychology

ONE Level I Free Elective

#### LEVEL I Semester II

FOUN1101 (FD11A)-Caribbean Civilization

PSCY1001 (PS10B)-Introduction to Cognitive & Physiological Psychology

PSYC1006 (PS11B)-Research Methods in Cognitive and Physiological Psychology

SOCI1005 (SY16C)-Introduction to Statistics for Behavioural Sciences

SOCI1002 (SY14G)-Sociology for the Caribbean

#### LEVELS II & III

PSYC2000 (PS21D)-Social Psychology

PSYC2016 (PS28D)-Experimental Psychology

SOCI2008 (SY22G)-Statistics for the Behavioural Sciences

##### **THREE from the following:**

PSYC2002 (PS24D)-Abnormal Psychology

PSYC2003 (PS24E)-Physiological Psychology

PSYC2004 (PS25A)-Personality Theory

PSYC2015 (PS26A)-Developmental Psychology

PSYC2007 (PS28C)-Psychometrics I

##### **Either**

PSYC3001 (PS31B)-Social Cognition

##### **OR**

PSYC3007 (PS31C)-Applied Social Psychology

PSYC2017 (PS32A)-Cognitive Psychology

THREE other Psychology Courses

NINE Level II/III Free Electives

##### **Note:**

*Students taking double majors or majors and minors which require the same course or courses (e.g. SY22G) cannot use these overlapping courses for both majors or both minors. Appropriate*

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<sup>27</sup> FOUN1001 (FD10A) is offered to Social Sciences students in Semester I only.

Students registering for FOUN1001 **MUST** have a pass in the English Language Proficiency Test (UC001) or UC010.

Students with Grade 1 or 2 passes in CAPE Communication Studies should take FOUN1401 (FD14A) instead of FOUN1001.

<sup>28</sup> FOUN1201 (FD12A) is offered to Social Science students in semester I only.

substitute courses must be taken in order to fulfill the requirements of both majors or major/minor combination. For example, PS21D cannot be counted for both the psychology major and HRM or HRD minor. There are some out of Faculty and non-psychology courses which may act as substitutes for the required courses in the Psychology major. Please inquire with the Psychology Unit Office.

### LIST OF ANTI-REQUISITES

Students pursuing programmes/courses within the Faculty should note that the following courses **CANNOT BE TAKEN TOGETHER FOR CREDIT**.

ACCT2017 (MS25E) with HOTL2021 (HM221)  
ECON1003 (EC14C) with M08C, M10B, M10C  
ECON1005 (EC16A) with M25A, M25B, SOCI1005 (SY16C)  
ECON1006 (EC18A) with M10B, M10C  
ECON2000 (EC20A) with MGMT202 (MS26A)  
ECON2007 (EC23K) with M25B, M31E  
ECON2008 (EC23L) with M25B (if taken for credit at level II/III), M31E,  
SOCI1008 (SY22G)  
ECON2008 (EC23L0) with ECON2007 (EC23K)  
ECON2009 (EC23M) with M25B, M31D, SOCI1008 (SY22G)  
ECON2010 (EC23P) with SOCI1009 (SY22K)  
ECON2014 (EC23T) with M34V, SOCI2020 (SY27D)  
ECON2017 (EC24J) with M21A,  
ECON3032 (EC33Q) with M25B, M21B  
ECON2019 (EC24N) with M20B  
ECON2020 (EC25F) with ECON2021 (EC25J)  
ECON3031 (EC33P) with M25A  
ECON3037 (EC34L) with M32B, MS32C  
ECON3038 (EC34M) with M32C  
ECON3049 (EC36C) with M31E  
MKTG2001 (MS20A) with ED20Y  
MGMT2005 (MS21C) with HOTL2016 (HM216)  
MGMT2008 (MS22A)/MGMT2029 (MS22C) with MGMT2029 (HM220)  
MGMT3017 (MS32A) with HOSP2023 (HM223)

Students pursuing Economics or Banking and Finance Majors **MUST NOT** register for the following courses.

MGMT2020 (MS26A)  
MGMT3034 (MS33F)

## COURSE DESCRIPTIONS

All courses are worth three (3) credits unless otherwise specified.

### ECON1001 (EC10C): INTRODUCTION TO MICROECONOMICS

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

**Outline:** Basic concepts (Economic Problem, Scope and Method of Economics); The Market (Demand, Supply, Comparative Statistics); The Theory of Consumer Choice (Utility Theory and Indifference Curves, Consumer Choice Problem, Comparative Statistics and Demand Elasticities); The Theory of the Firm (Production Choice and Profit Maximization, Costs and Output Decisions in the Short and Long Run); Market failure and Externalities (Perfect vs. Imperfect Competition Externalities and Public Goods); Factor Pricing Marginal Productivity, Labour Market); International trade (Absolute and comparative Advantage, gains from Trade, Protectionism and its Tools, Winners and Losers from Opening for Trade).

### ECON1002 (EC10E): INTRODUCTION TO MACROECONOMICS

**Objectives:** This is an introductory course in macroeconomics designed to provide students with an understanding of the basic tools and methods of macroeconomics. The course begins with conceptual and methodological questions including a definition of macroeconomics. It then deals with the principles of measurement, performance and prediction of the behaviour of the 'typical' Caribbean economy at the aggregative or macro level. The course also covers monetary and fiscal policy, as well as problems of growth, inflation, unemployment, exchange rate instability, and public/private and internal/external indebtedness. The basic tools of macro-economic analysis will be developed and applied to economic issues facing Jamaica and other market-oriented economies. The other objective is to prepare students for other higher level Economics courses both theoretical and applied. Using the basic theoretical tools learned in the course, the student will be able to independently judge the future efficacy of Economic Policies of the Government and intelligently discuss the macro-economic aspects of current issues in the Jamaican and World Economy.

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

### ECON1007 (EC10H): ELEMENTS OF BANKING AND FINANCE

**Objective:** The principal objective of this course is to introduce the students to the basic concepts, theories and issues involved in banking and finance. It also seeks to help students master the established principles of the management of bank and non-bank financial institution management, and understand the critical aspects of financial development of Caribbean countries, comparing and contrasting their experiences.

Students will be exposed to the use of monetary and financial statistics for key analytical purposes, especially as these relate to financial management.

**Outline:**

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

**ECI003 (ECI4C): MATHEMATICS FOR THE SOCIAL SCIENCES**

**Objective:** 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:** Functions; Some Special Functions; Remainder and Factor Theorems; Graphs of Functions; Systems of Inequalities; Complex Numbers; Theory of Logarithms and Exponential Functions; Matrix Algebra - Matrix Solution of Linear Systems of Equations in two and three variables; Sequences and Series; Limits; Continuity; Concept of Derivative; Rules of Differentiation; Applications of Differentiation - Maxima and Minima; Vertical and Horizontal Asymptote; Sophisticated Graphing.

**ECON1005 (ECI6A): INTRODUCTORY STATISTICS**

**Objective:** 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:** Topics include 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.

Overview of the scientific method, the research process, data classification: primary and secondary methods of data collection – observation, questionnaire, interviews. Questionnaire design and administration, theory versus fact, propositions, deductive and inductive reasoning, advantage of using sample surveys, general principles of sample design, probability and non-probability samples, sampling and non-sampling errors, simple random samples, quota samples, stratified samples and cluster samples. Measurement and scaling concepts: nominal, ordinal, interval and ratio scales.

**ECON1006 (ECI8A): CALCULUS I FOR BUSINESS AND SOCIAL SCIENCES**

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

**ECON2000 (EC20A): 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.

### **ECON2002 (EC21A): INTERMEDIATE MACROECONOMICS I**

**Objective:** The purpose of this course is to present the student with a theoretical framework within which to understand the issue of fluctuations in an economy. The framework is quite general, and does not itself focus on any particular economy. However, by the end of the course, you should be able to use this theoretical framework to understand the economic issues currently relevant to Caribbean economies, such as, (1) why did the inflation rate in Jamaica fall so dramatically over the last five years; (2) why are interest rates lower in the OECD (Organization of Eastern Caribbean States) countries than they are in Jamaica and Trinidad, and (3) how has Barbados managed to maintain exchange rate stability for 20 years. Equally important, by the end of the course you should have become familiar with some of the methodology of macroeconomic analysis, which has broader applications outside of the issues of which we apply them. This course does not take off immediately from where *Introduction to Macroeconomics*, your first year course, ended. Instead, it builds a complete model, but familiarity with the concepts introduced in that course is helpful.

**Outline:**

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

### **ECON3005 (EC30M): MONETARY ECONOMICS**

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

### **ECON3007 (EC30P): INTERNATIONAL FINANCE**

**Outline:** The Balance of Payments, The Foreign Exchange Markets, Interest Parity Foreign Exchange Risk, International Investment, Theories of the Balance of Payments, Exchange Rate Theories, International Banking

### **ECON3010 (EC31F): FINANCE AND DEVELOPMENT**

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

**Outline:** Topics include: 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.

### **ECON301I (EC32K): ECONOMICS OF FINANCIAL INSTITUTIONS**

**Objective:** The nature and role of financial institutions in an economy; The economic and financial environment in which Financial Institutions operate; Commercial Banks (performance analysis, structure and regulation); Selected areas in the management of Commercial Banks and non-bank Financial Intermediaries (liquidity measurement, lending policies, investment policies, capital management, and asset and liquidity); Non-bank financial intermediaries (credit unions, building societies, money market funds, life and non-life insurance companies, pension funds, finance companies and investment companies).

### **ECON3022 (EC32L): ECONOMICS OF COMMERCIAL BANKING**

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

**Outline:** The specific topics covered follow: Commercial banks and their services; the impact of government policy and regulation on banking; the organization and structure of commercial banks and the banking industry; measuring and evaluating bank performance; asset-liability management techniques; managing the bank's investment portfolio and liquidity position; the management of bank sources of funds; bank lending - policies and procedures, business and consumer loans; banking crises - origins, effects and policy responses.

### **ECON3006 (EC32W)-CREDIT ANALYSIS AND LENDING**

**Outline:** 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.

**Objective:** 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.

### **(HM22C): HOSPITALITY MANAGERIAL COMMUNICATION**

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

### **(HM30E): HOSPITALITY CONSUMER BEHAVIOUR**

This course will be based on the already existing MS30E-Consumer Behaviour. The emphasis will now be on hospitality consumers in particular, with a view to understand how consumption patterns for tourism have changed with changing demographic factors.

The changing consumer is a key area which must be understood moving forward, as there are increasing opportunities to introduce pull factors for various types of tourists. From an economic standpoint, some now view tourism as more than luxury goods which has implications for marketing efforts.

### **HOTL3003 (HM35A): 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.

### **HOSP3105 (HM340): CARIBBEAN TOURISM: SUSTAINABLE DEVELOPMENT**

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

- a. The importance of Tourism to Caribbean Economies;
- b. The social, economic and environmental impacts of Tourism;
- c. The Concept of Sustainable Tourism and its relevance to the Caribbean;
- d. Policy and Planning mechanisms to achieve Sustainable Tourism in the Caribbean;
- e. International, Regional and National Actions to achieve Sustainable Tourism

### **TOUR3106 (HM341): CARIBBEAN TOURISM: PLANNING POLICIES AND ISSUES**

At the end of this course, learners should have a better understanding of the importance of the tourism industry to many economies, especially small economies within the Caribbean/CARICOM region. It is therefore necessary that workers and potential workers in this industry understand the planning and organization processes of the industry so as to minimize threats and maximize opportunities. With the understanding that the essence of tourism involves the travel to places and the interaction with people, this course focuses on the planning and organization of the 'People and Place' aspects of the four marketing P's and the policies and issues facing these entities.

### **ACCT1003 (MS15B): INTRODUCTION TO COST & MANAGEMENT ACCOUNTING**

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



### **ACCT1005 (MS15D): FINANCIAL ACCOUNTING**

This course introduces students to the fundamental accounting principles, practices and procedures necessary for the recording and reporting of financial data within a business entity. It also examines how the reported results of the entity are analyzed.

#### **Objectives**

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

### **MKTG2001 (MS20A): PRINCIPLES OF MARKETING**

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

### **MGMT2005 (MS21C): COMPUTER APPLICATIONS**

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

### **MGMT2008 (MS22A): 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.

### **MGMT2029 (MS22C): 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.

### **MGMT2012 (MS23C): INTRODUCTION TO QUANTITATIVE METHODS**

This course is an introductory level survey of quantitative techniques, and is intended to provide an overview of commonly used mathematical models and statistical analyses to aid in making business decisions. These techniques include linear programming, decision theory and simulation. The primary emphasis is to prepare students to become intelligent users of those techniques. An understanding of the assumptions and limitations of the

techniques; and also, how these techniques might be used outside the classroom environment are of particular importance.

#### **MS24B: INTRODUCTION TO ENTREPRENEURSHIP**

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

#### **ACCT2014 (MS25A): INTERMEDIATE FINANCIAL ACCOUNTING I**

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

As such the objectives are:

- To enable students to comprehend and evaluate the conceptual framework which underlies accounting methods and reports
- To provide students with the knowledge of accounting practice
- To discuss the disclosure of financial accounting information for reporting purposes.

#### **ACCT2015 (MS25B): INTERMEDIATE FINANCIAL ACCOUNTING II**

A continuation of Intermediate Accounting I, the course further develops the student's technical and problem-solving ability that will be required in the accounting process and the preparation and analysis of financial statements. Emphases are on accounting for equity and other dimensions of accounting and financial reporting including emerging issues and future directions.

The course objectives are:

- To further enhance the student's ability to comprehend and evaluate the conceptual framework which underlies accounting methods and reports.
- To provide students with a more complete understanding and knowledge of current accounting practice
- To discuss current issues and future directions related to the disclosure of financial accounting information for reporting purposes

#### **ACCT2017 (MS25E): 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 and
- b) the use of costing information for managerial decision-making and business strategy in both manufacturing and service firms. An important feature of the course is its emphasis on cost analysis and the preparation of managerial reports.

Topics to be covered include:

- Review of cost concepts and manufacturing accounts
- Cost accounting information systems – an overview

- Absorption and direct costing
- Actual, normal and standard costing
- Job order costing for manufacturing and services
- Process costing including standard process costing
- Accounting for spoilage and rework
- Joint and by-product costing
- Cost allocation – traditional approaches
- Operations and back-flush costing
- Cost estimation
- Cost-Volume-Profit Analysis

### **ACCT2019 (MS25H): FINANCIAL ACCOUNTING FOR MANAGERS**

This course looks at accounting theory and practice from the perspective of both the users and the preparers. The course develops the student's technical and problem-solving ability involved in the accounting process and the preparation of and analysis of financial statements.

### **MGMT202I (MS27B): BUSINESS LAW**

This course will cover the following:

#### **I. General Principles of Law**

- system of courts
- doctrine of precedent
- case law and statute law
- tort, contract and crime

#### **2. 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 (MS28D): FINANCIAL MANAGEMENT I**

This 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 theory and practice of finance.

### **MGMT2068 (MS28F): 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

#### **Aims and Objectives:**

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

### **MGMT2026 (MS29P): PRODUCTION AND OPERATIONS MANAGEMENT**

This course will examine the methods used for efficiently managing the operating divisions of manufacturing and service based firms. The topics to be covered will include process analysis, design and layout, forecasting, capacity planning, production planning, inventory control, scheduling, project management and quality control. An introduction is also provided to new production control techniques such as just-in time systems and group technology. Throughout the course, special emphasis will be placed on the use of mathematical and statistical techniques for decision making by operating managers.

### **MGMT3031 (MS33D): 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 (MS33E): BUSINESS, GOVERNMENT AND SOCIETY**

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

### **MGMT3034 (MS33F): ECONOMIC POLICY FOR THE MANAGER**

The course is aimed at students who are majoring in Management Studies. The objective is to ensure that those who read the course will not only understand how the macro economy works but will become educated observers of what economic policy can and cannot achieve within the context of the Jamaica Economy. This course will examine the following in depth:

- The Economy-Jamaica
- Economic Aggregates
- Labour Market
- Product Market-Theory of GDP Determination
- Product Market- Government
- Product Market- Inflation
- Product Market- Investment
- Product Market-International Trade
- Product Market-Money and Banking

### **MGMT3066 (MS33G): BUSINESS ETHICS FOR BANKERS**

This course focuses on what is considered prudent behaviour and seeks to highlight issues that make behaviour prudent. The course looks at the theoretical bases of behaviour as they affect decision makers in a market driven economy. It also deals with historical propositions and modern systems used to determine ethical behaviour. International best practices for establishing ethical behaviour will also be studied.

### **MGMT3037 (MS34B): INTERNATIONAL BUSINESS MANAGEMENT**

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

course is the relationship between the processes of economic development and national competitiveness on the one hand, and the theory and practice of international business on the other.

The course is divided into two modules. The first is “international business theories, systems and institutions” in which the focus is on understanding the theories and concepts of international business and in identifying the principal institutions that comprise the framework for international business. The second is “managing the international operations of firms in developing countries,” in which the focus is on the response of firms in developing countries to the current imperatives of international business and development.

### **MGMT3039 (MS35E): MANAGEMENT ACCOUNTING II –**

#### **Strategic Management Accounting**

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

- costing models for pricing
- managerial costing systems, including budgeting and performance measurement and reporting systems and
- profitability analysis of customers and strategic business segments.

The course will make extensive use of readings and cases.

- Strategic Management Accounting and Competitive Strategy in a Dynamic, Global Business Environment
- Value Chain Analysis and Process Value Analysis – An Introduction
- Activity Based Costing
- Accounting for Quality Costs and Life Cycle Costing
- Cost Management Strategies
- Pricing
- Management Control Systems, Organization culture and Organization Learning
- Traditional Budgeting Systems and Practices, including Flexible Budgeting
- Variance Analysis
- Activity based Management and Budgeting
- Responsibility Accounting, Performance Measurement and Reporting Systems, including Productivity Measurement
- Profitability Analysis of Customers and Strategic Business Segments
- Transfer Pricing

### **ACCT3041 (MS35H): ADVANCED FINANCIAL ACCOUNTING**

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

### **ACCT3043 (MS36E): AUDITING I**

This course facilitates a thorough comprehension of the methodology and techniques of modern auditing; examines the role of auditors and provides an understanding of the legal regulatory, professional and ethical environment in which auditors operate. The auditing

standards will be examined with applications of Jamaican cases to demonstrate relevant principles and issued.

#### **ACCT3044 (MS36F): AUDITING II**

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

#### **MGMT3046 (MS37B): 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

#### **MGMT3067 (MS37C): REGULATORY FRAMEWORK OF BANKING AND FINANCE**

This course is designed for students at the intermediate level to familiarize them with the legal environment and practices which govern the financial services industry. International best practices will also be studied and comparisons made with local law

#### **MGMT3051 (MS38G): TAXATION I**

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

#### **MGMT3048 (MS38H): FINANCIAL MANAGEMENT II**

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

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

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

#### **ACCT3064 (MS38I): FINANCIAL STATEMENT ANALYSIS**

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

#### **MGMT3052 (MS38O): TAXATION II**

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

### **PSYC 1000 (PS10A): INTRODUCTION TO DEVELOPMENTAL, SOCIAL AND ABNORMAL PSYCHOLOGY**

This course provides an introduction to a discipline that is growing in popularity as more and more people become interested in gaining an understanding of human behaviour. The course will attempt to integrate observations from human and animal research and provide information on a broad range of topics that illustrate how and why we think, feel and act. This section of the course introduces students to topics within the areas of abnormal, social and developmental psychology, and examines psychology in the work place. Psychology majors will take PS11A (Psychology Laboratory and Methods: Abnormal, Social and Developmental) while taking this course.

### **PSYC 1001 (PS10B): 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.

### **PSYC 1005 (PS11A): RESEARCH METHODS IN DEVELOPMENTAL SOCIAL AND ABNORMAL PSYCHOLOGY**

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

### **PSYC 1006 (PS11B): RESEARCH METHODS IN COGNITIVE AND PHYSIOLOGICAL PSYCHOLOGY**

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

### **PSYC 2000 (PS21D): SOCIAL PSYCHOLOGY I**

This is a follow-up of the Social Psychology component of PS 10A, and the former course. It seeks to do an in-depth study of three major areas in social psychology: The Self, Interpersonal Relationships, Group Processes. Understandably, the course attempts to fuse the theoretical perspectives with a Caribbean application and will draw heavily on Caribbean history and sociology. Topics include: The Sociological and the Psychological Influences in Social Psychology; The Self; Attribution, Group Dynamics and Inter-group Relations, Close Relations, Themes in Caribbean Social Psychology.

### **PSYC 2017 (PS22A): COGNITIVE PSYCHOLOGY (formerly PS32A)**

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

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

#### **PSYC 2002 (PS24D): 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.

#### **PSYC 2003 (PS24E): PHYSIOLOGICAL PSYCHOLOGY**

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

#### **PSYC 2004 (PS25A): 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.

#### **PSYC 2015 (PS26A): DEVELOPMENTAL PSYCHOLOGY..**

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

#### **PSYC 2007 (PS28C): PSYCHOMETRICS I**

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

#### **PSYC 2016 (PS28D): EXPERIMENTAL 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.

### **PSYC 3001 (PS31B): 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.

### **PSYC 3007 (PS31C): APPLIED SOCIAL PSYCHOLOGY**

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

### **SOCI 1001 (SY13B): 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.

### **SOCI 1002 (SY14G): SOCIOLOGY FOR THE CARIBBEAN**

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

### **SOCI 1005 (SY16C): INTRODUCTORY STATISTICS FOR THE BEHAVIOURAL SCIENCES**

This course will introduce students to basic univariate and bivariate statistics. It also focuses on levels of measurement and the appropriate interpretation of each statistic computed. Social and psychological examples are used for each application. This course covers the same material as EC 16A, but focuses more on social and psychological examples including the calculation and interpretation of such questions.

### **SOCI 2008 (SY22C): STATISTICS FOR THE BEHAVIOURAL SCIENCES**

This course is a continuation of SOCH1005. This course reviews basic statistics and focuses on both parametric and non-parametric statistical testing. Also students are required to learn SPSS software for each of the statistical tests taught in lecture. These skills are used to prepare a research report based on social and psychological data.

### **SOCI 3037 (SY38A): TOURISM AND DEVELOPMENT**

This course is aimed at providing an understanding of the tourist industry, mainly from sociological and social psychological perspectives. It seeks to provide a comprehensive understanding of the nature of tourism policies and their actual and potential impacts on the social and cultural fabric of Caribbean societies. Students will learn about the evolution of tourism in the Caribbean; the relationship between Caribbean tourism and

global tourism; the link between theories of development and tourism; and the methods associated with tourism impact analysis. They will also be exposed to actual case studies of tourism impacts in the Caribbean.

### **TOUR 3434 (TR20A): INTERNATIONAL TOURISM**

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

### **TOUR2100 (TR21C): TRANSPORTATION AND TRAVEL**

The course will focus on the dimensions of tourism; historical, economic, social, cultural, psychological and environmental characteristics as they relate to the development of the travel and tourism industry with special emphasis on the transportation sector. With ever increasing tourism demand, the transportation sector has had to adjust in order to accommodate the volume of international and domestic travelers. Adequate transportation infrastructure and access to generating markets is one of the most important prerequisites for the development of any destination. Thus tourism travel and transport is a very active element of the tourist product and experience.

### **TOUR3102 (TR31B): 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.

More specifically, the course evaluates:

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

### **TOUR3103 (TR31D): DESTINATION MANAGEMENT**

The purpose of this course to expose students to the importance of, and issues surrounding the effective management of tourism destinations

More specifically the course focuses on.

- Destination development
- Issues surrounding destination management
- Destination management policies
- Tourism demand
- Impacts of tourism
- Destination sales and marketing issues
- Destination planning

## **TOUR 3435 (TR31E): CULTURAL INTERACTION IN CARIBBEAN TOURISM**

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

**PRESENTING AND DOCUMENTING  
MATERIAL IN COURSE ESSAYS**  
Prepared by Dr. L. Stirton

Students often run into trouble when presenting and documenting material in course essays. The following guidelines should help students to steer clear of any of the pitfalls that might result in being penalised for breaching academic standards. All class essays are expected to follow the advice given in this section. If you need further help, consult Patrick Dunleavy's excellent book *Studying for a Degree in the Humanities and Social Sciences* (Macmillan, 1986). Plagiarism will not be tolerated, so read this section thoroughly in order to steer clear of trouble. Remember, it is your responsibility to ensure that your essays adhere to the standards of academic integrity, so if someone else types your essay make sure that you check that the typist has not changed the way in which you present or document borrowed material in any way.

**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.

## **Errors to Avoid**

Errors in presentation and documentation range from minor ones that merit an admonishment and a point or two deduction to major ones like plagiarism that will result in zero grades and reference to the Examinations Committee.

## **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.

**THE UNIVERSITY OF THE WEST INDIES  
MONA CAMPUS  
FACULTY OF SOCIAL SCIENCES**

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 in the case of the 2007-2008 Handbook) 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) and appendix I in the Faculty handbook.

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 \_\_\_\_\_



### **FSS Course Representatives Role and Responsibilities**

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

## Notice

### To All Users of the Faculty of Social Sciences Meeting Point

The Faculty of Social Sciences Meeting Point has been created for the use of the students of the Faculty of Social Sciences.

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.

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.

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.

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.

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.

Mark Figueroa  
Dean Faculty of Social Sciences  
2006-01-17

## Notice

### To All Users of the Study Areas within the Faculty of Social Sciences

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.

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.

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.

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.

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.

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.

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.

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".

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.

Last academic year a code of conduct was established for instructional sessions. This year a more general code of conduct is being developed to provide a framework that will encourage the best use of the limited space available to the many persons who occupy the Faculty.

In the meanwhile we need to make a start by ensuring that the clusters of benches are used for the purpose for which they were designed.

Mark Figueroa  
Dean Faculty of Social Sciences  
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## **Policy Concerning the Display of Notices in the Faculty of Social Sciences**

### **A. Purpose of the Policy**

Notices<sup>29</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 another official UWI sources shall be posted on the official Faculty or Departmental notice boards and such postings shall be signed by a person designated to authorize postings, and may be stamped with the Faculty or Departmental stamp, as the case may be. Notices not emanating from any such Office may only be displayed on an Official Notice board with approval by the person designated to authorize postings. The Faculty and Departmental Offices shall maintain a record of the persons so designated.

### **C. Notices on the Student Representative Notice Board**

Only notices authorized by the Student Representative or the Dean may be posted. Notices displayed shall not normally exceed letter size format 22 cm x 28 cm (8.5"x11").

### **D. Notices on Classroom Doors**

Notices may be placed on the door of a classroom but only if the content of the notice relates to an activity within that classroom and must be placed in a notice pocket where one is available. Such notices are to be promptly removed as soon as the activity to which it refers has ended.

### **E. Notices on Other Rooms**

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.

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<sup>29</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.

A staff member who regularly uses a door to post notices shall make a request to the Faculty Office that a notice pocket be placed on the door.

## **F. General Notices**

General notices are those which do not emanate from a Faculty or Departmental Office or through them from another official UWI source or from the Student Representative. For the posting of general notices no approval for posting is required where 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**

- a) There shall be placed on each notice board in the Faculty:
  - a. 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.
  - b. the appropriate Disclaimer set out in paragraph I below.
- b) 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
- c) 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.
- d) 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.
- e) 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.
- f) Notices must state a contact person, and for printed notices the name and address of the printer as required by Jamaican Law
- g) 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" x 17")
- h) 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
- i) 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.

## How to Calculate Your Grade Point Average (G.P.A)

### Definition of Common Terms:

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

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

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

Grade Point Average (GPA):-- is the average obtained by dividing the total grade points earned by the total quality hours for which the student has registered for any stated period of time, excluding courses taken on a pass/fail basis, audited courses, courses taken for preliminary credit and courses for which the designated I or IP is awarded under Regulation 6(iv).

### Step by Step Process on How to Calculate Your Grade Point Average:

Course done in Semester I

Course	Grade Received	Quality Points	(Times)	Quality Hours	(Equal)	Grade Point
ECI0C	A+	4.3	x	3	=	12.9
MSI5B	D	1.0	x	3	=	3.0
SYI4G	B-	2.7	x	3	=	7.1
ECI6A	F	0	x	3	=	0
FDI0A	P	-	-	-	-	-
GT24M	B	3	x	6	=	18.0
			<b>Total</b>	<b>18</b>		<b>41</b>

Semester I GPA =  $40.4/18 = 2.78$

## Notes