

PROGRAMME ADVISING

ASSOCIATE DEGREE IN SOCIAL WORK (SOWK) Academic Year 2017/2018

PROGRAMME DELIVERY DEPARTMENT (PDD)

ADVICE: For the working adult we recommend a maximum of three (3) courses for the semester.

IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION

New Students: Students who enrolled as of Academic Year 2017/2018 must follow the course sequence given for their programme.

Continuing Students: Students are required to successfully complete all courses in Year 1 before they can proceed to Undertake courses in Year 2.

Students are required to follow the prescribed course of study given below for their programme.

Advice For Managing Your Course Load: Most students carry between 1 – 3 courses per semester. Plan wisely to suit your particular situation so you may perform at your full potential. Do not jeopardize your long-term goals by being unrealistic about what you can handle.

The **ASc in Social Work** is designed to provide training for social work assistants to prepare them for work in agencies and communities and to provide appropriate support to social workers within the Caribbean context. Students build competencies in functional areas. The ASc in Social Work programme is delivered online. However, final examinations are held face-to-face at the respective sites.

The **ASc. Degree in Social Work programme** has 60 credits. Students may use this programme to ladder into a Bachelor's degree (BSc).

The **Associate Degree in Social Work** programme operates under a semester system.

- Semester 1 and 2 each, have thirteen (13) weeks of instruction plus an examination period.
- Summer session has seven (7) weeks of instruction plus the examination period.

Summer Offering: Summer is not mandatory and is not a regular semester. However, it gives students the opportunity to complete courses outside the regular semesters and adds flexibility to your programme plan, however the study period is shorter (7-8 weeks) and very intensive.

Summer also gives finalizing students the opportunity to fast track their programme for completion to be eligible for graduation in October of academic year 2017/2018. Note the summer period is not funded by the Government Assistance for Tuition Expenses Programme (GATE).

Requirements for an Award:

To be eligible for the award of the Associate Degree in Social Work a student must successfully complete the equivalent of sixty (60) credits distributed as follows:

- Five (5) Compulsory General Education Courses (15 credits)
- Fourteen (14) compulsory Core Courses (42 credits)
- One (1) elective course (3 credits)

Duration of the programme: Students studying on a full-time schedule must complete the programme in a maximum of 8 semesters or two years; and part time for 16 semesters or three years. However, we strongly recommend that you do not attempt more than 3 courses if, as an adult, your job and family commitments make it difficult to meet the academic requirements of your programme. Each course is 39 contact hours.

Assessment Methods: The work of students will be assessed and evaluated on a continuous basis through assignments, class-work, tests and an end-of-semester examination in each subject. Assessment requirements are noted in the course outline of each course with clear guidelines, due dates and the weighting for each assessment task.

Pre-requisites for Matriculation into the Associate Degree programme:

Mathematics Requirements:

For entry to the ASc programmes, an approved qualification in Mathematics is required. The minimum Mathematics requirement is a pass at CSEC or the equivalent. Candidates who do not meet this requirement must successfully complete an approved remedial Mathematics course. Approved remedial Mathematics courses include Improving your Math Skills (IYMS1001) and MATH0900Mathematics. **IYMS1001** is offered in semester 1, 2 and summer and **MATH0900** in semester 1 and summer.

English Language Requirements:

The **English Language Proficiency Test (ELPT)** is used to assess whether applicants to the ASc possess a satisfactory level of writing and reading proficiency in English for university academic purposes. **ELPT** is a pre-requisite for FOUN1001: English for Academic Purposes. For those persons requiring ELPT, the exam schedule is posted by the Registry on the Department's Web Page at: <http://www.open.uwi.edu/undergraduate/elpt>. Also, check your site office for more details. ***The earliest offering for ELPT for semester 1 is August 10, 2017.*** Applicants who do not pass the ELPT must re-take the test at the next offering ***November 2017.***

Technology Requirement:

Students will need to have access to a computer with Internet access.

TIPS:

For the working adult, we recommend that you do not attempt more than 3 courses per semester. Plan wisely to suit your particular situation so you may perform at your full potential.

Continuing students are required to complete all their level one courses including pre-requisite before undertaking courses from level two.

Read your course guide carefully prior to the start of teaching and take note of the pertinent information to assist with the planning of your time schedule for the semester. Note your course guide will provide the course assessment method(s), assignments and grading rubrics, timelines for submission of assignments, date and time for the live web sessions, recommended text and additional reading resources, as well as a brief summary of each unit and objectives.

Check the programme advising document before the start of registration and during the semester for any updates or additional information.

Additionally, please note:

Leave of Absence (LOA): If you are unable to take a course, you should apply for LOA in writing, by submitting a written request on the Leave of Absence form to the Academic Board, through the Registry of Student Services, detailing the reasons for the application. Students must submit to the Registry through their Site office. Granting of leave is subject to the regulations. Also, send a note to your tutors and course coordinators.

Plagiarism: A form of cheating. Not allowed, please refer to note in student's handbook.

YEAR 1

| Course Code | Course Name | Semester | | | Pre-Requisite | IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION |
|-----------------|---|----------|----------|---------------|--|--|
| FOUN1001 | English for Academic Purposes | 1 | 2 | Summer | ELPT – English Language Proficiency Test | <p>Shared with Undergraduate programmes</p> <p><i>If your Offer Letter from Admissions indicates that you are required to take the ELPT then you must first pass this test before you are allowed to do FOUN1001. If you already passed the ELPT or your offer letter indicates that you are not required to take the English Proficiency Test (ELPT), it is highly recommended that you register for FOUN1001 in Semester 1</i></p> <p>Pre-requisite: English Proficiency Test (ELPT): For those persons requiring ELPT, the exam schedule is posted by the Registry on the Department’s Web Page at : http://www.open.uwi.edu/undergraduate/elpt</p> <p><i>The earliest offering for ELPT for semester 1 is August 10, 2017. Applicants who do not pass the ELPT must re-take the test at the next offering November 2017.</i></p> <p>TIP: We recommend that you take this introductory course first. New and continuing students must pass this course before undertaking Level 2 courses. FOUN1001 is offered in semester 1, 2 and summer. However, the Summer will be dependent on students’ registration numbers.</p> |
| MGMT1000 | Introduction to Computers (Information Literacy & IT) | 1 | 2 | Summer | None | <p>Assessment: Coursework - 60% Final Examination - 40%</p> <p><i>This course is offered in semester 1, 2 and summer. However, the Summer will be dependent on the students’ registration number.</i></p> |

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|-----------------|--|----------|----------|---------------|---------------|---|
| FOUN1101 | Caribbean Civilization | 1 | 2 | Summer | None | <p>Shared with Undergraduate programmes</p> <p>Assessment: Coursework - 60% Final Examination - 40% (face-to-face)</p> <p><i>Students, who entered the programme before 2009, we recommend that you take this course as a substitute/ replacement for SOCI1900 Caribbean Studies</i></p> <p><i>This course is offered in semester 1, 2 and summer. However, the Summer will be dependent on the students' registration number.</i></p> |
| SOWK0900 | Principles & Practice of Social Work 1 | 1 | | | None | <p>Assessment: Coursework - 40% Final Examination - 60% (face-to-face)</p> |
| SOWK0902 | Human Growth & Development | 1 | | | None | <p>Assessment: Coursework - 40% Final Examination - 60% (face-to-face)</p> |

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|-----------------|--|----------|---------------|--|---|
| SOWK0901 | Principles & Practice of Social Work II | 2 | Summer | SOWK0900 <i>Principles & Practice of Social Work 1</i> | <p>Assessment: Coursework - 40% Final Examination - 60% (face-to-face)</p> <p><i>Students must complete SOWK0900 before taking this course The Summer offering will be dependent on the students' registration number.</i></p> |
| SOWK0903 | Understanding Human Behaviour & the Social Environment | 2 | Summer | None | <p>Assessment: Coursework - 40% Final Examination - 60% (face-to-face)</p> <p><i>The Summer offering will be dependent on the students' registration number.</i></p> |
| SOCI1002 | Introduction to Sociology | 1 | 2 | None | <p>Shared with Undergraduate programmes</p> <p>Assessment: Coursework – 40% Final Examination - 60% (face-to-face)</p> <p><i>Students, who entered the programme before 2009, we recommend that you take this course as a substitute/ replacement for SOCI1901 Introductory Sociology</i></p> |

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|-----------------|---------------------------------|----------|-----------------|---------------|--|
| SOCI1001 | Introduction to Social Research | | 2 | None | <p>Shared with Undergraduate programme: BSc. Youth Development Work</p> <p>Assessment: Continuous 100% No Final Examination</p> |
| SPAN0900 | Introductory Spanish | | 2 Summer | None | <p>Assessment: Coursework – 40% Final Examination - 60% (face-to-face)</p> <p><i>Students are asked to note that regulation 24.10 in the Student Handbook quoted below applies to this course:</i></p> <p>Regulation 24.9 notwithstanding, when practical papers, practical coursework, oral examinations, practicum and/or internships contribute towards the final grade, candidates MUST SATISFY THE EXAMINERS IN BOTH THE THEORETICAL AND PRACTICAL ASPECTS OF THE COURSE.</p> <p><i>The Summer offering will be dependent on the students' registration number.</i></p> |

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YEAR 2

Continuing students are strongly advised to complete their Level 1 courses before undertaking Level 2.

| Course Code | Course Name | Semester | | | Pre-Requisite | IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION |
|-----------------|---|----------|---------------|------|--|--|
| GOVT1900 | Introduction to Administrative Principles & Practices | 1 | | | | Assessment: Coursework - 40% Final Examination - 60% (face-to-face) |
| GOVT1902 | Caribbean Political Economy | 1 | Summer | None | | Assessment: Coursework - 40% Final Examination - 60% (face-to-face) <i>The Summer offering will be dependent on the students' registration number.</i> |
| SOWK1001 | Introduction to Social Work | 1 | | | SOWK0900 Principles & Practice of Social Work 1 & SOWK0901 Principles & Practice of Social Work II | Shared with Undergraduate programme: BSc. Social Work <i>Students must complete SOWK0900 and SOWK0901 before undertaking this course</i> |
| SOCI1005 | Introductory Statistics for the Behavioural Sciences | 1 | | | None | Shared with Undergraduate programme: BSc. Social Work <i>Students must have a general mathematical computation skills as part of matriculation requirements or do IYMS1001 course.</i> |

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|-----------------|---|----------|---------------|---------------------------------|--|
| PHIL1902 | Ethics for the Human Services | | Summer | None | Shared with Undergraduate programme: BSc. Social Work (This course is offered ONLY in the summer semester) |
| SOWK1003 | Theory and Practice of Social Work | | 2 | SOWK1001 | Assessment: Individual assignment - 25% Final Examination - 75% (face-to-face) <i>Students must complete SOWK1001 before taking this course</i> |
| SOWK0905 | Introduction to Caribbean Social Policy and Social Services | 1 | 2 | None | Assessment: Coursework - 40% Final Examination - 60% (face-to-face) |
| PSYC1003 | Introduction to Psychology | | 2 | None | Assessment: Coursework – 25% Final Examination -75% (face-to-face) |
| SOWK1900 | Social Work Practicum | 1 | 2 | FINAL YEAR STUDENTS ONLY | Shared with Undergraduate programme: BSc. Social Work <i>Students in the final year must complete all Year 1 and Year 2 Level 1 courses (15 courses = 45 credits) before undertaking the practicum</i> |
| SOWK1007 | Law for Social Workers | | 2 | None | Assessment: Coursework - 20% Court Attendance - 5% Final Examination -75% (face-to-face) |

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