

## PROGRAMME ADVISING

### DIPLOMA IN SOCIAL SERVICES (SOSS) Academic Year 2017/2018

#### PROGRAMME DELIVERY DEPARTMENT (PDD)

*ADVICE: For the working adult we recommend a maximum of 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 Semester 1 before they can proceed to Undertake courses in Semester 2. Students are required to follow the prescribed course of study given below for their programme.

**Advice For Managing 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 **Diploma in Social Services** is designed to deliver foundation level education and specialised training for persons in social work or community work fields for the effective development and practice of the community work and social service roles within the Caribbean context. These persons will be able to serve in para-professional positions and be able to respond to the occurrence of some of the social issues of the region. The Diploma in Social Services programme is delivered **online**. However, final examinations are held face-to-face at the respective sites.

The **Diploma in Social Services** programme has 30 credits. Students may use this programme to ladder into the Associate Degree in Social Work programme.

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The **Diploma in Social Services** 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 Diploma in Social Services a student must successfully complete the equivalent of thirty (30) credits distributed as follows:

- Three (3) compulsory General Education Courses (9 credits)
- Seven (7) compulsory Core Courses (21 credits)

**Duration of the programme:** Students studying on a **full-time schedule** must complete the Diploma in a minimum of two (2) and a maximum of four (4) consecutive semesters. **Part-time students** four (4) and a maximum of eight (8) consecutive semesters including summers. **Plan wisely to suit your particular situation** so you may perform at your full potential. Each course is 39 contact hours. 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.

**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.

**Technical requirement:** Students should be comfortable using a personal computer and email. Students will need to have access to a computer with Internet access.

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### ***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.

1. Continuing students are required to complete all their level one courses including pre-requisite before undertaking courses from level two.
2. 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.
3. 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
<b>ENGL0900</b>	Fundamentals of English	<b>1</b>			<i>Pass in CSEC English Language</i>	<b>Assessment:</b> Coursework - 40% Final Examination - 60% (face-to-face)
<b>MATH0900</b>	Mathematics	<b>1</b>		<i>Summer</i>	<i>Students must have general mathematical computation skills and a basic knowledge of algebra</i>	<b>Assessment:</b> Coursework - 40% Final Examination - 60% (face-to-face)  <i>The offering in Summer will be dependent on students' registration numbers.</i>
<b>MGMT1000</b>	Introduction to Computers (Information Literacy & IT)	<b>1</b>	<b>2</b>	<b>Summer</b>	None	<b>Assessment:</b> Coursework - 60% Final Examination - 40%  <i>This course is offered in semester 1, 2 and summer. However, the Summer will be dependent on the students' registration number.</i>

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Course Code	Course Name	Semester			Pre-Requisite	IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION
<b>SOWK0900</b>	Principles & Practice of Social Work 1	<b>1</b>			None	<b>Assessment:</b> Coursework - 40% Final Examination - 60% (face-to-face)
<b>SOWK0902</b>	Human Growth & Development	<b>1</b>			None	<b>Assessment:</b> Coursework - 40% Final Examination - 60% (face-to-face)
<b>SOWK0901</b>	Principles & Practice of Social Work II	<b>2</b>	Summer		SOWK0900	<b>Assessment:</b> Coursework - 40% Final Examination - 60% (face-to-face)  <i>Students must complete SOWK0900 before taking this course The Summer offering will be dependent on the students' registration number.</i>
<b>SOWK0903</b>	Understanding Human Behaviour & the Social Environment	<b>2</b>	<b>Summer</b>		None	<b>Assessment:</b> Coursework - 40% Final Examination - 60% (face-to-face)  <i>The Summer offering will be dependent on the students' registration number.</i>

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<b>SOCI1002</b>	Introduction to Sociology	<b>1</b>	<b>2</b>	None	<p><b>Shared with Undergraduate programmes</b></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 <b>SOCI1901 Introductory Sociology</b></i></p>
<b>SOCI1001</b>	Introduction to Social Research		<b>2</b>	None	<p><b>Shared with Undergraduate programme: BSc. Youth Development Work</b></p> <p>Assessment: continuous 100% No Final Examination</p>
<b>SOWK0904</b>	Social Services Practicum Experience		<b>2</b>	<b>FINAL YEAR STUDENTS</b>	<p><b>Assessment: continuous 100%</b> No Final Examination</p> <p><i>Students in the final year must complete all their YEAR 1, SEMESTER 1 courses (5 courses = 15 credits) before undertaking the practicum.</i></p> <p><i>Students taking this course should contact their site office before the start of the semester to arrange their field placement at a suitable social services agency.</i></p>

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