Programme Advising Document

(This document is subject to change by Programme Delivery Department)

Postgraduate Diploma and MEd-LITERACY INSTRUCTION

Programme Advising for Academic Year 2020/21

(for students who started the programme in January 2021)

ADVICE: For the working adult we recommend a maximum of 2 courses per semester (Part time Status).

University Regulation governing Full Time status for Graduate Students: Full-time students may take employment for not more than **twelve hours** per week without losing their full-time status otherwise they shall be registered as part-time. However, research students who hold Teaching or Research Assistantships in the area of their research programmes may be registered as full-time students, provided that their employment commitment does not exceed twenty hours per week. [Board of Graduate Studies and Research (BGSR) Regulations, August 2018, #1.46]

Note:

- The duration of the programme is based on the courses outlined for each teaching period. If you choose to do less than the outlined number, note that this will prolong your studies. Note that the programme does not have a full time delivery schedule at this time, however students wishing to take on a full time load can consult the Programme Manager to work out a personalized schedule.
- It is mandatory that all students participate in the Graduate Introduction to Online Learning course (**OOL6001) and complete this by the end of their first semester**. You can review the information about this course on the Website. If you are re-entering the programme and have completed this course already, you will not need to redo the course once done within 5 years of your re-entry.
- Note that Semesters 1 and 2 have 13 teaching weeks, while the Summer Session has 7-9 weeks of teaching. It is important to note that Summer Session is Compulsory and not doing courses in the summer will affect the duration of your studies.
- Students should download a copy of the Academic Calendar and note the deadlines for normal registration, late registration, requesting leave of absence, and other important dates.
- Students should also read information on the website related to REGISTRATION PROCEDURE to ensure that they have completed all the steps in the registration process.

Students with resits to do, should note the courses on offer each semester (you may need to consult advising documents for other cohorts). IF you are repeating a failed component, that is you received the grade FC, please complete the necessary Repeat Form by the end of registration for the related teaching period. See link at the end of this document.

COURSE CODE	COURSE NAME	CREDITS	SEMESTER OFFERED			COURSE TYPE	IMPORTANT INFORMATION TO GUIDE COURSE SELECTION / REGISTRATION
General Information		The M.Ed. in Literacy Instruction is a 24 months programme comprising of 7 courses and a research paper (36 credits in all).					
		Students will have the option of exiting upon successful completion of the first five courses and the graduate introduction to online learning, and will be eligible for the award of the Postgraduate Diploma in Literacy Instruction.					
YEAR 1 [January to December 2021]		**Credits**	Sem. 1 (Aug – Dec.)	Sem. 2 (Jan. – May)	Summer (May – July)		
OOL6001	Graduate Introduction to Online Learning	0		✔		Core	This is a mandatory course. You MUST register and complete by the end of your first semester.
EDLS6501	Foundation of Literacy Instructions	4		✔		Core	Assessment includes: online essay, case study, and discussion forum. [This course is a pre-requisite for Second Year courses]
EDLS6503	Literacy Curriculum	4			✔	Core	Assessment includes: online essay, case study, discussion forum and individual presentations.
EDLS6504	Literacy Assessment	4			✔	Core	Assessment includes: online essay, research paper, discussion forum, presentation.
Academic Year 2021-22 Semester 1 (August to December 2021)							
EDLS6506	Leadership in Literacy Instruction	4	✔			Core	Assessment includes: group presentation, graded discussion, and research paper.
EDLS6507	Research Methods	4	✔			Core	Assessment includes: group and individual presentation, research related activities, discussion forum [Pre-requisite EDLS6501]. [This course is a pre-requisite for EDLS6520]

COMPLETION FOR POSTGRADUATE DIPLOMA STUDENTS – STUDENTS IN THE MEd WILL CONTINUE TO YEAR 2 BELOW.								
YEAR 2 [Jan to December 2022]			Sem. 1 (Aug – Dec.)	Sem. 2 (Jan. – May)	Summer (May – July)			
EDLS6502	Best Practices in Literacy Instruction	4		✓		**Core**		Assessment includes: online essays, group presentation and activities, case studies and graded discussion forum.
EDLS6505	Literacy Material Design	4		✓		Core		Assessment includes: online essay, case study, discussion forum, presentation, practical activities.
EDLS6520 EDLS6520 [PLEASE ENSURE THAT YOU REGISTER FOR PART 2]	Research Paper 1	8			✓	Core		Assessment includes: Part 1 - production of research proposal and presentation of proposal. **Pre-requisite: EDLS6507.**
	Research Paper 2 **[PLEASE ENSURE THAT YOU REGISTER FOR PART 2]**		✓ **(August to Dec 2022)**			Core		Assessment includes: Part 2- presentation of data collection and analysis. Submission of Final Research Project. [This course should be the final course you do in the programme].

Please note that for EDLS6520 Research Paper course, although you are required to submit a research proposal for Part 1, you will not see a grade attached. You will instead receive a grade for Part 2 only, on submission of final research project. The examination process for the research project is more extensive than that of regular courses, so please note that the grade will not be published at the same time as other courses. The marking period can run for two to four months, but you will be provided with updates on the progress during the period.

ASSESSMENT FOR THE COURSES: All courses in this programme (except for EDLS6520) are assessed by online activities that fall into three Components – Component A, B and C. Kindly note that online participation is mandatory and contributes to grades earned for Component C. To pass each course, students must:

      (1) receive a total grade of 50% or above AND
      (2) receive a grade of 50% or above for EACH component in the course.

If you fail ONE component only, you will receive a grade of FC on your record, and will be able to repeat that one failed component at the next offering. Please complete the REPEAT COMPONENT FORM for the related teaching period. This must be done by the end of registration for the period. If you fail two or more components, you will receive the grade F, and will need to repeat the full course.

Link to Repeat Component Form:
https://docs.google.com/forms/d/e/1FAIpQLSeYIIx2ObPzk_JUo1-wLvz2ypN2SrFFaKcBCseWL8RiMYDsDw/viewform

Please note that all matters relating to teaching and learning should be directed to your Group Facilitator (GF) or Course Coordinator (CC) or Course Instructor (CI). In the event that you do not hear from the facilitator in a timely manner, you should contact your Course Delivery Assistant (CDA) in the Programme Delivery Department (PDD).

You can communicate with the CDA team by emailing academicsupport@open.uwi.edu or by skype.

The Skype name is   uwioc_academic_support   [please add this name to your skype contact and do not hesitate to interact as often as needed. The Skype room is available Monday to Friday, from 10am -11am (Jamaica time) /11am to noon (EC time).

Also feel free to contact your Programme Manager at any time.

For additional information:
- To see the full listing of courses for your programme, go to the link: http://www.open.uwi.edu/programmes

- For tuition information for the academic year, go to Admissions Section of website, and click on Financial Information. See link: https://www.open.uwi.edu/admissions

- For Information re registration and other important dates, consult the academic calendar on the Open Campus website.

- For technical issues, inclusive of appropriate systems to be downloaded, assistance with UWIOC email/ password, uploading of assignments, etc. Contact the helpdesk at helpdesk@open.uwi.edu