PurpOSe of aCademic advising

- Academic advising is an essential activity that provides the student with opportunities for making informed decisions about their academic experience.
- Advisors provide accurate information on the selection of courses and on career options.
- Students are encouraged to engage in dialogue with their advisors to ensure that their concerns are addressed.
THE UNIVERSITY OF THE WEST INDIES

- Considered the premier tertiary academic institution of the West Indies
- Operates campuses at St. Augustine, Trinidad, Mona, Jamaica and Cave Hill, Barbados as well as the Open Campus
- Is 65 years old
- St. Augustine Campus is celebrating 53 years of existence
- Has six faculties at the St. Augustine Campus – Engineering, Humanities and Education, Law, Medical Sciences, Science and Technology, Social Sciences
FACULTY OF SOCIAL SCIENCES

The Faculty of Social Sciences is comprised of three Departments:

- Behavioural Sciences
- Economics
- Management Studies
The Department of Behavioural Sciences is comprised of four Units:

- Social Work
- Government
- Psychology
- Sociology
The Social Work Programme will be the premier provider of professional Social Work education, training and knowledge to promote human development and social change beneficial to the people of the Caribbean.
The mission of the Social Work Programme is to improve the conditions of the Caribbean people through the provision of teaching, research and outreach activities of exceptional quality.
“The social work profession exists to provide humane and effective social services to individuals, families, groups, communities, and society so that social functioning may be enhanced and the quality of life improved . . .

The profession of social work, by both traditional and practical definition, is the profession that provides the formal knowledge base, theoretical concepts, specific functional skills, and essential social values which are used to implement society’s mandate to provide safe, effective and constructive social services.” (National Association of Social Workers, 1982).
Options for Social Workers

Social workers are employed in the following settings:

- Public sector
- Private sector
- Industry
- Private practice
OPTIONS IN PUBLIC SECTOR

- Medical Social Work
- Psychiatric Social Work
- Probation
- Youth Welfare
- Police Social Work
- Social Work in Prisons
- School Social Work
- Management
- Planning
- Research
Social workers can function as front-line employees or managers of

- Children’s Homes
- Homes/Schools for Persons with Disabilities
- Homes for Elderly Persons
- Crisis Centres
Social Workers function as Employee Assistance Programme (EAP) Managers or Counsellors and as Organisational Development Practitioners in

- Sugar
- Energy
- Telecommunications
Social workers may establish their own agencies as

- Counsellors
- Consultants
Undergraduate courses are classified into

- Level I   Year 1
- Level II  Year 2
- Level III Year 3

Level I courses are pre-requisites for Level II courses.
Level II courses are pre-requisites for Level III courses.
Undergraduate Degree programs in the Faculty of Social Sciences require that students possess:

- 30 credits (10 courses) at level I
- 60 credits (20 courses) at Level II/III
Undergraduate students pursuing the BSc Social Work programme are registered for a Special in Social Work. A minimum of 45 credits are earned in the discipline of Social Work.

The Special is comprised of

- Core courses (compulsory)
- Foundation courses (compulsory)
- Elective courses
Students have the option of selecting a Minor to complement the Social Work Special. The Minor is comprised of 15 credits in a second discipline. Courses for the Minor are selected from elective courses in Levels II and III.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 1001</td>
<td>Introduction to Psychology</td>
<td>I</td>
</tr>
<tr>
<td>SOCI 1002</td>
<td>Introduction to Sociology I</td>
<td>I</td>
</tr>
<tr>
<td>SOCI 1005</td>
<td>Introductory Statistics for the Behavioural Sciences</td>
<td>I &amp; II</td>
</tr>
<tr>
<td>SOWK 1001</td>
<td>Introduction to Social Work</td>
<td>I &amp; III</td>
</tr>
<tr>
<td>SOWK 1003</td>
<td>Theory and Practice of Social Work I</td>
<td>II</td>
</tr>
<tr>
<td>SOWK 1007</td>
<td>Law for Social Workers</td>
<td>II</td>
</tr>
<tr>
<td>SOWK 1010</td>
<td>Social Work Practicum I</td>
<td>II</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Semester</td>
</tr>
<tr>
<td>-------------</td>
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</tr>
<tr>
<td>FOUN 1001</td>
<td>English for Academic Purposes</td>
<td>I &amp; II</td>
</tr>
<tr>
<td>FOUN 1101</td>
<td>Caribbean Civilisation</td>
<td>I &amp; II</td>
</tr>
<tr>
<td>FOUN 1210</td>
<td>Science, Medicine and Technology in Society</td>
<td>I &amp; II</td>
</tr>
</tbody>
</table>

Students are advised against taking Foundation courses in a single semester since any failure in these courses will affect their cumulative GPA, as these courses do not carry a GPA.
All applicants to The University of the West Indies are required to take the English Language Proficiency Test (ELPT) except for persons with the following qualifications:

- CXC General Proficiency English A - Grade 1
- Cambridge GCE O’Level English - Grade A
- CAPE Communication Studies - Grade I or II
- Cambridge GCE A/O Level General Paper - Grade A or B

The ELPT is usually held three times in the academic year:

- Mid-February
- Mid-August
- Mid-October
ELECTIVE COURSES

- There are no elective courses in Level I of the BSc. Social Work programme.
- 15 Level II/III course credits (5 Level II/III courses) can be chosen in Levels II and III.
- Electives are chosen from any Faculty provided that there is space available and subject to the student satisfying the necessary pre-requisites.
- The Faculty of Social Sciences Regulations and Syllabuses outlines the preferred electives for Social Work students.
Examination Regulations for First Degrees, Associate Degrees, Diplomas and Certificates including GPA Regulations:

**No Tolerance Policy for Cheating/Plagiarism**

97. (i) Cheating shall constitute a major offence under these regulations.
(ii) Cheating is any attempt to benefit one’s self or another by deceit or fraud.
(iii) Plagiarism is a form of cheating.
(iv) Plagiarism is the unauthorized and/ or unacknowledged use of another person’s intellectual effort.

103. (i) . . . If the candidate is found guilty of cheating or attempting to cheat, the Committee shall disqualify the candidate from the examination in the course concerned, and may also disqualify him/her from all examinations taken in that examination session; and may also disqualify him/her from all further examinations of the University. . .

In the Faculty of Social Sciences, students missing more than 75% of Tutorials are liable to be debarred from Examinations.
GATE POLICY

- Effective January 2012 students who have not maintained a Cumulative Grade Point Average (GPA) as at the end of the academic year of 1.0 will be denied continued GATE funding and will be required to pay their own tuition fees. Students who are affected will be so informed.

- Students must satisfy the requirements of the Ministry of Science, Technology and Tertiary Education to be reinstated in the GATE programme.
Exemptions with Credit

- Exemptions with credit will be granted for SOWK 1001 Introduction to Social Work for candidates who have successfully completed the Certificate in Social Work.
- Exemptions with credit will be granted for Grades 1 and 2 for CAPE Units 1 and 2 in the following subject area:

<table>
<thead>
<tr>
<th>CAPE Subject</th>
<th>UWI Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPE Sociology Unit 1</td>
<td>SOCI 1002 Introduction to Sociology I</td>
</tr>
</tbody>
</table>
Exemptions only

Exemptions only will be granted for passes in the following subject areas:

<table>
<thead>
<tr>
<th>CAPE Subject</th>
<th>UWI Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPE Caribbean Studies</td>
<td>FOUN 1101 Caribbean Civilisation</td>
</tr>
<tr>
<td>CAPE Communication Studies</td>
<td>FOUN 1001 English for Academic Purposes</td>
</tr>
</tbody>
</table>
Credits and/or exemptions will be stated on the student’s acceptance letter.

If you believe that you are entitled to credits and/or exemptions and no reference was made in your letter, register for your courses and apply to Admissions for any credits and/or exemptions that you think you are entitled to.
CREDIT/EXEMPTION POLICY

Students are required to read for additional Level I courses from this or any other Faculty, to complete their Level I credit requirements in cases where they have been granted exemption only.

In cases where exemption and credit have been granted, students will be permitted to pursue extra courses, inclusive of co-curricular credit courses, if they wish to do so.
# Corresponding with Faculties and Departments

<table>
<thead>
<tr>
<th>Department</th>
<th>Student Matter</th>
<th>Appropriate Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions - Addressed to the Assistant Registrar</td>
<td>Exemptions &amp; Credits*</td>
<td>Form available in admissions</td>
</tr>
<tr>
<td></td>
<td>Transfer of Coursework Marks</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>Leave of Absence</td>
<td>Online</td>
</tr>
<tr>
<td>Examinations - Addressed to the Senior Assistant Registrar</td>
<td>Review of Examination Results*</td>
<td>Form available at the examination section</td>
</tr>
<tr>
<td></td>
<td>Clashes in Examination Timetable</td>
<td>In writing</td>
</tr>
</tbody>
</table>

*See Campus Website for the Deadline for such request

**Note:** All requests to the Assistant Registrars must be copied to the Dean of the Faculty
<table>
<thead>
<tr>
<th>Department</th>
<th>Student Matter</th>
<th>Appropriate Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Social Sciences</td>
<td>Permission to add a 6(^{th}) Course for Full Time Students (only considered in Level III)</td>
<td>Override</td>
</tr>
<tr>
<td></td>
<td>Minors to be Declared in Level III in the 2(^{nd}) Semester</td>
<td>Forms available in faculty Office</td>
</tr>
<tr>
<td>Health Services Unit</td>
<td>Submission of Medicals in the event of not being able to attend an examination due to illness</td>
<td>Submitted to the Health Services Unit</td>
</tr>
</tbody>
</table>
Registration and Overrides are your responsibility.

Students are advised to drop unwanted courses before the end of the Registration Period. You are duly registered for it and will be examined for it. If you choose not to write the examination you would be assigned an F and this will impact negatively on your GPA.
Students are to check online for Financial Clearance before accessing Library Resources.

In email communication with the Faculty and Departments of UWI your official UWI address must always be used.
WELCOME TO THE UNIVERSITY OF THE WEST INDIES