



**THE BULLETIN OF
GRADUATE STUDIES & RESEARCH
2012-2014**

Northern Caribbean University
Mandeville, Jamaica
West Indies



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GRADUATE BULLETIN 2012-2014

NORTHERN CARIBBEAN UNIVERSITY



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SCOPE OF BULLETIN

The *Graduate Bulletin* presents Northern Caribbean University (NCU) to students who wish to undertake graduate studies at the University. The *Bulletin* provides information about the graduate offerings and facilities available to students, as well as, informs the general public of the graduate status of the University.

The *Bulletin* is a guide to a student who commences any programme of study. It relates to the requirements for that programme during the effective period it covers. Programme requirements are subject to change during this period in response to imperatives of the law or accreditation standards. The specific courses or activities constituting the requirements for any programme are subject to substitution prior to the completion of that programme.

Further, this *Graduate Bulletin* reflects the general nature and conditions of the educational services offered by the University and do not constitute a contract or binding commitment between the University and the student. Any fees, charges or costs and all academic regulations set forth in this *Bulletin* are subject to adjustment, cancellation or termination by the University administrators or its Board of Governors.

The University provides opportunities for students to increase their knowledge and skills through programmes of instruction and research in various disciplines and through the provision of faculty who are trained and qualified to teach at the tertiary level. A student's acquisition of knowledge and skills is, however, contingent on the student's desire to learn and the application of appropriate study techniques. The University does not guarantee that any student who completes a course or programme of study will have acquired the specific knowledge or skills necessary for licensing and certification into professions or professional associations.

PURPOSE OF BULLETIN

The *Bulletin* is the primary general information publication of the University. It is intended to provide information for students and other persons interested in the academic programmes of NCU. In order to understand the activities and programmes of the institution, it is important for students to know how to use this *Bulletin* effectively.

Students should thoroughly familiarize themselves with the General Information section of the *Bulletin* which provides information about the philosophy, mission and scope of the University, as well as the history and general culture. The section that introduces the Office of Graduate Studies & Research, states the mission and purpose of the Office, its scope and responsibility to the student and programme offerings. The academic information section outlines information regarding admissions, academic policies and procedures, general programme requirements, candidacy requirements, graduation and support services. Sections dealing with Financial and Student Development information are also provided. Major events, holidays and semester schedules are listed in the University Calendar. The Colleges and School are arranged in alphabetical order, with course listings by Department and course number. Other helpful guides are the table of contents, glossary and index.

Students who have questions concerning their academic progress, curricular or academic standing should consult their advisers, Department Chairs or Deans. Those with specific questions concerning specialized areas of study should consult the specific Department managing those areas.

TABLE OF CONTENTS

I.	General Information about Northern Caribbean University	Page
	University Standards	2
	Philosophy	2
	Mission Statement.....	2
	Vision Statement	2
	Value Statement	2
	History.....	3
	Culture	4
	Accreditations	4
	Affiliations.....	4
	Memberships.....	5
	Scholarships.....	5
	Alumni Relations.....	5
	Lecture Series	5
	Conferences, Conventions and Symposia	6
II.	Graduate Studies & Research	
	Mission, Vision & Value Statements.....	7
	Scope & Responsibility	8
	Goals	8
	Programme Offerings	9
	Distance Learning	11
	Academic Information	12
	Admissions Criteria and Conditions	13
	Academic Policies and Procedures	16
	Academic Support Centres	31
	Financial Information.....	35
	Financial Regulations	36
	Tuition and Other Fees	36
	Student Financial Aid	38
	Student Services Information	40
	Religious Life	41
	Social Life	42
	Health Services	44
	Loss Prevention and Risk Management	44
	Critical Incident Management	45
III.	Colleges and School	
	College of Allied Health and Nursing	50
	College of Business and Hospitality Management.....	60
	College of Education and Leadership.....	72
	College of Humanities, Behavioural and Social Sciences	106
	College of Natural and Applied Sciences	130
	School of Religion and Theology.....	156
IV.	Governance Structure	
	University Board	181
	Executive Committee.....	182
	University Administration.....	182
	Graduate Council	182
	Graduate Faculty.....	183
V.	Glossary	187
	Index	191

GENERAL INFORMATION ABOUT THE UNIVERSITY

UNIVERSITY STANDARDS

Northern Caribbean University operates in harmony with the beliefs, practices and educational philosophy of the Seventh-day Adventist Church. As such, it encourages students to relate their academic pursuits to their understanding of the Christian faith. Emphasis is placed on the development of sound Christian character while maintaining an atmosphere which fosters in students commitment and growth in a personal relationship with Jesus Christ. Faith and learning combine to prepare students for a life of practical and useful Christian service.

Students are expected to avoid all forms of personal conduct that would degrade their spiritual or moral behaviour or that would disrupt their scholastic performance. They are required to abstain from unhealthy practices, such as, the use of drugs, alcoholic beverages, tobacco and improper conduct between sexes; and to respect the property of the institution and the rights of others. It is anticipated that students will find the University's environment academically engaging, spiritually inspiring, physically satisfying and personally uplifting. Students who find it difficult or impossible to comply with these standards may wish to seek study opportunities elsewhere.

Applicants who refuse to pledge compliance with these standards will not be accepted at Northern Caribbean University. Students who later find themselves out of harmony with these standards or whose conduct or attitude shows evidence of negative or unco-operative behaviour should expect dismissal.

PHILOSOPHY

The University adopts the philosophy that "True Education means more than the pursual of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being and with the whole period of existence... It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for service in this world and for the higher joy of wider service in the world to come." (White, *Education*, p. 13)

MISSION STATEMENT

Northern Caribbean University, a Seventh-day Adventist institution, has as its mission, quality Christ-centred education achieved through academic excellence, social interaction, spiritual and physical development and a strong work ethic, thereby fitting each student for committed professional service to country and to God.

VISION STATEMENT

Strategically located, Northern Caribbean University aspires to be the centre of holistic higher education, upholding Christian Values in an intellectually stimulating environment.

VALUE STATEMENT

Ubi Semper Discimus – Where learning never ends



Northern Caribbean University

Core Values

C - Christ-centredness

A - Affirmation

R - Respect

E - Excellence

S - Stewardship

"NCU Cares"



HISTORY

Northern Caribbean University (NCU) is a Seventh-day Adventist English-speaking University. It is located on a two hundred-acre property two miles south of the town of Mandeville, in Manchester, Jamaica. It is jointly owned and operated by the Jamaica Union Conference of Seventh-day Adventists which has its headquarters in Mandeville and the Atlantic Caribbean Union Mission which has its headquarters in the Bahamas. The University is a private co-educational, liberal-arts institution, offering a number of professional, pre-professional and vocational programmes and is the only multi-disciplinary tertiary institution serving rural Jamaica. Its enrolment exceeds 5,000 students from over 35 countries.

Founded in 1907, NCU is the oldest private tertiary institution in Jamaica. The institution began by offering courses up to the twelfth grade. As the offerings developed to include theology, teaching, business and the natural sciences, it became a junior college. Formerly known as West Indian Training College, the institution achieved senior college status in the late 1950s when it began to offer the Bachelor's Degree in Theology and was renamed West Indies College. Since then, baccalaureate programmes in over four other disciplines were added. Beginning in 1974, the College served as an extension site for Andrews University, Berrien Springs, Michigan (USA), offering graduate programmes in Education, and Religion and Theology. In 1999, the College was granted university status by the Jamaican government under the name Northern Caribbean University. Since then, the University began offering graduate programmes in business, counselling psychology, education, religion and the sciences.

CULTURE

The University seeks to establish an academic culture that fosters excellence in the production and utilization of knowledge. Toward this end, graduate work at Northern Caribbean University pays serious attention to local, national and international issues. The Office of Graduate Studies & Research ensures that the graduate programmes focus on the needs of humanity, and that students hold this view as central to their work while they seek to advance their own development. A major goal of the University is to embrace the academic, physical, social and spiritual development of its students and the nation. Graduate courses and programmes seek to transform human and environmental variables in pursuit of a higher quality of life here on earth while preparing for eternal citizenship in the hereafter.

ACCREDITATION

Northern Caribbean University has institutional accreditation from the Adventist Accrediting Association, an international accrediting body of the International Board of Higher Education (IBHE) of the General Conference of Seventh-day Adventists, which is headquartered in Maryland, USA. The institution is authorised by the University Council of Jamaica as an approved centre for the granting of degrees. Each programme has been awarded accreditation by an accrediting agency.

The University is recognised by the Students' Loan Bureau in Jamaica, the United States Department of Education, the Canada Student Loans Programme and the Alberta Student Assistance Programme, as an approved centre of higher education for the purpose of loans and grants.

AFFILIATIONS

Northern Caribbean University (NCU) has affiliation agreements with Andrews University in Michigan, Loma Linda University and La Sierra University in California, The University of the Southern Caribbean in Trinidad and Tobago, Oakwood University in Alabama, Babcock University in Nigeria, the University of Wisconsin at Whitewater and the University of Maryland – Eastern Shore. NCU is a member of the Research and Development Consortium that brings together the University of the West Indies, University of Technology, Northern Caribbean University, Scientific Research Council and other related agencies and institutions. In addition, there is collaboration with the Bureau of Standards Jamaica to provide training and services.

MEMBERSHIPS

Northern Caribbean University is a member of the Joint Committee for Tertiary Education (JCTE), the Association of Caribbean Tertiary Institutions (ACTI), the University Council of Jamaica (UCJ), the u of Teacher Education (JBTE), and the Caribbean Area Network for Quality Assurance in Teacher Education (CANQATE). The School of Religion and Theology is a member of the Inter-American Adventist Theological Seminary (IATS) which is headquartered in Miami, Florida (USA).

SCHOLARSHIPS

The University, especially through its Office of Graduate Studies & Research and in collaboration with the Office of Scholarships, seeks to keep graduate students apprised of scholarships which might be available for graduate work, nationally, regionally and internationally.

ALUMNI RELATIONS

The Office of Alumni Relations is dedicated to supporting Northern Caribbean University through programmes and activities designed, developed and implemented to create and enhance lasting and mutually beneficial relationships between the University and its alumni.

The Office of Alumni Relations:

- Shares news and information about NCU and alumni work/activities.
- Gives awards to community members or groups for outstanding work.
- Makes presentations to community groups, churches, schools, citizens associations and business organizations.
- Hosts cultural and religious programmes which reflect the ideals of the University.
- Establishes and maintains a rich relationship with alumni and alumni chapters – nationally, regionally and internationally.

LECTURE SERIES

The University believes that a lecture series conducted annually will serve to motivate students in their quest for excellence. To fulfil this goal, the following lecture series were established:

HAROLD M. JOHNSTON LECTURE SERIES

This lecture series was introduced in 1983 to honour the memory of a distinguished Jamaican scholar and alumnus of Northern Caribbean University. Sponsored by the College of Humanities, Behavioural and Social Sciences, the series provides opportunity for scholars, local, regional and international, to make presentations on a variety of current issues and topics.

K. G. VAZ LECTURE SERIES

Inaugurated by the School of Religion and Theology in 1998, this lecture series honours an outstanding scholar and renowned theologian, Kenneth G. Vaz, who gave distinguished service to Northern Caribbean University in the Department of Religion, as it was then, and as President of the then West Indies College. This annual event brings to the campus, scholars who provide an academic perspective on theological and related issues.

W. D. CARTER LECTURE SERIES

This lecture series is named in honour of W. D. Carter who established the W.D. Carter Library of Caribbean Economic Development in 1999, housed in the H.S. Walters Resource Centre. The lecture series so named, is in commemoration of Carter's lifetime achievements in real estate, health care and entrepreneurship. The lecture series is held once per month and conducted jointly between the College of Business and Hospitality Management and the W. D. Carter Centre. It is open to the NCU family but in particular, for the students of the College of Business and Hospitality Management, given its primary focus on business and economic matters.

CONFERENCES, CONVENTIONS AND SYMPOSIA

The University promotes and stages major events that provide exposure to the university and stimulate academic excellence among its faculty, students and community, both local and international.

The International Literacy Conference

This is a biennial conference devoted to the advancement of reading as the foundation for all learning which brings to the campus local and international presenters and participants under the auspices of the Department of Teacher Education in the College of Education and Leadership.

The IRAE Convention

This is a biennial event that brings together local and international inventors, researchers and Entrepreneurs in a convention and trade show staged on the University campus. Its purpose is to stimulate research, inventions and trading among the people of the region.

The Science Symposium

This is an annual event staged by the College of Natural and Applied Sciences which seeks to promote research, discoveries and general advancement in science.

The Business and Hospitality Management Conference

This is an annual conference focused on current trends and issues in the nation, region and the world. It is hosted by the College of Business and Hospitality Management and has a targeted audience of senior undergraduates and graduate students. Its intent is to equip graduands of the College with a leadership mind set, and currency and relevance on trends and issues with which they have to deal in the marketplace.

SRT Theological Symposium

This annual Theological Symposium is held in the month of November and caters to the theological development of registered students in the School of Religion and Theology and the wider community of ministers of religion, support groups and local church leaders. In this initiative, scholars of international bearing are invited to share their expertise in those areas of discipline after which there is deliberate responses from the audience. Attendees earn Continuing Education Units for both presence and participation.

THE OFFICE OF GRADUATE STUDIES & RESEARCH



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Mission Statement

THE MISSION OF THE OFFICE OF GRADUATE STUDIES & RESEARCH IS TO SERVE AN INTERNATIONAL CLIENTELE IN A CARIBBEAN SETTING, TO PREPARE INDIVIDUALS FOR EXCELLENCE IN THINKING, RESEARCH AND COMMITTED SERVICE IN RESPONSE TO THE DIVERSE NEEDS OF A GLOBAL ENVIRONMENT AND WITHIN THE FRAMEWORK OF A SEVENTH-DAY ADVENTIST WORLDVIEW.

Vision Statement

HELPING TO MOVE THE INSTITUTION FROM GOOD TO GREAT THROUGH TEACHING, RESEARCH, WRITING, PUBLICATION AND PUBLIC SERVICE.

Value Statement

CREATING CRITICAL, ETHICAL AND COMPETENT LEADERSHIP QUALITIES IN ALL OUR PROFESSIONALS.

SCOPE AND RESPONSIBILITY OF THE OFFICE

Serving an international clientele in a Caribbean setting, the Office of Graduate Studies & Research at Northern Caribbean University prepares individuals for excellence in thinking, research and committed service with the purpose of ensuring their ability to successfully advance and contribute in a global environment. The Office functions as an umbrella organization providing a secretariat service to the School and Colleges of the University that own and operate graduate programmes. The Associate Vice-President, Academic Administration: Graduate Studies & Research is the senior officer who provides leadership in the development of programmes and ensures adherence to the policies and procedures governing the sector.

The Office manages the development of policies, regulations and procedures; guides the development and delivery of programmes; and ensures that required standards are met. The Office’s administrators reserve the right to modify curriculum, course content, admission standards, degree requirements, tuition and fees and any other matter without advance notice. A Graduate Council composed of administrators and faculty recommends policies, plans and procedures for the development of graduate programmes.

The Dean of each College and School reports to the Vice-President for Academic Administration and carries the responsibility for all academic decisions affecting the College/School. Department Chairs who report to the College and School Deans carry the responsibility for academic decisions affecting their respective Departments. The Associate Vice-President, Academic Administration: Graduate Studies & Research co-ordinates graduate studies in the University and reports to the Vice-President for Academic Administration.

The *Graduate Bulletin* is the document that carries the official policies that guide graduate education at the University.

GOALS

The goals of the Office of Graduate Studies & Research are in four categories:

- 1.0 Academic and Intellectual Development
 - 1.1 To make available to the people of the Caribbean region and beyond, a variety of high quality educational programmes through sound teaching methods, exposure to appropriate reading materials, technology and enriching experiences.
 - 1.2 To foster intellectual excellence, creativity and independent thought.
 - 1.3 To promote the development of a culture of research and scholarship through which thinkers, inventors and leaders may enhance the quality of human life.
 - 1.4 To provide the opportunity to develop transformative approaches to education that contextualize learning, while responding to the world’s advances, needs and challenges.

- 1.5 To respond to the special needs of the local and international communities through the provision of special courses, seminars, workshops and other innovative strategies.
 - 1.6 To co-operate with the Jamaican and other Caribbean governments in the development of accredited programmes which are compatible with the national objectives for education and economic development.
 - 1.7 To foster affiliation and collaboration with colleges and universities locally and internationally for the purposes of maximizing the use of resources, and the development of scholarship toward the alleviation of some of the world's problems.
- 2.0 Spiritual, Moral and Religious Development
- 2.1 To provide an environment that reflects the spiritual values and principles of the Bible as the basis of Christianity in conformity with the teachings of the Seventh-day Adventist Church.
 - 2.2 To facilitate the harmonious integration of faith and learning in all academic programmes.
- 3.0 Physical Development
- 3.1 To encourage healthful living through the teaching and practice of temperance, good nutrition, and physical health.
 - 3.2 To develop an awareness of the importance of good health and sound family relationships.
- 4.0 Social Development
- 4.1 To establish social interaction as the primary vehicle for the exchange of ideas, the development of mutual respect for individuals and groups and for the existence of peace and goodwill among people.
 - 4.2 To provide students with experiences that enhance the development of social skills that are essential for community building.

PROGRAMME OFFERINGS

Graduate programmes have been offered at Northern Caribbean University since 1974 when the institution served as an extension site for Andrews University. Since receiving its charter as a university in 1999, NCU no longer serves as an extension site for Andrews University, but rather owns and offers graduate programmes at the master's and doctoral levels.

Currently the following programmes are offered by specific academic Departments and are co-ordinated by the Office of Graduate Studies & Research:

COLLEGE/SCHOOL	PROGRAMME
COLLEGE OF ALLIED HEALTH & NURSING	Master of Public Health (M.P.H.) with emphases in: <ul style="list-style-type: none"> • Medical Epidemiology • Public Health Nutrition • Research Epidemiology • Health Education & Promotion
COLLEGE OF BUSINESS & HOSPITALITY MANAGEMENT	Master of Business Administration (M.B.A.) with emphases in: <ul style="list-style-type: none"> • Entrepreneurship Marketing • Finance • General Management • Human Resource Management
COLLEGE OF EDUCATION & LEADERSHIP	Doctor of Philosophy in Education (Ph.D.) with specialization in: <ul style="list-style-type: none"> • Curriculum and Instruction • Educational Administration • Leadership Master of Arts in Education (M.A.) with emphases in: <ul style="list-style-type: none"> • Curriculum and Instruction • Educational Administration • Instructional Systems Technology • Reading and Language Arts Master of Arts in Teaching (M.A.T.) with emphases in: <ul style="list-style-type: none"> • Elementary Education • Secondary Education Postgraduate Diploma in Education (PGDE)
COLLEGE OF HUMANITIES, BEHAVIOURAL & SOCIAL SCIENCES	Doctor of Philosophy in Counselling Psychology (Ph.D.) with emphases in: <ul style="list-style-type: none"> • Educational Assessment • Marriage and Family Therapy Master of Science in Counselling Psychology (M.Sc.) with emphases in: <ul style="list-style-type: none"> • Educational Psychology • Marriage and Family Therapy • School Counselling
COLLEGE OF NATURAL & APPLIED SCIENCES	Doctor of Philosophy in Biology (Ph.D.) Master of Science in Biology (M.Sc.) with emphases in: <ul style="list-style-type: none"> • Environmental Studies • Microbiology • Molecular Biology

	<p>Master of Science in Environmental Science (M.S.E.S.) with the following emphases:</p> <ul style="list-style-type: none"> • Thesis Option • Non-Thesis Option <p>Master of Science in Information Systems (MSIS) with emphases in:</p> <ul style="list-style-type: none"> • Application Development • Information Security • Networking Administration • Technology Management
<p><i>SCHOOL OF RELIGION & THEOLOGY</i></p>	<p>Doctor of Ministry (D.Min.) with emphases in:</p> <ul style="list-style-type: none"> • Evangelism & Church Growth • Global Mission Leadership • Leadership • Pastoral Ministry • Youth Ministry <p>Master of Arts in Religion (M.A.) with emphases in:</p> <ul style="list-style-type: none"> • New Testament • Old Testament • Theological Studies <p>Master of Arts in Pastoral Theology (MAPTh.) with emphasis in:</p> <ul style="list-style-type: none"> • Christian Ministry

DISTANCE LEARNING

At Northern Caribbean University it is a requirement that Distance Education be included in some way in all courses, with some courses being offered fully by distance. Distance Education provides students with other options for gaining access to a college education and reaches those disadvantaged by limited time, distance or physical disability.

ACADEMIC INFORMATION

ADMISSIONS CRITERIA & CONDITIONS

- GENERAL CRITERIA BY PROGRAMME LEVELS
- CONDITIONS FOR MATRICULATION
- ADMISSIONS CATEGORIES (DEGREE SEEKING)
 - REGULAR STATUS
 - PROVISIONAL STATUS
 - CONDITIONAL STATUS
- PERMISSION TO TAKE CLASSES (PTC) STATUS
- ADMISSIONS CATEGORIES (NON-DEGREE SEEKING)
 - SPECIAL STUDENTS
 - GUEST STUDENTS
 - INTERNATIONAL STUDENTS
- CHANGE OF STATUS

ACADEMIC POLICIES & PROCEDURES

- UNIVERSITY RECORDS
- ADVISING
- REGISTRATION
- REGISTRATION RESPONSIBILITY
- DEMAND FOR COURSES
- TRANSFER OF CREDITS
- REQUEST FOR TRANSCRIPTS
- STATUTE OF LIMITATION FOR COMPLETION OF PROGRAMMES
- CHANGING OF MAJOR DEPARTMENT
- EXAMINATIONS
- DISCIPLINE
- ACADEMIC INTEGRITY
- ACADEMIC PROBATION & REVIEW
- PETITIONS
- ACADEMIC GRIEVANCE PROCEDURE
- SUSPENSION, DISMISSAL & REINSTATEMENT
- WITHDRAWAL FROM UNIVERSITY
- STANDARDS OF SCHOLARSHIP
- GRADING SYSTEM
- ADVANCEMENT TO CANDIDACY
- DISSERTATION SECRETARY
- GRADUATION REQUIREMENTS
- GRADUATION REGULATIONS & PROCEDURES

ACADEMIC SUPPORT CENTRES

- HIRAM S. WALTERS RESOURCE CENTRE
- E. G. WHITE SEVENTH-DAY ADVENTIST RESEARCH CENTRE
- W. D. CARTER LIBRARY FOR ECONOMIC DEVELOPMENT
- OFFICE OF RESEARCH, GRANTS & PUBLICATIONS
- COMPUTER SERVICES

ADMISSIONS CRITERIA AND CONDITIONS

The Graduate Admissions and Recruitment Committee of Northern Caribbean University examines each applicant for evidence of scholarship, competence, moral and ethical standards and significant qualities of character and personality.

The University reserves the right to refuse admission to any applicant who, on the application, deliberately omits important information and/or purposefully supplies wrongful information. Any such act of deceit, if discovered, will subject an applicant to refusal of acceptance and a student to immediate dismissal.

GENERAL CRITERIA BY PROGRAMME LEVELS

Master's Programmes

In order to be admitted Graduate, the applicant must have received a baccalaureate degree or its equivalent from a college or university of recognised standing. The standard for regular admission to a graduate programme at the master's level is an undergraduate degree with a GPA of at least 3.00 (on a 4.0 scale) or its equivalent. Applicants whose GPA falls below this level may submit other evidence of their ability to successfully complete a graduate programme. Such evidence may include grades and scores in post-baccalaureate courses, diplomas, certificates or a record of progressively higher work responsibilities.

Doctoral Programmes

The minimum GPA for regular admission is 3.30 (on a 4.0 scale) in a master's programme or its equivalent. Applicants whose GPA falls below this level may submit other evidence of their ability to successfully complete a graduate programme. Such evidence may include grades and scores in postgraduate courses, diplomas, certificates or a record of progressively higher work responsibilities.

CONDITIONS FOR MATRICULATION

Matriculation into individual departments and programmes may require that the applicant meets higher GPA requirements. Refer to the admission requirements of individual Colleges/School for special application deadlines and additional requirements.

Final action on an application for admission to the Office of Graduate Studies & Research is taken by the Graduate Council. The applicant must submit the following for review to Graduate Studies, Northern Caribbean University, Mandeville, Jamaica, W.I.

- The completed graduate application form.
- A non-refundable application fee.
- Official transcripts of all previous undergraduate and graduate work completed at recognised or accredited institutions. (Students' copies of transcripts are not acceptable.)
- A minimum of two references (dependent on programme), one of which must attest to the applicant's character, educational background, and/or work experience. **These are to be submitted by the referees in sealed envelopes directly to Graduate Studies & Research.**
- A clear statement of purpose.

- Participation in a pre-acceptance interview where required.
(Please see specific departmental requirements for any additional requirements of that Department or programme.)

ADMISSIONS CATEGORIES

DEGREE SEEKING

Regular Status

Regular admission may be granted to applicants who meet the admission requirements for Graduate Studies and any additional requirements of the academic department to which they wish to pursue their studies.

Provisional Status

Applicants who have not completed or satisfied all the minimum admission requirements for regular acceptance may be admitted on a provisional basis. Such applicants may be accepted to the Master's and Doctoral Programmes with a minimum GPA of 2.67 and 3.0 respectively, provided they satisfy any of the following additional criteria:

- Evidence of relevant work experience.
 - Evidence of maturity to undertake graduate study as assessed by a panel.
 - Documentary evidence of previous scholarly work.
- OR**
- Applicants who have successfully completed a degree outside the discipline chosen for graduate study and are required to complete a preliminary set of qualifying courses.

Applicants accepted provisionally must obtain a GPA of 3.0 and 3.33 for the Master's and Doctoral Programmes, respectively in the first 9-12 credits of their programmes. Students who meet these criteria will have their status changed to 'Regular'.

Conditional Status (Not Applicable to Doctoral Programmes)

Applicants whose undergraduate GPA falls between 2.5 and 2.66 on a 4.0 scale may be admitted conditionally and will be required to maintain a GPA of 3.0 for the first 12 credits taken before they are considered for regular status. (N.B. Conditional entry requirements are programme specific.)

Permission to Take Classes (PTC)

Applicants who have not completed the application process but who, in the judgement of the Admissions Committee have provided satisfactory evidence, may be granted permission to take classes. Students accepted with this status are limited to a maximum of 12 credits after which their application is to be regularised.

NON-DEGREE SEEKING

Special Students

Applicants who are admitted to Graduate Studies under this category are non-degree students. They are admitted to pursue studies for certification, transfer of credits, self-improvement, continuing education credits or for audit.

Contact the Office of Graduate Studies & Research regarding details of this process. The admission and continuance of graduate studies under this category are directed by the Office of Graduate Studies & Research.

Guest Students

Northern Caribbean University provides the opportunity for individuals duly registered at other tertiary institutions to take courses at NCU as guest students. Such applicants must satisfy the Admissions Committee that they are in good and regular standing at their institution by submitting written proof. Such proof should include the ability to undertake study at the graduate level. Approved applicants will register as non-degree students and will be allowed to take a total of nine credits at the master’s level and twelve credits at the doctoral level. Should a student later choose to study at NCU as a regular student, credits earned under this status must be approved by the Department governing the programme chosen to be counted toward the degree being pursued.

International Students

An applicant is considered to be international if any of the following conditions exist: (a) the applicant is not a Jamaican citizen or permanent resident; (b) the applicant currently has or will require a visa to live, work or study in Jamaica; (c) the applicant is a CARICOM national, (not requiring visa by government agreement). International students must be enrolled for at least five (5) credits per session, module or semester to be considered full-time students.

General admission requirements for international applicants include submission of all required documents listed above in addition to (a) visa from issuing authority, where applicable and (b) certified translation of foreign credentials into English, where applicable.

CHANGE OF STATUS

Where a change of status becomes necessary, a formal application must be initiated by the student and submitted to the Graduate Admissions & Recruitment Committee via the respective Department Chair.

ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY RECORDS

The Office of the University Registrar is the official custodian of permanent academic records of all past and currently enrolled students at Northern Caribbean University (NCU). It is responsible for registering students and for maintaining official student and departmental records for the semester, session or module in progress; preparing transcripts; certifying attendance for loan purposes; implementing and monitoring academic regulations; certifying eligibility to graduate; and providing services and information to students, faculty and administration. Reports and certifications of attendance and grade point average are made to governmental agencies with the student's permission and/or request.

STUDENT RECORDS

A permanent record is kept for each student and contains the following: name and address, date and place of birth, ID number, admission data; courses pursued, grades earned; and an explanation of the grading system, date of graduation, degree conferred, diploma or certificate awarded.

Students should consult with this office for questions concerning registration, errors in registration records, dropping and adding courses, cancellation of registration and grades.

It is essential that a student immediately inform the Office of University Records and Student Finance about a change of name and/or permanent address in order that the appropriate adjustments may be made to the student's records. Any change of name must be accompanied by certified documents.

ADVISING

Advising is a crucial factor in enhancing the quality of a student's programme. To assist the student in planning a coherent programme and meeting all degree requirements, the chair of the major department or programme chair will designate members of the faculty to serve as advisers. It is the student's responsibility to contact the adviser to seek advice on matters of registration, programme planning, preparation for and conducting research, thesis or dissertation documentation and readiness for graduation.

The adviser recommends the student's programme of study, assists with Thesis/Dissertation committee selection, guides the student in the selection of a research chair, serves on the Comprehensive Qualifying Examination Committee, recommends candidacy; and certifies that the degree requirements have been met.

GOVERNING *Bulletin*

Students are allowed to graduate under the requirements of the NCU *Bulletin* that was current when they entered, provided graduation is within six to ten (6-10) years of that entrance date and the programme of study is still active. Students may elect to meet the requirements of the University *Bulletin* for any year of continuous enrolment. A student who is absent from the University for one year or more, must meet the requirements as set forth in the University *Bulletin* after their re-entrance. Special consideration will be given by the Academic Board to students whose residence has occurred mainly during the summer sessions or who have been given leave as student missionaries.

REGISTRATION

During each academic semester, session or module, an official registration is held for all currently enrolled, degree-seeking students. Registration for students at Northern Caribbean University is conducted both electronically and offline. In addition, students may access tuition and fees and any other interface related to registration. Registration for new students and students with special needs is done offline.

Registration Responsibility

Students are responsible for meeting prerequisites and co-requisites for each course in which they are enrolled. Students are responsible for any changes made to their schedule.

Students will receive credit only for those courses for which they are properly registered. Likewise, students will be held responsible for every course for which they register unless they officially drop the course or cancel registration during the published periods for this action.

Removal From or Change in Course Selection

A student may change the courses for which they originally registered by submitting a 'Change in Registration Form' to the Office of University Records. This is subject to available seats. Students who cancel their registration (dropped all classes) and are not enrolled for more than one year without an official leave of absence, must apply for readmission to the University.

Demand for Courses

The online registration system will tell students if they have attempted to register for classes meeting during the same time period. The registration process includes guidance by the students' curriculum advisers, selection of courses to be taken, payment of fees and a number of related activities. A detailed guide to registration procedures is provided for each student and can be followed in web registration.

Students are expected to register on the dates indicated in the Calendar of Events (available online) and in acceptance or re-acceptance letters.

No student will be allowed to register for any course later than two weeks after classes have begun, except under exceptional circumstances, and then only by the permission of the Vice-President for Academic Administration, in consultation with the University Registrar and the Department Chair.

Changes in Registration

After registration is complete, students may drop add/or a course by utilizing the online system or by completing the 'Change in Registration' form obtainable from the Office of University Records. Late registration will be penalised by a fine, which must be paid along with the semester, session or module's tuition fees to the Business Office.

Dates for registration and changes in registration are strictly observed.

Stops to Registration

Registration is prevented if all academic and/or administrative requirements have not been fulfilled prior to the semester, session or module. A 'stop' may be placed on the student records if one or all of the following deficiencies exist: academic dismissal, suspension, academic probation, incomplete admissions documents, fiscal deficiency or failure to process readmission papers after a withdrawal or a period of leave of absence from the University and any other situation that may be so classified by the University. Failure to meet specific requirements of a College, School or Department may induce a registration 'stop.'

Students notified of a 'stop' should contact the notifying office immediately and arrange for removal to be allowed to register for classes, receive official transcripts, and/or receive a degree or diploma.

If students with a 'stop' on their record are allowed to register in error, they will be considered illegally enrolled in the University. If the 'stop' is not removed after notification of such an error, the student's registration is subject to cancellation.

IMPORTANT DATES

For **Summer, Modular and Intensive Sessions**, two (2) days are treated as two (2) weeks in the semester. The same procedures outlined above are applied using this principle.

Filing for Graduation: Graduate students must submit their application nine (9) months prior to the expected date of graduation.

Reference for the actual dates should be made to the University Calendar or <http://www.ncu.edu.jm/UniversityRecords.aspx>. THESE DATES AND DEADLINES OUTLINED ABOVE ARE STRICTLY OBSERVED.

INDEPENDENT STUDY

Independent study enables graduate students to pursue academic interests not addressed in conventional courses. A proposal for the study must be submitted to the facilitator who will

approve and guide the student through the study. The approval of the Department Chair must be obtained in order to utilise this instructional modality. A maximum of nine (9) credits in independent study may be allowed (refer to respective College or School for further details).

REPEATING COURSES

A course with a grade below B will normally warrant repetition. Each academic department has specific criteria regarding course repetition. A student may repeat a course once without permission. Any further repetition must be upon the recommendation of the Department Chair and the approval of the Academic Board. The student must register for such a course and must fulfil all course requirements. When a course is repeated, the grade of each attempt will appear on the transcript, *but only the last grade will be used to compute the GPA.*

AUDITING COURSES

Students who wish to audit a course must obtain the instructor's permission, register for audit status and pay the required tuition and fees which is $\frac{2}{3}$ the cost of taking the course on a regular basis. An (AU) grade will be given if a student is enrolled to audit a course. An audited course **cannot** be later used to fill a programme requirement.

TRANSFER OF CREDITS

Courses done at other recognised or accredited institutions within six (6) calendar years prior to the expected year of graduation may be transferred from those institutions and applied toward a graduate degree at Northern Caribbean University, provided that the:

1. Student under consideration for transfer is in good social and academic standing at the institution currently or previously attended.
2. Grades earned are identified as authentic graduate credits on an official transcript from the institution.
3. Courses to be transferred are recommended by the adviser and approved by the Department Chair and College or School Dean.
4. Grade in the course accepted for transfer is at least a 'B'.
5. Courses are applicable and relevant toward a comparable degree pursued at NCU.
6. Credits to be transferred do not exceed 20% of the minimum credits in the case of the master's degree. In the case of doctoral programmes 32 credits of the course requirements must be completed at NCU.
7. Grades of transferred courses are not included in computation of the grade point average (GPA).

Where the programme being pursued is in a different discipline from the degree previously earned, credits from the previous degree may not be transferred to the new programme. Only where specific courses meet a programme requirement will consideration be given. Such credits are authorised to be recorded on the student's permanent record only when a Transfer Credit Request and Programme of Study Form are on file in the Office of Graduate Studies & Research.

Transfer credits are regarded as provisional from the time of an applicant's admission until he/she has completed 9-12 credits, with a GPA of 3.0.

If a student requests a transcript from NCU before he/she is ready for graduation, transfer credits will not be listed on the transcript.

REQUEST FOR TRANSCRIPTS

Official transcripts may be forwarded, at students' request, to institutions into which they are seeking admission. The first official transcript is provided without charge for graduates. The current charges per copy are: J\$500 (inland), US\$15 for mail-out to the Americas and the Caribbean, US\$25 for Europe, US\$35 for Africa, and US\$40 for the Far East. Transcript requests require a minimum of two weeks for processing. For students currently enrolled, the cost of a transcript is J\$250. First copy transmitted by facsimile attracts no cost; subsequent copies are J\$30 per page.

TIME LIMIT FOR UPGRADING COURSES

Courses taken six (6) or more calendar years at other institutions prior to the year of application may not be applied to the degree without appropriate updating. The following apply:

- No course with a grade below 'B' may be updated.
- Outdated work done elsewhere may be updated at Northern Caribbean University, if permitted by the Department (see departmental provisions).
- Independent studies and workshops cannot be updated.

VALIDATION OF CREDITS

Credits that are more than six years old, but less than ten, with respect to the master's degree may be counted toward graduation requirements only if they are updated in the student's Department. Students may update up to nine (9) credits of outdated credits for use in a master's degree programme. Such validation is contingent upon regular programme requirements, adviser recommendation and Department or College and School approval. Validation must be by examination or alternative means of assessment determined by the Department.

Forms to request such credits and examinations are available at the offices of the respective Colleges and School. The request must be approved by the professor of the course, adviser and Department Chair before fee payment is made.

COURSES TAKEN AT OTHER INSTITUTIONS

Students enrolled at Northern Caribbean University must first obtain permission to enrol in courses at neighbouring institutions if credits are to be transferred to Northern Caribbean University. Such arrangements will require that the other institutions be recognized by NCU and the course(s) to be taken approved by direct and documented transaction between the two institutions. The decision in this matter will be taken by the Vice-President for Academic Administration, in consultation with the University Registrar. Arrangements made between an institution and a student will not be honoured.

STATUTE OF LIMITATION FOR COMPLETION OF PROGRAMMES

Students have a maximum of six (6) years to complete the requirements for the master's degree and a maximum of ten (10) years to complete the doctoral degree, from the date of first enrolment. Should extenuating circumstances preclude this possibility, a petition may be filed through the Department Chair and the College Dean to the Associate Vice-President, Academic Administration: Graduate Studies & Research for consideration of an extension.

CHANGING OF MAJOR DEPARTMENT

Admission to a Department is contingent upon approval by the Department in which the student proposes to take a major. A change must have the approval of the College/School Dean to whom the student proposes for changes to emphasis or programme. This is done through completion of the 'Change of Programme' form available at the Office of University Records.

EXAMINATIONS

Before being permitted to sit for semester, session or module examinations, students whose accounts are not cleared must make satisfactory arrangements with Student Finance.

DISCIPLINE

Academic and Classroom Conduct

The instructor has the primary responsibility for control over classroom behaviour and the maintenance of academic integrity; and can temporarily remove or exclude from the classroom, any student engaged in disruptive conduct or other conduct in violation of the general rules and regulations of the institution. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, will be held responsible. Such actions will be assessed by the Associate Vice-President, Academic Administration: Graduate Studies & Research acting on the recommendation of the College or School Dean. Where necessary, the matter may be referred to the Vice-President for Academic Administration.

Academic Integrity

Academic Integrity is the willingness to abide by a strict code of honesty, respect others' scholarly work and adhere to standards of ethics. In an academic community, high value is placed on the search for truth. All forms of academic dishonesty, such as, destroying or keeping library materials for one's own use, cheating on examinations and assignments, falsifying or making up data and engaging in plagiarism, are prohibited.

ACADEMIC PROBATION AND REVIEW

Satisfactory academic standing is achieved by maintaining a cumulative GPA of at least 3.0. Students are automatically placed on academic probation if their cumulative GPA falls below 3.0. Whenever students' current semester, session or module's GPA falls below 3.0, their programmes are automatically placed under review by the Associate Vice-President, Academic

Administration: Graduate Studies & Research in consultation with the Vice-President for Academic Administration.

If students' current GPA falls below 3.0 for two consecutive semesters, modules or sessions, they will be asked to withdraw and will be considered for re-admission only after one academic year has passed. If re-admitted, those students must maintain a minimum GPA of 3.0 each semester, session or module in order to continue in their programmes.

Students must complete six (6) credit hours at Northern Caribbean University before being subject to academic probation. While on academic probation, students are notified in writing each semester, session or module of their status, and enrolment is only permitted on a semester, session or module basis until the probation is lifted. Probationary students who do not return to good standing by the end of the next two enrolment periods are identified by the Associate Vice-President, Academic Administration: Graduate Studies & Research for dismissal from the University and are notified in writing by the Office of Academic Administration.

PETITIONS

The Academic Board serves as the policy-making body for the University in the area of academics. Students may submit a petition on a form available at the Office of Academic Administration to the committee regarding matters that may facilitate adjustments in their academic programmes. Students must first discuss each petition with their advisers and Department Chairs and receive the necessary signatures.

The Dean will sign, submit the petition and present the accompanying recommendations to the Academic Board. The Vice-President for Academic Administration will communicate by letter the voted response to the petition, to the student with copies to the relevant individuals, including, but not limited to, the Dean of the College or School, the Department Chairs and the University Registrar.

ACADEMIC GRIEVANCE PROCEDURE

Any student desirous of expressing concern regarding instructional matters, such as, perceived unfair grading, cheating or misunderstanding, should confer with the instructor, Department Chair or the Dean in that order, before conferring with the Associate Vice-President, Academic Administration: Graduate Studies & Research as follows:

1. The student should first discuss the problem or grievance with the individual who allegedly made the unjust decision. If the student is not satisfied with the discussion and continues to believe that he/she has not been fairly dealt with, he/she should discuss the grievance with the Chair of the Department involved or with the Co-ordinator of the programme in which he/she is registered.

2. If the matter is not resolved at this level, the student should appeal to the Dean of the College or School who, in consultation with the Associate Vice-President, Academic Administration: Graduate Studies & Research, will review the case and either refer it back to the Department for further consideration or to the Graduate Council. The student, with faculty advice, may make a presentation (usually limited to one half hour) to the Graduate Council to explain his/her case. The Department Chair or Programme Co-ordinator may also make a presentation (usually limited to one half hour) to the Graduate Council. The

Graduate Council will then make a recommendation to the Associate Vice-President, Academic Administration: Graduate Studies & Research.

3. Should there still fail to be a resolution, the Associate Vice-President, Academic Administration: Graduate Studies & Research will appoint a Special Review Committee of three (3) members to evaluate the situation and make a recommendation. The student should present a written statement of his/her concern and concisely include the pertinent information regarding the situation. The student, or the faculty adviser, may request to meet with the Special Review Committee for a discussion of the case. The Review Committee, at its discretion, may call others to present their perception of the matter at hand. After receiving the recommendation of the Review Committee, the Associate Vice-President, Academic Administration: Graduate Studies & Research shall make the final decision in the matter.

SUSPENSION, DISMISSAL AND REINSTATEMENT

The University reserves the right to exclude at any time a student whose conduct is deemed improper or prejudicial to the interest of the University community or whose academic performance is substandard. Reinstatement shall be subject to the University's admissions policies, citizenship criteria and the discretion of the university's administration.

DISMISSAL APPEAL PROCESS

After dismissal, a student may appeal to the Office of Graduate Studies & Research for readmission by submitting a petition to the Office. The petition should state the cause(s) of the student's academic problems; changes in the student's situation that may rectify those problems; and a proposed plan of action to ensure success in graduate studies. Upon receipt of the petition, the Associate Vice-President, Academic Administration: Graduate Studies & Research will initiate the appeal process with the Graduate Council. A review board may not be considered for dismissed students whose GPA is less than 2.0, unless extreme circumstances can justify it.

The Associate Vice-President, Academic Administration: Graduate Studies & Research shall notify the Chair of the Graduate Curriculum Development and Academic Standards Committee, a sub-committee of the Graduate Council, and a hearing shall be held within thirty (30) days of receipt of the student's petition. The hearing shall adhere to the following guidelines: (a) a detailed record shall be kept of the hearing, (b) the student will be allowed an adviser who is a member of the University community, faculty or full-time staff, (c) witnesses may be questioned by the committee, (d) deliberations of the committee will be in executive session, (e) the committee will report its findings and recommendations to the Graduate Council; (f) the decision of the Council will be communicated to the student in writing by the Associate Vice-President, Academic Administration: Graduate Studies & Research.

WITHDRAWAL FROM UNIVERSITY

Students wishing to withdraw from the University must obtain a withdrawal form from the Office of University Records. This form should be appropriately completed and signed as directed.

If students fail to comply with the requirements for withdrawal, their accounts will be charged for the entire semester, session or module, and grades of 'F' will be recorded for all of the courses taken in that period of time.

STANDARDS OF SCHOLARSHIP

Students pursuing graduate degrees must maintain the following standards throughout their programme:

- (a) **Master's** – 3.0 cumulative GPA and no more than two (2) Cs
- (b) **Doctorate** – 3.3 cumulative GPA and no more than two (2) B minuses.

Subsequent courses with grades below **B-** (master's) and **B** (doctorate) will have to be repeated, failing which students will be required to withdraw from the programme.

NORMAL COURSE LOAD

The normal full-time graduate course load is 3-6 credits per session/module or 5-12 per semester or 15 credits per academic year.

GRADING PRACTICES

At the end of each semester, session or module, a report of each student's grades is available on the Intranet. An official copy is also mailed to the address indicated by the student on the application to the University.

Grades earned at another institution cannot be used to improve a grade point average or eliminate a quality point deficiency at NCU.

A student who is passing a course but has not completed all of the required work in the course at the end of the semester, session or module may complete the 'Petition for Incomplete Grade Form' and therefore be assigned a grade of 'I'. The form outlines all cases for which it may be used and the final dates for the assignment of a grade.

Once a final grade in a course has been reported by the instructor to the Office of University Records, it cannot be changed except in cases of error in recording or a computational error. A change of grade may be made only by permission of the Department Chair and is to be done by the end of the semester, session or module following the one in which the grade was earned. These deadlines are strictly enforced.

Grading System

Authority to determine a course grade rests with the faculty. Grades are recorded at the close of each semester, session or module using the following values and symbols:

Grading Scheme

93 -100	A	Superior
90 - 92	A-	
87 - 89	B+	Average
84 - 86	B	
81 - 83	B-	
78 - 80	C+	Below Average
75 - 77	C	
72 - 74	C-	Unsatisfactory
69 - 71	D+	
66 - 68	D	
63 - 65	D-	
0 - 62	F	

Quality Points

A	4.00	B-	2.67	D	1.00
A-	3.67	C+	2.33	F	0.00
B+	3.33	C	2.00		
B	3.00	C-	1.67		

Symbols

AU	– Audited Course	S	– Satisfactory
DG	– Deferred Grade	U	– Unsatisfactory
FA	– Failing Grade For Absence	UA	– Unsatisfactory Audit
I	– Incomplete	W	– Withdraw
IP	– In Progress	WF	– Withdraw Failing
NC	– No Credit	WP	– Withdraw Passing
P	– Pass		

Change of grades, except for a 'DG' or an 'I' may be made only under extenuating circumstances, generally owing to calculation error on the part of the faculty. Courses from which a student has withdrawn may be repeated.

Deferred Grades - 'DG'

Students are not eligible to enrol in any class if they have more than two (2) DGs. All DGs must be cleared within a year.

Incomplete Grades – 'I'

An 'I' may be awarded when illness or other unavoidable extenuating circumstances prevent completion of a course. It is the responsibility of the student to initiate the granting of an 'I' grade by submitting a **Petition for Incomplete** form. The instructor will provide the Department Chair in writing, a justification for granting an 'I', which must be removed within one semester from the end of the semester in which it was issued. The conversion of an 'I' to a normal letter grade rests with the student. An 'I' that is not converted to a normal grade within the stated time limit automatically becomes an 'F' and a permanent part of the student's academic record. Courses with 'F' grades must be repeated.

Satisfactory/Unsatisfactory - S/U

The College or School may award Satisfactory/Unsatisfactory grades for designated courses, practicums, independent study and special projects. Such an option is only available as designated by special arrangement(s). Courses with ‘U’ grades are subject to the normal process for repeating courses.

ENROLMENT IN GRADUATE COURSES BY UNDERGRADUATES

A student who has accumulated ninety-six (96) or more credits and who has less than thirty-two (32) credits to complete an undergraduate programme and whose cumulative GPA is at least 3.0 may, with the permission of the relevant Department and the Associate Vice-President, Academic Administration: Graduate Studies & Research, register for specified 500 level courses.

Students in good standing may access 500 level graduate courses, provided they have completed related undergraduate courses that will serve as logical prerequisites to the courses to be taken. Registration in graduate courses must be by written permission from the students’ College or School and the approval of the Office of Graduate Studies & Research. Forms for such permission may be secured from the Office of Graduate Studies & Research. Such graduate courses may be used to meet either undergraduate or graduate credits **but not both**.

CLASSIFICATION OF GRADUATE LEVEL COURSES

The following is a general guide for the clustering of course offerings at the graduate level.

500-599	First year graduate courses
600-679	Second year graduate courses
680-698	Special master’s level projects, internships, fieldwork and seminars
700	Master’s Thesis
700-774	Doctoral level courses
775-799	Doctoral seminars, internships, practicum, fieldwork
850-899	Doctoral Dissertation

ADVANCEMENT TO CANDIDACY

The candidacy requirements provide students with a definite demarcation between the coursework and thesis/dissertation phases of the master’s/doctoral programmes. Achievement of candidacy status indicates that a student has completed all other programme components and has only his or her thesis/dissertation to fulfil the degree requirements. Doctoral students, however, should be developing their doctoral research capabilities throughout the programme in areas, such as, dissertation topic development, literature reviews, research methodology and writing skills. Doctoral students are strongly encouraged to make significant progress on their dissertation before concluding their coursework.

DEGREE REQUIREMENTS

The number of course credits for a programme must be completed in full in order to earn the particular degree.

The student must demonstrate evidence of competence in understanding and conducting investigation in his/her field of study as a requirement for the degree. This may be accomplished through a thesis or a research project preparation at the master's level, and a dissertation at the doctoral level. Where the degree is a taught degree, the thesis is not required.

Students pursuing an academic degree (thesis option) must apply to take and successfully pass the comprehensive examination before advancing to degree candidacy status. Where allowed or required by the programme, a portfolio prepared under the guidance of the student's adviser or chair, may be submitted in lieu of the comprehensive examination, which is normally a written or oral examination. In the cases where students are pursuing a non-academic or professional degree (non-thesis option), courses or special projects are utilised as thesis equivalents.

DISSERTATION SECRETARY

The Dissertation Secretary is responsible for ensuring that all theses and dissertations conform to the University's *Standards for Written Work*, and the applicable citation manual (i.e., APA, Turabian, MLA, CSE, etc.). Completed theses and dissertations will be scrutinized to ensure that they meet established standards for publication. (For further information See *Doing it Write: Guide to the Thesis/Dissertation Process*, p. 6.)



North Campus

SPECIFIC MASTER'S DEGREE REQUIREMENTS

On being admitted to a master's programme, a student is assigned an adviser. In collaboration with the adviser, the student develops a programme of study consistent with the chosen discipline.

Comprehensive Examination

After completion of the coursework, the student must, where applicable, successfully complete a comprehensive examination. The results are reported to the Dean within two (2) to four (4) weeks after completion. Students who fail the comprehensive examination have 6-12 months after the first sitting to retake the exam. The result of the second examination is final. Once the student has passed the comprehensive examination he/she applies for Advancement to Candidacy, upon the approval of the Adviser, the Department Chair and the Dean.

Thesis option

A number of departments offer the writing of a thesis either as an option or a requirement for the degree. Guidelines and requirements for the master's thesis are available in the Office of Graduate Studies & Research. A maximum of twelve (12) thesis credits may be used toward a master's degree. Deadline for completed thesis submission to the Office of Graduate Studies & Research is ten (10) weeks prior to graduation.

Non-thesis option

Some programmes offer a non-thesis option in which students may choose to complete a research project or portfolio. A minimum of three credit hours is required for completing the research project or portfolio. The deadline for submission of this project/portfolio is six (6) weeks prior to graduation.

Thesis/Project Proposal

Before beginning the required research, the student must complete a Thesis/Project Proposal Form, signed by members of the student's Research Committee, the Department Chair, and College or School Dean. Before undertaking the study, the proposal should be approved by the Institutional Review Board (IRB).

Oral Defence Policy of the Thesis/Project

Before the oral defence of the Thesis/Project is scheduled, the content, format and appearance must be approved by the Thesis/Project Committee at least two (2) weeks before the oral defence. The oral defence is conducted by the candidate's Research Committee with the Chair presiding. A public announcement of the oral defence must be made at least two (2) weeks prior to the date of the defence. After the oral defence, the Research Committee Chair will obtain the signature of each committee member on the Oral Defence Form and file this document at the Office of Graduate Studies & Research within two (2) working days.

SPECIFIC DOCTORAL DEGREE REQUIREMENTS

Following admission, the student confers with his/her adviser to plan a programme of study which must be approved by the Department Chair, and copied to the Co-ordinator and/or Dean of the College or School. This must be done prior to the completion of the first twelve (12) credits of coursework.

Comprehensive Examination/Portfolio

To be admitted to candidacy status, the student must pass the Comprehensive Qualifying Examination/Portfolio scheduled after the completion of coursework. Faculty in the student's major field of study prepare this examination/portfolio which tests the student's major field and research capabilities. The results are reported to the Associate Vice-President, Academic Administration: Graduate Studies & Research by the Department Chair, through the College Dean within two (2) to four (4) weeks of the writing of the examination/submission of the portfolio.

Upon passing of the examination/portfolio, the student applies for degree candidacy and follows the procedure leading to graduation. In the case of failure, the student's overall performance is subject to review by the Examination Committee in consultation with the Co-ordinator and/or Dean of the College or School. The student will either be granted a re-sit, 6-12 months after meeting certain requirements, or must discontinue the programme. The result of the second examination is final.

Dissertation Proposal

After passing the comprehensive examination/portfolio or near the end of the course plan, whichever is applicable, the student prepares a Dissertation Proposal. The proposal is reviewed and approved by the Dissertation Committee, Department Chair and the College or School Dean. A copy of the proposal is then forwarded to the Office of Graduate Studies & Research before candidacy is confirmed. The proposal is subject to the approval of the Institutional Review Committee (IRB) as an appropriate study to be undertaken.

Dissertation Committee

The Dissertation Committee consists of a minimum of four (4) persons:

- (a) The chair of the committee,
- (b) At least two (2) faculty members from the student's area of study and/or research, and
- (c) An external examiner.

Change in membership of the Committee after proposal approval and prior to the completion of the degree is allowed only in unusual circumstances and based upon the request of the student and the recommendation of the Department Chair, and College/School Dean. This request must be filed with the Associate Vice-President, Academic Administration: Graduate Studies & Research. Students must provide compelling reasons for any such change.

GRADUATION REQUIREMENTS

Students pursuing graduate degrees must maintain the following standards throughout their programme:

- (a) **Master's** – 3.0 cumulative GPA and no more than two (2) Cs
- (b) **Doctorate** – 3.3 cumulative GPA and no more than two (2) B minuses.

Subsequent courses with grades below B- (master's) and B (doctorate) will have to be repeated, failing which students will be required to withdraw from the programme.

It is the student's responsibility to see that all requirements for graduation have been met. In order to graduate from NCU, the student must file an application for graduation.

Applications for graduation are due in the Office of University Records by March of the year of graduation for the August commencement, and by August for the December conferral.

All students successfully completing their programmes are expected to participate in the graduation exercise. Failure to apply for graduation will result in a delay in the student's graduation date. Conferral of degrees is usually scheduled for August each year.

GRADUATION REGULATIONS

Graduation takes place the second weekend of August each year. The responsibility for meeting graduation requirements rests primarily with students. They should acquaint themselves with the requirements for graduation as set forth in the *Bulletin*.

GRADUATION PROCEDURES

A **Graduation Application** form, available at the Office of University Records or at www.ncu.edu.jm/records, must be filed with the office. If the prospective graduate did not fulfil all qualifications and therefore was not eligible for the date of graduation on the form submitted, a **Graduation Application** form for the ensuing graduation must be submitted within the timelines stated.

Prospective graduates are required to participate in graduation, unless written permission has been granted by the Vice-President for Academic Administration, via the Dean of the College, for graduation in absentia. Prospective graduates who fail to attend, when absentia has not been granted, will have forfeited graduation for that period and will have to reapply for the following annual graduation exercise. It should be noted that the University will not issue another diploma if the original is lost or destroyed, but will issue a statement verifying the date of graduation and completion of the programme of study.

GRADUATION IN ABSENTIA

Students wishing to graduate in absentia must petition the Academic Board no later than three months before commencement. All financial obligations to the University must be met prior to the expected date of graduation. The cost is two-thirds ($\frac{2}{3}$) of the regular graduation fee.

ACADEMIC SUPPORT CENTRES

The Hiram S. Walters Resource Centre

The Hiram Walters Resource Centre is the University library which supports the curriculum and philosophy of the University, providing relevant information in a variety of formats, including the latest technological innovations. It comprises the most comprehensive collection of information on Seventh-day Adventism in Jamaica and has been rated among the top three academic libraries on the island.

Opening hours are as follows:

Sunday	10:30 a.m. – 7:30 p.m.
Monday and Thursday	8:30 a.m. – 2:00 p.m. and 3:30-10:00 p.m.
Tuesday and Wednesday	8:30 a.m. – 10:00 p.m.
Friday	8:30 a.m. – 1:00 p.m.
Saturdays and Public Holidays	Closed

Membership:

The library is open to the entire University family.

Collections:

1. General lending
2. Reserve (including the E.G. White Collection)
3. Reference
4. West Indian
5. Educational Resource Information Centre (ERIC) microfiche and CD
6. Vertical file information
7. Newspaper clipping
8. University *Bulletin*
9. Periodicals

The Library provides availability and usage of other resources outside the Hiram S. Walters Resource Centre via (See Library Databases below). There are also subscribes to databases such as: PsychInfo, ERIC, Tropaq and Rural and CAB databases where extracts of articles pertaining to certain disciplines may be accessed. Local inter-library loan arrangement also exists among the following libraries: The University of Technology, The University of the West Indies, Excelsior Community College and Northern Caribbean University.

Services:

1. Individualised help in locating information
2. Instruction in library use and building bibliographies
3. Photocopying
4. Internet

Library Databases

(a) Emerald Insight Database

Emerald Full-text is a collection of over 33,000 articles from over 100 of the most

prestigious management journals, with full text archives back to 1994 and abstracts back to 1989.

- (b) **EBSCO Database**
EBSCO databases, to which our library subscribes, consist of EBSCO Host and EBSCO Health Library.
- (c) **HW Wilson**
This database covers all subject areas in abstract and full-text. You have many options for narrowing your search. You can search by title, publications, etc.
- (d) **Gale Databases**
These databases consist of thousands of authoritative reference documents in e-format. The Gale Virtual Reference Library includes text, software, photographs, video, graphics, trademarks, service marks, logos, designs, music and sound, etc.
- (e) **JSTOR**
Offers both multidisciplinary and discipline-specific collections. The NCU library has access to the Arts & Sciences I, Arts & Sciences II, Arts & Sciences IV, Arts & Sciences V, Business, Business II, Life Sciences, and Mathematics & Statistics Collections, and Language & Literature Collections.
- (f) **Proquest**
Database is multi-disciplinary and contains Dissertations & Theses, ProQuest Education Journals.

E. G. White Seventh-day Adventist Research Centre

The Ellen G. White Seventh-day Adventist (SDA) Research Centre at Northern Caribbean University collects and preserves Ellen White's writings and materials relevant to SDA theology and history. The Centre provides services to graduate and undergraduate students, as well as the general public in the areas of research, seminar presentations, and answering questions about Ellen G. White, SDA history and doctrines. A congregation can spend a Sabbath at the Centre, by appointment. The Centre houses published and unpublished writings of Ellen G. White, which include:

- **Ellen G. White Letters and Manuscripts:** A collection of more than 8,000 documents, which contain published and unpublished letters and manuscripts written by Ellen White.
- **Ellen White's Writings:** A complete set of Ellen White's books (over 130 titles). Earlier editions as well as out-of-print pamphlets are also available on CD-Rom.
- **Books** regarding the History and Doctrines of the SDA Church.
- **Adventist Periodicals:** such as *The Present Truth*, *Review and Herald*, *Signs of the Times*, *Ministry*, and others.

- **Microfilm Collection:** Primary source materials including books and pamphlets published by the church in its early days, and the incoming correspondence of Ellen White from 1830-1904.
- **The Document File:** An extensive and valuable collection of assorted information – articles, clippings, letters, quotations, essays, etc. – concerning the Spirit of Prophecy, and the History and Doctrines of the SDA Church.
- **The Question and Answer File:** Thousands of questions received by the Ellen White Estate and answers given are contained in this file.
- **Video Collection:** VCR Cassettes and DVDs about the life and work of Ellen White and the history of the SDA Church such as *Keepers of the Flame*, and *The Church at Washington, New Hampshire*.
- **CD-ROM Databases:** The complete writings of Ellen White, the SDA Yearbooks, early SDA writings and more, in CD format.

When you visit our facilities you can:

- Handle a sample of the Big Bible she held while in vision.
- See two original manuscripts of Ellen White.
- Access the extensive literature on Adventist history and theology, and on Ellen G. White's life and work.
- Get answers to your questions on Spirit of Prophecy issues.
- Have access to the Ellen G. White writings on CD Rom.

Visit our Website: <http://egw-sdaresearch.ncu.edu.jm>

Ellen G. White SDA Research Centre, Northern Caribbean University.

Tel: (876) 963-7768; 7769

W. D. Carter Library for Economic Development

This library was established to commemorate the life of entrepreneur, Wentworth D. Carter. It is a business research library, located on the main floor of the Hiram S. Walters Resource Centre, and houses information on economic development in the Caribbean. There are over 1,000 books in its collection, covering such areas as entrepreneurship, economic development, and carrying economic and social surveys, Caribbean Business journals, company reports, reports of national banks, and green and white papers. The library is accessible by both graduate and undergraduate students, and the information contained there is available not only in hard copy but in electronic form as well.

Office of Research, Grants and Publications

The Office of Research, Grants Publications (ORGP) is the primary agent of the University's thrust to foster research and publication. It monitors all matters affecting the integrity of research and its impact on statutory regulations and policies. The primary goal of the NCU research programme is to create opportunity for faculty and graduate students to seek solutions to current and emerging social and economic issues of local, regional and international importance. The Office is committed to assist in the preparation and evaluation of research proposals for internal and external funding opportunities. It ensures that activities are done in an exemplary manner, in harmony with the normative expectations in the field of discipline and as governed by the Institutional Review Board (IRB).

The ORGP will provide the necessary guidance in conforming to such regulations through its policies and procedures. All research proposals from faculty and Graduate students including Thesis and Dissertation should be submitted to the IRB for ethical and institutional approval.

For further information, the office can be contacted by:

E-mail: research@ncu.edu.jm,

Telephone: (876) 963-7416; 7417, Fax: (876) 962-0075

Computer Services

The University seeks to provide computer facilities in support of its instructional offerings, the facilitation of easy communication between students and faculty, and the facilitation of online registration, among other functions.

There are five (5) computer laboratories that provide Internet services that facilitate online research and registration. The labs also provide facilities for keying and other services. Computing services are also accessible in the W.D. Carter Library and at wireless connections at the gazebos on the campus. A laboratory is made available to graduate students, on request, to facilitate them during their intensive sessions on campus.

The Graduate Faculty and Student Room

The library has allocated space for the use of both graduate faculty and students.

FINANCIAL INFORMATION

- FINANCIAL REGULATIONS
- TUITION AND OTHER FEES
- FEE PAYMENT
- WITHDRAWALS AND REFUNDS
- STUDENT FINANCIAL AID



Finance and Industries Division

FINANCIAL INFORMATION

FINANCIAL REGULATIONS

Northern Caribbean University reserves the right to increase all charges listed herein or to add new fees whenever such increases or additions become necessary. All fees are for the academic year 2010-2012 and are subject to change by action of the University Board of Trustees. The listing of any fee or incidental charges in this *Bulletin* does not constitute a contract between the University and the student. As a condition of registration, each student must pay the appropriate fee(s) in effect at the time of registration.

The Office of Graduate Studies & Research determines a student’s residency classification for fee-paying purposes. A student who is incorrectly classified will be billed for additional fees owed or refunded fees overpaid.

The University assumes no responsibility for funds lost through the mail.

Students are not allowed to register, obtain grades, diplomas, degrees or transcripts until all accounts are paid in full. A student is not officially enrolled until fees are paid or payment arrangements are made through the Office of Student Finance.

Students will be registered for courses as their sources of funding dictate. As a result, students are liable for all fees associated with all courses for which they are registered at the end of the add/drop period. If fees are not paid in full by the end of the contract period, all courses will be subject to cancellation and money paid to the University is not refunded.

TUITION AND OTHER FEES

The fees listed below are for the 2012-2014 academic year. All fees are subject to change by the Northern Caribbean University Board of Trustees.

Doctor of Philosophy in Education	USD 435.00
Doctor of Philosophy in Education – Bermuda	USD 535.00
Master of Arts in Education	USD 360.00
Master of Arts In Teaching	USD 360.00
Doctor of Ministry	USD 380.00
Master of Arts in Pastoral Theology	USD 305.00
Master of Arts in Religion	USD 305.00
Postgraduate Diploma in Education	USD 200.00
Doctor of Philosophy in Counselling Psychology	USD 500.00
Master of Science in Counselling Psychology	USD 365.00
Doctor of Philosophy in Biology	USD 505.00
Master of Science in Biology	USD 285.00
Master of Science in Environmental Science	USD 285.00
Master of Public Health	USD 300.00
Master of Science in Biology	USD 285.00
Master of Science in Information Systems	USD 325.00

In addition to the tuition cost, there are other charges for laboratories (where applicable), thesis continuation, books, other instructional materials, accommodation and other associated expenses.

Application Fee

This is a one-time non-refundable fee paid by an individual who applies for admission to the University. A student is required to pay this fee when applying for admission. The value of this fee is US \$30.00 (master's and postgraduate diploma programmes) and US \$50 (doctoral programmes).

I.D. Card Replacement

Each student is issued an identification card which certifies enrolment as a student at the University. There is no charge for the original card. A non-refundable fee of \$1,000 is required for replacement. This identification card bears the student's photograph and is required for registration, all financial transactions, library privileges, entrance to campus activities and other identification purposes.

Library Fines

Fines imposed by the University Library become due to the University and must be paid at the Business Office and the receipt taken to the circulation desk at the Library. Fines may be imposed for late return of books, lost or damaged books or other related charges as specified by the Library.

Class Audit Fees

Persons other than regularly enrolled students may be permitted to audit classes with the approval of the course instructor. Such persons must follow the regular registration procedures and pay two-thirds ($\frac{2}{3}$) of the regular cost of the course. Regularly enrolled students can audit if they so desire.

Graduation in Absentia Fee

Students who apply to graduate in absentia must pay two-thirds ($\frac{2}{3}$) of the cost of the graduation fee.

Returned Cheque Charge

Cheques given to the University are expected to be cleared at the bank upon which they are drawn. If a cheque is returned, fees are considered unpaid and a US\$30 service charge (plus applicable bank charges) is assessed on each cheque. Cheque writing privileges may be revoked for any individual who has a cheque returned by a bank.

Finance Charges

A finance charge of 1.5% per month interest is compounded on all debit balances.

FEE PAYMENT

All fees are due and payable at registration. Fees may be paid at the Cashier's Office at Northern Caribbean University, Monday through Thursday, 8:15 a.m. to 4:00 p.m.; Fridays 8:15 a.m. to 1:00 p.m., or at any Paymaster or Bill Express island-wide. When settling students' accounts with the University by mail, the names of the students and their account numbers should be clearly indicated. Cashier's/Manager's cheques should be made payable to Northern Caribbean University and payment should be addressed to the Director of Student Finance.

Facilities for Managers and Cashier's Cheque Drop payments are available at the Business Office. Returned cheques attract an additional charge of US\$30, (plus applicable bank charges) and may result in the courtesy of payment by personal cheque being removed.

WITHDRAWALS AND REFUNDS

Cash paid in advance on students' accounts may not be withdrawn without the written permission of the individual or organisation which originally made the payments. It is expected that such withdrawals will be rare and that financial sponsors will provide students with allowances for incidental personal expenses. However, bona fide emergencies will be given consideration when accounts show consistent credit balances.

In the case of a student's withdrawal from school, he or she must obtain complete signatures and return to the Office of University Records the appropriate drop vouchers and withdrawal slip. The effective date of termination of the student's registration will be the date on which the vouchers are returned to the Records Office. The amount to be refunded will be calculated only on tuition and applicable lab fees.

STUDENT FINANCIAL AID

There are students who without financial aid of some kind would be unable to attend university. It is for such individuals that the Student Financial Aid is intended. Outlined below are the major sources of financial aid. In selecting students to receive such assistance, the University gives consideration to their citizenship and their academic achievement.

Literature Evangelists Scholarship

The University participates in the Seventh-day Adventist Student Literature Evangelist Programmes. Information may be obtained from local conferences and ministers or from the Colporteur Club of the University.

It is the responsibility of students who are benefitting from the scholarship programmes to ensure that the appropriate Conference confirms, in writing to the University, the existence of a scholarship in their name. Otherwise, the students will be required to meet their obligations through regular payments.

Student Loans

Loans are available through the Students' Loan Bureau. To qualify, **students must have been fully matriculated and accepted** for a full course of study at the University. Students' Loan

applications are made directly to the Bureau. Application dates and eligibility requirements are advertised in the local newspapers. Prospective students are strongly advised to consult with the Students' Loan Bureau for details and dates of application.

Graduate Assistantships

Limited opportunity for accessing graduate assistantships is available at the University. These assistantships require graduate students to provide assistance in carrying out assigned duties in academic departments, including serving as Research and/or Teaching Assistants. The normal practice is for the student to receive tuition assistance and a monthly stipend.



Gazebo at the Department of Graduate Education and Leadership

STUDENT SERVICES INFORMATION

- RELIGIOUS LIFE
- ETHOS DOCUMENT
- SOCIAL LIFE
- HEALTH SERVICES
- SEXUAL HARASSMENT POLICY
- LOSS PREVENTION AND RISK MANAGEMENT
- CRITICAL INCIDENT MANAGEMENT



STUDENT SERVICES

Northern Caribbean University aims to provide students with resources that will not only facilitate personal development but ensure functional placement in the community and society in general. The Student Services Division is committed to the sustained support of each student's academics and every facet of their development through provision of leadership and partnership.

RELIGIOUS LIFE

Students are able to offer humanitarian service through vibrant community activities, such as:

Youth-Seniors Connection: a ministry that fosters connection with the youth and the senior citizens in the community.

Peer Partners Programme: an activity in which role model students of NCU help upper level High School students to focus on their life's goals, through an interactive process.

Sunshine Band: a programme in which students give love, inspire hope and also share warmth and friendliness with orphans.

Touch of Faith: a ministry of care and support toward the recovery of the sick in hospitals, nursing homes and community homes.

Loaves of Love: a feeding programme for the hungry and homeless.

Prison Ministry: an activity offering hope and encouragement to those who are incarcerated.

Student Missions: a programme through which students volunteer their service to the church and community, locally or overseas, for a period of six months to one year.

Evangelistic Outreach: a programme through which students organize evangelistic crusades and spiritual revivals, aimed at building the spiritual, social and moral values of various communities.

Educational programmes: through various sectors and educational programmes, students and workers also initiate several other outreach activities.

A one-to-one relationship with a caring and concerned individual is often the critical link for young people in learning to deal with personal issues. It is also a means of involving them in appropriate, meaningful, healthy activities.

The Division of Student Services and University Records is committed to creating an integrated learning experience that will foster well-being, camaraderie, enhancement of the ethos of the institution, and impact the development of the Northern Caribbean University product. The aim is to create a campus community where students are prepared to positively contribute to a changing world.

Division Mission Statement

In harmony with the mission of Northern Caribbean University, the Division of Student Services seeks to enhance the holistic development of students, fostering genuine Christian principles in an atmosphere of mutual respect for and appreciation of each other's cultural diversity, while preparing each individual for nation and 'kingdom-building'; and maintaining a spirit of camaraderie among the division members through team activities.

Division Vision Statement

The Division of Student Services, at Northern Caribbean University, strives continuously to improve its services and operations through quality customer service, while fostering an ethos of moral, professional and spiritual integrity while displaying respect for each person's mind, body, and soul.

ETHOS DOCUMENT

Ethos is defined as the culture of an institution or organization. Northern Caribbean University has an ethos that is calculated to focus each student and worker on the mission of the University. In order to ensure that students and workers are aware of and understand what the ethos of NCU is, an ethos document has been developed. It focuses on worship, culture, refinement, communication, modesty, grooming, classroom behaviour, work ethic and leadership. The document is available online.

SOCIAL LIFE

The Department of Social Development caters to the rounded development of students. In addition to the recreational and sporting activities, attention is also given to aspects of refinement and culture.

The Student Lounge, located at the Gymnasium, has the ideal atmosphere for recreation activities, such as: table games, television viewing, recreational reading or just pleasant conversation. Its relaxing atmosphere is ideal for students who wish to share in wholesome recreational interaction. Snacks are available for persons wishing to be refreshed. The fitness centre is an added dimension and caters to the University family as well as the community.

During the school year, seminars on family life and contemporary issues are also provided to guide students in their social life.

MENTORING

The Northern Caribbean University Campus Ministries department in conjunction with the various colleges, co-ordinates the Mentoring Programme. Designed to help students improve academic achievement, increase self-esteem, gain knowledge, develop interpersonal skills and grow spiritually; the Programme's major thrust seeks to foster a caring one-to-one relationship between mentors and students.

The Mentoring Programme will help students to:

- Discover their strengths and skills and build on them.
- Gain self-respect through recognition and acquisition of new skills.

- Increase knowledge and use of education and community resources.
- Improve their abilities to set and achieve life goals.
- Recognize the link between education and the world of work.
- Strengthen personal faith in Christ.

CULTURAL LIFE

The University makes every effort to relate to the cultural needs of its students who originate from other countries. The international nature of the student body adds a rich cultural mix to campus life.

Annual activities include the Music Department's 'Feast of Lights' concert in December and University Banquet in the second semester. The Lyceum Series bring to the campus outstanding performances in the Arts to enrich and elevate student life through high levels of academic and social dialogue. The Art and Craft displays also enrich the cultural life. The Northern Caribbean University International Students Association (NCUISA), who are integrally involved in the planning of an annual.

An important part of the students' cultural life on campus is the weekly assembly, a forum used to inform, educate and motivate in the areas of academic, social and ethical development.

THE STUDENT HANDBOOK

A handbook, *Student Guide*, from the Office of Student Services is online for easy access. The student should read and become acquainted with the policies therein, since all students will be held responsible for abiding by the rules and regulations.

SEXUAL HARASSMENT POLICY

Northern Caribbean University believes in the dignity of the person and, as such, advocates the right of students and workers to work in an environment free from sexual harassment. Sexual harassment is unwanted sexual favour or advances. The policy on sexual harassment is outlined in the *Student Guide*. Guidelines stating how sexual harassment will be handled are included.

COUNSELLING AND PSYCHOLOGICAL SERVICES CENTRE

This department offers counselling services in keeping with the mission of the University, thereby fostering academic growth, career preparation, and spiritual and social development. The dissemination of information and the provision of appropriate guidance are done through workshops, seminars, consultations, individual, group and family counselling.

HEALTH SERVICES

The Health Services Department provides for the students' basic health needs. Registered nurses make referrals to the University's doctor when necessary.

Health Service personnel ensure that a healthy environment is maintained in the residence halls, food service facilities, classrooms and University industries. It stages an annual Health Emphasis Week, during which guest speakers present information on relevant health issues and trends. The highlight of this event is the week-long exhibition by various health groups and organizations. Health screening is also done for individuals living in the community.

A complete pre-entrance medical examination report (including laboratory tests, dental examination and immunization record) is required of all new students. This forms part of medical files kept on all students during their university life. Medical reports are to be reviewed every two (2) years. Northern Caribbean University offers an affordable general health insurance plan to all students. This plan covers the student twenty-four hours per day and is compulsory.

LOSS PREVENTION AND RISK MANAGEMENT

The Loss Prevention and Risk Management Department is open 24 hours daily, including holidays. Its main objective is to safeguard the security of students and workers. Security personnel may be reached at extension 7704 for the main gate, or extension 7705 for the Director's office.

This department has been authorized by the University to ensure the security of both person and property. All persons leaving or entering the campus may be subjected to a security check. This includes the checking of motor vehicles, persons, packages and day passes. Any person on University property may be required to show identification to a LPRM officer or a University official at any time. Students are required to wear Identification (ID) Cards at all times. Lack of co-operation or lack of respect towards an officer will result in disciplinary action.

Incidents to Report include, but are not limited to, the following:

- Crimes
- Harassment
- Phone abuse
- Thefts
- Safety concerns
- Vandalism – abuse of or destruction of University property
- Traffic accidents
- Possession of illegal weapons and drugs
- Sexual and physical abuse

The Loss Prevention and Risk Management Department treats all threats as serious offences and will report any issued threat to the Office of Student Services. Reports of threats, directly or indirectly, verbally, in writing or by actions, will be investigated and appropriate action taken.

Motor Vehicles

Limited parking spaces are available on campus. Vehicles are to be parked in the area designated for student parking, in the area north of the security booth. Cars parked in **unauthorized areas** will be clamped, ticketed, fined and may be towed away at the owner's expense.

Further, all students who drive are to observe the following procedures:

- All motor vehicles are to be registered with the Department of Loss Prevention and Risk Management upon the student's entry to the University and at the beginning of each academic year.
- The registration fee of \$500.00 is to be paid to the cashier in the Business Office. A receipt will be issued, which the student will then present to the Office of Loss Prevention and Risk Management. An application form is completed and approved by the Director of Loss Prevention and Risk Management. Once approved, the student is issued with a student parking permit.
- Speed limit for all vehicles on campus is 10k or 16 m.p.h. Those who exceed the limit will be subject to sanctions.

Emergency Drills

Two emergency drills take place for residence hall students each semester to ensure the safety of the residents. Campus-wide emergency drills are done on a timely basis to involve the entire NCU family. The evacuation methods are continually under review to allow movement with dispatch and without confusion.

CRITICAL INCIDENT MANAGEMENT (CIM)

Occasionally, institutions such as schools, colleges and universities may be involved in a crisis situation that has a serious effect on the institution and the community. These are called 'critical incidents'. A critical incident (C.I.) can be defined as any situation faced by members of the University community that results in emotional trauma, inhibiting their ability to cope. The effects of a critical incident can be long lasting. This depends, in part, on appropriate responses and the extent to which support is given.

While it is not possible to anticipate, predict or prepare for specific critical incidents, it is the responsibility of each institution to have a plan for the management of these events, should they arise. It is with this in mind that the Division of Student Services formed a Critical Incident Management Team (CIM), to oversee this aspect of safety on the NCU campus. The CIM Committee continues to upgrade its functions as it seeks to protect the University family.

Team members include the following:

- The University President
- Vice-Presidents
- Residence Hall Deans
- College and School Deans, Chairs and Sector Managers.
- Representatives from the Victor Dixon High School, West Indies College Preparatory, the NCU Day Care Centre and the Early Childhood Centre are also members of this team.

Some examples of critical incidents that might affect the University are as follows:

- Sudden death of a student or worker
- Suicide of a student or worker
- A disaster on school premises
- Natural or community disasters
- Unusual and unfavourable media attention
- Fires, explosions or bomb scares on campus
- Campus unrest
- Kidnapping
- Office and Residence Halls burglary
- Major vandalism of the institution's property.

A critical incident manual has been formulated with highlights, guidelines and directives, should there be threat of disasters i.e. hurricanes, fire, earthquake and floods. It is online, and can also be found at the Offices of the President and Student Service. The NCU family will be informed about incidents, as the University administration deems necessary.

ACCOMMODATIONS

ON-CAMPUS ACCOMMODATION

The University provides three residence halls on campus: one for men and two for women. Students in these residence halls are provided with spiritual, personal, social and intellectual activities. Each resident is held responsible for knowing and abiding by the rules and regulations for residence hall living. A residence hall handbook is provided and the resident is expected to relate to the guidelines therein. The Deans of the Residence Halls are responsible for the residents. Because of the scarcity of on-campus housing facilities, reservations are strongly recommended. **Living in the approved University residences is on a first-come first-served basis. Freshmen students under eighteen (18) will be given preference.**

Acceptance to the University does not guarantee a place in the residence halls, even though the student might indicate a desire to reside on campus. Prospective students are encouraged to contact the residence hall Deans as soon as a letter of acceptance has been received.

Room And Board

Students who live in the residence halls pay a minimum non-refundable semester fee for accommodation only. Optional meal plans are available which enable the students to take meals in the University Cafeteria. Charges for room and board are made on a semester basis and are payable at the beginning of each semester. Charges in excess of the minimum non-refundable semester fee for board are calculated periodically. A student may continue to use the services of the cafeteria after he/she has exhausted his/her non-refundable minimum fee upon the authorization of the Director of Student Finance. A charge will be made for the replacement of a meal card if it is lost, misplaced or stolen during the semester.

Residence Halls For Women

Leila Reid Hall houses first year female students; Jamaica Hall houses some second to fourth year female students..

Residence Hall For Men

Cedar Hall is the on-campus residence for male students.

OFF-CAMPUS HOUSING

Students are allowed to reside off-campus provided they are aged nineteen (19) or older. Younger students are allowed this privilege if they reside at home or with close relatives. Students living off campus are required to register with the Office of Student Services. Students who reside off campus are expected to maintain the ethos of the University in lifestyle and deportment. A listing of housing accommodation is available at the Office of Student Services.

FOOD SERVICES

The cafeteria is located on the upper floor of Sorenson Hall. The University seeks to meet the varying tastes of its international student body. It does so by providing tasty and nutritious meals. Arrangements can be made, where necessary, for students with dietary or other challenges.

Food service caters for small-group activities, picnics and banquets.

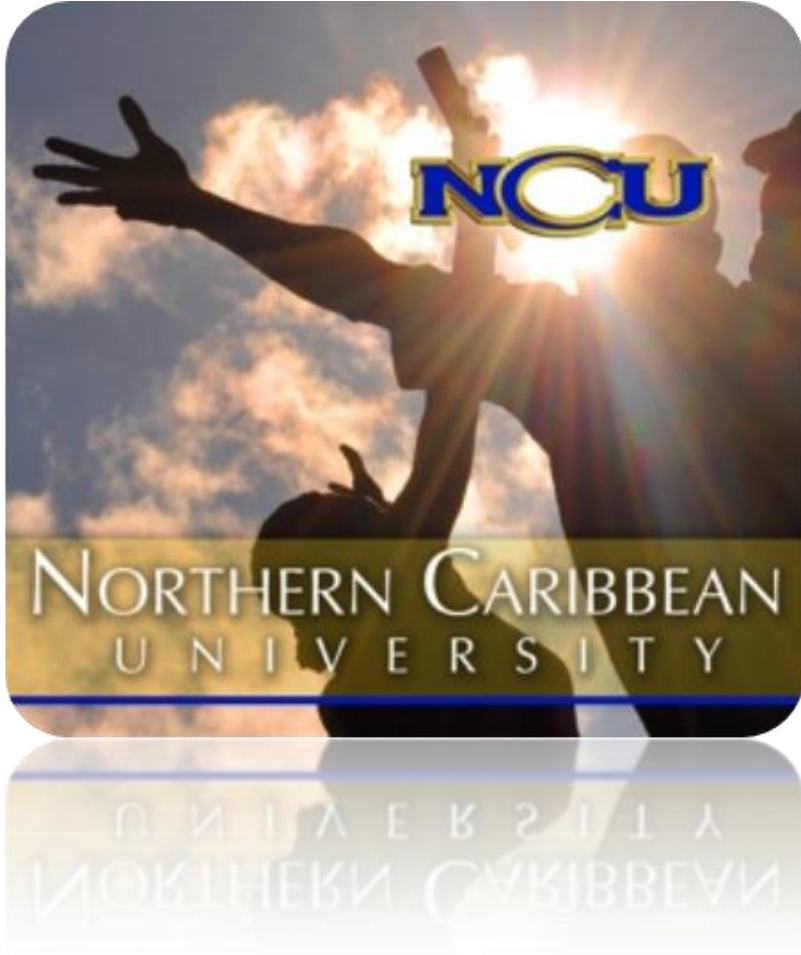
Non-resident students who desire to make use of the food service must make prior arrangements with the Director of Student Finance. Generally, meal cards are available for purchase. Students who expect Sabbath guests are advised to purchase meal tickets by Friday, at the latest, or make arrangements with the cafeteria beforehand.



COLLEGES

&

SCHOOL



COLLEGE OF ALLIED HEALTH & NURSING



ERICA ROBINSON-STURRIDGE
DEAN
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Statement of Mission

THE COLLEGE OF ALLIED HEALTH AND NURSING PROVIDES AN INTEGRATED LEARNING EXPERIENCE CORRELATING THEORETICAL KNOWLEDGE WITH PRACTICAL SKILLS IN A CHRIST-CENTRED ENVIRONMENT, ENABLING GRADUATES TO SERVE LOYALLY AND GLOBALLY IN THE VARIOUS FIELDS OF ALLIED HEALTH AND NURSING.

Vision Statement

THE COLLEGE OF ALLIED HEALTH AND NURSING WILL BECOME THE CENTRE OF EXCELLENCE FOR ALLIED HEALTH AND NURSING IN THE CARIBBEAN FACILITATING SERVICE-ORIENTED LEARNING SHAPED BY THE CHRISTIAN FAITH AND THE HEALTH MESSAGE OF THE SEVENTH-DAY ADVENTIST CHURCH.

Value Statement

THE COLLEGE SEEKS TO PROVIDE A CHRIST-CENTRED APPROACH TO LEARNING UNDERSCORED BY PROFESSIONALISM AND COMMITMENT TO SERVICE IN ALL HEALTH PROFESSIONS WHILE PROVIDING CARE AND UNDERSTANDING TO THOSE WHOM WE SERVE.

Allied Health & Nursing

MASTER OF PUBLIC HEALTH (M.P.H.)
Co-ordinator: Carol Barnes Reid, DrPH, RD
Deputy Co-ordinator: James Fallah, M.D., M.P.H.

Faculty:

Carol Barnes-Reid, DrPH, RD
James Fallah, M.D, M.P.H
Paul Gyles, Ph.D.
Samson Omoregie, Ph.D.
Erica Robinson-Sturridge, Ph.D.
Vincent Wright, Ph.D.

Adjunct Faculty:

Paul Brown, Ph.D.
Sonia Copeland, M.D.
Eric Henry, Ph.D.
Vitillius Holder, Ph.D.
Beverly Wright, M.D.
Novie Younger, Ph.D.

INTRODUCTION

The Master of Public Health programme seeks to produce outstanding health professionals through Christ-centred teaching and research, thus fitting each student for quality professional service that strives to better the health and general living conditions of people locally, as well as regionally and globally.

GOALS

In harmony with its mission, the M.P.H. programme seeks to attain the following goals:

1. To produce competent public health professionals to serve the society.
2. To implement policies to protect and promote health.
3. To provide theory and practice applicable to a variety of public health problems.
4. To produce professionals that are able to design, conduct and interpret data to solve public health related problems.

OBJECTIVES

1. To conduct epidemiological research which includes design, statistical analysis of data, and interpretation and reporting of results.
2. To conduct and evaluate clinical trials.
3. To apply the knowledge of diseases and their mechanisms, to interpret statistical findings from research.
4. To review literature and evaluate designs, analyses and conclusions.
5. To study design, data analysis, literature review and reporting of results.
6. To improve the health and nutritional status of individuals by the application of nutrition and public health science.
7. To plan, conduct and evaluate assessment methods, surveillance activities and dietary studies.
8. To assist in health related educational programmes.
9. To monitor and recommend public policies to protect and promote health.

DESCRIPTION OF THE PROGRAMME

The Master of Public Health (M.P.H.) provides theory and practice applicable to a variety of public health problems. Four tracks are offered in the programme. They are:

Medical Epidemiology

This track is designed for the health professional who is interested in studying disease rates. Graduates will be competent in studying the relationship(s) between risk factors and disease outcomes (e.g., heart disease, cancer, infectious diseases, longevity, etc.).

Research Epidemiology

This track provides the same requirements and training as in Medical Epidemiology except for an additional 5 credits of prescribed research.

Public Health Nutrition

Professionals will be able to assume leadership positions in assessing community nutrition needs; plan, direct and evaluate components of nutrition related health promotion and disease-prevention efforts.

Health Education and Promotion

This track places emphasis on health education in public and private sector settings. Graduates will be able to work as community health educators and consultants. Some of these settings include schools, public institutions and community agencies.

ADMISSIONS REQUIREMENTS

1. A Bachelor's degree from an accredited institution. The degree should be preferably in the areas of Biology, Chemistry, Nursing, Medicine, Dentistry, or other health related disciplines.
2. For students applying to the Medical or Research Epidemiology track, a strong background in mathematics and/or computational sciences is encouraged. A prerequisite in statistical concepts (including descriptive and inferential statistics) is required.
3. Students should have a GPA of 3.0 or above. Students whose GPA falls below 3.0 and who have the background and experience and show potential for success may be accepted on a provisional basis.
4. Students applying to pursue the M.P.H. degree must complete an application for admission to the University. To be considered for September admission, applicants are encouraged to apply by June 1; and for January by November 1.
5. Admission is based upon a review of the applicant's curriculum vitae, a statement of interest, official transcript from the registrar of the applicant's College or University and three letters of recommendation (at least two from major lecturers or professors).

DEGREE REQUIREMENTS

The M.P.H. degree requires at least fifty-four to fifty-nine (54 – 59) semester credit hours. Depending on the track, students will be required to complete a field practicum or a research project.

DURATION OF PROGRAMME

Based upon the curriculum the duration is approximately two (2) years (inclusive of summers).

CORE REQUIREMENTS

Students in the Public Health Programme are expected to develop an understanding of all the areas of knowledge basic to public health. This is accomplished by students taking the following 21 credits of core Public Health courses or their equivalent, regardless of the track chosen.

Public Health Core Courses (mandatory for all students) 21 Credits

PUHC501	Health Behaviour Change	3
PUHC504	Principles of Epidemiology I	3
PUHC509	Principles of Environmental Health	3
PUHC512	Principles of Administration in Public Health	3
PUHC550	Biostatistics I	3
PUHC589	Philosophy of Public Health	1
PUHN509	Public Health Nutrition	3
PUHE520	Grants and Proposal Writing	2
	Total	21

Track 1 Medical Epidemiology (54 Credits)

	Core Courses	21 Credits
PUHC510	Principles of Epidemiology II	3
PUHE512	Multivariate Modelling in Epidemiology	1
PUHE515	Clinical Trials	3
PUHE516	Epidemiologic Methods in Outcomes Research and Continuous Quality Improvement	3
PUHC552	Biostatistics II	3
PUHE557	Research Data Management	3
PUHE564	Survey and Advanced Research Methods	3
PUHE565	Epidemiology of Cancer	3
PUHE566	Epidemiology of Cardiovascular Disease	3
PUHE600	Research I	2
	Electives	3
	Religion Requirement	3
	Public Health Core Courses	21
	Total	54

Track 2 Research Epidemiology (59 Credits)

The requirements for Track 2 – Research Epidemiology are the same as for Track 1 except for an additional five (5) credits of prescribed research – PUHE560 Field Practicum.

	Core Courses	21 Credits
PUHC510	Principles of Epidemiology II	3
PUHE512	Multivariate Modelling in Epidemiology	1
PUHE515	Clinical Trials	3
PUHE516	Epidemiologic Methods in Outcomes Research and Continuous Quality Improvement	3
PUHC552	Biostatistics II	3
PUHE557	Research Data Management	3
PUHE560	Field Practicum (Required for Track 2)	5
PUHE564	Survey and Advanced Research Methods	3
PUHE565	Epidemiology of Cancer	3
PUHE566	Epidemiology of Cardiovascular Disease	3
PUHE600	Research I	2
	Elective	3
	Religious requirement	3
	Public Health Core Courses	21
	Total	59

Track 3 Public Health Nutrition (59 Credits)

	Core Courses	21 Credits
PUHN510	Advanced Public Health Nutrition	3
PUHN511	Nutrition and Aging	3
PUHN517	Advanced Nutrition I: Carbohydrates and Lipids	3
PUHN518	Advanced Nutrition II: Proteins, Vitamins and Minerals	3
PUHN525	Nutrition Policy, Programmes and Service	3
PUHN528	Seminar: Seventh-day Adventist Philosophy of Nutrition	1
PUHN534	Maternal and Child Nutrition	3
PUHP540	Health Education Programme Planning and Evaluation	3
PUHP550	Curriculum and Instruction in Health Education	3
PUHN545	Clinical Nutrition	3
PUHN560	Practicum (60-80 hrs)	4
	Elective	3
	Religious requirement	3
	Public Health Core Courses	21
	Total	59

Track 4 Health Education and Promotion (55 Credits)

	Core Courses	21 Credits
PUHP530	Child and Adolescent Health	3
PUHP535	Values, Culture and Health	3
PUHP540	Health Education Programme Planning and Evaluation	3
PUHP544	Alcohol and Drug Dependency	3
PUHP 549	Issues in Health Promotion and Education	2
PUHP550	Curriculum and Instruction in Health Education	3
PUHP555	Health Education Leadership and Administration	3
PUHE557	Research Data Management	2
PUHE564	Survey and Advanced Research Methods	3
PUHP560	Public Health Policy	2

PUHP565	Mental Health and Society	3
PUHP600	Field Practicum (200 Clock Hours)	N/C
	Elective	3
	Religious requirement	3
	Public Health Core Courses	21
	Total	55 Credits
Elective	Choose one (1) course	
PUHP530	Child and Adolescent Health	3
PUHP535	Values, Culture, and Health	3
PUHP540	Health Education Programme Planning & Evaluation	3
PUHP544	Alcohol and Drug Dependency	3
PUHP550	Curriculum and Instruction in Health Education	3
PUHP565	Mental Health and Society	3
PUHN511	Nutrition and Aging	3
PUHN534	Maternal and Child Nutrition	3
BIOL500	Principles of Pathology	3



DESCRIPTION OF COURSES

Public Health

PHUE501 Health Behaviour Change **3 credits**

This course is based on the exploration and application of education, psycho-social and spiritual components of health behaviours. It also includes laboratory emphasis on communication, leadership, decision-making and group process.

PUHC504 Principles of Epidemiology I **3 credits**

This course deals with the determinants, occurrence, distribution and control of diseases and other health related conditions in a human population. It reviews basic concepts, related to the epidemiology of infectious chronic diseases and other conditions causing illness and/or death, which are important in the Caribbean.

PUHC509 Principles of Environmental Health **3 credits**

Surveys rural and urban environmental factors that affect human status, enjoyment of the quality of life and man's survival. Focuses within the framework of air, water, food quality, residential environments, industrial sites, recreational patterns and promotion of healthful environments.

PUHC510 Principles of Epidemiology II **3 credits**

Definitions and contrasts of cumulative incidence, incidence rates (density) and hazard rates. Difference between confounding and effects modification. Mantel-Haenszel relative-effect. Risk-difference measures frequently used in case-control and cohort investigations. Statistical power, sample-size determination, least-significant, relative-effect measures for observational case control. Cohort investigations using dichotomous exposures, estimation of effect of bias and misclassification, and correction for bias and random error. Laboratory includes Epi-Info and other computer programmes and problems sets used in applied epidemiology. **Prerequisite: PUHC504**

PUHC512 Principles of Administration in Public Health **3 credits**

The course is an introduction to the organisation's administration of the public health services organization within the context of the economic, governmental and financial constraints of the health care delivery system. It gives an understanding of the evolution of public health administration and explains the links between public administration and the political directorate.

PUHC550 Biostatistics I **3 credits**

Fundamental Procedures of collecting, tabulating and presenting data. Measure of central tendency and variation, normal distribution, sampling, t-test, confident intervals, chi-square, correlation and regression. Emphasis on statistical inference. **Prerequisite: Competency examination in mathematics.**

PUHC522 Biostatistics II **3 credits**

This course provides an integrative approach to the fundamental theories of statistics. Statistics is the collection, organisation, analysis, interpretation and application of data. The student will be able to apply and stimulate creative thinking to problems and solutions as it relates to the analysis of data sets. Web and CD-Rom facilities will be utilised as a means of imparting information and facilitating practical use of fundamental knowledge. **Prerequisite: PUHC550**

PUHC589 Philosophy of Public Health 1 credit

Selected topics addressing issues, concepts and recent developments in public health.

PUHE512 Multivariate Modelling in Epidemiology 1 credit

The course provides an integrative approach to the theories of statistics. In this course there is collection, organization, analysis, interpretation and application of data. Data can be qualitative or quantitative. One will get a comprehensive understanding of the theoretical aspects required to facilitate the applicative process of interpretation and inferencing to ensure precise solutions to problems. **Prerequisite PUHC509**

PUHE515 Clinical Trials 3 credits

This course deals with the theory and practice of intervention studies. This includes community and clinical trials. Design and analysis used in trials; includes coverage of randomization schemes, blinding and study-design methods. Additional topics include management of complex trials and ethical considerations important in experimental studies. Laboratory includes microcomputer analysis of data, interpretation of published reports, and randomization and design of trial.

PUHE516 Epidemiologic Methods in Outcome Research and Continuous Quality Improvement 3 credits

There is discussion of the epidemiologic methods of outcome research and continuous quality-improvement techniques in medical-care processes. The course covers medical care as a process, use of control charts in process improvement, measurement of quality care and patient satisfaction with medical care. Includes the use of cost-benefit and decision-tree analysis in the management of medical care. Laboratory includes demonstration of process control charts, flow charts, pareto diagrams and data scanning.

PUHE520 Grant and Proposal Writing 2 credits

Basic grantsmanship skills, sources of funding information, use of a prospectus, and preparation of a competitive proposal for grants and contracts. Aspects of research design, objectives and methodology data management, evaluation, budget development, and peer review procedures applied to the preparation of an actual proposal.

PUHE557 Research Data Management 3 credits

The course covers data entry and practical programming skills for database management using personal computers. Practice in managing and manipulating data with a statistical package and in an xBASE environment. Topics include data entry and verification, file transfer between packages and platforms, variable types, missing values, variable transformations and elementary structured programming. General computer skills expected, but no prior computer programming experience necessary. **Prerequisite: PUHC504.**

PUHE564 Survey and Advanced Research Methods 2 credits

Principles of and procedures of surveys as applied to the health sciences. Survey and research designs, questionnaire construction, interviewing techniques, sampling techniques, sample-size determination, non-response problems. Data collection, coding, processing, evaluation and presentation of results. Practical experiences gained by completing a survey project. One lecture and laboratory per week for two (2) units of credit. The third unit includes advanced survey design topics, such as survey measurements errors and questionnaire scaling techniques. **Prerequisite: PUHC504**

PUHE565 Epidemiology of Cancer 3 credits

The course covers epidemiology of the major causes of cancer death in developed nations, including anatomic (ICD-10) and morphologic/pathogenic (ICD-O) classifications. The course covers research and health-promotion issues that relate to control and prevention of cancer. Topics include: Cancer vocabulary; multistage model of carcinogenesis; sources of cancer data; validity and value of population measures of cancer; magnitude of the cancer problem; trends in cancer frequency, incidence, burden, mortality and survival; surveillance objectives and methods; consistent risk and protective factors for major cancer types; the role of infectious diseases in cancer aetiology and progression; nutrition and cancer; screening objectives, recommendations and controversies; interactions between genetic and environmental exposures in the aetiology of cancer and other selected etiologic hypotheses.

PUHE566 Epidemiology of Cardiovascular Disease 3 credits

This course deals with the epidemiology of the major cardiovascular diseases, including myocardial infarction, sudden death, angina pectoris, hypertension and stroke. The student will have knowledge of experimental designs and analytic techniques commonly used in cardiovascular epidemiology. Experimental and epidemiological evidence relating risk factors, such as, diet, smoking, blood lipids, blood pressure and exercise to cardiovascular diseases. Acquaintance with the design and results of the major intervention studies.

PUHE600 Research I 2 credits

Independent research on problems currently receiving study in the department. Research programme arranged with faculty member(s) involved. Minimum of thirty hours required for each unit of credit. Written report and oral presentation required. Limited to doctoral degree candidates and qualified master's degree students. **Prerequisite: Consent of instructor responsible for supervision and/or programme adviser.**

PUHE679 Field Practicum 5 credits

Assignment to private, government, international, or voluntary health agency or other School-approved organisation where practical application of the materials studied on campus is made under the guidance of the department faculty and the organisation involved. Research project, include substantial analysis of data and discussion of results. May be repeated for additional credit. Written report and oral presentation required. **Prerequisite: EPDM512 and consent of department adviser and/or instructor responsible for supervision**

PUHN510 Advanced Public Health Nutrition 3 credits

This course is a study of the applied and preventive aspects of nutrition as related to public health. **Prerequisite: PUHN504**

PUHN511 Nutrition and Aging 3 credits

Topics include the effect of nutrition on aging and on chronic degenerative diseases, and their effects on nutritional status, geriatric nutrition screening and assessment, anorexia of aging. **Prerequisite: Basic Nutrition or consent of instructor**

PUHN517 Advanced Nutrition I: Carbohydrates and Lipids 3 credits

This is an advanced study of the nutrition, metabolism and function of carbohydrates and lipids as related to health and disease. **Prerequisite: PUHN504**

PUHN518 Advanced Nutrition II: Proteins, Vitamins, and Minerals **3 credits**

This is an advanced study of the nutrition, metabolism and function of proteins, vitamins, and minerals as related to health and disease. **Prerequisite: PUHN504**

PUHN520 Grant and Proposal Writing **2 credits**

Topics include the basic grantsmanship skills, sources of funding information, use of a prospectus and preparation of a competitive proposal for grants and contracts. Aspects of research design, objectives and methodology data management, evaluation, budget development and peer review procedures applied to the preparation of an actual proposal will be present.

PUHN525 Nutritional Policy, Programmes and Services **3 credits**

This course enables the student to develop professional skills in the management of nutrition programmes. It includes legislative advocacy and the analysis of current nutrition programmes at local, state and federal levels; laboratory included.

PUHN528 Seminar: Seventh-day Adventist Philosophy of Nutrition **1 credit**

The science of nutrition as related to the Seventh-day Adventist philosophy of health.

PUHE536 Programme Planning and Evaluation **3 credits**

Programme planning and evaluation is a management process. This process begins with the identification and analysis of health needs based on available data. This course provides step by step sequences for organising, developing, constructing, implementing and evaluating effective programme plans which increase the capacity of individuals and communities to have a positive impact on health outcomes.

PUHN538 Principles of Educational Nutrition **3 credits**

This course discusses teaching methods appropriate to the nutrition educator. Definition of an effective teacher, discussion of the learning environment, lesson design and use of teaching models, strategies to improve student motivation and the retention of information, evaluation of learning outcomes are some topics discussed. Laboratory included.

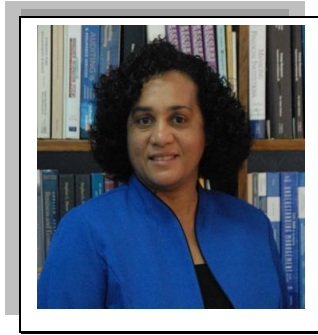
PUHN545 Clinical Nutrition I **3 credits**

Nutritional therapy is used for various clinical disorders. Some of the diseases that are dealt with are cancer, gastrointestinal diseases, cardiovascular diseases, kidney diseases, liver diseases and diabetes. **Prerequisite: PUHC504**

PUHN560 Practicum **4 credits**

Students will be assigned to government, private or school approved organisations where they will be exposed to the practical side of nutritional public health. This will be done under the guidance of a faculty member and supervisory personnel from the institution. A written report is to be submitted at the end of the time period. **Prerequisites: PUHN510, PUHN525, PUHN545**

COLLEGE OF BUSINESS & HOSPITALITY MANAGEMENT



ANDREA BALDWIN

DEAN

(876) 963-7422

BUSINESSADMIN@NCU.EDU.JM

STATEMENT OF MISSION

THE PROGRAMMES OF THE COLLEGE OF BUSINESS AND HOSPITALITY MANAGEMENT EMPHASIZE PERSONAL INTEGRITY AND PROFESSIONAL ETHICS BASED ON THE CHRISTIAN PHILOSOPHY OF FAITH AND LEARNING THAT GUIDES THE INSTITUTION. IN THIS SETTING, ALONG WITH QUALITY RESEARCH-BASED INSTRUCTIONAL INPUT, STUDENTS WILL ATTAIN A HIGH STANDARD OF ACHIEVEMENT. THIS LEVEL OF ACHIEVEMENT SHOULD ENABLE THE GRADUATES TO ENTER DEFINED CAREER PATHS WITH CONFIDENCE AND TO PERSONALLY SUCCEED, WHILE MAKING A MEANINGFUL CONTRIBUTION TO THE ADVANCEMENT OF HUMANITY.

VISION STATEMENT

THE COLLEGE OF BUSINESS AND HOSPITALITY MANAGEMENT ASPIRES TO PRODUCE QUALITY CHRIST-CENTRED BUSINESS AND HOSPITALITY LEADERS FOR THE LOCAL, REGIONAL AND GLOBAL MARKETPLACE.

VALUE STATEMENT

CHRISTIAN EXCELLENCE FOR PROGRESSIVE GROWTH.

Business Administration

Department of Business Administration and Hospitality Management

Andrea Baldwin, Dean
(876) 963-7422
businessadmin@ncu.edu.jm

MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

The Department of Business Administration and Hospitality Management, through the College of Business and Hospitality Management, offers a specialized programme of study at the Master's level. Each candidate on successful completion of the programme will be awarded the Master of Business Administration (M.B.A.) degree.

M.B.A. Programme Co-ordinator: Andrea Baldwin, MBA, Ph.D.
E-mail: sbroomfield@ncu.edu.jm
Robinson Hall, Fourth Floor, Tel: (876) 963-7420

Faculty:

Andrea Baldwin, Ph.D., MBA
Marjorie Buckley, Ph.D. (Cand.), M.Sc.
Audley Eccles, DBA

Adjunct Faculty:

Herman Alveranga, Ph.D., MBA
Andrea Blackwood-Harriott, Ph.D.
Donna Brown, Ph.D.
George Dawkins, Ph.D.
Daniel Fider, Ph.D., MBA
Cecil Goodridge, Ph.D.
Rosalea Hamilton, Ph.D.
Williams Lawrence, Ph.D.
Marcia Whittaker, Ph.D.

Objectives

The M.B.A. programme at Northern Caribbean University is designed to:

- Provide high quality education rooted in a Christian ethic
Prepare individuals for responsibilities in both the private and public sectors
- Help students hone their management skills and prepare them for potential leadership roles in their respective career
- Make students more conscious of the dynamic environment in which they function, and assist them to apply the tools they learn in the classroom to real life situations in order to make their organisations and the country prosper
- Provide the necessary academic background for entrance into doctoral programmes in business or related areas of concentration
- Promote empirical research investigation skills among students; and
- Ensure the integration of faith and learning in studies.

Admission Requirements

Applicants are accepted on the basis of demonstrated academic achievement as evidenced by their undergraduate GPA in the form of official undergraduate transcripts, official score on the Graduate Management Admission Test (GMAT), ACCA certification or other applicable programmes and professional experience as described in the application.

Admission requirements for applicants wishing to matriculate into the Master’s programme are listed below. Applicants are considered on both qualitative and quantitative data. The Department will also consider non-quantitative factors, such as the student’s level of maturity, writing skills, prior work experience and career goals in deciding whether an acceptance letter will be issued to the student.

Regular Acceptance

Applicants with a GPA of 3.0 or greater on a 4.0 scale in an undergraduate degree from an accredited or recognized institution will be considered for regular admission.

Provisional Acceptance

Applicants with an undergraduate degree from an accredited or recognized institution will be considered for provisional admission with a GPA in the range of 2.67 to 2.99 on a 4.0 scale. Students accepted in this manner must maintain a GPA of 3.0 in the first two (2) modules before they can be fully matriculated as regular students into the programme. Usually applicants in this category are those who have completed their undergraduate programme in business and its related fields and who have worked for more than four years in their chosen fields.

Applicants with a non-business undergraduate degree will be considered as provisional students if they have a GPA of 3.0 or above in their disciplines. These students will be required to successfully complete a number of foundation or assigned substitute courses and attain at least a 3.0 GPA in their first three modules before being considered for regular acceptance.

Conditional Acceptance

Individuals applying to enter the programme whose undergraduate GPA is equal to or greater than 2.50 to 2.67 on a 4.0 scale, may be admitted conditionally. Such students will be required to maintain a GPA of 3.0 during for the first four (4) modules before they are fully matriculated with regular status into the programme. Students accepted under this category are generally those who have more than six years’ working experience in the field of business, and who occupy important positions in their organisations or who have demonstrated through their career that they are likely to contribute significantly to nation building and to their personal and professional development.

Applications with a non-business undergraduate degree will be considered as conditional students if they have a GPA of between 2.50 and 2.67 in their disciplines. These students will also be required to successfully complete a number of foundation or assigned substitute courses and attain at least a 3.0 GPA in their first four modules before being considered for regular acceptance.

Degree Equivalence

In lieu of a GPA score on a 4.0 scale, the Department will accept at least a Lower Second Class (Honours) degree as equivalent to a 3.0 on the 4.0 scale. For scores between 2.67 and 2.99, the Department will compute the score by considering all the letter grades earned by the student in the upper division classes or Part II of their degree, whichever is appropriate. In calculating this GPA, the Department will use the letter grade conversion table that is used internally.

Foundation Courses

Not all applicants desirous of pursuing a Master’s degree in business will have an undergraduate degree in a business field. Engineering, education and information sciences are examples of the

diverse backgrounds which Master's candidates possess. Such a variety of backgrounds will bring new perspectives to the world of business.

The Master's programme is challenging, and requires the candidate to be prepared with knowledge in specific areas before embarking on graduate-level work. Applicants are required to demonstrate proficiency in the following areas: financial accounting, economics, statistics and finance before they are allowed to commence their programme of study. For this reason the Department has developed some foundation courses to assist students in understanding these core areas of business.

These departmental foundation courses are specifically designed to prepare and move students with confidence through the programme. They are primarily designed to accommodate students whose background is not in the business field. The foundation courses which a student must take are determined by his/her academic history and how long ago these courses might have been taken. Students who have been requested to take these foundation courses may challenge them by sitting an appropriate examination. When students challenge these courses, they must earn a grade of 'B' or greater. Foundation courses may be waived by equivalent undergraduate or graduate courses previously taken at an accredited or recognized college or university. For equivalent courses, students must have a grade of 'B' or greater on a 4.0 grading system and meet the criteria outlined in this document. Applicants for challenge examinations will be asked to provide course descriptions and/or syllabi for evaluation of the specific level and thoroughness of course content.

The University, at its discretion, reserves the right to determine which courses are substitutable for its foundation courses. Therefore, students should apply well in advance of their intended period of study in order that an early evaluation of these courses can be done.

Despite the matters outlined above, when the foundation courses are delivered, they will be graded as either a 'Pass' or 'Fail' and they will not be considered in the calculation of the student's GPA. This is done in order to encourage students to spend more time in gaining an understanding of the subject, rather than trying to get a 'Good' grade. These courses shall be taught by the Department prior to the taking of the regular courses in the programme and students must register when courses become available.

While the Department will endeavour to run these courses ahead of the regular courses, the student's academic profile might prevent access to these courses in the manner they are scheduled. The Department will assist the student in whatever way possible to resolve conflicts of this nature but there is no guarantee that it will be capable of so doing and cannot be held liable in any way for the lack of, or unsatisfactory progress of the student through the programme in this regard. The onus is on the student to organise affairs so that the foundation courses are done well in advance of the regular courses.

Students shall not advance in the programme without taking these foundation courses, if they are required to take them; and therefore must not register for regular classes without either getting a waiver for these courses from the Department Chair or passing them.

Enrolment Limitation

Accepted students must enrol within one (1) school year from the date of the semester for which they are accepted or the acceptance will expire. A student who does not enrol during the year accepted, must reapply. Upon re-application students will come under the rules existing at the

time. There is no guarantee, therefore, that a student will get the identical response as in the first acceptance letter as the acceptance criteria may change and it is the responsibility of each re-applying student to meet new standards.

Class Schedule

The programme is structured to facilitate working individuals who are interested in obtaining the M.B.A. degree.

- Classes meet for five (5) Sundays: 8:30 a.m. – 12:30 p.m. and 1:30 p.m. to 5:00 p.m.
- A break of normally two (2) weeks follows so as to facilitate preparation for upcoming classes.
- Six (6) modules will be conducted per year and the programme duration is within approximately 24 months.
- Textbooks and selected materials required for the programme are provided by the University at no extra charge to the students.
- Students are required to have access to a computer with e-mail and Internet capabilities.

Academic Probation

A student whose GPA falls below 3.0 in any given semester or module, is automatically placed on academic probation. If the GPA is not brought up to 3.0 or higher by the end of the next two modules or semester, that student will be asked to withdraw from the programme, unless the Department Chair and College Dean give the student permission to defer the repeating of the course(s) because it will not be offered until a much later time. The student must petition for this and the granting of permission to defer the retaking of the course(s) is at the discretion of the Chair and Dean.

A student is not allowed more than two (2) grade ‘C’s’ as this may lead to termination from the programme. Each student is allowed to retake a maximum of two (2) courses for which a grade ‘C’ was earned during the programme.

Degree Requirements

To complete the M.B.A. degree, the student must achieve the following:

1. Completion of all required courses with a cumulative GPA of 3.00 or better.
2. Completion of research project on a topic to be selected by the student, with faculty guidance and approval.
3. Submission of an application for graduation to the Office of the Registrar, two modules prior to the expected M.B.A. programme completion date.
4. Meet all other University standards and/or requirements for graduation.

The Curriculum

The curriculum consists of 45 graduate credits comprising of 33 credits of professional core courses and 12 credits of concentration in a specialized field of business.

The foundation courses cover 15 equivalent undergraduate credits and serve as a foundation for prospective applicants whose undergraduate degree is not in Business to prepare them for the more advanced business courses that are to follow.

The professional and concentration courses are scheduled within the period of approximately 24 months. Currently all courses are conducted on the main campus in Mandeville and plans are underway to incorporate on-line delivery for most courses.

The courses are designed to change thinking and work attitudes in a productive and positive way. These courses provide insights into individual and group behaviours by focusing on continuous personal and professional improvements while assisting students to contribute to their organisation’s mission and objectives.

Students are expected to be exposed to some of the latest developments in their chosen area of concentration. To facilitate this, students are required to sign up for the one-credit Current Trends and Issues Conference in their area of concentration after they have completed at least 15 credit hours. This course will be conducted mainly by local and international experts. The facilitator of this course has the responsibility for grading the performance of the students by assigning a letter grade of either a ‘A’ or ‘B’, depending on the student’s performance on the assigned testing instrument. If in the opinion of the facilitator the student’s work is below a ‘B’, then the student either must resubmit the work, in which case the student can only receive a ‘B’, or retake the course.

The Current Trends and Issues Conference shall not be counted in determining whether or not a student can go on academic probation.

Programme Outline

The M.B.A. Programme is designed to provide students with a strong general background in business with a highly focused specialization in four disciplines. The general background courses are delivered through the Professional Core Courses and the specialization courses through the Concentration Courses.

Foundation Courses

The following is a list of undergraduate foundation courses. The course descriptions are also shown below. Each course is a three-credit hour course, which is 45 hours long.

ACCT103	Financial Accounting	3 credits
ECON216	Microeconomics	3 credits
ECON217	Macroeconomics	3 credits
ECON272	Business & Economic Statistics	3 credits
FNCE341	Financial Management Principles	3 credits

PROFESSIONAL CORE COURSES		Credits	Prerequisites
MBAP511	Accounting for Decision Making and Control	3	ACCT103, ECON216
MBAP517	Business Research	3	ECON272
MBAP521	Legal, Social and Ethical Issues	3	None
MBAP524	Managerial Statistics	3	MBAP517
MBAP528	Marketing Management and Research	3	None
MBAP529	Managerial Economics	3	MBAP524
MBAP535	Managing Organisational Behaviour	3	None
MBAP541	Applied Financial Management	3	ECON272, FNCE341
MBAP545	Applied Operations Management	3	ECON272
MBAP549	Entrepreneurial Strategic Thinking	3	FNCE341
MBAP5XX	Comparative Philosophical Perspectives	3	None
MBAP595	Current Trends and Issues Conference	1	Completion of all other core courses or with approval of MBA Co-ordinator
Total		34	

Religious Requirement

RELG520 Contents and Contours of Christian Ethics **2-3 credits**

Entrepreneurship and Marketing Concentrations:

Courses

		Credits	Prerequisites
MBAP561	Entrepreneurship and Venture Initiation	3	ACCT103
MBAP563	Global Marketing Strategies	3	MBAP528
MBAP565	Development and Turnaround Strategies	3	MBAP545
MBAP557	Applied Business Research (Entrepreneurship & Marketing focus)	3	MBAP517, MBAP524

Total **12**

Finance **Credits**

MBAP571	Financial Markets and Institutions	3	MBAP571
MBAP573	International Financial Management	3	MBAP541
MBAP575	Investment and Portfolio Management	3	MBAP541
MBAP557	Applied Business Research (focus on Finance)	<u>3</u>	MBAP517, MBAP524

Total **12**

General Management **Credits**

MBAP5xx	Finance Elective*	3	
MBAP5xx	Human Resource Management Elective*	3	
MBAP5xx	Entrepreneurship and Marketing Elective*	3	
MBAP557	Applied Business Research (General Management)	<u>3</u>	MBAP517, MBAP524

Total **12**

**Students must receive approval from the department prior to registering for each elective. xx means a variable numeric value.*

Human Resource Management **Credits**

MBAP581	Managing Human Resources	3	MBAP535
MBAP583	International Environment and Management	3	FNCE341
MBAP585	Industrial Relations: Problems, Principles and Cases	3	MBAP581
MBAP557	Applied Business Research (Human Resource Management focus)	<u>3</u>	MBAP517, MBAP524

Total **12**

DESCRIPTION OF COURSES

MBAP511 Accounting for Decision Making and Control

3 credits

The course involves review of basic financial accounting and financial statements, study of the use of accounting for the planning and control of entrepreneurial organizations, and applications of accounting techniques for budgeting, pricing, and decision making. Attention is given to cost analysis and control, cost allocation and the behavioural aspects of accounting on business operations. **Prerequisites: ACCT103 Financial Accounting and ECON216 Microeconomics.**

MBAP517 Business Research

3 credits

This course introduces the student to the potential usefulness, limitations and format of the three major research paradigms namely quantitative, qualitative and mixed methods research. The course will also assist students to understand how to identify a research problem, conduct a literature review and use various data gathering tools/techniques for given research questions. Various data analysis techniques – descriptive and inferential, will be explored and applied to selected managerial situations. Computer applications, lectures, discussion groups and problem-solving techniques will be used to present this course. **Prerequisite: ECON272 Business & Economic Statistics**

MBAP521 Legal, Social and Ethical Issues

3 credits

Review of biblical and general principles of law, business law principles and common law, as well as their applications to entrepreneurial entities. The course includes a study of Christian, societal, ethical, moral and economic responsibilities of administrators and organisations to external and internal constituencies. Attention is given to government and regulatory relations, development of a value system, and the effect of societal issues on business operations.

MBAP524 Managerial Statistics

3 credits

In this course students are prepared for both the advanced classes in finance and their research paper by familiarizing them with applied statistical techniques that are relevant to businesses. A component of the course is the utilization of statistical analysis using a computer software programme such as SPSS or PHStat 2. It will include the study of statistical concepts such as Chi-Square, probability, t-test, F-test, Z-test, multiple regression, time-series forecasting and statistical techniques for decision making, quality and production management. **Prerequisite: ECON272 Business & Economic Statistics**

MBAP528 Marketing Management and Research

3 credits

Customers are becoming increasingly sophisticated; their preferences and expectations are constantly changing and new segments are evolving while old ones disappear. Large numbers of aggressive new competitors are challenging incumbents for market leadership. Technological change is sweeping aside old ways of doing business, creating new means of producing value for customers, new forms of competition and entire new industries.

The stakes in this dynamic competitive environment are high. To successfully compete in the global economy, an increasing number of firms recognise that the path to creating value for the firm lies through providing superior value to customers. Creating value for customers builds a firm's primary revenue-generating asset: a satisfied and loyal customer base. Attracting, satisfying, and retaining customers is the key to long-term growth in profits and market value. By matching these resources to target market needs and deploying them in a manner that delivers value to the customer more efficiently and effectively than competitors, managers can create a

'Value Cycle' that is not only self-reinforcing but becomes increasingly difficult for competitors to overcome as time goes on. This course seeks to make this model of marketing management relevant to the interests and vital needs of emerging economies in the Caribbean.

MBAP529 Managerial Economics**3 credits**

The course applies economics theory and the tools of analysis of decision science and optimization techniques to management decision making. It examines how an organisation can achieve its aims and objectives most efficiently by focusing on the decision making process within an entrepreneurial entity. Demand and cost schedules are estimated, using concepts from statistics, accounting and a basic knowledge of calculus. **Prerequisite: ECON272 Business & Economic Statistics**

MBAP535 Managing Organisational Behaviour**3 credits**

The course examines organisational behaviour from a leadership perspective. It examines complex human relations issues that are associated with leadership in various types of entrepreneurial organisations. Emphasis is placed on managing individuals, managing groups and teams working within organisational systems and managing change. Topics include attitude formation, perceptual processes, motivation, job design, reward systems, organisational structure and design.

MBAP541 Applied Financial Management**3 credits**

The course provides for an integration of finance in the management of organisations. Emphasis is placed on the essential concepts in finance, the long-term and short-term decision-making, in particular as they relate to small businesses; managerial analysis, cash flows and the creation of value, risk and returns, legal regulatory and ethical constraints; use of financial theory in reviewing real world problems; and the application of advanced topics in financial management. **Prerequisites: ECON272 Business & Economic Statistics and FNCE341: Financial Management Principles**

MBAP545 Applied Operations Management**3 credits**

The course provides students with an understanding of the theory underlying operations management and enables them to contribute to improve operating decisions. Emphasis is on the design of production systems, production and inventory control, maintaining effective operations and quantitative modules. Particular attention is given to the analysis of problems and issues faced by production/operations managers in the entrepreneurial organisation. It is primarily taught by the case study method. **Prerequisite: ECON217 Business & Economic Statistics**

MBAP549 Entrepreneurial Strategic Thinking**3 credits**

The course is designed to develop the understanding of strategy, policy and decision-making in entrepreneurial organisations. The analysis of strategy, its formulation, development and implementation are studied. Emphasis is placed on deriving and integrating functional policies in terms of the strategic orientation of the entrepreneurial organisation. It is primarily taught by the case study method. The cases will be drawn from the Jamaican and regional entrepreneurial community. **Prerequisite: ECON217 Macroeconomics**

MBAP557 Applied Business Research**3 credits**

This research is a detailed in-depth study of a management, marketing or financial topic and the results must be documented by a comprehensive research report. Students will be required to demonstrate their ability to integrate and apply their acquired skills in this programme to complete the research.

The research is designed to address a broad issue of importance that has implications for general managerial concepts. It should utilize both quantitative and qualitative methodologies and weld these together, where applicable, with the application of the most appropriate research tools. This is an individual research course. For students to benefit from this course registration must be simultaneous with selection of concentrations. **Prerequisites: MBAP517 Business Research and MBAP524 Managerial Statistics**

MBAP561 Entrepreneurship and Venture Initiation **3 credits**

This course provides an overview of the managerial function of operating a small business enterprise with emphasis on planning, organising and controlling. Specific attention is given to demand analysis, to developing a business plan and to finding the best financing sources. Innovation is the key concept of this course. As such, its purpose is to help students develop an understanding of basic elements of the entrepreneurial process. Specifically, students will be expected to understand the entrepreneurial mind set, plan, organise and implement a successful business plan. **Prerequisite: ECON216 Microeconomics**

MBAP563 Global Marketing Strategies **3 credits**

The course Global Marketing Strategies is designed primarily for students with prior exposure to the marketing field. Because of its in-depth coverage, it also presents an excellent challenge for graduate instruction as well as executive education. The course is structured to cover a number of pertinent areas in global marketing. In the first set of classes, students will examine the core concepts of global marketing and the environmental forces that the global marketer has to consider. Secondly, various activities that are necessary for global marketing planning will be outlined. Finally, marketing management issues and strategies that are relevant to an expanding global operation of Multinational Corporation will be discussed. **Prerequisite: MBAP528 Global Marketing and Research**

MBAP571 Financial Markets and Institutions **3 credits**

This course is designed to provide an understanding of financial markets and financial institutions that operate within the financial markets. Attention is focused primarily on the structure and role of the financial system, interest rates, securities markets, derivative securities markets, government influence on financial markets, commercial banking and non-bank financial institutions. **Prerequisite: MBAP541 Applied Financial Management**

MBAP573 Development and Turnaround Strategies **3 credits**

Small enterprises are important for job creation but tend to have higher rates of discontinuance than large corporations. The course focuses on how to manage a small business based on its stage in its life cycle. Students will participate in class discussions on topical issues, analyse Caribbean cases and report findings from a project that is assigned. Some special topics to be covered include: crisis management, family issues, franchising, and initial public offerings. **Prerequisites: MBAP545 Applied Operations Management and MBAP541 Applied Financial Management**

MBAP573 International Financial Management **3 credits**

Generally, in this course, students will learn the nature and purposes of the international financial environment. They will gain knowledge and skills in international flow of funds, exchange rate dynamics, and long and short-term asset and liability management, hedge funds, options, swaps, futures, and multicurrency cash management and trading activities. The in-depth research and application of international financial theories will be the cementing block of this course. **Prerequisite: MBAP541 Applied Financial Management**

MBAP575 Investment and Portfolio Management

3 credits

This course allows the student to survey various investment management techniques. The goal of the survey is to familiarize the student with the entire investment process. That is, time preferences, risk, reward and diversification. Students will study specific, systematic and other factors affecting securities market prices. In addition, the role and function of the capital markets in advanced and developing countries will be examined.

The core objectives of the course are to explain to students the investment process and to analyse the nature of risk and return and show how diversification can play a role in reducing risk. To do this, students will be taught how to calculate common stock, bonds and mutual funds investments, risks and returns.

Students are expected to write a paper on some aspects of the Jamaican financial market by analysing pertinent data. In addition, students will be shown how to make investments in various financial instruments. **Prerequisite: MBAP541 Applied Financial Management**

MBAP581 Managing Human Resources

3 credits

The course Managing Human Resources, examines the major processes for assessing, developing and utilising learning experiences within the organisational environment. The focus will be on inventory matching, developing and upgrading human talent for future job functions. The processes to be examined will include recruitment and selection, retention and downsizing, career development, management succession planning, performance appraisal, compensation theory and practice, job analysis, organizational development, workplace safety and health, assessment methodologies and training and development. **Prerequisite: MBAP535 Managing Organizational Behaviour**

MBAP583 International Environment and Management

3 credits

This course examines the world environment in which international business is conducted, including economic relations among nations and environmental factors that affect business operations within different nations. Specific topics include globalisation, the forces influencing the globalisation of goods and services, World Trade Organization, international trade and trade restrictions, balance of payments, the international monetary system, entry modes into foreign markets and the role and functions of multinational corporations. **Prerequisite: ECON217 Macroeconomics**

MBAP585 Industrial Relations: Problems & Principles

3 credits

The course concentrates on developing knowledge about employers and labour organisations particularly as they impact business management, operations and development. Students will graduate with a concentration in the disciplines which expose them to a variety of ideas and theories.

The programme requires students to work in teams, make class presentations, undertake case studies and submit written assignments. Actual and different labour contracts, situations in industry and arbitration awards will be distributed and analysed in detail to illustrate their impact and influence on policy. Current developments, both in the private and public sectors, locally and internationally, will be discussed and their relevance to the content of the course emphasized.

Labour organisations act as one party in the determination of wages, hours and terms and conditions of employment and, as such, influence the conduct of private sector and public

operations. It is important that entrepreneurs, managers, professionals and supervisors understand what labour organisations are, what they do, comprehend their influence and recognise methods of negotiating and doing business with them. **Prerequisite: MBAP581 Managing Human Resources**

MBAP5XX Comparative Philosophical Perspectives

2 credits

This course will survey different ways of knowing and related philosophical and religious expressions as evidenced culturally and inter-culturally. A healthy respect for various worldviews will be maintained and the Christian religio-philosophical perspective will be treated with pre-eminence as buttressed in our Western civilization. MBA students should leave this course challenged to appreciate life through the lens of Buber's 'other' while strengthening their own faith and practice in business and personal spheres.

MBAP595 Current Trends and Issues Conference

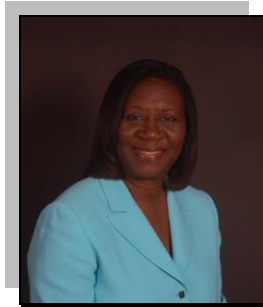
1 credit

The Current Trends and Issues Conference will seek to expose students to the latest developments in business, research and generally accepted practices. It will be delivered over two (2) days at the main campus or other location as designated. The main presenters can be from overseas or from here in Jamaica.

The sessions will be open to students and targeted publics. In addition to the presentations, students will be given assignments related to presentation which will need to be submitted for grading by a stated deadline. **Prerequisite: Completion of all other core courses or with approval of MBA Co-ordinator.**



COLLEGE OF EDUCATION & LEADERSHIP



GLORIA GREGORY
 DEAN
 (876) 963-7092
GSED@NCU.EDU.JM

Statement of Mission

THE FACULTY OF THE COLLEGE OF EDUCATION AND LEADERSHIP VIEW THEMSELVES AS PARTNERS IN LEARNING WITH PARTICIPANTS, COMMITTED TO EXCELLENCE IN TEACHING AND LEARNING BASED UPON A CHRISTIAN WORLDVIEW.

Vision Statement

TO CREATE A STIMULATING SCHOLARLY CULTURE WHERE WE MODEL WHAT WE TEACH BASED ON BEST PRACTICES OF PEDAGOGY AND RESEARCH, INTEGRATION OF FAITH AND LEARNING, AND SERVANT-LEADERSHIP.

Value Statement

SERVICE IS WHAT WE DO!

**Education
 Leadership
 Teaching**

Department Of Graduate Education And Leadership

Gloria Gregory, Dean

(876) 963-7093-99

E-mail: gsed@ncu.edu.jm

Website address: <http://cel.ncu.edu.jm>

INTRODUCTION

The foundation for the graduate programmes in the College of Education and Leadership is built around four concepts: pedagogy, servant leadership, the integration of faith and learning, and research. These four concepts tie coursework and experiences together and are combined and interwoven throughout the programmes.

MISSION

The Department of Graduate Education and Leadership serves the Caribbean and international clientele by preparing leaders for service in the global community. The faculty seeks to be participants in learning with students. We are committed to excellence in teaching and learning based upon a Christian worldview. This is put into practice through the collaborative effort of students and faculty in research, generation of knowledge, and participation in field-based experiences.

FACULTY:

Risper Awuor, PhD
William Green, PhD
Gloria Gregory, PhD
Dave Higgins, EdD
Elsie P Jackson, PhD
Nicole Mauzard, PhD
Enid McLymont, PhD
Marsha Pabarue, EdD
Denton Rhone, PhD
Noel Ruiloba, PhD
Faithlyn Wilson, PhD

ADJUNCT FACULTY

Pollyanna Barnes, PhD
Donna Brown, PhD
George Dawkins, PhD
Hermon Douce, PhD
Daniel Fider, PhD
Samuel Hall, MBA
Rita Henriquez-Green, EdD
Jacqueline Hoshing-Clarke, PhD
Damion Mitchell, MSc
Samuel Myers, PhD
Vincent Peterkin, MS, PhD

PROGRAMMES OFFERED

The College of Education and Leadership offers four programmes out of its single department, the Department of Graduate Education and Leadership. These programmes are the:

1. Master of Arts in Education (MA)
2. Master of Arts in Teaching (MAT)
3. Postgraduate Diploma in Education (PGDE)
4. Doctor of Philosophy in Education (PhD)

Admission Requirements

A. *Master of Arts in Education and Master of Arts in Teaching*

1. A completed application form
2. A baccalaureate (bachelor's) degree from an approved college or university
3. A minimum cumulative grade point average (GPA) of 3.0 (on a 4-point scale) is required for regular acceptance; and 2.67 for provisional acceptance
4. Official transcript(s) of academic work
5. Certified copies of degree and diploma
6. Two recommendations – including one from his or her employer
7. 3 Passport size photographs
8. A statement of purpose (approximately 200-250 words)
9. A writing assessment administered by the college
10. An interview (Growth States Interview) administered by the college
11. Payment of a non-refundable application fee of US\$30.00
12. Individuals holding degrees in disciplines other than education and teaching are eligible for acceptance to the MAT.

Emphases may require additional criteria. (See specific programme for requirements.) After the application is processed, the applicant will receive a letter of acceptance or denial from the Office of Graduate Studies and Research.

B. *Postgraduate Diploma in Education*

The Postgraduate Diploma in Education is designed for tertiary lecturers and or teachers who have not had formal teacher training qualification. Individuals from any discipline may therefore access the programme.

This programme does not provide the Joint Board of Teacher Education (JBTE) certification.

1. Individuals with baccalaureate, master's, or doctoral degrees from an accredited institution in a discipline other than education and teaching may access this programme.
2. See items one (1) to eleven (11) above for MA and MAT admission requirements.

C. *Doctor of Philosophy in Education*

1. A completed application form
2. A master's degree from an accredited MA programme or MA from an accredited institution
3. A minimum cumulative grade point average (GPA) of 3.3 (on a 4-point scale) is required for regular acceptance; and 3.0 for provisional acceptance
4. Official transcript(s) of academic work
5. Certified copies of degree and diploma
6. Three recommendations – including one from his or her employer
7. 3 Passport size photographs
8. A statement of purpose (approximately 200-250 words)
9. A writing assessment administered by the college
10. An interview (Growth States Interview) administered by the college
11. Payment of a non-refundable application fee of US\$50.00.

Degree Equivalence

In lieu of a GPA score on a 4.0 scale, the Department will accept at least a Pass degree for the MA programme and Lower Second Class (Honours) degree for the PhD programme as equivalent to a 3.0 and 3.3, respectively, on the 4.0 scale. For scores between 2.67 and 2.99, the Department will compute the score by considering all the letter grades earned by the student in the upper division classes or Part II of their degree, whichever is appropriate. In calculating this GPA, the Department will use the letter grade conversion table that is used internally.

Enrolment Limitation

Accepted students must enrol within one (1) school year from the date of the semester for which they are accepted or the acceptance will expire. A student, who does not enrol during the year accepted, must reapply. Upon re-application students will come under the rules existing at the time. There is no guarantee, therefore, that a student will get the identical response as in the first acceptance letter as the acceptance criteria may change and it is the responsibility of each re-applying student to meet new standards.

Standards of Scholarship*Grade Point Average (GPA)*

To remain in the programme, a student must maintain an overall grade point average of 3.00 for the MA programme and 3.3 for PhD programme, as well as the emphasis/specialization. Only grades of B or better count toward the emphasis/specialization. Although grade C- for MA and B- for PhD is permitted outside the emphasis/specialization area, an overall grade point average of 3.00/3.3 (MA/PhD respectively) or better must be maintained.

No grade of D or F for the MA nor C, D, or F for the PhD may count toward a degree. If a student repeats a course, all grades will appear on the transcript but only the last grade affects the grade point average. Accumulation of more than four grades below a B- (including U), normally terminates your enrolment.

Academic Probation

If the cumulative grade point average in the MA/PhD work drops below 3.00/3.3, respectively, in any given semester, the student will be placed on academic probation. The Student and the adviser/Department Chair must develop a plan to raise the grade point average above 3.00/3.3, normally within the next semester. The adviser/Department Chair and the Dean of the College of Education and Leadership must approve this plan.

When the student's cumulative grade point average advances to 3.00/3.3 again, the College Dean's Office reinstates him/her to regular standing. However, if the student has not reached the minimum grade point average within the time limits stated in the approved plan, that student may be dropped from the programme.

The student who has academic probation status may not:

- register for thesis or dissertation credits (except by permission from the Dean of the College of Education and Leadership)
- advance to degree candidacy.

PROGRAMMES' OBJECTIVE

The main objective of the programmes is to prepare leaders/educators to effect transformational change in the Church and in society. A flexible approach to graduate studies enables participants to develop the following:

1. The capacity for team learning
2. The ability to think systematically, critically, analytically and creatively
3. Sound worldview perspectives that include mental and spiritual models to face the challenges for the future
4. Core competencies and disciplines for Christian Leaders called to guide churches or church organisations, or to serve as marketplace ambassadors in secular contexts
5. A shared vision, within church or organisation, which fosters genuine commitment rather than mere compliance
6. The ability to generate models for the solution of national problems through research and best practices
7. Mastery of subject matter, knowledge, and skills related to educational administration, curriculum and instruction, and leadership.

PROGRAMME OF STUDY

Master of Arts in Education (MA)

The Master of Arts in Education is designed as an eighteen-month programme and has the following emphases:

Emphasis	Credits
Curriculum & Instruction	19
Educational Administration	19
Reading & Language Arts Instruction	21
Instructional Systems Technology	21

It is designed for those who have experience in teaching and who hold diplomas or degrees in education and wish to improve their knowledge and skills in teaching, supervision, or administration in schools or related agencies.

Degree Requirements

There are three phases of the master’s programme: first the coursework, second a comprehensive examination and third is the thesis.

Course Requirement - A participant is required to complete a minimum of thirty-six (36) semester credits for the MA degree, achieve and maintain a cumulative GPA of 3.0 (on a 4-point scale). No grade below “C-” can be counted toward the degree. More than two such grades will result in dismissal from the programme.

Comprehensive Examination - Students must take a comprehensive examination: i) immediately after completing all coursework, ii) during the semester of concluding coursework, or iii) no later

than two semesters after completing the coursework specified on the course plan. Option “i)” is strongly recommended by the College.

A student who fails the examination is required to resit the examination. Resits must be taken no later than one year after the sitting of the examination at cost to the student (the rate will be determined at the time of application for resit). The examination may only be taken once more, and at the regularly scheduled time. Failure **in** the resit examination or failure **to** resit the examination within the specified time period will result in termination from the programme.

Religious Requirement

RELG520 Contents and Contours of Christian Ethics **2-3 credits**

Thesis - A thesis is required to earn the degree. Participants are required to plan and successfully complete an individual thesis. The purpose is to provide an opportunity for the participant to apply knowledge from educational experiences to the resolution of significant needs arising from professional practice. The participant should relate the thesis from an area of his/her specialized study, to an area of academic strength in which the participant can conduct research responsibly, and for which adequate resources are available to support the research.

Students who completed their 36-38 credits but have not finished their comprehensive examination or defended the thesis at most six (6) months after proposal approval must register for EDAD/EDCI/GSED698 Thesis Continuation (0 credits) for every semester until the comprehensive examination is completed or thesis defence done. The continuation fee is for the cost of one credit.

If participants wish to maintain active status but have not registered for a class either summer, fall, or spring, they are required to register and pay EDAD/EDCI/GSED650 Programme Continuation (0 credits) for US\$50.00 each session they do not register for class. Participants who do not register for classes after one year will be considered inactive. See *MA in Education Student Handbook* for more details.

Course Requirements

Course Requirements for the MA degree are as follows:

Core Requirements		Required
GSED530	Foundations of Christian Education & Leadership	3
GSED505	Research Foundations in Education	3
GSED510	Fundamentals of Qualitative and Quantitative Research Methods	3
EDCI526	Pedagogical Foundations	3
EDCI527	Technology and Learning	2
EDCI547	Foundations of Curriculum Development	3
	Total	17

Requirements for Areas of Emphases

A minimum of 19 credits is required. However, a programme may require more than 19 credits.

Curriculum & Instruction

The master's degree programme with an emphasis in Curriculum and Instruction is designed to prepare persons for work in the field of instruction with emphasis upon pedagogy, curriculum

development and the improvement of instruction. Although the curriculum and instruction programme is designed for experienced educators, provision is made for individuals desiring a career change. Such persons will be required to earn more than the minimum thirty-six (36) credits required in the programme.

The following are the courses required to complete an emphasis in Curriculum and Instruction. A minimum of nineteen (19) credits is required for this emphasis.

		Required
EDCI552	Curriculum Development	3
EDCI558	Current Trends, Issues & Innovations in Education	4
EDCI665	Improving Instruction	3
EDAD570	Supervision, Study Groups, and the Coaching of Teaching	3
EDCI682	Proposal Writing	2
EDCI699	Thesis	4
	Total	19

Educational Administration

The master's degree programme with an emphasis in Educational Administration is designed for those individuals who are interested in pursuing a career in educational administration whether as Education Officers, Principals, Vice Principals or other administrative positions.

The following are the courses required to complete an emphasis in Educational Administration. A minimum of nineteen (19) credits is required for this emphasis.

		Required
EDAD520	Foundations of Educational Administration: Elementary/Secondary/Higher Education	3
EDAD540	Financial Planning & Management in Education	3
EDAD560	Legal and Ethical Issues in Education	2
EDAD570	Supervision, Study Groups, and the Coaching of Teaching	3
EDAD635	Human Resource Administration	2
EDAD682	Proposal Writing	2
EDAD699	Thesis	4
	Total	19

Reading & Language Arts Instruction

The master's degree with a curriculum emphasis in Reading and Language Arts Instruction is designed to train practising teachers to use specific reading/language arts strategies derived from research. The focus is on strategies appropriate for elementary-age students.

The following are the courses required to complete an emphasis in Reading and Language Arts Instruction. A minimum of twenty-one (21) credits is required for this emphasis.

		Credits
EDCI530	Strategies for Teaching Reading & Language Arts I	3
EDCI531	Strategies for Teaching Reading & Language Arts II	3
EDCI532	Advanced Strategies for Teaching Reading & Language Arts I	3
EDCI533	Advanced Strategies for Teaching Reading & Language Arts II	3
EDAD570	Supervision, Study Groups, and the Coaching of Teaching	3
EDCI682	Proposal Writing	2
EDCI699	Thesis	4
	Total	21

Instructional Systems Technology

The masters' degree with an emphasis in Instructional Systems Technology (IST) programme is offered in conjunction with Indiana University (IU) and Northern Caribbean University (NCU); the student may choose which University to complete the certificate. A minimum of 38 credits are required for the degree in IST. The Department of Education and Leadership (DGEL) offers 17 credits for the core along with 6 credits for thesis, while IU and NCU offer 15 credits in the emphasis area.

The degree in IST is designed to enhance skills and knowledge in instructional design and technology. It also provides a unique opportunity to experience instructional technology from leading schools in the field of Instructional Systems Technology. Upon successful completion of 15 credits from IU or NCU students will receive a certificate from Indiana University's School of Education or Northern Caribbean University Department of Computer and Information Sciences.

In order for a student to go beyond the seventeen (17) core credits offered at CEL, he/she must be successfully admitted into the certificate programme at ISU or NCU. Entry requirements for the ISU certificate programme are as follows:

1. Complete online application form "Apply Yourself" at URL: <https://app.applyyourself.com/?id=IU-BLA> which includes a goal statement).
2. Two (2) letters of reference.
3. Essay on work experience or skills relevant to the programme.
4. Undergraduate degree from accredited institution with minimum GPA of 3.0 (One (1) official sealed transcript from each institution required).
5. TOEFL (550 paper, 213 computer, or 79 internet) for international or non-native English speakers.
6. No GRE required.

For application procedures go to URL:

<http://education.indiana.edu/HowtoApply/AdmissionsPolicies/ApplicationProceduresforISTDistancePrograms/tabid/11948/Default.aspx>

Application Deadlines for Indiana University’s Certificate in IST are as follows:

1. Fall Semester - May 1
2. Spring Semester - September 1
3. Summer Semester - March 1

The following courses valuing a minimum of 21 credits are required to complete the emphasis in IST at ISU:

		Credits
RIST511	Instructional Technology Foundations	3
RIST521	Instructional Design & Development	3
RIST561	Evaluation & Change in the Instructional Design Process	3
RIST541	Instructional Design & Production Process I (<i>R521 prerequisite or equivalent experience</i>)	3
RIST626	Instructional Strategies and Tactics (<i>R521 prerequisite</i>)	3
GSED682*	Proposal Writing	2
GSED699 *	Thesis	4
	Total	21

*(taken with CEL)

The following courses valuing a minimum of 21 credits are required to complete the emphasis in IST at NCU:

		Credits
CPTR505	Foundations of Information Systems	3
CPTR515	The Management of Information Systems	3
<i>Choose any 3 of the following courses</i>		9
CPTR511	Information Systems Programming	3
CPTR550	Database Systems Administration	3
CPTR560	IT Infrastructure & Technology Management	3
CPTR570	Human Computer Interaction	3
CPTR613	Information Assurance & Security Management	3
CPTR620	Emerging Technologies & Issues	3
CPTR626	Software Engineering	3
CPTR630	Information Policies & Strategies	3
GSED682*	Proposal Writing	2
GSED699 *	Thesis	4
	Total	21

*(taken with CEL)

MA in Education Sequence Sheet (36-38) credits

Status	1 st Session (Summer)	Cr	2 nd Session (Fall – October & December)	Cr	3 rd Session (Spring – February & Easter break)	Cr
1 st Year C&I	EDCI526 Pedagogical Found.	3	EDCI682 Proposal Writing	2	EDCI547 Found. of Cur. Dev.	3
	EDCI527 Tech. & Learning	2	EDCI558 Current Trends, Issues, and Innovations in Education	4		
	GSED505 Research Found. in Education	3	EDCI699 Thesis	4		
	GSED510 Fundamentals of Qualitative & Quantitative Research Methods	3	Total Credits	10		
Total Credits	11	Total Credits	10	Total Credits	3	
EDAD	EDCI526 Pedagogical Found.	3	EDAD682 Proposal Writing	2	EDAD540 Financial Planning & Mgmt EDCI547 Found. of Cur. Dev.	3 3
	EDCI527 Tech. & Learning	2	EDAD560 Legal & Ethical Issues	2		
	GSED505 Research Found. in Education	3	EDAD699 Thesis	4		
	GSED510 Fundamentals of Qualitative & Quantitative Research Methods	3	Total Credits	6		
Total Credits	11	Total Credits	6	Total Credits	6	
RLA	EDCI526 Pedagogical Found.	3	EDCI682 Proposal Writing	2	EDCI531 Strat. for Teach. Read.& Lang. Arts II EDCI547 Found. of Cur. Dev.	3 3
	EDCI527 Tech. & Learning	2	EDCI530 Strat. for Teaching Reading & Lang. Arts I	3		
	GSED505 Research Found. in Education	3	EDCI699 Thesis	4		
	GSED510 Fundamentals of Qualitative & Quantitative Research Methods	3	Total Credits	10		
Total Credits	11	Total Credits	10	Total Credits	6	
IST	EDCI526 Pedagogical Found.	3	GSED682 Proposal Writing	2	EDCI547 Found. of Cur. Dev.	3
	EDCI527 Tech. & Learning	2	GSED699 Thesis	4		
	GSED505 Research Found. in Education	3	Total Credits	2		
	GSED510 Fundamentals of Qualitative & Quantitative Research Methods	3	Total Credits	3		
Total Credits	11	Total Credits	2	Total Credits	3	
2 nd Year EDCI	EDAD570 Supervision, ...	3				
	EDCI552 Curriculum Dev.	3				
	EDCI665 Improving Instructions	3				
	GSED530 Found. of Christ. Lead.	3	Total Credits	12		
Total Credits	12					
EDAD	EDAD570 Supervision, ...	3				
	EDAD52 Found. of Educational Admin.	3				
	EDAD635 Human Resource Management	2				
	GSED530 Found. of Christ. Lead.	3	Total Credits	11		
Total Credits	11					
RLA	EDAD570 Supervision, ...	3				
	EDCI532 Adv. Strat. for Teach. Read. & Lang. Arts I	3				
	EDCI533 Adv. Strat. for Teach. Read. & Lang. Arts II	3				
	GSED530 Found. of Christ. Lead.	3	Total Credits	12		
Total Credits	12					
IST* 2nd Year	GSED530 Found. of Christ. Lead.	3				
	Total Credits	3				

* 15 credits are taken online with Indiana State University (ISU) and Northern Caribbean University. Those courses are scheduled by them, so applicants are encouraged to complete the application process with them within the first year of the programme, so they may receive the schedule for the courses early.

Master of Arts in Teaching (MAT)

The Master of Arts in Teaching is designed for teachers or persons wishing to become teachers. In this programme students are able to combine professional preparation with subject matter emphases, thus yielding advancement in the teacher’s teaching discipline while advancing professionally. Individuals who have no formal training as teachers may also access this programme, but may be required to do certain prerequisites to fully matriculate into the programme.

The programme has a duration of 2 ½ years and is comprised of two (2) emphases:

- (a) Elementary Education
- (b) Secondary Education

The subject matter may be from any of the disciplines taught at the graduate level in the colleges and for which the university has the capability to offer at any given time. Subject areas presently available in other colleges of the university are:

- Biology
- Business
- Computer Technology
- Reading
- Religion

The MAT is a professional degree that requires a teaching internship and the development of a teaching portfolio. The minimum number of credits in this programme is 39, but the total may be more depending on the background of the student. Students with no formal college work in education will need to undertake additional coursework in education.

Course Requirements

Course requirements for the MAT degree are as follows:

Elementary Emphasis

Core Requirements		Credits
GSED530	Foundations of Christian Education & Leadership	3
EDCI526	Pedagogical Foundations	3
EDCI527	Technology & Learning	3
EDCI547	Foundations of Curriculum Development	3
	Subtotal	12
Pedagogy		
EDCI665	Improving Instruction	3
EDAD570	Supervision, Study Groups, and the Coaching of Teaching	3
	Subtotal	6
Content Area	Selected courses in content area subject*	15
	Subtotal	15

Internship & Portfolio		
GSED580	Portfolio/Internship Preparation Seminar	0
GSED590	Portfolio	2
EDCI686	Internship**	4
	Subtotal	6
	Total Credits	39

Secondary Emphasis

Core Requirements		Credits
GSED530	Foundations of Christian Education & Leadership	3
EDCI526	Pedagogical Foundations	3
EDCI527	Technology & Learning	3
EDCI547	Foundations of Curriculum Development	3
	Subtotal	12
Pedagogy		
EDCI665	Improving Instruction	3
EDAD570	Supervision, Study Groups, and the Coaching of Teaching	3
	Subtotal	6
Content Area		Selected courses in content area subject*
	Subtotal	15
Internship & Portfolio		
GSED580	Portfolio/Internship Preparation Seminar	0
GSED590	Portfolio	2
EDCI686	Internship**	4
	Subtotal	6
	Total Credits	39

* Subject matter selection must be made from the list of subject areas displayed on page 82. Elementary students may, however, choose up to six (6) credits of methods courses as part of their content area.

** If a student has had three (3) years of supervised teaching experience as a professional teacher, he/she will not need to take the internship, but will instead have 3 supervised teaching sessions. The credits must however, be taken as methods or content area courses.

Master of Arts in Teaching Sequence Sheet (39 credits)

Status	1 st Session (Summer)	Cr	2 nd Session (Fall)	Cr	3 rd Session (Spring)	Cr
1st Year	Content Area 1	3	Content Area 2	3	Content Area 3	3
	EDCI526 Pedagogical Found.	3				
	GSED530 Found. of Christ. Lead.	3				
	EDCI547 Found. of Cur. Dev.	3				
	Total Credits	12	Total Credits	3	Total Credits	3
2nd Year	Content Area 4	3	GSED580 Portfolio/ Internship Prep.		EDCI686 Internship	4
	EDCI665 Improving Instruction	3	Seminar	0	GSED590 Portfolio	2
	EDAD570 Supervision, ...	3	EDCI550 Ass. of Learning Outcomes	3		
	Content Area 5	3				
	Total Credits	12	Total Credits	3	Total Credits	6

The Postgraduate Diploma in Education (PGDE)

The Postgraduate Diploma in Education is designed for tertiary lecturers and for teachers and trainers who have not had formal teacher training qualification. Individuals from any discipline may therefore access the programme. A major objective of the programme is to facilitate improvement in the quality of programme delivery to learners. The programme comprises seven (7) courses valuing twenty-one credits, and can be completed within a ten-month period utilizing the modular mode of delivery.

Course Requirements

Course requirements for the Postgraduate Diploma in Education are as follows:

Course Requirements		Credits
GSED515	Seminar in Teaching	3
GSED500	Foundations of Christian Education	3
EDCI523	Introduction to Pedagogical Foundations	3
EDCI547	Foundations of Curriculum Development	3
EDCI550	Assessment of Learning Outcomes	3
EDCI520	Technology Essentials	2
EDCI686	Internship	4
Total Credits		21

Graduate Diploma in Education Sequence Sheet (21 Credits)

Status	Module 1	Cr	Module 2	Cr	Module 3	Cr
1 st year	EDCI515 Seminar In Teaching & Learning	3	GSED500 Found. of Christian Education	3	EDCI520 Tech. Essentials	2
			EDCI686 Internship	1	EDCI686 Internship	1
	Total Credits	3	Total Credits	4	Total Credits	3
	Module 4	Cr	Module 5	Cr	Module 6	Cr
	EDCI523 Intro. to Pedagogy	3	EDCI547 Found. of Cur. Dev.	3	EDCI550 Assessment of Learning Outcomes	3
	EDCI686 Internship	1	EDCI686 Internship	1		
	Total Credits	4	Total Credits	4	Total Credits	3

The Doctor of Philosophy (PhD) in Education & Leadership

The PhD is designed as a three to four-year programme and has three specializations: Curriculum & Instruction, Educational Administration and Leadership. The specialization in leadership is multidisciplinary in nature and as such is complementary to a wide range of disciplines. Individuals from many academic backgrounds are therefore able to access preparation in leadership in this programme.

The PhD degree is research oriented and requires courses that deal with advanced research methodologies. The aim of the degree programmes is to provide participants with the opportunity to acquire skills and insights required by those striving for excellence as educational administrators, curriculum and instructional specialists and policy-makers.

Degree Requirements

The PhD programme requires a minimum of ninety-six (96) credits which include up to thirty-six (36) credits from the master's degree. Research requirements include two basic research courses (6 credits), a discipline related research course (3 credits) and 9 credits of advanced research for a total of eighteen (18) research credits before the dissertation.

Other requirements include a comprehensive examination, a dissertation and a defence of the dissertation or, for the Leadership participants, a portfolio presentation and defence.

Religious Requirement

RELG520 Contents and Contours of Christian Ethics **2-3 credits**

Comprehensive Examination (Curriculum & Instruction and Educational Administration Specializations) – The purpose of the comprehensive examination is to appraise your overall grasp and expertise in the core courses, research, and specialization. There are three options you may choose from:

1. After completing all coursework
2. During the semester student is concluding coursework
3. No later than two semesters after completing the coursework specified on student's course plan

All Incomplete (I) and Deferred Grades (DG) must be cleared before administration of the comprehensive examination.

A student who fails the examination is required to resit the examination. Resits must be taken no later than one year after the sitting of the examination at cost to the student (the rate will be determined at the time of application for resit). The examination may only be taken once more, and at the regularly scheduled time. Failure **in** the resit examination or failure **to** resit the examination within the specified time period will result in termination from the programme.

The Portfolio and the Portfolio Defence (Leadership Specialization) – The Portfolio is a peer-and-self assessment process that results in a collection of carefully chosen items to portray the development of a leader's competency. It serves as the comprehensive examination for the leadership specialization. It is comprised of both written and oral presentations. The portfolio is presented at the end of the programme of study. It encompasses an assessment of the participant's knowledge base and skills in all required competency areas.

The purpose of the portfolio is to evaluate:

1. expertise in each competency area
2. the inclusion and quality of material in the portfolio as specified in the IDP
3. the participant's growth as a competent professional throughout the programme.

The Dissertation and the Dissertation Defence – The writing of the dissertation typically requires at least one year. The participant's dissertation Chair, along with members of the dissertation committee, provides guidance through the dissertation process.

The dissertation should focus on a clearly defined problem or question of importance to the profession, and employ well planned and acceptable research techniques.

The dissertation must reflect the following:

1. Reveal your familiarity with the literature pertinent to the dissertation

2. Demonstrate competence to conduct independent research
3. Present a logically organized and readable account of the investigation, its findings, conclusions, and implications.

Normally, two hours are available for the oral defence. Committee members present written questions based on their review and reading. As the examination progresses, other questions usually emerge. The vote taken will either be (a) to approve the defence, (b) to approve with changes, or (c) reject the defence with:

1. Opportunity for another defence
2. No further opportunity for defence.

Participant will be terminated from the programme if (c)2 is voted.

Students who have completed their 60-60 credits but have not finished their comprehensive examination or defended the dissertation, at most, one (1) year after proposal approval, must register for EDAD/EDCI/LEAD888 Dissertation Continuation (0 credits) for every semester until the comprehensive examination is completed or dissertation defence done. The continuation fee is for the cost of one credit.

If participants wish to maintain active status but have not registered for a class either summer, fall, or spring, they are required to pay a continuation fee of US\$50.00 each session they do not register for class. Participants who do not register for classes after one year will be considered inactive. See the *PhD in Education Doctoral Participant Handbook* for more details.

Suggested Timeline for Completion of Degree

The plan is to start a new cohort each summer. The regular timeline for completing the degree when a participant starts during the summer session includes:

1. Three (3) years for coursework – approximately 15-18 credits per school year
2. Student may choose to complete the dissertation by any of the following writing schedule:
 - a. One (1) year after completion of coursework
 - b. During the three (3) years of coursework.

Students will therefore complete a total of four (4) years with a minimum of 60 credits.

The following are the minimum required credits for the degree.

Description	Credits
Master's level work	30-36
Core requirements	20
Specialization	20
Advanced Research Requirements	09
Elective (if needed)	1-7
Dissertation (12); Proposal (4)	16
Total minimum credits required	96

Core Requirements (20 credits)

The core of 20 credits is common to all specializations:		Required
EDAD570	Supervision, Study Groups and the Coaching of Teaching	3
EDCI526	Pedagogical Foundations	3
GSED603	Quantitative Research Methods	3
GSED605	Qualitative Research Methods	3
GSED620	Social Systems	3
GSED680	Learning Theories	3
LEAD630	Leadership Seminar	2
Total		20

Advanced Research Requirements

		Required
GSED703	Quantitative Research Methods II	3
GSED705	Qualitative Research Methods II	3
EDAD775 Or EDCI775 Or LEAD775	Applied Research	3
Total		9

Specializations

Educational Administration

The doctoral programme in Educational Administration prepares participants for careers in education as education officers, principals of primary, all-age, secondary, and high schools. In addition, the programme prepares persons for a wide variety of administrative, supervisory, and instructional careers on all levels of education. This includes administrators in tertiary education, supervisors for educational agencies, programmes appointed by the Ministry of Education, church organization, industry, business, and medical agencies. Opportunities are provided to participate in research and service activities in a variety of administrative areas.

(Prerequisites: Master's in Educational Administration or EDAD520, 540, 560, 635)		Required
EDAD609	Leadership Roundtable I	0
EDAD610	Leadership Roundtable II	0
EDAD611	Leadership Roundtable III	0
EDAD737	Educational Policy & Management Research	3
EDAD757	Advanced Studies in Educational Finance	3
EDAD764	Advanced Studies in Educational Administration	3
EDAD769	Administrative Theory	3
GSED600	Philosophy of Religion and Education	3
Subtotal		15
Elective		5
Total		20

Electives

Select a minimum of 5 credits by advisement to complete the 20 credits needed to fulfil requirements for the specialization.		
EDAD680	Field Work	1-4
EDAD689	Seminar	1-4
EDAD756	Advanced Studies	1-4
EDAD786	Internship	1-4
EDAD799	Advanced Project	1-4

Curriculum & Instruction

The doctoral programme in curriculum and instruction is a research-oriented degree, and is designed to prepare educators to contribute to the field of education through research and leadership in curriculum change and instructional improvement in learning organizations. Participants will occupy a variety of positions in schools, civil service, and provide curricular leadership in business, industry, medical agencies, and the government. Though integrated, the components may vary in distribution according to a participant’s previous experience and career plans.

(Prerequisite: Master’s in Curriculum and Instruction or EDCI526, EDAD570)		Required
EDCI552	Curriculum Development	3
EDCI609	Leadership Roundtable I	0
EDCI610	Leadership Roundtable II	0
EDCI611	Leadership Roundtable III	0
EDCI665	Improving Instruction	3
EDCI737	Curriculum Development Research	3
EDCI764	Advanced Curriculum Studies	3
EDCI765	Advanced Instructional Processes	3
GSED600	Philosophy of Religion and Education	3
Subtotal		18
Elective		2
Total		20

Electives

Select a minimum of 2 credits by advisement to complete the 20 credits needed to fulfil requirements for the specialization.		
EDCI680	Field Work	1-4
EDCI689	Seminar	1-4
EDCI756	Advanced Studies in Curriculum and Instruction I	1-4
EDCI786	Internship	1-4
EDCI799	Advanced Project	1-4

Leadership

The Leadership Programme is a new interdisciplinary concept in graduate education. It is designed to meet the needs of mid-career leaders and to provide an innovative and highly

flexible programme allowing self-motivated mid-career leaders to pursue a doctoral degree in the context of a learning community, without requiring them to sacrifice family and career commitments.

The Leadership Programme is established on the idea of developing and demonstrating competency in several key areas. It gives each participant the opportunity to design and carry out an Individual Development Plan (IDP) in order to fulfil competency requirements. Documentation of each competence is demonstrated through the presentation and defence of a portfolio.

(Prerequisite: Master's degree and three (3) years of leadership experience in the work place.)		Required
LEAD609	Leadership Roundtable I	0
LEAD610	Leadership Roundtable II	0
LEAD611	Leadership Roundtable III	0
LEAD635	Individual Development Plan	2
LEAD736	Issues in Leadership Foundations	4
LEAD737	Issues in Leadership Research:	3
LEAD738	Issues in Leadership Theory	3
LEAD757	Advanced Studied in Educational Finance (optional)	3
GSED600	Philosophy of Religion and Education	3
Subtotal		18
Elective		2
Total		20

Electives

Select a minimum of 5 credits by advisement to complete the 20 credits needed to fulfil requirements for the specializations.

LEAD680	Field Work	1-4
LEAD689	Seminar	1-4
LEAD756	Advanced Studies in Leadership	1-4
LEAD786	Internship	1-4
LEAD799	Advanced Project	1-4

Doctor of Philosophy in Education Sequence Sheet (60-66 credits)

Status	1 st Session (Summer)	Cr	2 nd Session (Fall)	Cr	3 rd Session (Spring)	Cr	
1 st Year	LEAD630 Leadership Seminar	2	GSED605 Qual. Res. Meth.	3	EDCI880 Diss. Proposal Dev. Seminar Or EDAD880 Diss. Proposal Dev. Seminar Or LEAD880 Diss. Proposal Dev. Seminar	4	
	GSED600 Phil. of Religion and Education	3					
	GSED603 Quant. Res. Meth.	3					
	EDCI609 Lead. Roundtable I	0					
	OR	0					
	EDAD609 Lead. Roundtable I	0					
	ORLEAD609 Lead. Roundtable I	2					
	LEAD635 Ind. Dev. Plan						
	Total Credits	8-10		Total Credits	3	Total Credits	4

Status	1 st Session (Summer)	Cr	2 nd Session (Fall)	Cr	3 rd Session (Spring)	Cr
2 nd Year EDCI	EDCI610 Lead. Roundtable II	0	GSED620 Social Systems	3	GSED680 Learning Theories	3
	EDCI526 Pedagogical Found.	3	<i>EDCI899 Diss. I</i>	3	GSED703 Quant. Res. Meth. II	3
	EDAD570 Supervision, ...	3	Total Credits	9	<i>EDCI899 Diss. II</i>	3
	EDCI552 Curriculum Dev.	3			Total Credits	9
	Total Credits	9				
EDAD	EDAD610 Lead. Roundtable II	0	GSED620 Social Systems	3	GSED680 Learning Theories	3
	EDCI526 Pedagogical Found.	3	<i>EDCI899 Diss. I</i>	3	GSED703 Quant. Res. Meth. II	3
	EDAD570 Supervision, ...	3			<i>EDAD899 Diss. II</i>	3
	EDAD769 Admin. Theory	3	Total Credits	3	Total Credits	6
	Total Credits	9				
LEAD	LEAD610 Lead. Roundtable II	0	GSED620 Social Systems	3	GSED680 Learning Theories	3
	EDCI526 Pedagogical Found.	3	<i>LEAD899 Diss. I</i>	3	GSED703 Quant. Res. Meth. II	3
	EDAD570 Supervision, ...	3			<i>LEAD899 Diss. II</i>	3
	LEAD736 Issues in Lead. Found.	4	Total Credits	3	Total Credits	6
	Total Credits	10				
3 rd Year EDCI	EDCI611 Lead. Roundtable III	0	EDCI765 Adv. Inst. Processes	3	EDCI764 Adv. Cur. Studies	3
	EDCI665 Improving Instructions	3	EDCI775 Applied Research	3	Electives	
	EDCI737 Cur. Dev. Research	3	<i>EDCI899 Diss. IV</i>	3		
	GSED705 Qual. Res. Meth. II	3	Comprehensive Examination	0		
	<i>EDCI899 Diss. III</i>	3	Total Credits	6	Total Credits	3
EDAD	EDAD611 Lead. Roundtable III	0	EDAD775 Applied Research	3	EDAD764 Adv. Stud. In Ed. Admin.	3
	EDAD737 Ed. Policy & Mgmt Research	3	<i>EDAD899 Diss. IV</i>	3	Electives	
	EDAD757 Adv. Stud. in Ed. Finance	3	Comprehensive Examination	0		
	GSED705 Qual. Res. Meth. II	3	Total Credits	3	Total Credits	3
	<i>EDAD899 Diss. III</i>	3				
Total Credits	9					
LEAD	LEAD611 Lead. Roundtable III	0	LEAD775 Applied Research	3	LEAD737 Issues in Leadership Research	3
	LEAD738 Issues in Lead. Theory	3	Portfolio Synthesis Paper	3	Elective(s)	3
	LEAD757 Adv. Studies in Finance	3	<i>LEAD899 Diss. IV</i>	3		
	GSED705 Qual. Res. Meth. II	3				
	<i>LEAD899 Diss. III</i>	3	Total Credits	3	Total Credits	3
Total Credits	9					

Regional Study Group Meetings

Small groups meet regularly as regional groups. Participation is required for all doctoral participants. The groups should meet for a minimum of eight (8) hours per month, nine (9) times a year. Faculty will, upon the request of regional groups, visit twice a year. The regional group will be responsible for meeting with the faculty at the University once a year. Normally this meeting will be in the summer, often in conjunction with Leadership Roundtable. Regional groups meet at several locations which include:

1. Northern Caribbean University (Mandeville)
2. Kingston
3. Montego Bay
4. Others, depending on number of participants in that area: e.g., Trinidad, Bahamas and any territory where four (4) or more participants reside.

DESCRIPTION OF COURSES

Graduate Studies in Education -- Course Acronyms

- **GSED** Graduate Studies in Education
- **EDAD** Educational Administration
- **EDCI** Curriculum and Instruction
- **LEAD** Leadership
- **RIST** Instructional System Technology – IU
- **CPTR** Instructional System Technology – NCU

Graduate Studies in Education (GSED)

GSED500: Foundations of Christian Education 3 cr.

This course carefully examines and explores the theoretical and philosophical assumptions, convictions, claims and foundations of Christian Education from the academic, professional and practical perspectives. Some of the inquiries that will be pursued include: “are there philosophical and substantive differences between Christian Education and what is generally referred to as public education? If education in most public school systems is relatively free of cost why parents choose the financial inconvenience of matriculating their children into Christian schools?”

GSED505: Research Foundations in Education 3 cr.

An overview of educational research methods, including experimental, survey, the descriptive, action research and ethnography will be examined. The emphasis will be on action research and the design of appropriate data collection instruments. An introduction to questionnaire coding, scaling and data analysis will be provided.

GSED510: Fundamentals of Qualitative & Quantitative Research Methods 3 cr.

This course examines qualitative and quantitative research methods with emphasis on data collection and analysis. The qualitative focus is on observation and interview techniques and the quantitative emphasis is on questionnaire administration, descriptive and correlational analyses, and interpretation and reporting output data. APA style and computer-aided analyses will be required. **Prerequisite GSED505**

GSED515: Seminar in Teaching 3 cr.

This course will introduce students with no background in Teacher Education to the basic concepts of General Methods, Developmental Psychology, Educational Psychology, Instructional Technology, Technology Essentials, and Adult Education.

GSED530: Foundations of Christian & Leadership 3 cr.

Starting with a semantic analysis of the terms implied in *education* and Leadership, this course provides an exposure to the styles, principles and procedures in both areas, closely interrelated.

Emphasis is given to their transcendental results in the lives of those involved. It pursues the competency of viewing and practicing Education as an effective way of leading, while conceiving *leadership* as a continual educating tool. Biblical and modern practices of Education and Leadership are discussed and explored along each session of the course. Responsible reading, deep reflection-writing and enthusiastic group participation are expected of every learner. Integration of faith, learning and practice, and servant leadership are viewed in theory and in day-to-day life as well. The purpose is to inspire and facilitate integration of faith and personal leadership styles in practice in the classroom, workplace and community. Servant leadership, among other leadership styles, is analysed in the hagiographical and scholarly literature; theory of relevant worldviews are compared and contrasted, as a means to foster the personal development of each participant's Christian worldview.

GSED580: Portfolio/Internship Preparation Seminar **0 cr.**

This seminar is intended to assist students in acquiring the basic skills for preparing their portfolio and also will inform them of the expectations from their internship.

GSED590: Portfolio **2 cr.**

The planning and development of a professional teacher's portfolio for print and electronic display. It will be presented as evidence of knowledge, skills and dispositions gained in the participants' master's programme. An S/U grade will be awarded.

GSED600: Philosophy of Religion and Education **3 cr.**

This course examines the philosophical, ethical, and theoretical bases of some major worldviews and critiques their impact on education, religion, and other professions from a Christian perspective. Some concepts such as individualism, communalism, relativism, fiduciary responsibility, crime and corruption, and ecological responsibility will be explored within a contemporary context.

GSED603: Quantitative Research Methods **3 cr.**

Theory and application of statistical procedures in education, including descriptive statistics, inferential statistics – interval estimation, tests of significance (z, t, f-one way ANOVA). Instruction in using the Statistical Package for Social Science (SPSS) and demonstration of competency is emphasized. **Prerequisite GSED505**

GSED605: Qualitative Research Methods **3 cr.**

The theory, methods and application of the following are examined: qualitative research with particular emphasis on the range of qualitative research tools available; philosophical assumptions, including the differences between qualitative and quantitative research; and selected qualitative data analysis processes. **Prerequisite GSED505**

GSED620: Social Systems **3 cr.**

Both theoretical and applied aspects of the development of social systems as a science and practice are examined.

GSED676: Research Software Applications **3 cr.**

The course will provide hands-on skills training in the use of Microsoft Word applications consistent with the American Psychological Association (APA 6th ed.); searching of research databases; APA formatting and the use of other bibliographic tools including Endnotes. Qualitative and Quantitative analytical software tools such as SPAA and NUD*IST will be explored.

GSED682: Proposal Writing **2 cr.**

This course is intended to assist students in acquiring the basic skills of writing a proposal for conducting research projects. The content includes: research design, research objectives and methodology, data management, and the actual preparation of a research proposal. For IST participants only. **Prerequisites: GSED505, 510, successful completion of the Comprehensive examination and acceptance to degree candidacy**

GSED680: Learning Theory **3 cr.**

Examination of major theories of learning and motivation with emphasis on practical applications.

EDAD650: Instructional Systems Technology Programme Continuation **0 cr.**

Participants may register to clear Deferred Grades (DGs) and/or maintain active status. Adviser approval required. A programme continuation fee applies.

GSED698: Thesis Continuation **0 cr.**

Participants may register to maintain active status. Adviser approval required. A dissertation continuation fee applies.

GSED699: Thesis

Includes the planning and conducting of an original research study. Grades are P/F. For IST participants only.

GSED703: Quantitative Research Methods II **3 cr.**

This course is a practical application of the Multivariate Statistics including Factor Analysis; Multiple Regression; Multiple Analysis of Variance (MANOVA); and Structural Equation Modelling of nested data usually encountered in behavioural and social factors that influence educational outcomes. The emphasis is on the analysis, reporting and interpretation of the results.

Prerequisite GSED603

GSED705: Qualitative Research Methods II **3 cr.**

This course provides a revision of concepts and techniques in qualitative research, construction of interview protocols, collection and analysis of qualitative data, writing of qualitative research reports, and the introduction to the use of a commercial data analysis software e.g. NVivo8. **Prerequisite GSED605**

GSED710: Seminar in Research Methods **1-3 cr.**

This course examines advanced topics in the field of research.

Prerequisites: GSED603 and 605 or consent of professor

Educational Administration (EDAD)

EDAD520: Foundations of Educational Administration **3 cr.**

The enlightened practice of educational administration is the purpose. Topics include goals, organisation and administration of educational programmes and institutions; the structure and control of school systems; the nature of administration; conceptual foundations of educational administration from the point of view of servant leadership designed to support best practices in teaching/learning.

EDAD540: Financial Planning and Management in Education **3-4 cr.**

Focuses on financial and economic issues that influence educational institutions including cost of education, school support, sources of school revenue, budgeting and the organising and maintaining of the fiscal and physical elements of schools and school systems. The design of financial resources to support effective and efficient teaching/learning practices.

EDAD545: Grant Writing **1-3 cr.**

Considers planning and proposal writing as any on-going process in any organization, and includes a grant proposal project. It focuses on the short and long-term planning processes involved in preparing funding proposals based upon community needs.

EDAD558: Current Trends, Issues and Innovations **1-4 cr.**

An analytical examination of current trends, issues and innovations from a research perspective will be examined. **Prerequisite: EDCI527 or permission of professor**

EDAD560: Legal and Ethical Issues in Education **2 cr.**

Legal and ethical issues affecting teaching and educational institutions including government relations, church/state issues, employment issues, student control and school-board operations and procedures. In addition, this course compares Caribbean practices with other systems.

EDAD570: Supervision, Study Groups & the Coaching of Teaching **3- cr.**

Designed for teachers, principals, superintendents, instructional supervisors and others concerned with the improvement of teaching and learning; curriculum design; the role, aims and principles of instructional improvement. Includes a study of small groups organised to improve instructional practices.

EDAD609: Leadership Roundtable I **0-1 cr.**

A professional conference designed by doctoral students with faculty for the purpose of learning conference structure, design and management, as well as for demonstrating conference presentation and analysis skills. The focus of the Roundtable is on themes, concepts, current thoughts and trends in leadership. Students are also exposed to the principles of research as they apply to leadership. First-year doctoral students are required to enrol in this course.

EDAD610: Leadership Roundtable II **0-1 cr.**

This course is a repeat of the course Leadership Roundtable I, scheduled for second year doctoral students. The purpose, structure and focus of the course are the same, while treating different themes and topics. **Prerequisite: LEAD 609**

EDAD611: Leadership Roundtable III **0-1 cr.**

A continuation of Leadership Roundtable II scheduled for third-year doctoral students. The purpose, structure, and focus of the course are the same, while treating different themes and topics. Upon completion of LEAD611, students may continue to register and attend the professional Leadership Roundtable conference for zero credits. **Prerequisite: LEAD 610**

EDAD635: Human Resource Administration **2 cr.**

Planning for human resources to support the achievement of educational goals. Personnel services, policies and functions in education including communication and group dynamics for administrators. The focus is how to acquire and support personnel for the best teaching/learning practices.

- EDAD648: Workshop** **1-4 cr.**
 Study of problems/solutions within the field of education administration. One credit hour is offered for 60 clock hours of active participation.
- EDAD650: Educational Administration Programme Continuation** **0 cr.**
 Participants may register to clear Deferred Grades (DGs) and/or maintain active status. Adviser approval required. A programme continuation fee applies.
- EDAD680: Field Work** **1-4 cr.**
 Planned field experience in leadership at co-operating institutions, school systems or agencies. Permission of the professor is required.
- EDAD682: Proposal Writing** **2 cr.**
 This course is intended to assist students in acquiring the basic skills of writing a proposal for conducting research projects. The content includes: research design, research objectives and methodology, data management and the actual preparation of a research proposal.
Prerequisites: GSED505, 510, successful completion of the Comprehensive examination and acceptance to degree candidacy.
- EDAD686: Internship** **1-4 cr.**
 Under the supervision of a faculty member in educational administration, participants intern in responsible positions with specialists or administrators in co-operating institutions, school systems, or agencies. Permission of professor is required. Graded S/U.
- EDAD689: Seminar** **1-4 cr.**
 Contemporary and selected topics in educational administration. Repeatable with different topics.
- EDAD690: Independent Study** **1-4 cr.**
 Individual research and study with a professor is required. A minimum of 60 clock hours of study time is expected per credit. A written proposal specifying the scope of the project, project activities, meeting times, completion date and participant product(s) is required.
- EDAD698: Thesis Continuation** **0 cr.**
 Participants may register to maintain active status. Adviser approval required. A dissertation continuation fee applies.
- EDAD699: Thesis** **4 cr.**
 Includes the planning and conducting of an original research study. Grades are S/U.
- EDAD737: Educational Policy and Management Research** **3 cr.**
 Study of education policy and management issues through the use of critical analysis and other research processes.
- EDAD756: Advanced Studies in Educational Finance** **3 cr.**
 Advanced studies in educational administration in which various topics in the field are discussed and conclusions arrived at. Permission of the professor is required.

- EDAD757: Advanced Studies in Educational Administration I** **3 cr.**
 Advanced studies in educational administration is repeatable with different topics. Permission of the professor is required.
- EDAD756: Advanced Studies in Educational Administration II** **1-4 cr.**
 Advanced studies in educational administration is repeatable with different topics. Permission of the professor is required.
- EDAD764: Advanced Studies in Educational Administration** **3 cr.**
 Emphasizes theory, concepts, technology and organisational development processes in educational administration at different levels. Emphasises the use of research applied to administrative practices. **Prerequisites: EDAD520, 540, 560 and 635**
- EDAD769: Administrative Theory** **3- cr.**
 Classical and modern theories of administration, management and leadership will be examined. Connections to current administrative practice will be emphasized. **Prerequisites: EDAD520, 540, 560 and 635**
- EDAD775: Applied Research** **3 cr.**
 Planned research experience dealing with an actual educational situation. Participants identify a faculty member with whom to engage in collaborative research study which may lead to a joint publication. Course can meet the advanced methodology requirement for Ph.D. participants. **Prerequisites: GSED603 and 605**
- EDAD786: Internship** **1-8 cr.**
 Under the supervision of a faculty member in educational administration, participants intern in responsible positions with specialists or administrators in co-operating institutions, school systems or agencies. Permission of professor is required. Graded S/U.
- EDAD789: Advanced Seminar** **1-4 cr.**
 Advanced topics in administration is repeatable with different topics. Permission of professor is required.
- EDAD799: Advanced Project** **1-4 cr.**
 A project using sound principles of educational administration is required. A final report documents project development and performance.
- EDAD880: Dissertation Proposal Development Seminar** **4 cr.**
 The participant designs and writes a doctoral dissertation proposal in co-operation with the participant's dissertation committee. Often it includes a pilot study for the dissertation. **Graded S/U. Prerequisites: GSED603, 605 and 676**
- EDAD888: Dissertation Continuation** **0 cr.**
 Participants may register to maintain active status. Adviser approval required. A dissertation continuation fee applies.
- EDAD899: Doctoral Dissertation** **1-12 cr.**
 An extensive original research study is conducted (planned and implemented) and then defended before the department faculty and the scholarly community. **Graded P/F.**

Curriculum and Instruction (EDCI)

EDCI520: Technology Essentials

2 cr.

This course focuses on the use of computer technology essentials, which will provide hands-on competency based training in the use of Microsoft Word applications, consistent with the American Psychological Association (APA, 6th ed.), windows management, and PowerPoint presentations. A project requiring extensive use of computer technology essentials required.

EDCI523: Introduction to Pedagogical Foundations

3 cr.

This course is designed to improve basic teaching practices. The emphasis will include both teaching/learning concepts and teaching/learning processes. You will become a member of a study group and present teaching episodes and participate in structured coaching and feedback processes. You will also develop a useful repertoire to assist you in the task of teaching at all levels. **Prerequisite GSED515**

EDCI526: Pedagogical Foundations

3 cr.

This course is designed to improve basic teaching practices. The emphasis will include both teaching/learning concepts and teaching/learning processes. You will become a member of a study group and present teaching episodes and participate in structured coaching and feedback processes.

EDCI527: Technology & Learning

2-3 cr.

This course focuses on the wide variety of instructional technology and media available to support and enhance learning. Media enhanced instruction that improves learning is the goal. It includes a project requiring extensive use of instructional technology. The participant is expected to meet basic competencies, i.e., ISTE NETS **Prerequisite: Previous coursework in computer technology.**

EDCI547: Foundations of Curriculum Development

3 cr.

Planning educational experiences to enhance teaching/learning. The relationship of the purposes of education to the design, implementation and evaluation of curriculum at various levels and in various regions will be explored. Improved participant learning is the goal.

EDCI550: Assessment of Learning Outcomes

3 cr.

Provides the foundation for a performance-oriented approach to instruction. Participants learn the terminology, concepts, and methods of achievement testing. Coursework activities and practice focus on the inter-relatedness of objectives, outcomes and the instructional process. **Prerequisite EDCI686**

EDCI552: Curriculum Development

3-4 cr.

Explores the purposes, substantive issues and content of curriculum design to help educators concerned with the analysis, development, improvement and implementation of curriculum at specific school levels. **Prerequisite: EDCI547 or permission of the professor**

EDCI558: Research in Current Trends, Issues, and Innovations 4 cr.

An analytical examination of current trends, issues and innovations from a research perspective. **Prerequisite: EDCI527 or permission of professor**

EDCI609: Leadership Roundtable I **0-1 cr.**
 A professional conference designed by doctoral students with faculty for the purpose of learning conference structure, design and management, as well as for demonstrating conference presentation and analysis skills. The focus of the Roundtable is on themes, concepts, current thoughts and trends in leadership. Students are also exposed to the principles of research as they apply to leadership. First year doctoral students are required to enrol in this course.

EDCI610: Leadership Roundtable II **0-1cr.**
 This course is a repeat of the course Leadership Roundtable I, scheduled for second year doctoral students. The purpose, structure and focus of the course are the same, while treating different themes and topics. **Prerequisite: EDCI609**

EDCI611: Leadership Roundtable III **0-1 cr.**
 A continuation of Leadership Roundtable II scheduled for third year doctoral students. The purpose, structure and focus of the course are the same, while treating different themes and topics. Upon completion of LEAD 611 Students may continue to register and attend the professional Leadership Roundtable conference for zero credits. **Prerequisite: EDCI610**

EDCI625: School Improvement and Change **1-4 cr.**
 Theoretical and applied study of organisational development in schools as it relates to school improvement and the change process. Participant learning is the focus.

EDCI637: Technology **1-4 cr.**
 Topical issues on integrating technology into the curriculum: Best practices in educational technology, Internet in the classroom, computer enhanced instruction applications and web-based learning are emphasized. Emphasizes hands-on experience and is repeatable by topics. **Prerequisite: EDCI527 or permission of professor**

EDCI648: Workshop **1-4 cr.**
 Study of problems/solutions within the field of Curriculum and Instruction. One credit hour is offered for 60 clock hours of active participation.

EDCI650: Curriculum and Instruction Programme Continuation **0 cr.**
 Participants may register to clear Deferred Grades (DGs) and/or maintain active status. Adviser approval required. A programme continuation fee applies.

EDCI665: Improving Instruction **3 cr.**
 Designed to expand the teaching repertoire of teachers and other instructional leaders interested in improving instruction. The power and usefulness of research-based teaching models are presented. Participants develop their ability to reflect on their own teaching performance and provide effective feedback and support to others. **Prerequisite: EDCI526**

EDCI680: Field Work **1-4 cr.**
 Supervised curriculum and instruction experiences. Research projects in approved educational institutions and agencies. Offered in such areas as elementary, middle/secondary, K-12 or higher education. Permission of supervisor and plans required one semester in advance of registration.

EDCI682: Proposal Writing **2 cr.**
 This course is intended to assist students in acquiring the basic skills of writing a proposal for conducting research projects. The content includes: research design, research objectives and

methodology, data management and the actual preparation of a research proposal.
Prerequisites: GSED505, 510, successful completion of the Comprehensive examination, and acceptance to degree candidacy.

EDCI686: Internship **4 cr.**

Under the supervision of a faculty member in Curriculum and Instruction, participants' intern in responsible positions with specialists or administrators in co-operating institutions, school systems or agencies. Permission of professor is required. **Graded S/U.**

EDCI689: Seminar **1-4 cr.**

Contemporary and selected topics in curriculum and instruction and is repeatable with different topics.

EDCI690: Independent Study **1-4 cr.**

Individual research and study with a professor is required. A minimum of 60 clock hours of study time are expected per credit. A written proposal specifying the scope of the project, project activities, meeting times, completion date and participant product(s).

EDCI698: Thesis Continuation **0 cr.**

Participants may register to maintain active status. Adviser approval required. A dissertation continuation fee applies.

EDCI699: Thesis **4 cr.**

Includes the planning and conducting of an original research study. **Graded S/U.**

EDCI737: Curriculum Development Research **3 cr.**

Critical examination of principles, problems and procedures applied to current practices in the development of a field-ready curriculum. Major term project is the preparation of an instructional product. **Prerequisites: EDCI547 and EDCI552 or professor's permission**

EDCI756: Advanced Studies in Curriculum and Instruction I **1-4 cr.**

Advanced studies in curriculum and instruction; is repeatable with different topics. Permission of professor is required.

EDCI757: Advanced Studies in Curriculum and Instruction II **1-4 cr.**

Advanced studies in curriculum and instruction; is repeatable with different topics. Permission of the professor is required.

EDCI758: Advanced Studies in Curriculum and Instruction III **1-4 cr.**

Advanced studies in curriculum and instruction; is repeated with different topics. Permission of the professor is required.

EDCI764: Advanced Curriculum Studies **3 cr.**

Examination of philosophical and theoretical foundations of curriculum applied to current practices. The emphasis is on the study of issues related to graduate studies in curriculum development and research. **Prerequisites: EDCI526, 547, 552 and 558**

EDCI765: Advanced Instructional Processes **3 cr.**

Introduction and practice of advanced teaching strategies that rely on systematic instruction based upon theory, research and scholarly thinking in specific disciplines. Designed to expand

teaching repertoire and increase feedback and support from others within the context of their teaching/learning communities. Participants develop the ability to reflect on their own performance and provide effective feedback and support to others. **Prerequisites: EDCI526, 665**

EDCI775: Applied Research **3 cr.**

Planned research experience dealing with an actual educational situation. Participants identify a faculty member with whom to engage in collaborative research study which may lead to a joint publication. Course can meet the advanced methodology requirement for PhD participants. **Prerequisites: GSED603 and 605**

EDCI786: Internship **1-4 cr.**

Under the supervision of a faculty member in Curriculum and Instruction, participants intern in responsible positions with specialists or administrators in co-operating institutions, school systems or agencies. Professor's Permission is required. **Graded S/U.**

EDCI789: Advanced Seminar **1-4 cr.**

Advanced topics in curriculum and instruction and is repeatable with different topics. Permission of professor is required.

EDCI799: Advanced Project **1-4 cr.**

A project using sound principles of curriculum and instruction is required. A final report documents project development and performance.

EDCI880: Dissertation Proposal Development Seminar **4 cr.**

The participant designs and writes a doctoral dissertation proposal in co-operation with the participant's dissertation committee. Often it includes a pilot study for the dissertation. **Graded S/U. Prerequisites: GSED603, 605 and 676**

EDCI888: Dissertation Continuation **(0 cr.)**

Participants may register to maintain active status. Adviser approval required. A dissertation continuation fee applies.

EDCI899: Doctoral Dissertation **1-12 cr.**

An extensive original research study is conducted (planned and implemented) and then defended before the department faculty and the scholarly community. **Graded S/U.**

Reading and Language Arts Instruction

EDCI530: Strategies for Teaching Reading & Language Arts I **3 cr.**

Provides for the theoretical understanding and the practical skill for teaching reading and the other language arts in elementary schools. Sound symbol relationships, teaching word recognition skills, penmanship, beginning writing skills and scheduling and record keeping are emphasized. Demonstrations and mastery of initial levels of skill are required.

EDCI531: Strategies for Teaching Reading & Language Arts II **3 cr.**

Continuation of EDCI530 with emphasis on the teaching of spelling, comprehension, student practice and study skills.

EDCI532: Advanced Strategies for Teaching Reading & Language Arts I **3 cr.**
Continuation of EDCI530 & 531 with emphases on study skills, content reading, small group discussions on literary works and diagrams/correction practices.

EDCI533: Advanced Strategies for Teaching Reading & Language Arts II **3 cr.**
Continuation of EDCI530, 531 & 532 with emphasis on increasing level of skills (speed and efficiency). The participant also learns how to include a tutoring component as a part of the Reading and Language Arts programme.

Leadership

LEAD530: Leadership Foundations **2 cr.**
Servant leadership in theory and practice is the core of this course. Leadership theory, personal leadership styles and the integration of faith and learning in leadership practice are studied and applied in work related situations.

LEAD558: Current Trends, Issues and Innovations **1-4 cr.**
An analytical examination of current trends, issues and innovations from a research perspective.
Prerequisite: EDCI527 or permission of professor

LEAD609: Leadership Roundtable **0-1 cr.**
A professional conference designed by doctoral students with faculty for the purpose of learning conference structure, design and management, as well as for demonstrating conference presentation and analysis skills. The focus of the Roundtable is on themes, concepts, current thoughts and trends in leadership. Students are also exposed to the principles of research as they apply to leadership. First year doctoral students are required to enrol in this course.

LEAD610: Leadership Roundtable II **0-1 cr.**
This course is a repeat of the course Leadership Roundtable I, scheduled for second year doctoral students. The purpose, structure and focus of the course are the same, while treating different themes and topics. **Prerequisite: LEAD 609**

LEAD 611: Leadership Roundtable III **0-1 cr.**
A continuation of Leadership Roundtable II scheduled for third year doctoral students. The purpose, structure and focus of the course are the same, while treating different themes and topics. Upon completion of LEAD 611 Students may continue to register and attend the professional Leadership Roundtable conference for zero credits. **Prerequisite: LEAD 610**

LEAD630: Leadership Seminar **2cr.**
An intensive orientation to the programme. Focus on leadership concepts, effective instruction, principles of research and skills relating to the successful completion of the programme. Repeatable to 6 credits. **Graded S/U.**

LEAD635: Individual Development Plan **2 cr.**
Preparation and submission of the individual development plan (IDP) to faculty for approval.
Prerequisite: LEAD 630

LEAD648: Workshop **1-8 cr.**
Study of problems/solutions within the field of Leadership. One credit hour is offered for 60 clock hours of active participation.

LEAD650: Leadership Continuation **0 cr.**
 Participants may register to clear Deferred Grades (DGs) and/or maintain active status. Adviser approval required. A programme continuation fee applies.

LEAD680: Field Work **1-8 cr.**
 Supervised leadership experiences. Research projects in approved educational institutions and agencies. Offered in such areas as elementary, middle/secondary, K-12 or higher education. Permission of supervisor; plans required one semester in advance of registration.

LEAD689: Seminar **1-8 cr.**
 Contemporary and selected topics in leadership; is repeatable with different topics.

LEAD690: Independent Study **1-8 cr.**
 Individual research and study with a professor is required. A minimum of 60 clock hours of study time are expected per credit. A written proposal specifying the scope of the project, project activities, meeting times, completion date and participant product(s) should be submitted to the professor before study begins.

LEAD736: Issues in Leadership Foundations I **4 cr.**
 An extension of the leadership seminar. Participants review literature on leadership and world views, discuss the findings with small groups and with faculty, and provide scholarly feedback related to assigned topics in foundations of leadership and world views. It also includes information in the areas of power and influence, ethical leadership and diversity. **Prerequisite: LEAD 630**

LEAD737: Issues in Research **1-4 cr.**
 This course provides information for developing skills in reading and evaluating research. **Prerequisite: LEAD 630**

LEAD738: Issues in Leadership Theory **1-4 cr.**
 A seminar in the study of leadership theory. This course is intended to provide a wide coverage of leadership theory based on sound research principles, with implications for informed practice. It includes concept formation in such areas as organisation development, historical and contemporary views of leadership and applications to problem solving and administrative settings. **Prerequisite: LEAD 630**

LEAD740: Issues in Leadership Foundations II **1-4 cr.**
 An extension of LEAD736. **Prerequisites: LEAD 630 and 736.**

LEAD756: Advanced Studies in Leadership I **1-8 cr.**
 Advanced studies in leadership in which various topics in the field are discussed and conclusions arrived at. Permission of the professor is required.

LEAD757: Advanced Studies in Leadership II **1-4 cr.**
 Advanced studies in leadership is repeatable with different topics. Permission of the professor is required.

LEAD758: Advanced Studies in Leadership III **1-4 cr.**
 Advanced studies in leadership is repeated with different topics. Permission of the professor is required.

LEAD775: Applied Research **1-4 cr.**
 Planned research experience dealing with an actual leadership situation. Participants identify a faculty member with whom to engage in collaborative research study which may lead to a joint publication. Course can meet the advanced methodology requirement for Ph. D participants.
Prerequisites: GSED603, 605 and 676

LEAD786: Internship **1-4 cr.**
 Under the supervision of a faculty member in leadership, participants intern in responsible positions with specialists, administrators or other leaders in co-operating institutions, school systems or agencies. Professor's permission is required. **Graded S/U.**

LEAD789: Advanced Seminar **1-8 cr.**
 Advanced topics in Leadership is repeatable with different topics. Permission of professor is required.

LEAD799: Advanced Project **1-4 cr.**
 A project using sound principles of leadership is required. A final report documents project development and performance.

LEAD880: Dissertation Proposal Development Seminar **4 cr.**
 The participant designs and writes a doctoral dissertation proposal in co-operation with the participant's dissertation committee. Often it includes a pilot study for the dissertation. **Graded S/U. Prerequisites: GSED603 and 605**

LEAD888: Dissertation Continuation **0 cr.**
 Participants may register to maintain active status. Adviser approval required. A dissertation continuation fee applies.

LEAD899: Doctoral Dissertation **1-12 cr.**
 An extensive original research study is conducted (planned and implemented) and then defended before the department faculty and the scholarly community. **Graded S/U.**

Instructional Systems Technology (RIST) - IU

RIST511: Instructional Technology Foundations **3 cr.**
 This is a core course in the IST programme. It provides an overview of the field and profession of Instructional Technology. Given the many extant IST fields, R511 provides a sense of history and an explanation of how the components of the field fit together. A particular emphasis is placed on the evolution of the 'big ideas' of the field.

RIST521: Instructional Design & Development **3 cr.**
 This course introduces the instructional systems development process, from analysis through evaluation and implementation. In this course, all the development phases are explored, with emphasis on design issues such as classification of learning tasks, selection of instructional

strategies and development of prototypes. After completing this course, you will be able to design effective and appealing instruction based on principles from instructional theory.

RIST541: Instructional Design & Production Process I 3 cr.

This course introduces the entire multimedia production process. This course is designed to develop instructional products using a number of graphic, audio and video, presentation, and web development software. The emphasis of this course is on basic skills in writing, graphic design, interface design, scripting, prototyping, editing, formative evaluation and quality assurance. ***R521 prerequisite or equivalent experience***

RIST561: Evaluation & Change in the Instructional Design Process 3 cr.

Evaluation and change are two integral elements of the instructional and performance technology processes, and this course is divided into two segments to reflect these two elements. During this course, the student will develop knowledge and skills necessary to carry out education, training and performance improvement programme evaluations from various perspectives. In addition, change management is viewed as integral to the instructional and performance technology processes; therefore participants will develop the skills to apply tools that are used to identify and reduce resistance to change.

RIST626: Instructional Strategies and Tactics 3 cr.

This is an advanced course in instructional strategies. This course aims to help students develop a deeper understanding of instructional strategies and tactics and a greater ability to create effective, efficient and appealing instruction. ***R521 prerequisite***

N.B. **R** is the acronym used by Indiana University.

Instructional Systems Technology – NCU

CPTR505 Foundations of Information Systems 3 cr.

This course explores contemporary information systems (IS) and its role within an organization. It seeks to provide a fundamental understanding of the impact of information technology on decision making and key business rules. Discusses how information systems and technology acts as an enabler for businesses to operate differently and more efficiently. Also introduces systems theory, process improvement and the development of information systems.

CPTR511 Information Systems Programming 3 cr.

Business applications, planning, testing computer programmes and coding will be studied. The course includes programming event driven applications and graphical user interfaces along with data theory. This course presents object oriented and procedural software engineering methodologies in data definition and measurement, abstract data type construction and use in developing GUIs, reports and other IS applications.

CPTR515 The Management of Information Systems 3 cr.

The course covers the application of information systems in organizations, systems quality, theory and decision making. It demonstrates how managers help in providing IS services within the organization. Problem identification, process mapping, business process problems model enterprise processes, business process analysis, business process reengineering and benchmarking are covered.

- CPTR550 Database Systems Administration** **3 cr.**
Database Systems Administration focuses on managing corporate data resources. It examines the concepts, principles, issues and techniques for managing the design and development of large database systems. Topics include: logical data models, concurrent processing, data distribution, database administration, data warehousing, data cleansing, and data retrieval. The course also reviews modern database management systems and examines management application and implementation of database systems in corporate and organizational information systems.
- CPTR560 IT Infrastructure & Technology Management** **3 cr.**
Discusses fundamental information technology and telecommunications infrastructure such as data, video, VOIP, networking, web services and the integration of enterprise applications. Covers key concepts, models, systems architectures, essential protocols, noteworthy standards, information security and assurance as well as the design, deployment and administration of networks. Additionally, the course examines servers, various storage and distributed systems such as cluster, grid and cloud computing. Further explores the development and implementation of relevant technologies to serve an organization in a dynamic and competitive environment. An introduction to essential concepts relating to technology management and the role of IT managers/directors is also presented.
- CPTR570 Human Computer Interaction** **3 cr.**
The main aim of the Human Computer Interaction course is to provide a fit between human, technology, and tasks to achieve high performance and satisfaction within organizational and business context. It addresses human characteristics and their impact on developing human-centred information systems, the HCI development processes that concerns the entire lifecycle of the information system as well as HCI evaluation concerns, techniques, issues, and standards.
- CPTR613 Information Assurance and Security Management** **3 cr.**
This course covers research issues that are related to information science and computer security. Students will focus on literature and research information associated with computer security and information assurance.
- CPTR626 Software Engineering** **3 cr.**
Surveys basic software engineering topics associated with the processes, documents, and products of the entire software life cycle. Topics include software evolution, project organization, and management, feasibility studies, product definition, design, implementation, and testing issues, and the role of the software engineer within the life cycle. This course will also focus on the design, and implementation of software applications for information systems using various modern software development techniques.
- CPTR680 Data Communications & Networking** **3 cr.**
Data communications and Networking aims to provide a solid foundation in the study of telecommunications which includes data, image, video and voice. The fundamentals of networks, transmission and switching efficiency, regulatory and technical environments, security and authentication, network operating systems, e-commerce and associated web sites and practices, and middleware for wireless systems, multimedia, and conferencing are addressed. Additionally, the concepts, models, architectures, protocols, standards, and security for the design, implementation, and management of digital networks are studied.

COLLEGE OF HUMANITIES, BEHAVIOURAL & SOCIAL SCIENCES



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Statement of Mission

THE COLLEGE OF HUMANITIES, BEHAVIOURAL & SOCIAL SCIENCES RESOLVES TO REAFFIRM ITS COMMITMENT TO THE IMPROVEMENT OF THE SOCIETIES IT SERVES THROUGH:

- THE DEVELOPMENT OF THE WHOLE INDIVIDUAL.
- THE PROVISION OF QUALITY INSTRUCTION IN GENERAL EDUCATION AND THE ARTS.
- THE PROMOTION OF RELEVANT RESEARCH TO EFFECT POSITIVE TRANSFORMATION IN THE SOCIETY.
- THE MOULDING OF AN ETHOS FOR SERVICE TO GOD AND HUMANITY, WITHIN AN ATMOSPHERE INSPIRED AND SHAPED BY THE ADVENTIST CHRISTIAN FAITH.

Vision Statement

THROUGH THE COLLEGE OF HUMANITIES, BEHAVIOURAL AND SOCIAL SCIENCES, NORTHERN CARIBBEAN UNIVERSITY, WILL BECOME A MAJOR PRESENCE AMONG INSTITUTIONS OF HIGHER LEARNING IN JAMAICA AND THE WORLD.

Value Statement

CREATING AN EXCEPTIONAL PRODUCT FOR THE GLOBAL MARKET, AND FOR ETERNITY.



Behavioural Sciences

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DOCTOR OF PHILOSOPHY IN COUNSELLING PSYCHOLOGY

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Ketsia Lafontant, Ph.D. (candidate)
Enid McLymont, Ph.D.
Cheril Thompson, Ph.D.
Ann Woolley, Ph.D.

VISITING PROFESSORS

Stacey Brodie-Walker, Ph.D.
Dennis Edwards, Ph.D.
Sandra McDermot, Psy.D.

INTRODUCTION

The Ph.D. programme in Counselling Psychology confers on graduate students the ability to use a scientist-practitioner approach to address or resolve mental health issues in a variety of contexts. Two major emphases will be offered. They are:

- (1) Educational Assessment; and
- (2) Marriage and Family Therapy.

Further, the programme fosters the development of skills that are essential for the implementation of interventions which are designed to ameliorate typical psychological problems.

Theoretical and practical exposures will be provided that facilitate the acquisition of clinical and research skills. Students will be exposed to state of the art practices and current theoretical models in a variety of settings. This exposure will prepare graduates for careers in Counselling Psychology which make use of clinical, teaching and research skills. Those three dimensions of the practices or career of counselling psychologists will be addressed in the curriculum.

The above will be pursued with a Christian worldview during the graduate student's tenure at Northern Caribbean University (NCU). Five to six years will be required to complete the programme. The programme requirements include coursework, dissertation research, and a clinical internship or field work.

OBJECTIVES

1. To prepare college and university professors of (a) Counselling Psychology (b) Marriage and Family Therapy and (c) closely related fields;
2. To prepare skilled mental health practitioners and scholars for professional practice in a variety of clinical arenas;

3. To foster ethical practices that are grounded in a Christian perspective;
4. To develop proficient research scholars who are able to apply the best research traditions in theoretical and applied research or other studies;
5. To facilitate scholarly investigations of pertinent and contextually relevant mental health issues;
6. To advance our knowledge of Counselling Psychology and improve the practice of mental health workers;
7. To facilitate the retention of our nation's most precious treasure (i.e., our talented young people) whose collective skills and divinely inspired wisdom may (a) develop opportunities which induce national development and (b) promote the spiritual and mental well-being of succeeding generations within the Inter-American Division in general and the Caribbean Basin in particular.

GENERAL ADMISSIONS PROCEDURES, GUIDELINES AND ACADEMIC CREDENTIALS

- The application for admission should be sent to: Graduate Studies & Research, Northern Caribbean University, Mandeville, Jamaica, W.I.
- All applicants must have completed a graduate degree from a recognised institution. An official transcript from that institution must be submitted.
- Students who wish to be enrolled must submit the following documents for evaluation:
 - a) Application with non-refundable fee
 - b) Official transcripts
 - c) Two (2) completed evaluation forms
 - d) Statement of Purpose written in a scholarly manner
 - e) Certified copy of degree/diploma/certificate
 - f) Three (3) recent passport size photographs.

MATRICULATION REQUIREMENTS

The applicant must have received a baccalaureate degree or its equivalent from a college or university of recognized standing. Ph.D. applicants must have a minimum GPA of 3.30 or the equivalent at the Masters level. Students falling below this level should submit other evidence of their ability to successfully complete a Ph.D. programme. Such evidence may include grades/scores in post-baccalaureate courses, postgraduate diplomas/certificates and a record of progressively higher work responsibilities. Each case will be evaluated and the candidates may be granted provisional acceptance.

Prerequisites

- (a) M.Sc./M.A. in Counselling Psychology from an approved university, or
- (b) Any other Master's degree that contains the following courses:
 - Research Methods
 - Programme Evaluation
 - Psychopathology and their implied interventions
 - Assessment and Psychometrics
 - Practicum/ Internship
 - Theories and Techniques of Counselling
 - Statistics II- ANOVA & MR

- ❑ Group Processes
- ❑ Developmental Issues and Counselling Implications
- ❑ Clinical Assessment
- ❑ Learning, Behaviour and Emotional Problems
- ❑ Relevant Professional Experience or Practicum/Internship
- ❑ Master's Thesis/Project

Persons whose master's degree does not contain these preliminary courses will have to do the relevant courses and complete them in order to be matriculated in to the programme. Preliminary courses will not be counted towards the credits required for the completion of the Ph.D. programme.

Each applicant's graduate courses will be examined in order to determine his/her background in those areas. Students may be asked to take preliminary courses in the first year after the NCU faculty committee examines the student's file.

Students may expedite the review process by asking their graduate school(s) to submit in a sealed envelope sufficient detail course outlines or the curriculum which may be used to establish that the course offerings are equivalent to that offered in the NCU's Master's Counselling Psychology programme.

(Note: The final decision will be made by the officers of NCU)

Religious Requirement

RELG520 Contents and Contours of Christian Ethics **2-3 credits**

ACCREDITATION

The Ph.D. in Counselling Psychology is designed to meet the criteria for accreditation established by the Adventist Accreditation Association (AAA), the University Council of Jamaica and the American Psychological Association.

SCHEDULE, CONTINUITY OR RESIDENT REQUIREMENTS

Students wishing to complete their studies within the time stipulated must enter the programme and follow the recommended sequence of courses. They must also take the recommended sequence of courses. Interruption of the programme sequence will require continuing with the next cohort.

The Ph.D. degree requires that all students:

- Maintain a grade of "B+" average or better throughout their study.
- A GPA below 3.30 will result in automatic placement on probation. A GPA of 3.30 must be reinstated by the end of the next session. If not the student will not be allowed to continue in the programme.
- Students will be allowed to take a maximum of 6 credits per session.

DESCRIPTION OF THE PROGRAMMES

Ph.D. Programmes

(1) Ph.D. in EDUCATIONAL PSYCHOLOGY

CORE REQUIREMENTS	CREDIT HOURS
PSYC701: Multivariate Designs and Analysis I	3
PSYC704: Seminar in Caribbean Psychology	3
PSYC706: History and Systems of Psychology	3
PSYC729: Seminar in Behaviour Modification	3
PSYC732: Cognitive Psychology	3
PSYC814: Biological Psychology	3
PSYC808: Psychopathology – Assessment and Treatment	3
PSYC810: Professional Ethics and Legal Issues	3
PSYC811: Advanced Qualitative Research Methods	3
PSYC800: Multivariate Designs and Analysis II	3
PSYC819: Fieldwork	6
PSYC837: Advanced Human Development	3
EDCI526: Pedagogical Foundations	3
RELG520: Contents and Contours of Christian Ethics	3
RELB605: Psychology of Religion Experience	3
RELG600: Foundations in Marriage and Family Therapy	3
PSYC809: Professional Issues	3
PSYC898: Dissertation Proposal	3
PSYC899: Dissertation Research I	3
PSYC900: Dissertation Research II	3
PSYC901: Dissertation Research III	2
PSYC902: Dissertation Defence	1
TOTAL	66 CREDITS
EMPHASIS	
EDUCATIONAL PSYCHOLOGY: ASSESSMENT	
EDCI547: Foundations of Curriculum Development	3
PSYC832: Assessment of Children and Youth	3
PSYC859: Cognitive Assessment	3
PSYC853: Advanced Educational Measurement	3
PSYC856: Classroom Assessment Strategies	3
TOTAL	15 CREDITS

(2) Ph.D. in COUNSELLING PSYCHOLOGY: MARRIAGE AND FAMILY THERAPY

CORE REQUIREMENTS	CREDIT HOURS
PSYC701: Multivariate Designs and Analysis I	3
PSYC703: Personality Assessment	3
PSYC704: Seminar in Caribbean Psychology	3
PSYC706: History and Systems of Psychology	3
PSYC814: Biological Psychology	3
PSYC810: Professional Ethics and Legal Issues	3
PSYC808: Psychopathology – Assessment and Treatment	3
PSYC811: Advanced Qualitative Research Methods	3
PSYC858: Supervision for Supervisors	3
PSYC837: Advanced Human Development	3
PSYC800: Multivariate Designs and Analysis II	3
RELG520: Contents and Contours of Christian Ethics	3
RELG600: Foundations in Marriage and Family Therapy	3
RELG605: Psychology of Religion Experience	3
PSYC809: Professional Issue	3
PSYC818: Internship	6
PSYC898: Dissertation Proposal	3
PSYC899: Dissertation Research I	3
PSYC900: Dissertation Research II	3
PSYC901: Dissertation Research III	2
PSYC902: Dissertation Defence	1
TOTAL	63 CREDITS
EMPHASIS	
MARRIAGE AND FAMILY THERAPY	
MFTH720: Family Management	3
MFTH725: Family Life Education	3
MFTH823: Couples Therapy	3
MFTH824: Divorce – Effects & Therapy	3
MFTH826: Marriage and Family: Assessment and Therapy	3
MFTH831: Practicum	3
TOTAL	18 CREDITS

**Department of Graduate Counselling Psychology (Ph.D. Programmes)
Class Schedule**

Cohort	FALL September – December	SPRING January – April	Summer May
Year I	Period 1 PSYC706 History and Systems of Psychology 3 Credits Period 2 PSYC814 Biological Psychology 3 Credits	Period 1 PSYC700 Multivariate Designs and Analysis I 3 Credits Period 2 PSYC810 Professional Ethics and Legal Issues 3 Credits	Period 1 PSYC800 Multivariate Designs and Analysis II 3 Credits
Year II	FALL September – December Period 1 PSYC808 Psychopathology: Assessment & Treatment 3 Credits Period 2 PSYC704 Seminar in Caribbean Psychology 3 Credits	SPRING January – April Period 1 PSYC811 Advanced Qualitative Research Methods 3 Credits Period 2 PSYC898 Dissertation Proposal 3 Credits	SUMMER May 3rd & 4th weeks PSYC809: Professional Issues in Counselling Psychology 3 Credits

Year III	FALL September – December	SPRING January – April	SUMMER May 3rd & 4th weeks
	<p>Period 1 PSYC858: Supervision for Supervisors 3 Credits</p> <p>EDCI547 Foundations of Curriculum Development 3 credits</p> <p>Period 2 PSYC853 Advanced Educational Measurement 3 Credits</p> <p>MFTH831: Practicum 3 Credits</p>	<p>Period 1 MFTH823 Couples Therapy 3 Credits</p> <p>PSYC729 Seminar in Behaviour Modification 3 Credits</p> <p>PSYC856 Classroom Assessment Strategies 3 Credits</p> <p>Period 2 MFTH825: Family Life Education 3 Credits</p>	<p>Period 1 PSYC732: Cognitive Psychology 3 Credits</p> <p>MFTH720 Family Management</p> <p>Period 2 PSYC837 Advanced Human Development 3 Credits</p>
Year IV	FALL September – December	SPRING January – April	SUMMER May 3rd & 4th weeks
	<p>Period 1 RELG520 Contents and Contours of Christian Ethics 3 Credits</p> <p>Period 2 MFTH824 Divorce: Effects and Therapy 3 Credits</p> <p>PSYC857 Cognitive Assessment 3 credits</p>	<p>Period 1 MFTH826 Marriage and Family: Assessment and Therapy 3 Credits</p> <p>EDCI526: Pedagogical Foundations 3 credits</p> <p>Period 2 PSYC899 Dissertation I 3 Credits</p> <p>PSYC703 Personality Assessment 3 Credits</p>	<p>Period 1 PSYC818 Internship / PSYC819 Fieldwork 6 Credits</p> <p>Period 2 PSYC900 Dissertation I 3 Credits</p>

Cohort	FALL September – December	SPRING January – April	Summer May
Year V	Period 1 PSYC901 Dissertation II 2 Credits RELG520 Contents and Contours Period 2 RELB605 Psychology of Religion Experience 3 Credits	Period 1 RELB600 Biblical Base in Marriage and Family Therapy 3 Credits Period 2 PSYC902 Dissertation III 1 Credit	Dissertation Defence 1 credit Dissertation Contd. 1 credit

COMPREHENSIVE EXAMINATIONS

Each doctoral student will write the:

- (i) first comprehensive examination after they have completed the core requirements, (i.e., thirty (30) credits); and
- (ii) second comprehensive examination after they have completed all of the core and elective courses (i.e., fifty seven (57) credits). Students who have successfully passed both comprehensive examinations may apply to be advanced to candidacy for the Ph.D. Also, Ph.D. candidates may at this stage enrol in PSYC899: Dissertation Research and PSYC818: Internship/ Clinical Practicum.

MASTER OF SCIENCE IN COUNSELLING PSYCHOLOGY

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Faculty:

Orlean Brown-Earle, Ph.D.
Kenneth Morgan, Ph.D.
Errol Thomas, M.A., CFLE
Gloria Wellington, Ph.D.

Adjunct Faculty:

Joy Alexander, Ed.D.
Ralford Jones, Ed.D.
Grace Kelly, Ph.D.
Enid McLymont, Ph.D.
Teran Milford, Ph.D.
Nina Nelson, MSW, (Ph.D. candidate)

INTRODUCTION

The Master of Science (M.Sc.) in Counselling Psychology is designed to prepare counsellors to work in a variety of contexts – schools, industrial settings, and mental health facilities. The programme confers, on the graduate students, theoretical and practical skills which will enable them to (1) Help clients to think through their issues and find appropriate solutions, (2) Develop, implement and evaluate the efficiency and utility of interventions that are designed to ameliorate individual, family and social problems.

A Christian world view will inform the interpretation of current writings or psychological and counselling theories.

The programme is administered by the College of Humanities, Behavioural and Social Sciences. It is managed by the Co-ordinator of the Graduate Programmes within that College. Fifty-four (54) credits are required to complete all of the requirements of the M.Sc. degree.

Students who do not have all of the prerequisite courses in Psychology, Statistics, and Counselling will take relevant courses in the Department of Behavioural Sciences before they are matriculated into the graduate programme. Undergraduate credits may not be used to satisfy any of the 51 credits needed to complete the M.Sc. in Counselling Psychology.

STATEMENT OF PHILOSOPHY

The M.Sc. Counselling Psychology adopts an eclectic training model with emphasis on holistic development of the mental, physical, social, and the spiritual nature of graduate students being prepared as ethical, committed, professionals for excellent service to others.

OBJECTIVES

1. To enrich, broaden and refine the skills and knowledge of individuals who have taken undergraduate courses in Psychology and Counselling;
2. To foster the development of duly qualified professionals who are capable of conducting research in the Behavioural Sciences;
3. To inspire leaders and prepare managers of Community Mental Health Services;

4. To foster an appreciation of the individual's rights to respect and confidential services;
5. To prepare future psychologists, counsellors, and social workers whose professional practices are informed or governed by Christian, ethical and professional principles.
6. To provide postgraduate experience in counselling and psychology that will confer the skills and theoretical preparation needed to pursue doctoral studies in those disciplines.

GENERAL ADMISSION PROCEDURES, GUIDELINES AND ACADEMIC CREDENTIALS

- The application for admission should be sent to: Graduate Studies & Research, Northern Caribbean University, Mandeville, Jamaica, W.I.
- Applicants must have completed an undergraduate degree from a recognized institution. An official transcript from that institution must be submitted. Transcripts marked "*Issued to Student*" are not acceptable.
- Applicants who wish to take a limited number of courses for personal or professional development or for transfer to another institution may enrol under the designation NON-DEGREE STUDENT. Special students who register as "Non-Degree Students" may take a maximum of 9 credits in this category. They should apply for regular admission status if they intend to take more than nine (9) credits. Please note that NON-DEGREE STUDENTS are not eligible for student loans. A limit of nine hours earned in non-degree status may be applied toward a master's degree programme. Students who have already earned a graduate degree and are taking classes for licensure purposes should apply as DEGREED: LICENSURE SEEKING. Such students are eligible for student loans.
- Students who wish to be enrolled in the graduate programme must submit the following documents for evaluation:
 - a) A completed application form with non-refundable fee of the equivalent of US\$30
 - b) Official transcripts
 - c) Two (2) completed Evaluation Forms
 - d) Statement of Purpose (250-300 words) in a manner that exhibits the applicant's ability to write a scholarly paper.
 - e) Certified photocopy of Degree
 - f) Three (3) recent passport-size photographs notarized or certified.

MATRICULATION REQUIREMENTS

Applicants seeking admission should have earned a Bachelor's degree from a credible college or university with an average of "B" grade or better. If this requirement is not met, provisional admission may be granted. Regular admission may be obtained after the student has maintained a 3.0 GPA for 9-12 credits. All applicants who have not had formal training in counselling or psychology will be required to take a preliminary set of courses in Psychology and Counselling (*by advisement*).

ACCREDITATION

The M.Sc. in Counselling Psychology is designed to meet the criteria for accreditation established by the Adventist Accreditation Association (AAA), the University Council of Jamaica (UCJ), the Council for Accreditation of Counselling and Related Educational

Programmes (CACREP) and the American Association of Marriage and Family Therapists (AAMFT). Careful attention is given to required instructional objectives of the CACREP, emphasizing the common-core areas of, clinical orientation, clinical instruction and research. Additional courses and standardized test results (e.g., GRE) may be needed for certification outside of Jamaica. The M.Sc. in Counselling Psychology is accredited by (i) The University Council of Jamaica and (ii) The Adventist Accreditation Association.

SCHEDULE, CONTINUITY OR RESIDENT REQUIREMENTS

Students wishing to complete their studies within the time stipulated must enter the programme and follow the recommended sequence of courses. They must also take the recommended number of credits. Interruption of the programme sequence will require continuing with the next cohort. Students may enter the M.Sc. in Counselling Psychology programme in May of each year.

The Master of Science Degree requires that all students:

- Maintain a “B” average or better throughout their study
- A GPA below 3.00 will result in placement on probation. A letter of warning will be issued in such an instance from the Dean’s office.
- If a GPA of 3.00 is not reinstated during the next session or set of courses (i.e., 9 credits) the student will be informed by letter of not meeting programme standards, and therefore, will not be allowed to continue in the programme.

Students will be allowed to take a maximum of 9 credits per session.

Religious Requirement

RELG520 Contents and Contours of Christian Ethics **2-3 credits**

DESCRIPTION OF THE PROGRAMME

CORE REQUIREMENTS

CORE REQUIREMENTS	Credits	Prerequisites
PSYC501 Behavioural Statistics I	N/C	none
Foundations of Counselling		
COUN501 Christian Counselling: Approaches & Techniques	3	none
COUN502 Developmental Issues & Counselling Implications	3	none
PSYC651 Learning, Behaviour & Emotional Problems	3	COUN502
Evaluation and Research: Measurement, Testing and Statistics		
PSYC510 Psychological Research Methods	3	
PSYC602 Behavioural Statistics II	3	PSYC501
PSYC605 Psychological Assessment: Psychometrics	3	PSYC501
PSYC606 Clinical Assessment	3	PSYC605
PSYC648 Programme Evaluation	3	PSYC510

Counselling Contexts

COUN516 Theories and Techniques	3	COUN501
MFTH600 Marriage, Family and The Life Cycle	3	COUN502, COUN516
PSYC526 Group Processes: Theory and Practice	3	COUN501, COUN502

Professional Standards & Ethics

PSYC647 Professional Standards and Ethics	3	None
PSYC689 Master’s Project OR	3	PSYC510, 602
PSYC699 Master’s Thesis	6	PSYC510, 602
COUN520 Practicum I	3	By Advisement
COUN525 Practicum II	3	By Advisement
RELG520 Contents & Contours of Christian Ethics	3	None

Total Core Credits **48-51**

Students who would like to specialize in Marriage And Family Therapy, School Counselling or Educational Psychology may do so by choosing electives that will enable them to explore those topics in greater detail.

EMPHASES

Electives

Educational Psychology

	Credits	Prerequisites
PSYC640 Issues in Educational Psychology	3	COUN502
PSYC607 Assessment of Children and Youth	3	PSYC606

Marriage and Family Therapy

COUN635 Family therapy	3	MFTH600
MFTH535 Marriage Counselling	3	COUN516

Total Credits **54-57**

N.B. Students are given the choice to do either option A or B in pursuing the programme.

OPTION A – MASTER’S PROJECT (3 Credits)

All of the core courses and electives must be completed in addition to PSYC689 Master’s Project.

OPTION B – MASTER’S THESIS (6 Credits)

The core courses and electives must be completed in addition to PSYC699 Master’s Thesis.

RECOMMENDED PROGRAMME SEQUENCE

Status	Summer I	Cr	Fall I	Cr
1 st Year (0-33 credits)	PSYC501: Behavioural Statistics I COUN502: Dev. Issues & Counselling Implications COUN501: Christian Counselling: Approaches and Techniques Credits:	N/C 3 3 6	PSYC510: Psychological Research Methods PSYC647: Professional Standards and Ethics COUN516: Theories & Techniques of Counselling Credits:	3 3 3 9
	Spring I		Summer II	
	PSYC657: Learning, Behaviour & Emotional Problems PSYC648: Programme Evaluation PSYC605: Psychological Assessment: Psychometrics Credits:	3 3 3 9	MFTH600: Marriage, Family & the Life Cycle PSYC602: Behavioural Statistics II PSYC526: Group Processes Credits:	3 3 3 9
	Fall II		Spring II	
2 nd Year (34-48 credits)	PSYC606: Clinical Assessment PSYC689/699: Master's Project/ Thesis MFTH535: Marriage Counselling OR PSYC640: Issues in Educational Psychology Credits:	3 3 3 9	PSYC689/699: Master's Project/Thesis (continue) PSYC607: Assessment of Children OR COUN635: Family Therapy COUN520: Practicum I (200 hrs.) Credits:	3 3 3 6
	Summer III			
	COUN525: Practicum II RELG520: Contents & Contours of Christian Ethics Credits:	3 3 6	Total Credits:	51-54

DESCRIPTION OF COURSES

COUN501 Christian Counselling: Approaches and Techniques **3 credits**

This course reviews the history and philosophical bases of professional counselling. This overview examines the major trends in Psychotherapeutic therapy and techniques from a Christian perspective. Special attention is given to the roles and functions of school, organization and youth counsellors within both the secular and Christian communities. Also included is an understanding of essential interviewing and counselling skills. Self-growth and an awareness of observational skills that are germane to becoming a facilitator of growth and change in individuals, groups, families or systems are emphasized.

COUN502 Developmental Issues and Counselling Implications **3 credits**

This course examines several life span developmental theories. Concurrently, students are exposed to strategies which use current theories of human development to enhance human growth and the practice of counselling. It emphasizes the notion that human beings have the capacity for development and are amenable to therapeutic changes throughout the life span.

COUN516 Theories and Techniques in Counselling **3 credits**

Students will review the major theories of counselling from a multicultural perspective with an emphasis on the integration of theory and practice. Emphasis is placed on the management of client resistant, trust building, use of interpretation and confrontation, and relevant ethical and legal issues. The course includes both didactic and experimental learning. Students are given the opportunity to practice the techniques that are discussed in the lectures. **Prerequisite: COUN501 Christian Counselling: Approaches And Techniques**

COUN520/525 Practicum I & II **3 credits**

The practicum is designed to give graduate students an opportunity to improve and sharpen acquired skills and to learn new ones, as well as to synthesize and integrate various aspects of their preparation into one experience within a work setting with real clients and issues. Each practicum student is expected to complete 600 hours of practicum experience. **(COUN520 requires 200 clock hours and COUN525 400 clock hours)** **Prerequisite: By Advisement**

COUN530 Administration and Supervision of Guidance Services **3 credits**

A detailed review and examination of the history, principles and philosophy of School Guidance Services will be undertaken in this course. The issues highlighted will include protocol involved in designing, implementing, and managing comprehensive school guidance and counselling programmes. Emphasis will be placed on the definition of roles, classification of functions, the optimal use of resources, referrals, consultation and evaluation of guidance services.

COUN554 Career Development **3 credits**

The course will review and examine the major theories of career development. Students will be exposed to (i) various assessment models which are used in career counselling, (ii) dimensions of career life planning, and (iii) current strategies and techniques of career counselling.

COUN603 Issues in School Counselling**3 credits**

Students are introduced to the major writings, and issues in school counselling. The course will take a critical look at current administrative practices, roles and the appropriate function of school guidance and counselling programmes. Additionally, career development theories and counselling protocols will be examined in order to maximize the potential of school children. The challenges of adult learners and their implications for career planning or change throughout the lifespan will be thoroughly analysed in classroom discussions.

Prerequisite: COUN502 Developmental Issues and Counselling Implications

COUN632 Crisis Intervention Counselling**3 credits**

This course introduces solution-focussed and brief therapeutic approaches to address various types of crises that affect the lives of individuals and families. Solutions such as counselling, coping strategies and other effective interventions are also addressed in this course.

COUN635 Family Therapy**3 credits**

This course reviews major approaches to family treatments, patterns of family communication and interactions, family conflicts and mechanism of conflict resolution, effects of psychotherapeutic interventions on family functioning and theories and definitions of family psychopathology. Students will study the family life cycle approach. This course also includes a study of organized ways of thinking about how the family system changes over time, and the impact of these changes on the family unit.

Prerequisite: MFTH600 Marriage, Family and the Life Cycle

MFTH535 Marriage Counselling**3 credits**

This course introduces the students to different models for conducting Marriage and Couples counselling to treat couples with various marital problems. This course also emphasizes pre-marital counselling.

Prerequisite: COUN516 Theories and Techniques in Counselling

MFTH600 Marriage, Family and the Life Cycle**3 credits**

This series is designed to prepare students to (1) understand and work with the family life cycle approach in order to understand how the family system changes overtime and how these changes impact the family unit over time. (2) To expose students to models for conducting marriage counselling in order to foster long lasting changes and to develop healthy relationships. (3) To review the major approaches to family therapy and to examine concepts such as family communication and interaction, family conflicts and mechanism of conflict resolution.

Prerequisite: COUN502 Developmental Issues and Counselling Implications and COUN516 Theories and Techniques in Counselling

PSYC501 Behavioural Statistics I*3 credits**

This course introduces the basic principles of descriptive and inferential statistics. Random sampling distributions and the Central Limit Theorem are used in hypothesis testing. T-test, chi square and various correlation coefficients are used in significance testing. Regression analysis is also introduced in this survey of statistical concepts. Additionally, students are introduced to the use of the SPSS software.

This is a three-credit course. These credits may not be applied to the total number of credits needed for the M.Sc. in Counselling Psychology.

PSYC510 Psychological Research Methods**3 credits**

This course provides students with the principles, knowledge base, methods and techniques of psychological research. Students are exposed to common threats of validity and reliability. They will develop skills that will allow them to critically analyse qualitative and quantitative research.

PSYC526 Group Processes: Theory and Procedures**3 credits**

This course will present the theoretical concepts that are essential for understanding group dynamics. Students are introduced to group counselling. They are given the opportunity to acquire the skills that will facilitate various types of group interactions. Some of the concepts which will be explored in class/laboratory experiences include communication styles, and group facilitation strategies. **Prerequisite: COUN502 Developmental Issues and Counselling Implications and COUN501 Christian Counselling: Approaches and Techniques**

PSYC602 Behavioural Statistics II**3 credits**

Multivariate statistical analyses are introduced in this course. It is designed to introduce graduate students to the logics and typical applications of Analysis of Variance (ANOVA) and the fundamentals of multiple regression. The basic assumptions of ANOVA and Regression and their appropriate tests are highlighted in discussions of the impact of the departure from normality, homogeneity of variance or linearity. The graduate student will be equipped with the skills needed to follow discussions on advanced statistical concepts such as Path Analysis, LISREL and Factor Analysis. **Prerequisite: PSYC501 Behavioural Statistics I**

PSYC605 Psychological Assessment: Psychometrics**3 credits**

The major challenges associated with the development of valid, reliable and useful tests are discussed in this course. The correct interpretation of scores of standardized instruments is highlighted in an effort to maximize the clinical benefits of using those instruments while minimizing false negative classifications and their attendant impacts. Also, the major types of published or standardized tests are reviewed. **Prerequisite: PSYC501 Behavioural Statistics I**

PSYC606 Clinical Assessment**3 credits**

This course exposes students to the application of typical and published instruments. The pillars of assessment are used in the preparation of reports and clinical assessments. **Prerequisite: PSYC605 Psychological Assessment: Psychometrics**

PSYC607 Assessment of Children and Youth**3 credits**

This course is designed for students who will be working with children and youth in schools and mental health facilities. It utilizes a multidisciplinary approach to the assessment of children and youth with a focus on the use of psychoeducational instruments by counselling psychologists. It will provide familiarity with a variety of tests used by other professionals who assess children and youth. The advantages and disadvantages of various tests, as well as their culturally appropriate use and function will be presented. Course content will include explanations of how to interpret and utilize test results given with special focus on the academic, social and emotional needs of children and youth.

PSYC640 Issues in Educational Psychology**3 credits**

This course will examine current writings in motivation, learning, development, testing and evaluation. This analysis is undertaken to confer on mental health workers within the educational system the ability to facilitate student cognition, learning, performance and

emotional adjustment within the school environment. Leading peer reviewed journal articles, such as, those published within the last five (5) years in the Journal of Educational Psychology will be critically reviewed in this course. **Prerequisite: COUN502 Developmental Issues and Counselling Implications**

PSYC647 Professional Standards and Ethics

3 credits

This course is designed to introduce students to ethical codes, legal guidelines, and professional issues relevant to the field of counselling. Additionally, students are introduced to publication standards. Students will produce an original paper on an ethical issue in this field. This paper should be written using the relevant APA guidelines.

PSYC648 Programme Evaluation

3 credits

This course introduces students to the rationale for the current emphasis on programme evaluation as a necessary compliment to the use of social interventions. It highlights the techniques used to assess the efficacy and efficiency of social programmes. Also, it confers skills, which may be used to effect policy development, shape the design and implementation of social interventions, and improve the management of social programmes.

Prerequisite: PSYC510 Psychological Research Methods

PSYC651 Learning, Behaviour and Emotional Problems

3 credits

Classical and current theories of learning or behaviour are reviewed. Subsequently, the course examines the etiology of developmental, emotional and behavioural problems of children, adolescents and adults. The methods used for assessing and treating typical problems are discussed. Some of these methods include the current Diagnostic and Statistical Manual of Mental Disorders. **Prerequisite: COUN502 Developmental Issues and Counselling Implications**

PSYC689 Master's Project

3 credits

Each student will select a topic and develop a scholarly paper under the supervision of an adviser. Additionally, the major findings of his/her investigation will be orally presented to the members of the committee. **Prerequisites: PSYC510 Psychological Research Methods; PSYC602 Behavioural Statistics II and by advisement**

PSYC699 Master's Thesis

6 credits

Each student will select a topic and develop a scholarly paper under the supervision of an adviser. Additionally, the major findings of his/her investigation will be orally presented and defended in the presence of his/her committee members. **Prerequisite: PSYC510 Psychological Research Methods; PSYC602 Behavioural Statistics II and by advisement**

RELG520: Contents and Contours of Christian Ethics

This interdisciplinary course, taught out of the School of Religion and Theology in collaboration with the various colleges, is designed to investigate, and analyse models for Christian ethics in a postmodern, and in some context such as the Caribbean, in a postcolonial world. It examines various ethical theories of obligation and values from a biblical perspective and does so within the framework of a Christian worldview. In addition, concepts such as individualism, communalism, relativism, fiduciary responsibility, confidentiality, crime and corruption and ecological responsibility will be critically explored within the context of our contemporary setting.

Foundations of Psychology

PSYC701: Multivariate Design and Analysis I

3 credits

This course will introduce students to the application of multivariate statistical methods such as Multiple Regression, Path Analysis, MANOVA and Discriminant Analysis, and Factor Analysis in counselling psychology. The application of the general linear model and related topics to the analysis and interpretation of data typically encountered in research is highlighted. The congruence or relation between questions or hypotheses and statistical analyses will be highlighted and examined in order to facilitate proper use of typical statistical techniques in quantitative research. This course will focus in the use of MANOVA and Discriminant Analysis in research. **Prerequisites:** PSYC602 - Behavioural Statistics II and PSYC510 – Psychological Research Methods.

PSYC703: Personality Assessment

3 credits

This course introduces the student to some of the most widely used instruments of “objective” personality assessment. These are the self-reporting interventions, the so-called “pencil – and paper” tests of personality. The course covers the rationale, administration, scoring, and interpretation of these measures. Also included is the information on the use of automated procedures, the appropriate application of these tests and the ethical considerations in their use in clinical and non-clinical settings. Students are encouraged to make a critical assessment of these tests in the light of available norms, reliability and validation studies, appropriateness of item selection in terms of language, gender and cultural bias, and the applicability of tests for the specific use for which it is stated.

Prerequisite: PSYC606: Clinical Assessment.

PSYC704: Seminar in Caribbean Psychology

3 credits

This course provides a foundation for the Caribbean Psychology influenced by the social, cultural, and environmental contexts in which psychological theory is generated and tested. Topics may include cultural influences on the self-concept, cultural influences within “universal” behaviours, cultural differences for participating in groups and societies, and the influence of culture on personal relationships.

PSYC706: History and Systems of Psychology

3 credits

This course will examine the philosophical bases of historical and current practices in psychology. Some of the major traditions in American psychology such as classical and operant conditioning will be examined. It will also look at the European traditional thoughts on cognitive science.

PSYC800: Multivariate Designs and Analysis II

3 Credits

This practical seminar introduces the logic and procedures for statistical estimation, hypothesis testing, and model fitting in a variety of settings. It will focus on SEM, Factor Analysis, and Canonical Correlation. Examples will be used to help demonstrate fundamental concepts, statistical reasoning, and the application of multivariate techniques to a variety of research designs. Emphasis will be on practical applications, designing good research, drawing causal conclusions and the difference between statistical significance and practical importance. **Prerequisite:** PSYC701 – Multivariate Design and Analysis I.

PSYC808: Psychopathology – Assessment and Treatment

3 credits

The course provides an overview of Personality theory in relation to the theoretical concepts of human development, behaviour and personality typologies as they relate to

understanding of abnormal behaviours within the human condition. The psychiatric disorders are noted in the Diagnostic Statistical Manual-IV Edition-Treatment Revision). The course will also seek to examine some selected personality theories and the relationship between the formations of human psychiatric disturbances as noted in the etiology (causes/origins), course, diagnosis, criteria, differential diagnosis and psychological treatment interventions of DSM-IV-TR Axis I and II personality and psychiatric disorders in adults and children. Administration and interpretation of psychological techniques used to assess children and adult cognitive and behavioural abilities. Developmental approach and multicultural perspective will be used. **Prerequisite:** PSYC651- Learning Behaviour and Emotional Problems.

PSYC810: Professional Ethics and Legal Issues

3 Credits

This course introduces students to the Ethical Standards of the Jamaican Psychological Society and their application to professional practice. The course also provides students with a forum for examining contemporary ethical, legal, and socio-cultural issues pertinent to their development as professional counsellors. The major objective of the course is to provide students with a framework for lifelong ethical decision-making and practice. **Prerequisite:** PSYC647 – Professional Standards and Ethics.

PSYC811: Advanced Qualitative Research Methods

3 Credits

Students in this course will gain a working understanding of the philosophy, conceptualization and application of qualitative and survey research methods in the behavioural and social sciences. Topics will include such methods as ethnographic research and participant observation, conceptual mapping and interviewing techniques, sampling, and questionnaire development. They will explore their applications in participatory and action research. Students will also learn how to analyse and write up the results of such research endeavours according to the standards of the field including the use of computerized qualitative data analysis packages. **Prerequisite:** PSYC510 – Psychological Research Methods.

PSYC814: Biological Psychology

3 credits

This course examines the field of neuropsychology for the clinical and developmental psychologist. Participants will develop an introductory familiarity with functional neuro-anatomy, neuropsychological contributions to personality and selected psychiatric disorders, selected neurobehavioral disorders, learning disabilities, normal aging and dementia. The biological basis of human development will be examined in conjunction with the effects of environmental factors on human growth throughout the lifespan.

PSYC818: Internship

6 Credits

It provides advanced students opportunities in psychological diagnosis and treatment along with supervised experience in counselling, play therapy, group therapy, and psychological diagnosis of children and adults. Accordingly, supervised practical experiences in the consultation process are given in: problem identification and analysis, treatment implementation, process and outcome evaluation and data based service delivery consistent with ethical and legal guidelines. 1500 hours. **Prerequisite:** Completion of coursework and permission from department.

EDCI526: Pedagogical Foundations

3 Credits

This course is designed to improve basic teaching practices. The emphasis will include both teaching/learning concepts and teaching/learning processes. You will become a member of a

study group and present teaching episodes and participate in structured coaching and feedback processes.

PSYC858: Supervision for Supervisors

3 Credits

This course provides a comprehensive overview to the theory and practice of supervision for supervisors and supervisees. This training is specifically for psychologists engaged in psychotherapeutic work. This supervision course addresses relational and process issues alongside practical and organisational concerns. Future supervisors will be helped to develop, reflect on and refine their own personal practice, consistent with their therapeutic approach, the context in which they work, and their client group(s).

PSYC898: Dissertation Proposal

3 Credits

Students will be guided through the preparation and development of the dissertation proposal. **Prerequisite:** Completion of all coursework and successfully pass the doctoral comprehensive examinations.

PSYC899: Dissertation Research

9 credits

This course is limited to students who have received approval of their dissertation proposal and been promoted to the status of doctoral candidate. The product of this independent work is a dissertation that is thorough, succinct, well-reasoned, professionally presented, and defensible. **Prerequisite:** Completion of all coursework and permission of the Department.

Marriage and Family Therapy

MFTH720: Family Management

3 Credits

This course is an introduction to the study and practice of family sciences. It presents analytic concepts used in the study of family sciences. It emphasizes the vulnerabilities and needs of Caribbean children, youth, families and communities, and describes human services that maximize human potential and minimize personal and societal costs. It introduces students to the roles and skills of the counselling psychologist in guiding families. **Prerequisite:** MFTH600 – Marriage, Family and Lifecycle.

MFTH725: Family Life Education

3 Credits

This course will focus on creating home as a sacred centre for individual, marital, and family development and how temporal activities in the home lead to spiritual development or its demise. **Prerequisite:** MFTH600: Marriage, Family and Lifecycle.

PSYC809: Professional Issues

3 credits

This course introduces students to the Counselling Psychology profession. The course content is the foundation for understanding the specialty and forming a professional identity. This course will give students a more comprehensive understanding of their future role in the field of Counselling Psychology.

MFTH823: Couples and Sex Therapy

3 Credits

This course addresses the current approaches in the practice of sex therapy. Emphasis is on the assessment of individuals and couples and the development of appropriate interventions to address the sexual concerns presented by the couples and individuals. Issues regarding identification and treatment of male and female disorders as well as treatment of special populations are included. **Prerequisite:** PSYC720: Family Management.

MFTH824: Divorce – Effects and Therapy**3 Credits**

This course will provide an introduction to the essential research that forms the current knowledge base concerning divorce. It will help students to understand the phenomena that occur during the dissolution of marriages and families, and the factors that can aid recovery. They will learn the range of interventions available to psychologists who work in this critical field. Course content will include: the effects of divorce on adults and children; and introduction to the legal divorce process and its interactions with the emotional and psychological stages of divorcing individuals and their children; the particular difficulties of high- conflict divorce; what can be done to protect divorcing individuals and their children; how the current legal process can be changed to promote healthier divorce. **Prerequisite:** PSYC720: Family Management.

MFTH826: Marriage and Family: Assessment and Therapy**3 Credits**

This course will provide students with advanced clinical experience in marriage and family therapy. Students will have the opportunity to implement theoretical learning in their internship settings. The practicum also provides the opportunity to reflect upon varying clinical approaches, and evolve one's own personal style to conduct marriage and family therapy. This course requires supervised marriage and family therapy experience in an approved clinical setting, in conjunction with weekly on-campus seminars led by department faculty and guest lecturers. **Prerequisite:** MFTH535: Marriage Counselling.

MFTH827: Parenting**3 Credits**

This parenting course will focus on the variety of roles and responsibilities of parents in our society. Students will examine parenting practices such as nurturing, communication, and guidance to develop knowledge and skills that will help them in parenting roles now and in their future. They will also examine the biological processes of parenting and the impact of lifestyle, emotional factors and technology on this process.

The topics covered in the course will include parenting roles and responsibilities; the impact of attitudes, opinions, culture and society on parenting; nurturing, communication, discipline, and guidance; conception, prenatal development, and birth; parenting alternatives; services and resources for parents; and laws and regulations related to parenting. **Prerequisite:** MFTH600: Marriage, Family and Lifecycle

MFTH831: Practicum**3 Credits**

The Practicum is an applied experience in a counselling setting selected to meet individual career goals. This experience is designed to introduce students to clinical observation, interviewing, assessment, and counselling. The course requires a minimum of 400 hours of applied experience, to be completed within six months.

Educational Psychology: Assessment**EDCI547: Foundations of Curriculum Development****3 Credits**

This course focuses on planning educational experiences to enhance teaching/learning. The relationship of the purposes of education to the design, implementation and evaluation of curriculum at various levels and in various regions will be explored. Improved participant learning is the goal.

PSYC729: Seminar in Behaviour Modification**3 Credits**

This course focuses on an investigation of the principles of behaviour and its implications for therapy or techniques that may be used to manage exceptional children or adults. General and specific methods for generating, strengthening, and maintaining desirable behaviour, and methods for weakening undesirable behaviour will be examined. The conditioning of both academic skills and non-academic behaviours on an individual and group basis will be stressed. Cognitive behavioural strategies will be reviewed and its clinical applications highlighted during discussions of current theoretical analyses and clinical practices.

Prerequisite: PSYC640 – Issues in Educational Psychology

PSYC732: Cognitive Psychology**3 Credits**

This course introduce students to the empirical and theoretical perspectives of cognitive processes such as deductive, inductive, and analogical reasoning, problem solving, and planning, that underlie human judgment and decision making abilities. Also it presents current research on neuroscience and cognition at different stages of the lifespan. The course will focus on psychological analyses of behaviour, but rational-economic, cross-cultural comparative and approaches will also be considered. **Prerequisite:** PSYC640: Issues in Educational Psychology and PSYC606: Clinical Assessment.

PSYC819: Field Work**3 Credits**

This course will provide students with opportunities in the field of academia and psychoeducation along with supervised experience in facilitating academic courses and research. Supervised experiences in educational and psychological consultation consistent with ethical and legal guidelines will be given. This course requires a 1500 hour experience.

PSYC830: School Consultation: Intervention practices**3 Credits**

This course focuses on the application of consultation theory. The course emphasizes understanding the various stages of successful consultation, identifying potential problems that may arise during the consultation process, and overcoming those problems. School-based consulting is a major focus. **Prerequisite:** PSYC606 – Clinical Assessment

PSYC832: Assessment of Children and Youth**3 Credits**

It will emphasize the administration and interpretation of psychological tests/techniques used to assess behaviour and emotion of children via a developmental approach and multicultural perspective. **Prerequisite:** PSYC606: Clinical Assessment

PSYC837: Advanced Human Development**3 Credits**

This course offers a seminar-style investigation into underlying theories and models of human nature, human development, and epistemology, with emphasis on foundational assumptions in students' respective disciplines. Current research articles will be examined and used in the discussions of trends in the research on human development.

Prerequisite: COUN502: Developmental Issues and Counselling Implications

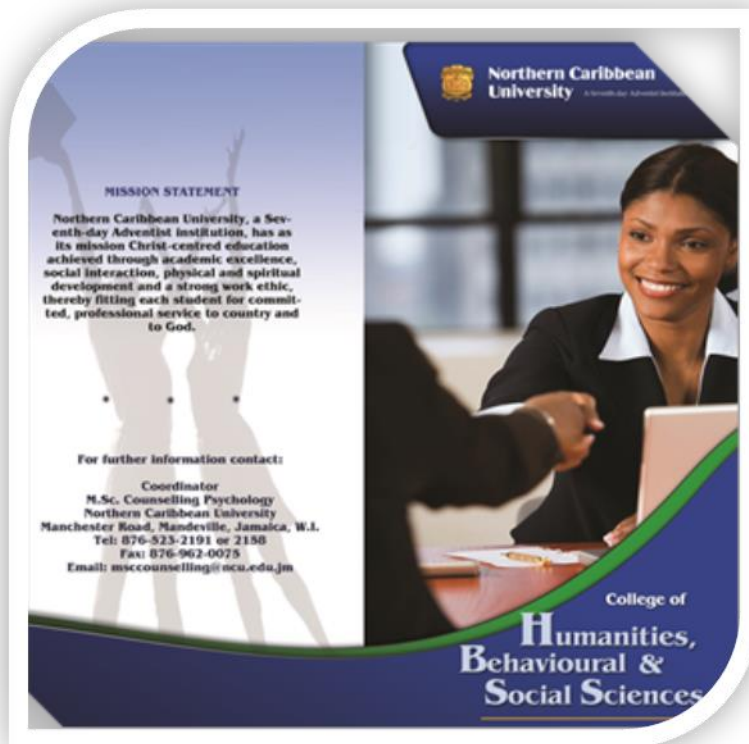
PSYC853: Advanced Educational Measurement**3 Credits**

This course will examine classical measurement issues and recent advances in psychometrics. It reviews IRT and its application to test development, equating and the examination of bias. Multivariate techniques such as factor analysis, discriminant analyses are used in scale development of local and contextually relevant test manuals. **Prerequisite:** PSYC605: Psychological Assessment: Psychometrics and PSYC800: Multivariate Designs and Analysis II

PSYC856: Classroom Assessment Strategies

3 Credits

This course will guide students to examine their roles as teachers, colleagues, reflective practitioners, and advocates, as they develop and communicate the results of classroom assessments to students, their parents, colleagues, and other community members. They will develop techniques for assessment of student learning that can be used to improve teaching and achievement and effective communication with students, parents, teachers, administrators, community members, and other professional educators. Students explore methods for collaborating with other professionals to address the inequities related to differences of special needs.



COLLEGE OF NATURAL AND APPLIED SCIENCES



VINCENT WRIGHT
DEAN
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Statement of Mission

THE COLLEGE OF NATURAL AND APPLIED SCIENCES – WITH ITS TEAM OF PROFESSIONAL CHRIST-CENTRED WORKERS, TECHNOLOGY, AND RESEARCH – HAS THE MISSION OF BEING AN AGENT OF POSITIVE CHANGE AND DEVELOPMENT; AND IS COMMITTED TO EQUIP STUDENTS FOR SERVICE TO GOD AND HUMANITY IN ALL AREAS OF SCIENCE, INDUSTRY AND EDUCATION.

Vision Statement

QUALIFIED, COMPETENT PROFESSIONALS EQUIPPED WITH VARIOUS TOOLS IN THE NATURAL SCIENCES TO IMPROVE THE QUALITY OF LIFE IN THIS NATION AND ACROSS THE WORLD.

Value Statement

THE COLLEGE OF NATURAL AND APPLIED SCIENCES WILL CREATE A POSITIVE LEARNING ENVIRONMENT FOR ITS STUDENTS THAT IS BUILT UPON CHRIST CENTRED DEPARTMENT, THE PRINCIPLES OF CO-OPERATION, EXCELLENCE, AND RESPECT; AND SUPPORTED BY THE USE OF TECHNOLOGY.

Biology
Environmental Science
Information Systems

Department of Biology and Chemistry

Vincent Wright, Chair
(876) 523-2061
vwright@ncu.edu.jm

DIVISION OF GRADUATE STUDIES

INTRODUCTION

The Department offers programmes leading to the Doctor of Philosophy (Ph.D.) degree in Biology, the Master of Science (M.Sc.) degree in Biology with specialties in Molecular Biology and Microbiology; and the Master of Science in Environmental Science (MSES). Each programme contains a core curriculum that provides a substantial background in Biochemistry, Molecular Biology, Microbiology and Environmental Science. Advanced courses allow each student to develop fully in an area of interest. Each student will be required to pass an English proficiency test during the first semester. In the event of failure, the student should enrol in the course ENGL373 Advanced Writing.

DOCTOR OF PHILOSOPHY (Ph.D.) IN BIOLOGY **Co-ordinator: Samson Omoregie, Ph.D.**

Faculty:

Patience Alonge, Ph.D.
James Fallah, M.D.
Paul Gyles, Ph.D.
Mark Harris, Ph.D.
Samson Omoregie, Ph.D.
Felix Omoruyi, Ph.D.
Erica Robinson-Sturridge, Ph.D.
Herbert Thompson, Ph.D.
Nicole White, Ph.D.
Vincent Wright, Ph.D.

Adjunct Faculty:

Juliet Bailey-Penrod, Ph.D.
Paul Brown, Ph.D.
Neal Johnson, D.D.S., Ph.D.
Cliff Riley, Ph.D.
Wilmore Webley, Ph.D.
Maureen Wilson, Ph.D.

OVERVIEW

The Doctor of Philosophy (Ph.D.) in Biology is an academic degree that provides students with advanced training in the Biological Sciences. The programme enables students to conduct relevant biological research utilizing modern equipment and techniques. In addition to the general coursework requirements, students must prepare a dissertation which should investigate an issue that initiates, expands on or clarifies knowledge in the field. Students are required to define an appropriate problem for investigation, review relevant information and develop a study plan, incorporating investigative techniques appropriate to the problem. The plan must be implemented and the results related to a body of knowledge in the field.

STATEMENT OF OBJECTIVES

The objectives of the Doctor of Philosophy (Ph.D.) in Biology are to:

1. Assist students in obtaining a comprehensive understanding of the importance of honesty, scientific integrity, good ethics and independent thinking in executing carefully researched problems.
2. Train students to understand the relationship between science, faith and their responsibilities to society.
3. Help students attain proficiency in the current trends and gain in-depth knowledge in the field.
4. Develop students' competency in technical skills and tools of research, scholarship and service.
5. Cultivate in students the practice of high standards of performance as scientists, educators and professionals.

CAREER OPPORTUNITIES

Career opportunities include positions in government, industries, educational institutions and private sector businesses. Graduates may also pursue research in pure and applied sciences.

GENERAL ADMISSIONS REQUIREMENTS

For an application package, students should contact the Office of Graduate Studies & Research, NCU Admissions Department or the Department of Biology and Chemistry. Students should indicate the department and programme of study on their completed application package. Deadlines for applications are April 1 for the fall semester, and October 1 for the spring semester. Students are required to submit recent Graduate Record Examination (GRE) results, along with a transcript from their all institutions attended.

It is advisable to apply six months to one year in advance. Applicants are required to have approved bachelor's and master's degrees with adequate preparation in Biology, Chemistry, Agriculture or Environmental Studies. Applicants should have a minimum cumulative GPA (grade point average) of 3.3.

Admission is based upon a review of the applicant's curriculum vitae, statement of interest, official transcripts from the registrar of the applicant's college or university and three letters of recommendation from major lecturers or professors.

CORE REQUIREMENTS FOR THE PROGRAMME

Core Courses		Credits
BIOL599	Advanced Molecular and Cellular Biology	4
BIOL601	Graduate Topics in Biology	1
BIOL710	Biostatistics I	3
BIOL721	Environmental and Ecological Biology	4
BIOL826	Cellular Biochemistry	3
Total		15

Religion requirement (may be waived if already completed)

GSED500 Foundations of Christian Education 3

Electives

BIOL500	Principles of Pathology	3
BIOL509	Animal Diversity	3
BIOL515	Advanced Marine Biology	3
BIOL519, 520	Endocrinology I, II	3, 3
BIOL545	Introductory Soils	4
BIOL560	Environmental Microbiology	4
BIOL570	Insect Physiology	4
BIOL600	Food Microbiology	4
BIOL609	Animal Behaviour	3
BIOL613	Advanced Gene Regulation	1
BIOL707	Breeding Plants for Resistance to Disease & Pest	3
BIOL713	Advanced Animal Physiology	4
BIOL714	Reproductive Physiology	3
BIOL715	Advanced Genetics	4
BIOL728	Advanced Metabolism	3
BIOL831	Plant Identification	3
BIOL842	Plant Systematics	4
BIOL847	Molecular Biosystematics	3
BIOL848	Current Topics in Biology	2

Required Courses

BIOL887	Ph.D. Research	1-6
BIOL888	Ph.D. Research	1-6
BIOL899	Ph.D. Dissertation	4

Total Credits Required **72**

DURATION OF PROGRAMME

Based upon the curriculum, the duration is four years.

SPECIAL ATTENDANCE

Attendance at all departmental seminars and University events is required for students while in residence at Northern Caribbean University.

DEGREE REQUIREMENTS

The Ph.D. degree requires seventy-two (72) semester credit hours which include six (6) hours of dissertation research. A written dissertation is required. Additionally, all students are required to do the course GSED500 Foundations of Christian Education (3 credits) as a requirement for the degree.

- The graduate programme in Biology is housed in the Brown-Westney Basic Sciences Complex and the VicBern Laboratory.

- There are four (4) scientific laboratories where research projects are pursued in collaboration with Loma Linda University (California, USA) and other scientific institutions in Jamaica.
- A transmission electron microscope is available at the Vicbern Laboratory along with an adjoining room for histological preparations.
- A research laboratory exists in the Brown-Westney Basic Sciences Complex. This laboratory is equipped with state-of-the-art equipment for DNA/RNA electrophoresis, isoelectric focusing of proteins, water analysis and animal tissue culture.
- Graduate students may choose to do one (1) year of research at Loma Linda University where there are laboratories in such specialties as Biochemistry, Physiology, Molecular Biology, Microbiology, Histology, Pathology, Cytology; and other scientific areas.

Comprehensive Examination

A written comprehensive examination is given to measure the student's general knowledge in Biology. This examination should be taken upon completion of coursework in the programme.

Advancement to Candidacy

The student may apply for advancement to candidacy after (1) completing all relevant coursework, (2) passing the comprehensive examination, (3) selecting a research committee and having an approved research proposal; and (4) being recommended by the graduate committee.

Dissertation

A dissertation is required for the degree and applicants must demonstrate the completion of significant, original research.

Defence of Thesis

An oral presentation and defence of the dissertation are required.

MASTER OF SCIENCE (M.Sc.) IN BIOLOGY

Co-ordinator: Samson Omoregie, Ph.D.

Faculty:

Patience Alonge, Ph.D.
Paul Gyles, Ph.D.
Mark Harris, Ph.D.
Lemore Jones, M.Sc.
Samson Omoregie, Ph.D.
Dwight Rose, M.Sc.
Nicole White, Ph.D.
Vincent Wright, Ph.D.

Adjunct Faculty:

Juliet Bailey-Penrod, Ph.D.
Paul Brown, Ph.D.
Devon Gardner, Ph.D.
Cliff Riley, Ph.D.
Erica Robinson-Sturridge, Ph.D.
Maureen Wilson, Ph.D.

OVERVIEW

The Master of Science (M.Sc.) in Biology is an academic degree offered in the following specialization: Microbiology and Molecular Biology. To complete this degree, in addition to the completion of necessary coursework, students must prepare a thesis which investigates a problem that initiates, expands or clarifies knowledge in the field. Students are required to define an appropriate problem for investigation, review relevant information and develop a study plan, incorporating investigative techniques appropriate to the problem. The plan must be implemented and the results related to a body of knowledge in the field.

STATEMENT OF OBJECTIVES

The objectives of the graduate degree programme in Biology are to educate graduate students to:

- think critically and independently,
- comprehend the processes of science and effectively apply scientific and professional procedures,
- attain proficiency in the current level of knowledge in their respective fields,
- become competent in the requisite technical skills and tools of research, scholarship and service,
- practice high standards of performance as scientists, educators and professionals; and
- exercise ethical conduct in their relationships with colleagues, other professionals and the public.

CAREER OPPORTUNITIES

Career opportunities include positions in government, industries, educational institutions and private sector businesses. Graduates may also pursue research in pure and applied sciences.

GENERAL ADMISSIONS REQUIREMENTS

For an application package, students should contact the Office of Graduate Studies & Research, NCU Admissions Department or the Department of Biology, Chemistry and Medical Technology. Students should indicate the department and programme of study on their completed

application package. Deadlines for applications are April 1 for the fall semester, and October 1 for the spring semester. Students are required to submit recent Graduate Record Examination (GRE) results, along with a transcript from their undergraduate institution.

It is advisable to apply six months to one year in advance. Applicants are required to have an approved bachelor's degree with adequate preparation in Biology, Chemistry, Agriculture or Environmental Studies. Applicants should have a minimum cumulative GPA (grade point average) of 3.0 or B average.

Admission is based upon a review of the applicant's curriculum vitae, statement of interest, official transcripts from the registrar of the applicant's college or university and three letters of recommendation from major lecturers or professors.

CORE REQUIREMENTS FOR THE PROGRAMME

Microbiology Track 36 Credits

CHEM501, 502	Biochemistry I, II	4, 4
BIOL504	Graduate Seminar	1
BIOL530	Pathogenic Microbiology	4
ENSC560	Environmental Microbiology	4
BIOL598	Advanced Molecular Biology	4
BIOL623	Scientific Writing	1
BIOL690,691	Research Thesis*	6, 6
	Electives	2

Molecular Biology Track 36 Credits

CHEM501, 502	Biochemistry I, II	4, 4
BIOL504	Graduate Seminar	1
BIOL598	Advanced Molecular Biology	4
BIOL610	Biotechnology	4
BIOL623	Scientific Writing	1
BIOL690,691	Research Thesis*	6, 6
	Electives	6

Elective Courses (selection is based on track chosen)

BIOL500	Principles of Pathology	3
BIOL509	Animal Diversity	3
BIOL519,520	Endocrinology I, II	3, 3
BIOL600	Food Microbiology	4
BIOL612	Advanced Animal Physiology	4
BIOL614	Reproductive Physiology	3
BIOL615	Advanced Genetics	4
BIOL622	Special Topics in Biology	1 – 2
BIOL624	Advanced Parasitology	4
BIOL650	Biostatistics	3

DURATION OF PROGRAMME

Based upon the curriculum, the duration is two to two and one half (2–2½) years.

SPECIAL ATTENDANCE

Attendance at all departmental seminars is required for students while in residence at Northern Caribbean University.

DEGREE REQUIREMENTS

The M.Sc. degree requires thirty-six (36) semester credit hours which includes thirty (30) in accordance with the specialization, (track) chosen and six (6) hours of thesis research. A written thesis is required. Additionally, all students are required to do the course GSED500 Foundations of Christian Education (3 credits) as a requirement for the degree.

- The graduate programme in Biology is housed in the Brown-Westney Basic Sciences Complex and the Vicbern Laboratory.
- There are four (4) scientific laboratories where research projects are pursued in collaboration with Loma Linda University (California, USA) and other scientific institutions in Jamaica.
- A transmission electron microscope is available at the Vicbern Laboratory along with an adjoining room for histological preparations.
- A research laboratory exists in the Brown-Westney Basic Sciences Complex. This laboratory is equipped with state-of-the-art equipment for DNA/RNA electrophoresis, isoelectric focusing of proteins, water analysis and animal tissue culture.
- Graduate students may choose to do one (1) year of research at Loma Linda University where there are laboratories in such specialties as Biochemistry, Physiology, Molecular Biology, Microbiology, Histology, Pathology, Cytology; and other scientific areas.

Comprehensive Examination

A written comprehensive examination is given to measure the student's general knowledge in Biology. This examination should be taken upon completion of coursework in the programme.

Advancement to Candidacy

The student may apply for advancement to candidacy after (1) completing all relevant coursework, (2) passing the comprehensive examination, (3) selecting a research committee and having an approved research proposal; and (4) being recommended by the graduate committee.

Thesis

A thesis is required for the degree and applicants must demonstrate the completion of significant, original research.

Defence of Thesis

An oral presentation and defence of the thesis are required.

MASTER OF SCIENCE IN ENVIRONMENTAL SCIENCE (MSES)

Co-ordinator: Vincent Wright, Ph.D.

Faculty:

Lemuel Brady, M.P.H.
 Paul Gyles, Ph.D.
 Mark Harris, Ph.D.
 Lemore Jones, M.Sc.
 Samson Omoregie, Ph.D.
 Dwight Rose, M.Sc.
 Nicole White, Ph.D.

Adjunct Faculty:

Juliet Bailey-Penrod, Ph.D.
 Devon Gardner, Ph.D.
 John Reid, Ph.D.
 Cliff Riley, Ph.D.
 Erica Robinson-Sturridge, Ph.D.
 Ann Sutton, Ph.D.
 Maureen Wilson, Ph.D.

This course of study offers two options: non-thesis and thesis. These cater to the needs of both 'continuing students' and professionals who may have different objectives, needs and challenges in their pursuit of graduate studies.

The Non-thesis option is designed as a two to two and one half-year experience. The minimum total credits for the degree is forty-three (43). Forty (40) hours of coursework and three (3) hours on a case study assigned by the examining committee. On completion, separate oral examinations will be given on the case study and coursework.

The Thesis option is designed as a two-year experience. The minimum total credits for the degree is thirty-six (36) thirty (30) of which must be in coursework and a total of six (6) hours in research. Course options which satisfy these requirements are designated by the area of study. The major professor and Department Chair must approve the student's study plan.

Students are required to prepare a thesis proposal which must be approved by the student's major professor and graduate committee.

PREREQUISITES

Applicants to the programme should satisfy any of the following: Bachelor of Science degree in Chemistry, Biology, Agriculture, Biochemistry, Environmental Science or Engineering with a GPA of 3.0 or better. The admissions committee will assess applicants holding bachelor's degrees in other scientific areas and will recommend courses required to satisfy any deficiencies. Undergraduate or graduate courses may be taken to satisfy deficiencies. Undergraduate courses are not included in the calculation of the Grade Point Average; and do not count towards satisfying the minimum number of required graduate credit hours. Graduate courses will be included in the Grade Point Average. Graduate level deficiency courses may not be used in a Plan Sheet for core or Area of Study requirements.

Provisional acceptance will be given to students to satisfy the prerequisite(s) and, on the successful completion of same, students will be granted regular acceptance status into the programme.

Students are required to maintain a GPA of at least 3.0 and should not receive more than two Cs throughout the programme. A student with more than two Cs will be required to withdraw from the programme.

Core Requirements

Course Code	Courses	23 Cr
ENSC580	Environmental and Resource Economics	3
ENSC585	Conservation Principles And Practices	3
ENSC601	Environmental Chemistry	3
ENSC605	Environmental Seminar	1
BIOL650	Biostatistics	3
ENSC620	Environmental Laws and Policies	3
ENSC621	Ecology	3
ENSC623	Scientific Writing	1
ENSC631	Global Environmental Processes	3

Electives:

Students will choose courses to meet their elective requirements from this list of courses.

BIOL501, 502	Biochemistry I, II	8
BIOL598	Advanced Molecular Biology	4
BIOL608	Research Methods	2
ENSC502	Environmental Management System	3
ENSC510	Eco-toxicology	3
ENSC522	Environmental Health	3
ENSC540	Population Dynamics	3
ENSC560	Environmental Microbiology	4
ENSC600	Case Study	3
ENSC602	Water Resources Management	4
ENSC610	Biotechnology	4
ENSC612	Environmental Impact Analysis	3
ENSC624	Sustainable Development	3
ENSC633	Agro-ecology	4
ENSC660	Environmental Research Project	6

(i) Non-thesis Option

The successful candidate in the non-thesis option will have completed twenty-six (26) credits of core courses, including ENSC600 – three (3) credit hour case study, plus seventeen credits of electives based on the advice of his/her professor.

(ii) Thesis Option

The successful candidate for the M.Sc. degree thesis option will have completed thirty (30) credits of coursework comprising of 23 credits of core courses plus electives and six (6) credit hours of Environmental Research Project – ENSC650.

Students are required to prepare a thesis proposal which must be approved by the student’s major professor and graduate committee.

The areas of research emphasis are as follows:

- Environmental Chemistry
- Sustainable Development and Management
- Environmental Management System
- Natural Resource Management
- Environmental Policies

The format below shall apply to the research proposal:

- Tentative title
- Research objective or hypothesis
- Background – a brief statement summarizing pertinent literature
- Key data or information sources
- Method of analysis
- Expected results
- Timetable for research, writing and defence examination
- Brief bibliography.

At the conclusion of the case study or research activity, the student must successfully present and defend the case study thesis. The objectives of the defence examination are to:

1. Probe the validity and significance of the data and information presented;
2. Assess the student as a critical thinker and data analyst;
3. Evaluate the student's scientific creativity, including the student's ability to relate scientific research to scientific theory within the chosen field; and
4. Present the result effectively in writing.



DESCRIPTION OF COURSES

Biology

BIOL500 Principles of Pathology **3 credits**

This course focuses on the study of alterations at the cellular, tissue, organ and systems level, which are observed during disease processes. The course is organised into two sections: general pathology which deals with the principles and the types of alterations observed during injury and disease, and system pathology which applies these principles to the organs and systems of the body.

BIOL504 Graduate Seminar **1 credit**

Students will be exposed to selected topics dealing with recent developments. Students will be required to make a presentation on a scientific topic in their area of concentration. Attendance is mandatory.

BIOL509 Animal Diversity **1 credit**

This course is a survey of animal evolution from the unicellular prokaryotes to the multi-cellular eukaryotes.

BIOL512 Environmental Science Seminar **1 credit**

One hour of weekly lecture and discussions on current research and issues in Environmental Science and related areas.

BIOL515 Advanced Marine Biology **3 credits**

Survey of the marine species of the world, and of the oceanographic processes and ecological interactions that affect them. Emphasis will be placed on species from the Caribbean region.

BIOL519, 520 Endocrinology I, II **3, 3 credits**

This is a two semester course in which the student studies the physiological effects of hormones secreted by the hypothalamus, pituitary, thyroid, adrenals, parathyroid and pancreas. Emphasis is placed on the specific effects on carbohydrate, protein, lipids, water and electrolyte metabolism.

BIOL530 Pathogenic Microbiology **2 credits**

This is a course in which the study of microbial pathogens inclusive of bacteria, fungi, viruses, parasites, protozoa and algae will be conducted. The course will focus on the diagnosis, prevention and treatment of infectious diseases caused by pathogens.

BIOL545 Introductory Soils **4 credits**

Introduction to the fundamentals of soil science as related to various land uses. Three (3) hours of lecture and three (3) hours of laboratory. **Prerequisite: BIOL509 – Animal Diversity**

BIOL560 Environmental Microbiology **4 credits**

A comprehensive course covering aspects of microbial interaction in the environment, with emphasis on their involvement in agriculture, industry, medicine, and the marine environment. Three lectures and one laboratory session per week.

BIOL570 Insect Physiology

Study of life processes in insects. Introduction of modern physiological instrumentation and laboratory method. Three (3) hours of lecture and three (3) hours of laboratory.

BIOL598 Advanced Molecular Biology

4 credits

This course introduces students to the structure and molecular mechanism of cellular functioning. The structure and function of genes, mechanism of DNA replication, recombination and repair of regular genes, and experimental methodology of molecular biology are reviewed. Three lectures and one laboratory session per week. **Prerequisites: BIOL347 and 349**

BIOL599 Advanced Molecular and Cellular Biology

4 Credits

An advanced course in the molecular biology of pro-and eukaryotic organisms, with an emphasis on understanding the experimental approaches which have led to recent development in the field. Topics include chromosome structure and organization, RNA transcription, selected aspects of the molecular regulation of gene expression protein synthesis and post-translational regulation, DNA synthesis, repair and recombination.

BIOL600 Food Microbiology

4 credits

This course looks at common micro-organisms found in food. It examines those that aid in food production and those that have direct effect on food spoilage.

BIOL601 Graduate Topics in Biology

1 credit

Review of current interest in specific areas of biological science; exposure to steps in graduate work is covered.

BIOL602 Water Resource Management

3 credits

This course provides an introduction to interdisciplinary Water Management. It draws upon subject matter from many areas, including water policy, planning, economic hydrology, law, engineering and water quality.

BIOL608 Research Methods

2 credits

Two hours of lecture to determine the fundamentals of research methodologies and how the principles are applied. Research models applicable to environmental problems will be explored, including linear programming, network analysis simulation technique, evaluation of research and responsible conduct in research.

BIOL609 Animal Behaviour

3 credits

Behavioural mechanisms of animals and their role in survival will be studied. **Prerequisite: BIOL509 – Animal Diversity**

BIOL610 Biotechnology

4 credits

This course introduces students to both the practical and theoretical principles of Biotechnology, with an emphasis on its use as a tool for enhanced agricultural productivity and industrial optimization. Three lectures and one laboratory session per week. **Prerequisites: CHEM501/502**

BIOL612 Advanced Animal Physiology

4 credits

An examination of the concept of animal physiology. Domesticated animals of economic value will be studied with emphasis on the principles of support and movement, control systems of the body, maintenance of the body and continuity or sustainability of the body. Three hours of lecture and one laboratory session weekly.

BIOL613 Advanced Gene Regulation **1 credit**

This course will serve as a literature-based assessment of the most recent advances in factors governing eukaryotic gene regulation. This course will consist of a series of faculty lectures, group discussion and student presentation at the level of original papers.

BIOL614 Reproductive Physiology **3 credits**

The reproductive physiology of different animals will be studied with emphasis on male and female reproductive systems, the reproductive cycle, birth control and development of the reproductive system and aging and the reproductive system. Two hours of lecture and one laboratory session weekly.

BIOL615 Advanced Genetics **4 credits**

A study of the genetic experience and variation, genetic analysis of bacteria and bacteriophages, DNA biotechnology and genome gene regulation, development of cancer and molecular basis of genetics. Three hours of lecture and one laboratory session weekly.

BIOL620 Environmental Law and Policy **3 credits**

This course will examine the legal system and selected government statistics dealing with environmental protection, including the National Environmental Policy Act, Clean Air Act, Clean Water and Water Management Laws.

BIOL622 Special Topics in Biology **1–2 credit(s)**

This is a theoretical course which focuses on current topics in biological systems. Critical evaluation will be done on current progress in various research areas, such as, Molecular Biology, Cancer Research, Microbiology Research and Biotechnology. Students may register for multiple courses under this designation. **Prerequisite: BIOL504**

BIOL624 Advanced Parasitology **4 credits**

A study of parasitic diseases of medical and veterinary significance world wide with emphasis on those found in the Caribbean region. The physiology and epidemiology of these parasites will be developed in order to understand the control and prevention of infections they cause. Three hours of lecture and one laboratory session weekly.

BIOL630 Global Environmental Process **3 credits**

This course surveys current information and trends in the following areas of global environmental changes: Extinction, Population, Waste Management, Ozone Depletion, El-Nino effect, Loss of Biodiversity, Energy Resources, and Climatic changes and the impact of war and space age technology.

BIOL631 Agro Ecology **4 credits**

This course develops an understanding of the foundations of Agro Ecology. Discussions on theoretical and applied aspect of species, ecosystem processes in plant and animal populations, agricultural practices and its impact on the environment, energy and resources in agriculture and food production.

BIOL650 Biostatistics **3 credits**

This course will examine the principles, methodologies and applications of descriptive and inferential statistics. Problem solving will constitute a major component of the course.

<p>BIOL690 Research Thesis Credit for writing Master's Thesis.</p>	<p>1-6 credit(s)</p>
<p>BIOL691 Research Thesis Credit for writing Master's Thesis.</p>	<p>1-6 credit(s)</p>
<p>BIOL707 Breeding Plants for Resistance to Disease and Pests Principles, methods and strategies in breeding for resistance to disease and pests. Three (3) hours of lecture and discussion. Prerequisite: BIOL570 Insect Physiology</p>	<p>3 credits</p>
<p>BIOL710 Biostatistics Fundamental procedures of collecting, tabulating and presenting data. Examines measure of central tendency and variation, normal distribution, sampling, ANOVA, t-tests confident intervals, chi-square, correlation and regression. Emphasis on statistical interference, factorial designs, multiple and partial correlation. Qualitative and quantitative data will be assessed. Prerequisite: BIOL701 Graduate Topics in Biology</p>	<p>3 credits</p>
<p>BIOL713 Advanced Animal Physiology An examination of the concept of animal physiology. Domesticated animals of economic value will be studied with emphasis on the principles of support and movement, control systems of the body, maintenance of the body and continuity or sustainability of the body. Three hours of lecture and one laboratory session weekly. Prerequisite: BIOL609 Animal Behaviour</p>	<p>4 credits</p>
<p>BIOL714 Reproductive Physiology The reproductive physiology of different animals will be studied with emphasis on male and female reproductive systems, the reproductive cycle, birth control and development of the reproductive system and aging. Two hours of lecture and one laboratory session weekly. Prerequisite: BIOL609 Animal Behaviour</p>	<p>3 credits</p>
<p>BIOL715 Advanced Genetics A study of the genetic experience and variation, genetic analysis of bacteria and bacteriophages, DNA biotechnology and genome gene regulation, development of cancer and molecular basis of genetics. Three hours of lecture and one laboratory session weekly. Prerequisite: BIOL622 Advanced Molecular and Cell Biology</p>	<p>4 credits</p>
<p>BIOL721 Ecological and Environmental Biology A study of the interface between the individual and the environment, with emphasis on unusual environments, to explore physiological systems. The population, community and ecosystem level will be examined. Prerequisite: BIOL601 Graduate Topics in Biology</p>	<p>3 credits</p>
<p>BIOL728 Advanced Metabolism The reactions of intermediary metabolism with emphasis upon their integration, mechanism and control. Prerequisite: BIOL622 Advanced Molecular and Cellular Biology</p>	<p>3 credits</p>
<p>BIOL826 Cellular Biochemistry Introduces students to the theoretical bases and practical applications of cellular biochemistry. Biochemistry of biological molecules will be examined. Enzymes, proteins and their role in the regulation of cells will be examined. Prerequisite: BIOL622 Advanced Molecular and Cellular Biology</p>	<p>3 credits</p>

BIOL831 Plant Identification **3 credits**
 This course concentrates on the identification of up to 250 woody and herbaceous plant materials used for food, forestry and landscaping in the tropics. **Prerequisite: BIOL507 Breeding Plants for Resistance to Disease and Pests**

BIOL842 Plant Systematics **4 credits**
 A lecture laboratory course involving the basic principles and concepts in the classification and nomenclature of vascular plants. **Prerequisite: BIOL831 Plant Identification**

BIOL847 Molecular Biosystematics **credits**
 Analysis at the molecular level of genetic events that underlie speciation. Molecular genetics and applicability to molecular biosystematics. **Prerequisite: BIOL622 Advanced Molecular and Cellular Biology**

BIOL848 Current Topics in Biology **2 credits**
 Selected topics dealing with recent developments and current research will be discussed. **Prerequisite: BIOL601 – Graduate Topics in Biology**

BIOL887 Ph.D. Research **1-6 credit(s)**
 Graduate students pursue original research with the guidance of their adviser and research committee. **Prerequisite: Completion of all coursework and the permission of the department.**

BIOL888 Ph.D. Research **1-6 credit(s)**
 Original research utilizing current techniques. **Prerequisite: BIOL887 Ph.D. Research**

BIOL899 Ph.D. Dissertation **4 credits**
 In-depth presentation and discussion of original research on a current problem and submission of completed dissertation. **Prerequisite: BIOL888 Ph.D. Research**

Chemistry

CHEM501 Biochemistry I **4 credits**
 Students will study the rudimentary molecules that make up living organisms, their cellular organisation, structure and importance. They will be introduced to the metabolism of carbohydrates, lipids, proteins and amino acids. Three lectures weekly and one laboratory or problem session.

CHEM502 Biochemistry II **4 credits**
 A study of intermediary metabolism; catabolism and anabolism of carbohydrates and their metabolites through processes, such as, glycolysis, citric acid cycle, oxidative phosphorylation, glycogenolysis, glyconogenesis and starch synthesis. The course will also focus on gluconeogenesis, con-cycle, amino acid metabolism, lipid metabolism, bioenergetics, nucleic acid synthesis, central dogma of molecular biology and photosynthesis in plants. Three hours per week and a laboratory/problem session.

Environmental Sciences

ENSC502 Environmental Management

3 credits

Three hours of lecture and discussion. This course provides a framework for interdisciplinary environmental management. It draws upon subject matters from planning, economic, policy, environmental decision making and management of natural resources.

ENSC510 Eco-toxicology

3 credits

Three hours of lecture and discussion each week. This course is designed to give students a comprehensive understanding of environmental toxicology in the ecosystem and human health. Some of the fundamentals to be covered include environmental chemodynamics, abiotic and biotransformation and distribution (toxicodynamics) and intoxication mechanisms and expression of toxic action (toxicodynamics).

ENSC522 Environmental Health

3 credits

Three hours of lecture, seminar and discussions, reviewing major environmental health focuses; Toxicology, Pollution, Sanitation, Food, diseases and the eco-toxicological impact. There will also be in depth studies on selected topics. A major term paper dealing with contemporary issues is required. This will be shared and discussed with the class.

ENSC540 Population Dynamics

3 credits

The study of population dynamics in relationship to their environment. Emphasis will be placed on observation, experimentation, habitat, carrying capacity, population, competition, traits, food, physiological adaptations and social behaviour.

ENSC560 Environmental Microbiology

4 credits

A comprehensive course covering aspects of microbial interaction in the environment, with emphasis on their involvement in agriculture, industry, medicine and the marine environment. Three lectures and one laboratory session per week. **Prerequisites: BIOL349, 360, 395**

ENSC573 Environmental Geology

3 credits

Three hours of lecture, discussion and field studies will be done in this course. This course emphasizes the physical properties of soils and geology related to land management, causes and techniques of control of soil erosion and sedimentation, salt-affected soil and their reclamation and recommendations for delineating specific land usage. Soil percolation tests for sewage pits and building construction.

ENSC580 Environment and Resource Economics

3 credits

This course examines the resources in the environment and their management systems, focusing on mining, energy, ocean, forestry, fishing, agriculture and economic implications. Cost analysis, opportunities cost, micro and macroeconomics are used as a means of environmental evaluation.

ENSC585 Conservation Principles and Practices

3 credits

Emphasis will be placed on conservation practices, renewable resources, non-renewable resources, conservation sector, disaster planning and management, policy and legal framework. This course will provide opportunities to promote conservation principles and practices. Three hours of lecture and discussion and one hour for field study or case study.

- ENSC600 Case Study** **3 credits**
Three hours of coursework. The student will prepare a written report on a topic or problem assigned by the examining committee. The report will be reviewed by the committee members and Department Chair. An oral examination will be given on the case study and course completed in this programme.
- ENSC601 Environmental Chemistry** **3 credits**
Three hours of lecture and discussion on the chemistry of the environment with emphasis on chemical hazards, reaction mechanism and isolation of natural products including chemical ecology.
- ENSC602 Water Resources Management** **3 credits**
Three hours of lecture and discussion. This course provides an introduction to interdisciplinary Water Management. It draws upon subject matter from many areas, including water policy, planning, economic hydrology, law, engineering and water quality.
- ENSC605 Environmental Science Seminar** **1 credit**
One hour of lecture. Seminars on current research and issues in Environmental Science and related areas.
- ENSC612 Environmental Impact Analysis** **2 credits**
Two hours. This course will include lectures, case study and field work on subject of interest and importance on environmental impact analysis.
- ENSC620 Environment Laws and Policies** **3 credits**
Three hours of lecture and discussion per week. Study of legal system and selected government statistics dealing with environment protection including the National Environmental Policy Act, Clean Air Act, clean water and water management laws.
- ENSC621 Ecology** **3 credits**
Three hours of lecture and discussion per week. This course is for beginning graduate students focusing on the dynamics of community development and change, and the process of community analysis and descriptions.
- ENSC623 Scientific Writing** **1 credit**
This course will require frequent informal writing and oral presentations of scientific papers. Students will acquire the skills to meet international standards in scientific writing.
- ENSC624 Sustainable Development** **3 credits**
Three hours of lecture and discussion each week. A course designed to give the student a thorough understanding of environmental sustainability. Emphasis will be placed on ecological issues, soil, hydrology, climate, forest and food supply. A major paper dealing with sustainable environmental issues will be researched and discussed with the class.
- ENSC631 Global Environmental Processes** **3 credits**
A survey of current global environment changes including Extinction, Population, Waste, Ozone Layer, El-Nino, Loss of Biodiversity, Energy and Climate, Impact of War and Space Age Technology. Socio-economic and political ramification of global changes. Three lectures per week. Case study on relevant topics will also be done in this course.

ENSC633 Agro-ecology**4 credits**

This course develops the foundations for an understanding of Agro Ecology. Discussions on the following topics theoretically and applied aspects of species ecology, plant and animal population ecosystem processes, agricultural practices and their impact on the environment, energy and resources in agriculture and food production. This course entails three hours of lecture per week and one hour of field study relevant to the course and case study.

ENSC660 Environmental Research Project**6 credits**

Six hours of research project. This includes investigations leading to the completion of a research-orientated thesis. On completion of the thesis or dissertation, an oral examination will be given that covers principally the material in the thesis or dissertation as well as literature and information relating to it.



MASTER OF SCIENCE IN INFORMATION SYSTEMS (MSIS)

Co-ordinator: Kenrie Hylton, Ph.D.

Faculty:

Judith Davy, M.Sc.
Janece Howell-Morgan, M.Sc.
Kenrie Hylton, Ph.D.
Damion Mitchell, M.Sc.
Melvin Narayana, M.Sc.
Michael Reid, M.Sc.
Halzen Smith, M.Sc.

Adjunct Faculty:

David Harris, Ph.D.
Michael H. Reid, Ph.D.
Niccardo Rhoden, M.Sc.

OVERVIEW

The Master of Science in Information Systems (MSIS) is a graduate degree that combines technical information in computer and information science with business concepts and applications. This programme focuses on the use of information systems to support management activities within an organization. The programme will provide in-depth information on connectivity, data protection, privacy, security and ethical practices in the information age. Individuals will acquire skills that will be valuable in telecommunication, manufacturing, business, agricultural, academic and service industries.

STATEMENT OF OBJECTIVES

The general objectives of the Master of Science in Information Systems (MSIS) are to:

1. Provide students with the requisite tools to effectively manage, maintain, and develop an organization's information system and technology infrastructure.
2. Provide students with the knowledge and requisite skills to adapt and handle the demands of a dynamic information technology industry.
3. Develop information systems professionals who are able to undertake key leadership roles which involve managing and implementing data driven resources and information systems.

At the end of the programme graduates of the MSIS should be able to:

1. Apply advanced technology based tools and resources to improve organizational growth and effectiveness.
2. Analyse organizations and their information systems infrastructure towards identifying short and long term technology needs.
3. Develop, design and implement data driven solutions.
4. Manage and administer the development and deployment of information systems projects.

5. Discuss the impact of political, social, economic and cultural factors on emerging technologies.
6. Study and understand the configuration and management of organizational database structure and content.
7. Demonstrate an understanding of network security and intrusion detection
8. Discuss management of projects within an organizational context.

GENERAL ADMISSIONS REQUIREMENTS

For an application package, students should contact the Graduate Studies & Research or the Department of Computer and Information Sciences. Students should indicate the department and programme of study on their completed application package.

It is advisable to apply six months to one year in advance. Applicants should possess a bachelor’s degree in computer science, information science or related area from an approved or accredited institution. Students from other disciplines are encouraged to apply, however they may be required to complete additional coursework to meet the requirements of the MSIS. Applicants should have a minimum cumulative GPA (grade point average) of 3.0 (on a 4 point scale) or a B average.

Admission is based upon a review of the applicant’s application, statement of interest, official transcripts from the registrar of the applicant’s college or university and two recommendations from major lecturers or professors.

DURATION OF PROGRAMME

Based on the credits and the units offered, it should take approximately 1 ½ years of full-time study to complete the programme.

DEGREE REQUIREMENTS

The M.Sc. degree requires thirty eight to thirty nine (38-39) semester credit hours which include twenty four (24) credit hours of core courses and a choice of twelve (12) credit hours of elective courses, as well as an ethics course requirement (2-3 credits).

CORE REQUIREMENTS FOR THE PROGRAMME

Core Courses	Credits
CPTR505 Foundations of Information Systems	3
CPTR507 Computer & Professional Ethics	3
CPTR560 IT Infrastructure & Technology and Management	3
CPTR596 Introduction to Research	3
CPTR620 Emerging Technologies & Issues	3
CPTR630 Information Policies & Strategies	3
CPTR675 Project & Change Management	3
CPTR690 Information Systems Research Project	3
 Total Core	 24 Credits

Electives - choose any four (4) courses from the following 12 Credits

CPTR511	Information Systems Programming	3
CPTR515	The Management of Information Systems	3
CPTR550	Database Systems Administration	3
CPTR570	Human Computer Interaction	3
CPTR585	Data Warehousing and Mining	3
CPTR604	Electronic Commerce	3
CPTR613	Information Assurance & Security Management	3
CPTR626	Software Engineering	3
CPTR635	Knowledge Management and Business Intelligence	3
CPTR644	Analysis, Modelling and Design	3
CPTR663	Network Security and Intrusion Detection	3
CPTR677	Decision Support Systems	3
CPTR680	Data Telecommunications & Networking	3
CPTR688	Enterprise Models and Systems	3

Religious Requirement 2-3 Credits

Students will be required to take a religious course such as *RELB520 Contents & Contours of Christian Ethics (3 Credits)*. Other religious courses may be available to choose from subject to approval.

Total Required 38-39 Credits

Students can use their electives to form concentrations in areas related to Information Systems. Some of these areas are identified below. Normally a student will not take all of the courses listed for an area, but rather only those courses which best meet his/her educational objectives.

Networking & Information Security

- CPTR613 Information Assurance & Security Management
- CPTR663 Network Security and Intrusion Detection
- CPTR680 Data Telecommunications & Networking
- CPTR688 Enterprise Models and Systems

Technology Management

- CPTR585 Data Warehousing and Mining
- CPTR613 Information Assurance & Security Management
- CPTR635 Knowledge Management and Business Intelligence
- CPTR677 Decision Support Systems
- CPTR688 Enterprise Models and Systems

Application Development

- CPTR511 Information Systems Programming
- CPTR550 Database Systems Administration

CPTR570	Human Computer Interaction
CPTR585	Data Warehousing and Mining
CPTR604	Electronic Commerce
CPTR626	Software Engineering

DESCRIPTION OF COURSES

Information Systems

CPTR505 Foundations of Information Systems 3 credits

This course explores contemporary information systems (IS) and its role within an organization. It seeks to provide a fundamental understanding of the impact of information technology on decision making and key business rules. Discusses how information systems and technology acts as an enabler for businesses to operate differently and more efficiently. Also introduces systems theory, process improvement and the development of information systems.

CPTR507 Computer & Professional Ethics 3 credits

The course is aimed at providing an understanding of the implications of the use of computers on individuals, organizations and the society. The implications of digitizing data, information, and communications are examined in regard to ethical issues, professional conduct, and moral persuasion. Areas of study include: information privacy, plagiarism, software piracy, computer crimes, the legal and regulatory environment, and the impact of globalization, sourcing, technology workforce, and the digital divide. Emphasis will be placed on the morals and ethical considerations involved with the potential decisions and actions of individuals as it relates to information systems and technology.

CPTR511 Information Systems Programming 3 credits

Business applications, planning, testing computer programmes and coding will be studied. The course includes programming event driven applications and graphical user interfaces along with data theory. This course presents object oriented and procedural software engineering methodologies in data definition and measurement, abstract data type construction and use in developing GUIs, reports and other IS applications.

CPTR515 The Management of Information Systems 3 credits

The course covers the application of information systems in organizations, systems quality, theory and decision making. It demonstrates how managers help in providing IS services within the organization. Problem identification, process mapping, business process problems model enterprise processes, business process analysis, business process reengineering and benchmarking are covered.

CPTR550 Database Systems Administration 3 credits

Database Systems Administration focuses on managing corporate data resources. It examines the concepts, principles, issues and techniques for managing the design and development of large database systems. Topics include: logical data models, concurrent processing, data distribution, database administration, data warehousing, data cleansing, and data retrieval. The course also reviews modern database management systems and examines management application and

implementation of database systems in corporate and organizational information systems.

CPTR560 IT Infrastructure & Technology Management

3 credits

Discusses fundamental information technology and telecommunications infrastructure such as data, video, VOIP, networking, web services and the integration of enterprise applications. Covers key concepts, models, systems architectures, essential protocols, noteworthy standards, information security and assurance as well as the design, deployment and administration of networks. Additionally, the course examines servers, various storage and distributed systems such as cluster, grid and cloud computing. Further explores the development and implementation of relevant technologies to serve an organization in a dynamic and competitive environment. An introduction to essential concepts relating to technology management and the role of IT managers/directors is also presented.

CPTR570 Human Computer Interaction

3 credits

The main aim of the Human Computer Interaction course is to provide a fit between human, technology, and tasks to achieve high performance and satisfaction within organizational and business context. It addresses human characteristics and their impact on developing human-centred information systems, the HCI development processes that concerns the entire lifecycle of the information system as well as HCI evaluation concerns, techniques, issues, and standards.

CPTR585 Data Warehousing and Mining

3 credits

The architectures of data warehouse are explored. This course focuses on data analysis and data warehouse design. Data mining algorithms are used to retrieve information stored in the data warehouse.

CPTR596 Introduction to Research

3 credits

This course introduces students to basic concepts and skills of research. It introduces students to methods of formulating, designing and implementing a research project. The nature of research along with the components of research resulting in publication are examined. Research writing and management of research are covered.

CPTR604 Electronic Commerce

3 credits

This course focuses on internet and electronic commerce systems. It covers electronic commerce infrastructure, online advertisement, electronic payment systems, security issues, global digital economics and marketing on the internet.

CPTR613 Information Assurance and Security Management

3 credits

This course covers research issues that are related to information science and computer security. Students will focus on literature and research information associated with computer security and information assurance.

CPTR620 Emerging Technologies and Issues

3 credits

This course discusses emerging technologies, their evolution, identification, and the impact of international, political, social, economic and cultural factors on these technologies. Topics to be covered include: technology forecasts, their methodologies, accuracy and how they can be improved; global perspectives on up-and-coming technologies and current trends in the field.

CPTR626 Software Engineering

3 credits

Surveys basic software engineering topics associated with the processes, documents, and products of the entire software life cycle. Topics include software evolution, project organization,

and management, feasibility studies, product definition, design, implementation, and testing issues, and the role of the software engineer within the life cycle. This course will also focus on the design, and implementation of software applications for information systems using various modern software development techniques.

CPTR630 Information Policy and Strategy 3 credits

The course seeks to examine the fundamental components of an organization in addition to the development and implementation of policies and plans aimed at achieving the goals of the organization. Topics include: top management, strategic perspective for aligning competitive strategy, core competencies, and information systems. Additionally, support systems, information systems management approaches and the role of the CIO will be studied.

CPTR635 Knowledge Management & Business Intelligence 3 credits

This course deals with using organizational practices, processes and technology to increase returns on knowledge capital. It focuses on Business Intelligence in organizations.

CPTR644 Analysis, Modelling and Design 3 credits

Covers a number of topics related to the analysis and design of information systems. Areas include the systems development life cycle, various analysis and design techniques, process modelling, projects identification and selection, requirements analysis, conceptual and logical data modelling, data management and database implementation, elements of user interface design, systems implementation operation and maintenance. Approaches such as prototyping, rapid application development, visual development an object-oriented design will also be addressed.

CPTR663 Network Security and Intrusion Detection 3 credits

A study of network security and intrusion detection. Topics covered include web security, security overview, communication security, network security topologies, intrusion detection, authentication, security algorithms, disaster recovery, forensics overview and physical security.

CPTR677 Decision Support Systems and Methods 3 credits

Students will be exposed to decision making aids and simulations. Design of decision support and expert systems will be covered. Management decision center will be used to investigate group dynamics in decision making. Methods of handling unstructured and under specified problems from both management and the organization will be covered in the course.

CPTR675 Project & Change Management 3 credits

Students will focus on project management within an organizational context. This involves the processes related to initiating, planning, implementing, controlling, reporting, and closing a project. Topics covered include but are not limited to: project integration, time, scope, cost, quality control, and risk management. Additional areas include work assignment; outsourcing; client and partner relationships; progress monitoring and version control; and the role of the information systems manager/specialist as it relates to change management. **Pre-Requisite:**

CPTR505 Foundations of Information Systems

CPTR680 Data Communications & Networking 3 credits

Data communications and Networking aims to provide a solid foundation in the study of telecommunications which include data, image, video and voice. The fundamentals of networks, transmission and switching efficiency, regulatory and technical environments, security and authentication, network operating systems, e-commerce and associated web sites and practices,

and middleware for wireless systems, multimedia, and conferencing are addressed. Additionally, the concepts, models, architectures, protocols, standards, and security for the design, implementation, and management of digital networks are studied.

CPTR688 Enterprise Models & Systems

3 credits

This course provides a process-oriented view of the organization and its role in the supply chain. Students will look at processes as vehicles for achieving strategic objectives, transforming the organization and markets, and a means of achieving compliance; process analysis, design, implementation, control and monitoring; the role of enterprise resource planning (ERP), supply chain management (SCM), and customer relationship management (CRM) systems.

CPTR690 Information Systems Research Project

3 credits

Students will be required to complete a research project that reflects relevant competency in information technology. Student will develop an original project in consultation with an advisor. This project should demonstrate the use of current software, management of the project, current technology and statistical techniques. **Prerequisite: completion of all core courses**



SCHOOL OF RELIGION AND THEOLOGY



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Statement of Mission

THE SCHOOL OF RELIGION AND THEOLOGY EXISTS TO PREPARE PASTOR-TEACHERS FOR EFFECTIVE MINISTRY TO THE CONGREGATIONS IN WHICH THEY MAY BE ASSIGNED PROVIDING AND EXEMPLIFYING SERVANT-LEADERSHIP WHILE FOSTERING COMMITMENT, LOYALTY AND EVANGELISTIC FERVOUR IN FULFILLING THE WORK OF THE GOSPEL.

Vision Statement

BECOMING AN INTERNATIONALLY RENOWNED ACADEMIC ENTITY THAT CATERS TO AND CROSSES ALL BARRIERS OF RACE, ETHNICITY, LANGUAGE, RELIGION AND CULTURE.

Value Statement

CONSTANTLY PRODUCING SPIRITUAL LEADERS FOR THE 21ST CENTURY, ENSURING THE REALIZATION OF THE CORE VALUES OF NCU.

Religion

Ministry

Department of Religion and Theology

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The graduate programmes conducted out of the School of Religion and Theology at NCU are authorized and supported by the Inter-American Adventist Theological Seminary (IATS) but are directed and offered by Northern Caribbean University (NCU).

Faculty:

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Earl Cameron, D.Min.
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Adjunct:

Helena Gregor, Ph.D.
Paul Gregor, Ph.D.
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Visiting Professors:

Clarence Barnes, Ph.D.
Sherwin Callwood, D.Min.
Abraham Jules, D.Min.
Ricardo Norton, D.Min.
Trevor O'Reggio, Ph.D., D.Min.
Leon Phillips, Ph.D.
Richard Rice, Ph.D.
William Shea, D.Min.

GENERAL INFORMATION

The Biblical Manuscript Research Centre

The Biblical Manuscript Research Centre (BMRC) at the SRT serves to facilitate research pertaining to the complexities of the manuscript traditions so as to enhance a deeper and more comprehensive understanding of the Scriptures. This area of study is called Textual Criticism. It is predicated on the fact that none of the autographs of the biblical manuscripts are extant and no two copies of the thousands of copies are exactly alike. The discipline also contends with the reality that many of the biblical books were not written by one person at one particular time but contain compositional layers written over many generations. In addition, the hundreds of manuscripts available today are also indices to the development of doctrines and theological positions over the period that these manuscripts were being copied. It is the task of textual scholars therefore, to interact with these facts so as to continue the process of better understanding God's Words.

BMRC Manuscript Holdings

Currently, the Centre has a total of 300 ancient manuscripts. Among these are:

- *Biblical manuscripts:* Papyri manuscripts of the Greek New Testament; Codices (Sinaiticus, Vaticanus, Alexandrinus, Washingtonianus and Boernerianus); Uncials; Miniscules; Lectionaries; Dead Sea Scrolls (IQIsa, IQpHab).
- *Non-biblical manuscripts:* Egerton Gospel; POxy 0060; POxy 0064; POxy 017.

MASTER OF ARTS IN RELIGION

GENERAL REMARKS

The Master of Arts in Religion is an academic degree that provides two to three semesters of specialized study beyond the baccalaureate-degree level. The M.A. in Religion requires a minimum of 36 semester credits on 500 and 600 level courses. The purpose of this programme is to provide specialized training within the setting of various emphases provided by the School of Religion and Theology. Students may choose an area of emphasis from the following list:

- Old Testament Studies
- New Testament Studies
- Theological Studies

ADMISSION REQUIREMENTS

Admission to the M.A. in Religion is based on the following requirements:

- Applicant must have completed a baccalaureate degree or its equivalent, majoring in religion and/or theology with a minimum undergraduate GPA of 3.00 or above.
- Applicants with non-religion baccalaureate degree must complete areas of studies as outlined in the Prerequisite section.
- Applicant must demonstrate language proficiency in English Language or show a plan to acquire language proficiency. Examinations may be required to demonstrate proficiency for those who come from non-English speaking countries.

PREREQUISITES

Applicants must provide a transcript showing that they have completed the following courses at the undergraduate level with a GPA of 3.00 or higher.

Academic Areas	Credits
Admission Requirements	
Church History	3
New Testament Studies	3
Old Testament Studies	3
Theological Studies	3
Electives in Religion	10
Total Prerequisite Credits	22

* Those who plan to take the Old Testament Studies as their major emphasis in the M.A. in Religion degree need to have at least one semester of Hebrew. Those who plan to take the New Testament Studies as their major emphasis in the M.A. in Religion Degree need to have at least two semesters of Greek.

Transfer credits. The applicant is allowed to transfer only nine (9) semester hours of credit with a B (3.00) or better from approved and accredited seminary or university if applicable to his programme. Transfer credits must be completed within the past six years.

Degree requirements. In order to graduate in M.A. in Religion a student must complete the following requirements:

A minimum of 36 semester credits with a cumulative GPA of 3.00 or better.

GSRT620 Research Methods (to be taken the first time the course is offered after enrolment).

GSRT697 Thesis for M.A. Degree is to be taken during the last semester or after

A major area of emphasis with 15 credits.

A minor area of emphasis with 6 credits.

An additional six (6) credits of electives.

Comprehensive Examination. Students must take a written comprehensive examination during or after the last semester of their studies. The comprehensive examination can be retaken only once. Students who completed their 36 credits but not finished their comprehensive examination must register for GSRT688 Master's Degree Continuation (0 credits) for every semester until the comprehensive examination is completed and the requirement for M.A. in Religion degree is fulfilled.

Time limits. A student must complete the requirements for the M.A. in Religion degree and graduate within six (6) years of first enrolling in the programme.

AREAS OF EMPHASIS

M.A. in Religion

Emphasis: Old Testament Studies

COURSE #	COURSE NAME	CREDITS
General Courses (6 Credits)		
GSRT620	Research Methods	3
GSRT697	Thesis for M.A. Degree	3
Major Areas of Studies (15 credits)		
OTST551	Advanced Hebrew	3
OTST520	Theology of the Old Testament	3
Choose <u>one</u> from the following:		
OTST510	Archaeology and the Bible	3
OTST604	History of Ancient Near East	3
OTST635	History of Israel	3
Choose <u>two</u> from the following:		
OTST565	Pentateuch	3
OTST605	Minor Prophets	3
OTST639	Studies in Old Testament Exegesis	3
OTST610	Major Prophets	3
Required (3 Credits)		
OTST690	Independent Study	3
Minor Area of Studies (6 Credits)		
Electives (6 Credits)		
Total Number of Credits: 36		

M.A. in Religion

Emphasis: New Testament Studies

COURSE #	COURSE NAME	CREDITS
General Courses (6 Credits)		
GSRT620	Research Methods	3
GSRT697	Thesis for M.A. Degree	3
Major Area of Studies (15) Credits		
NTST608	Advanced Greek Grammar and Syntax	3
Choose <u>one</u> from the following:		
NTST515	New Testament Background	3
NTST635	Intertestamental Period	3
NTST606	Formation and History of the New Testament	3
Choose <u>one</u> from the following:		
NTST667	Studies in New Testament Theology	3
NTST679	Seminar in New Testament Theology and Ethics	3
Choose <u>two</u> from the following:		
NTST509	Pauline Writings	3
NTST510	Gospels	3
NTST543	Acts and General Epistles	3
NTST678	Seminar in Greek Exegesis	3
Required (3 Credits)		
NTST690	Independent Study	3
Minor Area of Studies (6 Credits)		
Electives (6 Credits)		
Total Number of Credits: 36		

M.A. in Religion

Emphasis: Theological Studies

COURSE #	COURSE NAME	CREDITS
General Courses (6 Credits)		
GSRT620	Research Methods	3
GSRT697	Thesis for M.A. Degree	3
Major Area of Studies fifteen (15) Credits		
Choose <u>one</u> from the following:		
THST530	Biblical Eschatology	3
THST635	Theology of E.G. White	3
Choose <u>two</u> from the following:		
THST550	Principles of Christian Ethics	3
THST634	Christian Social Ethics	3
THST660	Church and Society	3
Choose <u>two</u> from the following:		
THST539	Doctrine of the Holy Spirit	3
THST540	Doctrine of Salvation	3
THST615	Doctrine of the Church	3
THST616	Doctrine of God	3
THST630	Doctrine of the Christ	3
Required (3 Credits)		
THST690	Independent Study	3
Minor Area of Studies (6 Credits)		
Electives (6 Credits)		
Total Number of Credits: 36		

Old Testament Studies

Students who choose Old Testament Studies for their major emphasis have to complete the following courses: OTST551 Advanced Hebrew; OTST520 Theology of the Old Testament; choose one from the following: (OTST510 Archaeology and the Bible, OTST604 History of Ancient Near East, OTST635 History of Israel); choose two from the following: (OTST565 Pentateuch, OTST605 Minor Prophets, OTST610 Major Prophets, OTST639 Studies in Old Testament Exegesis, OTST690 Independent Studies).

New Testament Studies

Students who choose New Testament Studies for their major emphasis have to complete the following courses: NTST608 Advanced Greek Grammar and Syntax; choose one from the following: (NTST515 New Testament Backgrounds, NTST606 Formation and History of the New Testament, NTST635 Intertestamental Period); choose one from the following: (NTST667 Studies in New Testament Theology, NTST679 Seminar in New Testament Theology and Ethics); choose two from the following: (NTST509 Pauline Writings, NTST510 Gospels, NTST543 Acts and General Epistles, NTST678 Seminar in Greek Exegesis, NTST690 Independent Studies).

Theological Studies

Students who choose Theological Studies for their major emphasis have to complete the following courses: choose one from the following (THST530 Biblical Eschatology, THST635 Theology of E. G. White); choose two from the following (THST550 Principles of Christian Ethics, THST634 Christian Social Ethics, THST660 Church and Society); choose two from the following (THST539 Doctrine of the Holy Spirit, THST540 Doctrine of Salvation, THST615 Doctrine of Church, THST616 Doctrine of God, THST630 Doctrine of Christ, THST690 Independent Studies).

Electives

A student may select six (6) credits for an academic graduate degree, subject to approval by the advisor.

DESCRIPTION OF COURSES

General Studies

GSRT620 Research Methods	3 credits
An introduction to research techniques and tools. A research paper is required.	
GSRT697 Thesis for M.A. Degree	3 credits
GSRT688 Master’s Degree Continuation	0 credit

Old Testament Studies

OTST510 Archaeology and the Bible	3 credits
A study of archaeological and non-biblical textual material which emphasizes the accuracy and authenticity of the Scriptures. An investigation of cultures, customs and rituals that bring a new light to the meaning of the Word of God.	
OTST520 Theology of the Old Testament	3 credits
An introductory study of the Old Testament theology. An investigation of major themes of the Old Testament as a whole, and theological concepts of selected books from a perspective of Christian faith.	
OTST551 Advanced Hebrew	3 credits
A study and analysis of selected passages from the Hebrew Bible. Special emphasis is placed on understanding of Hebrew syntax.	

- OTST565 Pentateuch** **3 credits**
 Interpretation of the Torah (Pentateuch) and exegetical study of selected portions of its books.
 Prerequisite: OTST551.
- OTST604 History of the Ancient Near East** **3 credits**
 An introductory study of the Egyptian and Mesopotamian histories. Emphasis on the intersection with biblical history.
- OTST605 Minor Prophets** **3 credits**
 A study of the 12 Minor prophets, their political, social, and economic background with emphasis and exegesis on selected passages.
- OTST610 Major Prophets** **3 credits**
 A study of three major prophets (Isaiah, Jeremiah, Ezekiel), their political, social, and economic background with emphasis and exegesis on selected passages.
- OTST635 History of Israel** **3 credits**
 An introduction to the history of Israel in the pre-monarchical, monarchical, and post-monarchical periods.
- OTST639 Studies in Old Testament Exegesis** **3 credits**
 Exegetical study in selected passages of the Old Testament. **Prerequisite: OTST551.**
 This course is repeatable.
- OTST690 Independent Study** **3 credits**
 Individual research work on a specific problems for students who have completed basic courses in Old Testament. Repeatable.

New Testament Studies

- NTST509 Pauline Writings** **3 credits**
 A study and interpretation of the writings of the Apostle Paul with exegesis of selected passages.
Prerequisite: two semesters of Greek.
- NTST510 Gospels** **3 credits**
 Interpretation and theology of the four Gospels with exegesis of selected passages. **Prerequisite: two semesters of Greek.**
- NTST515 New Testament Background** **3 credits**
 A study of political, cultural, social, and religious backgrounds in which the New Testament came into existence and introduction to major literary sources.
- NTST543 Acts and General Epistles** **3 credits**
 A study of the book of Acts and general epistles of the New Testament with exegesis of selected passages. **Prerequisite: two semesters of Greek.**
- NTST606 Formation and History of the New Testament** **3 credits**
 Development and history of the New Testament Canon and/or its texts.

- NTST608 Advanced Greek Grammar and Syntax** **3 credits**
 An intense and rigorous course to give students high proficiency in the Greek language of the New Testament and cognate literature.
- NTST635 Intertestamental Period** **3 credits**
 The political, cultural, and religious history of the Near East as it relates to the Jews in the period between two Testaments (Greco-Roman world).
- NTST667 Studies in New Testament Theology** **3 credits**
 A study of selected themes in New Testament theology and/or of the structure of New testament Theology as a whole. Topics announced in advance. Repeatable.
- NTST678 Seminar in Greek Exegesis** **3 credits**
 An exegetical study of selected passages of the New Testament. Themes and passages announced in advance. **Prerequisite: NTST608 Advanced Greek Grammar and Syntax.** Repeatable.
- NTST679 Seminar in New Testament Theology and Ethics** **3 credits**
 An examination of one or more major theological and/or ethical themes of the New Testament. Topics announced in advance. Repeatable.
- NTST690 Independent Study** **3 credits**
 Individual research work on a specific problems for students who have completed basic courses in New Testament. Repeatable.

Theological Studies

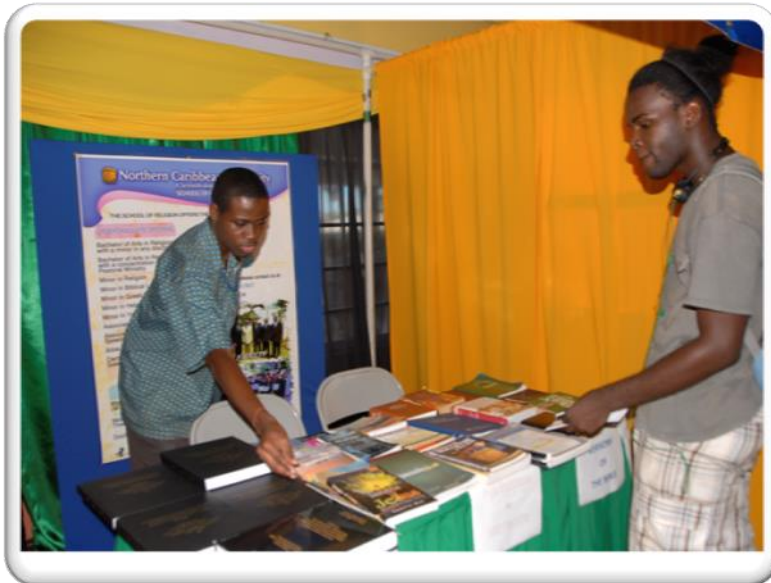
- THST530 Biblical Eschatology** **3 credits**
 An Adventist approach to a Christ-centred interpretation of the end time prophecies regarding the judgment, the second coming of Christ, the kingdom of God, and the millennium in the Bible.
- THST539 Doctrine of the Holy Spirit** **3 credits**
 The nature and the work of the Holy Spirit in the plan of redemption.
- THST550 Principles of Christian Ethics** **3 credits**
 A study of basic moral guidelines and ethical principles contained in the Bible with their application to contemporary moral issues.
- THST615 Doctrine of the Church** **3 credits**
 The nature, attributes, indicators, and government of the Christian Church, its relationship to Christ, to the Scriptures, and to the Holy Spirit.
- THST616 Doctrine of God** **3 credits**
 A study of the nature and attributes of and His relation to the world, His divine knowledge, predestination, and providence.
- THST630 Doctrine of Christ** **3 credits**
 A study of the uniqueness personality of Christ, His pre-existence, birth, meaning and implications of His death, and incarnation.

THST634 Christian Social Ethics **3 credits**
 An exploration of selected issues currently confronting the church, such as ethnic relations, the role of women, nationalism and liberation theology, poverty and hunger, and relations with civil governments.

THST635 Theology of E. G. White **3 credits**
 An analytical study of major theological themes in the writings of E. G. White and their influence on Adventist theology.

THST660 Church and Society **3 credits**
 Interdisciplinary analysis of the interrelatedness of church, its theology and task with the society as potential recipient of the Gospel.

THST690 Independent Study **3 credits**
 Available to advanced students. Selected problems in the field of theological studies.



MINISTRY

MASTER OF ARTS IN PASTORAL MINISTRY (MAPTh.)

The Master of Arts in Pastoral Ministry degree is a professional programme. It provides graduate academic training for mature persons who have served at least one year in the field as pastors and are at least twenty-two years old.

This programme reflects in its curriculum indigenous needs based on local and cultural conditions. Courses are specifically adapted to address and reflect these concerns.

Admission Requirements

Admission is based on the following requirements:

1. Applicants must hold a bachelor's degree in theology or religion with two semesters of biblical languages or its equivalent from an approved college or university. The minimum grade point average (GPA) is 2.67 on a 4.0 grading scale.
2. Applicants must be engaged in pastoral ministry, having a successful ministerial experience of no less than two years. Persons who entered the ministry later in life may be granted special consideration. However, applicants must be at least 22 years of age.
3. The student must demonstrate an acceptable level of reading and comprehension of the English Language. Proficiency in English is evidenced by one of the following:
 - A. Academic work in a country where English is the spoken language.
 - B. Completion of a programme of instruction in English for at least two years (for those for whom English is not their first language).
 - C. Completion of an undergraduate programme from a college or university in a country where English is the spoken language and medium of instruction.
4. For professionals with a non-religion/theology degree, the following or their equivalents are prerequisite courses (from the Bachelor's degree) for admission into the Master of Arts in Pastoral Theology degree programme:

Areas of Study	Credits
Church History	3
Homiletics	3
General Introduction to the Bible	3
Old Testament Prophets I or II	3
Pastoral Administration	3
Systematic Theology	3
Hermeneutics/Apocalyptic Literature	3
Gift of Prophecy	2
Personal or Public Evangelism	3
The Acts of the Apostles or Epistles	3
Biblical Languages (Greek or Hebrew)	6
Field Practicum	2
Total	37

Programme Description

The programme description for the Master of Arts in Pastoral Theology will remain the same as in the previously offered MAPTH, for the most part, except for the following:

1. Academic Skills be three (3) credits in the area of Research Methods to be completed in the first year. For the Thesis and defence, an additional 3 credits be applied.
2. Biblical Studies will be nine (9) credits. There will be 6 Credits from the Old Testament and 3 from the New Testament. The courses being recommended in OT studies are OTST520 Theology of the Old Testament and GSEM610 Doctrine of the Sanctuary. The course being recommended in NT studies are NTST646 Studies in New Testament Exegesis.
3. Administration is three (3) instead of two (2) credits. The course recommended is Strategic Planning (3) credits.
4. Theological Studies be fifteen (15) instead of six (6) credits. This will include THST604 Doctrine of God (3), THST607 Doctrine of Righteousness by Faith (3), THST637 Biblical Eschatology (3), GSEM534 The Writings of E.G. White (3) and one course in Ethics (3). With the rising tide of diverse theological thought, it is incumbent that pastors be well versed in the area of theological studies. A three-credit course that reflects Caribbean perspectives in Religion, with a focus on Comparative Religion is required.
5. Christian Ministry is fifteen (15) instead of eighteen (18) credits. This will include Preaching and Worship (3), Pastoral Care and Counselling (3), Evangelism and Church Growth (3) and Church History {(CHIS674 Development of SDA Theology (3)}.
6. Missions is three (3) Credits
Total number of credits: 48.

Summary

Academic Areas	M.Min.
Admission Requirements	Same as <i>Bulletin</i>
Academic Skills	6
Biblical Studies	6
Administration	3
Theological Studies	15
Christian Ministry	12
Missions	3
History	3
Electives	None
TOTAL CREDITS	48

Chronological Sequence of Course offerings

We are proposing that: (1) students do no more than twelve (12) credits per spring to summer module and (2) the period for completion should be no longer than five (5) years.

Year 1

Course	Credits
GSEM620 Research Methods	3
GSEM698 Thesis for Masters in Ministry	3
OTST520 Theology of the Old Testament	3
GSEM619 Doctrine of the Sanctuary	3
Subtotal	12

Year 2

Course	Credits
NTST646 Studies in New Testament Exegesis	3
GSEM501 Strategic Planning	3
THST604 Doctrine of God	3
CHMN637 Preaching and Worship	3
Subtotal	12

Year 3

Course	Credits
THST607 Doctrine of Righteousness by Faith	3
CHMN555 Pastoral Care and Counselling	3
THST550 Principles of Christian Ethics	3
CHMN539 Church Growth and the Equipping Pastor	3
Subtotal	12

Year 4

Course	Credits
GSEM534 The Writings of E.G. White	3
CHIS674 Development of SDA Theology	3
CHMN565 Contemporary Denominations and Religions in the Caribbean	3
MSSN525 Missions to the World	3
Subtotal	12

DESCRIPTION OF COURSES

GSEM620 Research Methods

3 credits

This course covers the principles and methods of engaging the student in the research process. It details the approach to identifying sources, procedures and general information necessary to effect the research detail.

GSEM698 Thesis for Master's in Pastoral Theology

3 credits

This course focuses on the preparation, assembling, formatting and organizing of the finished product for defence.

OTST520 Theology of the Old Testament

3 credits

This course introduces the student to the distinctive theological concepts of selected books and major theological themes of the Old Testament from the perspective of Christian faith.

GSEM619 Doctrine of the Sanctuary

3 credits

This course provides a detailed understanding of the history and development of the sanctuary services of the Old Testament with its New Testament, theological and eschatological implications.

NTST646 Studies in New Testament Exegesis

3 credits

This course presents studies in hermeneutical principles and procedures requisite to NT interpretation in various sections or themes of the New Testament.

GSEM501 Strategic Planning

3 credits

This course provides a careful study and analysis of Strategic Planning Leadership technique as applied to religio-spiritual organizations and specifically to regional church administration programme.

THST604 Doctrine of God

3 credits

This course emphasizes the omnipotence, the omniscience and omnipresence of God. It defines both the incommunicable and communicable attributes of God.

CHMN637 Preaching and Worship

3 credits

This course shows the interrelationship between preaching and worship. It prescribes a path that describes the vital role preaching plays in the worship experience.

THST607 Doctrine of Righteousness by Faith

3 credits

This course introduces and prepares the student to the whole concept of righteousness by faith from the Old Testament to the New Testament. The issue of law versus faith, doing and trusting and the tension that existed during the Reformation era with respect to faith versus works will be explored.

CHMN555 Pastoral Care and Counselling

3 credits

This course is an introduction to the processes and function of counselling as practiced by the helping professions, particularly of the pastor actively engaged in ministry to a congregation. A weekly laboratory experience for skills practiced is required.

CHMN539 Church Growth and the Equipping Pastor

3 credits

This course examines church growth principles with a special emphasis on the role of the pastor as an equipper.

GSEM534 The Writings of E.G. White

3 credits

This course presents an historical and an analytical study of the life and contributions of E.G. White and the impact on Seventh-day Adventist theology and thought.

CHIS674 Development of SDA Theology

3 credits

This course presents an in-depth study of the history and development of SDA theology and how it has shaped the positions the SDA church has taken in its theology and praxis.

THST550 Principles of Christian Ethics

3 credits

This course offers a broad platform for the understanding of the study of ethics in its general form and as understood specifically within a Christian context. The current ethical issues will be dealt with to include, but not limited to euthanasia, genetic engineering, surrogacy, artificial insemination and HIV/Aids in the Caribbean.

MSSN525 Missions to the World

3 credits

This course presents a broad introduction to Christian world missions. It includes aspects of mission history, the theological foundations of missions, intercultural perspectives of mission service, contemporary theoretical thought about missions, including from a Caribbean perspective, and the basic relationships with other faiths.

CHMN565 Contemporary Denominations and Religions in the Caribbean

3 credits

This course provides a careful look at the current Christian denominations and religious groups and their impact on the understanding of religious thought in the Caribbean. It assists in a better understanding of and tolerance for those who might differ from one's spiritual or religious views and deals with the points of similarity that one can appreciate in other denominational or religious groups.

DOCTOR OF MINISTRY (D.Min.)

PURPOSE

The purpose of the Doctor of Ministry programme is to provide structured, rigorous and advanced training in ministry by equipping students with needed competencies and leadership skills. The programme engages qualified persons in an active learning environment so that they may reach advanced levels of ministry effectiveness which will facilitate efficient professional performance.

PROGRAMME DESCRIPTION

The Doctor of Ministry Programme offers a professional degree for persons who seek advanced competencies in evangelism, ministry and mission. The programme enables growth within the framework of a Biblical model of leadership and to develop an Adventist perspective of evangelism, ministry and mission. The programme is normally offered to professionals who are in active ministry.

Courses are taught in intensive or modular format at qualified sites within the Inter-American Division territory. The emphasis in this degree is in the area of Pastoral Ministry, although certain courses will touch on other areas of the ministerial concern, which constitutes other areas of emphasis such as: Church Growth and Evangelism, Global Mission Leadership and Leadership. Intensive sessions are taught by faculty teams that include seminary professors with appropriate academic expertise and professionals from the field with experience in evangelism, ministry and mission. Teaching methodology combines appropriate methods and technology with collegial dialogue to encourage a creative learning environment.

Teachers aim to facilitate balanced spiritual, professional and theological formation that affects the individual, the family and the ministry group. The programme promotes theological reflection upon ministry and teaches methods of analysis and evaluation of church and community.

Students will develop a deeper personal experience, which will lead to a strengthening of their family life as well as a greater commitment to ministry. They will learn to evaluate ministerial practices through theological reflection, which will help them establish a biblical model of servant leadership. Graduates from the programme will be able to use appropriate tools to analyse the needs of their churches and communities and develop and implement appropriate and effective ministries.

ADMISSION REQUIREMENTS

To be considered for admission to the Doctor of Ministry programme, applicants must meet the following requirements:

- Hold the Master of Arts degree in Pastoral Theology or an M.Div. or their equivalent, provided they add up to at least 160 semester credits between the Bachelor's and the Master's degrees.
- Have a GPA of at least 3.00. Special cases may be considered by the admissions committee.
- Demonstrate high professional and personal potential for the gospel ministry.

- Have an equivalent of at least four years of experience in ministry subsequent to the first graduate theological degree.
- Supply satisfactory recommendations from the applicant's Local Field or institution president, a fellow pastor of recognized influence and experience and a Church Elder. A total of three recommendations from specific individuals are required.
- Submit a paper the student has previously completed which demonstrates the ability to research and write an adequate report related to a ministerial problem or issue.
- Write a letter or an essay stating the candidate's commitment to the Christian Faith, to the SDA Church, the doctrine and the motive behind the reason for pursuing this degree.
- Applicants from other faiths may be accepted into the programme, provided they meet admissions requirements and represent high moral integrity with a character, lifestyle and spiritual commitment reflective of the ideals of the SDA church.

ADVANCED STANDING

Students who have done post-MAPTh. work in an accredited theological seminary or graduate institution may be eligible to receive advance standing provided the work is appropriate to the Doctor of Ministry programme. Credits accepted for advanced standing may not exceed 25 per cent of the total credits required for the D.Min. degree. Credits earned toward an M.A. or an M.Div. degree are not considered for advanced standing.

DEGREE REQUIREMENTS

In addition to the requirements listed in the Academic Policies section, students must also complete a graduate-level research course prior to taking GSEM790. This requirement is waived if the student can give evidence of having taken such a course prior to beginning the D.Min. programme. A research course is available by distance education for D.Min. students.

Course Requirements	Courses	Credits
(GSEM790) Diss. Proposal	3	2
GSEM796	1	3
THST	2	6
	(May include either OTST or NTST courses)	
CHMN	5	15
CHIS (Church History)	1	3
DISSERTATION		6
Total	9	36

Required Courses:

CHMN706 or MSSN721 and 722 Spiritual and Theological Foundations for Ministry. This is a foundational course required of all D.Min. students. The course builds the spiritual and theological basis from which the practice of ministry and mission grows and seeks to lead the student into a self-reflection and examination of life and belief.

AREAS OF CONCENTRATION

- Leadership
- Pastoral Ministry
- Evangelism and Church Growth
- Global Mission Leadership
- Youth Ministry

FINANCIAL ASSISTANCE

Financial plans are available to assist SDA Pastors; however, the pastor is encouraged to communicate with his/her local conference regarding such assistance.

MODES OF DELIVERY

In order to make the programme accessible to church professionals, courses are offered during the summer, as intensives on NCU campus.

RESIDENCY REQUIREMENTS

In order to fulfil residency requirements, students must attend three consecutive teaching modules (e.g. summer session).

DISSERTATION REQUIREMENTS

- Students should take GSEM790 (2 credits) in preparation for writing the dissertation. A statement explaining the philosophy of a Doctor of Ministry dissertation, including guidelines for its development and preparation, is provided when GSEM790 is taken. A dissertation proposal must be submitted and accepted. Based on the accepted proposal and satisfactory academic performance, the student is advanced to candidacy by the Doctor of Ministry committee.
- The dissertation, which should address a problem or issue directly relevant to the ministry of the contemporary church, is often developed and implemented in an in-ministry situation. The approach of the dissertation is normally developmental, with formative evaluation. The dissertation should be developed in close consultation with the student's advisor. Regulations governing the style and format of the dissertation are found in *University Standards for Written Work*.
- Students must pass an oral defence of the dissertation designed to test the candidate's ability to integrate learning and the practice of ministry. The defence must be successfully completed no later than four weeks prior to graduation.

Time Limits. D.Min. students must complete the coursework and successfully defend the dissertation within six years from the time they begin coursework. In special circumstances and upon written request, extensions may be granted for no more than an additional year.

Dissertation Process. A detailed outline of the D.Min. dissertation process and the Guidelines for the Doctor of Ministry Dissertation is provided to students during the GSEM790 intensive.

Academic Supervision. The local site Co-ordinator at NCU acts as curriculum supervisor. The dissertation advisor and second reader are chosen by the student in consultation with the site Co-ordinator. Students should work closely with these persons to complete the dissertation.

DESCRIPTION OF COURSES

Church Ministry

CHMN710: Worship and Music **3 credits**

A study of theological principles that undergird worship practices, a review and evaluation of worship forms from the traditional to the contemporary and the integration of theology, preaching, worship and music in a way that leads to worship renewal.

CHMN717: Family Counselling **3 credits**

This course offers advanced theoretical and practical knowledge regarding pastoral counselling. Students will learn specialized approaches for church members and their families in various stages of their family life cycle. Participants also examine and construct new family ministries.

CHMN718: Designing and Delivering Effective Sermons **3 credits**

An advance course in the theology, theory and practice of contemporary preaching aimed at helping experienced pastors present more effective sermons as part of worship. A laboratory component offers opportunities to try new ideas and approaches under the guidance of skilled practitioners.

CHMN720: Current Issues in Youth Ministry **3 credits**

Students study selected issues in youth ministry including adolescent development, inter-generational relationships and the challenges of popular culture. They learn how to build specialized approaches in youth ministry.

CHMN747: Leadership and Church Management **3 credits**

This course investigates principles, challenges and practices of Christian leadership, emphasizing the issues that make it unique. It includes theological reflection, review of Christian leadership roles, and provides practical insights for leaders and managers of churches and Christian organizations.

CHMN749: Equipping and Motivating Church Members for Ministry **3 credits**

A study of biblical and practical teachings on the equipping and motivation of church members for ministry. The church becomes a powerful soul-winning agency when the people of God are empowered for ministry according to their gifts and calling.

CHMN757: Advanced Clinical Pastoral Education **3 credits**

Advanced level instruction and practice in pastoral ministry to persons in crisis, to institutional staff and to those facing ethical issues such as abortion and termination of life support. Initial CPE training and graduate coursework in counselling are prerequisites.

CHMN765: Advanced Leadership Competencies **3 credits**

Application of the competencies of Christian leadership in the participant's ministry. The course includes continued personal and theological reflection, integration of leadership principles and administrative skill development. **Prerequisite: CHMN747 Leadership and Church Management**

CHMN737: Strategies for Church Growth **3 credits**

An in-depth study of the factors that promote or hinder church growth, followed by a strong emphasis on developing specific growth strategies for the local church.

CHMN756: Church Planting **3 credits**

The course explores church planting as an evangelistic strategy. Students learn models and procedures for successful church-planting programmes including vision casting, identifying and developing lay leaders, mobilizing and supporting church planters and cementing reproducible system.

CHMN758: Evangelism **3 credits**

An in-depth exploration of creating public and personal strategies developing a process of evangelism in the local church. This course also explores the involvement of the laity in public and personal evangelism.

CHMN759 Planting and Leading Cell Churches **3 credits**

This course investigates the factors in cell church growth. The student will develop proficiency for planting cell churches.

Global Mission Leadership

MSSN741, 742: Cultural and Religious Analysis - I, II **3 credits**

The tools of cultural, social, anthropological and religious analysis, the specific context and challenges of mission will be analysed and described in depth as a basis for ministry. The content will be shaped to fit the local situation.

MSSN741, 742: Mission Strategy Development - I, II **3 credits**

Study of contemporary strategies of mission as a framework and foundation for the development and practice of a ministry plan within specific contexts. The role of leadership in this process is highlighted. **Prerequisite: MSSN731, 732: Cultural and Religious Analysis.**

Leadership Concentration

CHMN747 Leadership and Church Management **3, 3 credits**

This course investigates principles, challenges and practices of Christian Leadership, emphasizing the issues that make it unique. It includes theological reflection, review of Christian leadership roles and provides practical insights for leaders and managers of Churches and Christian Organizations.

CHM 765 Advanced Leadership Competencies **3, 3 credits**

Application of the competencies of Christian leadership in the participant's ministry. The course includes continued personal and theological reflection, integration of leadership principles, and administrative skill development. **Prerequisite: CHMN747 Leadership and Church Management**

N.B. See IATS *Bulletin* for detailed information in this area.

New Testament

NTST606 Formation and History of the New Testament **2-3 credits**

Development and History of the New Testament canon and/or its text, English translation and publication. Topic announced in advance. Repeatable.

NTST677 Seminar in New Testament Issues **2-3 credits**
 Topics announced in the class schedule. Repeatable. Admission of non-doctoral students by permission of professor.

Exegesis

Language prerequisites for courses should be noted carefully.

NTST50 Pauline Writings **3 credits**
 Interpretation and Theology of the writings of the Apostle Paul, with detailed exegesis of selected passages. **Prerequisite: Must have met intermediate Greek requirement**

NTST510 Gospels **3 credits**
 Interpretation and theology of the four Gospels, with detailed exegesis of selected passages. **Prerequisite: Must have met the intermediate Greek requirement or be enrolled in NTST552**

NTST52 Revelation **2 credits**
 An exegetical approach to the book of Revelation, with special emphasis on selected passages. **Prerequisite: Must have met beginning Greek requirement or be enrolled in NTST551**

NTST543 Acts and General Epistles **2 credits**
 Interpretation of the book of Acts and the General Epistles of the New Testament, with detailed exegesis of selected passages. **Prerequisite: Must have met the beginning Greek requirement or be enrolled in NTST551**

NTST550 Exegesis of the English New Testament **2-3 credits**
 Topics identical to NTST500-level exegesis courses. The same subject cannot be repeated with other 500-level course numbers. Does not presuppose Greek proficiency nor count toward M.Min. core requirements or emphases. **Repeatable with a different subject area.**

NTST646 Studies in New Testament Exegesis **2-3 credits**
 Studies in hermeneutical principles and procedures requisite to NT interpretation and/or in various sections or themes of the New Testament. Repeatable.

NTST653 Advanced Studies in the General Epistles **2-3 credits**
 The epistle(s) chosen from among James, 1 Peter, 2 Peter, Jude and 1-3 John announced in advance. Repeatable.

NTST655 Advanced Studies in the Gospels **2-3 credits**
 The Gospel(s) to be studied are announced in advance. Repeatable.

NTST658 Advanced Studies in Pauline Writings **2-3 credits**
 The letter(s) of Paul to be studied are announced in advance. Repeatable.

NTST678 Seminar in Greek Exegesis **2-3 credits**
 Particular books or passages for exegesis are announced in advance. Repeatable. Admission for non-doctoral students by permission of professor.

NTST940 Seminar in New Testament Exegesis and Hermeneutics **3 credits**
 Exegesis in New Testament books or passages and/or studies in particular topics such as the history of New Testament exegesis and hermeneutics. Repeatable.

Old Testament

OTST500 Survey of the Old Testament **2-3 credits**

An introductory survey of the history, literature and background of the Old Testament for students who have not had such a course at the college level.

OTST607 Preaching from the Old Testament **2-3 credits**

An advanced preaching course focusing on the analysis of the types of Old Testament literature and special themes found in selected passages. **Identical to CHMN607.**

OTST640 The Old Testament and its Translations **2-3 credits**

A non-technical survey of the text transmission from antiquity to the present. The terminology and particularities of recent Hebrew Bible editions. Examination in various modern translations of Old Testament passages of textual and theological interest.

OTST659 Studies in Old Testament Issues **2-3 credits**

A study of selected issues such as the formation of the Old Testament canon, questions of introduction, historicity of Genesis II, Messianism and Old Testament eschatology. Repeatable.

OTST820 Textual Criticism **3 credits**

Detailed comparative textual examination of challenging Old Testament passages involving the ancient versions and Qumran, using both text editions and manuscripts. Repeatable.
Prerequisites: OTST654, OTST660, additional languages as needed. Admission by permission of instructor.

Theology

OTST520 Theology of the Old Testament **2-3 credits**

Introduction of Old Testament theology. Distinctive theological concepts of selected books and major theological themes of the whole Old Testament from the perspective of Christian faith.

OTST620 Seminar in Old Testament Theology **2-3 credits**

Selected aspects of Old Testament theology; such as the nature and function of Old Testament theology, the method of Old Testament theology and the development of major theological themes. Repeatable.

OTST627 Jewish Life and Thought **2-3 credits**

An introduction to Jewish beliefs and theology; liturgy and festivals; and thinking and philosophy as they illuminate approaches to the biblical and Hebrew customs.

OTST835 Theology of the Hebrew Scriptures **3 credits**

The theology of an individual book or block of books in 1 of the 3 divisions of the Hebrew canon: Torah (Pentateuch), Prophets and Writings. Content announced in advance. **Repeatable.**

OTST845 Methodology in Biblical Theology **3 credits**

The development of biblical theology from the Reformation to the present with special attention to current methodologies.

OTST945 Seminar in Biblical Theology

3 credits

Major theological themes and thought patterns of the Bible with special attention to such subjects as the unity of the Bible, the relation between the Testaments and biblical authority. **Identical to NTST945.**



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GLOSSARY

Academic Adviser - A faculty member assigned to help students plan their university schedule, choose a major, specialization, concentration or track and answer questions regarding programme of study and university life in general.

Academic Standing - An indication of a student's status or ranking with respect to achievement of the academic requirements to remain enrolled at the University.

Academic Probation - An indication of marginal academic performance. A warning that a student has lost good academic standing and whose University enrolment is in jeopardy.

Adjunct - Faculty hired on a temporary basis to teach one or more courses. This person does not have the privileges of a regular faculty member.

Accreditation - Recognition granted to institution, colleges and schools or programmes by professional agencies authorised by law to examine the status of institutions in meeting the standards set for accreditation. An accredited college, school or programme has measured up to the standards of quality imposed by professional groups and accrediting agencies.

Admissions Status - Admissions status are: *Regular* – when all admissions requirements are met; *Provisional* – when applicants have not completed or satisfied all the minimum admission requirements for regular acceptance; *Conditional* (not applicable to doctoral programmes) – applicants whose undergraduate GPA falls between 2.5 and 2.66 on a 4.0 scale who are required to maintain a GPA of 3.0 for the first 12 credits taken (*see p. 14 for further details*)

Bulletin - The official NCU document that presents the Institution, its programmes, policies and regulations to students and the general public. Synonymous titles for this document are catalogue and prospectus, which are used by other institutions. This title is also used loosely for information documents released on a timely basis by some institutions.

Cohort - A group of associates, colleagues or graduate students sharing a common characteristic, event, experience or expectation at the same time, e.g., a programme or course of study.

College - Part of the University offering a wide selection or a specialized group of courses leading to various certificates, diplomas or degrees. It represents a body of faculty having a common purpose and common duties in instruction, research, scholarship and public service. NCU has five colleges designated as:

1. The College of Arts and General Studies
2. The College of Business and Hospitality Management
3. The College of Education and Leadership
4. The College of Natural and Applied Sciences
5. The College of Teacher Education and Behavioural Sciences. (**See also School**)

Commencement - The ceremony for conferring degrees on graduates which Northern Caribbean University conducts in August each year.

Course Number - Courses are numbered using select letters that align with the discipline or field of study and numbers that reflect the year level in a degree programme. For example, a first year course in the master's programme would be in the 500s, second year in the 600s and the 700s would represent the 7th year of study which is the first year in a doctoral programme.

Course Outline - A written document given to students on the first day of class outlining the lecturer's, as well as the students' obligations and requirements for successfully completing a given course.

Credit Hours - A value assigned to a course based on the hours of lecture, laboratory or field work required. Generally the number of hours a class meets each week. Students accrue credit hours as a measure for the completion of that programme.

Cumulative Grade Point Average (GPA) - See Grade Point Average

Curriculum - The total programme of courses required for a degree, diploma or certificate in a particular discipline or field of study.

Dean - The administrative head of a school, college or student-related unit within the University. Deans of the Colleges and Schools report to the Vice-President for Academic Administration.

Department - An academic or administrative unit organised around a particular discipline or set of disciplines or function. For example, the department of History, Geography and Social Sciences, organised around the disciplines of History, Geography, Sociology, Anthropology.

Department Chair - Person in charge of providing administrative and academic leadership for a department within an individual college or school. For example, the Head of the Department of Computer Studies.

Discipline - A field of study; for example, Business or Biological Sciences.

Dismissal - Usually a status for which a student may be required to leave the University for academic or disciplinary reasons.

Dissertation - A document that, like the thesis, is the outcome of extensive research and study as partial fulfilment of the requirements for a doctoral level degree.

Dormitory - See Residence Hall

Elective - A course that is accepted toward fulfilment of credits for a programme of study, based on a student's choice to take the course, whether from a given list of courses or from any programme of the University. Electives are of two types: 1) Required electives – in which the student must choose (a) course(s) that is/are required from a given list within his/her programmes of study; 2) General electives – in which the student may choose (a) course(s) that is/are not required for his/her requirement for graduation, from any programme of study in the university.

Emphasis - Specialized area in one's major field of study.

Extra-curricular - A word describing activities, clubs or organizations in which students may join and participate above and beyond their academic programme of work.

Final Examination - Comprehensive assessment held in each course during the last week or two of the semester or the last day or two of the session or module.

Full-time Student - A student who registers for twelve (12) or more credits each semester or a minimum of five (5) credits per session or module.

General Education - A collection of courses which introduces students to a broad, liberal education in the major areas of knowledge that comprise the elements of life necessary for basic existence and wholesome living.

Good Academic Standing - An indication that a student meets or exceeds minimum academic requirements to remain enrolled at the University.

Grade Point Average (GPA) - An academic rating on a number scale, usually 0-4, which represents a student's overall performance for the semester, session or module or year. When two or more semesters are rated, the rating is referred to as the 'Cumulative GPA'.

Grades - Alphabetical symbols (usually A-F) assigned to student performance, translated from the numerical measurement of coursework and examinations completed by the student.

Grading System - The system of assessment used to assign a rating to the coursework and examinations completed by the student.

Graduate Student - A person who has earned at least a bachelor's degree and is presently enrolled in a programme granting a master's or a doctoral degree.

Hours - Another word for credits. Generally, there is a one-to-one relationship between the number of hours spent in the classroom each week and the number of credits earned from the course. The exception to this general rule is where more hours are spent in laboratories and practicums, seminars for less credit than the actual clock hours.

Internship - An arrangement that permits students to earn credits in a setting where there is application of academic principles learned in the student's major. This is executed under the watchful supervision of trained professionals or practitioners in the field.

Leave of Absence - Withdrawing completely from University with the intention of seeking re-admittance at a later date.

Orientation - The period in which new students are introduced to academic programmes, facilities and services provided by the University.

Part-time Student - A student who registers for fewer than five credit hours per module or session.

Practicum - An opportunity for students to gain experience in their fields of study. Students are assigned to particular companies or the relevant entities, to apply what they have learned in theory and laboratory experiences, under supervised conditions.

Pre-registration - The practice of currently enrolled students registering electronically or otherwise for courses a period prior to when they are to take those courses.

Prerequisite - A course that must be completed before another in a series may be attempted. Such first courses are said to be the prerequisites for the subsequent courses in the same or similar areas. It is the student's responsibility to check for prerequisites in the current *Bulletin*.

President - The chief executive officer of the University. The President reports directly to the Board of Governors, which is comprised of the senior officers of the church in West Indies Union and constituency members drawn from the same region.

Probation - A warning that a student is not making satisfactory academic progress toward the completion of a programme of study. Probation is followed by dismissal, unless the situation is corrected. Probation may also exist for disciplinary reasons which may be followed by suspension or dismissal.

Professor - A term commonly used in reference to college or university teachers. College or university teachers are typically ranked as instructor, assistant professor, associate professor and professor.

Registrar - The University administrator who directs the registration process and manages the documentation and security of the academic record of each student.

Sabbatical - A period of paid release time for professors to conduct research or other activities that make a contribution to personal or university advancement.

School - Part of the University offering a wide selection or a specialized group of courses leading to various certificates, diplomas or degrees. It represents a body of faculty having a common purpose and common duties in instruction, research, scholarship and public service. NCU has one school designated as the School of Religion and Theology (**See also College**)

Seminar - A course, generally at the upper level, containing fewer students than a lecture class, in which the teacher facilitates discussions and all students participate. It may also be described as a presentation format that utilizes the lecture or discussion method in out-of-class settings.

Special Request Course - A Special Request Course (SRC) is any course in the curriculum for which a department has granted permission for a student to take by special request modality.

Syllabus - A listing of topics to be completed in a course or a set of prescribed subjects to be taken in a programme of study.

Transcript - A certified copy of courses and credits which a student has earned in high school or in tertiary institutions. The transcript carries a detailed account of courses taken by the student including graded performance on each course in the overall programme. The submission of a transcript is one of the most important prerequisites for admission to the University.

Thesis - A document that is the outcome of an extensive research study as partial fulfilment of the requirements for an undergraduate or graduate degree.

Vice-President - A senior administrator of the University who is responsible for major area(s) of operation. Such administrative positions include, for example, the Vice-President for Academic Administration and the Vice-President for Finance and Industries.

INDEX

-A-

Academic Dishonesty	21
Academic Grievance Procedure	22
Academic Information.....	12
Academic Integrity	21
Academic Policies & Procedures	16
Academic Probation/Review	21
Accommodations	46
Accreditation.....	4
Administration, University	180
Admissions Categories & Conditions.....	14
Admissions Criteria	13
Advancement to Candidacy	26
Advising.....	16
Affiliations	4
Alumni Relations	5
Applicant, Students	14
Attendance, Special.....	133, 137
Auditing Courses See Courses	

-B-

Biblical Manuscript Research Centre.....	157
Biblical Manuscripts	157
Biblical Studies	168
Board, University	188

-C-

Campus Safety See Loss Prevention & Risk Mgt	
Cafeteria Services See Food Services	
Career Opportunities	132, 135
Christian Ministry.....	168
Classification of Courses.....	26
Colleges/School:	
Allied Health & Nursing	50
Business & Hospitality Management	60
Education & Leadership	72
Humanities, Behavioural Social Sciences.	106
Natural & Applied Science	130
Religion & Theology	156
Computer Services	34
Counselling & Psychological Services	43
Course Load, Normal.....	24
Courses:	
Auditing.....	19
Repeating	19
Upgrading	20
Credits, Transfer of.....	20
Credits, Validation of	20
Culture, University	4
Curriculum & Instruction.....	77, 84, 88

-D-

Defence of Thesis	134, 137
-------------------------	----------

Deferred Grade (DG)	25
---------------------------	----

Degree Requirements:

Doctoral	29
Master's	28

Development:

Academic.....	8
Intellectual	8
Moral.....	9
Physical	9
Religious.....	9
Social.....	9
Spiritual	9

Departments:

Allied Health & Nursing	51
Computer & Information Sciences	149
Biology & Chemistry	131
Business Administration & Hospitality Management.....	61
Graduate Education & Leadership	73
Graduate Counselling Psychology	107
Religion and Theology	157

Dismissal, Academic	23
---------------------------	----

Dismissal Appeal Process	23
--------------------------------	----

Dissertation Committee	29
------------------------------	----

Dissertation Continuation	86
---------------------------------	----

Dissertation Proposal, Doctoral.....	29
--------------------------------------	----

Dissertation Secretary	27
------------------------------	----

Distance Learning.....	11
------------------------	----

Doctoral Degree Requirements.....	29
-----------------------------------	----

Doctoral Degrees:

Doctor of Ministry	172
--------------------------	-----

Doctor of Philosophy in Biology	131
---------------------------------------	-----

Doctor of Philosophy in Counselling	
-------------------------------------	--

Psychology	107
------------------	-----

Doctor of Philosophy in Education	84
---	----

-E-

E. G. White SDA Research Centre	33
---------------------------------------	----

Educational Administration	78
----------------------------------	----

Enrolment by Undergraduates	26
-----------------------------------	----

Enrolment Limitation	63, 75
----------------------------	--------

Environmental Science	138
-----------------------------	-----

Environmental Policies	139
------------------------------	-----

Ethos Document.....	42
---------------------	----

Examination, Comprehensive (Doctoral).....	29
--	----

Examination, Comprehensive (Master's)	28
---	----

Executive Committee	182
---------------------------	-----

-F-

31

Faculty See Graduate Faculty

Fees	36
------------	----

Financial Information	36
-----------------------------	----

Financial Regulations.....	36
----------------------------	----

Food Services	47
---------------------	----

-G-		Master's Degrees:	
Glossary.....	187	M.A. in Education.....	76
Goals		M.A. in Pastoral Theology.....	167
Academic.....	8	M.A. in Religion.....	162
Graduate School.....	8	M.A. in Teaching.....	82
Physical.....	9	M.B.A.	61
Religious.....	9	M.P.H.	51
Social.....	9	M.Sc. in Biology.....	135
Governance Structure.....	180	M.Sc. in Counselling Psychology.....	115
Governing Bulletin.....	17	MSES (Environmental Science).....	138
Grades		MSIS (Information Systems).....	149
Audit.....	25	Medical Epidemiology.....	53
Deferred.....	25	Memberships.....	5
Incomplete.....	25	Microbiology, Emphasis in.....	136
In Progress.....	25	Mission Statement, University.....	2
Satisfactory.....	25	Molecular Biology, Emphasis in.....	136
Unsatisfactory.....	25		
Unsatisfactory Audit.....	25	-N-	
Withdraw.....	25	Natural Resource Management.....	139
Withdraw Failing.....	25	Non-Thesis Option (Master's).....	29
Withdraw Passing.....	25	Normal Course Load.....	24
Grades, Satisfactory/Unsatisfactory.....	25		
Grading System.....	25	-O-	
Graduate Faculty.....	183	Online Programmes See Distance Learning	
Graduate Council.....	182	Oral Defence (Master's).....	28
Graduation in Absentia.....	30		
Graduation Requirements.....	30	-P-	
Grievance Procedure.....	22	Permission To Take Classes (PTC).....	14
		Petitions.....	22
-H-		Philosophy, University.....	2
Health Education & Promotion.....	54	Portfolio, Comprehensive (Doctoral).....	29
Health Services.....	44	Portfolio Defence.....	85
Hiram S. Walters Resource Centre.....	33	Postgraduate Diploma in Education.....	84
History.....	3	Probation, Academic.....	21
		Programme Offerings.....	9
-I-		Project Proposal (Master's).....	28
Independent Study.....	18	Public Health Nutrition.....	54
Instructional Systems Technology.....	79		
International Applicants.....	15	-R-	
International Board of Higher Education.....	4	Reading & Language Arts Instruction.....	79
		Refunds.....	38
-J-		Registration Changes.....	18
Joint Board of Teacher Education.....	5	Registration Stops.....	18
Joint Committee for Tertiary Education.....	5	Repeating Courses See Courses	
		Research Epidemiology.....	53
-K-			
K. G. Vaz Lecture Series.....	5	-S-	
		Satisfactory Grade (S).....	25
-L-		Scholarship.....	5
Leadership.....	85	Sexual Harassment Policy.....	43
Lecture Series.....	5	Social Life.....	42
Loss Prevention & Risk Management.....	44	SRT Theological Symposium See <i>Theological Symposium</i>	
		Standards of Scholarship.....	24
-M-		Standards, University.....	2
Master's Degree Requirements.....	28	Status:	
		Change of.....	15
		Conditional.....	14

Provisional.....	14
Regular.....	14
Special.....	14
Statute of Limitation.....	21
Students, Guest.....	15
Students, International.....	15
Suspension.....	23
Sustainable Development & Management.....	139
Systems Technology, Instructional.....	79

-T-

Theological Symposium.....	6
Thesis Defence.....	134, 137
Thesis Option (Master's).....	28
Thesis Proposal (Master's).....	28
Time Limitations:	
Completion of Programme.....	21
Upgrading Courses.....	21
Transfer of Credits.....	19

-U-

University, About the.....	2
University Board.....	181
University Council of Jamaica.....	4
University Culture.....	4
University History.....	3
University Standards.....	2
Unsatisfactory Audit (UA).....	25
Unsatisfactory Grade (U).....	25
Upgrading Courses See Courses	

-V-

Value Statements	
Allied Health & Nursing.....	50
Business & Hospitality Management.....	60
Education & Leadership.....	72
Humanities, Behavioural & Social Sciences.....	106
Natural & Applied Sciences.....	130
Office of Graduate Studies & Research.....	7
Religion & Theology.....	156
University.....	2
Vice-Presidents.....	182
Vision Statements	
Allied Health & Nursing.....	50
Business & Hospitality Management.....	60
Education & Leadership.....	72
Humanities, Behavioural & Social Sciences.....	106
Natural & Applied Sciences.....	130
Office of Graduate Studies & Research.....	7
Religion & Theology.....	156
University.....	2

-W-

W. D. Carter Library for Economic Development.....	33
Withdraw (W).....	25
Withdraw Failing (WF).....	25
Withdraw Passing (WP).....	25
Withdrawal from University.....	23

Withdrawals and Refunds.....	38
------------------------------	----