



## ENTRY REQUIREMENTS

A bachelor's degree in Social Work and at least two years work experience in a social agency; OR

An honours degree in a related field (Sociology or Psychology) and a Diploma in Social Work, and at least two years work experience in a social service agency.

## PROGRAMME COST

Payable in full or per course on registration.

**Tuition Fee:** BDS\$20,000 (US\$10,000)

### Annual University Registration Fees (2008/2009)

University Registration Fees are NOT included in the cost of the tuition fee.

These fees are as follows:

Amenities Fees	– BDS\$700.00	(US\$350.00)
Guild Fees	– BDS\$120.00	(US\$60.00)
ID Card (First year only)	– BDS\$25.00	(US\$12.50)

Students enrolled in this self-financed programme are billed for the courses for which they register each semester. Fees are payable immediately on registration. University fees are additional to the programme fees and are billed on registration every semester until the degree has been awarded.  
*University Registration Fees are subject to change in 2009/2010.*



## CONTACT INFORMATION FOR

Masters of Social Work  
Concentration: Management and Administration

### Programme Coordinator

Dr. Letnie Rock

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## TAUGHT HIGHER DEGREE PROGRAMMES

### FACULTY OF HUMANITIES & EDUCATION

MA Cultural Studies  
MA Heritage Studies  
MA History  
MA Linguistics  
MA Post-Colonial Literatures In English  
Masters of Education  
MA Spanish Language & Literature  
MA French Language and African & Caribbean Literatures in French

### FACULTY OF LAW

LLM and Graduate Diploma in Corporate and Commercial Law  
Legislative Drafting  
Public Law

### FACULTY OF MEDICAL SCIENCES

Master of Public Health  
Master of Public Health in Health Services Management  
Graduate Diploma in Health Services Management  
M.Sc. Family Medicine  
Diploma Family Medicine

### FACULTY OF PURE & APPLIED SCIENCES

MSc Electronic Commerce  
MSc Natural Resource and Environmental Management

### FACULTY OF SOCIAL SCIENCES

Master of Social Work  
MSc Applied Psychology  
MSc Banking & Finance  
MSc Counselling Psychology  
MSc Cricket Studies  
MSc E-Governance for Developing States  
MSc Financial and Business Economics  
MSc Integration Studies  
MSc International Management  
MSc International Trade Policy  
MSc Labour & Employment Relations  
MSc Project Management & Evaluation  
MSc Tourism & Hospitality Management

**UWI also offers a range of MPhil and PhD programmes in a number of areas. Information on these as well as our application process, online application forms, and the documentation required can be found at:**  
[www.cavehill.uwi.edu/gradstudies](http://www.cavehill.uwi.edu/gradstudies)

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The University of the West Indies  
Cave Hill Campus



**Masters Programme**  
**Faculty of Social Sciences**

**DEPARTMENT OF GOVERNMENT,  
SOCIOLOGY AND SOCIAL WORK**

**Masters of  
Social Work**  
Concentration: Management  
and Administration

**2009-2010**



## PROGRAMME SUMMARY

The Masters of Social Work programme has been developed in response to a growing need for advanced training in the field, particularly in the area of social work administration. The programme seeks to train social work professionals to respond effectively and efficiently to the changing social work climate in the Caribbean by providing leadership and management in social service agencies and to equip these professionals with skills in the planning and evaluation of programmes. Programme courses will address substantive social work issues, research techniques used in social work and, the application of social work theory and research to social problems. Courses were selected based on a survey of current offerings of graduate programmes in social work regionally and internationally.

## AIMS AND OBJECTIVES

On completion of the programme, participants will be able to:

- Critically analyze social policy and evaluate the impact of social policies on client groups;
- Prepare recommendations for policy changes;
- Employ skills for the effective management of an agency's human resources with emphasis on areas such as recruitment and retention of staff, supervision and staff development;
- Formulate procedures for ensuring quality and equality in service provision to clients;
- Work with subordinates in identifying the need for change, implementing change strategies and effectively managing change;
- Build theory in relation to social work administration in the Caribbean context;
- Utilize a range of qualitative and quantitative research methods in the practice of management within social work settings;
- Plan, implement and evaluate social work programmes;
- Prepare, justify and defend the annual budget of a social service agency and manage its overall financial aspects;
- Demonstrate leadership behavior in the social work profession;
- Effectively and efficiently undertake the total management of a social service agency.

## COURSE OF STUDY

The degree is structured around 9 courses (3 credits per course), a practicum component worth 9 credits and a one semester research report worth 3 credits. Total credits for the programme are 39.

### Compulsory Course and Electives

#### Compulsory Courses: 3 credits each

##### Semester 1

Professional Development and Ethical Issues in Human Services

Social Welfare Policy and Administration

Social Work Management and Administration

Methods of Strategic Management in Human Services

##### Semester 2

Programme Planning Management and Evaluation

Research Methods for Social Workers

2 electives from the list below.

#### Electives: 3 credits each.

##### These include:

Managerial Finance

Behavioural Sciences

Human Resource Management

Methods of Policy Practice

Social Work Supervision



### Practicum – 480 hours (Summer)

#### Field Placements

The fieldwork component of the programme will provide the student with opportunities for the development of practice through performance in a social service agency. Opportunity will be provided for the application of knowledge, values and skills learned in the classroom to be tested applied, reinforced and integrated in a disciplined manner. The students will be placed in a social service or related agency for 8 hours each day, 4 days per week for a period of 15 weeks totaling 480 hours. Field Instructors/agency supervisors and students will be guided in practice by the social work programme's field coordinator.

#### Advanced Field Instruction Integrative Seminar

Field placement must be taken concurrently with the Advanced Field Instruction Integrative Seminar which is designed to enhance and strengthen the internship experience. The 3- hour credit seminar prepares students for work in the administration and management arena in social service settings and other macro practice areas. It provides opportunities for students to integrate social work knowledge and theory with practical experiences from community agencies. It allows for the sectioning of practicum students into small peer groups for weekly meetings.

#### Research Report

The Social Work Research Report is intended to ensure a complementary balance between the practicum experiences and the research aspects. The relationship between the qualitative/ quantitative research methodologies and the implementation of a specific research report will also ensure a complete and smooth continuum of learning. The process will involve the preparation of a research proposal and the subsequent implementation of a research project in administration.

#### Programme Regulations

The programme will be delivered full-time over one calendar year (three semesters), or part time using a model of evening lectures, weekend workshops, web-based courses, and week-long seminars for the delivery of courses. On a full-time basis, the taught component of the programme will span two semesters.

#### Evaluation of Courses and Coursework

There will be a final examination of some of the courses offered. In some courses students will be examined based on a major project/paper. Students will be expected to complete each course at the level of a B grade to pass. The field practicum will be evaluated based on practice in the field as well as a journal and integrative paper. This will be 100%.

#### Programme Faculty

A team of lecturers drawn from the Cave Hill, St. Augustine and Mona campuses, as well as international adjunct faculty will deliver the programme.