

SAMUEL JACKMAN PRESCOD POLYTECHNIC

HANDBOOK FOR STUDENTS

2005

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IMPORTANT NOTICES

The Samuel Jackman Prescod Polytechnic appreciates and values diversity in all forms and does not discriminate on the basis of race; sexual orientation; nationality; religion; disability; ethnicity; political orientation; colour; social status or family background.

The Samuel Jackman Prescod Polytechnic reserves the right to alter, without notice, any of the regulations and policies stated in this publication.

SAMUEL JACKMAN PRESCOD POLYTECHNIC HISTORICAL PROFILE

The Samuel Jackman Prescod Polytechnic was established in 1969, at University Row, Deep Water Harbour, Bridgetown. In 1972 the Barbados Technical Institute was merged with the Polytechnic which operated branches at Richmond and Grazettes Industrial Park.

In 1975 there was a further extension of the Polytechnic when the Division of Agriculture was set up at Eckstein Village. Later in the year the main branch of the Polytechnic was removed from the Harbour and re-sited at "Melbourne", Belmont Road in order to make room for the Harbour expansion.

During this period technical and vocational training experienced changes following the building of the new Polytechnic at "Willey" on eleven (11) acres of land. The facilities at House-Craft Centre, Bay Street had become inadequate to serve the needs of students and to service the new programmes in Home Economics and so, on May 26, 1982, when the new Polytechnic was opened, expanded programmes offering full-time courses in Home Economics, Clothing Craft, Cosmetology, Industrial Sewing Machines and Garment Making formed the Division of Human Ecology. Apart from its own programmes, the Polytechnic also provides training for the

Barbados Vocational Training Board, students of Secondary Schools, Industrial Workers and teachers of our schools.

MISSION

The mission of the Samuel Jackman Prescod Polytechnic is to be the leader in the preparation of a highly trained workforce by providing qualified persons with quality competency-based technical and vocational training that responds to the future employment and lifelong needs of its students.

ADMINISTRATION

The Samuel Jackman Prescod Polytechnic is a Department of the Ministry of Education, Youth Affairs & Culture and is managed by a Board of Management of nine (9) members. The Principal is the Administrative & Academic Head of the Institution. Other Senior Administrative Staff comprise

Deputy Principal (Academic)
Deputy Principal (Administration)
Co-ordinator (Open and Flexible Learning)
Registrar
Systems Data Base Administrator
Curriculum Development/Liaison Officer
Guidance Officer
Accountant

The Samuel Jackman Prescod Polytechnic has ten Divisions as follows:

Building
Electrical Engineering
Mechanical Engineering and Printing
Human Ecology
Business Studies
General Studies
Agriculture
Motor Vehicle & Welding
Continuing Education
Open and Flexible Learning Centre

Each Division is headed by a senior member of staff who is designated as Head of Division.

PHILOSOPHY AND GOALS

PHILOSOPHY

The Samuel Jackman Prescod Polytechnic is a technical/Vocational Institution whose mission is to meet the needs of its students through the provision of rich and diversified curricula which emphasize career education and training.

The primary purpose of the institution is to provide an atmosphere where individuals are stimulated to further their intellectual, social and personal development in order that they may become productive and effective citizens.

To this end, the Samuel Jackman Prescod Polytechnic strives to provide its students with an applied theoretical base in communication arts, relevant sciences, technical/vocational and business education upon which they may build (or change) careers, pursue further educational goals, and contribute as citizens and workers to the social and economic life of their country.

The Institution is committed to maintaining a flexible curriculum which can respond to social changes as well as developments in business, industry and other professions. It is committed also, to providing an environment which recognises and emphasizes the responsibilities of the teacher and learner as joint participants in the educational process.

GOALS

In keeping with its philosophy the Samuel Jackman Prescod Polytechnic provides a climate whereby students may:-

1. broaden their interests, develop their capabilities and achieve realistic and worthwhile goals;
2. develop creative disciplined thinking
3. develop the ability to communicate effectively;
4. receive guidance in choosing a career and prepare themselves for the chosen vocation,
5. develop trade skills and occupational competencies which will enable them to fulfill their roles as **responsible citizens**;
6. satisfy the requirements of the labour market for skilled operatives, craftsmen and technicians;
7. acquire an appreciation for the importance of continuing education in a changing community;
8. acquire an understanding of, and an appreciation for their rights and obligations as citizens in a democratic society;
9. cultivate a healthy respect for themselves as responsible individuals, respect for their society, and their environment in general, and for law and order in particular;
10. become conscious of the need for moral, intellectual and physical development.

GENERAL INFORMATION

(a) Code of Conduct

All students are expected to abide by the Code of Conduct found in the Disciplinary Policy and Procedures Manual. This is issued to students on registration. Student compliance with the code will be monitored by all staff.

(b) Student Identification Cards

The student identification card is the property of the Samuel Jackman Prescod Polytechnic and must be returned to the Institution upon withdrawal or at the end of the programme.

Documentation on the student will not be released until this requirement is met.

Students are required to wear their I.D cards on Campus and to display them in such a way that the student number is visible. The loss of an I.D Card must be reported to the Student Affairs Department. A replacement fee is charged. The student I.D. card must be presented:

- (i) at the library
- (ii) when requested by Samuel Jackman Prescod Polytechnic staff
- (iii) when requested by campus security.

(c) Student Revolving Loan Fund

Barbadian nationals who are 18 years or older and who gain admission to the Polytechnic are eligible for a loan under the Student Revolving Loan Fund. Application forms are available from the Office of the Guidance Officer at the Polytechnic or from the Ministry of Education, Youth Affairs and Sports which administers the fund.

(d) Dress

All Students are required to dress in a safe, neat and tidy manner, and to wear the uniform prescribed for their Division.

(e) Health Care

Each workshop is equipped with a First Aid Cabinet. Students requiring medical attention should report this to the Student Affairs Department. Arrangements have been made for students who become seriously ill on Campus to obtain medical attention at the Queen Elizabeth Hospital. Other cases of illness are referred to the Edgar Cochrane Polyclinic in Wildey, St. Michael. Parents, guardians/next of kin will be informed in all cases requiring medical attention.

(f) Insurance

All Students are covered by insurance while on Campus. The coverage is extended to students who are engaged in certain authorised activities off campus.

(g) **Transportation**

The Polytechnic has a coach which assists in transporting students on educational visits or to events authorized by the institution. The Wildey area is serviced by privately owned mini-buses. All services originate from Bridgetown, St. Michael.

The Transport Board provides By-pass services to St. Judes, Oistins, White Hill and Rock Hall. The Wildey area is used as a route for these services.

(h) **Cafeteria**

There is a Canteen on Campus where hot meals, sandwiches and non-alcoholic beverages are served. The hours of business are 8:30 a.m. to 7.00 p.m. Monday to Friday. Students are strongly advised to use the Canteen on Campus.

Littering in the Canteen is strictly forbidden.

(i) **Students' Council**

The Students' Council was established in 1975. The council is made up of one representative from each class. These are selected by the students of the class each year.

The Executive Committee of the Students' Council comprises the President, 1st Vice president, 2nd Vice President, Secretary, Treasurer and Assistant Treasurer.

Election of Officers to the Council takes place the last week of November each year.

A member of the teaching staff acts as Advisor to the Council.

(j) **Extra-Curricular Activities**

Extra-Curricular activities at the Polytechnic may include but are not limited to the following:-

SPORTS

Volleyball
Badminton
Football

OTHERS

Circle (K) Club**
Inter-Campus
Christian Fellowship

Sports cont'd

Athletics
Netball
Cricket
Dominoes

Others cont'd

Dancing
Chess
Draughts
Debating

****Circle K club** is a co-educational service, leadership development and friendship organization, organized and sponsored by Kiwanis club. Circle club is the world's largest collegiate and university service organization. Student involvement in at least one of these is mandatory. Two credits are assigned to extra curricular activities.

Inter Divisional games are scheduled to be held each year.

(k) Security

Security services are provided by a private security firm. Students are expected to comply with the directions of the security guards who are there for the protection of students and staff. On entry to the campus students must present their identification cards for inspection by security personnel.

ACADEMIC INFORMATION

Grading System

The Samuel Jackman Prescod Polytechnic's grading system is as follows:

LETTER	MARK RANGE	DEFINITION	GRADE POINT PER CREDIT
A+	90 - 100	Exceptional performance	4.0
A	80 - 89	Excellent	4.0
B+	75 - 79	Very Good	3.5
B	70 - 74	Good	3.0
C+	65 - 69	Fairly Good	2.5
C	60 - 64	Satisfactory	2.0
D	50 - 59	Pass	1.0
F	0 - 49	Fail	0
I		Incomplete	0
W		Withdrawal	0
AU		Audit	0
N		No Grade Assigned	0
E		Exempted	0

W is applicable when a student withdraws from a programme/course at the Polytechnic.

AU applies where a student is permitted to audit a Course.

N is applicable where the Head of Division determines that special circumstances make it impossible for a student to be evaluated.

E applies where the student has been granted an exemption

TERMINOLOGY

Assessment – all of the formal and informal processes and tools that Instructors use to measure and define the students' performances, progress and achievement.

Attitude – the tendency to act in a certain way in given circumstances involving individuals, objects or events.

Behaviour – an observable activity displayed by an individual

Competency-based curriculum – a systematic learning process that focuses on specifying learning outcomes and the mastery of competencies based upon well-defined standards.

Contact Hours – The hours during which a teacher/tutor/instructor meets with students for the purpose of instruction or testing.

Core - A compulsory course identified by an institution as essential for the educational development of its graduates.

Course – a defined set of units of study within a particular subject area.

Course Code – the system of four letters and three numbers which allow information about the subject and level of the course to be communicated briefly.

Credit – numerical recognition of the contact hours for a course.

Elective – a course selected outside of the major area of study to enhance the educational development of the graduate
Grade Point Average – a numerical value between 0 and 4 that expresses a student's level of attainment. It is the average of a student's grade points which are the product of the unit of credit for the course and the numerical value of the student's grade.

Major – field of study in which a Polytechnic, College or university student chooses to specialize.

Minor - a secondary specialization in that it may require fewer courses or hours than the major.

Programme - a set of courses grouped together and organized as a specialization leading to certification

Semester – one of two periods of 15 to 18 weeks in which an academic year is divided when students are at school.

Weighting – the emphasis, numerical or otherwise, given to a specified part or aspect of a course or programme to indicate its relative importance to the whole.

STUDENT RECORDS

Release of student information

Only the Registrar or persons authorized by the Registrar will be allowed to access student records. Information related to the student will be released to educational institutions and prospective employers only at the student's request. However the Institution reserves the right to give information on students to parents and or guardians.

Examination results and certificates/diplomas of students who are indebted to the Institution will NOT be released.

STUDENT'S GRADE POINT AVERAGE (GPA)

A student's GPA determines his/her academic standing for the programme of study. An example of how the GPA is arrived at is shown below for a student of the Mechanical Maintenance Diploma programme:

COURSE COMPLETED (1)	UNIT OF CREDIT/COURSE (2)	GRADE OBTAINED BY STUDENT (3)	GRADE POINTS/COURSE (2) X (3)
Mechanical Engineering Theory	7	C+ 2.5	17.5
Mechanical Engineering Practical	6	A 4.0	24.0
Preventative Maintenance	0.5	B 3.0	1.5
Engineering Science Calculations	1	D 1.0	1.0
Engineering Drawings	2	C+ 2.5	5.0
Welding	2	B 3.0	6.0
Basic Automechanics	2	C 2.0	4.0
Basic Electricity	2	F 0	0
General Science	1	D 1.0	1.0
Mathematics	2	F 0	0
Communication Skills	2	B 3.0	6.0
Business Education	2	C 2.0	4.0
Information Technology	1	A 4.0	4.0
Work Ethics	1	Satisfactory	2.0
Sports	2	Incomplete	0
Work Attachment	5	Satisfactory	10
TOTAL	38.5		86

Regulations Governing Withdrawal

A student who withdraws from a course or programme will be permitted to store credits earned provided that he/she reregisters within a period not exceeding three years.

In order to withdraw officially from the College, a student must complete an official SJPP Withdrawal Form SA17 which is available from the Student Affairs Department.

When the form is completed and withdrawal is approved by the relevant Divisional Head, the form must be submitted to the Registrar's office. Withdrawal will be considered only when the completed form has been approved.

A student who, without good reason discontinues studies for one term or more, will be considered to have withdrawn from the SJPP and will receive all "F" grades for enrolled courses.

Such a student will also be liable to the Polytechnic for all outstanding fees which are unpaid for the term in which the withdrawal takes place. Should a student wish to re-enter the Polytechnic he/she will be required to apply for re-admission.

A student who withdraws from a programme of study within four weeks of the commencement of the semester may be entitled for a partial refund of registration fees.

Transcripts

The Polytechnic will forward Transcripts to institutions on students' requests. A student who requires a transcript should complete and return Form AS10 which is available at the Student Affairs Department. Transcript will be sent directly to Educational Institutions on the student's behalf since these institutions will not normally accept Transcripts which have been handled by students.

The first Transcript is free of charge but a fee of Bds \$5.00 to cover preparation and postage will be charged on any additional Transcript.

Student Performance Reports

Semester Reports will be issued at the end of each Semester. On request, transcripts/reports will be sent to funding agencies and sponsors of students.

EXAMINATIONS

Assessment

Students' coursework will be assessed on an on-going basis during the semester and will be tested at the end of the semester. The weighting to be assigned to coursework and final examination will be determined on a Divisional basis.

Students who are unable to write an examination because of illness must submit a medical certificate to his Divisional Head. A student who fails to do so will be deemed to have failed the examination.

Summer Courses

Summer courses will be offered to provide the opportunity for students who fail courses during the semester. A fee will be charged for each course. A student will not be allowed to graduate until all courses are completed at a passing grade.

Academic Warning

A student will receive an Academic Warning at the end of the semester if

- (a) he/she fails a single major course
- (b) he/she fails
- (c) more than two General Studies or Related Studies Courses
- (d) his/her Cumulative Grade Point Average falls below 2.0
- (e) his/her attendance falls below 80%

Academic Probation

A student will be placed on Academic Probation if

- (a) he/she fails two major courses
- (b) he/she fails more than three General Studies or Related Studies courses
- (c) his/her Cumulative Grade Point Average falls below 2.0 for two consecutive semesters
- (d) his/her attendance falls below 80% after an Academic Warning

Academic Dismissal

A student may be required to withdraw from the programme if

- (a) he/she fails all major courses
- (b) his/her Cumulative Grade Point Average falls below 2.0 after an Academic Probation
- (c) his/her attendance falls below 80% after an Academic Probation

Academic Excellence

A student will receive notification of Academic Excellence if he/she earns a cumulative Grade Point Average of 3.75 or more

Regulations Governing Exemptions

A student who wishes to be considered for exemption from a course must complete a "Request for Exemption Form" SA16.

A student may be awarded an exemption if he/she meets the following conditions:

- (a) Former students who have already completed courses at the SJPP would not be required to repeat the course provided that the student gained at least grade "C" in the course. Under these circumstances, there is no limit on the number of courses from which a student can be exempted.
- (b) Students who enter the institution having completed CXC examinations successfully would be exempted from no more than one-third of the courses in the entire programme. The student must have gained passes in the subject at General Level Grades I, II or III. Original certificates or certified copies of certificates must be provided
- (c) Students who have completed courses at other Institutions and who are desirous of receiving exemptions based on the equivalency of the courses would need to be assessed on a case-by-case basis. The student would need to provide the syllabi and provide transcripts for those courses.
- (d) Where exemptions are granted the credits would be allowed but the grade would not be included in the calculation of the student's GPA.
- (e) Exemptions from courses apply only to those completed by the student within the last three years.

Supplemental Examinations

- (i) A student may be permitted to write a supplemental examination if his score is not less than ten marks below grade "D".
- (ii) Students who pass supplemental examinations will not be awarded a grade above "B".
- (iii) Students who fail supplemental examinations will be required to repeat the relevant course.

- (iv) Students are only permitted to write one supplemental examination for each course in the programme in which they are enrolled

Grade Appeal

A student who believes that the grade awarded is below merit has a right to appeal.

As a first step the student should communicate with the Instructor who taught the course.

Secondly, the student should, in writing bring the matter to the attention of the Head of the Division in which the grade was assigned.

If the matter remains unresolved or if the student/Instructor is dissatisfied at the outcome, an appeal should be made to the Examinations Committee.

The Examinations Committee, must within three weeks hold a hearing on the matter. The student and Instructor must be given notice of at least three school days of the date, time and place of the hearing so that they can present their case.

The Committee, after hearing from all concerned parties will communicate in writing, its decision to the Registrar, who will within one week inform the Head of Division, the Instructor and the student. If required, the student record will be adjusted to reflect the decision taken by the Examinations Committee.

The Examinations Committee decision is final.

Cheating and Plagiarism

The Samuel Jackman Prescod Polytechnic does not condone academic cheating nor plagiarism of any sort.

The penalties for these are as follows:

First offence – a score of zero will be assigned

Second offence - a failing grade will be assigned.

Third offence – disciplinary action will be recommended (See code of conduct for students)

Graduation Requirements

To be awarded the Polytechnic Certificate/Diploma a student must:

- (i) attend at least 80% of all courses assigned in the programme of study
- (ii) satisfactorily complete a period of industrial attachment
- (iii) have a cumulative grade point average of 2.0. A minimum grade of C is required for some courses
- (iv) accumulate a minimum of 28 credits of which 18 should be from the major area of study

For the award of a diploma, a student must

- (i) attend at least 80% of assigned courses in his/her programme of study
- (ii) have a cumulative grade point average of 2.0
- (iii) accumulate a minimum of 60 credits of which at least 40 credits must be from the major area of study.

A student with a GPA of 3.75 to 3.74 will graduate with credit.

A student with a GPA of 3.75 or more will graduate with distinction.

Only those students who successfully complete a programme of six months' duration or over and who qualify for the Polytechnic Certificate will be invited to the Graduation Ceremony.

All other successful students will be issued their certificates at least three months after the completion of the programme. The Graduation Ceremony is normally held the second week of November of each year.

External Examinations

External Examinations are taken by students who are recommended for entry to the examinations, by their Instructor. Fulltime students who are not recommended to write an examination may enter privately and pay all relevant fees. Non-Nationals are expected to meet the full costs of overseas examinations.

OTHER INFORMATION

Attendance

All students are expected to attend classes punctually and regularly. Students who are absent for a period of under two (2) days, must report to their class instructor before rejoining class.

For a period exceeding two (2) consecutive days students must submit a letter from their parent/guardian. In the case of illness, a doctor's certificate will be required. Students who abstain from classes will be held responsible for materials or projects which are due.

Students are expected to be in attendance a minimum of 80% of all scheduled classes if they are to meet graduation requirements.

Lateness

Students are expected to be punctual for all classes. While it is possible that conditions beyond the student's control may result in the student being late, such occasions should be uncommon. All lateness must be explained. Persistent lateness may result in disciplinary action being taken.

Replacement of Certificates/Diplomas

The Polytechnic Certificate/Diploma will be reissued at a cost of \$50.00 (This rate is under review)

Student References & Testimonials

Students, upon request, will receive Testimonials from their Head of Division. Testimonials will relate to general conduct and performance at the Institution.

Text Books

On registration day, students are issued with a list of books and stationery which **must** be purchased in time for the commencement of classes. Arrangements are made with a local supplier to stock the necessary books and stationery for students.

Tools

Students **must** purchase some basic tools for use in their course. Such tools eventually go towards building up their own kits to be used on Job Attachment.

Pregnancy

Pregnant students must complete a withdrawal form at the beginning of the third trimester. Credits earned will be stored provided that the student reregisters within a period not exceeding three years

Student Transfers

Registered students who wish to transfer to another programme may do so by completing a Transfer Request form SA3 which is available from the Students Affairs Department. Transfers can only be considered at the end of an Academic Year and are dependent on overall performance.

A student may only transfer to a programme within his Division, but students may apply in the usual way for a place on a course outside of his Division.

STUDENT SUPPORT SERVICES

Industrial Attachment

All full-time students are expected to undergo a period of Industrial Attachment. The main aim of the attachment is to provide on the job experiences for students. During the Job Attachment Programme, students are expected to display the values fostered at the Institution by practicing good work ethics which requires that the student is punctual; co-operative; productive and develops good working relations with colleagues and Supervisors.

Guidance/Counselling Services

Counselling services are provided for all students of the Samuel Jackman Prescod Polytechnic through the Guidance Officer. Students are encouraged to make full use of these services.

Student Assistance Fund

A limited number of opportunities exist for students to engage in income earning projects while enrolled at Samuel Jackman Prescod Polytechnic. Students who wish to participate should see the Student Council staff Advisor.

Library Services

The Samuel Jackman Prescod Polytechnic library is open Monday, Tuesday and Friday from 8:30 a.m. to 4:30 p.m. and Wednesday and

Thursday between the hours of 8:30 a.m. and 6:00 p.m. During the school vacation the Library is open from 8:30 a.m-4:30 p.m. weekdays.

Seating accommodation is provided for fifty (50) students. There are over eight thousand (8,000) books in stock, one hundred and twenty-five (125) periodical titles, as well as pamphlets and other miscellaneous materials. Membership is open to all enrolled students and to staff.

Students who wish to borrow books must produce a valid student I. D. card and complete a library registration card at the circulation desk.

The following services are offered by the library:-

Library Orientation Programme

A library orientation programme is provided for all first-year students at the beginning of each academic year.

Reference Service

Newspapers, yearbooks, directories, encyclopedias and other library material marked "**For Reference**" must be used in the library only. All magazines, except the current issues can be borrowed for one (1) day only.

Internet Access

Students may access the Internet from the Library free of charge. Access is however controlled by Library Staff.

Lending of Books

Books are issued on two-week loan (14 days), over night loan and staff loan.

Photocopying Service

A paid photocopying service is available to all students.

SCHOLARSHIPS

The Jeffrey Barrow Scholarship is given by the Polytechnic in the name of Jeffery Barrow, a former Instructor and Deputy Principal. It is available to students in the Building Division. It is hoped that the **Scholarship** will be awarded annually from the academic year 2000-2001.

Details of Criteria for the Jeffrey Barrow Scholarship

(a) Demonstrate contribution to student life on campus by being active in student activities such as sports, ISCF/PCF, Voluntary work or Student Clubs and Associations.

(b) Demonstrate financial need. Parents/Guardian's income will be considered; - Student's income (if applicable) will be considered.

(c) Setting a good example for other students-by not breaking the student code of conduct; - by not misbehaving - by being a role model for all Students.

Roland Anderson Cummins Scholarship

The Pine Hill Dairy sponsors this Scholarship.
This is available to students in Agriculture.

From time to time other scholarships become available through the generosity and cooperation of organizations. Students will be informed of their availability and the conditions of the same. Some of these scholarships are:

(i) **The Frank Walcott Scholarship Fund**

The award is open to nationals of Barbados accepted for admission to one of the following Institutions:

*The Samuel Jackman Prescod Polytechnic
The University of the West Indies – Cave Hill Campus
The Barbados Community College
BIMAP
BWU Labour College*

(ii) **The Rotary Club of Barbados West Annual Scholarship**

This award is tenable at a Caribbean tertiary Institution. The scholarship is financed by funds raised from the Rotary West; Diamonds International and Sandy Lane Golf Classic.