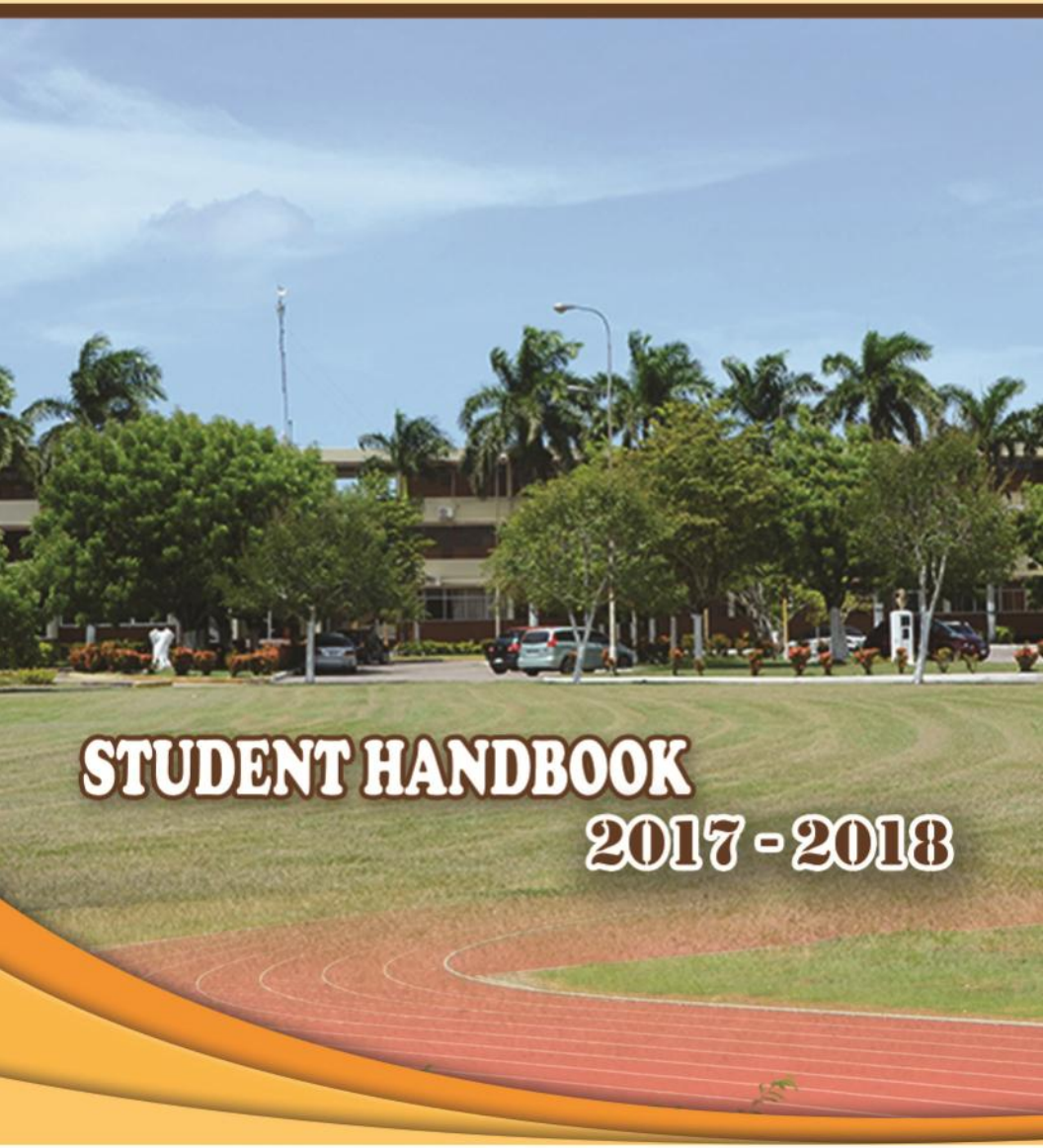
G.C. FOSTER COLLEGE
OF PHYSICAL EDUCATION & SPORT



STUDENT HANDBOOK
2017 - 2018

MENS SANA IN CORPORE SANO

(A SOUND MIND IN A SOUND BODY)

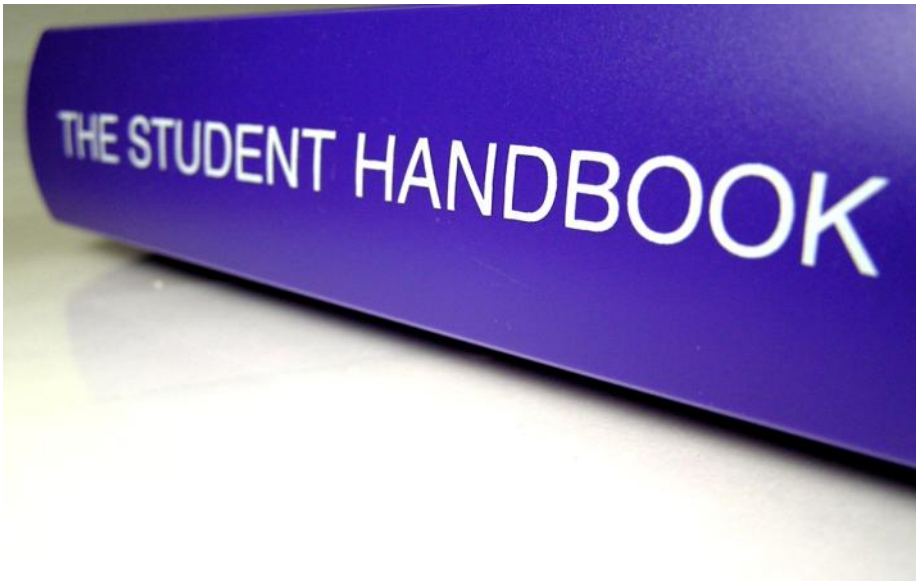
WELCOME

To the

G.C. FOSTER COLLEGE OF PHYSICAL EDUCATION & SPORT

This handbook is geared at providing you with relevant information pertaining to your life as a student . You are advised to read through all sections and understand the implications of all decisions in order to make your transition a smooth one.

The handbook contains information about your financial obligations, the registration process, examination procedures, code of conduct and student support systems as well as programme offerings. We trust that your tenure at the College will be a unique and life changing experience.



DECLARATION

Upon registering, each student formally agrees to observe and obey all the polices and rules governing the operation of the College.

G.C. Foster College has the right to change any information presented in this handbook or any other publication relating to the administration of the college.

All new and returning students are expected to read and acquaint themselves with the information in the Student Handbook.

Vice Principal - Administration

G.C. Foster College

Angels, Spanish Town

St. Catherine

Jamaica, W.I.

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MESSAGE FROM THE PRINCIPAL



It gives me immense pleasure to welcome our new students and returning members of the G.C. Foster College community for the 2017-18 academic year. We are excited about the college's prospects for the upcoming year.

Education is not merely an acquirement of facts but also of values which help us improve the different facets of mankind. It ensures that we leave the world a better place than we found it.

I would exhort students to be always modest, humble and disciplined while being ready to take on the rigors of day to day life. I laud the relentless efforts of our lecturers for giving their best in bringing out the best in each student.

The aim of our institution is to educate the student to think and not what to think. In the words of Dalai Lama, "when educating the minds of our youths, we must not forget to educate their hearts".

As new students at G.C. foster College, you are going to have questions. Our mission and vision for the institution is designed around you, helping to uncover the answers to the questions you have, and providing you with information about campus resources, programmes and services.

We live in an era where Facebook, Instagram, snapchat, twitter, WhatsApp can help in increasing knowledge, solving problems and overall assist in the communication process.

'Students' you have entered an institution that has a reputation of producing not only excellent coaches, but excellent P.E. Teachers, Massage Therapist, Fitness Trainers and world class athletes.

Students you are privilege to join us at a time when higher education is undergoing rapid and dramatic transformation. In order for us to maintain the great reputation of this noble institution, we have basic rules that governs this College.

- Proper grooming
- The use of civilized language
- We do not tolerate academic dishonesty, fighting, stealing, sexual harassment,

I implore all students to read the Handbook that governs the rules of the institution.

The philosopher Alfred North Whitehead once said that, "The art of progress is to preserve order, amid change, and to preserve change amid order". That will be your task, to preserve what G.C. Foster has been and has stood for since 1980.

It is my great honour to welcome you all, hoping that you will make a positive contribution to this honorable institution, G.C. Foster College of Physical Education and Sport.

Thank you very much.

Maurice Wilson

Acting Principal

Vision

The vision for the College is "A world class training institution producing excellent teachers, sports and recreational professionals to meet local, regional and international demand"

Mission Statement

The mission of the GC Foster College of Physical Education and Sport is to "contribute to social and economic development through the optimal preparation of Physical Education teachers, athletes, recreation and sports specialists; utilizing qualified personnel and contemporary resources".

Our Motto

"A sound mind in a sound body"

G.C. Foster College: A Synopsis

The G.C. Foster College of Physical Education & Sport, which operates as a full-time residential institution, is established on approximately forty-one (41) acres of land, at Angels, Spanish Town, St. Catherine, Jamaica off the main highway leading from Spanish Town to Linstead and is approximately twenty (20) miles from Kingston, the nation's capital. It was the first of its kind to be established in the English Speaking Caribbean in September 1980.

The College was named as a tribute to Gerald Claude Eugene (G.C.) Foster, a man of outstanding and versatile sporting talent, who dedicated himself to the pursuit of excellence in all his sport-related endeavours. With intelligence, discipline, study, application, perseverance and self-assurance, 'G.C.' overcame the almost insurmountable handicaps of training and performing in the under-developed environment of Jamaica in the early 20th Century. He went within a percentage point of the world record for the 100 yards dash and was a Nemesis of International stars, though Jamaica was not then a participant in international games. G.C. Foster later distinguished himself at Cricket, Football and Tennis. Inevitably, he bore the stamp of success in the best sporting traditions, with natural flair and a character and personality distinctly his own. As coach, masseur, and a player of bridge and chess in his later years, he was the greatest colleague for one to have. It is as a tribute to this monumental and unforgettable Jamaican sportsman that this institution is named "The G.C. Foster College of Physical Education and Sport".

The College currently offers certificate, diploma and degree programmes in Physical Education and Sport.





GENERAL INFORMATION

THE REGISTRY & STUDENT AFFAIRS DEPARTMENT

The department is headed by the Registrar. The Registry and Student Affairs Department plays a vital role in managing the affairs of students from student admission to graduation. The department aims to provide quality support to all students in order to facilitate a healthy learning process and to contribute to their professional development. The department coordinates between students and other department in relation to students' activities, educational processes and academic transactions. Major functions of the department include:

- Admissions
- Registration
- Student Orientation
- Deferral of registration
- Cancellation of registration
- Tuition refunds
- Leave of absence
- Issuing of official transcripts
- Maintaining academic records of students
- Preparation of and dissemination of status letters and progress reports
- Administration of examinations
- Withdrawal from programmes
- Re-admission
- Programme transfers
- Programme completion

The Office of the Student Affairs Department may be contacted by telephone numbers 619-1097-99 or 373-3349.

ACADEMIC DEPARTMENT

Teaching and Learning

Teaching and learning is one of the most important responsibilities of the VP- Academic. His role in this regard involves the assessment of student learning, and advancement of student success. His role also includes identifying strategies for raising the attainment of students, support the training and development of the academic staff in order to improve the quality of teaching and to uplift and maintain the standards of the curriculum. He also utilizes continuous assessment to monitor progress and set targets and review where necessary.

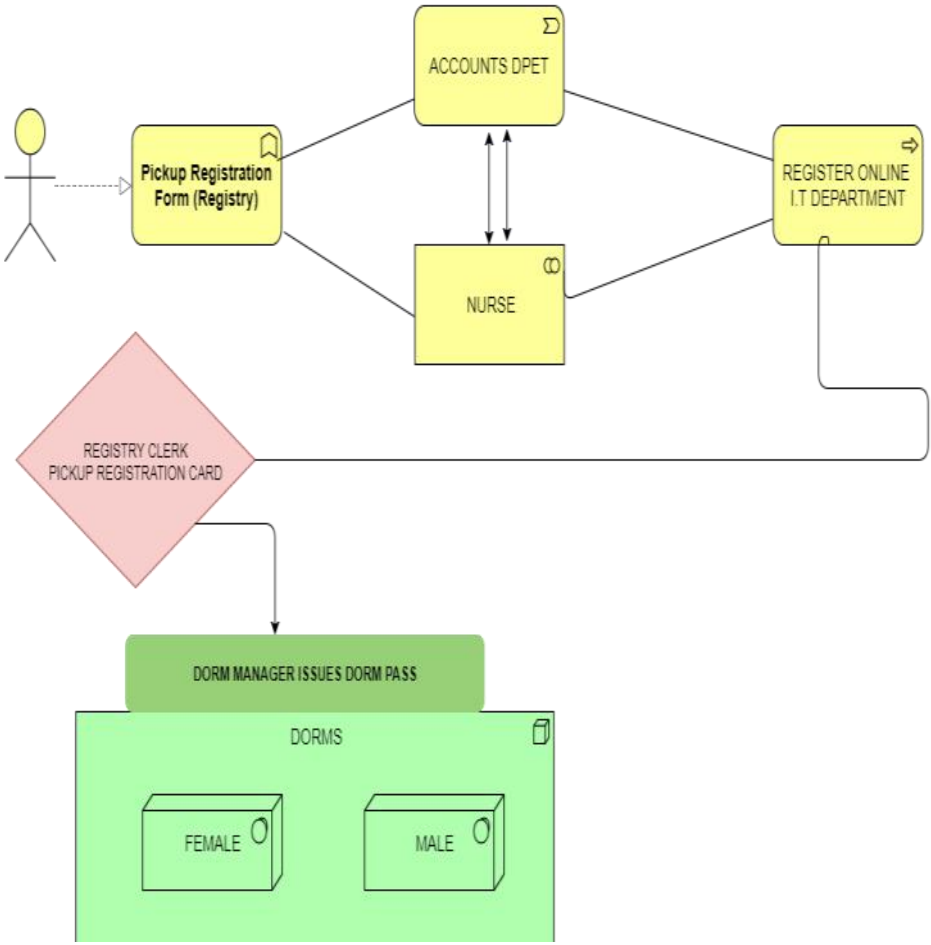
Strengthening community

As the Sport College in Jamaica, and the nature of the curriculum, the VP ensures the learning experiences for students are integrated within the wider community and as such collaborates with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of the students. He states that the motto of the college is "A sound mind in a sound body" and strives to maintain it. He also creates and maintains an effective partnership with communities and organization's support to improve students' achievement, personal and professional development.

The Office of the Vice Principal-Academics Department may be contacted by telephone numbers 619-1097-99


G.C. FOSTER

THE REGISTRATION AND ENROLMENT PROCESS



THE REGISTRATION AND ENROLMENT PROCESS

1. Pickup and complete registration form in duplicate at the registry.

2. Proceed to the Accounts Department with the registration form. Hand in your voucher at the accounts department. Sign up a payment plan if all your fees have not been paid. Ensure that the accounts department signs and stamps your registration form. **Please ensure that your I.D number is legibly printed on all copies of your vouchers.**

3. Visit the nurse to hand in your medical report. Ensure that the nurse signs and stamps your registration form and clears you for registration.

4. Visit the I.T department to register online. I.D pictures will be taken when students have registered online. All students must be in their appropriate uniform before their picture can be taken.

5. Return to the registry with the stamped registration forms. The Registry will keep one copy and return one copy to the student.

END OF REGISTRATION

6. Residential students may then proceed to the accommodations manager for placement on the dorms.

NB. Please keep a copy of all your documents in a safe place. These may be needed when querying a payment or for verification.

THE REGISTRATION AND ENROLMENT PROCESS

Enrolment

Enrolment is the process by which a student selects and confirms courses and/or class times specific to their programme of study. Enrolment allows students to attend lectures and sit examinations.

Registered Student – Definition

A student will be considered "registered" when all the following conditions have been met:

1. the student has accepted the offer of admission and has paid the tuition and/ or boarding fee by the stipulated date.

2. he/she has paid other fees and charges prescribed by the college by the stipulated date;

3. he/she has completed the initial process of registration;

4. signed a declaration form to abide by the regulations of the College;

STUDENT REGISTRATION

There are scheduled dates for registration each semester which are published to inform all students and staff. Registration is Mandatory.

A student must register for each semester of a programme to keep his or her enrollment active. It is the formal process for obtaining approval to undertake academic instruction and participate in or share the facilities provided for students. All students, including those with repeat status who intend to do or re-do exams during the academic year, are required to register online with the College. Registration involves three major activities: Fee payment, Medical submission and Course selection.

Registration allows for full privileges of student membership at G.C Foster College of Physical Education and Sport. Students who are not registered will not be allowed to attend classes or access services provided for registered students.

Any unregistered student found to be accessing services will be asked to withdraw immediately for that semester. The College reserves the right not to register any student after the official registration period, even though a student may have been attending classes without being registered.

Course Selection

An important part of the registration process is selecting, recording and obtaining approval for courses to be pursued each semester. Students will not be allowed to select courses which require prerequisites that they have not yet taken and passed. Registration for courses means that you are also registered for the examinations for those courses. You will not be permitted to take examinations for courses that you did not register for.

REGISTRATION COMPRISES PAYMENT OF FEES , COMPLETION OF REGISTRATION FORM, MEDICAL INSURANCE FORMS AND PROOF OF MEDICAL EXAMINATION

ORIENTATION

All new students are expected to attend an orientation session preceding the start of classes. The orientation session is designed to introduce every aspect of the college community to our students, and the support systems and resources that will be available to them during their tenure at the college. Students will also be provided with relevant information on the policies of the college.

HEALTH SERVICES REGULATIONS

Prior to admission, all students must undergo a medical examination which is conducted at the college. All students must submit an up-to-date Immunization Record.

Provisions will be made for students to get health insurance coverage on an annual basis.

As a specialist institution of physical education and sport, the G.C. Foster College will not accept liability for any medical/ health information which was not disclosed, ascertained, investigated or appropriately addressed at the time of your medical examination prior to registering as a student.

FIRST AID

It is mandatory that all students participate in the First Aid Training programme offered at the college. This will attract an additional cost.

IT IS MANDATORY THAT ALL STUDENTS HAVE HEALTH INSURANCE OFFERED BY THE COLLEGE.

Students who are not covered under the colleges medical scheme cannot be guaranteed medical assistance from the College should the need arise.

All students who are ill must seek medical attention immediately. Students having an illness that may require them to be absent from classes must obtain sick leave from the College Nurse to be presented to all lecturers concerned.

If the student is given leave of absence from his/her personal doctor, a medical certificate must be presented to the College Nurse upon returning to the College. A copy is also be given to the Student Affairs Department.

PAYMENT OF FEES

Fees are payable in full or part by certified cheque or cash using the special lodgment voucher provided by the College. Students are allowed to pay per semester or annually. A payment plan has also been organized to facilitate payment of fees.

Students are required to pay additional for pursuing the summer programmes and for boarding accommodation

ALL STUDENTS are required to register at the commencement of the academic year. Fees should be paid to any branch of the National Commercial Bank before registration week and the Bursary portion of the voucher submitted to the Accounts Department to permit the issue of a Fee Payment Statement. This Statement must be attached to your registration form. *Students who fail to pay their fees, in addition to any balance brought forward, will not be allowed to register.*

Where a student is awaiting SLB loan, proof of agreement must be presented.

NO STUDENT WILL BE ALLOWED TO REGISTER FOR A NEW SCHOOL YEAR UNLESS FEES OWED FOR THE PREVIOUS YEAR HAVE BEEN PAID IN FULL.

PAYMENT PLAN ARRANGEMENT

PAYMENT OF TUTION FEES

The G.C. Foster College has established a payment plan arrangement to assist students in paying their tuition fees. Students have the option of paying their tuition fees for the entire academic year or on a semester basis. An additional charge will be applicable to students accessing the payment plan option. Additional information on the payment plan arrangement can be obtained from the Student Affairs Office

FINANCIAL OBLIGATIONS

Students who fail to meet their financial obligations with the College will be denied permission to register in the succeeding semester until the obligations are fulfilled. In addition, no official record or certification will be released for any student or graduate until all financial obligations of the College are met.

WITHDRAWALS AND REFUNDS

Students who wish to receive a refund must withdraw formally from the college by stating this in writing and submitting it to the Student Affairs Office. The GC Foster College's policy for refund of tuition, charges a percentage based on the time of withdrawal. The following indicates the amount of refund to which students are entitled upon withdrawal.

Refund policy

A student who withdraws from the program will be refunded as follows:

a) Within the first month - 90% refund

b) Three months after - 50% refund if all fees are paid up for the semester

c) After one semester - fees will be refunded on a prorated basis if fees were paid in full

Additionally, students will receive refund of tuition payments if:

1. A programme is cancelled (full refund).
2. Assigned to active duty for their country which may require them to discontinue their course of study (prorated)
3. There is severe illness of the student (evidence of this must be confirmed in writing by a licensed physician) preventing completion of the semester (prorated)
4. Other exceptional circumstances approved by the Principal or his or her designee.

In the case that withdrawal procedures have not been completed within the stated deadline, it will be assumed that students are active and are responsible for tuition payments that may apply to their signed registration forms whether or not an initial payment has been submitted.

Except in emergencies, adequate advance notice must be given to the student that he/she may be subject to mandatory psychiatric withdrawal from the college. In the case of readmission, a student will be required to provide a written evaluation and clearance from a licensed mental health care professional.

The student must complete the stipulated "**Request for Refund**" form which is to be verified and approved by the relevant officers.

The "Request for Refund" form is then sent to the Accounts Department for processing and preparation of cheque.

For students who are sponsored and paid for by their organizations/ companies, cheques will be made payable to the organizations/ companies.

Refund forms can be collected at the Student Affairs Department.

OVERPAYMENT OF TUITION FEES

In the event that a student's account is overpaid, the excess will be refunded upon request or carried forward to the next semester.
Request for refund must be made by completing the form and submit to the Student Affairs Office.

For students who are sponsored and their fees paid for by their organizations/companies, any excess in fees will be made payable to the organizations/companies.

MANDATORY WITHDRAWALS OF STUDENTS

A student may be subjected to mandatory withdrawal if administration concludes by clear and convincing evidence that the student is suffering from a mental disorder as confirmed by a certified mental health professional, and as a result of a mental disorder, engages or threatens to engage in behaviour that:

- poses a significant danger of causing imminent physical harm to the student or to others; or
- substantially impedes the lawful activities of other members of the college community or
- reasonably indicates that the student is unable to successfully complete current academic requirements of the College.

VOLUNTARY WITHDRAWAL

A full-time student who wishes to withdraw for personal or other reasons should express his/her desire in writing to the Registrar.
The student should, however, be aware of the College's Policy on refund.

DEFERRAL

A student who is unable to continue his/her studies for financial or other reasons, may apply to the Registrar to defer programme for a semester or the academic year. Request for the deferral will not go beyond the next academic year or start of the next programme.

Application for deferral for a semester shall be made in writing, signed and dated and submitted to the Registrar's Office by the end of the third week of the relevant semester or for the academic year. In all cases, reasons for deferral must be stated. Deferral allows the student to re-register in the next academic year and is normally granted for no more than one academic year.

If the student remains unregistered beyond the approved deferral period without prior notification, the student is considered to have withdrawn from the College and must apply for readmission.

RE-ADMISSION AFTER WITHDRAWAL

Students are required to apply in writing for re-admission to the programme. The student will be subjected to the tuition schedule and regulations in effect at the time of re-instatement. Re-instatement as per schedule is as follows:

Programme Duration	**Tenure of Programme**
4 Year Programme	6 years
3 Year Programmes	5 years
2 Year Programmes	4 years

STUDENT IDENTIFICATION

All students are required to have a valid Identification Card which must be in their possession at all times. You will need your identification card for using the library and for admission to examinations. Students are expected to show IDs to security personnel upon request.

The ID card is the property of the College and is to be returned to the Registrar's Office on withdrawal from the College.

REPLACEMENT OF IDENTIFICATION CARD

A replacement is required when the ID Card has been damaged or lost. If an ID Card is lost, it must be reported immediately to the Registrar's Office. There will be a charge for replacement.

Students without an ID card must report this to the Student Affairs Office for a temporary pass for permission to sit examinations.

BACHELOR IN EDUCATION - UWI JBTE PROGRAMME

CONDITIONS OF PASSING - PROGRAMME PROGRESSION

i) Programmes are structured on a credit basis and promotion from one level to the next of a subject will be determined by whether or not the student has satisfied the stated pre-requisite(s).

ii) Students may be allowed to pursue a combination of credits which cuts across year levels.

iii) The programme has two parts. Part 1 includes years 1 and 2 and normally delivers the foundation courses. Part 2, that is, years 3 and 4, focuses especially on professional attitudes and competencies. In order to progress from part 1 to part 2 students must meet the following criteria:

- Satisfactory progress in their academic programme as set out in iv and v below. A student who has been placed on academic probation must clear this status before progressing to Part 2;

- Demonstration of values and attitudes esteemed by the teaching profession and deemed to be necessary components of the profile of the teacher.

iv) Students may be interviewed as part of the process to determine promotion to this level of the programme.

v) If a student has failed more than two courses in an examination sitting, he/she is placed on academic probation, that is, academic counseling with monitoring of academic progress. This may include limiting the number of credits for which the student may register.

vi) The requirement for promotion from one level to the next is a minimum GPA of 2.0.

vii) A student who has failed at least 12 credits concentrated in the professional and/or specialization components shall be deemed to have failed outright. Such a student will require academic review to determine whether he should take leave of absence or be required to withdraw from the programme.

viii) Where the candidate continues the programme, he/she may be allowed to retain courses passed at a grade of B or above

ix) In order to complete the programme successfully and graduate, a student must pass all courses specified and complete all outstanding requirement**.**

xi) Once a student has left the formal college system, the student will have five years to repeat any course(s) in which he/she has been referred or is incomplete**.**

GRADE POINT SCHEME

The grading system below is for all types of examinations, assessment and/or coursework.

GRADE	%	GPA
A+	90-100	4.30
A	80-89	4.00
A-	75-79	3.70
B+	70-74	3.30
B	65-69	3.00
B-	60-64	2.70
C+	55-59	2.30
C	50-54	2.00
F1	45-49	1.70
F2	40-44	1.30
F3	0-39	0.00

In order to be eligible for the award of the Bachelor of Education, a student must have an overall minimum GPA of 2.00. **In addition, he/she must have achieved at least a GPA of 2.3 in the area of specialization**

First Degrees awards are as follows:

First Class Honours	Weighted (GPA 3.60 and above)
Upper Second Class Honours	Weighted (GPA 3.00—3.59)
Lower Weighted Second Class Honours	Weighted (GPA 2.50—2.99)
Pass	Weighted (GPA 2.00—2.49)

LEVEL OF PASSES

Degree awarded will be determined by the Grade Point Average (GPA) of the student. The GPA is calculated o grades of all courses done across the programme. Where an individual has been granted advanced placement, the type of award shall be based on the overall average of all courses that the student is required to complete. Credits transferred from programmes other than the TCJ B.Ed. Are not used in the calculation of the GPA**.**

AEGROTAT AWARD (as per JBTE Regulations)

i) Where a student is absent from not more than 50 percent of the written examinations through illness, the Principal may submit coursework in the relevant subjects to the Examination and Assessment Committee which may recommend Pass or Failure.

ii) Normally, any such application must be made at the time when scripts are submitted and must be accompanied by:

- Medical certificate covering the period of the examination
- A statement from the College Principal that the student has satisfactorily covered the course(s).

iii) In making the recommendation for the awarding or withholding of an Aegrotat, the Examination and Assessment Committee shall take into consideration the assessment of coursework, college tests and any other evidence of the student's academic and professional ability submitted by the Principal. An Aegrotat candidate receiving award shall be granted the minimum passing grade of C.

iv) An Aegrotat may be awarded for the final year Teaching Practice provided the student has completed at least 10 weeks of the practice.

v) An Aegrotat will only be awarded to a student with good achievement records and will in no case be awarded for a course in which a student is referred.

ABSENCE FROM EXAMINATION

Candidates who have not officially withdrawn from a course and who do not sit an examination for which they have been entered shall be deemed to have failed with a grade of E. This rule will not apply to candidates who are granted an Aegrotat pass.

INCOMPLETION

Where a student withdraws from an examination in course(s) prior to the date set, that student shall be classified as incomplete. A student withdrawing from an examination must do so in writing to the Principal of the college no less than forty-eight hours before the examination is held and provide justifiable reasons for the request. A student classified as incomplete should be treated in the same way as a candidate sitting for the first time, i.e., the student is not referred.

RESITTING EXAMINATIONS

i) Students who have failed a course, may resit that course at the time of its next sitting. The time of the resits will depend upon the discretion of the college, the desire of the individual and whether the course is being offered and examined in that semester.

ii) A student who has failed a course is required to register for the course and attend classes. He/she may also be required to undergo academic counseling and/or intervention before re-sitting the examination.

EXAMINATION REGULATIONS

CONDUCT OF EXAMINATION

i) No book, paper, printed or written document, picture, cellular phones, calculator with memory mode or any other technological device which can facilitate the storage and transmission of information or any other unauthorized aid may be taken or received into the examination room by any student except as specifically permitted on the recommendation of the JBTE or the External Examiner of the relevant subject.

ii) No student may leave the examination room without the permission of the invigilator

iii) No student may enter the examination room after 30 minutes has elapsed.

iv) No student may withdraw from an examination within the first 30 minutes of the examination.

v) No student may communicate with another student or any unauthorized person in or outside of the examination room while the examination is in progress.

vi) If an invigilator is satisfied that a student has breached these and/or other accepted examination regulations and practices. He/she shall report the matter immediately to the Principal or his/her representative who, at the earliest opportunity, shall ascertain the nature of the irregularity and question the suspected student(s). The student(s) concerned may be allowed to continue with the examination at the discretion of the Principal. The Principal shall submit a report in writing to the JBTE and the matter shall be dealt with by the Examination/Accreditation Committee at the meeting called to deal with examination results. A recommendation shall be made to the JBTE and if it is satisfied that a breach of the regulations has occurred, it shall take such appropriate measures as it deems necessary.

vii) The Principal, his/her representative or Internal Examiner, in any emergency, will have the power to take such action as is appropriate to ensure the smooth running, confidentiality and security of examination

viii) Students will be required to have at each examination appropriate identification which they may be called upon by the Principal or his/her nominee to produce.

ix) A register of students must be taken by the college at the sitting of each paper or practical examination.

x) Candidates should be seated at least two feet apart on each side and at least one foot apart at back to front

xi) Invigilators should not be seated at any fixed point, but should circulate around the room at regular intervals.

xii) Invigilators for a particular paper should be provided on the ratio of 1 invigilator to every 30 candidates with at least two invigilators per room.

xiii) The examination shall have a clock located at a central point within the view of all candidates.

xiv) An invigilator must be present and vigilant at all times during the examination.

xv) For Practical Examinations subject tutors shall ensure that the room(s) and materials needed for the examination(s) are adequately prepared and provided.

xvi) For all subjects, a subject tutor shall be available during the examination but not present in the examination room.

xvii) In the case where a question on the examination paper seems not clear and the External Examiner is not available for comment, the college examiner should consult with the tutor for that particular subject area and arrive at a decision about the paper. This decision should then be submitted (along with the scripts) to the External Examiner.

PLAGIARISM

Plagiarism can be defined as a form of cheating in which you are using the words and ideas of another person without due recognition and as such students must avoid plagiarism. Plagiarism occur as outlined:

- Presenting another student's work as if it were your own.
- Using information from sources including the Internet without due acknowledgement

Students found guilty of plagiarism will be severely penalized and this may result in failure of the course.

GRADING SCHEME

DIPLOMA IN COACHING

Literal Grades	Percentages Range	Quality Points	Class of Award
A **B+**	80 – 100 75 - 79	4.0 3.4	**Honours**
B **B-**	70 – 74 65 - 69	3.0 2.7	**Credit**
C+ **C** **C-**	60 – 64 55 - 59 45 - 49	2.4 2.0 1.7	**Pass**
D **E**	40 – 45 0 - 39	1.0 0	**Fail**

i) A pass in any individual paper, course or the examinations as a whole shall be a grade average of not less than C-.

ii) In arriving at the final grade for any course, a grade for coursework will be combined with the examination grade. Coursework shall normally be weighted 40% and the written examination 60%. In certain subjects, course work may be weighted as high as 60%.

iii) Student will be required to pass the written examination in order to pass the subject or course. However, where the candidate's mark in the written examination is D, coursework may be taken into consideration if the course work is C+ or better.

iv) Where student have failed a course, having failed both coursework and examination, the student will be required to repeat both the course work and the examination.

v) Where student have failed a course, having failed either the course work or the examination, the student will be required to repeat only the component that has been failed and will be credited with the component that has been passed.

GRADING SCHEME

DIPLOMA IN SPORT MASSAGE & FITNESS INSTRUCTION

Literal	Percentages	Quality	Class of Award
A	90 - 10	4.00	First Class Honours
A-	80- 89	3.75	Upper Second Class Honours
B+	70 - 79	3.50	Lower Second Class Honours
B	65 - 69	3.00	Credit
B-	60 - 64	2.75	
C+	55 - 59	2.50	
C	50 - 54	2.00	
C-	45 - 49	1.75	Pass
D	40 - 44	1.0	Fail
E	0 - 39	0	

Students assignments and examination papers are graded according to this grading scheme. Their final status is also determined by this grading system.

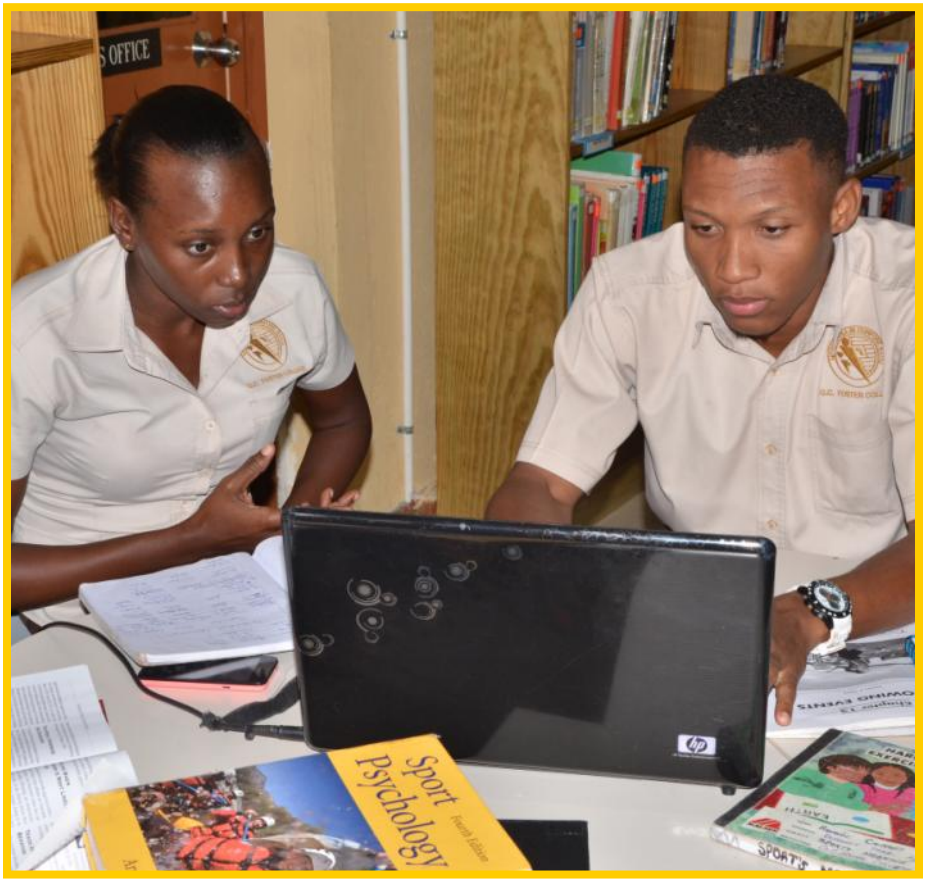
POST DIPLOMA (BACHELOR OF PHYSICAL EDUATION)

REVISED DECEMBER 2010

Literal Grades	Percentages Range	Quality Points	Class of Award
A	90– 100	4.00	
A-	80 – 89	3.75	
B+	70 – 79	3.50	
B	65 – 69	3.00	
B-	60 – 64	2.75	
C+	55 – 59	2.50	
C	50 – 54	2.00	
C-	45 – 49	1.75	
D	40 – 44	1.0	Fail
E	0 - 39	0	

SCHEME OF AWARD

First Class Honours	3.80 - 4.00
Upper Second Class Honours	3.50 – 3.79
Lower Second Class Honours	3.00 – 3.49
Pass	1.75 – 2.99



"It does not matter where you go and what you study, what matters most is what you share with yourself and the world."
Santosh Kalwar

"Live as if you were to die tomorrow. Learn as if you were to live forever."
Mahatma Gandhi

"Education is the most powerful weapon which you can use to change the world."
Nelson Mandela

CONDITIONS OF PASSING
POST DIPLOMA - BACHELOR OF PHYSICAL EUCATION

INCOMPLETE GRADES

A grade of incomplete may be recorded at the discretion of the Lecturer when a student, is unable to complete the requirements of a course in which he or she is registered during the current semester. A student who receives a grade of incomplete will be responsible for assuring that all course requirements are completed within one year of issuance, or sooner if required by the Lecturer. A grade of incomplete which has not been changed by the Lecturer within the year allowed for course completion will automatically become a failure

GRADE APPEALS

Academic grading reflects careful and deliberate judgment by the faculty member instructing a course. However, the college recognizes that there may, on occasions, be error or injustice in the determination of a final grade. Any student, who believes that a final grade involves an error or a palpable injustice, should present the case to the course Coordinator who may effect a settlement upon written agreement with the Lecturer. If the student is not satisfied with the result, the case should be presented to the Registrar in writing who will take the matter to the Academic Board. The result of the Academic Board is final.

TRANSFER OF CREDITS TO DEGREE PROGRAMME

Students may request transfer of credit to the Degree Programme, however, the student will have to supply a transcript and a final grade of 3.0 GPA or higher, subject to review by the Examination Board.

WITHDRAWAL FROM THE PROGRAMME

A full-time student who wishes to withdraw in good standing from all course work in progress during the current semester at the college must consult with the degree office and coordinator. He/she will file all appropriate forms. If the student subsequently wishes to resume full-time undergraduate study; a change of status form must be submitted.

A Part-time student who wishes to withdraw in good standing from all course work in progress during the current semester must consult with Programme Coordinator. Any student who no longer wishes to pursue an undergraduate study must provide written notification to the Programme Coordinator. The student will be required to re-apply for admission to the programme.

ATTENDANCE

Regular attendance for classes is expected of all students and maybe a course requirement. Frequent absence (beyond 5% per semester) can result in a lowered or failing grade , possible course failure or withdrawal from the programme. A written explanation must be given for absence from class. If you are absent on a day when an assignment is due you may be allowed to hand in or do a make-up assignment if the absence is officially reported and at the discretion of the lecturer. No exam or makeup will be available for more than one week after the absence.





COURSEWORK/WRITTEN EXAMINATION

All course work, examinations, projects, written and oral reports and participation in classroom activities are prescribed solely by the lecturer in charge of the course and approved by the appropriate department.

All assignments must be completed within the stipulated deadline by the lecturer. A grade must be submitted at the end of each semester for each student registered in the course.

Lecturers will discuss the evaluation policies and procedures for each course at the start of the course and should be included in the course outline.

Final examinations are scheduled by the Examination Section of the Registrar's Office. All final examination will be held during the official examination period.

Student in the **Diploma Programme** must receive a passing grade of minimum of C- in each course to remain in the programme. A student may repeat a course for which a failing grade was awarded.

A student who has failed courses totaling more than 12 credits for the academic year is considered an outright failure. Student who have failed courses totaling 12 credits within his/her specialization will be deemed to have failed the examination as a whole.

Degree students

Student in the **Degree programme** must receive a passing grade in both the coursework and the examination.

Courses that are examined by coursework will be assigned a minimum of four (4) pieces of work and a maximum of five (5).

Students will be required to repeat a course for which a failing grade was awarded.

LATE ASSIGNMENTS

Submission of late assignment will not be accepted unless permission has been granted by the department or lecturers.

MISSING AN EXAMINATION/TEST

Students who miss an examination due to illness, inclement weather, death in immediate family or any other reasons considered justifiable by the Programme Coordinators, will make arrangement for writing the missed exam/s within a specified time.

FINANCIAL CLEARANCE BEFORE EXAMINATION

All students must have financial clearance before given an examination card. This card along with your ID is required for entrance into each examination.

ACADEMIC DISMISSALS (Degree Students)

The Programme Coordinator reserves the right to recommend to the Academic Board to dismiss a student if at any time it becomes obvious that the student is not able to satisfy the requirements of the programme or if their academic behaviour is reprehensible or unethical (eg. Cheating, plagiarism, misrepresentation).

ACADEMIC SUSPENSION

If found cheating in an examination a student will be placed on academic suspension. The Academic Board of the College will recommend the specified suspension.

MINIMUM ACADEMIC STANDARD

A student in the programme must maintain a minimum GPA of **2.0** to remain in the programme for which he/she is registered.

ACADEMIC MISCONDUCT

Academic misconduct consists of academic dishonesty or fraud or unethical behavior or those acts which have the effect of unfairly promoting or enhancing one's academic standing or assisting someone in the pursuits of such an end result. Acts of academic dishonesty are serious matters which subvert the integrity and credibility of the educational process. The College will, therefore, initiate action to discipline students who have engaged in acts of academic dishonesty, fraud or unethical behavior or conduct..

Offences committed in an Examination

Examination Cheating constitutes an attempt on the part of the student/candidate to undermine the College examination process; that is, any act carried out during an examination for the purpose of obtaining credit to which he or she is not entitled. Offences committed in an examination include:

i) Presenting oneself for another candidate for the purpose of taking a test or examination; or by allowing oneself to be represented by another for the same;

ii) Having prior knowledge of the content of an examination question paper and using same in the examination;

iii) Copying from another candidate's paper.

iv) Possessing/using unauthorized examination aids/devices/materials;

v) Knowingly allowing one's work to be copied during an examination;

vi) Collaborating with another candidate orally or in writing during the examination/test without permission;

vii) Directly or indirectly giving assistance to another candidate during the examination;

viii) Accepting unauthorized assistance whether directly or indirectly from another individual in the sitting of an examination;

ix) Any other act that would serve to subvert the examination procedures and process and give unfair advantage to the perpetrator.

Offences committed outside an Examination

- Possessing or collaborating with another person or persons in obtaining access to an un-administered examination paper prior to start of the examination;
- or other work assigned for purposes of academic credit;
- Altering examination work after it has been evaluated;
- Forging, altering or falsifying any academic record, or making use of any such altered, forged, or falsified record for purposes of academic credit;

Other Offences

- **Plagiarism:** presenting any material, whether written, oral or electronic, that is attributable to, or the property of another person as one's own work without acknowledging the source from which the material is taken. Merely changing the words in someone else's work still constitutes plagiarism. This includes in whole or in part, but is not limited to the following material: articles, essays, journals, diagrams, graphs, tables, computer software, photographs, digital images, designs, models, maps, dissertations, reports, projects, lectures, music or other works of art;
- Representing as one's individual writing and/or final product a jointly written or produced submission of any description, unless the Lecturer has approved a co-authored submission;
- Submitting work for which credit has been previously obtained or is being sought in another course or programme or study in the College or elsewhere, without authorization from the Faculty concerned;
- Producing a paper, research or other assignment for another student;

PROCEDURE

If a candidate is suspected of cheating in an examination, the following sequence of steps should be adhered to:

1. The circumstances should be carefully noted and documented by the Invigilator (on the Incidental Report form provided by the Examination Unit) and all supporting evidence, excluding answer booklet, confiscated;
2. The candidate shall be warned, but allowed to complete the examination;
3. A written statement shall be requested from the candidate at the end of the examination. The Invigilator who discovered the candidate's misconduct shall, at the end of the examination, provide detailed written statements of the misconduct as well as confiscated supportive evidence to be handed over to the Examination Unit, copied to the Principal and the Registrar.
4. The Registrar shall warn the student in writing that he or she may have committed a breach of the College Regulations Governing Academic Misconduct. The letter should indicate the Regulation breached and the misconduct.
5. The student shall be requested to submit a written response, on receipt of the letter within 10 working days.
6. The Registrar, in collaboration with the Principal will determine if there is a case. If there is a case, the matter will be taken to the JBTE for the Bachelor in Education Programme or the Examination (for other programmes) for a hearing.

Note: If the student wishes to admit to the charge he or she may do so in writing to the Programme Coordinator, at any stage of the proceedings. In such instances, the student shall be called before the panel to hear its decision in regard to penalty.

SANCTIONS/PENALTIES

Sanctions/penalties apply to all forms of academic misconduct.

STUDENT CHEATING

Disqualification of course work and examination in which the breach has occurred (zero mark assigned). The offender will be required to repeat the coursework and examination following the period of suspension.

A second breach will attract the ultimate sanction of expulsion.

i) The sanction shall be effective from the date that the alleged breach occurred.

ii) In instances where sanctions are applied, no refunds of fees will be made.

iii) The period of suspension shall be counted as part of the maximum allowable time for programme completion.

GRADUATION

Upon completion of the requirements for your programme of study, students are eligible for graduation. This graduation will be held on the last weekend in November or first Sunday in December during any given year, following the total completion of full or part-time courses. It must be noted that students must be cleared financially, and academically in order to be eligible for graduation.

The college transcript is a complete unabridged academic record, without deletions or omissions, which includes the signatures of authorized officials and bears the legal Seal of the College.

REQUEST FOR TRANSCRIPT

Request for Transcripts must be made by completing the appropriate application forms. The name and address of the person or institution to which the transcript must be forwarded must accompany the request. Request for Transcripts must be made at the Student Affairs Department.

To receive a transcript the student must submit complete transcript request form as well as the receipt indicating payment for the transcript. All payment must be made at the Accounts department, transcripts are processed as follows:

- **Option 1: 10 working days**
- **Option 2 : 3 working days**

STATUS LETTER

Status letter verifies that the individual is/was a student of the College. Status letter request are made by completing the appropriate form and paying the applicable fee. Status letters will be ready for collection within **5** working days.

TEACHING PRACTICE

All cost for Teaching Practice will be borne by the students.

The Bachelor of Education programme provides student-teachers with four (4) field experiences, one in each of the four years of the course. Teaching competencies must be assessed by observing student-teachers' performance in the classroom.

The final teaching practice for the Bachelor of Education in the secondary programme takes place in Year 4. This final Practicum gives student-teachers the opportunity to demonstrate their skills in teaching and to be evaluated on their potential to be effective classroom teachers. Bachelor of Education student-teachers will complete four practicum placements, as set out below:

Year	Semester	Hours/ Credits	Credits
1	2	45 hours	1 credit
2	4	90 hours	2 credits
3	6	120 hours	3 credits
4	7	405 hours	9 credits

Absence on the Day of Assessment

If students are absent on the scheduled date, they must produce a medical certificate, in the case of illness, or other documentation which explains absence due to other factors. Their final assessment should then be rescheduled.

Students will not normally be granted an aegrotat for the Teaching Practice unless their illness has been for an extended period and they have completed at least 10 weeks of the exercise.

Students should also be advised that if they are not seen in the final assessment activity, they are handicapping themselves as this is worth 40% of their marks and it is, therefore, unlikely that they will gain the required passing grade for the Practicum.

Pre-requisite for Final Practicum is successful completion of methodology courses and identified professional and content courses. A student has no more than two chances to repeat the final internship.

During the Practicum experience, student-teachers are expected to:

1. Comply with and enforce established rules and regulations of the host school, particularly those that relate to dress, absenteeism, punctuality and conduct;
2. Be professional in their relationship with students, teachers, non-teaching staff and parents;
3. Notify the College Supervisor and the school in the event of their illness or late arrival;
4. Give respectful consideration to the Host/Mentor teacher's methods (he/she has final responsibility for the class);
5. Give respectful consideration to suggestions offered by the College Supervisor;
6. Accept constructive criticism as a learning tool;
7. Ask questions when information about or clarification of an issue is needed;
8. Prepare thoroughly and thoughtfully for each day, with adequate advance time, during the Practicum;
9. Plan and execute some creative and innovative ideas;
10. Accept other responsibilities outside of as well as within the classroom;
11. Maintain good communication lines between themselves, the Host/Mentor Teacher and the College Supervisor;

12. Assume the professional roles and responsibilities of a classroom/ subject teacher;
13. Demonstrate commitment to the children and learning;
14. Systematically reflect upon their practice and learn from the experiences.

Resits

Student teachers are given only two chances to repeat the practicum exercise. If a candidate exhausts his/her chances, he/she must discontinue the programme.

ALL students re-sitting the teaching practice exercise MUST be included in the sample seen by the external team and should therefore be identified on the grade sheets submitted by the college.



"Education is the ability to listen to almost anything without losing your temper or your self-confidence."
Robert Frost

"Do not train a child to learn by force or harshness; but direct them to it by what amuses their minds, so that you may be better able to discover with accuracy the peculiar bent of the genius of each."
Plato

"No one can make you feel inferior without your consent."
Eleanor Roosevelt, *This is My Story*

CODE OF CONDUCT

Conduct

The College has assumed that students accepted are familiar with the rules governing the proper conduct of mature, responsible adults, and that they will voluntarily observe these rules. This concept formulates a basic standard of behaviour, which requires that a student will not:

1. Violate any social or statutory laws, and
2. Interfere with or disrupt the orderly educational training processes of the College.

All students share facilities with other students, lecturers and administrators serving at the College. Students must therefore respect the rights of others and honour the established regulations. Students are advised to adhere to the procedure outlined as failure to uphold the rules may result in action to face the Disciplinary Committee for a ruling.

Dress Code

Students are required to wear uniforms and must conform to the general rules and regulations with regards to uniform and overall grooming for male and female. Students should conduct themselves in a manner that is conductive to socially accepted behavior as persons are trained to become professionals.

Alcohol and other Drugs

The College recognizes alcoholism and drug abuse as treatable disorders and will work with affected individuals, but it is the individual's responsibility to seek help. The use of illegal drugs is prohibited and the College will comply with the laws of the country regarding the use of illegal drugs. Drugs should not be used on campus or while pursuing college-related activities. Being under the influence of drugs and/or alcohol will result in disciplinary action being taken and possible dismissal.

Smoking

Smoking is not allowed in classrooms or any other building.

Class Attendance

Students are expected to attend classes in which they are enrolled. This will provide the best opportunity for optimum academic performance. Students are expected to inform lecturers of reasons for absence and ensure that assignments are completed by the specified timeline. A 90% attendance is expected for certification. Failure to observe these regulations can result in an allotted mark "Inc" which represents incomplete status.

Sexual Harassment

Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship or to subject a person into unwanted sexual attention, or to create a sexually intimidating, hostile or offensive environment. Sexual harassment is generally understood to include a wide range of behaviours from the actual coercion for sexual relation and other unwelcome or inappropriate behaviour.

Complaints about sexual harassment will be promptly investigated and dealt with appropriately. The right to confidentiality of all members of the GC Foster academic community will be respected in both informal and formal procedures. Knowingly or willingly making a false claim of sexual harassment is subject to discipline up to but not limited to suspension from the College.

Pregnant students

Residential students who are pregnant during their course of study will be asked to leave the dorm and seek alternative accommodation..

DRESS CODE FOR STUDENTS

GENERAL

- Students are expected to dress as professionals. Students are expected to dress modestly outside of the formal college hours. It is important to note that not all styles and design are appropriate for a professional
- PE gear should not be worn outside of practical classes
- Jeans and T-shirts must NOT be worn to classes
- Shorts should be worn at knee length/mid thigh

FEMALES

- Females are required to wear the designated uniform to classes. Female skirts and dresses should have the hemline at least at the knees.
- Tight-fitting attire is not appropriate for campus or classroom wear. Garments that expose a students midriff are not acceptable. Excessive exposure to the torso is unacceptable. Garments designed as underwear should be used for that purpose only.
- Females are required to wear the designated uniform to classes
- No shorts, slippers (flip-flop), or tights should be worn to the Cafeteria
- Females are allowed ONLY one pair of earrings; one to be worn in either ear at the lobe only. No rings are to be worn on the tongue and navel.
- Hair pieces are allowed. However, they should not be multi-coloured and should be moderate in length.
- Nails should be well groomed in modest colour befitting the professional demeanour of the teacher
- Anklets are not permitted

MALES

- Men are required to wear appropriate clothing: tailored pants and shirts for classes.
- No corn rows, plaits or twisting is allowed, also hair should be half inch in length and properly combed. Failure to do so will result in student being barred from entering the class.
- Men are NOT allowed to wear earrings on campus **AT ANY TIME.**

COLLEGE FUNCTIONS

Students are required to attend special functions as part of the College programme. These functions are compulsory and must be attended by all students.

The college functions include:

- General Assembly
- College Day
- Family Sunday Service
- Valedictory Service
- Christmas Dinner
- All other official College functions

General assembly is compulsory for all students. During general assembly, the Library and other college support services are closed.

If a student is unable to attend a function for valid reasons, permission should be sought from the VP - Administration at least one day prior to the function. The VP will act on his/her discretion.

OFFENCES AND DISCIPLINARY ACTIONS

It is anticipated that students may breach the college's code of conduct. Where such breaches may occur, the college reserves the right to apply the appropriate sanctions. Offences are categorized in three (3) areas namely: **Minor and Major and Gross**. The sanctions for the offences are as follows:

Minor Offences and Sanctions

Minor offences and punishment are classified to be, but not limited to the following:

1. The use of c*ell phones* is not permitted during lectures (unless otherwise stated by the lecturer) . The use of these instruments during lectures can result in the student being asked by the lecturer in charge of the course to leave the classroom. After two offences, the matter should be reported to the relevant personnel (Programme Coordinator, or the Registrar).
2. Unauthorized vending on the premises is not allowed. Violation of this rule can result in the seizure of the items.
3. The dress code at the College is professional. An unacceptable manner of dressing can result in the restriction of the individual(s) from entering the College compound.
5. The use of obscene, offensive or abusive language on the premises is considered an offence. Punishment for this behavior can range from verbal reprimand, written warning to suspension not exceeding five (5) days.
6. Students should not attend school under the influence of alcohol or any other prohibited substance. If this occurs, they will be sent off the compound and could be suspended for a period up to but not exceeding three days.
7. Gambling on the premises of the College is an offence and violation will result in immediate suspension for a period up to but not exceeding three days.
8. Disruption or an attempt to disrupt any legitimate activity of the College is not allowed. Any attempt to do so will result in restriction from designated areas as well as other disciplinary actions in accordance with the offence.

Major Offences

Major offences are, but not limited to:

1. *Smoking* in classrooms is *prohibited.* Failure to comply will result in not less than two weeks suspension from the College.
2. Fights should not occur between students or students and staff, as there are alternative measures (lecturers, programme coordinators, guidance counselors etc.) in place to clarify misunderstandings and/or resolve conflicts. If this occurs, offenders will be reprimanded verbally or in writing and where this exceeds the college's jurisdiction , the matter will be reported to the relevant authority.
3. Weapons (knives, ice picks, guns, axe-saw blades or any other sharp instruments) should not be brought on the College compound. Should any of these items be used to inflict injury to anyone will automatically result in expulsion from the College. It is also a criminal offence to be in possession of any unauthorized firearm, lethal weapon or instruments hence the police will also be notified if any such item is found on the property.
4. Students are expected to display honesty and integrity. Students caught stealing, whether it be property of the College, employees or other students, could be banned for up to one-year from their programme of study. The offender could also be taken within the realms of the court for prosecution, if the crime warrants such action.
5. Malicious damage to the College's property (computers, desks, chairs etc.), property of employees or other students is unacceptable. Violation of this will result in those involved taking full financial responsibility for cost of the item(s) within an agreed time limit.

6. Plagiarism is considered a major offence. This includes dishonesty in an examination, etc. Plagiarism is a form of cheating. This includes presenting other persons work as your own.
7. Sexual harassment on the campus is not tolerated. This includes unwelcome sexual advances, unwanted request for favours of a sexual nature, and any other verbal or physical conduct of a sexual nature. Persons violating this rule can be expelled, depending on the circumstances. If the incident goes beyond the point mentioned above (examples: physical assault and battery), then it becomes a criminal offense, which is a legal matter and will be dealt with accordingly. All allegations of sexual harassment against staff members or students must be submitted in writing to the Principal, and will be thoroughly investigated. Disciplinary action will be taken where necessary.
8. The use of drugs is illegal; hence the College will comply with the laws of the country regarding this matter. Over use of alcohol to the point where it affects the individual behavior, can result in disciplinary actions such as suspension and or discontinuation of programme. The College also recognizes that drug and alcohol abuse can be treated and will work with individuals identified with such problems to get help.
9. Students should refrain from any activity that is likely to cause injury to persons or property as such involvement will result in a fine to recover, repair damages or cover medical bills.
10. Students should not threaten any employee of the College as this could result in a written warning or report to be placed on the student's personal file, a suspension, or reporting the matter to the police.

Gross Offences

Gross offences are but not limited to:

1. Repeated offences from the list of major offences
2. Unacceptable behaviours which goes beyond the institution's Boundary
3. Offences occurring on or outside the college's compound which may reflect negatively on the overall image of the college.

Punishment for Gross Offences

This could range from an expulsion from the programme of study for a specific period to a permanent withdrawal from the premises or course of study.

ACADEMIC PROGRAMMES & ENTRY REQUIREMENTS

FOUR YEAR BACHELOR IN EDUCATION (PHYSICAL EDUCATION SPECIALIZATION) (B.Ed)

The Teacher Training Programme is similar to the programme pursued by students at other Teachers' College in Jamaica and covers eight semesters. Students are prepared to teach at both the Primary and the Secondary levels of the education system.

- Five (5) CXC subjects including, English Language at the General Proficiency Level grades I, II and III (effective June 1998)
- Five (5) GCE O'Level subjects including, English Language grades A, B or C;
- Students with a combination of subjects (Accounts, Principles of Business, Office Procedures etc.) must have an additional subject (Geography, Biology, History, Physical Education or Social Studies)
- Applicants should be at least 18 years of age

BACHELOR OF PHYSICAL EDUCATION (UCJ)

The Bachelors' Degree programme is an add-on degree. That is, the three-year diploma programme forms the base of the degree. It is offered both on a full time and part time basis. The full time programme covers a period of three semesters including summer. The Part Time programme is done over five semesters.

Entry Requirement

- G.C. Foster College Three-Year Diploma

ASSOCIATE DEGREE IN RECREATION & SPORT

- COACHING SPECIALIZATION – Full-time (2 years)

This programme is designed to provide formal training for persons who are interested in coaching various disciplines.

Entry Requirements

- Four (4) CXC subjects including, English Language at the General Proficiency Level grades I, II and III (effective June 1998) or GCE O' Level A, B or C
- Four (4) SSC range 4 or 5 National Assessment level

ASSOCIATE DEGREE IN RECREATION & SPORT

- SPORT FITNESS INSTRUCTION SPECIALIZATION

Part-time (2 years)

This programme is designed to provide formal training for personnel who work in gymnasiums.

Entry Requirements

- 4 CXCs inclusive of English Language and one of the following subjects: Mathematics, Physical Education and a Biological Science subject. Other subjects will be considered
- Four (4) SSC range 4 or 5 National Assessment level

ASSOCIATE DEGREE IN RECREATION & SPORT

- SPORT MASSAGE THERAPY SPECIALIZATION

Part-time (2 years)

This programme is designed to provide formal training for personnel for Sports Massage Therapist in all areas of sports.

Entry Requirements

- 4 CXCs inclusive of English Language and one of the following subjects: Mathematics, Physical Education and a Biological Science subject. Other subjects will be considered.
- **Four (4) SSC range 4 or 5 National Assessment level**

MATURE ENTRY FOR SPORTS FITNESS INSTRUCTION & SPORT MASSAGE THERAPY PROGRAMMES

Persons with training approved by the relevant professional bodies or with 2 years working experience in a related field.

MASTERS DEGREE IN PHYSICAL EDUCATION

This programme is offered in collaboration with the University of Technology, Jamaica. This programme is offered over one year through a blended modality - online and face to face

Entry Requirements

A Bachelor's Degree





“Be the change that you wish to see in the world.”
Mahatma Gandhi

SUPPORT SERVICES

Computer Lab

The campus computing facilities are available to students to facilitate educational objectives, research and study. In exercising computer privileges, students are expected to follow college rules and regulations governing the use of the lab.

Library

The Librarian is responsible for this section of the College. The facilities of the Library are for use by all registered students and members of staff. The Library guidelines may be obtained from the Librarian. The Library will offer services for books, journals, internet access and photo-copying. The schedule is as follows:

Mondays to Fridays	**8:30 a.m. to 10:00 p.m.**
Saturdays	**10:00 a.m. to 3:00 p.m.**

Health Services

The G.C. Foster College offers a comprehensive approach to health care. There is a full time Nurse and Physiotherapist on staff. This ensures prompt referral for specialist care and in house treatment. The College is **only** responsible for injuries, which occur while engaging in on Campus or off Campus College related activities. An Accident Insurance is also available which covers the students at all times during the academic year.

A detailed medical report is an important entry requirement. This is used to screen new students and to prevent the entry of students with medical conditions, which are contra-indicated to strenuous physical activities and cannot be controlled by medication. .

Physiotherapy
The Physiotherapist is responsible for this department, and is the one who provides treatment for the entire college community.

Medical Policy
There are physical activities listed in the G.C. Foster College Curriculum that could affect some medical problems. Once students enroll in the College with a signed medical certificate from their doctor stating that they are physically fit, the College is not liable for pre-existing medical problems.

Clinic and Sick-Bay
The College Nurse is in charge of this area, and she treats the students. In extreme cases she refers them to the College Doctor. Upon registration students are required to hand in an authentic Medical Referral Form to the Nurse or an authorized person in charge. All students are required to be covered by a Group Accident Insurance Policy.

Bursary
The Director of Finance is head of this section and has the responsibility for all the financial business of the College. This department maintains each student's financial account.

Housekeeping and Catering Service
The Matron is in charge of this section. She has the responsibility for the food and equipment stores, staff residences, students' hostel, catering and the proper running of the Cafeteria. Meals are served in the dining room at scheduled times for full time students and also for part-time students who purchase lunch tickets. Lunch tickets may be purchased at the Accounts Department.

Plant, Facilities and Security Services
The Plant Manager has the responsibility for this area, which includes, security for the entire campus, college furniture, and all playing fields.

Guidance and Counselling

Counselling Services are designed to develop a better understanding of self and others and to promote personal well-being, as such the College provides the services of a Guidance Counsellor. The Guidance Counsellor provides a number of services including career, individual, and group counseling.

Student Council

The Chief Officers of the Student Council are:

President
Vice President
Public Relations Officer
Sports Coordinator
Recording Secretary
Treasurer

The Council fulfils an important role in the life of the College and the officers who are elected annually from the student body administer its activities. The Student Council is responsible for the organization of student activities. It acts as liaison between student and administration and as the spokesperson for the student body. In addition, the Student Council coordinates the various student groups, and maintains an integrated calendar of events.

All organized student activities must be registered with the Student Council. The College recognizes only those student activities, which are performed under the auspices of the Student Council. All students are required to pay Student Council Fees and are encouraged to take a lively interest in building and maintaining the corporate life of the College.

Students in the Degree Programme must elect a member from each group to the Student Council by October 1, of the given year.

Tuck Shop
This service is provided for students between the hours of 7:00 a.m. and 10 p.m. Student should not eat in the classrooms unless there is an agreement between the student and the lecturer.

Food Services
Meals are served in the main dining room. The meal plan for both the full-time and part-time students will allow you access to use the dining room at the appropriate times for meals. Part-time students must purchase lunch tickets at the Bursary.

Housing
Housing on campus is limited. Housing accommodation is offered to students who live beyond Clarendon and the Corporate Area.

Parking
Parking is free for all students who have motor vehicles. Student should be aware that the designated parking area for students is located in the southern section of the compound behind the library and adjacent to the dining room.

ATM Service
There is a multi-link machine owned by the National Commercial Bank that accepts all cards displayed at the entrance to the machine. The area is secured by campus security. Student must exercise caution for their personal safety.

BOARDING POLICY

APPLICATION FOR BOARDING

A student who wishes to reside on campus must complete an application form **(available at the registry)** and send or deliver it to the Registrar at the College. Applications are reviewed and applicants later informed of the decision made. Successful applicants are required to pay a nonrefundable room deposit of a minimum of 10% of the boarding fees to guarantee a living space. After a student's deposit has been received, he/she will be assigned a room.

RULES AND REGULATIONS

Room Assignments

- Each boarding student will receive a room key to his/her assigned room when he/she registers for his/her room at the check in station during registration. Room assignments are made on a first-come basis.
- Students who do not obtain room assignments will be placed on a waiting list according to the payment date of their room deposits and will be assigned to rooms when vacancies occur. Because of the uncertainty of vacancies, it is the responsibility of each student on the waiting list to seek alternative housing.
- Residents should keep room keys with them at all times. Moreover, residents should never lend their keys to their rooms to friends or any residents.
- All room assignments are made for the entire academic year (fall and spring semesters) unless a resident leaves the college before the academic year ends. Financial responsibilities for room charges begin once a student officially checks into the residence hall and will continue until the resident officially checks out.

Room Changes

- Reasonable requests for room changes and reassignments may be made to the wardens or registrar during the week after the completion of registration.

Vacating Rooms

Residents who wish to vacate a room for any reason will be held liable for any discrepancies and/or damages discovered in the room during the official check out procedure. The process by which a room is vacated is described below:

- The resident must request an inspection of his/her room with the warden, registrar or other delegated personnel.
- The resident will then receive a copy of the withdrawal form **(available at the registry)** which will indicate any charges against him/her for damages, discrepancies or losses.
- Damages may include destruction of college property and/or defacing of walls and doors (graffiti, etc).
- The resident must then return his/her room key to the warden, registrar or other delegated personnel. Any unpaid charges remaining after the resident has departed will be placed on a "HOLD List," which may hinder the resident from registering or receiving a transcript.

Personal Appliances

- Residents may not install ovens, stoves, hotplates or other electrical appliances for cooking.
- Refrigerators and microwaves are not allowed.
- Radios, stereos, CD players, DVDs, VCRs, televisions and tape players may be used. **However, since all students residing on the dorms are entitled to a restful night's sleep, they should not be played in a manner that would disturb roommates or neighbours**. These appliances attract an additional monthly charge **per month, per appliance** and should be paid using the voucher provided by the accounts department. Failure to pay fees will result in the student being asked to remove the appliance/s from his/her room.
- Clothes irons, Curling irons, shears and other similar appliance also attract an additional monthly charge **per month per appliance** and should be paid using the voucher provided by the accounts department. Failure to pay fees will result in the student being asked to remove the appliance/s from his/her room.

Room Furnishings

- Each residential student is provided with the following in his/her room; one bed, one mattress, one chair, one study desk and closet space and a small garbage bin**. (These will be made available to all students)**
- Residents may not move additional furniture or other items into rooms from public areas or other room, nor are they allowed to remove items the college provides.

Any student who causes damage to property (eg. Furniture and equipment will be held liable and will be responsible for any cost incurred for such damage. In case person/persons cannot be identified, all members of said dormitory will be held liable

Janitorial Services

•Although the college provides janitorial service, residents must accept the responsibility for the cleanliness and appearance of their rooms, bathrooms, common areas and general environment at all times.

- All rooms must be kept clean, neat, and in sanitary condition.
- Residents may decorate rooms to suit their taste, but may not deface or use spray paint on walls.

Visiting Hours

- **Guests may visit from 6 to 9 p.m. Monday through Thursday and from 10 a.m. to 9.p.m. on weekends**. The security post will be closed at 11 p.m. on week days and midnight on weekends.
- Residents will be held liable for the conduct of their guests.
- Guests should conduct themselves in an orderly manner and should always be properly attired.
- **No visitors may access the dorm areas or dorms. Any student who encourages this breach will face strong disciplinary measures.**

Access to Dorms of the Opposite Sex

Except in circumstances where permission is granted by administration

- **Male students are not allowed on the female dorm.**

Daily Quiet Hours

- From **9 pm until 10 am daily and 24 hours during examination periods.** quiet hours will be observed in all dormitories.

Entering the Residence Halls

- Residents and guests must enter through the main/front entrance only.

Attire

- Since the college is co-educational all students shall be modest and disciplined in their attire on the dorms. Students are expected to be properly dressed. Showy clothes are to be avoided. Students are expected to be dignified in their dress and general behavior. Clothing which reveals areas of the body such as breasts/chest, stomachs and buttocks are prohibited. Flip-flops should only be worn on the dorms- no where else on the college campus.

Security of Residence Halls

- All dormitory entry/exit doors will be locked at 12 midnight nightly.
- Unauthorized occupancy of college facilities or blocking access to or from such areas is prohibited.
- Theft from or damage to college premises or property, or theft of or damage to property of any person on college premises is prohibited.
- Each member of the dorm or an invited guest has the right to advocate his/her position without having to fear abuse, physical, verbal, or otherwise from others supporting conflicting points of view.
- Action may be taken against any and all persons who have no legitimate reason for their presence on the college campus, or whose presence obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
- Disorderly or indecent conduct on college-owned or controlled property is prohibited.

- No individual shall have in his/her possession a firearm or knowingly have in his/her possession any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the college without the written authorization of such educational institution. Nor shall any individual have in his/her possession any other instrument or material which can be used and is intended to inflict bodily harm on an individual or damage upon a building or the grounds of the college. This offence will result in immediate **expulsion from the college.**
- Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
- The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by college students is prohibited. The sanction for this offence is immediate **expulsion from the college**.
- The unlawful possession, use, or distribution of alcohol by students on the college premises or as part of any college activity is prohibited. No one shall loiter on the college's premises after 12 midnight Sunday-Thursday and 1 a.m. Friday and Saturday. Students must be in the residence hall or off campus by 12 midnight Sunday-Thursday and 1 a.m. Friday and Saturday.

Fire Alarm System

- Do not tamper with fire extinguishers, emergency lights, smoke detectors or any other safety equipment.
- Fire drills will be conducted at least three times per semester.

Solicitation

- The College has a no solicitation policy for dormitories.
- No salesperson, agent, or collector should be encouraged to enter any residence hall at any time. The exception is a dorm fund-raiser. **Violators will automatically lose boarding privileges**.
- Smoking is prohibited on the dorms.

SANCTIONS DEFINED:

Admonition - An oral statement to the offender that he has violated college rules.

Warning - Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.

Censure - Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any college regulation within a period stated in the letter of reprimand.

Disciplinary Probation - Exclusion from participation in privileges or extracurricular college activities for a specified period of time.

Restitution - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

Suspension - Exclusion from classes and other privileges or activities for a definite period of time.

Expulsion - **Termination** of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

Closing of the Dorm during class time

All dormitories will be closed at **7:50 a.m**. during class time and the water will be locked off. In case where a student is ill, he/she should be in the sick bay. In addition, special needs should be communicated to the Vice Principal of Administration.

Sample of Boarding Contact

GC FOSTER COLLEGE OF PHYSICAL EDUCATION & SPORT

BOARDING AGREEMENT

This constitutes an agreement between ***GC Foster College*** *of Physical Education & Sport and* _____ ***(student name)*** *on this _____ day of _____, 20 ____.*

ID# _____ ***Programme:*** _____

Group: _____

I ***HEREBY AGREED TO THE FOLLOWING:***

I have read and understood all rules and regulations set out in the Boarding Policy and I agree to conform to all the rules and regulations.

I understand that any violation committed as set out in the Policy, will result in the relevant sanctions being applied to me.

The College reserves the right to rescind boarding privileges at any time.

_____ _____

Boarder's Signature ***GC Foster College Rep.***

_____ _____

Date ***Date***

PLEDGE

I stand as the beam of light;
I promise to act against indignation;
And look towards the future with tolerance and sight;
Through academics and sport I will be the greatest in my fight;
In the darkest place I am sure my light will always shine.

I promise to help behold your excellence;
And to mold our children to become productive
members of society;
I pledge to remain flexible in a changing society with
pride and dignity;
I will always stand for equality; failing never to hold high
my school motto;

A Sound Mind In A Sound Body.

Written by: Ricardo McCalpin & Paul Bogle

THE COLLEGE SONG

KEEP THE EXCELLENCE OF LEARNING IN YOUR MIND

By: Andrew Gayle

We grow from strength to strength
And fill our hearts with pride
It's good the time we've spent
We are feeling good inside
And now you're here with me so
So keep this song with you
Do your best and leave the rest
For the good Lord to see you through

Chorus:

Keep the Excellence of learning
In your mind
And let the light of G.C. Foster
Ever shine

We grow to high success
We really persevere
And now we are the best
Our kind is really rare
But now you're here with me
So keep this song with you
Do your best and leave the rest
For the good Lord to see you through

Chorus

Never stop until you've reached the top
Never say you can't or you cannot
There are times when things get really rough
Never say O Lord I've had enough
Cause when you start believing
You'll never stop achieving





STUDY TIPS

- Study two hours for every hour of class
- Do not wait until the last minute to do assignment or study
- Do not study when you are tired or sleepy - take a nap
- Study on weekends
- Attend all classes
- Learn from your mistakes on tests and assignments
- Read all required material
- Read your notes after class
- Get help if you need it (lecturer, classmate, etc.)
- Make a study timetable to get organized
- Identify a comfortable place to study
- Priortise - put studying before social activities, but allow some time for social and relaxation
- Pace your studying over the course of the day/week/semester. Read all course outlines and keep a calendar to remind you when assignments and tests are due.
- Try not to be a victim of test anxiety
- Visit with your lecturer frequently
- Try to meet all deadlines for assignments/coursework
- Make notes as you study

G.C. FOSTER COLLEGE PERSONNEL

MANAGEMENT AND ADMINISTRATIVE SUPPORT STAFF

PRINCIPAL'S OFFICE

Mr. Maurice Wilson	Acting Principal
Ms. Mitzie Johnson	Executive Secretary
Ms. Collette Williams	Administrative Assistant

VICE PRINCIPAL - ACADEMICS

Mrs. Sophia Watson-White	VP - Academics

VICE PRINCIPAL - ADMINISTRATION

Mr. Paul Beckford	Acting VP - Administration

HUMAN RESOURCE DEPARTMENT

Mrs. Leodis Douglas	Human Resource Director
Ms. Barbara Robinson	Secretary
Mr. DeAndrew Balfour	HR Clerk

STUDENT AFFAIRS

Ms. Yvonne Dixon	Registrar
Ms. Camile Robinson	Examination Coordinator
Mr. Raymond Bogle	Clerical Assistant
Mr. Gavian Butler	Registry Clerk
Ms. Ava Marshall	Admissions Clerk
Ms. Shirnette Wilson	Secretary
Mr. David Perry	Clerical Assistant

ACCOUNTS DEPARTMENT

Mrs. Janice McKenzie-Thompson	Accounts Manager
Ms. Kallene Hall	Bursar
Ms. Simone Norine	Asst. Bursar

INFORMATION TECHNOLOGY DEPARTMENT

Mr. Okunsanya Smith	Systems Administrator
Mr. Andre Gayle	Computer Technician
Mr. Recado Campbell	Computer Technicain

LIBRARY

Mrs. Jolette Russell	Librarian
Mrs. Dotlyn Powell-Prehey	Deputy Librarian
Ms. Althia Hamilton-Johnson	Snr. Library Assistant
Ms. Margaret Salmon	Technical Library Assistant
Ms. Shaunakay Sutherland	Library Assistant
Ms. Ariel Perkins	Library Aide
Mr. Ronald Brown	Audio Visual Technician
Ms. Tasha Weir	Secretary
Mr. Victor Gayle	Library Security

MAINTENANCE DEPARTMENT

Mr. Sheldon Gordon	Plant Manager

DIETARY & HOUSEKEEPING DEPARTMENT

Ms. Doreen Thomas	Matron
Ms Collett Sullivan-Smith	Supervisor

HEALTH SERVICES DEPARTMENT

Ms. Celia Rose	Nurse
Mr. Robert McDonald	Physiotherapist

ATHLETIC DEPARTMENT

Mr. Chester McCarthy	Athletic Director

FACULTY

Mrs. Sophia Watson-White	Vice-Principal (Academic Affairs)
Mr. Paul Beckford	Vice Principal (Administration)
Mrs. Sophia Watson-White	Principal Lecturer (B Ed. Programme Coordinator)
Mr. Donald Hawthorne	Senior Lecturer (Head- PE Department)
Mr. Gibbs Williams	Senior Lecturer (Teaching Practice Coordinator)
Mrs. Victoria Facey	Principal Lecturer
Mrs. Linda Williamson	Senior Lecturer (Head –Education Department)
Mr. Steve Davis	Lecturer
Mr. Dwight Angus	Lecturer
Mr. Marlon Gayle	Lecturer
Mr. Cleve Bailey	Lecturer
Ms. Sasher Gay Henry	Lecturer
Mr. Lewin Williams	Lecturer
Mrs. Simone Uter-Walsh	Lecturer
Ms. Paulet Jones	Lecturer
Mr. Bernard Burton	Lecturer
Mrs. Denise Stoney-James	Lecturer
Mrs. Joan Anderson-Hylton	Lecturer
Ms. Viviene Goode	Lecturer
Mr. Kanhai Senior	Lecturer
Mr. Paul Beckford	Lecturer
Mr. Dinsford Bailey	Lecturer
Ms. Dana-Mae Alexander	Career and Placement Officer
Mr. Okunsanya Smith	Assistant Lecturer

COLLEGE INDEMNITY

While the GC Foster College will take the necessary precautions to protect vehicles parked on campus and other personal property. Owners have the primary responsibility for the safety of their vehicles and personal property. The College will not accept liability for the theft or damage of any vehicles parked on campus or personal property.

NOTES


TDK
DWYER
LONDON 2017
TOYOTA
LEVY
LONDON 2017
JAM
TOYOTA
FORBES
LONDON 2017
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COLLEGE
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IAAF WORLD CHAMPIONSHIPS
LONDON
2017



G.C. FOSTER COLLEGE
OF PHYSICAL EDUCATION & SPORT

ANGELS, SPANISH TOWN, ST. CATHERINE, JAMAICA W.I.

(876) 619-1097 | 619-1098 | 619-1099 | 619-1101 | 619-1102 | 619-1103 | 619-1104

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 @gcfostercollege

MENS SANA IN CORPORE SANO
(A SOUND MIND IN A SOUND BODY)

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