



Regional Coordinating Office 2023/2024

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# Mission Statement

To produce and disseminate knowledge to transform gender relations in the Caribbean in support of The UWI's mission to enhance regional and international development.

# Vision Statement

All UWI Graduates are committed to social justice and the promotion of gender-responsive human relations and development.

# Message from the University Director

University Director's Message to Graduate Students 2023/24



It is my great pleasure to warmly welcome you to the Institute for Gender and Development Studies (IGDS) to pursue your graduate education, on this, our 30th anniversary year of the Institute. At the IGDS, you will be mentored by faculty who are deeply committed to the successful completion of your degree and who are leaders in critical gender studies issues of our Caribbean region, approached through multi- and interdisciplinary lenses.

At the IGDS we are pioneers in advocating for Gender Justice via our courses, research, publications, activism, advocacy, and policy initiatives. Ending Gender-Based Violence, working toward gender-informed climate change policies and programs, contributing to equitable gender realities through our work in Men and Masculinities, building awareness of intersectionality of gender with class, race, disability, sexuality, age, and other aspects of social identity, integrating Indigenous Peoples of the region into our programming-these issues and more are all part of our purview. Here, you will hone your skills around proposal writing, presenting your research, working on publications, collaborating in research, and more, all toward developing yourselves as gender experts who contribute to Gender Justice in our region and beyond.

Take up the opportunities offered to you and thrive along with us!

**Professor Diana Fox** 

# About the Institute for Gender & Development Studies

The Institute for Gender and Development Studies (IGDS) is a dynamic Institute within The University of the West Indies that is engaged in a programme of teaching, research and outreach in the areas of gender, feminism, sexuality studies and masculinity studies in the Caribbean. The mission of IGDS is to produce and disseminate knowledge to transform gender relations in the Caribbean in support of The UWI's mission to enhance regional and international

development. IGDS was originally established as the Centre for Gender and Development Studies (CGDS) in 1993, arising out of the initiatives of the Women and Development Group. CGDS was later institutionalized in 2008 through an outgrowth of the path-breaking work of the Women and Development Studies Group and a Project of Cooperation in Teaching and Research in Women and Development Studies between The University of the West Indies (UWI) and the Institute of Social Studies at The Hague. The IGDS includes three (3) campus based Units: the Nita Barrow Unit at Cave Hill, Mona Unit,



and the St Augustine Unit as well as the Regional Coordinating Office based at the Regional Headquarters of The UWI in Jamaica.

Gender and Development Studies as a discipline seeks to understand the complexity of Caribbean gender relations and systems and its interactions with economic, social, political and cultural systems, in other words the subsystems that constitute Caribbean political economy and society. More specifically, the teaching of the IGDS is guided by feminist theories and gender & development perspectives, principles and practices, research and publications that investigate societal issues and challenges from a gender perspective. The activities of the IGDS include public service, outreach and activism that transform gender relations and promote social justice, as well as building partnerships and mobilizing resources to facilitate those activities.

# About the Regional Coordinating Office

The Regional Coordinating Office (RCO) is one of four (4) IGDS Units and is based at the Regional Headquarters at Mona in Jamaica. The RCO is also the administrative hub for all the IGDS Units and is headed by the University Director and is responsible for the Graduate Programme while the Mona Unit delivers Undergraduate Gender and Development Programme. In addition, the RCO works closely with funding agencies to acquire grants related to research that has a wide scope and impact across the region and globally. The RCO falls under the Vice Chancellery of The University of the West Indies and works closely with the Office of the Pro-Vice Chancellor for Graduate Studies and Research, as well as the Office of the Vice Chancellor.

Guided by an ideological approach, which focuses on teaching and learning, research and publication and outreach and activism, the RCO is committed to:

- 1. Teaching guided by feminist theories and gender & development perspectives, principles and practices
- 2. Research and publications that investigate societal issues and challenges from a gender perspective
- 3. Public service, outreach and activism that transform gender relations and promote social justice



# **Staff Listing**

# **REGIONAL COORDINATING OFFICE**

### **UNIVERSITY DIRECTOR / DEAN**

#### Professor Diana J. Fox

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#### **ACADEMIC STAFF**

#### Dr. Dalea Bean

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# Dr. Natasha Mortley

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### **ADMINISTRATIVE STAFF**

# Ms. Ingrid Nicely

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## Ms. Alana White

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### Ms. Margaret Rowe-Hunter

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# **OFFICE CONTACT**

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Connect with us:

**Instagram**: igds\_rco | **Linkedin:** IGDS Regional Coordinating Office | Facebook.com/IGDS.UWI/

# Bridging Theory and Praxis: Projects and Activism at the RCO

At the RCO our graduate students have many opportunities to participate and contribute to a wide range of research projects, events and outreach activities. They participate as student assistants, research assistants and as part of gender training and practice for their courses. Senior graduate students at the MPhil and PhD level have also lead discussion panels, and RCO Brown Bag discussions.

Some key projects and events which have included graduate students include:

- Consultation on Indigenous Peoples of the Caribbean: CDB Indigenous Peoples Initiative Engagement and Research;
- UNDP Spotlight Initiative Project: Legislative Reform to Eliminate Violence against Women and Girls and Family Violence in Jamaica;
- UNDP Spotlight Initiative Pillar 2: Institutional Strengthening: Women's Economic Empowerment: A Caribbean Initiative;
- Spotlight Initiative Jamaica on Legislative Reform to Eliminate Violence against women and girls and Family Violence in Jamaica;
- Positive Fathering;
- · Research on the History of the Gibson Relays;
- Caribsave Research on Gender and Climate Change;
- Masculinity, Manhood and Crime Study in Jamaica;
- Groundings Project: Conversations with Men at UWI;
- IGDS High School Tour against Gender Based Violence;
- The UWI Gender Policy research and launch





# Links to Important University Documents

While this handbook is intended to guide staff and students through graduate life at the IGDS RCO, it is important to place the programme in the wider context of graduate studies at The UWI. Therefore, take some time to be aware of the rules and regulations that guide graduate studies at The UWI

# **Regulations for Graduate Diplomas and Degrees:**

https://www.mona.uwi.edu/postgrad/sites/default/files/postgrad/manual\_of\_procedures\_for\_graduate\_diplomas\_and\_degrees.pdf

# **UWI Policy and Procedures on Research Ethics:**

https://www.mona.uwi.edu/postgrad/sites/default/files/postgrad/uploads/UWI%20Policy%20on% 20Research%20Ethics%20OCT%202010%20%282%29%20%281%29.pdf

# The UWI Thesis Guide:

https://www.mona.uwi.edu/postgrad/sites/default/files/postgrad/uploads/Revised-thesisguide.pdf

# **University Regulations on Plagiarism Graduate Diplomas and Degrees:**

https://www.mona.uwi.edu/postgrad/sites/default/files/postgrad/university\_regulations\_on\_plagiarism.pdf

# **General Information for Graduate Studies**

How to register	Follow the instructions given by the Office of Graduate Studies and Research at: <a href="https://www.mona.uwi.edu/notices/2022/Quick%20Guide_Banner%209%20Registration.pdf">https://www.mona.uwi.edu/notices/2022/Quick%20Guide_Banner%209%20Registration.pdf</a>
When to register	Registration for courses should take place within the first week of each semester until the degree is awarded. The registration process can continue until the 3rd week of the semester. Registration is a 2 part process 1) choosing courses on SAS 2) paying fees generated by the Mona Bursary Note that if a student registers for the Research Paper and does not complete this in the first semester of registration, regulations require him/ her to re-register every subsequent semester until the paper has been submitted and graded. Similarly, MPhil and PhD candidates who have completed courses are mandated to register for their thesis each academic year as well as all seminars done in the relevant semesters.
Withdrawal	If at the end of the published registration period, records show that a student has not completed a registration, and that student is not on approved Leave of Absence, he/ she will be deemed to have Withdrawn from the programme and his/ her name will be removed from the student register. To be considered for re-entry to a programme after withdrawal requires re-application to the programme.
Examination Regulations  Number of failures per semester:	Candidates at the graduate level are required to pass both coursework and exam components of each course to be deemed as passing the course. Candidates are required to pass in both written examinations and coursework at the first attempt. In respect of any candidate who fails the coursework or written examination at the first attempt, the Board of Examiners will recommend to Campus Committee whether a second attempt should be permitted. If such a recommendation is approved, the student will be awarded a failing grade of FE (failed exam) or FC (failed coursework). This indicates that permission has been granted to re-sit the examination / re-submit coursework for that course the next time it is offered.  General information regarding the conduct of UWI examinations can be accessed at: <a href="https://www.mona.uwi.edu/exams/">https://www.mona.uwi.edu/exams/</a> Candidates will be asked to withdraw if they fail more than 50% of courses in any semester in accordance with UWI graduate
	regulations.

Re-sit Examinations:	Candidates are allowed to re-sit examinations and exam components of courses in accordance with UWI graduate regulations		
Assessment procedures for courses, coursework, fieldwork, internships, or other:	Assessment will include coursework, including class presentations, group work assignments, fieldwork exercises; and examinations.		
Assessment procedures for Research Project (as appropriate):	Research Projects and Theses examination follows the OGSR Regulations		
Referencing style	The IGDS uses APA referencing style for all papers and assignments. Guidelines can be found at: <a href="https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html">https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html</a>		
Time limits for completion:	Diploma – 3 semesters, 2 years maximum.  MSc – Two (2) Academic Years, 4 years maximum.  MPhil - 3 years full time 5 years part time  PhD - 5 years full time 7 years part time		
Distinction	To be eligible for the award of the MSc degree with Distinction, the candidate must pass all courses at the first sitting and the average mark of all courses must be 70% or more. The candidate must also achieve a mark of 70% or over in the Research Paper.		
Scholarships and Prizes	Available scholarships and bursaries are advertised on the Office of Graduate Studies and Research's website, Campus Pipeline as well as the Notice Boards across campus.  The RCO also offers the Catherine James Scholarship, which will cover part tuition to a successful MSc candidate.  The Louraine Emmanuel Graduate Award in Gender and Development Studies is also presented to top performing graduate students each year. The award is based on academic excellence in written English and oral expression and honours Louraine Emmanuel, stalwart of the IGDS. It includes a book prize and small cash award. In addition, the RCO offers small travel grants (when possible) to students scheduled to present in conferences, or participate in approved study tours.		
Late submission of assignments	The IGDS RCO's policy on late assignments is as follows: Five (5) marks will be deducted for each day late up to five (5) days for the assignment. After one week the assignment will not be accepted.		

# IGDS GRADUATE PROGRAMME STRUCTURE

# POSTGRADUATE DIPLOMA IN GENDER AND DEVELOPMENT STUDIES (24 CREDITS)

# **Programme Goals**

- 1. To improve the quality of gender-based analysis in development processes in the public, private and NGOs sectors;
- 2. To demonstrate the relevance of a gender perspective in Caribbean development;
- 3. To provide interested persons with enhanced capacities to address issues of gender and development in a globalized world;
- 4. To support the National Policy for Gender Equality by developing a cadre of well-trained gender and development specialists and gender focal point persons.

# **Admission Requirements:**

Applicants should have a first degree with at least a lower 2<sup>nd</sup> Class Honours (minimum GPA 2.5) or its equivalent. Preference will be given to students with some prior expose/experience in gender studies. This could include the UWI Major or Minor in Gender and Development or its equivalent.

# **OR**

Persons without the required entry degree, but who have governmental/NGO experience in the field of gender and development will be considered on a case-by-case basis in keeping with University of the West Indies regulations.

Applicants will also be required to include a personal statement/essay of 800-1000 words explaining their interest in and knowledge of contemporary gender and development issues.

### Cost:

**USD \$3500** (for the entire duration of the programme) in addition to The UWIs miscellaneous fees which are paid annually.

# **Programme Structure**

- 1. Debates in Gender and Development
- 2. GEND 6101: Introduction to Research Methods for Gender and Development
- 3. GEND 6502: Gender Analysis for Development Policy and Planning
- 4. GEND 6402: Gender, Political Activism and Mobilisation
  - 1 elective course (4 credits)
  - Participation in 1 research seminar (non-credit)

# MSC. GENDER AND DEVELOPMENT (36 CREDITS) [2 TRACKS AVAILABLE]

# **Programme Goals**

- 1. To improve the quality of gender-based analysis and gender mainstreaming in development processes and policy development in the public, private and NGOs sectors;
- 2. To demonstrate the relevance of a gender perspective in Caribbean development;
- 3. To provide interested persons with enhanced capacities to address issues of gender and developmental in a globalized world;
- 4. To support the National Policy for Gender Equality by developing a cadre of well-trained gender and development specialists and gender focal point persons
- 5. To strengthen the pool of academic institutions, civil society advocates and practitioners that train, teach or work in the area of women's/gender and development studies at different levels;
- 6. To facilitate gender-based research and publication in diverse subject areas;

# **Admission Requirements**

Applicants should have a first degree with at least lower 2nd Class Honours (minimum GPA 2.5) or its equivalent. Preference will be given to students with some prior training in gender studies.

This could include the UWI Major or Minor in Gender and Development or its equivalent. Persons who have completed the Post-Graduate Diploma in Gender and Development Studies can seek admission into the MSc within a three year period but will be required to do one additional courses (4 credits) and the research project/internship (8 credits).

# OR

Persons without the required degree, but who have governmental/ NGO experience in the field of gender and development will be considered on a case by case basis in keeping with University of the West Indies regulations. Applicants will also be required to include a personal statement/essay of 800-1000 words explaining their interest in and knowledge of contemporary gender and development issues.

**Cost**: **USD \$4500** (for the entire duration of the programme) in addition to The UWIs miscellaneous fees (paid annually).

# **Programme Structure**

The M.Sc. programme is constructed as an 18-month full-time programme or 2.5 years part-time programme during which time the candidate will have completed thirty-six credits (36).

# Masters (With Research) Track:

- 5 core courses:
  - 1. GEND 6001: Contemporary Feminist Theorizing
  - 2. GEND 6601: Key Theories and Debates in Gender and Development
  - 3. GEND 6101: Introduction to Research Methods for Gender and Development
  - 4. GEND 6502: Gender Analysis for Development Policy and Planning
  - 5. GEND 6102: Feminist Epistemology and Gender Research
- 2 Electives
- Research Paper (20,000 words
- Participation in 1 research seminar (non-credit)

# Masters (With Internship) Track:

- 5 core courses
  - 1. GEND 6001: Contemporary Feminist Theorizing
  - 2. GEND 6601: Key Theories and Debates in Gender and Development
  - 3. GEND 6101: Introduction to Research Methods for Gender and Development
  - 4. GEND 6502: Gender Analysis for Development Policy and Planning
  - 5. GEND 6402: Gender, Political Activism and Mobilisation
- 2 Electives
- 2-3 months Internship and Report (12,000 words)

CORE COURSES	COURSE CODE	SEMESTER	CREDIT WEIGHTING (4 CREDITS)
Contemporary Feminist Theorizing	GEND 6001	1	50% course work/ 50% examination
Introduction to Research Methods for Gender and Development	GEND 6101	1	100% in course assessment
Feminist Epistemology and Gender Research [Core for MSc research track]	GEND 6102	2	100% in course assessment
Key Theories and Debates in Gender and Development	GEND 6601	1	50% course work/ 50% examination
Gender Analysis for Development Policy and Planning	GEND6502	2	100% in course assessment
Gender, Political Activism and Mobilisation [Core for MSc internship track]	GEND 6402	1	50% course work/ 50% examination

ELECTIVES			
Men and Masculinities in the Caribbean	GEND 6602	1	50% course work/ 50% examination
Gender, Political Activism and Mobilisation (Elective for research track)	GEND 6402	1	50% course work/ 50% examination
Gender in Conflict Situations	GEND 6105	2	50% course work/ 50% examination
Feminist Epistemology and Gender Research (Formerly Foundations of Feminist Methodology and Epistemology) [Elective for MSc internship track]	GEND 6102	2	100% in course assessment
Sexuality Bodies and Power in Society	GEND 6201	2	50% course work/ 50% examination

Candidates are also allowed to enroll in electives offered by other departments of The UWI

# MSc Research Paper (8 credits) GEND 6801

Students who choose the MSc with research option must complete, under academic supervision, a written research project based on primary research data or using secondary data sources on a subject chosen by the candidate in consultation with IGDS Faculty. Topics for the research paper must be submitted to the IGDS by the end of the second semester of year one and must be related to the general subject area of Gender and Development and approved by the Graduate Studies Coordinator.

Upon approval of their topics, students will be assigned supervisors who will subsequently work with them to determine the procedures to be followed for preparation of the research project, for oral presentations (research seminars) and submission of proposals for ethics review where necessary.

The research project (maximum 20,000 words, exclusive of notes, references, and appendices) is to be submitted by the end of June of their second year. The Research Project must be written in accordance with the University's Regulations. The final research project will be examined by the supervisor and another selected internal UWI examiner.

# Components of the Research Project:

- Introduction -10 marks
- Literature Review -10 marks
- Conceptual Framework 10 marks
- Methodology and Methods 20 marks
- Presentation and Analysis of Data 30 marks
- Conclusions and Recommendations 10 marks
- Bibliography and Appendices 10 marks

	 _	1
<ul> <li>Introduction (10 marks)</li> <li>Introduction to the study has a clear statement of the problem, demonstrating how topic is significant to your area of study and Caribbean feminist scholarship</li> <li>Introduction situates specific problem within an historical perspective and broader context.</li> <li>The research questions are stated clearly.</li> <li>Assumptions, limitations, justification and bounds of the study are clearly stated.</li> <li>Important terms are defined conceptually and operationalised.</li> <li>Introduction is engaging and well written</li> </ul>	4-7 marks	0-3 marks
- Coverage of the literature is adequate and within scope of problem  - Literature review is well organized, well written and demonstrates logical sequencing and structure around major ideas or themes.	4-7 marks	0-3 marks

-	The content of the review is drawn from the most relevant published knowledge and current research on the topic under investigation.			
-	Scholarly sources appropriate to the issue or problem are chosen for study.			
-	The literature review makes explicit connections between prior knowledge and research and the issue or problem under investigation.			
-	Detailed conclusions are reached from the evidence offered which are useful to following chapters.			
-	Information is properly cited using APA style.			
Conce	ptual Framework (10 marks)			
-	Research questions are directly connected to the conceptual framework.	8-10 marks	4-7 marks	0-3 marks
-	The conceptual framework delineates the ideas or concepts that are being applied to the issue or problem under investigation.			
-	The conceptual framework engages with relevant feminist theoretical approaches and concepts.			
-	The conceptual framework is engaging and well written			
Metho	dology and Methods (20 marks)			
The res	search design is appropriate and bed fully.	15-20 marks	9-14 marks	0-8 marks
	s an appropriate and well written sion of feminist methodology and ds.			
The rol	e of the researcher is clearly explained.			
The res	search setting is described and justified.			
sample subjec	ntion, sample, criteria for selecting e/ participants, and access to ts/participants are appropriate and ped in adequate detail.			

Data gathering methods and procedures are appropriate and clearly described.			
Measures for ethical protections and rights of participants are adequate.			
Presentation and Analysis of Data (30			
Marks)	22-30 marks	12-21 marks	0-11 marks
Findings and results are clearly and comprehensively described and analysed			
The findings and results build logically from the problem and research design and are presented in a manner that addresses the research questions or hypotheses.			
Analysis of findings applies feminist theories and concepts.			
Analysis of findings is well linked to research questions and literature review			
Data chapters are well written and engaging			
Conclusions and Recommendations (10 marks)	8-10 marks	4-7 marks	0-3 marks
The chapter begins with a brief overview of how and why the study was done, reviewing the questions or issues addressed and a summary of the findings and results.			
The interpretation of findings and results includes conclusions that address all the research questions or hypotheses.			
Recommendations for action flow logically from the conclusions and include steps for action			
Recommendations for further study point to topics that require closer examination.			
The work concludes with a strong, well-written closing statement with regard to Caribbean feminist scholarship and knowledge creation.			

Bibliography and Appendices (5 marks)	4-5 marks	2-3 marks	0-1 marks
- Bibliography includes an appropriate number of relevant sources.			
- Citations follow APA Manual Style			
<ul> <li>Appendices are well written and appropriate.</li> </ul>			

# **MSc Internship guidelines**

# Rationale

Internships provide students with the opportunity for hands-on practical learning and application of the research and theories which they have encountered in the classroom. It is an experience that allows them to put theory into practice and to think critically about participating in gender related social activism. Additionally, it helps students to develop and hone valuable skills in a feminist or gender and development work setting. The internship period should assist with developing a deeper understanding of the ways in which gender studies informs institutional structures and individual experiences. Internships which are most useful and in which the most learning takes place are those in which students have an opportunity to participate actively in the work of the organization by contributing to a specific programme or project. While it is important for the intern to fit into the structure and remit of the host organisation, where possible, it is also important for the intern to infuse the skills and knowledge garnered in the taught portion of the MSc into projects being done at the organisation. Regional and International placement has been facilitated through external partners, but it is expected that most internships will take place in organisations in Jamaica.





LIST OF POSSIBLE ORGANISATIONS		
1. Association of Women's Organisations of Jamaica	2. Jamaicans for Justice	
3. Jamaica Women's Political Caucus	4. Hope for Children	
5. Women's Media Watch Jamaica	6. Fathers Inc	
7. Father's Incorporated	8. Planning Institute of Jamaica	
9. Women's Resource and Outreach Centre	10. Child Development Agency	
11. Bureau of Women's Affairs:	12. Victim Support Unit, MOJ	
13. Jamaica Household Workers Association	14. WE Change	
15. the Council for Voluntary Social Services	16. Women's Centre (various offices island- wide)	
17. DAWN Caribbean Secretariat	18. FAMPLAN (St Ann)	
19. UNFPA	20. Mothers in Crisis	
21. Peace Management Initiative	22. Violence Prevention Alliance	
23. Dispute Resolution Foundation	24. Women's Resource and Outreach Centre (WROC)	
25. UNDP Partners for Peace	26. Pregnancy Resource Centre (Montego Bay)	
27. WomanInc	28. Dispute Resolution Foundation	

# **Assignment:**

- All interns will be assigned in such a way that relates their academic work to practice and captures their work experience thus far.
- The intern will be involved in the organization's events such as staff meetings, workshops and seminars and allow opportunities for networking and informational interviewing with key personnel.

# Each intern is required to complete:

- Approximately two to three months of work (no less than 150 contact hours) in an organisation approved by the IGDS RCU.
- A project report, which provides details on the organization, your participation and contributions to the organization, and an analysis of the intersection of your coursework and the work of the organization.
- An intern evaluation report rating the experience.

# **Supervision**

• Supervision will be provided by the IGDS and an on-site supervisor in the host organization.

# **Internship Operational Guidelines**

The organization, the UWI supervisor and the intern will create mutually agreed upon learning objectives and these will be well documented learning objectives that will provide a clear direction and targeted goals for the intern.

IGDS internship documents include:

- internship job descriptions
- eligibility and application requirements
- supervisory roles, and supervisor/intern evaluations or internship reports
- Supervisor's evaluation form
- Internship Report guidelines

### **Assessment**

- The intern will be assessed mainly on the written report. This accounts for 75% of the final grade. This report is subject to the rules of the UWI governing research papers.
- The candidate will also be assessed on their work in the field. This 25% of the final grade will be determined by the on-site supervisor in conjunction with the IGDS supervisor.

# **Internship Report Guidelines**

The report (8,000 - 12,000 words) should contain the sections below and will be graded on the basis of reporting along these lines:

## **General Structure:**

- Type-written in Times New Roman font, size 12, double spaced, 1 inch margins
- Bibliography with at least 10 academic citations
- University and Institute names
- Name of company/firm/organization (for internship)
- Student's name, ID, email address and semester Internship start and finish dates, number of internship weeks and hours
- Date of submission
- Supervisor's name (at the place of internship), title, phone and email address
- Academic supervisor's name, title, phone (optional) and email address
- Section and subsection headings
- Page Numbering
- List of tables/graph/charts/appendices

# **Project Summary**

• A brief summary should present an overview of the complete report to help the reader have a quick glance at the report before reading it in detail. It should outline the subject of the report and the contents of the analyses.

# Company/Agency Overview

Research the company/agency to get an understanding of who they are and their functions. Your overview should include:

- Brief description of the organization population they serve, needs being filled, financial support of the services provided
- Organizational structure hierarchy/collective, departmentalization, chain of command within departments, span of control, work specializations
- Scope of / description of major activities and intended outputs; key alliances/partnerships in the governmental and non-governmental sectors

# Internship activities

This section should present the activities performed during the internship period and should include details/descriptions of:

- Your position title, supervisor and other team members/co-workers
- The departments/branch activities/operations you worked in during the internship with period spent in each department.
- Working conditions and functions
- · Responsibilities assigned to you as an intern and experiences gained
- Details of tasks completed, project undertaken or training programme attended (if any)
- Research completed during the internship
- Difficulties and challenges experienced
- Positive outcomes

# Evaluation and analysis – relationship of internship to course material

In this section, you relate your experience to the material covered in your gender studies courses. You must contextualize your internship experience in relation to the practical skills you learned as well as in relation to theoretical knowledge from the classroom. The following questions/statements may be used to guide your writing of this section.

- How did the course material that you covered in your programme relate to the work done in your internship?
- How did your course work help you to analyse your work/experience at the organization?
- Compare between theory (what you learned at IGDS) and practice (the things you did and/or observed at the organization).
- Did the internship meet your expectations? Explain.
- What skills and qualifications do you think you have gained from the internship?

- External circumstances/trends/opportunities that favour the organization in achieving their targets.
- Any external threats/challenges that will decrease the organization's effectiveness and productivity.
- Identification of main problems.

# **Recommendations/Conclusions**

Discuss in this section your key conclusions from your internship experience and provide recommendations for the organization based on what you have learned at the site, and the application of your theoretical knowledge to the setting. You may also highlight the most valuable aspects of the experience and your impressions of the organization and its impact on its target audience.

Learning Outcomes (Should be 3-4 pages long) Focus most of your cognitive abilities on this section.

- What was accomplished through the affiliation? (through your internship)
- The facets of your responsibilities that you liked/disliked and why?
- How efficiently did you apply the theoretical knowledge gleaned from your courses to the practical situations confronted during internship?
- How was this internship destined to impact your career advancement?
- Any other comments you would deem appropriate and relevant.

# Upon completion of their internship, students should:

- be able to explain how feminist theory informs practice, and vice versa in the specific context;
- be able to analyze work places and policies as they relate to issues of gender, race, class, and sexuality;
- have developed skills and strategies for communicating with supervisors and colleagues;
- have developed skills and strategies for reflecting on individual responsibilities and ethics in a workplace situation;
- have gained work experience from which to draw when making future career and/or educational choices.

# References/Bibliography

The sources for the data and other information used in the report should be acknowledged in this section by citing references within the text of the report using APA referencing style.

# Schema for fieldwork

Item	Marks allocated	Supervisor's Grade
Overall Quality of Assignments completed	8	
Knowledge of Gender and Development	8	
effectively applied to tasks		
Attendance, Punctuality and Professional	5	
Demeanor		
Ability to communicate verbally and in writing	4	
TOTAL	25	

Experience	Rating	Comments
Work Attitude:		
The intern had a positive attitude to the internship activities and was willing to participate in various tasks/activities		
The intern was able to finish required tasks in the time allocated		
Knowledge of Gender and Development and the work of the organization:		
The intern was able to apply relevant theories pertaining to Gender and Development to tasks given		
The intern was knowledgeable about the work of the organization		
Relationship to Supervisor/peers		
The intern worked well with staff at the organization		
The intern had a good working relationship with the internship supervisor		
General Deportment		
The intern was punctual		

The intern attended meetings/events being hosted by the organization	
The intern's dress and decorum were appropriate while working in the organization	

# **Mark Scheme for Written Report**

Project Summary 5
Company/Agency Overview 5
Internship activities 10
Evaluation and analysis – relationship of internship to course material 30
Recommendations/Conclusions 15
References/Bibliography and presentation 10

Total: 75

Guidelines for grading	Excellent	Good/Satisfactory	Weak/Poor
Work done and tasks undertaken at the institution are well articulated and conceputatlised      Summary of main achievements and challenges are well expressed	4-5 marks	2-3 marks	0-1 marks
- The work of the company/agency are well expressed within a wider context of gender and development studies  - Reasons for attachment/interest in the agency are properly contextualised	4-5 marks	2-3 marks	0-1 marks
Personal reflection on tasks done is meaningful and situated in the context of personal aims     Relationship of internship tasks to course material is well established	22-30 marks	15-21 marks	0-14 marks

				<del>,</del>
-	Relevant strengths/weaknesses in courses in relation to internship activities is thoroughly assessed			
-	Work of the agency is assessed within the context of gender and development literature, policy frameworks and relevant theories			
-	Analysis of work done applies feminist theories and concepts.			
-	Gaps or shortcomings in the work of the agency are well expressed and conceptualised			
Recom	nmendations/Conclusions 15	10-15 marks	5-9 marks	0-4 marks
marks				
_	Candidate's recommendations are			
_	well grounded in relevant scholarship			
	and policies related to the work of the			
	agency			
	agency			
_	Recommendations for action flow			
	logically from the conclusions and			
	include steps for action			
	include steps for action			
-	Recommendations are practical and			
	potentially implementable by host			
	agency			
-	The work concludes with a strong,			
	well-written closing statement with			
	regard to the work of the agency within the context of Caribbean			
	gender scholarship and knowledge			
	creation.			
		8-10 marks	4-7 marks	0-3 marks
	nces/Bibliography and presentation (10			
marks				
_	Bibliography includes an appropriate			
	number of relevant sources.			
-	Overall presentation of the report			
	indicates attention to detail in			
	grammar and spelling			
-	Citations follow APA Manual Style			

# MPhil/PhD in Gender and Development Studies (16 credits)

The research programmes are directed at students who are interested in a research-oriented degree, grounded in feminist theorising and activism. MPhil Candidates should have the capacity to engage in independent work required for a research degree (evidenced by suitable referees in the field of research and a proposal detailing a selected field of study) and be capable of developing and completing an original research thesis.

# **Programme Goals**

The goals of this programme are:

- 1. To improve the quality of gender-based analysis in development processes in the public, private and NGOs sectors;
- 2. To demonstrate the relevance of gender in Caribbean development;
- 3. To build capacity in a new generation of experts and specialists in the area of gender/development and feminist studies;
- 4. To promote innovative research and publications in the area of Caribbean feminisms, gender, sexuality and masculinities
- 5. To expand the knowledge base from which to draw for academics and researchers.
- 6. To strengthen research skills and capacities for using gender as a tool of analysis.
- 7. To increase the cadre of gender specialists who can engage in policy formulation and development planning.

## **Admission Requirements**

Applicants should have a first degree with at least 2nd Class Honours (minimum GPA 3.0) or its equivalent or a postgraduate degree from a recognized tertiary institution. Preference will be given to students who have pursued the undergraduate Major/Minor in Gender and Development Studies and/or the MSc. in Gender and Development Studies.

Cost: JMD \$275,763 (FT) JMD\$137,882 (PT) per year

# MPhil/PhD Candidates should:

- 1. Have the capacity to engage in independent work required for a research degree (evidenced by suitable referees in the field of research and a proposal detailing a selected field of study).
- 2. Be capable of carrying out a rigorous research project.

# **Programme Structure**

The MPhil programme is offered as a 3 years full time programme or a 5 years part-time programme, while the Ph.D. programme is a 5 years full time programme or a 7 year part-time programme.

Candidates will be required to complete a minimum of 14 credits of coursework

- 1 core course (4 credits)
- 2 research methods courses (8 credits)
- 1 online research ethics graduate course (2 credits)
- 1 research workshop course (2 credits)
- Participation in 2 (MPhil) 3 (PhD) research seminars (non-credit)
- MPhil Thesis (50,000 words) PhD Thesis (80,000 words)

Candidates will be required to present and defend a **Thesis Proposal** at the end of the first year for those required to complete two research fields.

Candidates enrolled in the MPhil programme may apply for an upgrade to PhD in accordance with the regulations for upgrading approved by the Board of Graduate Studies and Research.

### **Graduates:**

The RCO takes pride in its nine (9) research degrees awarded in the last ten (10) years. The IGDS was also recognized in 2014/215 for Outstanding Performance in the Development of Research Students by the Office of Graduate Studies and Research. Research graduates include:

- Faith Innerarity: "Gender Dimensions of Social Protection and Labour Market Participation"; PhD 2012 (Posthumously awarded)
- Violet Sutherland: "Assessing Institutional Capacity to Mainstream Gender in Crime Prevention Programmes: The Case of the Women's Resource and Outreach Centre in Jamaica"; MPhil 2014
- Yvonne Blagrove Smith: "The Intersectionality of History and Political Reality in the Representation of Black Women in Post-Colonial Anglophone Fiction"; MPhil 2014.
- Winsome Townsend: "The Integration of Gender in Water Resource Management (WRM) in a Rural Community"; PhD 2014
- Keino Senior: "Untold Stories of Abortion: Masculinities and Fatherhood"; PhD 2015 (High Commendation)
- Jacqueline Hall: Women in the "House": An Assessment of the Impact of Female Legislators on Pro-Women Policies in the Houses of Parliament in Jamaica; PhD 2017 (High Commendation)
- Lauren Marsh: ""Women employed in traditionally male occupations in Jamaica: Challenges, opportunities, and implications for employment policy"; PhD 2021
- Nadeen Spence: ""What is happening to our daughters: An examination of women's student leadership at The UWI Mona", PhD 2022 (High Commendation).
- Cynthia Pitter: "Challenges and opportunities for midwives to reduce gender-based violence: Experience from two hospitals in the Kingston metropolitan area, Jamaica"; PhD 2022.
- Beverley Josephs: "Representations of Gender and Cultural Identity in Jamaican Tourism Advertisements, 1957-2017"; MPhil, 2022.

# From Registration to Graduation: The Research Degree Process

Below is a recommended plan for full time MPhil and PhD students, but can vary according to the needs of students in terms of electives and recommendations from Supervisors and Advisory Committees. All students are advised to discuss these details with your Supervisor and to follow the course availability of IGDS offerings. Each semester, IGDS will send out an email to all graduate students with course offerings and registration information.

Year	MPhil - Full Time	MPhil - Part Time	PhD Full Time	PhD Part Time
1	3 Core Courses	3 Core Courses	3 Core Courses	3 Core Courses
2	Year Long Core Course	Year Long Core Course	Year Long Core Course	Year Long Core
	Research Seminar 1	Research Seminar 1	Research Seminar 1	Course
	Research Ethics Course	Research Ethics Course	Research Ethics Course	Research Seminar 1
	Submit to Ethics	Submit to Ethics	Submit to Ethics	Research Ethics
	Committee	Committee	Committee	Course
				Submit to Ethics
				Committee
3	Research Seminar 2	Commence Field Work	Commence Field Work	Commence Field
	Complete Field Work	Commence upgrade		Work
	Draft of Thesis	process of upgrading		
	Prepare to submit	to PhD		
	Thesis			
	OR			
	Complete upgrade if			
	upgrading to PhD			
4		Field work	Research Seminar 2	Research Seminar 2
		Research Seminar 2	Field Work	Field Work
			Draft of Thesis	
5		Complete draft of	Research Seminar 3	Commence Writing
		Thesis	Prepare to Submit	Thesis Draft
		Prepare to submit	Thesis	
		thesis		
		OR		
		Complete upgrade		
		process if upgrading to		
		PhD		
6				Research Seminar 3
				Produce Full draft of
				Thesis
7				Complete Thesis
				Prepare for
				submission of thesis

# **Research Seminars**

Research seminars are public presentations of postgraduate student research, which include a written and oral component. They are organised by the IGDS. These seminars provide research students with the opportunity to share their work with their advisory committee and the wider university community during the course of their research. Students should decide with their supervisor when to register and complete the research seminars, and the IGDS Graduate Studies Coordinator and Administrative Officer should also be informed in order to schedule and plan seminars accordingly. MPhil candidates are required to complete TWO research seminars and PhD candidates are required to complete THREE research seminars.

The supervisor and student should decide together what is best to present for each required seminar and the advisory committee might be consulted and asked to offer feedback during this process. The written component should be around 20-30 pages depending on where the student is in their research process and the level of programme (MPhil or PhD). Students are expected to submit the written component (i.e. seminar paper) at least **two weeks** before the scheduled seminar oral presentation.

# Transition between Programme Levels (in accordance with UWI Graduate Regulations)

- 1. MSc to Diploma: In consultation with their Supervisor and IGDS Graduate Studies Coordinator, students can request to transition to the Postgraduate Diploma while in the MSc Programme if they cannot complete the research project, internship, or if the research project or internship is unsuccessful. To transition, the candidate would have to complete all the Diploma core and elective requirements.
- 2. MPhil/PhD to MSc: In consultation with Supervisor and IGDS Graduate Studies Coordinator, students can request to transition to the MSc while in the MPhil or PhD programme if they are unable to complete the thesis or if the thesis was unsuccessful. To transition from the MPhil/PhD to the MSc, the candidate must complete all the core courses required for the MSc, along with electives and the research project or internship.
- 3. MSc to MPhil: Applicants who have completed the IGDS MSc in Gender and Development Studies, have an excellent record of scholarship can apply to the MPhil or programme. If accepted (through the OGSR upon recommendation of the IGDS), they would be required to complete the required research seminar(s), online research ethics course, and the research thesis for the MPhil programme. Supervisors may recommend that students take additional courses across faculties as needed for their research areas. Students may be exempted from course work on a case-by-case basis.
- 4. Upgrade from MPhil to PhD: MPhil students can apply to upgrade to the PhD in their second year after successful completion of an upgrade seminar based on the quality of a substantial paper presented at a seminar of staff and students and assessed by three approved assessors. Applications are approved by the OGSR on the recommendation of the IGDS. Students may be exempted from coursework on a case-by-case basis.

Recommendations for transfer to the PhD will be initiated by the candidate's Supervisor based on an assessment of the scope, depth and originality of the research in progress. Such recommendation will not normally be made before the beginning of the second year of registration. If the recommendation to transfer is approved by the OGSR, the candidate's registration for the MPhil will terminate and the PhD registration will be dated from the date of the initial registration of the MPhil.

5. Direct Entry to PhD: Applicants who have completed graduate degrees with a substantial research component and who have an excellent record of training and scholarship in the field of Women's or Gender Studies (or in related fields within the Social Sciences and Humanities) may apply for direct entry to the PhD programme. This must be approved by the OGSR on the recommendation of the IGDS. Supervisors may recommend that students take additional courses within IGDS and across faculties as needed for their research areas. Students may be exempted from coursework on a case-by-case basis.

# **Detailed Course Descriptions**

# **GEND6601 Key Theories and Debates in Gender and Development**

Four (4) Credits

This course is designed to expose students to development paradigms, theories and issues and how they have evolved over time. Using a gender lens, it examines traditional and current perspectives of development and their relevance for Caribbean countries. A gender based analysis of development issues such as governance, education, labour markets, migration and health is done with the aim of ascertaining the ways in which they are being (or can be) transformed to entities that exhibit and promote equity, gender and social justice towards inclusive and sustainable development. The course also critically assesses the major social institutions as they exist in the Caribbean from a gender perspective to assess the extent to which these institutions reinforce or reproduce systemic and structural inequalities within the wider society/region, while exploring strategies for action and social change.

This is the only course within our Gender and Development programme which gives a comprehensive look at development theories and how they have evolved. The course goes further to interrogate traditional and current development theories using a gender lens. The course also appeals to other students of development studies such as Sociology of Development, International Development, Government and International Relations students.

At the end of this course, students should be able to:

- 1. To discuss traditional and current development theories (including radical Caribbean thinkers and WID, WAD, GAD approaches)
- 2. To assess the impact of development theories and models on Caribbean societies and their institutions
- 3. To examine the extent to which social transformation is occurring within the Caribbean with the aim of promoting sustainable and inclusive development.
- 4. To assess the extent to which structures of governance in the Caribbean are promoting a rights based gendered approach towards human rights and social justice

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- 5. To examine the intersectionality of class, race, ethnicity and gender in existing inequalities in education systems and the implications for Caribbean development.
- 6. To analyze the gender dimensions of the Caribbean labour market structure
- 7. To contextualize the health issues of Caribbean men and women in relation to Caribbean sustainable development.

Assessment 50% coursework 50% exam

# **GEND 6001: Contemporary Feminist Theorizing**

Four (4) Credits

Philosophy and language have been two of the most powerful creators and reflectors of the ways in which we understand and are able to analyse ourselves, our worlds and the roles and functions that we are assigned therein. These knowledge systems have, in large measure, been used to validate hierarchical systems that have created and maintained the dominance and authority of selected groups of people over others. Feminism is an activist and academic project which deliberately sets out to interrogate and destabilise these knowledges and knowledge systems. Consequently, the feminist challenge is to detect and expose sexist concepts and then reconceptualise, reconstruct and analyse the realities that these structures purport to describe and categorise.

This course looks at the strategies employed by philosophy and language in defining and constructing the category woman and womanhood as 'other', diseased and incomplete, in other words, a product of various pathologies. It must be noted here that 'otherness' is not only created on the basis of biological sex or social gender; it is also created on the basis of geopolitics and, to that extent, the course will deliberately affirm the Caribbean experience as a valid standpoint from which to interrogate and theorise. Hence, our own personal and collective Caribbean experience, as well as relevant Caribbean scholarship, will be an integral part of this course.

The course is integrated in the programme as one of the core and initial courses that students must take. Included in the course is not only the foundation of the feminist challenge to mainstream philosophy, but an introduction to critical concepts in gender and development. In addition, the challenges and critiques associated with feminist theorizing are covered, which creates a space for debate and interrogation of feminism before students move on to other courses related to gender and development studies.

At the end of this course, students should be able to:

- 1. Employ gender as another category of social analysis in our understanding and interpretation of the present and past human society
- 2. Review the development of the main perspectives in feminist theory
- 3. Develop an appreciation of the intellectual diversity of evolving scholarship within feminist thinking.
- 4. Evaluate the relevance of the ideas of feminist theory to an understanding of the status and position of women and men in Caribbean society.

- 5. Expand their epistemological vocabulary on Caribbean ways of knowing and production of knowledge as it relates to gender, sex and sexuality.
- 6. Elaborate on Caribbean Feminist philosophy, its questions, assumptions and assertions.

Assessment 50% coursework 50% exam

# GEND 6101: Introduction to Research Methods for Gender and Development

Four (4) Credits

This course is designed to give students an introduction to the world of social research and a comprehensive understanding of the research process. It focuses on both quantitative and qualitative research approaches and the philosophies guiding both. Further, students will learn how both quantitative and qualitative research approaches are relevant to, and can be used in doing research on a gender topic or issue.

Students will also gain a better understanding of the mixed method approach, which is often used in gender studies, to enhance the quality of the research and to interrogate social problems and issues using a gender lens.

The course adopts both learning as you go and incremental learning approaches where the course assessments will allow students to apply knowledge gained from this course in the development of their research proposal. The course is designed in such a way that learning each week will lead to student reflection and thus incremental design of a research study and the related research proposal on a selected topic in the area of gender and development studies.

At the end of the course students are expected to be able to formulate a research design, and produce a complete research proposal reflecting a strong gender perspective and in keeping with UWI ethical standards for social research.

At the end of this course, students should be able to:

- 1. To assess the philosophical underpinnings of social science research (Positivism and Constructivism);
- 2. To demonstrate a comprehensive understanding of both quantitative and qualitative approaches and its relevance to gender research;
- 3. To examine the methodological congruence in mixed methods approach in the completion of feminist/gender research;
- 4. To demonstrate the ability to select a gender topic and formulate a related problem statement;
- 5. To evaluate the various methods and techniques appropriate for collecting, analyzing and presenting data/information on a gender research topic;
- 6. To design a research proposal around topics pertinent to Gender and Development Studies (in the Caribbean).

Assessment 100% continuous assessment

# **GEND 6102: Feminist Epistemology and Gender Research**

Four (4) Credits

Quantitative researchers contend that how research is conducted and knowledge constructed is an objective exercise. They go on to argue that social research results have no bias and merely contribute empirical evidence for building theory, adding to the body of knowledge in particular subject areas and informing programmes and policies which should contribute to development and social growth. On the other hand, qualitative researchers suggest that who we are (subjective researcher) affects what we do (our methods) and determines what we produce (the results). From this approach, the feminist perspective invites us to consider that how we are as men and women can affect research methodology and epistemology.

**Feminist methodology** is mainly concerned with the way that knowledge is produced about the social life and how it can be connected to the social realities of women. Sandra Harding (2012) contends that studying and knowing the perspectives of women, accepting the researcher as part of the research subject and appreciating the beliefs of the researcher guides the feminist research process.

This course is the second semester research course within the programme and follows from GEND6102 (semester I). It examines the challenge of feminist ontology and epistemology to traditional social science research. It exposes the myth of objectivity and clarifies concepts of feminist epistemology. This leads to an engagement of alternative perspectives in relation to the social sciences. It involves an analysis of social science research to evaluate sexist and ethnocentric bias in research design, data collection and analysis and reporting. It also addresses the differential female and male experiences as data sources.

At the end of this course, students should be able to:

- 1. Assess the contending paradigms of qualitative and quantitative research methodologies in social science research
- 2. Identify the fundamental principles of feminist ontology and epistemology
- 3. Evaluate sexist and ethnocentric bias in social science research using the feminist/gender
- 4. Evaluate the various research methods and techniques suited to feminist research
- 5. Apply feminist epistemology and theory to a participatory action research (PAR) study.

Assessment: 100% coursework

# **GEND 6502: Gender Analysis for Development Policy and Planning**

Four (4) Credits

When it comes to development, women and men have different challenges and unique needs, which require varying approaches that promote gender equality and gender equity. Gender analysis and gender mainstreaming means understanding and incorporating these gender differentials in needs, access and opportunities when designing policies, plans and programmes for development.

In this course, students will be equipped with the tools to carry out gender analysis and gender mainstreaming and will be taught key development planning frameworks that can be used to guide these two processes.

The course is integrated into the programme as one of the core development courses. It follows from the first semester course Key Theories and Debates in Gender and Development. Having gone through the various theories/perspectives of development and the evolution of gender into development theories, students in this course will learn why and how gender must be integrated into the practice of development through development programmes, projects and policies. The course therefore focuses on the planning processes and practices of development.

At the end of this course, students should be able to:

- 1. To identify the global and regional context within which gender analysis emerged in development policy and planning;
- 2. To conduct a gender analysis
- 3. To use the various gender planning frameworks
- 4. To identify, assess and recommend ways to mainstream gender into programmes and policies
- 5. To conduct M&E (as part of gender analysis process)
- 6. To identify the key features of the policy process
- 7. To evaluate a policy paper using gender lens
- 8. To critique existing policy documents (from various countries) in relation to a gender mainstreaming approach.

Assessment 100% coursework

# **GEND 6402: Gender, Political Activism and Mobilization**

Four (4)

This course aims to provide insights and develop understandings concerning the conditions that drive activism with specific reference to women's agency and collective organizing in the Caribbean. The course focuses on the different ways in which the socio-economic conditions, party politics, governance and patriarchy may provide the basis for women's activist interests. It examines women's political leadership from a historical perspective with a view to determine whether the gender of leadership/governance has a profound impact in influencing or improving the social conditions of Caribbean women's lives.

The course also explores the social and political constraints that challenge the achievement of women's activism, as well as the extent to which women have managed to take advantage of the different windows of opportunity to influence social change through various creative means. The course will highlight the ways in which the legacies of the past have been consolidated into contemporary times.

The sessions outlined aim to provide graduate students with an understanding and analysis of Caribbean initiatives in women's organising at different historical periods, focusing on selected cases. It will introduce students to the dynamics of race, class, gender realities, national and global politics involved. Strategies will be examined taking into account the dynamics between national, regional and international/global politics, women's organising, and gender equality initiatives in defining the challenges as well as achieving the gains. The context, strategies, outcomes, limitations, and current opportunities will be addressed.

At the end of this course students should be able to:

- 1. Critically examine the work of leading personalities as well as those 'behind the scenes' who were engaged in activism especially if the actions that were taken resulted in significant gains for women.
- 2. Discuss the work of women involved in politics and the substantive representation of women by women.
- 3. Explain the extent to which the strategic positioning of women within the structures of governance facilitates feminist actions and how community women can gain from this kind of activism.
- 4. Assess how policies have been influenced by the actions of individual women and from the collective organizing of women.
- 5. Critique the issues of power, gender, governance, patriarchy, Caribbean socio-economic situation in the context of how those issues affect the living conditions of women.
- 6. Critique the gender of leadership and its impact on the leadership of gender from an activist perspective.

Assessment: 50% coursework 50% exam.



