

# Student Handbook



"In Pursuit of Excellence"



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## CJC Vision Statement

To be the best recognized educational institution practicing excellence in teaching and learning and promoting change and innovation.

## CJC Mission Statement

*“Corozal Junior College is committed to excellence in tertiary education by fostering the intellectual, socio-cultural, moral, physical and emotional development of its students by providing the necessary tools, opportunities and experiences to meet current and future challenges.”*

## Purpose of the CJC Student Handbook

The Student Handbook has been prepared to provide an easy reference guide to help you know the institution’s facilities, services and current regulations. Please ask whenever you need advice, assistance or information, for our CJC family will always be happy to help you.

A banner for Corozal Junior College. The top section has a blue background with the college's crest on the left and the text "Corozal Junior College" in large white letters, with "Your success story starts here!" in smaller white text below it. The middle section is a collage of six photos showing students in various settings: two girls sitting outdoors, a girl sitting on a bench, two students in a lab, a girl holding a book, and a group of four students. The bottom section has a dark blue background. On the left, under the heading "Programs", are listed "Business", "Primary Education", "Arts", "Science", "Computer Science", and "Tourism Management". On the right, a quote says "Come be a part of the most dynamic and prominent tertiary level institution in Belize. Step up today and take charge of your future." The bottom of the banner is a red bar with contact information: "Josefa Layout, Corozal Town, Belize / Phone (501) 422 3062" and "Email: mmontero@cjc.edu.bz / www.cjc.edu.bz".

**Corozal Junior College**  
Your success story starts here!

**Programs**  
Business  
Primary Education  
Arts  
Science  
Computer Science  
Tourism Management

**Come be a part of the most dynamic and prominent tertiary level institution in Belize. Step up today and take charge of your future.**

Josefa Layout, Corozal Town, Belize / Phone (501) 422 3062  
Email: mmontero@cjc.edu.bz / www.cjc.edu.bz

## **MESSAGE FROM THE DEAN**

### ***Welcome to the CJC Family!***

We are very pleased and excited that you have chosen Corozal Junior College as the place to further your education. On behalf of the administration, faculty and staff, I welcome you to this campus.

I challenge you to make these years both productive and enjoyable in learning. Whether you are beginning or continuing your studies here, many opportunities for involvement in campus life await you.

Your years at CJC should include a multitude of experiences that will help you develop academically, and prepare you to be an active and engaged citizen of the world.

I encourage you to take advantage of the wide range of learning experiences that are available to help you develop the ability to reason, think imaginatively and critically and communicate effectively.

Your collegiate years are also a time for personal growth and enrichment. Take advantage of the extra-curricular and cultural offerings that are available to you. Make every effort to meet new people, participate in a sport or club, attend a lecture, join the student government, or volunteer your time to a service organization.

By being involved, it will enrich your experiences, and you will learn valuable skills which will help you to develop long-lasting friendships with administration, faculty, staff and fellow students – Your CJC Family.

CJC has students enrolled from every part of the country. As a young and vibrant institution, these students come in togetherness to experience CJC's excellence in arts, business, science, and teacher education programs. Its beautiful facilities, grounds and warm and friendly atmosphere bring students countrywide one unique family built in brotherhood – CJC Students.

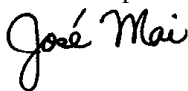
The CJC Family is committed to work with you to make your time here enjoyable and meaningful.

CJC is what ***you, the students, make it.***

**Accept the challenges; become involved in campus life and help us continue our tradition of quality education.**

The Administration, faculty and staff welcome you with open arms and we wish you all the best for a successful and rewarding year.

Yours in the pursuit of excellence,





## **MESSAGE FROM THE ASSISTANT DEAN**

### **Mr. Miguel Montero**

To all Students, I extend a warm welcome to the Corozal Junior College from the Office of the Assistant Dean.

The Office of the Assistant Dean operates with an open-door policy where students are always welcome to communicate any request, complaint or feedback. This Office is committed to meeting the education and training needs of a wide variety of students who enroll in the programs offered at our institution.

As the Assistant Dean, I am cognizant of the needs and demands of our Belizean Education system and the interests of every new generation of students. Thus, as the supervisor for Student Affairs, I am solemnly interested in promoting the social, physical, cultural, moral, spiritual, academic and ethical development of every student.

I open my arms to you- our students- in the hope that you whole-heartedly embrace and immerse into the Corozal Junior College family, for this family pledges to contribute to your total development and assist in the process of nurturing good citizenship in you. It is the desire of the College and the Student Affairs Office to maintain an environment which will provide the opportunities for the development of life skills to supplement students' academic disciplines. Thus, as the Assistant Dean responsible for student-affairs, I welcome you with open arms to Corozal junior College and encourage you to make of your student-life a productive one.

Welcome to Corozal Junior College!

Respectfully yours,  
Mr. Miguel Montero

## MESSAGE FROM THE COUNSELLOR

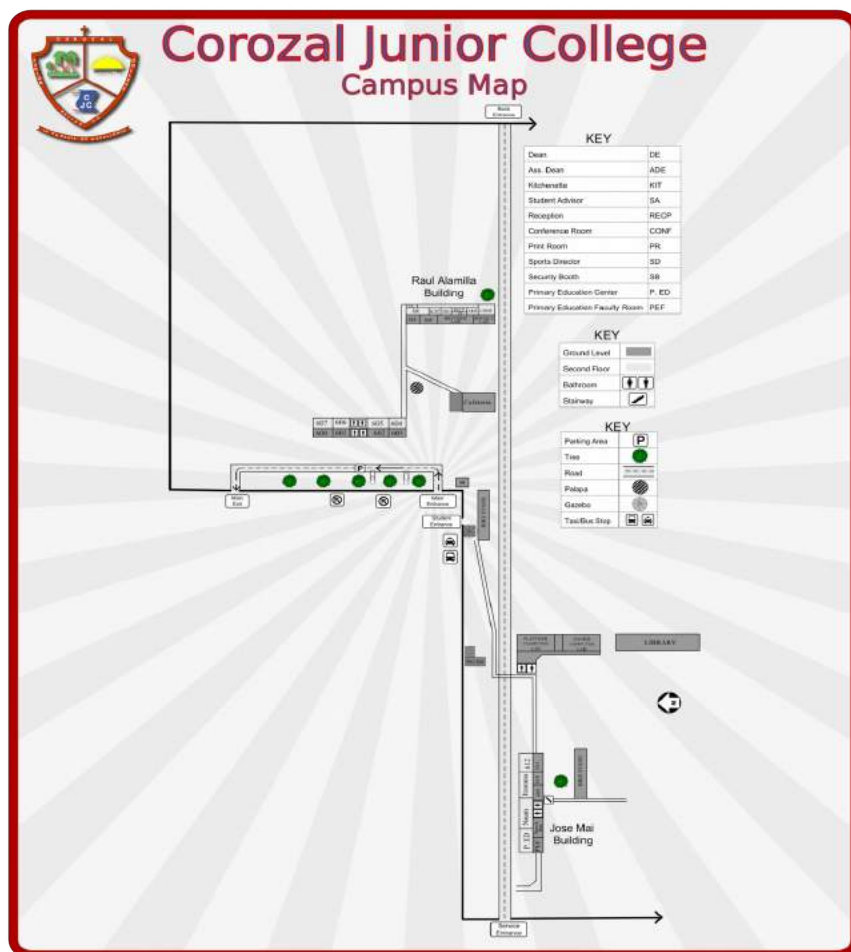
**MRS. ELVIA VEGA SAMOS**

Greetings! It is my pleasure to welcome you to a new school year and the Corozal Junior College family! As individuals, we all want the freedom to do certain things; however, it is imperative that we realize that with freedom comes responsibility. This CJC Student Handbook serves as a guide to you as to what your responsibilities are as a CJC student. I hereby ask you to become familiar with it so that you are able to make better decisions during your years here at the Corozal Junior College. Remember, it is important that you prioritize your school tasks and not rush into things or become distracted with other events that will only contribute to failure. Live each day in a responsible manner so as to not have regrets later on.

I leave you with the following quote, **'First I was dying to finish high-school and start college. Then I was dying to finish college and start working. Next, I was dying for my children to grow old enough for school, so I could return to work. Finally, I was dying to retire. And now, I am dying.'** -Unknown.

## 1 Campus Services

### 1.1 Campus Map



### 1.2 Computer Resources

The Computer Labs, located on the first floor of the Jose Mai building, provide computer, networking and information technology support and services to the academic and administrative communities of CJC. The labs provide students and faculty with technical assistance in the use of computer equipment and systems. In addition, each student is provided with a username and a password to access the available services- productivity tools, Internet, Email, printing, etc. Daily laboratory hours are 8:00 am to 3:00 pm from Monday to Friday and flexible Open Lab hours are also instituted to cater for students' needs. Internet Wireless services are provided to ALL CJC

students by registering one device (laptop or tablet or smart phone) with the Information and Communication Technology Service (ICTS).

### **1.3 Library**

The CCC/CJC library is conveniently located near to the CCC Computer Labs and serves both the high school and the junior college. The library is a place for quiet study, research and reading. Computers with Internet access are available at no cost. This facility is equipped with information in the major disciplines and can comfortably seat thirty five students.

A full time librarian is available to assist students in obtaining resources and providing research support and advice. The library also offers printing and photocopying services to students at a reasonable cost. A CJC library card is necessary to borrow books from the library.

The library is open Monday to Thursday from 7:15 a.m. to 4:30 p.m. and on Fridays from 7:15 a.m. to 3:10 p.m.

### **1.4 Dining Services**

Campus dining services are open to all administration, faculty, staff, students, and authorized visitors. These services consist of a main cafeteria located at the southernmost section of the campus, adjacent to the Rudolph Wade Auditorium (at designated times) and two snack shops. One, conveniently located near the Junior College building and the other in the bottom floor of the Finance Building.

These services provide a variety of food and beverages at reasonable prices. These facilities are open from Monday to Friday from 7:30 am to 1:30 pm.; except for the snack shop in the Finance building which opens Monday to Friday from 9:00 am to 1:00 pm.

### **1.5 Athletics**

Conscious of the need to develop both the mind and the body of its students, CJC provides students with the opportunity to compete in various sports in different contexts - intramural, national and international competitions. CJC has been able to organize sporting and cultural exchanges with several institutions from Chetumal, Q. Roo such as CBTIS 214 (Centro de Bachillerato Tecnológico, Industrial y de Servicios), UNID (Universidad Interamericana para el Desarrollo) and CECYTE (Colegio de Estudios Científicos y Tecnológicos del Estado).

Sporting equipment and facilities for volleyball, basketball, football, five-a-side football, softball and track and field are available. Through a log system with the Sports Coordinator, sporting equipment is readily available to students by presenting their CJC student ID.

Annual Fun and Sports Day is an integral part of student life. It is particularly planned for CJC students by the Sports Coordinator.

### **1.6 The Rudolph Wade Auditorium**

Located at the southernmost section of the campus and is adjacent to the Corozal Community College basketball court. It is an alfresco multi-purpose building, which accommodates assemblies, graduation ceremonies and other social activities.

The auditorium is named in memory of Rev. Rudolph Wade Sr. who was a Religion teacher at the Corozal Community College for 12 years. He was a kind, compassionate and friendly person who inspired his students to become enthusiastic and motivated learners.

### **1.7 Graham Sampson Laboratories**

CJC has two science laboratories. The Biology/Chemistry Lab can accommodate about 30 students and the Physics Lab can accommodate about 15 students. These are located in the lower flat of the Raul Alamilla Building.

These labs are named after Mr. Graham Sampson who taught Mathematics, Physics, and Chemistry at the Corozal Community College for many years and then moved on to the Corozal Junior College where he taught Mathematics until he retired in September 2006.

These two labs are equipped with multimedia projectors, a large assortment of chemicals, glassware and other scientific equipment which are used to conduct all advanced level practicals and other complementary lab activities.

### **1.8 Counseling**

The college also offers the services of a full-time counselor who focuses on academic, emotional and career counseling. The counselor's office is located on the top floor of the Raul Alamilla Building. The counselor is available for the academic year (August to June) during: 8:00 am – 12:00 pm and 1:00 pm – 4:00 pm.

The personal development of students is supported by club/house moderators (as implemented) and faculty.

Another support group is the peer helpers. A peer helper is another student you can go to when you have a problem you want to talk about. Peer helpers do NOT give advice; they are trained to be nonjudgmental listeners. They help you through your problem and help you find your own best solution.

## **1.9 Other Services**

### **1.9.1 Adult and Continuing Education**

CJC offers an Adult Continuing Education Division program in Business Studies and Teacher Training that caters mainly to persons already in the workplace.

Sessions run from Monday to Thursday: 6:00 pm to 10:30 pm.

### **1.9.2 Examination**

CJC serves as a center for the ATLIB Placement Examinations and the Caribbean Advanced Proficiency Examinations (CAPE).

### **1.9.3 Parking and Transportation**

Vehicular parking is provided for administration, faculty, staff, students and visitors in designated areas of the school campus.

A bicycle shed is conveniently located near the CJC main entrance for students to secure their bicycles.

The school does NOT take any responsibility for any loss or damage to bicycles or vehicles parked on campus.

### **1.9.4 Recreation**

CJC's club system nurtures the feeling of belongingness among students. It provides students with an opportunity to learn and socialize in a friendly atmosphere building team spirit. A variety of club opportunities are offered to students. Club activity is mandatory for Full-Time Students but optional for Part-Time Students.

## **2 Academic Policies and Regulations**

### **2.1 General Requirements**

The Corozal Junior College seeks to admit students who successfully achieved academic requirements at the high school level or high school equivalency program.

### **2.2 Admission Procedures**

The Office of Admissions processes the application and the admission for all prospective students.

To be eligible for admission, each applicant must:

- 1. Submit a complete application form along with a non-refundable fee of \$30.00 by the deadline specified on the application form. An additional fee of \$10.00 is charged for late applications.

Forms may be obtained from your respective high school or high school equivalency program, CJC Office of Admissions or can be downloaded from the college's website: [www.cjc.edu.bz](http://www.cjc.edu.bz)

- 2. Submit a copy of high school or high school equivalency diploma upon graduation
- 3. Submit an official transcript from a high school or high school equivalency program
- 4. Submit two sealed recommendations
- 5. Fulfill the graduation requirements from a recognized high school, or a high school equivalency program

### **2.3 Registration Requirements**

Upon registration students need to submit:

- 1. A copy of high school or high school equivalency diploma certified by a Justice of the Peace or a Notary Public.
- 2. A copy of birth certificate or nationality certificate certified by a Justice of the Peace or Notary Public.
- 3. One passport sized photograph
- 4. Bank receipt of payment of school fees

In order to complete the registration process, students need to matriculate their courses to be taken in a given semester.

## **2.4 Program Requirements**

In addition to the general requirements, some programs may require applicants to have:

1. Studied CXC General Proficiency in English Language and Mathematics (preferably); and
2. Studied CXC General Proficiency in the subject in which he/she chooses to major.

## **2.5 Graduation Requirements**

The following are the minimum requirements for graduation:

1. Complete a minimum of 70 credit hours; more may be required for particular programs;
2. Earn a minimum of a “C” or 2.00 in all courses for each program of study;
3. Earn a minimum cumulative G.P.A. of 2.00;
4. Complete 30 hours of community service of which at least 10 hours must be done on campus;
5. In the case of a transfer student, he/she must complete in residence at least two semesters, and at least 32 credit hours counted toward the degree;
6. Fulfill all financial and other obligations before graduation.



## 2.6 Grading System

The Corozal Junior College uses a letter grading system in which each letter is assigned a grade point equivalent. The letter grades, the number grade equivalent, their grade point values and their qualitative descriptions are given in the following table:

Letter Grade	Number Grade	Grade Point Value	Description
A	94 – 100	4.00	Superior, excellent achievement
A-	90 – 93	3.67	
B+	87 – 89	3.33	
B	83 – 86	3.00	Good, exceeding all requirements
B-	80 – 82	2.67	
C+	75 – 79	2.33	
C	70 – 74	2.00	Average, satisfactorily meeting all requirements
D	65 – 69	1.00	Failing
F	Below 65	0.00	
WP	Withdrawal from a course after last date for withdrawal but passing at the time.		
WF	Withdrawal from a course after last date for withdrawal but failing at the time.		
I	Incomplete. “I” is an interim course work grade and is assigned to a student who has completed most of the requirements. An “I” must be converted to a letter grade within a month after grades have been submitted. If not, it is recorded as a failure.		
AU	Audit	Student has audited a course and as such no grade is issued.	

## 2.7 Attendance and Lateness

A semester consists of fifteen weeks of contact time. Students are advised to attend their assigned classes regularly and to be on time.

A student will be considered absent after the first 15 minutes of the class session.

There is no grace period for lateness. Two late sessions count as an absence.

Students are asked to inform course instructors of absences, if possible,

before the date of absence.

In case where absences exceed 10% of a course load, the course instructor will immediately inform the Office of Student Affairs. The student will be advised, in writing, to withdraw from the course or to change their status to “AUDIT”.

In case where an acceptable reason, be it medical or otherwise, requires that a student be absent beyond 10% but not exceeding 15%, the student will request, in writing, from the Office of Student Affairs, for approval. A response will be conveyed in writing no later than five school days from the receipt of such request.

In the case of clubs and assemblies, students are advised to make every effort to attend these sessions. In unjustified cases, students will be asked to serve two hours of community service for every 1 hour of absence, in addition to the 30 hours which serve as graduation requirement.

## **2.8 Class Absences and Lateness**

If a student misses an assessment due to illness, he or she must provide a medical certificate or a note from a parent or guardian or any proof of evidence in order to be considered for any form of assessment.

Arranging make-up work is always the sole responsibility of the student. Therefore, any arrangement must be made upon returning to school and before the next class session.

Students should understand that they are responsible for all material covered during their absences, including preparation for assessments. Students who are absent because of their participation in college-approved activities will be permitted to make up the work.

Where an assessment has been assigned prior to having a college-approved activity, the student is required to submit the work prior to the date of absence.

## **2.9 Class Cancellation Policy**

The students may leave the classroom after fifteen minutes into class time if the teacher is absent without notice. However, the students are required to check at the Office.

## **2.10 Audit**

A student may audit a course with the approval of the Assistant Dean in consultation with the instructor. The student must indicate his/her intention to audit a course to the Office by the end of the first month into the semester. An audited course will be listed on the transcript as “AUDIT”

## **2.11 Final Assessments**

A final assessment is required in each course except lab courses.

Any student caught cheating (with evidence in hand or communicating verbally or non-verbally) or with the intent of cheating during any examination/assessment will be given a zero in that examination or assessment.

The weighting of the final examination/assessment is determined by the grading policy of each subject teacher. However, the weighting must be between 20 to 30 percent, except internships.

In the event that a student is absent from a written final examination, he/she may be given a make-up exam at a cost of \$150.00 BZE per exam payable to the finance office, provided that there is a justifiable reason.

In the event that a student is absent (with justification) from any other form of final assessment, the student is required to make arrangements with the teacher with the approval of the administration.

Only in extreme cases, a student's final grade may be determined by his/her course work.

## **2.12 Academic Probation**

To maintain the academic standards of the institution, each full-time student will be required to achieve a grade point average of 2.00 at the end of each semester. Failure to maintain a G.P.A. of 2.00 will result in the student being placed on academic probation in the following semester.

While on probation, the student may be excluded from extra-curricular activities. If the grade point average is below 1.50 at the end of any given semester, the student will only be allowed to take a maximum of three courses in the following semester. If at the end of the probation period, the student's grade point average is not at least 2.00, he/she will automatically be placed on final academic probation. At the end of the final academic probation period the student's cumulative average must be at least 2.00.

Failure to achieve this may result in exclusion from the Corozal Junior College.

## **2.13 Grade Semester Reports**

Grade reports are issued at the end of each semester. Students are expected and encouraged to request information about their academic performance from their instructors during the course of the semester.

## **2.14 Transcripts**

Students requesting a transcript must fill out a request form which can be obtained at the Office of Admissions and pay \$15.00 at the Finance Office, then present the receipt to the secretary. Transcripts will be ready after three working days of the request.

Urgent transcripts will be ready after one working day of the request at a fee of \$25.00.

The Office of Admissions reserves the right to determine whether transcripts can be issued or not.

## **3 General Policies and Regulations**

### **3.1 Student Conduct**

The school is a community and the rules and regulations of a school are the laws of that community. As a condition of enrollment, it is expected that all students share the common responsibility of creating an atmosphere conducive to the pursuit of academic excellence and observe standards of conduct deemed of a student.

The dignity of every student and the freedom to engage in that pursuit must be respected. Therefore, the institution expects students to adhere to the following code of conduct and institutional practices which include but are not limited to:

1. practice high standards of academic and professional honesty and integrity;
2. respect the rights, privileges, and property of other members of the academic community and visitors to the campus;
3. refrain from any conduct that would interfere with college functions or endanger the health, welfare or safety of other persons;
4. share in the rights and the responsibilities of the community;
5. pay diligent attention to their studies in order to meet and maintain their academic requirements for graduation;
6. uphold their academic and extra-curricular responsibilities, i.e. clubs and fund-raising;
7. keep their surroundings clean at all times;
8. refrain from disruptive behavior , particularly during class hours and exams;
9. use their time constructively;

10. accept responsibility for the cost of repairing /replacing damaged/stolen property;
11. abide by the regulations governing the use of electronic devices;
12. refrain from engaging in the following: theft, possession of dangerous weapons, smoking, drinking of alcoholic beverages on campus and during any school related activity, use and possession of illegal drugs;
13. refrain from abusive and obscene language, physical and verbal harassment of others;
14. refrain from loitering, petting, improper use of college facilities, equipment and services, dishonesty, plagiarism, playing of loud music in or near the classroom.

### **3.2 Inherent Authority of Off Campus Conduct**

The institution reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community and to support the mission of the institution. Such action may include taking disciplinary measures against those students whose behavior off-campus poses a potential danger to others, to self, or would otherwise disrupt the campus environment or bring the institution and/or students into disrepute.

### **3.3 Dress Code**

Impressions are very important. The way a student looks may create an impression that can last for a long time. While students are regarded as mature individuals with a measure of freedom, they are also expected to attire themselves in an honorable and acceptable manner for school context.

Students are expected to follow the school's dress code at all times during school hours and use appropriate attire for any school-related activity.

The following are guidelines to adhere to on campus:

#### **Males**

1. Hair should be kept clean, neat and well-groomed;
2. Visible display of body piercing, except ears, is not allowed;
3. Non-cultural headdresses and caps are not to be worn in the classrooms or at the auditorium during assemblies;
4. Only shirts with sleeves are allowed;
5. Attire with indecent phrases/symbols or drug/political propaganda are not allowed;

6. Sagging is not allowed;
7. Students are required to use closed footwear for safety reasons.

### **Females**

1. Hair should be kept clean, neat and well-groomed;
2. Visible display of body piercing, except ears, is not allowed;
3. Non-cultural headdresses and caps are not to be worn in the classrooms or at the auditorium during assemblies;
4. Attire with indecent phrases/symbols or drug/political propaganda are not allowed;
5. Short pants must not be higher than four inches above the knee cap;
6. Length of skirts and dresses must not be more than one inch above the knee cap;
7. Blouses or dresses with thin straps, strapless, backless, or which expose the cleavage, lower back or midriff(belly-out) are not allowed;
8. Bikers, leggings or tights are only allowed as undergarments;
9. Transparent attire is NOT allowed.
10. Students are required to use closed footwear for safety reasons.

All students are required to follow the school's dress code. Failure to do so will result in being asked to leave campus. If the offence is repeated, the student (guardian) will be informed in writing and be placed on a three day working suspension. If the behavior recurs, the student will be excluded from school for a determined period of time.

### **3.4 Fund Raising**

In an effort to provide better services to students while keeping tuition fees reasonable, full-time students are required to participate in fund-raising activities organized by clubs, classes, departments and the college. Students may also be required to fund-raise for other school-related activities such as educational trips.

No student is allowed to carry out any form of sales or fund-raising events without the proper authorization of the college administration and proper supervision of a teacher.

Any student not participating in approved fund-raising activities will be charged the relevant amount.

### **3.5 Assemblies**

One of the important activities in the life of a student is the assembly reunion which draws both faculty and students together in a common experience. This is normally held on Tuesdays between 10:00 a.m. and 10:50 a.m. Students are asked to be seated by 10:00a.m. All full-time students are required to attend. Part-time students are welcome to attend.

### **3.6 Club System**

The Club System in conjunction with the Student Government aim at creating a balance between the academic and the social life of the students. All full-time students belong to a particular club. Clubs vary by choice.

Each club has one or two faculty moderators. Clubs have the liberty to adopt an organizational structure. Clubs normally meet on Tuesday from 9:00 a.m-9:50 a.m. All full-time students are required to attend club meetings, assemblies, and club games. Failure to do so will result in two community hours added for every session of absence.

This system provides a sense of comradeship, unity, sportsmanship and competition amongst the different clubs; at the same time, students are given the opportunity to display their personal talents.

### **3.7 Student Association / Student Government**

Every student upon enrollment becomes a member of the Student Association and is encouraged to participate in activities planned by the Student Government.

The Student Association is run by the Student Government which is recognized as the official body elected by the members of the Student Association and represents the students' interests. The Student Government provides an opportunity for the display of leadership skills to liaise matters with the administration. (See Appendix F)

### **3.8 Policy on School Trips**

The Corozal Junior College acknowledges that students can derive immense educational benefits by taking part in off-campus trips/visits. These experiences gained beyond the classroom can enhance the development of personal and social skills.

This policy, therefore, seeks to establish a framework from which students can benefit in a safe, healthy and secure environment. However, all school trips/visits carry elements of danger or risk. Of course, the security and integrity of students MUST always be taken seriously.

Any off-campus trip/visit is defined as students going beyond the school gates to pursue an activity organized through the school. These activities may take place during or after the school day, at weekends or in school holidays and will be educational, curricular or recreational based. All off-campus trips/visits must have an educational purpose and pre-determined clear educational objectives. All participants in activities will be identified as group members associated with the school.

The following procedures should be followed for all school trips/visits:

1. All off-campus trips/visits must have the approval of the school administration.
2. School administration must be satisfied with the purpose, planning and staffing for the proposed off-campus activity.
3. Sufficient information must be provided on the School Trip Form. (See appendix)
4. The School Trip Form must be submitted in duplicate at least one week prior to the date of the activity with relevant risk assessments attached.
5. For any student under the age of eighteen years, parents must complete the Permission Form, sign and return to school indicating whether or not they are giving permission for their son/daughter to participate in the activity.
6. All activities must be supervised by a faculty moderator.
7. The faculty moderator must inform the parents about all aspects of the visit to enable them to make an informed choice as to whether or not they want their child to participate.
8. The faculty moderator(s) in charge of the activity must ensure that all students participating in the activity have reasonable preliminary, theoretical and practical preparations that should be at a level appropriate to the age of the group and the nature of the activities. This should include considerations of potential emergencies and associated actions to be taken.
9. The faculty moderator(s) must ensure that the ratio of teachers to students is appropriate and suitable (preferably one teacher to every 10 students).
10. The faculty moderator(s) must ensure that the mode of transport is appropriate and that outward/inward journey times are clear.
11. The faculty moderator(s) must ensure that they have details of the venue including address, telephone number and contact name.
12. Accompanying teachers must:



- do their best to ensure the health and safety of everyone in the group;
- act as any reasonable parent would in the circumstances;
- take reasonable steps to avoid exposing students to dangers that are foreseeable and beyond those that the students can reasonably be expected to cope with

13. Permission in writing must be obtained from the parents for any student who intends to go swimming.

14. Adequate first aid arrangements are to be made bearing in mind the location and nature of the activity. Where expert medical help is not readily available, at least one member of staff should be a competent first aider.

15. After the trip/visit, a report on the activity should be made to the Assistant Dean and any follow-up completed within a school week.

#### OTHER IMPORTANT CONSIDERATIONS

1. Whatever the nature or length of a trip/visit there should always be regular head-counts, particularly before leaving any venue.
2. Always brief students on emergency procedures before they set off, including details of communications, so that they know how to deal with situations should the party get split up.
3. Parents need to be fully informed of the type of visit proposed.
4. Some trips/visits with mixed groups will need a teacher of each sex.
5. For any overnight trips/visits, check that the sleeping areas are adequate for the needs of the group (e.g. adequate ventilation, toilet facilities, lighting, etc.)
6. Remember that whilst safety is obviously paramount, it is also necessary to consider the quality of the program offered in terms of educational content and participant involvement.
7. Collect promotional material and take photographs that can later be used by others.
8. Good discipline throughout the whole of the visit is essential. The code of conduct in relation to smoking, alcohol and behavior between sexes needs to be clearly emphasized.
9. Adequate supervision must be maintained at all times.
10. Carry a list of the contact numbers for each person on the trip/visit.
11. The maximum seating capacity of the vehicle must not be exceeded and students must never travel standing.

12. Students should be informed of any rules and regulations relating to the trip/visit. All adults should know which students they are responsible for and likewise the students should know to whom they are accountable.

### **3.9 Policy on Posting and Distributing of Information**

The posting and distribution of information is a very important aspect of the educational community, and it is therefore, strongly encouraged. From time to time, students may need to post information on upcoming events such as intra-mural or extra-mural sporting activities, educational field trips, fund-raising activities, extra-curricular and educational events, and messages coming from the Student Government.

Posters, bulletins, advertisements and articles may not be taped or fastened to walls, doors, windows, trees or garbage containers, but may be displayed on bulletin boards provided in most classrooms and at various campus locations. Posted material must be removed within one week after the date of any activity.

In order for any literature to be posted, it needs to be approved first by the teacher most directly involved or by the Assistant Dean.

### **3.10 Students' Rights**

As members of an academic community, all students have rights. The only way to ensure that these rights are not abused is for students to be informed. Students must at all times be respected and treated with dignity.

Students' rights include the following:

1. right of application for admission and access – an applicant for admission shall not be discriminated against because of ethnicity/race, religion, political affiliation, sex, sexual orientation, marital status, national origin, age or beliefs;
2. right to freedom of expression – students have the right to express their opinions as long as they do so in a way that does not materially and physically disrupt classes or other school activities;
3. right to privacy: personal records, conversations, etc.
4. right to appeal a course grade or disciplinary action;
5. right to fair treatment and equality in education – all students are guaranteed the right to equal educational opportunity, despite their ethnicity/race, religion, political affiliation, class, sex, sexual orientation, or citizenship;
6. right to religious freedom; and
7. right to be free from racial, religious or sexual harassment, or harassment

based on sexual orientation.

### **3.11 I.D. and Library Card**

All students who register for courses at CJC are required to have an I.D. card which must be worn at all times while on campus. Students will not be allowed to enter the college campus and classrooms without a valid ID. A lost ID (regardless of reason) must be reported to the office immediately. The fee to replace a lost card is \$15.00.

At the beginning of the school year, each student will be given a library card which allows him/her to checkout a maximum of three books at any one time.

### **3.12 Full-time and Part-time Students**

Any student doing at least twelve credit hours per semester is a full-time student.

Any student doing less than twelve credit hours per semester is a part-time student.

All students, whether part-time or full-time, must abide by the school rules.

Only full-time students are required to attend school functions and activities; part-time students are encouraged to do so.

### **3.13 Orientation**

Upon enrolling as a freshman, each student is required to attend an orientation program organized by the college administration. The program is designed to help new students with a seamless transition to college life. Included in the program are opportunities for students to meet college personnel, understand academic offerings, and become aware of various services available to maximize student success. This activity is usually held the week before classes resume.

### **3.14 Use of School Equipment and Facilities**

Registered students may be granted use of school equipment and facilities provided they sign for them with the relevant personnel and abide by the policies and procedures governing their use. Penalties will be incurred for destroying and defacing school equipment and facilities.

### **3.15 Food and Drinks**

Food and drinks are to be consumed at the cafeteria or snack-shop. No food or drinks except bottled water will be permitted inside the classrooms,

laboratories, lavatories, conference room, library, or other designated areas of instruction.

### **3.16 Smoking, Alcohol, Illegal Drugs and Dangerous Weapons Policy**

#### **3.16.1 Smoking**

Smoking on campus and during any school-related activity is strictly prohibited.

Any violation of this policy will result in a one-day suspension.

Due to the known effects of second-hand smoking, students should also refrain from smoking in the immediate vicinity of the campus.

#### **3.16.2 Alcohol**

The use and/or possession of alcoholic beverages on campus or any school related activity will result in an automatic confiscation of such item and a TWO-DAY SUSPENSION in the first instance. Any subsequent offence of a similar nature may result in EXCLUSION or EXPULSION.

Any student caught under the influence of alcohol on campus or any school-related activity will be asked to leave campus immediately.

The school reserves the right to require students to attend counseling sessions if deemed appropriate.

#### **3.16.3 Illegal Drugs**

The use and/or possession or distribution of illegal drugs on campus or any related-school activity will result in EXCLUSION or EXPULSION. The Board of Governors will make a final determination.

The matter will be reported to the Police.

#### **3.16.4 Dangerous Weapons**

The unauthorized use and/or possession of any harmful and dangerous weapons on campus may result in EXCLUSION or EXPULSION. The Board of Governors will make a final determination.

#### **3.16.5 Criminal Offence**

If any student is convicted of any criminal offence further action will be taken by the school authorities which may result in EXCLUSION or EXPULSION.

The Board of Governors will make a final determination.

## **4 Additional Policies**

### **4.1 Fighting on Campus**

Any student involved in a fight on campus will be automatically suspended for two days.

Any repeated offence of this nature may result in EXCLUSION or EXPULSION.

The Board of Governors will make a final determination.

### **4.2 Littering on Campus**

Any student caught littering on campus will be required to serve 10 hours of community service on campus in the first instance. If the student repeats the offence, the penalty will be an automatic suspension for two days. Any further repeat may result in EXCLUSION or EXPULSION. The Board of Governors will make a final determination.

### **4.3 Loitering on Campus**

Although CJC encourages social interaction and the free exchange of ideas, the institution reserves the right to set the time and places of public gatherings.

Therefore, the institution prohibits loitering near certain places such as the bicycle shed, staircases, verandas, etc. In addition, blocking the entrance to any campus building is prohibited.

Any student who violates this policy will be subject to disciplinary action that may include removal from the campus and possible suspension for repeating the offence.

### **4.4 Sexual Harassment**

It is defined as any unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature. Other conduct which may constitute sexual harassment, includes:

Verbal: Sexual innuendos, suggestive comments, insults, humor, and jokes about sex anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other students, even outside of their presence, of a sexual nature.

Non-Verbal: Suggestive or insulting sounds(whistling), leering, obscene

gestures, sexually suggestive bodily gestures, “catcalls”, “smacking” or “kissing” noises.

Visual: Posters, signs pinups or slogans of a sexual nature, viewing pornographic material or websites.

Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act, or actual assault.

Textual/Electronic: “Sexting”(electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (email, text/picture/video messages, intranet/online postings, blogs, instant messages and social network websites like Facebook and Twitter).

Students who are in violation of this policy are subject to disciplinary action up to and including expulsion.

## **4.5 Bullying**

Corozal Junior College believes that all students have a right to a safe and healthy school environment. Therefore, the institution will NOT tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The institution expects students to immediately report incidents of bullying to the Assistant Dean or the Counselor. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-related activity, whether on or off campus, and during a school-related activity.

Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

## **4.6 Bribery**

No student shall offer, promise, give, request, agree to receive or accept a bribe for any purpose. Bribery by a student will be treated as a serious disciplinary offence resulting in exclusion or expulsion.

## **4.7 Student-Teacher Relationships**

The relationship between a student and a teacher should be professional and respectful.

Any romantic relationship with a teacher is strictly prohibited. Any breach of this policy may result in exclusion or expulsion.

#### **4.8 Random Search**

Random searches by personnel from the institution in conjunction with the police may be conducted periodically for the safety and security of students and school personnel.

## Appendix A

### School Trip Form

#### School Trip Form

**SCHOOL:** COROZAL JUNIOR COLLEGE

**DATE:** \_\_\_\_\_

*Proposal for an Educational Trip*

**TO:** (Dean) \_\_\_\_\_

**FROM:** (Trip Organizer) \_\_\_\_\_

In keeping with the guidelines suggested by the Ministry of Education the following information is being presented in connection with a proposed educational trip.

**Purpose of Trip:**

\_\_\_\_\_

\_\_\_\_\_

I (a) Date of Departure: \_\_\_\_\_

(b) Time of Departure: \_\_\_\_\_

(c) Place of Departure: \_\_\_\_\_

II (a) Date of Return: \_\_\_\_\_

(b) Time of Return: \_\_\_\_\_

(c) Place of Return: \_\_\_\_\_

III Destinations

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_



### **School Trip Form**

(Reverse Side)

**IV Activities Involved At Each Destination:**

III (a) \_\_\_\_\_

III (b) \_\_\_\_\_

III (c) \_\_\_\_\_

**V No. of students:** \_\_\_\_\_

**Designation/Class:** \_\_\_\_\_

**Age Range:** \_\_\_\_\_

**VI Supervisor:** \_\_\_\_\_

**VII Mode(s) of Transportation:** \_\_\_\_\_

**VIII Cost of Transportation:** \_\_\_\_\_

**IX Source(s) of Funding:** \_\_\_\_\_

**X Any other relevant information:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Appendix B

### Trip Response Form from Dean

#### Trip Response Form from Dean

**School:** Corozal Junior College

**Date:** \_\_\_\_\_

**From:** \_\_\_\_\_ (Dean)

**To:** \_\_\_\_\_ (Trip Organizer)

Your proposal to organize a school trip to \_\_\_\_\_ for \_\_\_\_\_  
(place) (number)

students from \_\_\_\_\_ on \_\_\_\_\_ has been reviewed and you are hereby  
(class) (date)

authorized to proceed with the detailed planning for the said trip.

Attached, please find a detailed checklist which should serve as a guide for your trip preparation. Please complete all relevant aspects on the checklist and return it as soon as possible.

Upon approval of all completed forms, the organizer assumes full authority and becomes responsible for the safety of students. Students who opt not to adhere and abide by the trip regulations are solely responsible and accountable for their actions and resulting consequences.

If I can be of any further assistance in your preparations, please do not hesitate to consult with me.

Sincerely,

\_\_\_\_\_  
Dean, Corozal Junior College

## Appendix C

### School Trip Checklist Form

#### School Trip Checklist Form

*Circle the appropriate response.*

- |  |     |    |
|--|-----|----|
| 1. The relevant permission has been obtained from the parent/guardian of each student involved.  | Yes | No |
| 2. Permission has been obtained from all sites to be visited and suitable arrangements have been made for the group to be guided by experienced and responsible persons at each site.            | Yes | No |
| 3. Finances have been secured to pay for all transportation and other related expenses.  | Yes | No |
| 4. Students have been informed of any additional expenses involved (e.g. lunch, entrance fee, etc.).   | Yes | No |
| 5. Suitable transportation arrangements have been made for all aspects of the trip (e.g. experienced and reliable driver, licensed and insured vehicle, permit from Transport Department, etc.). | Yes | No |
| 6. Trustworthy and responsible supervisors/chaperones have been recruited for the trip (a ratio of not more than fifteen students to one supervisor/chaperone is recommended).                   | Yes | No |
| 7. Arrangements have been made for at least one experienced and responsible adult to guide and supervise the participants at each site.  | Yes | No |
| 8. Supervisors have been briefed concerning the details of the trip and are aware of their specific duties and responsibilities at each leg of the trip.   | Yes | No |
| 9. A written copy of the specific duties and responsibilities of each supervisor is attached.  | Yes | No |

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix D

### Parent/Guardian Consent/Notification Form

#### Parent/Guardian Consent/Notification Form

*This form is to be completed by all students going on a school trip.*

Date: \_\_\_\_\_

This note seeks the written consent of the parent(s)/guardian(s) of every student who plans to travel on a school-related trip. As a requirement for all school-related trips, this notification/consent slip must be submitted to the trip organizer at least two days before the date of the trip.

Please read, sign and return the bottom portion of this note.

N.B. While on school trips, all policies and rules of the school are to be adhered to by students. Students who opt not to adhere and abide by the trip regulations are solely responsible and accountable for their actions/consequences.

Sincerely,

\_\_\_\_\_  
Signature of Teacher

Teacher's Contact Number(s): \_\_\_\_\_

\_\_\_\_\_ < \_\_\_\_\_ < \_\_\_\_\_ < \_\_\_\_\_

I have read the above and am aware that my son/daughter \_\_\_\_\_ will be going on a class/school trip planned and organized by faculty and students, and approved by the college administration.

\_\_\_\_\_  
Signature of Parent/Guardian

Parent/Guardian's Contact Number(s) (in case of emergency): \_\_\_\_\_

## Appendix E

### School Fund-raising Activity Form

#### School Fund-raising Activity Form

Every club/house, class, or group of students planning a fundraising activity on campus or off campus using the school's name and/or logo must submit completed fundraising activity form( in duplicate) at least one week before scheduled date of activity.

Fundraising must not in any way interrupt class sessions.

Class: \_\_\_\_\_

Organizer(s): 1. \_\_\_\_\_

2. \_\_\_\_\_

Type of Activity (provide specific details):

\_\_\_\_\_  
\_\_\_\_\_

Specific Location on Campus: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Purpose of Funds: \_\_\_\_\_

Expected Profit: \$ \_\_\_\_\_

School equipment/material needed: (Please give specific details)

\_\_\_\_\_  
\_\_\_\_\_

Date form submitted: \_\_\_\_\_ Signature of organizer: \_\_\_\_\_

Approved: ☐

Not approved: ☐

Assistant Dean's Signature: \_\_\_\_\_

The following information is to be provided within three days after the activity is held.

Net Profit of Activity: \$ \_\_\_\_\_.

## **Appendix F**

### **Corozal Junior College Student Association Constitution**

#### **PREAMBLE**

The constitution is the foundation which guides the attitude of the members. The effectiveness of this foundation depends on the combined efforts of those who are responsible to uphold the laws.

However the strength of our constitution at the Corozal Junior college depends on a strong force – the student body.

All students share the responsibility for the growth, prosperity and moral development of each other.

The effectiveness of the constitution requires the full support of the students to follow the rules and regulations which are formulated.

We the students of the Corozal Junior College in order to promote a closer cooperation and communication with administration and faculty and to furnish a systematic and structured plan for participation in the responsibilities of this institution, do hereby establish the constitution of the Student Association of the Corozal Junior College.

#### **Article One:**

**NAME:** - The name of the organization shall be the Corozal Junior College Student Association henceforth known as Student Association.

#### **Article two:**

**MISSION:** - The Student Government is the body elected by the Student Association recognized as the official body representing the students' interests and is vested with the authority to carry out the mission effectively and efficiently. The principal missions of the Student Government are:

- i. to work together with the administration, faculty and student body to achieve the aims and objectives of the institution.
- ii. to promote and improve relations between students and administration and between students and faculty.
- iii. to maintain and promote an appropriate study atmosphere for the student body.
- iv. to organize on or off campus activities of an educational,

cultural, athletic, social or religious nature and strive to involve the entire student body.

v. to promote a general practice of moral virtues of honesty, obedience, truthfulness and respect for the rights and feelings of all.

vi. to acquire and express the students' position on issues that concern students and present these positions to the college administration.

vii. to promote the participation of students representatives in the decision making process of the institution.

viii. to administer the funds of the Student Association accordingly with thorough accountability to the Dean and the general executive of the Student government.

### **Article Three:**

#### **STUDENT GOVERNMENT**

1. The Student Government shall be comprised of 7 members who are elected by the general student body for a term of office of one year and one ex-officio non-voting member representing faculty and appointed by the Dean who serves as the liaison officer.

2. Any student member can be impeached or removed only by a vote of at least five student members of the Student Government in favor for any or all of the following reasons:

(A) Inability to meet academic requirements.

(B) Unacceptable behavior on/off campus.

(C) Absence from meeting (members are allowed to be absent from only 5 meetings).

(D) Violation of general policies and regulations.

(E) Inability to meet the demands of the Student Government.

3. A member of the Student Government has the right to be informed about impending removal, along with a valid reason and a chance to defend himself or herself before the Student Government.

4. The Dean reserves the power to remove a member based on the reason stated in articles 2(A), 2(B) and 2(D) and to uphold the integrity of the institution.

5. A member may resign his/her post from the Student Government by a valid reason presented to the body.

6. A vacant seat or post may be filled by a special sitting of the Student Government, whereby candidates may be nominated by the members of the student body. The Student Government would then conduct an election among its members by secret ballot. The winning candidate

would serve for the remaining term.

## **Article Four:**

### **Officers of the Student Government**

The officers are:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Program Organizer
6. Publicity Director
7. Sports Director

The first four are the members of the Executive Committee.

### **Duties**

(a) **President:-**

The President is the chairperson of the Student Association and Student Government and shall preside over all meetings. He/she reserves the right to call meetings. He/she shall supervise all activities pertaining to students and delegate duties to those in the Student Government and student body. The President shall approve and countersign all reports published by the Student Government. The President is a member and chairperson of the executive committee. He/she has the right to vote on all motions placed before the Student Government. In the event of a split vote on a motion and the motion cannot be amended, the President has the right to render the final decision. Lastly he/she has the right to appoint a chairperson to the standing committees.

(b) **Vice-President:-**

It shall be the duty of the Vice-President to preside over meetings of the Student Government in the absence of the President.

(c) **Secretary:-**

The Secretary shall record and keep minutes of all meetings which shall be delivered to the Publicity Director no later than three days after the meeting for publication. It is the duty of the Secretary to monitor the results of the elections. The Secretary shall be given written notice by members of the Student Government for any absence. The secretary shall serve on the Executive Committee.

(d) **Treasurer:-**

It is the duty of the Treasurer to keep a record of all financial



transactions of the Student Government. He\She shall make a monthly report of the Association's receipts and expenditures. Requests for financial assistance by clubs or campus organizations will be submitted to the treasurer who will present the request to the Student Government in regular meetings. At the end of the year the Treasurer is required to submit a written report of the Student Government transactions to the executive. The Treasurer is a member of the executive committee.

(e) **Program Organizer:-**

The Program Organizer has the power to plan, organize and delegate any projects or activities approved by the Student Government. It is the task of the Program Organizer to analyze possible beneficial projects for the students and the institution and make recommendations to the council. The Program Organizer has the power to appoint members either from the Student Government or the student body to a temporary committee to assist in the implementation of projects.

(f) **Publicity Director:-**

The Publicity Director shall be responsible for effectively publicizing all objectives, plans and proposals to the student body and when appropriate, the general public. He/She shall initiate and instill a formal and informal system of communication between the Student Government and Administration, Faculty, College Organizations and Students. The Director is responsible to make all reports of Student Government business public or available to the student body.

(g) **Sports Director**

The Sports Director shall be responsible for organizing intramural sporting activities for students in consultation with the CJC Sports Coordinator.

## **Article Five:**

### **Executive Committee:-**

1. The executive committee shall be comprised of the President, Vice-President, Secretary and Treasurer.

2. Duties:

- a) Assist in the preparation of the year's budget
- b) Act as advisers to the Student Government President
- c) Prepare the agenda for Association meetings.

3. The chairperson of the executive committee is the President. In the event that he/she is absent, it is the chairperson's responsibility to appoint someone to preside over meetings.

4. Meetings of the committee are called by the President or by any

member in the event that the President fails to call meetings.

## **Article Six:**

### **FUNDS:**

Any funds collected may be approved by the Student Government and the Dean.

1. All transactions requiring finance for the Student Government will be signed by the Faculty Moderator and President.
2. Fund raising that uses the school's name and takes place off-campus must have the approval of the Dean.
3. The Student Government may initiate consultations on projects or programs using the funds of the Student Association. Suggestions from the general student body may be explored to decide what will be done with the funds raised. Any decision made by the Student Government shall have the vote of at least 4 members in favor.

## **Article Seven:**

### **STANDING COMMITTEES:**

The executive committee shall formulate four standing committees that consist of a chairperson and four other members. The committees are as follows:

- i. Sports Committee
- ii. Social Committee
- iii. Fund-Raising Committee
- iv. Speaker's Forum Committee

Each standing committee chairperson shall be nominated by the President of the Association and must be approved by a two thirds majority of the voting members of the Executive Committee.

- a. The chairperson of each committee shall be elected from among its membership.
- b. The chairperson is required to record and file all activities to the Secretary of the Student Government.
- c. Upon the request of the President, each chairperson is to make regular reports to the Executive Committee.

## **Article Eight:**

### **MEETINGS:-**

1. Business meetings of the Student Government should be held in an orderly, formal and organized manner.
2. Meetings of the Student Government shall be called by the President with approval of the majority of the executive council.

3. A quorum shall consist of five student members and shall be necessary for transaction of business. Every member of the Student Government is required to attend all meetings and should be notified.
4. The President of the Student Government shall preside over all meetings and the ex-officio member should be present.
5. One regular meeting shall be held every month. Special meetings may be called by the President or a majority of the Student Government or the Executive committee.
6. Any member of the Association may speak from the floor upon recognition by the chair. The President shall call at least one meeting of the student body each semester.

## **Article Nine:**

### **ELECTIONS:-**

1. Any student having an average of 2.5 or above is eligible to become a member of the Student Government.
2. Any student aspiring to seek office must present to the chairperson of the election board, before a date fixed by the board, signatures of seven students who are nominating or endorsing him\her to the specified office. Students become official candidates when the election board and the Dean have approved their nominations.
3. Candidates are permitted to campaign during time periods set by the election board and may adhere to the rules established by the Student Government. Posters and speeches are permitted but regulated.
4. Election of the officers of the Student Government shall be held the last Friday in September.
5. On Election Day, polling stations will be arranged at designated areas on campus, decided by the election board. Voting shall take place between 9:00 a.m. and 1:00 p.m.
6. Every student is entitled to vote for only one candidate for each of the specified positions. The students may vote for less candidates than those appearing on the ballot paper.
7. After the polling stations are closed, the Election Board proceeds with the counting of votes, by a method previously agreed on. The result will be immediately posted.
8. The election board is to supervise all the election process and to make arrangements for a proper and fair election. The board is set up as follows:
  - i. two faculty members including the moderator who will be the

chairperson;  
ii. two first year students (chosen by department heads); and  
iii. two second year students (chosen by department heads).  
From the six members, a secretary will be elected to record all matters, including election results and to make the results public.

9. The new Student Government will assume office as of the 1st of October.

## **Article Ten:**

### **AMENDMENTS:**

The constitution may be amended only by a motion passed by two thirds of the student body and the approval of the Administration.

### **MISCELLANEOUS:**

1. Any publications by the Student Government is subject to revision by the Dean.

2. The Student Government shall, after consultation with the Dean, decide a date, time and agenda for general meetings of the Student Association. Such meeting could include, but may not be limited to the following:

- a. Suggestions from the floor;
- b. Reports to be considered and discussed; and
- c. a progress report will be made by the President.

The agenda of the meeting should be posted five days before the meeting.

3. Each member of the Student Association is encouraged to participate in activities planned and executed by the Student Government.

4. The name of the Student Association is prohibited for use by any student or representative on his/her own volition.

5. Upon assuming office each member of the student Government will take an oath.

The oath is as follows:

I \_\_\_\_\_ swear to perform the duties of \_\_\_\_\_ with integrity and impartiality without fear or favor, affection or ill will, to provide unity and peace throughout the student body, to work towards the growth, prosperity, and moral development of this institution and to protect the values, dignity and prestige of the COROZAL JUNIOR COLLEGE

## Appendix G

### Programs of Study

Arts Program – Accounting & Economics – Total Credit Hours 75

SEMESTER I	Code	Course Description	Credit Hours
	EC 107	Micro-Economics I	4
	AC 133	Financial Accounting	4
	EN 107	College English I	3
	MT 103	Intermediate Algebra	3
	HIS 110	Introduction to Belizean History	3
	RMT101	Research Methods	3
<b>Total Credit Hours</b>			<b>20</b>

SEMESTER II	Code	Course Description	Credit Hours
	EC 108	Micro-Economics II	4
	AC 134	Cost & Managerial Accounting	4
	EN 108	College English II	3
	SOCH1014	Introduction to Sociology	3
	ANTH1014	Introduction to Anthropology	3
<b>Total Credit Hours</b>			<b>17</b>

SEMESTER III	Code	Course Description	Credit Hours
	EC 209	Macro-Economics I	4
	AC 235	Auditing	4
	EN 209	Communication Studies I	4
	MT 225	Statistical Analysis I	4
	AC236	Accounting Information Systems (lab)	4
	CS 100	Introduction to Computer Studies	3
<b>Total Credit Hours</b>			<b>23</b>

SEMESTER IV	Code	Course Description	Credit Hours
	EC 210	Macro-Economics II	4
	AC 237	Taxation	4
	EN 210	Communication Studies II	4
	PSY1014	Introduction to Psychology	3
<b>Total Credit Hours</b>			<b>15</b>

## Arts Program - English Literature & Spanish - Total Credit Hours 80

### PREREQUISITES:

EN117

Background in Literature

	Code	Course Description	Credit Hours
SEMESTER I	EN 118	Prose in British Literature	3
	EN 117	Introduction to Literature	3
	SP 141	Intermediate Spanish I	3
	SP 179	Spanish Literature I	2
	EN 107	College English I	3
	MT 103	Intermediate Algebra	3
	HIS 110	Introduction to Belizean History	3
	RMT 101	Research Methods	3
<b>Total Credit Hours</b>			<b>23</b>

	Code	Course Description	Credit Hours
SEMESTER II	EN 120	Drama in British Literature	3
	EN 121	Prose in Caribbean Literature	3
	SP 142	Intermediate Spanish II	3
	SP 180	Spanish Literature II	2
	EN 108	College English II	3
	SOCI 1014	Introduction to Sociology	3
<b>Total Credit Hours</b>			<b>17</b>

	Code	Course Description	Credit Hours
SEMESTER III	EN 222	Poetry in Caribbean Literature	3
	EN 223	Drama in Caribbean Literature	3
	SP 243	Advanced Spanish Composition I	3
	SP 281	Spanish Literature III	2
	EN 209	Communication Studies I	4
	CS 100	Introduction to Computer Studies	3
	MT 225	Statistical Analysis I	4
<b>Total Credit Hours</b>			<b>22</b>

	Code	Course Description	Credit Hours
SEMESTER IV	EN 224	Prose in Post Colonial Literature	3
	EN 225	Poetry in Post Colonial Literature	3
	SP 244	Advanced Spanish Composition II	3
	SP 282	Spanish Literature IV	2
	EN 210	Communication Studies II	4
	PSY 1014	Introduction to Psychology	3
<b>Total Credit Hours</b>			<b>18</b>

# Arts Program – Literature Major w/ Minor in History – Total Credit Hours 78

**PREREQUISITE:** EN117

	Code	Course Description	Credit Hours
SEMESTER I	HIS 110	Introduction to Belizean History	3
	HIS 109	Introduction to History	3
	HIS 103	Early Civilizations in the Americas	3
	HIS 104	Ancient African Civilization	3
	EN 117	Introduction to Literature	3
	RMT 101	Research Methods	3
	MT 103	Intermediate Algebra	3
	EN 107	College English I	3
	EN 118	Prose in British Literature	3
<b>Total Credit Hours</b>			<b>27</b>

	Code	Course Description	Credit Hours
SEMESTER II	ANTH100	Introduction to Anthropology	3
	EN 108	College English II	3
	EN 120	Drama in British Literature	3
	EN 121	Prose in Caribbean Literature	3
	HIS206	Caribbean Slavery & Emancipation	3
<b>Total Credit Hours</b>			<b>15</b>

	Code	Course Description	Credit Hours
SEMESTER III	EN 209	Communication Studies I	4
	MT 225	Statistical Analysis I	4
	CS 100	Introduction to Computer Studies	3
	HIS 207	Atlantic Development: Identity & Industry	3
	EN 222	Poetry in Caribbean Literature	3
	EN 223	Drama in Caribbean Literature	3
<b>Total Credit Hours</b>			<b>20</b>

	Code	Course Description	Credit Hours
SEMESTER IV	EN 210	Communication Studies II	4
	PSY1014	Introduction to Psychology	3
	HIS 208	Atlantic Development: Conflict & Literation	3
	EN 224	Prose in Post-Colonial Literature	3
	EN 225	Poetry in Post-Colonial Literature	3
<b>Total Credit Hours</b>			<b>16</b>

Arts & Science Program – Accounting & Mathematics – Total Credit Hours 81

SEMESTER I	Code	Course Description	Credit Hours
	AC133	Financial Accounting	4
	MT 105	College Algebra	4
	MT 107	Plane Geometry & Trigonometry	4
	EN 107	College English I	3
	HIS110	Introduction to Belizean History	3
	RMT101	Research Methods	3
<b>Total Credit Hours</b>			<b>21</b>

SEMESTER II	Code	Course Description	Credit Hours
	AC 134	Cost & Managerial Accounting	4
	MT 106	Calculus I	4
	EN 108	College English II	3
	SOCH1014	Introduction to Sociology	3
	CS 100	Introduction to Computer Studies	3
<b>Total Credit Hours</b>			<b>17</b>

SEMESTER III	Code	Course Description	Credit Hours
	AC 235	Auditing	4
	MT 215	Calculus II	4
	MT 217	Counting, Matrices & Complex Numbers	4
	MT 225	Statistical Analysis I	4
	AC236	Accounting Information Systems (lab)	4
	EN 209	Communication Studies I	4
<b>Total Credit Hours</b>			<b>24</b>

SEMESTER IV	Code	Course Description	Credit Hours
	AC 237	Taxation	4
	MT 216	Sequences, Series & Approximations	4
	MT 226	Statistical Analysis II	4
	PSY1014	Introduction to Psychology	3
	EN 210	Communication Studies II	4
<b>Total Credit Hours</b>			<b>19</b>



# Arts & Science Program – Biology & English Lit. – Total Credit Hours 85

## PREREQUISITES: EN117

Background in Literature

SEMESTER I	Code	Course Description	Credit Hours
	BIO 103	Cell Biology	3
	BIO 104	Cell Biology Lab	1
	BIO102	Biochemistry	3
	EN 118	Prose in British Literature	3
	EN 117	Introduction to Literature	3
	MT 103	Intermediate Algebra	3
	EN 107	College English I	3
	CS 100	Introduction to Computer Studies	3
SEMESTER II	RMT101	Research Methods	3
	<b>Total Credit Hours</b>		<b>25</b>
	Code	Course Description	Credit Hours
	BIO 105	Reproductive Biology	3
	BIO 211	Animal Physiology	3
	BIO 212	Animal Physiology Lab	1
	EN 120	Drama in British Literature	3
	EN 121	Prose in Caribbean Literature	3
	SOCH1014	Introduction to Sociology	3
SEMESTER III	EN 108	College English II	3
	<b>Total Credit Hours</b>		<b>19</b>
	Code	Course Description	Credit Hours
	BIO 107	Ecology	3
	BIO 108	Ecology Lab	1
	BIO208	Biodiversity	3
	EN 222	Poetry in Caribbean Literature	3
	EN 223	Drama in Caribbean Literature	3
	EN 209	Communication Studies I	4
SEMESTER IV	MT 225	Statistical Analysis I	4
	HIS110	Introduction to Belizean History	3
	<b>Total Credit Hours</b>		<b>24</b>
	Code	Course Description	Credit Hours
	BIO 209	Plant Physiology	3
	BIO 210	Plant Physiology Lab	1
	EN 224	Prose in Post Colonial Literature	3
	EN 225	Poetry in Post Colonial Literature	3
	EN 210	Communication Studies II	4
	PSY1014	Introduction to Psychology	3
	<b>Total Credit Hours</b>		<b>17</b>

Arts & Science Program – Biology & Spanish – Total Credit Hours 81

SEMESTER I	Code	Course Description	Credit Hours
	BIO 103	Cell Biology	3
	BIO 104	Cell Biology Lab	1
	BIO102	Biochemistry	3
	SP 141	Intermediate Spanish I	3
	SP 179	Spanish Literature I	2
	EN 107	College English I	3
	MT 103	Intermediate Algebra	3
	CS 100	Introduction to Computer Studies	3
SEMESTER II	RMT101	Research Methods	3
	<b>Total Credit Hours</b>		<b>24</b>
	Code	Course Description	Credit Hours
	BIO 105	Reproductive Biology	3
	BIO 211	Animal Physiology	3
	BIO 212	Animal Physiology Lab	1
	SP 142	Intermediate Spanish II	3
	SP 180	Spanish Literature II	2
	EN 108	College English II	3
SEMESTER III	SOCI1014	Introduction to Sociology	3
	<b>Total Credit Hours</b>		<b>18</b>
	Code	Course Description	Credit Hours
	BIO 107	Ecology	3
	BIO 108	Ecology Lab	1
	BIO208	Biodiversity	3
	SP 243	Advanced Spanish Composition I	3
	SP 281	Spanish Literature III	2
	EN 209	Communication Studies I	4
SEMESTER IV	HIS110	Introduction to Belizean History	3
	MT 225	Statistical Analysis I	4
	<b>Total Credit Hours</b>		<b>23</b>
	Code	Course Description	Credit Hours
	BIO 209	Plant Physiology	3
	BIO 210	Plant Physiology Lab	1
	SP 244	Advanced Spanish Composition II	3
	SP 282	Spanish Literature IV	2
	EN 210	Communication Studies II	4
	PSY1014	Introduction to Psychology	3
	<b>Total Credit Hours</b>		<b>16</b>

Arts & Science Program – Economics & Mathematics – Total Credit Hours 77

SEMESTER I	Code	Course Description	Credit Hours
	EC 107	Micro-Economics I	4
	MT 105	College Algebra	4
	MT 107	Plane Geometry & Trigonometry	4
	EN 107	College English I	3
	HIS110	Introduction to Belizean History	3
	RMT101	Research Methods	3
<b>Total Credit Hours</b>			<b>21</b>

SEMESTER II	Code	Course Description	Credit Hours
	EC 108	Micro-Economics II	4
	MT 106	Calculus I	4
	EN 108	College English II	3
	SOCH1014	Introduction to Sociology	3
	CS 100	Introduction to Computer Studies	3
<b>Total Credit Hours</b>			<b>17</b>

SEMESTER III	Code	Course Description	Credit Hours
	EC 209	Macro-Economics I	4
	MT 215	Calculus II	4
	MT 217	Counting, Matrices & Complex Numbers	4
	EN 209	Communication Studies I	4
	MT 225	Statistical Analysis I	4
<b>Total Credit Hours</b>			<b>20</b>

SEMESTER IV	Code	Course Description	Credit Hours
	EC 210	Macro-Economics II	4
	MT 216	Sequences, Series & Approximations	4
	EN 210	Communication Studies II	4
	MT 226	Statistical Analysis II	4
	PSY1014	Introduction to Psychology	3
<b>Total Credit Hours</b>			<b>19</b>

## Business Studies – Economics – Total Credit Hours 88

	Code	Course Description	Credit Hours
SEMESTER I	EC 107	Micro-Economics I	4
	AC 129	Principles of Accounting I	3
	MT110	Business Mathematics	3
	EN 107	College English I	3
	BU 101	Business Management	3
	CS100	Introduction to Computer Studies	3
	RMT101	Research Methods	3
	<b>Total Credit Hours</b>		<b>22</b>

	Code	Course Description	Credit Hours
SEMESTER II	EC 108	Micro-Economics II	4
	AC 130	Principles of Accounting II	3
	MT 225	Statistical Analysis I	4
	EN 108	College English II	3
	SOCH1014	Introduction to Sociology	3
	BU 123	Business Finance	3
	BU 221	Business Law	3
	<b>Total Credit Hours</b>		<b>23</b>

	Code	Course Description	Credit Hours
SEMESTER III	EC 209	Macro-Economics I	4
	EN 255	Business Communication I	3
	EN 209	Communication Studies I	4
	BU 201	Principles of Operations Management	3
	HIS 110	Introduction to Belizean History	3
	IT 201	Information Technology I	3
	ANTH1014	Introduction to Anthropology	3
	<b>Total Credit Hours</b>		<b>23</b>

	Code	Course Description	Credit Hours
SEMESTER IV	EC 210	Macro-Economics II	4
	EN 210	Communication Studies II	4
	BU 202	Entrepreneurship	3
	BU 213	Marketing	3
	PSY1014	Introduction to Psychology	3
	TH 124	Business Ethics	3
	<b>Total Credit Hours</b>		<b>20</b>

## Business Studies – Management of Business – Total Credit Hours 78

SEMESTER I	Code	Course Description	Credit Hours
	EN 107	College English I	3
	MT110	Business Mathematics	3
	AC 129	Principles of Accounting I	3
	BU 101	Business Management	3
	EC 105	Principles of Economics I	3
	CS100	Introduction to Computer Studies	3
	RMT101	Research Methods	3
<b>Total Credit Hours</b>			<b>21</b>

SEMESTER II	Code	Course Description	Credit Hours
	EN 108	College English II	3
	MT 225	Statistical Analysis I	4
	AC 130	Principles of Accounting II	3
	BU 123	Business Finance	3
	BU 221	Business Law	3
	SOCH1014	Introduction to Sociology	3
<b>Total Credit Hours</b>			<b>19</b>

SEMESTER III	Code	Course Description	Credit Hours
	EN 209	Communication Studies I	4
	EN 255	Business Communication I	3
	BU 203	Production/Operations Management	3
	ANTH1014	Introduction to Anthropology	3
	IT 201	Information Technology I	3
	BU 213	Marketing	3
<b>Total Credit Hours</b>			<b>19</b>

SEMESTER IV	Code	Course Description	Credit Hours
	EN 210	Communication Studies II	4
	BU 204	Small Business Management	3
	PSY1014	Introduction to Psychology	3
	TH 124	Business Ethics	3
	BU 205	Human Resource Management	3
	HIS 110	Introduction to Belizean History	3
<b>Total Credit Hours</b>			<b>19</b>

Business Studies – Accounting – Total Credit Hours 83

SEMESTER I	Code	Course Description	Credit Hours
	AC 133	Financial Accounting	4
	EC 105	Principles of Economics I	3
	EN 107	College English I	3
	MT110	Business Mathematics	3
	CS 100	Introduction to Computer Studies	3
	RMT101	Research Methods	3
<b>Total Credit Hours</b>			<b>19</b>

SEMESTER II	Code	Course Description	Credit Hours
	AC 134	Cost & Managerial Accounting	4
	BU 123	Business Finance	3
	BU 221	Business Law	3
	IT 201	Information Technology I	3
	EN 108	College English II	3
	MT 225	Statistical Analysis I	4
<b>Total Credit Hours</b>			<b>20</b>

SEMESTER III	Code	Course Description	Credit Hours
	AC 235	Auditing	4
	ANTH1014	Introduction to Anthropology	3
	EN 209	Communication Studies I	4
	EN 255	Business Communication I	3
	HIS 110	Introduction to Belizean History	3
	AC236	Accounting Information Systems (lab)	4
	BU 101	Business Management	3
<b>Total Credit Hours</b>			<b>24</b>

SEMESTER IV	Code	Course Description	Credit Hours
	AC 237	Taxation	4
	PSY1014	Introduction to Psychology	3
	BU 213	Marketing	3
	EN 210	Communication Studies II	4
	SOCH1014	Introduction to Sociology	3
	TH 124	Business Ethics	3
<b>Total Credit Hours</b>			<b>20</b>

## Business Studies – Business Education – Total Credit Hours 83

SEMESTER I	Code	Course Description	Credit Hours
	EN 107	College English I	3
	MT110	Business Mathematics	3
	AC 129	Principles of Accounting I	3
	BU 101	Business Management	3
	EC 105	Principles of Economics I	3
	CS 100	Introduction to Computer Studies	3
	RMT101	Research Methods	3
<b>Total Credit Hours</b>			<b>21</b>

SEMESTER II	Code	Course Description	Credit Hours
	EN 108	College English II	3
	MT 225	Statistical Analysis I	4
	AC 130	Principles of Accounting II	3
	BU 123	Business Finance	3
	BU 221	Business Law	3
	SOCH1014	Introduction to Sociology	3
<b>Total Credit Hours</b>			<b>19</b>

SEMESTER III	Code	Course Description	Credit Hours
	EN 209	Communication Studies I	4
	EN 255	Business Communication I	3
	EDU 120	Introduction to Education	3
	EDU 130	The Nature of the Learner	4
	HIS 110	Introduction to Belizean History	3
	ANTH1014	Introduction to Anthropology	3
	IT 201	Information Technology I	3
<b>Total Credit Hours</b>			<b>23</b>

SEMESTER IV	Code	Course Description	Credit Hours
	EN 210	Communication Studies II	4
	EDU 141	Teaching Methods for the Secondary Curriculum	4
	BU 213	Marketing	3
	EDU211	Classroom Management	3
	TH 124	Business Ethics	3
	TRM 204	Human Resource Management	3
<b>Total Credit Hours</b>			<b>20</b>

## Business Studies – Tourism Management – Total Credit Hours 82

SEMESTER I	Code	Course Description	Credit Hours
	CS 100	Introduction to Computer Studies	3
	EN 107	College English I	3
	HIS 110	Introduction to Belizean History	3
	BU 101	Business Management	3
	RMT101	Research Methods	3
	TRM 101	Introduction to Tourism	4
<b>Total Credit Hours</b>			<b>19</b>

SEMESTER II	Code	Course Description	Credit Hours
	EN 108	College English II	3
	SOCI1014	Introduction to Sociology	3
	TRM 102	Sustainable Tourism	4
	MT110	Business Mathematics	3
	TRM 104	Tourism Product Development	4
	BU 205	Human Resource Management*	3
<b>Total Credit Hours</b>			<b>20</b>

\*Previously coded as TRM 204

SEMESTER III	Code	Course Description	Credit Hours
	EN 209	Communication Studies I	4
	SP 139	Functional Spanish for Tourism Management	3
	TRM 106	Health and Safety	3
	TRM 203	Front Desk Operations	3
	TRM 205	Food & Beverage Services 1	3
	AC 129	Principles of Accounting I	3
<b>Total Credit Hours</b>			<b>19</b>

SEMESTER IV	Code	Course Description	Credit Hours
	EN 210	Communication Studies II	4
	MYA 100	Introduction to Maya	3
	TRM 202	Best Management Practices	3
	TRM 201	Innovative Marketing Techniques & Promotion	4
	TRM 206	Cultural Tourism	3
	PSY1014	Introduction to Psychology	3
<b>Total Credit Hours</b>			<b>20</b>

YEAR 3	Code	Course Description	Credit Hours
	*TRM 108	Internship (all courses in this Program are prerequisites)	4
	<b>Total Credit Hours</b>		<b>4</b>

\* Students in the Associate Degree in Tourism Management program will be required to complete one summer of internship (10 weeks) at an approved Hospitality or Tourism establishment. Successful completion of the internship is a pre-requisite for the award of the degree.



## Computer Science Program – Total Credit Hours 72

SEMESTER I	Code	Course Description	Credit Hours
	CS 102	Programming I (Lab)	4
	EN 107	College English I	3
	MT 105	College Algebra	4
	SOCI1014	Introduction to Sociology	3
	RMT101	Research Methods	3
<b>Total Credit Hours</b>			<b>17</b>

SEMESTER II	Code	Course Description	Credit Hours
	CS 103	Databases (Lab)	3
	CS 106	PC Repair (no Lab)	3
	CS 206	Programming II (Lab)	3
	EN 108	College English II	3
	MT 108	Discrete Mathematics	4
	PSY1014	Introduction to Psychology	3
<b>Total Credit Hours</b>			<b>19</b>

SEMESTER III	Code	Course Description	Credit Hours
	CS 205	Software and System Development (no Lab)	3
	CS 207	Programming III (Lab)	3
	CS 209	Networking (no Lab)	4
	EN 209	Communication Studies I	4
	CS212	Networking (Lab)	2
	MT 106	Calculus I	4
<b>Total Credit Hours</b>			<b>20</b>

SEMESTER IV	Code	Course Description	Credit Hours
	CS 208	Data Structures (Lab) CS207	3
	CS 210	Web development (Lab)	3
	CS 211	Operating Systems (no Lab)	3
	EN 210	Communication Studies II	4
	HIS 110	Introduction to Belizean History	3
<b>Total Credit Hours</b>			<b>16</b>

LAB FEES		
2 Labs	Student pays 1 1/2 Lab	
3 Labs	Student pays 2 Labs	

# Associate of Arts in Primary Teacher Education – Total Credit Hours 97

SUMMER 0-1	Code	Course Description	Credit Hours
	MT 101	Fundamentals of Mathematics	NA
	EN 101	Fundamentals of English	NA
	CS 100	Introduction to Computer Science	NA

SEMESTER 1-1	Code	Course Description	Credit Hours
	EDU 120	Introduction to Education	3
	EDU 130	The Nature of the Learner	4
	EN 107	College English I	3
	TH 126	Morality	3
	SCB 100	Society & Culture in Belize and the Region	3
	<b>Total Credit Hours</b>		<b>16</b>

SEMESTER 1-2	Code	Course Description	Credit Hours
	MT 102	College Math for the Primary School Teacher I	3
	EN 106	Fundamentals of Linguistics	3
	EN 108	College English II	3
	EDU 140	Teaching Methods for the Primary Curriculum	4
	SCI 120	Environmental Science	3
	RMT101	Research Methods	3
	<b>Total Credit Hours</b>		<b>19</b>

SEMESTER 1-3	Code	Course Description	Credit Hours
	SCI 205	Health & Family Life Education	3
	ART 112/113/114	Drama & Dance / Music / Visual Arts	3
	PED 120	Physical Education for Primary Grades	3
	EN 105	Public Speaking for the Primary School Teacher	2
	<b>Total Credit Hours</b>		<b>11</b>

SEMESTER 2-1	Code	Course Description	Credit Hours
	MT 202	College Math for the Primary School Teacher II	3
	SCI 210	Science for Primary School Teachers	3
	EDU 210	Managing the Regular & Multi-grade Classroom	3
	EDU 270	Language Arts Methods for the Pr. Classroom	3
	EN 209	Communication Studies I	4
	EDU 260	Social Studies Methods for the Primary Classroom	3
	<b>Total Credit Hours</b>		<b>19</b>

SEMESTER 2.2	Code	Course Description	Credit Hours
	EDU 271	Language Arts Methods for the Pr. Classroom II	3
	EDU 240	Math Concepts & Methods for the Pr. Grades	4
	EDU 250	Science Concepts & Methods for the Pr. Grades	3
	EN 210	Communication Studies II	4
	EDU 230	Teaching Practicum I	3
	<b>Total Credit Hours</b>		<b>17</b>

SEMESTER 2.3	Code	Course Description	Credit Hours
	EDU 290	Spanish Methods for the Primary Classroom	3
	HIS 110	Introduction to Belizean History	3
	<b>Total Credit Hours</b>		<b>6</b>

SEMESTER 3.1	Code	Course Description	Credit Hours
	EDU 231	Internship / Field Experience	9
	<b>Total Credit Hours</b>		<b>9</b>

Science Program – Biology & Mathematics – Total Credit Hours 86

	Code	Course Description	Credit Hours
SEMESTER I	BIO 103	Cell Biology	3
	BIO 104	Cell Biology Lab	1
	BIO102	Biochemistry	3
	MT 105	College Algebra	4
	MT 107	Plane Geometry & Trigonometry	4
	EN 107	College English I	3
	SOCH1014	Introduction to Sociology	3
	RMT101	Research Methods	3
<b>Total Credit Hours</b>			<b>24</b>

	Code	Course Description	Credit Hours
SEMESTER II	BIO 105	Reproductive Biology	3
	BIO 211	Animal Physiology	3
	BIO 212	Animal Physiology Lab	1
	EN 108	College English II	3
	PSY1014	Introduction to Psychology	3
	MT 106	Calculus I	4
<b>Total Credit Hours</b>			<b>17</b>

	Code	Course Description	Credit Hours
SEMESTER III	BIO 107	Ecology	3
	BIO 108	Ecology Lab	1
	BIO208	Biodiversity	3
	MT 215	Calculus II	4
	MT 217	Counting, Matrices & Complex Numbers	4
	MT 225	Statistical Analysis I	4
	EN 209	Communication Studies I	4
	CS 105	Programming Concepts (lab)	3
<b>Total Credit Hours</b>			<b>26</b>

	Code	Course Description	Credit Hours
SEMESTER IV	BIO 209	Plant Physiology	3
	BIO 210	Plant Physiology Lab	1
	MT 216	Sequences, Series & Approximations	4
	MT 226	Statistical Analysis II	4
	EN 210	Communication Studies II	4
	HIS 110	Introduction to Belizean History	3
<b>Total Credit Hours</b>			<b>19</b>

Science Program – Biology & Chemistry – Total Credit Hours 89

	Code	Course Description	Credit Hours
SEMESTER I	BIO 103	Cell Biology	3
	BIO 104	Cell Biology Lab	1
	BIO102	Biochemistry	3
	CH 113	Fundamentals in Chemistry	4
	CH 114	Fundamentals in Chemistry Lab	1
	EN 107	College English I	3
	MT 103	Intermediate Algebra	3
	CS 105	Programming Concepts (lab)	3
	RMT101	Research Methods	3
	<b>Total Credit Hours</b>		<b>24</b>
	Code	Course Description	Credit Hours
SEMESTER II	BIO 105	Reproductive Biology	3
	BIO 211	Animal Physiology	3
	BIO 212	Animal Physiology Lab	1
	CH 213	Kinetics & Equilibria	4
	CH 214	Kinetics & Equilibria Lab	1
	CH 215	Inorganic Chemistry	3
	CH 216	Inorganic Chemistry Lab	1
	EN 108	College English II	3
	MT 104	Introduction to Calculus	3
	<b>Total Credit Hours</b>		<b>22</b>
	Code	Course Description	Credit Hours
SEMESTER III	BIO 107	Ecology	3
	BIO 108	Ecology Lab	1
	BIO208	Biodiversity	3
	CH 115	Organic Chemistry	4
	CH 116	Organic Chemistry Lab	1
	CH 117	Analytical Methods and Separation Techniques	3
	EN 209	Communication Studies I	4
	SOCH1014	Introduction to Sociology	3
	<b>Total Credit Hours</b>		<b>22</b>
	Code	Course Description	Credit Hours
SEMESTER IV	BIO 209	Plant Physiology	3
	BIO 210	Plant Physiology Lab	1
	CH 217	Environmental Chemistry	2
	CH 218	Environmental Chemistry Lab	1
	EN 210	Communication Studies II	4
	PSY1014	Introduction to Psychology	3
	HIS 110	Introduction to Belizean History	3
	MT 225	Statistical Analysis I	4
	<b>Total Credit Hours</b>		<b>21</b>

Science Program – Mathematics & Physics– Total Credit Hours 86

	Code	Course Description	Credit Hours
SEMESTER I	MT 105	College Algebra	4
	MT 107	Plane Geometry & Trigonometry	4
	PH 175	Mechanics I	3
	PH 176	Mechanics I Lab	1
	PH 177	Thermal & Mechanical Properties of Matter	3
	EN 107	College English I	3
	SOCH1014	Introduction to Sociology	3
	RMT101	Research Methods	3
<b>Total Credit Hours</b>			<b>24</b>

	Code	Course Description	Credit Hours
SEMESTER II	MT 106	Calculus I	4
	PH 178	Oscillations & Waves	3
	PH 179	Oscillations & Waves Lab	1
	EN 108	College English II	3
	PSY1014	Introduction to Psychology	3
	CS 105	Programming Concepts (lab)	3
<b>Total Credit Hours</b>			<b>17</b>

	Code	Course Description	Credit Hours
SEMESTER III	MT 215	Calculus II	4
	MT 217	Counting, Matrices & Complex Numbers	4
	MT 225	Statistical Analysis I	4
	PH 280	Electromagnetism	3
	PH 281	Electromagnetism Lab	1
	PH 282	Mechanics II	3
	EN 209	Communication Studies I	4
<b>Total Credit Hours</b>			<b>23</b>

	Code	Course Description	Credit Hours
SEMESTER IV	MT 216	Sequences, Series & Approximations	4
	MT 226	Statistical Analysis II	4
	PH 283	Electronics	3
	PH 284	Electronics Lab	1
	PH 285	Atomic & Nuclear Physics	3
	EN 210	Communication Studies II	4
	HIS 110	Introduction to Belizean History	3
<b>Total Credit Hours</b>			<b>22</b>

Science Program – Biology, Chemistry & Mathematics – Total Credit Hours 106

SEMESTER I	Code	Course Description	Credit Hours
	BIO 103	Cell Biology	3
	BIO 104	Cell Biology Lab	1
	BIO102	Biochemistry	3
	CH 113	Fundamentals in Chemistry	4
	CH 114	Fundamentals in Chemistry Lab	1
	MT 105	College Algebra	4
	MT 107	Plane Geometry & Trigonometry	4
	EN 107	College English I	3
	CS 105	Programming Concepts (lab)	3
	RMT101	Research Methods	3
<b>Total Credit Hours</b>			<b>29</b>

SEMESTER II	Code	Course Description	Credit Hours
	BIO 105	Reproductive Biology	3
	BIO 211	Animal Physiology	3
	BIO 212	Animal Physiology Lab	1
	CH 213	Kinetics & Equilibria	4
	CH 214	Kinetics & Equilibria Lab	1
	CH 215	Inorganic Chemistry	3
	CH 216	Inorganic Chemistry Lab	1
	MT 106	Calculus I	4
	EN 108	College English II	3
<b>Total Credit Hours</b>			<b>23</b>

SUMMER	Code	Course Description	Credit Hours
	MT225	Statistical Analysis 1	4
	SOCH1014	Introduction to Sociology	3
<b>Total Credit Hours</b>			<b>7</b>

SEMESTER III	Code	Course Description	Credit Hours
	BIO 107	Ecology	3
	BIO 108	Ecology Lab	1
	BIO208	Biodiversity	3
	CH 115	Organic Chemistry	3
	CH 116	Organic Chemistry Lab	1
	CH 117	Analytical Methods and Separation Techniques	3
	MT 215	Calculus II	4
	MT 217	Counting, Matrices & Complex Numbers	4
	EN 209	Communication Studies I	4
<b>Total Credit Hours</b>			<b>26</b>

SEMESTER IV	Code	Course Description	Credit Hours
	BIO 209	Plant Physiology	3
	BIO 210	Plant Physiology Lab	1
	CH 217	Environmental Chemistry	2
	CH 218	Environmental Chemistry Lab	1
	EN 210	Communication Studies II	4
	PSY1014	Introduction to Psychology	3
	MT 216	Sequences, Series & Approximations	4
	HIS 110	Introduction to Belizean History	3
	<b>Total Credit Hours</b>		<b>21</b>



Science Program – Chemistry, Mathematics & Physics – Total Credit Hours 106

SEMESTER I	Code	Course Description	Credit Hours
	CH 113	Fundamentals in Chemistry	4
	CH 114	Fundamentals in Chemistry Lab	1
	MT 105	College Algebra	4
	MT 107	Plane Geometry & Trigonometry	4
	PH 175	Mechanics I	3
	PH 176	Mechanics I Lab	1
	PH 177	Thermal & Mechanical Properties of Matter	3
	EN 107	College English I	3
	RMT101	Research Methods	3
<b>Total Credit Hours</b>			<b>26</b>

SEMESTER II	Code	Course Description	Credit Hours
	CH 213	Kinetics & Equilibria	4
	CH 214	Kinetics & Equilibria Lab	1
	CH 215	Inorganic Chemistry	3
	CH 216	Inorganic Chemistry Lab	1
	MT 106	Calculus I	4
	PH 178	Oscillations & Waves	3
	PH 179	Oscillations & Waves Lab	1
	EN 108	College English II	3
	CS 105	Programming Concepts (lab)	3
<b>Total Credit Hours</b>			<b>23</b>

SUMMER	Code	Course Description	Credit Hours
	MT225	Statistical Analysis 1	4
	SOCH1014	Introduction to Sociology	3
<b>Total Credit Hours</b>			<b>7</b>

SEMESTER III	Code	Course Description	Credit Hours
	CH 115	Organic Chemistry	3
	CH 116	Organic Chemistry Lab	1
	CH 117	Analytical Methods and Separation Techniques	3
	MT 215	Calculus II	4
	MT 217	Counting, Matrices & Complex Numbers	4
	PH 280	Electromagnetism	3
	PH 281	Electromagnetism Lab	1
	PH 282	Mechanics II	3
	EN 209	Communication Studies I	4
<b>Total Credit Hours</b>			<b>26</b>

SEMESTER IV	Code	Course Description	Credit Hours
	CH 217	Environmental Chemistry	2
	CH 218	Environmental Chemistry Lab	1
	MT 216	Sequences, Series & Approximations	4
	PH 283	Electronics	3
	PH 284	Electronics Lab	1
	PH 285	Atomic & Nuclear Physics	3
	EN 210	Communication Studies II	4
	PSY1014	Introduction to Psychology	3
	HIS 110	Introduction to Belizean History	3
<b>Total Credit Hours</b>			<b>24</b>

## **Appendix H**

### **CJC Peer Helpers Program**

#### **Basic Helper Knowledge**

Who is a CJC Peer Helper?

A Peer Helper is another student you can go to when you have a challenge you want to talk about. Peer helpers do NOT give advice; they are trained to be nonjudgmental listeners. They help you through your challenge and help you find your own best solution.

How do CJC Peer Helpers help?

Peer helpers roles are determined by the type of training provided as well as school and community needs. Some typical assignments include working as:

- Peer Tutors: helping students with academic and social skills learning;
- Buddies: helping younger or new students make transitions into a new school;
- Orientation Guides: helping students from feeder schools or helping persons new to the community;
- Discussion Leaders: assisting with topics of concern to other children and adolescents;
- Career Assistants: helping with career choices and resources;
- Special Project Assistants: designing and coordinating services and projects of benefit to others in the community;
- Academic Assistants: helping students set goals, consider options and plan actions;
- Referral Agents: helping youth get connected to appropriate specialists;
- Peer Counselors: helping others sort out concerns, brainstorm ideas, and provide practical help;
- Conflict Mediators: assisting others to resolve disputes;
- Peer Educators: assisting others in learning and using important health and social information;
- Role Models: helping others learn appropriate behaviors;
- Outreach Workers: reaching out or acting as a 'door opener' to the troubled or lonely.
- Crucial in the development of CJC Peer Helpers Feeding Program.

What Peer Helping Is Not!

Peer helpers do not make decisions for others. They may suggest options or alternatives, identify consequences, or share their experiences, but they do not give advice or tell others what to do. Peer helpers do not provide therapy or treatment. They are neither replacement for professional service providers, nor are they substitutes for clerical staff.

## Appendix I Academic Calendar 2015 - 2016

### SEMESTER I

#### AUGUST

3	Monday	Faculty Report to Work
	Week of Activities	
7	Friday	Freshmen Orientation 9:00 a.m. – 2:30 p.m.
10	Monday	Seniors Course Registration: 9:00 a.m. – 1:00 p.m.
11	Tuesday	Freshmen Course Registration 9:00 a.m. – 1:00 p.m.
13	Thursday	Part-time Course Registration: Office
17	Monday	First Semester Begins Drop/Add Period Begins
18	Tuesday	General Assembly – Rudolph Wade Auditorium: 9:00 a.m.
21	Friday	Last Day to Add or Drop a Course
24	Monday	Course Withdrawal Period Begins

#### SEPTEMBER

10	Thursday	St. George's Caye Day - Holiday
17	Thursday	Patriotic Assembly: 9:00 a.m. Follow Tuesday Schedule
21	Monday	Independence Day – Holiday

#### OCTOBER

10	Saturday	International Sports Exchange Instituto Tecnológico Superior de Felipe Carrillo Puerto
12	Monday	Pan American Day – Holiday
27	Tuesday	Crazy day

#### NOVEMBER

6	Friday	Last Day to Withdraw From a Course Without Academic Penalty
14	Saturday	International Sports Exchange with CBTIS 214
17	Tuesday	Follow Wednesday Schedule
18	Wednesday	Follow Tuesday Schedule Cultural Tribute Program
19	Thursday	Garifuna Settlement Day - Holiday
27	Friday	Raffle Money Due

#### DECEMBER

4	Friday	Staff Assembly
7 – 11		First Semester Examinations
15	Tuesday	Grades Due no later than 12:00 midnight
18	Friday	Distribution of Semester Reports
12	Saturday	Christmas Banquet
20	Sunday	Graduation at 10:00 a.m. Rudolph Wade Auditorium

## SEMESTER II

### JANUARY

4	Monday	Faculty Report to Work
5	Tuesday	Seniors Course Registration: 9:00 a.m. – 12:00 noon; 1:00 p.m. – 3:00 p.m.
6	Wednesday	Freshmen Course Registration: 9:00 a.m. – 12:00 noon; 1:00 p.m. – 3:00 p.m.
8	Friday	Part-time Course Registration: Office 9:00 a.m. – 12:00 noon; 1:00 p.m. – 3:00 p.m.
11	Monday	Second Semester Begins Drop/Add Period Begins
12	Tuesday	General Assembly Rudolph Wade Auditorium: 9:00 a.m.
15	Friday	Last Day to Add or Drop a Course
18	Monday	Course Withdrawal Period Begins
29	Friday	Hawaiian Luau

### FEBRUARY

25	Thursday	Movie Night
26	Friday	ATLIB Examination (No classes)

### MARCH

9	Wednesday	Heroes and Benefactors Day – Holiday
12	Saturday	International Academic Sports and Cultural Exchange with CECYTE
15	Tuesday	Christian Assembly
18	Friday	Sports/Fun Day
21	Monday	Easter Break Begins
30	Wednesday	Classes Resume

### APRIL

7	Thursday	Preparation for Business EXPO
8	Friday	Business EXPO Last Day to Withdraw From a Course Without Academic Penalty

### MAY

9 – 12		Second Semester Examinations
17	Tuesday	Grades for Freshmen due no later than 12:00 midnight
18	Wednesday	Grades for Seniors due no later than 12:00 midnight
20	Friday	Freshmen Reports Issued: 9:00 – 12:00 noon
26	Thursday	Board Meeting on Graduation
27	Friday	Graduates Announced: 2:00 p.m. Seniors Semester Reports Issued: 2:00 – 3:00 p.m.

### MAY 30 – JUNE 24

### SUMMER SESSION I

### JUNE

12	Sunday	Graduation at Rudolph Wade Auditorium: 4:00 p.m.
29	Wednesday	Chairman's Luncheon
30	Thursday	End of Year Faculty Social Inventories Submitted

### JULY 4 – JULY 29

### SUMMER SESSION II





Corozal Junior College  
Joseito Layout  
Corozal Town  
Belize, C.A.

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