BA IN YOUTH AND COMMUNITY DEVELOPMENT

2023/2024

(Third Intake)

STUDENT GUIDELINES

LEVEL 3

8th June2023

Youth Studies Unit

Department of Social Studies.

Dear Students,

Letter of invitation

All the registered learners are warmly welcome by the Department of Social Studies of the Faculty of Humanities and Social Sciences.

The Orientation programme will be conducted for all the registered students on the **1st of July 2023 from 9.15 am to 12.00 noon at the respective Regional Centres.** This session introduces you to distance mode teaching and learning methods, important study skills as well as nature of continuous assessments that are necessary for you to be a successful learner at the OUSL. This Programme is **compulsory** for all students. The agenda of the orientation will be sent by email. Please bring your record book and students' guideline for the orientation session.

Good luck with your endeavours!

Head

Department of Social Studies.

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Part IV   Department Staff Contact Information

The Department of Social Studies **Welcome! all the** learners for the **Bachelor of Arts in Youth and Community Development.**

You are entitled to utilize numerous resources available at the central campus and all other centers located in each district of Sri Lanka. No other higher learning institute in Lanka has provided such a network of services to your doorstep. Therefore, we the staff members of the Department salute you for making the right choice by selecting the Open University of Sri Lanka as your lifelong learning agency.

We strongly advised you to refer to this student guideline throughout the academic year. A proper sense of time management would bring lifetime achievement once you complete the program.

WISH YOU ALL THE BEST!!!

PART I

ACADEMIC GUIDELINES

1.1   Overview of the academic activities of the first year (Level 3)

The BA in Youth and Community Development is a 90-credit programme. Medium of instruction is English. The minimum duration of the programme is three years. If you wish to follow the programme continuously, then after three yours you will be graduated. However, if a student wish to register less than full credits allocated for a given year, he/ she could complete the programme within 9 years. Those who wish to extend the study period more than three years must register minimum of 8 credits in each academic year. Your course fee calculation depends on the number of credits you wish to register plus some compulsory payment. If you skip any academic year, you must obtain **studentship** for each such year(s).

The course code DSU3561 stands for:

Each course contains a course code with the department code 'DS' followed by four more digits. Please see the example given below.

Example: The course code DSU3561 stands for

Department of Social Studies | Programme type (Undergraduat) | Level (03) * | Credits (05) | Stream Number | Serial Number
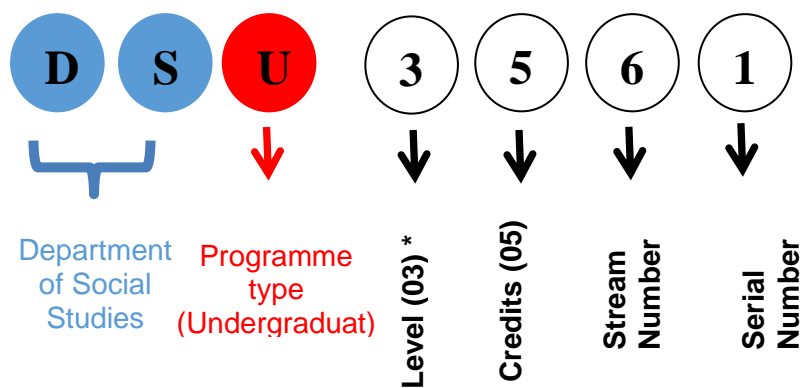
*The Open University of Sri Lanka has defined the 1st year of the undergraduate programme as Level 3. Similarly, 2nd year and 3rd year are called Levels 4 & 5.

What is credit?

The credit weightage denotes the total study hours recommended for a particular course. A credit is equivalent to 50 hours of study time. For example, you need to devote 250 hours to successfully complete all the learning and assessment work of the given 5 credit course. Similarly, if it is 3 credit course you are expected to devote 150 hours. So, credit is the weightage given to each course. The credit weightage is usually shown in the second

digit from the left. If you look at the example given above, you will notice that the credit weightage of the course denoted DSU3561 is 5 credits. All the regular courses you study in level 3 are 5-credit courses. You are free to determine the number of credits you are going to select in each academic year on the registration day or on the add-drop day. **(Scheduled Add date 14th July 2023 (Levels 3, 4 & 5) and Scheduled Drop 21st July 2023)**

Likewise, you have six regular courses worth 30 credits at level 3. You are also required to take a further 6 credits worth of Continuing Educational courses.

*Number of streams established by the Department of Social Studies.

Five (5) streams and the assigned stream numbers are given below:

Name of the Stream	*Stream Number*
Mass Communication	*2*
Economics and Development Studies	*3*
Politics and International Relations	*4*
Society and Culture Studies	*5*
Youth Studies	*6*

*Your degree programme will be administered by the youth studies unit

1.1.1   The course structure – Level 3

Each academic year is divided into 1st and 2nd Semesters. The distribution of your courses for both semesters are indicated below.

1st Semester

DSU3521	Introduction to Communication Theory and Practice
DSU3561	Principles and Practices of Youth in Development Work
DSU3551	Understanding Society and Culture
LEE3410	English for General Academic Purposes (EGAP) (CE)

2nd Semester

DSU3562	Young People and Society
DSU3542	Politics and Governance: an introduction

DSU3563   Management and Leadership skill

DSE3215   Social Harmony (CE)

1.1.2   Pre-requisites

a) Pre-requisites to enter Level 4

Please note that **you have to pass or obtain a credit transfer of at least 10 credits (excluding CE courses) worth of courses from Level 3** to enter Level 4. Remember **You will NOT be allowed to register for Level 4 courses unless you fulfil these criteria.**

b) Pre-requisites to enter Level 5

Please note that you have to pass or obtain a credit transfer 30 credits **(excluding CE courses)** from level 3 and 10 credits from level 4. **(This pre-requisite is applicable only to the students who have completed the HDYD programme)**

1.1.3   Continuing Educational Courses (CE)

As explained in Table 1: there are 4 Compulsory Continuing Educational Courses. All these courses must either complete or obtain exemptions during the study period.

Eleven (11) credits of Continuing Educational Courses (CE) are to be passed/exempted before the award of the BAYCD programme. Details of CE courses are given below:

Table 1: Number of Continuing Educational Courses

Course code	Course Title	Number of credits	For all the new students, CE courses will be offered at	**Those who have completed Diploma (HDYD), CE Courses** Will be offered in 1st year of study
LEE3410	English for Academic Purposes (EGAP)	4	Level 3	Levels 3 & 4 (1st Year)
DSE3215	Social Harmony	2		
DSE4207	Non-violent Communication	2	Level 4	Level 5 (2nd year)
DSE5301	Statistics for Social Sciences	3	Level 4 or 5	Level 5 (2nd year)

1.1.4   Day school sessions

Day schools will be held physically at the selected regional centres (selected Regional Centres will be notified via email). Day Schools help you to discuss academic issues with your tutor and your peers. We strongly advise you to participate in these discussions.

IT IS VERY IMPORTANT THAT YOU **READ** YOUR COURSE MATERIAL BEFORE YOU ATTEND DAY SCHOOLS!

That will help you make the best use of the face to face session with your lecturer.

There will be 06 day-school sessions of 2 hours duration for each course you have selected. Please refer the day school <u>timetable for semester</u> 1 given in **Part II section 2.1** of this document.

1.1.5   Collection of course material

You will be able to collect your course materials at the end of your registration process. Further soft copies of the relevant modules have been uploaded to LearnOUSL for your reference. We advise you to be in touch with your regional centre (Colombo Regional Centre and other regions where you have been registered).

You will be received your student record book once your registration process is done at the relevant regional centre. **Please make sure that you collect the relevant material for the courses for which you have been registered** as specified in the student record book**. (See section 2.4)**

1.1.6   Contact details of course leaders

Each course has a Course Leader, and their contact details are given in Table 2. There will be a number of Visiting Academics at respective regional centres, they will conduct your day schools. Their contacts will be available LearnOUSL platform.

The contact details are provided below.

Table 2: Contact details of Course Leaders

Course Code	Name of the Course Leader	Contact Number	E-mail Address
Semester 1			
DSU3521	Dr. Mahim Mendis	0112881014	mahimmendis@gmail.com
DSU3561	Ms. A. A. S. Warnakulasuriya	0112881126	aawar@ou.ac.lk
DSU3551	Ms.Purnima Perera	0112881082	japer@ou.ac.lk
Semester II			
DSU3562	Ms. Udeni Herath	0112881083	hmuhe@ou.ac.lk
DSU3542	Dr. S. M. A. K. Samarakoon	0112881436	smasa@ou.ac.lk
DSU3563	Mr. Pradeep Ranaweera	0719277854	kpradeep541@gmail.com
Continuing Educational Courses (CE)			
LEE3410	Mr. Chandrasiri Mayadunne	0112881057	mayadunnu_c@yahoo.com
	Ms Senuri Weerasekera	0112881087	hswee@ou.ac.lk
	Ms Niluka Gamage Career Guidance Unit	0112881049	cguousl@ou.ac.lk
DSE3215	Dr. S. M. A. K. Samarakoon	0112881436	smasa@ou.ac.lk
	Mr.A.R.Azsam	0112881436	arazs@ou.ac.lk

1.1.7   How to contact us.

We, in the Department of Social Studies always look forward to helping you with your academic problems relating to course material, academic sessions, assignments, final examinations, etc. You are encouraged to contact the relevant persons in the Social Studies Department whenever you have problems. In such situations, you could either personally call them or meet them **with a prior appointment**. Similarly, you can write to the respective course leaders, at the following address.

The Course Leader *(Please indicate the name of the course leader)*
Level 3
BA Degree in Youth and Community Development
Department of Social Studies
Open University of Sri Lanka
P.O. Box 21, Nawala,
Nugegoda.

1.1.8   OUSL E- mail

The OUSL provides students with university e-mail addresses. The student email address starts with the student number (SID) and ousl.lk domain.

   Ex: S12007865@ousl.lk

You are required to use this mail account in communicating with the department and the relevant course leaders. The OUSL student email activation link has given below. https://reginfo.ou.ac.lk/letters/eGuide.pdf . Activation of your university email account is very important to have access to the learnousl platform.

1.1.9 The SMS alert service

We will also be sending messages to your phone through the university SMS Alert Service. Through this service you will be able to receive notices and messages regarding your courses to your mobile phone. Therefore, you need to make sure to update your contact details at the **registration** to enable us to keep you informed. You are also requested to inform the Student Affairs Division as well as the respective coordinators. if you happen to change your mobile number **during** the course of the academic year.

1.1.10   How to use 'MyOUSL' facility.

Students can access MyOUSL to view information regarding the study programme that they have registered for. This site will be used by the academic staff to share information about the courses, day schools, and examinations with the students. Therefore, each student is encouraged to log into My OUSL frequently in order to be updated about the course of study undertaken. http://myousl.ou.ac.lk/indx/logn/fp.aspx

How to access MyOUSL?

1. Go to **www.ou.ac.lk**

2. Click on '**OUSL Home**'

3. Find the **"Learner Support"** Menu at the bottom of the home page.

4. Click on **MyOUSL** Login.

5. Type your username and password. Your username is the Student Number given in the record book which starts from Sxxxxxxxx. Password is the NIC Number which can be changed afterwards.

1.1.11 SSD Online Notice Board

The Social Studies department uses the SSD notice board to share important information and notices regarding study programmes. Students are expected to check the notice board regularly and be updated. Please use the link below to access the SSD notice board.

https://ou.ac.lk/notice-board-social-studies-dept. Please also use the link below to download the student guidelines and other relevant documents. https://ou.ac.lk/sstdow/

1.2 Monitoring student progress

Student progress is monitored using *two components*. They are,

➢ *Continuous Assessments*

➢ *Final Examinations*

1.2.1   Continuous Assessments

Continuous assessments are vital components of the Open and Distance learning mode since it facilitates the self-learning process. We strongly advise you to complete all the Continuous Assessments to gain eligibility for the final examination. Successful completion of continuous assessments would help you to get higher grades. The Continuous Assessments are worth 50% of your final grade.

There will be 3 CA components for 5 or 6 credit courses.

There will be 2 CA components for less than 5 courses.

The number of CAs per course will be determined by the amount of course credit. You will find more detail regarding CA components in the Continuous Assessment schedule in PART II of this book. The mode of Continuous Assessment tests is given below. (Refer the table no. 8)

Tutor Marked Assignment (TMA)

The questions for **TMAs** will be based on your relevant course materials. You are strongly advised to meet the **submission deadlines. Assignments WILL NOT be accepted after the deadline**. Therefore, a proper sense of "Time Management" would be in your best interest. All instructions will be uploaded in the Learn OUSL platform under the particular subject.

Closed Book Test

This is a supervised and a Closed Book Test (CBT) conducted at the respective Regional Centre of your registration under the supervision of OUSL staff. This will be of **two (02) hours** duration for each course. In a CBT, you are tested on how well you have understood the course material. The aim of this assessment is to test your ability to *understand, retain* and *retrieve* information appropriately. **No permission is given to refer to books and notes during the examination.**

Note: *The questions for the CBT will be based on your relevant course materials.* You will find **dates, times, and venues for CAT in the CA timetable (refer Table 8)**.

Learning Journals (LJ)

The Learning Journal (LJ) is a record of reflective learning experiences, not a collection of mini assignments. The learning journal is assessed as part of a continuous assessment of all the courses offered by the Youth Studies streams. The concept of a 'learning journal' may be new to many tutors and learners. It is intended to be a dynamic process and a learning tool, and in particular an account of how theory can be applied to new practical situations. So the learning journal is the daily (if possible) record of learning experiences (not study points). It contains very personal entries regarding insights, aspirations, personal resolutions, desired aspects of personal change, learning points, eye-openers, and so on. Students are also asked to record their answers to module activities plus the mind maps in their learning journals. Please see the video titled **"Learning Journal-Enhancing Knowledge and Skills"** uploaded to LearnOUSL and YouTube.

Oral test (Viva)

Using a PowerPoint or poster presentation you will be tested on your knowledge based skills, Presentation, and analytical skills. Oral Presentation topics and other instructions will be uploaded to the LearnOUSL platform.

1.2.1.1   How to obtain your Continuous Assessment grades (results) online.

This facility allows you to check the grades you have received for the Continuous Assessments online. Please note that we will upload the grades only towards the end of each semester.

Please log in to your **MyOUSL account** to obtain your grades. For login instructions refer 1.1.10 How to use "MyOUSL" facility http://myousl.ou.ac.lk/indx/logn/fp.aspx   In this document

1.2.2   Scheme of Assessment

- **5 Credit Courses (Courses with 03 Continuous Assessments)**

You need to attempt **ALL THREE CA components** for each of the 5 credit courses that have been offered to you. But only the best 2 CAs will be considered for the Overall Continuous Assessment Marks (OCAM) calculation. **No threshold will be imposed for individual CA components. The OCAM will be based on 60% of the best assignment and 40% of the second-best assignment. The OCAM should be a minimum of 40.** As mentioned earlier, 50% of your final grade will be calculated from your CA marks.

Please see the examples given below (Table no.3) for the Overall Continuous Assessment Marks (OCAM) calculation.

*Note:** There is a rare possibility of obtaining a pass mark by completing only one CA component. completing other CAs will increase the overall OCAM, which in turn will increase the chances of obtaining better grades and higher Grade Point Average (GPA) at the final examination.

Table 3: Composition of "OCAM" Calculation

Course credit	Marks for CA 1	Marks for CA 2	Marks for CA 3	OCAM calculation 60% best CA 40% second best CA OCAM - Minimum 40	PASS/ FAIL
3 credit courses	20	30	No CA 3	0.6 x 30 = 18 0.4 x 20 = 08 Total 26	Fail (Can't sit for the final exam)
3 credit courses	50	30	No CA 3	0.6 x 50 = 30 0.4 x 30 = 12 Total 42	Pass
3 credit courses	80*	Absent	NO CA 3	0.6 x 80 = 48 0.4 x 00 = 00 Total 48	Pass
3 credit courses	Absent	50	NO CA 3	0.6 x 50 = 30 0.4 x 00 = 00 Total = 30	Fail
5/6 credit courses	30	40	60	0.6 x 60 = 36 0.4 x 40 = 16 Total = 52	Pass
5/6 credit courses	40	50	Absent	0.6 x 50 = 30 0.4 x 40 = 16 Total = 46	Pass
5/6 credit courses	30	40	20	0.6 x 40 = 24 0.4 x 30 = 12 Total = 36	Fail

Table 4: Number of CA components to be completed based on the credit value.

No of credit	Number CAs to be done			
	CA 1	CA 2	CA 3	
2		✓	✓	
3	✓	✓		**All the awards such as Dean's list award, Scholarships, and classes will be determined by your higher performance at CAs & final examination.**
5	✓	✓	✓	
6 (Only for level 5 guidelines (DSU5661)	✓ LJ	✓ LJ	✓ LJ	

1.2.3   Final examination

The Final Examinations will be conducted at the end of each semester. Each paper in the Final Examinations will be three (03) hours in duration.

If you are unable to sit for your final examination, and you have obtained an average of **40 for your CAs**, you will be allowed to carry forward your CA marks to the **next year** (you will be awarded **RX** grade). If you have obtained less than 40 for your OVERALL CA, **you will receive a FAIL (FA) grade and will be required to re-register for the entire course in the following year.** There will be financial implications, and the grade will be capped at C in the subsequent attempt. Therefore, you are strongly advised NOT to skip any CA. If you face difficulties in completing your CA component, you should immediately contact your coordinator or the course leader for help. **Please note that any alternative test for CAs will not be given to the students and Final Examinations will be scheduled on both weekdays and weekends.**

1.2.3.1 Facing Final Examination from Overseas

If you are temporarily residing abroad, the Examination Division is able to make arrangements for you to face the exam from the country you are staying in. In order to obtain this facility students should make a request via email to the senior Assistant Registrar/exams (sarexam@ou.ac.lk) with a copy to the level coordinator and fill out the request form available online. This should be done at least two months before the final exams. If your request is approved, the exam division will give the necessary instructions via email. Use the link below to download the request form. *However, this facility may not be available for all countries. It is the responsibility of the student to make these arrangements.   With reference to your CA examinations, Please inform the Assistant Registrar of the faculty of HSS (arhss@ou.ac.lk **0716 368 241 – Faculty hotline)**

https://www.ou.ac.lk/home/images/New_Data/2021/Annex%201.pdf

Composition of final grade:

Your final grade will be calculated using the marks obtained for the final examination and the OCAM marks. The weightage given for each component is given below.

Overall Continuous Assessment Marks   50%

Final Examination Marks   50%

Overall final grading   100%

Note: for further clarification please refer section 1.2.2

Note: your OCAM marks can be carried forwarded only for an extra academic year,

This facility will be given, if the student could not sit the final examination during the registered academic year after obtaining elegibity

or

Could not obtained a minimum of 40 marks for overall final examination. Beyond that your CA marks will lapse and you will have to register for the full course in a subsequent year.

1.2.3.2 The grading system

The grades and the Grade Point Values will be as follows.

Table 5: The grading system

Range of Marks Z%	Grade	Grade Point Value
85–100	A+	4.00
75-84	A	4.00
70-74	A -	3.70
63-69	B+	3.30
55-62	B	3.00
50-54	B-	2.70
45-49	C+	2.30
40-44	C	2.00
35-39	C-	1.70
30-34	D+	1.30
20-29	D	1.00
0-19	E	00

Note: If you are unable to sit for your final examination, and you have obtained an average of **40 for your CAs** you will be awarded an **RX grade**. **In this context,** you will be allowed to carry forward your CA marks to the **next year.**

If you have obtained less than 40 for your OVERALL CA, **you will receive a FAIL (FA) grade** and will be required to re-register for the entire course in the following year**.**

A+ A, A-, B+, B, B-, C+ and C constitute Pass Grades.

The calculation of Grade Point Average (GPA): **EX 01:** When the student has received "C" grades for all 1st Semester regular courses, his/her GPA will be 2. (2+2+2/3* = 2)

EX 02: When the student has received A, B, and C grades for 1st Semester regular courses his/her GPA will be 3. (4+3+2/3* = 3)

*Number of Courses

1.2.3.3 How to check your final examination results online.

- You can access your final examination results through the university website and also through My OUSL.

- **University Website** direct link - Visit the university website and select "Study" to find the 'Important Links'. Click on the '**Exam Results**' tab displayed under the

- 'Current Students" section. Afterward, you need to select the name of your examination and proceed according to the information given.

- **MyOUSL** – Click on the given link and go to 'My OUSL'.

  https://ou.ac.lk/current-students/

1.2.3.4 Re-scrutinization of the final examination Results

https://www.ou.ac.lk/home/images/Faculty_and_institute/HSS/Downloads/Application_Verification_HSS_30062020.pdf

Students may request for re-scrutinization of their Final Examination papers **within two weeks** from the release of the Final Examination results. You can obtain the application form from the Assistant Registrar's Office of the HSS. The charges for re-scrutinization is Rs. 500/= per paper. The decision of the Re-scrutinization Board is final.

1.2.4 Classes awarded for academic performance.

As stated in Table 5 students will be rewarded as follows based on their individual course performance. These awards reflect the academic excellence and the commitments made by individual learners.

Table 6: Type of awards

Class	GPA
1st Class	3.70
Upper 2nd	3.30
Lower 2nd	3.00
Pass	2.00

1.2.5 SCHOLARSHIPS AWARDED FOR ACADEMIC PERFORMANCE:

University Bursary:

University Bursary is awarded by the Open University of Sri Lanka to the value of 50% of the tuition fees of courses for which the student registered for during a particular academic year. Students shall be selected based on an application made by them on the basis of Merit and Need.

Mahapola Scholarships:

Mahapola scholarships are awarded by the Mahapola Higher Education Scholarship Trust Fund to the value of Rs.8000/= each towards the payment of tuition fees of courses. Students shall be selected based on an application made by them on the basis of merit and Need.

In addition, there are two other types of scholarships namely, **Enhancement Bursary and Enrollment Bursary offered by the Open University of Sri Lanka. Please click the link for more details:** https://ou.ac.lk/scholarships/

Contact for more details:

Students Affairs Division

The Open University of Sri Lanka

0112099299

Email: scholarships@ousl.lk

Dean's List awards:

The Dean's Award for the Faculty of HSS is made available for students who perform well in undergraduate programmes. The Dean's List is computed after the complete release of the final examination results of a particular academic year.

Benefits for students:

- Each student placed on the Dean's List will receive a letter of commendation from the Dean Faculty of Humanities and Social Sciences.
- Selected highest performing (Highest GPA) students are eligible for the tuition fee waiver for a maximum of 24 credits per academic year.

1.3 Additional resources at the OUSL

As Sri Lanka's premier open and distance learning institution, the OUSL provides you with many resources to support your learning process. We strongly urge you to make full use of these resources.

1.3.1 Library facilities of the Open University of Sri Lanka.

The library network of the OUSL consists of the Main Library at Nawala and 08 regional centre libraries. It offers a variety of services to students in getting fulfill their information requirements during learning and research activities. You are able to get use of these services by visiting the library or online through the Library website (http://lib.ou.ac.lk/). The Main Library holds a rich collection of books relevant to overall courses offered by the University, journals, bound journal volumes, thesis, magazines, past question papers, course materials, and audio-video materials.

Main services offered by the library are lending service, reference, inquiry service, photocopying, and workshops to enhance your IT, research, and information literacy skills. Different kinds of reading spaces are provided to suit your study needs, and the Virtual resource centre (VRC) located in the ground floor of the main library provides you with the computer facility. The audio-visual resource centre (AVRC) located in the first floor of the main library holds a collection of audio-video materials allowing students to view these resources individually or as a group.

The students are eligible to obtain library membership which is necessary to borrow books from the library. Visit the library website to get more information about the procedure of obtaining library membership (Library website >>> Library services >>> Circulation).

The Library website (http://lib.ou.ac.lk/) is the main portal providing access to library online resources and services. Online resources collection consists of e-books, e-journals, e-databases, past question papers, thesis abstracts, research papers of university staff members, and many free e-resources which are useful for your studies. The online library catalogue (http://search.lib.ou.ac.lk/) allows you to search for books in the library and check their availability. You may view all your library transactions and extend the borrowing period of the books by logging in to your library account.

The main Library is usually open from 8.30 am to 4.15 pm during weekdays and 8.30 am to 6.00 pm during weekends. During your exam periods, the opening hours are extended until 6.00 pm during weekdays.

Regional centre libraries are open from Tuesday to Sunday from 8.30 am to 4.15 pm. All the libraries are closed on poyadays and university special holidays. Read Digital handbook available in the library website to get more information about library resources and services (Library website >>> News and events >>> Library Handbook).

1.3.1.1 Social science digital library

The Department of Social Studies in collaboration with the Centre for Educational Technology and Media (CETMe) and the OUSL library has developed a Social Science Digital Library. This online resource provides you with many resources including videos, interviews with eminent social scientists, and panel discussions. We encourage you to browse the material in the Social Science Digital library.

You may access the Social Science Digital Library by linking to the OUSL library at http://lib.ou.ac.lk and clicking on the Digital Reading room for Social Sciences Dept. of Social Studies in the library Services Page.

1.3.2   Online social science glossary

The Department of Social Studies in collaboration with the OUSL library has developed an online Social Science Glossary which explains many of the terms and concepts to which you will be introduced.   You may access this glossary by linking to the OUSL http://10.72.92.59/glossary/ and clicking on the Online Social Science Glossary icon.

1.3.3   LearnOUSL https://learnousl.ou.ac.lk/

LearnOUSL is a learning platform that is designed to offer various online learning opportunities for you and to support interaction between the learner and the educator. The Course Leaders will give you more information regarding this.

Login instructions for LearnOUSL platform

The online Learning Management System. Please use the following information to log in to your online course.

Instructions for logging in:

Web Address: **https://learnousl.ou.ac.lk/**

Username' :   **S number(Student's ID number) given in the student record book**

Password :   **National Identity card number (with Capital V)**

Please change your password after first login. Once you have changed the password.

To change your password, please follow the instructions given below:

STEP 1:   Click your name appearing near the 'logout' button.

STEP 2:   Select 'Preferences' - the changed password link appears on the

'Preferences' page.

STEP 3:   Click 'Edit Profile' tab on the 'Preferences' page to create a profile page

for you.

STEP 4:   Remember to click the 'update profile' button after completing the

changes.

If you have problems in **logging and accessing your course(s)** please send an email to **Ms. Geetha Kulasekera (dgkul@ou.ac.lk)** (Senior Lecturer/ET), giving your National Identity Card number, Name, Course code and Programme of study.

If you have any queries regarding the content of the individual course/ programme please contact the relevant course/ programme coordinator.

Please note that these online resources will only be accessible after two weeks from the date of registration.

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PART II

TIMETABLES

A) DAY SCHOOLS and

B) COUNTINUOUS ASSESMENT

2.1 Day School Timetable - Level 3

Table 7 indicates the timetable of **Semester I** given below.

Table 7: **Timetable for Day Schools**

Date	Course Code	Course Title	Time
1st July 2023	Orientation Programme Afternoon session will be a library visit		09.15 am – 12.00 noon. From 12 noon onwards
15th July 2023 (1st DS)	DSU3521	Introduction to Communication Theory and Practice	08.30 am – 10.30 am
	DSU3561	Principles and Practices of Youth in Development Work	11.00 am – 1.00 pm
	DSU3551	Understanding Society and Culture	02.00 pm – 4.00 pm
29th July 2023 (2nd DS)	DSU 3551	Understanding Society and Culture	08.30 am – 10.30 am
	DSU3561	Principles and Practices of Youth in Development Work	11.00 am – 1.00 pm
	DSU3521	Introduction to Communication Theory and Practice	02.00 pm – 4.00 pm
12th August 2023 (3rd DS)	DSU3551	Understanding Society and Culture	08.30 am – 10.30 am
	DSU3521	Introduction to Communication Theory and Practice	11.00 am – 1.00 pm
	DSU3561	Principles and Practices of Youth in Development Work	02.00 pm – 4.00 pm
26th August 2023 (4th DS)	DSU3521	Introduction to Communication Theory and Practice	08.30 am – 10.30 am
	DSU3561	Principles and Practices of Youth in Development Work	11.00 am – 1.00 pm
	DSU3551	Understanding Society and Culture	2.00 pm – 4.00 pm
9th September 2023 (5th DS)	DSU3561	Principles and Practices of Youth in Development Work	08.30 am – 10.30 am
	DSU3551	Understanding Society and Culture	11.00 am – 1.00 pm
	DSU3521	Introduction to Communication Theory and Practice	02.00 pm – 4.00 pm
Revision DS 30th September 2023	DSU3521	Introduction to Communication Theory and Practice	08.30 am – 10.30 am
	DSU3561	Principles and Practices of Youth in Development Work	11.00 am – 1.00 pm
	DSU3551	Understanding Society and Culture	02.00 pm – 4.00 pm

Venue

All Day School Sessions are in:

a) Colombo Regional Center

b) All the other venues will be notified via LearnOUSL.

2.2 Timetable for CA submissions – Semester I

* Nature of Continuous Assessments will be communicated by course leader in due course via the department website, email and LearnOUSL under a particular subject.

Venue:

Table 8: explains scheduled CA submission dates and CA examination dates. The information of venue and the details of Closed Book Tests (CBT) will be informed by Assistant Registrar of the Faculty of HSS. Instructions for other CA components will be uploaded to the LearnOUSL platform.

Table 8: Timetable for CA submissions

Course code	Date/Time and mode of CAs		
	CA I	CA II	CA III
DSU3521	08/08/2023 *Mode of CA will be Notified	02/09/2023 (CBT)	23/09/2023 * Mode of CA will be notified
DSU3561	05/08/2023 (Oral Test)	02/09/2023 (CBT)	23/09/2023 (Learning Journal)
DSU3551	08/08/2023 * Mode of CA will be notified	02/09/2023 (CBT)	23/09/2023 * Mode of CA will be notified
Level 4			
DSU4561	05/08/2023 (Oral Test) 9.00am – 3.30 pm	27/08/2023 (CBT) 9.00am to 10.30 am	25/09/2023 (Learning Journal)
DSU4562	05/08/2023 (Oral Test) 9.00am – 3.30 pm	27/08/2023 (CBT) 11.30 am to 1.00 pm	25/09/2023 (Learning Journal)
DSU4263	20/08/2023 2.00pm -3.30 pm (Oral Test)	18/09/2023 (Learning Journal)	
DSU4352	27/08/2023 (CBT) 2.00pm -3.30 pm	17th ,18th,24th,25th of September 2023 (Oral test) Assigned date will be notified	
DSE4207	*Mode of CA will be notified	17th ,18th,24th,25th of September 2023 (Oral test) Exact date will notify	
Level 5			
DSU5661	LJ I 26/08/2023	LJ II – 29/09/2023 *Instructions (Submission date and Mode) will be uploaded in Learn OUSL*	Oral Test – 15/10/2023

| DSU5363 | 11th,12th/08/2023 (Oral Test) From 9.00am – 3.30 pm | 19/09/2023 (Learning Journal) | |
| DSU5651 | 08/08/2023 TMA I | 28/08/2023 TMA II | 22,23,24 /09/2023 (Oral Test) |

*OCAM will be notified on**: 30th October 2023**   (refer Table 3 of section 1.2.2)

*Please note that all students who wish to sit for final examination must register ONLINE. If not, admission cards will not be issued. You need to apply for the final examination through MYOUSL from: **30th September to 30th October 2023**

* Final Examination Semester I **: 18th November 2023 – 23rd December 2023**

* Releasing Final Exam Results: **within three months (before 30th March 2024)**

2.3 Continuing Educational (CE) Courses

Both Day School timetable and CAT timetables for LEE 3410 – English for general Academic Purposes will be notified in due course.

2.4   Mitigating Issues and Problems

This section provides information regarding the contact points for your academic and administrative queries. If you have any problem, while following the course you could contact the following persons.

Table 9: Contact details of Learner Support Divisions

NATURE OF PROBLEM	WHOM TO CONTACT	DIVISION
IT Help Desk	**ithelpdesk@ou.ac.lk**	0112 881 378 / 0112 881 055 0716 368 180 / 070 1235 776
Registration, Studentship, Change of Centre and name	Assistant Director Colombo Regional Centre	**Colombo Regional Centre** OUSL, Nawala, Nugegoda. 011288142/380
Withdrawal from a Programme	Assistant Director (CRC) with copy to Head/Dept. of Social Studies	**Colombo Regional Centre** OUSL, Nawala, Nugegoda. 011288142/380
Final Examination results, Certificates	Senior Assistant Registrar	**Examination Division**, OUSL, Nawala, Nugegoda. 011-2881350/0716 368 207 **Website for results:** https://ou.ac.lk/exam-result/
Schedule of Day Schools	Course Coordinator/Lecturer/ Relevant Regional Coordinator	**Dept. of Social Studies Relevant Regional Centre** 011 2881083/300/417/

Any other course related problems	Course Coordinator /Lecturer/Relevant Regional Coordinator	**Dept. of Social Studies**, Faculty of HSS, OUSL, Nawala, Nugegoda. 011 2881-083/300/417/014
CAT Results	The OUSL website	• http://www.ou.ac.lk • Click on "Study" • Select "Current students" • To search final results Click on EXAM RESULTS (Enter course code to search) To search CAT results, Click on MYOUSL
Collecting Course materials	Officer, Dispatch Centre of your respective Regional/Study Centre **(See Annexure II)**	**Dispatch Centre,** Relevant Regional/Study Centre 011 2881376/ 0701 235 770 (Colombo)
Course content	Course Coordinator/ Lecturer	**Dept. of Social Studies**, Faculty of HSS, OUSL, Nawala, Nugegoda. 011 2881417 (Office Staff)
CE Courses	Coordinator/EGAP	Tel: 0112881083
	Carrier Guidance Unit (CGU)	Tel: 0112881049
Student Affairs	Assistant Registrar	0716 368 196
Exam Division	Assistant Registrar	0716 368 207
Finance Division	Assistant Bursar	0716 368 232
Library	Assistant Librarian	0716 368 232
Faculty of Humanities & Social Sciences	Quality Assurance Coordinator	0716 368 241
Student Affairs Division		https://ou.ac.lk/stuwelfare-divi/
Learner Support Division		https://ou.ac.lk/learner-support/
OUSL Counselling Unit	Counselors	0112881361,0702510820 counsellor@ou.ac.lk https://ou.ac.lk/counselling-unit/
Temporary Residential Facility	https://ou.ac.lk/trf/	

PART III

CITATION STYLE GUIDELINE

3.1 Citation style guidelines

Formatting your paper: APA formatting & style guide

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This note offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page.

Page size, margins and font size: Your essay should be typed and double-spaced on standard-sized paper (8.5" x 11"), with 1" margins on all sides. You should use a clear font that is highly readable. APA recommends using 12 pt. Times New Roman font.

3.1.1 In-text citations:

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

Short quotation	If you are directly quoting from a work, you will need to include the author, year of publication, and page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses. According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199). If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation. She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.
Long quotation	Place direct quotations that are 40 words or longer in a free-standing block of typewritten lines and omit quotation marks. Start the quotation

on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

3.1.2 Reference list:

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text. Your references should begin on a new page separate from the text of the essay; label this page "**References**" centered at the top of the page (do NOT bold, underline, or use quotation marks for the title). All text should be double-spaced just like the rest of your essay.

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.

- Present the journal title in full.

- Maintain the punctuation and capitalization that is used by the journal in its title.

- Capitalize all major words in journal titles. When referring to the titles of books, chapters, articles, or webpages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns.

- Note that the distinction here is based on the type of source being cited. Academic journal titles have all major words capitalized, while other sources' titles do not.

- Italicize titles of longer works such as books and journals.

- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

<u>How to cite author names:</u>

Number of Authors	How to Cite (examples in red colored font)
Single Author	Last name first, followed by author initials. Berndt, T. J. (2002). Friendship quality and social development. Current Directions in Psychological Science, 11, 7-10.
Two Authors	List by their last names and initials. Use the ampersand instead of "and." Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. Journal of Personality and Social Psychology, 66, 1034-1048.
Three to Seven Authors	List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand. Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. Journal of Personality and Social Psychology, 65, 1190-1204.
More Than Seven Authors	List by last names and initials; commas separate author names. After the sixth author's name, use an ellipsis in place of the author names. Then provide the final author name. There should be no more than seven names. Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . . Rubin, L. H. (2009). Web site usability for the blind and low-vision user. Technical Communication, 57, 323-335.

Organization as Author	Also known as a "corporate author." Here, you simply treat the publishing organization the same way you'd treat the author's name and format the rest of the citation as normal.
	American Psychological Association. (2009). Blog guidelines. APA Style Blog. Retrieved from https://blog.apastyle.org/apastyle/blog-guidelines.html
Unknown Author	Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.
	NOTE: When your essay includes parenthetical citations of sources with no author named, use a shortened version of the source's title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the source above would appear as follows: (Merriam-Webster's, 1993).
Two or More Works by the Same Author	Use the author's name for all entries and list the entries by the year (earliest comes first).
	Berndt, T. J. (1981).
	Berndt, T. J. (1999).
	When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.
	Berndt, T. J. (1999). Friends' influence on students' adjustment to school. Educational Psychologist, 34, 15-28.
	Berndt, T. J., & Keefe, K. (1995). Friends' influence on adolescents' adjustment to school. Child Development, 66, 1312-1329.
	References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.
	Wegener, D. T., Kerr, N. L., Fleming, M. A., & Petty, R. E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. Psychology, Public Policy, and Law, 6, 629-654.
	Wegener, D. T., Petty, R. E., & Klein, D. J. (1994). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. European Journal of Social Psychology, 24, 25-43.
Two or More Works by the	If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in

Same Author in the Same Year	the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: "Berdnt (1981a) makes similar claims..." Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. Developmental Psychology, 17, 408-416. Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. Child Development, 52, 636-643.
Introductions, Prefaces, Forewords, and Afterwords	Cite the publishing information about a book as usual, but cite Introduction, Preface, Foreword, or Afterword (whatever title is applicable) as the chapter of the book. Funk, R., & Kolln, M. (1998). Introduction. In E. W. Ludlow (Ed.), Understanding English grammar (pp. 1-2). Needham, MA: Allyn and Bacon.

3.1.3 How to cite different types of sources in your reference list:

Type of Source	How to Cite (examples in red-coloured font)
Book	Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher. Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication.* Washington, DC: American Psychological Association.
Edited Book, No Author	Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor.* New York, NY: Russell Sage Foundation.
Edited Book with an Author or Authors	Plath, S. (2000). *The unabridged journals.* K. V. Kukil (Ed.). New York, NY: Anchor.
Article or Chapter in an Edited Book	Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), Title of book (pages of chapter). Location: Publisher. Note: When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers. List any edition number in the same set of parentheses as the page numbers, separated by a comma: (2nd ed., pp. 66-72). O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York, NY: Springer.

Article in Journal Paginated by Volume	Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc. Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.
Article in Journal Paginated by Issue	Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined. Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(3), 5-13.
Article in a Magazine	Henry, W. A., III. (1990, April). Making the grade in today's schools. *Time,* 135, 28-31.
Article in a Newspaper	Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4. Schultz, S. (2005, December). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.
Letter to the Editor	Moller, G. (2002, August). Ripples versus rumbles [Letter to the editor]. *Scientific American*, 287(2), 12.
Review	Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book The self-knower: A hero under control, by R. A. Wicklund & M. Eckert]. *Contemporary Psychology*, 38, 466-467.
Webpage or Piece of Online Content	Individual webpages and documents hosted online are cited similarly to print content. Note, however, that the URL is typically included at the end of the entry. The URL may, at the author's discretion, be left as an active link. Include additional information (like translators, editors, first edition publication date, and so on) as you would for print sources. Author, A. A. & Author B. B. (Date of publication). Title of page [Format description when necessary]. Retrieved from https://www.someaddress.com/full/url/ Eco, U. (2015). How to write a thesis [PDF file]. (Farina C. M. & Farina F., Trans.) Retrieved from https://www.researchgate.net/...How_to_write_a_thesis/.../Umberto+Eco-How+to+Write+... (Original work published 1977). If the page's author is not listed, start with the title instead. If the date of publication is not listed, use the abbreviation (n.d.). Spotlight Resources. (n.d.). Retrieved from https://owl.purdue.edu/owl/about_the_owl/owl_information/spotlight_resources.html You only need to include a date of access when the page's content is likely to change over time (like, for instance, if you're citing a wiki that is publicly edited). Purdue University Writing Lab [Facebook page]. (n.d.). Retrieved January 22, 2019, from https://www.facebook.com/PurdueUniversityWritingLab/

Article From an Online Periodical	Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses. Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Online Periodical, volume number (issue number if available). Retrieved from https://www.someaddress.com/full/url/ Bernstein, M. (2002). 10 tips on writing the living web. A List Apart: For People Who Make Websites, 149. Retrieved from https://www.alistapart.com/articles/writeliving
Online Newspaper Article	Note that the APA recommends using the homepage address for the online newspaper, rather than the full URL for the article itself. Author, A. A. (Year, Month Day). Title of article. Title of Newspaper. Retrieved from https://www.homeaddress.com/ Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. The New York Times. Retrieved from https://well.blogs.nytimes.com/
Wikis	Please note that the APA Style Guide to Electronic References warns writers that wikis (like Wikipedia, for example) are collaborative projects that cannot guarantee the verifiability or expertise of their entries. OLPC Peru/Arahuay. (n.d.). Retrieved April 29, 2011 from the OLPC Wiki: https://wiki.laptop. org/go/OLPC_Peru/Arahuay

PART IV

DEPARTMENT STAFF

CONTACT INFORMATION

4.1 Contact details of Head of the Department and Heads of Academic Units

Table 10 explains contact details of the head of the department of Social Studies as well as Leaders of each Academic Units.

Table 10: **Contact details of Head of the Department and Heads of Academic Units**

Head - Department of Social Studies	**Dr. S. Pathmanesan** Senior Lecturer **E-Mail:** hdssd@ou.ac.lk **Tel:** 0112881221
Leader- Youth and Community Development Unit	**Dr. Shantha Abeysinghe** Senior Lecturer E-mail: nsabe@ou.ac.lk Telephone: 0112881300
Leader – Mass Communication Unit	**Dr. Thiwankee Wickramasinghe** Senior Lecturer **E-mail:** tawic@ou.ac.lk **Tel:** 0112881402
Leader - Society and Culture Studies Unit	**Dr. Sepalika Welikala** Senior Lecturer **E-mail:** sweli@ou.ac.lk **Tel:** 0112881082
Leader – Politics and International Relations Unit	**Dr. Athulasiri Samarakoon** Senior Lecturer **E-mail:** smasa@ou.ac.lk **Tel:** 0112881082
Leader – Economics and Development Studies Unit	**Dr. S.N.Morais** **Senior Lecturer** **E-mail:**nsmor@ou.ac.lk **Tel:** 0112881300

4.2 Staff in each stream & their contact details – Dept of Social Studies.

BYCD Programme is offered by a multi-disciplinary team of Resource persons. Furthermore, selected courses of this programme are extracted from the BA degree in Social Sciences. Table 11 explains the contact details of staff who represents numerous field of studies.

Table 11: Staff in each stream & their contact details – Dept of Social Studies.

Youth & Community Development (Unit Members)			
	Name	**Contacts**	**Title**
	Dr.Shantha Abeysinghe	0112881300 nsabe@ou.ac.lk	Unit Leader & Senior lecturer- BYCD
	Ms.Udeni Herath	0112881083 hmuhe@ou.ac.lk	Coordinator BYCD Senior Lecturer
	Ms.Moksha Samarakoon	0112881014 smmsa@ou.ac.lk	Lecturer
	Ms.Shashini Warnakulasooriya	0112881126 aawar@ou.ac.lk	Lecturer
	Mr.R.Gobinathan	0112881033 rgobi@ou.ac.lk	Academic Coordinator
	Ms.Kanchana Pathmasekara	0112881033 kgpat@ou.ac.lk	Project Assistant
	Ms.Sasika Lasanthi	0112881034 amsla@ou.ac.lk	Project Assistant
Mass Communication			
	Thakshila Ambadeniya	0112881403 aramb@ou.ac.lk	Project Assistant
Society & Culture			
	Ms. Krishni Jayalath	0112881496 gvjay@ou.ac.lk	Project Assistant
Political Science and International Relations			
	Ms. Nisansala Kalubovila	0112881402 kanis@ou.ac.lk	Project Assistant

4.3 Administrative staff at Department of Social Studies.

Ms. K Manoji De Silva   **Mr. A.G.N. P. Kumara**

Management Assistant   Management Assistant

Tel: 0112881417   Tel: 0112881417

4.4 SSD Staff in each Regional Centres & their contact details

Students who attached to the regional centres could contact and meet the following

staff listed in table 12.

Table 12: Staff attached to the regional centres.

	Name	**Contacts**	**Title**
	Mr. N.Balamurali	nbala@ou.ac.lk Tel: 0212223374	Senior Lecturer **Regional Coordinator (Jaffna)**
	Mr. Binara Angammana	Email: arang@ou.ac.lk Tel: 0372223473	Senior Lecturer **Regional Coordinator (Kurunegala)**
	Ms. Nimosha Wimalarathna	Email: prashakthiwimalarathna@gmail.com Tel: 0553012151/0552228842	**Regional Coordinator (Badulla)**

Annexure I

BA in Youth and Community Development - Structure of the Programme

Level 3 – 1st semester - compulsory courses

Course Code	Course Title	Credits
DSU3521	Introduction to Communication Theory and Practice	5
DSU3561	Principles and Practices of Youth in Development Work	5
DSU3551	Understanding Society and Culture	5

Level 3 – 2nd Semester - compulsory courses

Course Code	Course Title	Credits
DSU3562	Young People and Society	5
DSU3542	Politics and Governance: an introduction	5
DSU3563	Management and Leadership Skills for Youth Work	5

Total Credits for Regular Courses at Level 3   30

Continuing Education Courses for Level 3

Course Code	Course Title	Credits
LEE3410	English for General Academic Purposes	4
DSE3215	Social Harmony	2

***The candidates, who complete SLQF Level 3 courses amounting to a total of 30 course credits and a minimum of six (6) course credits in Continuing Educational courses may be awarded with the Diploma in Youth and Community Development.*

Level 4 1st Semester - compulsory courses

Course Code	Course Title	Credits
DSU4562	Project Planning, Monitoring and Evaluation	5
DSU4561	Promoting Enterprise and Economic Development	5
DSU4263	Working with Youth in Community and Organizational Settings.	2

Level 4 - 1st semester – elective courses

Course Code	Course Title	Credits
DSU4352	Social Psychology **or**	3
DSU4360	The role of Psychology in Youth and Community Work	3

Level 4 - 2nd Semester - compulsory courses

Course Code	Course Title	Credits
DSU4564	Conflict Resolution: Strategies and Skills	5
DSU4566	Contemporary Issues in Youth Development	5

Level 4 - 2nd semester – elective courses

Course Code	Course Title	Credits
DSU4269	Ethics and Integrity for Community Development **or**	2
DSU4267	Youth and Development Work: Personal and Professional Development	2
And		
DSU4365	Gender and Development **or**	3
DSU4368	Youth Governance and Participation	3

Total Credits for Regular Courses at Level 4   30

Continuing Education Courses for Level 4

Course Code	Course Title	Credits
DSE4207	Non-Violent Communication or ICT Skills	2
DSE5301	Statistics for Social Sciences	2

*After completing SLQF Level 4 with 60-course credits and a minimum of eight (8) course credits in Continuing Education courses the candidates shall be awarded with the Higher Diploma in Youth and Community Development.

Level 5 1st Semester - compulsory courses

Course Code	Course Title	Credits
DSU5651	Social Science Research Methods	6
DSU5661	Training course on professional youth work	6
DSU5363	Supporting Youth in Grief and Trauma	3

Level 5 - 2ⁿᵈ semester - compulsory courses

Course Code	Course Title	Credits
DSU5469	Youth, Health, Safety and Well-Being	4
DSU5268	Livelihoods and Development	2

Level 5 - 2ⁿᵈ Semester – Elective Courses

Course Code	Course Title	Credits
DSU5324	Cross Cultural Communication **or**	3
DSU5364	Youth Advocacy: Principles and Tools	3
And		
DSU5361	Extended Essay **or**	3
DSU5362	Internship	3
And		
DSU5367	Community Based Disaster Risk Reduction **or**	3
DSU5366	Youth and Sustainable Development	3

Total Credits for Regular Courses at Level 5   30

Continuing Education Courses for Level 5

Course Code	Course Title	Credits
DSE5301	Statistics for Social Sciences	3

*The candidates who complete SLQF Levels 3, 4, and 5 amounting to a total of ninety (90) course credits and a minimum of eleven (11) course credits in Continuing Educational Courses may be awarded the BA in Youth and Community Development.

Table 13: Level 3 (for HDYD Completed students) They should select subjects from both level 3&4

Course Code	Name of the Subjects
DSU 3521	Introduction to Communication Theory and Practice
DSU 3551	Understanding Society and Culture
DSU 4352	Social Psychology
2ⁿᵈ Semester	
DSU3542	Politics and Governance: an introduction
DSU3563	Management and Leadership Skills for Youth Work

DSU4566	Contemporary Issues in Youth Development
DSU4267	Youth and Development Work: Personal and Professional Development
LEE 3410	For General Academic Purposes
DSE 3215	Social Harmony

Credit Transfers from HDYD to BYCD (for HDYD completed students)

Course credit transfers from Diploma in Youth Development to the BA in Youth and Community Development.

Table 14: Credit Transfers from HDYD to BYCD

Diploma in Youth Development (old) courses	Equivalent courses for credit transfer for the BA in Youth and Community Development Programme
DSD3502 - Young People and Society	**DSU3562 -** Young People and Society
DSD3504 - Principle and Practices of Youth in Development Work	**DSU3561 -** Principle and Practices of Youth in Development Work
DSD4502 - Project Planning, Monitoring and Evaluation	**DSU4562 -** Project Planning, Monitoring and Evaluation
DSD4205 - Promoting Enterprise and Economic Development and **DSD4304** – Sustainable Development and Environment * **Higher grade of the two will be transferred**	**DSU4561 -** Promoting Enterprise and Economic Development
DSD4503 - Conflict Resolution: Strategies and Skills	**DSU4564 -** Conflict Resolution: Strategies and Skills
DSD4306 - Gender and Development	**DSU4365 -** Gender and Development
DSD 3207 – Working with people in their Communities	**DSU 4263 –** Working with Youth in Community and Organizational Settings

Annexure II

Contact details of Regional/Study centres

Contact them from 9:00 am to 4:15 pm on Working Days

Colombo Regional Centre	Ms.Vindya Angammana Assistant Director adcol@ou.ac.lk 0112853930/0112881380 0706 215 108 Ms. W.K.R. Sadeesha **Assistant Director** Email: wksad@ou.ac.lk Tel: 0112-853930/0112-853380
Jaffna Regional Centre	Mr. K. Kanthavel Actg. Assistant Director (Mannar) Email: 023-2251999 Tel: adjaf@sltnet.lk 0706 215 112
Kandy Regional Centre	Mr. Anushka Bandara Assistant Director adkan@ou.ac.lk Tel: 081-2494083 0706 215 114
Kurunegala Regional Centre	Mr.W.M. Senevirathne Act. Assistant Director (Kurunegala) Email: adkur@ou.ac.lk Tel: 037-2223473 0706 215 118
Anuradhapura Regional Centre	Ms. L.M.S.S. Bandara Assistant Director (Anuradhapura) Email: adanu@ou.ac.lk Tel: 025-2222871 0706 215 104
Batticaloa Regional Centre	Mr. A. D. Kamalanathan Senior Assistant Director (Batticaloa) Email: robat@ou.ac.lk Tel: 0652222264 0706 215 107
Matara Regional Centre	Mr. G. Dinesh Assistant Director (Matara) Email: admat@ou.ac.lk Tel: 0412222943/0412229782 0706 215 121
Badulla Regional Centre	Mrs. Hiranthi Galahitiyawa Assistant Director (Badulla) Email: adbad@ou.ac.lk Tel: 055-3012151/055-2228842 0706 215 105

Rathnapura Regional Centre	Dr. (Ms.) U.W.N.P. Wanigasekara Assistant Director (Rathnapura) Email: adrat@ou.ac.lk Tel: 045-2228660 0706 215 126
Gampaha Study Centre	Mrs. R.Y.H. Perera Assistant Director (Gampaha) Email: adgam@ou.ac.lk Tel: 033-2234571/033-2234572 0706 215 110
Kalutara Study Centre	Ms. Y.M.C. Nisansala Assistant Director (Kalutara) Email: adkak@ou.ac.lk Tel: 034-2223399/034-2223286 0706 215 113
Hatton Study Centre	Mrs. K.G.T. Dilrukshi Assistant Director (Hatton) Email: adhat@ou.ac.lk Tel: 051-2225139 0706 215 111
Puttlam Study Centre	Mr. Pavalakumar Divaagar Assistant Director (Puttlam) Email: adput@ou.ac.lk Tel: 032-2266822 0706 215 125
Ampara Study Centre	Ms. K. Saranyah Assistant Director (Ampara) Email: ksara@ou.ac.lk Tel: 063-2222052 0706 215 103
Vavuniya Study Centre	Mr. V. Thivashkar Assistant Director (Vavuniya) Email: vthiv@ou.ac.lk Tel: 024-2222995 0706 215 128
Kilinochchi Study Centre	Mr. N. Camilus Assistant Director (Kilinochchi) Email: adkili@ou.ac.lk Tel: 021-2283970 0706 215 116
Mannar Study Centre	Mr. K. Kanthavel Actg. Assistant Director (Mannar) Email: 023-2251999 Tel: adjaf@sltnet.lk 0706 215 119
Ambalangoda Study Centre	Mr. K.R. De Silva Actg. Assistant Director (Ambalangoda) Email: krasatch@gmail.com Tel: 091-2258585 0706 215 101
Bandarawela Study Centre	Mr. A.M.S.D. Adikari Assistant Director (Bandarawela)

	Email: amsad@ou.ac.lk Tel: 057-2222820 0706 215 106
Galle Study Centre	Mr. T.G.N. Kariyawasam Actg. Assistant Director Email: rogal@ou.ac.lk Tel: 091-2223784 0706 215 109
Polonnaruwa Study Centre	Ms. H.M.C.R.K. Herath Assistant Director Email: adpol@ou.ac.lk Tel: 027-2225776 0706 215 124
Kegalle Study Centre	Mrs. R.T.S. Fernando Assistant Director Email: adkeg@ou.ac.lk Tel: 035-2222501/035-2222720 0706 215 115
Monaragala Study Centre	Mr. K.M.C. Bandara Assistant Director Email: kmban@ou.ac.lk Tel: 055-2277395 0706 215 122
Matale Study Centre	Mr. M.B. Sakalasooriya Assistant Director Email: admtl@ou.ac.lk Tel: 066-2058083 0706 215 120
Mullaitivu Study Centre	Mr. V. Thivashkar Assistant Director (Vavuniya) Email: admul@ou.ac.lk Tel: 021-2290868 0706 215 123
Ambalantota Study Centre	Mr. A.G.A. Sampath Assistant Director (Ambalantota) Email: adamb@ou.ac.lk Tel: 047-2225533 0706 215 102

Annexure III

Mind Maps

Introduction

Traditionally we create text documents or lists when we have to organize ideas at various instances such as carrying out a project or organizing an event. The ideas would be written in a fashion as given below.

Eg. Carrying out a research project

- ❖ Preliminary Steps
- literature search and review
- Identifying a supervisor
- Discussion
    - o Suitability of the project
    - o Scope of the project
    - o Funding
- Funding
- University registration
- ❖ Starting the project
- Literature search and review
- Development of the proposal ………..

And the list will go further on. Soon this list will be overwhelming, lose its clarity and finding ideas will not be easy, and if we want to add ideas it will not be an easy task. Further this type of text documents are not very helpful in remembering points.

Using Mind Maps (MM) instead of lists or text documents is a simple way of organizing ideas around a central idea in a graphical manner.

History of MM

Concepts of mind mapping have been used for centuries and the first person thought to use mind mapping was a philosopher of 3rd century B.C. named Porphyry of Tyros. In 1960s Tony Buzan made it very popular.

There are number of famous people who used MM in their work. To name some of them Leonardo da Vinci, Michelangelo, Sir Isaac Newton, Albert Einstein, Sir Winston Churchill and in recent past Michael Jackson.

What is MM and its uses

We can define mind map as, 'visual, non-linear representations of ideas and their relationships (Biktimirov and Nilson, 2006). Mind Map helps in capturing ideas and uses drawing and writing techniques to develop a simple hierarchical diagram where you can arrange ideas around a central idea / theme.

Mind Mapping can be used in many ways. It is a method in learning which helps in note taking, summarizing notes, and lesson revising. Mind Maps help in planning and organizing projects, events etc. Brainstorming can be easily done using MM and similarly consolidating information on a topic from variety of sources. Mind Maps can be used in clarifying and solving complex problems as MM allows looking at all the facets of a problem. Development of a MM is not a stringent process; ideas can be added even at a later time to the MM. Thus it is a building and re-building method of ideas. In the MMs connection of ideas can be shown easily due to its graphical nature.
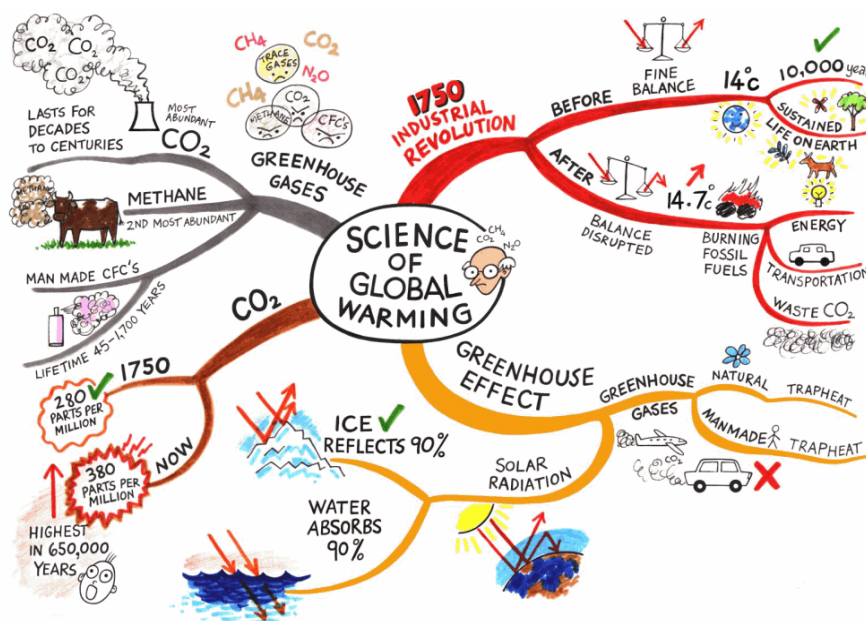

Figure1. Summarizing a lesson on global warming

Advantages of using MMs

Mind Mapping goes along with natural way of thinking, i.e. non-linear thinking or not thinking in a sequential manner. So development of a MM is a natural process which any one can do easily. Further creating a MM clears mind as one can note down all the ideas quickly. Complex issues or ideas can be simplified and demonstrate graphically and comprehensively when using MM for problem solving or learning. Adding ideas to the MM at any stage is not an issue. Due to its graphical nature links between ideas can be shown making MMs are limitless on ideas and links. Visualization of ideas can be done on mind maps using various related figures and colours. As "photo is worth a thousand words" MM with figures and colours enhances remembering. The 'art' of MM activates both the sides of the brain. Left or logical brain is activated when thinking in adding related ideas to the central or main theme and right or creative brain gets activated when using figures and colours.

For students MM is a useful technique in learning.

- Helps to learn more effectively
- Easy memorizing method / Improves the way you record information
- Easy to recollect (Brain has natural ability for visual recognition)
- Enhances creativity
- Gives the structure of the subject / Put pieces of information together
- Notice hidden facts that might go unnoticed in conventional notes
- provides "deep" and "not surface" approaches to learning
- graphical way to represent large amount of information in a useful manner

Creating a mind map

In creating MMs there are no hard and fast rules. One who creates decides on colours, symbols, codes etc. that are used in the MM. Some of the steps to follow in creating a MM are given below.

1.Place an image or topic in the center

2. Use images, symbols, codes, and colours throughout your Mind Map

3. Select key words and print using upper or lower case letters

4. Each word/image is alone and sitting on its own line.

5. Connect the lines starting from the central image. The central lines are thicker and flowing, becoming thinner as they radiate out from the center indicating hierarchy.

6. Make the lines the same length as the word/image for clarity

7. Use colours - your own code - throughout the Mind Map

8. Use emphasis and show associations in your Mind Map

9. Keep the Mind Map clear by using radial hierarchy, numerical order or outlines to embrace branches

10. Develop your own personal style of Mind Mapping

Eg. Benefits of MM

Ref: Ref. https://www.lifehack.org/articles/work/how-to-mind-map-in-three-small-steps.html
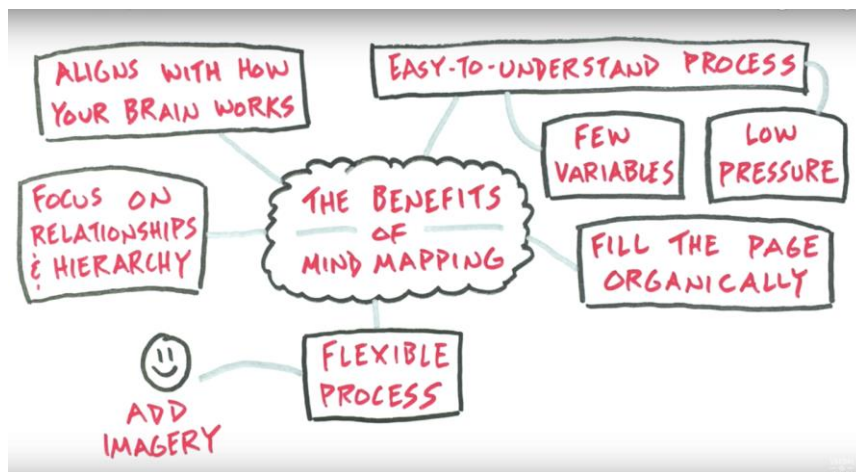
There are software that can be used to create MMs. One such software is Mindmaple. You can down load the software from https://mindmaple-lite.en.softonic.com/.

References:

- http://knowwithoutborders.org/visual-thinking-with-mind-mapping/

- www.mindmapexample.com/

- http://www.bbcactive.com

Individual Activity Diary

Please note that you are permitted to add new courses even after registration. Date scheduled for **ADD subjects - 14th July 2023. Furthermore, if wish to drop any courses that can be done on 21st July 2023 at your registered center.* **Semester I**

	Course Code	Dates for Day Schools	Deadlines for Cas				Deadline for the Submission of Application for the Final Exam
			Viva	**CA exam**	**LearnOUSL Test**	**Project Report / Learning Journal**	
1	DSU						
2	DSU						from 30th September to 30th October 2023
3	DSU						
4	DSU						
5	DSU						
6	DSU						

Semester II

1	DSU						
2	DSU						
3	DSU						
4	DSU						
5	DSU						

I have taken courses from: (a) level 03 only ☐ **(b) both levels 03 & 04** ☐ **(c) both levels 4 &5** ☐ **d) level 5 only** ☐

Note: If your answer is (b), (c), or (d), please refer to all the relevant guidelines for each level.

Annexure V

RECORD OF YOUR PERFORMANCE (2023/2024)

Please keep a record of your performance (Grades)

Semester I

	Course Code	**CAT One**	**CAT Two**	**CAT Three**	**Other (if any)**	**Final Exam**
1	DSU					
2	DSU					
3	DSU					
4	DSU					
5	DSU					
6	DSU					

Semester II

1	DSU					
2	DSU					
3	DSU					
4	DSU					
5	DSU					

*** Please bring this record when you are called for next re-registration (2024/2025)**

<div align="right">**Annexure VI**</div>

Number of courses you wish to register for the academic year 2023/2024

(Students' Counselling form)

BA Degree in Youth and Community Development- Level 3,4 & 5

Department of Social Studies – Faculty of Humanities and Social Sciences

Courses to be offered/transferred/ exempted.

*Please note that you have to register a minimum of 8 credits or more per academic year.

Reg. No.: ……………………………………   Centre:……………………………….

Name:…………………………………………………………………………..
Address:

Home   Office

……………………………………………..   ………………………………………..

………………………………………….…   ………………………………………...

………………………………………….…   ………………………………………..

Tele:………………………………   Tele:………………………………….
Email Address:………………………….   Mobile: ……………………………….
WhatsApp number………………

	Yes	No
• Have you completed Higher Diploma in Youth Development?		

- If "No" Complete only table I

- If "**yes**" before completing **table I** please refer **table II (Credit Transfer Mapping) and III (Courses to be offered)**

* All FA grades should be considered as offered courses. (Except new students)

Level 3

Table I

	COURSE CODE	COURSE TITLE	Offered	Course credit transferred. (Only for HDYD completed students)	Exempted
1st SEMESTER	DSU3521	Introduction to Communication Theory & Practice			
	DSU3561	Principles and Practices of Youth in Development Work			
	DSU3551	Understanding Society and Culture			
2nd SEMESTER	DSU3562	Young People and Society			
	DSU3542	Politics and Governance: an introduction			
	DSU3563	Management and Leadership Skills for Youth Work			

CONTINUING EDUCATION COURSES

START@OUSL: Registration Number (Given for the EGAP):....................

*Refer the note of Criteria for Exemptions for English for General Academic Purposes (EGAP)

COURSE CODE	COURSE TITLE	OFFERED	EXEMPTED
LEE3410	English for General Academic Purposes (EGAP)		
CSE3215	Social Harmony		

- **The CE courses listed under level 4 and 5 should not be offered for the new commers.**

Level 4

		COMPULSORY COURSES			
	COURSE CODE	**COURSE TITLE**	**Offered**	**Course credit transferred**	**Exempted**
1ˢᵗ SEMESTER	DSU4562	Project Planning, Monitoring and Evaluation			
	DSU4561	Promoting Enterprise and Economic Development			
	DSU4263	Working with Youth in Community and Organizational Settings.			
	DSU4352	Social Psychology			
COMPULSORY COURSES					
SEMESTER II	DSU4564	Conflict Resolution: Strategies and Skills			
	DSU4566	Contemporary Issues in Youth Development			
	DSU4267	Youth and Development Work: Personal and Professional Development			
	ELECTIVE COURSES – (Select only 3 credits)				
	DSU4365	Gender and Development **or**			
	DSU4368	Youth Governance and Participation			

CONTINUING EDUCATION COURSES

	COURSE CODE	**COURSE TITLE**	**OFFERED**	**EXEMPTED**
	DSE4207	Non-Violent Communication		
	DSE5301	Statistics for Social Sciences		

Level 5 Compulsory Courses

	COURSE CODE	**COURSE TITLE**	**Offered**	**Course credit transferred**	**Exempted**

	DSU5651	Social Science Research Methods			
1ˢᵗ SSEMESTER	DSU5661	Training course on professional youth work			
	DSU5363	Supporting Youth in Grief and Trauma			

COMPULSORY COURSES

	DSU5469	Youth, Health, Safety and Well-Being			
SEMESTER II	DSU5268	Livelihoods and Development			
	DSU5324	Cross Cultural Communication			
	ELECTIVE COURSES – (Select only 3 credits)				
	DSU5361	Extended Essay **or**			
	DSU5362	Internship			
	ELECTIVE COURSES – (Select only 3 credits)				
	DSU5367	Community Based Disaster Risk Reduction **or**			
	DSU5366	Youth and Sustainable Development			

	CONTINUING EDUCATION COURSE			
	COURSE CODE	**COURSE TITLE**	**OFFERED**	**EXEMPTED**
	DSE4207	Non-violent communication		
	DSE5301	Statistics for Social Sciences		

Table II : (Credit Transfer Mapping)

Course credit transfers from Diploma in Youth Development to the BA in Youth and Community Development.

Diploma in Youth Development Programme	Equivalent courses for credit transfer for the BA in Youth and Community Development Programme	Select the subjects which you wish to obtain credit transfer (✓)
DSD3502 - Young People and Society	**DSU3562 -** Young People and Society	
DSD3504 - Principle and Practices of Youth in Development Work	**DSU3561 -** Principle and Practices of Youth in Development Work	
DSD4502 - Project Planning, Monitoring and Evaluation	**DSU4562 -** Project Planning, Monitoring and Evaluation	
DSD4205 - Promoting Enterprise and Economic Development and **DSD4304** – Sustainable Development and Environment * **Higher grade of the two will be transferred**	**DSU4561 -** Promoting Enterprise and Economic Development	
DSD4503 - Conflict Resolution: Strategies and Skills	**DSU4564 -** Conflict Resolution: Strategies and Skills	
DSD4306 - Gender and Development	**DSU4365 -** Gender and Development	
DSD 3207 – Working with people in their Communities	**DSU 4263 –** Working with Youth in Community and Organizational Settings	

Table III : Courses to be offered for the applicants those who have awarded HDYD

Course Code	Name of the Subjects
DSU 3521	Introduction to Communication Theory and Practice
DSU 3551	Understanding Society and Culture
DSU 4352	Social Psychology
CE Course	

LEE 3410	English for General Academic Purposes
2nd Semester	
DSU3542	Politics and Governance: an introduction
DSU3563	Management and Leadership Skills for Youth Work
DSU4566	Contemporary Issues in Youth Development
DSU4267	Youth and Development Work: Personal and Professional Development
CE Course	
DSE 3215	Social Harmony

…………………………

Signature of the Student   **Date**

…………………

Name of the Counsellor / Assistant Director   **Date**

…………………………..

Signature

Annexure VIII

Level 4 Day School Timetable

Semester I – (For those who have Completed HDYD Programme)

Date	Course Code	Course Title	Time
2ⁿᵈ July 2023		**Orientation**	**9.30 a.m – 11.30 a.m**
16th July2023	DSU 4352	Social Psychology	08.00 a.m. – 10.00 a.m.
	DSU 4562	Project Planning, Monitoring and Evaluation	10.30 a.m. – 12.30 p.m.
	DSU 4561	Promoting Enterprise and Economic Development	1.00 p.m. – 3.00 p.m.
23rd July 2023	DSU 4352	Social Psychology	8.00am – 10.00am
	DSU 4263	Working with Youth in Community and Organizational Settings	10.30am – 12.30pm
30th July 2023	DSU 4562	Project Planning, Monitoring and Evaluation	8.00 a.m. – 10.00 am
	DSU 4561	Promoting Enterprise and Economic Development	10.30 a.m. – 12.30 p.m.
06th August 2023	DSU 4263	Working with Youth in Community and Organizational Settings	8.30 a.m. – 10.30 a.m.
	DSE 4207	Nonviolent Communication	5.00p.m – 7.00 p.m (Via Zoom)
01st October 2023	DSU 4562	Project Planning, Monitoring and Evaluation	8.00 a.m. – 10.00 a.m.
	DSU 4561	Promoting Enterprise and Economic Development	10.30 a.m. – 12.30 p.m.
	DSE 4207	Nonviolent Communication	5.00 p.m. – 7.00 p.m. (Via zoom)
8th October 2023	DSE4207	Nonviolent Communication (Via zoom)	5.00 p.m. – 7.00 p.m. (Via zoom)
15th October 2023	DSU 4263	Working with Youth in Community and Organizational Settings	8.30 a.m – 10.30 am
	DSU 4561	Promoting Enterprise and Economic Development	11.00 a.m – 1.00 a.m
22nd October 2023	DSU 4263	Working with Youth in Community and Organizational Settings	8.30 a.m – 10.30 am
	DSU 4562	Project Planning, Monitoring and Evaluation	11.00 a.m – 1.00 a.m
29th October 2023	DSU 4352	Social Psychology	8.00 a.m. – 10.00 a.m.
	DSU 4561	Promoting Enterprise and Economic Development	10.30 a.m. – 12.30 p.m.
	DSU 4562	Project Planning, Monitoring and Evaluation	1.00 p.m - 3.00 p.m
	DSE4207	Nonviolent Communication (Via zoom)	5.00 p.m. – 7.00 p.m.