BA IN YOUTH AND COMMUNITY DEVELOPMENT

2023/2024

STUDENT GUIDELINES

LEVEL 5

8th June 2023

Youth Studies Unit

Department of Social Studies

Dear Students,

<u>Letter of Invitation</u>

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

The awareness session will be conducted for all the registered students on the **<u>2nd of July 2023 from 9.30 am to 11.30 am via Zoom technology.</u>** This programme 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. Agenda of the awareness session will be sent by email. Please keep your record book and students' guideline with you.

Good Luck for your endeavors

Head,

Department of Social Studies

Content

List of Tables

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 canters located in each district of Sri Lanka. No other higher learning institute in Sri Lanka has provided such a network of services to your door step. Therefore, we the staff members of the Department salute you for making the right   choice by selecting Open University of Sri Lanka as your lifelong learning agency.

We strongly advised you to refer this students' guideline throughout the academic year. A proper sense of time management would bring the life time achievement once you complete the programme.

WISH YOU ALL THE BEST!!!!

PART I

ACADEMIC GUIDELINES

1.1 Overview of the academic activities of the third year (Level 5)

As you know, the BA in Youth and Community Development is a 90-credit programme offered in the English medium. The minimum duration of the programme is three years.

The candidates who complete SLQF 5 (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 shall be awarded with the BA in Youth and Community Development. 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 stands for:

Each course contains a course code with the department code 'DS' followed by five more digits. You can see how the course codes are formed by looking at the example given below.

Example: The course code DSU5363 stands for

D	S	U	5	3	6	3
Department of Social Studies		Programme type (Undergraduate)	Level (05)*	Credit	Unit	Serial Number
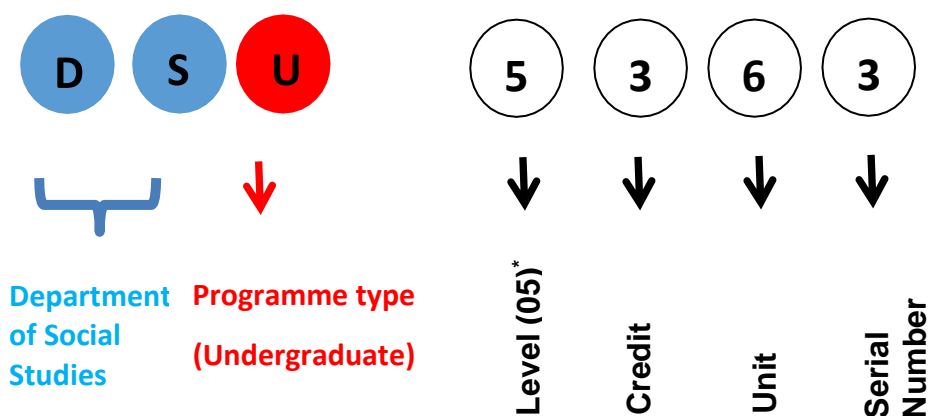
*The Open University of Sri Lanka has defined the first year of undergraduate programme as Level 3. Similarly 2nd year and 3rd years are called Level 4 and Level 5.

What is a 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.

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 is 3. Therefore, you need to devote 150 hours of study to learn DSU5363. You are free to determine the number of credits you are going to select in each academic year at the registration day or on add-drop date. (Scheduled Add date is 14th July 2023 (Levels 3, 4 & 5) and Scheduled Drop is 21st July 2023)

Number of streams established by the Department of Social Studies

At present there are 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
Political 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 5

Each academic year is divided into two (02) semesters (1st semester and 2nd semester). Distribution of your courses for both semesters are indicated below.

1st Semester (June 2023 to October 2023)

Compulsory

COURSE CODE	COURSE TITLE	COURSE MATERIAL
DSU5661	Training Course on Professional Youth Work	2 study blocks
DSU5363	Supporting Youth in Grief and Trauma	1 study block
DSU5651	Social Science Research Methods	2 study blocks
CONTINUING EDUCATIONAL COURSES		
DSE4027	Nonviolent Communication	1 study block

2nd Semester
Compulsory

COURSE CODE	COURSE TITLE	COURSE MATERIALS
DSU5469	Youth, Health, Safety and Well-Being	1 study block
DSU5268	Livelihoods and Development	1 study block
DSU5366	Youth and Sustainable Development	1 study block
DSU5324	Cross Cultural Communication	1 study block
ELECTIVE COURSES – (Select only 3 credits)		
DSU5362	Internship **or**	
DSU5361	Extended Essay	
CONTINUING EDUCATIONAL COURSES		
DSE5301	Statistics for Social Sciences	1 study block

1.1.2 Pre requisites to enter Level 5

As you know you have to pass or obtain credit transfer of 30 credits from level 3 and **at least 10 credits (excluding CE Courses) from level 4** to move into level 5. **You will NOT be allowed to register for Level 5 courses unless you fulfil these criteria.**

1.1.3 Continuing Educational Courses (CE Courses)

As explain in Table 1, there are four compulsory CE courses (11 credits). All these courses either must be completed or obtain exemption during the study period.

Table 1: Total Number of Continuing Educational Courses

Course Code	Course Title	Those who have completed HDYD, CE courses will be offered at	For all the new students, CE courses will be offered at
LEE3410	English for General Academic Purposes (EGAP)	Level 3 and 4 (During 1st Year of study)	Level 3
DSE3215	Social Harmony		
DSE4207	Nonviolent Communication	Level 4 and 5	Level 4
DSE5301	Statistics for Social Sciences	Level 5	Level 4 or 5

1.1.4 Day school sessions

Day schools for 1st semester will be physically held at the Colombo Regional Center. 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.

Please refer the day school time table for semester 1 given in Part II (Section 2.1).

1.1.5 Collection of course material

You will be able to collect your course materials at your registration. Further, the soft copies of the relevant modules have been uploaded in the LearnOUSL for your reference. We advise you to be in touch with Colombo Regional Center (CRC).**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 the 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.

Table 2: Contact details of course leaders (Semester 1)

Course Code	Name of the Course Leader	Contact Number	E-mail Address
Semester 1			
DSU5661	Dr. Shantha Abeysinghe	0112881300	nsabe@ou.ac.lk
DSU5363	Course leader will be notified to you soon		
DSU5651	Dr. S. Pathmanesan	0112881082	spath@ou.ac.lk
Continuing Educational Courses			
DSE4207	Dr. T.A. Wickramsinghe	0112881402	tawic@ou.ac.lk
LEE3410	Mr. Chandrasiri Mayadunne	0112881057	mayadunnu_c@yahoo.com
	Ms. Senuri Weerasekara	0112881087	hswee@ou.ac.lk
	Ms. Niluka Gamage	0112881049	cguousl@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 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 to the following address.

The Course Leader *(Name of the Course Leader)*

Level 5

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 is providing students with university e-mail addresses. The student email address starts with student ID 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. 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 **re-registration** to enable us to keep you informed. You are also requested to inform the Student Affairs Division as well as your 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 etc. with the students. Therefore, each student is encouraged to log into MyOUSL 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 in 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 (CA) are vital components of the open and distance learning mode since it facilitates the self-learning process. We strongly advised you to complete all CAs to gain eligibility for the final examination. Successful completion of CAs 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 credits courses

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

The number of Continuous Assessment components per course will be determined by the amount of course credits. Mode of continues assessments are given below. (Please refer Table 8)

Tutor Marked Assignments (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 (CBT)

This is a supervised and a Closed Book Test conducted at the Colombo Regional Center 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 books and noted during the exam.**

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

Learning Journal (LJ)

The Learning Journal (LJ) is the record of a reflective learning experiences, not a collection of mini assignments. The learning journal is assessed as part of continuous assessment of all the courses offered by the Youth Studies stream. 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 power point or poster presentation you will be tested your knowledge based skills, presentation and analytical skills. Oral presentation topics and other instructions will be uploaded in the LearnOUSL platform.

1.2.1.1 How to check your Continuous Assessment (CA) 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 into your **MyOUSL login** to check your results

http://myousl.ou.ac.lk/indx/logn/fp.aspx

1.2.2 Scheme of assessment

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

You need to attempt ALL THREE CA components for each of the 6 credit courses that have been offered to you. But only best 2 CAs will be considered for the OCAM calculation. No threshold will be imposed for individual CA components. The OCAM will be based on 60% from the best assignment and 40% from the second-best assignment. The OCAM should be a minimum of 40.

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

You have to face III CA components for each of the 5 credit courses that have been offered to you. Please note that the **average marks of the best two (02) assessment components** will be considered for the calculation of CA marks. No threshold will be imposed for individual CA components. The OCAM will be based on 60% from the best assignment and 40% from the second best assignment. The OCAM should be a minimum of 40.

- **For 2,3 Credit Courses (2 Continuous Assessments)**

You have to face II CA components for each of the 2 or 3 credit courses that have been offered to you. No threshold will be imposed for individual CA components. The OCAM will be based on 60% from the best assignment and 40% from the other assignment. The OCAM should be a minimum of 40.

➢ **Please note that any alternative tests for CAs will not be given for the students**.

Please see the examples given below for the CA calculation.

*Note: While it is possible to obtain a pass mark by completing only one CA component, completing the 2nd CA will increase the overall OCAM, which in turn will increase the chances of obtaining a better grade at the final examination.

Table 3: Composition of "OCAM" (Overall Continuous Assessment Marks) marks

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	All the awards such as Dean's list awards, scholarships, and classes will be determined by your higher performance at CAs and final examination.
2	✔	✔		
3	✔	✔		
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 of three (03) hours 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 awarded 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 Assignment (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.

1.2.3.1 Facing final exam from overseas

If you are temporarily residing abroad, the exams 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 the request form available online. This should be done at least two months before the final exam. If your request is approved, the exams 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 AC 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 clarifications please refer section 1.2.2

> **Note:** Your OCAM marks can be carry 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 the eligibility
>
> 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 **RX grade**. **In this context**, you will be allowed to carry forward your CA marks to the **next year.**

I you have obtained less than 40 for your overall CAs 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) for semester 1

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 & C grades for all 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 - https://ou.ac.lk/current-students/
- **My OUSL** – Click on the given link and go to 'My OUSL'.

1.2.3.4 Re-scrutinization of final examination

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 Office of the HSS. The charges for re-scrutinization is Rs. 500/= per paper. The decision of the Re-scrutinization Board is final.

Results:

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

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 commitment made by individual learners.

Table 6: Types 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 and scholarship:

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/HSS.

- 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 center 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 center (VRC) located in the ground floor of the main library provides you with the computer facility. The audio-visual resource center (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 center 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/

Learn OUSL 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 given in the student record book**

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

Please change your password to a private one on your first login itself. Once you have changed the password, it is your responsibility to remember it.

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.**

PART II

TIME TABLES

2.1 Day School Time Table – Level 5

Find the Day school timetable of **Semester I** given below.

Table 7: Timetable for Day Schools

Date	Course code	Course Title	Time
2nd July 2023	**Awareness session (Via Zoom – only the awareness session)**		**9.30 a.m. – 11.30 a.m.**
15th July 2023	DSU5651	Social Science Research Methods	8.00 a.m. – 10.00 a.m.
	DSU5363	Supporting Youth in Grief and Trauma	10.30 a.m. – 12.30 p.m.
	DSU5363	Supporting Youth in Grief and Trauma	1.00 p.m. – 3.00 p.m.
29th July 2023	DSU5661	*Training course on professional youth work (Compulsory Workshop)	9.00 a.m. – 05.00 p.m.
30th July 2023	DSU5661	Training course on professional youth work (Compulsory Workshop)	9.00 a.m. – 05.00 p.m.
5th August 2023	DSU5651	Social Science Research Methods	8.00 a.m. – 10.00 a.m.
	DSU5363	Supporting Youth in Grief and Trauma	10.30 a.m. – 12.30 p.m.
	DSU5363	Supporting Youth in Grief and Trauma	1.00 p.m. – 3.00 p.m.
6th August 2023	DSE4207	Nonviolent Communication (via zoom)	5.00 p.m. – 7.00 p.m.
26th August 2023	DSU5661	Training course on professional youth work (Compulsory Workshop)	9.00 a.m.– 05.00 p.m.
27th August 2023	DSU5661	Training course on professional youth work (Compulsory Workshop)	9.00 a.m. – 05.00 p.m.
29th September 2023	DSU5661	Training course on professional youth work (Compulsory Workshop)	9.00 a.m. – 05.00 p.m.
30th September 2023	DSU5661	Training course on professional youth work (Compulsory Workshop)	9.00 a.m. – 05.00 p.m.

1st October 2023	DSU5661	Training course on professional youth work (Compulsory Workshop)	9.00 a.m. – 05.00 p.m.
	DSE4207	Nonviolent Communication (via zoom)	5.00 p.m. – 7.00 p.m.
07th October 2023	DSU5651	Social Science Research Methods	8.00 a.m. – 10.00 a.m.
	DSU5363	Supporting Youth in Grief and Trauma	10.30 a.m. – 1.30 p.m.
08th October 2023	DSE4207	Nonviolent Communication (via zoom)	5.00 p.m. – 7.00 p.m.
19th October 2023	DSU5651	Social Science Research Methods	8.30 a.m. – 10.30 a.m.
21st October 2023	DSU5651	Social Science Research Methods	8.00 a.m. – 10.00 a.m.
	DSU5363	Supporting Youth in Grief and Trauma	10.30 a.m. – 12.30 p.m.
	DSU5363	Supporting Youth in Grief and Trauma	1.30 p.m. – 3.30 pm.
29th October 2023	DSU4207	Nonviolent Communication (via zoom)	5.00 p.m. – 7.00 p.m.

Venue

All day School sessions will be held physically at **Colombo Regional Center only**.

*Workshop series for DSU5661 will be conducted at Faculty of HSS**

2.2 Time Table for CA Submission – Semester I

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 submission

Course Code	CA1	CA2	CA3
	Date & Time	Date & Time	Date & Time
Level 3			
DSU3521	08/08/2023	02/09/2023	23/09/2023

	Mode of CA will be notified	(CBT)	*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	24/09/2023 (Learning Journal)
DSU4263	20/08/2023 (Oral Test) 2.00pm -3.30 pm	18/09/2023 (Learning Journal)	
DSU4352	27/08/2023 (CBT) 2.00pm -3.30 pm	17,18,24,25/09/2023 (Oral test) *Assigned date will be notified*	
DSE4207	*Date and the mode of CA will be notified*	17,18,24,25/09/2023 (Oral test) *Assigned date will be notified*	
Level 5			
DSU5661	26/08/2023 (Learning Journal I)	29/09/2023 (Learning Journal II)	15/10/2023 (Oral)
DSU5363	11 ,12 /08/2023 (Oral Test) From 9.00am – 3.30pm	19/09/2023 (Learning Journal)	
DSU5651	8/08/2023 (TMA I)	28/08/2023 (TMA II)	22, 23 & 24/09/2023 (Oral)

OCAM releasing date: 30th October 2023 (refer Table 3)

Please note that all students who wish to sit for final examinations must register ONLINE. If

not you will not receive admission cards. You need to apply for a final examination through MyOUSL from **30th September 2023 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)**

All activities relevant for the 1st semester will be conducted physically.

2.3 Continuing Educational (CE) courses

* Students who did not follow DSE4207 Nonviolent Communication at level 4 can complete the course at level 5 – 1st semester.

It is important that you should complete all the required CE courses to be considered for the award of the degree (Social Harmony, EGAP, ICT Skills or Non-Violent Communication and Statistics for Social Sciences).

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)
	Coordinator/EGAP	0112881083

CE Courses	Carrier Guidance Unit (CGU)	0112881049
Student Affairs	Assistant Registrar	0716 368 196
Exam Division	Assistant Registrar	0716 368 207
Financial 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	Counsellors	0112881361, 0702510820 counsellor@ou.ac.lk
Temporary Residential Facility		https://ou.ac.lk/trf/

PART III

CITATION STYLES 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.

How to cite author names:

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 Same Author in the Same Year	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 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 the Head of the Department and Heads of 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	<u>**Dr. Shantha Abeysinghe**</u> Senior Lecturer E-mail: <u>nsabe@ou.ac.lk</u> 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 – Department 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 – Department 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. Shashini Warnakulasooriya	0112881126 aawar@ou.ac.lk	Lecturer
	Ms. Moksha Samarakoon	0112881014 smmsa@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

Management Assistant

Tel: 0112881417

Mr. A.G.N. P. Kumara

Management Assistant

Tel: 0112881417

4.4 Staff in each Regional Centers & their contact details

Students who attached to the regional centers could contact and meet the following staff

listed in Table 12.

Table 12: Staff attached to the regional centers

	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

LEVEL 3 SEMESTER 1 – 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 SEMESTER 2 - 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 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

LEVEL 4 SEMESTER 1 - 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 SEMESTER 1 – 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 SEMESTER II - COMPULSORY COURSES

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

LEVEL 4 SEMESTER II – 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 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

LEVEL 5 SEMESTER 1 - **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 SEMESTER II - **COMPULSORY COURSES**

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

LEVEL 5 SEMESTER II – **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 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.

Annexure II

Contact details of Regional/Study Centers

*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.
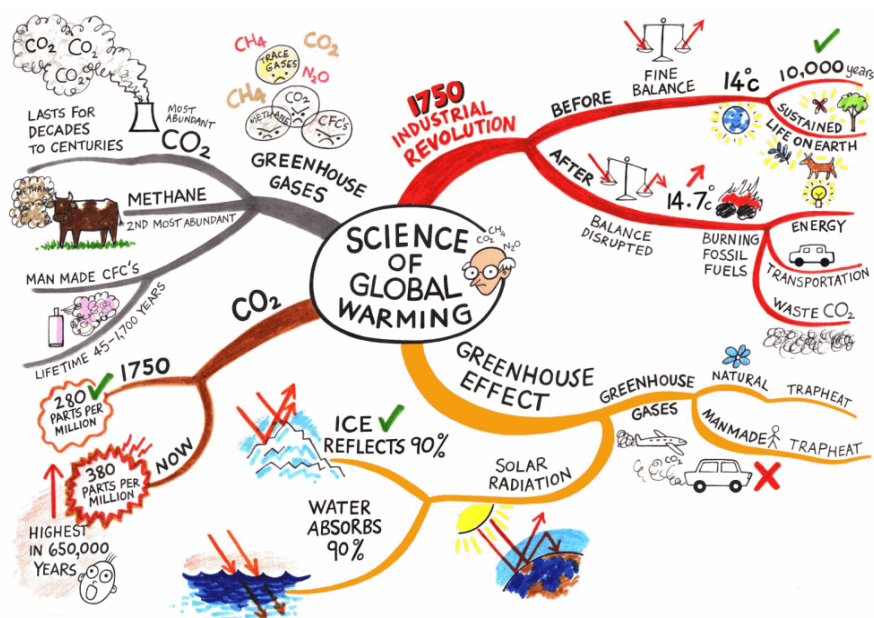

Figure1. Summarizing a lesson on global warming

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: https://www.lifehack.org/articles/work/how-to-mind-map-in-three-small-steps.html
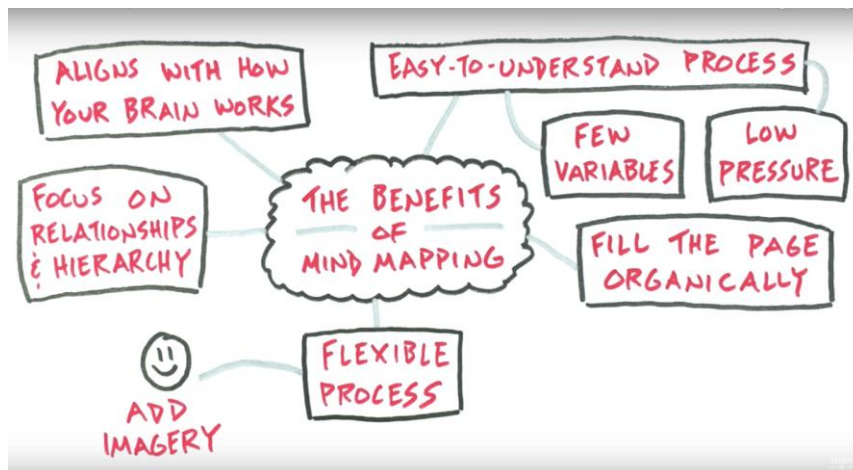
There are software that can be used to create MMs. One such software is Mindmaple. You

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

Annexure IV

Individual Activity Diary

Please note that you are permitted to add new courses after the registration on 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						from 30th September to 30th October 2023
2	DSU						
3	DSU						
4	DSU						
5	DSU						
6	DSU						

1	DSU						
2	DSU						
3	DSU						
4	DSU						
5	DSU						

Semester II

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)**

Annexure VI
Number of courses you wish to register for the academic year 2023/2024 (Counselling form)

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

COUNSELLING FORM
BA Degree in Youth and Community Development- Level 3,4 & 5
Academic Year – 2023/2024
Department Social Studies – Faculty of Humanities and Social Sciences
Courses to be offered/Transferred/ exempted

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

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

Home Office

…………………………………………… …………………………………………..

…………………………………………… …………………………………………..

…………………………………………… …………………………………………

Tele:…………………………………… Tele:…………………………………….

Email Address:………………………. Mobile: ……………………………….

WhatsApp number………………

	Yes	No
Have you completed Higher Diploma in Youth Development?		

- 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			

Level 3 - 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 SE	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
1st SEMESTER	DSU5651	Social Science Research Methods			
	DSU5661	Training course on professional youth work			
	DSU5363	Supporting Youth in Grief and Trauma			

COMPULSORY COURSES

SEMESTER II	DSU5469	Youth, Health, Safety and Well-Being			
	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**	**DSU4561 -** Promoting Enterprise and Economic Development	

be transferred		
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 of the Counsellor / Assistant Director

Annexure VII

Level 4 Time Table

Date	Course Code	Course Title	Time
02ⁿᵈ July 2023	Awareness session (via zoom)		**09.30 a.m. – 11.30 a.m.**
16ᵗʰ July 2023	DSU 4352	Social Psychology	08.00 a.m. – 10.00 a.m.
	DSU 4562	Project Planning, Monitoring and Evaluation	10.30 a.m. – 01.30 p.m.
	DSU 4561	Promoting Enterprise and Economic Development	02.00 p.m. – 05.00 p.m.
23ʳᵈ July 2023	DSU 4352	Social Psychology	08.00 a.m. – 10.00 a.m.
	DSU 4263	Working with Youth in Community and Organizational Settings	10.30 p.m. – 01.30 p.m.
	DSU 4561	Promoting Enterprise and Economic Development	2.00 p.m. – 5.00 p.m.
30ᵗʰ July 2023	DSU 4562	Project Planning, Monitoring and Evaluation	08.00 a.m. – 11.00 a.m.
	DSU 4561	Promoting Enterprise and Economic Development	12.00 noon – 03.00 p.m.
06ᵗʰ August 2023	DSU 4263	Working with Youth in Community and Organizational Settings	08.30 a.m. – 11.30 a.m.
	DSU 4562	Project Planning, Monitoring and Evaluation	12.30 p.m. – 3.30 p.m.
	DSE 4207	Nonviolent Communication (Via Zoom)	05.00 p.m. – 07.00 p.m.

Date	Course Code	Course Title	Time
01st October 2023	DSU 4562	Project Planning, Monitoring and Evaluation	08.00 a.m. – 11.00 a.m.
	DSU 4561	Promoting Enterprise and Economic Development	12.00 noon – 03.00 p.m.
	DSE 4207	Nonviolent Communication (Via Zoom)	05.00 p.m. – 07.00 p.m.
08th October 2023	DSU 4561	Promoting Enterprise and Economic Development	08.30 a.m. – 11.30 a.m.
	DSU 4562	Project Planning, Monitoring and Evaluation	12.30 p.m. – 03.30 p.m.
	DSE 4207	Nonviolent Communication (Via Zoom)	05.00 p.m. – 07.00 p.m.
15th October 2023	DSU 4263	Working with Youth in Community and Organizational Settings	08.30 a.m. – 11.30 a.m.
	DSU 4561	Promoting Enterprise and Economic Development	12.00 noon – 03.00 p.m.
22nd October 2023	DSU 4263	Working with Youth in Community and Organizational Settings	08.30 a.m. – 11.30 a.m.
	DSU 4562	Project Planning, Monitoring and Evaluation	12.00 noon– 03.00 p.m.
29th October 2023	DSU 4352	Social psychology	08.00 a.m. – 10.00 a.m.
	DSE 4207	Nonviolent Communication (Via Zoom)	05.00 p.m. – 07.00 p.m.