MESSAGE FROM FACULTY AND STAFF

The Faculty and Staff at the Northern Social Work Program want to wish you a sincere welcome. During the next four years, we will have many opportunities to interact with each other. It is our sincere hope that all of us can share our experiences, knowledge and common concerns for humanity to develop a gentle, genuine and professional attitude towards our goals. The next four years will be filled with many experiences and emotions for each you, some positive, some negative; all of them will be valuable.

FACULTY OF SOCIAL WORK MISSION STATEMENT

To pursue knowledge and provide accessible and inclusive educational programs that will advance the fields of social work practice and social policy at all levels and that will contribute to the development of societies in promoting respect for human rights and dignity, individual worth and well being, diversity, social inclusion, and the principles of social justice. To prepare students for ethical, competent, critically reflective, innovative, anti-oppressive, accountable, and effective social work practice at all levels. To create and maintain a learning environment that promotes and supports respect for difference, risk-taking, democratic participation, a spirit of inquiry, equity, innovation, originality, and collaboration. To acknowledge, support, and promote different traditions of knowledge and different methods of knowledge gathering.
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SCHEDULE FOR THE 2014 - 2015 ACADEMIC YEAR

First term: September 2nd to December 19th, 2014

September 2, 3, 4, 5    Orientation for new students
September 3 & 4    Skills Review Lab for Third Year Field Students
Friday September 5    Third Year Field Instructors’ Field Orientation
Monday September 8    Third year field placements begin
September 8 & 9    Awasis Cohort Orientation
Wed September 10    NSWP Classes begin
September 22 & 23    NCN Cohort Orientation
Tues September 30**    Nelson House Trip for First Year Students
Monday October 13    Thanksgiving (NSWP closed)
Thursday October 23    Honouring Our Students Day
Friday October 31*    Halloween Luncheon
Tuesday November 11    Remembrance Day (NSWP closed)
Thursday December 4*    Santa Supper
December TBA:    Policy Advisory Committee meeting
Friday December 5*    Fall term classes end
December 24 – January 2, 2015: Holiday Period (NSWP closed)

* Some dates are tentative and subjected to change. You will be informed accordingly.
** Cancelled for this year due to renovations.
SCHEDULE FOR THE 2014 - 2015 ACADEMIC YEAR

Second Term: January 5 to April 17, 2015

Monday January 5  First day of classes (3rd and 4th year field placements begin)
Friday January 30* Field Instructors Luncheon and Workshop
Thursday February 12* Winter Feast/Potluck
Monday February 16 Louis Riel Day (NSWP closed)
March 2015 Social Work Week (NSWP Social Work Day TBA*)
Friday March 20 Third year field placements end
March 30 – April 3* Spring Break (no classes scheduled)
Friday April 17 Good Friday (NSWP closed)

Third term: April 20 to July 3, 2015

Friday April 24* Field Instructors Appreciation Luncheon
Friday May 8* Policy Advisory Committee & NSWP Graduation Day
May 13 – 14 Selection for NSWP applicants
Monday May 18 Victoria Day (NSWP closed)
Sunday June 21 Aboriginal Awareness Day
Wednesday July 1 Canada Day (NSWP closed)

* Some dates are tentative and subjected to change. You will be informed accordingly.
University of Manitoba
Northern Social Work Program

******************************************************************************

OFFICE HOURS: Monday - Friday 8:30 - 4:30 p.m.
(Office closed between 12:00 - 1:00 p.m.)

The general office phone number is 204-677-1450 or toll free 1-866-237-5509 and the fax number is 204-677-4110. The student lounge phone number is 204-677-1463. Please note that the main door to the building will be locked during noon hour and locked after 4:30 p.m. and on weekends/holidays.

FACULTY/STAFF LIST

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>OFFICE PHONE (204)</th>
<th>E-MAIL ADDRESS</th>
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<tbody>
<tr>
<td>Colin Bonnycastle</td>
<td>Director/Associate Professor</td>
<td>677-1452</td>
<td><a href="mailto:colin.bonnycastle@umanitoba.ca">colin.bonnycastle@umanitoba.ca</a></td>
</tr>
<tr>
<td>Marleny Bonnycastle</td>
<td>Assistant Professor</td>
<td>677-1455</td>
<td><a href="mailto:marleny.bonnycastle@umanitoba.ca">marleny.bonnycastle@umanitoba.ca</a></td>
</tr>
<tr>
<td>Janet Brady</td>
<td>Field Coordinator/Senior Instructor</td>
<td>677-1456</td>
<td><a href="mailto:janet.brady@umanitoba.ca">janet.brady@umanitoba.ca</a></td>
</tr>
<tr>
<td>Greg Fidler</td>
<td>Senior Instructor/Academic Advisor</td>
<td>677-1457</td>
<td><a href="mailto:greg.fidler@umanitoba.ca">greg.fidler@umanitoba.ca</a></td>
</tr>
<tr>
<td>Lori Oberdorfer</td>
<td>Student Counsellor/Instructor II</td>
<td>677-1460</td>
<td><a href="mailto:lori.oberdorfer@umanitoba.ca">lori.oberdorfer@umanitoba.ca</a></td>
</tr>
<tr>
<td>Peggy Day</td>
<td>Administrative Assistant/Finance</td>
<td>677-1453</td>
<td><a href="mailto:peggy.day@umanitoba.ca">peggy.day@umanitoba.ca</a></td>
</tr>
<tr>
<td>Christy Watkinson</td>
<td>Student Records</td>
<td>677-1454</td>
<td><a href="mailto:christy.watkinson@umanitoba.ca">christy.watkinson@umanitoba.ca</a></td>
</tr>
<tr>
<td>Eleanor Welton</td>
<td>Library Assistant</td>
<td>677-1462</td>
<td><a href="mailto:eleanor.welton@umanitoba.ca">eleanor.welton@umanitoba.ca</a></td>
</tr>
<tr>
<td>Neha Mehta</td>
<td>Receptionist</td>
<td>677-1464</td>
<td><a href="mailto:neha.mehta@umanitoba.ca">neha.mehta@umanitoba.ca</a></td>
</tr>
</tbody>
</table>
Personal Safety

Student safety is an important priority for the Northern Social Work Program.

While incidents are extremely rare we have the following resources available:

- Security cameras have been installed in the building.
- First Aid kits are available in the library and the staff lounge.
- On site building assistance is available until 2:00 am every day.
- On site AED defibrillator is located on second floor by the washrooms.

Should you require police, fire, or ambulance call: 204-677-6911

If there are building related issues please call:

- North Centre Mall  204-677-3642 (until 2:00 am)
- Nick DiVirgilio  204-677-3077
- Colin Bonnycastle  204-677-8101

Ensuring that our building is secure is a shared responsibility. Students are asked to report suspicious people immediately to the persons listed above. If you feel threatened please contact the RCMP for assistance. If you lose your building key or you believe it to be stolen, please inform the Administration Office immediately.

Keep in mind the following:

- There is a telephone in the student lounge and/or ensure that your cell phone is charged and operating.

- Do not leave valuables in your locker. Textbooks and electronics are valuable black market items, so carry your property with you. Do not leave them in your locker overnight. Always remember to secure your property and lock your door at all time.

- Either study with a partner or a friend if you stay late at the NSWP. Otherwise tell someone where you are or your plans if you will be studying late.
The following safety tips are adapted from the Student Guide 2013/2014 (p. 8):

- Be aware of your surroundings. If a situation feels dangerous, uncomfortable, or wrong in any way, avoid it or remove yourself as soon as possible. Project an image of calmness and confidence.

- Try to use an ATM during daylight hours. When entering your code, use your body as a shield. If you do notice anything out of the ordinary, cancel your transaction and leave.

- Carry change with you and remember important phone numbers.

- Plan ahead (Example, if you plan to drink, also plan on how you will get home. Do not leave in the company of people with whom you do not feel completely comfortable with or whose behaviour is unpredictable after drinking.

- When out socializing, be aware of “Date Rape Drugs” and do not accept a drink from a stranger and never leave a drink unattended.

- Stay on major roads or well lit paths at night. Shortcuts may save time, but tend to be more dangerous. Avoid problem areas such as dark entrances and shrubs. Be aware of your surroundings.
THE NORTHERN SOCIAL WORK PROGRAM DESCRIPTION

Social justice and community wellness through Northern social work education.

The Northern Social Work Program is one of four programs offered by the University of Manitoba’s Faculty of Social Work. Located in Thompson, Manitoba the Northern Social Work Program has been in operation since 1984. The program provides a generalist social work program with a particular emphasis on Northern and Aboriginal knowledge and communities.

Students complete a four year program towards a Bachelor of Social Work degree. Please refer to the course plans located on pages 20-22 for more information on course requirements.

For first year students, the first term is an introductory period to prepare the student for university level study. There are two non-credit courses that are offered; Study Skills and Introduction to Social Science Concepts. First year students also enroll in a number of University College of the North courses in order to fulfill their elective requirements. Second year students take introductory level social work courses as well as electives. In the third and fourth year, students partake in field placements in order to gain practical social work experience prior to graduation.

Our aim is to educate social workers capable of exercising judgment in the face of complex and competing interests and claims and to conduct themselves in the values and principles expressed in the CASW Code of Ethics*. Our vision is that, through the social workers that we educate, Northern communities will be cohesive and balanced with harmony, social justice, strong families and effective social supports as hallmarks of their development. Together we can make that vision into reality.

* The CASW Code of Ethics can be found at: http://www.casw-acts.ca/sites/default/files/attachements/CASW_Code%20of%20Ethics.pdf
**SUPPORTS PROVIDED BY FACULTY AND STAFF**

Students in the Northern Social Work Program receive academic and personal supports designed specifically to enhance their success in the program.

| **Student Counsellor:**  
  *(Lori Oberdorfer)* | Provides ongoing personal support to students. Time management, relocation issues, drug and alcohol addictions, family and relationships and grieving are examples of issues that come up in students’ lives. Assists students with student council and graduation planning committees. |
| **Academic Advisor:**  
  *(Greg Fidler)* | Develops individual 4 year plans, consults with students about withdrawing from courses, mediates between student and instructor situations, supervises alternative test and exam dates. Supports students with writing and study skills. |
| **Field Coordinator:**  
  *(Janet Brady)* | Assist students with planning their field placements. Also assist students with written assignments such as proof-reading. |
| **On Site Faculty:**  
  *(Christy Watkinson)* | Instruct various social work courses and provide supervision. Are available for meetings, discussions and consultation on course material on a daily basis. |
| **Administrative Assistant:**  
  *(Finance - Peggy Day)* | Responsible for program finances and student aid. Assists students in completing student loan applications, and consults with students regarding other funding sources. |
| **Office Assistant IV:**  
  *(Student Records - Neha Mehta)* | Responsible for student records, program admission, registration for social work and elective courses, voluntary withdrawals. Provides academic history upon request. |
| **Library Assistant:**  
  *(Eleanor Welton)* | Assists students in locating appropriate and needed resources for courses, either in the library or through the Internet. Books audio-visual equipment for students. Assists students in the student computer lab. Students can purchase required texts for social work courses in the Library. |
| **Office Assistant II:**  
  *(Receptionist - Neha Mehta)* | Posts messages for students on the window, supervision of photocopy machine, assists with general inquiries and other office administrative tasks. |
1. The full course load of 27 - 33 credits are offered over 3 terms in each of the four years: Fall (September - December), Winter (January - April) and Spring (May - July). Each term has 3 or 4 courses offered.

2. A four day orientation to the Northern Social Work Program is provided upon admission to the program in September.

3. First year students are provided with non-credit courses in their first term. These courses are designed to assist students in the development of their basic knowledge of reading, writing, study and analytical skills, while at the same time introducing them to university course work, standards and expectations.

4. Assistance and guidance in all other credit courses will be ongoing throughout the four years in the form of class tutorials, extended class times and individual tutorials. Our faculty are generally available when the NSWP is open.

5. Students needing help with assignments and term papers can receive technical assistance with computer software (i.e. MS Office) as well as research guidance from the librarian. Faculty will provide writing help including proof-reading student papers. Students needing assistance with office equipment use may seek help from the receptionist.

6. Every applicant to the program receives a package containing rental, daycare and financial information. Assistance with relocation information is provided by the Ma-Mow-We-Tak Friendship Centre in Thompson.

7. If you are facing financial difficulties, emergency financial assistance may be available. Please see Peggy for details.

8. Our program has an emergency food box and clothing hamper. If you are in need please do not hesitate to access these resources.
THE ANN CHARTER RESOURCE CENTRE

The Ann Charter Resource Centre contains books, print reports and electronic resources including DVDs and electronic journals. The Northern Research Collection contains documents and reports of research conducted in Northern Manitoba. The holdings are an extremely valuable resource for students completing their assignments and doing research.

**Hours of Operation:** Monday to Friday 8:30 a.m. - 4:30 p.m.
Closed during noon hour.

**Library Catalogue:** The library catalogues can be accessed at:
http://umanitoba.ca/faculties/social_work/programs/northern/692.html

**Libraries – Social Work:** This link is to the Social Work Page maintained by the Elizabeth Dafoe Library and provides information pertinent to social work research.

**Ann Charter Resource Centre:** This link opens the catalogue for the holdings available at the Northern Social Work Program.

**Rules:**

1. The LOAN PERIOD for most items is three weeks. Reference books do not circulate.

2. Books (except inter-library loan) may be renewed for one loan period. Maximum number of books taken out is six.

3. If materials are not returned, the cost of each book will be invoiced to the student. Borrowing privileges may be suspended at any time because of overdue books/materials.

4. Do not remove books without signing them out.

5. Please return the books to the Librarian.

6. **When taking books off the shelf to read, please return them to the proper place on the shelf.** If unsure where to place them, please give them to the Librarian.
**Inter - Library Loans:**

Students must be registered and taking Social Work courses in order to access the U of M Library system. The Librarian will provide assistance with obtaining library materials from the holdings at other U of M libraries.

Books may be borrowed via INTER-LIBRARY LOAN from the University of Manitoba Dafoe Library. The loan period is six weeks from date of receipt. Order forms are available in the library and on-line.

**Journal Online Access:**

To search for full text journal articles:

1. Go to [www.umanitoba.ca/libraries](http://www.umanitoba.ca/libraries)
2. Click on e-journals.
3. You will be asked for Off Campus Authentication which requires you to enter your Library ID (usually your Student ID) and PIN. If you require any help with your login credentials, please do not hesitate to ask Eleanor for assistance.
4. You will be in the University of Manitoba’s e-journal search where you can access and print from the electronic journals collection.

The Ann Charter Resource Centre
NORTHERN SOCIAL WORK PROGRAM POLICIES

Important Notice: Students are responsible to become familiar with NSWP policies as well as the student policies as outlined in the BSW Student Handbook and the U of M General Calendar. If there are questions about the application of these policies please ask the Director for guidance. In case of inconsistencies, the policies of the BSW Handbook or the General Academic Regulations and Policies of the current General Calendar shall prevail.

To access the University General Calendar or the BSW Student Handbook there is a copy available at reception or can be accessed on the internet at the following links:

UofM General Calendar: http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx


AFTER HOURS ACCESS

Students may use the NSWP building, 24 hours a day, 7 days a week for study or homework purposes. The building is locked during the lunch hour and on evenings and weekends so students are required to obtain a key for access. The Administration Office is responsible for issuing keys; a $10.00 deposit is required. The security of this building is a shared responsibility, students may not admit any person to the building with the exception of minor children in their care. If students bring their children, please do not leave them unattended and remind them to be respectful of those who desire a quiet study space. Students who are leaving the program for any reason must return their key to the Administration Office. The $10.00 deposit will be refunded.

E-MAIL ADDRESSES

The University has implemented the Electronic Communications with Students policy. Students will be expected to obtain a myumanitoba.ca e-mail account and use it in all communications with their instructors, support staff and other personnel at the University. At the same time, the NSWP regularly uses e-mail for announcements and to provide program information throughout the year. Students are responsible to check their University e-mail on a regular basis, excuses of alleged non receipt of e-mail messages or non access to University e-mail is not considered a valid excuse. Students experiencing difficulty accessing their e-mail accounts may see the Librarian for assistance with restoring their access.
INTERNET ACCESS

There is a student computer lab available for study and homework purposes. Students may use this lab 24 hours a day, 7 days a week. Please note that computer settings must not be changed and children are not allowed to use these computers at any time. If the network must be reset, the adapter box is beside the library door. The building has wireless internet access for those wanting to connect on their laptops or tablet devices. Please see Eleanor for assistance in accessing the network.

N.B. Many students have created Facebook profiles, Twitter accounts and other social media profiles. It is important to emphasize that the same etiquette for communication applies online as it does for live conversations. Please bear in mind the existence of boundaries between one’s personal and professional life and the etiquette of both. *Students are liable to disciplinary action for any statement made on social media that would warrant disciplinary action if stated in person.* A good rule of thumb is that if you are questioning whether a post is appropriate, more than likely it is not appropriate and should not be posted.

CELL PHONES

The use of cell phones in the classroom has become an issue at the Northern Social Work Program. Texting or chatting in class distracts students from their learning. *Please note: texting or chatting, using social media (i.e. Facebook, Twitter) or any other activities on your cell phone are NOT ALLOWED during class.* Students may face disciplinary action if this policy is violated.

If you need to be reached during classroom hours you may provide the main NSWP telephone number: 204-677-1450. Messages will either be posted on the window by the receptionist or you will be called out of class to take the phone call if the caller indicates an emergency situation.

LONG DISTANCE CALLS AND FAXING

Students who need to make a long distance call related to their studies (i.e. telephoning their counsellor in their home community) or of an urgent nature (i.e. family emergency) may see the receptionist. You will be directed to the telephone to make your call.

The NSWP fax number is 204-677-4110. If you must send a fax or are expecting to receive one please go to the Administration Office. There is no charge for program related faxes, a nominal charge will apply for non-program related faxes.
OFFICE EQUIPMENT AND PRINTING

There is no charge for printing or photocopying documents related to class activities. Students are asked to be mindful of the environment and reduce waste by printing only what is necessary. If there is no paper in the printers in the computer lab please see the librarian or the receptionist for replacement paper.

A colour printer and scanner is available in the staff lounge. Students must seek permission before using the colour printer and the scanner. Please see the receptionist before using this equipment. A photocopier is available for student use in the workroom beside the staff kitchen. Students do not need to seek permission before using the photocopier, however the receptionist will assist you if needed.

Lamination and binding of documents are available to students. If you wish to have a document laminated or bound please see the receptionist. Please allow at least 24 hours for the request to be fulfilled.

LAPTOPS AND AUDIOVISUAL EQUIPMENT

If you require a laptop or camera for assignment related purposes, please see the Librarian. Students will be asked to sign out the equipment and are responsible for NSWP property while in their possession. Discs are available for a nominal charge from the Librarian.

STUDENT LOUNGE

There is a student lounge located beside the computer lab. We ask that basic housekeeping etiquette be maintained and keep the kitchen clean. Please label your food in the student fridge and be mindful that it is checked periodically, food that has been left for too long will be disposed of. There is a telephone available to make and receive local calls. The number is 204-677-1463.

LOCKERS

Lockers are available on a first come first served basis. Students may choose a locker and attach their own lock. Please remove locks at the end of your time in the program.
FINANCIAL AID

Student loan applications for the Fall and Winter term each year are available online at www.studentaid.gov.mb.ca. If you require assistance in completing the application see Peggy. There are a significant number of bursaries and scholarships available that you can apply for. These awards are not repayable and reduce your debt load. See pages 36-41 for awards offered by the Faculty of Social Work. Financial awards applications are available online. Notifications will be sent to your university e-mail account.

STUDENT RECORDS

The Faculty maintains a file on all financial, academic and other records for each student. All correspondence regarding student progress will be kept on the student’s file. Students are granted access to his/her academic file by requesting it through the Academic advisor or Student records.

You can check your academic progress through Aurora which is available at the University’s website. If you have an Apple device you can download the University of Manitoba’s student application from the ITunes store for free; this gives you access to your grades on your device. If you have difficulty interpreting your records, please speak with the Academic advisor or Student records for assistance.

STUDENT MARKS

Students at the Northern Social Work Program must maintain the same standards of academic performance as expected of the students in the B.S.W. program at the Fort Garry Campus. To maintain clear academic standing, a cumulative grade point average (GPA) of C (2.0) is required upon the completion of the first 30 credit hours as well as a passing grade in IPCS. To maintain an acceptable academic standing in subsequent years, a cumulative grade average of C+ (2.5) is required. Failure to meet these standards may result in a student being placed on probation or being required to withdraw.

Important Notice: Appendix VIII (pp. 57-64) contains the policies of the Committee on Academic Standings. It is strongly recommended for students to consult the academic standings policies that apply to Faculty of Social Work students. If there are any questions about these policies, please do not hesitate to seek assistance from the Director.
GRADING SYSTEM FOR THE B.S.W. PROGRAM

The following descriptive labels for letter grades within the Faculty of Social Work for the B.S.W. program (on all three campuses) is as follows:

<table>
<thead>
<tr>
<th>Range</th>
<th>Grade</th>
<th>Description</th>
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<tr>
<td>93-100</td>
<td>A+</td>
<td>Exceptional</td>
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<tr>
<td>86-92</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>79-85</td>
<td>B+</td>
<td>Very Good</td>
</tr>
<tr>
<td>72-78</td>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>65-71</td>
<td>C+</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>58-64</td>
<td>C</td>
<td>Adequate</td>
</tr>
<tr>
<td>50-57</td>
<td>D</td>
<td>Unacceptable</td>
</tr>
<tr>
<td>Less than 50</td>
<td>F</td>
<td>Failure</td>
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NOTE: University College of the North (UCN) courses may use a different marking description, check with each instructor.

THE DEAN’S HONOUR LIST

Each term the Dean’s Honour List recognizes exceptional academic achievement. To qualify students must have completed **9 credit hours in the term** under consideration of which **6 credit hours must be with a standard grade.** Those who have met the course load requirements and have **achieved a GPA of 3.6 or above** will be placed on the Dean’s Honour List. Note that Pass/ Fail courses are included in the credit hour count.

STUDENT REGISTRATION

The Faculty of Social Work holds registration for social work courses and elective courses offered by University College of the North. Registration for the full year is carried out before classes begin in September. The registration for summer courses is done by the end of March. Registration times are posted in the entrance way. It is the students responsibility to become aware of registration dates, as late registration has additional fees attached. Students wishing to take extra courses through UCN must see the Academic advisor before registration. Consult your four year plan before making any decisions.

ATTENDANCE POLICY

Students must attend all scheduled classes, tutorials, seminars and meetings. If you are unable to attend classes, advise the Instructor of your absence in advance if possible. It is the student’s responsibility to collect assignments, handouts and information from missed classes. If exams are missed because of illness, a medical certificate may be required. It is the student’s responsibility to approach the Instructor with your intent. **Please note that students who have 3 or more unexplained absences may receive a failing grade for the course.** Refer to each course outline for more information.
GUIDELINES FOR WITHDRAWING FROM A COURSE

A student who wishes to withdraw from a course is advised to discuss the matter with his/her Academic advisor. There are several factors to consider when opting to voluntarily withdraw from a course.

A) Funded students are not permitted to withdraw from any courses without prior approval and/or consultation with their sponsor. Students on loans need to let the Administrative Assistant (Peggy) know, as voluntarily withdrawal from a course may impact on a loan. Full course loads are required for student loans.

B) The student has a right to withdraw because of serious health or family related difficulties. Students withdrawing for medical reasons may need to provide medical documentation, and if necessary, follow the school’s policy on medical leaves of absence.

C) Students have the right to VW from a course for any other reason provided it is within the prescribed time limits. Refer to the course syllabus for time frames regarding withdrawal from a course.

D) When a student wishes to drop a course for reasons contained in B or C (above), he/she must work out a plan with the Academic advisor as to when the course will be retaken (if it is a required course) or a replacement taken (in the event of electives). The plan should be set up in such a way as not to jeopardize the students ability to complete the program in the necessary amount of time (normally four years).

E) Refer to the syllabus of each course for the voluntary withdrawal date. Consult the UCN calendar for information on withdrawing from electives.

F) The proper procedure to VW is as follows:

1. See the Academic Advisor.
2. Check with your sponsor.
3. Complete the proper forms with Student Records.
<table>
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<th>September - December</th>
<th>January - April</th>
<th>April - July</th>
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<tr>
<td>UMU1 ARTS 1110</td>
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<td>Introduction to University (3)</td>
<td>Intro. to Psychology (6)</td>
<td>Intro. to Psychology (6)</td>
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THREE YEAR COURSE PLAN - External

Students who have 30 credits or more of university are able to complete a social work degree in three (3) years.

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Social Work Credits: 72 + Elective Credits: 51 (includes 30 pre-admission credits) = 123 credits for Bachelor of Social Work Degree
**SIX YEAR COURSE PLAN - Part Time**

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Useful Links

The following links provide more information on the documents that you should become familiar with as a social work student:

**University of Manitoba Academic Calendar 2014-2015**

http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx

**BSW Student Handbook**

http://umanitoba.ca/faculties/social_work/programs/fort_garry/508.html

**Electronic Communications with Students Policy:**

http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html

**Canadian Association of Social Workers:**

*Code of Ethics* (2005) and *Guidelines for Ethical Practice*


**Manitoba Institute of Registered Social Workers:**


http://mirsw.olasoft.com/site/standards?nav=02

**Canadian Association of Social Work Education**

http://caswe-acfts.ca/about-us/mission/

This link provides more information and resources on social work related research and is a valuable resource to assist you in your course work and research:

**First Nations Child & Family Caring Society of Canada**

http://www.fncaringsociety.com/fr/publications/search
Appendix I: RESOURCES IN THOMPSON

The Northern Social Work Program has a number of community partners that are equipped to provide assistance to students for a wide variety of issues. Students wanting more information about community resources may consult with the Student Counsellor. Note that these listings are not exhaustive in detail and more information can be located in the Field Agency Resource Book available at reception or in the information pamphlets located beside the student lounge.

PERSONAL ISSUES:

ADDITIONS FOUNDATION OF MANITOBA

The Addictions Foundation of Manitoba assists those with a drug, alcohol or gambling addiction. The AFM does individual, family or couple counselling. Please consult the pamphlets available in the pamphlet rack for more information on their services. They can be reached at 204-677-7300.

THOMPSON CRISIS CENTRE

The Thompson Crisis Centre is mandated to provide short term accommodations and transitional support for women and children experiencing domestic or family violence. In addition, counselling is provided for victims. They can be reached at 204-778-7273 or toll-free at 1-800-442-0613.

LEGAL AID MANITOBA

Legal Aid assists those who qualify with legal help with family matters such as divorce or child custody issues, those facing serious criminal charges, disputes with social assistance and other legal matters. The application fee is waived for full-time students. They can be contacted at 204-677-1224 or 1-800-665-0656.

ABORIGINAL AFFAIRS AND NORTHERN DEVELOPMENT CANADA

Provides information and assistance to Status First Nations people with matters related to Certificates of Indian Status, treaty benefits and other federal programs for Aboriginal people. They can be contacted at 1-800-567-9604.

OFFICE OF THE STUDENT OMBUDSMAN

Deals with concerns that students may have regarding University of Manitoba policies. The office can be reached at 1-800-432-1960 ext. 7423.
CHILDREN AND YOUTH SERVICES

BOYS AND GIRLS CLUB OF THOMPSON

The Boys and Girls Club of Thompson offers among its many services an after school program for those 12 years and under. There is also a Youth After School and a Late Night program for youth 13 years and older. They can be contacted at 204-778-7575.

DAYCARE PROVIDERS

1. Keewatinowi Awasisak Opi-ki-wak Inc.  
   494 Princeton Drive, 204-677-7345  
   Ages: 12 weeks to 6 years.

2. Riverside Daycare  
   60 Copper Road, 204-677-9007  
   Ages: 5-12 years

3. T-2 Thompson Daycare Inc.  
   3 Broadway Street, 204-677-4853  
   Ages: 12 weeks to 6 years

4. Teekinakan Daycare Centre  
   509 Station Road, 204-778-8866  
   Ages: 18 months to 6 years

5. Thompson Children’s World  
   19 Elizabeth Drive, 204-677-3583  
   Ages: 2 - 6 years

6. Kiddies Northern Preschool  
   101 Beaver Crescent, 204-778-7739  
   Ages: 2-5 years

7. Light of the North Daycare  
   32 Nelson Road, 204-677-5037  
   Ages: 5-12 years

8. Mini Muks Daycare  
   23 Beaver Crescent, 204-677-0335  
   Ages: 12 weeks to 6 years.

NORTHERN CIRCLE OF YOUTH

The Northern Circle of Youth is located at the Ma-Mow-We-Tak Friendship Centre offering after school programming for youth. They can be contacted at 204-677-0990.
HOUSING SERVICES

RENTAL AGENCIES

1. Allied Rentals
   24-10 Yale, 204-677-2737
8. Tupar Enterprises
   24 Fox Bay, 204-778-5514

2. Coryana Enterprises
   12-132 Nickel Road, 204-778-6485
9. Southwood Apartments
   20 Poplar Crescent, 204-778-4262

3. Friuli Apts. & Suites
   31 Oak Street, 204-677-3516
10. Princeton Towers
    207-364 Princeton Drive, 204-677-9880

4. Highland Tower
   100-274 Princeton Dr., 204-677-5938
11. Grey Wolf Bay Townhouses
    18 Grey Wolf Bay, 204-677-4543

5. Mihkan Holdings
   2-59 Fox Bay, 204-677-4040
12. TE Holdings
    12- 149 Nickel Road, 204-778-7363

6. Vionell Holdings
   45 Red River Drive, 204-677-9131
13. Thoman Properties (Century 21)
    25 Selkirk Ave, 204-677-4538

7. Ashberry Place
   9– 35 Ashberry, 204-677-5758
14. YWCA Thompson
    39 Nickel Rd, 204-778-6341

MANITOBA HOUSING AUTHORITY

Manitoba Housing offers rent geared to income rental units. You must complete an
application which is available at their office located at 118 - 3 Station Road. They can
be reached at 204-677-0611 or 1-855-821-0141.

RESIDENTIAL TENANCIES BRANCH

If you have any questions about rental laws in Manitoba, are experiencing issues with
your landlord or would like to know what your rights as a tenant are, they can be
reached at 204-677-6496.
HEALTH SERVICES

MEDICAL CLINICS

Burntwood Community Resource Centre, Thompson Plaza 204-677-1777

To call a registered nurse, contact Health Links/Info Santé at: 1-888-315-9257

DENTAL CLINICS

City Dental Group 204-778-7381  Aurora Dental Clinic 204-677-3935
Thompson Dental Centre 204-677-4555  Westwood Dental Clinic 204-677-4526

OPTOMETRIST SERVICES

City Vision 204-677-2020  Moore Specs 204-677-5551
Thompson Eye Care 204-677-7890

PHARMACIES

Clarke’s Pharmacy 204-778-7008  Safeway 204-677-3064
Shopper’s Drug mart 204-778-8391  Walmart 204-778-4669

CANADIAN MENTAL HEALTH ASSOCIATION

Focuses on issues in depression, suicidal thoughts, anxiety and bereavement. A social worker is available to the public for counselling. They can be reached at 204-677-6052 and ask for Mental Health Services.

MORNEAU SHEPELL

Morneau Shepell is an employee and family assistance program that offers counselling and other services. To use this service, you or a family member must be employed by a company that has a contract with Morneau Shepell. Contact them at 204-677-7830.

FNIHB

The Non-Insured Health Benefits Program covers Aboriginal people with treaty status on and off reserve. In Thompson, many health professionals will directly bill Health Canada for medical and dental expenses. If you need to contact the First Nations and Inuit Health Branch at Health Canada please call 1-866-225-0709.
COMMUNITY LEARNING RESOURCES

UNIVERSITY COLLEGE OF THE NORTH

First and second year students take elective courses at UCN and are eligible to receive services. The Learning Resource Centre is located at 55, UCN Drive and has a wide range of services including tutoring. In addition, there is an Aboriginal student centre, Elder’s office, and Student Counselling Services. Please contact them at 204-677-6450.

YWCA THOMPSON

The Steps to Success program and Assessment Services provide tutoring services, refresher courses in English, Math and Computers. Women’s Centre provide various services and programs for women and their children, girls and teens. They also conduct vocational assessments and career interest inventories. They can be contacted at 204-778-6341.

OTHER RESOURCES

KEEWATIN TRIBAL COUNCIL

Keewatin Tribal Council (KTC) provides services for members of its 11 First Nations in Northern Manitoba. Post secondary students from the KTC communities are usually sponsored through KTC. There is also housing in Thompson administered by KTC, medical transportation services and other services. Please contact them at 204-677-2341.

STUDENT ADVOCACY & ACCESSIBILITY

Provides information and guidance concerning problem resolution and appeal procedures. They are located in University of Manitoba, Winnipeg and can be reached at 1-800-432-1960 or 204-474-7423.

USED FURNITURE AND CLOTHING

For second hand clothing, household items or furniture the following organizations provide assistance:

Canadian Mental Health Association - 43 Fox Bay 204-677-6050

The Salvation Army Thrift Store - 50 Selkirk Ave, Unit 15 204-677-3658
LIVING IN THOMPSON

Thompson, Manitoba located just north of the 55th parallel is the largest community in Northern Manitoba. There are many activities to do in this community including restaurants, entertainment and community organizations geared towards specific interests and hobbies. Please consult the following resources to learn more:

Welcome to Thompson, Manitoba, Canada & Surrounding Area

This guide provides information about Thompson businesses and service organizations as well as other communities in Northern Manitoba. This guide is in the orientation package and is available at reception.

Thompson Leisure Guide

Published twice a year, this guide provides information about recreational activities and clubs in Thompson. It is located at City of Thompson, 226 Mystery Lake Road.

Local Newspapers

The Thompson Citizen is published every Wednesday and the Nickel Belt is published every Friday. Copies are available at reception.

Pamphlet Board

Beside the student lounge is a wall rack of pamphlets on social services agencies, student information and community organizations.
So you're ready to sign up for school but you need some help working out a budget, or maybe you're still not sure whether you can even afford to attend. Creating a realistic budget can help you decide whether you have the finances to begin school and is also a useful planning tool to ensure there will be enough money to last the entire length of your course. After lots of hard work at school, you don't want to have to drop out simply because of inadequate budget planning.

Creating a budget for your money isn't as limiting as it might sound. A good plan frees you from money worries if it's realistic and you stick to it!

There are a few things to consider when thinking about budgeting and money:

First, you'll want to identify all potential sources of income. For example:

- save money from your summer/part-time employment earnings.
- apply for any other forms of government assistance you may be eligible to receive such as Child Related Income Support (CRISP), Manitoba Shelter Benefit (MSB), etc.
- check with your school to see if they provide scholarships, bursaries or grants.
- ask your lender for details on assistance available for students.
- check other community agencies, organizations and businesses to see if they provide assistance for students.
- ask organizations related to your field of interest to see if they provide educational funding.
- apply for Manitoba Student Aid and apply as early as possible to ensure you get timely notice of your assistance amounts.
Second, you'll want to do a little research on budgeting and money management before you make your plan. At the end of this section, there is a sample budget page for you to fill in. There are other places you can find similar charts as well as great tips for planning your spending. Here are a few Internet sites to check out if you need more information:

www.canlearn.ca look for the term "Financial Planner"
www.youth.gc.ca look for the term "Money"
www.mb4youth.ca look for the term "Financial" under "Health, Family and Living"
www.yourmoney.cba.ca a site for youth - all about money
www.debtfreegrad.com a site for financial advice for students

You could also ask your bank/credit union for information they might have on

Third, make a sensible plan based on your financial resources and the costs you'll have for the upcoming school year. Try to get someone you trust to look over your plan in case there are costs you didn't consider or better yet, ways to reduce expenses to stretch your dollar just a little further. If you come out in the hole the first time around, don't be discouraged. Rework your plan. Can you work part-time during school to supplement your income? Can you sell your car and take public transportation? Don't give up too soon if your budget is a little short, but do be realistic about whether you really can afford to go to school. There may be other ways of meeting your educational goals than attending school full-time. Check out all of your options.

Remember: Take control of your money matters; don't let money control you and your educational goals!

*Please see Peggy if you have any Student Aid, sponsorship or any other funding questions.
# Monthly Study Period Budget for Post Secondary Students

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<td>Spouse’s Earnings</td>
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<td>Alimony</td>
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<td>TOTAL:</td>
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Total Monthly Costs ___________ - Total Monthly Resources ___________

= Total Monthly Need $_______________

Total Monthly Need _____________ X _______ Months in Program

= _________________ Total Need for Living Expenses

+ _________________ Tuition, Books and Supplies

Total Need $_______________
Appendix III: SCHOLARSHIPS AREN’T JUST FOR ‘A’ STUDENTS

Many students aren’t aware of the numerous scholarships that may be available to them. Those that are aware can be overwhelmed by the amount of information, the early deadlines, and specific qualifications.

Scholarships are available to students of all disciplines, backgrounds, and academic levels. Consider these:

- You don’t have to be the class genius to qualify. Good marks help, but they are not always part of the criteria.

- Don’t shy away from scholarships which are lesser in value than others. Apply often, and for as many as you can – even if you don’t think you meet the criteria. Being awarded multiple lower-value scholarships is just as beneficial as getting one big one! You may find that you qualify for several awards, and keep in mind that new ones are added every year.

- Community involvement, talent, hobbies, leadership skills, or athletic ability are just some of the other factors that may be taken into account.

- Many awards are available to students who are members of a specific club or organization. There are also several awards available to students whose parents or other family members (such as grandparents) belong to, or are employees of, specific clubs or organizations.

- Make sure you continue to investigate scholarship opportunities year-round, every year, as many are created specifically for students in certain years of study.

- Don’t limit your search to online. Check out everything from bulletin boards and school newspapers to student lounges for scholarship information. This includes checking with the Awards Office at school, and your faculty.

While you may be automatically considered for some scholarships, you will have to apply for others. Your main concern is meeting early deadlines. Even if you haven’t decided which school you’d like to attend, or whether you’ll be attending at all, begin investigating potential awards a year before studies begin (if it’s already past that date, then start now!). Sometimes you’ll be asked to write an essay or to provide information you will need to request by mail, such as transcripts. Many students miss out on financial help simply by waiting too long to start their
scholarship search. In fact, many scholarships aren’t awarded at all because no one applied!

Awards are available from schools, employers, and organizations interested in encouraging education, like the government. Here are a few places you can look:

- Ask your parents if their employer or union offers a scholarship program.
- If your parent is a veteran or a child of a veteran, you may qualify for money from a veteran organization.
- Talk to your school guidance counsellor or the financial aid office of the school you want to attend.
- Visit the website of that school or even of another school that offers similar training. Often they’ve done a lot of the searching for you, and have scholarships categorized by program.
- The Internet has a lot of scholarship information and scholarship-finding search engines. Visit the links at the bottom of this article to get you started.

Once you’ve located potential scholarships, read the qualifications very carefully. Only apply for those where you meet all the necessary criteria. Then take the time to carefully write the essay, or gather the required information, or fill in the application. Don’t put off applying and never assume you won’t get the award. Some awards are even renewable as long as you continue studies at a satisfactory level.

Other Valuable Links

Search the web for a list of potential scholarship leads. Here are a few helpful links to get you started:

ScholarshipsCanada.Com maintains an extensive database of scholarships, student awards, bursaries and grants. You’ll also find information about student loans, applications and budget planning.  www.scholarshipscanada.com

Studentawards.com is a Canadian scholarship search service devoted to helping high school, college and university students find information on scholarships, bursaries, grants, and other forms of financial assistance.  www.studentawards.com

FinAid lists financial aid resources for Canadian students, and maintains databases and publications to help students locate scholarships and fellowships.  www.finaid.org/otheraid/canadian.phtml
APPENDIX IV:
B.S.W. SCHOLARSHIPS, BURSARIES AND PRIZES

Academic excellence is rewarded with scholarships and prizes which not only provide you with a monetary award but also provides you with the recognition for your outstanding efforts at your studies. The Standings Committee will review student marks automatically to determine if they are eligible for a scholarship. Students will be notified if they have been awarded a scholarship.

*For awards that are based on financial need, students must complete a general online bursary application on Aurora.* If you need assistance please see Christy. For more information on the awards and scholarships available at the University of Manitoba please visit: http://umanitoba.ca/student/fin_awards/bursaries/index.html.

Bear in mind that this is not an exhaustive listing of financial awards available to you. many exist that are external to the University. A little time invested in researching bursaries and preparing applications can reap significant rewards. Please see Peggy or Christy for guidance on accessing financial awards.

**SCHOLARSHIPS**

**MURIEL FRITH MEMORIAL SCHOLARSHIP**
Criteria for Selection:

1. Student entering third and final year.
2. Demonstrated qualities of intelligence.
3. Capacities for working helpfully with people.
4. Giving leadership in the social work field.

VALUE: $600.00

**MAYSIE ROGER MEMORIAL FUND AWARD**
Criteria for Selection:

1. Student who achieves highest overall standing in Introduction to Social Welfare Policy (SWRK 1310).
2. Registers in the next ensuing academic fall session.

VALUE: $250.00
BEN RYKISS SCHOLARSHIP
Criteria for Selection:

1. Has completed the first year of the program in social work as a full or part time student.
2. Has achieved second highest standing in the first year course Human Behavior and Social Work Practice (SWRK 2090).

VALUE: $100.00

DR. HELEN RIESBERRY SCHOLARSHIP
Criteria for Selection:

1. Is enrolled in the second or third year of the B.S.W. program with high academic standing.
2. Has a demonstrated record of significant volunteer experience and has made a substantial contribution to student government.

VALUE: $500.00

BURSARIES

MARY HAMILTON JOHNSTON MEMORIAL BURSARY
Criteria for Selection:

1. Has completed with high standing at least 30 credit hours in the program.
2. Registers in the next ensuing year for a minimum of 80% (24 credit hours) of a full time program as defined by the Faculty of Social Work.
3. Has demonstrable financial need.
4. Has a record of community service.

VALUE: $300.00

ROZELLE BERGER BURSARY
Criteria for Selection:

1. Student who has completed at least one year of the program with high standing (either in the three or two year plan).
2. Proceeds to the next academic year in the program.

VALUE: To be announced
MR. & MRS. ROBERT A. SINCLAIR MEMORIAL BURSARY
Criteria for Selection:

1. Offered to a student entering their second year of the program.
2. Has attained satisfactory academic standing in the previous courses of study.
3. Has financial need.

VALUE: to be announced

SAM KANEE BURSARY
Criteria for Selection:

1. Student demonstrating financial need.
2. Is enrolled in the second or third year of the B.S.W. program.

VALUE: $125.00

MIRIAM FINKELSTEIN MEMORIAL BURSARY
Criteria for Selection:

1. A student entering second year of program.
2. Who has obtained meritorious academic standing in previous courses of study.
3. Who in the opinion of the Selection Committee is deserving of the award.

VALUE: To be announced

JOHN R. TRONIAK MEMORIAL AWARD
Criteria for Selection:

1. Student has completed at least one year of the program in good standing.
2. Proceeds to the next ensuing academic year in the program.
3. Is an applicant for bursary consideration.

VALUE: To be announced
FRANK SWIFT FUND  
Criteria for Selection:  
1. Students entering the Faculty who demonstrate financial need (on the standard University of Manitoba bursary application form).  
2. Preference given to students with physical disabilities or to Aboriginal people.  
VALUE: To be announced  

MASW SINGLE PARENT BURSARY  
Criteria for Selection:  
1. A student registered in a minimum of 18 credit hours in their final year.  
2. Who has clear academic standing.  
3. Who has financial need.  
4. Is a single parent with dependent children living at home.  
VALUE: $250.00  

MASW AFFIRMATIVE ACTION BURSARY  
Criteria for Selection:  
1. Registered for a minimum of 18 credit hours in the final year.  
2. Who has clear standing.  
3. Who has financial need.  
4. Is an aboriginal person, recent or landed immigrant (not more than 10 years).  
VALUE: $250.00  

HELEN MANN 50TH ANNIVERSARY AWARD  
Criteria for Selection:  
1. Students registered in full time studies in the B.S.W. program at the Inner City Campus or at Thompson, Manitoba.  
2. Requires financial assistance in order to continue their studies.  
3. Must be in good academic standing; Standing Committee shall be the selection committee.  
VALUE: To be announced
HOWARD AND RUTH S.L. WINKLER BURSARY IN SOCIAL WORK
Criteria for Selection:

1. Is registered in the course Field Instruction (currently SWRK 3150) or Field Focus of Social Work Practice (currently SWRK 4200).
2. Has a record of good academic achievement (with a G.P.A. on previous course work at the University of Manitoba of at least 3.0).
3. Demonstrates financial need on the standard University of Manitoba bursary form.

VALUE: Annual interest from the fund

BAPAI BATLIWALLA FIELD AWARD

A fund has been established at the University of Manitoba by Dr. Bapai Batliwalla, a former staff member in the Faculty of Social Work. The fund will provide student awards in support of the Faculty’s commitment to accessible Social Work education.

Criteria for Selection:

1. Is registered in the final year of the Block/Field Placement in the Thompson B.S.W. Program.
2. Has achieved good academic standing (minimum 2.5).
3. Demonstrates financial need on the standard University of Manitoba bursary application form.

VALUE: $500.00

Up to 70% of the interest earned annually on the fund may be used to support this award; any balance to provide an award of $500 will be supplemented by way of annual donation or from the fund. The selection committee shall be The Standings Committee of the Faculty of Social Work.

ARTHUR AND FRED A HOULE BURSARY
Criteria for selection:

1. Student is registered in Thompson program.
2. Is registered in the Faculty for a minimum of 60% course load.
3. Is in good academic standing (2.5).
4. Demonstrated financial need on the standard UM bursary application form.

VALUE: to be announced
MANITOBA ASSOCIATION OF SOCIAL WORKERS PRIZE
Criteria for Selection:

1. Registered for a minimum of 24 credit hours in final year of the program.
2. Demonstrated high level of service to both the agency and their clients in their final year field placement.
3. Demonstrated high level of achievement in both the field placement and academic performance.

VALUE: $300.00

CONVOCATION AWARDS

UNIVERSITY GOLD MEDAL IN SOCIAL WORK
Criteria for Selection:

1. For a student convocating in May or who convocated in the previous October or February.
2. Achieves highest cumulative social work grade point average.

VALUE: Medal

PAUL MYERS MEMORIAL AWARD IN GROUP WORK
Criteria for Selection:

1. For a student convocating in May or who convocated in the previous October or February.
2. Highest standing in two years of courses in Social Group.

VALUE: $60.00
Appendix V: LEARNING TO LEARN

Let’s face it - if you’re going to do well at school, you’ll have to pay attention in class and study your notes and text after hours. However, with a few study strategies under your belt, you can reduce your study anxiety and maybe even the number of hours you need to study to do well.

Before You Crack Open a Book

To begin, here are a few tips to consider before you ever crack open a text.

1. Prioritize. Start by setting your priorities and managing your time. Get a day timer with hourly sections and box in all your class periods and other commitments. Use a different colour box for each subject. Decide how you will write in due dates for assignments and other important days. For example, due dates in red, personal appointments in green, etc. If you prefer, use a large laminated year-at-a-glance wall calendar to write your due dates for easy reference.

2. Get Organized. Set up a system to organize notes and handouts. Keep a hole punch in your school bag to immediately punch handouts for filing.

3. Get Help. Find the educational assistance office on your campus and ask what help is offered. Often classes are available on how to study. Search online for information on your unique learning style, and how to adapt your study skills accordingly.

4. Get Rid of Distractions. Create a study area at home that is free from interruption. If that’s not possible, tour your institution’s libraries before the school year begins to find a desk in a quiet spot.

5. Use Resources. While you are at the library, learn the school’s software for researching books, journals, and other materials. You’ll miss out on a lot of valuable information if you only do Internet research. Plus, you don’t want to struggle with learning software when you are anxious to meet a tight deadline.

6. Exercise. Plan a fitness schedule that will work for your busy schedule and get into a regular routine now. You’ll be more alert in class, have increased concentration in your studies, and be able to manage stress better when studying and writing exams.

7. Relax. Research relaxation strategies so you have several to draw upon when stress or anxiety hits.
Every instructor has a different teaching style. You may have to make adjustments when taking notes in each class. Here are some basic strategies that will help taking notes in almost every class:

**Taking Lecture Notes**

- **Show up.** Go to class. Getting notes from someone else rarely helps.

- **Learn Shortcuts.** Teach yourself or make up timesaving shorthand for commonly-used words.

- **Choose Your Location.** Sit in a seat where you can hear and see well, even if your friends won’t come along.

- **Write Critically.** Concentrate on writing down the main ideas, not everything the instructor says.

- **Write Strategically.** Make a vertical line two inches to the right or left side of your page. Write your lecture notes in the larger section. When reviewing, reduce your notes to key words and phrases and write them in the smaller section. This will help you focus on the main ideas when studying for exams.

- **Keep it Neat.** Write quickly, but legibly. It’s difficult to study from messy notes.

- **Think Spatially.** Leave lots of white space on the page. It is easier to quickly see the main ideas.

- **Outline.** Try to organize your lecture notes into an outline. Depending on the instructor, it’s not usually too difficult to do. Note condensing and studying are instantly simplified. You might even consider using a recording device to record the lectures for transcription after class.

- **Listen Carefully.** Make a note or star in the margin whenever the instructor emphasizes a point. It will likely be on a future exam.

- **Stay Organized.** Date and number your notes if you use loose leaf.

- **Review.** It is best to review your class notes as soon after the class as possible. Many students benefit from re-writing their lecture notes into more organized and usable formats for study purposes.
Attacking Your Textbooks

Don’t be alarmed by the size or weight of your textbook. There are various strategies to take the anxiety out of reading textbooks. Here are just a few:

- **Read Introductions.** While it may seem to be a waste of time to read the chapter introductions, studying these gives your mind a framework to hang the new material. The less you know about a subject, the more important it is to take a few extra minutes to read those introductory pages.

- **Activate Your Memory.** When reading the introduction, try to recall what you already know about the subject and decide what key ideas the author wants you to understand.

- **Plan.** Decide ahead of time how many pages you will read at that sitting and try to stick to that number. Make your goal reasonable.

- **Pay Attention.** Words in bold or italic type are important concepts. Be sure you understand them before moving on.

- **Make Connections.** As you are reading, make associations with your general knowledge and with information learned in class. The more associations you can make, especially visual ones, the better the chances you’ll recall that information on test day.

- **Highlight.** Use a yellow highlighter to draw your attention to important concepts or text, but don’t over highlight. Select important words or phrases instead of entire sentences or paragraphs. Too much highlighting can be overwhelming when studying for exams.

- **Emphasize.** Write notes in the margins or add an asterisk (*) to highlight important information to review later.

- **Use the Website.** Many newer textbooks have an associated website. If you don’t readily see an email address on the cover or inside the first few pages, use a search engine to try to locate one. These websites usually have chapter summaries, glossaries, and mini-tests to help you learn the subject. Many textbooks also offer supplemental CD Rom discs that provide useful information in the form of review questions and quizzes.
Bits of Time Add Up Fast

It’s amazing what 15 minutes can accomplish. You can vacuum the living room, wash a sink full of dishes, or briefly respond to 3 emails. Studying is no different. In 15 minutes, you can read several pages of a text, review your notes from one or two lectures, or solve a few logic problems.

Further, reading or studying when you have to stand in line or wait can really add up. A good strategy is to always have one text, novel, or note set with you to maximize your time wherever you have a few spare minutes.

Think of all the places you have to wait in life:

- waiting for the bus
- riding on the bus
- waiting for your class to start
- waiting in a long coffee line
- waiting for a medical appointment
- waiting for your clothes to dry at the Laundromat
- waiting for a stationery store clerk to bind your latest big project

Of course, these won’t be the only times you’ll study, but you’ll be glad there is a little less to tackle when you are ready to study for a longer period of time.

Where Do I Start?

Now that you’re ready to sit down for two hours, where do you start? Try these strategies to help you to decide:

- Check Due Dates. What needs to be completed first? Is there a due date tomorrow?

- Check Marks. How many marks is each assignment worth? Give more time to those projects worth more.

- Change It Up. Set several small, specific goals for that session rather than one big one if possible. For example, read 10 pages in your economics text, tackle 4 math problems, and read 20 pages of a novel, rather than trying to read 60 pages in one textbook. Your motivation will last longer.

- Take Breaks. Once you reach one of your smaller goals, take a short break. Walk around, get some water, and stretch. Limit yourself to 5 or 10 minutes.
- Review Notes. Review lecture notes regularly to avoid cramming at the end of the term.

- Be Flexible. For large projects such as essays, case studies, or lab reports, plan to use an entire block of time. These types of projects often require higher level thinking and use information from a variety of sources. You don’t want to interrupt your thought process. However, do still take short breaks every hour.

**Remembering it All**

One effective memory strategy is to review lecture notes immediately after the class, again in 24 hours, again in a week, and once more in a month’s time. Anxiety at exam studying time will be significantly reduced. Be sure to get plenty of rest and eat well for optimum memory. Try eating a banana and a chocolate bar just before exams. It’s been said this combination of food helps you to remember what you’ve studied. Yum! Studies have shown that the most information is lost within 24 hours without review. If you regularly review your notes, not only will you retain a lot more information, you’ll make learning the next day’s material much easier, or at least you’ll know where you are still not clear and can ask questions.

**Other Valuable Links**

Study Guides and Strategies in several languages:
www.studygs.net

The University of Texas Learning Center:
www.utexas.edu/student/utlc

Canada Online: Canadian University Study Skills:
canadaonline.about.com/od/studyskills/index_a.htm

Note-taking skills:
http://www.how-to-study.com/study-skills-articles/notetaking-tips.asp

http://www.mtroyal.ca/AcademicSupport/ResourcesServices/StudentLearningServices/StudyingWritingEffectively/notetaking.htm
Appendix VI: The University of Manitoba Policy on the Responsibilities of Academic Staff with Regard to Students

Source: http://umanitoba.ca/governance/governing_documents/students/278.html

OBJECTIVES

The objectives of this policy are to identify the responsibilities of academic staff with regard to students to promote harmonious relations between academic staff and students and to promote fair and equitable treatment of students.

DEFINITIONS

For the purpose of this document, the following terms shall be defined as provided by this article:

Academic Staff shall include all individuals holding full or part time appointments at the rank of Instructor I, Instructor II, Senior Instructor, Lecturer, Assistant Professor, Associate Professor or Professor. The term shall include also academic administrator, academic librarians, counsellors, adjunct professors, professional associates, research associates, research assistants, student research assistants, and student teaching assistants, insofar as such persons perform duties within the ambit of the policy.

Student shall mean any person who is registered as a student in the University.

STATEMENT OF RESPONSIBILITIES

Some of the responsibilities of academic staff with regard to students rest with the individual staff member, while others are collective responsibilities, to be exercised through the action of the department and faculty/school administrators and councils.

Individual Responsibilities

The individual responsibilities of academic staff members with regard to students are primarily instructional, scholarly and secondarily administrative. They may include:

1. undergraduate, graduate and continuing education instruction, including the organization, preparation and delivery of course material, the evaluation of student academic progress, the reporting of such evaluation in accordance with approved
2. scholarly attainment through personal study and research, including study for purposes of academic self improvement or course improvement, keeping abreast of new developments, and research that leads to a useful or original contribution toward the advancement of knowledge and understanding; and

3. administrative work as required for instruction and scholarly activities, including committee work at various levels, departmental, faculty, university, as it pertains directly or indirectly to students

Collective Responsibilities

The collective responsibilities of the academic staff belonging to an academic unit are to provide an effective learning environment and to endeavour to ensure fair and consistent treatment of students. They include:

1. periodically reviewing and updating all courses and programs

2. ensuring that academic regulations and policies provide for fair and consistent treatment of students, and

3. providing for convenient student access to information on policies, regulations, and procedures that may affect their academic progress, including the provisions of names of instructors assigned to teach particular courses and sections at the earliest possible opportunity.

DISCHARGE OF RESPONSIBILITIES

Individual Responsibilities

1. Academic staff members shall discharge their instructional responsibilities with academic integrity, scholarly competence and pedagogic effectiveness.

2. Academic staff members shall maintain their familiarity with current University, faculty, school and/or department policies regarding student access to final examination scripts, student discipline, grade appeals and the University policy regarding sexual harassment.

3. In discharging their instructional responsibilities, academic staff members shall adhere to regulations pertaining to the format, content and conduct of course and laboratories, including regulations pertaining to examinations, term work, grades and related matters.
4. In each course section, within the first two weeks of classes, the academic staff member responsible for that section shall provide in writing, to every member of the class: his/her name, office and home telephone number, a list of the textbooks, materials and readings that the student is required to obtain; an outline of the topics to be covered, a description of the evaluation procedure to be used, including the weighting of the components that will contribute to the final grade; an indication of instructor availability for individual student consultation, a tentative schedule of term assignments and tests; and a statement of the practice to be followed regarding late submission of assignments.

5. Academic staff members shall teach their courses with due regard to calendar descriptions.

6. It is the responsibility of academic staff members to specify textbooks and materials in accordance with announced purchasing deadlines.

7. In their dealings with students, academic staff shall:

   7.1 not deny registration for instruction in those courses for which the permission of the instructor is required, except where the student lacks appropriate qualifications or where an approved policy or limited policy on limited enrolment is in effect;

   7.2 comply with existing human rights legislation, and refrain from differential treatment of individual students on the basis of their actual or presumed membership in, or association with some class or group of persons;

   7.3 not accept money or other goods or services from students for assistance with any course offered by the University. This clause, however, shall not prevent student teaching assistance or other part-time instructors from accepting payment for tutoring in courses/sections which do not fall within the scope of their University employment;

   7.4 be available for a reasonable amount of time, on a known and posted basis, for individual consultation with students registered in their course or laboratories;

   7.5 evaluate student academic performance in a fair and reasonable manner, and by means of appropriate academic criteria only;
7.6 where appropriate, provide written evaluation feedback prior to the voluntary withdrawal deadlines specified in the general calendar;

7.7 foster a free exchange of ideas between themselves and their students in the classroom and allow students the freedom to take legitimate exception to the data, views or methods presented;

7.8 respect the confidentiality of documentary information about students;

7.9 keep confidential any information about the academic performance of a student, unless release is authorized by the student, required by his/her instructional team, or requested by an administrative officer in accordance with the University policy on the release of information;

7.10 explicitly acknowledge in written or oral presentations any indebtedness to student research or assistance;

7.11 refrain from exploitation of students or student work for personal advantage, without the consent of the student

7.12 academic staff members shall not retaliate against a student who has filed a complaint, whether the complaint was substantiated or unsubstantiated.

8. Academic staff members shall not cancel, miss, terminate or shorten scheduled instruction except for good reason. Whenever a scheduled period of instruction is cancelled, the academic staff member shall:

8.1 inform the class at the earliest possible time;

8.2 inform the administrative head of his/her academic unit; and

8.3 where possible, ensure that appropriate substitution or make-up instruction is provided.
9. Academic staff members who provide instruction shall comply with the schedules and formats for reporting student grades, as established by departments and the Student Records Office. Where such grades are reviewed by departmental committees, instructors should be available for the duration of the committees work. An instructor who learns of an error, which is corrected would raise an assigned grade, shall correct it without requiring the student affected to appeal his/her grade.

10. Academic staff members shall adhere to the relevant university, faculty, school and/or departmental policy regarding professor-course evaluation.
Appendix VII: Respectful Work and Learning Environment Policy

Part I
Reason for Policy

1.1 To support a climate of respect in the workplace and in the learning environment where individuals or groups of individuals are free from harassment and discrimination.

1.2 The issue of workplace safety and health with respect to a workplace harassment prevention policy is governed by provincial legislation and more specifically Manitoba Workplace Safety and Health Regulation #217. This Regulation identifies certain responsibilities for employers and employees in this regard. A policy on workplace harassment is required.

Part II
Policy Content

2.1 The University of Manitoba supports equity, diversity and the dignity of all people. The University promotes equity in our learning programs and employment and in the conduct of the University’s affairs.

2.2 The University recognizes the following:
   (a) a richly diverse society in Manitoba, as well as beyond;
   (b) a duty to act in a manner consistent with existing legislation regarding human rights;
   (c) a commitment to academic freedom and freedom of thought, inquiry, and expression among its members which may result in respectful disagreements regarding beliefs or principles.

2.3 Each individual has the right to participate, learn, and work in an environment that promotes equal opportunities and prohibits discriminatory practices.

2.4 The University of Manitoba does not condone behaviour that is likely to undermine the dignity, self-esteem or productivity of any of its members and prohibits any form of discrimination or harassment whether it occurs on University property or in conjunction with University-related activities. Therefore, the University of Manitoba is committed to an inclusive and respectful work and learning environment free from:
(a) discrimination or harassment as prohibited in the Manitoba Human Rights Code;
(b) sexual harassment; and
(c) personal harassment.

2.5 These types of discrimination or harassment are defined in the Procedures document which relates to this Policy.

2.6 The University of Manitoba and all members of the University community, particularly those in leadership roles, share the responsibility of establishing and maintaining a climate of respect within this community and to address any situations in which respect is lacking.

2.7 The University of Manitoba and all members of the University community, particularly those in leadership roles, share the responsibility of establishing and maintaining a climate of respect within this community and to address any situations in which respect is lacking.

2.8 The University of Manitoba will establish mechanisms to give effect to this Policy including:

(a) the appointment of an equity services advisor whose duties shall include the investigation of informal complaints and the provision of advice and assistance to staff members, students and administrative officers in connection with concerns and complaints;
(b) the appointment of one or more investigation officer(s) whose duties shall include the investigation of formal complaints and the provision of advice and assistance to staff members, students and administrative officers in connection with concerns and complaints;
(c) training for staff related to harassment and discrimination;
(d) the University of Manitoba will establish and implement educational programs designed to enhance awareness of the Respectful Work and Learning Environment Policy and procedures relating to it.

2.9 Each year a report will be prepared by Equity Services and made available to the University community concerning the number, type and disposition of cases and on educational and other activities related to the Policy.
2.10 While the University of Manitoba supports the informal resolution of problems associated with such behaviour, it considers harassment and discrimination in all its forms to be serious offences. Normally the President shall delegate authority to the Vice-President (Administration) to take disciplinary action, where appropriate, against individuals who have violated this Policy.

2.11 Discipline may range from a reprimand to dismissal or expulsion. Where Collective Agreement provisions require that the President obtain the approval of the Board of Governors for a suspension or dismissal, the finding of the Vice-President (Administration) shall be referred to the President in the form of a recommendation for action.

2.12 The Workplace Safety and Health Regulation #217 requires that every harassment prevention policy contain the following statements:

(a) every employee is entitled to work free of harassment;
(b) the employer must ensure, so far as it is reasonably practicable, that no worker is subject to harassment in the workplace;
(c) the employer will take corrective action respecting any person under the employer's direction who subjects a worker to harassment;
(d) the employer will not disclose the name of the complainant or an alleged harasser or the circumstances related to the complainant to any person except where disclosure is
   (i) necessary to investigate the complaint or take corrective action with respect to the complaint; or
   (ii) required by law;
(e) a worker has the right to file a complaint with the Manitoba Human Rights Commission;
(f) the employer's harassment prevention policy is not intended to discourage or prevent the complainant from exercising any other legal rights pursuant to any other law.

2.13 Workplace Safety and Health Regulation #217 defines "harassment" as "any objectionable conduct, comment or display by a person that

(a) is directed at a worker in a workplace;
(b) is made on the basis of race, creed, religion, colour, sex, sexual orientation, gender determined characteristics, political belief, political association or political activity, marital status, family status, source of income, disability, physical size or weight, age, nationality, ancestry or place of origin, and

(c) creates a risk to the health of the worker.

**Part III**

**Accountability**

3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Policy is required.

3.2 The Executive Director of Human Resources is responsible for the implementation, administration and review of this Policy.

3.3 Board of Governors members, Senate members, Faculty/School Councils, All Employees, Students, and External Parties-All Contractors and Suppliers is/are responsible for complying with this Policy.

**Part IV**

**Authority to Approve Procedures**

4.1 The President in consultation with the Vice President (Administration) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

**Part V**

**Review**

5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is ______________.

5.2 In the interim, this Policy may be revised or repealed if:

(a) the Board of Governors or the Approving Body deems it necessary or desirable to do so;

(b) the Policy is no longer legislatively or statutorily compliant; and/or

(c) the Policy is now in conflict with another Governing Document.

5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:

(a) comply with the revised Policy; or

(b) are in turn repealed.
Part VI
Effect on Previous Statements

6.1 This Policy supersedes all of the following:
   (a) respectful Work and Learning Environment Policy (dated June 22, 2004);
   (b) all previous Board of Governors/Senate Governing Documents on the subject
       matter contained herein; and
   (c) all previous Administration Governing Documents on the subject matter
       contained herein.

Part VII
Cross References

7.1 This Policy should be cross referenced to the following relevant Governing Doc-
   uments, legislation and/or forms:
   (a) Procedures: Respectful Work and Learning Environment
   (b) Bylaw: Student Discipline
   (c) Policy: Violent or Threatening Behavior
   (d) Procedure: Violent or Threatening Behaviour
Appendix VIII: THE APPEALS COMMITTEE AND THE COMMITTEE ON ACADEMIC STANDINGS

Both the Faculty and the University support the use of a review process to protect students from capricious decisions or human error. Indirectly, the review process provides some cross referencing of standards within each academic unit; it may also serve as a resource to faculty in maintaining standards and expectations of the Faculty.

One general principle is to attempt to have any disagreement resolved at the "lowest" possible level. Thus, students are encouraged to discuss any errors or possible unfairness in the assignment of a grade with the instructor at the outset. If matters cannot be resolved at that level, every School, Faculty, or Department is expected to have a formal provision for appeal or review in place. These are the provisions introduced here, and detailed in the ensuing sections of this Handbook. Any decision or action of the Faculty of Social Work is appealable further to the Senate Appeals Committee, except in cases when a disciplinary matter (as opposed to an academic matter) is at issue, in which case the University Discipline Committee is the relevant appeal body. Information regarding these higher appeal bodies is not contained in this Handbook. It is available from the Faculty or from the Senate Secretariat or is made available automatically from Registrar’s Office at the time of the formal filing of an appeal by the student. The services of the University Ombudsman and the Student Advocate are also available to students to assist with dispute resolution or an appeal.

Within the Faculty of Social Work we have two major review committees for students in the BSW program. These are the Appeals Committee and the Committee on Academic Standings.

The Appeals Committee recognizes the student’s right to question the final cumulative grade assigned for a course and will also conduct appeals to term work grades. The Appeals Committee will examine procedures (i.e. the way in which a grade was assigned) as well as the grade itself.

The Committee on Academic Standings is concerned with a student's academic progress within the Faculty, ensuring and maintaining academic standards. On the basis of grades and other information the Committee on Academic Standings awards honours, approves graduation, permits students to take a supplemental examination or repeat a course, approves probationary status and requires students to withdraw from the program. It also makes decisions on pre-requisite and co-requisite variations and reinstatement. It is guided by the Faculty's Scholastic Progress Statement which the Committee reviews from time to time.
Any changes must be approved by the Faculty of Social Work Council. Members of the Academic Standings Committee includes:

Chairperson (elected by Faculty Council)
Director, Inner City Social Work Program
Dean of the Faculty, ex officio
1 other member elected from Faculty Council
Distance Education Coordinator
Director, Thompson Program
Field Coordinators
Student Services & Admissions/Advising Office Representative

Thus, these two Committees have distinct functions. The Appeals Committee will review the final grade assigned as well as term work grades for a particular course. The procedure for appeal to final grades is found in this Handbook. Appeals are heard at the initiative of the student. The Committee on Academic Standings will rule on the consequences for the student of a grade or cluster of grades. The Committee on Academic Standings initiates discussion and action.

The process for review by committees is believed to offer the potential for balanced judgments, which are assumed to come from the sharing of several points of view.

The Dean of the Faculty, while ex-officio on all committees, is not normally part of either the Appeals Committee or the Committee on Academic Standings deliberations. He or she does, however, have some residual responsibility to monitor the work of both committees, thus providing an additional safeguard to ensure justice.

NOTE: In the event that a student who has satisfactorily completed the requirements for the BSW degree, and appeals a grade in a 2nd term or in a full course, their eligibility to graduate shall not be affected.

THE COMMITTEE ON ACADEMIC STANDINGS

Scholastic Progress

1. This statement of the regulations governing the scholastic progress of a student in the Faculty of Social Work is on file in the Dean’s Office. Students wishing to do so may consult this policy with the Chairperson of the Committee on Academic Standings, or the Dean. In the event of any questions or dispute, this set of regulations shall be considered the official version.
2. Decisions about a student’s scholastic progress or about required withdrawal on academic grounds are made by the Committee on Academic Standings of the Faculty of Social Work acting on behalf of the Faculty Council.

3. A student’s grade point average will be calculated and recorded after each academic term in which the student registers. While a student’s performance may be reviewed by the Committee on Academic Standings at any time, student progress will normally be reviewed after the completion of a full academic year (i.e. after 30, 60, 93 and 123 credit hours).
For students at the Inner City Social Work Program, Distance Delivery Program or Faculty of Social Work at Thompson, the review shall normally take place after the completion of the spring/summer session courses, whereas Fort Garry Campus regular students are generally reviewed in May. Concentrated students will be reviewed at the end of each academic term (December, April and August of each year).

4. Clear standing is required to continue in the Faculty of Social Work. Clear standing is attained by meeting all of the following requirements:
   a. a minimum grade of "C" (2.0) in any social work course and a passing grade in all other courses.
   b. a minimum average of "C+" in the social work courses taken prior to each review (SGPA a minimum of 2.5), and
   c. a minimum average of "C+" for all courses taken prior to each review (DGPA a minimum of 2.5).

5. Permission of the Committee on Academic Standings is required to alter any pre-requisite or co-requisite requirements. Violation of pre/co requisite policy will result in withdrawing a student from the course to which pre/co requisite has not been completed.

6. A student who has not attained clear standing as defined by Section 4 above will have his or her academic status reviewed by the Committee on Academic Standings:
   a. A student who passes all courses, but whose SGPA and/or DGPA is less than 2.5 minimum may be permitted to proceed on probation for one academic period (as determined by Standings Committee) unless the SGPA and/or DGPA is less than 2.0. To clear probation, a student must raise his or her SGPA and DGPA to 2.5 by the end of the probationary period. A student may not be permitted to proceed with the concentrated option if he or she is on probationary status.
b. A student who passes all courses, but whose SGPA and/or DGPA is less than 2.0 shall be required to withdraw from the Faculty of Social Work.

c. A student who fails a non-social work course is subject to the regulations for supplemental privileges of the department concerned. Students should note, nonetheless, that all non-social work elective requirements must be successfully completed.

d. A student who fails to meet the required standard (as per Outcome Statement) in Field Instruction may be allowed an extension, or may be required to repeat, or may be required to withdraw.

e. Unless approved by the Committee on Academic Standings, a student shall not be permitted to alter the co-requisite requirement for Field Instruction and Practices. Appeals notwithstanding, a student must have obtained a clear standing in Field Instruction I (SWRK 3150) and 6 credit hours of Practices (SWRK 4200), (including DGPA of 2.5 minimum and SGPA of 2.5 minimum) or permission of the Committee on Academic Standings in order to proceed to Field Instruction II (SWRK 4120) and an additional 6 credit hours of Practices (SWRK 4300).

f. A student with a grade lower than "C" in not more than two social work courses may be granted supplemental privileges, or may be required to repeat. Where supplemental privileges are granted, the Committee on Academic Standings may establish time limits, particularly where pre-requisite requirements are to be met. No course may be repeated more than once.

g. A student with a failing grade in more than two social work courses or a combination of more than two social work and non-social work courses shall be required to withdraw from the Faculty of Social Work.

h. All students must complete three credit hours in written English and three credit hours in Mathematics as part of the BSW degree requirements;

i. Unless approved by the Committee on Academic Standings, a student shall not be permitted to repeat a course or substitute a course for another in which he or she has received a grade which is inadequate to maintain a minimum DGPA of 2.5 and SGPA of 2.5.

In making a decision, the Committee on Academic Standings will take into account the overall academic performance of the student, recommendations of the student’s instructors, and any particular circumstances of the student’s situation which it deems to be relevant.
7. Subject to the provisions of Section 6 above, failure to attain clear standing, or to clear probationary status, are grounds upon which a student shall be required to withdraw from the Faculty of Social Work. When a student is to be considered for requirement to withdraw subject to the provisions of Section 6 and/or Section 8, the student shall be notified by registered mail of the date, time and place for such a meeting. The student shall receive a minimum of 10 working days notice of the meeting date. He/she may present oral and/or written submissions at such a meeting, and may bring an advocate to speak on his/her behalf. The Chair of the Committee on Academic Standings, or the Coordinator of Student Services & Admission/Advising shall be notified prior to the meeting if the student intends to appear before the Committee.

8. a. Upon completion of the initial 30 credit hours, students designated as or funded through the Inner City Social Work Program, or the Faculty of Social Work at Thompson or enrolled in the Distance Delivery Program must have attained a minimum of 1.75 SGPA and a minimum of 1.75 DGPA to be permitted to continue in the program. First year students achieving between a 1.75 and a 2.0 SGPA and/or DGPA will be placed on probation. They will be reviewed by the Committee on Academic Standings no later than after completion of 54 credit hours. Students who fall below a 1.75 SGPA and/or DGPA may be required to withdraw. The Committee of Academic Standings will take into consideration:
   a. performance in pass/fail courses;
   b. use of academic and personal supports in program; and
   c. life circumstances affecting academic performance.

b. All other provisions of the existing regulations governing scholastic progress in the BSW program apply to students designated as or funded through the Inner City Social Work Program, the Faculty of Social Work at Thompson following completion of 30 credit hours in the program. The Faculty’s policy with regard to voluntary withdrawal from courses is identical to that found in the general regulations for the University, with the exception of co-requisite courses (see 6 above). Students are allowed one voluntary withdrawal from the field focus course SWRK 3150 and one voluntary withdrawal from the field focus course SWRK 4120.***

c. Note that clauses 8A and 8B do not take precedence over clauses 6A - H inclusive.
9. Students must complete all their social work courses and non-social work electives within nine (9) years. Students with clear standing who withdraw from the BSW Program for a period of less than two calendar years and are within their nine year limit, may re-register by applying to the Program Site (Fort Garry, Inner City Social Work Program, Thompson or Distance Education) of the Faculty of Social Work. Students in clear standing who plan to re-register should ordinarily indicate their intention to do so by the deadline for applications for admission prior to the session in which they intend to register. Students in clear standing seeking to continue their BSW Program after a two calendar year, or more, absence, but with in their nine year limit, must submit a written request to the Committee on Academic Standings for re-entry. These requests must ordinarily be received by the Committee by the deadline for applications for admission prior to the session in which they intend to register. Students wishing to re-enter the Faculty who have exceeded their nine year limit, must re-apply for admission to the Faculty through normal application procedures.

10. Students may ask the Committee on Academic Standings for reconsideration of any Standings decision, except the requirement to withdraw on academic grounds. Reconsideration requests should normally be received in writing by the Chair of the Committee of Academic Standings within 10 working days of notification of a decision. Students who request a reconsideration shall be informed of the date, time and place of a reconsideration meeting. They may present oral and/or written submissions at such a meeting, and bring an advocate to speak on their behalf. All decisions of the Committee may be appealed to the Senate Appeal Committee.

11. Notwithstanding the above regulations, students are reminded that the Senate has granted to the Councils of each professional Faculty the right to require any student to withdraw from the program for which he or she is enrolled. A full statement of the conditions governing this right is found in the following section on Requirement to Withdraw Criteria and Procedures.

12. A student who has been required to withdraw on academic grounds and who wishes to re-enter the Faculty, must request reinstatement from the Committee on Academic Standings. The following will apply in such cases:

- The applicant will be expected to demonstrate that he or she will now be able to meet the academic requirements of the program.
- No application for reinstatement will be considered before a minimum period of 2 years has lapsed from the effective date of the required withdrawal to the effective date of the requested reinstatement.

- If the student is reinstated after the time limit for program completion has expired (see Section 9), the Committee shall determine which, if any, courses previously completed shall be repeated or replaced.

13. A student required to withdraw as a result of proceedings under the provisions of the Professional Unsuitability By-Law, or the Student Discipline By-Law, will not normally be reinstated to the Faculty. Exceptional requests may be directed to the Dean of the Faculty.

14. Extensions of Term Work and Deferred Exams

Students may request an extension from an instructor for term work, such as a written assignment. An extension means that the instructor agrees to accept a piece of work later than the originally posted deadline. Extensions are usually only granted for reasons of illness or other disability, or for compassionate reasons. If you aren’t sure what your instructor means by “compassionate grounds,” then ask. Documentation related to a medical condition (like a doctor’s note) or the compassionate situation may be required. Extensions must normally be negotiated in advance of a deadline for submission of an assignment, and no later than the last scheduled class of the course. Be aware that extensions are not automatically granted.

Students may also request that they be able to write an exam at a different time than originally scheduled. If the exam is to be written during the regular university exam period (normally December or April), than there is some paper work to be completed and the request must come within 7 days of the end of the University exam period. Talk to a student advisor for details. If it is a classroom test/exam, than the situation is similar to extensions: approach your instructor giving her/him as much notice as possible (recognizing that advance notice might not be possible in certain emergency situations).

Be prepared to provide whatever documentation may be necessary, and also some indication as to when you might be able to write the test/exam.
15. When a student withdraws from a Field Instruction course (SWRK 3150, SWRK 4120) the Faculty will automatically withdraw this student from the co-requisite course (Field/Focus – SWRK 4200, SWRK 4300). + +

16. Fort Garry campus students may obtain up to a maximum of 6 credit hours by Distance Education, excluding SWRK 2080, SWRK 3100, SWRK 3140, SWRK 4200 and SWRK 4300. ** If any Fort Garry Campus or Inner City Social Work Program Students are enrolled in the above mentioned practice courses they will be withdrawn.

Faculty Council, May 23, 1980
Amended September 24, 1982, October 4, 1982
April 12, 1985, November 22, 1985, May 23, 1986
*Faculty Council Motion, October 29, 1999
++Standings Committee, May 16, 2001
**Faculty Council Motion, May 25, 2001
*** Faculty Council Motion, June 30th, 2006, Approved by Senate, June 2007

**Important Notice:** The BSW Student Handbook provides information on the Faculty of Social Work Grade Appeal Policies and Procedures (pp. 37-40). If you are considering an appeal please contact the Director for clarification on the policies and procedures governing appeals.
“Every Ending Brings New Beginnings”

Where are graduates from the program working?

Some of the organizations our graduates are working for include:

- Addictions Foundation of Manitoba
- Awasis
- Burntwood Regional Health Authority
- Canadian Mental Health Association
- Child & Family Services
- Community & Youth Corrections
- Consumer & Corporate Affairs
- Keewatin Tribal Council
- M.K.O. (Manitoba Keewatinowi Okimakanak)
- Ma-Mow-We-Tak Friendship Centre
- McDonald Youth Services
- Mental Health Services
- Mystery Lake School District
- Post Secondary Education Authorities
- Thompson Neighborhood Renewal Corp.
- Thompson Crisis Centre
- University College of the North
Northern Social Work Program
3 Station Road
Thompson, MB R8N 0N3
Phone: 204-677-1450
Toll-free: 1-866-237-5509
http://umanitoba.ca/faculties/social_work/programs/northern/591.html