

# Distance Delivery Social Work Program Student Welcome Package

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2022-2023 New Admits

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Faculty of Social Work  
Distance Delivery Program



University  
of Manitoba

Faculty of Social Work

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## TRADITIONAL TERRITORIES = ACKNOWLEDGEMENT =

The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota and Dene peoples, and on the homeland of the Métis Nation.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

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## Welcome to the Faculty of Social Work

Congratulations on your admission to the Distance Delivery Bachelor of Social Work degree program. We are pleased that you have chosen Social Work as a profession, and we hope that your studies will be motivating and rewarding. We acknowledge that newly admitted students are likely to have many questions, but we ask that you please hold your questions for the live orientation sessions that you will be attending. This will assist in streamlining communication and ensuring everyone receives the same information.

As you begin to get ready to start your BSW program in the fall, there are important steps that need to be completed as soon as practical. Below we have outlined your upcoming tasks as a newly admitted student:

### Important and Time Sensitive Tasks

1. Contact your local Police Station or RCMP Office to order your Criminal Record Checks, Vulnerable Sector Checks and other checks that pertain to your province/territory **as soon as possible!**<sup>1</sup>
  - Nova Scotia residents must complete a Child Abuse Check.
  - Manitoba residents must complete an Adult and Child Abuse Check.
  - Alberta residents must complete an Intervention Check.
  - Toronto residents must complete a form to request a Criminal Record check with Vulnerable Sector.
2. Claim your UMNNetID and UM student email account. Students can activate their student email 48 hours after they've accepted their offer of admission.
3. Once you've activated your student email, send an email to [ddsocial.work@umanitoba.ca](mailto:ddsocial.work@umanitoba.ca) with the subject line NEWLY ADMITTED: REQUESTING ACCESS TO ORIENTATION PORTAL.
4. Once you are enrolled in the portal you will have access to a Self-Declaration Form that must be completed and submitted.
5. Order your Student ID card.
6. Attend an orientation session and complete orientation modules.

### Orientation 2022

All newly admitted students will attend a mandatory two-hour orientation session scheduled the week of July 4th – 8th. Once you have attended the orientation session, you will complete orientation modules on UMLearn. This can be completed at your own pace; however, it must be completed before your mandatory Wrap-Up Session scheduled the week of August 15th-19th. The purpose of the modules is to provide incoming students with further details related to their program, resources as a university student, and requirements as a student in the Faculty of Social Work. Failure to complete the orientation requirements will delay fall registration.

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<sup>1</sup> Other regions might require a letter from the faculty to process the check(s). Please email your request for the form or letter to: [ddsocial.work@umanitoba.ca](mailto:ddsocial.work@umanitoba.ca)

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## Further Instructions/Details

### UMNet ID

Upon accepting your offer, you will claim your UM NetID through Sign UM. Claiming your UM NetID gives you access to course websites, JUMP, your UM Email, Libraries, Software Express, Unix and other services.

- [Instructions and a tutorial on how to activate your UofM Computer Account](#)
- [Claiming your UMNet ID](#)

### UM Student Email

Your UM NetID gives you access to your UM student email address that ***must be used for all academic correspondence***. Your UM student email will be the only address used by the University, professors, and the DD Social Work Program for all communications. It is your responsibility to check your UM email frequently. You must use the university provided email for all communications per [university policy](#).

### Student Identification Card

Approximately two weeks after you receive your Letter of Admission to the University of Manitoba, you may obtain your Photo ID. Your student ID card is mandatory for field placements, so ensure you order as soon as possible. The following [link](#) outlines steps to obtain your student card.

### Familiarize yourself with our BSW Student Handbook

The Bachelor of Social Work (BSW) Student Handbook houses important information students need to know. As a BSW student, it is your responsibility to read and understand all relevant social work policies and procedures. The handbook can be accessed on our [Student Experience page](#) under 'resources for students'.

## Technology Requirements

Students must ensure they meet the technology requirements outlined below prior to the start of classes

<p style="text-align: center;"><b><u>Windows:</u></b></p> <p>Processor: 1.4 GHz Intel Pentium 4 or faster processor (or equivalent)          Operating System: Windows 10, Windows 8, or Windows 7          Memory: 1 GB (32 bit) 2 GB (64 bit)          Web Browser: Chrome, Edge, Firefox, or Safari          Software: Cisco WebEx Browser Extension, Microsoft Office</p>	<p style="text-align: center;"><b><u>Mac OS:</u></b></p> <p>Processor: 1.83 GHz Intel Core Duo or faster processor          Operating System: Mac OS X 10.13 or later          Memory: 1 GB          Web Browser: Chrome, Edge, Firefox, or Safari          Software: Cisco WebEx Browser Extension, Microsoft Office</p>
<p style="text-align: center;"><b><u>Additional Hardware:</u></b></p> <p>USB Headset with Microphone          Webcam is highly recommended          Please note that Chromebooks and Chrome OS are not recommended but will work</p>	<p style="text-align: center;"><b><u>Internet Requirements:</u></b></p> <p>Bandwidth: minimum of 5 Mbps of download and 2 Mbps of upload capacity          Wired Connection Recommended: 5 Mbps of download and 2 Mbps of upload capacity          Wireless:</p> <ul style="list-style-type: none"> <li>• Wireless-AC (802.11ac) access point (router or modem)</li> <li>• Computer that supports Wireless-AC (802.11ac)</li> <li>• Computer location within 10m (30 ft) of the access point (router or modem)</li> </ul>
<p><b><u>UM Learn</u></b></p> <p>UM Learn will provide you access to course information for each distance and online education course.</p>	
<p><b><u>Microsoft 365</u></b></p> <p>The University has provided students with access to MS Office Suite for free, which includes Microsoft Teams. We encourage you to familiarize yourselves with Microsoft Teams and utilize this platform when working in a group setting or to meet with an instructor. Click on the <a href="#">link</a> to access.</p>	

Online Social Work courses will require you to attend online web conferences. All web conferences and assignments are scheduled in central time zone (CST).

### Tech Support

If you need tech support regarding program requirements you can reach out to our [Educational Tech Programmers](#). Additionally, the UM Information Services & Technology Office provides computer support for all University of Manitoba students including resetting email passwords, UMLearn Log in access etc. They can be reached at: (204) 474-8600 or [support@umanitoba.ca](mailto:support@umanitoba.ca).

**Meet your Dean and Associate Dean**

	<p><b>Dr. Michael Yellow Bird</b> Dean of the Faculty of Social Work</p>
	<p><b>Dr. Maria Cheung</b> Associate Dean of the Faculty of Social Work (Undergraduate Programs)</p>

**Meet your Distance Delivery Team**

	<p><b>Joan Churley</b> Acting Program Coordinator Email: <a href="mailto:Joan.Churley@umanitoba.ca">Joan.Churley@umanitoba.ca</a> Phone: (204) 295-2789</p>	<p>The Program Coordinator's role is to ensure you receive quality education. If you have any concerns while receiving your degree, please do not hesitate to contact Joan.</p>
	<p><b>Leslie McKenzie</b> Program Administrator Email: <a href="mailto:Leslie.Mckenzie@umanitoba.ca">Leslie.Mckenzie@umanitoba.ca</a> Phone: (204) 474-9537</p>	<p>The Program Administrator's role is to manage the office as well as assist with field coordination.</p>
	<p><b>Julia Florek Turcan</b> Academic Advisor Email: <a href="mailto:Julia.Florek@umanitoba.ca">Julia.Florek@umanitoba.ca</a> Phone: (431) 336-6802</p>	<p>The Academic Advisor's role is to support students while they pursue their degree. Advisors can help you with course registration, authorized withdrawals, degree planning, graduation requirements and any other questions you might have.</p>
	<p><b>Louise Sabourin</b> Part-Time Academic Advisor Email: <a href="mailto:Louise.Sabourin@umanitoba.ca">Louise.Sabourin@umanitoba.ca</a></p>	<p>Your Academic Advisor is here to support you.</p>

	<p><b>Dave Nicholls</b>  Educational Tech Programmer  Email: <a href="mailto:Dave.Nicholls@umanitoba.ca">Dave.Nicholls@umanitoba.ca</a>  Phone: (431) 275-5951</p>	<p>The Educational Tech Programmers will work with you to ensure you are ready for web conferences, design courses in UM Learn and offer workshops and training for instructors and students.</p>
	<p><b>Erin Jansen</b>  Educational Tech Programmer  Email: <a href="mailto:Erin.Jansen@umanitoba.ca">Erin.Jansen@umanitoba.ca</a>  Phone: (431) 277-7543</p>	
	<p><b>Eden Metrik</b>  Educational Tech Programmer  Email: <a href="mailto:Eden.Metrik@umanitoba.ca">Eden.Metrik@umanitoba.ca</a>  Phone: (431) 275-4319</p>	
<p align="center"><b>General Distance Delivery Office Contact Information</b>  Email: <a href="mailto:ddsocial.work@umanitoba.ca">ddsocial.work@umanitoba.ca</a>  Phone: (204) 474-7912</p>		
<p>Student Office Assistant</p>	<p>Kat Maddocks</p>	<p><a href="mailto:ddsocial.work@umanitoba.ca">ddsocial.work@umanitoba.ca</a></p>
<p>Student Tech Assistant</p>	<p>Robin Singh</p>	<p><a href="mailto:SocialWorkIT@umanitoba.ca">SocialWorkIT@umanitoba.ca</a></p>

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## Bachelor of Social Work Requirements

The Bachelor of Social Work Degree Program consists of 123 credit hours of course work, including:

- 72 credit hours of required social work courses, including two field practicums.
- 51 credit hours of electives, taken at the student's discretion in terms of subject areas (except social work) and must include a 3-credit hour elective course in math and a 3-credit hour elective course in written English.

Students have up to 9 years to complete the BSW degree. The actual completion time will vary depending on such factors as the number of credit hours transferred in, work and personal circumstances, etc.

Students may transfer up to 51 credit hours of electives from previous studies based on the completion of a degree from a recognized educational institution. However, if a degree has not been completed, the University of Manitoba determines admissibility of elective credits on an individual basis.

Students who have taken social work courses at other universities may request the Admissions Office to consider equivalency credit within the 6-month period following their acceptance into the faculty as a regular student. Any social work courses for which you are requesting review for equivalency credit, must have been completed within the last 9 years and must be from a program that is accredited by the Canadian Association for Social Work Education. Only 3 credit hours of social work elective courses, including transfer credits, will be applied to the Bachelor of Social Work degree.

**\*\* It is important to note that a student enrolled in the BSW program at the University of Manitoba must not be enrolled at any other post secondary institution. \*\***

### Written English and Math Requirement

Per the University of Manitoba policy "all students are required to complete, within the first 60 credit hours of their programs, a minimum of one 3 credit hour course with significant content in written English, and a minimum of one 3 credit hour course with significant content in mathematics." Students that have completed baccalaureate degrees and students admitted before the 1997-98 regular Session are exempt from this requirement.

All credit hours used for the purpose of admission into the BSW program are a part of the 60-credit hour program count. If a student does not satisfy both the written English and mathematics requirement (with a minimum grade of D) within the first 60 credit hours, students will not be permitted to register for any social work courses until they have registered in the mathematics and written English requirement courses. A student accepted at the University of Manitoba cannot graduate without meeting the Math and English requirement. Students who have not completed the math and written requirement should reach out as soon as practical.

### Required Social Work Courses

The current 72 credit hours of required social work courses include foundation, theory, and field courses. It is important that you consult with your Distance Delivery Academic Advisor on a regular basis for assistance with planning. As you consider which courses to take, please note that you must complete the four foundation courses before you can take the Field Instruction and Field Practices courses, as well as some theory courses.

Course descriptions, prerequisites and co-requisites for the courses are outlined in [Aurora](#).

<b>Foundation Courses (15 CH)</b>	<b>Theory Courses (21 CH)</b>	<b>Field Placements (36 CH)</b>
SWRK 1310: Introduction to Social Welfare Policy (3 CH)	SWRK 2110: Emergence of the Canadian Social Welfare (3 CH)	SWRK 3150: Field Instruction I OR SWRK 3152: Prior Learning Assessment Recognition (12 CH)
SWRK 2080: Interpersonal Communication Skills (3 CH)	SWRK 3100: Systemic Inquiry in Social Work (3 CH)	SWRK 4200: Field Focus of Social Work Practice (6 CH)
SWRK 2090: Human Behavior and Social Work Practice (6 CH)	SWRK 3130: Contemporary Canadian Social Welfare (3 CH)	SWRK 4120: Field Instruction II (12)
SWRK 3140: Intro to Social Work Practice (3 CH)	SWRK 4210: Feminist Perspectives on Social Work Practice & Social Welfare Policy (6 CH)	SWRK 4300: Field Focus of Social Work Practice II (6)
	SWRK 4220: Aboriginal Peoples and Social Work (6 CH)	

### Field

Field instruction provides students with an opportunity to engage, as beginning practitioners, in the processes of Social Work assessment, planning, intervention, evaluation and integration of theory from classroom course work to placement setting. Possible field placement sites may include school settings, government policy departments, correctional services, child and family services, immigrant and refugee services, and health care. For further information please contact David Sullivan at [David.sullivan@umanitoba.ca](mailto:David.sullivan@umanitoba.ca)

### Final Exams

You will not be required to write off-campus exams in your Distance Social Work courses. However, in your elective courses you may be required to apply to write examinations at off campus locations. All students enrolled in Distance and Online Education courses are required to declare the location at which they will write all invigilated final examinations. Exam Invigilation Sites may require that students travel up to two hours (one-way) to the nearest examination center. You must complete the Exam Location Declaration Tool located within the Exam Location Management Widget of your UM Learn courses.

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## Student Expectations

### Ensure your Contact Information is Up to Date

It is essential that you inform the University of Manitoba of any changes to your contact information. Please ensure that you update your contact information in Aurora whenever changes occur (address, telephone number, email address or name change). In addition, students should email the Distance Delivery Office so we can ensure our records are up to date.

### Group Work

A big component of the Distance Delivery BSW program is group work. Managing group work can be quite challenging if problems arise within your group. It is better to deal with the issues rather than letting them escalate. This will allow your group to get back on track.

Our instructors acknowledge the different time zones amongst our students and realize the impact this could have for individuals working in groups. While some instructors will try to break students into groups based on their geographic locations, that is not always possible or an option. Students will need to communicate and plan to make themselves available to equally contribute.

As you prepare to begin your studies consider any issues you may experience with group work. How would you address issues? What are potential solutions that may work in an online environment?

### Online Conduct

As a University of Manitoba student and member of the Faculty of Social Work, you are expected to conduct yourself respectfully and appropriately in all interactions. As a Distance Delivery student, a lot of your interactions among peers and instructors will be completed via email, discussion posts, group projects or live web-conferences. As you begin preparing for your program consider what constitutes appropriate online conduct. How can you manage your environment to make for minimal disruptions during class? If issues arise during lectures, how would you address them? It is important to remember that as student of a professional faculty and institution, you are responsible for adhering to strict standards of conduct.

### Inappropriate Online Behaviour

Inappropriate online behaviour can take many different forms such as discrimination, personal harassment, and/or sexual violence. In online environments this can occur in email, social media (Twitter, Instagram, TikTok, Snapchat, etc.), online learning portals (UM Learn, WebEx, Zoom, Skype), and chat groups (Discord, Telegram). Inappropriate behaviour targeted at any instructor, student or University staff will not be tolerated and will be subject to serious consequences per university policies and procedures.

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## General Points

The following information will be expanded on in your online orientation.

### Academic Advising

Academic Advisors have specialized knowledge about processes and policies; they can help you map out your courses, advise on course selection, assist you with registration issues, direct you to appropriate resources, and answer other questions you may have about your program. Your Academic Advisor is here to help! If you don't know who to ask, start with your Advisor! They will point you in the right direction.

### Aurora

Aurora is the University of Manitoba's Student Management system that will allow you to access the Course Catalogue, Class Schedule, and Transfer Credit Equivalencies Database. You will have access to your Personal Information, Enrolment and Academic Records including registration, your academic transcript, student fee account and more.

### Academic Schedule

The University of Manitoba Registrar's Office has set out all important dates and deadlines online through the Academic Schedule. Pay very close attention to registration dates, voluntary withdrawal deadlines, fee payment deadlines, refund deadlines and examination periods.

### Fees

The Registrar's Office Fee Information page provides a summary of undergraduate fees including undergraduate tuition, compulsory, and incidental fees. It is a student's responsibility to pay all required fees by the due dates available in your Aurora Student Fee Account. Students with outstanding balances may be placed on hold and will be subject to late fees, cancellation of registration in subsequent terms and suspension of grades.

### COVID-19

Given that the future of the pandemic is still unknown, please visit the link for information on COVID-19.

### Student Supports

The University has many supports and resources in place for students, including those completing studies via distance. Some resources that may be useful for students to start reviewing include Student Accessibility Services, Student Counselling, Spiritual Support, Financial Support etc.

### Join us on Facebook and Instagram

The Faculty of Social Work Distance Delivery BSW Program has created a private Facebook Group for students, faculty, and staff to interact in discussion, ask questions, and share valuable information with each other. We invite all students to join and participate. When joining the group please provide the name you have used to register as a student, we cannot add you to the group if we do not know what your registered student name is. Join us on Instagram as well @ddbsw

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### New Admits Checklist

Order Criminal Record Check, Vulnerable Sector Checks and other checks that pertain to your province/territory <sup>2</sup> If completed electronically, please email to <a href="mailto:ddsocial.work@umanitoba.ca">ddsocial.work@umanitoba.ca</a> If hard copies need to be mailed in, please email to: Faculty of Social Work Distance Delivery BSW Program, University of Manitoba 521 Tier Building Winnipeg, MB R3T 2N2	
Claim UMNNet ID and confirm you can access your UM student email Review the following <a href="#">webpage</a>	
Email <a href="mailto:ddsocial.work@umanitoba.ca">ddsocial.work@umanitoba.ca</a> with subject: NEWLY ADMITTED: REQUESTING ACCESS TO ORIENTATION PORTAL	
Complete and Submit Self-Declaration Form that is in UMLearn	
Attend Orientation Session	
Familiarize yourself with BSW Student Handbook, UM website, Academic Calendar etc.	
Ensure your technology meets the standards of the program	
Order UM Student Card	
Attend Wrap Up Session	

Good luck!

We look forward to meeting you at Orientation.

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<sup>2</sup> Note we do not accept Criminal Record checks from third party organizations such as myCRC and Triton.