

MSW-**IK** STUDENT HANDBOOK

2022-2023



umanitoba.ca/social-work

Faculty of Social Work

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, anti-racist, 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.

VISION STATEMENT

The vision of the Faculty of Social Work is to help create and contribute to a world where there are no great inequalities of wealth or income, where economic and political power is more evenly distributed, where human need is the central value of distribution of society's resources, where diversity of culture is celebrated, where people have greater control over their own lives, and where all persons are afforded maximum opportunity to enrich their physical, spiritual, psychological, and intellectual well-being. Being the only university-based social work program in Manitoba and the largest program in Canada, this vision also includes the Faculty playing a leading role in the socio-economic-cultural development of the Province in particular, but also to Canada and beyond, which is consistent with the University's own vision statement. To these ends, it is necessary that the Faculty become one of the outstanding social work programs in Canada with respect to research, quality education, community service, and the accomplishments of its graduates.

PREFACE

The regulations of the Faculty of Graduate Studies are outlined in the University Graduate Calendar. In addition to these, the Faculty of Social Work has supplementary regulations pertaining to the Pre-MSW and MSW programs. These regulations, along with related procedures and additional information are included in this Handbook.

**Role of MSW-IK Faculty /
Knowledge Holder / Elder Collective:**

- Withdrawal from courses
- Leaves of Absence
 - Exceptional
(medical, compassionate)
 - Parental
 - Regular leave
- Records
- Program Extension
- Scholastic Progress (failing grades)
- Annual Progress Reports
- Graduation
 - Submitting names to FGS
 - Thesis deadlines
- Grade Appeals
- Change of Advisor
- Transfer of Credits
- Program Advising
 - Core courses
 - Selection of electives
 - Thesis or Advanced Field Practice

Role of Student Services:

- Admissions
- Registration
- Awards Applications
- Financial Aid
- Updating Faculty Student
- email
- address/phone
- change of name

**GRADUATE STUDENT HANDBOOK
2020-2021**

Supplement to University of Manitoba Calendar
(and General University Correspondence)
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1 **ADMISSION AND REGISTRATION**

1.1 Application Deadline

Applications for the following year are normally available after July 1st of the preceding year. The deadline for applications for international students is October 15th for the admission in the following year. The deadline for Canadian applicants is January 15th for the admission in the following year. Admissions requirements are identified in the Graduate Calendar under the section assigned to Social Work.

1.2 Admissions Criteria

MSW-IK Admissions Eligibility Criteria

- Possession of a BSW degree (by June 30 of the application year) from an accredited university, which is recognized by the University of Manitoba, or completion of the Pre-MSW requirements at the University of Manitoba
- Participation in an admissions interview process
- A well-developed statement of intent
- Three (3) letters of reference, one each from academic, employment, and Indigenous community sources
- A minimum Grade Point Average of 3.0 (B) is required in the last 60 credit hours of university study.
- If courses have been taken subsequent to the degree as a Special Student and/or Occasional Student and/or in a subsequent degree or Pre-Master's program, they will be calculated into the Grade Point Average as part of the last 60 credit hours.
- Applicants who self-identify as members of one or more of the Educational Equity priority groups and who possess a Grade Point Average between 2.50 and 2.99 will be reviewed for special consideration. Applicants with adjusted grade point averages below 2.50 will not be considered. For more information on the Education Equity Initiative please refer to section 12.9.
- Participation in a program orientation

1.3 Registration

All NEWLY ADMITTED and RETURNING graduate Social Work students are required to register using Aurora Student on the University of Manitoba website. In-person registration is not permitted for Social Work graduate students eligible to register on Aurora.

Newly admitted students to the MSW-IK Program must submit a Criminal Record Statement (CRC), and Child Abuse Registry Check (CARC) (if applicable) prior to the initial registration after admission has been formalized. Holds will be placed on students who have not submitted both documents by the start date of the first time course.

Steps to Register:

- a) The Chair of your MSW-IK Program Advisor Council will be your advisor. Contact the Chair to discuss and/or review your program of studies.
- b) Consult the Faculty of Social Work section of the Graduate Calendar available on the university website regarding the course requirements for your program of studies.
- c) Obtain written approval of your program of studies from your Advisor Council. Any changes to your program must be approved by your Advisor Council. It is advisable to confirm your course requirements well in advance of registration.

For **returning students**, ensure that you and your Program Advisor Council have filled out and signed the Faculty of Graduate Studies Progress Report Form. Students who have not completed these forms will be blocked from registering for the following year by the Faculty of Graduate Studies.

- d) Once having met with your Faculty Advisor Council to select and approve the courses you require, read the registration instructions and program information in the Graduate Calendar in order to familiarize yourself with Aurora Student web registration **prior** to your scheduled initial registration access date. Please refer to the Aurora website to determine your initial access time to register.
- e) Register by using the University of Manitoba web-site: www.umanitoba.ca (click on 'Aurora Student').
- f) Identify fee assessment and fee payment deadlines.
- g) Pay fees or arrange to pay fees before the deadline.

REGISTRATION IS COMPLETE ONLY IF FEES ARE PAID IN FULL.

PLEASE NOTE: If you have only your thesis (GRAD 7000) or Project Seminar 3 (SWRK 7820) to complete, **you still must register**.

If you are not intending to complete any course work or thesis, but wish to retain your status in the Faculty, **you still must re-register. Students who fail to re-register will be discontinued from the graduate program. You will not retain your graduate student status and will be required to re-apply for admission, should you wish to continue in the program.**

A student admitted to two different graduate programs must seek permission from the Faculty of Social Work MSW-IK Faculty and Elder Collective to enroll concurrently in two different graduate programs. The request must be approved by the Faculty of Graduate Studies prior to the student's registration.

2 GENERAL REGULATIONS FOR THE MSW-IK PROGRAM

2.1 Advisor Council

Each student will be assigned an Advisor Council. The Advisor Council will consist of a minimum of three members. The first two members will be: (1) a faculty member who is a member of Graduate Studies and will be the student's Faculty Advisor, and (2) one of the program's Knowledge Holders. The third member will depend on whether the student is completing a thesis or major project.

For students in the thesis option, the third member of the Advisor Council is a faculty member from a faculty other than Social Work. Two of the thesis committee members must be members of the Faculty of Graduate Studies.

For students in the project option, the third member will be from the agency/organization/community in which the student is completing the project. In the case of a student working with an Elder in the community, the Elder will be the third member assigned to the Advisor Council. In the case of alternative projects, the student, along with their Faculty member (Advisor) and program Knowledge Holder, will collaborate on identifying the appropriate third member to be assigned to the Advisor Council. Project hours are overseen by a student's Advisor Council during the student's participation in Project/Thesis Seminars 1 (SWRK 7760), 2 (SWRK 7790), and 3 (SWRK 7820). The Advisor Council collectively determines the final grades assigned for the student's participation in SWRK 7760, SWRK 7790, and SWRK 7820. The student's faculty member Advisor will submit these grades on behalf of the Advisor Council.

The student may find that they may want to change Advisor and/or Elder on the student's Advisor Council after a contract has been made with the Advisor. This can be done after the student has found another Advisor and/or Elder working within the program who is willing to work with her/him. The student should notify the first Faculty Advisor and/or Knowledge Holder in writing when a new Faculty Advisor has consented to enter into a contract. As well, the student must fill out a Change of Advisor/Knowledge Holder form and submit it to the MSW-IK Student Advisor. These forms are available from the MSW-IK Academic Advisor. If difficulties arise in the relationship between the student and either the Advisor or the Knowledge Holder, the Chair of the MSW-IK Faculty and Elder Collective may be consulted. If the Chair of the MSW-IK Faculty and Elder Collective is not able to provide the help needed, the Dean of the Faculty of Social Work should be consulted.

2.2 The Role of the Advisor Council

The Advisor Council will meet with the student at the beginning of the program and at least twice in each term. The Advisor Council will be informed of how a student is progressing after each course. In relation to *Project/Thesis Seminars 1* (SWRK 7760), 2 (SWRK 7790), and 3 (SWRK 7820), the Advisor Council will be informed by the instructor(s) of any concerns that may arise during the course to ensure support is available to the student from their Advisor Council.

Each student will meet each term with their Advisor Council to complete a progress report. This will ensure that students are meeting academic requirements and are

advised regarding their next term coursework. The Progress Report Form must be completed by June 1st every year. This form is then forwarded to the Faculty of Graduate Studies. Failure to complete the Progress Report by July may prevent students from registering.

The Advisor Council Chair will act as a link to the MSW-IK Faculty and Elder Program Collective regarding student standing issues. The MSW-IK Faculty and Elder Program Collective will act as the Standings Committee for the program. It will include the MSW-IK Knowledge Holders and MSW-IK faculty members, along with the Chair of the Faculty of Social Work's Graduate Standings Committee.

2.3 Program Requirements

Minimum program requirements of the Faculty of Graduate Studies are found in the Graduate Studies Regulations Section of the Calendar.

Students may take the MSW-IK program on a full-time or part-time basis. There is a four year time limit to complete the MSW-IK program on a full-time basis and a six year time limit to complete the MSW-IK program on a part-time basis. There is no second language requirement.

The program requires at least 12-18 months of full-time study (students who choose the thesis option may require more time depending on the nature of their research).

The credit hour requirement is 30 credit hours in the project track and 27 credit hours in the thesis option.

Note: The MSW-IK program is not offered through distance delivery. The MSW-IK program will incorporate blended learning that includes one-week intensive courses, face-to-face interactions, and the use of educational technology.

2.3.1 Core Course Requirements

The MSW-IK Program has a total of thirteen (13) courses, which students must successfully complete. In addition to the twelve (12) core courses, students will be required to successfully complete either the Project Seminar 3 or GRAD 7000 Master's Thesis.

Core Courses

- SWRK 7700 Grounding Our Foundation in Indigenous Knowledges and Social Work (0 CR)
- SWRK 7710 Remembering Our Histories – Setting our Knowledges (3 CR)
- SWRK 7720 Critical Theory and Indigenous Peoples (3 CR)
- SWRK 7730 Indigenous Research Methodologies and Knowledge Development (3 CR)
- SWRK 7740 Indigenous Peoples, Identity, and Social Work (3 CR)
- SWRK 7750 Indigeneity, Power, Privilege, and Social Work (3 CR)
- SWRK 7760 Project/Thesis Seminar 1 (0 CR)

SWRK 7770 Social Challenges and Indigenous Helping Practices (3 CR)
SWRK 7780 Social Challenges, and Indigenous Peoples (3 CR)
SWRK 7790 Project/Thesis Seminar 2 (0 CR)
SWRK 7800 Indigenism (3 CR)
SWRK 7810 Anti-Colonial Social Work (3 CR)
SWRK 7820 Project Seminar 3 (3) OR GRAD 7000 Master's Thesis (0 CR)

2.3.2 Transfer Credits

Because of the specific course requirements in the MSW-IK program, courses requested for transfer will be evaluated by the student's MSW-IK Advisor and the MSW-IK Program Director to determine equivalency with MSW-IK program course requirements.

Students who have previously attended another university or faculty may request advance credit if the course(s) in question have not been used towards a previous degree and have a grade of C+ or higher.

Transfer courses must be at the 3000 level or higher. The course cannot be more than 7 years old at the time of the transfer. In addition, it cannot be more than 7 years old by the end of the student's MSW-IK program. Otherwise, the student may be required to replace it with another course.

A decision on advance credit cannot be determined until official transcripts and complete course descriptions have been reviewed by the student's Faculty Advisor Council. If approval is recommended by the Advisor Council, the Chair (Advisor) advises the MSW-IK Student Advisor in writing, who in turn presents a written recommendation to the Faculty of Graduate Studies.

Once approval has been granted, the appropriate transfer of credit should be recorded on the student's transcript. It is the student's responsibility to ensure that this information has been recorded on the transcript.

2.3.3 Thesis or Project Option

Specialized study in an area of practice or a field of interest is accomplished through either a project option or the completion of a thesis.

If the project option is selected, the student's Advisor Council will consist of the Faculty Advisor, one of the program Knowledge Holders, and an individual (with subject matter knowledge) from the agency/organization/community in which the student is completing the project.

If a thesis is selected, the third member of the Advisor Council will be a faculty member from a faculty other than Social Work. Two of the thesis committee members must be members of the Faculty of Graduate Studies.

The Faculty Advisor is responsible for recommending a thesis committee for approval by Faculty of Graduate Studies, preferably not later than December 1st of the academic year in which the student undertakes to do her/his thesis.

It is the role of the Advisor Council to:

- a) Approve the student's thesis proposal;
- b) Monitor and evaluate the student's progress regarding their thesis;
- c) Examine the completed thesis report.
- d) Generally advise and assist the student in the process of completing the thesis and to clarify for the student in which way it will perform this function.

2.4 Completing a Thesis

2.4.1 What is a Thesis?

The Faculty of Graduate Studies has clearly defined general rules regarding thesis requirements in the Graduate Calendar and Academic Guide. In addition to these rules, the following regulations apply: The Master's thesis should show that the student has mastery of a particular field and is fully conversant with the relevant literature. The thesis should be based on "independent study and scholarly research" which is "of a theoretical, empirical or historical focus". The purpose of the thesis endeavor should be to build or test theory through disciplined and focused independent study. In addition, the thesis represents a demonstration of the candidate's competence in completing a research project.

2.4.2 Advisor Council (Thesis Committee)

Each student undertaking a thesis must work in conjunction with their Advisor Council, which will be the student's Thesis Committee. This Council normally serves as the student's examining committee and is usually developed by the student's Faculty Advisor and one of the program Knowledge Holders in consultation with the student.

2.4.3 The Thesis Proposal

Students must submit a "thesis proposal" to their Advisor Council. This proposal should present the rationale underlying their proposed study, cite relevant literature to support their research intent, and provide a preliminary design for the thesis research.

Students require approval from all members of their Advisor Council before continuing (refer to Section 3.7.3 of the Scholastic Progress Statement).

Generally the thesis proposal should include the following:

- a) A clear statement of the research problem, the rationale for the study, and objectives of the study.
- b) A presentation of the relevant literature and theoretical framework to be used in directing the study.
- c) A description of the research design, theoretical methodology or methodologies, and data gathering methods, including strengths and limitations of each.
- d) The proposal should also outline the plan for data analysis, interpretation, validation and feedback approaches.

Students require approval from all members of their Advisor Council before proceeding with the research. This approval is granted at a thesis proposal meeting attended by the student and Their Advisor Council. The meeting date for the proposal will be determined mutually between the student and the members of their Advisor Council. The student is asked to present a summary of the proposed research and answer questions about the proposal. Following the presentation, questions, and discussion, Advisor Council members meet in camera (in private) to decide if the proposal is accepted as written, accepted with required revisions, or failed. Should a proposal be failed, the student can revise and resubmit the proposal a second time.

2.4.4 Procedures for Protecting the Human Subjects Involved in Research

The University of Manitoba is committed to protecting the rights and welfare of human subjects participating in research studies. **All research projects involving human subjects conducted at, or under the auspices of the University of Manitoba, require prior ethics review and approval by a Research Ethics Board (REB).** Although students' research must be sponsored by the faculty member who supervises their research, such sponsorship does not in any way diminish the obligation of students as members of the University of Manitoba community to comply with this policy, the TCPS, or other codes that govern the ethical conduct of research involving human subjects.

Independent Student Research. All independent student research projects conducted with human subjects where the data are collected prior to writing an undergraduate research paper, Honours or Master's thesis, or doctoral dissertation must be reviewed and receive REB approval before the data are collected. Such projects shall be supervised by a faculty member who accepts responsibility for their ethical conduct.

Most student thesis research must be submitted for REB approval; project option activities must be submitted for REB approval if the student plans to publish results of their project activities, or if the student is working with youth or vulnerable people.

- Human research refers to any project that involves the collection of specimens, data or information from persons, through intervention or otherwise. Included are procedures that have a low degree of invasiveness (e.g. surveys, interviews, naturalistic observations, exercise or psychometric testing, examination of patient records), as well as more invasive procedures (e.g. blood sampling, insertion of a cannula, administration of a substance).
- A subject in human research is a person, who by virtue of their involvement in a data-gathering situation or activity, is a source of primary data or information.
- A research ethics protocol is a document submitted by the applicant for consideration by the REB. This document contains a detailed description of the rationale/purpose of the study, procedures to be followed in soliciting participants for the research, obtaining their informed consent when possible, collecting their information or data, protecting their privacy or anonymity, and providing feedback regarding the study at its conclusion.

Prior ethics review and approval is required when research data are derived from, but not exclusively restricted to: (a) information collected through intervention or interaction with a living individual(s); (b) identifiable private information about individuals; (c) human organs, tissues, and body fluids, and/or (d) written or recorded information derived from individually identifiable human subjects. In addition, ethics review is required for the following categories of research that may be overlooked or raise questions about the necessity for such a review: (a) Projects that involve the secondary use of data on human subjects gathered in earlier projects and (b) All graduate and undergraduate independent student research projects conducted in partial fulfillment of degree requirements.

Research Ethics Boards (REBs). The REBs are responsible for the ethics review of all protocols involving the use of human subjects in research. It is the responsibility of the REBs to: (a) ensure that all protocols that propose the use of human subjects comply with this policy and all applicable ethics guidelines; (b) ensure that the potential benefits of these protocols are sufficient to warrant the use of human subjects; and (c) terminate any ongoing research project which is in contravention of this policy or of a previously approved protocol.

Approval to conduct research on human subjects will be granted only after the research ethics protocol has been examined by members of a REB.

The Psychology/Sociology REB (PSREB) will review protocols submitted from the Departments of Psychology, Sociology, Social Work and from the Counselling Services.

Protocol Submission. Before a project involving the use of humans for research is initiated, an Ethics Protocol Submission Form describing the proposed procedures must be submitted to the Human Ethics Coordinator. The protocol should provide a clear statement of the proposed research

(scientific rationale and details of the procedures to be used with the human subjects, including obtaining their informed consent). It should include all the information requested by the protocol submission form (available on the Office of Research Ethics and Compliance website).

Time Frame for Decisions on Projects Requiring Full Review. Because the REBs normally meet monthly, it is extremely important for the researcher to allow ample time for the review process to take place in advance of their plan to conduct the research. It is also essential to be certain that the protocol submission is complete and answers all questions that might be anticipated. Submissions must be received no later than 10 working days prior to the REB's published meeting date in order to be considered at that month's meeting. Dates of the PSREB meeting schedule and submission deadlines can be found on the Office of Research Ethics and Compliance website.

Beginning the Research. Human subjects may not be recruited and researchers may not begin collecting data until the research ethics protocol has been approved by a REB. Once approved, the researcher is obligated to follow the procedures contained in the protocol.

For a complete explanation of the University policies on research ethics, go to the Office of Research Ethics and Compliance website (http://umanitoba.ca/research/orec/ethics/human_ethics_index.html).

2.4.5 The Thesis Defense (Oral Examination)

Each student is required to make an open oral defense of their thesis following its distribution to the Advisor Council. Normally, the oral defense should occur within one month of its distribution to the Advisor Council. If the written thesis report is deemed unacceptable, the student shall be advised against making an oral defense. Notwithstanding this provision, the student has the right to examination of the thesis if s/he believes it is ready for examination. The defense is undertaken in the following manner:

- a) The thesis is presented to a meeting open to the faculty and graduate students of the Faculty of Social Work as well as members of the University and community. The oral examination is chaired by the student's Advisor Council Chair.
- b) The first part of the oral examination shall consist of an oral presentation by the student that includes a summary of the salient points of the research within a time span of 25 to 30 minutes. This is followed by the questioning and examination of the student by each member of the Advisor Council, which does not normally exceed one and one-half hours. The Chair may exercise discretion in inviting questions from guests following completion of the formal examination.
- c) The Advisor Council meets after the open meeting in camera (in private) to review both the oral defense and the written thesis report and make a disposition. The judgment of the Advisor Council shall be reported to the Faculty of Graduate Studies in the qualitative terms

“approved” or “not approved” on the thesis/practicum final report form (http://umanitoba.ca/faculties/graduate_studies/media/Masters-Thesis-Practicum-Final-Report.pdf). Each examiner must indicate their opinion by their signature. If two or more examiners do not approve the thesis, then the student is deemed to have failed the defense.

- d) The Advisor Council then meets in camera with the student to discuss any changes that may be required before the thesis is finally accepted. The Advisor Council Chair is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee.
- e) In the case of a failure of the thesis at the Master’s level, a detailed written report will be prepared by the Chair of the Advisor Council and submitted to the Faculty of Graduate Studies, who will make the report available to the student and advisor/co-advisor.
 - o A student will be required to withdraw when the thesis has been rejected twice at the stage where:
 - o The Advisor Council reports on the merits of the written thesis;
 - o The defence; or
 - o A combination of both stages.

The examining process should be completed within one month of distribution of the thesis.

2.4.6 Regulations Regarding Publication and Circulation of Thesis Reports

The publication and circulation requirements are outlined in the University’s Graduate Calendar.

2.5 The Project Option

Should students choose to complete a project, they will be required to successfully complete both a written and oral component of their project proposal (similar to the thesis route) with their Advisor Council. At the point of completion of SWRK 7820 (Project Seminar 3), students will have completed or are in the process of completing the remaining hours towards their project for a minimum total of 450 hours of dedicated work.

Please note: Students in the MSW-IK Program are automatically assumed to be completing a project. Should students wish to switch from the Project Option to the Thesis Option, students will need to complete a Program Route Change form (see https://umanitoba.ca/faculties/graduate_studies/media/Program-Route-Change.pdf), which they can obtain from the Academic Advisor. Students currently in the Thesis Option should be aware that, in order to switch from the Thesis to the Project Option, they will need to meet the 30 credit hour requirement.

All students must submit a written proposal of their project to their Advisor Council. A full draft of the project’s written proposal is a requirement for *Indigenous Research Methodologies and Knowledge Development* (SWRK 7730). The proposal should present the rationale underlying the proposed project, cite relevant literature to support the project

intent, and provide a planned methodology for the project's development. Students will be required to work closely with their Advisor Council in the preparation of their proposal, and will require approval from all members of their Advisor Council before proceeding with the project. The student will be asked to present a summary of the proposed project and answer questions about the proposal. Following the presentation, questions, and discussion, Advisor Council members meet in camera (in private) to decide if the proposal is accepted as written, accepted with required revisions, or failed. Should a proposal be failed, the student can revise and resubmit the proposal a second time. Failure of the proposal a second time will constitute a failure of the project.

2.5.1 Evaluation

Students will be required to successfully complete their written and oral components of their project proposal with their Advisor Council.

2.5.2 Project Option Proposal should include:

1. The project to be undertaken could take one of several formats: Work within an agency, organization, community, or work with an Elder, another major project such as creating a full length education video on a social issue or population addressing an issue. These are addressed in the following three sub-sections.
 - a) Agency/organization/community based practice
A description of a proposed agency/organization/community site, its mandate, service goals and practice methods, identification of agency policies relevant to the proposed advanced field practice, and population served.
 - b) Working with an Elder
A description of the work of the work the Elder undertakes including the frequency, helping orientation of the practice, activities of the Elder, where the work primarily takes place, the population served, and how the work connects to the social work.
 - c) Major project
A description of a proposed major project, the proposed topic area, the intent of the project, the practice methods and/or skills to be employed, the population impacted, the intended impact of the project on the topic and people involved.
2. A plan for the project experience that includes:
 - a) a literature review that defines the proposed project and describes professional activities required in its implementation, critically analyzes the current theory and research related to the student's proposed project plan, which includes an analysis of the social construction of theory and practices that may reflect injustices (10 – 15 pages).

- b) detailed description of the activities that will comprise the project, including the focus of practice, the theoretical approach and methods to be used, and the relevance of the project to the profession of social work. This description should also address the scope of the project; that is, a description of the number of participants, individuals or groups served, the frequency of meetings, and how the hours of the project will be implemented. A description of the project or setting should also include the nature of activities in which the student will engage, and how the hours of the project will be implemented.
- c) professional learning goals that clearly and specifically state what the student wants to achieve in the context of the project. These goals will vary according to each student's interests and professional development. These goals must be clear as they will constitute the basis on which the student and Advisor Council will assess the level of the student's achievement of each goal. Learning goals should address several areas of learning: knowledge development, skill development, integration of theory and research with practice interventions/activities, reflexive practice, and evaluation.
- d) evaluation procedures that will evaluate the outcomes of the practice activity, and the extent to which the student's learning goals and objectives have been met.
- e) a work plan that includes estimates of the number of hours involved in each part of the project

2.5.3 Procedures for Evaluating the Project

Overall, the evaluation of the project is the ultimate responsibility of the Advisor Council, but if there is an agency supervisor who is not on the Advisor Council, she or he may provide input to this process. As part of the evaluation process, the student must:

- a) Provide documentation of 450 hours of the project. This may include direct client contact, meetings, supervision sessions, self-reflection on the project, preparation and planning activities. This does **not** include time spent researching and writing the proposal or the final paper.
- b) Provide evidence that the project activities are based on theory and/or research and/or accepted practice.
- c) Provide evidence of accepting feedback and incorporating feedback from Advisor Council members and supervisor(s) into their project.

- d) Complete a written analysis of the extent to which her/his learning goals and the course objectives were met, how this was accomplished, and the evaluation procedures used (5–10 pages).
- e) Have demonstrated ethical behaviour per CASW Code of Ethics and Standards of Practice.
- f) Have maintained adequate record-keeping in accordance with the policies of the host agency and CASW Code of Ethics.

A written statement should be provided by the Chair of the student's Advisor Council that the above criteria (a-f) have been met and given to the MSW-IK Student Advisor, with a copy to be placed in the student's file.

The assignments for this project consist of an ungraded course outline and a final paper that responds to the course objectives. A professionally written paper that is well organized, grammatically correct and properly referenced is required. The recommended length is 35 to 50, double-spaced, typed pages exclusive of references (8,750 to 12,500 words). The maximum length is 55 pages (13,750 words) exclusive of references and appendices. Evaluation criteria are specified by the Advisor Committee.

Dissemination strategies pertaining to results from the study required for this paper may include a well-organized presentation to interested professionals in an organization that hosted the student during the project or to others in the community. A maximum of 25% of the course grade may be allocated to the presentation.

Grades are assigned to this course using the schema adopted by the Faculty of Social Work for all graduate level courses. A student who is dissatisfied with an assigned grade may appeal the grade to the Appeals Committee of the Faculty of Social Work. A student who receives an unsatisfactory grade in the course must apply to the Graduate Programs Committee for permission to repeat the course, and a student who receives an unsatisfactory grade in this course on two occasions will be required to withdraw.

The final paper will be graded by the Faculty Advisor. The Advisor Council is required to provide their input on the paper and the Council will share and discuss their views of the paper with one another before the paper is graded. Supervisor associated with the project but who are not on the Advisor Council may be asked to provide feedback on the paper. Providing inadequate or failing work in any section of the paper (as outlined above) may result in an overall failing grade.

2.6 Scholastic Progress

2.6.1 Time Limits

The program requires at least 12 months of full time study. Students may elect to take the program on a part-time basis. Full-time students have 4 years to complete requirements for the degree. Graduate students who declare part-time status may have up to 6 years to complete requirements for the degree. The amount of time granted to part-time students is dependent on when the Request for Part-Time Status form (https://umanitoba.ca/faculties/graduate_studies/media/Request-PT-Status.pdf) is submitted. Any request for extension beyond the time limit must be presented to the Graduate Standings Committee in writing not later than five months prior to the expiry of the time limit. The request for an extension (https://umanitoba.ca/faculties/graduate_studies/media/Time-Extension-Request.pdf) must provide a rationale and a detailed timeline for completion of outstanding tasks. Students should be aware that such extensions are not recommended automatically by the Graduate Program Committee, nor granted automatically by the Faculty of Graduate Studies.

2.6.2 Course Requirements

Students are required to maintain a minimum degree grade point average (GPA) of 3.0 (B average) with no grade below a C+.

Any failure to meet these requirements will result in the matter being forwarded to the MSW-IK Faculty and Elder Collective, which is composed of the MSW-IK Knowledge Holders, the MSW-IK faculty members, and the Chair of the Faculty of Social Work's Graduate Standings Committee. The options for this committee include, but are not necessarily limited to the following: granting of supplemental privileges, requiring the student to repeat the course or requiring the student to withdraw.

General regulations with regard to academic performance in the Faculty of Graduate Studies are identified in the Graduate Calendar. The Faculty of Social Work can only recommend a particular action to the Faculty of Graduate Studies with regard to student progress and/or status in the program. The following outlines the procedures for review of these Faculty decisions and recommendations:

- a) When a Faculty decision is made with regards to a student's status and/or progress in the graduate program, the student will be informed by the Advisor Council of the nature of the decision and of the possible consequences.
- b) Within one week of receiving the decision/recommendation, the student may request a review of the decision by the MSW-IK Standings Committee.
- c) The MSW-IK Standings Committee will review the case within one month of receipt of the request.

- d) The Chair of the Graduate Program Committee, will forward the recommendation of the Faculty of Social Work to the Dean of the Faculty of Graduate Studies.

2.6.3 Requirements for the Thesis

- a) Preamble:

Section 2.6.3 of this document outlines general procedures to be followed in completing a thesis and progress milestones are described in more detail in this section.

The Faculty attempts to emphasize student-directed learning for which the engagement in a Thesis is one option. To facilitate learning, the student is entitled to feedback and assistance with regard to the competencies required to successfully complete all phases of the Thesis. In turn, the Faculty of Social Work is entitled to take measures to satisfy itself that the competencies required for successful completion are possessed by the student, having particular regard for any harm which may occur to individuals, groups or organizations resulting from deficiencies in knowledge or skill.

For the purposes of monitoring and evaluating Scholastic Progress, the Thesis can be seen in three distinct phases; the proposal phase, the implementation phase and the report phase. The minimum requirement is that students receive evaluative feedback at least once in each phase.

- b) The Proposal Phase:

The Advisor Council shall review the proposal submitted by the student. The Chair of the Council shall subsequently, and in writing, indicate to the student the Council's comments on the proposal. The Council shall indicate either acceptance of the proposal, or acceptance with needed revisions, or rejection. If revisions are required, deficiencies shall be itemized and suggestions for correction made. If the proposal is rejected, the Council shall state the reasons why and suggest alternatives. The Council shall establish reasonable deadlines for re-submission of the proposal.

The written confirmation of the acceptance of the proposal by the Advisor Council shall indicate in general terms the knowledge and skills to be demonstrated by the student for successful completion of the implementation phase.

In the event that a proposal is rejected on the second attempt the matter shall be referred by the Advisor Council to the Graduate Standings Committee for action. Such action may include requiring the student to withdraw, but in any event, the student shall be accorded the same rights to a hearing as outlined below in the Implementation Phase.

- c) Implementation Phase:

The Advisor Council shall on at least one occasion during the implementation phase, provide the student with a written evaluation of the student's performances in carrying out the activities of the Thesis. This evaluation should take place as part of SWRK 7760, Project/Thesis Seminar 1. In so doing, the Chair shall have regard to the provisions of the proposal, as well as to the competencies outlined in the Council's acceptance of the proposal. In the event that deficiencies in the accomplishments of the student to carry out the implementation activities are identified by any member of the Advisor Council, the Council shall meet at the earliest possible time thereafter. The Council may, at its discretion, meet in camera, for a portion or all of the meeting, but the student must be accorded the opportunity to meet with the Council either during the same meeting or at a subsequent meeting within 30 days. Having regard to the same considerations as in the Proposal Phase, the Advisor Council may:

- decide that no action is necessary;
- decide that action is necessary, in which case it must communicate with the student in writing, setting out: the perceived deficiencies and the observations upon which they are based. In addition, the communication shall either set out a plan of action to remedy the deficiencies which includes a method of evaluation and time limits, or notify the student that the Advisor Council is recommending to the MSW-IK Faculty and Elder Collective that the student be required to withdraw as a consequence of these deficiencies. If the former course is chosen, the Advisor Council shall determine at the end of the specified time period whether the Thesis will continue, or if a recommendation for a requirement to withdraw will go forward to the MSW-IK Faculty and Elder Collective. The Advisor Council shall state in writing its reason(s) for recommending withdrawal to the MSW-IK Faculty and Elder Collective with a copy to the student.

Upon receipt of a recommendation of withdrawal, the Chair of the MSW-IK Faculty and Elder Collective shall notify the student at least ten (10) days prior to the meeting at which the recommendation will be considered. The student shall be advised of the right to represent their interests before the MSW-IK Faculty and Elder Collective.

The MSW-IK Faculty and Elder Collective shall notify the student of its decision in writing and, in the case of a requirement to withdraw or as otherwise appropriate, inform the student of their rights to appeal.

d) The Report:

If the Thesis report is found unacceptable, the student's Advisor Council shall outline in writing to the student the deficiencies and shall permit the student to re-submit a revised report within a time limit determined by the Advisor Council. If the Thesis report is found unacceptable the second time, the Advisor Council shall assign the grade of "F" and inform the student in writing.

2.6.4 Appeals

Students are referred to Section 5 in this Handbook and Section 9 of the Faculty of Graduate Studies Academic Guide in the Graduate Calendar on Appeals for a detailed explanation of the procedures and guidelines for appeals. Appeals may be launched with respect to academic matters such as grades and thesis examinations, disciplinary issues, fees and admissions. There are two avenues of appeal available to students within the faculty.

a) Appeal of a Grade

If a student has reason to believe that a mistake has been made in the assessment of a grade assigned in a course taken within the Faculty of Social Work, the student should, in the first instance attempt to resolve the issue with the course instructor.

If there is no satisfactory resolution at this level, and the student wishes to take further action, an appeal will be heard by the Appeals Committee of the Faculty of Social Work, upon notification from the Registrar's Office that a formal appeal has been filed. The Appeals Procedures of the Graduate Programs of the Faculty of Social Work's graduate programs are described in the following section.

An appeal of a grade beyond the Faculty of Social Work Appeals Committee may be made to the Dean of the Faculty of Graduate Studies. A decision of the Appeal Panel of the Faculty of Graduate Studies is appealable only to the Senate Committee on Appeals.

b) Appeal Against a Decision of the Graduate Program Committee

The MSW-IK Faculty and Elders Collective rules on such matters in the MSW-IK program as assigned grades, performance, requests for extensions, admissions and actions regarding failed grades. In these matters, the MSW-IK Faculty and Elder Collective recommends a course of action to the Faculty of Graduate Studies. Normally, appeals of these decisions are made to the Dean of the Faculty of Graduate Studies. However, in some cases where the original decision is made at the level of the Faculty of Social Work and where University policy on appeals requires it (e.g. admissions), procedures require the student to first request a re-consideration by the MSW-IK Faculty and Elder Collective or a sub-committee designated by the MSW-IK Faculty and Elder Collective. In these circumstances procedures that are generally consistent with the process outlined in the Scholastic Progress Statement and the Appeals Procedures shall be followed.

It is also important to note that some decisions, such as decisions pertaining to a requirement to withdraw, are made directly by the Faculty of Graduate Studies. In these circumstances, the student must

appeal directly to the Faculty of Graduate Studies within the appropriate timelines.

Applications for reviews need to be received by the Office of Research Ethics and Compliance at least two weeks before each PSREB meeting. Please check the deadline and meeting dates on the Office of Research Ethics and Compliance website.

2.7 Graduation Requirements

Completion of one of the following:

- I. Thesis Option, consisting of: Project Seminar 1 (SWRK 7760), Project Seminar 2 (SWRK 7790) and a thesis (GRAD 7000), or
- II. Project Option consisting of two courses: Project Seminar 1 (SWRK 7760), Project Seminar 2 (SWRK 7790) and Project Seminar 3 (SWRK 7832).

If you select a thesis as a means for specialized study, the following procedures must be observed:

- a) Once your Advisor Council (who acts as your thesis committee) has been selected, a Master's Thesis Title and Appointment of Examiners form (<https://www.sci.umanitoba.ca/micro/wp-content/uploads/sites/6/2020/03/MastersThesisPracticumTitleandAppointmentofExaminers1.pdf>) must be submitted to the Faculty of Graduate Studies with a copy to the Faculty of Social Work.
- b) The ORIGINAL THESIS FINAL REPORT FORM - this is signed by the student's Advisor Council once they have successfully defended and/or completed their thesis.
- c) Submit one digital version of the corrected thesis to MSpace.
- d) The PERMISSION TO USE COPYRIGHTED MATERIAL FORMS (if applicable). This form is now part of MSpace. Students can complete this form when they access MSpace to upload their thesis.
- e) The THESIS RELEASE FORM – this is a copyright license form that students are required to complete and submit along with their thesis.
- f) Ethical Review Board approval form (if applicable).

3 **LEAVE OF ABSENCE**

The Faculty of Social Work is governed by the leave provisions outlined in the Graduate Calendar. See Appendix 8 for required forms.

3.1 Regular Leave

A regular leave is intended to allow students to meet family, travel or other circumstances not covered by the exceptional leave provision or the parental leave provision. The MSW-IK Faculty and Elder Collective may recommend to the Dean of the Faculty of Graduate Studies that a student be granted a leave of absence for a period of time not to exceed one year. While on leave of absence, a student would not be expected to maintain study and/or thesis research work. Students on a regular leave of absence are required to maintain continuous registration and pay the appropriate continuing fees. A regular leave of absence status does not extend the time limits as outlined in the regulations of the Faculty of Graduate Studies.

3.2 Exceptional Leave

In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing relative), at the request of the graduate student, the Chair of the MSW-IK Faculty and Elders Collective may recommend to the Dean of Graduate Studies that a student be granted an exceptional leave of absence for a period of time not to exceed one year. While on a leave of absence for exceptional circumstances, a student is not expected to maintain study and/or thesis work, maintain continuous registration or pay the continuing fee. In addition, the leave period is not counted in the time period allowed for the completion of the degree. This leave is not intended to cover circumstances related to travel, employment or other financial concerns. See https://umanitoba.ca/faculties/graduate_studies/media/Leave-Of-Absence.pdf.

3.3 Parental Leave

A graduate student who is bearing a child, or who has primary responsibility of the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request should be made through the student's Faculty Advisor Council, normally for a leave of four to twelve months. Leaves of other duration will be considered on an individual basis. Where possible, students doing course work should coordinate their request with the beginning of an academic term. The leave period is not included in the time period for completion of the degree, and a student is not required to maintain continuous registration or pay the continuing fee. See https://umanitoba.ca/faculties/graduate_studies/media/Leave-Of-Absence.pdf.

In the period in which childbirth or adoption occurs, the graduate student may choose one of the following options:

1. Continue registration as a full-time graduate student, where satisfactory arrangements can be made with the faculty for attendance in courses, completion of assignments, and progress on thesis work.
2. Reduce to part-time registration status.
3. Apply for parental leave following the approved procedures. At the time of approval of an application for leave, the procedures for the return of the student to the department at the completion of the leave must be stipulated.

3.4 Eligibility for Awards while on Parental Leave of Absence

Students granted leave of absence or parental leave will retain the full value of a University of Manitoba Graduate Fellowship or other award subject to the terms and conditions established by the Faculty of Graduate Studies. Such an award will be suspended at the onset of the leave and reinstated at the termination of the leave period (4 to 12 months) provided that the student returns to full time study at that time.

Other awards will be paid according to the conditions established by the donor or granting agency.

4 GENERAL PROCEDURES PERTAINING TO ACADEMIC PERFORMANCE AND LEAVE OF ABSENCE.

It is the student's responsibility to initiate requests on matters related to academic standing, a leave of absence or an extension of time to complete degree requirements. Issues related to academic standing to be referred to the MSW-IK Faculty and Elders Collective include the following;

- a) Requests for an extension of time (See form in Appendix 9)
- b) Requests for regular, exceptional or parental leave (See form in Appendix 8)
- c) Requests to deal with an inadequate grade
- d) Requests to exempt or alter existing policies regarding the sequencing or courses or the time period required to complete core courses.

Requests on matters described above require the completion of a Graduate Program Standings Form and any other documentation required by the Faculty of Graduate Studies. For example, there are forms to complete when requesting a leave of absence or an extension of time and these are available on the Faculty of Social Work and Faculty of Graduate Studies websites. The Standings form is to be completed by the Chair of the Student's Advisor Council and the student and forwarded, along with other required documentations first to the Student Advisor of the MSW-IK program and then to the MSW-IK Faculty and Elder Collective for action. Student must consult with their Advisor Council in initiating requests related to any of the issues identified above.

All requests for an extension of time to complete the MSW degree must be made **at least** five months prior to the expiration of the student's current time deadline.

5 GRADE APPEAL POLICIES AND PROCEDURES

Faculty of Social Work Appeals Committee

- Chairperson - Appointed by the Dean in a manner approved by Faculty Council (see below)
- Faculty Member elected by Faculty Council
- Faculty Content Specialist to be appointed by the Dean

Purpose

The purpose of this committee is to promote consistency related to student appeals at the Graduate and Undergraduate level program levels. The Faculty of Social Work Appeals Committee is the first level of appeal for both Graduate and Undergraduate students in the faculty related to appeals of term and final grades. This committee does not deal with matter of student discipline or professional unsuitability as identified by the University of Manitoba Student Discipline By-laws.

Membership

The Appeals Committee shall be comprised of 3 members: The Chair, a Faculty member, and a Faculty Content Specialist.

The Chair of the Appeals Committee shall be appointed by the Dean for a 3 year term. The Chair shall be a tenured faculty member at the (minimum) rank of Associate Professor.

A second committee member shall be elected to the Committee by Faculty Council. Sessional lecturers are not eligible to serve.

A third Faculty member shall be appointed by the Dean as the Faculty Content Specialist for the course that is under appeal. This member shall have knowledge of the course content, having either instructed the course or contributed to the development of the course content.

Should the appeal be made regarding a grade assigned by one of the standing members of the Appeals Committee, that member shall step down and the Dean shall appoint an alternative to hear that appeal only.

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

Terms of Reference

These policies and procedures apply to all programs offered at the Faculty of Social Work sites: Fort Garry, Distance Delivery, Northern Social Work Program at Thompson, and the Inner-city Program at the William Norrie Centre.

The Appeals Committee will review the final grade assigned, as well as term work grades for a particular course. Appeals are heard at the initiative of the student upon application to the Registrar's office. The Appeals Committee's duties are to process student appeals relate to pass-fail, grade re-calculation, and re-evaluation of term and final grades in the Faculty of Social Work.

Grades in electives courses that are required for Social Work degrees, but are provided by other faculties, should be appealed to the appropriate faculty.

This Committee is the only appeal body within the Faculty, and its decision is final within the context of the Faculty.

Procedures for Students Launching an Appeal

Appeals of Grades Received for Term Work

The appeal of term work returned or made available to students before the last day of classes shall be subject to the policies and procedures established by faculty or school councils.

Students may formally appeal a grade received for term work provided that the matter has been discussed with the instructor in the first instance in an attempt to resolve the issue without the need of formal appeal. Term work grades normally may be appealed up to ten working days after the grades for the term work have been made available to the student.

Students may obtain the form “Application for Appealing a Grade Given for Term Work” from the general office of the department which offered the course or online. The fee which is charged for each appealed term work grade will be refunded for any grade which is changed as a result of the appeal.

If the consultation between the student and instructor does not result in an outcome that is satisfactory to the student, the student may make application for a formal appeal of the term grade. Applications must be made on the appropriate form (Application for Appealing a Grade Given for Term Work) available at the Registrar’s Office, 400 University Centre or online. On payment of the prescribed fee, the appeal will be forwarded to the Dean of the Faculty.

The Committee will not hear an appeal filed beyond the deadline unless the student can show cause, and the Committee is satisfied that such cause is sufficiently compelling to waive the deadline.

Appeal of Final Grades

Prior to filing a formal appeal, students are expected to consult with the instructor of record of the course in question to see if any remedy exists at that level. This appeal to the instructor must normally occur within 10 working days of receiving the final grade.

If the consultation between the student and instructor does not result in an outcome that is satisfactory to the student, the student may make application for a formal appeal of the final grade. Applications must be made on the appropriate form (Final Grade Appeal Form) available at the Registrar’s Office, 400 University Centre or online. On payment of the prescribed fee, the appeal will be forwarded to the Dean of the Faculty of Social Work.

A student wishing to make an appeal of a final grade received in a first term course must do so within 15 working days of the first day of classes of the second term. For second term and full term courses, the appeal must be made within 15 working days following the Victoria Day holiday.

Graduate Student Appeals

The Faculty of Social Work will only hear appeals regarding academic matters. Appeals stemming from departmental actions on academic matters (e.g., failure in a course) will be heard by the Faculty of Graduate Studies Appeal Panel only after they have been dealt with by the appropriate departmental-level appeal process. The Appeal Panel will handle an appeal of Faculty of Graduate Studies actions.

Please note that decisions on academic matters such as qualifying examinations, candidacy examinations, thesis examinations, etc. that have been made by a student's home unit (i.e. department, school or program) should first be appealed to the home unit. If a unit denies a student's appeal, the appeal may be made to the Faculty of Graduate Studies.

Action by Committee Chair

Upon receiving the documentation from the Registrar's Office, the Chair will first consult with the instructor of record of the course to ascertain that the student had initiated a discussion with the instructor and to determine the outcome of this consultation.

The Chair of the Committee will notify the student in writing (email notification is acceptable) advising of the receipt of the appeal from the Registrar's Office. The notification will address the following issues:

Advise the student of the deadline for the Faculty's response to the Dean which is 15 working days from the date of the receipt of the appeal.

After consulting with the student, establish a time and place for the hearing, and confirm the information in writing to the student (email notification is acceptable) of the date, time, and location of the appeal hearing at least one week prior to the scheduled meeting.

Include a copy of the Faculty's Appeal Procedures, highlighting the provision that the student has the right to appear before the committee, as well as their right to be accompanied by a representative from Student Advocacy and Accessibility.

Request that the student forward to the Chair within 3 working days, all materials relevant to the review (syllabus, assignments, exams, evaluation assessment forms, grading procedures) as well as documentation of the student's efforts to resolve the issue with the instructor. The student shall also inform the committee if they will be accompanied by a representative from the Student Advocacy and Accessibility office.

Advise the student of their right to be accompanied by a support person. This person's role is limited to observer status and they do not have the right to participate in the appeal hearing.

The Committee Chair shall inform the Instructor in writing (email notification is acceptable) of the time and place of the hearing, the grounds for the student's appeal, and the documentation that will be reviewed in considering the appeal.

The Instructor in the course being appealed will have the right to appear before the committee. The Chair will also request from the Instructor their response to the matter under appeal. If they do not wish to appear they have the right to submit to the Chair all documentation and information regarding the matter under appeal.

Guidelines and Procedures for the Appeal Hearing

At the commencement of the appeal hearing, the Chairperson will:

Identify the case: Date, time, and provide notice that the meeting will be recorded.

Introduce the student, the faculty member whose decision is being appealed, the accompanying support person, and the members of the Committee.

Briefly outline the decision being appealed and remedy sought.

Ensure that the proceedings are recorded.

Where a student is questioning the procedures of the grading process, all documentation related to the student's performance in the course may be considered as evidence in the hearing.

At the conclusion of the meeting, the Chair will summarize the issues before the committee and the information that was presented during the hearing.

A majority vote of the committee will determine the final decision. The final grade may remain as was assessed, or raised, but cannot be lowered as a result of the appeal.

The student has no further right to appeal the decision of the Faculty Appeals Committee for term work.

All presentations, discussion and deliberations of the appeal process will be kept confidential.

Disposition

The Chair shall inform the student, the instructor, and the Dean of the committee's decision in writing. The decision shall be accompanied by the committee's rationale for its decision.

Students will receive the Committee's decision in writing (email notification is acceptable) generally within 3 working days. A copy of the letter will be placed on the student's file.

The Decision of the Appeals Committee will be provided to the Registrar's office within 30 days of submission. The Chair is responsible for the completion and signing of decision form to be returned to the Registrars' office.

All the material in connection with this appeal shall be held by the Dean's office for six months after the expiration of the appeal period, at which point it will be destroyed. Should the student launch such a further appeal, all material in connection with this appeal shall be made available to the Senate Committee on Appeals.

Senate Appeals Committee

The grounds for an appeal to be heard by the Senate Committee on Appeals shall include:

- (a) failure of the Faculty/School or Dean/Director to follow procedures;
- (b) failure of the Faculty/School or Dean/Director to follow the rules of natural justice;
- (c) failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed;
- (d) that a Faculty/School/Senate governing document has become inapplicable through lapse of time or was unfairly applied;
- (e) that there is an apparent conflict between a Senate governing document and a Faculty/School governing document; or
- (f) failure of Senate, the Faculty/School or Dean/Director to comply with applicable legislation.

Responsibility to Faculty Council

The Chair of the Appeals Committee will provide an annual report to Faculty Council at the June meeting summarizing the work of the committee the previous year.

This report shall include the number and type of appeals heard and their disposition. It shall also include, where deemed appropriate, any recommendations for change in these procedures, or any other matters arising out of the Committee's experience of concern to the Council.

*Approved by Faculty Council - April 26, 2013

6 PROFESSIONAL UNSUITABILITY BY-LAW

The Professional Unsuitability By-Law, approved by Faculty Council and Senate of the University of Manitoba in 1986, is currently under review. Please refer to the online version of this handbook for further updates.

6.1 Jurisdiction

6.1.1 General

The Faculty of Social Work may require any student to withdraw from the Faculty pursuant to the procedures set out in the By-Law when the student has been found unsuited, on considerations of competence or professional fitness, for the practice of social work. A student may be required to withdraw at any time throughout the academic year or following the results of examinations at the end of any academic term. This right to require withdrawal prevails notwithstanding any other provision in the Faculty's Regulations.

6.1.2 Grounds for Required Withdrawal

A student may be required to withdraw from the Faculty when the student has:

- a) Been guilty of such conduct which if participated in by practicing social workers, would result in a serious violation of the Code of Ethics (1994) of the Canadian Association of Social Workers;

And / Or

- b) In any clinic or practicum practiced incompetently due to persistent impairment of functioning;

And / Or

- c) Jeopardized professional judgment through self-interest;

And / Or

- d) Demonstrated behavior with respect to other students, colleagues, school or the public which is exploitive, irresponsible or destructive.

6.1.3 Conflict of Jurisdiction

If a question arises as to whether a matter falls within the academic regulations of the Faculty of this By-Law, or as to whether a matter is within the jurisdiction of the Discipline By-Law of the University or this By-Law, as the case may be, the question shall be referred to the University Senate for final decision.

6.2 Professional Unsuitability Review Committee

There shall be established within the Faculty a committee known as the Professional Unsuitability Review Committee, herein called the "Review Committee", whose membership shall be as follows:

- a) The Chair of the Graduate Program Committee of the Faculty or designate, who shall act as Chair of the Review Committee;
- b) Three other members of the Faculty of Social Work, appointed by the Social Work Faculty Council. These members must be members of the Faculty of Graduate Studies;
- c) One practicing social worker who is a member in good standing of the Manitoba Association of Social Workers and the Manitoba College of Social Workers, and who shall be chosen by the Dean of the Faculty;
- d) One student member chosen by the Graduate Student Council or appointed by the Dean of the Faculty.
- e) If a member of the Committee is unable to act for any reason, a replacement shall be appointed by the Dean of the Faculty.

6.3 Procedure

Any person may refer matters, which in their opinion involves conduct or circumstances relevant to the question of professional suitability, to the Review Committee in a written report, setting out the name of the student involved, the alleged facts and the ground(s) allegedly warranting withdrawal.

The Review Committee shall send a Notice of Hearing to the named student as set out in Article 7.4; it shall determine whether any of the grounds requiring withdrawal exist at a hearing of the matter pursuant to this By-Law; and it shall make a disposition in accordance with Article 7.7.2 herein.

Once a reference has been made to the Review Committee the proceedings may continue notwithstanding that the student has subsequently voluntarily withdrawn from the Faculty, or has refused to participate in the proceedings.

6.4 Notice to Student

The Chair of the Review Committee shall, as soon as possible after receipt of the written referral, provide the student concerned with a copy thereof, and at the same time, inform the student in writing of the alleged grounds for withdrawal as well as the membership of the Review Committee and the date, time and place for consideration by the Review Committee of the matters set out in the referral. The student shall be informed of her/his rights as prescribed under this By-Law, including the right to representation at the hearing.

The Notice from the Chair shall include a statement that if the allegations contained in the referral are established to the satisfaction of the Review Committee then the student may be required to withdraw from the Faculty.

At least 7 days' notice of the Review Committee hearing shall be given to the student.

6.5 Hearing Procedures

The student may appear in person and be represented by someone of his or her choice.

The hearing shall be closed to all persons except the members of the Review Committee, the student and the designated representative(s) of the student.

The student or her/his representative shall have the right to hear and to question witnesses, to have access to all documents submitted to the Review Committee for consideration, to call witnesses and to submit other evidence.

Four members of the Review Committee including the Chair shall constitute a quorum.

The Chair of the Review Committee shall vote only to break a tie.

A simple majority of the members hearing the matter is required for any finding or for the determination of the appropriate disposition of the matter.

The student shall not be required to give evidence but if the student elects to do so, then the student may be questioned concerning this evidence.

Members of the Review Committee shall be bound by confidentiality in respect of information received in Committee.

A Faculty member shall not be disqualified from sitting as a member of the Review Committee hearing the matter by reason only that such faculty member has had previous contact with the student or has prior personal knowledge of the matter.

The student whose case is to be dealt with shall be permitted to challenge and thereby cause to be disqualified not more than one member of the Review Committee. In such a case, the Faculty may replace the disqualified member.

These hearing procedures shall also apply, *mutates, mutandis* in the case of an appeal.

The result of the hearing and the grounds therefore shall be conveyed in writing to the Dean of the Faculty of Graduate Studies, the Dean of the Faculty of Social Work, the student, the designated representative(s) of the student, and the Social Work Faculty Council.

6.6 Appeals

In the event of an appeal, the implementation of any decision of the Review Committee shall be suspended until the matter has been disposed of by the body hearing the appeal.

Notwithstanding the above, if the President of the University is satisfied that it is in the best interests of the University, the President may at any time make an order, subject to final disposition of the appropriate review authority, suspending the student from participating in any program of the University.

6.7 Disposition of the Matter

The body hearing the matter shall, after hearing all the evidence, meet in closed session with its members only, to consider its findings and the disposition to be made of the matter.

The body hearing the matter may individually or in combination recommend that the Faculty of Graduate Studies:

- a) Determine that no action should be taken in respect of the matter;
- b) Reprimand the student;
- c) Require the student to withdraw from the Faculty, for a specified period of time;
- d) Require the student to withdraw from the Faculty, indefinitely;
- e) Require the student to withdraw from the Faculty with no right to apply for re-admission to the Faculty;
- f) Attach conditions which must be fulfilled before any application for re-admission to the Faculty can be considered;
- g) Attach conditions prescribing future conduct by the student.

6.8 Amendments

This By-Law may be amended by Senate alone, or by Senate after approval of such amendment(s) by the Social Work Faculty Council.

7 **GRADING POLICY FOR THE GRADUATE PROGRAM**

7.1 Descriptive Labels for Letter Grades

The descriptive labels for letter grades within the graduate programs at the Faculty of Social Work are:

A+	Exceptional	C+	Satisfactory
A	Excellent	C	Failure
B+	Very Good	D	Failure
B	Good	F	Failure

7.2 Percentage Equivalency Scale for Letter Grades

The percentage equivalency scale for letter grades for the graduate programs in the Faculty of Social Work is as follows:

93-100	=A+	65-<72	=C+
86-<93	=A	58-<65	=C
79-<86	=B+	50-<58	=D
72-<79	=B	<50	=F

7.3 Plagiarism and Cheating

To plagiarize is to take ideas or words of another person and pass them off as one's own. In short, it is stealing something intangible rather than an object. Obviously it is not necessary to state the source of well known or easily verifiable facts, but students are expected to acknowledge the sources of ideas and expressions they use in their written work, whether quoted directly or paraphrased. This applies to diagrams, statistical tables and the like, as well as to written material. To provide adequate documentation is not only an indication of academic honesty but also a courtesy, which enables the reader to consult your sources with ease. Failure to do so constitutes plagiarism. It will also be considered plagiarism and/or cheating if a student submits a term paper written in whole or in part by someone other than themselves, or copies the answer or answers of another student in any test, examination, or take-home assignment. Plagiarism applies to materials located on the internet, and these sources must be treated in the same manner as material located in a written document.

Plagiarism or any other form of cheating in examinations or term tests (e.g. crib notes) is subject to serious academic penalty (e.g. suspension or expulsion from the faculty or university). A student found guilty of contributing to cheating in examinations, or term assignments, is also subject to serious academic penalty.

8 POLICY ON DISCLOSURE AND SECURITY OF STUDENT ACADEMIC RECORDS

The Faculty of Social Work supports the principle of disclosure to students of the contents of their academic record. At the same time the rights of others providing information to the record in good faith and expecting confidence must be protected. These regulations should be read in conjunction with the Senate Policy on disclosure and security of student records.

8.1 The Record

- 8.1.1 The hard copy record (file) shall only be removed from the filing cabinet by a member of the General Office Staff, the Student Advisor, the Dean or Associate Dean or anyone acting as Dean during their absence.
- 8.1.2 When removed from the General Office a card showing the date on which it was signed out and by whom must be completed. The date must be recorded on the card when returned.
- 8.1.3 The General Office Staff shall take responsibility for ensuring a locked room and cabinet for the file and ensure both are secure after office hours or at other times when the office may be unattended.
- 8.1.4 Where the record contains information considered to be confidential, this is kept in a separate part of the file in a sealed envelope marked "To be Opened Only by the Dean or their Designate."

Such information shall include:

- a) Letters of reference or other comments received which can reasonably be expected to be held in confidence.
 - b) Proceedings (transcripts, minutes, etc.) of any appeal, standings or disciplinary body. This shall not include any documentation simply indicating that such an event occurred, or correspondence to the student indicating the outcome.
- 8.1.5 Any notes to the file of a non-confidential nature made by instructors, or administrative officers shall form a part of the main body of the record.

8.2 Disclosure to Student

In addition to the policies outlined in Section A of Senate Policy, the following shall apply:

- 8.2.1 An authorized official as per Section A.1 of Senate Policy shall be:
- The Dean, Associate Dean or a member of the academic faculty authorized to act in the former's absence.
 - The Student Advisor of the Faculty of Social Work.
 - The Confidential Secretary to the Dean.

- 8.2.2 No part of the record marked "To be Opened Only by the Dean or their Designate" shall be disclosed to the student except after scrutiny by the Dean/Designate, they so decide. Such action shall only be taken upon request from the student giving reasons why disclosure is expected to be relevant, and where the Dean has obtained the consent of any third party.
- 8.2.3 No part of the file is to be removed by the student. If as a result of a dispute resolved in the student's favor, material is to be removed from the file, it can be done only by the Dean or with the consent of the Dean by an authorized official as defined in 9.2.1. The student may be present.
- 8.2.4 Where a student exercises the right to add to the file, the record must be clear on the author and source of the material.
- 8.2.5 No items may be photocopied or otherwise duplicated by the student without the expressed permission of the Dean/Associate Dean or Designate.

8.3 Disclosure to Faculty and Other Employees of the University

As per Section B of Senate Policy, all Faculty and administrative officers of the Faculty of Social Work and elsewhere in the University have a legitimate interest in rights of access to the student record. Removal is to be in accordance with Sections 9.1.1 and 9.1.2 of this policy. Any duplication of materials shall normally be authorized only by the Dean/Associate Dean or Designate.

8.4 Alumni Association

No supplementary policies or procedures are required to Section C of Senate Policy.

8.5 Other Individuals and Organizations

The Faculty of Social Work wishes to promote good relations with the Professional Associations and Employee Groups. The most common requests are for mailing lists. Especially in the case of potential employers, co-operation with such groups is normally to the advantage of the student wishing to receive postings and other information regarding employment.

Since Section D of the Senate Policy prohibits the release of all information except that referred to on page 9, (a), (b), and (c), and since in the case of a mass mailing it is impossible to obtain student consent, such requests shall be handled as follows:

- 8.5.1 The Dean / Associate Dean or one acting in their absence shall determine the legitimacy of the interest.
- 8.5.2 If judged legitimate, the Dean/Associate Dean or one acting in their absence shall make the appropriate arrangements with the organization for the Faculty of Social Work to mail the information to students, or otherwise appropriately publicized, but in no circumstances to sell or give mailing lists to any external body.

8.6 Disputes

Any dispute or difficulty of interpretation of these supplementary procedures shall be referred to the Dean or Associate Dean.

8.7 Supplementary Procedures

These Supplementary Procedures are in effect by authority of the Faculty Council of Social Work, and can be amended only at a properly constituted meeting of that body

9 **POLICY AND GUIDELINES ON CONFIDENTIALITY**

Preamble

The Canadian Association for Social Work Education (CASWE) Standards for Accreditation (May, 2012) state that:

In keeping with social work's commitment to the principle of confidentiality, social work programs develop guidelines for confidentiality to be followed by all students in the practicum program by:

- a. Clearly outlining guidelines to protect the confidentiality of service users, settings, social workers and students in assignments, process recordings, audio and video tapings, case examples, or any other learning situations, including use of all forms of social media,
- b. Requesting the necessary signed letters of consent for any case material used by a student where there is a possibility of identification of service users, and
- c. Contracting with settings regarding the use of process recordings, audio and videotapes and social media, and clearly identifying ownership of such material.

Confidentiality is a professional value, as reflected in the Canadian Association of Social Workers (CASW) Code of Ethics, that requires that professionally acquired information about service users be considered as private and shall not be shared with third parties unless the service user provides informed consent. This policy recognizes that in some circumstances a professional or legal obligation exists to share information without client consent

Policy Statement

As professionals, students and instructors will comply with applicable provincial privacy laws, including The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) and will respect the guidelines on confidentiality as outlined in the CASW Social Work Code of Ethics. All parties are responsible for ensuring that no personal information or personal health information that could identify a user of any service system be used in class meetings or in assignments. In addition, while it is acknowledged that the classroom is a public setting, instructors and students shall respect one another's privacy, when discussing classroom activities outside of the

classroom. Violations of privacy legislation or the policy may result in action related to student discipline or professional unsuitability.

Guidelines

The following guidelines are based on general best practices. The Faculty recognized that circumstances can vary and encourages consultation with your field instructor, field liaison, advisor or course instructors.

- The issue of confidentiality will be discussed by student and instructor during orientation to field. The student is required to review the Code of Ethics regarding Confidentiality in Professional Practice prior to assignment of clients.
- The confidentiality policy of the field site will be shared with the student who is required to review and sign, where applicable, to confirm understanding and compliance.
- Students that will come in contact with personal information or personal health information will be provided with training on The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) and will sign a pledge of confidentiality.
- The student is expected to possess a basic understanding of confidentiality and its limits and to demonstrate transparency with clients in communicating these limitations.
- Limits to confidentiality include matters as required or permitted by relevant laws, court order or when a clear threat to the safety of the client or others is evident.
- Case studies must not contain any identifying information.
- Documents with identifying information from field agencies must be treated in accordance with the agency's policies.
- Disposal of documents with identifying information, including electronic records, must be carried out according to Agency protocols.
- Identifying information is not to be used in the classroom or in other context aside from Faculty approved supervision meetings.
- Confidentiality guidelines will be observed, when using social media.

Students are strongly encouraged to consult field instructors, field liaisons, Faculty Advisors or course instructors, if they are unsure about matters related to this policy.

*Approved by Faculty Council, February 22, 2013.

10 SOCIAL MEDIA POLICY AND GUIDELINES

Preamble

The Canadian Association for Social Work Education (CASWE) Standards for Accreditation (May, 2012) state that:

The academic unit has a policy regarding ethical use of all forms of social media to ensure the privacy, confidentiality, and interests of the academic unit and its field practicum community and demonstrates how the policy and procedures are consistent with the relevant human rights legislation, with the mission of CASWE- ACFTS, and with the mission of the academic unit concerned.

As various forms of social media become commonplace in educational, employment and other settings, the Faculty recognizes the need to establish guidelines that protect Faculty members, students and those with whom we work from negative consequences. These guidelines must respect freedom of expression and freedom from harassment, as enshrined in relevant human rights legislation. They must be consistent with the Canadian Association of Social Workers' (CASW) Code of Ethics and maintain academic freedom and respectful learning environments as specified in the CASWE, Faculty and University mission Statements.

Policy Statement

The Faculty of Social Work adheres to the CASW Code of Ethics, which outlines the core social work values as:

- Respect for the inherent dignity and worth of persons
- Pursuit of Social justice
- Service to humanity
- Integrity of professional practice
- Confidentiality of professional practice
- Competence of professional practice

The Faculty values academic freedom and freedom of inquiry and freedom of expression as pillars of social work education and also acknowledges the right of every individual to be free from harassment, discrimination and oppression. The Faculty of Social Work recognizes the growing importance of social media and is committed to supporting their ethical and responsible use.

Members of the Faculty of Social Work Community, including students, faculty, sessional instructors and staff, are responsible and accountable for their actions and statements. The guidelines contained in this document are intended to help in making appropriate professional decisions about communication in classrooms and through blogs, websites, wikis, twitter and other forms of social media. The use of unfounded or derogatory statements or misrepresentation is prohibited by the Faculty of Social Work and associated field agencies and may be subject to examination under several University of Manitoba policies related to student discipline, professional unsuitability, sexual harassment, or

respectful work and learning environments. These policies and guidelines refer to the Faculty of Social Work and its associated field agencies and are not intended to infringe upon your personal rights and freedoms.

Guidelines for the Use of Social Media

The content of publically accessible communications shall be consistent with the values specified in the CASW Code of Ethics and be in compliance with The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA). The Faculty values and encourages freedom of expression and critical debate and does not support the use of inflammatory, libelous or disrespectful language. Further, harassment and behaviour that create a hostile work or learning environment run contrary to the University's fundamental values, as reflected in the Respectful work and Learning Environment Policy (June 22, 2004).

The Faculty encourages communication that is accurate and based on reasoned engagement with professional and scholarly knowledge. Postings should be treated as public documents and, therefore, professionalism is highly recommended. Always keep in mind that interaction through social media can result in anyone forming opinions about the Faculty, a field setting, employees, clients, students or the author of the posting.

Communications that mention the Faculty of Social Work, field agencies, employees, students or clients must identify that the views expressed are those of the author and not the views of the Faculty of other members of its community. Under no circumstances should information that is confidential, pertaining to the Faculty, practicum agency, clients or colleagues be shared. Keep in mind that many factors can lead to the identification of a client, especially to those who know her or him. Confidentiality must be strictly observed, as specified in the CASW Code of Ethics and the faculty's confidentiality policy.

The following guidelines for social media interactions with current and past clients are based on general best practices. The Faculty recognizes that circumstances can vary and encourages consultation with your field instructor, advisor or field liaison.

- Do not "friend" clients or accept requests to be "friended" from current or previous clients.
- Do not use messaging websites such as Twitter or Facebook to contact clients or to respond to clients.
- Use your professional email address to communicate with clients.
- Use caution when discussing your work or studies with clients.
- Remember that all email communication are retained in the logs of your and your clients' internet providers.
- Remember that information that you provide about yourself on websites can be accessed by clients.

**Approved by Faculty Council, February 22, 2013.*

11 STUDENT RESOURCES

11.1 Student Notices/Bulletin Board

Miscellaneous notices pertaining specifically to graduate students (such as job openings, awards, placement opportunities, meetings, etc.) are posted on the bulletin board throughout the 5th floor of the Tier building. Student mailboxes are located in the Student Lounge, 508 Tier.

11.2 Computer Accounts

To obtain a computer account, students must contact the IST Help & Solutions Centre, 123 Fletcher Argue, 204-474-8600 or support@umanitoba.ca

11.3 Scholarships, Awards, Bursaries, Loans, Grants

11.3.1 Scholarships, Awards, Bursaries, Loans, Grants

Manitoba Government Bursaries and Canada Student Loans are available, through the Financial Aid & Awards Office, 422 University Centre (phone 204-474-9531) for students requiring financial assistance.

11.3.2 Grants & Fellowships

The Faculty of Graduate Studies is responsible for awarding any grants or fellowships in the Pre-MSW and MSW Programs. Please contact their office (Room 500 University Centre) for further information.

11.3.3 University of Manitoba Graduate Fellowships

Applications are normally available in January or February on the Faculty of Social Work website.

The deadline for submission of applications is normally February or March of each year.

The Faculty of Social Work ranks all applicants as follows:

Grade point average is calculated on the basis of the last 60 credit hours of university study. Courses taken, as a Pre-MSW, MSW, Occasional and/or Special Student will be calculated into the grade point average as part of the last 60 credit hours.

11.3.4 Elizabeth Hill Scholarship

A scholarship fund has been established at the University of Manitoba to honour the memory of Elizabeth Hill, a faculty member in the Faculty of Social Work from 1983 to 1991, and to acknowledge the outstanding contribution she made as a social worker and academic.

The scholarship is intended to support students with a special interest in Mental Health services to Aboriginal children and their families. Preference will be given to candidates who have contributed to Aboriginal communities.

Aboriginal students will be self-identified through the admissions process and will require letters of recommendation from members of an aboriginal community. Eligible candidates must be registered in the Social Clinical Stream of the Master of Social Work (MSW) Program and must have direct practice interests with children.

The scholarship is normally awarded in October of every year.

11.3.5 Galaway Foundation Scholarship

The Galaway Foundation Scholarship has been established to provide tuition scholarships to graduate students pursuing Master of Social Work degrees at the Faculty of Social Work.

Eligibility: Scholarships are awarded to full-time graduate students in the Faculty of Social Work who are pursuing MSW degrees early in their professional careers. For the purposes of this scholarship, full-time graduate students must meet both conditions "a" and "b" below:

- a) Eligible students must be pursuing a planned course of study, which, if successfully completed, will result in the awarding of the MSW. Students admitted to the Pre-MSW program must be pursuing a planned course of study, which, if successfully completed, will result in the conferring of the MSW degree within 24 months after the first registration.
- b) Eligible students may not be employed in any salaried or consultative capacity other than as a student in University of Manitoba employment; this provision shall also extend to managing of a private practice.

Early in one's professional career is defined to mean that students must begin graduate studies within 24 months of completion of their first baccalaureate degree. Preference shall be given to persons who move directly from a baccalaureate program into graduate work and of these, preferences shall be given to persons who are admitted to the Pre-MSW program.

The selection committee shall include the Dean or Associate Dean of the Faculty of Social Work, together with the Dean of Graduate Studies. The scholarship is normally awarded in October of every year. Applications are available in June from the Faculty of Social Work General Office.

11.3.6 Esther Seidl Scholarship

From the testamentary gift of Esther Seidl and through gifts in her memory, a fund has been established for the purpose of providing assistance to First Nations and/or Aboriginal graduate students in the Faculty of Social Work. Ms. Seidl was a graduate student in Social Work, having completed her Master of Social Work degree in February of 1997. She died on May 22, 1997.

The available annual income from the fund will support scholarships, the value and number of which will be determined annually by the selection committee, for students who:

- a. are First Nations students;
- b. are enrolled as full-time students in the Master of Social Work or Ph.D. program in Social Work;
- c. have completed all courses required for the degree and have achieved a minimum cumulative grade point average of 3.0 on these courses; and
- d. are working on the thesis or course based specialization option part of their degree requirements.

Applicants will submit a letter of application for this scholarship along with supporting letters from two individuals currently employed in a First Nations social service agency.

The selection committee shall be named annually by the Dean of the Faculty of Social Work. It shall include a graduate student, a faculty member who is familiar with First Nations or other Aboriginal child welfare issues, and a representative of a First Nations Social Service community.

11.3.7 Margaret Mary Burns Award

Through a testamentary gift from Margaret Mary Burns, a fund has been established to provide support to graduate students in Social Work at the University. Ms. Burns was born and raised in Winnipeg, and received her undergraduate education from the University of Manitoba. She requested that her gift to the University establish an endowment to be used for the “betterment of the Faculty”.

The Margaret Mary Burns award fund is established to provide both bursaries and scholarships. Within each of these two categories, funds are disbursed equally between applicants from educational equity priority group students (i.e. Aboriginal students, students with disabilities, immigrants, refugees, and visible minorities) and all other students. The values and numbers of awards are determined each year by the selection committee, based on the available annual income.

The scholarships supported by this fund are awarded to graduate students who:

- a. are enrolled part-time or full-time in the first year of the MSW or Ph.D. program in Social Work
- b. were admitted to the current program with a minimum grade point average of 3.0.

Preference will be given, firstly, to students who do not hold other scholarships concurrently and, secondly, to those who were admitted with the highest grade point averages. The selection committee for the

scholarships shall be named by the Chair of the Graduate Program Committee in Social Work.

The bursaries supported by this fund are awarded to students who:

- a. are enrolled part-time or full-time in the Pre-MSW or MSW program;
- b. have achieved satisfactory academic standing (i.e. have met the academic continuation requirements of the program);
- c. have outlined their financial need by way of a letter of request for funding submitted to the Graduate Program Committee; and
- d. have submitted a completed application for bursary to the Financial Aid and Awards Office at the University of Manitoba.

Applications for bursary assistance are normally considered in October of every year and awarded in December. Funds allocated for bursary assistance are awarded on the basis of need.

11.4 Teaching Assistantship / Grader Markers

Many of the courses in the BSW Program require teaching assistants to assist with duties such as marking, library research, demonstrating, leading seminars, tutoring, etc. Duties vary between instructors and courses. Positions are posted during July/August of each year. Students hired as teaching assistants and markers become members of the CUPE (Canadian Union of Public Employees) Local 3909. For further information on teaching assistantships, please contact the Business Manager at 204-474-8729, Room 513 Tier.

11.5 Library Facilities

11.5.1 Elizabeth Dafoe Library

The Dafoe Library is the main Library on the University campus. All students are entitled to borrowing privileges, on presentation of their student ID card. Some of the services provided are:

- Social Work Research and Abstracts available on CD-ROM;
- reserve desk, where material which is in heavy demand is available for shorter loan periods;
- current periodicals and microfilm rooms;
- Government Publications section;
- archives and special collections; and
- computerized bibliographic searches.

Other libraries on campus include the following:

- Management Library (Albert D. Cohen) 211 Drake Bldg.
- D.S. Woods Education Library, 228 Education Bldg.
- E.K. Williams Law Library, 401 Robson Hall
- Medical Library, 770 Bannatyne Avenue
- St. John's and St. Paul's College Libraries

- Science Library, 211 Machray Hall

11.6 Student Services and Admissions / Advising Office

The role of the MSW-IK Student Advisor is to provide guidance to students as it pertains to Faculty and University regulations regarding grades, responsibilities and rights of students, selection for admission criteria, procedures for revisions, transfers, withdrawals.

Registration policies, revision and course deadlines are described in the University of Manitoba Academic Calendar and Catalogue, available on the University's website.

11.7 Graduate Student Association

All students registered in the Faculty of Graduate Studies at the University of Manitoba are members of the Graduate Students' Association (GSA). The specific function of the GSA is to deal with the unique concerns of graduate students, both individually and collectively. The goals and objectives of the Association are to increase participation, communication and awareness among graduate students and to make the university community more aware of our presence. Your student fees support the GSA - it is your Association. Any questions regarding the Association should be directed to the GSA office, Plaza Floor, University Centre Building, telephone. 204-474-9181 (mailing address: Box 20, University Centre). OFFICE HOURS: Monday through Friday from 8:30 a.m. to 4:30 p.m.

The GSA Office/Lounge complex provides various services for the benefit of all graduate students, and graduate students are welcome to drop in at any time. There is a photocopier, electric typewriters, a large lounge, and seminar/meeting rooms.

11.7.1 Graduate Student Representation on University Committees, GSA Council

a. Graduate Student Representation:

The Graduate Students' Association actively promotes the interests of graduate students by arranging for representation on all major decision-making boards and committees of the university (a list of these committees is available in the GSA office). The sixty GSA members who fill these positions ensure that the concerns for graduate students are expressed. Decisions made by these boards and committees affect you - why not show your interest by serving on one of them?

b. GSA Council Meetings:

The GSA Council made up of the 10-member Executive and a graduate student representative from each graduate department, meets the last Tuesday of each month at 12:00 noon in the Conference Room located in the GSA office. These meetings provide a forum for discussion of graduate student problems and concerns, and for conducting the affairs of the Association. All graduate students are welcome to attend Council Meetings, and each department is encouraged to send a student representative.

11.7.2 Faculty of Social Work Representative on GSA, and Student Council Financial Support

- a. GSA Departmental Representatives:
Each departmental association elects (preferably at the beginning of the academic year) a GSA representative, who then becomes a voting member of the GSA Council. Notices of meetings, bulletins, etc., are sent to the GSA between the departmental association and the Council.
- b. Financial Support for Departmental Associations:
Departmental associations can apply to the GSA for operating funds through (a) Departmental Allocations and (b) Special Project Grants. Regulations pertaining to application for such funds are sent to departmental secretaries for posting at the beginning of the academic year. A department with no GSA representative is ineligible to receive operating funds.

11.8 Graduate Student Participation on Faculty Committees

Student representation on Committees of the Faculty of Social Work is encouraged. Below is a list of the Committees that require graduate student participation:

1. Faculty Council - Student representation on Faculty Council is based on the proportion of students enrolled in each of the four programs: BSW Fort Garry, BSW Inner City, BSW Thompson, and MSW Fort Garry. Graduate student representation on Faculty Council is based on a two to one ratio of faculty to students.
2. Graduate Program Committee - 2 MSW students, 2 Pre-MSW students.
3. Graduate Admissions Committee - 2 graduate students.
4. Educational Equity Committee - 1-2 graduate students.
5. Tenure & Promotion Committees - 1 MSW or Ph.D. student (without vote). A student is nominated by the Student Council, and voted on by Faculty Council.
6. Recruitment & Hiring Committee - 1 graduate student.
7. CASWE Annual Meeting - There is one student delegate from the Faculty. Both Graduate and BSW Student Councils are asked to nominate a student to Faculty Council. Faculty Council then votes on the two nominees and elects one student delegate.
8. Endowment Fund Committee - 1 graduate student

11.9 Educational Equity Initiative

The purpose of this Initiative is to achieve equality in professional education so that no person shall be denied educational opportunities or benefits for reasons unrelated to ability. In the fulfilment of this goal, the aim is to correct the conditions of disadvantage in professional education experienced by Canadian Aboriginal peoples, persons with disabilities, immigrants and refugees to Canada, LGBTTQ and persons other than Aboriginal Peoples who are members of a visible minority in Canada. Educational equity means more than treating persons in the same way but also requires special measures and the accommodation of difference.

11.10 Indigenous Student Centre

The mission of the Indigenous Student Centre is as follows:

“Providing student support in a manner consistent with the culture and values of Aboriginal Peoples for the purpose of increasing/enhancing the accessibility and retention of Aboriginal students. The Indigenous Student Centre is dedicated to the creation of an educational environment that includes the affirmation of Aboriginal cultures, values, languages, history, and way of life by virtue of increasing the knowledge foundation offered at the University of Manitoba.”

It provides support & assistance for many needs & situations, including the transition to the university and/or the city/province/country.

You can contact them at 204-474-8850 or by email at asc@umanitoba.ca.

Their Webpage is <http://umanitoba.ca/student/indigenous/index.html>

11.11 International Centre for Students

The purpose of the International Centre for Students is to facilitate the success of students at The University of Manitoba in their international learning experiences.

If you are interested in the programs and services offered to international students please contact the International Centre for Students representative at 541 University Centre, Phone 204-474-8501, Fax: 204-474-7562 or email at jcs@cc.umanitoba.ca

12 Appendices

APPENDIX 1

Suggested Thesis Proposal Outline

I. Preliminary Title of Proposed Project

This is not necessarily an exact title, but should indicate the topic and the main aspect selected for study.

e.g. Family breakdown: A study of the influence of environmental variables on the incidence of family breakdown in low-income families.

2. The Problem

Present a clear, brief statement of the major question(s) with concepts defined where necessary. Why is the problem important for study? What implications does the problem have for social work and/or social welfare and how will the study advance knowledge?

3. Theoretical Framework

What other relevant research has been done with regard to the problem and how is your research related? What is (are) the theory (ies), methodologies, that prompt you to look at the problem in certain ways and help you to understand it?

4. Design

Describe your basic plan of approach to the problem and indicate why you think your approach would provide the information sought or achieve desired outcomes. Describe the procedures to be used in developing, organizing and analysing the data.

5. Sources of Data

Identify sources of primary (raw) and/or secondary data. What difficulties of access to data do you anticipate and how do you propose to overcome them?

APPENDIX 2

Request for Part-Time Status

http://umanitoba.ca/faculties/graduate_studies/media/Request_PT_Status-July2014.pdf

APPENDIX 3

Change of Advisor Form

http://umanitoba.ca/faculties/social_work/media/Advisor_change_formjune2015.pdf

APPENDIX 4

Standings Form

FOR MSW-IK PROGRAM STAFF – STANDINGS FORM

INSTRUCTIONS REGARDING STANDINGS PROCEDURE:

1. Student and MSW-IK Advisor Council consult and complete Part A; council makes recommendation and Chair forwards form to the MSW-IK Academic Advisor with appropriate documentation attached.
2. The MSW-IK Academic Advisor will complete Part B pertaining to the student's academic record and related policies and forward it to the MSW-IK Faculty and Elders Collective.
3. Part C will be completed by the MSW-IK Faculty and Elders Collective.
4. All relevant information, including the MSW-IK Faculty and Elders Collective's recommendation, will be forwarded to the Faculty of Graduate Studies as necessary.

Part A: To be completed by Student's Advisor Council and Student

Student Name: _____ Student # _____

Full Address: _____ Telephone # _____

Email: _____

Advisory Council: _____

(Please print)

Matter Under Consideration:

Advisor Council's Recommendation:

_____ Approve

_____ Not Approve

Date

Required documentation attached _____

Signature, Advisor Council Chair
(PLEASE TURN OVER)

Part B: Academic History: To be completed by MSW-IK Academic Advisor:

Revised August 2020

- Student History attached

- Admission Date

- Current GPA

- Credit Hours Completed

- Stale dated courses

- Previous Standings Issues (leaves, extensions, etc.)

Comments:

Date

Signature, MSW-IK Academic Advisor

Part C: Completed by Chair, MSW-IK Faculty and Elders Collective

Recommendation: _____ Concur _____ Not Concur

Comments:

Date

Signature, Chair, MSW-IK Faculty and Elders Collective

For Graduate Programs Support Staff	
_____ Letter sent to student	_____ Faculty of Graduate Studies advised of Recommendation
_____ Copy of Letter placed in Student File	_____ Copy of letter sent to members of Student's Advisor Council

APPENDIX 5

Leave of Absence Regulations and Application Form

http://umanitoba.ca/faculties/graduate_studies/media/Grad_Student_Leave_Request.pdf

APPENDIX 6

Request for an Extension of Time to Complete Program of Study

http://umanitoba.ca/faculties/graduate_studies/media/time_extension_requestDec_2015.pdf

APPENDIX 7

Recommendation for Advance Credit (Transfer of Courses)

http://umanitoba.ca/faculties/graduate_studies/media/transfer_of_credit.pdf