



**University  
of Manitoba**

**Faculty of Social Work**

# **FACULTY OF SOCIAL WORK M.S.W. GRADUATE HANDBOOK**

This document is intended to be a supplement to the University of Manitoba Graduate Academic Calendar. Should discrepancies exist between the information presented in this document and the Graduate Academic Calendar, the latter shall prevail.

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## **FACULTY OF SOCIAL WORK PROGRAM**

### **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 wellbeing, diversity, social inclusion, and the principles of social justice. To prepare students for ethical, competent, critically reflective, innovative, anti-oppressive, accountable, and effective social work practice at all levels. To create and maintain a learning environment that promotes and supports respect for difference, risk-taking, democratic participation, a spirit of inquiry, equity, innovation, originality, and collaboration. To acknowledge, support, and promote different traditions of knowledge and different methods of knowledge gathering.

### **FACULTY OF SOCIAL WORK 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.

## **DISCLAIMER**

Every effort has been made to make the content of this handbook current. This handbook should be used in conjunction with information found on the Faculty of Graduate Studies and Faculty of Social Work websites. In case of conflict between the content of this handbook and information published on the Faculty of Graduate Studies and Faculty of Social Work websites, please note that the information on the website takes precedence.

### **Supplemental Regulations:**

<https://umanitoba.ca/graduate-studies/supplementary-regulations>

## M.S.W. PROGRAM INFORMATION

Students in the Master of Social Work program acquire the knowledge, skills, and values to move beyond a generalist approach to social work into advanced innovative practice within a specialized area defined by population, issue, or type of practice that incorporates principles of respect for diversity, social inclusion, and social justice.

**The M.S.W. Program is not offered through distance delivery.**

### Contact information:

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General Office  
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Winnipeg, MB R3T 2N2  
Ph. (204)-474-7050

[Social\\_Work@umanitoba.ca](mailto:Social_Work@umanitoba.ca)

## NEWLY ADMITTED STUDENTS

Newly admitted students must submit the following documentation to finalize admission into the M.S.W. program.

The following documentation is required by the Faculty of Social Work and should be forwarded directly to the Graduate Student Advisor in the Student Services Office. Information can be found on the Social Work website under “Student Experience”, “Newly Admitted Students (Graduate)”:

- Self-declaration form
- Criminal record check, Child Abuse Registry Check (Manitoba residents) or vulnerable sector check (other provinces). International students will likely only submit a criminal record check from their country.
- Field Practice or Advanced Field Practice applications and resumes. Submission date information can be found on the Social Work website under “Student Experience”, “Newly Admitted Students (Graduate)”: Questions about field practice should be directed to the Field Education Coordinator.

The following documentation may be required by Faculty of Graduate Studies to finalize admission into the M.S.W. program:

- Official transcripts and/or degree certificates from all post-secondary institutions attended. University of Manitoba graduates do not have to submit U of M official transcripts and degree certificates as we have access to this information.
- Copy of passport

The above documentation must be received before fall and winter registration commences in mid-July. Students will be blocked from registering until all provisional admission requirements have been met.

M.S.W. students can consult with their Faculty Advisor to receive their input about courses and workload. The program planning form is for the student's use and should be kept by the student as a reference document for their annual progress review with their faculty advisor. The program planning

form is accessible on the following website: <https://umanitoba.ca/social-work/student-experience>  
Program planning forms no longer need to be submitted to the Graduate Student Advisor prior to registration. However, you may submit a copy to the Graduate Student Advisor for your student file.

## DEFERRAL OF START DATE

Domestic students can request a deferral of their start date for one term. For the Faculty of Social Work, this would mean a January start date instead of a September start date. Please note that starting the M.S.W. program in January will mean there is limited access to some courses due to pre-/co-requisite policies.

International students can request a deferral of their start date for up to one year.

To request a deferral of the start date, the student must submit a letter to the Graduate Student Advisor in Social Work. The Faculty of Graduate Studies will review the request and decide whether to approve the deferral request. The student will be contacted on the status of the request. If the request is approved, a new letter of offer with the new start date will be generated and the student will need to respond to the new offer of admission.

**Note:** Offers of UMGF funding will not be deferred for any newly admitted student. Prior to the start of classes in September, the faculty will need to know that the applicant has not deferred. If there is no confirmation of attendance, such as the required visa has been secured, then the faculty will move to award the UMGF to the next qualified candidate to ensure that the faculty does not lose the award for the current academic year.

## FULL-TIME AND PART-TIME STUDY

M.S.W. students may take the M.S.W. program on a full-time or part-time basis. There is a four-year time limit to complete the M.S.W. program on a full-time basis and up to a six-year time limit to complete the M.S.W. program on a part-time basis. Graduate students default to full-time status even if part-time status is selected on the application for admission. M.S.W. students must request part-time status by completing the "Request for Part-Time Status" form, accessible on the Faculty of Graduate Studies website. The amount of additional time a student receives in the M.S.W. program is based on when the form was submitted. Information on the amount of additional time a part-time status student receives can be found in the Faculty of Graduate Studies Academic Guide.

<https://umanitoba.ca/graduate-studies/forms>

## YEAR ONE FOUNDATION LEVEL

Students who have completed a four-year undergraduate degree, but do not have a Bachelor of Social Work (B.S.W.) degree from an accredited program or its equivalent, will be admitted into the first and foundation year of the M.S.W. program. This first year will be 18 credit hours of foundation level courses and 6 credit hours of field work.

To complete and receive the M.S.W. degree, students must complete both the year one foundation level courses and the year two advanced level courses of the M.S.W. Program. The program requires at least one year of full-time study to complete the foundation level courses and at least another 12-18 months of full-time study for the advanced level courses of the M.S.W. Program.

SWRK 7006 (Field Practice) cannot be waived under any circumstances. All students admitted into the Year One Foundation Level must complete the field practice.

**All courses and the field component of the foundation year must be completed before students register into the year two advanced level M.S.W. courses or the M.S.W.-IK courses.**

Foundation M.S.W. students will be assessed additional fees in addition to the regular program and continuing fees if they register in courses outside of the prescribed Foundation M.S.W. courses. Foundation M.S.W. courses are coded as "S-standard". Foundation students wishing to register in additional courses must be approved by the faculty advisor or Social Work. Registration in courses outside of the Foundation M.S.W. program will have the course coding changed to one of the other categories ([Section 1.3 Course Classifications](#): O-occasional, A-audit), and will be assessed fees according to [RO's fee schedule](#) (per credit hour course rate of the teaching unit for those courses taken as occasional; 50 per cent of the per credit hour course rate as audit). Foundation M.S.W. students do not complete elective courses while taking the foundation courses. Additional courses taken as in the foundation year may not be transferable into the advanced M.S.W. program.

## COURSE REQUIREMENTS

(24 credit hours)

Course Number	Course Title	Credit hours
<b>SWRK 7002</b>	Foundation in Social Work Practice and the Profession	3
<b>SWRK 7004*</b>	Social Work Practice Seminar Course	6
<b>SWRK 6030</b>	Canadian Social Welfare Policy	6
<b>SWRK 7008</b>	Social Work and Indigenous People	3
<b>SWRK 7006*</b>	Field Practice	6

**Note:** SWRK 7006 and SWRK 7004 must be completed at the same time (co-requisites)

## MOVING INTO THE ADVANCED M.S.W. OR M.S.W.-IK PROGRAMS AFTER COMPLETION OF FOUNDATION COURSES

Foundation M.S.W. students can begin the advanced study year of either the M.S.W. or M.S.W.-IK program once **all** the foundation M.S.W. courses have been successfully completed. Students entering the Advanced M.S.W. program can begin the advanced year courses in the fall, winter, or summer terms. Students entering the M.S.W.-IK program can only begin the M.S.W.-IK courses in the fall term.



#### April finish of Foundation courses

- Advanced M.S.W. route – can start advanced M.S.W. courses in May (summer term)
- M.S.W.-IK route – will have to wait until September to begin M.S.W.-IK courses

#### August finish of Foundation courses

- Advanced M.S.W. route – can start advanced M.S.W. courses in September (fall term)
- M.S.W.-IK route – can start M.S.W.-IK courses in September (fall term)

#### December finish of Foundation courses

- Advanced M.S.W. route – can start advanced M.S.W. courses in January (winter term). Please note that there will be a more limited course selection due to some courses have pre-/co-requisite policies.
- M.S.W.-IK route – will have to wait until September to begin M.S.W.-IK courses.

### **FOUNDATION STUDENTS MOVING INTO THE M.S.W.-IK PROGRAM**

Students who applied to the M.S.W.-IK program but must first complete the Foundation M.S.W. program should successfully complete all foundation course requirements by August 31 to begin taking the M.S.W.-IK courses in September. The M.S.W.-IK program is a sequentially based program, meaning courses are completed in a specific order to build upon knowledge prior to beginning the next course. Foundation M.S.W. students finishing the foundation M.S.W. courses in April or August must contact the M.S.W.-IK Academic Advisor about planning completion of their M.S.W.-IK courses.

### **YEAR TWO ADVANCED LEVEL**

Students with a B.S.W. degree from an accredited social work program will be admitted directly into the second and advanced year of the M.S.W. Program. The second-year advanced level courses includes both common core and specialized courses. This structure ensures that students have knowledge and skills required to meet the standards of our accreditation body, the Canadian Association for Social Work Education (CASWE). The program offers students flexibility in designing a program that meets their learning objectives.

All students must complete 12 credit hours of core courses, 9 credit hours of specialized M.S.W. courses and a 3-credit hour elective course (which may be taken within Social Work or another department). M.S.W. students registered in the Graduate Focus on Aging Concentration can increase the number of non-social work courses from 3 to 6 credit hours, while reducing the specialized social work course requirements from 9 to 6 credit hours. Students choose either the course-based option, which includes the completion of SWRK 7180 (0 credit hours) and SWRK 7190 (3 credit hours), or the thesis option (GRAD 7000). The credit hour requirement is 27 credit hours in the course-based option and 24 credit hours in the thesis option. The completion of these degree requirements necessitates 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.

## THESIS-BASED M.S.W. STUDENTS

M.S.W. students default to the Course-Based route when admitted into the M.S.W. program even if “thesis” is checked off on the application for admission. Students who want to complete a thesis must submit a “Program Route Change Form”:

<https://umanitoba.ca/graduate-studies/forms>

Thesis-based students are limited to 24 credit hours in their program. Any courses taken above the 24-credit hour limit will have the course coding changed and may result in additional fees being assessed at the end of the program. If a student in the thesis route decides to switch to the course-based route, the student must work with their faculty advisor to ensure that an additional 3 credit hours of coursework is completed prior to graduation.

Course Number	Course Title	Credit hours
<b><u>CORE COURSES</u></b>		<b><u>12 CREDIT HOURS</u></b>
<b>SWRK 7600</b>	Critical Perspectives and Social Work	3
<b>SWRK 7620</b>	Paradigms, Methodologies, and Methods for Social Work	3
<b>SWRK 7012</b>	Quantitative Data Analysis for Social Work Research	3
<b>SWRK 7014</b>	Qualitative Research in Social Work	3
<b><u>SPECIALIZED COURSES</u></b>		<b><u>9 CREDIT HOURS</u></b>
<b>SWRK 7630</b>	Advanced Social Work Practice with Individuals and Families	3
<b>SWRK 7640</b>	Application and Critique of Social Work Practice with Individuals and Families	3
<b>SWRK 7300</b>	Clinical Evaluation of Social Work Interventions	3
<b>SWRK 7650</b>	Advanced Social Work Practice with Groups	3
<b>SWRK 7660</b>	Social Work Perspectives on Practice with Networks, Neighbourhoods, and Communities	3
<b>SWRK 7670</b>	Community Mobilization: Application of Concepts in Social Work Practice with Groups, Networks, and Communities	3
<b>SWRK 7430</b>	Evaluation Research in Social Work Practice	3
<b>SWRK 7440</b>	Policy Analysis in Social Work Practice	3

<b><u>ELECTIVE COURSES</u></b>	Courses may be taken either within Social Work or in another unit.	<b><u>3 CREDIT HOURS</u></b>
<b>SWRK 7230</b>	Problem Seminar	3
<b>SWRK 7220</b>	Selected Topics in Social Work	3
<b>SWRK 7280</b>	Readings in Social Work and Social Welfare Research	3
<b><u>PROGRAM OPTIONS</u></b>	Thesis or Specialized Course-Based	
<b>GRAD 7000</b>	Thesis Route, <b>OR</b>	0 credit hours
<b>SWRK 7180 and SWRK 7190</b>	Course-Based Route  0 credit hours for SWRK 7180 and 3 credit hours for SWRK 7190	3 credit hours
<b><u>GRADUATE STUDIES TUTORIALS</u></b>	See information below	
<b>GRAD 7500</b>	Academic Integrity Tutorial	0 credit hours
<b>GRAD 7300</b>	Research Integrity Tutorial	0 credit hours

**Note:** SWRK 7620 must be completed prior to registration in SWRK 7012 and SWRK 7014.

**Note:** SWRK 7660 must be completed prior to registration in SWRK 7670.

**Note:** Not all specialized M.S.W. courses may be offered annually.

An additional two tutorial courses must be taken by all students when they enter the M.S.W. Program. These tutorial courses are a requirement of the Faculty of Graduate Studies.

#### **GRAD 7500 Academic Integrity Tutorial (0)**

All graduate students must complete GRAD 7500. Students newly admitted to a graduate program must successfully complete this course in the first term of their initial registration. Students who have previously completed the course may not have to complete it again.

#### **GRAD 7300 Research Integrity Tutorial (0)**

All graduate students must complete GRAD 7300. Students newly admitted to a graduate program must successfully complete this course prior to applying to any ethics boards, or within the student's first year,

whichever comes first. Students who have previously completed the course may not have to complete it again.

## IMPORTANT INFORMATION FOR M.S.W. STUDENTS

M.S.W. students are not permitted to register in M.S.W.-IK courses.

Advanced year M.S.W. students are not permitted to register in courses that are part of the foundation year M.S.W. program. Advanced M.S.W. students will have completed versions of the foundation M.S.W. courses in the B.S.W. program. Foundation year students can only begin registration in advanced M.S.W. courses after successfully completion of all the foundation year courses. Students who have registered into the wrong courses will be removed.

Students admitted between Fall 2014 and Fall 2019 should consult the degree requirements for the previous curriculum in [Appendix A](#).

## ELECTIVE COURSES

Elective courses for the second or advanced year are chosen in consultation with, and approved by, the faculty advisor. Elective courses are recorded on the Program Plan Form by the faculty advisor or student. Students must seek written approval of their electives prior to registration. The written consent must be provided to the Graduate Student Advisor for the student's file. Revisions can also be made to the program planning form. Courses chosen as electives must be at the 3000 level or higher.

The selection of electives outside the Faculty of Social Work can be a time-consuming process. Students in other faculties have priority registration in those courses and space cannot be guaranteed in a non-Social Work elective course. Students are required to obtain written permission from the faculty and/or instructor offering the course. Written consent must be forwarded to the Graduate Student Advisor for the student's file. It is advisable to obtain the permission well in advance of the registration date.

For graduate students choosing an elective(s) outside of the Faculty of Social Work:

- a) Consult the Undergraduate and Graduate Calendars for course offerings and descriptions and discuss the available options with the faculty advisor;
- b) Contact the appropriate faculty or department directly to determine when and if the course is being offered in the current year; and
- c) Find out if/how you will be able to register for the course (e.g., by written consent of instructor, written consent of department head, etc.)

**Note:** Please note that not all courses may be offered annually.

**Note:** Most elective courses do not generate additional fees above the regular program and continuing fees. However, if a student chooses to take an elective course that falls outside of the normal course schedule (normally in another department), there may additional fees assessed on top of the regular program and/or continuing fees. Students should carefully read the information on the course in Aurora

Student prior to registering. These types of courses may also require the Graduate Student Advisor to register the student because they fall outside of the regular course schedule.

## GRADES

### GRADE POINT AVERAGE CALCULATION

The University of Manitoba articulates, on an institutional level, the rules for calculation of Grade Point Averages (GPA). The purpose of the Grade Point Averages policy is to define and describe the way GPA will be calculated and reported at the University.

[http://umanitoba.ca/admin/governance/media/Grade\\_Point\\_Averages\\_Policy\\_http://umanitoba.ca/admin/governance/media/Grade\\_Point\\_Averages\\_Policy\\_-\\_2016\\_09\\_01.pdf](http://umanitoba.ca/admin/governance/media/Grade_Point_Averages_Policy_http://umanitoba.ca/admin/governance/media/Grade_Point_Averages_Policy_-_2016_09_01.pdf)

### GRADING POLICY FOR THE GRADUATE PROGRAM

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

<b>A+</b>	Exceptional		<b>C+</b>	Satisfactory
<b>A</b>	Excellent		<b>C</b>	Adequate
<b>B+</b>	Very Good		<b>D</b>	Unacceptable
<b>B</b>	Good		<b>F</b>	Failure

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

<b>A+</b>	<b>93-100</b>		<b>C+</b>	<b>65-&lt;72</b>
<b>A</b>	86-<93		<b>C</b>	58-<65
<b>B+</b>	79-<86		<b>D</b>	50-<58
<b>B</b>	72-<79		<b>F</b>	<50

**Note:** Graduate students must achieve a minimum grade of C+ in each course and maintain an overall B average in their graduate program. Grades of C or lower are a failure at the graduate level.

### ADVANCE CREDIT

In general, advance credit for courses completed prior to admission to a master's program may be considered on an individual basis. 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. A decision on advance credit cannot be determined until official transcripts and complete course descriptions have been reviewed by the student's faculty advisor. The faculty advisor will complete and submit the "Advance Credit – Transfer of Courses" form. The completed form is submitted to the Graduate Student Advisor for processing. The Faculty of Graduate Studies will review the form and make the final decision whether Advance Credit will be granted.

Application for advance credit must be made within the first year of the program and course(s) cannot be more than 7 years old either at the point the request is being made and/or by the time the student is ready to graduate from the M.S.W. program. Courses 10 years and older cannot be used for advanced credit. No more than half (50%) of the required coursework for the program can be given advanced credit.

The M.S.W. program is an accredited program with the Canadian Association of Social Work Education (CASWE) and must abide by the social work educational standards set by CASWE. Due to this policy, courses from other faculties or programs cannot be transferred into the Foundation M.S.W. program, nor be used to replace foundation courses. The foundation M.S.W. courses are specifically designed for the for the Foundation M.S.W. program at the University of Manitoba. Foundation M.S.W. students who leave the program for a longer period and are approved to re-enter the program to begin the program again (not re-admission to resume their program), may receive advance credit for some of the foundation courses previously completed.

<http://umanitoba.ca/graduate-studies/forms>

## LAPSE OF CREDIT OF COURSES

Courses completed more than 7 years prior to the date of awarding of a degree may not normally be used for credit toward that degree. Students may be required to repeat or replace expired courses. Courses 10 years and older cannot be used for the degree and will need to be repeated or replaced.

## THESIS OR COURSE-BASED SPECIALIZATION OPTIONS

Specialized study in an area of practice or a field of interest is accomplished through either the course-based option or the completion of a thesis. A faculty member assigned to, or chosen by, the student acts as the faculty advisor for both options.

## CHOOSING A FACULTY ADVISOR

Faculty members who are members of the Faculty of Graduate Studies are eligible to advise M.S.W. students. Faculty advisors are matched with students during the admission process. The student may take the initiative in selecting a faculty advisor. The student may find that they want to change faculty advisors after a contract has been made with the faculty advisor. This can be done after the student has found that another faculty advisor is willing to work with them. The student should notify the first faculty advisor in writing when a new faculty advisor has consented to enter into a contract. The student must fill out a Change of Advisor form and submit it to the Graduate Student Advisor.

<https://umanitoba.ca/social-work/student-experience>

## THE ROLE OF THE FACULTY ADVISOR

The student designs, with the faculty advisor, a program of study that will lay the foundation for the student's theoretical and methodological approach to their area of specialization. The faculty advisor may approve the program, including the elective courses. Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their faculty advisor/co-faculty advisor (and/or advisory committee) and/or Associate Dean/Dean. Withdrawal from courses, or changing courses without approval, may result in the student being required to withdraw by the Faculty of Graduate Studies.

If the student chooses the thesis option, the thesis committee is comprised of three (3) members: the advisor/co-advisor as chair, one faculty member of the Faculty of Social Work, a third member that the faculty advisor and Dean or designate deem qualified. At least two examiners must be members of the Faculty of Graduate Studies. The advisory committee is formed as soon as possible, but no later than when the student begins work on their thesis proposal. The faculty advisor/co-faculty advisor will recommend an examining committee to the Associate Dean/Dean for approval, which shall then be reported to the Faculty of Graduate Studies on the "Master's Thesis/Practicum Title and Appointment of Examiners" form; <http://umanitoba.ca/graduate-studies/forms>

When a faculty advisor leaves the Faculty, or will be absent for a considerable period of time, they will be responsible for finding a suitable replacement or substitute, and will advise the Associate Dean of Graduate Programs & Research of their absence.

The faculty advisor may teach a tutorial through a "Selected Topics" course (SWRK 7220 or SWRK 7280) but is not required to do so.

The faculty advisor acts as a link regarding situations in which the student is not maintaining sufficient grades. It is the role of the faculty advisor/thesis committee to:

- Approve the student's thesis proposal
- Monitor and evaluate the student's progress regarding their thesis
- Examine the completed thesis report
- Generally advise and assist the student in the process of completing the thesis and will clarify for the student how the faculty advisor and/or Committee will perform this function.

## THESIS

The Faculty of Graduate Studies has clearly defined general rules regarding thesis requirements in the Graduate Calendar and Academic Guide. The Master's thesis should show that the student has mastery of a particular field and is fully conversant with the relevant literature. The purpose of the thesis 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.



## THE THESIS PROPOSAL

Students in the thesis option must submit a written proposal to their thesis committee. This proposal should present the rationale underlying their proposed study, cite relevant literature to support their research intent, and provide a planned methodology for the thesis research. Students will work closely with their faculty advisors in the preparation of the proposal. Generally, the thesis proposal should include the following:

- A clear statement of the research problem, the rationale for the study, and objectives of the study.
- A presentation of the relevant literature and theoretical framework to be used in directing the study.
- A description of the research design, and data gathering methods, including strengths and limitations of each. Also, a description of the setting and research respondents should be included.
- The proposal should also outline the plan for data analysis.

Students require approval from all members of their thesis committee before proceeding with the research. This approval is granted at a thesis proposal meeting attended by the student and their thesis committee. The student is asked to present a summary of the proposed research and answer questions about the proposal. Following the presentation, questions, and discussion, thesis committee 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 thesis and will be required to withdraw by the Faculty of Graduate Studies.

## 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. Most student thesis research must be submitted for REB approval and advanced field practice activities must be submitted for REB approval if the student plans to publish results of their advanced field practice activities. REB policy and procedures are found on the university website.

[http://umanitoba.ca/research/orec/ethics/human\\_ethics\\_index.html](http://umanitoba.ca/research/orec/ethics/human_ethics_index.html)

## THE THESIS DEFENSE (ORAL EXAMINATION)

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

1. 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 thesis faculty advisor.
2. 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 the examination committee, 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.
3. The thesis committee meets after the open meeting in camera (in private) to review both the oral defence and the written thesis report and make a disposition. The decision to pass the student must be unanimous.
4. The thesis committee then meets in camera with the student to discuss any changes that may be required before the thesis is finally accepted. The faculty advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee.
5. 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 examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student and faculty advisor/co-faculty advisor. If the presentation and defence of the thesis is failed on two separate occasions, a recommendation will be forwarded to the Faculty of Graduate Studies who will require the student to withdraw from the program.

## THE SPECIALIZATION COURSE-BASED OPTION

Two courses were designed by the Faculty to replace the practicum option to complete the M.S.W. program. SWRK 7180 Advanced Field Practice (0 credit hours) and SWRK 7190 Integrating Theory and Research in Advanced Field Practice (3 credit hours).

The courses SWRK 7180 and SWRK 7190 are not available as electives to meet the course requirements for the 24 credit hours required independent of the thesis or Advanced Field Practice. They are not open to students electing the thesis option to completing the M.S.W. program. They are not open to students in other faculties / departments. For students taking the Course-Based Option, the 2 courses are in addition to the 24 credit hours of coursework required by all M.S.W. students. Core courses for the student's program should be completed prior to, or concurrently with, SWRK 7180 and SWRK 7190.

Please note that all graduate students, in order to be eligible to graduate from the Course-Based Option in the M.S.W. program, **must** complete **27 credit hours**.

Students currently in the Thesis Option should be aware that if you choose to switch from the Thesis to the Course-Based Option you would need to meet the 27 credit hour requirement.

Please note that supervision of the student's day-to-day work will be done by a field/agency supervisor guided by an advanced learning contract prepared by the student as an assignment for SWRK 7190.

SWRK 7180 is graded as a PASS/FAIL course. SWRK 7190 is a 3-credit course and is graded as a letter grade. The letter grade received will be included as part of the student's grade point average.

SWRK 7190 (Integrating Theory and Research in Advanced Field Practice) is taken concurrently with SWRK 7180 (Advanced Field Practice). It cannot be taken prior to SWRK 7180.

## ADVANCED FIELD PRACTICE – SWRK 7180

(0 CREDIT HOURS)

The course requires a minimum of 450 hours of advanced field practice experience where the focus is on the development of specialized skills and knowledge in social work. Along with the course SWRK 7190 (Integrating Theory and Research in Advanced Field Practice), this course is a key program component activity in the M.S.W. program for those students who choose the non-thesis option. The course is student directed in that the student defines specialized learning goals.

Activities carried out during the implementation phase of the field experience occur under supervision in an agency setting. The field practice experience must include an examination of theory and research related to activities that are designed, and carried out, during the implementation phase. Since the Faculty of Social Work is committed to social change and social justice, in completing the field practice, attention should be paid to experiences of systemic discrimination on the basis of gender, ethnic origin, skin colour, language, religious and spiritual beliefs, class, sexual orientation and sexual identity, disability, age, culture or any other characteristic. Assignments have been developed in the co-requisite course, SWRK 7190 (Integrating Theory and Research in Advanced Field Practice), to ensure that students meet these objectives.

## EVALUATION

The final grade is assigned as either Pass or Fail by the agency field supervisor. Student progress is reviewed on an ongoing basis. However, a more comprehensive review of student progress must occur at least once, normally at the midpoint (i.e. when about 225 hours of the 450 hours have been completed). The evaluation process will include input from any other staff involved in supervising the student's field practice.

The student may appeal an unsatisfactory final grade to the Appeals Committee of the Faculty of Social Work. A student who fails the Advanced Field Practice course must request to permission to repeat the course. A student who fails the Advanced Field Practice twice will be required to withdraw by the Faculty of Graduate Studies.

## STUDENT RESPONSIBILITIES

The student is responsible for:

- preparing an advanced learning contract, which includes relevant personal and practice background preparation, a plan for practice experience that integrates theory and research with practice, and learning goals. The advanced learning contract is a first assignment in the SWRK 7190 course. A form to complete the contract is available in the IPT tracking system.
- apply social work values, which includes adhering to the CASW Code of Ethics and CASWE guidelines/standards in all practice situations, and acting in a professional manner as a representative of the agency and faculty;
- producing documentation of a minimum of 450 hours of direct and indirect practice activities in the IPT software, including the time spent on these activities on a continuing basis. Other forms of documentation that may be required by the agency field supervisor, include tapes, process or case recordings reports, summaries, and other forms of documentation as required.
- preparing for, and actively participating in educational supervision with the field supervisor;
- reflecting on their practice, and actively participating in the evaluation process as outlined in the course objectives for SWRK 7190.

## EDUCATIONAL SUPERVISION

Supervision of the student's day-to-day work will be done by a field/agency supervisor, as negotiated during the initial stage and the learning contract within first two weeks of 7190 course and shared with field supervisors through the IPT system. The purpose of supervision is to ensure that the course objectives are met and will include: (1) guidance in the integration of practice theory and research with practice; (2) case management and case/project supervision; (3) feedback on progress, reflexive practice, and professional development.

## **FIELD PRACTICE AT PLACE OF EMPLOYMENT**

A field placement at the student's place of employment is contingent upon the following:

- The Fort Garry Field Coordinator shall ensure that the field placement site is able to provide the student with appropriate opportunities to achieve the objectives of the advanced field practice.
- The field supervisor shall ensure that the advanced field practice activities are not in conflict with agency policies and procedures.
- The Faculty requires that the student spend a certain amount of time in field placement-related activities at the field placement site and these activities must fall outside the scope of the student's employment related work.
- Final decisions about the appropriateness of field practice placements in a student's workplace rests with the Fort Garry Field Coordinator.

## **PROCEDURES FOR EVALUATING THE ADVANCED FIELD PRACTICE**

Overall, the evaluation of the advanced field practice is the responsibility of the agency/field supervisor. As part of the evaluation process, the student must:

- Use IPT system software to document a minimum of 450 hours of practice, which may include direct client contact, meetings, supervision sessions, self-reflection on practice, preparation and planning activities. This does not include time spent researching and writing assignments for the SWRK 7190 course.
- Complete assignments in the SWRK 7190 course that link practice activities to accepted practice standards and to social work theory and research.
- Seek supervision with the agency field supervisor and provide evidence of accepting incorporating that feedback into their practice.
- Demonstrate ethical behaviour per CASW Code of Ethics and Standards of Practice.
- Maintain appropriate record-keeping in accordance with the policies of the host agency and CASW Code of Ethics.

## **INTEGRATING THEORY AND RESEARCH IN ADVANCED FIELD PRACTICE – SWRK 7190 (3 CREDIT HOURS)**

Along with SWRK 7180, this course is the culminating activity in the M.S.W. program for those students who choose the non-thesis option. It provides an opportunity for the student to explore and demonstrate knowledge in a specialized area of social work practice. As a seminar course, SWRK 7190 focuses on the integration of theory and research in the critical analysis of activities undertaken in the Advanced Field Practice placement. Co-requisite: SWRK 7180 Advanced Field Practice.

## REGISTRATION

All graduate students must initially register in the term specified in their letter of acceptance as specified in the Graduate Academic Calendar. Any student not registering by the registration deadline in the term specified in their letter of offer will be required to re-apply for admission. In exceptional circumstances, and with prior approval from the Faculty of Social Work, and the Faculty of Graduate Studies, a student may defer registration for up to one (1) term following acceptance into the Faculty of Graduate Studies. In the case of international students, admission may be deferred, with prior approval from the Faculty of Social Work, and the Faculty of Graduate Studies, for up to one (1) year following acceptance.

All newly admitted and returning graduate Social Work students are required to register on the University of Manitoba website via Aurora Student.

The Registrar's Office sends information to all students regarding summer registration and fall/winter registration. Summer registration generally takes place in late March/early April. Fall/winter registration begins in mid-July. Fall/winter registration may happen earlier for some graduate students if they fall under a special category, such as accessibility or University of Manitoba athlete.

## STEPS TO REGISTER

1. Consult the Faculty of Social Work section of the Graduate Academic Calendar regarding the course requirements for your program of study. Graduate Academic Calendar is available on the Faculty of Graduate Studies website.
2. Contact your faculty advisor to discuss and/or review your program of study.
3. Obtain written approval of your program of study from your faculty advisor. Your faculty advisor must approve any changes to your program. It is advisable to determine your course selection well in advance of registration.
4. On your designated registration day, add the registration via Aurora Student. If you encounter any difficulties with adding courses on Aurora Student, i.e., overrides needed, contact the Graduate Student Advisor for assistance.

For returning students, ensure that you and your faculty advisor have completed the Faculty of Graduate Studies Progress Report Form prior to June 1 every year. Students in the thesis option must also submit the Advisor/Student Guidelines form with their first progress report. Students who have not completed these forms will be blocked from registering for the following year by the Faculty of Graduate Studies. Student progress must be reported at minimum annually to the Faculty of Graduate Studies on the Progress Report form.

<http://umanitoba.ca/graduate-studies/forms>

Any student whose program of study extends for more than one year must re-register in the fall, winter, and summer terms of each succeeding year of their program until their program is completed. Failure to re-register will result in the discontinuation from the graduate program by the Faculty of Graduate Studies. When a student has been discontinued and would like to be considered for continuation in a program, they must apply for re-admission. Readmission is not guaranteed.

All graduate students must complete the Academic Integrity Tutorial (GRAD 7500) (0 credit hours) and the Research Integrity Tutorial (GRAD 7300) (0 credit hours). See program information section for more information, as well as the Graduate Academic Calendar.

## POLICIES

### ACADEMIC PERFORMANCE

#### FAILED COURSES AND MINIMUM GPA

A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Failure to meet these requirements will result in the matter being forwarded to the Faculty of Graduate Studies via Faculty of Social Work recommendation. The options for the Faculty of Social Work include but are not necessarily limited to the following: 1) requiring the student to repeat or replace the course, or 2) requiring the student to withdraw. The following outlines the procedures for review of these Faculty decisions and recommendations:

The Faculty of Social Work can only recommend a particular action to the Faculty of Graduate Studies regarding student progress and/or status in the program.

[http://umanitoba.ca/faculties/graduate\\_studies/media/failed\\_grades.pdf](http://umanitoba.ca/faculties/graduate_studies/media/failed_grades.pdf)

A student may be permitted to remediate deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. Each failed course may be repeated or replaced only once, to a maximum of 6 credit hours of coursework. If a course is repeated or replaced, the most recent grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of C or less in more than 6 credit hours of coursework will be required to withdraw by the Faculty of Graduate Studies.

#### 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. Although it is not necessary to state the source of well-known or easily verifiable facts, however, students are expected to acknowledge the sources of ideas and expressions they use in their written work, whether quoted directly or paraphrased.

Plagiarism or any other form of cheating on 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. Carefully review the following information on university policy and procedures in regard to plagiarism and cheating.

<https://umanitoba.ca/student-supports/academic-supports/academic-integrity>

#### POLICY ON CONFIDENTIALITY AND USE OF SOCIAL MEDIA

The Faculty of Social Work has developed policies on confidentiality and the use of social media. These policies are located in [Appendix D](#) and [Appendix E](#). These policies should be carefully reviewed by all students and followed at all times while enrolled in a social work program, including in an advanced practice setting.



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## PROGRESS REPORTS

Student progress must be reported at least annually to the Faculty of Graduate Studies on the Progress Report form.

<http://umanitoba.ca/graduate-studies/forms>

Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Dean or designate to the Dean of the Faculty of Graduate Studies on the Progress Report form. Two consecutive “in need of improvements” normally requires the student to be withdrawn from the program.

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## PERFORMANCE NOT RELATED TO COURSEWORK

Students are expected to follow the Social Work Code of Ethics. A student may be required to withdraw from the Faculty when the student has been found guilty by the Professional Unsuitability Review Committee of the Faculty of Social Work of such conduct which, if participated in by practicing social workers, would result in a serious violation of the Code of Ethics of the Canadian Association of Social Workers. The Faculty of Social Work has a Professional Unsuitability By-Law. If students are found unsuited on considerations of competence or professional fitness for the practice of social work, they can be required to withdraw. The full by-law is located in [Appendix B](#).

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## EXTENSION OF TIME TO COMPLETE PROGRAM OF STUDY CONTENT

The student must complete the Request for Extension form and submit it to his/her faculty advisor for recommendation at least three, but no more than four months, prior to expiration of the respective maximum time limit. Requests for an extension are reviewed by the Faculty of Graduate Studies on a case-by-case basis. The normal time granted for extensions is four months.

<http://umanitoba.ca/graduate-studies/forms>

Requests for extension must be accompanied by a realistic timeline that has been agreed upon by the student and faculty advisor/co-faculty advisor and endorsed by the Dean or designate. The extension time requested must closely reflect the time required to complete the program.

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## AUTHORIZED WITHDRAWAL POLICY

Authorized Withdrawal or AW is an approved withdrawal from all courses in a given term(s) except in extraordinary circumstances for medical or compassionate reasons.

<https://umanitoba.ca/student-supports/academic-supports/student-advocacy/authorized-withdrawal>

In limited enrolment programs, re-enrolment following an AW may be subject to availability of space.

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## VOLUNTARY WITHDRAWAL POLICY

Voluntary Withdrawal (VW) is a registration option that enables students to withdraw from a course or courses after the Registration Period without academic penalty.

[http://umanitoba.ca/admin/governance/governing\\_documents/academic/360.html](http://umanitoba.ca/admin/governance/governing_documents/academic/360.html)

If a student has had a VW from a course, any future attempt to re-register in the course (or its equivalent) is considered a repeated course and will be subject to the Limited Access Policy.

<http://umanitoba.ca/student/records/academicpolicychanges/>

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## REPEATED COURSE POLICY

The purpose of the Repeated Course policy is to articulate, on an institutional level, the rules that are applied when a course is repeated, or its equivalent taken; and to identify the implications of repeating courses at the University. Effective Fall 2017, the University of Manitoba adopted the Repeated Course policy that articulates the rules that are to be applied when a course is repeated, or its equivalent taken.

The Faculty of Social Work has developed its own regulations regarding limits to the number of repeat attempts allowed for an individual course (or equivalent). Repeated courses will be subject to the Limited Access Policy. Limited Access will prevent you from registering/wait listing for a course that you are repeating (or equivalent) until the 'Limited Access Term Expiry Date' has passed.

<https://umanitoba.ca/governance/governing-documents-academic#repeated-course>

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## LEAVES OF ABSENCE

Student must consult with their faculty advisor in initiating these requests. The types of leave of absence available to graduate students and the form to be completed is available on the Faculty of Graduate Studies website.

<http://umanitoba.ca/graduate-studies/forms>

In addition to the Application for Leave of Absence Status form, other required documentation includes a letter from the student detailing the request (start and end dates that should match the beginning and end of the term) and the reason(s) for the leave, along with supporting documentation, such as medical documentation. The complete package is submitted to the Graduate Student Advisor and is reviewed by the Associate Dean of Graduate Programs & Research. Their recommendation, along with the package are sent to the Faculty of Graduate Studies for final review and decision. The Faculty of Graduate Studies will contact the student via e-letter once a decision has been made.

## APPEALS

Students who disagree with a decision have access to appeal routes as laid out by various Faculty of Graduate Studies and University of Manitoba appeal procedures. The Faculty of Social Work only hear appeals of term and final grades. The Faculty of Social Work Grade Appeal policy and procedures are described in [Appendix C](#).

There are several areas of appeal: 1) admission, 2) academic, 3) discipline, and 4) administration.

Appeal Panels will consider appeals:

1. stemming from a decision of a unit on academic matters (e.g. failure in a course) only after they have been dealt with by the appropriate unit-level appeal process (if any), as is outlined in its supplementary regulations.
2. stemming from a decision of the Faculty of Graduate Studies following the recommended action of a unit (e.g., qualifying examinations, candidacy examinations, thesis proposals, thesis examinations), only after they have been dealt with by the appropriate unit-level appeal process (if any), as outlined in its supplementary regulations.
3. stemming from a decision of the Faculty of Graduate Studies.

In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals.

[http://umanitoba.ca/admin/governance/governing\\_documents/students/senate\\_committee\\_on\\_appeals\\_policy.html](http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_policy.html)

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### APPEAL OF FACULTY OF GRADUATE STUDIES DECISION

An appeal of action taken by any unit, committee, administrator or faculty member within the Faculty of Graduate Studies must be submitted in writing by the appellant to the Dean of the Faculty of Graduate Studies within fifteen (15) working days of the date from the date that the appellant was informed in writing of the action to be appealed.

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### APPEALS TO SENATE

As per The University of Manitoba Governing Documents: Students: Policy: Appeals Procedures and Guidelines appeals to the Senate Committee on Appeals shall be filed with the University Secretary within twenty (20) working days after the mailing of the notice of decision from which the appeal is made.

[http://umanitoba.ca/admin/governance/governing\\_documents/students/senate\\_committee\\_on\\_appeals\\_policy.html](http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_policy.html)

## DISCIPLINE APPEALS

The specific jurisdiction of each of the Disciplinary Authorities is outlined in University of Manitoba Governing Documents: Students: Bylaw: Student Discipline. See 2.3.3: Table 1: Jurisdiction of Disciplinary Authorities

[http://umanitoba.ca/admin/governance/governing\\_documents/students/student\\_discipline.html](http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html)

When the appeal is against a disciplinary decision made by the Faculty of Graduate Studies, the appeal routes and procedures as outlined in the following shall prevail: University of Manitoba Governing Documents: Students: Procedures: Student Discipline

[http://umanitoba.ca/admin/governance/governing\\_documents/students/student\\_discipline.html](http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html)

If a student wishes to appeal a decision, the notice of appeal must be delivered in writing to the appropriate person(s) within ten (10) working days of the student being notified of the decision the student intends to appeal.

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## ASSISTANCE WITH APPEALS

The Office of Student Advocacy, 519 University Centre, provides information and assistance to students regarding all appeal processes. It is strongly recommended that students contact the Office of Student Advocacy to assist them with any appeal they are considering.

## STUDENT RESOURCES

### STUDENT NOTICES/BULLETIN BOARDS

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

### COMPUTER ACCOUNTS

To obtain a computer account, students must contact the IST Help & Solutions Centre, 123 Fletcher Argue, 204-474-8600 or [ServiceDesk@umanitoba.ca](mailto:ServiceDesk@umanitoba.ca)

### 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.

<http://umanitoba.ca/financial-aid-and-awards/government-student-loans>

### GRANTS & FELLOWSHIPS

The Faculty of Graduate Studies is responsible for awarding any grants or fellowships in the M.S.W. Program. Please contact the Graduate Student Advisor in the Faculty of Social Work for further information. Detailed information on specific fellowships and grants are located in [Appendix F.](#)

### TEACHING ASSISTANTSHIP/GRADER MARKERS

Many of the courses in the B.S.W. 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 typically 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 Confidential Assistant to the Dean at 204-474-6173, Room 521A Tier.

## LIBRARY FACILITIES

### 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.

Other libraries on campus include the following:

- Management Library (Albert D. Cohen) 211 Drake 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

## STUDENT SERVICES & ADMISSIONS/ADVISING OFFICE

The role of the Student Services and Admissions/Advising Office 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 Academic Calendar available on the Faculty of Graduate Studies website.

If you have any questions or concerns, you may discuss them with Karen Singleton, Graduate Student Advisor at [Karen.Singleton@umanitoba.ca](mailto:Karen.Singleton@umanitoba.ca) (Room 515, Tier Building).

## 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.

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. In addition, there are opportunities for graduate students to serve as members of the GSA: <http://www.umgsa.org/>

## GRADUATE STUDENT PARTICIPATION ON FACULTY COMMITTEES

Student representation on Committees of the Faculty of Social Work is encouraged. If you are interested, please contact the Associate Dean of Graduate Program and Research.

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## EDUCATION, DIVERSITY, AND INCLUSION

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 Indigenous peoples, persons with disabilities, immigrants, and refugees to Canada, LBTTQ and persons other than Indigenous 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.

<https://umanitoba.ca/social-work/student-experience>

## 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 learning experiences.

<http://umanitoba.ca/current-students/international>

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 [international@umanitoba.ca](mailto:international@umanitoba.ca)

## APPENDIX A – CLUSTER PROGRAM

APPLICABLE TO STUDENTS ADMITTED BETWEEN FALL 2014 TO FALL 2019

<b>CORE COURSES</b> (9 Credit Hours)	<b>CLUSTER COURSES</b> (9 Credit Hours)	<b>ELECTIVE COURSES</b> (6 Credit Hours)	<b>PROGRAM OPTIONS</b>
<ul style="list-style-type: none"> <li>• Critical Perspectives</li> <li>• Social Work as a Profession</li> <li>• Paradigms, Methodologies, and Methods for Social Work Research</li> </ul>	<ul style="list-style-type: none"> <li>• Direct Practice with Individuals &amp; Families</li> <li>• Direct Practice with Groups, Networks, &amp; Communities</li> <li>• Leadership, Management, &amp; Policy</li> <li>• Indigenous Knowledges Practice</li> <li>• Research</li> </ul>	<p>Courses taken from other clusters or other academic units.</p>	<ul style="list-style-type: none"> <li>• Course Based/Advanced Field Practice (3 Credit Hours)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Thesis</li> </ul>

### CORE COURSES

SWRK 7600 Critical Perspectives and Social Work (3)

SWRK 7610 Social Work as a Profession (3)

SWRK 7620 Paradigms, Methodologies, and Methods for Social Work Research (3)

### DIRECT PRACTICE WITH INDIVIDUALS AND FAMILIES CLUSTER COURSES

SWRK 7630 Application and Critique of Theory and Research in Social Work Practice (3)

SWRK 7640 Advanced Social Work Practice with Individuals and Families (3)

SWRK 7300 Clinical Evaluation of Social Work Interventions (3)

### DIRECT PRACTICE WITH GROUPS, NETWORKS, AND COMMUNITIES CLUSTER COURSES

SWRK 7650 Advanced Social Work Practice with Groups (3)



Social Work Perspectives on Practice with Networks, Neighbourhoods, SWRK 7660 and Communities (3)

Community Mobilization: Application of Concepts in Social Work Practice SWRK 7670 with Groups, Networks, and Communities (3)

The following courses from the M.S.W.-IK program:

- SWRK 7750 Indigeneity, Power, Privilege, and Social Work (3)
- SWRK 7780 Social Work, Social Challenges, and Indigenous Peoples (3)
- SWRK 7810 Anti-Colonial Social Work (3)

## RESEARCH CLUSTER COURSES

SWRK 6010 Data Analysis for Social Work Research (3)

SWRK 6070 Qualitative Research in Social Work (3)

## COURSE BASED/ADVANCED FIELD ROUTE

SWRK 7180 Advanced Field Practice (0)

SWRK 7190 Integrating Theory and Research in Advanced Field Practice (3)

## THESIS ROUTE

GRAD 7000 Master's Thesis (0)

## THE PROPOSAL FOR ADVANCED FIELD PRACTICE

1. A description of a proposed field practice site, its mandate, service goals and practice methods, identification of agency policies relevant to the proposed advanced field practice, and population served.
2. A plan for the advanced field practice that includes:
  - a. a literature review that defines the proposed intervention(s) and describes professional activities required in its implementation, critically analyzes the current theory and research related to the student's proposed advanced practice 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 field practice including the target of practice, the theoretical approach and methods to be used, and the relevance of the placement to the profession of social work. This description should also address the scope of practice; that is, for direct practice, a description of the number of clients or groups, the frequency

of meetings, and how the hours of practice will be implemented in practice. For policy or administrative practice, a description of a project or setting should also include the nature of activities in which the student will engage, and how the hours of practice will be implemented.

- c. professional learning goals that clearly and specifically define what the student wants to achieve in the context of the field placement and course objectives. These goals will vary according to each student's interests and professional development.
- d. These goals must be clear as they will constitute the basis on which the student and supervisor(s) 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.
- e. evaluation procedures that will evaluate the outcomes of the intervention or practice activity, and the extent to which the student's learning goals and course objectives have been met.
- f. a work plan that includes estimates of the number of hours involved in each part of the Advanced Field Practice.

## **PROCEDURES FOR EVALUATING THE ADVANCED FIELD PRACTICE**

Overall, the evaluation of the advanced field practice is the ultimate responsibility of the faculty advisor, but the agency/field supervisor may provide input to this process. As part of the evaluation process, the student must:

- Provide documentation of a minimum of 450 hours of practice. This may include direct client contact, meetings, supervision sessions, self-reflection on practice, preparation and planning activities. This does not include time spent researching and writing the proposal or the final paper.
- Provide evidence that practice activities are based on theory and/or research and/or accepted practice.
- Provide evidence of accepting feedback and incorporating feedback from supervisor(s) into their practice.
- 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).
- Have demonstrated ethical behaviour per CASW Code of Ethics and Standards of Practice.
- 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 faculty advisor that the above criteria (a-f) have been met, and a copy given to the Graduate Programs Student

Advisor to be placed in the student's file.

## **INTEGRATING THEORY AND RESEARCH IN ADVANCED FIELD PRACTICE – SWRK 7190 (3 CREDIT HOURS)**

Along with SWRK 7180, this course is the culminating activity in the M.S.W. program for those students who choose the non-thesis option, with the outcome being a major paper. It provides an opportunity for the student to explore and demonstrate knowledge in a specialized area of social work practice. It focuses on the integration of theory and research in the critical analysis of activities undertaken in the Advanced Field Practice placement through meetings with the faculty advisor and the independent development of the course paper. Co-requisite: SWRK 7180 Advanced Field Practice.

### **COURSE OBJECTIVES**

It is expected that the student will demonstrate:

- familiarity with relevant theory and research related to social work practice in the specialized area of interest explored in Advanced Field Practice (SWRK 7180);
- the ability to critically analyze specific aspects of an issue, situation or set of circumstances which is the focus of activities carried out in the Advanced Field Practice course. This includes a critical analysis of the social construction of theory and practices that may reflect injustices.
- the ability to apply evaluation research methods to assess the results of activities undertaken in the Advanced Field Practice course.
- the ability to critique social work values, ethics, and practice in order to make professional judgments consistent with a commitment to promote equality and the elimination of oppressive social conditions.
- the ability to identify implications and/or recommendations for policy and practice in social work that arise from the student's study of a selected specialized topic. This includes the development of policies that promote equality and eliminate oppressive social conditions or that promote social change and social justice.
- the ability to assess professional power and her/his social location and the ways that oppressions may manifest in practice and impact the client and/or the social worker.

### **METHODS**

The student will develop a major paper as the final assignment in this course. In consultation with the faculty advisor, the student may develop an outline (suggested length of 5-7 pages) of the paper, based on the literature and the advanced field practice experience, for feedback prior to preparing the final paper. Once this feedback is provided, the student prepares the final paper independently without further consultation.

## **READINGS**

Relevant literature for this course is to be selected by the student with advice and recommendations from the faculty advisor.

## **ASSIGNMENTS AND GRADING**

The assignments for this course consist of 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, tables and appendices.

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 Advanced Field Practice placement 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 a failing grade in the course must submit a request to the Graduate Standings Committee for permission to repeat the course, and a student who receives a failing grade in this course twice will be required to withdraw by the Faculty of Graduate Studies.

## **INTEGRITY, THEORY & RESEARCH IN ADVANCED PRACTICE - GUIDELINES FOR FINAL PAPER**

Students will use their interventions or areas of practice activities from their Advanced Field Practice as the basis for discussing the required elements of this final paper. In the analysis of the advanced field practice, students must integrate theory, perspectives of social justice, and research; demonstrate reflexivity; and evaluate their practice. The page lengths for each of the following sections are guidelines only:

- Provide an overview of the advanced field practice and the social context in which it is located. Identify the social issues, the population served, and the setting or policy area. Explain why it is an appropriate social work practice placement, keeping in mind the values and goals of the social work profession. (Suggested length: 3-5 pages)
- Provide a critical analysis of theory and research relevant to the advanced field practice which includes a critical analysis of the social construction of theory that may reflect injustices. (Suggested length: 10 - 15 pages)

- Describe your intervention process or project work, identifying how theory and research guided your work and were integrated in that work, including literature on addressing social justice, oppressive social conditions, and social change, as appropriate. Case examples may be used to highlight the integration. If applicable, describe and critique the evaluation method that was used, or specify and rationalize an evaluation method for the intervention/project. (Suggested length: 7 - 10 pages)
- Provide a critical analysis of your advanced field practice. Themes that emerge related to the population and/or the intervention or project should be discussed and links made to existing literature. You should reflect on expert power, your social location, and the ways that oppression manifests in the field setting that relates to social work values and ethics. Integrate this reflection and critique in your analysis. (Suggested length: 15 - 20 pages)
- Identify areas of knowledge building or recommendations for the future that are pertinent to this area of work, including responding to oppression and social injustices. (Suggested length: 5 pages)
- The faculty advisor may receive an outline of up to five (5) written pages for the final paper at the student's option before the student begins the writing process. The faculty advisor can provide feedback including but not limited to:
  - scope of the literature review
  - additional areas of literature that should be included / integrated into the analysis
  - analysis of the intervention/project or the discussion related to evaluation
  - emerging themes and issues that arise from the student's work
  - reflection on expert power, social location, and oppression

Faculty advisor feedback should be written and provided to the student before the student begins to write the final paper. Once this feedback is provided, the student prepares the final paper independently and without further consultation. Faculty advisors will not review drafts of the final paper or allow students to rewrite the final paper after it has been graded.

## GRADING

- Overview of the advanced field practice and the social context (5%)
- Critical analysis of theory and research (20%)
- Description of intervention process or project work (20%)
- Critical analysis of advanced field practice (35%)
- Areas of knowledge building and future recommendations (10%)
- Style (organization, spelling, grammar, and APA or other appropriate referencing style) (10%)

The final paper will be graded by the faculty advisor. The on-site supervisor of the advanced field practice 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.

In the event that the student chooses to allocate some proportion of the final grade to a presentation related to their field practice (up to 25% of the final grade), this will be negotiated with the faculty advisor at the beginning of the course. Presentations will be open to other instructors, students, and agency personnel. These presentations are not simply providing information about the field placement activities

and outcomes. The presentation should be an analysis and integration of knowledge and practice. Presentations will be graded according to criteria 1 through 5 as outlined above.

## APPENDIX B – 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.

### JURISDICTION

#### 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.

#### GROUND 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 clinical placement 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.

#### 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.

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## 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 Associate Dean of Graduate Programs & Research 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.

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## PROCEDURE

Any person may refer matters, which in his/her 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.

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## 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.

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## 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 their 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) 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.
- b) 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.

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## 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.

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## 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 readmission to the Faculty;
- f) Attach conditions which must be fulfilled before any application for readmission to the Faculty can be considered;
- g) Attach conditions prescribing future conduct by the student.

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## 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.

## APPENDIX C – FACULTY OF SOCIAL WORK GRADE APPEAL POLICIES AND PROCEDURES

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.

The Appeals Committee shall be comprised of 3 members: The Chair, a Faculty member, and a Faculty Content Specialist. 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. They do have some residual responsibility to monitor the work of the Committee, thus providing an additional safeguard to ensure justice.

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### 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.

Appeal of Term Work Grades: <http://umanitoba.ca/registrar/grades/appeal-grade>

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### 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 ten 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.

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### APPEAL OF FINAL GRADES:

<https://umanitoba.ca/registrar/grades/appeal-grade>

For further information, please see the Faculty of Graduate Studies Academic Calendar

<https://catalog.umanitoba.ca/graduate-studies/general-academic-regulations/#text>

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## 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:

1. Advise the student of the deadline for the Faculty's response to the Dean which is fifteen (15) working days from the date of the receipt of the appeal.
2. 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.
3. 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.
4. Request that the student forward to the Chair within three (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.
5. 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.
6. 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.
7. 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.

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## GUIDELINES AND PROCEDURES FOR THE APPEAL HEARING

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

1. Identify the case: Date, time, and provide notice that the meeting will be recorded.
2. Introduce the student, the faculty member whose decision is being appealed, the accompanying support person, and the members of the Committee.

3. Briefly outline the decision being appealed and remedy sought.
4. 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.

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## 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 three (3) working days. A copy of the letter will be placed on the student's file. 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.

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## 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.

## APPENDIX D – POLICY GUIDELINES ON CONFIDENTIALITY

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 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.

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### 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.

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### 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, faculty 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.

## APPENDIX E – SOCIAL MEDIA POLICY & GUIDELINES

The Canadian Association for Social Work Education (CASWE) Standards for

Accreditation (May, 2012) state that:

The Faculty of Social Work 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 placement community. The policy and procedures are consistent with the relevant human rights legislation, with the mission of CASWE-ACFTS, and with the mission of the Faculty of Social Work.

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.

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### 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, freedom of inquiry and freedom of expression as pillars of social work education, and 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.



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## GUIDELINES FOR THE USE OF SOCIAL MEDIA

The content of publicly 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, libellous 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 (September 2020).

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, placement 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, faculty 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 only 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.

## APPENDIX F – GRADUATE AWARD INFORMATION

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### FACULTY OF SOCIAL WORK AWARD INFORMATION

<https://umanitoba.ca/social-work/student-experience/financial-aid-awards>

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### UNIVERSITY OF MANITOBA GRADUATE FELLOWSHIP (UMGF)

<https://umanitoba.ca/social-work/student-experience/financial-aid-awards>

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### FACULTY OF GRADUATE STUDIES AWARD INFORMATION

FGS General Funding & Awards Information

[http://umanitoba.ca/faculties/graduate\\_studies/funding/index.html](http://umanitoba.ca/faculties/graduate_studies/funding/index.html)

FGS Awards Data Base

<http://webapps.cc.umanitoba.ca/gradawards/>

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### GRADUATE STUDENTS' ASSOCIATION AWARD INFORMATION (UMGSA)

<http://www.umgsa.org/grants-and-awards/>

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### FINANCIAL AID & AWARDS OFFICE

Bursary Information

[http://umanitoba.ca/student/fin\\_awards/](http://umanitoba.ca/student/fin_awards/)

**Note:** international students are not eligible to apply for bursaries the first year of their program. They may be eligible to apply beginning in year 2 of their program.

Government Student Aid

[http://umanitoba.ca/student/fin\\_awards/government\\_aid/index.html](http://umanitoba.ca/student/fin_awards/government_aid/index.html)

**Note:** For the Social Work Awards/Bursary, UMGF, and UMGSA, the Faculty of Social Work will send out an email to all students when it is time for applications to be submitted.