



**University
of Manitoba**

Faculty of Social Work

**FACULTY OF SOCIAL WORK
PRE-MSW GRADUATE HANDBOOK
2019-2020**

FACULTY OF SOCIAL WORK

PRE-MSW HANDBOOK 2019-2020

CONTENTS

- FACULTY OF SOCIAL WORK PROGRAM4**
 - FACULTY OF SOCIAL WORK MISSION STATEMENT4**
 - FACULTY OF SOCIAL WORK VISION STATEMENT4**
- DISCLAIMER4**
- PRE-MSW PROGRAM INFORMATION5**
- PROGRAM REQUIREMENTS5**
- COURSE REQUIREMENTS5**
- GRADES6**
 - GRADE POINT AVERAGE CALCULATION6**
 - GRADING POLICY FOR THE GRADUATE PROGRAM.....6**
- EQUIVALENCY POLICY6**
- CHALLENGE FOR CREDIT POLICY7**
- WAIVER OF FIELD PRACTICE REQUIREMENT7**
 - PROCESS FOR WAIVER OF FIELD PRACTICE REQUIREMENT8**
- ADMISSION TO THE MSW PROGRAM FOR PRE-MSW STUDENTS8**
- REGISTRATION9**
- POLICIES10**
 - ACADEMIC PERFORMANCE10**
 - FAILED COURSES AND MINIMUM GPA10**
 - PLAGIARISM AND CHEATING10**
 - PERFORMANCE NOT RELATED TO COURSEWORK10**
 - AUTHORIZED WITHDRAWAL POLICY11**
 - VOLUNTARY WITHDRAWAL POLICY11**
- APPEALS12**
 - APPEAL OF FACULTY OF GRADUATE STUDIES DECISIONS12**
 - APPEALS TO SENATE12**
 - DISCIPLINE APPEALS13**
 - ASSISTANCE WITH APPEALS13**
- STUDENT RESOURCES14**
 - STUDENT NOTICES / BULLETIN BOARD14**
 - COMPUTER ACCOUNTS14**

SCHOLARSHIPS, AWARDS, BURSARIES, LOANS, GRANTS	14
TEACHING ASSISTANTSHIP / GRADER MARKERS	14
LIBRARY FACILITIES	14
STUDENT SERVICES AND ADMISSIONS / ADVISING OFFICE	15
GRADUATE STUDENT ASSOCIATION	15
GRADUATE STUDENT PARTICIPATION ON FACULTY COMMITTEES	15
EDUCATIONAL EQUITY INITIATIVE	16
INTERNATIONAL CENTRE FOR STUDENTS	16
APPENDIX A - PROFESSIONAL UNSUITABILITY BY-LAW	17
APPENDIX B - FACULTY OF SOCIAL WORK GRADE APPEAL POLICIES AND PROCEDURES	21
APPENDIX C - POLICY AND GUIDELINES ON CONFIDENTIALITY	24
APPENDIX D - SOCIAL MEDIA POLICY AND GUIDELINES	26
APPENDIX E - FUNDING	28

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 is 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:

http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html

PRE-MSW PROGRAM INFORMATION

The Pre-MSW Program is designed to prepare students who do not have a BSW degree, from an accredited university or its equivalent, for entry to the MSW program. It is intended to build on the existing background and experience of students by providing them with an opportunity for focused study on Canadian social welfare policy, generalist social work practice, the philosophy and values of the profession of social work, including content on diversity and anti-oppression, and supervised practice in the field of social work.

One Pre-MSW Faculty Advisor is appointed to advise all students in the Pre-MSW program. This advisor approves a program of study for each student and can be consulted on an “as needed” basis by the student during their studies in the Pre-MSW program.

The Pre-MSW Program is not offered through distance delivery.

Contact information:

Faculty of Social Work

General Office

521 Tier Building

Winnipeg, MB R3T 2N2

Ph. (204)-474-7050

Social_Work@umanitoba.ca

PROGRAM REQUIREMENTS

The program may be completed on a full-time or part-time basis. Students have a maximum of three years to complete the required 33 credit hours of course work. The Pre-MSW program is preparation for the MSW program only and does not confer a degree.

COURSE REQUIREMENTS

SWRK 3100	Systematic Inquiry in Social Work (3)
SWRK 6020	Social Work Practice Seminar (6)
SWRK 6030	Canadian Social Welfare Policy Analysis (6)
SWRK 6040	Anti-Oppressive Social Work Practice (3)
SWRK 6050	Field Practice (6)
SWRK 6060	Social Work and Aboriginal People (6)
SWRK 4200	Field/Focus Seminar (6)
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 registration. Students who have previously completed the course may not have to complete it again.	

Please note that not all courses may be offered annually. Courses at the 7000 level or above cannot be taken in a Pre-Master's program. Courses taken as part of the Pre-Master's program cannot not be transferred to a Master's program at a later date.

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 manner in which GPA will be calculated and reported at the University.

[Grade Point Averages Policy](#)

GRADING POLICY FOR THE GRADUATE PROGRAM

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

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

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

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

NB: 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 fail at the graduate level.

EQUIVALENCY POLICY

Pre-MSW students may request for equivalency for SWRK 3100 - Systematic Inquiry in Social Work. As well, students who have completed SWRK 1310 - Introduction to Social Welfare Policy Analysis, SWRK 2110 - Emergence of the Canadian Welfare State and SWRK 3130 - Contemporary Canadian Social Welfare may request equivalency for SWRK 6030 - Canadian Social Welfare Policy Analysis. To request consideration of equivalency transfer, the student must contact the Pre-MSW Faculty Advisor.

Only courses taken in the last nine years, with a minimum grade of C+ (2.5), will be considered for equivalency transfer. Requests for equivalency transfer will normally be considered only in the first six months after the student has been admitted into the Faculty.

Students will be advised to provide the Faculty with descriptive and evaluative information related to courses they have completed. Information should include:

1. Course outlines, assignments, and bibliographies
2. Evaluative feedback

Students who are refused social work equivalency may initiate a challenge for credit (applicable to SWRK 3100 only).

CHALLENGE FOR CREDIT POLICY

Students who are qualified, and who can demonstrate an acceptable level of knowledge and skill, can challenge for credit for the course SWRK 3100 – Systematic Inquiry in Social Work (3 credit hours).

PROCEDURES FOR CHALLENGE FOR CREDIT:

1. A student must inform the Pre-MSW Faculty Advisor of their intent to challenge. The Faculty Advisor will arrange for the student to consult with an instructor teaching the course to determine course content and general expectations of a challenge for credit. In this regard, the instructor shall provide the student with a course outline, and the date, time, and place for the Challenge Credit Examination. Where an examination is not the basis for any or part of the evaluation, the instructor shall provide the student in writing with the required assignments(s), due date(s) and weighting of each assignment where applicable.
2. If a student is confident in proceeding with the Challenge for Credit, the Graduate Programs Student Advisor will complete the registration for the student. Registration deadlines and examination periods are listed in the Academic Schedule of the current University of Manitoba General Calendar. An instructor may not refuse a student Challenge for Credit.
3. The minimum passing grade for a challenge for credit is C+ (2.5).
4. Once the examination or assessment has been administered, the result will be entered on the student's academic record as a final grade. The student cannot choose whether or not the result will be recorded.

WAIVER OF FIELD PRACTICE REQUIREMENT

Students must complete Field Practice (SWRK 6050) as part of their program. This course may be waived if the student has had sufficient experience to build knowledge equivalent to that expected from this course, based on the following criteria:

1. The student will have completed at least 3 years in paid employment carrying a full professional social work role including all the assessment, planning, implementation and evaluative functions required of the role; AND

2. Such credited time will have included supervision, by, or in consultation with, a professional social worker, of such a nature as to permit reflection on the student's practice, and allow for growth in skill and knowledge grounded in that practice; AND
3. Such credited time will have included continuing education or professional development hours in accordance with the current requirement for ongoing certification by Manitoba College of Social Workers (MCSW) (40 hours); AND
4. If the student is intending to enter the Direct Practice with Groups, Networks, and Communities Cluster or Leadership, Management and Policy Cluster, at least 2 of the 3 credited years should be related to policy, program planning or community development. If such is not the case, then a field placement in one of these areas is indicated; OR
5. If the student is intending to enter the Direct Practice with Individuals and Families Cluster, at least 2 of the 3 credited years should be in paid employment in a clinical role. If such is not the case, then a clinical field placement is indicated; AND
6. The student's existent or a revised statement of intent in regard to a thesis or advanced field placement, should demonstrate specificity and feasibility and generally sufficient pre-existing knowledge of the area such that a preparatory field component to the Pre-MSW program is redundant.

PROCESS FOR WAIVER OF FIELD PRACTICE REQUIREMENT

The Pre-MSW Faculty Advisor shall receive the student's and the supporting documentation, and will make the final determination after receiving appropriate advice.

Note: According to Canadian Association of Social Work (CASWE) standards, students who have had the field practice requirement successfully waived in the Pre-MSW program must complete the course-based option in the MSW program.

ADMISSION TO THE MSW PROGRAM FOR PRE-MSW STUDENTS

For Pre-Master's students, if you have completed your Pre-Master's Program, and are intending to make application to the MSW Program, you may do so provided you have:

1. Successfully completed all Pre-MSW program requirements,
2. maintained a cumulative grade point average of B (3.0),
3. completed an online application form and paid application fee,
4. completed a transfer survey form and Area of Specialization form, which is sent by the Student Services and Admissions/Advising Office.

The application and application fee are to be submitted on-line directly to the Faculty of Graduate Studies, and the transfer survey and Area of Specialization form are submitted directly to the Graduate Programs Student Advisor in the Faculty of Social Work by December 1 of the year you intend to begin the MSW program. Once you are notified of your admission to the MSW Program, accepted the offer of admission, and submitted all required documentation to the Faculty of Graduate Studies and the Faculty of Social Work, you will be eligible to register for MSW courses.

- a) After having met with your Faculty Advisor to select and approve the courses you require, familiarize yourself with Aurora Student prior to your scheduled initial registration access date. Please refer to the Aurora Student on the University website (via the Registrar's Office) to determine your Initial Access Time to register.
- b) Register by using the University of Manitoba website. www.umanitoba.ca click on Aurora Student.
- c) Identify fee assessment on Aurora Student.
- d) Pay fees or arrange to pay fees. Registration is complete once fees have been paid in full.

REGISTRATION

All graduate students must initially register in the term specified in their letter of acceptance as specified in the Academic Schedule of the Graduate Calendar. Any student not registering by registration deadline for 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 unit, a newly admitted student may defer registration for up to one year following acceptance into the Faculty of Graduate Studies (subject to approval by the Faculty of Graduate Studies).

All newly admitted and returning graduate Social Work students are required to register on Aurora Student.

STEPS TO REGISTER

1. Consult the Faculty of Social Work section of the Graduate Calendar regarding the course requirements for your program of studies. Graduate Calendar is available on the Faculty of Graduate Studies website.
2. Contact the Pre-MSW Faculty Advisor to discuss and/or review your program of study. Any changes to your program must be approved by Pre-MSW Faculty Advisor. It is advisable to determine your program well in advance of registration.

All graduate students must complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) in the first term of study. In the Faculty of Social Work, this is the Fall term. Exceptions to this policy would occur if the student has successfully deferred admission into another term, or, has been on a leave of absence and would be required to complete the tutorial in the term in which they return to studies after the leave of absence.

Note: Pre-MSW students are **not** required to complete the Academic Integrity Tutorial again once they have moved into the MSW program, provided the student immediately moves into the MSW program at the conclusion of the Pre-MSW program.

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. Each failed course may be repeated only once, to a maximum of 6 credit hours of coursework. If a course is repeated, 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 are required to withdraw by the Faculty of Graduate Studies. Carefully review the following information on university policy and procedures:

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

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. While it is not necessary to state the source of well-known or easily verifiable facts, 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 in examinations or term tests (e.g. crib notes) is subject to serious academic penalty (e.g. suspension or expulsion from the faculty or university). A student found guilty of contributing to cheating in examinations, or term assignments, is also subject to serious academic penalty. Carefully review the following information on university policy and procedures in regards to plagiarism and cheating:

http://umanitoba.ca/student/resource/student_advocacy/media/Advoc-Cheat-Booklet-rev04-web.pdf

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 C](#) and [Appendix D](#). 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.

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 A](#).

AUTHORIZED WITHDRAWAL POLICY

Authorized Withdrawal (AW) is an approved withdrawal from all courses in a given term for medical or compassionate reasons. Refer to the online version of the policy:

http://umanitoba.ca/admin/governance/governing_documents/academic/authorized_withdrawal.html

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

VOLUNTARY WITHDRAWAL POLICY

Voluntary Withdrawal (VW) is a registration option that enables students to withdraw from a course or courses after the Registration Revision Period without academic penalty. Refer to the online version of the policy:

http://umanitoba.ca/admin/governance/governing_documents/academic/360.html

If a student has previously voluntarily withdrew (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/>

REPEATED COURSE POLICY

The purpose of the Repeated Course policy is to articulate, on an institutional level, the rules that are to be 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 Limited Access. 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/admin/governance/media/Repeated_Course_Policy_-_2016_09_01.pdf

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 B](#).

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 applicable), 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 applicable), 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).

APPEAL OF FACULTY OF GRADUATE STUDIES DECISIONS

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 from the date that the appellant was informed in writing of the action to be appealed.

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

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

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

DISCIPLINE APPEAL DEADLINES

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.

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 BOARD

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

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

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.

TEACHING ASSISTANTSHIP / GRADER MARKERS

Many of the courses in the BSW Program require teaching assistants to assist with duties such as marking, library research, demonstrating, leading seminars, tutoring, etc. Duties vary between instructors and courses. Positions are posted during July/August of each year. Students hired as teaching assistants and markers become members of the CUPE (Canadian Union of Public Employees) Local 3909. For further information on teaching assistantships, please contact the Dean's Confidential Secretary 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. Some of the services provided are:

Other libraries on campus include the following:

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

STUDENT SERVICES AND 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 University of Manitoba 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 Programs Student Advisor, 515 Tier, 204-474-8350.

GRADUATE STUDENT ASSOCIATION

<http://www.umgsa.org/>

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

The GSA Office/Lounge complex provides various services for the benefit of all graduate students, and graduate students are welcome to drop in at any time.

In addition, there are opportunities for graduate studies to serve as members of the GSA. Please see website above for more information.

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.

EDUCATIONAL EQUITY INITIATIVE

The purpose of this Initiative is to achieve equality in professional education so that no person shall be denied educational opportunities or benefits for reasons unrelated to ability. In the fulfilment of this goal, the aim is to correct the conditions of disadvantage in professional education experienced by Canadian Indigenous peoples, persons with disabilities, immigrants and refugees to Canada, LGBTTTQ 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.

http://umanitoba.ca/faculties/social_work/programs/educational_equity/

INTERNATIONAL CENTRE FOR STUDENTS

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

http://umanitoba.ca/research/international_centre/advising.html

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.

APPENDIX A - 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.

GROUNDINGS 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 (2005) of the Canadian Association of Social Workers;

And / Or

- b) In any clinic or 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.

PROFESSIONAL UNSUITABILITY REVIEW COMMITTEE

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

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

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; 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.

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.

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 day's notice of the Review Committee hearing shall be given to the student.

HEARING PROCEDURES

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

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

The student or her/his representative shall have the right to hear and to question witnesses, to have access to all documents submitted to the Review Committee for consideration, to call witnesses and to submit other evidence. Four members of the Review Committee including the Chair shall constitute a quorum.

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

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

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

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

- a) 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.

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.

DISPOSITION OF THE MATTER

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

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

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

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 B - 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. He or she does have some residual responsibility to monitor the work of the Committee, thus providing an additional safeguard to ensure justice.

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/student/records/grades/690.html>

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.

Appeal of Final Grades:

http://umanitoba.ca/student/records/exams_grades_hub.html

For further information, please see the Faculty of Graduate Studies Academic Guide (sections 9.8 and 9.9)

<http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=380&chapterid=4550&topicgroupid=23957&loaduserredits=False>

GRADUATE STUDENT APPEALS

The Faculty of Social Work will only hear appeals regarding academic matters. Appeals stemming from departmental actions on academic matters (e.g., failure in a course) will be heard by the Faculty of Graduate Studies Appeal Panel only after they have been dealt with by the appropriate departmental-level appeal process. The Appeal Panel will handle an appeal of Faculty of Graduate Studies actions. Please note that decisions on academic matters such as qualifying examinations, candidacy examinations, thesis examinations, etc. that have been made by a student's home unit (i.e. department, school or program) should first be appealed to the home unit. If a unit denies a student's appeal, the appeal may be made to the Faculty of Graduate Studies.

ACTION BY COMMITTEE CHAIR

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

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

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.

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.

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.

APPENDIX C - POLICY AND 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.

POLICY STATEMENT

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

GUIDELINES

The following guidelines are based on general best practices. The Faculty recognized that circumstances can vary and encourages consultation with your field instructor, field liaison, Pre-MSW 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, Pre-MSW Faculty Advisor or course instructors, if they are unsure about matters related to this policy.

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

APPENDIX D - SOCIAL MEDIA POLICY AND 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 and demonstrates how the policy and procedures are consistent with the relevant human rights legislation, with the mission of CASWE-ACFTS, and with the mission of the 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.

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.

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 (June 22, 2004).

The Faculty encourages communication that is accurate and based on reasoned engagement with professional and scholarly knowledge. Postings should be treated as public documents and; therefore, professionalism is highly recommended. Always keep in mind that interaction through social media can result in anyone forming opinions about the Faculty, a field setting, employees, clients, students or the author of the posting. Communications that mention the Faculty of Social Work, field agencies, employees, students or clients must identify that the views expressed are those of the author and not the views of the Faculty of other members of its community. Under no circumstances should information that is confidential, pertaining to the Faculty, 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 E - FUNDING

Funding for Pre-Master students is very limited. Most funding available at the graduate level is for masters and PhD students.

SOCIAL WORK AWARDS

GALAWAY FOUNDATION SCHOLARSHIP

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

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

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

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

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

MARGARET MARY BURNS BURSARY

Note: Pre-MSW students are ONLY eligible to apply for the Margaret Mary Burns bursary

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

The Margaret Mary Burns award fund is established to provide both bursaries and scholarships. Within each of these two categories, funds are disbursed equally between applicants from educational equity priority group students (i.e. Indigenous students, students with disabilities, immigrants, refugees, and

visible minorities) and all other students. The values and numbers of awards are determined each year by the selection committee, based on the available annual income.

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

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

Preference will be given, firstly, to students who do not hold other scholarships concurrently and, secondly, to those who were admitted with the highest grade point averages. The selection committee for the scholarships shall be named by the Chair of the Graduate Program Committee in Social Work.

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

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

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

FINANCIAL AID & AWARDS OFFICE

The Financial Aid & Awards Office has bursaries available for graduate level students, including some for Pre-Master students. Information may be found on the following website:

http://umanitoba.ca/student/fin_awards/index.html

Note: International students are not eligible to apply for bursaries in the first year of academic study, but may be eligible to apply beginning the 2nd year of studies.

The Financial Aid & Awards Office administers government student aid. Please contact their department directly with any questions.

422 University Centre
Phone: 204 474-9531 Fax: 204 474-7543
Email: awards@umanitoba.ca