

# Individual Reading Course Authorization Form

The Faculty of Social Work provides opportunities for graduate-level students to take individual reading courses. In order to undertake a readings course:

1. The professor/instructor and the student must demonstrate that the content (area of specialized reading and theory) is not available through any other course offered with the Faculty of Social Work or another unit in the university.
2. A full course outline must be submitted that details a course description and lists a set of readings equivalent to a three-credit hour graduate-level course. Please complete the attached course outline.
3. The assigned readings lists and course assignments (i.e. a final written paper) must be equivalent to a three-credit hour graduate-level course.
4. A report of the reading courses and the topics will be reviewed by the Graduate Program Committee.

SWRK 7220 Lecture Section \_\_\_\_\_ CRN \_\_\_\_\_ Term \_\_\_\_\_

SWRK 7280 Lecture Section \_\_\_\_\_ CRN \_\_\_\_\_ Term \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Course Instructor: \_\_\_\_\_

Academic Year of Registration: \_\_\_\_\_

Program:  MSW  PhD  Other (specify) \_\_\_\_\_

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of course instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Course approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Associate Dean – Graduate Programs and Research)

Entered for Aurora by \_\_\_\_\_ Date: \_\_\_\_\_  
(Student Services Office & Admissions/Advising Office)



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## COURSE DETAILS

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Course Title & Number: \_\_\_\_\_

Course Title (sub-topic name): \_\_\_\_\_

Number of Credit Hours:   3  

Description of Course Topic (include a detailed rationale for the course and demonstration that the course content is not available through other courses):

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## Instructor Contact Information

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Instructor(s) Name: \_\_\_\_\_

Office Location: \_\_\_\_\_

Office Hours or Availability  
(Arrangements for Meetings \_\_\_\_\_  
between Instructor and  
Student):

Office Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

## **Course Description**

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### **U of M Course Calendar Description**

A tutorial approach which permits the graduate student to develop an area of concentration independently, but with assistance and mutual work with a faculty member. Prerequisite: written permission of instructor.

### **General Course Description and Course Goals**

With the student, write a simplified course description. For example, how does the course fit into the broader program of studies?

## **Textbook, Readings, and Course Materials**

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A detailed reading list is required. This must be equivalent to the quality and quantity of readings for a graduate-level course.

## Using Copyrighted Material

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Please respect copyright. For more information, see the University's Copyright Office website at <http://umanitoba.ca/copyright/> or contact [um\\_copyright@umanitoba.ca](mailto:um_copyright@umanitoba.ca).

## Expectations of Students

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### Academic Integrity:

*Example:* Each student in this course is expected to abide by the University of Manitoba [Academic Integrity Policy](#). Always remember to reference the work of others that has been used. Students are required to complete assignments independently, unless otherwise specified. Inappropriate collaborative behavior and violation of other Academic Integrity principles, will lead to the serious [Student Academic Misconduct](#). Visit the [Academic Calendar](#), [Student Advocacy](#), and [Academic Integrity](#) web pages for more information and support.

### Student Accessibility Services:

The University of Manitoba is committed to providing an accessible academic community. [Student Accessibility Services \(SAS\) Office](#) offers academic accommodation supports and services, such as note-taking, interpreting, assistive technology and exam accommodations. Students who have, or think they may have, a disability (e.g. mental illness, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation.

Student Accessibility Services  
520 University Centre  
Phone: (204) 474-7423  
Email: [Student\\_accessibility@umanitoba.ca](mailto:Student_accessibility@umanitoba.ca)

## Grading

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Final grades will be assigned according to the following scale:

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

**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.**

Appeals of grades are to be directed to the Appeals Committee, Faculty of Social Work.

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## Voluntary Withdrawal

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**Voluntary Withdrawal Date:** \_\_\_\_\_

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## ASSIGNMENT DESCRIPTIONS

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Each assignment should be fully described. The outline below can be used. These assignments need to be equivalent to the expectations of a graduate-level course.

**TITLE:** (i.e., Mid-term scholarly paper)

**GOAL:** How is this assignment going to evaluate the learning objectives for this course? (i.e., Course Objectives 1-3 & Unit 1-3).

**PROCEDURE:** What are acceptable sources and how to find them? How should the assignment be organized? Formatting of the assignment – APA, MLA, other styles?

**SUBMISSION GUIDELINES:** Should the paper uploaded to UM Learn, emailed, a print copy, etc. How, when and where?

**EVALUATION CRITERIA:** Include a description of the criteria for grading each assignment.

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## Referencing Style

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Assignments should use the APA reference style as outlined in the text: American Psychological Association. (2009). Publication manual of the American Psychological Association (6th ed.). Washington, DC: Author.

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## Assignment Feedback

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In this section, explain what form of feedback will be provided to students: formative (i.e., comments) or summative (i.e., grade). Indicate the method in which the feedback will be delivered (i.e., via paper or electronically). Additionally, indicate to the students when they can expect to receive their graded assignments. It is recommended that students receive a sufficient percentage of their final grade prior to the Voluntary Withdrawal date, which will allow students to make a decision about completing or withdrawing from the course.

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## Assignment Extension and Late Submission Policy

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Instructors must clearly describe their policies. How strict are the assignment submission date and time? Is today's date up until midnight? If there is a time, how is it monitored? (i.e., student submits assignments to support staff who date stamp them, UM Learn submission which automatically date stamps them). Can they be late with their assignments? If so, how late is too late? Is there a late penalty? Is it enforceable? Do all assignments need to be submitted to pass the course? Etc...

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## UNIVERSITY SUPPORT OFFICES & POLICIES

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Instructors shall provide to every student the information on university support offices and policies in [Schedule "A"](#) within the first week of classes, either through a paper copy and/or via the university's student information system (i.e., Aurora, UM Learn, or such other university information system as may be approved by the university from time to time).

### Schedule "A"

**Section (a) sample re:** A list of academic supports available to students, such as the Academic Learning Centre, Libraries, and other supports as may be appropriate:

## Writing and Learning Support

The Academic Learning Centre (ALC) offers services that may be helpful to the student throughout their academic program. Through the ALC, students can meet with a learning specialist to discuss concerns such as time management, learning strategies, and test-taking strategies. The ALC also offers peer supported study groups called Supplemental Instruction (SI) for certain courses that students have typically found difficult. In these study groups, students have opportunities to ask questions, compare notes, discuss content, solve practice problems, and develop new study strategies in a group-learning format.

Students can also meet one-to-one with a writing tutor who can provide feedback at any stage of the writing process, whether the student just beginning to work on a written assignment, or already have a draft. Students interested in meeting with a writing tutor must reserve an appointment two to three days in advance of the time they would like to meet. Also, plan to meet with a writing tutor a few days before the paper is due so that there is time to work with the tutor's feedback.

These Academic Learning Centre services are free for U of M students. For more information, please visit the Academic Learning Centre website at: <http://umanitoba.ca/student/academiclearning/>

Student may also contact the Academic Learning Centre by calling 204-480-1481 or by visiting 205 Tier Building.

## University of Manitoba Libraries (UML)

As the primary contact for all research needs, the liaison librarian can play a vital role when completing academic papers and assignments. Liaisons can answer questions about managing citations, or locating appropriate resources, and will address any other concerns students may have regarding the research process. Liaisons can be contacted by email or phone, and are also available to meet in-person. A complete list of liaison librarians can be found by subject: <http://bit.ly/WcEbA1> or name: <http://bit.ly/1tJ0bB4>. In addition, general library assistance is provided in person at 19 University Libraries, located on both the Fort Garry and Bannatyne campuses, as well as in many Winnipeg hospitals. For a listing of all libraries, please consult the following: <http://bit.ly/1sXe6RA>. When working remotely, students can also receive help online, via the Ask-a-Librarian chat found on the Libraries' homepage: [www.umanitoba.ca/libraries](http://www.umanitoba.ca/libraries).

**Section (b) sample:** re: A statement regarding mental health that includes referral information:

**For 24/7 mental health support, contact the Mobile Crisis Service at 204-940-1781.**

### Student Counselling Centre

Students should contact SCC if they are concerned about any aspect of their mental health, including anxiety, stress, or depression, or for help with relationships or other life concerns. SCC offers crisis services as well as individual, couple, and group counselling. *Student Counselling Centre:* <http://umanitoba.ca/student/counselling/index.html>  
474 University Centre or S207 Medical Services  
(204) 474-8592

### **Student Support Case Management**

Student should contact the Student Support Case Management team if they are concerned about themselves or another student and don't know where to turn. SSCM helps connect students with on and off campus resources, provides safety planning, and offers other supports, including consultation, educational workshops, and referral to the STATIS threat assessment team.

*Student Support Intake Assistant* <http://umanitoba.ca/student/case-manager/index.html>

520 University Centre

(204) 474-7423

### **University Health Service**

Contact UHS for any medical concerns, including mental health problems. UHS offers a full range of medical services to students, including psychiatric consultation.

*University Health Service* <http://umanitoba.ca/student/health/>

104 University Centre, Fort Garry Campus

(204) 474-8411 (Business hours or after hours/urgent calls)

### **Health and Wellness**

Contact the Health and Wellness Educator if interested in information on a broad range of health topics, including physical and mental health concerns, alcohol and substance use harms, and sexual assault.

*Health and Wellness Educator*

<http://umanitoba.ca/student-supports/student-health-and-wellness>

[Katie.Kutryk@umanitoba.ca](mailto:Katie.Kutryk@umanitoba.ca)

469 University Centre

(204) 295-9032

### **Live Well @ UofM**

For comprehensive information about the full range of health and wellness resources available on campus, visit the Live Well @ UofM site:

<http://umanitoba.ca/student/livewell/index.html>

**Section (c) sample:** re: A notice with respect to copyright:

All students are required to respect copyright as per Canada's *Copyright Act*. Staff and students play a key role in the University's copyright compliance as we balance user rights for educational purposes with the rights of content creators from around the world. The Copyright Office provides copyright resources and support for all members of the University of Manitoba community. Visit <http://umanitoba.ca/copyright> for more information.

**Section (d) sample:** re: A statement directing the student to University and Unit policies, procedures, and supplemental information available on-line:

### **Students rights and responsibilities**

Students at the University of Manitoba have rights and responsibilities. It is important for students

to know what can be expected from the University as a student, and to understand what the University expects from the student. Become familiar with the policies and procedures of the University and the regulations that are specific to the Faculty of Social Work.

The [Academic Calendar](#) is one important source of information. View the sections *University Policies and Procedures* and *General Academic Regulations*.

While all of the information contained in these two sections is important, the following information is highlighted.

- Students must speak with their instructor about their grades. There is a process for term work and final **grade appeals**. Students have the right to access their final examination scripts. See the Registrar's Office website for more information including appeal deadline dates and the appeal form <http://umanitoba.ca/registrar/>
- Students are expected to view the General Academic Regulation section within the Academic Calendar and specifically read the **Academic Integrity** regulation. Consult the course syllabus or ask the instructor for additional information about demonstrating academic integrity in all academic work. Visit the Academic Integrity Site for tools and support <http://umanitoba.ca/academicintegrity/> View the **Student Academic Misconduct** procedure for more information.
- The University is committed to a respectful work and learning environment. Students have the right to be treated with respect and students are expected to conduct themselves in an appropriate respectful manner. Policies governing behavior include the:

#### **Respectful Work and Learning Environment**

[http://umanitoba.ca/admin/governance/governing\\_documents/community/230.html](http://umanitoba.ca/admin/governance/governing_documents/community/230.html)

#### **Student Discipline**

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

#### **Violent or Threatening Behaviour**

[http://umanitoba.ca/admin/governance/governing\\_documents/community/669.html](http://umanitoba.ca/admin/governance/governing_documents/community/669.html)

- Students experiencing **Sexual Assault**, or know a member of the University community who has, it is important to know there is a policy that provides information about the supports available to those who disclose and outlines a process for reporting. The **Sexual Assault** policy may be found at:  
[http://umanitoba.ca/admin/governance/governing\\_documents/community/230.html](http://umanitoba.ca/admin/governance/governing_documents/community/230.html)  
More information and resources can be found by reviewing the Sexual Assault site <http://umanitoba.ca/student/sexual-assault/>
- For information about rights and responsibilities regarding **Intellectual Property** view the policy [https://umanitoba.ca/admin/governance/governing\\_documents/community/235.html](https://umanitoba.ca/admin/governance/governing_documents/community/235.html)



For information on regulations that are specific to the student's academic program, read the section in the Academic Calendar and on the Faculty of Social Work website

[http://umanitoba.ca/faculties/social\\_work/current/577.html](http://umanitoba.ca/faculties/social_work/current/577.html)

Students should contact their faculty advisor for questions about their academic program and regulations.

**Student Advocacy**

Contact Student Advocacy to learn more about student rights and responsibilities, have questions about policies and procedures, and/or want support in dealing with academic or discipline concerns.

<http://umanitoba.ca/student/advocacy/>

520 University Centre

204 474 7423

[student\\_advocacy@umanitoba.ca](mailto:student_advocacy@umanitoba.ca)