

Distance Delivery Social Work  
Program Welcome Package

2024-2025 New Admits  
New Admits



University  
of Manitoba

Faculty of Social Work

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## Traditional Territories Acknowledgement



### TRADITIONAL TERRITORIES ACKNOWLEDGEMENT

The University of Manitoba campuses are located on original lands of Anishinaabeg, Ininew, Anisininew, Dakota and Dene peoples, and on the National Homeland of the Red River Métis.

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

## Welcome to the Faculty of Social Work

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

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

1. Contact your local Police Station or RCMP Office to order your Criminal Record Checks, Vulnerable Sector Checks and other checks that pertain to your province/territory as soon as possible!
  - Nova Scotia residents must also complete a Child Abuse Check.
  - Manitoba residents must also complete an Adult and Child Abuse Check.
  - Alberta residents must also complete an Intervention Check.
  - Toronto residents must complete a form to request a Criminal Record check with Vulnerable Sector.
  - Other regions might require a letter from the faculty to process the check(s). If you require this, please email: [ddsocial.work@umanitoba.ca](mailto:ddsocial.work@umanitoba.ca)
2. If you are a new University of Manitoba student, claim your UMNNetID and UM student email account (see next page for further instructions). Students can activate their student email 48 hours after they've accepted their offer of admission.
3. Once you've activated your student email, please email [ddsocial.work@umanitoba.ca](mailto:ddsocial.work@umanitoba.ca) from your UM student email with the subject line Newly Admitted: Requesting Access to Orientation Portal.
4. When you are enrolled in the orientation portal on UMLearn, you will have access to a Self-Declaration Form that must be completed and submitted. This form will ask for your preferred orientation and wrap-session dates.
5. Attend an orientation session and complete orientation modules on UMLearn.
6. Register for your courses. Initial Registration opens for new Social Work admits at the end of July.
7. Attend a Wrap Up Session (mid-August).

## Orientation 2024

All newly admitted students will attend one online orientation session. This session is mandatory, and you can choose one of the following dates:

- Wednesday, June 26th | 11:00am to 1:00pm | Central/Manitoba Time (CST)
- Thursday, June 27th | 5:00pm to 7:00pm | Central/Manitoba time (CST)

In addition, you are required to attend one wrap-up session. You can choose one of the following dates:

- Wednesday, August 21st | 11:00am to 12:00pm | Central/Manitoba Time (CST)
- Thursday, August 22nd | 5:00pm to 6:00pm | Central/Manitoba Time (CST)

You will choose your preferred times on the Self-Declaration Form found on UMLearn. You will receive a meeting link to the sessions via your UM student email. Once you have attended the orientation session, you will complete the orientation modules through UMLearn. The orientation modules can be completed at your own pace; however, it must be completed before your mandatory Wrap-Up Session. The purpose of the orientation modules is to provide incoming students with further details related to their program, resources as a university student, and requirements as a student in the Faculty of Social Work. Failure to complete the orientation requirements will delay fall registration.

## Additional Information

### UMNetID

48 hours after accepting your offer, you will claim your UMNetID through SignUM. Your UMNetID gives you access to online courses in UMLearn, UM student Email, Libraries, Software Express, Unix and other services.

- [Instructions on how to activate your UofM Computer Account](#)
- [Claiming your UMNetID](#)

### UM Student Email

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

### Student Identification Card

After you have successfully registered for classes, you can order your student ID card. Your student ID card is mandatory for field placements, so ensure you order as soon as you can. The following [link](#) outlines steps to obtain your student card. You can also order an ID card online, and these steps will be outlined in our orientation.

### BSW Student Handbook





The Bachelor of Social Work (BSW) Student Handbook houses important information students need to know. As a BSW student, it is your responsibility to understand all relevant social work policies and procedures. Please note, the handbook is currently being updated and will be available for view on the University of Manitoba Social Work website soon. A link to the document will be provided once it is available.

# Technology Requirements


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



<p>Windows:</p> <ul style="list-style-type: none"><li>• Processor: 1.4 GHz Intel Pentium 4 or faster processor (or equivalent)</li><li>• Operating System: Windows 10, Windows 8, or Windows 7</li><li>• Memory: 1 GB (32 bit) 2 GB (64 bit)</li><li>• Web Browser: Chrome, Edge, Firefox, or Safari</li><li>• Software: Cisco WebEx Browser Extension, Microsoft Office</li></ul>	<p>Mac OS:</p> <ul style="list-style-type: none"><li>• Processor: 1.83 GHz Intel Core Duo or faster processor</li><li>• Operating System: Mac OS X 10.13 or later</li><li>• Memory: 1 GB</li><li>• Web Browser: Chrome, Edge, Firefox, or Safari</li><li>• Software: Cisco WebEx Browser Extension, Microsoft Office</li></ul>
<p>Additional Hardware:</p> <ul style="list-style-type: none"><li>• USB Headset with Microphone</li><li>• Webcam is highly recommended.</li><li>• Please note that Chromebooks and Chrome OS are not recommended but will work.</li></ul>	<p>Internet Requirements:</p> <ul style="list-style-type: none"><li>• Bandwidth: minimum of 5 Mbps of download and 2 Mbps of upload capacity</li><li>• Wired Connection Recommended: 5 Mbps of download and 2 Mbps of upload capacity.</li><li>• Wireless: Wireless-AC (802.11ac) access point (router or modem)</li><li>• Computer that supports Wireless-AC (802.11ac)</li><li>• Computer location within 10m (30 ft) of the access point (router or modem)</li></ul>

## Faculty and Staff

Dean and Associate Dean		
	Dean of the Faculty of Social Work	
	Dr. Rusty Souleymanov Associate Dean (Undergraduate Programs)	
Distance Delivery Team		
	Joan Churley Program Coordinator <a href="mailto:Joan.Churley@umanitoba.ca">Joan.Churley@umanitoba.ca</a> (204) 295-2789	The Program Coordinator's role is to ensure you receive quality education. If you have any concerns while receiving your degree, please do not hesitate to contact Joan.
	Leslie Mckenzie Program Administrator <a href="mailto:Leslie.Mckenzie@umanitoba.ca">Leslie.Mckenzie@umanitoba.ca</a> (431) 334-4227	The Program Administrator's role is to manage the office
	Candielya Jackson Field Coordinator <a href="mailto:Candielya.Jackson@umanitoba.ca">Candielya.Jackson@umanitoba.ca</a>	The Field Coordinator's role is to ensure that you prepare for field. Please contact Candielya regarding any field and PLAR inquiries.



	<p>Kat Maddocks Field Liaison, Field Education Assistant <a href="mailto:Kat.Maddocks@umanitoba.ca">Kat.Maddocks@umanitoba.ca</a></p>	<p>The Field Liaison/Field Assistant's role is to assist with field coordination and placements.</p>
	<p>Julia Florek Turcan Academic Advisor/Cohort Advisor <a href="mailto:Julia.Florek@umanitoba.ca">Julia.Florek@umanitoba.ca</a> (431) 336-6802</p>	<p>The Academic Advisor's role is to support students while they pursue their degree. Advisors can help you understand and be aware of policies and procedures; they can assist with course planning and registration, authorized withdrawals, degree planning and address any other questions you might have about your program. Your Academic Advisor is here to support you!</p>
	<p>Elsie Gomez-Besana Academic Advisor <a href="mailto:elsie.gomez-besana@umanitoba.ca">elsie.gomez-besana@umanitoba.ca</a></p>	
	<p>Dave Nicholls Educational Tech Programmer <a href="mailto:Dave.Nicholls@umanitoba.ca">Dave.Nicholls@umanitoba.ca</a> (431) 275-5951</p>	<p>The Educational Tech Programmers will work with you to ensure you are ready for web conferences. They also design your courses in UM Learn and offer workshops and training for instructors and students.</p>
	<p>Erin Jansen Educational Tech Programmer <a href="mailto:Erin.Jansen@umanitoba.ca">Erin.Jansen@umanitoba.ca</a> (431) 277-7543</p>	

	<p>Eden Metrik Educational Tech Programmer <a href="mailto:Eden.Metrik@umanitoba.ca">Eden.Metrik@umanitoba.ca</a> (431) 275-4319</p>	
	<p>Elsie Tsui Educational Tech Programmer <a href="mailto:Wing.Tsui@umanitoba.ca">Wing.Tsui@umanitoba.ca</a></p>	
<p>Emma Baker</p>	<p><a href="mailto:ddsocial.work@umanitoba.ca">ddsocial.work@umanitoba.ca</a></p>	<p>Student Office Assistant</p>
<p>Muhammad Safdar</p>	<p><a href="mailto:Muhammad.Safdar@umanitoba.ca">Muhammad.Safdar@umanitoba.ca</a></p>	<p>Student Tech Assistant</p>
<p>General Distance Delivery Office <a href="mailto:ddsocial.work@umanitoba.ca">ddsocial.work@umanitoba.ca</a> (204) 474-7912</p>		

# Bachelor of Social Work Requirements

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

- 75 credit hours of required social work courses, including two field practicums.
- 48 credit hours of electives including a 3-credit hour math and a 3-credit hour written elective.
- Within the 48 credit hours of electives, there are specific non-Social Work courses you are required to fulfill.

Students have up to 9 years to complete the BSW degree. Completion time will vary for each student as it depends on factors such as number of credit hours transferred in, work and personal circumstances, etc.

Students may [transfer](#) up to 48 credit hours of elective courses from previous studies from a recognized educational institution. The University of Manitoba determines the admissibility of elective credits on a course- by-course basis.

Students who have taken social work courses at other universities may request the Admissions Office to consider equivalency credit within the 6-month period following their acceptance into the faculty as a regular student. Any social work courses for which you are requesting review for equivalency credit, must have been completed within the last 9 years and must be from a program that is accredited by the Canadian Association for Social Work Education. Required non-Social Work elective courses (i.e. FMYL 1010/PSYC 1200; INDG 1200/INDG 1220 & INDG 1240; WOMN 1600) must be completed no more than 10 years prior to admission. Any required non-Social Work courses that have not been completed prior to admission must be completed within a student's first 30 credit hours after admission to the program.

Students who have taken social work courses at a CASWE accredited institution may apply for evaluation of their social work courses. Social Work courses will expire 9 years from the date they were completed. Any expired social work course will need to be repeated.

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

## Written English and Math Requirement

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

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

## Required Social Work Courses

The 75 credit hours of required social work courses include core, elective and field courses. It is important that you consult with your Distance Delivery Academic Advisor on a regular basis for assistance with planning. As you consider which courses to take, please note that you must complete eight core courses (outlined in red below) before you can take the Field Instruction/Practice courses, as well as the social work elective courses. Course descriptions, prerequisites and co-requisites for the courses are outlined in the [Academic Calendar](#) or [Aurora](#).

## Core Social Work Courses (48 Hours)

Social Justice – Rights – Diversity Courses (15 credit hours)

- **SWRK 1200 Introduction to Canadian Social Welfare**
- **SWRK 1220 Social Justice, Diversity and Human Rights**
- SWRK 2000 Anti-Racist Social Work Practice (Prerequisite: SWRK 1220)
- SWRK 2040 Social Welfare Policy: Analysis and Advocacy (Prerequisite: SWRK 1200)
- SWRK 3160 Feminist Perspectives in Social Work Practice and Social Welfare Policy (Prerequisite: WOMN 1600 & pre/co requisite SWRK 2000)

Indigenization – Decolonization – Reconciliation (9 credit hours)

- **SWRK 1210 Wâhkôhtowin (We are All Related)** (Prerequisite: INDG 1200 or INDG 1220 + INDG 1240)
- **SWRK 2010 Indigenization and Decolonization in Social Work** (Prerequisite: SWRK 1210)
- SWRK 3190 Social Work Practice with Indigenous Peoples: Towards Reconciliation (Prerequisite: SWRK 2010)

Social Work Professional Ethics & Identity (9 credit hours)

- **SWRK 1240 Social Work and Professional Identity**
- **SWRK 2030 Communication and Relational Skills in Social Work**
- SWRK 3170 Discovering Social Work Research: How knowledge is framed and forging a review (Prerequisite: SWRK 2010 & SWRK 1240)

Community Well-Being & Practice (15 credit hours)

- **SWRK 1230 Community Health and Well-Being: Imagination for Social Work Practice**
- **SWRK 1250 Human Behaviour, Family and Community Well-Being: Theory and Practice**
- SWRK 2020 Community Development and Social Work
- SWRK 3180 Social Work Practice with Immigrants and Refugees (Prerequisite: SWRK 1220 & SWRK 1210)
- SWRK 3200 Social Work Practice with 2SLGBTQIA+ Communities (Prerequisite: SWRK 1220 & SWRK 1210)

## Elective Social Work Courses (12 Credit Hours)

Once students complete the eight core courses (24 credit hours) listed in red above, they will be eligible to take social work elective courses. Students will choose four courses from the list below. Electives will be offered on a rotating basis. For a full list of electives please see the BSW handbook, Distance Delivery will offer the following Social Work Electives (subject to change):

- SWRK 4254 Substance Use, Mental Health, and Social Work
- SWRK 4256 Trauma-Focused Social Work Practice: Legacies, Development, Post-Traumatic Growth
- SWRK 4258 Loss, Grief, Bereavement and Social Work
- SWRK 4268 Creativity and Arts-Based Methods for Social Work Practice
- SWRK 4280 Social Work Practice with Mandated/Justice-Involved Populations

- SWRK 4286 Mino Shkaabis with First Nations, Metis, Inuit Children, Youth and Families
- SWRK 4298 Poverty and Inequality: Policy and Social Work Practice

## Field

Field instruction provides students with an opportunity to engage, as beginning practitioners, in the processes of Social Work assessment, planning, intervention, evaluation and integration of theory from classroom course work to placement setting. Possible field placement sites may include school settings, government policy departments, correctional services, child and family services, immigrant and refugee services, and health care. Students must complete the previously highlighted eight core courses in order to commence field placements.

## Final Exams

You will not be required to write off-campus exams in your Distance Social Work courses. However, in your non-social work elective courses you may be required to apply to write examinations at off campus locations or to write an online exam through Examity software. Students enrolled in Distance and Online Education courses are required to declare the location at which they will write all invigilated final examinations. Exam Invigilation Sites may require that students travel up to two hours (one-way) to the nearest examination center. Information on how to declare an off-site exam or an online exam will be provided in your course syllabus.

# Student Expectations

## Contact Information

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

## Group Work

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

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

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

Group Members must ensure that a group project adheres to the principles of Academic Integrity. This means that you are expected to treat others with respect and work together as a team. You do not always have to agree, but you must work together. Group work is important and social workers are required to manage and work with and in groups regularly. Please adhere to the same fundamental values spoken about earlier.

Students should use Teams, Cisco WebEx, discussion boards and their University of Manitoba email to contact each other. Students DO NOT have to and SHOULD NOT give out personal information such as cell numbers or personal email addresses to students assigned to work in groups. The University of Manitoba has provided free tools such as Microsoft Teams and Cisco WebEx and students should work in a system that is approved by the University. If you have any issues or concerns, please speak to your instructor.

## Online Conduct

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

## Inappropriate Online Behaviour

Inappropriate online behaviour can take many different forms such as discrimination, personal harassment, and/or sexual violence. In online environments this can occur in email, social media (Twitter,

Instagram, TikTok, Snapchat, etc.), online learning portals (UM Learn, WebEx, Zoom, Skype), and chat groups (Discord, Telegram). Inappropriate behaviour targeted at any instructor, student or University staff will not be tolerated and will be subject to serious consequences per university policies and procedures.

### Academic Integrity and Artificial Intelligence (AI)

Students must be aware of the rules and regulations that govern the use of AI as a post-secondary student. The university [webpage](#) outlines; what constitutes AI, in what capacity are students allowed to utilize AI, citing AI, and consequences for using AI. In addition, the university provides resources related to Academic Integrity, Academic Misconduct and what occurs if a student receives an allegation of academic misconduct.

## General Points

### Academic Advising

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

### Aurora

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

### Academic Schedule

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

### Fees

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

### Student Supports

The University has many [supports and resources](#) in place for students, including those completing studies via distance. Some resources that may be useful for students include:

- Academic Learning Centre
- Student Accessibility Services
- Student Counselling
- Financial Support

### Join us on Facebook and Instagram

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



## New Admits Checklist

<p>Order your Criminal Record Check, Vulnerable Sector Checks and other checks that pertain to your province/territory<sup>1</sup>.</p> <ul style="list-style-type: none"> <li>• If you receive your checks electronically, forward <b>the original</b> to <a href="mailto:ddsocial.work@umanitoba.ca">ddsocial.work@umanitoba.ca</a>.</li> <li>• If your checks were completed via hard copy, mail the original check to: Faculty of Social Work Distance Delivery BSW Program 521 Tier Building, University of Manitoba Winnipeg, MB R3T 2N2</li> </ul>	
<p><a href="#">Claim your UMNetID</a> and confirm you can access your UM student email.</p>	
<p>Email <a href="mailto:ddsocial.work@umanitoba.ca">ddsocial.work@umanitoba.ca</a> with subject: NEWLY ADMITTED: REQUESTING ACCESS TO ORIENTATION PORTAL</p>	
<p>Complete Self-Declaration Form that is in the orientation portal on UMLearn and select your preferred online orientation and wrap-up session times</p>	
<p>Attend online Orientation Session</p>	
<p>Familiarize yourself with BSW Student Handbook, UM website, Academic Calendar etc.</p>	
<p>Ensure your technology meets the standards of the program.</p>	
<p>Order UM Student Card on Aurora</p>	
<p>Attend online Wrap Up Session</p>	

Good luck!

We look forward to meeting you at Orientation.

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<sup>1</sup> We do not accept Criminal Record checks from third party organizations such as myCRC and Triton.