



University  
of Windsor

**School of Social Work**

# **Master of Social Work Student Manual**

**MSW Programs, On-Campus 2019-2020**

*MSW Advanced*

*MSW Regular Track*

*MSW/JD 3 year*

*MSW/JD 4 year*

*\*last updated August 2019*

# WELCOME

Congratulations and welcome to the Master of Social Work Programs at the University of Windsor. We hope that the information here will be of assistance to you.

Social Work is both the art and the science of providing services designed to assist people individually and in relationship to their environment. It is a growing and challenging profession committed to the improvement of the quality of life for individuals, families, communities and society.

The mission of the School of Social Work is to promote social justice through quality professional education, advocacy, community partnerships, and the development and dissemination of knowledge.

We are a mid-sized university which believes that the learning environment is enhanced and that society benefits from a diversified student body.

This manual is intended primarily for use by students, field instructors, faculty and field liaisons associated with the MSW Programs.

Statements contained in this manual are subject to change without notice.

Students should refer to the current [Graduate Calendar](#) for rules and regulations governing Graduate Studies Education at the University of Windsor.

Faculty and staff look forward to working with you throughout your program.

Sincerely,

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## 1.0 A BRIEF HISTORY OF SOCIAL WORK IN CANADA

It is difficult to date the beginnings of social work as a recognized occupational group in Canada, however, a National Conference of Charities and Correction held in Toronto in 1897 indicates the presence of a sufficiently large community of social workers in order to support a conference of this caliber. The call for social work training schools resulted in the foundations of a school by the New York Charity Organization in 1889.

In 1904, their program had developed into a year long program and eventually became affiliated with the university community as the Columbia School of Social Work. In Canada, the first professional training school of social work was founded at the University of Toronto in 1914. J.J. Kelso was instrumental in convincing the President of the University of Toronto that a Canadian training school was necessary. McGill added a training school of social work in 1918. Neither school initially required a bachelor's degree for entrance, nor did they grant degrees. Instead, a one-year diploma course was offered for those who had graduated from university sociology and psychology programs and a two-year course was provided for non-social science or non-university graduates.

The pioneer graduates in Canada were generally females, poorly paid, and surrounded by volunteer workers and agency staff without formal social work qualifications. Only three schools of social work in Canada existed until well into the 1940's (one in Toronto, and two in Montreal). By 1947, there were eight schools of social work in Canada. After considerable debate among the Canadian academic community, schools of social work in Canada became recognized degree-granting schools. The first Master's degrees in social work in Canada were conferred in 1947 and the first doctoral program began in 1951 at the University of Toronto.

The University of Windsor and George Williams established the first undergraduate social work programs in Canada, a trend which grew rapidly in the late 1960's in Canadian universities to meet the growing demand for professional social workers. Canadian community colleges began offering diploma courses in social service work in the early 1970's. The growth of schools and programs created a need for an association of social work educators and resulted in 1967 with the formation of The Canadian Association of Schools of Social Work.

This organization accredits school work programs at the undergraduate and graduate levels. This was the second major social work association formed in Canada. The early social workers recognized the need for a national association of social work practitioners in 1924 and had successfully established such an association by December 31<sup>st</sup>, 1927. The first branch of the Canadian Association of Social Workers (CASW) was formed in Montreal (1927) and Toronto (1928). Registration and licensing were undertaken in 1933. CASW decided that professional registration was a matter of provincial/territorial jurisdiction, a decision that resulted in the move toward provincial/territorial incorporation of the various divisions of CASW, which was completed in 1967.

The CASW was involved in political lobbying activities beginning with the problems of the Depression. CASW presented briefs to the Rowell-Sirois Commission in its study of public welfare in 1938, assisted in the recruitment of social workers into the Armed Forces during the WWII years, prepared briefs on Unemployment Insurance, Health Insurance and on the entry of displaced persons during the post-war period, collaborated on the Marsh Report on Reconstruction, and worked with the Swiss Association of Social Workers to aid in post-war reparation for European social workers. The latter activity firmly established Canadian social work

ties with the broader work social work community. Our ties to the global social work community continue with active involvement in the International Federation of Schools of Social Work, and international education initiatives. The first Code of Ethics for Canadian social worker was accepted in 1938 and has continually been revised and updated to reflect current issues and concerns, the most recent revision was completed in 1994 (Taylor, 2002).

## **2.0 THE UNIVERSITY OF WINDSOR**

On July 1, 1963, the new, non-denominational University of Windsor inherited an educational complex founded in 1857 as Assumption College, developed since 1870 by the Basilian Fathers (the Congregation of St. Basil) and expanded to independent University status in 1953. The transition from an historic Roman Catholic university to a non-denominational institution was unprecedented.

The transformation began in 1956, with the affiliation of Essex College, the first provincially-assisted public institution of higher education. The new institution included Assumption University as a federated member, which operated residences on campus for men and women and held in abeyance its own degree-granting powers, except in the graduate Faculty of Theology. All of the facilities and teaching faculty of Assumption University were absorbed into the University of Windsor, as were those of its federated, non-denominational Essex College, which ceased to exist as a separate corporation when it joined Assumption in a petition to incorporate the University of Windsor to assume responsibility and control for all academic operations. The President of Assumption University, Rev. E.C. Lebel became the first President and Vice-Chancellor of the new University, and Dr. F.A. DeMarco, the Principal of Essex College became the Vice-President.

Assumption College opened on February 10, 1857, largely through the efforts of Rev. Pierre Point (S.J.), pastor of Assumption Parish in Sandwich. This parish was established as a mission in 1748 and then a parish in 1767, the oldest in Canada west of Montreal. M. Theodule Girardot was the first instructor. The College was incorporated by an Act of Legislature of the Province of Canada which received Royal Assent August 16, 1858, during the Superiorship of Rev. Joseph Malbos, a Basilian who guided for one year. The College was directed successively by Jesuits, Benedictines, and secular clergy until the Basilians arrived in 1870.

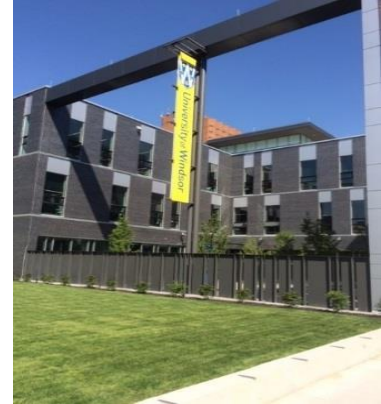
During the early years, the curriculum consisted of classical and commercial courses which provided a complete high school and arts program primarily designed to prepare students for theological seminaries, although many alumni entered business and professional spheres. In 1919, Assumption affiliated with Western University, London, Ont., (now the University of Western Ontario), as an integral part of the latter's Faculty of Arts and Science with a broadened curriculum including general and four-year major courses in Arts and Sciences leading to Bachelor of Arts and Bachelor of Science degrees, graduate work in Philosophy leading to the Master of Arts degree, and pre-professional programs such as Pre-engineering, Pre-Medicine and Pre-law.

From 1934 to 1962, Holy Names College conducted by the Sisters of the Holy Names of Jesus and Mary, provided opportunity for higher education for women, and when it moved to the campus in 1950, it enabled Assumption to become co-educational. The Sisters then disbanded the College, while continuing to teach at the University and Assumption took over its women's residence, which was renamed Electa Hall.

## 3.0 THE SCHOOL OF SOCIAL WORK

### 3.1 Mission Statement

The Mission of the School of Social Work is to promote social justice through quality professional education, advocacy, community partnerships, and the development and dissemination of knowledge. *(Passed at School Council May 2003)*



### 3.2 Social Justice Statement

The School's understanding of social justice and its mandate in social work education finds its roots in the profession's historical commitment to serve the interests of oppressed and vulnerable populations and a set of fundamental values stated in the profession's Code of Ethics. This mandate is realized in the preparation of students with knowledge, research and practice intervention skills to assume professional roles to eradicate systemic barriers which oppress citizens and disenfranchised populations. Principles of justice find their meaning here in a fundamental belief in the dignity of all persons, the importance of access of citizens to participate, and striving for a more equitable distribution of society's resources in the interest of promoting quality of life for all citizens. *(Passed at School Council, 2002)*

### 3.3 Partnerships

The School of Social Work is uniquely situated to serve an extensive rural and urban geographic area which includes the Windsor/Essex region, Kent and Lambton counties, London and beyond. The School works in partnership with government, non-government and community-based agencies. The School of Social Work has a history of collaboration and partnership with skilled practitioners in the community and offers a broad range of social work internship and research experiences. As a result of constructive relationships with agencies in the community, the School provides positive learning experiences for social work internships.

## 4.0 GOVERNANCE

### 4.1 Graduate Program Governance



The MSW program is part of the Faculty of Graduate Studies (FGS) at the University of Windsor. The Faculty of Graduate Studies' policies and regulations govern the MSW program.

The MSW Committee of the School of Social Work membership includes faculty, the Director, the Field Administrator, and one graduate student representative. It is a Standing Committee of the School Council. It reports to School Council, the Faculty of Graduate Studies and liaises with the Undergraduate Studies Committee.

The Chair of the MSW Committee, on behalf of the Committee, liaises with the Faculty of Graduate Studies and other university departments external to the School of Social Work.

The MSW Committee is responsible for:

- (1) admissions criteria, screening and candidate selection for the MSW program;
- (2) program development and evaluation;
- (3) policy formulation and procedural development for MSW students within the School of Social Work;
- (4) approval of course outlines and course offerings for the MSW program;
- (5) student and faculty issues related to the Graduate Program;
- (6) academic review of all students on an annual basis;
- (7) student appeals;
- (8) approval of all Formal Internship Proposals;
- (9) approval of all written materials related to the MSW program including admissions materials, public relations announcements, program brochures, and program manuals;
- (10) on-going professional development activities for Faculty, Staff, students, and the professional community; and
- (11) overall evaluation of the program for the school, university and accreditation bodies.

## **4.2 Other ways to get involved within the School of Social Work**

There are several opportunities for students to be involved in the governance of the School of Social Work. Please refer to the list of available committees in Appendix A. (Note that the Promotion and Tenure committee as well as the Appointments committee might require an application). At times the MSW Committee and the School Council may require you to present to your classmates. Fellow classmates will vote for student representation. Other committees such as the School of Social Work Accessibility Committee, are open to anyone who is interested in participating. There are also opportunities in the University outside of the School of Social Work, such as the Graduate Student Association, for example.

## **5.0 THE MSW PROGRAM LEARNING OUTCOMES**

The learning outcomes of the program are consistent with the School's Mission and Social Justice Statements and the current educational policies of the Canadian Association for Social Work Education (CASWE).



## 5.1 MSW Foundation Year Program Learning Outcomes

At the end of this year, a successful student will know and be able to:

- Demonstrate effective verbal and non-verbal communication skills, and writing skills appropriate for scholarly, practice, and reflective writing.
- Assess critically the history of social welfare and social work with particular attention to social work's theoretical foundations, roles, values, code of ethics, and approaches to direct and indirect practice.
- Analyze critically the economic forces, political forces, cultural forces, social forces, theoretical perspectives, and professional issues that impact social policy, social interventions, and human behaviour, and the impact social policy, social interventions, and human behaviour have on individuals, families, organizational infrastructures, service delivery systems, and network linkages.
- Formulate policy recommendations building on theoretical foundations, and apply direct practice interventions with individuals, families, groups, organizations, and communities.
- Articulate the ideological assumptions underlying both qualitative and quantitative research methods, analyze critically research relevant to social work issues, and develop a research project relevant for social work practice.
- Demonstrate critical linkages between 'use of self', personal experience, prior and concurrent learning, 'real-life' field situations, and their interpersonal relationships with agency, supervisors, staff, peers, and clients.

## 5.2 MSW Advanced Year Program Learning Outcomes

At the end of this year, a successful student will know and be able to:

- Analyze critically issues, contexts, interventions, policies, theoretical concepts, and evidence-based literature.
- Develop and implement interventions across the levels of social work practice from an ecological systems perspective.
- Demonstrate independent thinking and leadership skills across levels of social work practice, adhering to social work values as identified in the Social Work Code of Ethics.
- Articulate the unique characteristics of social work as a profession, including its history, theoretical foundations, values, roles, current issues the profession faces, and the students own sense of identity as a social worker.

**Note:**

- 1) At the graduate level, knowledge, values, and skills are expected to be integrated so each is merged in the program learning outcomes.
- 2) The first year MSW (Foundation Year) covers all the same outcomes as the BSW but in addition requires an advanced level of sophistication, critical analysis, and integration of theory, practice, use of self, and creative application.

## **6.0 PROGRAMS OF STUDY**

The accredited MSW program consists of two programs: a two-year Regular Track program for students with a four-year honours undergraduate degree in a related discipline or field of study (e.g., Nursing, Psychology, Sociology, Women’s Studies, Criminology, Public Administration, Law, Education), and a one-year Advanced program for those with a BSW degree from an accredited program. Applicants for the two-year program are strongly encouraged to have completed course work in the social and behavioural sciences.

### **6.1 The Curriculum**

The curriculum design is based on a conceptual framework that prepares students for advanced practice, leadership or supervisory roles. It is based on the cornerstone theme of the program: social justice with diverse populations.

### **6.2 Program Requirements**

#### **6.2.1 Two-Year Regular Track MSW (*full-time study*)**

This program begins in September and takes two years (five semesters) to complete, including a required practicum in the first year of study and the completion of an Advanced Practice Internship (API) in the second year of study. The practicum and the API may involve travel and/or weekend hours. Students are responsible for transportation to and from their field placement or internship location.

Students are required to complete a total of ten (10) courses and a practicum in the first year of study: 47-503, 47-504, 47-523, 47-531, 47-532, 47-533, 47-534, 47-547, 47-550, 47-570 (online), and 47-571 (Foundation Year Practicum)

Students are required to complete a total of six (6) courses and an internship in the second year of study: 47-610, 47-611, 47-621, 47-622, 47-640, 47-680 (online), plus 47-681 (Advanced Practice Internship).

#### **6.2.2 One-Year Advanced MSW (*full-time study*)**

This program begins in May and takes one year (three semesters) to complete, including the completion of an Advanced Practice Internship (API). The API may involve travel and/or weekend hours. Students are responsible for transportation to and from their internship location.

Students are required to complete a total of eight (8) courses and an internship: 47-523, 47-547, 47-610, 47-611, 47-621, 47-622, 47-640, and 47-680 (online), plus 47-681 (Advanced Practice Internship).

### 6.2.3 MSW/JD

The objective of the MSW/JD program is to promote the integration of law and social work through an interdisciplinary commitment to social justice. Students who are interested in social justice will learn the skills, theories and practice tools to equip them to be competent leaders and agents of change within and between the diverse fields of law and social work. The MSW/JD program runs in two streams, a three-year program for applicants who already hold a BSW degree from an accredited institution, and a four-year program for those who have an honours degree in a related discipline. Both the three and four-year tracks begin in September of each year.

## 7.0 COURSE SEQUENCES

### 7.1 Two-Year Regular Track Program (*see Appendix D for full course sequence*)

#### 7.1.1 Foundation Curriculum (*Year 1*)

##### **Fall Semester**

- 47-503 - Comprehensive Social Policy Analysis
- 47-504 - Communication Skills in Advanced Social Work Practice
- 47-547 - Social Work Research: Practice Evaluation
- 47-550 - Social Work Values, Ethics & Anti-Opressive Practice

##### **Winter Semester**

- 47-523 - Challenges in Human Behaviour
- 47-531 - Social Work Practice with Individuals
- 47-532 - Social Work Practice with Groups
- 47-533 - Social Work Practice with Families
- 47-534 - Social Work Practice with Organizations and Communities

##### **Intersession/Summer Semester**

- 47-570 - Field Integration Seminar (*Online/Distance Education*)
- 47-571 - Foundation Year Practicum (FYP)

#### 7.1.2 Advanced Curriculum (*Year 2*)

##### **Fall Semester**

- 47-610 - Advanced Direct Social Work Practice
- 47-611 - Advanced Indirect Social Work Practice
- 47-621 - Social Justice and Social Change
- 47-622 - Advanced Social Policy Analysis and Development
- 47-640 - Program Design and Evaluation

##### **Winter Semester**

- 47-680 -Advanced Internship Seminar (*Online/Distance Education*)
- 47-681 - Advanced Practice Internship (API)

## 7.2 One-Year Advanced Program *(see Appendix E for full course sequence)*

### **Intersession/Summer Semester**

47-523 - Challenges in Human Behaviour  
47-547 - Social Work Research: Practice Evaluation

### **Fall Semester**

47-610 - Advanced Direct Social Work Practice  
47-611 - Advanced Indirect Social Work Practice  
47-621 - Social Justice and Social Change  
47-622 - Advance Social Policy Analysis and Development  
47-640 - Social Work Research: Program Evaluation

### **Winter Semester**

47-680 - Advanced Internship Seminar *(Online/Distance Education)*  
47-681 - Advanced Practice Internship (API)

## 7.3 MSW/JD (3 Year)\* *(see Appendix F for full course sequence)*

*\*Required MSW courses only*

### **Intersession/Summer Semester (end of Year One)\*\***

47-523 - Challenges in Human Behaviour  
47-547 - Social Work Research: Practice Evaluation

*(\*\*MSW/JD students can register for the above courses on their own according to their allotted registration time).*

### **Fall Semester (start of Year Two)\*\***

47-621 – Social Justice and Social Change  
47-625 – Law and Social Work Policy and Research *(cross listed with 98-930)*

*(\*\*MSW/JD students will be registered for these courses by the Social Work office who will contact the Registrar's Office on their behalf).*

### **Fall Semester (start of Year Three)\*\***

47-610 – Advanced Direct Social Work Practice  
47-611 – Advanced Indirect Social Work Practice  
47-626 – Advanced Seminar in the Theory and Practice of Social Work and the Law *(cross listed with 98-931)*

*(\*\*MSW/JD students will be registered for these courses by the Social Work office who will contact the Registrar's Office on their behalf).*

### **Winter Semester (end of Year Three)\*\***

47-680 - Advanced Internship Seminar (*Online/Distance Education*)  
47-681 - Advanced Practice Internship (API)

*(\*\*MSW/JD students will be registered for these courses by the Social Work office who will contact the Registrar's Office on their behalf).*

### **7.4 MSW/JD (4 year)\* (see Appendix G for full course sequence)**

*\*Required MSW courses only*

### **Fall Semester (start of Year One)\*\***

47-503 - Comprehensive Social Policy Analysis  
47-504 - Communication Skills in Advanced Social Work Practice  
47-547 - Social Work Research: Practice Evaluation  
47-550 - Social Work Values, Ethics & Anti-Opressive Practice

*(\*\*MSW/JD students can register for the above courses on their own according to their allotted registration time).*

### **Winter Semester (Year One)\*\***

47-531 - Social Work Practice with Individuals  
47-532 - Social Work Practice with Groups  
47-533 - Social Work Practice with Families  
47-534 - Social Work Practice with Organizations and Communities  
47-523 - Challenges in Human Behaviour

*(\*\*MSW/JD students can register for the above courses on their own according to their allotted registration time).*

### **Intersession/Summer (end of Year One)\*\***

47-570 - Field Integration Seminar (*Online/Distance Education*)  
47-571 - Foundation Year Practicum (FYP)

*(\*\*MSW/JD students can register for the above courses on their own according to their allotted registration time).*

### **Fall Semester (start of Year Three)\*\***

47-621 – Social Justice and Social Change  
47-625 – Law and Social Work Policy and Research (*cross listed with 98-930*)

*(\*\*MSW/JD students will be registered for these courses by the Social Work office who will contact the Registrar's Office on their behalf).*

### **Fall Semester (start of Year Four)\*\***

47-610 – Advanced Direct Social Work Practice  
47-611 – Advanced Indirect Social Work Practice  
47-626 – Advanced Seminar in the Theory and Practice of Social Work and the Law (*cross listed with 98-931*)

*(\*\*MSW/JD students will be registered for these courses by the Social Work office who will contact the Registrar's Office on their behalf).*

### **Winter Semester (end of Year Four)\*\***

47-680 -Advanced Internship Seminar (*Online/Distance Education*)  
47-681 - Advanced Practice Internship (API)

*(\*\*MSW/JD students will be registered for these courses by the Social Work office who will contact the Registrar's Office on their behalf).*

## **8.0 COURSE DESCRIPTIONS**

### **47-503 - Comprehensive Social Policy Analysis**

This course introduces students to the history of policy and how policies are created. Students will critically analyze the economic forces, political forces, cultural forces, social forces, and professional issues that impact social policy. Students will explore their understanding of the impact social policies have on individuals, families, organizational infrastructures, service delivery systems, and network linkages. The formulation of policy recommendations will also be addressed.

### **47-504 - Communication Skills in Social Work Practice**

This course introduces students to the various types of communication skills utilized in advanced social work practice. Through in-depth examination of intentional interviewing and counselling skills, students will explore core social work values in relation to practice situations. Content focuses on the critical analysis of verbal and non-verbal forms of communication. A laboratory format will be employed to build student competencies in the effective use of interactional skills with clients and client systems.

### **47-523 - Challenges in Human Behaviour**

This course examines how principle biological, psychological, and social theoretical perspectives differentially explain the etiology, occurrence, and response to common life challenges including physical illness and disability, mental illness and substance abuse, economic adversity, family and community violence, and minority status related to culture, ethnicity, or sexuality. An ecological perspective will be used to understand the individual, family, community, and societal issues related to these challenges. Both the impact of these challenges and strategies responding to these challenges will be appraised and critically analyzed.

#### **47-531 - Social Work Practice with Individuals**

Students will develop a theoretical and applied understanding of foundational knowledge for advanced social work practice with individuals. Using a historical and ecological systems perspective, an emphasis is placed on multidimensional assessment and the differential application of therapeutic, supportive, educational, and resource management strategies for individuals. Specific attention is given to the needs of diverse populations in the context of social justice.

#### **47-532 - Social Work Practice with Groups**

Students will critically examine the theoretical frameworks used in advanced social work practice with groups. Using an ecological systems perspective, students will use selected practice theories for social work with groups to develop knowledge, values, and skills in critical analysis, differential assessment, planning and intervention, and evaluation and termination with client groups. The challenges faced by diverse populations that affect group composition, development and processes are explored within the context of social justice. Assessment skills are used to identify group strengths, weaknesses, and challenges in formulating effective social work practice with groups.

#### **47-533 - Social Work Practice with Families**

Students will analyze assessment and intervention with families. Using an ecological systems perspective, students will analyze the impact of diverse family structure and dynamics, cultural and social contexts, and the life cycle on family functioning. They will develop an understanding of their own family of origin issues as they impact self and work with families, critically analyze and differentially apply selected family therapy approaches, and appropriately apply social work values and skills when working with families.

#### **47-534 - Social Work Practice with Organizations and Communities**

In this course, students will critically describe the political forces, cultural forces, social forces, and professional issues that impact working with organizations and communities. They will critically describe human diversity, human oppression, and social justice in the context of social work interventions with organizations and communities with particular attention to removing barriers to change and mobilizing or facilitating change with diverse populations. After evaluating procedures applicable to assessing organizational and community factors, students will design the implementation and facilitation of groups from an ecological perspective to advance change with clients and client systems.

#### **47-547 - Social Work Research: Practice Evaluation**

This course prepares students to understand and critically use applied research in evaluating social work practice. The ideological assumptions underlying qualitative and quantitative research methods will be examined. Students will consider ethical issues as they conduct a literature review, identify a research problem relevant for interventions for diverse populations, formulate a research question and hypotheses, develop an appropriate design and methodology considering quantitative and qualitative options, and indicate appropriate analytical methods (statistical and/or qualitative).

### **47-550 - Social Work Values, Ethics and Anti-Oppressive Practice**

In this course, students will use an anti-oppressive focus to critically examine the nature, history, traditions, and issues of the social work profession as they relate to the development of a distinct theoretical knowledge-base, set of values, code of ethics, and approaches to direct and indirect practice. During the course, students will examine ethical questions and value dilemmas encountered by social workers in various fields of practice. Through value analysis and the application of ethical principles, the meaning of professionalism and its expression in social work are considered using contemporary practice case studies.

### **47-570 - Field Integration Seminar (*Online/Distance Education*)**

This seminar course focuses on the integration of academic and field work experience to advance knowledge, values, and skills as they relate to the development of advanced practice competence. Students will use structured reflection and self-evaluation to understand their own practice in terms of values, ethics, policies, theoretical models, and agency expectations. Students will reflect upon personal values and beliefs and explore solutions to actual issues during their field placements. (This course is evaluated on a pass/fail basis).

### **47-571 - Foundation Year Practicum (FYP)**

This course is offered in a field education setting and is designed to assure the practice of advanced social work from the ecological perspective. The foundation practicum comprises 450 hours of supervised social work practice. (Prerequisites: 47-503, 47-504, 47-515, 47-523, 47-531, 47-532, 47-533, 47-534, 47-547, 47-550).

### **47-610 - Advanced Direct Social Work Practice**

This course will focus on the critical analysis of the theoretical basis for and the application of a range of advanced professional social work theories and models to direct practice with diverse populations. Using ecological systems and strengths perspectives, students will analyze client empowerment and constructive transactions with the environment. Aimed at enhancing social justice, an analysis and critique of evidence-based practices with clients will be explored as vehicles to bringing about change.

### **47-611 - Advanced Indirect Social Work Practice**

Students will critically assess indirect social work practice with regards to community practice and human service organizations. Using an ecological perspective, students will examine community practice and human service organizations within the context of professional social work practice and by highlighting key indirect social work functions with a focus on community and organizational development.

### **47-621 - Social Justice and Social Change**

This seminar focuses on the critical analysis of systemic injustice. It will consider the history, meaning, consequences and dynamics of barriers that threaten, preclude or compromise the normal participation of selected vulnerable groups in social, economic and political institutions. It will critically examine concepts such as deviance, dependence, need, social control, and oppression. This critical analysis will form the underpinnings for leadership in the development and implementation of strategies for change.



#### **47-622 - Advanced Social Policy Analysis and Development**

Building on the *Comprehensive Social Policy Analysis* course, this course focuses on the processes involved in policy formulation, implementation, and social change. Students will further refine their capacity to critically analyze social policies and generate recommendations that emanate from a global context.

#### **47-625 - Law and Social Work: Advanced Practice Research Methods and Policy Analysis**

This course prepares students to use the practitioner-researcher model in the analysis of social policy, as it relates to law, in Canada. This model includes problem formation, qualitative and quantitative research design, data analysis and interpretation, and the dissemination of findings. Students will learn to apply specific analytic frameworks and theories, drawn from law and social work, to issues of Canadian social policy. In addition, students will learn essential elements of program evaluation including needs assessment, program logic models, implementation and process evaluations, and impact evaluations. Attention will be given to the implications of social policy for vulnerable and oppressed populations. (**Open to MSW/JD students only**. Cross-listed with Law 98-930).

#### **47-626 - Advanced Seminar in the Theory and Practice of Social Work and the Law**

This seminar focuses on the intersection of law and social work in theory and practice. It will prepare students to think critically about the interrelationship between law and social work, both as disciplines and professions, and to identify and analyze theoretical and substantive areas of compatibility and tension. The challenges of interdisciplinary practice will be considered, with a particular emphasis on ethical norms and the advancement of social justice. (**Open to MSW/JD students only**. Cross listed with Law 98-931).

#### **47-640 - Program Design and Evaluation**

This course prepares students to use the evidence-based practitioner-researcher model to critically evaluate social work practice with organizations and communities. Student will learn essential elements of program evaluation including needs assessments, program logic models, implementation and process evaluations, outcome evaluations, and impact efficiency evaluations. Students will design programs and develop evaluation proposals and will learn how to disseminate the results of program evaluations.

#### **47-680 - Advanced Internship Seminar (*Online/Distance Education*)**

This capstone course must be taken concurrently with students' advanced practice internship 47-681. This course provides a structured forum for students to discuss, synthesize and integrate the knowledge they have acquired throughout the program including practice theories, professional ethics, policy development, research and program evaluation. Students utilize peer and instructor consultation to apply best practices which includes developing a research or evaluation proposal based on a need identified by their placement. This proposal is developed outside the students' placement hours and is presented as a poster presentation in a public forum.

## **47-681 - Advanced Practice Internship (API)**

This course is offered in a field education setting. Students develop skills which will equip them for leadership in advanced social work practice. The internship comprises 450 hours of supervised social work practice. (Prerequisites: 47-610, 47-611, 47-621, 47-622, 47-640).

## **9.0 Graduate Schedule**

### **9.1 Important Dates for Graduate Students**

For important dates from the Faculty of Graduate Studies, please refer to their website at: <http://www.uwindsor.ca/graduate/> and select *Important Dates*. The Graduate Calendar can be found at: <http://web4.uwindsor.ca/gradcalendar> .

### **9.2 Academic Dates**

It is good to regularly review the university's list of [Important Academic Dates](#) for tuition payment deadlines, exam weeks, and scheduled holidays. Please visit: <http://www.uwindsor.ca/registrar/events-listing>.

### **9.3 Field Education Information**

Information related to Field Education, including the Graduate Field Education Policies and Standards Manual and FYP/API scheduling information, can be downloaded from the School of Social Work website at: <http://www.uwindsor.ca/socialwork/466/msw-field-education-campus>.

## **10.0 CURRENT TEACHING FACULTY AND PROFESSIONAL STAFF**

<http://www.uwindsor.ca/socialwork/476/faculty>

## **11.0 PHILOSOPHIES AND PRINCIPLES**

### **11.1 Principles of Adult Learning Statement**

The School of Social Work is committed to the principles of Adult Learning theory. The student is a colleague in the learning process, whose existing knowledge, work and life experience must be acknowledged, valued and used in the learning process (self-directed). Faculty act as resources and guides in this learning process. However, this understanding and approach to the acquisition of new skills and knowledge does not transcend the essentially hierarchical nature of the University and the Faculty/Student relationship in which the Faculty is responsible for evaluating the quality of the student's work.

## 11.2 Harassment and Discrimination

The University of Windsor has a zero-tolerance policy that prohibits harassment and discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, handicap, age, marital status, family status, receipt of public assistance, or record of offences. Behaviour constituting a violation of the University policy, and/or the Ontario Human Rights Code, is considered to be a serious offence (see the Office of Human Rights, Equity & Accessibility (OHREA) website: <http://www.uwindsor.ca/ohrea/>).

Complaints, concerns or questions should be directed to the OHREA Office – Room 325, Chrysler Hall Tower, or by email to [ohrea@uwindsor.ca](mailto:ohrea@uwindsor.ca).

## 11.3 Required Withdrawal from the MSW Program on the Grounds of Unsuitability

See *Professional Suitability Policy* (Appendix B; Approved May 2015) and *University of Windsor School of Social Work Social Media Use Policy* (Appendix C; Approved January 2018).

## 11.4 Graduate Student Regulations

MSW students are subject to the rules and regulations contained in the University of Windsor Graduate Calendar as established by the Faculty of Graduate Studies. MSW students are asked to pay specific attention to the following:

- (1) Graduate students must register before the proper deadline or they will not receive credit for academic work they may be doing during the term. Note: Registration is not complete until all appropriate fees have been paid. (Faculty Regulations)
- (2) Full-time students are required to maintain continuous registration through all terms of their graduate program. Failure to do so will require application for readmission to their program and payment for terms missed - up to a maximum of three terms. (Faculty Regulations)

## 11.5 Leaves of Absence (*see [Graduate Calendar](#)*)

Full-time students may apply for the following types of *Leaves of Absence* by applying directly to the Dean of Graduate Studies:

- (1) Maternity Leave;
- (2) Paternity Leave;
- (3) Parental Leave;
- (4) Financial Leave;
- (5) Medical Leave; and
- (6) Personal Leave.

While on leave, a student will not have access to any university resources, including office space, computer access, library facilities, continuation of laboratory experiments, computer research applications, and guidance by faculty members.

Applications may be submitted to the student's department for recommendation before the end of the second week of the term. A student on leave of absence will be assessed a fee of fifty dollars (\$50.00) per term. Appeals against any decisions shall be heard promptly by the Graduate Appeals Committee.

**Note: Students should refer to the [Graduate Calendar](#) for further information related to Leave of Absence procedures.**

## 11.6 Policy on Plagiarism

Please refer to *Faculty Regulations* of the Graduate Calendar:

*The University expects that all researchers will adhere to the proper standards of intellectual honesty in the written or spoken presentation of their work and will at all times acknowledge in a suitable manner the contribution made by other researchers to their work, as outlined in the Senate Policy on Authorship (available from the Clerk of the Senate) and the Policy Statement on Research Personnel (available from the Office of Research Services).*

*Plagiarism is defined as: "The act of appropriating the literary composition of another, or parts of passages of his/her writing, or the ideas or language of the same, and passing them off as the products of one's own mind." (Black's Law Dictionary)*

*It is expected that all graduate students will be evaluated and graded on their individual merit, and all work submitted for evaluation should clearly indicate that it is the student's own contribution. Graduate students often have to use the ideas of others as expressed in written or published work in preparing essays, papers, reports, theses and publications. It is imperative that both the data and ideas obtained from any and all published or unpublished material be properly acknowledged, and their sources disclosed. Failure to follow this practice constitutes plagiarism and is considered to be a serious offence by the University. Thus, anyone who knowingly or recklessly uses the work of another person and creates an impression that it is his or her own is guilty of plagiarism.*

*It is not permissible for an essay or other paper to be submitted twice. It is expected that a thesis, essay, paper or report has not been, and is not concurrently being, submitted to any other Faculty or University for credit toward any degree, or to this University for any other course. In exceptional circumstances and with the prior agreement of the instructor, a student may use research completed for one course as part of his or her written work for a second course.*

*Where plagiarized work has been submitted, or where a student has submitted a paper for double credit, a failing grade may be assigned by the instructor to that assignment. The student has the right to appeal this grade to the Dean of Graduate Studies, in accordance with the Graduate Appeals Policy as stated in Senate Bylaw 51B. Disciplinary action may be taken, as set out in Senate Bylaw 31.*

*In case of any doubt, students are strongly urged to consult with the instructor or thesis supervisor. In cases where students feel that their intellectual property or copyrighted material has been plagiarized, complaints should be made in writing to the Dean of Graduate Studies and Research.*

## 11.7 Policy on Grading and Graduation (see [Graduate Calendar](#))

All **courses** will receive “Numeric” grades. The Foundation Year Practicum (FYP) and the Advanced Practice Internship (API) will be evaluated with a ‘**Pass**’/‘**Non-Pass**’ grade. The candidate’s completed work must be approved by the Faculty of Graduate Studies.

Students must maintain a cumulative grade point average (cGPA) of at least 73% in each semester in which they are enrolled. A student who earns a course grade in the range 60-69% in one Course, or if their cGPA falls below 73%, will be placed on academic probation. A student will remain on academic probation for one subsequent semester by the end of which they must have raised their cGPA to at least 73%, or they will be required to withdraw.

A student may also be required to withdraw from the program if they receive more than two course grades in the range of 60-69%, or one course grade below 60%.

**Please note, as per University policy, students may be allowed to retain for credit up to two courses in which they received a grade of 60-69%.**

## 12.0 INTERNSHIP–AGENCY AND UNIVERSITY AGREEMENTS

While informal agreements between the School of Social Work and the agency may satisfy the needs of each, in the interest of clarity and uniformity of expectations, it is preferable that a formal, standard agreement respecting the field work services which will be provided and the conditions which will apply be signed by both parties. The agency-university agreement must be signed by the agency director and will be kept on file in the School of Social Work.

## 13.0 INSURANCE

### 13.1 Public Liability

The University carries a Comprehensive General Liability Policy, which covers bodily injury, personal injury, and property damage. A Certificate of Insurance can be provided upon request. This policy also covers any executive officer, member of Board of Governors, trustees and any other officials, elected or appointed in connection with University activities and or operations, employees, volunteer workers, including lecturers, guest lecturers all while acting within the scope of their duties as such, and a person gratuitously performing work in connection with an undertaking of the University with the knowledge or expresses approval of the University. In addition, all University of Windsor registered students are embraced by the term Insured, but only with respect to liability arising from the Named Insured and only while students are engaged in activities involving their normal course of studies, including on-the-job training programs arranged by the University for students enrolled for courses of study at the University.

Personal injury includes:

- false arrest, false imprisonment, malicious prosecution and wrongful detention;
- invasion or violation of privacy, wrongful eviction, wrongful entry;
- libel, slander, defamation of character and humiliation.

## 13.2 Automobile

The University's Automobile Insurance Policy only insures vehicles owned and/or leased by the University. The Policy does not include coverage for vehicles owned by faculty, staff or students in the Field Education Program, and therefore all parties should ensure that they are personally covered by their own adequate insurance. Students travelling to and from field placement in their own vehicles do so at their own risk. Students who transport agency clients or volunteers should ensure that their personal automobile insurance covers such contingencies and is approved by the agency and is consistent with agency policies.

## 13.3 Worker's Compensation

Effective July 1, 1993, the Workplace Safety & Insurance Board for the Province of Ontario issued a policy for providing workers' compensation coverage for training participants on unpaid work placements.

This coverage is for the job placement portion of individuals on unpaid placements with employers providing that the placement is authorized by the training agency (University of Windsor) and that the individual participates in the activities of the placement employer and is not merely observing.

The Workplace Safety & Insurance Board provides benefits for students injured in an "on-the-job" accident. Such benefits include health and medical costs, short and long-term benefits, rehabilitation, and survivors' benefits.

For the initial 12 weeks (short term calculation) of the injury the average earnings will be determined using the minimum wage in Ontario on the date of injury.

If the student did not return to the placement within the 12-week time line, the Workplace Safety & Insurance Board would recalculate the students Loss of Earnings (LOE). Those benefits would be based on the starting salary of a person working full-time for the placement employer performing work similar to the injured students.

Reporting procedure if a student is injured while on a work placement:

- Student reports the injury to the placement employer and to his/her department/school;
- Placement department/school sends report of injury to the Office of Occupational Health & Safety;
- The Office of Occupational Health & Safety completes a form 7 (Employers Report of Industrial Accident or Disease). if applicable, and submits same to the Workplace Safety & Insurance Board and the Ministry of Education and Training; and
- The Office of Occupational Health & Safety maintains contact with the Board, the placement department/school, the injured student and their physician as long as entitlement continues.

## 14.0 RESEARCH ETHICS BOARD (see REB website: <http://www.uwindsor.ca/reb>)

Any research involving human subjects must undergo ethics review. The Office of the Research Ethics Board is a committee of the University of Windsor. Students should allow the necessary time for Ethical Review Clearance in their plan of study.

## 15.0 FINANCIAL RESOURCES

### 15.1 Scholarships

University-wide information about scholarships can be found at [www.uwindsor.ca/awards](http://www.uwindsor.ca/awards). For a list of funding opportunities specific to social work students at the graduate level, please visit the social work website at <http://www.uwindsor.ca/socialwork/> and click on 'MSW Programs'.

### 15.2 Graduate Assistantships

Financially eligible full-time Faculty of Graduate students may be awarded graduate assistantships. There are a limited number of assistantships each year. Applications for assistantships are available to all students admitted to the MSW program prior to the beginning of the academic year. Graduate Assistants are unionized and governed by a Collective Agreement (see Faculty of Graduate Studies website at: <http://www.uwindsor.ca/graduate/694/graduate-and-teaching-assistantships-gastas> for the collective agreement and the current hourly rates of pay).

### 15.3 University-Related Employment for Full Time Graduate Students

Full-time graduate students should be in a position to devote their full-time energy to a coherent program of graduate study and research and should make full-time progress toward completion of the requirements of that program. Even though university-related employment (such as an assistantship for teaching, research or administrative tasks) may provide a significant portion of the financial support that enables a graduate student to pursue graduate study, and may provide experience that supplements the formal academic program in developing skills relevant to a future faculty position or other career, too much time spent on employment activities diverts time and energy from the program of study and research, and delays completion.

The common benchmark for the maximum acceptable time spent on university-related (or other) employment for full-time graduate students is an average of ten hours per week. Versions of the ten-hour rule have been adopted by the federal granting councils and the Ontario Graduate Scholarships, as well as by the Ontario Council on Graduate Studies (OCGS).

It is not possible or desirable for the university to monitor and enforce the employment activities of its graduate students outside the university. However, it is both possible and desirable for the university to ensure that it does not itself create a structural situation that jeopardizes the ability of the graduate student to make full-time progress toward the completion of graduate program requirements. Accordingly, the OCGS has long upheld the ten-hour rule; i.e., that every university member is committed that full-time graduate students should not be permitted to work more than an average of ten hours per week on campus, and should be encouraged to limit their time spent on employment either inside or outside the university to an average of no more than ten hours per week.

In August 1994, the government requested that OCGS publicly confirm its position on the ten-hour rule (i.e., that the number of hours a full-time graduate student may spend on employment paid on or through the university should not exceed an average of ten hours per week). OCGS did so on September 16, 1994, and subsequently reaffirmed that position on January 21, 2000, and again on January 21, 2005.

## 16.0 OTHER RESOURCES

### 16.1 Use of Computers

Graduate students are provided with an account on the university mainframe. This provides access to electronic mail facilities, the Internet, statistical software packages, scientific graphics, computer language compilers, etc. Students are encouraged to learn how to search full-text electronic journal articles, which are accessible through the Leddy Library's website.

There are computers available for your use Monday to Friday at the School of Social Work; black and white printing costs \$0.08 per page. In addition, students have access to computer facilities located on main campus in the Leddy Library and the Computer Centre. Graduate students also have access to the FAHSS Graduate Student lounge, Room G103, Chrysler Hall North. Printing is available for free in this lab by supplying your own paper.

### 16.2 Style Manuals

The School of Social Work uses the Publication Manual of the American Psychological Association Sixth Edition. Students are required to follow these guidelines for all papers, reports, and presentations. While a brief summary is available at the Leddy Library, most graduate students will need to access the more complex points found in the APA manual for their graduate work.

### 16.3 The Library System

The Leddy Library is the main library for the University of Windsor and serves as the primary library for all disciplines except law. The Leddy Library collections include print and electronic books; print and electronic journals; films and videos; microform and archival materials and a wide array of subject specialized databases, including Social Work Abstracts and Social Services Abstracts. The Social Work librarian buys library materials for Social Work and can provide one-to-one and group help for students about library resources for their research and how to use them effectively. The librarian also provides library instruction classes that are specifically tailored for Social Work courses. The librarian has an office at the Leddy Library but also has an office at the School of Social Work and spends one day a week during the academic year (September through April) at the School to provide research help onsite for students and faculty. The Leddy Library has several Social Work guides that outline library services and resources for Social Work including:

- [Social Work guide](#)
- [Social Work Research guide](#)
- [Research Methods in Social Work](#)
- [Social Work Statistics](#)

Our social work librarian is Sharon Munro at extension 3850 and at [smunro@uwindsor.ca](mailto:smunro@uwindsor.ca).



### 16.3.1 Access to resources not held locally

RACER, the Leddy Library's interlibrary loan system, allows current students, faculty and staff to submit requests for materials that the Leddy Library does not have in its collection. Interlibrary loan staff will then try to obtain these materials from other libraries. Graduate students have on-site borrowing privileges at Canadian university libraries participating in the Canadian University Reciprocal Borrowing Agreement. A UWinCARD is required in order to borrow materials from these libraries. The Leddy Library is also a member of the South East Michigan League of Libraries (SEMLOL) and participates in their reciprocal borrowing arrangement known as INFOPASS. This arrangement gives students and faculty direct borrowing privileges from SEMLOL libraries if required materials cannot be retrieved through the Leddy Library or its resources.



### 16.4 CAW Student Centre

The CAW Student Centre is the hub of campus activity. Located on the main campus, the student centre houses a variety of meeting rooms that can be reserved by both on-campus and community groups.

The CAW Student Centre offers the following:

- UWin card Office
- locker rentals
- Marketplace Food Services
- Tim Hortons
- University of Windsor bookstore
- University of Windsor Student Alliance (UWSA)
- Womyn's Centre
- Organization of Part-time University Students (OPUS)
- The Lance (student newspaper)
- CJAM (student radio)
- Student Health Services
- PEER Support Centre
- Student Counseling Centre
- Student Pharmacy

## **Appendix A: Student Involvement in School of Social Work Committees**

<b>Committee</b>	<b>Purpose</b>	<b>Number of student representatives</b>	<b>Time requirement</b>	<b>Contact Person</b>
Social Work School Council	Policy decisions within the School are made.	2 MSW students 2 BSW students 1 PhD Student	Meets once a month on Wednesdays at 2:30pm. Student representatives are expected to be a communication vehicle between the student body and the School.	Nancy St. Onge – Secretary to the Director of the School of Social Work 519-253-3000 ext. 3067
Social Work MSW Committee	MSW program issues are discussed and recommendations are formulated to present to School Council.	2 MSW students	Meets once a month on Wednesdays at 2:30pm. Student representatives are expected to be a communication vehicle between the student body and the School.	Erica McKenzie – Graduate Secretary of MSW Programs – on-campus 519-253-3000 ext. 6096
School of Social Work Appointments Committee	Applications for faculty positions are reviewed, applicants are interviewed and decisions about hires are made.	Set by University by-laws	Amount of time varies depending on how many new positions there are each year.	Nancy St. Onge – Secretary to the Director of the School of Social Work 519-253-3000 ext. 3067
School of Social Work Promotion and Tenure Committee	Faculty and staff performance reviews are reviewed and decisions are made about their promotion and tenure.	Set by University by-laws	Amount of time varies depending on how many faculty and staff require contract renewals, promotions, and tenure.	Nancy St. Onge – Secretary to the Director of the School of Social Work 519-253-3000 ext. 3067



University  
of Windsor

## School of Social Work

### **Appendix B: Professional Suitability Policy**

#### **1.0 Preamble**

The Canadian Association for Social Work Education (CASWE) Standards for Accreditation, June 2013 (SB/M 2.4.5) requires “The academic unit has a policy regarding the professional suitability of the student for the profession of social work. Students are made aware that serious or repeated violations of the Code of Ethics put them at risk of exclusion from the program on the basis of professional unsuitability.” At the University of Windsor breach of professional codes and rules are covered within Senate Bylaw 31: Student Affairs and Integrity.

The University of Windsor Bylaw 31: Student Affairs and Integrity, Academic Misconduct (2.1) states “For professional programs, all actions that result in a breach of the rules of conduct as set out by the professional bodies and adopted in substance by the relevant professional program as part of its code of conduct in the program shall also be considered acts of academic misconduct”. (2.1.1). Students should become familiar with Bylaw 31 (amended April 2013) which is located on the University of Windsor website <http://www.uwindsor.ca/secretariat/49/senate-bylaws> .

#### **2.0 Suitability Criteria**

Students in the BSW and MSW programs in the School of Social Work are expected to demonstrate attitudes and behaviours that are consistent with the Canadian Association of Social Workers Code of Ethics from which the suitability criterion are drawn:

- Respect for the Inherent Dignity and Worth of Persons
- Pursuit of Social Justice
- Service to Humanity
- Integrity in Professional Practice
- Confidentiality
- Competent Application of Knowledge and Skills for Professional Practice

Examples of misconduct can be found under “Appendix A” of Senate Bylaw 31.

#### **3.0 Procedures to Respond to Breach of Rules of Conduct as set out by the CASW Code of Ethics and Professional Suitability Policy**

Senate Bylaw 31 allows for informal and formal resolution if a student breaches the Code of Ethics, with the agreement of the Director of Social Work. Formal and informal resolution procedures are described in [Bylaw 31](#) (Section 3).

#### **4.0 Determining and Imposing Sanction**

Where a student has been found to have acted with misconduct and/or breached the Professional Suitability Policy, Bylaw 31 provides a range of sanctions (Bylaw 31, 2.3). Sanctions may be imposed by the Director of the School of Social Work, Associate Deans, the Vice-Provost or the Judicial Panel and the Discipline Appeal Committee, depending upon the sanction.

### **5.0 Appeals (Bylaw 31, Section 3.3.3)**

A decision and/or penalty imposed by an Associate Dean, the Vice-Provost, Students and International, or the AAU Head of a professional program may be appealed to the Discipline Appeal Committee [Bylaw 31](#) (see 3.3.3, 3.3.4).

### **6.0 Confidentiality and Sharing of Information**

The School recognizes that the safety, confidentiality and self-determination of students or others who have been subjected to unprofessional conduct under this Policy must be an important priority. . Personal information collected by the University shall only be disclosed and used in accordance with the University's duties and obligations under the Freedom of Information and Protection of Privacy Act (FIPPA). In developing a response to a concern about student suitability, the School must balance confidentiality against its duty to protect existing and future students or persons who might otherwise be placed in jeopardy by a student who is acting in an unprofessional manner under this Policy. As required by FIPPA, records of disciplinary action are kept only in the Office of the Senate Secretariat. The [Notice of Disclosure, Confidentiality and Use of Personal Information \(FIPPA\) policy can be found by accessing the following link: http://www1.uwindsor.ca/registrar/notice-of-disclosure-and-use-of-personal-information-fippa](http://www1.uwindsor.ca/registrar/notice-of-disclosure-and-use-of-personal-information-fippa).

**NOTE:** It is important that students review and become familiar with the Code of Ethics, the Standards of Practice, and University policies and procedures governing academic and non-academic behaviours, including:

#### **Senate Bylaws**

[Bylaw 31 Student Affairs and Integrity](#)

[Bylaw 33: Student Rights and Freedoms](#)

#### **Senate Policies**

[Policy S6: Student Code of Conduct](#)

[Policy A4: Alcohol Use](#)

[Policy E3: Rules of Conduct for Examinations](#)

[Policy U1: Unacceptable Use of Computer Resources](#)

#### **University Policies**

[Acceptable Use Policy \(Information Technology Services\)](#)

[Human Rights Policy](#)

[Leddy Library Behaviour Code](#)

All University bylaws and policies are available at the Senate website:

<http://www.uwindsor.ca/secretariat/47/senate-bylaws-and-policies>

## **Appendix C: University of Windsor School of Social Work Social Media Use Policy**

### **Introduction**

The guidelines for use of social media outlined in this document have been designed to help members of the School of Social Work, including Faculty, Staff, students and other persons associated with the University of Windsor social work program, make appropriate professional decisions about ethical use of social media. These policies, standards and codes are applicable to the field education and classroom settings, virtual learning environments such as Blackboard, on-line seminars, text messaging, and on-line social networking sites (Facebook, LinkedIn, Twitter, etc.), including closed private online groups.

Social media refers to online technologies and practices that are used to share information and opinions, host conversations and build relationships. It can involve a variety of formats, including text, pictures, video, audio and “live” real-time dialogues of a few, or thousands of participants. Examples of social media include discussion forums, blogs, social networks, wikis, and podcasts.

While the School of Social Work values both academic freedom and freedom of inquiry and affirms these as pillars of a university education whether expressed in oral communication, print or electronically, the following policies and guidelines apply to all members of the School of Social Work.

### **Guidelines**

- Members of the School of Social Work must review and adhere to University/classroom/agency-specific social media policies.
- The use of social media, the internet, email or texting for non-academic purposes during class or in field placement is not permitted.
- Use of cell phones is not permitted in the classroom or in field placement, unless required for an emergency purpose, and when there is no other means of contact available.
- Members of the School of Social Work are expected to maintain confidentiality and privacy. Do not post confidential information about the School of Social Work, its students, faculty or its agencies. Confidentiality also extends to families, agency staff, and organizations.
- Be aware of liability. Members of the School of Social Work are responsible for the content that is posted on their own sites.
- Avoid using unprofessional online personas. Do not post defamatory, libelous or obscene content.
- Students may not access agency computers for social networking, unless this is for an agency purpose and is approved by the Field Instructor.
- Do not engage in any conduct that is not consistent with the following:
  - University of Windsor Policy S6: Student Code of Conduct (<http://www.uwindsor.ca/secretariat/48/senate-policies>)
  - University of Windsor Information Technology Services, Acceptable Use Policy (<http://www.uwindsor.ca/its/192/acceptable-use-policy>)

- University of Windsor School of Social Work Professional Suitability Policy ([http://www.uwindsor.ca/socialwork/sites/uwindsor.ca.socialwork/files/professional\\_suitability\\_policy\\_january\\_2015.pdf](http://www.uwindsor.ca/socialwork/sites/uwindsor.ca.socialwork/files/professional_suitability_policy_january_2015.pdf) )
- CASW Code of Ethics (<http://casw-acts.ca/en/Code-of-Ethics>)
- Ontario College of Social Workers and Social Service Workers (OCSWSSW) Code of Ethics and Standards of Practice (<https://ocswssw.org/professional-practice/code-of-ethics/>)
- CASWE Standards for Accreditation (<https://caswe-acfts.ca/commission-on-accreditation/coa-standards/>)

The failure of any member of the School of Social Work to conform to these guidelines, while using any social media site, may result in disciplinary action (<http://www.uwindsor.ca/secretariat/49/senate-bylaws> )

**Acknowledgement:**

*This policy has been formulated based on social media guidelines and policies from the following sources: Government of Nova Scotia, University of Michigan, Boise State University School of Nursing, University of Windsor School of Nursing, Renison School of Social Work, University of Regina Faculty of Social Work, King's University College at Western University. In compliance with Bill 168.*

## **Appendix D: MSW Regular Track - Course Sequence**

Curriculum Types:	First Year*			Second Year**	
	Fall 2018	Winter 2019	Inter/Summer 2019	Fall 2019	Winter 2020
<b>Practice/Theory</b>	47-550 - Social Work Values, Ethics & Anti-Oppressive Practice	47-523 - Challenges in Human Behaviour		47-621 - Social Justice and Social Change	
	47-504 - Communication Skills in Advanced Social Work Practice	47-531 - Social Work Practice with Individuals		47-610 - Advanced Direct Social Work Practice	
		47-533 - Social Work Practice with Families			
		47-532 - Social Work Practice with Groups		47-611 - Advanced Indirect Social Work Practice	
47-534 - Social Work Practice with Organizations and Communities					
<b>Field</b>			47-570 - Field Integration Seminar ( <i>online</i> )		47-680 - Advanced Internship Seminar ( <i>online</i> )
			47-571 - Foundation Year Practicum		47-681 - Advanced Practice Internship
<b>Policy</b>	47-503 - Comprehensive Social Policy Analysis			47-622 - Advanced Social Policy Analysis and Development	
<b>Research</b>	47-547 - Social Work Research: Practice Evaluation			47-640 - Program Design and Evaluation	

\*Students are required to complete a total of ten (10) courses AND a Foundation Year practicum (6 credits) in the first year of study.

\*\*Students are required to complete a total of six (6) courses AND an Advanced Practice Internship (6 credits) in their second year of study.

**CASWE 3.1.4.:** Programs for students admitted without a first level social work degree include two components: i) A foundation component of at least 8 one-semester courses or equivalent, and a field practicum of at least 450 hours such as to achieve a level of preparation sufficient to equip the student to engage in MSW studies at a level equivalent to their counterparts with the BSW; and ii) An advanced study component of at least 6 one-semester courses or equivalent, a practicum of at least 450 hours and/or a thesis or memoire, as defined by the program's university, such as to provide for the integration and demonstration of advanced social work skills in practice and/or policy analysis and/or research.

## **Appendix E: MSW Advanced – Course Sequence**

The Advanced Standing option starts in May and *takes one year (three terms)* to complete. Students are required to complete a total of eight (8) courses and an internship. The Advanced Internship Practicum (API) requires four full days working in an agency and may involve travel and/or weekend hours. Students are responsible for transportation to and from their internship location. The University of Windsor MSW program is taught from an ecological systems perspective. The course sequencing is as follows:

<b>Curriculum Type:</b>	<b>Intersession/Summer 2018</b>	<b>Fall 2018</b>	<b>Winter 2019</b>
<b>Practice/Theory</b>	47-523 - Challenges in Human Behaviour	47-621 - Social Justice and Social Change	
		47-610 - Advanced Direct Social Work Practice	
		47-611 - Advanced Indirect Social Work Practice	
<b>Field</b>			47-680 - Advanced Internship Seminar ( <i>online</i> )
			47-681 - Advanced Practice Internship
<b>Policy</b>		47-622 - Advanced Social Policy Analysis and Development	
<b>Research</b>	47-547 - Social Work Research: Practice Evaluation	47-640 - Program Design and Evaluation	

**CASWE: 3.1.3:** *Programs for students admitted with a first level social work degree include a specialized or advanced study component of at least 18 credit hours of course work, a practicum of at least 450 hours and/or a thesis or memoire, as defined by the program's university, such as to provide an opportunity for the integration and demonstration of advanced social work skills in practice, and/or policy analysis and/or research.*



## Appendix F: MSW/JD (3 Year) – Course Sequence

<b>YEAR ONE (REQUIRED LAW COURSES):</b>					
<b>FALL: 20__ __</b>	<b>D/TIME</b>	<b>WINTER: 20__ __</b>	<b>D/TIME</b>	<b>INTERSESSION: 20__ __</b>	<b>D/TIME</b>
98-803: Contracts (5 credits)*		98-803: Part II		47-523: Challenges in Human Behaviour	
98-801: Property (5 credits)		98-801: Part II		47-547: Advanced SW Research: Practice Evaluation	
98-810: Constitutional Law (5 credits)		98-810: Part II			
98-805: Criminal Law (5 credits)		98-805: Part II			
98-807: Legal Research and Writing (6 credits)		98-807: Part II			
98-811: Access to Justice (5 credits)		98-809: Torts (4 credits)			
<b>Total Law Credits by end of Law I: 35</b>					
<b>YEAR TWO (LAW AND SOCIAL WORK COURSES):</b>					
<b>FALL: 20__ __</b>	<b>D/TIME</b>	<b>WINTER: __ __</b>	<b>D/TIME</b>	<b>NOTES</b>	
47-621: Social Justice		LAW ELECTIVES (5-6 courses/15-18 credits)		<p>1. Civil Procedure can be taken either Fall or Winter but must be taken in Law II. Other required Upper Year courses include: Business Associations (4 credits) and Judicial Review (4 credits). Neither are required in Law II but both must be taken before the 2<sup>nd</sup> term of Law III.</p> <p>2. Students must take a minimum of 80 Law credits to graduate. Students should be careful to note that in order to satisfy this requirement, it will be necessary to plan out the number of credits they plan to take in Law III. Some may find it prudent to maximize their Law credits in Law II rather than wait for Law III.</p>	
98-826: Civil Procedure ( <i>Note 1</i> )		ELECTIVE 1:			
47-625/98-930: Law and Social Work Policy and Research (3 Law credits)		ELECTIVE 2:			
LAW ELECTIVE(S) (1–2 courses/6–8 credits):		ELECTIVE 3:			
		ELECTIVE 4:			
		ELECTIVE 5:			
		ELECTIVE 6:			
<b>Total Law Credits in Law II, Term 1: 13 – 18 (<i>see Note 2</i>)</b>		<b>Total Law Credits in Law II, Term 2: 15 - 18</b>		<b>Total Law II Credits: 28 – 36</b> <b>Total Law Credits by end of Law II: Min. 63 (35+28) to a max. 71 (35+36)</b>	

\*Credit count is for entire year.

**YEAR THREE (LAW AND SOCIAL WORK COURSES):**

FALL: 20 __ __	D/TIME	WINTER: 20 __ __	D/TIME	NOTES	
47-610: Advanced Direct Practice		47-680: Advanced Internship Seminar		Rules for calculating required Law credits: Same program as JD in Law I 13 – 18 per term and 28 – 36 in Law II 80 – 90 credits to be eligible for graduation.	
47-611: Advanced Indirect Practice		47-681: Advanced Practice Internship			
**47-626/98-931: Advanced Seminar in the Theory and Practice of Social Work and the Law (3 credits)		98-XXX SUPERVISED RESEARCH (3-4 credits per supervised research policies)		FCR = Federation Competency Requirement	
LAW ELECTIVES (3-4 COURSES/9-12 Credits)		Topic:			
ELECTIVE 1:		Law Supervisor:			
ELECTIVE 2:					
ELECTIVE 3:					
ELECTIVE 4:					
<b>Total Law Credits in Law III, Term 1: 9 – 12 III Credits: 15 – 19</b>		<b>Total Law Credits in Law III, Term 2: 6 – 7</b>			<b>Total Law</b>
<b>Total Law Credits by end of Law III: Minimum 80 (35 + 28 + 15 and an additional 2 credits in Law II or III) to a maximum of 90 (35 + 36 + 19)</b>					
<b>LAW PROGRAM REQUIREMENTS</b>					
Transnational Law	Course fulfillment:				
Major Paper	Course fulfillment:				
Perspectives	Course fulfillment:				
Civil Procedure					
Business Associations (per FCR Note 3)					
Judicial Review (per FCR)					
Theory and Practice of SW & Law (per FCR)					

\*\*This course was moved from the Winter term in Year three.

\*Credit count is for entire year.

## **Appendix G: MSW/JD (4 Year) – Course Sequence**

<b>YEAR ONE (REQUIRED MSW COURSES):</b>					
FALL: 20__ __	D/TIME	WINTER: 20__ __	D/TIME	INTERSESSION: 20__ __	D/TIME
47-503: Comprehensive Social Policy Analysis		47-523: Challenges in Human Behaviour		47-570: Field Integration Seminar	
47-504: Communication Skills in SW Practice		47-531: SW Practice with Individuals		47-571: Master of Social Work Foundation Year Practicum	
47-547: Advanced SW Research: Practice Evaluation		47-532: SW Practice with Groups			
47-550: SW Values, Ethics, and Anti-Oppressive Practice		47-533: SW Practice with Families			
		47-534: SW Practice with Organizations and Communities			
<b>YEAR TWO (REQUIRED LAW COURSES):</b>					
FALL: 20__ __	D/TIME	WINTER: 20__ __	D/TIME		
98-803: Contracts (5 credits)*		98-803: Part II			
98-801: Property (5 credits)		98-801: Part II			
98-810: Constitutional Law (5 credits)		98-810: Part II			
98-805: Criminal Law (5 credits)		98-805: Part II			
98-807: Legal Research and Writing (6 credits)		98-807: Part II			
98-811: Access to Justice (5 credits)		98-809: Torts (4 credits)			
<b>Total Law Credits by end of Law I: 35</b>					

<b>YEAR THREE (LAW AND SOCIAL WORK COURSES):</b>				
<b>FALL: 20__ __</b>	D/TIME	<b>WINTER: __ __</b>	D/TIME	NOTES
47-621: Social Justice and Social Change		LAW ELECTIVES (5-6 courses/15-18 credits)		<p>1. Civil Procedure can be taken either Fall or Winter but must be taken in Law II. Other required Upper Year courses include: Business Associations (4 credits) and Judicial Review (4 credits). Neither are required in Law II but both must be taken before the 2nd term of Law III.</p> <p>2. Students must take a minimum of 80 Law credits to graduate. Students should be careful to note that in order to satisfy this requirement, it will be necessary to plan out the number of credits they plan to take in Law III. Some may find it prudent to maximize their Law credits in Law II rather than wait for Law III.</p>
98-826: Civil Procedure (Note 1)		ELECTIVE 1:		
47-625/98-930: Law and SW: Adv. Practice Research Methods and Policy Analysis (3 Law credits) **		ELECTIVE 2:		
LAW ELECTIVE(S) (1-2 courses/6-8 credits):		ELECTIVE 3:		
		ELECTIVE 5:		
		ELECTIVE 6:		
<b>Total Law Credits in Law II, Term 1: 13 – 18 (see Note 2)</b>		<b>Total Law Credits in Law II, Term 2: 15 - 18</b>		<p><b>Total Law II Credits: 28 – 36</b></p> <p><b>Total Law Credits by end of Law II: Min. 63 (35+28) to a max. 71 (35+36)</b></p>
<b>YEAR FOUR (LAW AND SOCIAL WORK COURSES):</b>				
<b>FALL: 20__ __</b>	D/TIME	<b>WINTER: 20__ __</b>	D/TIME	NOTES
47-610: Advanced Direct Practice		47-680: Advanced Internship Seminar		<p>Rules for calculating required Law credits: Same program as JD in Law I 13 – 18 per term and 28 – 36 in Law II 80 – 90 credits to be eligible for graduation</p> <p>FCR = Federation Competency Requirement</p>
47-611: Advanced Indirect Practice		47-681: Advanced Practice Internship		
**47-626/98-931: Adv. Seminar Theory and Practice of SW and Law (3 credits)		98-XXX SUPERVISED RESEARCH (3-4 credits per supervised research policies)		
LAW ELECTIVES (3-4 COURSES/9-12 Credits)		Topic:		
ELECTIVE 1:		Law Supervisor:		
ELECTIVE 2:				
ELECTIVE 3:				
ELECTIVE 4:				
<b>Total Law Credits in Law III, Term 1: 9 – 12</b>		<b>Total Law Credits in Law III, Term 2: 6 – 7</b>		<b>Total Law III Credits: 15 – 19</b>
<b>Total Law Credits by end of Law III: Minimum 80 (35 + 28 + 15 and an additional 2 credits in Law II or III) to a maximum of 90 (35 + 36 + 19)</b>				
Transnational Law	Course fulfillment:			
Major Paper	Course fulfillment:			
Perspectives	Course fulfillment:			
Civil Procedure				
Business Associations (per FCR)				
Judicial Review (per FCR)				
Theory and Practice of SW & Law (per FCR)				

# Appendix H: Student Support Services

## UNIVERSITY OF WINDSOR STUDENT SUPPORTS

### Student Counselling Centre (519-253-3000; ext. 4616)

- Room 293 CAW Centre (<http://www1.uwindsor.ca/scc/>)
- Monday - Friday (8:30 am - 4:30 pm; Closed 12:00 - 1:00 pm)
- [scc@uwindsor.ca](mailto:scc@uwindsor.ca)
- CLINICAL STAFF  
Dr. Mohsan Beg, C.Psych, Director (Psychologist)  
Dr. Rosemary Plastow, C.Psych (Psychologist)  
Mika Tomac, RN, PhD, RP, CCC (Clinical Therapist)  
Giselle St. Louis, M.A., RP, CCC (Clinical Therapist)  
Dayna Rodrigues, M.A, RP, CCC (Clinical Therapist, Nursing)  
Suzanne Brown, PhD (Clinical Therapist, Graduate Studies)  
Laura Little, MSW, RSW (Clinical Therapist, Law)  
Kory Bessette, MSW, RSW (Clinical Therapist)  
Leo Lobbestael, M.A. (Clinical Therapist, International)  
Samantha Cisilino, M.A.

### Sexual Assault and Sexual Misconduct (519-253-3000; ext. 4550)

- To contact Dr. Dusty Johnstone, phone, or use the form in the link <http://www.uwindsor.ca/sexual-assault/>

### Student Health Services

- Doctor Appointment: (519-973-7002; or ext. 7002) & Room 242 CAWSC
- Office Hours: Monday - Thursday (9:00 am - 5:00 pm) & Friday (9:00 am – 1:00 pm & 2:00 pm – 5:00 pm; Closed 1:00 pm - 2:00 pm)

### Student Accessibility Services (519-253-3000; ext. 6172)

- Located in Dillon Hall on the main campus of the University of Windsor, Student Accessibility Services is committed to working with the entire campus community in creating equal access to higher education for all academically qualified students who may have disabilities.
- [disability@uwindsor.ca](mailto:disability@uwindsor.ca)
- <http://www.uwindsor.ca/studentaccessibility>

### Good2Talk (1-866-925-5454)

- Good2Talk is a free, confidential helpline providing professional counselling and information and referrals for mental health, addictions and well-being to post-secondary students in Ontario, 24/7/365.
- <https://good2talk.ca/>

### ULifeline

- Need help now? Text "START" to 741-741 or call 1-800-273-TALK (8255)
- <http://www.ulifeline.org/main/Home.html>

## WINDSOR AREA COMMUNITY SUPPORTS

### Community Crisis Centre (519-973-4435)

- 24 hour Crisis Telephone Line
- Walk-in Service at Community Crisis Centre
  - 9:00 a.m. to 5:00 p.m. Mon – Fri
  - 1st Floor Jeanne Mance Building, 1030 Ouellette Ave., Windsor
- Emergency Crisis Walk-in Service at Windsor Regional Hospital Ouellette Campus
  - 7:00 p.m. to 11:00 p.m. 7 days a week
  - 1030 Ouellette Ave, Windsor

### The Distress Centre of the Downtown Mission

- CALL [Noon-midnight; (519-256-5000)] and TEXT [(2pm-2am); Text 741741]

### Sexual Assault -24 hour Crisis Line (519-253-9667)

### Welcome Centre Shelter for Women (519-971-7595)

- Emergency housing to women 18 years and older and any family with dependents under 18 as well as couples
- 263 Bridge Avenue, Windsor

### Hiatus House (519-252-7781)

- Confidential intervention for women/families experiencing domestic violence; Crisis intervention services are available on the phone and in person 24 hrs a day/7 a week.
- 250 Louis Avenue, Windsor

### The Salvation Army Emergency Hostel for Men (519-253-7474)

- Emergency hostel services for single men 18 years of age and over who are homeless
- 355 Church Street, Windsor

### Withdrawal Management Services (519-257-5225)

- Hotel Dieu Grace HealthCare
- 1453 Prince Road, Windsor

### Problem Gambling Services (519-254-2112)

- Hôtel-Dieu Grace Healthcare
- 1st Floor Emara Building, 1453 Prince Road, Windsor

### Windsor and Area Food Banks

- Access a full list online: <https://www.ourwindsor.ca/community-static/4314731-windsor-area-food-banks/>