



University
of Windsor
School of Social Work

Bachelor of Social Work Student Manual



Land Acknowledgment

The University of Windsor sits on the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. We respect the longstanding relationships with First Nations people in this place in the 100-mile Windsor-Essex peninsula and the straits – les détroits – of Detroit.

Welcome and Introduction

Welcome to the Bachelor of Social Work Program at the University of Windsor! Congratulations on your first steps towards joining one of the most diverse and rewarding of the helping professions!

Social work is a practice-based profession concerned with promoting social change, human rights, and the empowerment of people and communities. Whether working with individuals, families, groups, communities, or society as a whole, all social workers advocate and strive for social justice and equitable access to health and social services.

This manual provides information and guidelines for students, field instructors, faculty, and field liaisons associated with the Bachelor of Social Work (BSW) program offered by the School of Social Work at the University of Windsor. Students should also refer to the current University of Windsor Undergraduate Calendar for rules and regulations governing Undergraduate Studies at the University of Windsor.

As a mid-sized university uniquely situated in a cross-border city, the University of Windsor provides a learning environment that is welcoming and features a diverse body of faculty and students. Faculty and staff look forward to working with you throughout our program.

We are here to support you in your academic journey!

Sincerely,



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1.0 The School of Social Work

1.1 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 through inquiry.

1.2 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 participation, and striving for a more equitable distribution of our society's resources in the interest of promoting quality of life for all citizens.

1.3 Vision Statement

The School's commitment to 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, while adhering to 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 and leadership roles to eradicate systemic barriers which oppress persons and disenfranchised populations. Principles of justice find their meaning here with the School's fundamental belief in the dignity of all persons, including the importance of access to participation and a more equitable distribution of society's resources in the interest of promoting quality of life for all citizens.

To that end, the School of Social Work aims to...

- Ensure graduates are equipped with the knowledge, skills, and dedication to make a critical contribution on a local, provincial, national, and global scale to enhance the well-being of all citizens.
- Advance research, practice, and policy through student participation and engagement in the unique, diverse, and interdisciplinary/combined programs offered at the University and School of Social Work.
- Collaborate with diverse partners to address social inequities at the local, provincial, national, and global levels, while recognizing the school's unique geographic location on an international border creates research and leadership opportunities within a broad North American context.
- Embrace a leadership role in social work education and research where education can encourage the social work leaders of tomorrow to explore society's increasingly complex global challenges.

1.4 Equality, Diversity, and Inclusion

1.4.1 (FAHSS) Equity, Diversity, Inclusion and Decolonization (EDID) Committee

[The Faculty of Arts, Humanities and Social Sciences \(FAHSS\) Equity, Diversity, Inclusion and Decolonization \(EDID\) Committee](#) is made up of a group of faculty, staff, and students from a broad range of programs within the faculty, to address various issues facing the FAHSS community at the University of Windsor.

1.4.2 University of Windsor Anti-Black Racism Task Force

University of Windsor President, Dr. Robert Gordon, has formed the [University of Windsor Anti-Black Racism Task Force](#) to complement the Anti-Black Racism committee in the Faculty of Law. The focus will be:

1. Review of policies, program, pedagogy, research, and appropriate actions to address anti-black racism.
2. Developing a training and education framework to raise awareness for
 - a. Students, staff, and faculty.
 - b. Senior administrators and Board of Governors.
3. Developing partnerships with the Ontario Human Rights Commission.

1.4.3 Office of the Vice-President, People, Equity, and Inclusion

In June 2021, the University appointed an interim Vice-President Equity, Diversity, and Inclusion as part of the recognition that, as an institution, we have more work to do in creating a more inclusive and just campus.

Now the [Office of the Vice-President, People, Equity, and Inclusion \(VPPEI\)](#), this office works collaboratively with a coalition of university stakeholders to build a sustainable infrastructure to dismantle systemic discrimination and oppression and transform the University of Windsor into a truly safe, inclusive, equitable, and just learning and working environment, through:

- Ensuring representation of diversity at the executive leadership table;
- A ground-up approach built on the establishment of communities of practice and action;
- Embedding people, equity, and inclusion into every aspect of the campus culture;
- A commitment to substantive and enduring change that resists performative actions;
- Recognition of the intersectionality of discrimination and oppression;
- Unapologetically addressing oppression and injustice, including speaking truth to power;
- And, understanding that change is often uncomfortable and difficult, but necessary.

1.5 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, Peel region, 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 internships and research experiences. As a result of constructive relationships with agencies in the community, the School provides positive learning experiences for social work internships.

2.0 Philosophies and Principles

2.1 Generalist Practice Statement

Generalist practice is defined as the use of the problem-solving process to intervene with systems of various sizes, including individuals, families, groups, organizations, and communities. By problem solving process, we are referring to a step-by-step model that includes engaging with the client, assessing problem areas, and identifying strengths, creating, and carrying out an intervention plan, evaluating the success of that intervention, and terminating the client practitioner relationship. The generalist operates within the systems and person-in-environment framework and recognizes that many problems require intervention with more than one system (Boyl et al., 2009; CSWE, 2008)¹.

Students are taught to utilize the general problem-solving method, underscored by a combination of social work values, knowledge, and skills, to help client systems maintain positive interactions with their environments. The program places special emphasis upon helping individuals who are at-risk, marginalized, or of ethnic/racial minority status successfully transact their rural environments.

2.2 What Does It Mean to be a Social Work Generalist?

According to Inderbitzen (2021), Social work generalist practice is defined as follows: “Generalist practice introduces students to basic concepts in social work, which include promoting human well-being and applying preventive and intervention methods to social problems at individual, group, and community levels while following ethical principles and critical thinking”.² While this definition outlines well what social workers do, what type of employment does a Bachelor of Social Work degree prepare you for? That is, what skills does the degree give you, and how can they be applied to a real job opportunity post-graduation? Social work education prepares students to enter the workforce with three perspectives which, when combined with personal interest, can be tailored to fit nearly any professional goals you might have.

2.3 CASWE

The Canadian Association for Social Work Education (CASWE) is a national/charitable association of university faculties, schools, departments, and modules offering social work education in Canada. The Association’s primary mandate is to support the promotion of excellence in social work education, scholarship,

¹ Boyle, S., 2009. *Direct practice in social work*. (2nd ed.). Pearson.

² Inderbitzen, S., (2021). *What Does It Mean to be a Social Work Generalist?* Social Work Degree Guide. <https://www.socialworkdegreeguide.com/what-does-it-mean-to-be-a-social-work-generalist/>

and practice. This mandate is primarily carried out through the accreditation of BSW and MSW social work programs, research, the publication of a journal, and an annual conference.

The Association's Commission on Accreditation is responsible for accrediting social work programs in Canada. There are currently 42 CASWE-ACFTS university programs in Canada that are accredited or have Pre-Accreditation status. The Association's journal, the Canadian Social Work Review is a bilingual and peer-reviewed journal published bi-annually, which invites articles for submission. For further information please contact the Managing Editor. The annual conference of CASWE is held in a different university each year and brings together academics, students, and community members who present information from research, practice, and policy related to social work education.

2.4 Harassment and Discrimination

The University of Windsor is committed to upholding the Ontario Human Rights Code (OHRC) which prohibits discrimination and harassment on the following grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, sex, creed (religion), disability, age, marital status, family status, sexual orientation, gender identity and gender expression, receipt of public assistance (in accommodation only), and record of offences (in employment only).

2.5 Resolution of Complaints

- A safe environment to voice concerns should one feel they have been treated unfairly, discriminated against, or harassed (Code-related).
- Investigate and manage the fact-finding process for complaints in a consistent, timely and fair manner.
- Assist those involved in disputes or complaint resolutions to acquire needed assistance or support.

There are three processes available at the University for dealing with human rights issues:

- Informal Complaint Process
- Mediated Resolution
- Formal Complaint Process

For further information, please visit <http://www.uwindsor.ca/ohrea/46/human-rights>

2.6 Regulations for Undergraduate Students

BSW students are subject to the rules and regulations contained in the University of Windsor Senate By-Laws and Policies, (www.uwindsor.ca/senate) and all students are expected to be familiar with these. Specifically, we draw attention to the Bachelor of Social Work program regulations related to admission, programs of study, and recommended course sequence. On the syllabus for each of your courses, you will find especially important policies.

2.7 FAHSS Plagiarism and Examination Makeup Policies

2.7.1 Academic Misconduct

Academic misconduct means any action taken by a student that gives the student an unearned advantage in matters affecting his/her academic standing. 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 whole or in substance by the relevant

professional program as part of its code of conduct shall also be considered acts of academic misconduct. (See [Student Code of Conduct](#) for examples of academic misconduct, including plagiarism.)

2.7.2 Plagiarism

Plagiarism is the act of copying, reproducing, or paraphrasing significant portions of one's own work, or someone else's published or unpublished material (from any source, including the Internet), without proper acknowledgement, representing these as new or as one's own. Plagiarism applies to all intellectual endeavours, including the creation and presentation of music, drawings, designs, dance, photography, and other artistic and technical works.

Students have the responsibility to learn and to use the conventions of documentation as accepted in their area of study and instructors have the responsibility of informing students in writing of any significant individual interpretations of plagiarism.

(See [Policy on Student Code of Conduct](#) as well as [Bylaw 31](#) on Academic Integrity)

2.7.3 Consequences

If the instructor believes that plagiarism has occurred, they will assign a grade of IN (incomplete) to the work in question and report the case to the Department Head, to the Associate Dean of the Faculty, **and to the student(s) involved**. The Associate Dean of the Faculty is responsible for the adjudication of any alleged case of academic misconduct, including plagiarism, and to assign an appropriate sanction. (Common sanctions include admonition, letter of reflection, mark reduction, censure notation on transcript, suspension, expulsion, depending on the nature of the misconduct and whether it represents a first or subsequent offence.) Students have an automatic right of appeal to the Discipline Appeal Committee. A student wishing to exercise his/her right to appeal a finding of misconduct and/or sanction imposed shall initiate the appeal process within 10 working days of the decision having been issued. (See section 6 of Bylaw 31.)

2.7.4 Exam Make-Up/Late Submission/Aegrotat/Incomplete Policy

The Faculty of Arts, Humanities, and Social Sciences requires students to provide acceptable and documented medical (or equivalent compassionate) reasons to allow make-ups for scheduled tests, midterms, and final exams and/or the submission of late assignments, grades of Incomplete or Aegrotat.

Acceptable reasons include hospital stays, serious illness, family emergencies (such as serious accidents or illnesses, death) or similar circumstances outside the student's control. Normally, written documentation is required stating specific reasons and dates. Arrangements for make-up exams and/or the submission of late assignments must be made as soon as possible. The instructor sets the date and format for make-up exams. The make-up exam will usually be different from the original exam, but will be equivalent in terms of testing objectives, format, level of difficulty, material covered, length of examination, etc.

For considerations for Health, Bereavement, or Extenuating Circumstances, please see [Senate Policy on Conduct of Exams and Tests](#).

2.8 Confidentiality

Respect must be accorded to the essentially confidential relationship between the University and its students by preserving to the maximum extent possible the privacy of all records relating to each student. Controlling principles are listed below:

- a. The official student academic records, supporting documents, and other student files are confidential. They are to be maintained only by authorized members of the University staff employed for that purpose. The above principle of confidentiality is applicable to the records of all Faculty, Departmental and Administrative offices.
- b. Separate records shall be maintained as follows:
 - i. Academic records, supporting documents, and general educational records.
 - ii. Records of discipline proceedings.
 - iii. Medical records.
 - iv. Financial aid records.
- c. Each student upon written notice shall be entitled to obtain information regarding all items in his/her academic, disciplinary, or financial aid records as retained in the office of any Dean, Department Head or Administrative Officer.
- d. Where a student member gives express consent, the officially recognized organizations (the University of Windsor Students' Alliance, the Graduate Student Society, and the Organization of Part-Time University Students) may publish the student member's name, address (home and local), telephone number, year, and program of enrolment in their respective student directories.
- e. No records shall be required in relation to any of the following matters:
 - i. Race or ethnic origin.
 - ii. Religion.
 - iii. Political or social views.
 - iv. Membership in any organization.
- f. Except with the prior consent of the student concerned, or as stated below, no information in any student file may be released to any individual or organization.
 - i. Record-keeping personnel may have access to student records and files only as previously stated in paragraph (a) above.
 - ii. On request, members of the faculty may have access to academic records and files for internal educational purposes, as well as for routinely necessary administrative and statistical purposes. Access to financial, medical, and disciplinary records is limited to the officials responsible for those matters. No one having access under this paragraph may disclose information beyond that listed in (iii).
 - iii. The following information may be released in response to any inquiry: Faculty or School of enrolment; periods of enrolment; degree awarded, honours, field, and date. Additional information will be released on the presentation of a court order.
- g. No records shall be preserved beyond graduation or other final departure from the University of any student except as follows:
 - i. The academic, financial aid, discipline, and award record.
 - ii. Student disciplinary records resulting from actions taken under this Bylaw, other than those contained in student transcripts, shall not be preserved beyond one year following graduation.
 - iii. Records of unpaid accounts may be retained so long as any obligation to the University continues.
 - iv. Medical records may be retained subject to the limitations on disclosure imposed by the normal rules for privileged information.

- h. The Freedom of Information and Protection of Privacy Act requires the School of Social Work, University of Windsor, to include the following disclosure statement on any document or form completed by a student, which contains personal information.

i. NOTICE OF DISCLOSURE CONFIDENTIALITY AND USE OF PERSONAL DATA

The personal information collected on this form is being collected under the authority of the University of Windsor Act, 1962. This collection is compliant with the Freedom of Information and Protection of Privacy Act of the Province of Ontario. The purpose of this data collection is related directly to and needed by the School of Social Work, University of Windsor to administer the university / student relationship including the proper recording of student academic progress and to adhere to governmental reporting requirements. Data collected on this form will be disclosed and used as follows:

- By administrative and field office personnel for student field placement planning and recordkeeping.
- By field instructors in community agencies for placement planning.
- For academic counseling.

If you have any questions about the collection, use, and disclosure of this information please contact: Director of the School of Social Work OR the FIPPA Coordinator, University of Windsor, 401 Sunset Avenue, Windsor, Ontario, Canada N9B 3P4 (519) 253-3000 ext. 4059. richardt@uwindsor.ca.

2.9 Posting Grades

After examinations, professors/instructors are required to submit all grades to the Director for approval and then the Dean for final approval. After approval from the Dean, the Registrar's Office posts the grades to your record. Grades received by the Registrar's office from the Deans' offices are posted the same day, however, your averages, year level, and academic standing are not refreshed until late in the evening. This means that your averages reflect only grades posted from the previous day. Calculations are performed overnight and then your record is updated.

It could also happen that academic standing would be temporarily incorrect because all grades have not been posted or calculated. The Academic Standing Committee reviews the academic records of students at the conclusion of the fall and winter term each year and makes decisions as appropriate considering cumulative and major averages achieved. These decisions are communicated to you via transcript. Please be sure to pay close attention to these decisions.

3.0 University of Windsor School of Social Work Social Media Use Policy

3.1 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.

3.2 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 (<https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=NTk=&pID=MjMy&attchmnt=False&uSesDM=False&rldx=NTk=&rCFU>)
- University of Windsor Information Technology Services, Acceptable Use Policy (<https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=MTE5&pID=MjMy&attchmnt=False&uSesDM=False&rldx=MTE5&rCFU>)
- University of Windsor School of Social Work Professional Suitability Policy: [3. Professional Suitability Policy](#)
- 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/coal-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>)

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.

4. Professional Suitability Policy

4.1 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 based on 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>.

4.2 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.

4.3 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).

4.4 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.

4.5 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).

4.6 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://www.uwindsor.ca/registrar/519/notice-disclosure-confidentiality-and-use-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:

<https://lawlibrary.uwindsor.ca/Presto/home/home.aspx>.

5. History

5.1 History of the BSW Program

The University of Windsor developed the first BSW program in Ontario and in Canada in 1964. The University of Windsor School of Social Work evolved out of a political and professional concern for the development of social work education in Canada. This concern resulted in the formation of the Canadian Welfare Council Commission on Personnel for the Social Services. A study undertaken by the Commission became a major factor in discussions that led to the creation in the 1960's of the first undergraduate level Social Work program in Canada at Windsor.

Under the leadership of Father Norbert Ruth, CSB, Dean of Arts and Sciences at the University of Windsor, the BSW program was initiated. In March of 1966, a proposal for a general B.A. degree with a social work major was passed by the University's Senate. This program was later elevated to a four-year program in social work and in September 1966 the first social work classes began. After one year of operation the Senate voted to discontinue the General B.A. program (social work major) and replace it with a four-year BSW (Honours) program. Consequently, the Department of Social Work was given the status of a School.

5.2 A Brief History of Social Work in Canada

The University of Windsor and George Williams established the first undergraduate social work program 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 31st, 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.

CASW was involved in political lobbying activities beginning with the problems of the Great Depression.

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 workers 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).

6. Primary Program Learning Outcomes

By the end of the program, the successful student will know and be able to:

- Describe Canadian social welfare, social policy, and social work from historical, sociopolitical, economic, and environmental perspectives.
- Foster and promote social work values and ethics, including: Dignity and potential of all people; self-determination; empowerment; confidentiality; professional competence; social justice.
- Identify methods to overcome structural barriers.
- Describe and demonstrate the skills of generalist social work to respond to the needs/ barriers/challenges faced by individuals, small groups, families, organizations, and communities/societies.
- Explain basic concepts of statistics and research.
- Discuss social work literature from various perspectives.
- Position social work knowledge within a broader liberal arts/humanities/social sciences context.
- Evaluate the effectiveness of practice intervention.
- Appraise multiple theoretical and conceptual explanations for:

- Human behaviour and development
- Social welfare
- Professional communication
- Methods for generalist social work practice
- Distinguish the effects of diversity related to: Geography; Class and employment status; Race, ethnicity, culture; Sex; Ability; Gender and gender identity; Sexual orientation; Language; Age.
- Analyze structural barriers that marginalize and/or oppress.
- Promote methods to overcome structural barriers.
- Compare multiple methods of intervention.
- Articulate ideas considering multiple perspectives and evidence in written and oral form, in a group or individually.
- Engage in the design, development, and implementation of individual and/or collective social justice efforts.
- Apply values, ethics, and standards of practice in group and teamwork.
- Display self-awareness through reflexivity.
- Engage in professional practice consistent with the ethics, values, and standards of practice articulated by the Ontario College of Social Workers and Social Service Workers and the Canadian Association for Social Workers.
- Describe and demonstrate effective communication and interviewing skills.
- Employ inter-professional collaboration and teamwork.
- Demonstrate a capacity to work respectfully and responsibly with others towards a common goal.
- Use critical thinking, open-mindedness, and curiosity to integrate knowledge, values, and skills.
- Recognize basic knowledge of liberal arts and humanities.
- Articulate a commitment to lifelong learning.
- Express a plan for ongoing professional development.

7. Undergraduate Program Governance

7.1 Undergraduate Studies Committee

The BSW program is part of the Faculty of Arts, Humanities, and Social Sciences (FAHSS) department at the University of Windsor. FAHSS policies and regulations govern the BSW program.

The Undergraduate Studies Committee (USC) of the School of Social Work membership includes faculty, a Field Learning Specialist, the Field Administrator, and the elected undergraduate student representative. It is a Standing Committee of the School Council. It reports to School Council, FAHSS and consults with the MSW Committee.

The Chair of the USC, on behalf of the Committee, consults with other university departments external to the School of Social Work.

The USC is responsible for:

- (1) admissions criteria, screening, and candidate selection for the BSW program;
- (2) program development and evaluation;
- (3) policy formulation and procedural development for BSW students within the School of Social Work;
- (4) approval of course outlines and course offerings for the BSW program;
- (5) student and faculty issues related to the BSWS program;
- (7) student appeals;
- (9) approval of all written materials related to the BSW 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.

7.2 School of Social Work Research Ethics Committee

The mandate of the School of Social Work Research Ethics Committee is to protect human participants while *facilitating* and *furthering* ethical research.

Ethical practices in research involving human participants are:

- Respectful of the dignity and privacy of human participants;
- Voluntary, informed, and consensual;
- Non-exploitative and free of unwarranted deception;
- Responsive to the needs of research participants, especially needs that arise in or that relate to the research; and
- Responsible and reflexive while taking measures to minimize any potential risks.

7.2.1 Research Ethics Membership

The Research Ethics Committee (REC) meets on an as-needed basis. The REC is comprised of four Regular Members (one designated as Chair), plus one Proxy Member. The four Regular Members are three faculty members in the School of Social Work, plus one undergraduate student. The Proxy Member is the Departmental Director or the Departmental Director's delegate, who will serve on the committee in the event that one of the three regular faculty members is unavailable to pass judgement on the research protocol, due to a conflict of interest or absence. The Chair of the REC on behalf of the Committee, consults with other university departments external to the School of Social Work.

7.2.2 Undergraduate Research

The SSW REC shall review research conducted by undergraduate students when:

- (1) it is conducted as part of an undergraduate course offered by the School of Social Work, and
- (2) it is not part of a faculty member's own research program already subject to review by any other Ethics Board ([TCPS2, Article 6.1 and University of Windsor Guidelines](#)).

Parameters for School of Social Work Undergraduate Research Projects Involving Human Participants:

- (1) Research involves only minimal risk to participants
- (2) Consent will always be obtained in writing and all requirements of the University Research Ethics Board will be fulfilled.
- (3) No participants will be involved who are unable to give informed consent or who are involuntary clients.

If any of the above criteria are not met the REC will recommend that the instructor consult the University REB.

7.2.3 Application and Decision-Making Procedure:

1. Applications
2. Submission for Research Projects
3. REC Decisions
4. Appeals

At a minimum, these procedures shall be reviewed every three years.

8. Pre-BSW Program

Most students begin in one of the four-year programs. These programs are:

- Honours Bachelor of Social Work
- Combined Honours BSW and Women's Studies
- Combined Honours BSW and Disability Studies

The Pre-Social Work program (also known as the Pre-Professional Years) refers to the first two years in the program. First time admission is governed by general University regulations. Further information on how to apply can be found on the admissions website: <https://www.uwindsor.ca/socialwork/460/bsw-application-and-admissions-process>.

Pre-social work students and are encouraged to participate in the activities and governance of the School of Social Work, including the Social Work Students' Association. During this time students will take only a few social work courses while building a discipline and taking prerequisites in writing, science, and research methods. In the first two years, students will work to complete their discipline in one of the following areas: Communication, Media & Film; Disability Studies; Family and Social Relations; History; Political Science; Psychology; Sociology; Women's and Gender Studies in addition to completing 4 Social Work prerequisites: SWRK 1170, 1180, 2040, and 2100. All students are encouraged to review the [course sequences](#) to track their academic progress.

During the pre-BSW years, students can also decide if they wish to do a combined Honours BSW. The University of Windsor offers two combined programs that can be completed in four years: Combined Honours BSW and Women's Studies or Combined Honours BSW and Disability Studies. Students in the combined programs follow a more prescriptive course sequence to ensure completion of the program in four years (see [course sequences](#) for more details).

In the winter semester of year two, students who wish to remain in the BSW program must formally apply to the Professional Years program (Years 3 and 4). Applicants must have completed (or be in the process of completing) all Pre-Social Work course requirements.

9. Admission Process to The Professional Years

There are two pathways to the Professional Years of the BSW program. Pre-BSW students will apply in the Winter semester of their second year for acceptance to Years 3 and 4. Alternatively, students may also apply

to the 2-year degree completion program if they have a 3-year or 4-year university degree or if they have a diploma from any Ontario Child and Youth Care (CYC) Program.

The Professional Years BSW accredited Social Work program is intended for full-time study.

- A full-time course load in years 3 and 4 is defined as 5 courses per term.
- Students who are not able to attend on a full-time basis at any point after admission to the program must seek advice from the School of Social Work.
- Students who have not taken a course in the Social Work program within one calendar year of admission will be required to leave the program so that other applications may be accommodated.

Time for degree completion	Applicants who transfer from other programs
Students are expected to complete their degree plan of study on a full-time basis. Those who may require additional time to complete their degree requirements must present their request in writing to the Undergraduate Studies Committee. Requests from persons with disabilities requiring accommodation are welcomed.	Applicants transferring from other programs will be assessed individually by the Office of the Registrar and are subject to the same admission procedure to Year 3 as outlined above.

The School of Social Work at the University of Windsor offers a variety of program options, all of which lead to a Bachelor of Social Work (BSW) degree. The BSW degree is the recognized entry level Social Work degree which allows for registration with the [Ontario College of Social Workers and Social Service Workers](#).

9.1 Internal Applicants

9.1.1 Who are the Internal Applicants?

- Those with 2 or fewer transfer credits and who started in social work at the University of Windsor

9.1.2 Four-Year Program Admission Requirements

- All 4-year programs require the successful completion of **20 courses** (or in progress) with **4 social work core courses** to begin the professional years.
- A maximum of **2 courses** may be taken in the Summer / Intersession to complete this requirement.

9.1.3 Academic Qualifications

- **Minimum** of 70% in your Social Work courses (and your Women’s Studies or Disability Studies courses if you are a combined major)
- **Minimum** of 67% cumulative average

9.1.4 Professional Years Workshop: Purpose

- to expose applicants to some of the activities expected during the professional years.
- to teach applicants reflective skills.
- to support applicants in beginning the process of self-awareness, privilege, and power

9.1.5 What to Expect

- You will be invited to an in-person workshop (approximately 2 hours).
- You will be given a choice of 2 different dates and times, one on a weekday evening and one on a Saturday morning.

9.2 External Applicants

9.2.1 Who Are the External Applicants?

1. If you are applying to the **2-year BSW program** (For graduates from an Ontario Child and Youth Care Program or undergraduate degree holders- graduation by August 31, 2024)
2. If you are applying to the **professional years of the 4-year BSW** currently at the University of Windsor
 - a. Who started at the University of Windsor in a major other than Social Work.
 - b. Who are transferring from another post-secondary institution other than University of Windsor.
 - c. Who have more than two transfer credits from another post-secondary institution.

9.2.2 4-Year Program Admission Requirements

- All 4-year programs require the **successful completion of 20 courses* (or in progress) with 4 SW core courses** in order to begin the professional years.
- NB: A maximum of 2 courses may be taken in the Summer / Intersession to complete this requirement.

9.2.3 Academic Qualifications

- **Minimum** of 70% in your Social Work courses (and your Women's Studies or Disability Studies courses if you are a combined major)
- **Minimum** of 67% cumulative average

9.2.4 2 Year Programs

- **University Graduates**
 - **Minimum of 70%** cumulative average or average over your last 20 courses taken (we use whichever average is higher)
- **Ontario College CYW Graduates**
 - **Minimum of 3.0** cumulative average (excluding placement courses)

9.3 Review of Application and Admission Decisions

- Your application WILL NOT be reviewed until:
 - **ALL** documents are received, including reflecting writing and your package is completed in full.
 - Applications are assessed as a whole to get a total score for your application. This process includes the following: academic grades, participation in the workshop, and the reflective writing piece.
- Each file is reviewed by two faculty members who will score your application based on consideration of all four areas.

10. Programs of Study and Course Sequences

Use the following link to find the most current course study plans to aid with course selection.

<https://www.uwindsor.ca/socialwork/435/course-sequences>.

10.1 Honours Bachelor of Social Work

The most popular 4-year social work program option. Students in this program complete their first two years as pre-BSW students taking a wide variety of courses that suit their interests before focusing specifically on social work practice courses during the Professional Years.

10.2 Honours BSW with Disability Studies

The disabilities movement motto, “nothing about us, without us” captures the motivation for the Disability Studies program. The BSW with Disability Studies program provides students with the knowledge and experience-based practice they can use to advocate for:

- Social justice
- Anti-oppressive needs
- Accessibility for people with disabilities

Through course work and community experience placements, students learn advocacy skills to prepare for work in academic, health, social service, and government organizations. The Disability Studies program is tailored to meet the needs of students from diverse backgrounds who have followed different academic and career paths. <https://www.uwindsor.ca/disabilitystudies/>

In this joint BSW honours degree program, students must meet the entry requirements for both areas. Admission to years 1 and 2 is open to all qualified students. However, admission to the professional program in year 3 requires application prior to February 1 for a September admission. For admission consideration, students will have completed a minimum of 20 courses including required courses from Social Work and Disability Studies.

Students in the 4-Year Honours BSW and Disabilities Studies option are also required to take a total of 20 courses to meet the requirement to be admitted to the professional years. Those twenty courses are three Social Work courses, four discipline foundation courses, three Disability Studies emphasis courses, three human development courses, two elective courses other than Social Work or Disability Studies courses, and five FAHSS required courses. The structure of the required courses is laid out in the study plan for this program option and students are required to submit the completed study plan when they apply for the professional years to have their application reviewed.

10.3 Honours BSW With Women & Gender Studies

In this joint BSW honours degree program, students must meet the entry requirements for both areas. Admission to years 1 and 2 is open to all qualified students. However, admission to the professional program in year 3 requires application prior to February 1 for a September admission. For admission consideration, students will have completed a minimum of 20 courses including required courses from Social Work and Women’s Studies

Students in the 4-Year Honours BSW and Women's Studies option are required to take a total of 20 courses to meet the requirement to be admitted to the Professional Years. Those twenty courses are three Social Work courses, nine Women's and Gender Studies courses, three electives other than Social Work or Women's and Gender Studies, and five FAHSS required courses. The structure of the required courses is laid out in the Study Plan for each program option and students are required to submit the completed Study Plan when they apply for the Professional Years to have their application reviewed.

10.4 Honours BSW for Undergraduates and Child and Youth Care Program Graduates

University graduates with a three-year degree in arts/social sciences, 30 courses in arts/social sciences, or graduates of the Child and Youth Care Program (including the accelerated program), may be considered for admission to a two-year/four-semester program leading to a Bachelor of Social Work (BSW) degree.

Applicants to this program will apply directly for the Professional Years. The minimum grade requirement for University Graduates is 70% (or equivalent) either overall or in the last 20 courses. The minimum GPA for Ontario Child and Youth Care Program Graduates is 3.0 (excluding placement courses). It is recommended that applicants have volunteer or work experience in human service agencies or community organizations.

Applicants must apply to the Office of the Registrar prior to February 1 for September admission.

10.5 Science Courses for Non-Science Majors

Science course options for [non-science majors](#) to complete the mandatory science credits for the BSW programs can be found in the [academic calendars](#) posted on the University Secretariat's webpage.

11. Undergraduate Schedule

Academic Dates

It is helpful to regularly review the university's list of [Important Academic Dates](#) for tuition payment deadlines, exam weeks, and scheduled holidays.

12. The Field Education Program

The Field Education Program provides experiential educational opportunities directed toward the development of values, knowledge and skills required for generalist social work practice.

12.1 Field Education Courses

BSW field education courses are required courses and successful completion of Field Education I & II is required for graduation. Extending over two semesters of study (September – May), field placements involve a minimum of 700 hours in supervised field practice in a human service organization or community setting. Undergraduate students complete the field courses in their fourth year. The Field Education program provides experiential educational opportunities directed toward the development of values, knowledge and skills

required for generalist social work practice. All Undergraduate students must adhere to the Undergraduate Field Education Policies and Standards Manual during their placement.

All Social Work programs are fully accredited by the Canadian Association for Social Work Education (CASWE) and are organized as sequences which combine studies in the social sciences, the humanities, and other course options along with professional courses in social work. The objective of the programs is to prepare graduates for generalist Social Work practice and for graduate Social Work study. Field education is an essential requirement of the Social Work program, and successful completion of Field Education courses is required for graduation. This may involve travel and/or weekend hours, and students are responsible for transportation to and from their field placement. All students will be assigned a field placement in a human service organization or community setting. Theory and Practice of Generalist Social Work courses SWRK-3360, SWRK-3370, SWRK-3380, and SWRK-3390 are taken prior to Field Education courses.

All Undergraduate students must adhere to the [Undergraduate Field Education Policies and Standards Manual](#) during their placement.

12.2 Field Education Contacts

Mary Kay Morand, B.S.W., M.S.W., R.S.W

Field Education Coordinator (On-campus programs)

Office: Windsor Hall, Rm. 201-F

Phone: 519-253-3000 Ext. 6772

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Katka Hrcic-Lipovic, M.S.W., R.S.W

Field Learning Specialist

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Nicole M Scott B.S.W., M.S.W., R.S.W

Field Learning Specialist

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Brigitte Romao

Undergraduate & Field Education Secretary

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Phone: 519-253-3000 Ext. 3066

Email: bsw@uwindsor.ca

13. Academic Advising

For all advising, prior to making an appointment, students must first complete the Study Plan sheets, located at: <http://www.uwindsor.ca/socialwork/course-sequences>. This form must be brought with you whenever you see an academic advisor. For advising, please contact the BSW Coordinator, Dr. Nikolova. Dr. Nikolova can be reached at nikolova@uwindsor.ca.

13.1 Early Support System

The Early Support System is an initiative undertaken by the FAHSS Dean's Office aimed at identifying students in their first year of study who are having trouble in one or more of their social science or arts courses. At mid-term, instructors of all FAHSS courses are required to report to the Associate Dean those students whose average grade in the course is less than 60%.

13.2 Fresh Start Program

The Fresh Start program builds the skills needed for successful university study through required courses, on-going academic advising, a pre-study workshop, and strategies to improve students' grades and grade point average (GPA). For further information, please visit <http://www.uwindsor.ca/fahss/428/fresh-start>.

14. Undergraduate Scholarships and Bursaries

14.1 University of Windsor Student Assistance Program

The University of Windsor provides an array of awards and financial aid programs which encourage and recognize academic achievement and help support students with financial difficulties. These programs include scholarships, bursaries, awards, prizes, and work study placements. Some awards are funded through University operating funds, some through government mandated programs, and others through annual donations or endowments established by supporters of the University.

In some cases, students are automatically considered for scholarships which are merit and competition based. While some of these are strictly for in-course students, we also have an extensive Open Entrance Program which serves to recruit students entering directly from Canadian high schools.

In all cases, students requesting need-based assistance are required to make an application, detailing their financial circumstances, and providing supporting documentation. Students must demonstrate that they have made every effort to obtain assistance from other sources, such as the OSAP program. Some awards are a hybrid of merit, need and possibly other qualities (e.g. leadership potential, athleticism etc.), most of which also require an application.

For a complete list of awards and programs available at the entrance and in-course level, please visit the University of Windsor website at www.uwindsor.ca/awards. It is possible for both prospective and current students to conduct a search for awards for which they may be considered, and wish to compete for, through the Awards Search function of the Student Information System.

14.2 Outstanding Scholars Program

Outstanding Scholars is an exclusive learning enrichment program for students whose high school GPA is over 85%. The core of the OS program is the opportunity to conduct research in partnership with a professor outside the classroom. As scholars, students are paid to work in a research placement for up to six semesters. During that time, you can be mentored in your discipline and get to know your faculty even better than you would in the classroom. Because of this unique research opportunity, the OS program offers you a distinctive advantage for your future post-graduate work. For further information, please visit

<http://www.uwindsor.ca/outstandingscholars/>.

14.3 Social Work-Specific Scholarships and Bursaries

There are multiple scholarships and bursaries available to undergraduate students completing their BSW at the University of Windsor. For example, the **Social Work Alumni Scholarship**:

“Interest from this trust will support an annual award for a full-time, Year 3 undergraduate Social Work student in even numbered years, and to a full-time, graduate Social Work student in odd numbered years. Candidates must be Canadian Citizens or Permanent Residents (includes those with Protected Persons status) who meet OSAP Ontario residency requirements and have proven financial need. Candidates must show evidence of community involvement reflecting a commitment to social justice and involvement within the School of Social Work in some capacity (student government, serving on a school committee, peer mentoring, etc.). Candidates must submit a statement outlining how they see the role of social work impacting the community with respect to a specific vulnerable population or social issue. Apply online.”³

For a full list of Social Work-specific scholarships and bursaries, please visit the School of Social Work's webpage: <https://www.uwindsor.ca/socialwork/544/scholarships-and-awards>.

15. Faculty and Staff Contact Information

Key BSW Contacts

Dr. Kristina Nikolova

BSW Program Coordinator

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Phone: 519-253-3000 Ext. 6762

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Brigitte Romao

Undergraduate and Field Secretary

Office: Windsor Hall, Rm. 205-B

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Email: bsw@uwindsor.ca

For all other [faculty](#) and [staff](#) contact information, please visit the School of Social Work's Website.

³ University of Windsor. (n.d.). *School of Social Work Scholarships and awards*. School of Social Work. <https://www.uwindsor.ca/socialwork/544/scholarships-and-awards>

16. Beyond Graduation

16.1 Registration with the Ontario College of Social Workers and Social Service Workers (OCSWSSW)

Students who graduate with a Bachelor of Social Work are eligible to apply for licensing through the Ontario College of Social Workers and Social Service Workers. Registration instructions and criteria can be found at the following link: <https://www.ocswssw.org/applicants/>. Please note that graduates in the class of 2027 and beyond will be required to successfully complete an entry-to-practice exam as part of the College's registration requirements.⁴

16.2 Advanced Standing MSW Program (1 Year)

Applicants who, at the time of registration, hold a Bachelor of Social Work degree from a Social Work program accredited by the Canadian Association of Social Work Education or the Council on Social Work Education are eligible for the Advanced Standing Program. This is a 1-year full-time program that starts in May and takes three consecutive terms to complete. The University of Windsor MSW program is taught from an ecological systems perspective. For further information, please visit: <https://www.uwindsor.ca/socialwork/471/one-year-advanced-standing-msw-program>.

16.3 MSW for Working Professionals (Off Campus)

Applicants who, at the time of registration, have at least three years of social service work experience and hold a Bachelor of Social Work degree from a Social Work program accredited by the Canadian Association of Social Work Education or the Council on Social Work Education are eligible for the Advanced Standing option. This is a 16-month weekend only option that starts in September. This option is offered through the University of Windsor Centre for Executive and Professional Education. For further information, please visit www.uwindsor.ca/msw.

16.4 MSW/JD Program

The MSW/JD is a dual degree program designed specifically for students who want to obtain both MSW and JD degrees. The program is structured to enable a student to obtain an MSW and a JD degree a full year sooner than if the student had chosen to pursue the degrees independently. Applicants who hold a Bachelor of Social Work Degree (BSW) can obtain an MSW and a JD in 3 years while applicants with an Honours degree in a related discipline can obtain the degree in 4 years. The course sequencing is planned so that students can gain experience in the two professions simultaneously, including two specialized courses that integrate law and social work knowledge, perspectives, and professional identity. For further information, please visit <http://www.uwindsor.ca/socialwork/420/master-social-workjuris-doctor>.

16.5 Law School

You must complete at least three years of an undergraduate program before you can apply to study law. It is recommended, however, that you complete a degree before applying. For information pertaining to studying

⁴ OCSWSSW. "College Update: Eventual Implementation of Entry-to-Practice Exams." Ontario College of Social Workers and Social Service Workers, August 9, 2022. <https://www.ocswssw.org/2022/05/18/college-update-eventual-implementation-of-entry-to-practice-exams/>.

law at one of the six Ontario Law Schools, access the Ontario Law Schools Application Service (OLSAS) on the Ontario Universities' Application Centre website.

16.3 Teacher's College

To apply to any Faculty of Education in Ontario, you must first obtain an undergraduate degree. Students generally apply while in the third or fourth year of their degree program. For more information about the application procedure, visit the Teacher Education Application Service (TEAS) on the Ontario Universities' Application Centre website.

16.4 Ontario Graduate Scholarships (OGS)

The OGS encourages excellence in graduate studies at publicly assisted universities in Ontario. Students in all disciplines are eligible to apply for the OGS. The scholarships can be awarded for a minimum of two terms; however, it is anticipated that most scholarships will be awarded for three terms. One-term awards are not granted. Because one-term awards are not permitted, students will be required to repay the award amount should they withdraw from or complete their program before receiving the minimum. The duration of the scholarship is up to the University of Windsor Graduate Awards Committee and is dependent upon where the applicant is in their program at the time of adjudication and is also subject to provincial guidelines. The value of the scholarship is \$5,000 per term. Depending on eligibility, recipients may receive either two terms (\$10,000) or three terms (\$15,000) of funding.

17. Resources and Support

17.1 Support from the School of Social Work

The new building holds plenty of space to provide students with an opportunity to consult with one another and to work collaboratively. In particular, the student lounge on the 3rd floor, Social Work Student Association (SWSA) office on the first floor, computer lab on the second floor, and breakout rooms available on all levels are the popular spaces for student gathering. In addition, Graduate Assistants (GA) are made available for most undergraduate courses and GAs holds office hours in the designated GA offices on the second floor for consultation and support.

Should students encounter academic difficulties or situations that may affect their academic progress, Academic Advisors and the BSW Program Coordinator play a vital role in supporting student progress in case any of the previously mentioned supports do not meet their needs.

17.2 The Faculty of Arts, Humanities, and Social Sciences (FAHSS) Support

The Dean's office provides support for students at the faculty level. The Associate Dean of Student Affairs is available to provide support for students experiencing difficulties in communicating directly with faculty members and will provide recommendations related to health and life issues that interfere with a student's progress. Contacts in the Associate Dean's Office can be found at the following link:

<https://www.uwindsor.ca/fahss/534/associate-dean-academic-student-success>.

17.3 Student Accessibility Services

The University of Windsor is required to accommodate students with disabilities to ensure to ensure the specific rights and entitlements which are guaranteed by:

- the [Canadian Charter of Rights and Freedoms](#) (Section 15)
- the [Ontario Human Rights Code](#) (Section 17, Subsections 1-4)
- the [Accessibility for Ontarians with Disabilities Act](#) (AODA – Bill 118)
- the [University of Windsor Senate Policy on Academic Accommodation for Students With Disabilities](#) (PDF)

If you are required to take an exam on the main campus through Student Accessibility Services (SAS), you must be accommodated. You are not expected to return to the downtown campus after taking an exam on the main campus through SAS. If you require assistance in note taking, you can speak to your instructor to seek accommodations. In addition, you can ask your instructor for lecture notes to be placed on Brightspace or emailed to you.

More information can be found on their website at: <http://www.uwindsor.ca/studentaccessibility/298/faculty-staff-information>.

17.4 Academic Support

- [Academic Data Centre](#): Helps faculty, staff and students at the University of Windsor access and use statistical and geospatial data.
- [Academic Integrity Office](#): A resource for all members of the campus community with respect to any academic integrity-related issue.
- [Bookstore](#): Offers new and used textbooks, and other course material, as well as University of Windsor apparel.
- [Central Advising Office](#): Assisting undergraduate students with course selection, academic progress, and academic difficulties.
- [Centre for English Language Development](#): A hub for English language training for academic and professional purposes.
- [Co-Curricular Record \(CCR\)](#): Students at the University of Windsor are able to document their involvement outside of the classroom on the CCT.
- [Information Technology Services](#): IT Services not only offers tech support, but hardware and software training.
- [S.T.E.P.S. \(Skills to Enhance Personal Success\)](#): Offers essential workshops in study skills, test-taking, improving your grades and more.
- [Student Success and Leadership Centre](#): Offers a variety of programs to enhance academic learning, personal success, and leadership skills.
- [University Print Shop](#): Meets students' printing needs, and offers other services such as photocopying, binding, lamination, and scanning.

17.5 Co-op, Career, and Employment Services

- [Co-operative Education](#): Co-operative Education (Co-op) provides students with a well-rounded education that is founded both in academic theory and real-world application.
- [mySuccess](#): An online career portal system that allows students to manage job searches and to participate in on-campus recruitment activities.
- [Career and Employment Services](#): Helps students build bridges between the classroom and the working world.
- [Volunteer Internship Program](#): Provides students with the opportunity to gain career related transferable skills, explore employment in their field of study, and to get involved in the community.

17.6 Enrolment Services

- [Student Accounts Office](#): Responsible for student fee assessment and collection and distribution of related fees.
- [Faculty of Graduate Studies](#): Includes over 65 Master's and Doctoral programs in various disciplines.
- [Registrar's Office](#): Responsible for handling student records.
- [Student Awards and Financial Aid](#): Assists students with meeting their financial obligations with respect to their post-secondary educational costs.
- [UwinCARD Office](#): Provides students with a new or a replacement identification card that may act as a debit card at select locations on campus.

17.7 Health Support

- [Athletics & Recreational Services](#): Offers campus recreation and facilities for students.
- [Campus Dental Centre](#): Offers dental care for students.
- [Psychological Services & Research Centre](#): Low-cost psychological services are provided by clinical trainees under the supervision of clinical psychologists from the Department of Psychology, all of whom are registered with the College of Psychologists of Ontario.
- [Toldo Lancer Centre](#): An athletic and community centre.
- [Student Health Services](#): Your family doctor away from home. Call for appointments or just drop-in during designated hours for excellent, confidential care.
- [University Pharmacy](#): An on-campus pharmacy.

17.8 Wellness & Mental Health Resources

For a comprehensive list of wellness and mental health resources offered or affiliated with the University of Windsor, visit the following link: <https://www.uwindsor.ca/wellness/398/help>.

17.9 Friendly Spaces

- [Womxn's Centre](#)
 - CAW Room 208
 - womxnctr@uwindsor.ca
- [Turtle Island Aboriginal Education Centre](#)
 - CAW Room 179
 - turtleisland@uwindsor.ca
- [Multi-Faith Space](#)
 - CAW Basement
- [Campus Pride Centre - 2SLGBTQIA+ Space](#)
 - CAW Student Centre, 2nd Floor, Room 260
 - campuspride@uwindsor.ca

17.10 Living Support

- [Canterbury College Student Housing](#): Offers accommodation for students.
- [Food Services](#): Offers customer-oriented eateries featuring countless and diverse menu choices.
- [Parking Services](#): Offers over 2,800 parking spaces on campus, with access that is controlled by parking permits, meters, and gates during enforcement hours (7 AM – 11 PM).
- [Off-Campus Housing](#): Places4Students.com is an off-campus housing service solution that can help students find an off-campus home.

- [Residence Services](#): Provide a safe and comfortable living environment that promotes and supports resident engagement, growth, and achievement.

17.11 Orientation & Transition Support

- [Head Start](#): A program designed to give incoming students the necessary tools to approach the fall semester.
- [Lead@UWindsor](#): Provides University of Windsor students with an opportunity to make a difference on and off-campus, provide support to their peers, influence their surroundings, and gain valuable experience.
- [New Student Orientation](#): Offers a variety of services to ease the transition for incoming first-year students.
- [Peer Support Centre](#): A drop-in centre where students from across campus can find a supportive peer to talk to.
- [S.O.S. \(Students Orienting Students\)](#): This energetic group of UWindsor students has volunteered to help first-year, transfer and international students find their way around their new home.
- [Support for Parents & Families](#): Provide information and assistance to parents/family members and students.
- [Transfer Student Support](#): Assist transfer students with general support regarding the Degree Audit, course registration, and the university's regulations and procedures.
- [Volunteer Opportunities](#): Offers a wide range of volunteer opportunities that students can take part in.

17.12 Social/Cultural Support

- **Aboriginal Education Centre**: Provides support to self-identified Aboriginal students in reaching their highest potential in a culturally supportive atmosphere.
- **Campus Ministry**: Prepares programs and events to support the spiritual health of students, faculty, and staff.
- **Childcare Services**: A non-profit Childcare Agency that offers affordable and flexible childcare options for children 0-12 years old; located near campus at 820 California Ave.
- **Community Legal Aid**: Offers legal services to low income and vulnerable people to avoid, prepare for and overcome poverty law problems, achieved through a combination of community development and action.
- **Human Rights, Equity and Accessibility (Office of)**: Responsible for education, human rights inquiries, and complaints, ombuds functions related to human rights, equity and accessibility, government reporting, policy development, and any other matters requiring accountability in these areas.
- **International Students Centre**: A home away from home for UWindsor's dynamic international community
- **University of Windsor Mediation Services (UWMS)**: Located downtown, this clinic provides free conflict resolution services to the Windsor-Essex community.

17.13 Other Services

- **Alumni Association**: A tight-knit community of classmates, faculty and staff who support students throughout their career.
- **Campus Services**: Provides valuable, supportive, and integrated services to enhance the campus experience of our students and create a vibrant university community.

- **Childcare Services:** A non-profit Childcare Agency that offers affordable and flexible childcare options for children 0-12 years old; located near campus at 820 California Ave.
- **EPICentre:** A campus-wide initiative created to encourage entrepreneurship on campus, and to support students and graduates interested in launching their own businesses
- **Human Resources Services:** Strives to create a work environment where all members treat one another with respect and work to enhance the student experience.
- **myUWindsor:** An online portal for students to access links related to their Academics, Registration, Financial Matters, and Campus Life
- **Student Affairs:** The Office of Student Experience has overall responsibility for guiding and directing significant parts of the student experience outside of the classroom and with helping students navigate key parts of their academic journey.
- **Student Clubs and Societies:** Students can join one or more of the 150 clubs on campus or may choose to create a new club.
- **Student Ombudsperson:** The Office of the Student Ombudsperson is an accessible, confidential, impartial, and independent office that is free to any part-time, undergraduate, or graduate student. Students may turn to the Ombudsperson when they do not know where else to turn, regarding any question or concern related to the University.
- **Student Success Centre:** Offers a variety of programs to enhance academic learning, personal success, and leadership skills.

18. The Library System

18.1 The Leddy Library

The Leddy Library is the main library for the University of Windsor. The library's collection consists of over 3 million items including electronic resources holdings of over 17,000 electronic titles and several hundred thousand data sets. The library website can be accessed at <http://leddy.uwindsor.ca/>.

18.2 Social Work Librarian

Sharon Munro is the social work librarian at the Leddy Library. In addition to her qualifications in library and information studies, she also has a bachelor's and master's degree in social work.

Students can make appointments to see her for one-to-one assistance with their research. She can also advise faculty members about bibliographic databases and other library resources that may be pertinent to their research and classes.

Sharon provides library instruction classes that are specifically tailored to social work courses. She is responsible for buying library materials for Social Work and welcomes suggestions and advice from faculty and students. She liaises regularly with the Social Work faculty bibliographer about library materials and new developments/programs in the School of Social Work that require library resources.

Sharon can be reached via email at smunro@uwindsor.ca and virtual appointments can be set up through Microsoft Teams.

Sharon visits the School of Social Work once a week during the Fall and Winter semesters on Wednesdays from 8:30 – 4:30 PM in Windsor Hall room 107.

19. Social Work Student Association (SWSA)

SWSA is composed of all Social Work students, including students in the pre-professional program. The association is governed by an executive council, which is elected yearly. Every social work student has access to a year representative who is on the SWSA Executive Council. The representative can raise concerns or suggestions at SWSA meetings. All meetings are “open door”, and all members are invited to attend. You can contact SWSA via e-mail at swsa@uwindsor.ca or send them a message on Instagram @swsauwindsor.

20. LEAD Medallion Scholars Program

The LEAD Medallion Scholars program recognizes undergraduate students in good standing who have excelled within and beyond the classroom. In order to earn a medallion, recipients will have demonstrated Leadership, Engagement, Application and Discovery during their time in the Faculty of Arts, Humanities and Social Sciences at the University of Windsor.

- **Leadership** through mentorship, peer-to-peer interaction/support, and campus involvement.
- **Engagement** through community service learning, studying abroad, and other planning and outreach activities.
- **Application** through internship, practicum, or other firsthand activities related to the student's field of study.
- **Discovery** through undergraduate research, publications, or creative pursuits.

Through the LEAD Medallion Scholars, you can receive either a bronze, silver or gold medal based on how many of the LEAD categories you completed. Each activity can only count towards one area of LEAD. You would need to complete one activity to satisfy one category of LEAD. For a course to be considered, you must have obtained a minimum of a 70% in that course.

If you have any questions relating to the LEAD Medallion Scholars program, please email the Student Experience Coordinator at fahssleadscholars@uwindsor.ca.

For more details, please visit the FAHSS Student Services Hub webpage:

<https://www.uwindsor.ca/fahss/online-advising/lead>.

21. Frequently Asked Questions (FAQs)

What is a discipline?

- To complete the BSW requirements, six courses (minimum) are required from one of the following disciplines:
 - Communication, Media, and Film
 - Disability Studies
 - Family and Social Relations
 - History
 - Political Science
 - Psychology
 - Sociology
 - Women's and Gender Studies.
- Please note that a discipline is different from a minor. They have different requirements.

- You must complete your discipline by the end of your second year. It needs to be considered for the professional years.

When do I apply for the professional years?

You can apply for the professional years during your second year of the BSW program. For more information on applying to the professional years, please reference the [BSW Application FAQ](#) document.

Can I obtain any minor with the Social Work program?

Yes, you can receive a minor with the Social Work program. However, please note that a minor is different than your discipline.

Are students given a choice about field placements in year four?

The field team makes decisions about placement locations, based on the availability of sites and supervisors. Your interests and preferences are considered in these decisions.