CONTENTS

VISION, MISSION AND VALUES

OUR VISION
OUR MISSION
OUR CORE VALUES

IMPORTANT UNIVERSITY DATES

BUILDING ACCESS/LOCATION DETAILS

CURRICULUM/PROGRAM OF STUDY

SAMPLE PROGRAM OF STUDY FOR STUDENTS ADMITTED TO PROGRAM
FIELD PRACTICUM

POLICIES AND PROCEDURES

MEMORIAL’S STUDENT CODE OF CONDUCT
BACHELOR OF SOCIAL WORK SUITABILITY FOR THE PROFESSION POLICY AND PROCEDURES
SOCIAL MEDIA POLICY
REQUEST FOR DEFERRED EXAM
STUDENT MEDICAL CERTIFICATES
SEXUAL HARASSMENT POLICY

ACADEMIC STANDING AND REQUESTS

PROMOTION REGULATIONS
RE-READ PROCESS
ACADEMIC INTEGRITY
WITHDRAWAL FROM THE PROGRAM

STUDENT PARTICIPATION IN BSW PROGRAM

ASSOCIATION OF SOCIAL WORK STUDENTS (ASWS)

KEY CONTACTS

FREQUENTLY ASKED QUESTIONS

SERVICES/RESOURCES
VISION, MISSION AND VALUES

Our Vision
Strengthening human relationships and promoting social justice through academic excellence.

Our Mission
To promote social justice by providing social work education, conducting scholarly inquiry, disseminating knowledge and contributing to public policy and practice thereby addressing the needs and aspirations of the local and global communities with whom we collaborate and interact.

Our Core Values
We uphold the Code of Ethics (found here http://www.casw-acts.ca/en/what-social-work/casw-code-ethics) and core values outlined by the Canadian Association of Social Workers:

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

We especially value a commitment to vulnerable people, empathy, equity, safety, collegiality, openness, autonomy, transparency, intellectual curiosity, creativity and a strong sense of humor.

IMPORTANT UNIVERSITY DATES

Please see the 2016/2017 University Diary for important dates during the Academic year: http://www.mun.ca/2016-2017-university-diary

BUILDING ACCESS/LOCATION DETAILS

The School of Social Work is located in St. John’s College (SJC), on the Memorial University Campus; however, the Field Team are located in Coughlan College (CL). In addition to three classrooms and multiple meeting rooms, students will find a student kitchen area as well as a student lounge on the third floor of SJC. To book a room (during daytime hours only), please contact Fran Greene at fmgreene@mun.ca. Students are reminded to keep all spaces clean and tidy and that, like the rest of the Memorial Campus, the School of Social Work is a scent-free environment.

Both buildings are unlocked daily at 8:00am and locked at 5:00pm, except during evening classes, when the building will remain open for entry until 10:00pm. While ensuring they have the permission of their instructor, students may submit papers via the school drop box located in the front door of SJC, during regular business hours.
There is no coffee shop or cafeteria in either building but these are available in the Engineering Building and the University Student Centre. However, there are vending machines located on the third floor of SJC.

**CURRICULUM/PROGRAM OF STUDY**

**Sample Program of Study for Students Admitted to Program**

Students admitted to the BSW as a First Degree program will begin in the Fall semester. The BSW Program of Study for First Degree students can be found here: [http://www.mun.ca/regoff/calendar/sectionNo=SCWK-0054](http://www.mun.ca/regoff/calendar/sectionNo=SCWK-0054)

Students admitted to the BSW as a Second Degree program will begin in the Winter semester. The BSW Program of Study for Second Degree students can be found here: [http://www.mun.ca/regoff/calendar/sectionNo=SCWK-0479](http://www.mun.ca/regoff/calendar/sectionNo=SCWK-0479)

Academic check-in sessions will take place for 2nd year students (First Degree Program) during the first two weeks of classes, where the BSW Student Services Coordinator, Kim Kelly, will review the Program of Study along with your transcript and answer any questions you may have about your courses, including non-social work electives. If you encounter any difficulties when registering for your courses, please connect with the Student Liaison Officer, Ashley Curnew, at ahcurnew@mun.ca.

**Field Practicum**

Each student must complete two field practica experiences. The procedures associated with setting up and completing each field practicum and the expectations and evaluation of these experiences are presented in the *BSW Field Practicum Manual* which you will find on the School of Social Work webpage ([http://www.mun.ca/socwrk/undergraduate/fieldBSW/](http://www.mun.ca/socwrk/undergraduate/fieldBSW/)). In addition, BSW students will complete field practicum preparation seminars, prior to their first practicum, which will review the field practicum requirements, aid students in writing resumes and preparing for interviews, and discuss ethics, professionalism, and respectful workplaces. Students who do not complete all six seminars may be delayed in starting their practicum. For questions related to field, connect with the Field Team, located in Coughlan College – Dr. Sheri McConnell (smcconn@mun.ca), Cheryl Mallard (emallard@mun.ca) and Joan Davis-Whelan (joandw@mun.ca).

**POLICIES AND PROCEDURES**

BSW Students, as part of a professional program, are expected to abide by specific standards and expectations. For additional information regarding the specific policies below, please follow the associated links:


- **Request for Deferred Exam**, visit [http://www.mun.ca/regoff/calendar/sectionNo=REGS-0628#REGS-0642](http://www.mun.ca/regoff/calendar/sectionNo=REGS-0628#REGS-0642); Deferred Exam Application Form [http://www.mun.ca/socwrk/2_Request_for_Deferred_Exam_form.pdf](http://www.mun.ca/socwrk/2_Request_for_Deferred_Exam_form.pdf)
Student Medical Certificates, visit http://www.mun.ca/socwrk/home/STUDENT_MEDICAL_CERTIFICATE_Sep2015.pdf

Sexual Harassment Policy, visit http://www.mun.ca/sexualharassment/news.php?id=7556

If you have any questions regarding these specific policies, please connect with the BSW Student Services Coordinator, Kim Kelly at kakelly@mun.ca.

ACADEMIC STANDING AND REQUESTS

Promotion Regulations

Once a student has been accepted into the Bachelor of Social Work degree, the Promotion Regulations guide your progress through your BSW degree and shall apply upon commencement of courses in the first semester of the program to the completion of the degree. For the specific details regarding the Promotion Regulations of the BSW Program, please see the Memorial University Calendar http://www.mun.ca/regoff/calendar/sectionNo=SCWK-0084. If you have questions regarding these regulations, please connect with Kim Kelly at kakelly@mun.ca.

Re-Read Process

A student who wishes to have a final paper/exam reread must make application in writing to the Office of the Registrar within one month of the official release of grades by the University. For further details, please see the Memorial University Calendar’s regulations http://www.mun.ca/regoff/calendar/sectionNo=REGS-0628#REGS-0648.

Academic Integrity

The School of Social Work upholds professional and academic integrity in our students. BSW students, like all Memorial University students, are expected to abide by the principles that constitute proper academic conduct as academic misconduct will not be tolerated. The Memorial University calendar outlines actions that may be considered as Academic Offences, such as plagiarism, and provides additional information relevant for students at http://www.mun.ca/regoff/calendar/sectionNo=REGS-0748#REGS-0749.

Withdrawal from the Program

For specific information regarding withdrawals from the BSW Program, refer to http://www.mun.ca/regoff/calendar/sectionNo=SCWK-0449 of the Memorial University calendar.

STUDENT PARTICIPATION IN BSW PROGRAM

Association of Social Work Students (ASWS)

The Association of Social Work Students (ASWS) is made up of the President and Vice-President of each class executive as well as a BSW as a Second Degree representative from each cohort. The purpose of the ASWS is to provide a link between the school administration and class executives. Class executive positions are elected and voted on by members of the cohort. The election process for 2nd year students will be coordinated by the 4th year BSW Students in the Fall semester. The various positions require commitment from the individual(s) to fulfil the duties and responsibilities of each role, including regular attendance at respective committee meetings. For additional information regarding the positions, review http://www.mun.ca/socwrk/undergraduate/ASWSClassExecutive.php.
KEY CONTACTS

Fran Greene
• Fran is our receptionist at our General Office at St. John’s College. Fran is a wealth of information – if Fran doesn’t have an answer she will do her best to find out who does! fmgreene@mun.ca

Kim Kelly
• Kim is our BSW Student Services Coordinator and Chair of our Admissions Subcommittee. Kim’s focus is to provide information, support, recommendations, and guidance to our BSW students. At the beginning of term, Kim is responsible to ensure that students settle smoothly into their classes. Kim welcomes questions from all current BSW students about the school or the profession, including student inquiries related to the program of study (i.e. course load waivers, course load reduction, withdrawal from the program, and leave of absence) and is also the point of contact for students with any concerns. Kim has a passion for student services and says that the best part of her job is mentoring students. kakelly@mun.ca

Ashley Curnew
• Ashley is our Student Liaison Officer. As part of her work she is responsible for BSW registration and recruitment. While her focus is not about teaching concerns, she is a useful resource when Kim is away. If she doesn’t have an answer, she will do her best to find out who does! ahcurnew@mun.ca

Heather J Hair
• Heather is our Associate Dean for Undergraduate Programs (ADUG). Heather is the person who hears concerns from students about their learning experiences. She will address issues as seem appropriate and/or will provide resources to instructors and/or students for them to use. adcamugradswk@mun.ca When Heather is not available or you want to book a meeting with her, please contact Brenda Collins, Secretary to the Associate Dean of Graduate Program and Research and the Associate Dean of Undergraduate Programs. bcollins@mun.ca

If you would like to reach any of our Faculty, Per Course Instructors and/or Staff, review the School of Social Work website for additional contact information details at http://www.mun.ca/socwrk/ourpeople/.

FREQUENTLY ASKED QUESTIONS

For the answers to some of our most frequently asked questions, review the ‘current student’ page on the School of Social Work website - http://www.mun.ca/socwrk/undergraduate/current/. If you don’t see the answer to the question you have, feel free to connect with Kim Kelly or Ashley Curnew at kakelly@mun.ca or ahcurnew@mun.ca respectively.

SERVICES/RESOURCES

For additional information regarding the services/resources below, please review the associated link:

Glossary of Terms for Social Work -

Application to Reduce Course Load/Change Sequence -
http://www.mun.ca/socwrk/1_Application_to_Reduce_Course_Load.pdf

School of Social Work Room Booking Guidelines -
Queen Elizabeth II Library - http://www.library.mun.ca/

The Writing Centre - http://www.mun.ca/writingcentre/

Student Wellness and Counselling Centre - http://www.mun.ca/counselling/home/

Centre for Innovation in Teaching and Learning (Distance Education) - https://www.citl.mun.ca/learning/s_support/

International Student Advising Office - http://www.mun.ca/isa/main/

Aboriginal Resource Office - http://www.mun.ca/aro/

Lesbian, Bisexual, Gay and Transgender (LBGT-MUN) Resource Centre – lbgt@munsu.ca; Office in UC6022

Disability Information and Support Centre - http://www.mun.ca/mundisc/

Glenn Roy Blundon Centre for Students with Disabilities - http://www.mun.ca/blundon/about/index.php

Women’s Resource Centre - http://www.mun.ca/wrc/services.html

MUNSU Resource Centres - http://munsu.ca/studentlife/centres/

Student Life - http://www.mun.ca/student/

Scholarships and Awards - http://www.mun.ca/regoff/calendar/sectionNo=SCHO-0637 and http://www.mun.ca/scholarships/home/

Compiled by Ashley Curnew, BSW, RSW – 2016