

***Memorial University School of Social Work***  
***MSW Field Education Manual***  
***Support & Coverage for Students***

**Employee Benefits**

Participation in a field practicum does not entitle students to benefits afforded to employees of field settings, unless otherwise agreed upon by that particular field setting (such as in the case of workplace or paid practica). Students are responsible for obtaining health and disability coverage during their field practicum, if they so desire.

**Expenses**

Students are responsible for personal expenses incurred in completing MSW field practica (i.e., health, criminal records, vulnerable sector, child welfare, other required checks). Field settings are responsible for expenses incurred in relation to actual field practica (i.e., office supplies, program materials, travel).

**Liability Insurance**

It is recommended that students consider purchasing professional liability insurance, which is available through a variety of sources. Students who are Registered Social Workers are eligible to purchase professional liability insurance through CASW-ACTS [www.casw-acts.ca/en](http://www.casw-acts.ca/en).

Memorial University agrees to maintain sufficient liability insurance to indemnify and save harmless field settings from all loss, cost, expense, judgement, or damage on account of injury or damage to persons or property, including death, in any way caused by the negligence or wilful act of the school, its servants, agents, students, or employees related to or arising from field practica or other matters to which the *Agency-School Affiliation Agreement* pertains, together with all legal costs and expenses incurred by field settings in defending any legal action pertaining to the above.

Field settings agree to maintain sufficient liability insurance to indemnify and save harmless the school from all loss, cost, expense, judgement, or damage on account of injury or damage

to persons or property, including death, in any way caused by the negligence or wilful act of the field setting, its servants, agents, or employees related to or arising from field practica or other matters to which the *Agency-School Affiliation Agreement* pertains, together with all legal costs and expenses incurred by the School in defending any legal action pertaining to the above.

### **MSW Fellowships**

Students may be eligible to receive a \$2,000 MSW Fellowship when registered in SCWK 6917. Full time students (on the 3 semester plan) who are in receipt of other fellowships/funding from the SGS may not be eligible to receive this fellowship.

Students are required to ensure that they meet all of the following eligibility criteria prior to submitting the *MSW Fellowship Application*.

- a Canadian citizen or permanent resident, or holding a valid Canadian study permit;
- not beyond the 3<sup>rd</sup>, 6<sup>th</sup>, or 9<sup>th</sup> semester in the MSW Program, excluding leaves of absence, depending on their payment plan;
- an academic average of 75% or greater;
- not engaged in paid employment of more than 24 hours per week (excluding paid vacation time or deferred leave);
- not paid for their MSW field practicum; and
- completed and signed on IPT *MSW Intent to Register in Field Practicum* form, *Learning Contract*, and *Midterm Evaluation* (wherein they are not at risk of failing).

Further information, including application forms, are available on the MSW Field Education website <https://www.mun.ca/socialwork/field/MSWFieldEducation.php>.

### **Sexual Harassment**

The School of Social Work promotes a healthy working and learning environment, free from sexual harassment. The School is supported in doing so by the Memorial University Sexual Harassment Office [www.mun.ca/sexualharassment/](http://www.mun.ca/sexualharassment/) and through the *Sexual Harassment Policy* [www.mun.ca/policy/site/policy.php?id=192](http://www.mun.ca/policy/site/policy.php?id=192) and the *University-wide Procedures for Sexual Harassment Concerns and Complaints* [www.mun.ca/policy/site/procedure.php?id=348](http://www.mun.ca/policy/site/procedure.php?id=348).

## **Workers' Compensation Coverage**

Students who are completing an unpaid MSW field practicum and who are:

- 1) participating in field practica within NL or
- 2) residents of NL and participating in field practica outside of NL or
- 3) residing in NL during the time they complete their courses and participating in field practica outside of NL

are entitled to Workers' Compensation Coverage from the Workplace Health, Safety, and Compensation Commission of Newfoundland and Labrador. Students participating in unpaid MSW field practica are covered as workers of the Department of Education, Government of Newfoundland and Labrador, under Section 42 of the Workplace Health, Safety, and Compensation Act.

When students are completing an unpaid practicum and are:

- 1) not participating in field practica within NL or
- 2) not residents of NL or
- 3) not residing in NL during the time they complete their courses,

the School is responsible for obtaining Workers' Compensation Coverage in the province in which Students complete their field practica (unless otherwise agreed upon or specified in the field setting affiliation agreement).

When students are completing a paid MSW field practicum, the Field Setting (as the employer) is responsible for obtaining Workers' Compensation Coverage.