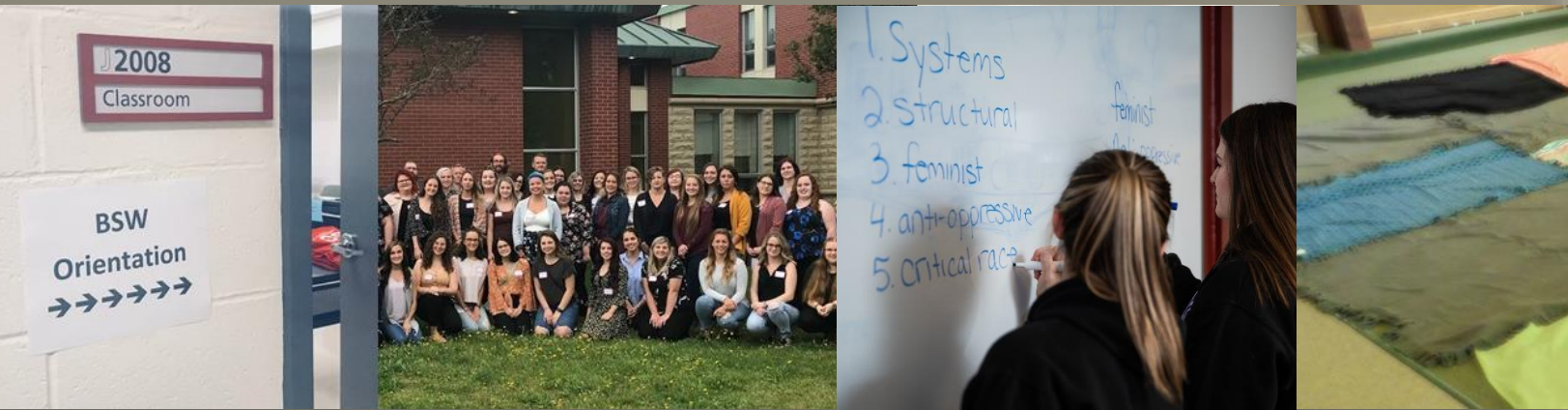


# BSW Student Manual 2019-2020



**SCHOOL OF SOCIAL WORK**

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## VISION, MISSION AND VALUES

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### **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 Values**

We uphold the [Code of 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 DATES

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The [2019/2020 University Diary](#) outlines important dates during the Academic year. This includes deadlines for registration, payment of fees and dropping courses.

Incoming BSW students (*1<sup>st</sup> Degree Class of 2022 & 2<sup>nd</sup> Degree Class of 2021*) are **expected** to attend the following:

- BSW Orientation – September 3, 2019
- Academic Check-in Session – September 2019 (Dates TBD)
- Writing Workshops – September 2019 (Dates TBD – mandatory for First Degree Students)
- Pledge of Professionalism – March 2020 (Date TBD)

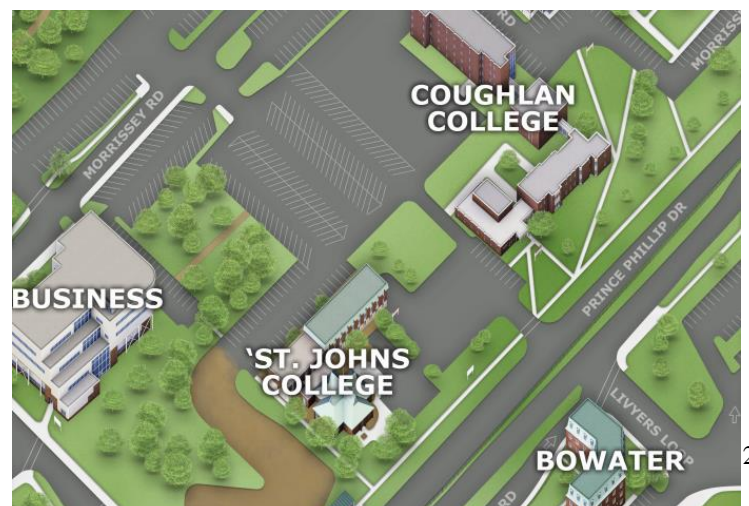
There are great opportunities throughout the Fall and Winter semesters for BSW students to participate in workshops and education sessions in the area of career development. We encourage students to attend these sessions, which include networking sessions, employer panels, resume and interview skills workshops. Details will be sent to your @mun.ca e-mail accounts regarding these sessions.

## BUILDING ACCESS/LOCATION DETAILS

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The School of Social Work is located in St. John's College, on the Memorial University Campus. Our Field Education Team are located in Coughlan College. Classes for BSW students are typically held at St. John's College or Coughlan College.

Both buildings are unlocked daily for 8:00am and locked at 5:00pm, except for evening classes, when the buildings remain open for entry until 10:00 p.m. When permitted by instructors, students may submit papers via the school dropbox located in the front door of St. John's College. There is a student kitchen area and a student lounge on the third floor of St. John's College. There is no coffee shop or cafeteria in either building.



## **CURRICULUM/PROGRAM OF STUDY**

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### **Program of Study**

The University Calendar stipulates the [Program Regulations](#) for the First and Second Degree BSW programs. The regulations guide course selection for required professional education courses and general education courses.

Program Regulations for each program:

- Program Regulations: [6.1 Bachelor of Social Work \(as a First Degree\)](#)
- Program Regulations: [6.2 Bachelor of Social Work \(as a Second Degree\)](#)

Academic check-in sessions are scheduled during the first two weeks of classes. The BSW Student Services Coordinator, Kim Kelly, will meet with students in small groups to review the Program of Study and answer any questions students may have about courses or the BSW program. If you have questions about course selections or encounter any difficulties when registering for your courses, please connect with Kim ([kakelly@mun.ca](mailto:kakelly@mun.ca) or 709-864-8101).

### **Field Practicum**

The BSW program includes two field practica experiences. The [BSW Field Practicum Manual](#) includes information on the procedures, expectations and evaluation of these experiences. Prior to the first practicum, BSW students complete Field Practicum Preparation Seminars (SCWK 230A and SCWK 230B). The seminars utilize a combination of lectures, guest speakers, panel discussions, and practical exercises to prepare students for their field practicum. Students must complete and receive a passing grade for SCWK 230A in order to proceed to 230B. Students who do not meet this requirement will not pass SCWK 230B and will be delayed in starting their field practicum. SCWK 230A and 230B will each be evaluated as PAS or FAL based on attendance, participation, and assignments.

For questions related to field, connect with Lisa Muise, Secretary for Field, who will direct your inquiry to the appropriate Field Education Coordinator: [lmuisse@mun.ca](mailto:lmuisse@mun.ca)

## **POLICIES AND PROCEDURES**

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BSW students, as part of a professional program and as students of Memorial University, are expected to abide by specific standards and expectations. Students are expected to be familiar with the following policies, guidelines and forms:

### **Policies and Guidelines:**

- [Bachelor of Social Work Programs Suitability for the Profession Policy and Procedures](#)
- [Social Media Policy and Guidelines for Social Work Students](#)
- [Memorial's Student Code of Conduct](#)
- [Memorial's Sexual Harassment Policy](#)
- [Appeals Policy and Procedure](#)
- [Request for Deferred Exam](#)

### **Forms:**

- [School of Social Work Student Medical Certificate](#)
- [Application for Course Load Reduction](#)
- [Application for Course Load Waiver](#)
- [Application for Leave of Absence](#)

## **ACADEMIC STANDING AND REQUESTS**

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### **Promotion Regulations**

Once a student has been accepted into the Bachelor of Social Work degree, the [Academic Requirements and Promotion Regulations](#) of the BSW Program applies upon commencement of courses in the first semester of the program to the completion of the degree. This includes [promotion status](#), [leave of absence](#), and [student withdrawal](#) which are outlined in [Section 7 Academic Requirements and Promotion Regulations](#) of the University of Calendar, School of Social Work.

### **Re-Read Process**

A student who wishes to have a final examination or paper reread must make application in writing to the Office of the Registrar within one month of the official release of grades by the University. If you wish to request a re-read of a final examination or paper, please review the Memorial University Regulations under [Section 6.8.4 Rereading of Final Examination Scripts](#). At the School of Social Work, the final piece of individual work for a course (i.e.: exam or paper) is the **only** piece of work that is re-read.

### **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 Regulations [6.12 Academic Misconduct](#) outlines actions that may be considered as academic offences and provides additional information relevant for students.

### **Withdrawal from the Program**

For information regarding withdrawals from the BSW Program, refer to [Section 7.4 Student Withdrawal](#) of the Memorial University calendar.

## **STUDENT PARTICIPATION IN BSW PROGRAM**

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### **Connect with us!**

Don't forget to let us know what you and your class are up to! Many of our BSW students and classes have participated in fantastic social justice initiatives and exciting group projects throughout their time in the program. We love hearing about our student accomplishments and community engagement. If you have something to share, tag us on twitter [@MUNScwk](#) and find us on Facebook at [MUNscwk](#)

### **Student Executive**

Student involvement is important at the School of Social Work! The student executive is formed for the purpose of representing each graduating class; it is elected by all voting members of the class. Positions and responsibilities are located on the School's [website under 'current students'](#). Elections for incoming BSW cohorts occur early in the Fall semester. The election process for incoming BSW students is coordinated by the 4<sup>th</sup> year BSW Students. The various positions require commitment from the individual(s) to fulfil the duties and responsibilities of each role, including regular attendance at respective meetings.

### **Social Work Student Leadership Group**

The Dean and Associate Dean (Undergraduate Studies) meet monthly in the Fall and Winter semesters with representatives from the executive groups. Attendance is required by the President and Vice-President of each executive as well as a representative from each second degree cohort. These meetings are an important way for students to communicate information with the School's administration.

## **SCHOLARSHIPS, BURSARIES, AND AWARDS**

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There are various opportunities for BSW students to receive Scholarships, Bursaries, and Awards. In May, the School of Social Work holds an annual scholarships and awards event to thank donors and celebrate student success.

[Scholarships](#) are based on academic performance and are awarded to the student with the highest average meeting the conditions of the scholarship. Scholarship standing is required for all scholarships.

Scholarship standing for social work undergraduate students is defined as:

- A 75% average at the end of two out of the last three semesters in the previous scholarship year (excluding Spring).
- The successful completion of not less than 27 credit hours in those two semesters.
- Students who fail a practica or one or more courses during the scholarship year, will not be eligible for scholarships.
- The semesters to be considered for 2018-2019 awarding for undergraduate social work students are Fall and Winter.

**Bursaries** are based primarily on financial need and can be awarded to full-time students who have a minimum GPA of 2 (out of a possible 4) and meet the other conditions of the bursary. Financial need is generally determined by whether or not a student is receiving student aid. However, departments/faculties may determine a student's financial need through other means such as, personal interview, submission of a budget, evidence of part-time employment, or other appropriate evidence.

**Awards** are offered to recognize special achievements or to assist with special projects or travel. Awards may be given to students with a minimum of clear standing (as defined by the University) and meeting the other conditions of the award.

If you have any questions regarding scholarships, bursaries and awards, please connect with the BSW Student Services Coordinator, Kim Kelly at [kakelly@mun.ca](mailto:kakelly@mun.ca).

## **KEY CONTACTS**

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### **Kim Kelly**

*BSW Student Services Coordinator and Chair of the BSW 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 working with and supporting students. [kakelly@mun.ca](mailto:kakelly@mun.ca)

### **Samantha Kenny**

*Student Liaison Officer*

Samantha coordinates the school's events (e.g.: Pledge of Professionalism, Scholarships and Awards Ceremony, Orientation) and manages recruitment and academic advising for prospective students interested in the BSW program. Samantha also supervises MUCEP positions for current BSW students. There will be various MUCEP positions advertised throughout the Fall and Winter that are great opportunities for BSW students to get involved! [samanthakenny@mun.ca](mailto:samanthakenny@mun.ca)

### **Dr. Heather J Hair**

*Associate Dean for Undergraduate Programs*

As the Associate Dean for Undergraduate Programs, Heather is the person who hears concerns from students about their learning experiences. She will address issues as appropriate and/or will provide resources to instructors and/or students for them to use. [adeanugradswk@mun.ca](mailto:adeanugradswk@mun.ca) Heather is also interested to learn about your ideas to ensure students are successful at the School of Social Work. If you would like to book a meeting with Heather, please contact Brenda Collins, Secretary: [bcollins@mun.ca](mailto: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: <https://www.mun.ca/socwrk/about/people/>

## **SERVICES/RESOURCES**

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

- [Glossary of Terms for Social Work](#)
- [Queen Elizabeth II Library](#)
- [The Writing Centre](#)
- [Student Wellness and Counselling Centre](#)
- [Centre for Innovation in Teaching and Learning \(Distance Education\)](#)
- [International Student Advising Office](#)
- [Aboriginal Resource Office](#)
- [LGBTQ+ Resources at Memorial](#)
- [MUNSU Resource Centres](#)
- [Glenn Roy Blundon Centre for Students with Disabilities](#)
- [Student Life](#)