School of Social Work
Renison University College Affiliated with the University of Waterloo

Master of Social Work Student Handbook

2023-2024

Master of Social Work, School of Social Work, Renison University College Affiliated with the Faculty of Health, University of Waterloo

Important Websites

Master of Social Work: https://uwaterloo.ca/school-of-social-work/master-social-work

School of Social Work: https://uwaterloo.ca/school-of-social-work

Renison University College: https://uwaterloo.ca/renison/

Renison Scholarships and Financial Aid: https://uwaterloo.ca/renison/fees-scholarships-financial-aid

Links to Services for Current Students (Graduate): https://uwaterloo.ca/pathway/current-students

Graduate Studies and Postdoctoral Affairs: https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/

Office of Academic Integrity: https://uwaterloo.ca/academic-integrity/

UW Graduate Studies Academic Calendar:
- Academic deadlines and events: https://uwaterloo.ca/graduate-studies-academic-calendar/academic-deadlines-and-events
- General information and regulations**:** https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations

Student Financial Services: https://uwaterloo.ca/finance/student-financial-services

Paying Graduate Fees: https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/current-students/fee-payment-and-registration

Faculty of Health: https://uwaterloo.ca/health/

Centre for Extended Learning (CEL): https://uwaterloo.ca/extended-learning/

QUEST: https://uwaterloo.ca/quest/

LEARN: https://cas.uwaterloo.ca/cas/login

Library:
- **Lusi Wong Library at Renison:** https://uwaterloo.ca/renison/lusi-wong-library
- **Library – Main Campus:** https://lib.uwaterloo.ca/web/

UW Writing and Communication Centre Services for Graduate Students:

https://uwaterloo.ca/writing-and-communication-centre/services-0/services-graduate-students

UW Centre for Career Action: https://uwaterloo.ca/career-action/

Human Rights, Equity and Inclusion: https://uwaterloo.ca/human-rights-equity-inclusion/

UW Counselling Services: https://uwaterloo.ca/campus-wellness/counselling-services

AccessAbility Services: https://uwaterloo.ca/accessability-services/

Graduate Student Association: https://uwaterloo.ca/graduate-student-association/

The Centre: https://uwaterloo.ca/the-centre/

Please read this handbook in its entirety. It contains valuable information that can be of great assistance to you as you move through the program. We regularly review our program information and update the Student Handbook and Practicum Manual annually. Please remember, the School of Social Work website will always have your most up-to-date information moving forward. The Graduate Studies Academic Calendar will be the authoritative source of information for you as a graduate student.   It is your responsibility as a student to meet all the requirements and due dates for your program and these include applying for graduation. We hope you have an enjoyable and meaningful MSW experience!

*Please remember to sign the **MSW Acknowledgement Form** at the end of this handbook acknowledging you have read, understood, and will adhere to the policies, procedures and guidelines contained in the Student Handbook, Practicum Manual and CASW Code of Ethics (2005).*

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WELCOME

Welcome to the School of Social Work at Renison University College, affiliated with the Faculty of Health, University of Waterloo. We hope that this will be a valuable and rewarding educational experience for you. Our Master of Social Work (MSW) program provides a strong grounding in academic and field learning.

This **Student Handbook** provides you with a guide to the resources, governance structure, policies, and procedures of the School of Social Work, as well as those of Renison University College and the University of Waterloo that pertain to our MSW Program. Please read it carefully to ensure you have a thorough understanding.

The School of Social Work's MSW Program will prepare students for advanced social work practice in a range of settings related to health and wellbeing, including public health and health promotion programs, primary care and long-term care, hospitals, health-related governmental agencies, community-based health services, health advocacy groups and others. Practicing in this field involves working with individuals, families, groups, communities, and organizations on issues related to health equity, well-being, and social justice, social and/or political determinants of health, health promotion and disease prevention, mental health and substance use, health education, clinical treatment and rehabilitation, community building and partnership development, inter-professional collaboration and social support, and/or health reform promotion. Our program encompasses a holistic view of health incorporating the political, environmental, psychosocial, biological, cultural, and spiritual determinants of health in social work practice.

As a long-standing online MSW program we are 'at the ready' to respond to our current realities with our well-established, health-focused online courses. The pedagogy we use to deliver the program's content has been recognized by the University of Waterloo as innovative and inspiring. Our content modules examine health in its broadest form preparing our graduates for leadership practice in healthcare.

Thank you for inviting us to be part of your academic and professional social work journey. We are looking forward to having you join our community. On behalf of the School of Social Work, we wish you every success!

Trish Van Katwyk
Associate Professor and Director
School of Social Work

SCHOOL OF SOCIAL WORK

Territorial Acknowledgment

The School of Social Work acknowledges with gratitude that our work is on the traditional territory of the Anishinaabeg, Hodinohsyó:ni, and Attawandaran (Neutral) Peoples. Renison University College and the University of Waterloo are situated on the Haldimand Tract, the land granted to the Six Nations that includes ten kilometers on each side of the Grand River from mouth to source. Our active work toward reconciliation takes place in all corners of our campus through research, learning, teaching, community building and outreach. We are guided by the work of our Reconciliation and Re-storying Steering Committee and Anti-Racism and Decolonization Spokescouncil, as well as the [University of Waterloo's Office of Indigenous Relations](#).

We encourage you to reflect on the truth about colonial oppression and your reconciliation commitment. Explore the land you live on through these sites: https://www.whose.land/en/and https://native-land.ca/

Mission of the School of Social Work

The School of Social Work prepares social work practitioners through an accessible and inclusive curriculum, at both baccalaureate and masters levels, in a learning environment that fosters caring and ethical social work practice within a local and global context. The School is committed to positive social change through the principles of justice, equity, and respect for diversity.

MSW Statement of Educational Philosophy

The Master of Social Work program offered through the School of Social Work at Renison University College, affiliated with the University of Waterloo, provides students with knowledge and skills in advanced social work practice within a focus on health, research/scholarship, professional leadership, and social work supervision. This degree program is delivered primarily online, with required on-campus summer institute, allowing students to continue to work and participate in family and community life while pursuing a post-graduate degree in social work. The MSW program offers a rich and highly interactive learning environment.

MSW Learning Outcomes

1. Explain and demonstrate advanced critical understanding of diverse theoretical frameworks and worldviews on health in a variety of health-focused practice contexts.
2. Apply an understanding of the social and structural determinants of health, including colonialism, in relation to individual, community, and global well-being.
3. Explain and demonstrate advanced critical understanding of the colonial roots of health disparities and inequities for Indigenous Peoples and communities.

4. Exhibit advanced knowledge and skills for a value-based and holistic critical social work practice through a range of methods and approaches.
5. Integrate theory with practice in health-related professional settings and demonstrate advanced proficiency in this integration.
6. Convey advanced knowledge of the Social Work Code of Ethics and principles of practice, including their limitations with respect to anti-oppressive and anti-racist approaches to practice.
7. Demonstrate advanced understanding of socially-just, ethically, and culturally accountable social work.
8. Exemplify values of equity, inclusion, diversity, accessibility, and social justice.
9. Exhibit ability to form, maintain, repair, and end relationships, recognizing and respecting diverse knowledges, perspectives, and lived experiences.
10. Engage in action-oriented critical reflection, communication and interpersonal skills needed for discussions and action about colonization, racism, anti-Black racism, anti-Indigenous racism, homophobia, transphobia, ableism, sanism, ageism, and classism, among other forms of discrimination.
11. Identify social work's unique commitment in interprofessional health settings to address structural sources of injustice and inequity as they relate to health and health services access.
12. Display the capacity for professional leadership and development in health-related social work practice, including social imagination, creative, innovative, alternative, unique responses to practice contexts and issues.
13. Demonstrate critical research skills, including knowledge synthesis and mobilization and the ability to apply research to social work practice.

History of the School of Social Work

The School of Social Work at Renison University College, affiliated with the University of Waterloo, is distinguished by a strong academic program as well as a skills-oriented, value-based approach to social work practice. The goal is to prepare students through theory and practice opportunities to enable them to enhance the quality of life of individuals and communities and promote positive social change through the principles of justice, equity, and respect for diversity.

The School started with the establishment of the Honours Bachelor of Social Work (BSW) program in 1997 as a post-degree professional program. The Department of Social Work was given the designation of School of Social Work in March 2004. A Part-time BSW Program was launched in September 2004 to address the demand for greater accessibility to professional studies from many university graduates already working in social services.

The School of Social Work's MSW Program started in 2012 to prepare students for advanced social work practice in a range of settings related to health, including public health and health promotion programs, primary care and long-term care, hospitals, health-related governmental agencies, community-based health services, and health advocacy groups. Practicing in this field involves working with individuals, families, groups, communities, and organizations on issues related to health equity, wellbeing

and social justice, social determinants of health, health promotion and disease prevention, mental health and substance use, health education, clinical treatment and rehabilitation, community building and partnership development, inter-professional collaboration, and social support, and/or health reform promotion. The program and its courses assume a holistic view of health that incorporates the political, environmental, psychosocial, biological, and spiritual determinants of health in social work practice.

Renison's Master of Social Work program is an accredited program with the Canadian Association for Social Work Education (CASWE) and adheres to CASWE's standards and procedures. The program was granted its Pre-Accreditation status in February 2013 and received its First Accreditation in early 2016 meeting accreditation timelines and expectations.

Access to professional social work education has always been a major priority of the School of Social Work. In an effort to increase access to higher learning and provide a platform for social work professionals to reflect and enhance their skills in responding to more complex and challenging social realities and the increasing diversity in their communities, the Master of Social Work (MSW) program was designed to be delivered primarily online with two intensive on-campus Summer Institutes.

Renison MSW graduates are employed across Canada and internationally. MSW graduates work in a variety of practice settings, including but not limited to schools, hospitals, mental health clinics, senior centers, government offices, child welfare agencies, criminal justice institutions, private practices, military units and in numerous public and private agencies.

Our Culture of Respect

Consistent with the mission, values and policies of Renison University College and the University of Waterloo, the School of Social Work promotes a culture of respect for equity, diversity, inclusion and decoloniality among faculty, students, and staff. As a professional program, we view all aspects of the learning environment as contributing to the education of social workers for all levels of social work practice, characterized by competence, quality, and ethical commitment to the principles of social justice.

Attendance during courses, at field placements, and meetings is viewed as a professional responsibility. We count on each other to keep appointments, to be on time for classes, whether on campus or designated online times, to be respectful in listening to diverse perspectives, and to be clear, timely, and sensitive in communications. The School of Social Work's mission statement provides further insight into our values as an academic and professional setting. When applicable, students who choose to participate in the governance of the School of Social Work and Renison University College are expected to fulfill their commitments and be accountable for their involvement. When students cannot keep their commitments or need accommodation, we expect timely notification and, in many instances, documentation. The **School of Social Work's Professional Conduct Policy** is included in this student handbook and in all course outlines.

Students are advised to be aware of and abide by the University of Waterloo's **Policies, Procedures and Guidelines.**

Website: https://uwaterloo.ca/secretariat/policies-procedures-guidelines

Students should read, be familiar with and abide by the **Code of Ethics of the Canadian Association of Social Workers (CASW) (2005) and CASW Guidelines for Ethical Practice**. These ethical principles and standards of conduct set out the collective responsibility for professional competence. If students have any questions they should connect with the School administrators, faculty, field education staff or contact the CASW directly.

Website: https://www.casw-acts.ca/en

The School of Social Work also operates according to the accreditation standards and requirements of the **Canadian Association of Social Work Education.** The Canadian Association for Social Work Education (CASWE) is a national, charitable, association of university faculties, schools. departments and modules offering professional social work education in Canada.

Website: https://caswe-acfts.ca/

SCHOOL OF SOCIAL WORK ADMINISTRATION & CONTACTS

When communicating with School of Social Work faculty and staff, students are expected to **use their @uwaterloo.ca email address** (not their personal email addresses).

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SCHOOL OF SOCIAL WORK FULL-TIME FACULTY

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Andrea Daley, *MSW, PhD*
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Kelly Laurila, *MSW, PhD*
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MSW GRADUATE PROGRAM

Program Requirements

One Year (Full-Time) and Two Year (Part-Time) MSW degree requirements.

The Master of Social Work (MSW) program is a course-based curriculum which includes **eight courses**:

- **Six core courses**. Two of these courses are offered as intensive Summer Institutes. The beginning Summer Institute is offered as a week-long, on-campus course, The final Summer Institute is offered as a three-week long intensive, online course with synchronous components in the second week. The remaining four core courses are completed as 12-week online courses.
- **Two online elective courses**.

And **two Milestones**:

- 462-hour practicum in an approved field setting
- Master's Integration Seminar and Capstone (online)

All graduate students are expected to complete the [Graduate Academic Integrity Module (Grad AIM)](#) at the beginning of their program to bring all students up to speed on academic integrity expectations at the University of Waterloo. There is no research/thesis option in the program. This program meets all University of Waterloo post-graduate degree requirements.

The initial and final core courses offered as Summer Institutes are held in August. The initial Summer Institute is held on the university campus in Waterloo as one-week summer intensive course at the start of the program and the final Summer Institute will occur in August of a student's graduating year as an online, three-week summer intensive course with synchronous components in the second week. Attendance at both Summer Institutes is mandatory in order to graduate.

All students in the Full-Time and Part-Time MSW degree must complete all credits at a minimum 75% overall average including the compulsory, elective, and milestone credits required to graduate from the program. Upon successful program completion, **students will graduate with a highly respected degree from the University of Waterloo under the Faculty of Health.**

Overview of Program Requirements & Course Descriptions

Course/Milestone	Core/Milestones (all required)	Elective (2 required)
Academic Integrity Module (GradAIM)	✓	
SWK 600R Health, Equity and Social Justice*	✓	
SWK 601R Health Policy	✓	
SWK 602R Social Work Practice in Health	✓	
SWK 603R Social Work Leadership in Health Care*	✓	
SWK 606R: Advanced Social Work Research	✓	
SWK 608R Health Issues and Ethics	✓	
SWK 609R Clinical Practice in Mental Health & Addictions *(anti-requisite to SWK 610R)*		✓
SWK 610R Interprofessional Approaches to Substance Use and Misuse and Mental Health *(anti-requisite to SWK 609R);Not offered in AY 2023-24*		
SWK 651R Relational Practice with Families in Oncology		✓
SWK 653R Grief and Palliative Care *(anti-requisite to SWK 651R)*		✓
SWK 654R Indigenous Health and Social Justice		✓
SWK 680R Critical Topics in Social Work and Health		✓
Milestone: Graduate Studies Practicum	✓	
Milestone: Master's Integration Seminar and Capstone	✓	

* Summer Institute: SWK 600 - on-campus intensive course in August at the start of the program; SWK 603 – online, 3-week intensive course, in August at the end of the program, with synchronous components in Week 2.

Notes about Elective Courses:
➢ Students cannot take BOTH SWK 609R and SWK 610R – they are anti-requisites to each other. (SWK 610R will not be offered in AY 2023-24)

Summer Institutes
The Summer Institutes, which occur in an intensive format at the beginning and end of the program, each comprise two components: orientation and community building experience and an intensive course. The first institute covers the intensive course **SWK 600R, Health, Equity and Social Justice** and the second institute covers **SWK 603R: Social Work Leadership in Health Care.**

SWK 600R Health, Equity and Social Justice
This course explores health inequity within a Canadian context. It engages critical debates on key concepts related to health inequity including diversity, equity, access, and inclusion. The ultimate goal of this examination is to support students' understanding of the social and structural determinants of health and the ways in which uneven access to these determinants are implicated in health inequities for equity-seeking groups, and consequently, social injustice. The course centers the learner as a pivotal agent in changing social structures that sustain health inequities. *(Note: This is an intensive on campus course with an online component).*

SWK 601R Health Policy
This course offers a critical analysis of health policy formulation, implementation, and evaluation related to population health initiatives and health care delivery. The course includes discussion of the role of various regional, provincial, and national agencies in health care policy formation. It examines various health care systems and their funding as well as investigates how the Canadian healthcare system compares with systems in other countries. *(Note: This is an online, asynchronous course.)*

SWK 602R Social Work Practice in Health
This course examines practice models and multi-level methods of intervention for effective social work practice in health care, including health promotion, disease prevention, assessment treatment, rehabilitation, continuing care, and discharge planning within the context of social, economic, environmental, and cultural variations. The distribution and determinants, as well as psychological and behavioural aspects of health and disease across the life span are addressed. Practice models incorporate competence and empowerment as central themes. Different practice models of care are explored within the context of socio-cultural factors that inform health and well-being. Differences between the concepts of illness and disease are explored within the healthcare narrative. Resource allocation in the management of chronic and complex health conditions is examined, and interventions that support individual and family capacity to adapt to health crises or chronic health conditions are considered. *(Note: This is an online, asynchronous course).*

SWK 603R Social Work Leadership in Health Care
This course examines the theories and practice skills of effective social work leadership within health care contexts, social service organizations, and community service delivery systems. The effective and responsible use of human and material resources are emphasized through a social justice lens, while knowledge and skills for ethical and value-based leadership in staff management and organizational change processes, coordination of inter-professional teams, creating a positive organizational culture, and policies to address the social determinants of health are addressed.

Supervision will be examined as one form of leadership, where functions and skills of supervisory practice and the organizational contexts will be considered. Learners will be invited to critically examine and expand their own leadership style and skills via an inquiry-based approach, while developing foundational knowledge and skills for best practices in organizations. Development of styles of leadership, management

and supervision that are respectful, reflective, and relational in nature are encouraged. *(Note: This is an intensive, three-week online course with synchronous components in the second week).*

SWK 606R: Advanced Social Work Research

The goal of this course is to deepen students' knowledge of the ways in which research can be produced, used, and disseminated in social work practice. The course will address research ethics, theories, and methods, and examine how different approaches can influence relationships and practices across community and healthcare settings. Students will develop their abilities to assess existing research studies and will explore how they can engage in new research as social workers. Activities include literature reviews, interviews, surveys, and knowledge dissemination strategies. Particular attention will be paid to program evaluation and knowledge mobilization, and to how these may be used to improve services and further social justice in students' own organizations and communities. *(Note: This is an online, asynchronous course.)*

SWK 608R Health Issues and Ethics

This course considers the nature of health itself and explores the complexities of a health care system that corresponds with social work values and ethics while remaining sustainable. Three related themes serve as substrates for the semester: the nature of health, delivery of health care, and specific health experiences that are characterized by inequity, societal change, and/or a particular ethical dilemma. Issues such as how health and illness are defined, cultural safety, the roles of preventive and curative approaches, and the impacts and ethics of new technologies and societal change will be addressed. The course critiques public, private, and individualized models of health, focuses on community health care, and examines the particular challenges of marginalized communities. *(Note: This is an online, asynchronous course).*

SWK 609R Clinical Practice in Mental Health & Addictions

This course aims to equip students to provide sensitive and effective help to clients by presenting material concerning a range of mental health problems, assessment and treatment. The course considers clinical social work approaches across the continuum of mental health and addiction. Attention is focused on how social workers assess, document, support and intervene with consideration of the client, their family and social environment. *(Note: This is an online, asynchronous course). *Anti-requisite to SWK 610R: Substance Abuse and Chemical Dependency*

SWK 610R Interprofessional Approaches to Substance Use and Misuse and Mental Health

This course serves as an overview of addiction, chemical abuse and chemical dependency and how pharmacists can impact those affected. Topics include prevention, identification, treatment options, clinical aspects of treatment, and an understanding of support systems available for those in recovery. *(Note: This is an online, asynchronous course. This course will not be offered in AY 2023-24.) *Anti-requisite to SWK 609R: Social Work Practice in Mental Health*

SWK 651R Relational Practice with Families in Oncology

Students will explore a variety of key learning themes relevant to the interprofessional care of families. Themes that will be addressed include family theory, models of family & couple counseling (particularly from a systemic and strengths-based perspective), family assessment, therapeutic conversations and interventions. Case examples will be drawn from the experience of families across the cancer illness trajectory, from diagnosis through to death and dying, bereavement and long-term survivorship. Small group work will allow student to develop a rich understanding of the cancer experience from the perspective of families, as well as competency in family assessment, intervention, interprofessional collaboration, and cultural safety. Attention to diversity will be integrated throughout the course. *(Note: This is an online, asynchronous course.)*

SWK 653R: Grief and Palliative Care

Grief is a part of the human experience that often occurs when a person dies. Social workers should be familiar with the concept for all aspects of practice. Palliative care is a model of health care for people with terminal illnesses, along with their families, in order to relieve suffering and improve quality of life. Palliative care is delivered by an interprofessional team which is most often comprised of medicine, nursing, social work and chaplaincy; other professions are often involved such as pharmacy, occupational therapy and others. This course addresses the social work role in grief and palliative care. *(Note: This is an online, asynchronous course).*

SWK 654R: Indigenous Health and Social Justice

This interdisciplinary course is intended to engage and advance knowledge and practice in Indigenous health with a focus on social justice. Students will learn about health inequities that face First Nations, Métis, and Inuit Peoples in rural and urban contexts within Canada as well as Indigenous Peoples internationally who have been impacted by processes of colonization. The course will critically examine how health status indicators are measured and used as well as link determinants of Indigenous Peoples' health to historical and ongoing colonial priorities and practices. Some of the disparities in health and social issues, access to care, and systemic challenges including racism experienced by Indigenous Peoples in different regions and contexts will be shared as points for discussion. An intersectionality lens will be applied in consideration of the unique health experiences among Indigenous Peoples, including Indigenous women, youth, and Two Spirit people. Innovative approaches to healing and community-based ethical practices will also be profiled in social work and health care delivery, research, policy, and programming. The perspectives of Indigenous Peoples will be highlighted in this course, through a variety of readings, film and other arts-based narratives, including Indigenous scholars and community activists in the delivery and discussion of course materials. *(Note: This is an online, asynchronous course).*

SWK 672R: International Experience (Mexico trip) *CURRENTLY NOT OFFERED*

This course provides students with an international learning experience, including a framework for understanding a developing country through a comparative study with Canada. The collective responses of citizens in meeting community needs in the

context of colonial legacies and contemporary global influences are highlighted in both settings. The international learning experience usually takes place over 9 days and 3-4 additional days of pre- and post-trip learning. *[Note: This is international experience with an on-campus component].*
(Provides Canada-Mexico experience, student-funded and typically scheduled during Winter Reading Week. Schedule subject to change. This course will not be offered in AY 2023-24.)

SWK 680R: Critical Topics in Social Work and Health
This is a multi-module course that introduces students to key topics in social work and health through a critical lens (e.g., gerontology, mental health, community health, etc.). Students have the option of choosing 3 modules (topics), each being 4-weeks in duration. The common theme across the modules is the critical theories that frame the examination of each module topic. Students will further develop understanding of critical theoretical frameworks and their application to contemporary health discourses and health services and systems. Each module will underscore how the critical framing of health discourses and health services and systems are engaged as a method of identifying and responding to health inequities and diverse understandings of health and illness. *(Note: This is an online, asynchronous course).*

[These course descriptions may be found in the Graduate Studies Academic Calendar, Course Subject: SWK](#)

Milestones:

Graduate Studies Practicum
Students are assigned a community-based, health-related field practicum in an approved agency or organization. It is expected that the student will:
- demonstrate a growing capacity for professional development and critical reflection of their own practice;
- develop and demonstrate a meaningful relationship with the field setting and be willing to be open and constructively critical of social service conditions affecting clients, including both an understanding of policies and procedures and an ability to use these policies and procedures as well as the physical and human resources to benefit clients;
- demonstrate an ability to apply field instruction appropriately;
- demonstrate an ability to identify and describe the client population;
- organize and interpret information/data for assessment and prepare and execute an advanced plan for treatment and/or action including working with a client to develop short and long-term goals as well as strategies.

[Note: An online Integration Seminar as a component of Master's Integration Seminar and Capstone milestone runs concurrently with the Practicum.]

Master's Integration Seminar and Capstone

The Master's Integration Seminar and Capstone milestone includes two inter-related components: 1) the Integration Seminar and 2) the Capstone. The Integration Seminar component is completed simultaneously with the Practicum, offering opportunity for guided critical reflection, drawing on Practicum experiences, other social work practice experiences, and course content to explore the integration of social work theories, frameworks, and approaches and field practice. The Capstone component is completed in the last term of the MSW program, engaging students in a creative and summative project to reflect their MSW learning journey. There are two components to the Capstone: 1) a creative project; and 2) a digitally recorded presentation. Both components of the Master's Integration Seminar and Capstone milestone are graded credit/no-credit and students must obtain a passing credit for both components.

Field Education

Field education is considered a central component of social work education because the integration of knowledge, values, and skills in the context of field education is a critical and distinctive aspect of social work education. The purpose of this degree requirement is to provide advanced level opportunities for development, integration, and strengthening of students' abilities through social work practice in a health-related program.

The Master of Social Work (MSW) field education program provides students with opportunities for:
- at least 462 practicum hours (at 2-3 consecutive 7-hour days per week for full time students and 2-5 days a week for part time students, within the agency's usual work hours) in an approved practicum in their own community or region (typically other than the student's place of employment), subject to the availability of suitable placement agencies/organizations and field instructors
- supervision from an agency-based field instructor qualified at the MSW level
- regular online Integration Seminar
- flexibility in the organization of practicum hours, depending upon the agreement of the agency/organization and program of study (part time or full time)

Field Education is comprised of the Graduate Studies Practicum milestone and the Integration Seminar component within the Master's Integration Seminar and Capstone milestone.

Full time students are expected to start their Practicum and Integration Seminar in September, during the fall term. New part time students are expected to start in the

winter term of their first year and are encouraged to begin their practicum no later than January of their graduating year. The milestone requirements run year-round and completed by June in the student's graduating year.

Students are expected to set up their practicum months ahead of their scheduled program and proposed placement start times. A Field Education Coordinator offers students individualized attention to assist them in preparing for their practicum. Students have significant input into the planning process of their practicum - the type of setting they are placed in, the preferred geographic location, and the kinds of learning opportunities they will experience. Once they have started their practicum, the Field Education Coordinator remain engaged in the students' field learning to review their progress with the Field Instructor, discuss any concerns, and provide ongoing support to both the student and Field Instructor.

The location of the placement is determined through consultation and agreement among the student, the Field Education Coordinator of the School of Social Work, and the practicum agency/organization.Students are expected to proceed with their placement commitment upon acceptance, confirmation and approval of practicum offered by a placement agency. All placements must be approved by the Field Education Coordinator well in advance of the beginning of the practicum.

Field Instructor training and support are available through the CASWE-supported Online Field Instructor Course and through other professional development opportunities organized by the school and partners.

PROGRAM SCHEDULE

The following are the schedules for full-time and part-time students in the program. The Full-Time program consists of three terms; the Part-Time program consists of six terms. Both programs start in August (fall term) and ends in August (spring term). Practicum and integration seminar may look slightly different depending on availability of the agency/field instructor, and the number of days a student is in their placement per week.

FULL-TIME SCHEDULE

Shows how all the courses and milestones are laid out through the year.

FALL TERM (September 1 - December 31)
- Graduate Academic Integrity Module (GRAD AIM) - during the first 8 weeks (University Requirement)
- SWK 600R: Health, Equity and Social Justice - during the initial Summer Institute in August (REQUIRED)
- SWK 601R: Health Policy (REQUIRED)
- SWK 608R: Health Issues and Ethics (REQUIRED)
- SWK 609R: Clinical Practice in Mental Health & Addictions (ELECTIVE)
- SWK 651R: Relational Practice with Families in Oncology (ELECTIVE)
- Graduate Studies Practicum and Master's Integration Seminar and Capstone (REQUIRED, schedule varies)

WINTER TERM (January 1 - April 30)
- SWK 602R: Social Work Practice in Health (REQUIRED)
- SWK 606R: Advanced Social Work Research (REQUIRED)
- Graduate Studies Practicum and Master's Integration Seminar and Capstone (REQUIRED, schedule varies)

SPRING TERM (May 1 - August 31)
- SWK 609R: Clinical Practice in Mental Health & Addictions (ELECTIVE)
- SWK 653R: Grief and Palliative Care (ELECTIVE)
- SWK 654R: Indigenous Health and Social Justice (ELECTIVE)
- SWK 680R: Critical Topics in Social Work and Health (ELECTIVE)
- SWK 603R: Social Work Leadership in Health Care - during the Summer Institute in August, at the end of the program (REQUIRED)
- Graduate Studies Practicum and Master's Integration Seminar and Capstone (REQUIRED, Practicum and Integration Seminar to be completed by June 30; Capstone to be completed by early July)

Students must complete only 2 elective courses.

PART-TIME SCHEDULE
Shows how all the courses and milestones are laid out over the two years.

Year ONE:

FALL TERM (September 1 - December 31)
- Graduate [Academic Integrity] Module (GRAD AIM) - during the first 8 weeks (University Requirement)
- [SWK 600R: Health, Equity and Social Justice] - during the initial Summer Institute in August (REQUIRED)
- [SWK 601R: Health Policy] (REQUIRED)
- [SWK 609R: Clinical Practice in Mental Health & Addictions] (ELECTIVE)
- [SWK 651R: Relational Practice with Families in Oncology] (ELECTIVE)

WINTER TERM (January 1 - April 30)
- [SWK 608R: Health Issues and Ethics] (REQUIRED)
- Graduate Studies Practicum and Master's Integration Seminar and Capstone (REQUIRED, schedule varies)

SPRING TERM (May 1 - August 31)
- [SWK 609R: Clinical Practice in Mental Health & Addictions] (ELECTIVE)
- [SWK 653R: Grief and Palliative Care] (ELECTIVE)
- [SWK 654R: Indigenous Health and Social Justice] (ELECTIVE)
- [SWK 680R: Critical Topics in Social Work and Health] (ELECTIVE)
- Graduate Studies Practicum and Master's Integration Seminar and Capstone (REQUIRED, schedule varies)

Year TWO:

FALL TERM (September 1 - December 31)
- [SWK 602R: Social Work Practice in Health] (REQUIRED)
- [SWK 609R: Clinical Practice in Mental Health & Addictions] (ELECTIVE)
- [SWK 651R: Relational Practice with Families in Oncology] (ELECTIVE)
- Graduate Studies Practicum and Master's Integration Seminar and Capstone (REQUIRED, schedule varies)

WINTER TERM (January 1 - April 30)
- [SWK 606R: Advanced Social Work Research] (REQUIRED)
- Graduate Studies Practicum and Master's Integration Seminar and Capstone (REQUIRED, schedule varies)

SPRING TERM (final term) (May 1 - August 31)
- [SWK 609R: Clinical Practice in Mental Health & Addictions] (ELECTIVE)
- [SWK 653R: Grief and Palliative Care] (ELECTIVE)
- [SWK 654R: Indigenous Health and Social Justice] (ELECTIVE)
- [SWK 680R: Critical Topics in Social Work and Health] (ELECTIVE)
- [SWK 603R: Social Work Leadership in Health Care] - during the Summer Institute in August, at the end of the program (REQUIRED)
- Graduate Studies Practicum and Master's Integration Seminar and Capstone (REQUIRED, Practicum and Integration Seminar to be completed by June 30; Capstone to be completed by early July)

Students must complete ONLY 2 elective courses. Part-time students will complete ONE elective during year 1 of the program and ONE elective during year 2.

Elective offering and schedules may change.

GRADUATE STUDIES AT UNIVERSITY OF WATERLOO

Graduate Studies at uWaterloo began in 1959 with a number of students doing graduate work in Mathematics. It was formally established in 1968. Today, over 5,000 graduate students are enrolled in over 190 master and doctoral degree programs at uWaterloo. **Graduate Studies and Postdoctoral Affairs (GSPA)** provides support to students, postdoctoral fellows, staff, and faculty who are engaged in graduate work and research at the University of Waterloo.

Website: https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/

For additional information as a new graduate student, please visit:

Website: https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/new-students

The MSW Program adheres to academic regulations administered through **Graduate Studies and Postdoctoral Affairs (GSPA)** as indicated in the Graduate Studies Academic Calendar. In accessing policies, regulations and services within the University, students should note that they are connected to the **Faculty of Health** with the **School of Social Work** as their Department/School and **Master of Social Work** as their program.

Enrolment Status

Please contact the MSW Program Manager if you need any academic advice or have any questions and concerns about your enrollment status, academic standing, and program participation.

Proof of enrolment

Students can contact the Graduate Studies and Postdoctoral Affairs (GSPA) for a letter to confirm graduate program enrolment. Proof of enrollment may also be accessed through QUEST upon matriculation. See Graduate Studies Forms, Graduate Request for a Program Confirmation Letter:

Website: https://uwaterloo.ca/the-centre/official-documents/proof-enrolment-request

Continuous enrolment

As a graduate student working towards a degree, you must continue your registration, either active or inactive, in each term from the time of your admission until your degree completion. Full time students are required to fulfill the residence requirement of three (3) active terms and part time students must be active for six (6) terms. You are responsible for ensuring that you are enrolled in appropriate course/s and for arranging fees by the deadline each term.

Inactive Status and Voluntary Withdrawal from the MSW Program

On occasion, you may need to change your enrolment status. Any student who finds it necessary to withdraw from studies for a term (inactive status) or discontinue the MSW Program should discuss this with the MSW Program Manager.

A student who requests inactive status enrolment or who voluntarily withdraws from their academic program must complete and submit a Graduate Student Change of Enrolment Status/Voluntary Withdrawal Form to the MSW Program Manager.

You are accountable for ensuring that your status change is received well in advance of the Government Reporting date of the academic term that the request is intended for. (Confirm your status change, revised tuition assessment and financial aid (where applicable) by viewing your Quest account.)

This form, when signed by the School Director, Associate Dean (Graduate Studies) of the student's Faculty (Health) and the Graduate Studies and Postdoctoral Affairs, may entitle the student to a refund (if applicable).

Website: https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/current-students

Re-Admission to the MSW Program

The University reserves the right to refuse admission to any candidate and to refuse re-admission if the student's previous progress has not been satisfactory. Students who re-apply to a program and are approved for re-admission will be required to register for a minimum of one full term, without tuition refund, to complete their program. The School will confirm any course credits upon the student's re-admission.

Graduate Studies General Information and Regulations

For more information and details on academic regulations, please visit: https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations

To access graduate forms, please visit:

https://uwaterloo.ca/forms/graduate-studies/

ONLINE LEARNING

Centre for Extended Learning (CEL)

The Centre for Extended Learning (CEL) supports the design, development, and delivery of the MSW Program, along with other online credit or non-credit courses or professional development initiatives in the University of Waterloo.

LEARN

CEL supports online classrooms through uWaterloo LEARN which is a web-based learning management system. uWaterloo LEARN connects instructors and students through course materials, activities and assessments that will facilitate students' professional growth.

The information contained in this student handbook is general information for graduate students of distance education programs. For complete and accurate course procedures for submission times, assignments, accommodations, etc., please see individual course syllabus.

If you require technical assistance, please contact the CEL Technical Support:
learnhelp@uwaterloo.ca   tel: 519-888-4050   Website: http://cel.uwaterloo.ca/

Submission Times

Please be aware that the University of Waterloo is located in the **Eastern Time Zone** (GMT or UTC-5 during standard time and UTC-4 during daylight saving time) and, as such, the time that your activities and/or assignments are due is based on this zone. Please consider this as the default time zone unless explicitly advised otherwise by your Instructors. If you are outside the Eastern Time Zone and require assistance with converting your time, please try the Ontario, Canada Time Converter.

Website: http://www.worldtimeserver.com/convert_time_in_CA-ON.aspx

Accommodation Due to Illness

If your instructor has provided specific procedures for you to follow if you miss assignment due dates, term tests, or a final examination, adhere to those instructions. Otherwise, the following will apply:

Missed Assignments

Contact the instructor as soon as you realize there will be a problem; follow up **as quickly as possible** by having a medical practitioner complete a Verification of Illness Form. Send a scanned copy of the Verification of Illness Form by email to your instructor but please be aware that your instructor may require the original so do not lose or destroy it. In your email, provide your name, student ID number, and exactly what you missed. *If your instructor agrees to re-open a time-limited component, our*

technical support staff will require an email from the instructor granting permission to allow you access.

Please contact AccessAbility Services for accessibility needs and if you need to access the Graduate Student Medical Leave.

Attendance and Course Participation

Students' acceptance of admission is considered as their commitment to fully engage in their MSW studies, online (synchronously or asynchronously) and in-person as appropriate and in a timely manner. Students are expected to adhere to School and University policies and procedures including the following taken from the Professional Conduct Policy (see Academic Policies below):

Attendance is expected in all social work courses and in the practicum setting*. The student must make every effort to inform the instructor as early as possible prior to any absence. In last minute circumstances (e.g. accident) the student must notify the instructor at the earliest possible time.*

In order to support the student learning journey in the School of Social Work, students with any unexplained or unjustified absence will be informed of such, in writing, with the Director of the School of Social Work copied in. For professional clarity and consistent communication practices, any further absences will be documented in writing to the student with the Director of the School of Social Work copied in. The Director of the School of Social Work will follow up at their discretion.

Academic Integrity

A student is expected to know what constitutes academic integrity to avoid committing an academic offence, and to take responsibility for their actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about "rules" for group work/collaboration should seek guidance from the course instructor, MSW Program Manager, School Director, or the Associate Dean, Graduate Studies, Faculty of Health. For information on categories of offences and types of penalties, students should refer to Policy 71, Student Discipline, (See also University Policies below.).

APA Style is commonly used in the MSW Program. A brief guide to avoid plagiarism and to practice writing ethically may be found here: https://uwaterloo.ca/writing-and-communication-centre/resources-apa-style-citation Students are also advised to seek guidance from the Writing and Communication Centre to ensure the integrity of their academic work.

Website: https://uwaterloo.ca/academic-integrity
Website: https://uwaterloo.ca/writing-and-communication-centre/services-0/services-graduate-students

Final Grades/Milestone Credits

In accordance with Policy 46, the Centre for Extended Learning does not release final examination grades or final course grades to students. Students must go to Quest: https://uwaterloo.ca/quest/ to see all final grades and graduate milestone credits (as applicable). Any grades posted in uWaterloo LEARN are unofficial.

Website: https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-46-information-management

Use of Computing and Network Resources

Students are expected to adhere to the UW guidelines in the appropriate and ethical use of computing and network resources.

Website: Guidelines on Use of UW Computing and Network Resources

Copyright (©) Information

University of Waterloo's Web Pages

All rights, including copyright, images, slides, audio, and video components, of course contents are owned by the course author, unless otherwise stated. Course web pages are owned or controlled by the University of Waterloo, Centre for Extended Learning. By accessing the Web pages, you agree that you may only download the content for your own personal, non-commercial use. You are not permitted to copy, broadcast, download, store (in any medium), transmit, show, or play in public, adapt, or change in any way the content of course Web pages for any other purpose whatsoever without the prior written permission of the course author and the University of Waterloo, Centre for Extended Learning.

Other Sources

Respect the copyright of others and abide by all copyright notices and regulations when using the computing facilities provided for your course of study by the University of Waterloo. No material on the Internet or World Wide Web (WWW) may be reproduced or distributed in any material form or in any medium, without permission from copyright holders or their assignees. To support your course of study, the University of Waterloo has provided hypertext links to relevant Web sites, resources, and services on the Web. These resources must be used in accordance with any registration requirements or conditions which may be specified. You must be aware that in providing such hypertext links the University of Waterloo has not authorized any acts (including reproduction or distribution) which, if undertaken without permission of copyright owners or their assignees, may be infringement of copyright. Permission for such acts can only be granted by copyright owners or their assignees.

If there are any questions about this notice, please contact the University of Waterloo, Centre for Extended Learning, Waterloo, Ontario, Canada, N2L 3G1, extendedlearning@uwaterloo.ca

WatCard (UW Student ID)

All University of Waterloo Graduate Students are issued a WatCard.

WatCard is your one card to access many facilities and services both on and off campus, including computer labs, libraries, food, photocopying, and Physical Activities Complex access.

The process for Online students to request a WatCard is explained here: https://uwaterloo.ca/watcard/watcard-online-students

QUEST

Quest is the University of Waterloo's online student information system. It is a self-service tool giving you access to your Waterloo record. You will visit this website often, and you may choose to add it to your 'Favorites' toolbar.

 Website: https://uwaterloo.ca/quest/

If you have trouble with your Quest account or forgot your Quest/UW password:
- Call 519-888-4357 (off campus)
- Email: helpdesk@uwaterloo.ca
- Chat online: https://uwaterloo.ca/information-systems-technology/services

Student Accounts and Fees

Fee schedules are typically published shortly before the start of each term. Please use the most recent fee schedule to estimate fees for future terms. Annual tuition increases are generally effective with the Spring term. Tuition fees are charged by the term in line with the residence requirements and not by the number of courses or milestones enrolled in each term.

Fees are posted to individual student accounts on Quest approximately three to five weeks prior to the start of classes each term. Students are notified by e-mail at that time.

Some practicum agencies may require administrative fees. Students need to pay these fees to either the agency or Renison Accounting Office.

Website:https://uwaterloo.ca/finance/student-financial-services/tuition-fee-schedules

Incidental Fees: Students Services are non-refundable. The Graduate Studies Endowment Fund is refundable, and students must request the refund within the first three weeks of the term. Students can request the GSEF refund by submitting their request online via the link at: https://uwaterloo.ca/graduate-student-association/

Student Health Plan: Students registered in online courses are not eligible for coverage in the Student Extended Health and Dental Insurance Plans which is administered by the Graduate Students Association's (GSA). Related fees will not be charged to MSW students.

Income Tax Receipts

For information regarding finance or finance related questions, please visit:

Website: https://uwaterloo.ca/finance/student-financial-services/tax-documents

GRADUATION AND CONVOCATION

All graduate students who expect to receive degrees at either the Spring (June) or Fall (October) Convocations must submit an 'Apply for Graduation' form, online, using Quest.

This self-serve feature is available on desktop and mobile devices. Login into Quest and navigate to My Academics, Graduation, and select **Apply for Graduation** for the next convocation.

The deadlines for submission of the forms are April 30th for Spring Convocation and August 31st for Fall Convocation. (Forms must be submitted during your final active term. Students are encouraged to submit the form a couple of months before the due date.) MSW students who follow the regular program schedule will complete the program requirements at the end of the spring term and are expected to graduate in the Fall.

Website: Graduate Studies Graduation and Convocation

It should be noted that the name printed on the degree diploma will be the student's name as recorded on the student's academic record. Those who specify a name which differs from that on current academic records must supply official name change documentation to the Graduate Studies and Postdoctoral Affairs. Graduates who are unable to attend convocation will have their diplomas mailed to them by the Graduate Studies and Postdoctoral Affairs.

Eligibility to Graduate

Students are eligible to receive their degree at convocation provided they have successfully completed the academic requirements for their degree. It is the student's responsibility to ensure degree requirements are met. Please contact the MSW Program Manager for academic advice and/if you have any questions about your academic standing during the program or prior to program completion.

MSW Degree Status Designation

Students earn their MSW degree and can use this status upon receipt of their graduation diploma. It is a matter of academic integrity that students, both current and former, correctly represent their degree program status and credentials. You may be able to request an 'early diploma' if you meet certain criteria. Find out more about request for early diploma or for more information visit:

HTTPS://UWATERLOO.CA/SCHOOL-OF-SOCIAL-WORK/MSW-FREQUENTLY-ASKED-QUESTIONS #42

ADDITIONAL INFORMATION ABOUT RENISON UNIVERSITY COLLEGE

Library Information for Distance Education

Lusi Wong Library

The Renison University College Library is part of the Tri-University Group of Libraries (TUG) system, a partnership of the University of Waterloo, Wilfrid Laurier University, and the University of Guelph. *Primo*, a search/discovery interface, serves as a single search interface for everything found in the Library's catalogue (including the resources of all TUG libraries), plus hundreds of millions of online full-text journal articles available through the Library; access is provided on the University of Waterloo Library home page:

Website: http://www.lib.uwaterloo.ca/

Librarian:
The Lusi Wong Librarian is available Monday to Friday, 8.30 am to 4.00 p.m. (EST) to assist with reference/research needs.

Tammy Kavanaugh, Library Assistant
trkavanaugh@uwaterloo.ca; 519-884-4404 Ext. 28646

Parking at Renison University College

Parking at Renison University College requires $7.00 (Credit card) per entry. Public buses are routed on Ring Road. See the [Main Campus map](#).

Religious Holidays/Examination Schedule

Renison University College acknowledges that, due to the pluralistic nature of the University community, some students may on religious grounds require alternative times to write examinations and tests. Accordingly, a student who requires an alternative examination or test time on religious grounds should consult with the Director of the School of Social Work regarding alternative arrangements. Such a request should be made within one week of the announcement of the test or examination date. Students who require alternate arrangements for assignments or examinations are encouraged to contact the AccessAbility Services.

Website: https://uwaterloo.ca/accessability-services/

Students should discuss any particular learning needs they may have with the instructor at the beginning of the term.

UNIVERSITY OF WATERLOO SERVICES AND SUPPORTS

University of Waterloo Library Services

All University of Waterloo library resources and services are readily accessible through the University of Waterloo Library's home page:

Website: https://lib.uwaterloo.ca/web/

For additional information on services for students at a distance, please visit:

Website: https://uwaterloo.ca/library/services/co-op-students-work-term-and-extended-learning-students

Bookstore

The Bookstore, with three sales areas, is located in South Campus Hall.

Bookstore hours: Monday to Friday - 9:00 a.m. - 5:00 p.m.

Extended hours are posted as required. Online purchases can be made, and delivery arranged. For general information, call extension 519-888-4567 x84673.

Website: https://wstore.uwaterloo.ca/

AccessAbility Services

To ensure an equitable opportunity, the AccessAbility Services (AAS) Office, in partnership with all University of Waterloo departments, promotes access to programs, services, and facilities. They support students, faculty, staff and campus visitors by facilitating academic accommodations and providing information and support services. The AccessAbility Services Office is located on main campus.

Students are responsible for informing instructors, providing the necessary documentation for accommodation, and/or registering with AccessAbility Services once they have accepted their offer of admission from the University of Waterloo, or as soon as they become aware of (or suspect) a disability, to make the nature of their disability and/or their needs known.

Read the **Student Academic Accommodation Guidelines** for more information. Visit the AAS website for online registration and online appointments.

Website: https://uwaterloo.ca/accessability-services/

Counselling Services

The university experience can become challenging at times. Counselling provides strategies to support students' success in their academic life.

UW's Counselling Services is available to students for on-campus support or for referrals in your own community. Please contact 519-888-4567 x32655.

On-campus Healthcare

Registered students can receive medical care, nursing care and counselling services at UW Health Services. A roster of family doctors attends UW Health Services each day to see students. A physician is on call 24-hours, seven days a week for students.

Website: https://uwaterloo.ca/health-services/

Office of Equity, Diversity, Inclusion & Anti-racism (EDI-R)

EDI-R works with students, faculty and staff across campus to advance equity and anti-racism through evidence-based policies, practices and programs. If you have a concern related to anti-racism and/or equity, please complete their **intake form**.

Website: https://uwaterloo.ca/equity-diversity-inclusion-anti-racism/

Sexual Violence Prevention and Response Office (SVPRO)

SVPRO supports all members of the University of Waterloo campus community who have experienced, or been impacted, by sexual violence. This includes all students, staff, faculty and visitors on the main campus, the satellite campuses, and at the affiliated and federated Waterloo Institutes and Colleges. For support, email: svpro@uwaterloo.ca or visit the SVPRO website.

Website: https://uwaterloo.ca/sexual-violence-prevention-response-office

Office of Indigenous Relations

The Office of Indigenous Relations is a central hub that provides guidance, support, and resources to all Indigenous and non-Indigenous campus community members and oversees the University's Indigenization strategy.

Website: https://uwaterloo.ca/indigenous

Centre for Career Action

Career Advisors help all students, postdocs, alumni and employees learn about career management techniques, graduate/professional school preparation, work search methods and how to set meaningful and achievable goals, through: One-on-one appointments, and, Workshops and events

Website: https://uwaterloo.ca/career-action/

Writing and Communication Centre

As a graduate student, you can work with the Centre to develop your scholarly voice and to build strategies for tackling your research paper, article, presentation, or other writing projects. Book an on campus or online appointment for academic writing support any time throughout the MSW program.

Website: https://uwaterloo.ca/writing-and-communication-centre/services-0/services-graduate-students

Graduate Student Association

The [Graduate Student Association (GSA)](#) is a student-run not-for-profit organization whose membership consists of the graduate students of the University of Waterloo. The GSA actively promotes and represents graduate student interests to the university administration and various levels of government. Their lobbying efforts focus on issues such as student funding, working conditions, academic regulations, and university services. Students may also contact GSA to engage with student life on campus and connect with other student organizations.

GSA Student Health and Dental Plan

GSA manages the graduate students' **Health and Dental Plan**. Unfortunately, students registered in programs that offer mostly online courses like the MSW program **are not eligible for coverage**. Please contact GSA for any related questions or concerns.

Website: https://gsauw.ca/

The Centre

The Centre is your go-to place for many administrative, financial, and registration needs. You may connect with The Centre if you are uncertain how to access specific resources within the University through in-person visit, by phone, email, webform or chatbot.

Website: https://uwaterloo.ca/the-centre/

SCHOOL OF SOCIAL WORK ACADEMIC POLICIES

Professional Conduct Policy

Preamble

The School of Social Work adheres to the Canadian Association for Social Work Education's (CASWE-ACFTS) Accreditation Standards. In abiding by the standards of the national governing body, CASWE-ACFTS, the School of Social Work provides students and the surrounding communities a measure of confidence regarding competent, well-prepared professional social workers at the undergraduate and graduate level.

The School of Social Work is eager to support a learning community that is built upon relationships that foster respect and inspiration. When we consider professional relations, we focus specifically on the manner in which we share and contribute to the ample learning opportunities that are available during this program where practice meets theory. Therefore, classroom and practicum presence is significant. Together, we can support meaningful and inspiring learning opportunities in the context of meaningful and inspiring relationships.

The School of Social Work and the agencies providing field education share in the responsibility to assist students to develop the skills to conduct themselves in a professional manner both in the classroom and in the field. Therefore, faculty and field representatives have responsibility for the assessment of professional conduct.

Policy Statement

The School of Social Work sets expectations of students' conduct consistent with the expectations of professional conduct for practicing social workers. Based upon CASW Code of Ethics as well as workplace ethics, the student is expected to demonstrate commitment to his/her social work education as well as honesty, responsibility, reliability and courtesy. Communication is the foundation of professional conduct.

Procedural Guidelines

The student is expected to focus his/her attention on the class and/or instruction being provided.
Use of a personal computer or phone for reasons unrelated to course content, is not acceptable.

Attendance is expected in all social work courses and in the practicum setting. The student must make every effort to inform the instructor as early as possible prior to any absence. In last minute circumstances (e.g. accident) the student must notify the instructor at the earliest possible time.

In order to support the student learning journey in the School of Social Work, students with any unexplained or unjustified absence will be informed of such, in writing, with the Director of the School of Social Work copied in. For professional clarity and consistent communication practices, any further absences will be documented in writing to the student with the Director of the School of Social Work copied in. The Director of the School of Social Work will follow up at their discretion.

Updated October 2014

Policy for Assessing Conduct of Students in the School of Social Work

Preamble

"The academic unit has a policy requiring that the performance of professional responsibilities of social work students be in accordance with the relevant social work codes of ethics."

"The academic unit has a policy regarding the professional suitability of the student for the profession of social work. Students are made aware that serious or repeated violations of the Code of Ethics put them at risk of exclusion from the program on the basis of professional unsuitability." (CASWE Standards for Accreditation, May 2012, page 8)

General standards of student conduct are defined by the Renison University College Codes of Student Conduct. This policy pertains to professional conduct and applies to any social work course or related learning environment including the practicum within the Social Work Program. It is an attempt to balance the commitment of the School of Social Work to support and assist students in becoming professional social workers, with the need to protect the safety and well-being of all students, staff and faculty as well as vulnerable individuals, families, groups and communities.

Policy Statement

The School of Social Work holds the expectation that its students will adhere to recognized ethical obligations and professional standards including but not limited to the CASW Code of Ethics (2005), Social Work Code of Ethics and Standards of Practice adopted by the Ontario College of Social Workers and Social Service Workers and/or the Code of Ethics of the provincial social work association/college in which the practicum takes place. The School has an obligation to take action when a student acts in an unethical or unprofessional manner.

The purpose of this policy is to provide examples of conduct that may require a review and to provide guidelines for a process of review. The School of Social Work will undertake to resolve any concerns in a fair, timely, reasonable and effective manner.

Guidelines

It is important that students review and become familiar with:
- The Canadian Association of Social Workers' Code of Ethics and Guidelines for Ethical Practice
- The Code of Ethics and Standards of Practice provided by the Regulatory/Governing bodies in the student's province or territory
- The Academic Policies, Procedures and Regulations, School of Social Work, Renison University College and the University of Waterloo
- The policies, regulations and procedures of the field placement agency

The major values and principles as included in the Social Work Code of Ethics that guide professional social work practice are:
- Empathy and concern for clients
- Respect for individual worth and dignity
- Human capacity for growth and change
- Self-determination
- Honesty and integrity
- Confidentiality
- Social and individual responsibility
- Social justice, human rights and equality

Limits of Confidentiality

The School of Social Work recognizes that the safety and confidentiality of students or others who have been subject to unprofessional conduct under this Policy must be an important priority. The School of Social Work must balance the need for confidentiality against its duty to protect present and future students or persons who might otherwise be placed in jeopardy by a student who is acting in an unprofessional or unethical manner under this Policy. Information disclosed during meetings with instructors, Field Education Coordinators, and field instructors, or the MSW Program Manager will not be kept confidential if the information raises concerns about the student's capability of assuming the professional responsibilities of social work practice. Instructors and/or Field Education Coordinators, and/or the MSW Program Manager will share pertinent information with each other in a respectful and professional manner, for the purpose of identifying student issues and enhancing problem solving about the concerns. The School of Social Work reserves the right to share information with the University or third parties as required by law and University regulations.

Criteria for Assessment

Offences include but are not limited to the following:
a) Concealment of relevant information or providing false information on the Application for Admission to the School of Social Work, Renison University College, University of Waterloo;

b) Persistent and/or serious breaches of the CASW Code of Ethics (2005) including, but not limited to:

- Evidence that a student cannot effectively exercise judgment or function effectively within a professional social work context;

- Persistent substance abuse (e.g., alcoholism, drug addiction, use of illegal drugs) that interferes with one's ability to function within a professional social work context;

- Charges or convictions of a criminal offense involving violent or abusive behaviour (e.g. physical assault, sexual assault);

c) Persistent and/or serious conduct that contravenes the policies of the field practicum setting;

d) Speech or behaviour that contravenes the provisions of the Ontario Human Rights Code (eg: discrimination or harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, religion, marital status, gender, age, socio-economic status, political affiliation, disability or diagnosis) that may interfere with the provision of professional services to the client or with the provision and maintenance of an environment conducive to learning;

e) Persistent and/or serious inability to form a professional, helping relationship.

Procedural Guidelines

Policy 71- Student Discipline will inform and guide the procedures when concerns are identified regarding the professional suitability of a student in the School of Social Work.

Sharing of Information Policy

Preamble

The School of Social Work and the agencies providing field instruction share responsibility for the education of the students in the School of Social Work. An important aspect of this collaboration is the sharing of information about student performance in the practicum.

Policy Statement

Personal information that you provide to Renison University College may be used and disclosed as necessary for official college purposes and will be used to carry out

college practices or policy, including the coordination of activities that are part of your classroom and field education. Your personal information is only shared within the college or university on a need-to-know basis to university officers, employees or instructors, including field instructors, who need the information in the performance of their duties and for the proper discharge of college functions.

Guidelines for Sharing of Information

Sharing information may be for the purpose of:
- facilitating classroom or field education experiences for you while in the program
- mobilizing appropriate resources to support your success in the program
- evaluating your progress in the program
- providing letters of reference

Use of Agency Material in the Classroom Policy

Preamble

To facilitate the integration of theory and practice, students may be using examples from their field practice in the classroom or in written assignments. The types of material that may be used could include, but is not limited to, social histories, case plans, video or audio tapes, and process recordings.

The following section in the **CASW Code of Ethics (2005)** applies to social work educators, practitioners and students:

"A cornerstone of professional social work relationships is confidentiality with respect to all matters associated with professional services to clients. Social workers demonstrate respect for the trust and confidence placed in them by clients, communities and other professionals by protecting the privacy of client information and respecting the client's right to control when or whether this information will be shared with third parties."

Policy Statement

Students and faculty of the School of Social adhere to the **CASW Code of Ethics (2005)** regarding protection of the confidentiality of clients and client information.

Guidelines for Use of Agency Information in the Classroom

In order to ensure that confidentiality is maintained when agency material is used in the classroom:

- Precaution must be undertaken and indicated to preserve confidentiality such as changing names and other identifying data.
- If the agency also has guidelines, select the strictest ones to guide in the preserving of confidentiality.
- Share knowledge with the client regarding how the information is recorded and to be used. It shall not be used in an unethical manner or without the knowledge and consent of the client for purposes other than agreed upon by written consent.
- The client, and agency or Field Instructor must also give consent for materials to be used for classroom purposes.
- Material and recording are the property of the agency and should not be retained or copied by the student or faculty. Dating materials with a time limited consent should be considered.
- All video and audio taped material must have the client's written permission. Special consideration needs to be taken for concealment of client identity in the use of video recordings.

Social Media Policy

Preamble

The academic unit has a policy regarding ethical use of all forms of social media to ensure the privacy, confidentiality, and interests of the academic unit and its field practicum community and demonstrates how the policy and procedures are consistent with the relevant human rights legislation, with the mission of CASWE-ACFTS, and with the mission of the academic unit concerned. (CASWE Standards for Accreditation May 2012).

With more and more social workers embracing social networking sites such as Facebook, LinkedIn and Twitter, the question arises — where do you draw the line in terms of boundaries with your clients or other professional relationships?

The rapidly changing world of social media has exceeded our ability to understand the impact that these forms of communication may have in the world. As professional social workers increasingly use social media, we need to establish guidelines that protect us and those with whom we work from potential negative consequences consistent with the CASW Code of Ethics (2005).

The CASW Code of Ethics (2005) outlines the core social work values as:

- *Respect for the inherent dignity and worth of persons*
- *Pursuit of social justice*
- *Service to humanity*
- *Integrity of professional practice*
- *Confidentiality of professional practice*
- *Competence of professional practice*

Policy Statement

The School of Social Work recognizes the importance of the internet and is committed to supporting your right to interact knowledgeably and socially on the internet through interaction in social media. The School of Social Work strives to provide its members with an environment of free inquiry and expression. Freedom of expression and academic freedom in electronic format have the same latitude as in printed or oral communication.

Members of the School of Social Work community are responsible and accountable for their actions and statements. The use of unfounded or derogatory statements or misrepresentation is not viewed favorably by the School of Social Work or your practicum agency and can result in disciplinary action.

Guidelines for Interactions about the School of Social Work and Your Practicum on the Internet

These guidelines in this social media policy will help you make appropriate decisions about your school and practicum-related online exchanges. They will help you open up respectful, knowledgeable interactions with people on the internet. The guidelines also protect the privacy, confidentiality, and interests of the School of Social Work and your practicum, including colleagues, employees and clients. Note that these policies and guidelines apply to school and practicum-related sites and issues and are not meant to infringe upon your personal interaction or commentary online. As professional social workers however, it is our responsibility to understand and live by the Code of Ethics consistently.

- Students may approach field instructors, faculty or staff to connect on professional social media sites.
- If you are developing a website, social networking group or writing a blog that will mention the School of Social Work, your practicum and / or their employees or clients, identify that you are a student and that the views expressed on the blog or website are yours alone and do not represent the views of the School of Social Work and/or practicum agency.
- Unless given permission in writing by either the School of Social Work or your practicum supervisor, you are not authorized to speak on behalf of either the School of Social Work or your practicum agency.
- If you are developing a site, group or writing a blog that will mention the School of Social Work, your practicum and / or their employees or clients, as a courtesy to the School and/or agency, please let the School of Social Work and/or your practicum supervisor know that you are writing them *– and you should clearly state your goals and what your social medium intends to say or reflect.* Representatives of the School of Social Work and/or your practicum supervisor may choose to visit from time to time to understand your point of view.

Confidential Information Component of the Social Media Policy

You may not share information that is confidential about the School of Social Work, your practicum setting and/or clients and colleagues.

If you have any questions about whether information has been released publicly or doubts of any kind, speak with the Director of the School of Social Work, the Field Education Coordinator or your Field Instructor before releasing information that could potentially harm the School of Social Work, your practicum and / or their employees or clients.

Respect and Privacy Rights

Speak respectfully about the School of Social Work, your practicum and / or their employees or clients. Do not engage in name calling or behavior that will reflect negatively on the School of Social Work or your practicum's reputation.

The School of Social Work encourages you to write knowledgeably and accurately, using appropriate professionalism. Despite disclaimers, your Web interaction can result in members of the public forming opinions about the School of Social Work, your practicum and / or their employees or clients.

Photographs

Taking and sharing photographs without consent is a breach of confidentiality. Agencies increasingly use photography for professional consultation, research and education purposes. Know your agency's policy regarding photography including any limitations on its use.

Legal Liability

Recognize that you are legally liable for anything you write or present online. It must be noted that anything published on the web is NOT confidential. Students can be disciplined by the School of Social Work for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. You can also be sued by any individual or organization that views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

Guidelines for Interactions with Clients (Past and Present) on the Internet

- Do not "friend" your clients (current or past) and do not allow your clients (current or past) to "friend" you.
- Do not use messaging on websites such as Twitter, Facebook, and LinkedIn to contact your clients or respond to clients who may have contacted you. These sites are not secure.
- Become intimately familiar with the privacy controls on these networks and ensure that the general public cannot see personal details of your life you would prefer to share only with your immediate friends and family.

- Only use your professional (work/practicum) email address to communicate with clients.
- All email communication with clients should be of a professional nature and not involve personal discussions and/or disclosures of any kind.
- Do not discuss details of your work with clients.
- If you choose to communicate with your clients by email, please be aware that all emails are retained in the logs of your and their Internet service providers. While it is unlikely that someone will be looking at these logs, they are, in theory, available to be read by the system administrator(s) of the Internet service provider.

Tips for Responding to Social Media Requests from Clients

Here are examples of what you can say to clients who request or attempt to contact you through any form of social media:

Friending

"I do not accept friend requests from current or former clients. This holds true on all social networking sites. My reasons for this are that I believe that adding clients as friends on these websites can compromise confidentiality and blur the boundaries of our working relationship. If you have questions about this, please feel free to bring them up when we meet, and I will be happy to talk more about it."

Interacting

"Please do not use messaging on websites such as Twitter, Facebook, and LinkedIn to contact me. These sites are not secure, and I may not read these messages in a timely fashion. If you need to contact me, please use the system outlined in our first meeting."

Email

"I prefer to use email only to arrange or modify appointments. Please do not use email to send content related to our work together, as email is not completely secure or confidential. If you choose to communicate with me by email, please be aware that all emails are retained in the logs of your and my Internet service providers. While it is unlikely that someone will be looking at these logs, they are, in theory, available to be read by the system administrator(s) of the Internet service provider. You should also know that any email I receive from you and any responses that I send to you will be printed out by me and kept in your file."

Consequences

The use of unfounded or derogatory statements or misrepresentation of the School of Social Work, faculty, staff, colleagues, clients or fellow students can result in disciplinary action.

[Policy 71- Student Discipline](#) will inform and guide the procedures when concerns are identified.

Approved May 2011 (Updated May 2015)

Petitions, Grievances, Appeals

The School of Social Work and Renison University College are committed to the view that when a problem or disagreement arises between a faculty member and a student every effort should be made to resolve the problem through mutual and respectful negotiation. Most issues are resolved by a student/faculty meeting to discuss differences of opinion. It is only after this stage that a student initiates a grievance.

The following policies are important to read and understand. These policies may come into play during the course of your studies and are important to be aware of. Please follow these links to review the policies in detail.

Ethical Behaviour	[Policy 33](#)
Health and Safety	[Policy 34](#)
Prevention and Response to Sexual Violence	[Policy 42](#)
Information Management	[Policy 46](#)
Conflict of Interest	[Policy 69](#)
Student Petitions and Grievances	[Policy 70](#)
Student Discipline	[Policy 71](#)
Student Appeals	[Policy 72](#)
Intellectual Property Rights	[Policy 73](#)

To refer to other UW policies, visit: https://uwaterloo.ca/secretariat/policies-procedures-guidelines

RENISON UNIVERSITY COLLEGE POLICIES

Harassment and Discrimination Policy

Renison University College has developed a policy on Harassment and Discrimination, which is consistent with university-wide practice. This document fully outlines the philosophy, principles and procedures related to harassment and discrimination as they affect the Renison University College community, which includes practicum students and can be found online:

https://uwaterloo.ca/renison/current-students/harassment-and-discrimination

Specific procedures have been adopted that students can follow if an incident occurs during their practicum.

Renison University College cannot legally bind its practicum agencies to its harassment and discrimination policy. However, practicum agencies and the School of Social Work acknowledge a shared responsibility to work together regarding the field education of students.

Specific Procedures for the Student Experiencing Harassment or Discrimination during their practicum:

- The student should document the experience immediately. Documentation should include such information as the date(s) and place(s) the incident(s) occurred, a description of the actual harassment experience(s), any earlier related incidents, discussions, observations made by others, etc. and the personal impact of the experience.
- The student should consult the harassment and discrimination policy of their practicum agency.
- In the absence of a harassment and discrimination policy at the agency, the student may consult the Renison University College policy.
- Students are encouraged to seek support from someone at the School of Social Work whom they trust and who can provide support and guidance. This individual could be the Field Education Coordinator, the Instructor of the Integration Seminar or the MSW Program Manager.
- At any point in the process, the student may decide to pursue the complaint through the Human Rights Commission, the Social Work Regulatory/Governing Bodies in your Province or Territory, or the courts.

If a concern arises, students can speak with the MSW Program Manager or contact Renison's Harassment and Discrimination Committee or Harassment and Discrimination Officer to explore options and strategies (See also MSW Practicum Manual).

CAMPUS SAFETY REGULATIONS

Renison University College and the University of Waterloo work hard to promote a safe environment for students, staff, and faculty. We encourage all university community members to co-operate with one another for safety's sake. Pandemic protocols and guidelines for similar risks and threats will take effect as required.

University of Waterloo Safety and Security Tips:

- **22222 or 519-888-4911** are the **EMERGENCY TELEPHONE NUMBERS** at Renison University College/University of Waterloo - do not hesitate to use it if you feel you are in immediate danger.
- Campus Pay Telephones and Emergency Help Lines both have an **Emergency button** for emergencies. These are FREE calls.

Help Lines (look for the blue light at night) are located all over campus:

- On the walkway between Renison University College and St. Jerome's
- On the walkway to Ron Eydt Village
- In car parking lots on campus

The University of Waterloo Security & Safety Office for emergencies and safety escort service is located at the Commissary on the main campus (519-888-4911 or 22222). This office is also the location for Lost and Found articles, although the main office at Renison University College also has a Lost and Found.

Additional suggestions while on campus:

- Please use a "buddy" system in isolated or dark areas of the campus.
- Please speak to any School of Social Work staff or faculty, or Campus Security officers, if you have concerns about your personal safety.
- Please co-operate with University security officers when a valid Renison University College/University of Waterloo ID is requested. Security carries out ID checks throughout the academic year as a proactive measure to help reduce incidents of crime.
- Remember that there is a 24-hour study area located in the Student Life Centre on campus patrolled by security officers.
- Walk or study anywhere on campus in pairs.
- Always close doors behind you. Leaving doors propped open around campus offers easy access for vandalism, theft, etc.
- Please alert SECURITY at 519-888-4911 to report a theft or if you observe any suspicious activity.

APPENDICES

APPENDIX I: MSW ACKNOWLEDGEMENT FORM

Find this form online: https://uwaterloo.ca/school-of-social-work/msw-new-students-onboarding-fillable-forms

RENISON
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MSW ACKNOWLEDGEMENT FORM

August 2023

The MSW Student Handbook, MSW Practicum Manual, and CASW Code of Ethics (2005) provide you with a guide to the resources, governance mechanisms, policies and procedures of the School of Social Work as well as those of Renison University College and the University of Waterloo that pertain to our MSW program.

Please complete and sign the area below, with a digital signature*, acknowledging that you have reviewed, understood, and will adhere to the policies, procedures and guidelines contained in the Student Handbook, Practicum Manual and Code of Ethics. If you have any questions or concerns, please contact the MSW Program Manager.

MSW Student Handbook:

MSW Practicum Manual:

CASW Code of Ethics:

https://uwaterloo.ca/school-of-social-work/msw-important-documents-current-students

Return the signed form to: renison.socialwork@uwaterloo.ca
You may not begin your coursework and practicum until we have received this signed form.

===

I have read, understand and will adhere to policies, procedures and guidelines contained in the MSW Student Handbook, MSW Practicum Manual, and CASW Code of Ethics (2005) as a student in the Master of Social Work program.

FULL NAME: **Digital Signature:**

Date

Instructions on how to create a digital signature are included in a separate document, sent with this Acknowledgement Form. Alternatively, find the information online: https://helpx.adobe.com/acrobat/using/digital-ids.html

APPENDIX II: MSW MULTI-MEDIA PERMISSION FORM

Find this form online: https://uwaterloo.ca/school-of-social-work/msw-new-students-onboarding-fillable-forms

RENISON UNIVERSITY COLLEGE

AFFILIATED WITH THE UNIVERSITY OF WATERLOO

Renison University College – School of Social Work
MSW Program Photo/Video Release Consent Form

Master of Social Work students are required to present and use multimedia materials throughout their MSW program. Modes of communication may include: written, photo, video, voice and/or audio content for specific degree requirements. The University of Waterloo's Model Release Contract provides the School of Social Work with the student's official consent regarding the sharing and use of multimedia information and content:

The undersigned hereby, irrevocably consents to and authorizes the School of Social Work at Renison University College, its officers and employees, the use of the undersigned's images, video, voice and/or likeness. The School of Social Work shall possess the right to photograph, publish, adapt exhibit perform, reproduce, edit distribute display, or otherwise use the undersigned's image, video, voice and/or likeness in connection with any product or service in all markets, media or technology now known or hereafter developed in the School of Social Work's products or services, as long as there is no intent to use the image, video, voice and or/or likeness in a disparaging manner. The School of Social work may exercise any of these rights itself or through any transferees, licensees or other parties, commercial or non-profit. The undersigned acknowledges receipt of good and valuable consideration in exchange for this release.

It is important to note that the School of Social Work will be vigilant in the protection of all multimedia content. Our purpose in sharing content is to enhance the student learning experience. Thus, all material will be handled with the upmost discretion and care.

STUDENT AUTHORIZATION (Please check the appropriate line below)

Yes, I **DO** authorize the use of multimedia materials to Renison and the School of Social Work Staff & Faculty

No, I **DO NOT** authorize the use of multimedia materials to Renison and the School of Social Work Staff & Faculty

[Note: All contents will be erased/destroyed in seven years as per standard School of Social Work procedures]

Please indicate your agreement to the foregoing by completing and signing with your Digital Signature* below:

Full Name (please print):

Digital Signature*   **Date**
of Student

Instructions on how to create a digital signature are included in a separate document, sent with this Acknowledgement Form. Alternatively, instructions may be found online, here: https://helpx.adobe.com/acrobat/using/digital-ids.html

Click 'SAVE AS...' to save this form with your name in the file-name. Then return it by email attachment to renison.socialwork@uwaterloo.ca