



AFFILIATED WITH THE **UNIVERSITY OF WATERLOO**

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

**Master of Social Work
Student Handbook**

2020-2021

Master of Social Work, School of Social Work, Renison University College
Affiliated with the Faculty of Applied Health Sciences, 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 fees, Scholarships and Financial Aid:** <https://uwaterloo.ca/renison/fees-scholarships-financial-aid>
- **Graduate Studies and Postdoctoral Affairs:** <https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/>
- **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>
- **Faculty of Applied Health Sciences:** <https://uwaterloo.ca/applied-health-sciences/>
- **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:** <https://uwaterloo.ca/writing-and-communication-centre/>
- **Student Success Office:** <https://uwaterloo.ca/student-success/>
- **AccessAbility Services:** <https://uwaterloo.ca/accessability-services/>
- **Office of Academic Integrity:** <https://uwaterloo.ca/academic-integrity/>
- **Graduate Student Association:** <https://uwaterloo.ca/graduate-student-association/>
- **UW Graduate Scholarship Information:** <https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/awards/university-waterloo-graduate-scholarship>
- **UW Centre for Career Action:** <https://uwaterloo.ca/career-action/>
- **UW Counselling Services:** <https://uwaterloo.ca/campus-wellness/counselling-services>
- **Links to Services for Current Students:** <https://uwaterloo.ca/pathway/current-students>
- **Bookstore:** <https://wstore.uwaterloo.ca>
- **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 will be reviewing our program information and updating 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. It is your responsibility as a student to meet all of the requirements and due dates for your program and these include applying to graduate. We hope you have an enjoyable and productive MSW experience!

Please remember to sign and witness the MSW Acknowledgement Form at the end of this handbook acknowledging you have read and understood 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 Applied Health Sciences, University of Waterloo. We hope that this will be a productive 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, 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 such as health promotion and disease prevention, mental health and substance use, health education, clinical treatment and rehabilitation, building community partners 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.

Renison's Master of Social Work program was granted its Pre-Accreditation status in February 2013. The School of Social Work applied for First Accreditation from the Canadian Association for Social Work Education (CASWE) as per their procedures in 2015. The Master of Social Work program was granted its First Accreditation in early 2016.

It is a pleasure to be travelling this learning path with you, and on behalf of the faculty, field and administrative team, we wish you well in your graduate studies in the School of Social Work at Renison University College!

Andrea Daley, PhD
Associate Professor and Director
School of Social Work

SCHOOL OF SOCIAL WORK

Territorial Acknowledgment

The School of Social Work acknowledges that we are on the traditional territory of the Attawandaron (Neutral), Anishinaabeg and Haudenosaunee peoples. Renison University College and the University of Waterloo are situated on the Haldimand Tract, the land promised to Six Nations which includes ten kilometers on each side of the Grand River.

History of the School of Social Work

The School of Social Work at Renison University College is distinguished by a strong academic program as well as a skills-oriented 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 for their clients and promote human rights and social justice in the larger community.

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 Program was begun 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 such as health promotion and disease prevention, mental health and substance use, health education, clinical treatment and rehabilitation, building community partners 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 was granted its Pre-Accreditation status in February 2013 and its First Accreditation in early 2016.

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 initiated to be delivered primarily online with two intensive on-campus Summer Institutes. Students can now streamline their educational path at Renison, and within five years complete a BA, a BSW, and an MSW through a continuum of learning.

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 and in numerous public and private agencies.

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 institutes, 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 Objectives

- To prepare graduates who have a generic foundation of core social work knowledge, values and skills, for specialized practice in health and mental health through a range of methods of practice and according to the Standards for Accreditation of the Canadian Association for Social Work Education (CASWE)
- Consistent with the School of Social Work's mission, to provide a learning milieu that fosters academic excellence and the development of professional social workers who are knowledgeable, skilled, and committed to social justice
- To provide an academic environment that promotes open critical inquiry and welcomes students, faculty and staff from diverse backgrounds
- To advance the theoretical grounding, critical understanding and practice abilities of students
- To prepare graduates for ethical, innovative and effective social work practice in diverse societies
- To prepare graduates who make professional decisions and perform professional functions informed by an understanding of the socio-political contexts of practice and by research evidence
- To provide flexibility through program delivery to adapt learning plans for people working in social services for part-time and full-time studies
- To strengthen our partnerships with health-related agencies and organizations for the purposes of enriching our curriculum and of producing graduates with the requisite skills to function in those agencies
- To encourage inter-disciplinary linkages and inter-professional education

Our Culture of Respect

Consistent with the mission, policies, and services of Renison University College and the University of Waterloo, the School of Social Work promotes a culture of respect for human diversity and collegiality 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 dedication to the principles of social and economic 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 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 \(2005\)](#). These ethical principles and standards of conduct set out the collective responsibility for professional competence. If students have any questions they should connect with a faculty or field team member or contact the CASW directly.

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

The School of Social Work also operates according to the standards and requirements of the **Canadian Association of Social Work Education**. The Canadian Association for Social Work Education (CASWE) is a voluntary, national charitable association of university faculties, schools and departments offering professional education in social work at the undergraduate, graduate and post-graduate levels.

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

SCHOOL OF SOCIAL WORK ADMINISTRATION

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

Director	Andrea Daley, <i>PhD</i> andrea.daley@uwaterloo.ca 519-884-4404 x 28621
MSW Program Manager	Shella Zagada, <i>MSW, RSW</i> shella.zagada@uwaterloo.ca 519-884-4404 x28729
Field Education Coordinator	Dori Ferr, <i>MSW, RSW</i> dori.ferr@uwaterloo.ca 519-884-4404 x28653
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Administration and Student Services Manager	Marion Reid marion.reid@uwaterloo.ca (519) 885-4404 x28626
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SCHOOL OF SOCIAL WORK FULL TIME FACULTY

Susan Cadell, *BA, MSW, RSW, PhD*
Andrea Daley, *BA, BSW, MSW, PhD*
Meg Gibson, *MSW, PhD (SSW/SDS faculty)*
Kathy Hogarth *BA, MA, PhD*
Colleen McMillan, *MSW, RSW, Dip in Social Policy, PhD*
Edwin Ng, *BSW, MSW, PhD*
Alice Schmidt Hanbidge, *BA, MSW, RSW, PhD*
Trish Van Katwyk, *BA, MSW, PhD*

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 **two core courses** (regularly delivered as mandatory, **on campus**, one-week block courses), **four other required core** lecture/seminar courses (12 weeks each, delivered **online**), plus **two elective courses** (12 weeks each, delivered online). In addition, students must complete four milestones: a supervised 462-hour Practicum milestone (minimum of two 7-hour days per week), an Integration Seminar milestone (delivered online), an Academic Integrity milestone and a Masters Seminar Presentation (Capstone) milestone. There is no research/thesis option. This program meets all University of Waterloo post-graduate degree requirements.

The initial and final core courses in the program are held on the university campus in Waterloo as one-week summer block courses offered in Summer Institutes. The initial Summer Institute is held in August and the final Summer Institute will occur in August of a student's graduating year. Attendance at both Summer Institutes is mandatory in order to graduate. Given the COVID context, the 2020 Summer Institutes will be delivered online within three weeks.

All students in the Full-Time and Part-Time MSW degree must complete all credits at a minimum 75% overall average including the compulsory and elective credits required in order to graduate from the program.

Field Education

Students should note that the program includes a field education experience component of at least 462 hours (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 agency (normally other than the student's place of employment), as well as an MSW Integration Seminar. The student must obtain passing credit in both the agency practicum and the MSW Integration Seminar.

Overview of Program Requirements

Course	Core (all required)	Elective** (2 required)
Milestone: Academic Integrity	X	
SWK 600R Diversity and Health*	X	
SWK 601R Health Policy*	X	
SWK 602R Social Work Practice in Health	X	
SWK 603R Critical Exploration of Supervision and Leadership Roles for Social Workers in Health Care	X	
SWK 604R Evaluation of Health and Human Service Programs	X	
SWK 605R Knowledge Mobilization and Evidence-Based Practice	X	
SWK 608R Health Issues and Ethics **		X
SWK 609R Social Work Practice in Mental Health **		X
SWK 610R Substance Abuse and Chemical Dependency**		X
SWK 650R Interprofessional Psychosocial Oncology: Introduction to Theory and Practice (IPODE)**		X
SWK 652R Sexual Health and Counseling in Cancer (IPODE)**		X
SWK 672R: International Perspectives (Mexico trip) **		X
Milestone: Practicum	X	
Milestone: Integration Seminar	X	
Milestone: Masters Seminar Presentation (Capstone)	X	

* Summer Institute intensive course

**Notes about Elective Courses:

- **Students are required to take ONE of either:**
 - SWK 608R: Health Issues & Ethics
 - SWK 609R: SW Practice in Mental Health / SWK 610R: Substance Abuse & Chemical Dependency
- Students cannot take BOTH SWK 609R and SWK 610R – they are anti-requisites to each other.
- SWK 610 is offered in the Fall term. Limited places are filled on a first-come, first-served basis.
- SWK 650 is offered in the Winter term through Interprofessional Psychosocial Oncology Distance Education (IPODE). Limited places are filled based on faculty screening process.
- SWK 652 is offered in the Spring term through IPODE. Limited places are filled based on faculty screening process.
- SWK 672 may not be scheduled annually. The course will NOT be offered in AY 2020-21.
- Other electives may become available throughout the year and will be shared as an elective option with students at that time.

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, Diversity and Health** and the second institute covers **SWK 601R, Health Policy**.

SWK 600R Diversity and Health

This course studies the impact of diversity on health in Canada and across nations. It provides an understanding of the complex interaction among aspects of diversity. The course examines and critiques the methods used in the study of these concepts and issues related to the measurement of health among diverse groups. The ultimate goal of this examination is to help students develop an appreciation of the impact diversity has on assessments and study of health, health status, and health promotion in Canada and other nations. The course is designed to integrate different sources of information about diversity by utilizing critical thinking skills for the consumption of health information. [Note: This is typically an intensive on-campus course with an online component. Due to the COVID context, this course will be offered online in three weeks.]

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 intensive on campus course with an online component.]

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, 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. New models of care are considered, including primary health care, the impact of socio-cultural factors on health and wellbeing, the significance of family relationships and resources in the management of chronic and complex health conditions, and interventions that support individual and family capacity to adapt to acute health crises or chronic health conditions. [Note: This is an online course.]

SWK 603R Critical Exploration of Supervision and Leadership Roles for Social Workers

This course examines effective leadership in a tumultuous health care environment characterized by changing patient populations, health care technologies, professional practices, community needs/expectations, and rapid shifts in service delivery modalities. In this environment, health care professions are increasingly challenged to develop and oversee staff capable of delivering contemporary benchmark professional practice. Competent supervision requires practice knowledge, keen perspective, and the ability to support, guide, educate and direct practitioners of varying skill and experience. This course provides inquiry-based opportunities for students to critically examine their leadership styles, developing foundational knowledge and skills for effective involvement in organizational change, staff management, coaching and supervision, coordination of inter-professional teams and development of policies to address the social determinants of health. [Note: This is an online course.]

SWK 604R Evaluation of Health and Human Service Programs

This course introduces students to theoretical and practical aspects of program evaluation. Students learn about the application of data collection skills to all phases of developing a health or human services program or service innovation, from needs assessment to analysis of findings to implementation of changes based on results. Students learn to appreciate how these skills can be used as practical tools for identifying health and human services problems, for developing and implementing programs including taking a reflective practice approach, ensuring equity and fairness in program delivery (i.e., combating disparities), and generally promoting health and human services through effective and efficient programming. [Note: This is an online course.]

SWK 605R Knowledge Mobilization and Evidence-Based Practice

The goal of knowledge mobilization is to make research in health and social science more useful to policy, practice, and the public. In this course students learn how to gather, evaluate, synthesize and summarize scholarly knowledge in ways that meet the needs, timeframes, cultures, and realities of stakeholders. Activities include framing academic research in the context of public issues and creating knowledge products for practitioners and policy-makers in the students' areas of interest. [Note: This is an online 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 our values and ethics while being effective and financially stable. Three related themes serve as substrates for the semester: the nature of health, delivery of health care, and populations at risk. Issues such as how health and illness are defined, the roles of preventive and curative approaches, and the impacts and ethics of new technologies will be addressed. The course compares public and private models, focuses on community health care as a developing new paradigm, and examines the particular challenges of marginalized and vulnerable communities. [Note: This is an online course.]

SWK 609R Social Work Practice in Mental Health

This course aims to equip students to provide sensitive and effective help to clients by presenting material concerning a range of mental health problems and their treatment. The course considers social work practice across the continuum of mental health care services. Attention is focused on how social workers assess, support and intervene with consideration of both the client and their environment. [Note: This is an online course.] **Students may not take both this course and SWK 610R: Substance Abuse and Chemical Dependency.*

SWK 610R Substance Abuse and Chemical Dependency

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. **Anti-requisite to SWK 609R: Social Work Practice in Mental Health*

SWK 650R Interprofessional Psychosocial Oncology: Introduction to Theory and Practice (IPODE)

This elective course provides graduate students with an introduction to the field of psychosocial oncology. Emphasis will be placed on understanding and interpreting the experience of cancer informed by theory, evidence and illness narratives. Case based learning in small interprofessional groups will allow students to explore a variety of key learning themes relevant to psychosocial oncology including distress assessment, depression, anxiety, adjustment and coping, sexuality, loss and grief. Small group work will allow students to develop a rich understanding of the cancer

experience and competency in psychosocial oncology assessment, interprofessional collaboration, and cultural safety. Attention to diversity will be integrated throughout the course. [Note: This is an online course.]

SWK 652R Sexual Health & Counseling in Cancer (IPODE)

Cancer causes wide-ranging impacts on sexual health and well-being and numerous studies have identified that people affected by cancer want support, education and counseling in this area. While health professionals consistently acknowledge that sexuality is within their scope of practice, few health professionals consistently assess or intervene in sexual health problems in cancer settings. This course is designed to provide graduate students in the health professions with the knowledge and skills to intervene with the sexual problems that arise in cancer. [Note: This is an online course.]

SWK 672R: International Experience (Mexico trip)

This course examines sociocultural realities of a country other than Canada through on-site experience and academic study. This offering provides a framework for understanding a developing country, Mexico, through a comparative study with Canada. The collective responses of people in meeting community needs in the context of colonial legacies and contemporary global influences are highlighted in both settings. Opportunities are provided for experiential and reflective learning about the international context of social work practice. *[Provides Canada-Mexico experience, student-funded and typically scheduled during Winter Reading Week. Schedule subject to change.]*

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

Milestones:

Academic Integrity

In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect, and responsibility. Students will attend a mandatory workshop on this topic during their opening Summer Institute. In addition, students are expected to access the online **Graduate Academic Integrity Module** (Graduate AIM) and receive a mark of at least 75% on an online quiz. AIM will be available on LEARN for students to complete in the first 8 weeks of their first term.

Website: <https://uwaterloo.ca/academic-integrity/>

Website: <https://uwaterloo.ca/library/get-assignment-and-research-help/academic-integrity/graduate-students-and-academic-integrity>

Milestone Pledge

All graduate students in the Faculty of Applied Health Sciences need to read and sign the Milestone Pledge acknowledging they have read and understood the information on academic integrity. This form must be signed and submitted to the School of Social Work after attending the Academic Integrity Workshop conducted by Applied Health Sciences. This Milestone Pledge is part of your transcript and is a necessary component to graduate from the program (see [APPENDIX I](#)).

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 runs concurrently with the Practicum. See MSW Practicum Manual for more details.]

Integration Seminar

Field education within the Social Work curriculum is organized around specific learning objectives which link student learning to the promotion of excellence in social work education, scholarship, and social justice which are applicable to individuals, families, groups, communities and organizations. Students will demonstrate through discussion and assignments that they understand and have a commitment to the social work profession and its basic values such as human dignity and personal worth. Students will use real life examples from the practicum placement to demonstrate an advanced understanding of the link between theory and practice. [Note: Practicum runs concurrently with the Integration Seminar. See MSW Practicum Manual for more details.]

Masters Seminar Presentation (Capstone)

The Master's Seminar Presentation is intended to be both a synthesizing experience and a culminating experience; the focus is on the development of the "professional self". The Masters Seminar Presentation is a student-directed demonstration of beginning master's level practitioner competence developed over the student's career, a chronicle of career development and reflection and a glimpse into the student's professional future learning through a plan for continued growth. It is a scholarly and creative collection of artifacts accumulated throughout the program from the students' course work, field practicum and daily experiences that demonstrate the students' abilities to articulate a model of practice and sense of the integration of the domains of professional social work. The Masters Seminar Presentation culminates in designated days of students sharing their learning. Like the practicum, it will be graded as credit/non-credit.

FIELD EDUCATION

Field education (the practicum and integration seminar) is the signature pedagogy for social work. It is the key method of instruction and learning through which our profession socializes its students to become practitioners, and is often considered the 'heart' of social work education. The practicum is intended to provide students with opportunities to integrate knowledge into their practice, and develop competence in practice skills through a supervised social work experience related to their learning goals.

The Master of Social Work (MSW) field education program provides students with opportunities for:

- 462 hours (at a minimum of two consecutive 7-hour days per week within prescribed agency work hours) in an approved practicum in their own community or region (normally 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 Seminars
- 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 two milestone requirements, the Practicum and the Integration Seminar.

The Field Education milestone requirements are offered to students in the full-time program starting in September of each year. Students in the full-time program are encouraged to begin practicum early in the program, at 2-3 consecutive days per week based on the heavy course workload.

Part-time students may enrol in Field Education at any time from January onwards in their first year of the program. The milestone requirements run year-round.

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 is available to review their progress, 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. All placements must be approved by the Field Education Coordinator well in advance of the beginning of the practicum.

Field Instructor training and support is available through an on-campus or online training course and through other professional development opportunities organized by the school.

PROGRAM SCHEDULE

The following are the schedules for full-time and part-time students in the program. Practicum may look slightly different depending on availability of the field instructor, and the number of days a student is in their placement per week. The Full Time program is three terms; the Part Time program is six terms. Both programs start in August (fall term). **Please note: only TWO electives are required.

Full-time schedule

This is an example of a possible enrolment path for a full-time student.

Term 1 On-campus (August)	Term 1 (Fall)	Term 2 (Winter)	Term 3 (Spring/Summer)	Term 3 On-campus (August)
SWK 600R* Diversity & Health	SWK 602R Social work practice in health	SWK 603R Critical explorations of supervision and leadership roles for social workers in health care	SWK 608R** Health issues and ethics	SWK 601R* Health Policy
	SWK 604R Evaluation of health and human services	SWK 605R Knowledge mobilization & evidence-based practice	OR SWK 609R** Social work practice in mental health	
Orientation & Community Building	OR SWK 610R** Substance Abuse and Chemical Dependency	OR Elective	OR Elective	MSW Program Closing Activity/ Community Building
	Practicum and Integration Seminar Capstone e-portfolio	Practicum and Integration Seminar continued Capstone e-portfolio	Practicum and Integration Seminar continued Masters Seminar Presentation (Capstone)	

* Summer Institute intensive course

** Elective courses: Students are required to take ONE of either SWK 608R or SWK 609R/SWK 610R. SWK 609R/SWK 610R are anti-requisite courses so students may not take BOTH SWK 609R and SWK 610R.

Part-time schedule

This is an example of a possible enrolment path for a part-time student.

Year 1

Term 1 On-campus (August)	Term 1 (Fall)	Term 2 (Winter)	Term 3 (Spring/Summer)
SWK 600R* Diversity & Health	SWK 602R Social work practice in health	SWK 603R Critical explorations of supervision and leadership roles for social workers in health care	SWK 608R** Health issues and ethics
Orientation & Community Building	OR SWK 610R** Substance Abuse and Chemical Dependency	OR Elective	Practicum and Integration Seminar continued Capstone e-portfolio
	Capstone e-portfolio	Practicum and Integration Seminar Capstone e-portfolio	

Year 2

Term 4 (Fall)	Term 5 (Winter)	Term 6 (Spring/Summer)	Term 6 On Campus (August)
SWK 604R Evaluation of health and human services	SWK 605R Knowledge mobilization & evidence-based practice	SWK 609R** Social work practice in mental health OR Elective	SWK 601R* Health Policy
Practicum and Integration Seminar continued Capstone e-portfolio	Capstone e-portfolio	Masters Seminar Presentation (Capstone)	MSW Program Closing Activity/Community Building

* Summer Institute intensive course

** Elective courses: Students are required to take ONE of either SWK 608R or SWK 609R/SWK 610R. SWK 609R/SWK 610R are anti-requisite courses so students may not take BOTH SWK 609R and SWK 610R.

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.

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>

Enrolment Status

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. You are responsible for ensuring that you are enrolled in appropriate course/s and for arranging fees by the deadline each term. Please contact the MSW Program Manager if you have any questions about your enrollment status, academic standing and program participation.

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 (Applied Health Sciences) 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.

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.

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.

General Information

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. 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.*

* The [Verification of Illness Form](#) is normally the only acceptable medical documentation. Please make sure the medical practitioner completes the information in the “Degree and Dates of Incapacitation” section of the form.

Please contact [AccessAbility Services](#) for accessibility needs.

Discipline

A student is expected to know what constitutes academic integrity to avoid committing an academic offence, and to take responsibility for his/her 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, or the Associate Dean, Graduate Studies. For information on categories of offences and types of penalties, students should refer to Policy 71, Student Discipline, (See University Policies, later in this student handbook).

Website: <https://uwaterloo.ca/academic-integrity>

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 the content of this course are owned by the course author, unless otherwise stated. These 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 these 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 required to carry a WatCard.

Once you have paid your tuition you will be entered into the University of Waterloo "WatCard" system so that your card can be created. 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.

Given the COVID context, the WatCard office will not be issuing WatCards with photo to MSW students as there will not be an opportunity to vet their photo and verify their identity through a government issued ID. Non-photo cards will instead be issued to incoming 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/UWdir 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.

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/>

Income Tax Receipts

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

Website: <https://uwaterloo.ca/finance/student-accounts>

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, now available online, using [Quest](#).

This new 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.)

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.

ADDITIONAL INFORMATION ABOUT RENISON UNIVERSITY COLLEGE

Library Information for Distance Education

Lusi Wong Library

The Renison University College Library is part of the TriUniversity 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.

Tony Tin, Director, Library and Information Services

tony.tin@uwaterloo.ca; 519-884-4404, Ext. 28687

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 Transit 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>

AccessAbility Services

To ensure an equitable opportunity, the AccessAbility Services 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 providing information, academic accommodations and support services. The AccessAbility Services Office is located on main campus.

Students are responsible for informing instructors, and providing the necessary documentation for accommodation, at the beginning of the course. Visit their 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. Renison's Wellness Centre is available on campus and/or to work with students in finding appropriate resources in their own community. .

Please contact:

Reta Franci, Counsellor, 519-884-4404 Ext 28736; reta.franci@uwaterloo.ca or

Jannah Tudiver, Counsellor, 519-884-4404 Ext. 616; jtudiver@uwaterloo.ca (*on parental leave*)

Support on campus or for referrals in your own community through UW's Counselling Services is also available to students. Please contact 519-888-4567 x32655 or counserv@uwaterloo.ca.

The Centre

The Centre is your go-to place for many administrative, financial, and registrarial needs.

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

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/>

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/>

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](#), [Drop-ins and co-op consults](#), 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/current-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.

Website: <https://uwaterloo.ca/graduate-student-association/>

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) Accreditation Standards. In abiding by the standards of the national governing body, CASWE, 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 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.

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.

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 during on campus classes.

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 (on campus or online) in a professional manner. In last minute circumstances (e.g. accident) the student must notify the instructor at the earliest possible time.

In order to support the students' 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.

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:
- c) Evidence that a student cannot effectively exercise judgment or function effectively within a professional social work context;
- d) 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;
- e) Charges or convictions of a criminal offense involving violent or abusive behaviour (e.g. physical assault, sexual assault);
- f) Persistent and/or serious conduct that contravenes the policies of the field practicum setting;
- g) 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;
- h) 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/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 to explore options and strategies (See 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 students to co-operate with one another for safety's sake.

University of Waterloo Safety and Security Tips:

- **519-888-4911** is the **EMERGENCY TELEPHONE NUMBER** 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 Eydtt 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). 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: MILESTONE PLEDGE

Academic Integrity Workshop, Faculty of Applied Health Sciences

Name: _____ ID: _____ Department: _____

As a member of a Graduate Program in the Faculty of Applied Health Sciences, University of Waterloo, I agree to the following:

1. I have been informed of the content and know that I should become completely familiar with the University of Waterloo Policy 71 – Student Discipline. I am aware that the full listing of this and other policies are available on the University web site.
2. I have been informed about Policies 33 – Ethical Behaviour, 69 – Conflict of Interest, 70 – Petitions & Grievances, 72 – Student Appeals, 73 – Intellectual Property Rights
3. I have completed an Academic Integrity Workshop, Faculty of Applied Health Sciences
4. I understand the meaning of the following academic offenses, set out in Policy 71, and understand that academic offenses are not limited to this list:
 - Plagiarism
 - Misrepresentation and fabrication of research results
 - Obtaining by improper means examination papers, tests or similar materials
 - Submitting an essay, report or assignment when a major portion has been previously submitted or is being submitted in another course or as a thesis, without proper acknowledgement and the written permission of all instructors involved
 - Cheating on examinations, assignments, work term reports, or any other work used to judge student performance
 - Infringing unreasonably on the work of other members of the University community
 - Violations of safety regulations in a laboratory or other academic setting
 - Impersonating another student
5. Falsifying academic records: I understand the penalties assigned, as outlined in Policy 71, if I commit an academic offense.
6. I am aware of the mandatory online academic integrity tutorial, called the Graduate Academic Integrity Module (Graduate AIM) which must be completed by all new graduate students. The Graduate AIM is an online course that you can access through Waterloo LEARN (<https://uwaterloo.ca/learn-help/>). Further information can be found at <https://uwaterloo.ca/academic-integrity/>.
7. If I am in doubt about the meaning or interpretation of any of the above policies, I will seek clarification from an appropriate University authority, such as the Associate Dean for Graduate Studies.

Signature: _____ Date: _____

APPENDIX II: MSW ACKNOWLEDGEMENT FORM

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



MSW ACKNOWLEDGEMENT FORM

August 2020

The MSW Student Handbook, MSW Practicum Manual, and CASW Code of Ethics (2005) provide you with a guide to the resources, governance, 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 and understand the policies and information contained in the Student Handbook, Practicum Manual and Code of Ethics. If you have any questions or concerns, please connect with the Team Lead, MSW.

MSW Student Handbook:

MSW Practicum Manual:

CASW Code of Ethics:

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

Email the completed form to: gpotter@uwaterloo.ca

You may not begin your practicum until we have received this signed form.

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I have read the MSW Student Handbook, MSW Practicum Manual, and CASW Code of Ethics (2005) and I understand the academic and practicum policies and procedures relating to 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 III: 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 – 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*
of Student

Date

**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 Gwen Potter: gpotter@uwaterloo.ca