

FACULTY OF SOCIAL WORK

General Office

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Academic Staff: Please refer to the Faculty's website (<https://umanitoba.ca/social-work/faculty-and-staff/>)

Degree Offered

The Bachelor of Social Work Program

Historically, the social work profession has focused on the well-being of people as well as the social structures and conditions that prevent

a just and equal society. The Bachelor of Social Work Program is a professional program that is designed to prepare generalists who are knowledgeable of social work theories, and who can demonstrate skills related to practice, research, and social policy analysis. Students and graduates undertake these activities in accordance with the Canadian Association of Social Workers' Code of Ethics. The program is accredited by the Canadian Association for Social Work Education.

Graduates have competence for entry-level social work positions in a variety of different practice areas. The program is based on the principles of social justice, human rights, and anti-oppression, with an emphasis on critical thinking and understanding the structural roots of social problems. Foundation courses are grounded in critical theoretical frameworks including Indigenous world views, feminism, and anti-racism.

The program is offered at multiple geographic sites including the Fort Garry Campus, the William Norrie Centre (Inner-city), the Université de Saint-Boniface, and Thompson, Manitoba (Northern Social Work Program) as well as by Distance Delivery.

Programs

Degree/Diploma	Years to Completion	Total Credit Hours	Has Co-op Option
Social Work, B.S.W. (https://catalog.umanitoba.ca/undergraduate-studies/social-work/social-work-bsw/)	3	123	

Faculty Academic Regulations

Admission Requirements

The following is a summary of the admission requirements to the Bachelor of Social Work program. Equivalent academic courses completed at recognized universities elsewhere will be considered. All admission requirements, as well as application deadline dates and forms, are included in an applicant information bulletin that is available from the Admissions Office (<https://umanitoba.ca/admissions/viewbook/academics/#undergraduate-programs-of-study>), Enrolment Services, 424 University Centre; this information is also posted on the university's website.

Admission to the Fort Garry Social Work Program Admission Requirements

Completion of 30 credit hours of university-level courses which are acceptable to the University of Manitoba.

The written English and mathematics requirements are recommended to be completed as part of University 1. If these requirements are not met in University 1 (i.e. the first 30 credit hours), as per the university policy, they must be completed within the first 60 credit hours of the programs. General Academic Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/#Residence-Written-English>) for a complete list of all courses which satisfy the university written English and mathematics requirement. Minimum GPA for consideration for all applicants (including Educational Equity applicants): 2.5

A Criminal Record Statement and a Child Abuse Registry (CAR) check (for a record of those registered as an offender) must be completed following selection.

Selection criteria: Two applicant pools are created; 60% of all spaces are allocated to applicants with the highest grades, and 40% of all spaces are allocated to applicants based on the Education Equity initiative.

Concentrated Program

All applicants wishing to complete the program in two years of full-time study must have completed a minimum of 51 credit hours of university study (which are acceptable to the University of Manitoba) prior to admission to the BSW program. Applicants wishing to complete the degree through the two-year concentrated program must have an Adjusted Grade Point Average of 3.00 from previous university study. In the event that three credit hours in each of written English and mathematics have not been completed as part of the 51 credit hours of previous university study, they must be completed within the first year of the two-year BSW program.

The deadline for submission of applications is March 1st (for the September start date).

The Selection Process

The selection process is designed to accomplish three objectives: to treat applicants fairly and equitably, to provide the diversity of practitioners required by the profession, and to provide for an efficient admissions process. The faculty selects applicants to the Fort Garry Campus B.S.W. program through two categories as described below. Academic Achievement Category: 60% of all available positions are awarded on the basis of the highest Adjusted Grade Point Average.

Educational Equity Initiative: 40% of all available positions are allocated to those eligible for inclusion in one or more of the Educational Equity Priority Groups and awarded on the basis of the highest Adjusted Grade Point Average.

The purpose of the Educational Equity initiative is to achieve equality in professional education so that no person shall be denied educational

opportunities or benefits for reasons unrelated to ability. In the fulfilment of this goal, the aim is to correct the conditions of disadvantage in professional education experienced by Canadian Indigenous peoples, persons with disabilities, LGBTQ, immigrants and refugees to Canada, and persons who are, because of their race or colour, a visible minority in Canada. Giving effect to the principle of educational equity means more than treating persons in the same way; it also requires special measures and the accommodation of difference. Details of the Educational Equity initiative are provided in the application information bulletin.

Students in the Fort Garry Social Work Program must successfully meet the graduation criteria set for all BSW students in the Faculty of Social Work.

Admission to the Inner City Social Work Program

The Inner City Social Work (B.S.W.) ACCESS Program at the William Norrie Centre is an inner-city extension of the Faculty of Social Work. Students admitted to the Inner City Social Work Program are accepted directly into a four-year B.S.W. program and do not require prior university study.

The objective of this program is to enhance the accessibility of the B.S.W. program by preparing as social workers those mature students who have had inner-city or similar social service experience, but who lack the normal university entrance requirements. Special academic and social support is provided to students admitted to the program. Staff assists candidates in arranging funding resources.

All students complete a total of 123 credit hours of university study. Full time or part-time study is offered.

Admission to the Inner City Social Work Program is limited. Applicants to the full-time program must be 21 years old, low income, and residents of Winnipeg at the time of application. The deadline date for submitting applications is March 1. Orientation begins mid-August and is mandatory.

A part-time B.S.W. Access program is offered to individuals who meet the above criteria, work for a Winnipeg or Aboriginal agency, and/or have two years of employment in human service fields. The deadline for applications for part-time studies is February 1. Classes begin the first week in May.

As per the university's policy, all students are required to complete, within the first 60 credit hours of their programs, a minimum of one three credit hour course with significant content in written English, and a minimum of one three credit hour course with significant content in mathematics.

Please refer to the Calendar's General Academic Regulations for a complete list of all courses which satisfy the university written English and mathematics requirement.

Students at the Inner City Social Work Program must successfully meet the graduation criteria set for all BSW students in the Faculty of Social Work. For further information, contact:

Inner City Social Work Program
485 Selkirk Avenue
Winnipeg, Manitoba, R2W 2M6
Telephone: (204) 668-8160

Admission to the Northern Social Work Program

The Northern Social Work (B.S.W.) ACCESS program, based in Thompson Manitoba, is an extension of the Fort Garry Faculty of Social Work. Students are admitted directly into a four-year B.S.W. program and do not require prior university study.

All students complete a total of 123 credit hours of university study. Full time or part-time study is offered.

The objective of this program is to enhance the accessibility of the B.S.W. program by preparing as social workers mature students who, without the support of the program, would be unable to successfully complete a university degree due to lack of financial resources, lack of academic qualifications and remote location. Special academic and personal support is provided to students admitted to the program, as well as some assistance in arranging funding resources.

Students who have completed 30 credit hours of university-level courses and have a minimum GPA of 2.5 may apply as External Students.

Admission to the Northern Social Work program is limited. Applicants must meet specified northern residency requirements. The deadline date for submitting applications is March 1 (classes begin in September).

As per the university's policy, all students are required to complete, within the first 60 credit hours of their programs, a minimum of one three credit hour course with significant content in written English, and a minimum of one three credit hour course with significant content in mathematics.

Please refer to the Calendar's General Academic Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/>) for a complete list of all courses which satisfy the university written English and mathematics requirement. Students in the Northern Social Work program must successfully meet the graduation criteria set for all BSW students in the Faculty of Social Work. For further information, contact the:

Faculty of Social Work at Thompson
3 Station Road
Thompson, Manitoba, R8N 0N3
Telephone: (204) 677-1450

Admission to the Distance Delivery Social Work Program

The Faculty of Social Work is committed to the accessibility of social work education. The faculty has extended the concept of accessibility to include geographical accessibility through the delivery of the B.S.W. based on two approaches:

1. to individuals by means of an online study program and
2. to community-based groups using the cohort method.

The Distance Delivery B.S.W. program is intended to encourage individuals who are employed in the social services and living outside of Winnipeg, but who may not have had the opportunity to pursue professional social work education.

All students complete a total of 123 credit hours of university study. Full time or part-time study is offered.

Delivery methods for the online study component of the program include a combination of web conferences and online courses. Access to a computer, high-speed internet and a headset with a microphone is required.

All course examinations are scheduled and arranged by the university's Registrar's Office to take place in the student's community.

Delivery of the program to the community-based cohorts utilizes face-to-face delivery with the option of a combination of face-to-face, web conferences, and online study.

Applicants to the Distance Delivery B.S.W. program must meet all three of the following requirements to be admitted into the program:

- Residency outside of the city of Winnipeg; and
- 1 year (1750 hours) of work experience, within the last 5 years, in the social services; and
- Minimum of 30 credit hours of university-level courses which are acceptable to the University of Manitoba, with a minimum GPA of 2.5 for consideration of all applicants, including Educational Equity applicants.

Complete and detailed admissions information is available on our website or by calling the Faculty of Social Work Distance Delivery BSW General Office at 204-474-7912.

The deadline for submission of applications is March 1st (for the September start date).

As per the university's policy, all students are required to complete, within the first 60 credit hours of their programs, a minimum of one three credit hour course with significant content in written English, and a minimum of one three credit hour course with significant content in mathematics. Please refer to the General Academic Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/>) for a complete list of all courses which satisfy the university written English and mathematics requirement.

Students in the Distance Delivery B.S.W. program must successfully meet the graduation criteria set for all BSW students in the Faculty of Social Work.

The Université de Saint-Boniface

The Université de Saint-Boniface, in conjunction with the University of Manitoba, now offers a French language Bachelor of Social Work program. Please contact the Program Coordinator at 204 237-1818 ext. 447 for more information.

Special Student Admission & Students Enrolled in other Faculties/Schools

Special Student Admission

A Special Student in Social Work is one who wishes to take undergraduate Social Work courses with no intentions of proceeding to a B.S.W. degree at the present time. In addition, the student is not currently registered at any other university. Students seeking admission as Special Students may request information from the Faculty of Social Work, 521 Tier Building; telephone (204) 474 7050. Criteria for admission are:

- Successful completion of a minimum of 30 credit hours of university level courses which are acceptable to the University of Manitoba; and
- Adjusted Grade Point Average of 2.5 (C+).

Students are reminded they must apply online and submit an official transcript (one bearing the university seal) along with the application form available on the University of Manitoba website. An application fee applies. Once admitted as a Special Student, students will:

- Be limited to completion of nine credit hours of required social work courses plus SWRK 1310 and SWRK 2080.
- Be prohibited from registering for courses until August (refer to Aurora Student for specific dates).
- Have all courses classified as "SS," which means that grades for these courses may not generate a Grade Point Average.

Students Enrolled in other Faculties/Colleges/Schools

Students currently enrolled in other faculties, colleges or schools at the University of Manitoba may register for Social Work courses provided they have completed a minimum of 30 credit hours of university study and achieved a minimum Cumulative Grade Point Average of 2.5. These students will also be limited to completion of SWRK 1310 and SWRK 2080 plus nine credit hours of required social work courses.

Courses available to Special Students and students enrolled in other faculties, colleges and schools at the University of Manitoba:

Faculty Academic Regulations

Limited Access (see University Policy and Procedures-Limited Access section 2.5 (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/repeated-course-policy/>)) will not affect registration for the 2021-2022 Academic Year (including Summer Term 2022).

The provisions of the General Academic Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/>), and the University Policies and Procedures (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/>), apply to all students. In addition, the Faculty of Social Work has regulations and requirements, published below, that apply specifically to its students.

All students are asked to note that some academic policies and regulations are under review and are subject to change.

Prerequisite and Co-requisite Policy

The faculty has established a set of pre-/co-requisite requirements to assist students in planning their program of study. All students must abide by the pre- and corequisite requirements for all courses. Any exceptions to the pre- and corequisite policy MUST be approved by the Committee on Academic Standings prior to course registration.

If a student successfully completes a course for which a pre/co-requisite requirement has not been satisfied, this course will not be considered applicable to their BSW program.

Residence Requirements for a Degree Program

The general university residence requirement applies to the Faculty of Social Work.

Scholastic Progress

Except in circumstances covered in the official regulations referred to below, clear standing in the faculty requires the Degree Grade Point Average of 2.5 (C+) at the end of each term. A minimum grade of 2.0 (C) is required for all Social Work courses. The passing grades for electives taken in other faculties, colleges or schools are those required by the faculties, colleges or schools concerned. Complete statements of the regulations governing scholastic progress in the Faculty of Social Work are published in the B.S.W. Student Handbook. Students wishing to do so may consult the policy governing scholastic progress as written in the B.S.W. Student Handbook with the Chair of the Committee on Academic Standings, or the Dean. In the event of any question or dispute, this set of regulations shall be considered the official version. Directors of off-campus programs and the Student Services and Admissions/ Advising Office at Fort Garry Campus will advise students on issues concerning scholastic progress.

1. The Scholastic Progress document listed in the BSW Student Handbook is intended to be a supplement to the University of Manitoba Undergraduate Academic Calendar. Should discrepancies

exist between the information presented in the BSW Student Handbook and the Undergraduate Calendar, the latter shall prevail.

2. Decisions about a student's scholastic progress or required withdrawal on academic grounds are made by the Committee on Academic Standings of the Faculty of Social Work acting on behalf of the Faculty Council. These decisions are made after a student has completed 30 credit hours of coursework as a Faculty of Social Work student. For students that transfer in 51 to 60 credit hours, decisions will be made upon the completion of the initial 15 credit hours as a Faculty of Social Work student.
3. A student's degree grade point average (DGPA) will be calculated and recorded after each academic term in which the student registers.
4. Clear academic standing is required to continue in the Faculty of Social Work. Clear academic standing is attained by meeting all of the following requirements:
 - a. A minimum grade of "C" (2.0) in all social work courses and a minimum grade of "D" in non-social work elective courses.
 - b. A minimum average of "C+" in all courses taken prior to each review (DGPA a minimum of 2.5).
5. Permission of the Committee on Academic Standings is required to alter any pre-requisite or co-requisite requirements, for exceptional circumstances. Violation of pre/co-requisite policy will result in withdrawing a student from the course to which pre/co-requisite has not been completed.
6. A student who has not attained clear academic standing as defined by Section 4 above will have their academic status reviewed by the Committee on Academic Standings:
 - a. A student who passes all courses, but whose DGPA is less than 2.5 minimum may be permitted to proceed on probation for one academic period (as determined by Committee on Academic Standings) unless the DGPA is less than 2.0. To clear probation, a student must raise their DGPA to 2.5 by the end of the probationary period. A student may not be permitted to proceed in the concentrated program if they are on probationary status.
 - b. A student who passes all courses, but whose DGPA is less than 2.0 may be required to withdraw from the Faculty of Social Work. The Committee on Academic Standings will take into consideration:
 - i. Performance in pass/fail courses;
 - ii. Use of academic and personal supports in the program; and
 - iii. Life circumstances affecting academic performance.
 - iv. Students in ACCESS programs (ICSWP and Northern BSW program) and cohorts.
 - c. A student who fails a non-social work course is subject to the regulations for supplemental privileges of the department concerned. Students should note, nonetheless, that all non-social work elective requirements must be completed.
 - d. A student who fails to meet the required standard (as per Field Evaluation Form) in Field Instruction may be allowed an extension/addendum, or may be required to repeat, or may be required to withdraw.
 - e. Unless approved by the Committee on Academic Standings, a student shall not be permitted to alter the co-requisite requirement for Field Instruction and Practices. Appeals notwithstanding, a student must have obtained a clear standing in Field Instruction 1 (SWRK 3150) and 6 credit hours of Practices (SWRK 4200), (including DGPA of 2.5 minimum) or permission of the Committee on Academic Standings in order to proceed to

Field Instruction 2 (SWRK 4120) and an additional 6 credit hours of Practices (SWRK 4300).

- f. No social work course where a final grade is achieved may be repeated more than once.
 - g. A student with a failing grade in more than two courses shall be required to withdraw from the Faculty of Social Work.
 - h. All students must complete within the first 60 credit hours, three credit hours in written English and three credit hours in Mathematics as part of the BSW degree requirements. Students who have not completed their Mathematics or Written English Requirements within the first 60 credit hours will be placed on hold and be required to speak to their Academic Advisor.
 - i. Unless approved by the Committee on Academic Standings, a student shall not be permitted to repeat a required or elective course or substitute an elective course for another.
- In making a decision, the Committee on Academic Standings will take into account the overall academic performance of the student, recommendations of the student's instructors, and any particular circumstances of the student's situation which it deems to be relevant.
7. Subject to the provisions of # 6 above, failure to attain clear academic standing, or to clear probationary status, are grounds upon which a student shall be required to withdraw from the Faculty of Social Work. When a student is to be considered for a requirement to withdraw subject to the provisions of # 6, the student shall be notified by mail of the date, time and place for the Committee on Academic Standings review meeting. The student shall receive a minimum of ten (10) working days' notice of the meeting date. They may present oral and/or written submissions at such a meeting and may bring an advocate to speak on their behalf. The Chair of the Committee on Academic Standings shall be notified prior to the meeting if the student intends to appear before the Committee.
 8. Students must complete all their social work courses and non-social work electives within nine (9) years. Requests for extensions to go beyond the nine-year limit must be submitted to the Committee on Academic Standings for their assessment and possible approval prior to the time limit expiry date. The maximum time limit for an extension is two years. The Committee shall also determine which, if any, courses previously completed shall need to be repeated or replaced.
 9. Along with provisions in # 8 above, Social Work subject courses in the BSW program are valid for 9 years counting from when the student completed the course, including courses taken prior to admission. If a Social Work course expires while the student is still in the Faculty of Social Work, they will be required to repeat the course to fulfil the BSW degree requirements.
 10. Students in clear academic standing who plan to re-register should ordinarily indicate their intention to do so by the deadline for applications for admission prior to the session in which they intend to register.
 - a. Students in clear academic standing who withdraw from the BSW Program for less than two calendar years and are within their nine-year limit may re-register by applying to the Program Site (Fort Garry, Inner City Social Work Program, Thompson or Distance Delivery) of the Faculty of Social Work.
 - b. Students in clear academic standing seeking to continue their BSW Program after a two calendar year, or more, absence, but within their nine-year limit and who have not registered with another faculty or institute during their absence, must submit a

written request to the Committee on Academic Standings for re-entry.

- c. Students wishing to re-enter the Faculty who have exceeded their nine-year limit, or who have registered in another faculty or institute during their absence must re-apply for admission to the Faculty through normal application procedures.
11. Students may ask the Committee on Academic Standings for reconsideration of any Standings decision, except the requirement to withdraw on academic grounds. Reconsideration requests should normally be received in writing by the Chair of the Committee of Academic Standings within ten working days of notification of a decision. Students who request a reconsideration shall be informed of the date, time and place of a reconsideration meeting. They may present oral and/or written submissions at such a meeting, and bring an advocate to speak on their behalf. All decisions of the Committee may be appealed to the Senate Committee on Appeals.
12. Notwithstanding the above regulations, students are reminded that the Senate has granted to the Councils of each professional Faculty the right to require any student to withdraw from the program for which they are enrolled. A full statement of the conditions governing this right is found in the following section on Requirement to Withdraw Criteria and Procedures.
13. A student who has been required to withdraw on academic grounds and who wishes to re-enter the Faculty must request reinstatement from the Committee on Academic Standings. The following will apply in such cases:
 - The applicant will be expected to demonstrate that they will now be able to meet the academic requirements of the program.
 - No application for reinstatement will be considered before a minimum period of 2 years has elapsed from the effective date of the required withdrawal to the effective date of the requested reinstatement.
 - If the student is reinstated after the time limit for program completion has expired, the Committee shall determine which, if any, courses previously completed shall be repeated or replaced.
14. Students wishing to re-enter the Faculty who have registered in another faculty or institute during their absence must re-apply for admission to the Faculty through normal application procedures. A student required to withdraw as a result of proceedings under the provisions of the Professional Unsuitability By-Law, or the Student Discipline By-Law (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/student-discipline-by-law/>), will not normally be reinstated to the Faculty. Exceptional requests may be directed to the Dean of the Faculty.
15. As per the co-requisite policy of the Faculty, when a student withdraws from a Field Instruction course (SWRK 3150, SWRK 4120) the Faculty will automatically withdraw the student from the co-requisite course (Field Focus – SWRK 4200, SWRK 4300). Additionally, when a student withdraws from a Field Focus course (SWRK 4200, SWRK 4300), the Faculty will automatically withdraw the student from the co-requisite course (Field Instruction – SWRK 3150, SWRK 4120).
16. The Faculty's policy concerning voluntary withdrawal from courses is identical to that found in the general regulations for the University, with the exception of co-requisite courses. Students are allowed one voluntary withdrawal from SWRK 3150 and one voluntary withdrawal from SWRK 4120.
17. BSW students who are enrolled in the Fort Garry campus, Inner City Social Work Program and Northern Social Work Program may take up to 6 credit hours of online Social Work courses by Distance

Delivery. A student requesting to take more than 6 credit hours of distance delivery courses will require approval of the Associate Dean Undergraduate.

18. As a requirement by the Social Work accreditation standards provided by the Canadian Association of Social Work Education (CASWE), a minimum of 40% of BSW degree requirements must be non-social work courses. A minimum of 48 credit hours of non-social work courses must make up the elective requirement of the BSW degree in order to graduate from the program.

Professional Unsuitability Bylaw

The Senate has approved a bylaw granting authority to the faculty to require a student to withdraw for reasons of professional unsuitability (see University Policy and Procedures- Student Discipline Bylaw (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/student-discipline-bylaw/>)). The bylaw is published in the B.S.W. Student Handbook. Students are reminded of their obligation to be familiar with all regulations governing their continued progress in the program.

Dean's Honour List

BSW student eligibility for the Dean's Honour List is considered on a term by term basis. To qualify for the Dean's Honour List a student must:

- Have completed a minimum of 9 credit hours in the term under consideration, of which a minimum of 6 credit hours must be with a standard grade.
- and
- Have achieved a minimum Term GPA of 3.6

Pass/Fail courses are included in the credit hour count.

Appeal of Grades

The general university policy for appeal of assigned grades applies to the Faculty of Social Work.

Final Examinations & Final Grades Policy (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/final-examinations-grades-policy/>)

The Faculty Council has established the Academic Standing Appeals Committee to deal with these matters.

Distance Courses Open to Fort Garry, Inner City and Northern Social Work Students

Fort Garry, Inner City, and Northern BSW students may obtain up to a maximum of 6 credit hours of required social work courses by Distance Delivery. A student requesting to take more than 6 credit hours requires the approval of the Associate Dean (Undergraduate).

Opting Into Field and Practices of the Two-Year Plan

Students may apply for "opt-in" by fulfilling the following conditions:

- Consult with and submit written request for "Opt-in" to the Coordinator of Student Services and Admission/Advising Office and Field Coordinator no later than February 1.
- Successfully complete all Social Work courses required by the end of Winter term prior to opt-in year (except for SWRK 4210, SWRK 4200, SWRK 4300, SWRK 3150 and SWRK 4120) and
- Successfully complete all elective courses (including written English and mathematics requirements) by the end of the Winter term prior to opt-in year.
- Achieve a minimum Degree Grade Point Average of 3.00 at point of opting in.

- Final approval to opt-in is also based on faculty resources: space availability in SWRK 4210 and SWRK 4220 during Summer Session; space availability in SWRK 4200 and SWRK 4300 courses in Fall and Winter terms; and the availability of concentrated field placements.

Courses Open to Challenge for Credit

The Faculty of Social Work accommodates those students who are qualified and who can demonstrate acceptable knowledge and skill, by allowing them to challenge certain Social Work courses. They are:

Course	Title	Hours
SWRK 2080	Interpersonal Communication Skills	3
SWRK 3100	Systematic Inquiry in Social Work	3
SWRK 3130	Contemporary Canadian Social Welfare	3

Information on the procedures for a challenge is available in the B.S.W. Student Handbook. The dates at which courses may be challenged are given in the academic schedule of the Undergraduate Calendar.

Credit for Social Work Courses Taken at Other Universities

The Faculty of Social Work supports the principle of granting credit for social work courses taken within the last nine years in accredited programs leading to professional social work qualification. Equivalency shall not be granted for SWRK 3150 or SWRK 4120. The Faculty of Social Work will not entertain requests for consideration for equivalency transfer for the SWRK 4200 which is a co-requisite to SWRK 3150 and/or SWRK 4120. For more information on granting credits for social work courses please refer to the B.S.W. Student Handbook for more details.

Program and Graduation Requirements

General Information

When planning your workload, allow approximately two hours of study/reading time for each hour of class time. It is also advisable to schedule a time to use the library. The faculty will offer as many evening courses as possible each year; however, some courses may only be available during the daytime.

Field Instruction

Field instruction provides students with an opportunity to engage, as beginning practitioners, in the processes of social work assessment, planning, intervention, evaluation and integration of theory from classroom course work to placement setting. Students complete their field placement requirements in a variety of programs and agencies. Possible field placement sites may include school settings, government policy departments, correctional services, child and family services, immigrant and refugee services, and health care services and other settings.

Students must successfully complete the following pre-requisite course requirements and be in the appropriate year of their degree plan to be eligible to register for Field Instruction:

Course	Title	Hours
SWRK 1310	Introduction to Social Welfare Policy Analysis	3
SWRK 2080	Interpersonal Communication Skills	3
SWRK 2090	Human Behaviour and Social Work Practice	6
SWRK 3140	Introduction to Social Work Practice	3

The annual deadline for Field Applications: February 1

Students wishing to divert from their degree plan should consult with their Academic Advisor and/or the Coordinator of Student Services and

Admissions/Advising Office before February 1, of the Academic year they wish to pursue Field Instruction.

All B.S.W. students are required to complete two field placement requirements:

Course	Title	Hours
SWRK 3150	Field Instruction 1	12
Co-requisite course:		
SWRK 4200	Field Focus of Social Work Practice	
SWRK 4120	Field Instruction 2	12
Co-requisite course:		
SWRK 4300	Field Focus of Social Work Practice 2	

Co-requisite: A course that must be completed in the same term as a second course. This applies to SWRK 3150 and SWRK 4200 as well as SWRK 4120 and SWRK 4300. SWRK 3150 and SWRK 4120 is graded on a PASS/FAIL basis. The Field Focus of Social Work Practice course (SWRK 4200/SWRK 4300) selected should correspond as closely as possible to the Field Placement's area of practice.

University-appointed, agency-based Field Instructors who have knowledge, skills, and expertise in social work practice provide Field Instruction.

Faculty Field Liaisons are also appointed and available to provide support to Students and Field Instructors throughout the academic session.

Students must demonstrate readiness for practice during the process of securing a placement.

The Field Coordinator is the Instructor of Record for SWRK 3150 and SWRK 4120.

Students seeking field placement in a health-related setting are expected to comply with the immunization policies of the designated Health Authority in their region or community area.

All students must meet all agency-specific requirements prior to commencing field placement, such as; Child Abuse Registry Checks, Vulnerable Sector Record Checks and Criminal Record Checks, or others as determined and specified by the respective field agency. Please note students will be responsible for any additional fees associated with the above requirements.

If concerns are raised regarding a student's behaviour, judgment or practice, and/or if the student demonstrates difficulty in their attempts to attain confirmation of field resulting from their performance in the field interview process: the Field Coordinator and Associate Dean of Undergraduate Programs will determine what additional steps may be taken to resolve this matter, or may determine the student is unprepared for meeting the requirements of field placement at this time.

Students are expected to demonstrate initiative and participate actively in all aspects of field placement. If a student is unable to attend field placement due to illness or agency closure, they must make up the field hours for that particular day.

Students are permitted one voluntary withdrawal from the course SWRK 3150 and one voluntary withdrawal from the course SWRK 4120. If a student withdraws from SWRK 3150, they must withdraw from the co-requisite SWRK 4200 and if a student withdraws from SWRK 4120, they must withdraw from co-requisite SWRK 4300. A student with more

than one voluntary withdrawal from SWRK 3150 or SWRK 4120 shall be required to withdraw from the Faculty.

If a student fails SWRK 3150 course or SWRK 4200 they cannot take SWRK 4120 or SWRK 4300 until both SWRK 3150/SWRK 4200 requirements met. Students need to complete both SWRK 3150 and SWRK 4200 to proceed to SWRK 4120 and SWRK 4300. In Accelerated Field/Concentrated Field, if a student fails SWRK 3150 in the Fall Term, they are permitted to continue their SWRK 4200 course through to the end of Winter term. As a result of failing SWRK 3150, in January, you are required to withdraw from both SWRK 4120 and SWRK 4300. Students interested in taking their placement at their place of employment should consult the BSW Handbook for more details on the policy and procedure

Prior Learning Assessment and Recognition (PLAR)

SWRK 3152

PLAR is an option available to any BSW student, regardless of program delivery method.

Any BSW student who has two or more years of Social Work employment experience in the past 5 years may choose to apply for eligibility to register for SWRK 3152 PLAR, in lieu of their first field placement requirement. For more information on how to apply or explore PLAR, please see the website (<https://umanitoba.ca/social-work/>).

The annual deadline to apply for PLAR: December 1

Students enrolled in PLAR are required to complete:

Course	Title	Hours
SWRK 3152	Prior Learning Assessment and Recognition of Field Practice	12
Co-requisite course:		
SWRK 4200	Field Focus of Social Work Practice	

To connect with the Field Education Program Team specific to your program, please see the website (https://umanitoba.ca/faculties/social_work/programs/field_education/595.html).

Fort Garry Campus and Inner City Social Work Program

Prior to applying for field placement, students are expected to participate in the *Everything you wanted to know about Field* workshop and *The Resumé and Interview Preparation* workshop offered at Fort Garry and Inner City programs prior to Field Information Day. Students are required to e-mail a completed Field Application form, along with an updated résumé, on or before Feb. 1 to the Field Program Assistant.

Please refer to the Field Education Program section of the website for more information.

Most Field Placement agencies will require that the student participate in an interview process and will indicate to the Field Coordinator acceptance for Field Placement.

Upon receipt of the student's completed Field Application Form, new users to the Intern Placement Tracking (IPT) program will receive a temporary password, user name and an IPT Student Manual. In IPT, students are required to identify up to eight agency preferences for placement, due on or before March 1st. Field placements will not be secured for students who do not submit their request, along with all required documentation, by the aforementioned deadline dates.

The Field Coordinator is responsible for securing a reasonable Field Placement. Please note, student placement in a field setting is **not**

guaranteed based on completion of pre-requisite courses and/or submission of a Field Application Form. Please note: Fort Garry Campus and Inner City Social Work Program Students are not to contact field placement agencies or prospective Field Instructors directly.

The Field Coordinator or Field Program Assistant refers students eligible for field to an appropriate field placement agency for consideration of an interview. While efforts will be made to consider a student's field focus area of interest, there is no guarantee of a student being placed in one of her/his identified agency preferences. The final authority for field placement referral and confirmation rests with the Field Coordinator. Decisions may be based on the availability of agency openings as well as the educational needs of the student. Students who are offered a field placement will receive confirmation of the placement by e-mail.

All Fort Garry and Inner City students registered in the Fall/Winter term Field Instruction courses (SWRK 3150 and SWRK 4120) are required to attend field orientation on the first Tuesday of September. As attendance at field orientation is mandatory, regular classes are not scheduled on the first Tuesday in September.

Students requiring additional information may contact the Field Program Assistant at 204-474-6171 or the Field Coordinator at 204-474-8767.

Fort Garry Campus Regular 3 year Program

Students registered in SWRK 3150 or SWRK 4120 attend field placement two days per week (15 hours) during Fall/Winter terms. Students require a minimum Degree Grade Point Average (D.G.P.A.) of 2.5 to be eligible for field.

Fort Garry Campus Concentrated Program

Students attend field placement four days per week (30 hours) during Fall/Winter terms for a total of 840 hours, participating in one field placement only. Students contemplating switching to a concentrated field placement are required to have maintained a minimum Degree Grade Point Average (D.G.P.A.) of 3.0. Students should make themselves aware of eligibility requirements of the Concentrated Program and contact the Coordinator of Student Services and Admissions/Advising Office for confirmation of their eligibility no later than February 1.

Inner City Social Work Program

Students registered in SWRK 3150 or SWRK 4120 attend field placement two days per week (15 hours) during Fall/Winter terms. Students require a minimum Degree Grade Point Average (D.G.P.A.) of 2.5 to be eligible for field.

Inner City Social Work Program - Accelerated Field

Students who have completed 75 credit hours including required pre-requisites and have maintained a minimum Degree Grade Point Average (D.G.P.A.) of 3.0 are eligible to apply for the ICSWP Accelerated Field. Students attend field placement four days per week (30 hours) during Fall/Winter Terms for a total of 840 hours, participating in one field placement only. Inner City Social Work Program (ICSWP) students interested in pursuing Accelerated Field are encouraged to consult with their Academic Advisor to confirm eligibility and receive guidance on the procedure. Students wishing to do an Accelerated Field must submit a written request to the Director of ICSWP. If approved, written documentation from the Director can be attached to the student's Field Request Form, February 1.

Students eligible for the ICSWP Accelerated Field undertake Field Instruction 1 (SWRK 3150) and Field Instruction 2 (SWRK 4120) at one field placement between September and April. Students approved to take

Accelerated Field must also register for two co-requisite Field/Focus of Social Work Practice (SWRK 4200 and SWRK 4300) courses.

Fort Garry Campus and Inner City Social Work Program Summer Term SWRK 4120 (May-August)

Summer field placements are an opportunity for BSW students from Fort Garry Campus and ICSWP to complete SWRK 4120 over a shorter period than the regular Fall/Winter academic session. It is an exception to the usual mode of field education at the BSW level. It is offered for the convenience of students and when resources permit it. Please note: SWRK 3150 is not offered in summer session.

Students require a minimum Degree Grade Point Average (D.G.P.A.) of 3.0 to be eligible to apply for Summer Field. Students in SWRK 4120 in the summer term must register for the co-requisite course SWRK 4300.

Students who have previously received a grade of **fail** in SWRK 3150 are not eligible to take SWRK 4120 in summer session. Students who have previously failed SWRK 4120 and have been given the opportunity to repeat it are not eligible to repeat SWRK 4120 in summer session.

Fort Garry Campus and Inner City Social Work Program

Please refer to the BSW Handbook for more details pertaining to Field Instruction Taken at Place of Employment[1]

Northern Program

Students work closely with the Field Coordinator in preparing for and securing an appropriate field placement. Please note a student placement in a field setting is not guaranteed based on completion of pre-requisite courses.

3rd Year Students complete SWRK 3150

Students are required to complete 460 hours including 420 hours in field placement and 40 hours of integrated seminar. Students approved as eligible for field require a minimum Degree Grade Point Average (D.G.P.A.) of 2.5.

4th Year Students complete SWRK 4120

Students are required to complete 460 hours including 420 hours in field placement and 40 hours of integrated seminar. Students approved as eligible for field require a minimum Degree Grade Point Average (D.G.P.A.) of 2.5.

Students requiring additional information may contact the Field Coordinator at 204-677-1456.

Distance Delivery Program

The student is responsible for securing their own Field Placements and need to follow the guidelines for securing Field Placements as per the website:

Distance Delivery Field Education Program (<https://umanitoba.ca/explore/programs-of-study/social-work-distance-delivery-bsw/>)

Students applying for field placement for the:

- **Fall/Winter Term (September to April):**

Students must attend a Field Preparation web conference offered throughout the months of September to January and submit a completed Field Application Form by February 1st. Students approved as eligible for field require a minimum Degree Grade Point Average (D.G.P.A.) of 2.5. Students will be required to complete a

Field Preparation module outlining guidelines and procedures for applying and securing placements across Canada.

Students registered in SWRK 3150 or SWRK 4120 in Fall/Winter terms (September to April – 28 weeks) attend field placement two days or 15 hours per week for a total of 420 hours. Students who are approved for Field must also register for the co-requisite Field Focus of Social Work Practice (SWRK 4200 or SWRK 4300) course.

- **Summer Term (May to August):**

Students must attend a Field Preparation web conference offered throughout the months of September to January and must submit a completed Field Application Form by February 1. Students require a minimum Degree Grade Point Average (D.G.P.A.) of 3.0 to be eligible to apply and will be required to complete a Field Preparation module outlining guidelines and procedures for applying and securing placements across Canada.

Students registered in SWRK 3150 or SWRK 4120 in the Summer term (May to August -14 weeks) attend field placement four days or 30 hours per week for a total of 420 hours. Students who are approved for Field must also register for the co-requisite Field Focus of Social Work Practice (SWRK 4200 or SWRK 4300) course.

- **Accelerated Field Fall/Winter Term (September to April)**

Field Instruction 1 (SWRK 3150) and Field Instruction 2 (SWRK 4120)

- Students who have completed 75 credit hours including required pre-requisites and have maintained a minimum Degree Grade Point Average (D.G.P.A.) of 3.0 are eligible to apply for Accelerated Field. Students complete SWRK 3150 September – December followed by SWRK 4120 January – April. Students registered in Accelerated Field Instruction attend field placement four days or 30 hours per week for a total of 840 hours by end of term in April.

Students who are approved to take Accelerated Field must also register for two co-requisite Field Focus of Social Work Practice (SWRK 4200 and SWRK 4300) courses.

All students registered in Distance Delivery Field Instruction courses (SWRK 3150 and SWRK 4120) are required to complete several Field Instruction Modules and participate in a one-hour web conference prior to entering field placement. Completion of the Field Instruction Modules and attendance at Field Instruction Web Conference is mandatory.

Students requiring information may contact the Distance Delivery Field Assistant at 204-474-9537 or the Distance Delivery Field Coordinator at 204-474-8316

Field placements will not be approved for students who do not submit the completed Field Application Form by the deadline date. Final approval for field placement rests with the Distance Delivery Field Coordinator. Decisions may be based on the availability of agency openings as well as the educational needs of students.

Requirements for Graduation

Eligibility for graduation is contingent upon:

- The successful completion of 72 credit hours of required Social Work courses; successful completion means attaining a minimum grade of "C" in all Social Work courses and a minimum Degree Grade Point Average (D.G.P.A.) of 2.50 (C+).

- As a requirement by the Social Work accreditation standards provided by the Canadian Association of Social Work Education (CASWE), a minimum of 40% of BSW degree requirements must be non-social work courses. A minimum of 48 credit hours of non-social work courses must make up the elective requirement of the BSW degree in order to graduate from the program.
- The successful completion of 51 credit hours of electives. Students admitted after 1997/98, are required to successfully complete three credit hours of written English and three credit hours of Mathematics within the first 60 credit hours of their programs. The passing grades for electives taken in other faculties, colleges or schools are those required by the faculties, colleges or schools concerned. A minimum of "C" must be attained in Social Work electives. The minimum Degree Grade Point Average (D.G.P.A.) required for graduation is also 2.50 (C+).
- Total credit hours required for a B.S.W. are 123 (51 credit hours of electives + 72 credit hours of required Social Work courses)

Student Responsibilities

It is the student's responsibility to be familiar with all the requirements of the B.S.W. degree, to ensure compliance with degree program requirements, including prerequisite requirements, and to understand all relevant regulations, policies and practices. The final completion of degree requirements is the student's responsibility.

The Interfaculty Option in Aging is offered by the following faculties/ colleges: Arts, Agriculture and Food Sciences, Medicine, Nursing, Kinesiology and Recreation Management, and Social Work. To complete the option, students will complete each of the following requirements:

Course	Title	Hours
NURS 2610 or KIN 2610	Health and Physical Aspects of Aging	3
SWRK 2650 or FMLY 2650	The Social Aspects of Aging ¹	3
or		
SWRK 3150 or SWRK 4120	Field Instruction 1	12
SWRK 4200 or SWRK 4300	Field Focus of Social Work Practice	6

¹ These courses are offered on a rotational basis by participating units.

Students are encouraged to take courses from the participating units other than Social Work.

Upon the successful completion of these requirements, a notation will be added to the student's transcript. For further information on the Interfaculty Option in Aging, please refer to the website (<https://umanitoba.ca/explore/programs-of-study/aging-interfaculty-option/>).