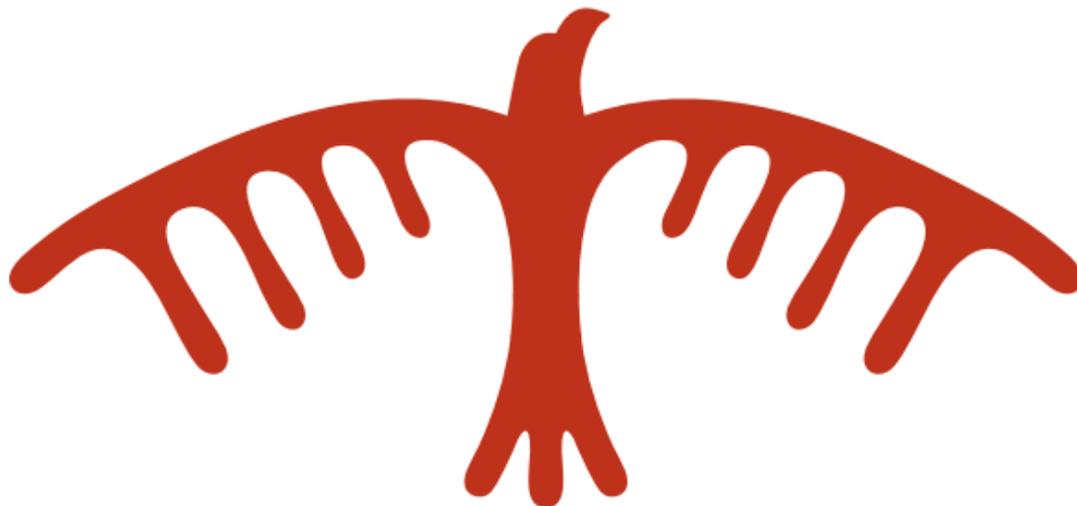




## **Honours Bachelor of Social Work<sup>1</sup>**

### **STUDENT HANDBOOK 2020/2021**



**Algoma University, 1520 Queen Street East, Sault Ste. Marie, ON P6A 2G4**

**Tel: (705) 949-2301**

**Fax: (705) 949-6583**

**Website: [www.algomau.ca](http://www.algomau.ca)**

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<sup>1</sup> Subject to updates as required

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## Important Dates

September 7	Labour Day; Algoma University is closed
September 7-12	Welcome Week
September 9	Fall 2020 classes begin including 2020FW and 2020F courses
September 10	3rd Year Orientation (1:00pm - 4:00pm, SWRK 3456, Google Hangouts)
September 11	4th Year Orientation (1:30 - 4:30pm, SWRK 4596, Google Hangouts)
September 14	Field placements begin (4th-year students)
September 15	1st/2nd Year Orientation (8:30-11:30am), SWRK 1006, Zoom)
September 18	Last day to submit course change requests for 2020F and 2020FW Terms
October 12	Thanksgiving Day (no classes, Algoma University is closed)
October 12-16	Study Week
October 23	Graduate Information Session (date and time to be confirmed)
October 30	Last day to withdraw from 2020F courses without academic penalty
November 13	Last day to register for 2021W courses without late fee penalty
November 25	Professional Years Application Information Session (Sault Ste. Marie and Timmins)
December 8	Last day of classes for 2020F; 2020FW course recess
December 9	Study day
December 10-22	Official Examination Period
January 11	Winter 2021 classes begin (2021W courses); 2020FW courses resume
January 20	Last day to submit course change requests for 2021W
January 22	Professional Years Application Forms due by 4:30 pm
January 27	Field Practicum Information Session for 3rd Year Students
January 29	Professional Years Assignment 1pm-4pm (online)
January 29	Applications for Spring Convocation 2020 must be submitted
February 15	Family Day (no classes, Algoma University is closed)
February 15-19	Study Week
February 24	Resume and Field Practicum Planning Form due
February 26	Last day to withdraw from 2021W courses without academic penalty
April 2	Good Friday; Algoma University is closed
April 5	Easter Monday; Algoma University is closed
April 9	Last day to register for 2021 spring session courses without penalty
April 12	Last day of classes for 2021W and 2020FW courses
April 13	Study Day
April 14-27	Official Examination period for 2021W and 2020FW courses
May 3	Spring 2021 session classes begin

## Social Work Program Welcome Message

**Welcome to the 2020-2021 academic year!**

**Boozhoo, and Hello. I extend a very warm welcome to all of the new, and returning students to the Social Work Program at Algoma University. We are excited to offer you a high quality education program. The Social Work Program offers a unique Northern perspective that prepares you for a generalist practice at the undergraduate level. You will be able to analyze the contributing factors of life circumstances of individuals, families, groups and communities, and how positive social change could be achieved through both Western and Indigenous lens.**

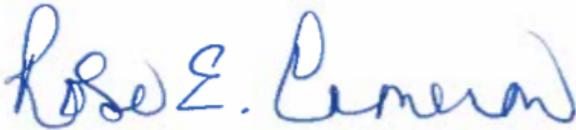
**Using Critical anti-colonial and Anti-oppressive frameworks, you will be engaging in critical thought as you examine the varied field contexts of marginalized peoples from the structural, feminist and Indigenous perspectives. We are the first Social Work Program in Canada to offer these perspectives collectively. The courses in the program are taught by local, high quality educators and practitioners in Sault Ste. Marie, and in Timmins respectively. The integration of current discourses such as the Truth and Reconciliation Commission recommendations, and the integration of recent courses, “Social Work and Métis People in the North”, and “Social Work in a Francophone Context” have been developed. The wealth of knowledge that these educators bring to your learning is directly integrated into your course lectures, discussions, assignments, and evaluations. Given the diversity and knowledge base of our vibrant team, you are also being prepared to practice social work anywhere in Canada. I hope that you as students will join us in our endeavours. This is an exciting time for everyone in the Social Work program.**

**At this time, I encourage you to read, and to become familiar with the BSW Student Manual. It is your responsibility to know, and understand the internal policies of the BSW program. The policies include information that you will need to know as a student, and the required expectations as you progress through the program. The major policies that are required by the Canadian Association of Social Work Education (CASWE) include, the “Social Media: General” and the “Suitability for the Profession” policy. These are salient policies that are required by our accreditor, the Canadian Association of Social Work Education, (CASWE). These**

***policies are also required by another professional regulator, the Ontario College of Social Workers and Social Service Workers. We will be reviewing these policies with you today during the Student Orientation session.***

***On behalf of the entire Department of Social Work, I welcome you to the program. I look forward to meeting each and every one of you.***

***Best wishes in your academic achievements,***

A handwritten signature in blue ink that reads "Rose E. Cameron". The signature is written in a cursive, flowing style.

***Rose E. Cameron, BA, BSW, BEd. MSW, PhD  
Director,  
Associate Professor  
Department of Social Work***

(Adapted from Waterfall, 2017).

This BSW Student Resource Handbook provides you with a guide to the resources, governance, policies and procedures of the Social Work Department, as well as those of Algoma University that pertain to our BSW program. Please read this carefully and become more aware of the professional associations, important dates, resources, and other information about the school and the university.

## **BSW Department Overview**

The Department of Social Work at Algoma University is based upon critical, anti-colonial, and anti-oppressive frameworks. Social work practice is informed by structural, Anishinaabe, and feminist perspectives. As an overarching framework for our work we employ the Seven Sacred Anishinaabe Teachings of Nibwaakaawin (Wisdom), Zaagiidiwin (Love), Mnaadendimowin (Respect), Aakodewewin (Bravery), Gwekwaadiziwin (Honesty), Dibadenziwawin (Humility), and Debwewin (Truth); as well as mainstream Social Work ethics.

The Bachelor of Social work degree at Algoma is designed to prepare students for beginning level, generalist social work practice with individuals, families, groups and communities. The focus of the BSW program is oriented towards social work in Northern and remote areas, Indigenous and community practice, and research.

The critical analysis of the intersections that race, culture/ethnicity, gender, sexual orientation, and/or gender, identity, class, ability and age have in relationship to power and inequality are considered central to the BSW program. As mandated by its accrediting body, the Canadian Association for Social Work Education, and the Social Work Code of Ethics, Algoma's BSW program provides a professional program that advocates for social justice and equality, and equips graduates with the intellectual, practical, and professional skills needed to promote beneficial change.

Our approach to education emphasizes a generalist orientation to social work practice. Social work is a profession concerned with helping individuals, families, groups and communities to enhance their individual and collective well-being. Thus, our educational objectives are to provide students with the knowledge, values, and skills necessary for an initial level of professional practice, within our mission of social justice, equality and respect for diversity. Our curriculum prepares students to provide service to a broad range of populations at all systems levels.



## HISTORICAL BACKGROUND

When Algoma University first began offering courses in 1967, it was located on the campus of the Sault College of Applied Arts and Technology. In 1971, Algoma College (as it was then known) moved to its current location on Queen St. Until 1970, this site had been the home of the Shingwauk Indian Residential School. The University's location on this site creates a special duty to respect the site, to honour and support the former students of the residential school, to provide a welcoming environment for Indigenous students, and to be a leader in cross-cultural education.

## INDIAN RESIDENTIAL SCHOOLS

From the early 1830s to 1996, thousands of First Nation, Inuit and Métis children were forced to attend residential schools in an attempt to assimilate them into the dominant culture. Those children suffered abuses of the mind, body, emotions, and spirit that can be almost unimaginable.

Over 150,000 children, some as young as four years old, attended the government-funded and church-run residential schools. It is estimated that there are over 80,000 residential school Survivors alive today. (Source: Legacy of Hope Foundation)

The Shingwauk School, or "Teaching Wigwam," was originally envisaged by the great Ojibway Chief Shingwaukonse (1773-1854), also known as Shingwauk, as a crucible for cross-cultural understanding and synthesis of traditional Anishinabek and modern European knowledge and ways. Commissioned in 1832, in co-operation with Canadian Government and Anglican Church partners as part of St. John's Mission to the Ojibway, the Shingwauk School was built by Rev. William McMurray and Shingwauk's Band and opened in Sault Ste. Marie in 1833, relocating to the current site as the Shingwauk and Wawanosh Industrial Homes (Shingwauk 1874-1935 and Wawanosh 1876-96/1896-1935) and the Shingwauk Indian Residential School (1935-70). (Source: Shingwauk Residential Schools Centre)

It is deeply regrettable that the residential schools established across Canada did not reflect the original cross-cultural vision of Chief Shingwauk.

## ANISHINAABE AND ANISHINAABEMOWIN

The Shingwauk Indian Residential School was located in the traditional territories of the Ojibway of Batchewana First Nation and Garden River First Nation. The Ojibway language is called Anishinaabemowin and the word Anishinaabe is used at Algoma University to identify the people from this territory and beyond, including the First Nation, Métis and Inuit peoples of Canada, not simply the Ojibway of this area. A couple of useful words to know: boozhoo (hello) and miigwech (thank you)

Algoma University has begun a process of making some of its major signs bilingual, with an Anishinaabemowin version above the English version. Residential schools were designed, among other things, to eradicate traditional Indigenous cultures by eradicating traditional

Indigenous languages. It is therefore important that we show our commitment to assist in the reversal of language loss that happened in this place in the days of the residential school. Adding Anishinaabemowin to our building signs is one good way to do that.

## CROSS-CULTURAL LEARNING

When Algoma University received its Charter as an independent institution in 2008, the legislation creating it conferred on the University a “special mission” for the following:

(a) To be a teaching-oriented university that provides programs in liberal arts and sciences and professional programs, primarily at the undergraduate level, with a particular focus on the needs of northern Ontario; and

(b) To cultivate cross-cultural learning between Indigenous communities and other communities, in keeping with the history of Algoma University and its geographic site.

In keeping with Part (b) of this special mission, the University has a policy under which we aspire to have at least some Anishinaabe content in all of our courses.

## KEY ORGANIZATIONS

There is a strong Anishinaabe community at Algoma University that has provided guidance, support and assistance in developing academic and personal support services, academic programming and the formation of the residential school research centre and archive. The following Anishinaabe organizations/committees provide a rich cultural focus and mandate for Anishinaabe and non-Anishinaabe education at Algoma University.

The Anishinaabe Initiatives Division (AID)

The AID is an administrative department of the University that is responsible for providing services and programming for our Anishinaabe students. The unit currently has five employees, including Joe Tom Sayers (Director), an academic advisor, an events coordinator, an Anishinaabe student recruitment officer and a Métis student recruitment officer.

The Shingwauk Anishinaabe Student Association (SASA)

In 1989, the Anishinaabe students of Algoma University created a student organization known as the Shingwauk Anishinaabe Student Association to provide “culture, social, political and academic support to all Anishinaabe students” (SASA Constitution). SASA has a very welcoming home on the ground floor of Shingwauk Hall, known as the SASA Lounge.

The Shingwauk Education Trust (SET) and Shingwauk Kinooaage Gamig (SKG)

Shingwauk Education Trust was established in 1994 with representatives from Garden River First Nation, Batchewana First Nation and the Anglican Church. SET owns a parcel of property along the east side of the campus, including the Chapel, the old Principal’s House and the Cemetery.

The major objective of SET has been to create and develop a post-secondary institution offering university courses aimed at preserving the history and culture of the Anishinaabe. This institution is known as Shingwauk Kinooaage Gamig, or SKG. Students enrolled at Algoma University are currently able to take courses in Anishinaabe language and culture through SKG leading to a three-year degree in Anishinaabemowin. Plans are in process to develop a four-year Anishinaabe Studies program.

In 2006, Algoma University and the Shingwauk Education Trust signed a Covenant, committing Algoma University and SKG to work together in a spirit of mutual trust for the parallel development of the two institutions.

### **The Children of Shingwauk Alumni Association (CSAA)**

The CSAA was created following the first Residential School Reunion held at Algoma University in the summer of 1981. The Shingwauk Residential Schools Centre was established as a joint initiative between Algoma University and the Children of Shingwauk Alumni Association. It has a mission of Sharing, Healing and Learning. The Shingwauk Residential Schools Centre has a national reputation as a leader in education about residential schools and hosts one of the most significant archival collections anywhere in relation to residential schools. Students are encouraged to drop into the Centre (East Wing)

### **The Elders Council**

The Algoma University Elders Council provides advice and counsel to the university community in relation to traditional Anishinaabe knowledge, including language, culture and ceremonies

## **OUR LOGO**

The University's logo is an adaptation of a Thunderbird painted on the rocks of the Agawa Canyon hundreds of years ago.



## Social Work Program Mission and Principles

The BSW program mission is to prepare students for anti-colonial, anti-oppressive, ethical, competent, innovative, and critical social work practice directed toward advancing equity and social justice, with a focus on social work in and with Indigenous, Northern and remote communities. The BSW degree is characterized by a commitment to structural social work, feminist and Indigenous perspectives within a Northern context. The BSW program is committed to promoting:

- Social justice, community healing and social change based on humanitarianism and egalitarianism.
- Anti-colonial, and anti-oppressive practice that critically analyzes, and values diversity, respect and the dignity and worth of all people.
- The accreditation standards of the Canadian Association of Social Work Education at the BSW level.
- Development of a professional culture that brings together teaching faculty, field instructors, students, alumni and social workers in the field, Northern College of Arts and Technology, Sault College of Arts and Technology and Algoma University, as partners in the realization of the BSW program's mission within the mission of the university.
- A commitment to highlighting Indigenous knowledge and approaches and to affirming history that has been neglected or silenced.

(Draft, August 30, 2020)

## Professionalism, Ethics, Values, and Behaviours

It is important that students review and become familiar with:

- The Canadian Association of Social Workers (CASW)  
[https://www.casw-acts.ca/sites/default/files/attachements/casw\\_code\\_of\\_ethics.pdf](https://www.casw-acts.ca/sites/default/files/attachements/casw_code_of_ethics.pdf)
- The Ontario Code of Ethics and Standards of Practice provided by the Ontario College of Social Workers and Social Service Workers (OCSWSSW)  
<http://www.ocswssw.org/wp-content/uploads/2020/01/Code-of-Ethics-and-Standards-of-Practice-January-2020.pdf>
- The policies and regulations set out by the Canadian Association of Social Work Education and the Department of Social Work. In particular, students are required to be aware of and abide by:

*Social Work Specific Senate Social Media Policy: General*  
*Social Work Specific Senate Suitability for the Profession Policy*

- The academic and non-academic policies, procedures and regulations of the BSW Program and Algoma University. Students are required to be aware of and abide by Algoma University's Student Code of Academic Conduct and Student Code of Non-Academic Conduct (See [Algoma University's Academic Calendar](#), and [Algoma University's Policies and Guidelines](#))

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

## **Professionalism**

In a sound academic culture, both instructors and students approach their roles in a professional manner. They are familiar with and respect the policies and regulations of their program and of the university as a whole, and strive to uphold the ideals of the mission statement. Instructors are both academically competent and reasonably current in their subject matter, and are committed to applying themselves to their teaching tasks to the best of their ability. Students show the same commitment and responsibility to their studies as they would to their employment. They strive to be professional in all of their dealings i.e. showing respect to their professors or peers. The normal expectation is that students do at least two hours of work outside the classroom for each hour of class time. Students are committed to applying themselves to their learning tasks to the best of their ability.

## **Culture of Respect**

Consistent with the mission, policies, and services of Algoma University and the BSW Program, we promote 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. We are committed to assisting and helping students with growth and development at their own pace.

## **Attendance**

In class, field practicum and meetings are viewed as professional responsibilities and students are all expected to attend unless there are exceptional circumstances. We count on each other to keep appointments, to be punctual, to be respectful in listening to diverse perspectives, and to be clear and sensitive in communications. The BSW program's mission statement provides further insight into our values as an academic and professional setting. When students cannot keep their commitments or need accommodation, we expect timely notification and in most instances, documentation. Students are expected to attend class regularly (missing no more than 20% of classes), and to come prepared to contribute effectively to the work of the class.

## **Respectful Participation**

Students can expect to be encouraged and to participate actively in classes, to enter into intellectual debate, and to have their contributions treated respectfully by their instructors and peers. Students can expect their instructors to mediate verbal and other behaviour in the classroom that is not respectful of others. We strive to discuss all issues and to facilitate the discussion in many ways. Instructors and students can expect to cooperate in the maintenance of a climate that is free from personal intimidation, insult, and harassment.

# Admission to the Bachelor of Social Work Program

The Honours degree in Social Work (BSW) is a four-year professional program. Studies can be completed in Sault Ste. Marie or [Timmins](#).

Admissions is a two-step process:

1. Students are admitted to the first two years from high school, college, university or as a mature student.
2. All students must apply to be admitted into the third year after all of the pre-requisites are complete. The third and fourth years are the Professional Years of the program.

## Admissions Requirements: (Years 1 and 2)

### Direct from high school

- Minimum average of 70 per cent in their top six U/M courses including ENG4U

### College diploma graduates

- Students will be assessed individually by the [Office of the Registrar](#) and may receive transfer credits depending on their Grade Point Average (GPA) and program of study
- College graduates from all disciplines are encouraged to apply and have their transfer credits individually assessed
- Students may benefit from Algoma University's [Diploma to Degree](#) pathways and [scholarships](#).

### Transferring from another university (incomplete degree)

- Minimum average of 70 per cent
- Students will be assessed individually by the [Office of the Registrar](#) to see if any courses are transferable to the BSW program
- Students may be required to complete the core social work courses

### University graduates

- Minimum average of 70 per cent
- Students will be assessed individually by the [Office of the Registrar](#) to see if any courses are transferable to the BSW program
- Students may be required to complete the core social work courses

### Mature students

- Applicants must be 20 years of age by the end of the calendar year to which they are applying; have been away from secondary or post-secondary school for a minimum of one year; and be a Canadian citizen or Permanent resident
- Learn more about how to qualify and apply as a [mature student](#)

## Admission to the Professional Years (Years 3 and 4)

### Eligibility

The admissions requirements for the Professional Years (years 3 and 4) of the Honours Bachelor of Social Work program require that students have the following by the end of the winter 2021 semester:

- A minimum of 70 per cent in SWRK 1006, SWRK 1007, SWRK 2106, and SWRK 2107 or have achieved these courses through credit recognition (e.g., transfer credits)
- A minimum cumulative average of 70 per cent in a minimum of 60 university credits or through credit recognition (based on the core and elective courses listed in the first two years on the BSW degree audit sheet at Algoma University)
- The required courses (27 credits) and elective courses (33 credits) or course recognition:
  - Required courses (27 credits): SWRK 1006, SWRK 1007, SWRK 2106, SWRK 2107, SWRK 2356, SWRK 2127, SWRK 2406, SOCI 1016, and SOCI 1017 or ANIS 1006
  - Elective courses (33 credits)

Please note that:

- CESD 1006 and CESD 1007 were required courses in place of 6 elective credits for students who started their BSW prior to 2017
- There is no direct entry pathway into the Professional Years

### Professional Years Application Information Session

The *Professional Years Application Information Session* will be held in November (date and location to be confirmed).

Students are encouraged to attend to learn more about the application process. There will be a detailed overview of the requirements and the application form. Students will also have an opportunity to ask questions.

## Program Requirements

To graduate from the BSW Program students must successfully:

- Complete 120 credits in no more than 162 credit attempts with a minimum overall average of 70% on all passed courses (only courses taken at Algoma University are to be included in the calculation of averages).
- Satisfy all the stated requirements for the degree as listed in the [Algoma University Academic Calendar](#)
- Complete all required Social Work core courses (72 credits) with a minimum overall average of 70%.
  - A student failing to attain this minimum grade in any of the core courses must repeat such courses as soon as possible. Failure to do so can result in suspension from the program.
  - A student is permitted to repeat a core course once, except with the special permission from the Department of Social Work.

### Program of Study

You will be assigned a Faculty Advisor who will assist you in developing your Program of Study. Please see the Algoma University's Academic Calendar for details of the recommended pattern of courses leading to the BSW degree. Deviation from the recommended pattern must be discussed with your academic advisor.

Please consult the online course schedule to identify the courses available in the academic year you are in as well as check with your academic advisor. Students are responsible to verify their course selection and to ensure that they are taking the required courses for graduation.

## Social Work Staff and Faculty

### Full Time Faculty/Staff

#### Sault Ste Marie Campus

Rose E. Cameron, Program Director, Associate Professor

Jean-Marc Belanger, Associate Professor

Barbara Waterfall, Associate Professor

Seung-Wang (Winnie) Lo, Assistant Professor

Annie Wenger-Nabigon, Assistant Professor

Meghan Boston-McCracken, Field Education, Admissions & Community Engagement Coordinator

Ashley Beharriell, Part Time, Social Work Administrative Assistant

#### Timmins Campus

Professor Joanne Azevedo, Lecturer

Jane Petroni, Field Education and Admissions Coordinator

### Part Time Sessional Instructors (See Academic Calendar)

#### Sault Ste. Marie Campus

Pamela Lefave

Mary Tasz

Sally McMinn

#### Timmins Campus

Sabrina Swann

Chelsea Matheson

Melissa Mercier

Tara Duclos

Christine Charbonneau

Stephane Stephens

Jane Petroni

Ellen Renaud

## **Social Work Professional Organizations**

Students in the BSW program are eligible for student membership in the [Ontario Association of Social Workers \(OASW\)](#), and for full membership upon graduation. Graduates are also eligible to register with the [Ontario College of Social Workers and Social Service Workers \(OCSWSSW\)](#). As an accredited program of the Canadian Association for Social Work Education (CASWE), 2016, The BSW program operates according to the standards and requirements of the Canadian Association for Social Work Education.

### **Ontario Association of Social Workers**

The Social Work Program encourages students to become members of OASW. The Social Work Program has a strong relationship with OASW. Throughout the year, the Social Work Program and OASW communicate regularly, and may jointly sponsor various professional events. One of these events is during Social Work Week. Students are encouraged to attend the annual OASW conference.

### **Canadian Association of Social Workers**

The Canadian Association of Social Workers (CASW) is a national federation of partner organizations and direct affiliate individual members that has evolved into the national social work voice. CASW is dedicated to strengthening the social work profession and advocating for social justice. CASW was founded in 1926 to monitor employment conditions and to establish standards of practice within the profession; CASW has evolved into a national voice. CASW is active in the International Federation of Social Workers (IFSW), providing leadership within the IFSW Executive, as well as within the North American Region. The expertise of CASW in social policy, its concern for social justice and its continued role in social advocacy is recognized and called upon by IFSW.

### **Canadian Association for Social Work Education (CASWE)**

The BSW program is a member of the Canadian Association for Social Work Education (CASWE). This organization represents Canadian social work education and supports the accreditation of schools through the Board of Accreditation. The organization has both institutional (i.e.: schools/faculties of social work) and individual members (faculty and students). An Annual General Meeting is held once a year in the spring, along with an annual conference. Each school has three voting members, one of whom is a student. The BSW representative to CASWE corresponds with the student representative on the CASWE Board of Directors, and attends the Annual General Meeting and Conference in the spring. The outgoing student representative is responsible for updating and compiling new information about the CASWE students' activities over the year and will be asked to submit this to the incoming student representative. If possible, we will arrange for the two representatives to get together for a meeting/discussion each fall. As well, the outgoing student representative is required to attend the BSW student Orientation.

### [The Thunderbird Nesting Circle](#)

The Thunderbird Nesting Circle is a collective of Indigenous Social Work Educators and students representing the interests of Indigenous families, communities, and nations across the country. These CASWE members are dedicated to contributing and centering our voices in social work educational development and delivery in Canada. Students are encouraged to join their efforts. In this way, we can learn from each other and work together towards a transformational social work that will serve the highest interests of us all and most importantly perhaps, better serve the people for whom we have all dedicated our careers to helping.

### [The CASWE-ACFTS Women's Caucus](#)

The CASWE-ACFTS Women's Caucus acts as an advisory body to the CASWE-ACFTS Executive and general membership by providing an inclusive space for social work educators and students to discuss and respond to gendered social justice issues within and beyond the academy. The Women's Caucus is committed to intersectional, decolonizing, and anti-racist feminism.

### [CASWE-ACFTS Queer Caucus](#)

The Queer Caucus is made up of and open to queer (lesbian, gay, bisexual, transsexual, transgender, two-spirit, intersex, queer and questioning) identified social work faculty and students and their allies in Canada. The Queer Caucus provides an opportunity for queer members of CASWE-ACFTS to have a voice regarding queer issues, needs and concerns in the work of the CASWE-ACFTS. Further to this, the Queer Caucus creates space for information sharing, ongoing dialogue and networking among social work students and faculty across Canada.

### [CASWE-ACFTS \(dis\)Ability Caucus](#)

CASWE-ACFTS Persons with Disabilities Caucus is a grassroots organization that has been in existence since 1993. The Caucus emanated from two-day conference on the lack of (dis)Ability curriculum and research in Canadian schools of social work, today we continue to address those issues along with access, inclusion and accommodations for (dis)Able faculty, staff and students. The Caucus also provides a platform where members can share their experiences of ableism, be understood and accepted and receive strategic support in addressing issues of discrimination or omission. Membership consists of both (dis)Able and nondisabled faculty and students from Canadian schools of social work.

### [CASWE-ACFTS Racial, Ethnic and Cultural Issues Caucus](#)

The Racial, Ethnic and Cultural Issues caucus provides a voice for CASWE-ACFTS faculty, staff and students to discuss their collective experiences of oppression and marginalization, as well as their needs and concerns (CASWE, 2020). The caucus provides a platform to explore, address, challenge and change research, education, pedagogy related to race, ethnicity and cultural issues (CASWE, 2020).

Students are encouraged to become members of any or all of these professional organizations, as they provide valuable resources and insight into the social work profession.

## Student Led Organizations (On Campus)

### **Algoma University Social Work Club**

The Algoma University Social Work Student Club strives to support, represent, and advocate for Social Work students in the Bachelor of Social Work program at Algoma University. The Social Work Student Club aims to enhance social work students' overall university experience by providing them a forum to voice concerns, make suggestions, and socialize with peers. The Social Work Student Club is an important communicative link meant to assist with managing partnerships between students, faculty, and the communities of Sault Ste. Marie and Timmins.

### **Shingwauk Anishinaabe Students' Association (SASA)**

The Shingwauk Anishinaabe Students' Association (SASA) provides cultural, social and academic support for all Anishinaabe students. Its purpose is to increase Anishinaabe student participation in all aspects of the university. Members of SASA encourage communication with other Anishinaabe post-secondary organizations and assist Anishinaabe students with adjusting to the university environment. One of the main goals of SASA is to strengthen cultural awareness between Anishinaabe students and non-Anishinaabe students. Membership is open to all registered Anishinaabe students at Algoma University.

### **Algoma University Students' Union (AUSU)**

The Algoma University Students' Union (AUSU) is a not-for-profit corporation committed to ensuring that students' university experience is fulfilling and enjoyable. AUSU exists to provide students representation and a variety of services to build a stronger Algoma University community. AUSU is an organization run by students for students, and works to ensure that students' voices are recognized.

As a student of Algoma University, you are a general member of the Algoma University Students' Union. AUSU Local 82 represents all students at Algoma University at bi-annual conferences organized by the Canadian Federation of Students (CFS). Your AUSU membership ensures your CFS membership, the lobbying organization that fights for post-secondary student issues, provincially and federally.

# Student Success and Wellbeing

## The Learning Centre and Disability Services

All students at Algoma University have access to The Learning Centre and the Disability Services Office, the hub for academic and disability support services on campus. The Learning Centre and the Disability Services Office staff are committed to helping students reach their academic potential, ensuring student success, and helping students address and overcome the challenges faced during their post-secondary education. The learning centre offers services such as Tutoring, the Writing Lab, Learning Strategies, and Student Success Workshops.

Students who have a documented physical disability, learning disability, or mental health disability can access a range of services provided to accommodate special needs. These services include:

- Intake Process
- Testing Accommodations
- Learning Strategist/Assistive Technologist
- Use of Learning Centre Computers
- Bursary for Students with Disabilities

## Writing Lab

Students who would like assistance with writing should contact the Writing Lab, located on the First Floor of the Wishart Library.

From time to time, your instructor will encourage you to utilize these supports.

Appointments can be booked at <http://booking.algomau.ca>

## Student Success

Student Success is a safe place on campus to receive health and counseling referral services, postgraduate advising or to access support materials dealing with various aspects of student life.

Student Success Academic Advisor:	Mark Allard, Darren Vaughan
Anishinaabe Student Advisor:	Bonnie Gaikhezheyongai
Coordinator, Learning Centre Disability Services:	Jennifer Reid
Learning Strategist/Assistant:	Raquel Lehto

## [Anishinaabe Initiatives Division/Student Services](#)

Anishinaabe Initiatives provides academic and cultural support to Anishinaabe students and Algoma U community members. In addition, Anishinaabe Initiatives delivers events and programming that helps Anishinaabe students succeed in University; while helping promote and celebrate Anishinaabe culture and practices on campus.

## [Ceremonial Use of Sacred Medicines Policy \(Smudging Policy\)](#)

Smudging is a First Nation, Métis and Inuit tradition, which involves the burning of sweet grass, sage and/or cedar. Sage smudge produces a very strong and distinct aroma but the smoke associated with it is minimal and lasts a very short time. Sweet grass has a very mild aroma and produces even less smoke than sage. A smudge is burned primarily for purification and to help create a positive mind set. Tobacco is used in pipe ceremonies by a pipe carrier.

Algoma University respects and supports Indigenous cultural and spiritual practices on campus. Algoma University recognizes that smudging, the use of tobacco and other Sacred Medicines are a part of the First Nation, Métis and Inuit traditional way of life and are, therefore, permitted on campus with adherence to *Algoma University's Ceremonial Use of Sacred Medicines Policy*.

## [George Leach Centre](#)

Students can relieve academic stress at the George Leach Centre (GLC), the University's athletic complex, located on campus. Home to Boomer the Thunderbolt and the Algoma Thunderbirds varsity teams, students can take advantage of a variety of aerobic and anaerobic classes, the weight room, sauna, basketball and tennis courts, intramurals, and so much more. Even better, a GLC membership is included in your tuition, so you will not pay additional fees to use the athletic centre.

## [Student Health Services](#)

Algoma University is pleased to provide on-campus student health services for all students. Students have access to a physician, counsellor, and dental hygienist. Providing health services is an important part of Algoma University's commitment to students' well-being as well as their academic success.

All students must bring their health card and/or insurance information to each appointment. Students must also bring all of their medications to each appointment as well as renewals to ensure that the physician knows exactly what you are taking and how often.

## [Counseling Services](#)

University experience can become challenging at times. Counseling Services provides strategies to help you cope and do our best to help you succeed. To obtain a student counselling referral, please contact Student Success or email [healthservices@algonau.ca](mailto:healthservices@algonau.ca).

### **[AU Food Bank](#)**

Sometimes students find themselves between OSAP payments, or money did not stretch far enough this month. The Food Bank is here to provide you with non- perishable and perishable items to help you through emergency situations.

## **External Support Services**

### **Mental Health Resources**

[I.M. Well](#) is an app that integrates on-campus and off-campus mental health resources. Through I.M. Well you can also connect with the Student Assistance Program, which includes counselling, coaching, legal, nutritional and other services. Download the app through the app store, or phone 1-877-234-5327 (available 24/7) to connect with the Student Assistance Program.

[Good2Talk](#) is a free, confidential and anonymous helpline providing professional counselling and information and referrals for mental health, addictions and well- being to post-secondary students in Ontario, 24/7/365. Dial 1-866-925-5454 to talk.

### **Food Banks and Free Meals**

Soup Kitchen Community Centre  
Community Meals and Food Bank 172 James St.  
705-942-2694  
<https://www.soupkitchencommunitycentre.org/>

St. Vincent de Paul Society  
Food Services, Thrift Store and Men's Shelter 222 Albert St. E.  
705-253-2770 ext. 200  
<http://www.vincentpl.ca/>

The Salvation Army  
Food Bank  
78 Elgin St. 705-759-4143

## Your MyAlgoma Account

### Information Technology Services (ITS)

Computing resources at the University are the responsibility of Information Technology Services, with offices and technical facilities on the third floor of ICT wing, and student labs located in connecting wings. The department implements and manages all computing and network infrastructure on campus, residence, and consults with members of the University community to provide solutions in all areas of technology. ITS also provides technical support and training to faculty and staff.

### Your MyAlgoma Account

MyAlgoma is the Algoma University student information system. You can access MyAlgoma at: <https://my.algomau.ca/welcome.php>

This allows you to:

- Access your email
- Access the CMS site for class information
- Update your contact information
- View your tuition fees and account summary
- View your term grades (when it is set up by the instructor)
- View your unofficial transcript
- View your class schedule
- View your weekly schedule
- Register for courses

If you have not used MyAlgoma yet, you will need to visit the Information Technology Services Helpdesk. For Photo ID: you can order it online using CMS or visit the Information Technology Services Helpdesk.

On-Campus: ext. 4450

Local Phone: (705) 946-7360

Toll-Free Phone: (888) 902-7866

Our regular Helpdesk hours are 8:00am-8:00pm (Mon-Thurs), and 8:00am-4:00pm (Fri)

### Course Management System (CMS)

MyAlgoma is the University's online student information system, which allows students to enroll in, swap and drop classes; view their tuition and residence financial statements, update their address and phone number, and view their unofficial transcript. MyAlgoma also provides students with access to the Course Management System (CMS). The CMS is usually the central repository of all course materials

## [Bookstore](#)

The Algoma University Bookstore is more than just a bookstore. They also offer a wide variety of general reading titles, bestsellers, and general interest books. Special orders are always available. We also have a Faculty and Student Author Section. The bookstore can supply all your Back to School needs - a wide range of supplies, calculators, binders, folders, computer products, and more. University clothing and apparel are hot-ticket items, and custom hoodies can be ordered for your program – visit the store for more details. The Bookstore does have extended hours for Back to School Periods - see store for details.

# Communication

## Email Communication and Correspondence

The BSW program will use your Algoma University student email account for all correspondence. [It is important that you check your AU email account frequently](#). Students are required to obtain an Algoma University email account and use it in all communications with their instructors, support staff and other personnel at the University. At the same time, the BSW program regularly uses email for announcements and to provide program information throughout the year. Students are responsible to check their University email on a regular basis, excuses of alleged non-receipt of email messages or non- access to University email is not considered a valid excuse. It is the student's responsibility if they are experiencing difficulty accessing their email accounts to see the IT helpdesk to restore their access.

Please note the following professional standards for email communication, which are also in our Social Media Policy. When you send an email to a faculty or staff member, allow some time (not including weekends and holidays) before sending a follow-up email or telephone call. If you do not receive a response, you may send a respectful follow-up reminder or leave a telephone message. Allow another 24 hours. If you still have not received a response by this time, you may contact the Administrative Assistant and/or Director for assistance in reaching the faculty member or staff.

## Technology in the Classroom

It is important that class be a place of focused attention to the material under review. In an effort to maintain educational integrity, respect for the rights of others, and a positive learning environment, the BSW Program has adopted the following policy on the use of cell phones, computers, and other telecommunication devices in classes:

[Cell phones must never be used during class unless permission from the professor is obtained in advance.](#)

- Permission may be given by the professor for education-related purposes
- Permission from the professor may be granted for situations of personal care.

- If permission from the professor is granted, the phone must be on 'vibrate', and the student shall leave the classroom before speaking on the phone.
- Laptops may be used in class for the sole purpose of note-taking
- During class, laptops (or other electronic devices) may not be used for email, twitter, etc.

## **Social Work Specific Policies**

The Social Work Department has Social Work Specific Policies that all students in the Social Work program must abide by. These policies are:

- *Social Work Specific Senate Social Media Policy: General,*
- *Senate Social Media Policy for BSW Students in Field Placement,*
- *Social Work Specific Senate Suitability for the Profession Policy, and*
- *Social Work Specific Senate Policy Governing Deferred, Denied, or Unsuccessful Field Placements.*

Copies of the Algoma University *Social Work Specific Senate Social Media Policy: General* and the *Social Work Specific Senate Suitability for the Profession Policy* can be found in the appendix at the end of this handbook. These policies have come into being in response to fulfilling requirements of our professional accrediting body -- the Canadian Association of Social Work Education (CASWE) and in response to meeting the professional expectations of the Ontario College of Social Workers and Social Service Workers (OCSWSSW). The policies have been reviewed by Algoma University's law firm, and comply with Human Rights legislation, and the Ontario Disabilities Act. In particular, students are required to be aware of and abide by the policies and regulations set out by the Canadian Association of Social Work Education and the Department of Social Work.

### **Social Media**

The Social Work Department is committed to maintaining an academic culture of freedom of inquiry and expression, in both oral and printed communication, including in electronic format. Faculty, staff, and students acknowledge the important role of electronic social media in supporting the values and principles of the profession and in promoting social change, and commit themselves to using social media knowledgeably and wisely. All members of the Social Work community are accountable for their actions and statements in public forums, including online media.

As future members of the Social Work profession, Social Work program students are expected to learn and understand the importance of intelligent, wise, and ethical use of social media,

and to engage in social media practices that are consistent with human rights legislation, the ethical standards of the profession of Social Work, the mission of CASWE-ACTFS, and with the mission of the Social Work Department. Students are encouraged to use social media to exchange ideas and knowledge, and to promote the social work profession. Students should apply the same principles, expectations and standards for interacting and communicating with people online as in other areas of practice. Social work students are required to review and follow the Algoma University *Social Work Specific Senate Social Media Policy: General*. Violation of this policy and guidelines may result in an informal and/or formal review of the student's suitability for professional practice (please refer to the *Social Work Specific Senate Suitability for the Profession Policy*). These policies can be found in the appendix at the end of this manual.

## Student Policies

Current student policies are on the university website and Students are urged to ensure that they are familiar with all Algoma University policies.

<https://www.algomau.ca/policies-and-procedures/>

- [Academic Dishonesty Form](#)
- [Access to Student Records](#)
- [Code of Student Conduct Policy \(Non Academic\)](#)
- [Conduct Complaint Form](#)
- [Disciplinary Regulations on Academic Dishonesty](#)
- [Grades Appeal Policy](#)
- [Proctoring Policy](#)
- [Speak Easy Minors Policy](#)
- [Special Needs Policy](#)
- [Student Athletic Code of Conduct](#)

## Essays/Assignments/APA Format

### Essays/Assignments

Students who require alternate arrangements for assignments or exams must do so through the Disability Office. You can contact the Disability Office at ext. 4221 or [jennifer.reid@algonau.ca](mailto:jennifer.reid@algonau.ca).

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

Social Work assignments are to be submitted directly to the course instructor on the due date. It is imperative that students retain a copy of all assignments for their own records. If a paper does not reach the instructor, it is the responsibility of the student to resubmit a copy of the assignment.

### American Psychological Association (APA) Writing Format

All assignments in the Honours Bachelor of Social Work (BSW) program are expected to be written competently, clearly, in a well-organized fashion, and with adequate annotation. Assessment of writing effectiveness is part of the overall evaluation of all written work, whether or not a specific portion of the grade is designated for this purpose.

It is recommended that you purchase the authoritative reference for APA style: The 6th edition of the APA Publication Manual, <http://www.apastyle.org/manual/index.aspx>

This reference manual is for your personal use, and may be extremely beneficial to your academic progress.

## Academic Offences Policy

Students in the Honours Bachelor of Social Work (BSW) program are expected to carry out their academic work in an ethical manner by knowing what constitutes an academic offence and by avoiding such offences. Students should take note of the Algoma University policy on plagiarism as approved by Academic Council and published in the [Algoma University Academic Calendar](#). The Student Code of Conduct (Academic) provides examples of academic offences (e.g. infringing unreasonably on the work of others, cheating, plagiarism), descriptions of disciplinary penalties (e.g. failing grade, probation, suspension), and information about the appeal procedure. One of the most common academic offences is plagiarism. Source material must be fully and properly acknowledged. Even unintentional plagiarism is an academic offence.

### **Plagiarism and Academic Integrity**

Any undocumented use of another writer's words, any paraphrasing or summarizing of their words, or even any undocumented reference to another's ideas, is plagiarism. So is direct copying from, paraphrasing or summarizing of commercially available study guides or notes, or the use of another student's work, or the submission of material from essay banks, research services, or editors.

Students are advised that they may be asked to demonstrate their familiarity with the content of all assignments submitted for course credit in the BSW Program. Students should also note that plagiarism is taken seriously by the BSW Program. Not only is it contrary to the Code of Conduct (Academic) of Algoma University, but it is also contrary to the Canadian Association of Social Workers' Code of Ethics. Students are advised to check with their instructors if they are not sure about rules of documentation in written assignments, and to make an appointment with the Writing Lab for assistance.

### **Incomplete Grades and Promotion**

In exceptional circumstances, a student may request consideration for an Incomplete (I) grade. Such requests must be submitted in writing, through the instructor to the University Registrar, together with the reasons for the request. A course assigned an Incomplete must be completed within one month after the end of the examination period. Any incomplete grade must be cleared by January 31 for the Fall Term courses, April 30 for Winter Term, and July 15 for BSW Spring Term in order to graduate.

If an incomplete grade is not cleared within one term, the student automatically receives an FTC (failure to complete), which is the equivalent to a grade of 32. BSW students with an overall grade point average (GPA) of less than 70% are in conditional standing for one term, after which they are failed and required to withdraw.

### **Examinations**

General Rules and Conduct of Final Examinations can be found in the [Algoma University Academic Calendar](#).

### **Religious Holidays/Examination Schedule**

The Honours Bachelor of Social Work (BSW) program acknowledges that due to the pluralistic nature of the University community, 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 BSW Program regarding alternative arrangements. Such a request should be made within one week of the announcement of the test or examination date.

Students who are unable to write an examination due to illness or an urgent personal

matter are required to inform the Instructor. Students who require alternate arrangements for assignments or examinations must arrange this through [Disability Services](#). Students should discuss any particular learning needs they may have with the instructor at the beginning of the semester.

### **Deferral of Admission to the Professional Years**

Newly accepted applicants to the professional years who, for reasons beyond their control, are unable to enter the program on the date from which they were accepted, may request a deferral of one, two, or three terms. No student may receive more than one deferral.

Requests for a deferral of admission should be sent in writing to the Field Education, Admissions and Community Engagement Coordinator of the BSW program by August 15th for the year in which they were offered admission. When submitting a request for deferral, an applicant should clearly state the reason for their deferral and, where relevant or appropriate, provide additional documentation to support the request (for example, medical certificates). All deferrals are subject to approval.

Spring and summer courses are offered to help students reduce their course load or who need to repeat a course. Please consult with your faculty advisor if you have any questions.

## **Harassment and Human Rights**

Algoma University is committed to providing a working and learning environment that is free from all forms of harassment and discrimination including in a field practicum setting. This anti-discrimination policy is based on the Ontario Human Rights Code which provides that every person has the right to equal treatment without discrimination on the basis of: age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, receipt of public assistance (in housing only), record of offences (in employment only), sex (including pregnancy and breastfeeding), and sexual orientation.

This policy applies to all Algoma University faculty, employees, members of the Board of Governors and Foundation Board of Directors, volunteers, contractors, permit-holders and visitors to Algoma University locations. These locations include:

- Algoma University educational sites and offices (including field practicum)
- Algoma University-related social functions
- All buildings under the jurisdiction of Algoma University
- In the course of work-related assignments off of Algoma University campus
- At work-related conferences or training sessions
- During work-related travel (e.g. field trips)
- By telephone or other means of written or electronic communication (e.g., email, voicemail, Internet or fax).

This policy is applicable university-wide and includes discrimination, harassment, and bullying under the Student Code of Conduct (Academic and Non-Academic). A copy of Algoma University's Human Rights Policies and Procedures can be found at:  
[www.algomau.ca/about/administration/policies-and-procedures](http://www.algomau.ca/about/administration/policies-and-procedures)

Bill 168, Workplace Violence and Harassment, Section 32 of the Ontario Occupational Health and Safety Act (Ontario OHSA) broadens and extends the definition of workplace harassment beyond what is presently covered and also strengthens protections in the workplace from workplace violence and addresses workplace harassment. Information on this bill can be found at Field Practicum agencies/organizations and also at:  
[www.ontla.on.ca/bills/bills-files/39\\_Parliament/Session1/b168.pdf](http://www.ontla.on.ca/bills/bills-files/39_Parliament/Session1/b168.pdf)



## SOCIAL WORK SPECIFIC SENATE SOCIAL MEDIA POLICY:

### General

Category:	Senate
Number:	To be assigned by office of VPFA
Responsibility:	Director of Social Work
Approval:	Senate
Amendments:	As circumstances or legislation warrants

### PREAMBLE

The Social Work Department at Algoma University is based upon Anishinaabe, structural, feminist, and anti-oppressive principles, theories, and methods of practice. To that end, this policy governing the use of social media in the BSW program employs as an overarching framework the Seven Sacred Teachings of Nibwaakaawin, (Wisdom) Zaagidiwin, (Love) Mnaadendimowin, (Respect) Aakodewewin, (Bravery) Gwekwaaadiziwin, (Honesty) Dibadenziwawin, (Humility) and Debwewin, (Truth), as well as mainstream Social Work ethics. The Social Work Department acknowledges the intersections that race, culture/ethnicity, gender, sexual orientation and/or gender identity, class, ability and age have in relationship to power and inequality. The Social Work Department also acknowledges diversity of perspectives with respect to community participation and responsibility, and takes into account issues of social justice, equity, and marginalization. The Social Work Department strictly adheres to the professional duty to ensure the protection of undue hardship for the vulnerable sector. This policy is also in accordance with the Ontario Human Rights Code, and the Ontario Disabilities Act. The Department of Social Work abides by Algoma University's policies, and has also established its own BSW specific policies. This policy is specific to BSW and HBSW students and particularly those not in their field placement learning. Given that this policy pertains to BSW professional field placements, this policy takes precedence over the other university policies. This policy also replaces the Social Work Specific Behaviour Policy that has been approved by Senate. (December 2, 2011).

### BACKGROUND

Due to the accessibility of social media websites, Social Workers are increasingly reliant on online communication (e.g. Facebook, LinkedIn, Twitter, Instagram, and all other social media platforms) in both their professional and personal lives. The following social media policy and guidelines are intended to help social work students

understand and navigate some of the ethical issues that arise from their involvement in online media, and to provide guidelines for safe, ethical, online communication.

Whether you are using social media as a vehicle to advance your professional activities and to advocate for social justice, or to maintain contact with friends and family and to engage in other personal activities, you are developing an online public presence and professional image that reflects not only on you, but also on the social work profession, and on the Social Work Department and Algoma University. Whether you are in your 1st, 2nd, Professional Years, at home, or in the community, you should be aware of how your online conduct might be viewed by society/service users/colleagues/other agencies/the media/ governing bodies. Our legal and ethical responsibilities as social work students extend beyond our classrooms, and into the online world of social media websites or platforms.

As Social Work program students you are expected to portray that you are trustworthy, and that your professional behavior is honorable. In the Social Work Department, we hold ourselves accountable to a standard that maintains that public trust and respect.

## STATEMENT

The Social Work Department is committed to maintaining an academic culture of freedom of inquiry and expression, in both oral and printed communication, including in electronic format. Faculty, staff, and students acknowledge the important role of electronic social media in supporting the values and principles of the profession and in promoting social change, and commit themselves to using social media knowledgeably and wisely. All members of the Social Work community are accountable for their actions and statements in public forums, including online media.

As future members of the Social Work profession, Social Work program students are expected to learn and understand the importance of intelligent, wise, and ethical use of social media, and to engage in social media practices that are consistent with human rights legislation, the ethical standards of the profession of Social Work, the mission of CASWE-ACTFS, and with the mission of the Social Work Department. Students are encouraged to use social media to exchange ideas and knowledge, and to promote the social work profession. Students should apply the same principles, expectations and standards for interacting and communicating with people online as in other areas of practice. Violation of this policy and guidelines may result in an informal and/or formal review of the student's suitability for professional practice (please refer to the BSW Suitability for the Profession Policies I & II).

## Guidelines

Social Work program students are expected to adhere to social work values and ethics, and to engage in professional conduct as outlined in the CASW Code of Ethics (2005 a+b), and the Ethics and Standards of Practice for the Ontario College of Social Workers and Social Service Workers (OCSWSSW) (2008) as detailed here: <http://www.ocswssw.org/professional-practice/code-of-ethics/> when using social media communication tools, whether using a personal site, agency site, or Algoma University site.

The CASWE Code of Ethics (2005 a+b) 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

### **Confidentiality**

Our ethical obligations as Social Work program students are the same whether it is through written communication, email, texting, or through any social media platform. Social Work program students are responsible for setting and maintaining clear boundaries, and for maintaining the confidentiality of information in the classroom, with employers, colleagues, and/or supervisors, family and community members. Social Work program students are responsible for understanding how to use social media, and for checking and maintaining personal security settings.

### **Dual relationships**

Social Work program students should maintain appropriate personal and professional boundaries and etiquettes in their relationships with faculty/staff, peers, supervisors, and colleagues. Maintaining appropriate boundaries is particularly tricky when managing your Facebook account. It is your responsibility to manage your friend requests, and level of self-disclosure, and to monitor all interactions, on social media including wall posts, information sharing, etc.

### **Privacy**

There really is no such thing as privacy or security of information on the Internet. Everything you post online becomes public information, and is potentially permanent and available to anyone with access to the Internet, even if you attempt to modify or delete your post. Messages you have created, as well as third party material you have used in a message, may end up being used in ways you did not originally foresee. You cannot anticipate how what you say might reverberate throughout social media to people you did not intend. For example, a comment you make on a colleague's/peer's Facebook wall is visible to anyone that person is connected to. People can see when you are tagged in photos, view comments made by others, note your status updates, and see who you have friended. Search engines can turn up posts years after they are created, and comments can be forwarded or copied.

Students should be aware that third parties – including media, faculty, future employers, social work professionals, and other Algoma University officials – can easily access your profiles and view all of your personal information. This includes your pictures, videos, comments, and posts. Inappropriate material found by third parties affects the perception of our students, the Social Work Department, and Algoma University. Inappropriate material can also be detrimental to a student's future employability, whether in the profession or in other sectors.

You are legally liable for everything you write or post online. Comments and images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile educational or work environment can open you to legal action by an individual or organization, and to dismissal from the Social Work program.

## GUIDELINES FOR RESPONSIBLE, SAFE ONLINE CONDUCT

- Be thoughtful about all your interactions online. Your posts and your profile can help you build a good reputation in your community.
- If you would not say it at a conference or to a member of the media, consider whether you should post it online.
- Be aware that employers and volunteer organizations are increasingly running online searches and even asking for permission to gain access to your online identity, before making a job offer. A good guideline is to not put anything on a social networking site that you would not want to see on the front page of the paper. Try running a google search on yourself to see what image you have created.
- Be vigilant about the safety of your identity that of your friends and family. Consider the implications and risks of putting any personal information on social media sites. You may want to ask family and friends to bear this in mind when posting information that includes you (photographs, or family information, for example).
- Even when you assume you are speaking for yourself, your comments can be understood as representing the Social Work profession, the Social Work Department, and Algoma University.
- Be knowledgeable, accurate, and respectful when referring to others, including the Social Work Department, Algoma University staff and faculty, Algoma University, and colleagues/peers
- Refrain from any online comments that could reflect negatively on the Social Work Department.
- Never reveal identifiable content or privileged information about classroom discussions, work, or individuals unless you have permission to do so.
- Avoid harassment, intimidation, abuse or threats (both when posting and responding to posts).
- Know and understand Algoma University's policies regarding the use of social media. Unless given permission in writing by the Director of the Social Work Department you are not authorized to speak on behalf of the Social Work Department.
- If you are developing a Website, social networking group or writing a blog that will mention the Social Work Department, you must 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 Social Work Department or Algoma University.
- Taking and sharing photographs without consent is a breach of confidentiality.



## SOCIAL WORK SPECIFIC SENATE SUITABILITY FOR THE PROFESSION POLICY

Category:	Senate
Number:	SE3
Responsibility:	Director of Social Work
Approval:	Senate
Amendments:	As circumstances of legislation warrants

### PREAMBLE

**WHEREAS** the Social Work Department at Algoma University is based upon Anishinaabe, structural, feminist, and anti-oppressive principles, theories, and methods of practice. To that end, this policy employs as an overarching framework the Seven Sacred Teachings of Nibwaakaawin, (Wisdom) Zaagidiwin, (Love) Mnaadendimowin, (Respect) Aakodewewin, (Bravery) Gwekwaaadiziwin, (Honesty) Dibadenziwawin, (Humility) and Debwewin, (Truth), as well as mainstream Social Work Ethics. The Social Work Department acknowledges the intersections that race, culture/ethnicity, gender, sexual orientation and/or gender identity, class, ability and age have in relationship to power and inequality. The Social Work Department also acknowledges diversity of perspectives with respect to community participation and responsibility, and considers issues of social justice, equity, and marginalization. The Department of Social Work abides by Algoma University's policies, and has also established its own specific policies for the Bachelor of Social Work Program ("BSW Program"). This policy is specific only to BSW and HBSW students at Algoma University. Given that this policy pertains to BSW Program professional field placements, in the event of a conflict, this policy takes precedence over the other Algoma University policies. This policy also replaces the Social Work Specific Behaviour Policy that was approved by Senate, (December 2, 2011).

### DEFINITIONS

The terms used in this Policy have the following meanings:

i. **Professional Suitability** means:

- a. Adherence to the core social work values, as set out in the Canadian Association of Social Workers ("CASW") Code of Ethics, including:

- i. Respect for the inherent Dignity and Worth of People
- ii. Pursuit of Social Justice
- iii. Service to Humanity
- iv. Integrity in Professional Practice
- v. Confidentiality in Professional Practice
- vi. Competence in Professional Practice

b. Adherence to the Guidelines for Ethical Practice as set out by the CASW; and,

c. Adherence to the Ontario College of Social Workers and Social Service Workers (OCSWSSW) Ethics and Standards for Practice.

ii. **Professional Unsuitability** means acting in a manner which violates the core social work values of the CASW and/or the CASW's Guidelines for Ethical Practice and/or the OCSWSSW Code of Ethics and Standards of Practice.

iii. **Social Work Professional Suitability Review Committee** ("PSR Committee") means the committee formed pursuant to this Policy, responsible for conducting Stage Three Reviews.

iv. **Director** means the Director of the Social Work Department, or designate.

v. **Complaint** means a submission by a Complainant to the Director that a student has engaged in conduct or behaviour which makes them unsuitable for the profession of social work.

vi. **Complainant** means a person who has submitted concerns about a student whom they believe violated this Policy.

vii. **Advisor** means a person, arranged by the student, who supports a student required to appear for a hearing and who provides advice, guidance and/or moral support to the student. For the purposes of this Policy, the Advisor is normally a faculty member in the Social Work Department, or the Ombudsperson. The Advisor is not a party at the hearing.

## JURISDICTION AND APPLICATION

**Senate Approved.** The Senate of Algoma University has approved this Social Work Professional Suitability Policy (the "Policy") to comply with the Canadian Association for Social Work Education ("CASWE") Standards and to address complaints against students in the Algoma University BSW Program.

**Scope.** This Policy applies to all students registered in the BSW program upon their accepting the offer of admission.

**Governing Law.** This Policy shall be governed and construed in accordance with the laws in force in the Province of Ontario, including the Ontario Human Rights Code.

The Policy is not intended, nor shall be used, to limit legal and professionally appropriate student activities that are directed at transforming, challenging or critically engaging organizational structures, forms of practice and theory.

The Policy shall be applied in a reasonable manner, recognizing that students are engaged in educational and Learning processes. When errors or lapses in professional behaviour are identified the University shall expect that students demonstrate an ability to self-reflect, to learn and to correct mistakes.

## POLICY

**Standards of Accreditation.** In professional programs, such as the BSW Program, academic standards pertain to both professional and scholastic performance. The CASWE requires that all Schools of Social Work have policies that meet the following CASWE Accreditation Standards:

- i. 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 code of ethics; and,
- ii. 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 puts them at risk of exclusion from the program based on professional unsuitability.<sup>1</sup>

**Purpose of Policy.** The purpose of the policy is to:

- i. Comply with the CASWE Accreditation Standards and any other social work professional regulatory Bodies;
- ii. Inform students and faculty of the attitudes, values, and conduct that are suitable for a professional social worker;
- iii. Assist faculty in evaluating student suitability for social work practice; and
- iv. Ensure students are made aware of any concerns or complaints with their professional suitability through a fair and transparent process.

**Codes and Policies.** All students must adhere to and demonstrate attitudes and behaviours that are consistent with the following policies:

- i. The Canadian Association of Social Workers (CASW) Code of Ethics<sup>2</sup>;
- ii. The CASW's Guidelines for Ethical Practice<sup>3</sup>;
- iii. The Ontario College of Social Workers and Social Service Workers (OCSWSSW) Standards of Practice<sup>4</sup>;
- iv. The Algoma University Student Code of Conduct; and
- v. Any other relevant Algoma University bylaws or policies including, but not limited to, the Community Standards for Student Conduct, the Academic and Non-Academic Student Code of Conduct, the Use of Social Media policy, the Use of Technology Services policy, the Use of Tobacco and Smoking on Campus policy and the Poster and Banner policy.

- 1 <https://caswe-acfts.ca/wp-content/uploads/2013/03/CASWE-ACFTS-Standards-11-2014.pdf>
- 2 [http://www.casw-acts.ca/sites/default/files/documents/casw\\_code\\_of\\_ethics.pdf](http://www.casw-acts.ca/sites/default/files/documents/casw_code_of_ethics.pdf)
- 3 [http://www.casw-acts.ca/sites/default/files/documents/casw\\_guidelines\\_for\\_ethical\\_practice.pdf](http://www.casw-acts.ca/sites/default/files/documents/casw_guidelines_for_ethical_practice.pdf).
- 4 <http://ocswssw.org/wp-content/uploads/2015/01/Code-of-Ethics-Standards-of-Practice.pdf>.

## PROCEDURES

**Grounds for Suitability Review.** The following may be grounds for a Professional Suitability Review:

- i. The student is alleged to have violated the CASW Code of Ethics, the CASW's Guidelines for Ethical Practice or the OCSWSSW Standards of Practice;
- ii. The student is alleged to have violated the Algoma University Code of Conduct and any other relevant Algoma University bylaws or policies;
- iii. The student has a condition which prevents him or her from meeting a bona fide qualification of social work, recognizing that reasonable accommodation is required by Ontario's Human Rights Code;
- iv. The student was found guilty under the Criminal Code for an infraction indicating a lack of professional Suitability;
- v. A Classroom Instructor and/or Field Supervisor and/or External Field Supervisor alleges that the student has shown evidence of incompetency defined as:
  - a. A lack of knowledge, skill or judgment or a general disregard for the welfare of the public;
  - b. A pattern of failure to learn from practice errors when identified by instructors and to repeats problematic unprofessional behaviour; or
  - c. A pattern of behaviour that demonstrates that the student is unfit to carry out the responsibilities of a person engaged in the practice of social work.
- vi. One or more beneficiaries of the services of the organizations, one or more students, one or more colleagues, one or more professors or members of the public have alleged that the student behaved in a manner that showed a breach of professional suitability;
- vii. The student did not disclose a criminal infraction(s), criminal conviction(s), or allegation(s) of professional misconduct under any code of ethic, any of which would reasonably indicate professional misconduct; and
- viii. A student is denied a field placement, and is not able to demonstrate readiness by adequately addressing the concerns that led to the decision to deny a field placement, within the time frame specified by the faculty of the Department of Social Work.

**Suitability Review Process.** The Suitability Review Process has three (3) stages. The Department of Social Work reserves the right to proceed with a review at any point that is deemed to be appropriate, and may, where necessary, proceed directly to a later review stage.

### 4A. STAGE ONE REVIEW

**Classroom Instructor.** Where a Classroom Instructor has concerns about a student's suitability for the professional, they will:

- i. Discuss the concerns directly with the student and seek to work with the student to resolve Them;

- ii. Document dates and the content of all meetings with the student; and, where the Classroom instructor deems it necessary, will:
- iii. Notify the Director, in writing, that a Stage One Review has been commenced.

**Field Supervisor and/or External Field Supervisor.** Where a Field Supervisor and/or External Field Supervisor has concerns about a student's suitability for the professional, they will:

- i. Discuss the concerns directly with the student and seek to work with the student to resolve them;
- ii. Document dates and the content of all meetings with the student;
- iii. Notify the Faculty Field Liaison that a Stage One Review has been commenced; and, if the Field Supervisor and/or External Field Supervisor deems it necessary will:
- iv. Discuss their concerns with the Field Education Coordinator, who, if the Field Education Coordinator deems it necessary, will:
- v. Notify the Director, in writing, that a Stage One Review has been commenced.

**Other Complaints.** Where an individual other than a Classroom Instructor, Field Supervisor or External Field Supervisor has concerns about a student's suitability for the professional, they may report their concerns to a Classroom Instructor, Field Supervisor or External Field Supervisor who will then follow the suitability review process.

**Resolution or Further Concerns.** In many instances, a Stage One Review will resolve the concerns and no further review processes will be needed. In that case, the Field Education Coordinator or Classroom Instructor shall record, in writing, what was discussed at the Stage One Review meetings and the resolution of the matter. If there is still concerns after the Stage One Review has been completed, the parties will proceed to a Stage Two Review.

#### **4B. STAGE TWO REVIEW**

**Complaints.** Once concerns are brought to the Director they are deemed to be Complaints and must be recorded in writing.

**Classroom Instructor.** Where a Stage Two Review is necessary:

- i. The Classroom Instructor shall notify the Director that a Stage Two Review is needed; and,
- ii. The Classroom Instructor and the Director shall meet with the student to discuss the Complaint. The student may elect to bring an Advisor to the meeting. If the student plans to bring an Advisor, the student must notify the Director in advance of the meeting.

**Field Supervisor and/or External Field Supervisor.** Where a Stage Two Review is deemed necessary:

- i. The Field Education Coordinator will inform the Faculty Field Liaison, the Field Seminar Instructor, and the Director, that a Stage Two Review is needed; and,
- ii. The Director shall meet with the student to discuss the Complaint. The following parties may attend the meeting: The Field Supervisor, the External Field Supervisor, the Field Education Coordinator, the Faculty Field Liaison and the Field Seminar Instructor. The student may elect to bring an Advisor to

the meeting. If the student plans to bring an Advisor, the student must notify the Director before the meeting. A maximum of five people will be permitted in the meeting, not including the student.

**Resolution and Corrective Plan.** Either the Director (where the concerns arise from the classroom) or the Field Education Coordinator (where the concerns arise from the field placement), will gather sufficient information to examine the Complaint.

After meeting with the student, the Director will review all available documentation and determine whether:

- a. The Complaint has been resolved or whether there is insufficient evidence to indicate professional unsuitability
- b. The Complaint can be dealt with through a corrective plan. If, after a time specified in the corrective plan, the Complaint is not resolved the Director will refer the matter to the PSR Committee for a Stage Three Review; or:
- c. There is sufficient evidence and/or information that the student is not suitable for the profession of social work, on a prima facie basis, to immediately refer the matter to the PSR Committee for a Stage Three Review.

#### **4C. STAGE THREE REVIEW**

**The Professional Suitability Review Committee.** Algoma University shall establish a Professional Suitability Review Committee (the “PSR Committee”) that will conduct Stage Three Reviews. Members of the PSR Committee will serve either in their ex officio capacity or otherwise for a two-year term. The PSR Committee Chair will be elected by members of the PSR Committee every two (2) years.

**PSR Committee Composition:** The PSR Committee will be composed of the following members:

- a. The Director (ex officio and voting);
- b. Full time faculty of the Social Work Department (ex officio and voting);
- c. The Field Education Coordinator of the Social Work Department (ex officio and voting);
- d. A Part-time faculty member of the Social Work Department (ex officio and voting);
- e. A practicing social worker and an alternate who are members in good standing with the OCSWSSW. This may or may not be a person who is currently teaching part-time in the Social Work Department at Algoma University (ex officio and voting); and;
- f. A First Nations Métis Elder who serves as a Visiting Elder for the Algoma University community (ex officio and voting).

A quorum for PSR the Committee shall be five (5) members.

**Procedure.** Where the Director has referred a Complaint to the PSR Committee, the PSR Committee Chair will:

- a. Schedule a date for the Committee Hearing (the “Hearing”). The Hearing should be held as soon as is reasonably practicable following the Director’s determination that there is sufficient evidence to proceed.

- b. Within five (5) of the hearing being scheduled, send an email to the student's Algoma University email address with a "Request a Delivery Receipt" and a "Request a Read Receipt", which provides:
  - i. The statement that: "If the allegations contained in the complaint are substantiated and are determined to constitute professional unsuitability you may be required to withdraw from the BSW program."
  - ii. A summary of the complaint;
  - iii. A copy of this policy;
  - iv. The names of the members of the Committee and alternates;
  - v. A statement advising the student of the availability of the services of the University Ombudsman office;
  - vi. A statement advising the student of their right to examine all documentation relevant to the complaint, and how the student can access this documentation;
  - vii. Any other information which the Chair deems relevant for the student to address the complaint;
  - viii. The date, time and place of the Hearing.

The Hearing shall continue notwithstanding if the student has withdrawn from the BSW Program, or has opted to defer their registration in the BSW Program.

If the student fails to attend the Hearing, the PSR Committee may re-schedule the Hearing or decide, based upon the evidence available, in the absence of the student.

**Student's Rights.** The student has the right to:

- a. Have an Advisor present;
- b. Present relevant evidence at the Hearing as appropriate;
- c. Be informed of all relevant information and evidence regarding the complaint;
- d. Receive a written copy of any findings or reports.

The student must inform the PSR Committee the identity of any Advisor accompanying the student at least five (5) working days prior to the Hearing.

**PSR Committee Findings and Decisions.** Following the Hearing, the PSR Committee shall meet in closed session with its members to consider the evidence and information. The PSR Committee shall produce a report (the "Report") which contains:

- a. A summary of the Complaint, the evidence presented informing the Complaint, and the Student's response, if any; and,
- b. A finding that:
  - i. The student is not suitable for the professional of social work;
  - ii. The student requires remediation and correction to achieve professional suitability;
  - iii. The student had a condition which temporarily prevented him or her from meeting a bona fide qualification of social professional suitability; or
  - iv. The evidence does not indicate professional unsuitability.

The Report shall be sent to the Director, the Academic Dean, the Registrar, the Ombudsman services, the student and, where signed consent has been given by the student, to the Advisor, as soon as is reasonably practicable following the completion of the Hearing.

**Professionally Unsuitable.** Where the PSR Committee finds that the student is not suitable for the profession of social work it will, through its Chair, recommend to the Director that the student be required to withdraw from the BSW Program, or to defer registration in the Program for a two (2) year period.

**Remediation and Correction.** Where the PSR Committee finds that the student requires remediation and correction, or has a condition which temporarily prevented the student from meeting a bona fide qualification of social work of social work suitability, the PSR Committee will develop a corrective plan which may include:

- a. A plan for the achievement of professional suitability, which may include any appropriate measures as determined by the PSR Committee, including but not limited to, a temporary suspension from the BSW Program;
- b. A reduced course load, fulfillment of specified conditions, or other remediation;
- c. On-going monitoring of the student's progress towards professional suitability, feedback on the student's progress towards professional suitability, timelines for the student's achievement of his or her professional suitability goals; and/or
- d. Accommodation pursuant to the Ontario Human Rights Code.

**Professionally Suitable.** Where the PSR Committee finds that the evidence does not indicate professional described in the "Records and Retention of Material" section below.

The imposition of any form of sanction by the PSR Committee does not in any way preclude the application and enforcement of any other Algoma University policy should the student be deemed to have violated such a policy.

#### **4D. EMERGENCY SAFETY MEASURES**

Where a Classroom Instructor, Field Supervisor, External Field Supervisor, Field Education Coordinator, Faculty Field Liaison and or Field Seminar Instructor has concerns that the behaviour of a student poses an immediate threat to the safety of the campus community, or to the Field Placement setting, the matter will be referred directly to the Director. The Director will determine whether:

- a. The matter requires taking emergency safety measures and, if so, shall immediately notify the Academic Dean, Student Affairs and, if it is a campus issue, Campus Security; and,
- b. The matter should immediately proceed to a Stage Three Review.

#### **4E. APPEALS**

A student may submit a request for appeal of the PSR Committee's decision to the Appeal Committee.

**The Appeal Committee.** Algoma University shall establish an Appeal Committee that will conduct appeals of the PSR Committee's decisions. Members of the Appeal Committee will serve either in their ex officio capacity or otherwise for a two-year term. The Appeal Committee Chair will be elected by members of the Appeal Committee every two (2) years. Members of the Appeal Committee shall be different than members of the PSR Committee.

**Appeal Committee Composition.** The Appeal Committee will be composed of the following members:

- a. The Secretary of Senate (ex officio and voting);
- b. A Full-time faculty member of the Social Work Department (ex officio and voting);
- c. A Part-time faculty member of the Social Work Department (ex officio and voting);
- d. A practicing social worker and an alternate who are members in good standing of the OCSWSSW. This may or may not be a person who is currently teaching part-time in the Social Work Department at Algoma University (ex officio and voting); and
- e. A First Nations or Métis Elder who serves as a Visiting Elder for the Algoma University community (ex officio and voting).

A quorum for the Appeal Committee shall be three (3) members.

**Granting of Appeal.** The Appeal Committee may grant an appeal based on:

- a. New information and facts not considered by the PSR Committee; and/or
- b. A claim that the PSR Committee did not follow this Policy.

**Appeal Options.** Upon receipt of an appeal request, the Appeal Committee may:

- a. Deny the appeal as having no basis;
- b. Allow and hear the appeal.

Where the Appeal Committee hears the appeal, and finds in favour of the student, the Appeal Committee shall refer the matter back to the PSR Committee.

Where the Appeal Committee denies the appeal or hears the appeal and upholds the decision of the PSR Committee, the matter will be closed and the PSR Committee's decision shall stand.

## RECORDS AND RETENTION OF MATERIAL

**Confidentiality.** Algoma University will keep all information related to concerns, complaints, and their investigation confidential to the extent possible. Algoma University will only release as much information as is necessary to investigate and respond to the situation or as is required by law. The Registrar's Office and the Department of Social Work shall manage and maintain all files and records as required by the Freedom of Information and Protection of Privacy Act ('FIPPA').

**Record Retention Policy.** All material shall be retained by the Office of the Registrar and the Department of Social Work in accordance with FIPPA and Algoma University's record retention policies. Records generated under these policies will be held for a period of five (5) year unless a longer retention period is specifically mentioned elsewhere. After the retention period, the records will be destroyed. Records collection, use, disclosure, and destruction shall be in adherence with FIPPA.

## AMENDMENTS

This Policy may be amended by the Senate pursuant to recommendations by the Department of Social Work.



## HONOURS BACHELOR OF SOCIAL WORK

Please sign this form online at this link:

<https://docs.google.com/forms/d/e/1FAIpQLSdvBO4riNckCoFjuvZX3nv6DG7InOEPi5wUx1NVztmFGKGpww/viewform>

### **BSW STUDENT HANDBOOK – ACKNOWLEDGEMENT FORM**

Please sign the area below, acknowledging that you have reviewed and understand the policies contained in the BSW Student Handbook.

Please return this form to the Field Education, Admissions and Community Engagement Coordinator by October 2, 2020.

I have read the BSW Student Handbook and I understand the Algoma University Social Work Specific Senate Social Media Policy: General; the Senate Social Media Policy for BSW Students in Field Placement; the Social Work Specific Senate Suitability for the Profession Policy; the Social Work Specific Senate Policy Governing Deferred, Denied, or Unsuccessful Field Placements; and all other policies and procedures relating to the Honours Bachelor of Social Work Program and Algoma University.

.....

.....

Chosen Name (please print)

Witness Name (please print)

.....

.....

Signature

Signature

Year in Program: .....

Date: .....

