

# BSW Handbook

2016/17





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Letter from the Chair of Undergraduate Studies

*“The learning process is something you can incite, literally incite, like a riot.”*

**Audre Lorde**

Dear incoming Honours Bachelor of Social Work students, and Bachelor of Social Work (post-degree) Students,

We are delighted that you have chosen the McMaster School of Social Work as the place where you will develop the skills necessary to practice social work, in all its diversity. Here, you will have the opportunity to dig deep – to reflect on your own life experiences and to learn about the life experiences of others; to learn and think critically about how and why individuals, communities and nations face personal and political challenges; to learn of the various ways that we can engage with individuals, communities and nations in acts of resistance; and to develop the skills that will help you to consider the multiple ways in which social workers can be a part of the social change process in your practices with individuals, groups and communities.

“You have to be careful with the stories you tell.

And you have to watch out for the stories that you are told.”

— **Thomas King, The Truth About Stories: A Native Narrative**

At the McMaster School of Social Work, you will also be asked to consider the power that social workers hold as we work for, with, and alongside other social workers, other health and social care professionals, fellow students, and the very people who we interact with in our daily practices. It is an exciting road to take and the faculty and field instructors that you meet in your classrooms, hallways, committee meetings and practice settings are here to support you every step along the way.

We look forward to getting to know you all better over the next few years both in and outside the classroom. Welcome!

Saara Greene, MSW, PhD  
Associate Professor and Undergraduate Chair  
McMaster School of Social Work  
Hamilton, ON

# **ADMINISTRATIVE INFORMATION**

# **WELCOME TO THE SCHOOL OF SOCIAL WORK!**

This orientation package has been created based on students' frequently asked questions. Please take time to read this package as it will prove useful as you proceed in the program! Also, please be sure to visit our website which is a great source of information: [www.socialwork.mcmaster.ca](http://www.socialwork.mcmaster.ca)

**School of Social Work Office Hours, KTH-319:** Monday to Friday 8:30AM-4:30PM. We are closed daily for lunch from 12:00PM-1:00PM

**Email announcements:** Please ensure that you are using your McMaster email address. Throughout the year we will send important emails to our student list (job postings, School and University news and events, program information, etc.)

**Home address/phone numbers:** Please notify the School if your contact information changes so that we can update our records

**Appointments with Faculty:** Appointments are made with the individual faculty members him/herself. Office locations are posted outside of the main office and office hours are posted on each faculty member's door. You can set up appointments with faculty members by emailing or calling them

**Student/Faculty/Staff Lounge, KTH-315:** Social Work students will be provided with the lock combination code for access to the lounge

**Photocopier:** Main office, KTH-319. Cash must be paid at the time of printing. See office staff for pricing details.

# **MEET OUR STAFF**

**Tammy Maikawa** is the Administrator in the School. Her responsibilities fall into these major areas:

- Undergraduate student counselling
- Undergraduate program administration
- Financial administration
- Support staff supervision
- Office management
- Resource control and public relations

As a student advisor, Tammy provides assistance regarding academic and administrative policies and procedures relating to the School's undergraduate programs and the University at large.

[millet@mcmaster.ca](mailto:millet@mcmaster.ca)

Ext.23793

**Lorna O'Connell** is the Undergraduate Admissions and Field Assistant. She would be pleased to assist you with questions relating to:

- Field instruction including placement availability, planning meetings, interviews, evaluations, WSIB forms, police checks, etc.
- Community Connections, Field Placement Database
- Field Education Events
- Booking the School's A/V equipment and meeting rooms
- Using the School's photocopier
- Essay drop off and return
- General information
- Volunteering to read SWAT admission papers
- Activities relating to Undergraduate Studies and Field Instruction Committees
- Admission policies and procedures for BSW programs.

[oconnell@mcmaster.ca](mailto:oconnell@mcmaster.ca)

Ext. 23795

**Darlene Savoy** is the Graduate and Director's Assistant. You may wish to consult with her regarding:

- Admission policies and procedures for the MSW and PhD programs, including eligibility requirements.
- Appointments with the Director
- Special events
- General information

[dsavoy@mcmaster.ca](mailto:dsavoy@mcmaster.ca)

Ext. 24596



**Saara Greene** is the Undergraduate Chair. You may wish to connect with her regarding:

- Interest in joining the Undergrad Committee
- Interest in joining the AOE committee
- Questions or concerns regarding your progress in the program, accommodation support
- Support related to your overall undergraduate experience

[greenes@mcmaster.ca](mailto:greenes@mcmaster.ca)

Ext. 23782

**Janice Chaplin** is the Faculty Field Co-ordinator. You may wish to contact her regarding:

- Interest in joining the Field Education Committee
- Information and support related to your preparedness for field placements
- Questions or concerns about field placements

[chapljl@mcmaster.ca](mailto:chapljl@mcmaster.ca)

Ext. 23780

# **STUDENT RESOURCES**

**Course Outlines:** Course outlines are not distributed in hard copy but are available on our website:

<http://www.socialwork.mcmaster.ca/undergraduate-program/course-descriptions>

**Obtaining Accommodations:** Student Accessibility Services (SAS) supports students who have been diagnosed with a disability or disorder, such as a learning disability, ADHD, mental health diagnosis, chronic medical condition, sensory, neurological or mobility limitation. SAS assists with academic and disability-related needs, including:

- [Learning Strategies](#)
- [Assistive Technologies](#)
- [Test & Exam Administration](#)
- [Note-taking](#)
- [Accommodations for Courses](#)
- [SAS Lounge and Events](#)

Students are encouraged to register with SAS as early as possible to ensure that accommodation plans are in place by the beginning of term. If delays are encountered, students are encouraged to bring this to the attention to instructors, who will take steps to implement interim measures.

Students who register with Student Accessibility Services (SAS) meet with a Program Coordinator. Together with the Program Coordinator, students develop an accommodation plan which students are required to communicate to their course instructors.

SAS is the institutional repository for students' medical files and will not share this information without a student's express consent.

### **Contact Information for SAS:**

Phone: 905-525-9140 x 28652

Email: [sas@mcmaster.ca](mailto:sas@mcmaster.ca)

Skype: sas.mcmaster

Location: McMaster University Student Centre (MUSC) Basement, Room B107

### **School of Social Work Support**

**Faculty Advisor:** In addition to the academic advising support that will be available to you from the School's Administrator, you will also be assigned a Faculty Advisor. Your Faculty Advisor will be a faculty member in the School to whom you can go with questions relating to the field of social work, specific practice and research interests, questions about the job market and graduate work, etc. Lorna will provide you with information on your faculty advisor at the Undergraduate Orientation/ Welcome Event. Lorna will also distribute the Faculty/ Staff Photos, so that you can introduce yourself to your advisor.

## **Course Instructors**

Your course instructor is responsible for ensuring that they meet the accommodations that you have been provided by SAS. There may be times when you may require academic support that has not been included in the SAS accommodation letter. In these instances, please connect with your course instructor and communicate with them about any concerns or questions you may have.

## **Undergraduate Chair**

While we recommend that your first point of contact concerning assignments and other course related issues be discussed with your course instructor, we also recognize that this may not always feel possible. In these instances, the Undergraduate Chair is available to discuss your concerns.

In cases where accommodations require coordination/ negotiation across multiple instructors or, if accommodation is not working, the student, course instructor and the Undergraduate Chair will work together to reflect the learning and assessment needs of the student.

# **FIELD PLACEMENTS**

Throughout your program you will have two unpaid placements and corresponding seminars:

1. SOCWORK 3D06 (seminar) and SOCWORK 3DD6 (placement)
2. SOCWORK 4D06 (seminar) and SOCWORK 4DD6 (placement)

Each placement is 390 hours in total, for a total of 780 placement hours over both placements.

For your first placement and seminar, **SOCWORK 3D06 and 3DD6**, there are two structures:

- 1) **Summer block:** runs from May to end of July. Involves 4 full days of placement and one full day of seminar each week.  
NOTE: First priority for summer block goes to students in the BSW post degree program.
- 2) **Fall/winter concurrent:** runs from September to April. Involves 2 full days of placement and one three hour seminar each week. Most Honours BSW students register in this placement structure.

For your second placement and seminar, **SOC WORK 4D06 and 4DD6**, there are two structures:

- 1) **Fall block:** runs from September to December. Involves 4 full days of placement and one full day of seminar each week.  
NOTE: First priority for fall block goes to students who have only these 12 units left to complete.
- 2) **Fall/winter concurrent:** runs from September to April. Involves 2 full days of placement and one three hour seminar each week.

**Application Process:** Before starting placement you must have the following courses complete:

- SOCWORK 2A06, 2B03 and 2BB3

All students who intend to start SOCWORK 3D06 and 3DD6 in the summer of 2017 or from September 2017-April 2018 (concurrent) will be required to complete the application form. Lorna will email the form to you and completed forms will be due no later than **NOVEMBER 11, 2016**.

Students who are applying for summer block must complete BOTH a SOCWORK 3D06/3DD6 application and a SOCWORK 4D06/4DD6 application to be properly placed in the summer of 2017 (SOCWORK 3D06/3DD6) and the fall/winter of 2017-2018 (SOCWORK 4D06/4DD6)

## Special Notes:

- Placements are **within 45-minutes of the Hamilton area**; we do not offer long distance placements.
- We have a Faculty Field Coordinator in the School. **WE find the placements for students - it is not up to you to find your own placement. Please do not contact agencies on your own.** Students will be given a chance to rank top choices within our field database, Community Connections, however, it is not guaranteed that you will get one of your top choices. The Field Coordinator works with a number of criteria when matching a student with possible placement agencies, including but not limited to: student choices, available placements and field supervisors, reports from SOCWORK 2A06 instructors, etc.
- **Placements are chosen because of their educational value, their congruence with the School's philosophy and the field instructor's qualifications.** Only in very exceptional circumstances may a student request, in writing, an out-of-town placement. Each request will be considered on an individual basis and no guarantee is made that approval will be given.
- The vast majority of placement hours are during **regular business hours**; consequently, placement hours during the evenings and on weekend are not normally available.
- Part time students should be prepared to allocate 18 hours per week for placement and seminar during the September to April period. If summer or fall block is chosen, students should expect to commit 5 days per week for 13 weeks in the summer or fall term.
- Students are expected to assume the **cost of travelling to and from field practice agencies.**
- Students will likely be required to undergo **police checks and possible medical testing** (ex. TB tests) before being accepted into placement. Students will assume the associated costs. The School of Social Work can provide a letter to students, which will confirm the need for a police check and will help to reduce the cost to the students. Please request the Police Check Letter from Lorna. If your Police Check is going to be completed with Hamilton Police Department, the actual forms (that will need to be submitted) are available in the main office.
- **Orientation sessions** will be offered prior to the placement process, usually starting at the end of term 1. Lorna will email with details and it is extremely important that you attend these sessions.
- Please visit our website for lots of additional information on field education:  
<http://www.socialwork.mcmaster.ca/undergraduate-program/field-education>

# **PROGRAM ADVANCEMENT**



## **GRADE REQUIREMENTS:**

1. Students must achieve a minimum grade of C+ in each of the following courses:

- 2A06 A/B
- 2B03
- 2BB3
- 3D06 A/B
- 3E03
- 3F03
- 4D06 A/B
- 4J03
- 4O03
- 4X03

2. **Pass** in their field placements:

- 3DD6 A/B
- 4DD6 A/B

3. **Maintain a GPA of at least 6.0.**

If a student fails to meet the minimum grade requirements in these required social work courses or a Pass designation in either field placement (SOC WORK 3DD6 A/B and 4DD6 A/B), the student may not proceed in the program.

However, the student may make a request in writing to the Director of the School of Social Work to be allowed to repeat the course in which the minimum grade or Pass requirement has not been met. Such requests will be reviewed by the Director of the School of Social Work in consultation with the Chair of the Undergraduate Studies Committee and/or the Chair of the Field Education Program and the course instructor. These courses and/or placements may only be repeated when approval is given by the Director of the School of Social Work following consultation as described above. Students who subsequently fail to meet the minimum grade or Pass requirement after repeating the course or placement may not continue in the program.

4. **Time Frame**

Students can advance through the HBSW Program in a number of ways including full and part time. Students may also take a leave of absence. For questions or support regarding various paths and time frames through the HBSW, please contact Tammy Maikawa at [millet@mcmaster.ca](mailto:millet@mcmaster.ca)

**GET INVOLVED!**

# **SCHOOL OF SOCIAL WORK COMMITTEES & CAUCUSES**

## **Undergraduate Studies Committee**

### **Mandate**

To monitor and support the undergraduate program in accordance with the School's philosophy, CASSW standards and University regulations. To engage in planning, curriculum development, admissions and recruitment. To enable and support undergraduate student participation in the life of the School. To make recommendations to and advise the Faculty Committee and Director.

### **Membership**

4 faculty and 4 students (quorum = 2 and 2). Ex officio: Faculty Field Coordinator, Graduate Program Chair, Director and Administrator. (Please note that all students are welcome to attend the meeting, but would not be voting members, should a vote be required).

### **Procedures**

The committee is chaired by Undergraduate Program Chair and usually meets monthly in term-time. The Undergraduate Field and Admissions Assistant attends to provide advice and support and to record decisions.

**To connect:** email [Lorna O'Connell](mailto:loconnell@mcmaster.ca), oconnell@mcmaster.ca

## **Field Instruction Committee**

### **Mandate**

To monitor and support the field education component of the program. To provide advice and support field instructor training, the developments of field teaching settings and resources, annual field forum. To make recommendations to and advise the Faculty Committee and the Director.

### **Membership**

3 faculty, 3 students and 3-6 field instructors who serve staggered terms of 3 years in order to represent a range of practice settings. (Quorum is 2, 2 and 2). Administrator ex-officio. (Please note that all students are welcome to attend the meetings, but would not be voting members, should a vote be required.)

### **Procedures**

The committee is chaired by the Faculty Field Coordinator and usually meets monthly during term-time. The Administrator and Undergraduate Admissions and Field Assistant attend for advice and support; the latter takes notes and records decisions.

**To connect:** email [Lorna O'Connell](mailto:loconnell@mcmaster.ca), oconnell@mcmaster.ca

## **Graduate Studies Committee**

### **Mandate**

To monitor and support the graduate program in accordance with the School's philosophy, CASSW standards, OCGS requirements and University regulations. To engage in planning and curriculum development. To undertake admissions and recruitment, and from time to time review admissions procedures and practices. To enable and support graduate student participation in the life of the School. To make recommendations to and advise the Faculty Committee and Director.

**Membership**

3 faculty and 3 students (1 MSW policy/ 1 MSW practice/ 1 PhD). (Quorum is 2 and 2). Ex officio: Undergraduate Program Chair, Director and Administrative Co-ordinator.

**Procedures:** The committee is chaired by Graduate Program Chair and usually meets monthly in term-time. The Graduate Secretary attends for advice and support and to record decisions.

**To connect:** email [Darlene Savoy, dsavoy@mcmaster.ca](mailto:dsavoy@mcmaster.ca)

**Anti-Oppression Education (AOE) Committee****Mandate**

To facilitate and support the implementation of the School's Statement of Philosophy in curriculum and teaching. To make recommendations to and advise the Faculty Committee and Director.

**Membership**

Representatives of Circle of Indigenous Social Work Action Group, Disability Action Group, Mad Students Society, Social Work Queer & Trans, United in Colour, and participation invited from other groups in the School working on equity and inclusion issues, from the faculty group and from students and alumnae.

**Procedures:** Meets once a month and is co-chaired by two faculty members designated by the Director.

**To connect:** email [Saara Greene, greenes@mcmaster.ca](mailto:greenes@mcmaster.ca) or [Randy Jackson, jacksr3@mcmaster.ca](mailto:jacksr3@mcmaster.ca) (co-Chairs)

**Circle of Indigenous Social Work Action****Mandate**

To support and monitor the recruitment and retention of Aboriginal students, with the goal to reducing barriers to admission, enhancing students' experience in the School and University, and linking with local Aboriginal communities. To support and learn from Aboriginal students experiences of social work education. To make recommendations to and advise the Faculty Committee and Director.

**Membership**

Aboriginal students, alumnae and community members, Undergraduate and Graduate Program Chairs and one other faculty member.

**Procedures:** Meets at least twice a year and is co-chaired by a faculty member designated by the Director and a community member/ alumnae.

**To connect:** email [Bonnie Freeman, Chair, freemanb@mcmaster.ca](mailto:freemanb@mcmaster.ca)

## **Social Work Student Collective (SWSC)**

The McMaster Social Work Student Collective (SWSC) is an important part of the life of the School. With varied emphasis over time, the Collective works in partnership with other student groups in the School of Social work. SWSC identifies representatives to sit on School committees, is involved in student activity in the wider University (through MSU structures) and engages with the community through, for instance, speakers series, fund-raising and social action. The Director and the Undergraduate and Graduate Program chairs consult with the Association's steering committee/ officers and vice versa. The School supports the Association by, for example: the provision of office space, supplies, electronic channels of communication, and funds to send a representative to CASWE annual conference.

**To connect:** swas@themsss.com

## **Disability Action Group**

We are a McMaster University School of Social Work committee that focuses on creating awareness and greater inclusion of disability issues in the School of Social Work and across the University. Things we have worked on/are working on:

- Examining the School of Social Work curriculum to increase attention to disability and assisting students and faculty with developing a better understanding of disability.
- Working with the School of Social Work to enable students who have disabilities to more easily take part in the program (in terms of application to the program and accommodations/program accessibility). Our report on Accessibility and Disability Inclusion in the School of Social Work can be read here: <https://socialwork.mcmaster.ca/news-events>.
- Ensuring that students (with and without disabilities) who have an interest in studying disability can access social work field placements that reflect their interest.
- Promoting disability rights and fostering disability community by organizing celebrations of the International Day of Persons with Disabilities (Dec 3) and other Disability Awareness events.

### Who can join?

Any social work student (undergrad, grad, in the program, taking a social work class from another program, on a leave, as well as social work applicants), faculty, instructor, TA, staff, field instructor, alumni, or interested McMaster community member. Some members identify as experiencing disability themselves and others identify as allies/supporters/with other connections to disability/interested in learning more about disability.

### Get involved!

To be added to the Disability Action Group email listserv for access to our minutes and meeting reminders, email Alise deBie (Social Work PhD student) at [Alise.deBie@gmail.com](mailto:Alise.deBie@gmail.com). Questions can be directed to Alise or Ann Fudge Schormans (Social Work professor) at [fschorm@mcmaster.ca](mailto:fschorm@mcmaster.ca).

## **Peer Support Group for Social Work Students with Disabilities/Health Concerns**

Are you a social work student (part-time, full-time, on a leave, undergrad, MSW, PhD) who identifies in any of the following ways?:

- experiencing or labelled with invisible or visible disability/ies or ongoing health concerns (as defined by you, or as defined by others in your life)
- member of a Mad, consumer/survivor, Deaf or disability community
- person who has experienced or is experiencing trauma
- experiencing significant emotional/spiritual distress

- significantly involved in (in the past or present) medical, mental health, counselling, addiction, or social services as a client/patient/service user
- using, would like to access, or experiencing barriers in accessing academic accommodations to support your learning

This peer support group is organized by and for social work students with the above experiences. We want to connect with each other to reduce our isolation in the School of Social Work, talk about our similar experiences, support one another, and identify barriers in the School and ways the School can better support us. Attendance and participation is confidential. To join our private listserv and receive meeting information, email Alise deBie (Social Work PhD student with above experiences) at [alise.debie@gmail.com](mailto:alise.debie@gmail.com).

### Other Support Spaces!

Social work students with disabilities may also be interested in joining campus-wide spaces run by/for students with disabilities/mental health concerns. A number of social work students participate in them.

**Maccess**, the McMaster Student Union service run by/for students with disabilities: <https://www.msumcmaster.ca/services-directory/47-maccess>

**The Hamilton Mad Students Collective**, an online/in-person peer support group for students with mental health concerns (at the moment, coordinated by mad social work students): [www.hamiltonmadstudents.ca](http://www.hamiltonmadstudents.ca)

**Spoonies at Mac**, a support group for students with chronic illnesses: <https://www.facebook.com/groups/spooniesatmac/>

### Social Work Queer and Trans (SWQT)

The SWQT (Social Work Queer and Trans) Committee has provided a safe space for LGBTQQ (Lesbian, Gay, Transgender, Queer & Questioning) social work students, field instructors and faculty to brainstorm, problem-solve and receive and give support. Over its twelve year history (formerly called LGBTQQ), it has focused on a variety of activities and issues e.g. networking and mutual support among LGBTQQ students; increasing the visibility of LGBTQQ experience in the School; engaging in activism on LGBTQQ issues in the University, the local community and more widely. The group is not active at the moment, but if anyone wants to be added to the email list, contact Darlene Savoy ([dsavoy@mcmaster.ca](mailto:dsavoy@mcmaster.ca)). If any incoming students wish to reactivate the group / pull people together, we can put you in touch with the former facilitators of the group.

**To connect:** Darlene Savoy ([dsavoy@mcmaster.ca](mailto:dsavoy@mcmaster.ca))

### United in Colour (UiC)

We are a group of self-identified students of colour at McMaster University's School of Social Work. We strive to provide support and advocacy for students of colour through a Black Feminist framework. Our Black Feminism is intersectional: Our analysis considers how interlocking systems of oppression and privilege shape our experiences. Our Black Feminism draws directly knowledge from our experiences: Our theory is not abstract and isolated within the academy; our theory is in the flesh. Our Black Feminism fosters the self-definition of people of colour: Black Feminism is used to assist us in naming our realities and determining our own destinies. Activities have included: Peer Support and Advocacy; Educational Resources and Information; Film Screenings, Workshops and Speakers; Building Coalitions.

**To connect:** Miriam, Cindy or Ilesha at [unitedincolourac@gmail.com](mailto:unitedincolourac@gmail.com)

# **ADDITIONAL HANDOUTS**

2016-17

## UNDERGRADUATE TIMETABLE

TERM ONE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30					9:00-4:00 4D06 JG KTH-308
10:30					
11:30					
12:30					
1:30					
2:30	2:30-5:20	2:30-5:20	2:30-5:20	2:30-5:20	
3:30	2A06 AJ UH-112	4R03 SG	2BB3 GD	3T03 SBC	
4:30	3D06 SP KTH-308	CNH-106	MDCL-1110	CNH-106	
	4D06 C01-SESS CNH-223 C02-MC UH-B116				
5:30-					
7:00	7:00-10:00	7:00-10:00	7:00-10:00	7:00-10:00	
	3D06E JC KTH-308	1A06E AFS TSH-120	2A06E SESS MDCL-1008	3Q03 RJ CNH-106	
	4D06E SESS UH-B116	3F03 SESS CNH-106	4O03 JV CNH-106		

2016-2017

## UNDERGRADUATE TIMETABLE

TERM TWO

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
11:30			11:30-2:20		
			3C03 JC BSB-120		
2:30	2:30-5:20	2:30-5:20	2:30-5:20	2:30-5:20	
	2A06 AJ UH-112	3E03 JG	4W03 GD	4X03 MC	
	3D06 SP KTH-308	CNH-106	CNH-106	JHE-A102	
3:30	4D06 C01-SESS CNH-223 C02-MC UH-B116				
4:30					
5:30-					
7:00	7:00-10:00	7:00-10:00	7:00-10:00	7:00-10:00	
	2B03E JV CNH-B107	1A06E AFS TSH-120	2A06E SESS MDCL-1008	4J03 RJ CNH-106	
	3D06E JC KTH-308		4Y03 AJ BSB-119		
	4D06E SESS UH-B116				



**UNDERGRADUATE TIMETABLE****TERM ONE**

<b>TIME</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
9:30					
10:30					
11:30					
12:30					
1:30					
2:30					
3:30					
4:30					
5:30-					
7:00- 10:00					

**UNDERGRADUATE TIMETABLE****TERM TWO**

<b>TIME</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
9:30					
10:30					
11:30					
12:30					
1:30					
2:30					
3:30					
4:30					
5:30-					
7:00- 10:00					

Note: Social Work courses are usually scheduled in 3-hr blocks 2:30-5:30 and/or 7:00-10:00 pm

## **HONOURS B.S.W.**

### **Program Requirements**

120 units total (Levels I to IV), of which 48 units may be Level I

**30 units** from

- the Level I program completed prior to admission to the program.

**12 units**

- SOC WORK 2A06 - Theory, Process and Communication Skills for Social Work
- SOC WORK 2B03 - Social Welfare: General Introduction
- SOC WORK 2BB3 - Social Work and Social Welfare: Anti-Oppressive Perspectives  
(which must be completed prior to enrolling in SOC WORK 3D06 and SOC WORK 3DD6)

**12 units**

- SOC WORK 3D06 - General Social Work I
- SOC WORK 3DD6 - Field Practicum I  
(which must be completed prior to enrolling in SOC WORK 4D06 and SOC WORK 4DD6)

**12 units**

- SOC WORK 4D06 - General Social Work II
- SOC WORK 4DD6 - Field Practicum II

**12 units**

- SOC WORK 3E03 - Individual Practice Across the Lifespan
- SOC WORK 3F03 - Social Work with Groups
- SOC WORK 4O03 - Social Work with Communities
- SOC WORK 4X03 - Social Work with Families

**12 units**

- SOC WORK 4J03 - Social Change: Social Movements and Advocacy
- Nine additional units selected from the Social and Political Context of Social Work courses

**3 units**

- Social Sciences Research Methods.

**27 units**

- Electives.

\*A maximum of 4 additional Social and Political Context of Social Work courses can be taken

**= 120 units**

## **B.S.W. (Post Degree)**

### **Program Requirements**

60 units total (Levels II to IV)

- **24 units from Level II (bullets/spacing off in this section)**2A06 - Theory, Process and Communication Skills for Social Work
- 2B03 - Social Welfare: General Introduction
- 2BB3 - Social Work and Social Welfare: Anti-Oppressive Perspectives  
(which must be completed prior to enrolling in SOC WORK 3D06 and SOC WORK 3DD6)
- 3E03 - Individual Practice Across the Lifespan
- 3F03 - Social Work with Groups
- \_\_\_\_\_\*
- \_\_\_\_\_\*

### **12 units (Summer Block)**

- SOC WORK 3D06 - General Social Work I
- SOC WORK 3DD6 - Field Practicum I  
(which must be completed prior to enrolling in SOC WORK 4D06 and SOC WORK 4DD6)

### **24 units from Level III**

- SOC WORK 4D06 - General Social Work II
- SOC WORK 4DD6 - Field Practicum II
- SOC WORK 4O03 - Social Work with Communities
- SOC WORK 4X03 – Social Work with Families
- \_\_\_\_\_\*
- \_\_\_\_\_\*

- **Replaced by Sociology 2Z03 if Research Methods not completed in first degree.**

# Preparing for Critical Practice in Child Welfare

## Are you interested in a career in child welfare?

The McMaster University School of Social Work is partnering with child welfare agencies in southwestern Ontario to offer an enhanced educational experience to BSW students in the areas of child welfare and child protection.

## What is Preparing for Critical Practice in Child Welfare (PCPCW)?

PCPCW emphasizes knowledge, skills and attitudes that underpin child welfare work, and nurtures student attitudes and critical thinking abilities by drawing on current research and best practice from around the world, including Indigenous approaches to child welfare. PCPCW prepares BSW students for long-term careers in any child protection system in Canada and similar child protection settings internationally. Emphasis will be placed on the policy and practice limitations and possibilities of various child welfare systems that students may work within. Attention is paid to producing graduates with the potential for future leadership within child welfare who can successfully work within the system while also having the ability to think outside them.

## Who can participate in PCPCW?

PCPCW is possible for:

- Students who are currently in level 2 of the Honours BSW program;
- Post-degree BSW students who begin in September 2016;
- Part-time students may be eligible, but should speak with the Social Work Administrator to carefully plan their credits.

## What does PCPCW include?

Students who participate in PCPCW will usually complete all of the following:

- SW 4W03 (Child Welfare course);
- 3D06 Field Placement (in a related area, but not in a child welfare agency); be sure to discuss your interest in the PCPCW with the Field Education coordinator - she will help you identify a relevant setting;
- *Advanced Theory Process & Communications: Critical Practice in Child Welfare* (new 6-unit course to be taken in 4<sup>th</sup> year);
- 4D06 Field Placement (in one of the participating child welfare agencies).

## How does PCPCW affect my BSW field placements?

PCPCW students will complete their 3D06 Field Placement in a related area, but not in a child welfare agency to maintain the generalist character of the BSW. PCPCW students will have the opportunity to interview for a 4D06 Field Placement with at least one of the participating child welfare agencies. Students who successfully secure a placement will be provided with support and mentorship from Field Instructors who are linked to and familiar with PCPCW.

## What opportunities does PCPCW offer BSW students?

### *Advanced Theory, Process and Communication Course*

PCPCW students will take a new 6-unit advanced course on case work designed to integrate theory and practice with a particular focus on child welfare. Students who are interested in PCPCW and the new course will be asked to provide: a) a reference letter from their 3D instructor; b) a recommendation from the Undergraduate Chair (Professor Saara Greene); and c) a recommendation from the Field Education Coordinator (Professor Janice Chaplin). Registration in this course will be limited to 12 students.

### ***Preparedness for Child Welfare Practice***

PCPCW students will develop increased academic knowledge about child welfare practice, as well as a broader awareness of and commitment to increased quality service. PCPCW students will have the opportunity to apply critical social work skills in both simulated and real child welfare settings where practice is fast-paced, highly regulated, usually complex, often conflictual, and where attention to issues of power, anti-oppression, decolonization and other social justice issues is crucial.

### ***Cross-sectoral Child Welfare Practice***

Child welfare agencies maintain relationships and partnerships with a number of community stakeholders including police services, the education system, the legal / criminal justice system, social services, Public Health, etc. Students who participate in PCPCW and complete their 4<sup>th</sup> year 4D placement at a participating child welfare agency will have the opportunity to liaise with these stakeholders and engage in cross-sectoral, community development social work practice.

### ***Pilot Projects / Special Programs***

Child welfare agencies develop and offer unique programs and pilot projects to respond to client and community needs. Students who participate in PCPCW will have the opportunity to be exposed to and engage with these programs as part of their 4<sup>th</sup> year placement. Unique programs and pilot projects will be communicated when students are considering agencies for their 4<sup>th</sup> year placement.

### **What else do I need to know about PCPCW?**

- Participating in PCPCW is voluntary and does not result in any formal designation on your degree.
- Do you have access to a vehicle? Most child welfare agencies require that students have a car while on placement and some agencies are a 30 to 60 minute drive from McMaster University.
- Plan your units carefully, and have a back-up plan. Six units are needed for the new 6-unit advanced course on case work, and enrollment in this course is capped at 12 students.
- You may not be able to complete a Minor if you are already in progress.
- PCPCW students will be encouraged to use the Pebble Pad Learning Portfolio to reflect upon their learning and keep track of their progress through the BSW program.
- PCPCW is being offered as a pilot and will be evaluated over 3 cohorts of BSW students. PCPCW students will be invited to participate in research, which is voluntary; your participation or not in the research will not affect any aspect of your participation in the BSW program, including student evaluations in BSW course work and field placements.

### **Still have Questions?**

For administrative Questions contact Tammy Maikawa, Administrator for the School of Social Work at [millet@mcmaster.ca](mailto:millet@mcmaster.ca)

For questions about Child Welfare Social Work or PCPCW curriculum content contact Gary Dumbrill at [dumbrill@mcmaster.ca](mailto:dumbrill@mcmaster.ca)

# Indigenous Pathways through the Bachelor of Social Work program

The McMaster School of Social Work has a broad mission to structure social work education, research and practice in pursuit of social justice and collective welfare. This includes a desire to focus on Indigenous experiences, knowledge and approaches towards disrupting colonialism. To this end, the School is identifying Indigenous Pathways through the BSW program.

Beginning in 2016 all incoming BSW students will have the opportunity to pursue an Indigenous Pathway through the BSW program. Honours BSW students can complete the Indigenous Pathway as well as a Minor in Indigenous Studies.

As part of the Pathway (and soon to be a requirement for all BSW students) students will take Introduction to Indigenous Studies (INDIG ST 1A03). This course is offered through a partnership between the School of Social Work and the Indigenous Studies program. The course focuses on the histories, societies and politics of First Nation, Metis, and Inuit peoples, the distinctive features of Indigenous worldviews and the history of relationships with European settler societies, with attention to treaties, legislation, and activism.

## Indigenous Pathway (Honours BSW and post-degree BSW students\*)

The Indigenous Pathway involves nine units of coursework and a focused placement:

- INDIG ST 1A03: Introduction to Indigenous Studies\*
- 3Q03: Indigenizing Social Work Practice Approaches
- 4I03: Social Work & Indigenous Peoples

- A fourth-year placement in an indigenous-focused agency or setting

\* Because post-degree BSW students have only Social Work courses to complete for their degree, most post-degree students will have to take INDIG ST 1A03 **in addition** to their degree requirements to complete the Pathway, unless this or a similar course was taken in their first degree. Check with the School's student advisor, Tammy Maikawa, for details.

## Indigenous Pathway AND Minor in Indigenous Studies (Honours BSW students only)

The Indigenous Pathway plus Minor in Indigenous Studies involves twenty-seven units of coursework, and a focused placement.

- 4I03: Social Work & Indigenous Peoples (taken as one of the courses towards the Minor)
- 3Q03: Indigenizing Social Work practice approaches (taken in addition to the Minor)
- A fourth-year placement in an indigenous-focused agency or setting
- A Minor in Indigenous Studies requires 24 units total, 6 units from this list:

[INDIG ST 1A03 - Introduction to Indigenous Studies](#)

[INDIG ST 1AA3 - Introduction to Contemporary Indigenous Studies](#)

[CAYUGA 1Z03 - Introduction to Cayuga Language and Culture](#)

[MOHAWK 1Z03 - Introduction to Mohawk Language and Culture](#)

[OJIBWE 1Z03 - Introduction to Ojibwe Language and Culture](#)

- And 18 units from this list:

[http://academiccalendars.romcmaster.ca/preview\\_program.php?catoid=7&poid=4238&returnto=563](http://academiccalendars.romcmaster.ca/preview_program.php?catoid=7&poid=4238&returnto=563)

Participating in the Indigenous Pathway does not result in any formal designation on your degree; however if you complete the Minor in Indigenous Studies, this appears on your degree. Students will have to plan carefully to complete the Pathway. If you wish to follow an Indigenous Pathway through the program, please discuss this early in your BSW with the School's student advisor, Tammy Maikawa.

# **AWARDS & BURSARIES**

## **AWARDS & SCHOLARSHIPS**

### **The Citizen Action Group Prize\***

Established in 1984 by the Citizen Action Group, Hamilton, to honour Professor Harry L. Penny, founding Director of the School of Social Work and Board Member of Citizen Action Group. To be awarded to the student in a program in Social Work who achieves the highest grade in SOC WORK 4003.

Value: \$500.00

### **The Dr. Jean Jones Memorial Scholarship\***

Established in 2005 by family and friends in memory of Dr. Jean Jones. To be awarded to the full-time student who attains the highest cumulative average in either the Bachelor of Arts/Bachelor of Social Work or the Bachelor of Social Work post degree program.

Value: \$800

### **The Ontario Association of Social Workers Prize**

Established in 1986 and augmented in 1992 by the Hamilton Branch. Two prizes to be awarded to the graduating students, one first degree and one second degree, who successfully completes Social Work 4DD6 and attains the highest grade in Social Work 4D06 in the same session.

Value: \$200 each

### **The Harry L. Penny Prize**

Established in 1984 in recognition of Professor Harry L. Penny, founding Director of the School of Social Work, for his outstanding contribution to the School. To be awarded to the student with the highest Cumulative Average in a Social Work program.

Value: \$100

### **The Social Work Prize**

Established in 1982. To be awarded to the student who attains the highest grade in Social Work 2A06.

Value: \$100

### **The Anne Stein Memorial Prize**

Established in 1971 by friends and colleagues of Anne Stein. To be awarded to the student who successfully completes Social Work 3DD6 and attains the highest grade in Social Work 3D06 in the same session.

Value: \$125 (one full-time, one part-time)

\*An award name ending with an \* indicates that the award is open to both full-time and part-time second baccalaureate (post degree) students.

**Students must meet eligibility requirements for these awards as set out in the “General Conditions” and “Terms of Awards” described in the McMaster University Undergraduate Calendar. For further information or clarification, please consult the Office of Student Financial Aid and Scholarships, Gilmour Hall Room 120 or 905-525-9140, Ext. 24319. <http://sfas.mcmaster.ca/index.html>**



## **BURSARIES**

### **The Sidney L. Blum Bursary**

Established in 1989 by friends and associates in memory of Sidney L. Blum. To be granted on the recommendation of the Director of the School of Social Work, to any undergraduate student in good standing in Levels III or IV of the BA/BSW program or Level II of the BSW program.

### **The Kelly Dawn Lapp Memorial Bursary**

Established in 1997 by family and friends under the McMaster Student Opportunity Fund initiative in memory of Kelly Dawn Lapp who received her BA/BSW degree from McMaster University in 1996. To be granted to a student enrolled in the Social Work program who demonstrates financial need. Preference will be given to a student who has volunteered or worked in programs related to violence against women and children, employment and affordable housing for women, advocacy and treatment of mental health patients, addiction treatment or prevention of cruelty to animals.

### **The Ewan Macintyre Bursaries**

Established in 1999 by the Social Work Alumni Branch, the Citizen Action Group, the Social Work Students Association, faculty (past and present), staff, friends, alumni and various organizations association with McMaster's School of Social Work as a tribute to Dr. Ewan Macintyre for his 29 years of service to the School, including 12 years of service as the School's Director. A variable number of bursaries to be granted to students who demonstrate financial need and are enrolled in a Bachelor of Social work program.

### **The Marion Pearce Bursaries**

Established in 1990 by Dr. Sally Palmer in memory of her aunt Marion Pearce (class of '20). Miss Pearce worked with New Canadians at the Beverly Street Baptist Church in Toronto. A variable number of bursaries to be granted to students enrolled in the Social Work program who have demonstrated financial need.

**Those interested in applying for bursaries should contact Student Financial Aid and Scholarships, Gilmour Hall Room 120 or 905-525-9140, Ext. 24319.**  
**<http://sfas.mcmaster.ca/index.html>**