

**School of Social Work
Lakehead University**

***MSW PROGRAM
STUDENT GUIDE***

Revised June, 2017

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WELCOME TO THE MSW PROGRAM

1. INTRODUCTION

The School of Social Work welcomes graduate students to the Master of Social Work Program at Lakehead University.

The MSW program began in 1992 with a mission to train advanced generalist practitioners for practice in any context, Northern, rural or urban. IN 2016 the MSW program expanded to include the Orillia Campus. There are now hundreds of MSW graduates of Lakehead University working across Canada doing clinical practice, community development and administration. This includes graduates who have gone on to complete Doctoral degrees and are teaching in many Canadian Universities. We expect that you will soon join these many successful graduates.

Lakehead University is an institution that aims to provide a unique learning experience and “To be recognized as an innovative comprehensive university that provides an education that is about how to think, not what to think” (Lakehead University Mission Statement).

Lakehead has developed an innovative MSW program that offers a unique learning experience. Within the required courses and electives, faculty with diverse skills and expertise provide a strong, broad foundation of knowledge and skill for advanced generalist social work practice. At the same time, students have the opportunity to specialize in an area of interest that is compatible with Faculty expertise and research interests and to shape their educational experience through their course work, research and practicum.

Students' specialized knowledge is a highly valued resource for faculty and fellow students, making graduate students and faculty partners in an exciting, mutually rewarding educational process. We welcome you to that learning partnership and look forward to getting to know you.

The faculty and staff of the School of Social Work are confident that your experience at Lakehead will be personally and professionally rewarding. We look forward to sharing with you the rich learning opportunities available at Lakehead University.

Faculty and Staff, School of Social Work

2. PROGRAM DESCRIPTION AND SCHOOL OF SOCIAL WORK MISSION STATEMENT

For additional information, please visit our website:

www.lakeheadu.ca/academics/departments/social-work

(a) Program Description

Lakehead University offers a graduate program in social work, which emphasizes an advanced generalist practice. Faculty members have expertise in many fields of practice, for example, child welfare, health care, mental health, family services, employee assistance, food security, gerontology, rural health and women's issues. They also have in-depth knowledge and experience in a broad range of social work methods: clinical practice with individuals and families, group work, supervision and administration, community development, social planning and policy analysis. Students are encouraged to use the entire faculty as resources for meeting their learning goals.

The MSW program offers both a practice track (project) and a research track (thesis). Students whose learning goals are primarily advanced clinical practice may choose the practice track, which includes a 450 hour practicum. Students whose learning goals are to conduct independent research or to pursue a career in research, policy development or academics may complete the research track.

As part of the MSW application process, students will have identified a field of Social Work practice around which to specialize their academic program. Students at Lakehead also have the unique opportunity to enrol in one of the Collaborative Graduate Programs in Gerontology or Women's Studies.

Throughout the early months of the program, students should use their course assignments to broaden and deepen their knowledge within that specialization and to plan their project or thesis.

All full-time students must have selected a Faculty Supervisor who will work with them during their practicum and project, or thesis. Faculty Supervisors and students become "matched" based on their common academic interests and desire to work together. Students need to be aware that some faculty may be unable to take on additional graduate students during a particular year due to a pending sabbatical leave or previous supervisory commitments. Students in the Collaborative programs in Gerontology and Women's Studies must choose Faculty Supervisors who are members of their Collaborative program. Adjunct and Collaborative faculty are listed in the Lakehead University calendar, Master of Social Work entry.

The supervisory "matching" process usually involves several meetings between a student and one or more potential supervisors to discuss common academic interests. This process should begin at the same time as the application process, and students may also discuss their suitability to do either a project or thesis as part of these meetings.

All MSW students are initially admitted to the practice track. Many students will continue in the practice track if their learning goals are primarily practice-oriented, they want to do applied research, and they wish to have a practicum experience. Students who wish to do a thesis may change to the research track after their supervisor agrees that their research plan is appropriate for a thesis. The difference between a project and a thesis is elaborated later in a chart in this manual (pages 23-24).

Students in the Practice Track do their 450-hour practicum after the completion of their course work. Students in the Research Track are not required to do a field practicum as part of their MSW degree.

The timing and structure of the practicum is flexible in order to accommodate the students' learning objectives. The practicum may be done as a "block" or several hours or days a week over a longer period of time. It is also possible to do the practicum outside of Thunder Bay and even internationally. The Faculty Supervisor, with the assistance of the Graduate Practicum Coordinator, is responsible for assisting the student to arrange an appropriate practicum and is also responsible for arranging the student's supervision and evaluation on placement. More information on planning the practicum can be found later in this manual (pages 28-31).

A major feature of the Lakehead MSW program is the integration of the student's chosen practice specialization with their core courses, the field practicum (if required) and the master's project or thesis. This approach facilitates maximum integration of the student's educational experience and helps to ensure completion of the program within an optimum time period. All students have two years to complete the MSW program. With hard work and dedication, it may be possible to complete the degree in fifteen months.

The **Graduate Co-ordinator** for the School of Social Work is:

Dr. David Tranter
Graduate Coordinator,
School of Social Work,
Lakehead University,
Thunder Bay, ON P7B 5E1
Email – dtranter@lakeheadu.ca

Dr. Jo-Ann Vis
Acting Graduate Coordinator, July – December 2017
School of Social Work
Lakehead University
Thunder Bay, ON P7B 5E1
Email – jvis@lakeheadu.ca

(b) School of Social Work Mission Statement

The Mission of the School of Social Work is to provide leadership for excellence in:

- Developing, testing, and disseminating new knowledge that will have an impact on social policy and social work practice at all levels.
- Delivering graduate and undergraduate social work education that will prepare graduates for ethical, competent, innovative and effective social work practice.
- Promoting and maintaining an academic environment conducive to scholarly research, peer-reviewed publication, social justice, and excellence at all levels and in all fields of social work practice.
- Supporting a strong and vital human services community practicing northern social work and maintaining its sensitivity to the needs of Central and Northwestern Ontario.
- Maintaining a highly qualified faculty committed to providing the required leadership for excellence.

The School of Social Work is distinguished by:

- A practicum education focused on training in the field.
- A promotion of interdisciplinary as well as discipline-specific scholarly research and peer-reviewed dissemination of such research, which will further promote social work practice and social policy development at all levels and in all fields of practice.
- A commitment to maintaining accreditation standards established by the Canadian Association for Social Work Education at the BSW and MSW levels, and by the Ontario Council of Graduate Studies at the MSW level.
- A commitment to social equality for all groups in society, whether based on Aboriginal status, age, ethnicity, gender, generational cohorts, geography, race, range of ability, religion, sexual orientation, or socioeconomic class.
- A governance structure and professional culture, that bring together teaching faculty, field instructors, students, alumni, the profession in the field, the profession in the academy, and the university, as partners in the realization of the School's mission.
- A commitment to an integrated generalist approach to social work practice, as elucidated in this document, that prepares students with a repertoire of knowledge, skills, and competence to assume a variety of roles in promoting beneficial change, growth, and justice, across six client systems - individuals, families, groups, organizations, communities, and societies.

In accordance with this Mission, the School of Social Work advocates the following, in curriculum development, to prepare students for practice:

- The importance of understanding generalist practice and the processes of integrating knowledge, skills, research, theory, and field experiences.
- The importance of research to all facets of social work knowledge and practice.
- The importance of accessibility, advocacy, creativity, flexibility, life-long learning, and judicious risk-taking, as essential curriculum qualities.
- An appreciation of diversity, and imbalances of societal power, as related to Aboriginal peoples, age, ethnicity, gender, generational cohorts, geography, race, range of ability, religion, sexual orientation, or socioeconomic class;
- An ability to integrate multiple perspectives, based on these above-mentioned facets of diversity, and thereby to respond to individual, family, groups, community, organizational, and societal needs.
- An emphasis on social work practice in rural, remote, and northern environments.
- Collaborative relationships with community service organizations and professionals.

Entry into the social work program is voluntary. Acceptance into the program is contingent upon fulfilling the necessary entry requirements as outlined in the School of Social Work admission procedures. Upon admission, the following principles are endorsed by the School:

- Students assume responsibility for their learning. This responsibility is associated with the fulfillment of the School, professional, and university requirements, and with the encouragement of independent study. Learning takes place free from coercion and intimidation.
- The learning process promotes respect for all participants. Attention to the self-worth of participants underlies teaching efforts. Feedback and assessment are critical features of learning and are promoted by maintaining this respect.
- Learning is promoted through collaboration. Participants are encouraged to cooperate and to share learning experiences. Group activities are encouraged whereby participants may assume a variety of leadership roles: advocate, enabler, facilitator, and/or mediator. Collaborative

- principles apply in negotiating activities, learning contracts, objectives, and priorities.
- Critical thinking is promoted. Participants are encouraged to understand attitudes, beliefs, cultural diversities, and values. Understanding oneself and the professional use of self in conjunction with communication and relationship theories (among others), are very important to this process.
 - Self-directed learning is encouraged. Opportunities are provided for participants to assume direction over their learning. This includes empowerment to be proactive, to initiate and engage in problem-solving and research, and to appreciate how learning and a search for knowledge are life-long processes.

In accordance with these principles, the School of Social Work deems students responsible for and committed to learning; creative and critical in thinking; and capable of understanding and applying concepts and processes that are applicable to research, theories, and problem solving. (Adopted September 26, 1997, Renewed Fall 2012).

School of Social Work Program Goals and Intentions:

School of Social Work will:

- Create an academic environment conducive to the development of generalist Social Work practitioners who have obtained both a professional and a liberal arts education.
- Graduate Social Workers who adopt the values and perspectives of the Social Work profession and contribute to social service delivery systems.
- Promote adherence to Social Work ethics in professional practice.
- Support development of competence in inter-professional generalist practice with individuals, families, groups, and communities.
- Provide education about diversity and human rights and responsibilities within the context of social justice.
- Promote the development of critical thinking in professional practice.

3. REGISTRATION

*For additional information about registration, please visit the Enrolment Services website: <https://www.lakeheadu.ca/academics/registration>

No student is permitted to register as a graduate student in the MSW program until his or her application for admission has been approved. All students are initially admitted to the practice/project track. Students may later switch to research/thesis track with approval of the School of Social Work. Students wishing to write a thesis and complete the research track should discuss their research ideas with their Faculty Supervisor.

Graduate students registering for the first time register in September, before the commencement of the fall term.

Students should consult the Lakehead University calendar and the posted timetable when selecting their courses.

Advanced Standing Credits:

With the consent of the School of Social Work, applicants may be allowed Advanced Standing for up to one graduate level full course equivalent from another institution. Courses credited towards a prior degree cannot be considered for Advanced Standing. Requests for Advanced Standing must be submitted and approved **at the time of admission** to the program by submitting a formal request to the Faculty of Graduate Studies, along with the official transcript and institutionally prepared course description.

*For additional information about Advance Standing Credits please visit Masters General Admission Requirements:

<http://navigator.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=23&chapterid=5175&loaduserredits=False>

Transfer Credits:

If a student wishes to take a graduate course at an alternative university while actively enrolled at Lakehead University please see the requirements of the Ontario Visiting Graduate Student Plan. Applications to this program are to be in consultation with the School of Social Work.

<https://www.lakeheadu.ca/academics/graduate/academic-information/transfers>

Full-time Program:

The full-time MSW program, practice track, is a two year (six term) program, although some students manage to complete the program in fifteen months (four terms). (Students who begin in September of one academic year may possibly graduate in November of the following academic year, if they have met all of the degree requirements by that time). It has been the School of Social Work's general experience that full-time students who become employed full-time prior to completing their MSW project requirements do not graduate within two years.

The full-time MSW program, research track, can be expected to take two years (six terms) to complete. Students who begin in September of one academic year normally graduate in May of the following academic year. It has been the School's experience that full-time students who become employed full-time prior to completing their MSW thesis requirements do not graduate within two years.

During the fall and winter terms of the first year of their program, full-time students normally register for and complete the three required MSW courses covering research, policy and theory (SOWK 5511, SOWK 5513, and SOWK 5514) and three elective courses selected from those listed on the posted timetable. In exceptional circumstances and with permission of the Graduate Coordinator, students may choose an elective (1 FCE) outside the School of Social Work in lieu of a social work elective, or may take a specially identified 4th year HSBW course. Students in the collaborative programs will substitute electives in Gerontology or Women's Studies for Social Work electives. The MSW entry in the Lakehead University calendar should be carefully consulted when choosing courses. Students normally register for and complete the practicum in the spring term of the first year. If the practicum extends over more than one semester, students must be registered for the practicum until it has been completed.

As full time students have two years to complete the MSW program, students may spread their course work over two years.

Students will register for their project or thesis in the term they begin actively to work on it.

In the second and any subsequent years of the MSW program, full-time students will re-register for their project or thesis and will keep continuously registered until it has been completed.

Registration Status:

Full Time

Unlike undergraduate programs, the status of full-time in a graduate program is NOT linked to the number of courses the student has registered in.

To be considered a full time graduate student, the student must:

- identify as a full time graduate student and be considered as a full-time graduate student;
- meet the requirements for admission and progression established by the graduate program;
- be geographically available and visit the campus regularly. Absences from campus for visiting libraries, doing field work, attending a graduate course at another institution must be approved by the Faculty Supervisor. If a period of absence exceeds four weeks in any one term, the Faculty Supervisor must provide written evidence to the Office of Graduate Studies to the effect that the absence has the approval of the Graduate Coordinator and Chair/Director of the academic units.

Full-time Students and Paid Work:

- Many full-time graduate students will be offered graduate assistantships, which are jobs paid by the university for working 10 hours per week as a teaching assistant.
- When a full-time student is employed as a Graduate Assistant (10 hours a week), students must not have more than 20 hours additional employment per week.
- All Graduate Assistants must be available during regular teaching hours to do their required work.
- Graduate Assistants are members of the Canadian Union of Public Employees. The CUPE contract requires that graduate assistants not be employed full-time off-campus

Continuance of Registration

All graduate students must be registered in each term in which they are engaged in course work, practicum, project or thesis preparation, including the term in which graduation is anticipated. For graduate students the calendar year is divided into three terms:

| | |
|-------------------------|----------------------|
| Fall term (FA) | (September-December) |
| Winter term (WA) | (January-April) |
| Spring/Summer term (GA) | (May-August) |

Each term is approximately 13 weeks.

Students are required to pay the appropriate fee for the term (or year) in which they are registered. Continuance fees will apply only when the student exceeds the allowable period of study. Students who have not maintained continuous registration will be required to register and pay any outstanding fees before they will be approved to graduate.

Time to Completion:

University regulations govern the maximum length of time students have to complete the MSW program.

- two years full-time
- six years part-time

Full-time students are normally expected to register and pay tuition for two years. Graduate Assistantships are therefore offered for two years. After the stipulated program fee has been paid, students must pay a continuance fee to remain registered.

All graduate program fees are assessed according to university regulations and negotiated directly with the Accounts Department. The School of Social Work has no involvement in assessing tuition or continuance fees.

Time Extensions:

If the student has not completed the MSW program within the allowable time for completion, the student will require a time extension in order to continue in the program and eventually graduate. A one-term time extension may be granted by the School of Social Work and should be requested by the Graduate Coordinator. A memo must be sent from the Graduate Coordinator to the Faculty of Graduate Studies office requesting the one term time extension, along with reasons.

If the student does not complete the MSW program within the one term time extension, the Graduate Coordinator may apply for an additional time extension to the Dean of Graduate Studies and the Senate Committee on Graduate Studies. Granting of time extensions is not automatic and a case will need to be made which justifies the student's lack of progress and persuades the committee that the time extension will enable the student to finish the program successfully.

Students must be registered in the MSW program in order to apply for a time extension. Go to <https://www.lakeheadu.ca/academics/graduate> for Request for Time Extension form.

Leaves of Absence:

Students who are unable to work on their MSW program for a term or more should discuss the possibility of a leave of absence with their Faculty Supervisor and the Graduate Coordinator. A leave of absence serves to "stop the clock" and may prevent students from exceeding their allowed time to completion. Students are allowed a maximum of 3 terms of leave (1 year) in a program.

A leave of absence is given for exceptional circumstances which could include a limited term of external employment closely related to the program of study, health problems, family, parenting or compassionate grounds. An application for a leave must be made by the Graduate Coordinator on the recommendation of the academic unit. Cases are considered by the Senate Graduate Studies Committee on an individual basis and the committee must be provided with a strong rationale.

A graduate student granted a leave of absence will not be required to pay a continuance registration fee and will not have access to University faculty.

Go to <https://www.lakeheadu.ca/academics/graduate> to view the application form for Leave of Absence.

Part Time:

Under exceptional circumstances, a student may be allowed to complete a Master's program on a part-time basis with the following conditions:

- A student is admitted to the program part-time with the approval of the Faculty of Graduate Studies, based on special circumstances, provided at the time of application.
- A part-time student may take no more than one full course equivalent (FCE) for credit per calendar year (12 months)
- Part-time students are expected to complete all requirements within a **minimum** of fifteen terms (five years) of continuous part-time registration.

Part-time students will not be considered for financial support from the University.

4. AWARDS, SCHOLARSHIPS AND FINANCIAL AID

*For additional and updated information, please visit the Faculty of Graduate Studies office through the L.U. Web-site.

(a) Scholarships, Bursaries and Awards

Scholarships are intended for students with an A or high B (78%+) standing. Bursaries are intended to assist student in financial need. Awards have a variety of criteria.

There are internal university awards, discipline specific awards, external awards and bursaries. For further information regarding awards, scholarships and financial aid, consult the Lakehead University Calendar or the Office of Graduate Studies. The current year awards are listed in the Lakehead University calendar and on the website.

Financial Aid is available for International Students, however, as the conditions of an international student's Visa restrict employment options, it is extremely important that international students have access to sufficient finances prior to enrolling in the graduate program.

Submit all applications for awards, scholarships and bursaries to:

Faculty of Graduate Studies, Lakehead University
955 Oliver Rd.
Thunder Bay, Ontario, P7B 5E1
Phone: (807) 343-8785
Fax: (807) 346-7749

Note: The Northern Ontario Grant Assistance Program also has grants available for students who are registered in a Master's or Doctorate program in Social Work. Please go to <http://www.nogap.on.ca/> for more information.

(b) Financial Aid

Ontario Student Assistance Program provides financial aid to graduate students. For more information consult the OSAP application and guide available in the Student Awards and Financial Aid Office.

5. GRADUATE ASSISTANTSHIPS

*For additional information, please visit the Faculty of Graduate Studies website at <https://www.lakeheadu.ca/academics/graduate/graduate-funding>

(a) Conditions

Most full time graduate students are eligible to receive a graduate assistantship (GA). The School of Social Work has been allocated a fixed number of Graduate Assistantships by the university and these are offered to incoming students through a letter from the Office of Graduate Studies. Students may be offered admission to the MSW without a Graduate Assistantship. Students may also be offered a .5 graduate assistantship. Students admitted without a GA and who wish to receive one later in their program should make this known to the Graduate Coordinator. Students who received a Graduate Assistantship in year one have first priority to receive another one in year two.

The value of the graduate assistantship is set annually and is paid to the student in exchange for duties which amount to an average of 10 hours per week for a total of 270 hours. A Graduate Assistantship may be held for a maximum of four full-time terms of graduate work, normally over a two-year period, not necessarily concurrently. All students holding a graduate assistantship are considered employees of Lakehead University; as such they are members of the Canadian Union of Public Employees (CUPE) - Local 3905. The CUPE Local 3905 Collective Agreement and information on your benefit package are available on the internet. Please go to the Human Resources website at <https://www.lakeheadu.ca/faculty-and-staff/departments/services/hr> and click on collective agreements. There you will find your collective agreement and benefit information, etc. Please note: The **most recent** benefit information is always on the Web. Please see **Appendix A** for information related to Graduate Assistantships.

(b) Assignment of Graduate Assistantships

The matching of students to Graduate Assistantships will be decided by the School of Social Work based on the School's work needs and the interests and capabilities of the student. Students will be informed of their job placement in writing by the assigned Faculty Supervisor for the Graduate Assistantships.

Once assigned to an Assistantship, students should meet with the faculty member with whom they will be working to discuss the details of their position. Any concerns about the assignment should be made directly to the Social Work Graduate Studies Coordinator within the first week. Adjustments can be made for valid reasons.

(c) Roles and Responsibilities of Graduate Assistants

Faculty members will outline the responsibilities of their assigned Graduate Assistants. Students are accountable to the department for the hours and work completed, therefore, Graduate Assistants should keep track of hours worked in a manner agreeable to their GA supervisor. According to the terms of the CUPE contract, faculty must complete formal work performance evaluations with their Graduate Assistants.

The supervisor of a Graduate Assistant may be the student's Faculty Supervisor; however this is not usually the case. Some graduate assistantships may involve duties and work assignments from more than one faculty member.

(d) Payment Schedule

Graduate Assistant payments will first be applied to fees for the MSW program. Any remaining funds will be deposited directly into the student's bank account on a bimonthly basis.

All forms relevant to the payment of a GA can be picked up from the Human Resources Office in the lower level of the University Centre. Required forms must be completed and returned to the Human Resources Office prior to any payments being made.

(e) Benefit Details

Graduate Assistants are members of the Canadian Union of Public Employees (CUPE) - Local 3095. A document entitled Benefit Details should be given to all Graduate Assistants at commencement of their position. If further information is required, contact the Human Resources Office.

6. WHO'S WHO AND WHAT THEY DO: ROLES AND RESPONSIBILITIES

(a) Graduate Program Coordinator

The Graduate Program Coordinator has administrative responsibility for the smooth operation of the MSW program and is a resource to faculty and students regarding Graduate Studies' policies and procedures. The Coordinator is available to provide support throughout the student's program. The Graduate Program Coordinator is the liaison with the Lakehead University Faculty of Graduate Studies office and is a representative on the Senate Graduate Studies Committee. The Graduate Program Coordinator acts as chair of the MSW Committee which meets regularly throughout the academic year.

Curriculum:

To provide leadership in curriculum review and making revisions and curriculum changes.

Information:

To provide adequate information to all graduate students, both incoming and continuing, on all aspects of the department's program, admission requirements, funding, procedures and deadlines. To provide information on Lakehead University Student Services, particularly counselling services regarding sexual harassment, discrimination and accessibility. (This is done through the MSW Program Student Guide).

Procedures and Regulations:

To ensure that all administrative procedures and regulations of the department and university with respect to graduate programs are followed.

To organize the assignment of Graduate Assistantships.

Meetings/Consultation:

To be reasonably accessible to faculty when called upon for discussion and consultation regarding their students' academic progress and research problems. To attend regular meetings of the Lakehead University Graduate Studies Committee. To call and chair meetings of the MSW Committee.

Monitoring/Facilitation:

To ensure that each student registered in the MSW program has a Faculty Supervisor and that each student in the MSW thesis track has a thesis committee.

In cases where a supervisor is absent for a prolonged period of time, to ensure that satisfactory arrangements have been made for the continuity of supervision.

In cases where conflict may arise between a student and a Faculty Supervisor, or a thesis committee member, to attempt to mediate a resolution. If reasonable attempts at resolution are unsuccessful following a meeting between the student, Faculty Supervisor and Graduate Coordinator, the Graduate Coordinator will arrange a replacement supervisor or committee member.

Requesting Supervisor Replacement:

To respond to requests for the replacement of a Faculty Supervisor or supervisory committee member. The School of Social Work has a responsibility to make its best effort to secure alternative supervision and help students complete their programs.

Research Office:

All graduate student project or thesis proposals which involve human subjects or animals must be approved by the Senate Research Committee before any data can be collected. Application forms and detailed information is available on the Research Office website. Go to <https://www.lakeheadu.ca/research-and-innovation/research-services>

Admissions:

The Graduate Coordinator takes a leadership role in the recruitment of applicants and admission of students. This includes providing information to prospective applicants, and ensuring that applications are complete and ready for review by the faculty. The Graduate Coordinator facilitates the review of applications by the faculty through providing an overview of the applicant pool. The coordinator also takes responsibility for reviewing the application material annually and updating it as needed. The Graduate Coordinator is assisted in these duties by the MSW committee.

Student Affairs:

The Graduate Coordinator is to attend to all program matters regarding graduate student functions and issues that affect student participation. This may include arranging orientation sessions for incoming students, arranging graduate student/faculty colloquia, maintaining and updating the MSW Program Student Guide, and as requested, providing support to the ongoing evolution of the MSW Student Association. Graduate student issues that are identified by either students or faculty may be discussed with the Graduate Coordinator to determine how they should be raised and addressed. The Graduate Coordinator is assisted by the MSW committee in these duties.

Information:

The Graduate Coordinator is to assume a leadership role in the development of the necessary instruments to collect and maintain graduate program data. The MSW Committee recognizes the importance of establishing a uniform method of collecting and maintaining pertinent information in relation to the graduate program. Such a method would serve a dual purpose. First, the information

would serve as a student profile for purposes of tracking progress from admission to graduation. Second, the information would be compiled and serve as a database for purposes of maintaining a statistical profile of the graduate program as well as curriculum planning and development. The MSW committee assists with these duties.

(b) Office and Dean of Graduate Studies

The Office of Graduate Studies is the administrative unit for the Senate Graduate Studies Committee, the Senate Graduate Scholarships and Bursaries Committee.

The Dean of Graduate Studies is responsible for overseeing all pending external appraisals of approved programs through the Ontario Council of Graduate Studies. The Dean is also responsible for developing new programs and for seeing that the required provincial processes for academic approval and funding are followed.

The Office of Graduate Studies provides support services to all graduate students and works closely with the Vice Provost for Student Affairs.

The Graduate Studies Assistant supports the Graduate Coordinators/Chairs from each academic unit. Graduate students are encouraged to use the resources of the Faculty of Graduate Studies office to deal with matters related to graduate studies, such as financial aid (scholarships/bursaries), Graduate Student Conference, International Graduate Student Exchanges, and/or financial assistance for presentation at academic conferences.

(c) Faculty Supervisor

Faculty Supervisor Selection

Faculty Supervisors are not appointed but rather become “matched” with students based on mutual academic and professional interests. Prior to their application to the MSW program, students are encouraged to approach several faculty members to discuss their project or thesis ideas. Faculty members have ongoing research programs in which students are encouraged to participate. Students in the collaborative programs (Gerontology and Women’s Studies) must have a supervisor approved by their collaborative program.

Final decisions about Faculty Supervisors also need to consider faculty availability and workload issues, for example planned sabbatical leaves which might interfere with the student’s progress.

Full-time students should have a supervisor in place before the end of the fall term.

Responsibilities of Faculty Supervisors

Knowledge of Rules and Procedures

To be informed of the School of Social Work, Faculty of Graduate Studies, and Lakehead University regulations and procedures.

To be informed of policies and student support services available at Lakehead University, in particular regarding harassment, accessibility and student support. (See Appendices J and K).

Meetings/Consultation between Student and Supervisor

Student and supervisor are responsible for arranging regular meetings for consultation and discussion of the student's progress. The frequency of such meetings will vary although meetings should be arranged more frequently when the student is completing the project or thesis and practicum. Supervisors should be reasonably accessible for meetings requested by their students.

To examine thoroughly all written material relevant to the thesis/research project submitted by their students and provide constructive suggestions, preferably in writing, for improving the work, when necessary. Normally, supervisors should provide comments within two weeks of receipt of the submitted material.

Advice on Program of Study

To provide advice to students on an appropriate program of study. This may include guidance on the choice of courses needed to fulfil the degree requirements and on the research topic. In advising students on their thesis or project topics, supervisors should be aware of the availability of the resources needed to pursue the research.

To provide leadership while promoting the student's intellectual growth to become a competent contributor to a field of knowledge.

To be reasonably accessible to the student for consultation and discussion of the student's academic progress and research concerns.

To be knowledgeable of the School and University regulations and standards to which a thesis or research project is required to conform, and ensure that the student is also aware of them.

To advise, monitor and act as mentors.

To assist students to develop a work plan with time lines to assist them to meet all graduation requirements in a timely manner.

To provide guidance, instruction and encouragement in the research activities of their students and take part in the evaluation of their progress and performance.

To provide assistance and advice to their students as they plan career steps after the completion of their degree, and to assist students with attempts to acquire external funding to permit attendance at conferences.

Responsibility for Practicum Placement

The Faculty Supervisor is responsible for approving the MSW practicum contract and ensuring that a copy of the approved practicum contract is placed in the student's departmental file.

The Faculty Supervisor, acting on behalf of the School, will be directly involved with the prospective field agency in negotiating and planning the placement. Students should discuss their placement learning goals and possible sites with their Faculty Supervisor before connecting with the Graduate Practicum Coordinator as required.

The **Graduate Practicum Coordinator** may act as a resource person in this process, particularly with regard to community agency protocols and contact people, as well as documentation requirements for field placements. The forms required to ensure insurance coverage for the practicum will be processed by Graduate Practicum Coordinator.

The Faculty Supervisor will provide and/or arrange appropriate Practicum Supervisor for all aspects of the student's practicum. Faculty Supervisors may occasionally function as the direct supervisor of the practicum experience. This may be the case when the student is doing a non-traditional placement where there is no on-site supervisor who is appropriately qualified.

The Faculty Supervisor is responsible for the final evaluation of the student in the practicum and to ensure that a written evaluation is placed in the student's departmental file. The Faculty Supervisor is responsible for submitting the practicum grade (pass/fail) to the Office of the Registrar.

Supervisory Provision for Thesis/Project

To agree to supervise the work of the project/thesis until such time as all requirements are met. In the case of a sabbatical or leave of absence, to advise students well in advance and ensure that the student will be advised by another faculty member.

To work in consultation with the student, and to select thesis committee member(s) according to the regulations of the School. In the case of a project, one additional reader is required to review and approve the completed project.

Thesis committee members are responsible for maintaining contact with each other, thoroughly reading documents submitted by the student, and providing the necessary feedback in a timely manner.

To periodically update thesis committee members on student progress.

At the proposal stage, if appropriate, ensure that students complete an application for ethical review by the Lakehead University Ethics Committee and assist them in doing so.

Advise students if ethical review is required by other research bodies or organizations involved in the proposed research.

To provide the appropriate, substantive and methodological guidance.

To recommend appropriate resources which may be required by the student.

To critique and edit successive drafts of the proposal and thesis or project.

To advise a student when a draft is ready to be shared with thesis committee member(s).
To assist the student in revising the draft to incorporate the committee's recommendations.

To respond to drafts in a timely way.

In consultation with the student (and thesis committee), select the external examiner for thesis students and submit the required documentation to the Faculty of Graduate Studies office.

To chair the thesis committee and ensure that all regulations of the School are followed relating to proposal presentation.

In cases where the thesis research is a component of the supervisor's research, recognize that the responsibility for utilization and publication of data is held jointly by the supervisor and the student, and endeavour to clarify early in the program some general principles regarding publication credit.

To submit the final grade for the project/thesis to the Office of the Registrar.

Supervisory Provision for Leave of Absence

Supervisors are responsible for informing their students of any anticipated extended leave, and are responsible for arranging continued supervision of their students.

Supervisors should inform the Graduate Program Coordinator of the arrangements made for the period of leave and a memo should be placed in the student's departmental file.

(d) The Graduate Practicum Coordinator

The Graduate Practicum Coordinator may act as a resource person in the placement planning process, particularly with regard to community agency protocols and contact people, as well as documentation requirements for field placements. The forms required to ensure insurance coverage for the practicum will be processed by Graduate Practicum Coordinator.

(e) Practicum Supervisor

The Faculty Supervisor has ultimate responsibility for ensuring that appropriate supervision is provided and to ensure that practicum objectives are achieved. Direct involvement by the Faculty Supervisor with the agency, Practicum Supervisor, or adjunct supervisor is mandatory to ensure practicum arrangements are clearly established.

Practicum supervision may be delegated to a qualified agency staff member, or an adjunct faculty member. An MSW student must be supervised by an individual who holds a minimum of a Master's Degree in Social Work and two years post degree experience as required by the CASWE accreditation standards.

(f) Thesis Committee Member

The thesis committee will minimally consist of four members: the supervisor, an additional faculty member from the School of Social Work, or an adjunct faculty, the student, and one external individual. If the student is enrolled in the Collaborative Gerontology or Women's Studies program, additional policies about committee composition apply.

The role of a thesis committee is to assist supervisors in their monitoring function and also to provide guidance and advice on the students' research, complementing the expertise of the supervisor.

Committee members may be called upon to take a more active role in cases where supervisors are absent for an extended period of time or in cases of disputes between supervisors and students.

Committee members should be reasonably accessible to students when called upon for discussion of the students' academic progress, for consultation on issues related to the thesis and for general guidance.

Thesis committee members are responsible for maintaining contact with each other, thoroughly reading documents submitted by the student, and providing the necessary feedback in a timely manner. Meetings of the thesis committee will be held as necessary to ensure fulfilment of these responsibilities.

(g) MSW Committee

The MSW Committee will be available for consultation as determined to be necessary by the Graduate Coordinator. The MSW committee is comprised of the Graduate Program Coordinator and two other faculty members of the School. The MSW committee is responsible for the on-going management, evaluation and adaptation of the graduate program.

(h) Graduate Students' Checklist of Responsibilities

✓ Regulations/Procedures

To be familiar with and meet all appropriate deadlines, requirements and regulations associated with registration, graduation, and other, as specified by the School of Social Work, the Faculty of Graduate Studies office and Lakehead University.

To maintain continuous registration at the university until completion of the project or thesis

To complete the program within the time specified in the calendar.

To comply with the Ethics Procedures and Guidelines when conducting research on human subjects.

✓ Criminal Record Check and Professional Suitability

Please be aware that all MSW students admitted to the School of Social Work at Lakehead University must be able to provide a clear criminal record search as required for reasons of client safety and professional suitability. Most students will be required to obtain a Criminal Record Check, including the Vulnerable Sector Search, prior to beginning their field placement, according to the placement agency's requirements. Failure to provide the required Criminal Record Check may compromise the student's ability to complete the MSW program.

✓ Research Project/Thesis

To choose, in consultation with their Faculty Supervisor, a project or thesis for which adequate resources are available and which is acceptable to the supervisor.

To produce a thesis or research project which is the student's own work and which meets the University and the School of Social Work standards for style and quality.

To set and meet deadlines for completion of work.

To conform to the principles of professionalism in writing the thesis or research project in particular, acknowledging assistance, materials and/or data provided by other scholars, including fellow students, faculty and staff.

To consult with committee member(s) at appropriate stages in the development of the proposal and the thesis/project.

To develop and edit successive drafts of the proposal and the thesis/project which incorporate the suggested revisions.

To submit one copy of the approved project or thesis proposal and all forms required by the department for filing in the student's departmental file.

To submit one copy of the approved project or thesis and all forms required by the department and Office of Graduate Studies.

To submit one copy of the approved thesis to the Dean of Graduate and International Studies and one to the School of Social Work. Final copies of projects are submitted only to the School of Social Work.

To recognize that the supervisor and other members of the faculty have other educational, research and service obligations which may occasionally preclude prompt responses to the student.

To give serious consideration to and respond to advice and criticism provided by their Faculty Supervisor and thesis committee.

To meet the University regulations and standards for academic requirements of a thesis or research project, as well as, all of the program requirements, including course requirements.

✓ *Intellectual Property and Publication*

To become aware of and adhere to the university policy on the ownership of intellectual property. To respect any contractual terms under which research is conducted.

✓ *Communication/Absence*

To maintain regular communication with their supervisor or designate and interact with the supervisory committee as appropriate. Students should inform their supervisors of any prolonged absences, including absences during the spring and summer sessions, and keep their supervisors informed of where they can be contacted.

To communicate with their supervisor on the progress and anticipated submission dates of research projects or theses. Students must work towards meeting any agreed upon deadlines and must inform their supervisor of any anticipated delays.

✓ *Financial Assistance*

If supported by financing provided through a graduate assistantship, students **must** meet the terms and conditions of the contractual agreement with their Graduate Assistantship supervisor and/or School of Social Work.

✓ *Requesting Supervisor Replacement*

Students may request a change in Faculty Supervisor. Requests must be made to the Graduate Coordinator. In the case of a conflict between the student and supervisor or student and member of the thesis committee, the student must follow policy and procedures to resolve a conflict prior to a change being approved by the School of Social Work.

7. ORGANIZATION OF THE MASTER'S PROGRAM

The MSW program offers both a practice track (project) and a research track (thesis). Students whose learning goals are advanced clinical practice may choose the practice track, which includes a project and a 450 hour practicum. Students whose learning goals are to conduct independent research or to pursue a research, policy or academic career may choose to complete the research track, if this decision is approved by the student's Faculty Supervisor. (There is no practicum requirement for the research/thesis track).

Students who wish to pursue PhD studies may take either the practice or research track. MSW graduates from Lakehead University from both the practice and research tracks have been admitted to PhD programs at many universities across Canada.

All students take the three required courses, (SOWK 5511, 5513 and 5514) which are respectively Applied Social Research Methods, Social Policy for the Provincial North and Social Work Theory for Northern Practice.

Practice track students take three electives, and do a 450 hour practicum as well as completing their project.

Research track students also take three electives courses and complete their thesis. Research track students are **not** required to complete a practicum.

MSW students enrolled in the Collaborative Graduate Programs to obtain a specialization in Gerontology or Women's Studies must conform to the regulations and course requirements detailed in the Academic Calendar.

Course requirements are clearly outlined in the Lakehead University calendar. Students are required to meet the requirements of the track in which they are registered.

Full-time students who wish to change to the thesis track must consult with their Faculty Supervisor to gain approval for this request prior to the end of the Fall term.

Please review the following chart:

| PRACTICE TRACK (Project) | RESEARCH TRACK (Thesis) |
|--|--|
| <p>The project provides for scholarly exploration, analysis and critique of a chosen Social Work policy or practice issue from a Social Work frame of reference. This process should begin with a review of the relevant literature and current thinking in the chosen area, and lead to the exposition of a position (program, treatment or policy recommendations, for example) or a proposed intervention regarding that issue (including but not limited to) such products as treatment or program manuals and</p> | <p>The emphasis with the thesis is on the development of a research question or theory which is situated within a tradition of existing knowledge and research and which is then rigorously investigated following procedures from established research traditions. Scholarly exploration and critical analysis are an integral part of this process, but they lead on to the systematic investigation of a question or the testing of a hypothesis, and to the statement of a position, or thesis, which arises from the evidence gathered.</p> |

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|--|---|
| <p>training modules. It may lead to a pilot study and a limited data collection when there is an exploratory question and the need for some preliminary data to guide further research.</p> | |
| <p>The emphasis for the project is on scholarly thinking and critical analysis.</p> | <p>The thesis is driven by critical inquiry, and typically leads to empirical investigation, or theory testing, through established quantitative and/or qualitative methods.</p> |
| <p>The emphasis for the project is often more practical, leading to the development of a program or a manual, or a proposed intervention.</p> | <p>The emphasis for the thesis is more theoretical, to rigorously test the effectiveness of a proposed intervention.</p> |
| <p>The project should demonstrate excellence, and may even be publishable. However, the project may not carry the same burden of originality as the thesis. Its essential purpose may be to further the knowledge of the student in an area of personal interest or to further the interests or knowledge of a particular local group or community, as in the case of developing a resource manual or training module. The materials may be drawn together in a unique way which reflects the interests and needs of that group or organization, but the material may not in itself be an original contribution to collective social work knowledge.</p> | <p>The thesis, in contrast, can be expected to advance our collective knowledge as a discipline. It should make an original and/or significant and/or meaningful contribution to the knowledge base of social work. Like the project, the thesis provides the opportunity to conduct a scholarly exploration of a particular social work issue, but the emphasis is on theory building and the advancement of knowledge based upon argument from evidence.</p> |
| <p>The project may be, but is not limited to:</p> <ul style="list-style-type: none"> • a critical review in an area of special interest to the student, (for example, of a social work policy or practice, or of a model of intervention), including a review of the theoretical foundations, the value base, the evidence regarding its effectiveness, etc. • a resource, handbook, videotape, workshop or other kind of training module, developed from a sound literature review, and designed to transmit knowledge to an identified population. | <p>The thesis may be, but is not limited to:</p> <ul style="list-style-type: none"> • a critical review which leads on to theory building or theory testing. • a critical review which leads to the development of a hypothesis regarding a social work policy or practice, and the testing of that hypothesis. • The development of an intervention, followed by the testing or evaluation of that intervention. • The design of a program, and the evaluation of the program's effectiveness. |

| | |
|--|--|
| <ul style="list-style-type: none"> • a program proposal or a program evaluation. | <ul style="list-style-type: none"> • an empirical study, using quantitative and/or qualitative methods, which is methodologically tight. |
| <ul style="list-style-type: none"> • an empirical study (qualitative or quantitative) which is exploratory or pilot in nature, with a method, with a relatively small number of subjects, or with an unrepresentative sample. • Needs assessment • a small survey | <ul style="list-style-type: none"> • needs assessment which leads to the development of an original program, policy or intervention. • a survey which leads to important service, policy or program development. |
| The project is worth one full course credit. | The thesis is worth two full course credits. |
| The student is required to engage a project supervisor to supervise the work. | The student is required to engage a thesis supervisor who then forms a thesis committee. |
| The final project report is reviewed by the Faculty Supervisor and by one additional reader. | The final thesis is reviewed by the supervisor, and by the committee, and finally by an external reviewer, who is recommended by the thesis committee, according to the Faculty of Graduate Studies requirements. |

(a) Practice/Project Track Procedures

The MSW project is a scholarly endeavor that is jointly developed between the MSW student and their Faculty supervisor. Unlike a term paper, which is submitted to receive a final grade, the MSW project should be considered a collaborative piece of scholarly work that may require multiple revisions until a high-quality paper is developed. Students are expected to start working on the project at the beginning of their studies and consider the project as a work in progress. It is usually helpful to develop a timeline with your supervisor for the development and writing of the project. Upon completion of a near final draft of the project that is agreed to by the student's Faculty supervisor, the project will be submitted to a second reader for consideration. This might result in further editing requirements for the student to complete prior to approval to graduate. Students should anticipate a minimum of two months to complete these final steps in the revisions of the project prior to final approval. The completed project should reflect excellence and make a valuable contribution to the academic literature, to practice or to the community. An important consideration in planning the project timeline is that the final grade for the project must be submitted and received by the faculty of graduate studies before it will be regarded as completed. Further, the student's supervisor will submit the grade only after all revisions suggested by the second reader have been satisfactorily addressed, and the student has submitted a final bound copy of the project to the School/Graduate Coordinator.

Reproduction, Distribution and Storage of Project

The student is expected to bind one copy of their completed research project for the School

of Social Work where it will be kept in the showcase outside of the main office.

The student is expected to provide their supervisor and the one reader of the project each a copy of the research project. These copies do not have to be bound.

Approved project samples are available for student review to inform students of required project expectations and standards.

(b) Ethics Review

Students whose project or thesis involves collecting data from human subjects must complete an application for ethics review by the Senate Research Committee. Whether or not a project or thesis requires an ethics review is determined at the time the project or thesis proposal is approved. It is the student's and the supervisor's responsibility to ensure that the ethics review is completed before the student begins the research.

Procedures for ethics reviews will follow guidelines established by the Office of Research Services.

In accordance with existing University policy, all proposals being forwarded to the University Ethics Supervisory Committee must be accompanied by the Researcher's Agreement Form signed by the student, Faculty Supervisor and School Director. The form can be obtained through the Research Office or on the website of the Research Office. All students must complete the on-line tutorial for the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans.

To view Lakehead University's Research Ethics Board Researcher's Agreement Form, go to <http://graduatestudies.lakeheadu.ca/>

(c) Research/Thesis Track Procedures

To view detailed information and access necessary forms please visit Lakehead University's Graduate Studies at: <https://www.lakeheadu.ca/academics/graduate/academic-information/degree-completion/thesis>

8. PRACTICUM

POLICY FOR PLANNING AND CONDUCTING AND COMPLETING THE MSW PRACTICUM

INTRODUCTORY INFORMATION

Purpose of the Practicum

The purpose of the MSW practicum is the guided and systematic application of theory to practice at a professional level with client cases. The practicum is to be distinguished from the project experience by their different goals.

Definition of Practicum

The following criteria will define ***Practicum***:

The practicum shall involve the provision of service by the student to one or more client cases that is compatible with the student's learning needs.

"Client case" is defined as an individual, family, small group, organization or community.

Academic Accommodation for Field Placements

Social Work students with disabilities who require special accommodations for their field placements must be registered with the Student Accessibility Services at Lakehead University. With the student's consent, Student Accessibility Services will provide written notification of the student's requirements for academic accommodation to course instructors.

Student Accessibility Services provides services for students with disabilities, such as assessing and identifying reasonable accommodations that could be implemented as part of the placement process. However, it is the student's responsibility to initiate this process, and to inform their Faculty Supervisor and/or the Graduate Practicum Coordinator about this matter.

During the MSW placement planning process, requested accommodations should be identified and shared with the student's Faculty Supervisor and/or Graduate Practicum Coordinator. With the student's consent, the information regarding accommodations at the placement site may have to be shared with the Practicum Supervisor/Agency to ensure that the student is provided with the requested accommodations.

Further information about the Student Accessibility Services, as well as Lakehead University's Policies and Procedures Concerning Accommodations for Students with Disabilities, are available on the Lakehead University website at the following links:

<https://www.lakeheadu.ca/about/accessibility>

<https://www.lakeheadu.ca/faculty-and-staff/policies/student-related/accommodations-for-students-with-disabilities>

<http://studentaffairs.lakeheadu.ca/uploads/policies/Procedures-for-policy-on-academic-accommodation.pdf>

Paid Field Placement

*School policy states that students **WILL NOT** be allowed to participate in a paid field placement.*

Practicum at a Place of Employment:

- If a student wishes to embark on a placement at an organization where they are currently or have recently been employed, the student should follow the guidelines specified in Appendix H, in the Field Practicum at a Place of Employment Policy.

REQUIREMENTS FOR PLANNING A PRACTICUM

The following is the procedure for planning a student practicum:

- The student will discuss their practicum interest and proposed practicum plans with their Faculty Supervisor, including their learning objectives, the setting, and the time frames.
- The Graduate Practicum Coordinator is available to assist in the location and procurement of practicum opportunities. In this way, previously established agency procedures will be observed in regard to contact and acquisition of placement opportunities as well as the existence of potential credentialed Practicum Supervisors on site. It is necessary that agency preferences and choices of Graduate Students are communicated to the Graduate Practicum Coordinator before any contact is made to an agency to insure that there is little to no interference with existing placement planning for Undergraduate Students.
- To ensure an appropriate practicum placement, the Faculty Supervisor acting on behalf of the School will be involved directly with the prospective field agency in negotiating and planning the placement following consultation with the Graduate Practicum Coordinator. No placement will be considered to be in effect without this direct involvement of the Faculty Supervisor. The assistance of the Graduate Practicum Coordinator is available to help with finding placement opportunities and following established agency protocols in making contact with agencies and potential Practicum Supervisors.

The student will submit to the Faculty Supervisor a draft Learning Contract for their proposed placement, which is in keeping with the student's learning objectives, area of concentration in the MSW program and/or the topic of the student's project/thesis. This Learning Contract/placement proposal may be revised based on discussions with the Faculty Supervisor and if relevant, the proposed Practicum Supervisor.

- The Faculty Supervisor will provide and/or arrange for appropriate supervision for all aspects of the student's practicum. For CASWE accreditation purposes, it is necessary for the student to have regular supervision from a Social Worker with an MSW degree and two years of post-degree experience, or a PhD in Social Work. Prospective Practicum Supervisors are requested to complete the Field Instructor Data Sheet (Appendix J). This provision is not intended to preclude professionals with other credentials from actively working with the student during the practicum. Co-Supervision and Interdepartmental exposure is acceptable if appropriate, to the Grad Student and Faculty Supervisor.
- The Faculty Supervisor will consult with the Graduate Practicum Coordinator if they are interacting with a new agency and Practicum Supervisor. The Graduate Practicum Coordinator will be available to provide resources to new and existing Practicum Supervisors.

In order to establish and maintain effective working relationships between practicum supervisors and the school of the social work Practicum supervisors will be invited to attend Practicum Supervisor seminars with other field instructors, faculty, and the Graduate Practicum Coordinators. These will be held for the purpose of discussing current issues, curriculum, the Mentoring/learning process, and to create a supportive field network.

- All required documentation (see below) will be submitted with the proper signatures to the Graduate Practicum Coordinator before placement begins. A failure to complete all required paperwork may result in an incomplete placement.

Required Documentation

All required forms can be found in the Appendices of this Guide or on the School of Social Work website:

<https://www.lakeheadu.ca/academics/departments/social-work/msw/msw-forms>

MSW Field Practicum Student Agreement

Each student will be required to read and sign the MSW Field Practicum Student Agreement before planning their placement. This agreement clarifies expectations and policies regarding professional conduct, adherence to practicum policies, sharing of information and confidentiality, conflict of interest, criminal record search and medical requirements for placement. The signed agreement must be submitted to the Graduate Practicum Coordinator. (Appendix C)

Practicum Insurance Coverage

All post-secondary students in Ontario are covered under the (Ontario) *Workplace Safety & Insurance Act and the Ministry of Training, Colleges and Universities* while participating in *unpaid* training placements. Neither students nor employers bear the cost of the insurance. Funding for both workplace and private accident insurance is provided through the *Ontario Ministry of Colleges and Universities*. All post-secondary institutions submit statistics on unpaid placements each term. Two completed forms are necessary for the University to ensure that students are provided with coverage in the event of an injury while on unpaid training. These forms are the “Student Declaration of Understanding”, as well as the form titled: “Letter to Placement Employers: Process for Workplace Safety and Insurance Board Coverage.” Both the student and the placement agency are required to complete the respective Declaration forms for students embarking on an unpaid placement and return these forms to the Graduate Practicum Coordinator. Students completing a research practicum are also required to submit these documents. (Appendix H)

Copies of these documents should be retained by the placement agency and the student. As well, a copy of these documents are to be sent to the Graduate Practicum Coordinator to add to the Graduate Students file. If a student is injured on placement, the injury must be reported to the Graduate Practicum Coordinator and the Human Resources department at Lakehead University, and a detailed claim form must be completed, and can be accessed at the following link:

<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ENV=WWE&NO=022-13-1352E> (English)

or

<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=&ENV=WWF&TIT=1352F&NO=022-13-1352F> (French)

Agency-School of Social Work MSW Practicum Agreement

A written agreement between the School of Social Work and the practicum agency will accompany the Student Learning Contract. The following provisions should be addressed for all placements in addition to others deemed necessary for particular placements:

- Agency name
- Agreement to provide student with 450 hours of practicum experience

- Scheduling of practicum days & period of time to be covered by the placement
- Agency unit(s) or program(s) in which practicum is to be carried out
- Agency supervision/consultation to be provided including names as well as credentials/if applicable of those to be involved
- Any special agency arrangements/provisions/resources connected with the placement
- Any special agency requirements of the student e.g. working hours, duties, requirement of a criminal records check, etc.

The Agency-School of Social Work MSW Practicum Agreement form must be signed by the student, the Practicum Supervisor and the Faculty Supervisor on behalf of the School of Social Work. A copy of the signed agreement must be submitted to the Graduate Practicum Coordinator (Appendix D)

Criminal Record Search/Vulnerable Sector Check.

Students will be required to obtain a current Criminal Record Search and/or VSC for the records of the placement agency before beginning their practicum. They will be responsible for the cost of this search. The Criminal Record Search and/or VSC should meet the time requirements of the placement agency, which may require it to be obtained within either six months, three months or one month of the practicum start date. Planning ahead is crucial in obtaining the Criminal Record Search and/or VSC. These must be obtained from the Students' home community police services agency. If the student's community is served by the Ontario Provincial Police a longer process may be required for the Vulnerable Sector Search. The results of the Criminal Record Search/VSC are to be provided directly to the placement agency and not to the School of Social Work. Students will be required to provide their local police services a signed memorandum from the Graduate Practicum Coordinator in order to request a Vulnerable Sector Search (Appendix O)

NOTE TO STUDENTS: Students are required to apply for **Level 3:Police Vulnerable Sector Check (PVSC)** through the Thunder Bay Police Service Website:

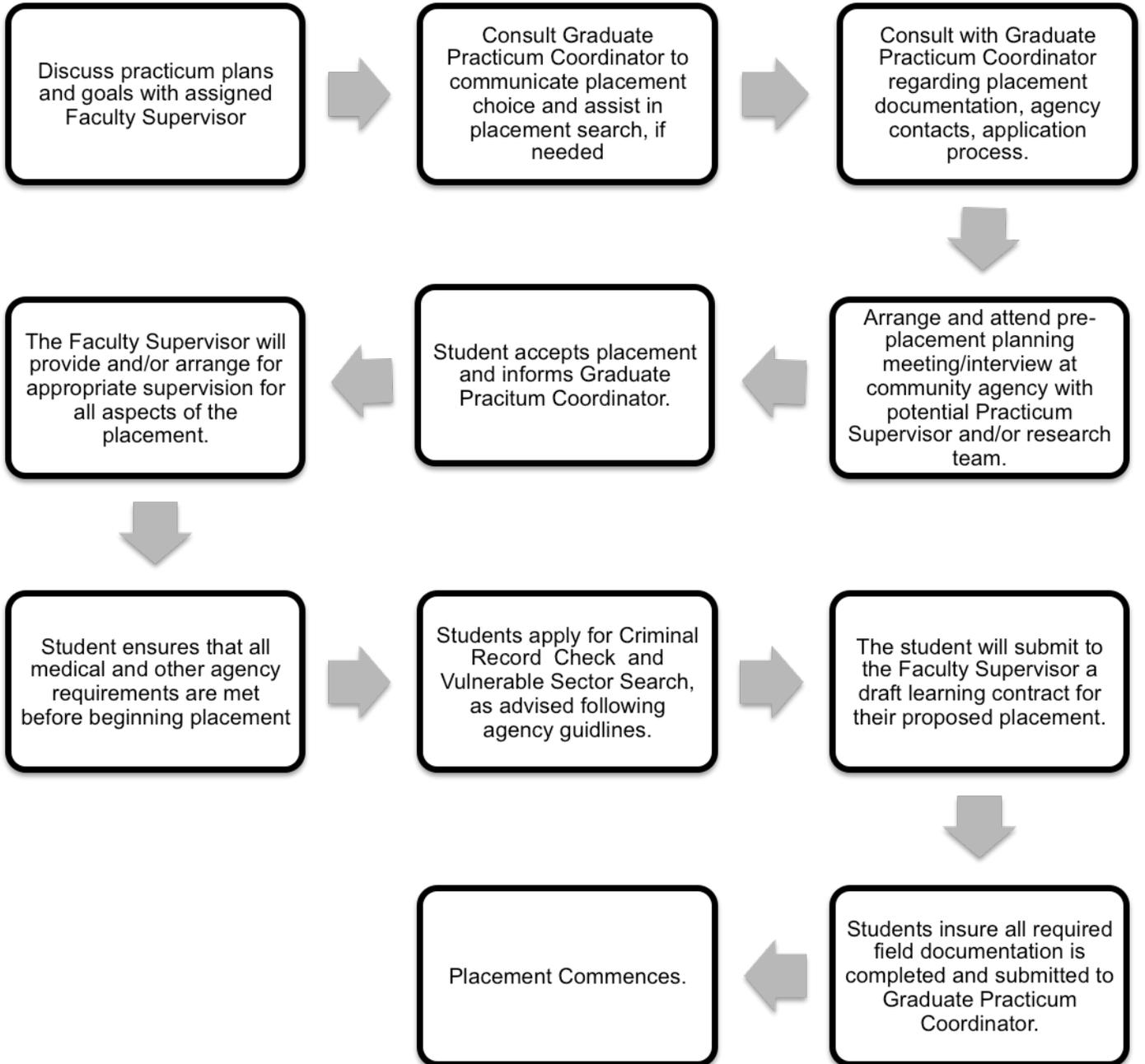
<http://www.thunderbaypolice.ca/services/criminal-records-search>

Student will choose the "employment" option of the application and pay a fee using a credit card (\$55.00 + tax = \$62.15 total). Remember to allow sufficient time for the completion of the Criminal Records Search process. Please provide a copy of your completed certified "Thunder Bay Police Request for Search for Criminal Records" to your field placement site. For Orillia students, please contact the Graduate Practicum Coordinator or more information.

Other Requirements

Each student will be responsible for meeting specific agency requirements for practicum students in that agency. These requirements may include, but not be limited to: provision of a current Criminal Records Search, which may also require a Vulnerable Sector Search; Medical requirements such as vaccination or proof of immunization, Tuberculosis Skin Testing, Mask Fit Testing and/or a current medical examination, as well as the declaration of any relevant agency Conflict of Interest as per School of Social Work guidelines. Any medical records/letters/proof of immunization etc, and the Criminal Records Search should be submitted directly to the placement agency, and not to the School of Social Work.

Placement Planning Flow Chart



REQUIREMENTS FOR COMPLETING A PRACTICUM

All of the steps that are required to plan and complete the MSW Practicum are outlined in the MSW Practicum Student Checklist (Appendix B).

a) Student Learning Contract

The following guidelines are provided for assistance to students, Faculty Supervisors and Practicum Supervisors in developing a useful Graduate Student Learning Contract (Appendix E). The MSW Field Practicum Learning Contract and /or detailed Placement or Research Study Plan is to be completed with supervisory and faculty input, and submitted and approved the Faculty Supervisor.

Statement of Practicum Purpose and Objectives

This provides a clear statement of the general purpose of the practicum and the specific learning objectives related to the student's educational concentration. The specific learning objectives should address professional knowledge, values and advanced level skills to be gained during the practicum. Progress on achieving these learning objectives is the basis for the mid-term and final of the student evaluation. At mid-term, the learning objectives may be revised if the student, Faculty Supervisors and Practicum Supervisor agree it is appropriate.

Desired Learning Experiences.

- Identify client population
- Client/community/practice issues
- Modalities of practice

Needed Learning Resources

- Those to be provided by the agency
- Those to be provided by the University/School of Social Work
- Other resources, and how they will be accessed by the student.

Priorities for Supervision

- Supervision of case activity
- Learning specific skills
- Theory review/application
- Agency policy/administrative considerations Social justice issues

Student performance issues Responsibilities of Student and Supervisor

- General & specific expectations of both student and supervisor
- Preferred approach to preparation for supervisory conferences
- Methods of student reporting/recording on practicum activities
- Method of documenting student's practicum time and activities
- Reflective practice opportunities
- Discussion of teaching and learning styles of student and supervisor.

Supervisory Conferences

- Frequency
- Time and place
- Provisions for contact in case of emergencies & unusual circumstances

Mid & End-Term Student Performance Evaluations (both written documents and in person meeting required)

- Time and place
- Parties to be involved
- Scheduling of evaluations
- Method of evaluations
- Proposed evidence of learning

b) Practicum Evaluations

A Mid-Term Evaluation process takes place at the mid point of the MSW placement to provide the Graduate Student with feedback on their progress. The format and requirements of this process are at the discretion of the Faculty and Practicum Supervisors. Evaluations are to be done collaboratively with Faculty Supervisor, Practicum Supervisor and student. Both written documents and an in person with the Faculty supervisor, Practicum Supervisor and student are required for evaluation.

When the placement has been completed, a Final Evaluation meeting will take place. At this meeting, the student's learning goals, experiences and achievements will be reviewed and discussed. Written or verbal evidence of learning will also be presented by the student.

Any material submitted to the Faculty Supervisors by a Graduate Student as Evidence of Learning, where there is a possibility of identification of service users, will be kept confidential by the Faculty Supervisors and later disposed of in a secure manner.

Graduate Students are to submit a final copy of the completed Final Evaluation to the Graduate Practicum Coordinator who will place it on record as evidence of the students' successful completion of placement submissions.

The students Faculty Supervisor determines the mark of pass or fail.

c) Evidence of Learning:

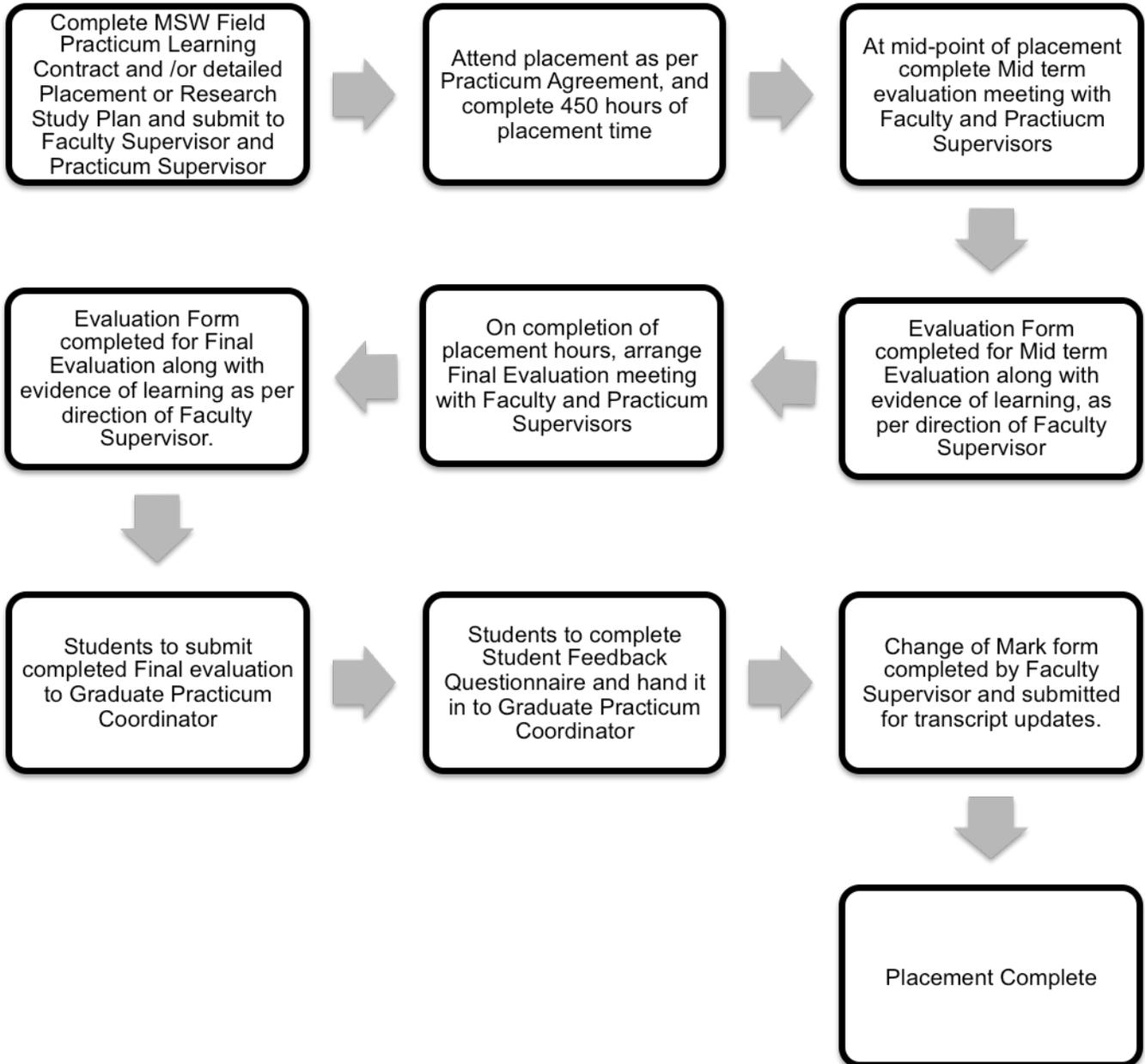
Students must produce Evidence of Learning at both the mid-tem and end term evaluation that reflect progress in regards to the learning goals. The Evidence of Learning will be determined between the student, Faculty Supervisor and Practicum Supervisor and could include the following:

- Summary of practicum activities
- Evidence related to research activity
- Evidence of clinical activity.

d) Field Practicum Feedback:

Students are to complete the Student Feedback Questionnaire. They may submit it electronically or submit it Graduate Practicum Coordinator (Appendix G) Social Work. The School of Social Work will provide the electronic survey link. A feedback questionnaire is also sent to Practicum Supervisors requesting feedback regarding the experience of supervising an MSW student and the MSW field process.

Placement Journey Flow Chart



STUDENTS EXPERIENCING DIFFICULTIES

As professional Social Workers, students in the MSW program engage in self-directed learning. Should issues arise during practicum it is the expectation that students will engage in problem solving that is in line with the Social Work Code of Ethics and their level of professional practice experience.

It is the responsibility of the student and/or Practicum Supervisor to notify the Faculty Supervisor if there are difficulties during the practicum or if performance in the placement is consistently below expected standards. The student, Practicum Supervisor and Faculty Supervisor will meet together to discuss the evaluation and whether the student might achieve the expected level of performance. Re-contracting and clear identification of learning goals and expectations will be outlined together.

If it appears that the student will be unable to meet the expectations of the practicum, a decision may be made by the Practicum Advisory Committee to delay the placement or look at an alternate placement site to assist in meeting the student learning needs identified.

If a placement is terminated and/or deemed unsuccessful or unsuitable, placement time accumulated during the initial practicum experience **will not** be transferable to the second placement site. To ensure adequate opportunity for integrated learning, professional growth and the achievement of competency criteria, the student will be expected to complete a full placement experience in the new setting.

It will be determined by the School of Social Work Practicum Advisory Committee whether a student who has been unable to achieve expected level in the field placement should be given an opportunity to repeat the placement. It is School policy to provide only one opportunity to repeat the field placement

The Practicum Advisory Committee

The Practicum Advisory Committee shall be comprised of the Graduate Coordinator, the student's Faculty Supervisor, one faculty member from the School of Social Work, and one community Social Work professional knowledgeable in the area of Graduate field education, in collaboration with at least two Graduate Practicum Coordinators. Membership of the committee may change based on any conflicts declared.

The Practicum Advisory Committee will provide consultation and/or support to the Faculty Supervisors regarding all aspects of the Practicum component of the Master of Social Work Program.

The Practicum Advisory Committee will review all practicum situations where the practicum is terminated early or deemed unsuccessful by the agency, Faculty supervisor, Practicum Supervisor or student. Both the Practicum Supervisor and the MSW student will have the opportunity to provide a written synopsis of the placement experience and/or identified issues and concerns to the committee for review. The Practicum Advisory Committee will then make recommendations to the Director of the School of Social Work as to whether a student who has been unable to achieve the expected level of competency in a practicum setting or whose performance is deemed to be unsafe* should be granted the opportunity to repeat the placement. The Practicum Advisory Committee may also provide specific learning goals/recommendations for the student to meet if repeating placement is a viable option. The Practicum Advisory Committee is also convened to make decisions regarding unique and/or challenging student situations that may impact placement planning.

*Unsafe practice is any situation arising from a student's interactions with clients, agency personnel or other students that places these groups at risk for harm. As professional Social Workers it is expected that MSW students are working at a professional level.

Graduate Practicum Coordinators:
Thunder Bay Campus:

Jenna Garlick MSW, RSW (on leave October 2017- October 2018)
Lakehead University
School of Social Work
[\(807\) 766-7205](tel:8077667205)
jdgarlic@lakeheadu.ca

Lee Brownlee MSW, RSW
Lakehead University
School of Social Work
[\(807\) 766-7205](tel:8077667205)
lbrownle@lakeheadu.ca

Orillia Campus:
Tess C. Buchanan MSW/RSW
Lakehead University, Orillia
School of Social Work
[705 330-4008 ext. 2617](tel:7053304008ext2617)
tcbuchanan@lakeheadu.ca

9. ACADEMIC PERFORMANCE

(a) Grading System

Consistent with university regulations, course standings in the graduate programs will be reported as follows.

| | |
|-----------------------------------|--------------------------------|
| A+ | 90 - 100% |
| A -1 st Class Standing | 80 - 89% |
| B | 70 - 79% |
| C | 60 - 69% |
| D | 50 - 59% |
| E - Failed | 40 - 49% |
| F | 1 - 39% |
| Academic Dishonesty | 0 |
| Incomplete Standing | (Please see academic calendar) |

(b) Grading Policy

To continue registering as a graduate student, a candidate must achieve and maintain satisfactory academic performance at all times. A student whose academic performance is not satisfactory will be required to withdraw from the program. (See calendar regulations section "Minimum Satisfactory Academic Standing": http://calendar.lakeheadu.ca/current/programs/Graduate_Studies/gradregs.html)

Graduate students must maintain at least a B overall average in their courses. No more than one course (1 FCE) graded C is allowed in a graduate program. It should be noted that a grade less than 60% constitutes failure. A graduate student who is required to complete a make-up course must achieve a minimum mark of 70% in that course.

A graduate course may be repeated once only. No more than one full course equivalent may be repeated. If, after exercising all these avenues for improving course marks, a student is still unable to achieve the minimum B overall average, the graduate student is required to withdraw from the program.

A graduate student who does not complete the required courses and/or thesis within the university's prescribed period of study and does not receive an approved time extension is considered to have failed the program and must withdraw.

10. APPEAL PROCESS

Academic or practicum appeals will be governed by policy established in the School and heard by the Appeals Standing Committee of the Council of the School of Social Work. Alternatively, the appeals process established in the University can be followed.

11. AUTHORSHIP GUIDELINES

Recommendations on determining authorship credit and authorship order on faculty-student collaboration.

- To be included as an author on a scholarly publication, a student or faculty member should, in a cumulative sense, make a professional contribution that is creative and intellectual in nature, that is integral to completion of the paper, and that requires an overarching perspective of the project.
- Authorship decisions should be based on the scholarly importance of the professional contribution and not just the time and effort made.
- Authorship decisions regarding publication of student's thesis or project work should not be affected by whether students or supervisors were paid for their contributions or by their employment status.
- Supervisors should consult with colleagues when authorship concerns arise. If the student and supervisor cannot agree, even after consultations with peers, on their authorship-related decisions, the establishment of an ad hoc third party arbitration process is recommended.

12. REQUIREMENTS FOR GRADUATION

Each student must complete all required courses, practicum, and thesis or project before they will be approved to graduate. Students may graduate either in November or May of each year (please see calendar for dates). It is the student's responsibility to complete an "Application to Graduate" form

· Fine, M., Kurdick, L. (1993) Recommendations on determining authorship credit and authorship order on faculty-student collaboration. American Psychologist, November, pp. 1141-1147.

online and submit it to the Registrar's Office in the term in which graduation is anticipated. The existing due dates for the Application to Graduate are in September if graduating in the fall, and January if graduating in the spring. Please check the calendar for exact dates. The required form can be obtained through **My Info**.

Students should discuss their work-plan and proposed graduation date with their supervisor well in advance. Review of projects, and especially theses, can be a lengthy process. Time must be allowed for the review process to thoroughly occur and revisions to be made if required. *No student will be approved to graduate until his or her final project is approved and the final thesis has been approved and successfully defended.*

Final grades in all courses must be submitted several weeks in advance of the date of graduation so that the potential graduates can be approved by Senate.

Go to your myinfo to view information concerning the Intent to Graduate form.

13. FACULTY PRACTICE AND RESEARCH INTERESTS

| | |
|---|--|
| <p>Dr. Keith Brownlee <i>Professor</i> (705) 330-4008 ext. 2707 kbrownle@lakeheadu.ca</p> | <ul style="list-style-type: none"> • Families and children • Clinical social work • Family Therapy • Strengths-based social work • Rural and northern social work • Aboriginal social work • Social work research |
| <p>Dr. Lida Fan <i>Associate Professor</i> (807) 343-8969 lfan@lakeheadu.ca</p> | <ul style="list-style-type: none"> • Evaluation of social programs • Theories and methods for policy analysis and evaluation • Poverty and inequality in Canada • Public health care, preventive health care • Social and economic determinants of utilization of health care • Determinants and consequence of internal migration • Migration of Canadian Aboriginal peoples to the city |
| <p>Dr. Les Fleischer <i>Assistant Professor</i> (705) 330-4008 ext. 2703 lfleisch@lakeheadu.ca</p> | <ul style="list-style-type: none"> • Adult and adolescent mental health • Psychoanalysis and psychodynamic psychotherapy • Dreams • Education of mental health professionals • Clinical/psychotherapy research • Personality disorders • Sports psychology |
| <p>Dr. Angela Hovey <i>Assistant Professor</i> (705) 330-4008 ext. 2704 ahovey@lakeheadu.ca</p> | <ul style="list-style-type: none"> • Sexual victimization/perpetration • Trauma • Domestic violence • Substance abuse/harm reduction • Corrections/justice systems |

| | |
|--|--|
| | <ul style="list-style-type: none"> • Mixed methods (quantitative and qualitative research methods) • Clinical practice – use of self |
| <p>Dr. Kathy Kortés-Miller <i>Assistant Professor</i> (807) 766-7204 kkortesm@lakeheadu.ca</p> | <ul style="list-style-type: none"> • Palliative and end-of-life care • Gerontology • Qualitative research: simulation and digital storytelling • Interprofessional education and practice • Advance Care Planning |
| <p>Dr. Marg McKee <i>Associate Professor</i> (807) 343-8736 marg.mckee@lakeheadu.ca</p> | <ul style="list-style-type: none"> • Reflective practice • Qualitative research • Participatory action methodologies • Counselling & psychotherapy • Women's issues • Northern practice issues • Psychosocial issues in cancer • Death & dying; end of life care • Gerontology |
| <p>Dr. Jodie Murphy <i>Assistant Professor</i> (807) 766-7270 jjmurph1@lakeheadu.ca</p> | <ul style="list-style-type: none"> • maternal and child health • neonatal abstinence syndrome • fetal alcohol spectrum disorder • mental health and addictions • intimate partner violence • qualitative research • social work in health care • women's issues |
| <p>Dr. Raymond Neckoway <i>Associate Professor/Director</i> (807) 343-8417 rneckowa@lakeheadu.ca</p> | <ul style="list-style-type: none"> • attachment theory • aboriginal parenting • urban migration • dual relationships |
| <p>Dr. Connie Nelson <i>Professor Emeritus</i> (807) 343-8447 cnelson@lakeheadu.ca Websites: www.fsrn.ca and www.connie.nelson.ca</p> | <ul style="list-style-type: none"> • Complexity Theory • Contextual Fluidity Practice Approach • Social innovation and leadership for complex challenges • Quantitative and Qualitative Research Approaches, Designs and Methodologies • Community Capacity Building (re community development) |
| <p>Dr. Gretchen Perry <i>Assistant Professor</i> (705) 330-4008 ext. 2620 gperry@lakeheadu.ca</p> | <ul style="list-style-type: none"> • child protection • fosterage, adoption, and kin caregiving • grandmothers • Who helps parents raise their children and what are the associated child outcomes? • the "matrilateral bias" in non-parental caregiving of children • cross-cultural perspectives on the family and raising |

| | |
|--|---|
| | <ul style="list-style-type: none"> children mixed methods research |
| <p>Dr. Catherine Phillips, PhD <i>Associate Professor</i> (705) 330-4008 ext. 2701 cphillips@lakeheadu.ca</p> | <ul style="list-style-type: none"> Reflexive practice Epistemology Narrative research methods |
| <p>Dr. Susan Scott <i>Associate Professor</i> (705) 330-4008 ext. 2621 sscott5@lakeheadu.ca</p> | <ul style="list-style-type: none"> Social policy Macro social work Evaluation of social programs Domestic violence Harm reduction Children and youth Youth justice Criminal justice Social program delivery systems Organizations Historical development of social programming |
| <p>Dr. Natalya Timoshkina <i>Associate Professor</i> (705) 330-4008 ext. 2702 natimosh@lakeheadu.ca</p> | <ul style="list-style-type: none"> Human trafficking and sex work Women's and gender issues Macro social work practice Critical organizational theory Immigration and settlement International social work Social policy and social welfare Qualitative and multi-method research; program evaluation |
| <p>Dr. David Tranter <i>Associate Professor/Graduate Coordinator</i> (807) 343-8737 david.tranter@lakeheadu.ca</p> | <ul style="list-style-type: none"> Conflict resolution Mediation Alternative dispute resolution Organizational conflict Violence Trauma Gender roles Masculinity Cross cultural issues/conflict Social constructionism |
| <p>Dr. Jo-Ann Vis <i>Associate Professor</i> (807) 343-8971 jvis@lakeheadu.ca</p> | <ul style="list-style-type: none"> Trauma Families and children Social work ethics Family therapy Organizational health Strength based practice Qualitative research |

| | |
|---|---|
| <p>Dr. Anne Marie Walsh <i>Professor Emeritus</i> (705) 330-4008 ext. 2003 awalsh@lakeheadu.ca</p> | <ul style="list-style-type: none"> • Child welfare; abuse, neglect • Spirituality in Social Work practice • Arts in Social Work practice • Existential-phenomenological writing • Arts informed research |
|---|---|

14. OTHER RESOURCES

(a) School of Social Work Resources

Graduate Student Office

RC 3008 is available to Grad students to provide private space for individual and/or group work, and is equipped with a filing cabinet and desks and chairs. Students can reserve this room at the Social Work office.

All MSW students possess individual files which are used as student mailboxes to exchange and receive information from the University, faculty and other students. Students should check their files on a regular basis. These files are located in the Social Work office (RC 3004).

AV Equipment Bookings

The A/V department has moved to the Helpdesk. They have developed a Multimedia Equipment Booking Form for ordering equipment online. MSW students are required to book their own equipment (VCR/DVD/TV, laptops and data projectors, etc.) through this form for class presentations, etc. The direct link is <http://helpdesk.lakeheadu.ca/avbookings>.

(b) University Resources

Library Services and Materials:

The Chancellor Paterson Library and the Education Library have resources that will be of relevance to MSW studies. For further information, see various guides available in the library.

Increasingly, library resources are on-line or accessed via inter-library loan and “racer”, a provincial inter-university document delivery service. Please keep this in mind as there may be a delay in accessing needed books and articles. The Centre for Education and Research on Aging and Health (CERAH) in the Balmoral Street Centre maintains books, journals and videotapes related to gerontology and palliative care (343-2126). The Gender Issues Centre also houses excellent print and audio visual material on a wide range of subjects relevant to social work (343-8879).

Lakehead University's Labs:

Computer labs are located in the ATAC building, rooms AT3001, AT3002 and AT3003, two in the Library on the main floor and 3rd floor, and one small computer lab (20 computers) is located in the Centennial Building (CB 1004). The computing facilities are used by students, faculty and administration. Computer Services offers service and support for research use, statistical analysis and packaged applications. Central terminal rooms provide direct access to the main frame computers for student use. The range of available software is broad, including various text editors, document

preparation packages, statistical analysis and graphics packages, as well as most language compilers and many utilities. For information or assistance call the HELP DESK at Ext. 7777.

Study Carrels and Study Rooms:

Graduate students at Lakehead University may reserve study space and group meeting space in the Library. Please ask at the Circulation Desk about making reservations.

15. IMPORTANT SCHOOL OF SOCIAL WORK POLICIES

(a) Professional Suitability Policy

Please review the Professional Suitability Policy of the School of Social Work, Lakehead University, available in Appendix L of this Student Guide.

(b) Social Media Policy

The Social Media Policy provides guidelines regarding the professional use of social media and relevant protocols. Please see Appendix M to review the complete Social Media Policy.

REFERENCES

Canadian Union of Public Employees. Benefit details.
<http://www.cupe3905.lakeheadu.ca/?s=Graduate+Assistant>

Ethics Supervisory Committee to the Senate Research Committee, Lakehead University. Ethics procedures and guidelines for research on human subjects.
<https://www.lakeheadu.ca/research-and-innovation/ethics/human-subjects>

Fine, M., Kurdek, L. (1993). Reflections on determining authorship credit and authorship order on faculty-student collaborations. American Psychologist, November, 1141-1147.

Lakehead University Course Calendar
<http://navigator.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&loadusercredits=False/>

Ministry of Education and Training. Ontario Student Assistance Program Application and Guide.
<https://osap.gov.on.ca/OSAPPortal>

APPENDIX A

Graduate Assistantship Information Master of Social Work Program

Most full time graduate students are offered the opportunity of a Graduate Assistantship for up to two years. Some students are offered a .5 GA. (Terms and conditions of the GA are pursuant to the terms of the CUPE agreement).

A regular full time assistantship is 270 hours total in the combined fall and winter terms. The average weekly hours of work will not exceed 10 hours. A half-time assistantship is available for 135 hours total, either in fall term, winter term or combined over both terms.

The GA's hours of work shall be specified by the supervisor at the time of appointment.

In all situations, the prime criteria used in assigning GA 's are the candidate's competence, experience and ability to perform the duties of the position. While efforts will be made to accommodate graduate student preferences, the final allocation will be based on the School of Social Work's job requirements and GA qualifications.

The GA is responsible to accurately report the hours actually worked in the manner requested by his/her GA supervisor. Time spent on assignments must be within reasonable limits given the requirements of the job.

All assigned duties performed by the GA are included in the calculation of required hours.

GA's will be evaluated according to the terms of the CUPE contract. Evaluation criteria include: quantity of work, quality of work, initiative/work habits/interpersonal skills, planning/organization/adaptability, job knowledge and overall performance.

Duties may include, but are not limited to:

- preparing classes
- teaching, demonstrating, leading seminars
- supervising laboratories (clinical skills, computer)
- marking students' work
- holding assigned office hours
- consulting with students (including field education)
- setting tests, examination and lab sets
- providing research assistance (grant applications, literature search, eg. data collection, data analysis, preparation of research reports/manuscripts, editing, etc.) field instruction of HBSW students during practicum.
- participating in the admissions process for HBSW students (reviewing files, participating in group interviews in winter term).
- assisting graduate coordinator with research for and preparation of re-accreditation report for the Canadian Association of Schools of Social Work
- other administrative support to educational programs as needed (field instructor education, community liaison).

GRADUATE PERFORMANCE REVIEWS (ARTICLE 17)

For graduate students on assistantship, there will be two performance reviews annually. One will take place at the end of the fall term and the second before the end of March in the winter term. Graduate students assigned to more than one supervisor will have multiple evaluations. The reviews are intended to be constructive sessions that promote communication between employees and supervisors. Some of the areas that may be covered in a session include expectations of duties and responsibilities to be performed, assessment of work over the past term(s), areas for improvement, possible future changes, training and development needs, etc.

The supervisor will complete the Employee Performance Review form, review with the employee and both shall sign, acknowledging that the review has taken place. The employee's signature does not necessarily indicate the employee's agreement with the supervisor's comments. The employee shall be given a copy of the form. Should the review not be satisfactory, the employee would be informed in writing of the expected improvements.

APPENDIX B

**Lakehead University
School of Social Work**

MSW Field Practicum Student Checklist

Student: _____

Student number: _____

| Field Practicum tasks: | Date Completed: |
|---|-----------------|
| Discuss practicum plans and goals with assigned Faculty Supervisor. | |
| Review and sign MSW Field Practicum Student Agreement/Confidentiality form. Complete MSW Placement Planning Form. | |
| Meet with Graduate Practicum Coordinator regarding placement documentation and agency contacts, as required. | |
| Apply for Criminal Record Search and/or Vulnerable Sector Search in your home community, according to placement agency requirements. (Allow 4-12 weeks for this process). | |
| Arrange and attend pre-placement planning meeting/interview at community agency with potential supervisor and/or research team. | |
| Find out and comply with agency medical requirements for placement, if any. | |
| Complete Agency/School of Social Work MSW Practicum Agreement Form with your Practicum Supervisor and Faculty Supervisor. | |
| Either before or on beginning placement, complete and sign the Student Declaration of Understanding regarding placement workplace insurance coverage. The Agency Supervisor or HR department is to complete the Letter to Placement Employers. Please submit signed copies of both forms to the Graduate Practicum Coordinator. | |
| Complete MSW Field Practicum Learning Contract and /or detailed Placement or Research Study Plan with supervisory input, and submit to Faculty Supervisor | |
| Attend placement as per Practicum Agreement, and complete 450 hours of placement time. | |
| At mid-point of placement arrange Mid term evaluation meeting with Faculty and Practicum supervisors. | |
| Evaluation Form completed for Mid term Evaluation along with evidence of learning, as per direction of Faculty Supervisor. | |
| On completion of placement hours, arrange Final Evaluation meeting with Faculty and Practicum supervisors. | |
| Evaluation Form completed for Final Evaluation along with evidence of learning as per direction of Faculty Supervisor. | |
| Students to complete Student Feedback Questionnaire and hand it in to Graduate Practicum Coordinator. | |

Signed: _____
Faculty Supervisor

Date: _____
On Completion of Placement

APPENDIX C

School of Social Work – Lakehead University

MSW Field Practicum Student Agreement

1. PROFESSIONAL CONDUCT

I agree to follow the Ontario College of Social Workers and Social Service Workers (OCSWSSW) Code of Ethics and Standards of Practice while on placement and to adhere to the policies and guidelines of my placement agency.

I understand that the School of Social Work reserves the right to withdraw a student from placement if they violate the OCSWSSW Code of Ethics or the policies of their placement agency or if they do not honour the affiliation to ethical and professional social work standards of practice, the School of Social Work Professional Suitability Policy or the School of Social Work Social Media Policy.

I understand that I am responsible to inform my Faculty Supervisor should I anticipate an extended absence from the program that could affect my field placement.

I also understand that for the duration of my placement I will be fully bound by all applicable Lakehead University policies, regulations, rules and procedures, including in particular the *Code of Student Behaviour and Disciplinary Procedures*.

2. ADHERENCE TO PRACTICUM POLICIES

I understand that I am expected to review and adhere to **all** practicum policies and procedures as outlined in the MSW Program Student Guide.

3. SHARING OF INFORMATION / CONFIDENTIALITY

I understand that personal information on the Social Work application package, practicum planning forms and placement evaluation forms is collected pursuant to Section 14 of the Lakehead University Act and The Social Work and Social Services Act, and will be used to coordinate and evaluate social work practica for students in the MSW program. The information will be disclosed only to the extent necessary for the effective operation, supervision and assessment of the placement and may be shared as required with the School of Social Work Director, Graduate Coordinator, Graduate Practicum Coordinators, Faculty Supervisors, potential placement sites, and Practicum supervisors.

I understand that if any information should come to the attention of the School of Social Work, significant enough to affect my placement role, and thus the field placement experience, the School will confidentially assess and discuss this information with the appropriate parties. Information disclosed during my meetings with Practicum or Faculty Supervisors will be shared to the extent necessary to resolve concerns about a student's ability to successfully complete their MSW field practicum. The School will balance confidentiality against its duty to protect students, clients and placement agencies, as well as against legal duties to report.

4. CONFLICT OF INTEREST

I understand that the intent of the conflict of interest policy is to ensure Social Work students are placed in a practicum setting that offers the most safe and objective learning environment and evaluation of performance possible.

Accordingly I understand that if I wish to undertake a practicum in an agency where I have any prior relationships, I must declare a potential conflict of interest to, and discuss the appropriateness of the situation with my Faculty Supervisor and/or the Graduate Practicum Coordinator.

I understand that I may have a potential conflict of interest if I am, or have been, or an immediate family member is or has been a **client** or an **employee** of the agency, or if I have, or an immediate family member has relatives

at and/or other close **relationships** with staff members of an agency. (An immediate family member is to be defined as a parent/grandparent/child/sibling/spouse or significant other, and any family members involved will remain unidentified). As the School of Social Work will not specifically ask me to divulge this information, it is my responsibility to either inform my Faculty Supervisor and/or the Graduate Practicum Coordinator of a potential conflict of interest or to refrain from requesting a placement setting in which there is a conflict of interest if I choose not to enter into the necessary discussion.

I further understand that where a potential conflict of interest exists with regard to a student practicum, the final placement decision will be at the discretion of the School of Social Work and the Field Placement Agency. Finally, I understand that if the School of Social Work discovers a conflict of interest that I have not declared with respect to my placement application or placement, the School may in its sole discretion terminate that application or placement forthwith, and makes no guarantee that it will be able to arrange a substitute placement within the time limits of my program.

5. CRIMINAL RECORD SEARCH:

I understand that I will be required to obtain a current Criminal Record Search for the records of the placement agency before beginning my field practicum, and that I will be responsible for the cost of this Search. This Criminal Record Search should meet the requirements of the placement agency, which may require the Criminal Record Search to be obtained within either six months, three months or one month of the practicum start date. Many agencies also require a Vulnerable Sector Search. Planning ahead is crucial in obtaining these Searches. I am aware that I must obtain the Criminal Record Search from the police force serving my home community. I understand that if my community is served by the Ontario Provincial Police a longer process may be required for the Vulnerable Sector Search (up to three months). The results of the Criminal Record Search are to be provided directly to the placement agency and not to the School of Social Work.

I understand that I may be denied access to a placement site by the placement agency based on the nature of past offences, and this may affect my continuation in the MSW program.

6. MEDICAL REQUIREMENTS:

I understand that certain placements in medical, residential, educational or health care settings may require specific medical screening, which may include, but not be limited to, a medical examination, tuberculosis skin testing, vaccinations or confirmation of immunizations, and mask fit testing. It is my responsibility to be fully informed concerning agency medical requirements prior to the commencement of my placement. I understand that I am responsible for ensuring that I meet these requirements and that any costs associated with these measures are also my responsibility. Any proof of medical requirements are to be shared only with the placement agency and not with the School of Social Work.

7. HANDLING OF MEDICATION:

Unless there are exceptional circumstances, students are not to handle or dispense client medications on placement.

My signature below indicates that I have reviewed and understood the requirements of this Field Practicum Agreement, and consent to providing the School of Social Work with the information requested, as necessary. This agreement shall remain in effect for the duration of my current Field Practicum.

NAME (Please print): _____

SIGNATURE: _____ **DATE:** _____

If you have any questions about this agreement, please contact:

AT: Coordinator of Graduate/Undergraduate Field Education
The School of Social Work
Lakehead University 955 Oliver Road
Thunder Bay, ON P7B 5E1 (807-766-7205)

APPENDIX D

**Lakehead University
School of Social Work**

Agency/School of Social Work MSW Practicum Agreement

| | |
|------------------------------|--|
| Agency: | |
| Student name and #: | |
| Practicum Supervisor: | |
| Faculty Supervisor: | |
| Placement Start Date: | |
| Placement End Date: | |

_____ (Name of Agency) will provide

Lakehead University Master of Social Work student, _____
with the opportunity to complete a 450 hour MSW Field Practicum.

The placement will begin on _____ (Date) and the student will be present at the agency on the following days of the week and/or half days:

The student will engage in regular supervision sessions with the Practicum Supervisor, and both the Practicum Supervisor and the Faculty Supervisor will be involved in mid-term and end-term evaluations of the placement.

Comments:

Student

Date

Practicum Supervisor

Date

Faculty Supervisor

Date

APPENDIX E

**Lakehead University
School of Social Work**

MSW Field Practicum Learning Contract

| | |
|------------------------------|--|
| Agency: | |
| Student name and #: | |
| Practicum Supervisor: | |
| Faculty Supervisor: | |
| Placement Start Date: | |
| Placement End Date: | |

1. Statement of Practicum Learning Objectives:

(Identify 4 to 6 Major learning objectives/goals, addressing professional knowledge, values and skills to be developed on practicum)

2. Planned Learning Experiences:

(Describe client population, planned clinical experiences and training opportunities, proposed community projects, practicum research programs etc.)

3. Priorities and Responsibilities for Supervision:

(Expectations, preparation, case supervision, skill development, theory review and application, policy issues, advocacy, methods of student reporting/documentation, strength-based feedback etc.)

4. Supervisory Conferences:

Frequency:

Provisions for contacting supervisor in urgent or unusual situations:

Alternative contacts for supervisory consultation:

5. Mid and End-Term Student Performance Evaluations:

(Describe parties involved, scheduling of evaluations meetings).

Describe planned evidence of learning for both mid and end term evaluations:

| | |
|----------------|-------------|
| Student | Date |
|----------------|-------------|

| | |
|-----------------------------|-------------|
| Practicum Supervisor | Date |
|-----------------------------|-------------|

| | |
|---------------------------|-------------|
| Faculty Supervisor | Date |
|---------------------------|-------------|

APPENDIX F

Lakehead University
School of Social Work

MSW Field Practicum Evaluation Form

Agency _____

Student: _____

Practicum Supervisor: _____

Faculty Supervisor: _____

Field Placement Dates: _____

Please check: Mid term _____ OR Final Evaluation _____

1. Statement of Practicum Learning Objectives:

Please list the 4 to 6 Major learning objectives identified in the Learning Contract

| Learning Objectives | Objective Achieved | Objective Not Achieved |
|----------------------------|---------------------------|-------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6 | | |

Comments:

2. Planned Learning Experiences:

Please list the planned clinical experiences, training opportunities, community projects, practicum research programs etc. identified in the Student Learning Contract.

| Learning Experiences | Achieved | Not Achieved |
|-----------------------------|-----------------|---------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |

Comments:

3. Evidence of Learning submitted:

4. Final Placement Evaluation:

Pass Recommended _____

Pass Not Recommended _____

Student

Date

Practicum Supervisor

Date

Faculty Supervisor

Date

Personal information on this form is collected pursuant to section 14 of the Lakehead University Act and will be used to coordinate and evaluate Social Work practicum for students in the MSW program. The information will be disclosed only to the extent necessary for the effective operation, supervision, and assessment of the placement and, so, may be disclosed to School of Social Work administrative staff, potential agency placement sites, Practicum Supervisors, faculty members who sit on the Field Placement Advisory Board, and the Director of the School of Social Work. Any questions on this collection should be directed to: MSW Field Education Coordinator, School of Social Work, Lakehead University, 955 Oliver Road, Thunder Bay, Ontario P7B 5E1; telephone: (807) 343-8556.

APPENDIX G

FEEDBACK QUESTIONNAIRE ON FIELD PLACEMENT- MSW Students

The purpose of this form is to allow you to give your personal feedback regarding the suitability of your placement for student learning.

Please return the completed questionnaire to the Graduate Field Coordinator after the end of the placement term.

| | |
|-----------------------------------|--|
| Name of Placement Setting: | |
| Practicum Supervisor: | |
| Faculty Supervisor: | |

Please briefly address each of the following areas:

1. Describe your role in the field placement setting.

2. Describe the kinds of services you were able to provide (i.e. individual, family, research, groups, community liaison, etc.).

3. Were opportunities available for you to attend any professional development seminars/workshops, etc.? Was there a cost associated with this?

4. What recommendations would you make to the agency to enhance this opportunity for future students?

5. Briefly describe how your Practicum Supervisor was supportive of you in achieving your learning goals.

6. Briefly describe how your Faculty Supervisor was supportive of you in achieving your learning goals.

7. What recommendations would you make to the Practicum Supervisor, and/or Faculty Supervisor to enhance this placement for future students?

8. What recommendations would you make to the School of Social work to enhance the placement process for future students?

9. Please describe the rewarding aspect of this placement:

10. Please describe the challenging aspect of this placement:

Please assign an appropriate rating from 1 to 4 by checking one of the numbers in each section of the form.

| | Unsatisfactory | | | Excellent | |
|---|----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|
| The extent to which the field placement met your learning needs. | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | NA <input type="checkbox"/> |
| Agency's responsiveness to student education and learning | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | NA <input type="checkbox"/> |
| The extent to which you had the opportunity to learn new concepts and synthesize learning from the classroom. | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | NA <input type="checkbox"/> |
| The workload expectation for yourself as a practicum student. | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | NA <input type="checkbox"/> |
| The Practicum Supervisor was approachable and supportive regarding suitability of workload and learning experience. | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | NA <input type="checkbox"/> |
| The frequency and method of field supervision. | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | NA <input type="checkbox"/> |
| The expectations of the Practicum Supervisor with respect to assignments and material to be submitted for supervision | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | NA <input type="checkbox"/> |

Comments and Suggestions:

FEEDBACK QUESTIONNAIRE ON MSW FIELD PLACEMENT
Practicum Supervisors

The purpose of this form is to allow you to give your personal feedback regarding your experience supervising an MSW student.

Please return the completed questionnaire to the Graduate Field Education Coordinator.

| | |
|-----------------------------------|--|
| Name of Placement Setting: | |
| Practicum Supervisors: | |
| Student: | |
| Date of Placement: | |

What are the rewarding aspects of supervising an MSW student?

What are the challenges of supervising an MSW student?

Are you interested in continuing to supervise MSW Social Work students?

What recommendations would you make to the School of Social Work to enhance your interest and ability to supervise MSW students?

Was the amount of time did you spend supervising reasonable in conjunction with your regular work load?

What would help the MSW students to be more prepared for placement?

Please assign an appropriate rating from 1 to 4 by checking one of the numbers in each section of the form.

| | Unsatisfactory | | | Excellent | |
|--|----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|
| The placement planning process | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | NA <input type="checkbox"/> |
| The writing of the learning contract | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | NA <input type="checkbox"/> |
| The placement evaluation process | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | NA <input type="checkbox"/> |
| The information provided to you on Field Education. (ie: links, forms, manual) | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | NA <input type="checkbox"/> |
| The availability of the Faculty Supervisor for placement consultation and discussion | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | NA <input type="checkbox"/> |

Additional Comments:

APPENDIX H

Field Practicum Insurance Coverage

Workplace Safety coverage or private accident insurance coverage is available to all students on approved placements. Coverage does not extend to students while they are travelling to and from placements, while they are engaged in activities not authorized by the placement setting or the university; or if they are breaking the law.

Workplace Safety & Insurance Board Coverage and Student Placements

All post-secondary students in Ontario are covered under the (Ontario) Workplace Safety and Insurance Act and the Ontario Ministry of Colleges and Universities while participating in *unpaid* training placements. For those post-secondary students placed with employers outside the Ontario Workplace Safety and Insurance Board coverage, private accident insurance is available through the Ministry of Education. Neither students nor employers bear the cost of the insurance. Funding for both workplace and private accident insurance is provided through the Ontario Ministry of Colleges and Universities. All post-secondary institutions submit statistics on unpaid placements each term.

For students, all claims normally associated with an approved claim are available. These include health care costs, temporary disability, vocational rehabilitation costs, as well as Non-Economic and Future Economic Loss awards, when applicable. An injured student would be eligible for temporary disability benefits as long as the injury prevented the student from participating in the training program, or in the labour force if the training program was no longer available.

What should students do in case of an accident?

1. Obtain necessary health care (e.g. first aid or medical help).
2. Notify your placement and agency and Faculty Supervisors immediately.
3. Assist your placement and supervisors in completing any necessary accident reports.
4. Initial reporting of injuries must be initiated within 30 days of the occurrence of an accident.

Modified Work Opportunities

In order to keep insurance costs to a minimum, the provision of modified work opportunities for injured students is strongly encouraged. In those cases where a student would be prevented from participating in an unpaid placement due to his/her injuries, both the Faculty Supervisor and the Practicum Supervisor and agency will be contacted to review the possibility of providing modified work by

1. Accommodating the injured student in the workplace through changes of duties, schedules and/or equipment, **OR**
2. Excusing the injured student from placement, with no academic penalty to the student.

Please contact the Lakehead University Human Resources Officer for Occupational Health and Safety with any questions regarding the insurance coverage.



Letter to Placement Employers

Process for Workplace Insurance for Postsecondary Students on Unpaid Work Placements

The Ministry of Training, Colleges and Universities (MTCU) has implemented a new process for students enrolled in an approved Ontario university program that requires them to complete placements in a workplace as part of their program of study:

The Government of Ontario, through the Ministry of Training, Colleges and Universities (MTCU), pays the WSIB for the cost of benefits provided to Student Trainees enrolled in an approved program at Lakehead University and participating in unpaid work placements with employers who are either compulsorily covered or have voluntarily applied to have Workplace Safety and Insurance Board (WSIB) coverage.

MTCU also covers the cost of private insurance with ACE-INA Insurance for Student Trainees enrolled in an approved program at Lakehead University and participating in unpaid work placements with employers that are not required to have compulsory coverage under the Workplace Safety and Insurance Act.

The Workplace Educational Placement Agreement (WEPA) Form has been replaced by the *Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form*. Placement Employers and Training Agencies (universities) are not required to complete and sign the online *Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form* for each placement that is part of the student's program of study in order to be eligible for WSIB coverage. Instead, this form only needs to be completed when submitting a claim resulting from an on-the-job injury/disease. Please note that universities will be required to enter their MTCU- issued Firm Number in order to complete the online claim form.

The MTCU *Guidelines for Workplace Insurance for Postsecondary Students of Publicly Assisted Institutions on Unpaid Work Placements* and the new claim form are posted on the Ministry's public website at:

<http://www.tcu.gov.on.ca/pepg/publications/placement.html> or
<http://www.tcu.gov.on.ca/epep/publications/placement.html>

Please note that all WSIB or ACE-INA Insurance procedures must be followed in the event of an injury/disease.

Declaration

By signature of an authorized representative, the Placement Employer hereby agrees to the following;

That it will immediately report to the University any workplace injury or disease involving a student on an unpaid work placement. Where the Placement Employer is covered by WSIB, the Placement Employer will comply with all WSIB reporting procedures. If the Placement Employer is not covered by the WSIB, then it will comply with the ACE-INA reporting procedures found in the MTCU "Guidelines for Workplace Insurance for Postsecondary Students of Publicly Assisted Institutions on Unpaid Work Placements."

When the Placement Employer is covered under the Workplace Safety and Insurance Act, a Form 7 will be completed and submitted to the University within three days of learning of a work related accident. The Placement Employer agrees to complete a **Letter of Authorization to Represent the Placement Employer** and to provide it to the University along with the completed Form 7.

The Placement Employer agrees that it will provide the Student Trainee with health and safety training and take appropriate precautions to ensure that the Student Trainee is supervised in order to protect the Student Trainee from health and safety hazards that may be encountered at the placement organization.

The Placement Employer agrees to provide written confirmation that the Student Trainee has received the appropriate health and safety training.

In the event of a claim, the Placement Employer agrees that it will review the Student Trainee's restrictions and, where possible, modify the program as required in order to accommodate the Student Trainee to facilitate return to the program.

| | |
|--|---------------|
| Organization: | Date: |
| Name & Title: | Signature: |
| Employer is covered under the WSIB? <input type="checkbox"/> Yes <input type="checkbox"/> No | Student Name: |



Student Declaration of Understanding

Workplace Safety and Insurance Board or Private Insurance Coverage for Students on Program Related Placements

Student coverage while on placement:

The government of Ontario, through the Ministry of Training, Colleges and Universities (MTCU), reimburses WSIB for the cost of benefits it pays to Student Trainees enrolled in an approved program at a Training Agency (university). Ontario students are eligible for Workplace Safety Insurance Board (WSIB) coverage while on placements that are required by their program of study.

MTCU also provides private insurance through ACE-INA to students should their unpaid placement required by their program of study take place with an employer who is not covered under the *Workplace Safety and Insurance Act* and limited coverage where placements are arranged by their postsecondary institution to take place outside of Ontario (international and other Canadian jurisdictions). However, students are advised to maintain insurance for extended health care benefits through an alternate insurance plan or other insurance plan.

Please be advised that Lakehead University will be required to disclose personal information relating to the unpaid work placement and any WSIB claim or ACE-INA claim to MTCU.

This Agreement must be completed, and signed to indicate the Student Trainee’s acceptance of the unpaid work placement conditions, and a copy provided to Lakehead University placement coordinator prior to the commencement of the work placement.

Declaration:

I have read and understand that WSIB or private insurance coverage will be provided through the Ministry of Training, Colleges and Universities while I am on a placement as arranged by the university as a requirement of my program of study.

I agree that, over the course of placement, I will participate in and implement all safety-related training and procedures obtained from the University and the Placement Employer.

I will promptly inform my Placement Employer of any safety concerns. If these concerns are not resolved, I will contact the University’s placement coordinator within my faculty and notify them of any unresolved safety concerns.

I understand that all accidents sustained while participating in an unpaid work placement must be immediately reported to the Placement Employer and Lakehead University placement coordinator. An MTCU Postsecondary Student Unpaid Work Placement Workplace Insurance Claim form must be completed and signed in the event of injury and submitted to the University placement coordinator.

In the event of an injury, I also agree to maintain regular contact with the University and to provide the University with information relating to any restrictions and my ability to return to the placement.

I understand the implications and have had any questions answered to my satisfaction.

| | | |
|---------------|------------------------|---|
| Student Name: | Student Signature: | |
| Program: | Date: | |
| Organization: | Total Placement Hours: | Visa Student? <input type="checkbox"/> Y <input type="checkbox"/> N |

Lakehead University, School of Social Work

SAFETY ORIENTATION CHECKLIST

Placement Employer: This checklist may be used to document health and safety orientation provided to a student(s) prior to exposure to any hazards in your workplace. This checklist, or another format documenting orientation, must be returned to Lakehead University placement coordinator.

| | |
|--|-----------------------|
| Student Name: | Student Number |
| Organization Name: | |
| | |
| COMPLETE DURING ORIENTATION | ✓ or NA |
| Name of immediate supervisor and Joint Health and Safety Committee representative (JHSC) or Safety Representative | |
| Worker/supervisor rights and responsibilities | |
| Safe work procedures and protocols e.g. home visits, transporting clients, risk management | |
| Use of Personal Protective Equipment (PPE) if applicable e.g. gowns or masks in medical setting | |
| Hazards in the workplace that may affect the student, how they're controlled and how to deal with them | |
| What to do and who to see if the student has a safety concern | |
| What to do when there is a fire or other emergency (e.g., evacuation procedures) | |
| Location of fire exits and fire extinguishers | |
| Location of the first aid supplies, equipment, facilities: <ul style="list-style-type: none"> ▪ Names of staff responsible for first aid ▪ How to record first aid treatment | |
| Procedures for reporting accidents and injuries | |
| Workplace Hazardous Materials Information System (WHMIS) | |
| Workplace policies and procedures on: <ul style="list-style-type: none"> ▪ Workplace Harassment ▪ Violence prevention ▪ Working in isolation ▪ Smoking/Drinking/Substance abuse | |
| Location of other important information <ul style="list-style-type: none"> ▪ Joint Health & Safety Committee Minutes ▪ Important telephone numbers | |
| <i>Other hazards covered during orientation should be documented and attached on an additional sheet.</i> | |
| Signatures | |
| Supervisor Name | Signature |
| | Date |
| Student Signature | Date |

APPENDIX I

MSW FIELD PRACTICUM AT A PLACE OF EMPLOYMENT POLICY

As stated in the Conflict of Interest Policy of the School of Social Work, a potential conflict of interest exists when a student is a former or present employee of an organization. This circumstance may preclude a placement at that particular agency or organization.

Potential Risks and Disadvantages of a Practicum at a Place of Employment

The conflict of interest policy is in place to protect student and agency interests. There are many potential risks, challenges and disadvantages when a student is both an employee and a placement intern of the same organization:

- Role confusion and conflict – blurring of the boundaries between the student or “learner role” may occur due to the differing expectations agencies have of employees as opposed to students on placement. Students may find themselves expected to perform duties unrelated to their learning objectives.
- Any problem or difficulty that the student experiences in the role of either student or employee may negatively impact on their other relationship status within the agency. Student placement difficulties have great potential to be detrimental to an employment situation whereas challenges that develop in an employment role may negatively impact the student placement experience, the supervisory relationship, and the evaluation of the student’s practicum.
- The risk of placement challenge is increased due to the multiplicity of student roles. If a placement is terminated and/or deemed unsuccessful or unsuitable, placement time accumulated during the initial practicum experience may not be transferable to the second placement site. To ensure adequate opportunity for integrated learning, professional growth and the achievement of competency criteria, the student will be expected to complete a full placement experience in the new setting.
- Being an employee at a practicum agency may limit or constrain the student’s opportunity and ability to critically analyse agency policy and functioning.

Procedure to arrange a Practicum at a Place of Employment under Exceptional Circumstances

Despite the Conflict of Interest Policy and associated risks and challenges, there may be exceptional circumstances under which a student will, at the discretion of both the School of Social Work and the placement agency, be permitted to pursue a placement opportunity at their place of employment. An exceptional opportunity may be considered by the School if, in the School’s judgement, it will broaden and enhance the student’s Social Work skill development and knowledge base in a distinct and separate unit of the agency, and with a supervisor with no connection to the student’s employment role.

The procedure to request and approve such a placement opportunity is as follows:

1. A formal written placement proposal and student role description are required from the student and/or agency, acknowledging that the student’s paid work is in no way connected to the potential placement opportunity and does not overlap in any way with the student role, client caseload or agency unit.

2. Supervision must be provided by a qualified Social Worker with an MSW or a PhD in Social Work, who is not the student's employment supervisor or manager. The Practicum Supervisor is responsible for ensuring that the field practicum is educationally focused and meets the student's learning goals.
3. The written placement proposal must acknowledge the potential conflict of interest for the student, and state that all parties are aware and apprised of the risk and complications that could ensue if difficulties arise in the placement or work situation, including how the risk and complications would be addressed.
4. The Faculty Supervisor, Graduate Practicum Coordinator and/or the MSW Faculty Committee for the School of Social Work may review the proposal in order to make a reasoned decision regarding the student's situation.
5. The Faculty Supervisor will contact the student and potential placement agency with a decision regarding the placement proposal, including any conditions that may apply if the practicum experience is approved.

APPENDIX J

MSW Field Instructor Data Sheet

The following information is required by the Lakehead University School of Social Work, Field Program to verify the Field Instructor's education and credentials to meet the accreditation requirements and maintain the program's high standard of quality education and field experience.

Date: _____

Field Instructor Name & Title: _____

Agency Name: _____ Phone: _____

Email: _____

Address:

| | | | | |
|---------------|--------|------|----------|-------------|
| | Street | City | Province | Postal Code |
| Home Address: | | | | |

| | | | | |
|--------|--------|------|--------|-------------|
| | Street | City | Prov. | Postal Code |
| Email: | | | | |
| | | | Phone: | |

EDUCATION-DEGREES AND INSTITUTIONS:

| Degree Earned/Date | Institution |
|--------------------|-------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

YEARS OF POST-SOCIAL WORK DEGREE EXPERIENCE: _____

PROFESSIONAL SOCIAL WORK DESIGNATION: _____

OTHER PROFESSIONAL CREDENTIALS: _____

Please provide a copy of resume or CV to:

Jenna Garlick, MSW/RSW, Graduate Practicum Coordinator (Thunder Bay): jdgarlic@lakeheadu.ca
 Tess C. Buchanan, MSW/RSW, Graduate Practicum Coordinator (Orillia): tcbuchanan@lakeheadu.ca

School of Social Work
 Lakehead University
 955 Oliver Rd.
 Thunder Bay, ON P7B 5E1
 Fax: (807) 346-7727

APPENDIX K

LAKEHEAD UNIVERSITY

HARASSMENT AND DISCRIMINATION POLICY

Policy Link: [Harassment and Discrimination Policy](#)

Guiding Principles

All members of the Lakehead University Community have the right to study, work and live in an environment free from harassment and discrimination as defined in the [Ontario Human Rights Code](#). <http://www.ohrc.on.ca/english/code/index.shtml>

To combat harassment and discrimination at Lakehead University, [Harassment and Discrimination Policy and Procedures](#) have been created through consultations with staff, faculty and students to ensure a wide range of perspectives and a fair process for dealing with incidents of harassment and discrimination on our campus.

Harassment and Discrimination are a Violation of Human Rights

Lakehead University recognizes that harassment and discrimination are illegal under the prohibited grounds in the [Ontario Human Rights Code](#), and are incompatible with the standard of conduct expected of members of the Lakehead University Community.

The [Ontario Human Rights Code](#) provides that every person has a right to freedom from discrimination and harassment on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, same-sex partnership, disability, age, marital status, family status, the receipt of public assistance and record of offenses.

Harassment and Discrimination Negatively Affect Individuals and the Entire University Community

Harassment and discrimination are human rights violations which can impact on the physical and emotional wellbeing of an individual.

Harassment is a course of comments or conduct consisting of words or actions that disparage or humiliate a person in relation to a prohibited ground contained in the [Ontario Human Rights Code](#) that is known, or ought reasonably to be known, to be unwelcome. It may include comments or conduct by a person in a position of authority that is intimidating, threatening or abusive and may be accompanied by direct or implied threats to the individuals grade(s), status or job. Harassment may also occur between people of similar authority; however, those who are most often the targets of harassment tend to be members of groups that have been historically disadvantaged in our society (e.g. women, racial and ethnic minorities, people with disabilities, lesbians, gay men and bisexuals).

Discrimination means action(s) or behaviour(s) that result s in the unfavourable or adverse treatment or preferential treatment of individuals or groups related to the prohibited grounds of the [Ontario Human Rights Code](#). This can include the refusal to provide goods, services or facilities; exclusion from employment or employment benefits; refusal to work with, teach or study with someone; or failure to provide physical access.

Discrimination can also be **systemic**, meaning that policies, practices and procedures have been

created and implemented in ways which appear to some to be neutral, but which disadvantage individuals or groups relative to one of the prohibited grounds of the [Ontario Human Rights Code](#). Harassment and discrimination often have a profound effect on those who experience it, undermining their work or academic performance, and preventing or impairing their full and equal enjoyment of their employment or academic experiences at Lakehead University. Persistent harassment and discrimination can create a **poisoned environment** which is hostile, offensive or intimidating for the individuals or groups who have to work, study or live in this environment. With such adverse effects on individuals academic and/or working lives, harassment and discrimination also negatively impact on the overall health of the University.

We are All Responsible for Creating an Environment Free of Harassment and Discrimination.

To aid in achieving the goal of a harassment and discrimination free institution, Lakehead University has a Harassment and Discrimination Officer, Sherry Herchak (sherry.herchak@lakeheadu.ca or 343-8356) who coordinates educational initiatives and complaint services for the University community.

Every student, employee and contractor will receive a plain language version of the policy and procedures and will be asked to participate, as appropriate, in awareness raising or training programs to make them aware of their rights and obligations under the [Harassment and Discrimination Policy and Procedures](#).

It is hoped that with a better understanding of the negative effects of harassment and discrimination on individuals, groups and the entire institution, all members of the Lakehead University Community will help to create an environment wherein all its members can work, study and live without the experience of harassing and/or discriminatory behaviour.

How Does Harassment or Discrimination Affect Victims?

People who are the target of harassing and/or discriminatory behaviour are surprised at how seriously it affects their lives. A common perception of harassment or discrimination is that it is harmless, and something the victim should be able to handle alone. It is believed that harassing or discriminatory behaviour is something that is easy to avoid, stop or call to the attention of others, and that the consequences of being harassed or discriminated against are minor and easily forgotten.

The fact that such beliefs are held by many people can add to the difficulties victims have in dealing with the often debilitating effects of harassment and discrimination. Since many erroneous beliefs about harassment and discrimination are prevalent, it is important for everyone at Lakehead University to learn to identify harassing or discriminatory behaviour, and know about the mechanisms in place to combat these behaviours.

Those who have been harassed and/or discriminated against on the job, in the classroom, while using the campus services, or in residence quite likely feel humiliated, distrustful, angry and frustrated. The effects of being in this environment are both emotional and physical and may include:

- Depression***
- Anxiety***
- Inability to Concentrate***
- High Blood Pressure***
- Loss of Confidence or Self-Esteem***
- Listlessness***
- Insomnia***

Headaches Backaches

These problems may continue long after the harassing or discriminatory incidents have taken place, sometimes becoming worse with time.

How Do Victims of Harassment and Discrimination Cope?

Harassing and discriminatory behaviours are often an abuse of power (e.g. professor over student, supervisor over employee) involving the implicit or explicit use of threats of punishment to ensure the complicity of the victim. The fear of a failing grade, a poor letter of recommendation or being denied a promotion often ensures that the victim will not object to or report the harassing or discriminatory behaviour, but will instead look for ways to escape such situations. Victims of harassment and/or discrimination often fear that they will not be believed, or that no action will be taken if they do launch a complaint, even if the complaint is taken seriously. Others feel that they will be seen as "trouble-makers", or that they were responsible for the harassing and/or discriminatory behaviour.

As a result, victims typically develop strategies for escaping the harassment and/or discrimination. Students who are being harassed and/or discriminated against in the classroom may drop the class or simply not attend, often failing. They may change majors, transfer or leave school entirely. University employees being harassed and/or discriminated against by other employees may seek transfers to other departments, request new schedules or responsibilities, or may leave their jobs. If these methods of avoiding the harassment and/or discrimination are not available, victims may tolerate the behaviour and return regularly to a humiliating and stressful situation.

Harassment and discrimination have severe effects on the individuals who experience such behaviours; they also have a profound negative impact on the University Community as a whole. It is important for everyone to understand the effects of harassment and discrimination in order to provide a supportive environment for those who are the targets of such actions, and to collectively combat harassment and discrimination on our campus.

What You Should Do if You are a Victim of Harassment and/or Discrimination

If you are being harassed and/or discriminated against, do not ignore the behaviour. Silence is often interpreted by the harasser/discriminator as permission to continue with such behaviours. Also, in cases of harassment and/or discrimination where the respondent is unknown, or the discrimination is of a systemic nature, an institutional response is warranted and remedies can only occur if we are informed. Lakehead University has a process in place to deal with complaints of harassment and discrimination, and you are strongly encouraged to contact the Harassment and Discrimination Officer: (sherry.herchak@lakeheadu.ca or 343-8356) who can provide confidential advice and assistance on how to deal with the situation and, if you choose, initiate the formal complaint process.

When you contact the Harassment and Discrimination Officer she/he will meet with you and:

- identify options available to you
- review informal means of resolving the problem
- provide information on formal means of resolution
- help you determine whether to contact other services such as counselling or the police
- if necessary, seek advice from appropriate University personnel

[The Harassment and Discrimination Policy and Procedures](#) has both informal and formal complaint mechanisms which can be used to end the harassing and/or discriminatory behaviour. Which route you

choose will depend on your particular situation, and what you feel you are ready to do. The Harassment and Discrimination Officer will not initiate action without your knowledge.

Helping Yourself

Experiencing harassment and/or discrimination and going through the complaint process can be very difficult. In order to make the process easier, there are a number of things you can do:

Document What Has Happened

Keep a record of what has happened to you including dates, times and places of the harassing and/or discriminatory behaviour, the names of the perpetrator and any witnesses and specific details including any direct quotes. Also record anything you said which indicated your objections and any responses to such objections, including punishments if there were any. Try to keep a record of your feelings about the incident(s) and any emotional or physical effects you have noticed. This record will provide a clear account of your experience which will reinforce a complaint, if in the future you decide to initiate one.

Talk to Others

Speaking with friends, classmates or co-workers about your experiences can be very helpful. First, it breaks the isolation that you may be feeling. By expressing your feelings you may be able to clarify what is happening to you and obtain practical and emotional support. Second, letting others know about your experiences may protect them from becoming the target of harassment and discrimination. Third, you may meet others who have also been the victims of harassment and discrimination who can offer support and advice on how to deal with your problems.

Get Counselling and Support

The emotional effects of harassment and discrimination can be profound, and you may benefit from speaking with someone who understands the effects being a victim of harassment and/or discrimination has on your academics, work or physical and emotional wellbeing. Lakehead University has a number of services which can help you in the areas of counselling, support and referrals. The staff at these offices will also provide help and support when you are deciding what to do, or are going through the complaint process.

If you feel that you have been a victim of harassment or discrimination, or if you wish to provide feedback on the Harassment and Discrimination Policy and Procedures or have any questions, contact Sherry Herchak (sherry.herchak@lakeheadu.ca) in the Human Resources office, or call 343-8356 or 343-8334.

Off-Campus Links:

- [Ontario Human Rights Commission](#)
- <http://www.interfaithcalendar.org/>

APPENDIX L

Lakehead University Student Support Services and Resources

[Aboriginal Cultural and Support Services](#)

RC-0002, 343-8085

[Chaplain](#) Sister Alice Greer

UC-1002C, 343-8002

[Employee Assistance Program \(EAP\)](#)

Behavioural Sciences Centre, 300 N. Lillie St., 623-7677

[Health and Counselling](#)

UC-1007 (across from Security), 343-8361

[International Student Coordinator](#)

343-8133

[Lakehead University Student Union \(LUSU\)](#)

SC-0001, 343-8259

[Aboriginal Awareness Centre](#)

RC-0002, 343-8085

[Gender Issues Centre](#) (LUSU)

SC-0020 (beside LUSU office)

343-8879

[Pride Central](#) (LUSU)

UC-0019B & C (under Agora)

343-8813

[Vice President, Student Issues](#) (VPSI)

SC-0001

343-8602

[Student Accessibility Services](#)

Student Centre, Room SC-0003, 343-8047

[Ombudsperson](#), Scott McCormack at 343-8061,

UC-2060

APPENDIX M

Lakehead University School of Social Work - Professional Suitability Policy

Rationale

The Lakehead University School of Social Work has an obligation to protect the safety and well-being of the students, staff and faculty as well as clients and staff of those organizations in which students carry out their field placements. The very nature of social work education and practice places social work students in a position of trust in relation to the vulnerable or disadvantaged groups with whom they work. As such, it is imperative that student behaviour and conduct is reflective of the core values and ethics of professional social work practice both inside the classroom and while in their field placements.

In order to ensure competency and professional suitability of our graduates, Lakehead University School of Social Work follows the Canadian Association for Social Work Education (CASWE) Standards of Accreditation (2012) expectation that, "The academic unit has a policy regarding the professional suitability of the student for the profession of social work. Students are made aware that serious or repeated violations of the Code of Ethics put them at risk of exclusion from the program on the basis of professional unsuitability." (SB/M 2.4.5)

Recommendations regarding concerns pertaining to professional suitability (such as impaired judgment, non-academic misconduct or breach of the Social Media Policy [need to add link once available]) could include continuation in the program, with or without conditions or dismissal from the School of Social Work.

Criteria for a Professional Suitability Review of a Student¹

Lakehead University School of Social Work reserves the right to assess a student's suitability under the following circumstances. This list is not exclusive of other behaviours of misconduct.

- Concealment of relevant information or distortion of the truth on the Application for Admissions to the School of Social Work or on the Practicum Planning Forms and Documents;
- Serious and/or persistent conduct that contravenes Lakehead University policies, regulations, rules and procedures, including in particular the Code of Student Behaviour and Disciplinary Procedures
- Serious and/or persistent breaches of the Canadian Association of Social Workers (CASW) and Ontario College of Social Workers and Social Service Workers (OCSWSSW) Code of Ethics and Standards of Practice; including but not limited to:
 - Evidence that a student cannot effectively exercise judgment with regard to professional boundaries with clients and/or colleagues;
 - Evidence of persistent and/or serious inability to form professional relationships;
 - Persistent and/or serious medical condition that affects the ability to function within a professional context;
 - Evidence of discriminatory behaviour or harassment that contravenes the Ontario Human Rights Code (as related but not limited to race, ancestry, origin, ethnicity, citizenship, creed, gender, sexual orientation, religion, marital status, age, socio economic status, political affiliation, disability or diagnosis);

¹ Based on criteria outlined in Barlow, C. & Coleman, H. (2003). Suitability for practice guidelines for students: a survey of Canadian social work programmes. *Social Work Education*, 22(2), 151-164. DOI: 10.1080/0261547022000058206

- Persistent abuse or misuse of substances that interferes with the ability to function within a professional context;
- Evidence of criminal behaviour, including charges or convictions for criminal offenses such as physical assault, sexual assault, drug trafficking or any crime that may threaten the safety and well-being of vulnerable client groups in field placement settings; and
- Persistent or serious conduct that contravenes the policies of the university or of the field placement setting which cannot be resolved through feedback and/or negotiation.

Criteria for Membership of Professional Suitability Committee

The committee shall consist of:

- Chair of the committee – faculty member; would designate alternate if directly involved with concern
- 2 Faculty members – not directly involved with concern
- 1 Field education coordinator – not directly involved with concern
- 1 Community representative – registered social worker experienced with field instruction

Procedure for Review of a Student's Suitability for the Practice of Social Work²

Most concerns are resolved through a discussion between the student and the faculty member or field education coordinator and field instructor. However, occasionally it is necessary to have an additional discussion and review of the concerns. In some instances a concern is resolved by a student withdrawing from a course (including a field placement) without penalty. There are time limitations related to course withdrawal.

This procedure outlines two levels of review, an informal review and a formal review. A student may be asked not to attend class, field placement and/or other school activities until the review process is complete. If a student is asked not to attend a class and remains registered in the class, arrangements will be made for course material to be covered.

Informal Review

When a faculty member or field coordinator has concerns about a student's suitability for the practice of social work, the faculty member or field coordinator shall request a meeting with the student to discuss the concerns.

When the concerns are identified by a field instructor, the field education coordinator will be involved in a meeting with the student to discuss the concerns. It is assumed that in most circumstances, the field instructor and student have had some conversation about the concerns previously.

When concerns are identified about a student by another student, the student who identifies the concerns shall discuss her/his concerns with a faculty member, field coordinator or field instructor who, depending upon her/his assessment of the complaint, shall request a discussion meeting with the identified student.

Following this meeting, the Professional Suitability committee will be consulted to determine whether to initiate an informal or formal review.

² Based on procedures of McMaster University, School of Social Work Professional Suitability Policy

The request for an informal review meeting may be verbal or written. The faculty member, field coordinator, field instructor and/or student may invite another person to be present for the meeting to act as an observer or support.

The informal review will seek to determine the student's suitability for the practice of social work and may result in:

- a fuller understanding of the situation and no need for further action;
- an agreed upon plan outlining actions the student will take to address the concerns and the establishment of a date to review the student's progress; and/or
- a decision to proceed to a formal review

The faculty member or field coordinator will summarize in writing the results of the informal review and will provide the student with a copy of the written summary.

Formal Review

A formal review of a student's suitability for the practice of social work will be requested in writing by the Professional Suitability committee. The request will be addressed to the Director of the School of Social Work with a copy of the request provided to the student. The concerns regarding the student's suitability for practice will be outlined in the request. The Director of the School of Social Work will provide, within one week of the request, written notification to the student and the Professional Suitability committee of this decision. If there is a decision to hold a formal review, the review will be scheduled for a mutually acceptable date, normally within three weeks of the written original request.

The Formal Review will be chaired by the Director or delegate. Members of the Professional Suitability committee and the student will attend. At the discretion of the Director or delegate, additional people may be required to attend the review:

- a program chair or director other than the one chairing the Review.
- faculty members, field setting employees, students or any individuals who have relevant information or perspectives to contribute to the discussion
- the student may choose to have a person accompany them to act as an observer or support.

During the review, the information relating to the concerns about the student's suitability for practice will be presented by the Professional Suitability committee. Any individuals in attendance who have relevant information or perspectives to contribute to the discussion will present their information. Relevant documentation, if available, will be reviewed. The student will have the opportunity to ask questions and present his or her position regarding the concerns. Suggestions regarding possible remedies or sanctions will be considered. The student may request that only the Director or delegate hear information of a private nature. In this situation, the Director or delegate may ask all other parties to leave.

Following the conclusion of the formal review, the Director or her/his delegate in consultation with the Professional Suitability committee will decide upon a course of action. A letter stating the decision, the reasons for the decision and a plan (when one has been developed) will be provided to the student within two weeks of the formal review. A copy of this letter and relevant documentation will be placed in the student's file.

All written communications will be delivered by post or university email. It is the student's responsibility to ensure that the School has her/his most recent mailing addresses.

The formal review may result in a number of possible outcomes. These outcomes may include, but are not limited to, the following decisions:

1. The student will continue in the program with no conditions;
2. The student will be referred to appropriate campus resources. Depending on the nature of the concern, the student may be referred to the Student Accessibility Services (SAS), Student Health and Counselling Centre (Thunder Bay campus), The Wellness Centre (Orillia campus), Harassment and Discrimination Officer, Gender Issues Centre, Aboriginal Services, or other resources established by university policies governing student conduct. The student may be referred to or requested to seek out a community resource to help them address the concern;
3. The student will continue in the program with conditions. These conditions must be met in order for the student to remain in the program. The conditions will include establishing a plan with goals, a time line, a description of how progress will be monitored and how the student will be evaluated. The conditions may involve a referral and attendance at counselling, advising and/or medical services. They may include attendance at workshops, courses or volunteer work. The student will report, with documentation, to the Director or delegate, within an agreed upon period of time, how she/he met the conditions. The student may be required to temporarily withdraw from the program or from field placement until the required conditions are met; or
4. The student will be required to withdraw from the program. The student will be given a written letter explaining the reasons for the withdrawal and the conditions, if any, under which they may be apply to be readmitted.

Appeals

The student will be informed that she/he has the right to appeal and should consult the Lakehead Appeals process outlined in the Code of Student Behaviour and Disciplinary Procedures.

<https://www.lakeheadu.ca/faculty-and-staff/policies/student-related/code-of-student-behaviour-and-disciplinary-procedures>

Confidentiality

The School's responsibility is to protect the public and future service users and matters of confidentiality are articulated in that context. The School is committed to meeting the highest standard of ethics with respect to maintaining the privacy and confidentiality of the personal student information that we collect, use and disclose. The School of Social Work strives to protect the privacy rights of our students even when that student has been subject to a review of professional suitability as defined by this policy. However the School will balance the student's confidentiality against the School's duty to protect others. Therefore, information disclosed will not be kept confidential if the information raises concerns about a student's capability of assuming professional responsibilities related to social work practice. It should be noted that the School of Social Work reserves the right to share information with the University or a third party as required by law.

APPENDIX N

Social Media Policy, School of Social Work, Lakehead University

Background Context

Social Workers are increasingly reliant on online communication (eg. Facebook, LinkedIn and Twitter) 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 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 profession, and on the School and the University. Whether you are at your field placement or at home, 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 workers extend beyond our offices and into the online world of social media sites.

The image we want to portray as social workers is that we are trustworthy and that the profession is honorable. As faculty members in the School of Social Work, we hold ourselves accountable to a standard that maintains that public trust and respect, and we ask our students to do the same.

Policy Statement

The Lakehead School of Social Work 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 School community are accountable for their actions and statements in public forums, including online media.

As future members of the profession, 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-ACFTS, and with the mission of the Lakehead School of Social Work. 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 (see School of Social Work *Professional Suitability Policy*).

Guidelines

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 when using social media communication tools, whether using a personal site, agency site, or University site.

The CASWE Code of Ethics 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 to our clients are the same whether it is through written communication, email, texting, or through Facebook, Twitter or any other social media. Social workers are responsible for setting and maintaining clear boundaries, and for maintaining the confidentiality of information related to clients, employers, colleagues, and supervisors. Social work students are responsible for understanding how to use social media, and for checking personal security settings.

Dual relationships

Social work students should maintain appropriate personal and professional boundaries in their relationships with clients, supervisors, and colleagues. Allowing clients or former clients to cross into your personal life will complicate and blur your professional boundaries. This is particularly tricky when managing your Facebook account. It is your responsibility to manage your privacy settings, friend requests, and level of self-disclosure, and to monitor all interactions, including wall posts, on your site.

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 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've friended. Search engines can turn up posts years after they are created, and comments can be forwarded or copied.

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 work environment can open you to legal action by an individual or organization, and to dismissal from the School.

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 wouldn't 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've created.
- Be vigilant about the safety of your identity that of your friends and family. Consider the implication 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 profession, the School, the Agency where you are working, and the University.
- Be knowledgeable, accurate, and respectful when referring to others, including the School, professors, supervisors, your practicum agency, the University, and colleagues.
- Refrain from any online comment that could reflect negatively on the School of Social Work or your practicum's reputation.
- Never reveal identifiable content or privileged information about 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 your agency's policies regarding the use of social media.

Sharing information (adapted from Renison University College School of Social Work)

Unless given permission in writing by the Director of the School of Social Work you are not authorized to speak on behalf of the School. Unless given permission in writing by the Practicum Supervisor you are not authorized to speak on behalf of your practicum agency.

If you are developing a Website, social networking group or writing a blog that will mention the School of Social Work, your practicum and/or their employees or clients, 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 School of Social Work and/or the practicum agency.

If you are developing a site, group or writing a blog that will mention the School of Social

Work, your practicum and/or their employees or clients, please let the School of Social Work and/or your Practicum Supervisor know that you are doing so, and clearly explain your purpose in mentioning or writing about the School and/or agency. Representatives of the School of Social Work and/or your Practicum Supervisor may choose to visit from time to time to understand your point of view.

You may not share publicly any confidential information about the School of Social Work, your practicum setting and/or clients and colleagues. If you have any questions about whether information has been released publicly or doubts of any kind, please speak with the Director of the School or Social Work, or with the Graduate Practicum Coordinator.

Taking and sharing photographs without consent is a breach of confidentiality. Know your agency's policy regarding photography, including any limitations on its use.

Guidelines for Interactions with Clients on the Internet (adapted from Renison University College School of Social Work)

- Do not “friend” your clients (current or past) and do not allow your clients (current or past) to “friend” you.
- Do not use messaging on websites such as Twitter, Facebook, and LinkedIn to contact your clients or respond to clients who may have contacted you. These sites are not secure.
- Always use your professional (work/practicum) email, not your personal email address to communicate with clients.
- All email communication with clients should be of a professional nature. Never have personal discussions or make personal disclosures of any kind.
- Do not discuss details of your work with clients.
- If you choose to communicate with your clients by email, be aware that all emails are retained in the logs of your and their Internet service providers. While it is unlikely that someone will be looking at these logs, they are, in theory, available to be read by the system administrator(s) of the Internet service provider.

Tips for Responding to Social Media Requests from Clients (From Renison University College)

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

Friending

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

Interacting

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

Email

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

APPENDIX O



School of Social Work
Thunder Bay- 807-343-8576
Orillia- 705-330-4008 ext. 2003

September 8, 2018

Police Services address

To Whom It May Concern

_____ is a student in the Master of Social Work program at Lakehead University, and is required to obtain a Police Vulnerable Sector Check (PVSC) for the field practicum in the 2017/18 school year.

Social Work students will be performing social work duties in a variety of community organizations, including schools, child welfare agencies, long term care, health and mental health facilities for their placement experiences, and will be in positions of trust and authority with vulnerable persons.

Please contact the Field Education Coordinator with any questions regarding this request.

Sincerely

Graduate Practicum Coordinator
School of Social Work

Phone:
Email: