

Semester II - Winter (January to March)

SCWK 5006	Preparation for Professional Social Work Practice (cont.)	(6.0 ch)
SCWK 5046	Theory for Social Work Practice II	(6.0 ch)
SCWK 5223	Organizing for Action with Diverse Groups	(3.0 ch)
SCWK 5313	Social Policy in the Canadian Context	(3.0 ch)

Semester III - Spring (April to June)

SCWK 5059	Field Instruction (450 hours)	(9.0 ch)
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Semester IV - Fall (September to December)

SCWK 5083	Field Instruction II (250 hours)	(3.0 ch)
SCWK 5323	Social Policy - Current and Global Contexts	(3.0 ch)
Two elective courses		<u>(6.0 ch)</u>

Total credit hours **60 ch**

Mi'kmaq/Maliseet Bachelor of Social Work Program (MMBSW)

The Mi'kmaq/Maliseet Bachelor of Social Work (MMBSW) program is offered by St. Thomas University in partnership with First Nation Communities. The program is directed toward First Nation peoples in New Brunswick and the Maritime Provinces who wish to become social workers in their communities. The classes are held in Kingsclear, NB.

The MMBSW program respects and celebrates the traditions and cultures of Indigenous peoples as demonstrated by its flexible and culturally relevant approach to incorporating Indigenous ways of knowing and learning throughout the social work courses that are offered in the program.

The program consists of 60 credit hours of social work courses to be completed over a three-year period. Applicants must have completed a minimum of 60 credit hours of liberal arts courses as a prerequisite to admission. The fifth cohort will be admitted in September 2017 until June 2020.

Students wishing to be considered under the Educational Equity Admission Policy must indicate their request in the designated section of the application form.

Required Withdrawal from the BSW program on the Grounds of Unsuitability

The profession of social work requires that students acquire a body of knowledge and skills and demonstrate an ability to act in accordance with the demands of the profession. The university may require a student to withdraw or be suspended or meet other requirements which may be imposed as a condition of continued enrolment in the BSW program. Suitability or fitness for the profession of social work is a requirement for continuation in the program.

C. School of Social Work Policies

A. Policy Governing Professional Suitability in the School of Social Work

The Canadian Association of Social Work Education (CASWE) requires the School of Social Work to have in place procedures for assessing the suitability of their students for professional practice. St. Thomas University has developed the following policy to be invoked when there are concerns related to a student's professional suitability.

1. Scope and Purpose

- 1.1 All students in the Bachelor of Social Work program are expected to demonstrate attitudes, values, and conduct that are consistent with the Canadian Association of Social Workers' (CASW) and the New Brunswick Association of Social Workers' (NBASW) Codes of Ethics during classroom participation, through written assignments, in presentations, and in field contexts.
- 1.2 The purpose of this policy is to:
 - Increase student and faculty awareness of the attitudes, values, and conduct that are suitable for a professional social worker;
 - Comply with the requirements of professional regulatory bodies;
 - Assist faculty in evaluating student suitability for social work practice; and
 - Seek to ensure students are made aware of any concerns through a fair and transparent process.
- 1.3 All students at St. Thomas University are required to comply with Course Regulations, the Code of Student Conduct, the Policy on Harassment and Discrimination, academic appeal and dismissal procedures, and any other University policies. Students enrolled in our professional programs have additional responsibilities regarding personal and professional suitability through compliance with specific School of Social Work policies included in the University *Calendar* and in the *PDBSW* and *MMBSW Student Handbooks*.

2. Behaviour that May Result in a Suitability Review

- 2.1 Students must be aware that their behaviour outside the University and social work practice environments, including certain aspects of their personal lives, may have an impact on their suitability for practice.
- 2.2 This policy is to be applied when it appears that a student is failing to maintain suitability for professional social work practice. The following is a non-exhaustive list of circumstances that may raise concerns about professional suitability and trigger a review process:
 - Evidence of a violation of the Professional Code of Ethics of the New Brunswick Association of Social Workers (NBASW) and/or the Canadian Association of Social Workers (CASW); or of the New Brunswick Human Rights Act;
 - Attempts to gain advantage or deceive, through falsification, forgery, or misuse of any record or document, or through false statements or representations;
 - Harassment, or any threat, intimidation, or attempt to harm another person;
 - Persistent substance use that interferes with the student's ability to function within a professional context;
 - A physical or mental condition which impairs essential social work performance, recognizing that reasonable accommodation for the special needs of individuals is required by the New Brunswick Human Rights Act;
 - Prevention or intent to prevent any person from exercising or intending to exercise his or her right to freedom of speech or freedom of belief;
 - An acquired conviction due to a violation of the criminal code of Canada, which demonstrates lack of judgment and integrity, including, but not limited to, physical assault, sexual assault, or drug trafficking; and
 - Failure to disclose pending criminal charges or convictions (except where convictions have been pardoned).

- A student is denied a field placement and is not able to demonstrate readiness by adequately addressing the concerns that led to the decision to deny a field placement, within the time frame specified by the faculty of the School of Social Work.

3. The Review Process

3.1 This process is designed to assist students in dealing with identified concerns that have an impact on their performance in the BSW program.

3.2 The following procedures will be followed should a breach of any of the School's, Practicum Agency's or University's policies, or Codes of Ethics occur. Depending on the nature of the infraction, the School of Social Work reserves the right to proceed with a review at any point that is deemed to be appropriate. Anonymous allegations will not be investigated; however, they will be kept in a confidential file in the office of the Director.

3.3 Records of any incidents that are subject to the review process will be placed in the student's confidential file in the Registrar's Office.

3.4 All parties, at all stages, will respect the confidentiality of information that may be disclosed during the review process.

Stage One Review

Classroom Instructor and Student: When a classroom instructor has concerns about a student's professional behaviour, he or she should:

- Discuss those concerns directly with the student and seek to work with the student to resolve them;
- Involve the student's faculty advisor to assist in supporting the student to resolve the concerns;
- Document dates and content of all meetings with the student; and, if warranted,
- Notify the Director that Stage One of the review process is being undertaken.

Field Instructor and Student: When a Field Instructor has concerns about a student's professional behaviour, he or she should:

- Discuss those concerns directly with the student and seek to work with the student to resolve them;
- Document dates and content of all meetings with the student;
- Notify the Faculty Field Liaison that Stage One of the review process is being undertaken; and, if warranted,
- Discuss the concerns with the Field Education Coordinator, who will, if warranted,
- Notify the Director that Stage One of the review process is being undertaken.

In many instances, meetings between the parties will resolve the concerns and will not lead to further reviews. The Field Education Coordinator shall record in writing the discussions at the meetings and the resolution of the matter at this time. If, after two weeks, the concerns are not resolved at this stage, the parties will proceed to the next stage.

Stage Two Review

Classroom Instructor and Student. When a Stage Two review is deemed necessary:

- The Instructor will notify the Director that the next stage of review is being requested;
- The Instructor and the Director will meet with the student to discuss the concerns. The student may elect to bring someone to the meeting. If the student plans to attend the meeting with someone, he or she must notify the Director in advance.

Field Instructor and Student. When a Stage Two review is deemed necessary:

- a) The Field Education Coordinator will inform the Faculty Field Liaison, the Director, and the student that the next stage of review is being requested relating to the field placement concerns; and
- b) The Director will meet with the student, the Field Instructor, the Field Education Coordinator and the Faculty Field Liaison to discuss the concerns. The student may elect to bring someone to the meeting. If the student plans to attend the meeting with someone, he/she must notify the Director in advance.

Either the Director (in the case of concerns arising from the classroom) or the Field Education Coordinator (in the case of concerns arising from the field placement) will determine the nature of the concerns and gather sufficient information to develop a written plan to address the concerns, if one is needed. No further action may be required, or the student may be asked in writing to modify his or her behavior and/or seek appropriate help. If, after two weeks, the concerns are not resolved at this stage, the parties will proceed to the next stage.

Stage Three Review

Intervention at Stage Three will require the following:

- a) Referral for formal disciplinary action, if appropriate, under the St. Thomas University Student Code of Conduct, the Policy on Harassment and Discrimination, or other relevant University policy;
- b) A meeting of faculty in the School of Social Work to determine if a recommendation should be made to the Vice-President (Academic & Research) that a student be dismissed from a course or field placement, or be required to withdraw from the BSW program.

4. Right of Appeal

Students who wish to appeal their dismissal from a course or Field Placement, or the requirement to withdraw from the BSW program, may do so by submitting a written appeal, care of the Registrar, to the Senate Admissions and Academic Standing Committee. Appeals should be based on substantial reasons with supporting documentation. For more detailed information about the appeal procedure, students may contact the Registrar's Office.

Parts of this policy have been adapted from the University of Manitoba Faculty of Social Work's Professional Unsuitability By-Law and the Algoma University School of Social Work's Specific Behaviour Policy.

B. Policy Governing Deferred, Denied, or Unsuccessful Field Placements in the School of Social Work

To ensure that the interests of Social Services users are a first priority, and to provide the best professional training possible, the following procedures will be followed in the case of a deferred, denied, or unsuccessful field placement.

1. Deferred Field Placement

A field placement may be deferred if the student submits a written request to the Director of the School of Social Work citing mental or physical health or other extenuating circumstances.

Should the field placement be deferred, the School of Social Work will negotiate a placement at the earliest possible time, consistent with the student's academic program and the availability of an appropriate field placement setting. Field placements are normally offered twice a year: from April until the end of June, and from September until early December. Alternative arrangements may be considered by the Field Education Coordinator at the request of the student and in consultation with faculty of the School of Social Work.

2. Denied Field Placement

The School of Social Work may deny a field placement for any of the following reasons:

- 2.1 The prospective student has not successfully completed required courses and/or course assignments;
- 2.2 There is confirmed evidence that the student has violated the Professional Codes of Ethics of the New Brunswick Association of Social Workers, the Canadian Association of Social Workers, or the New Brunswick Human Rights Act;
- 2.3 The student's health renders him or her incapable of carrying out the basic tasks and professional requirements of social work practice in a designated field placement;
- 2.4 The student has not provided a current adequate vulnerable sector/criminal record check, or disclosed pending criminal charges.

When a student is deemed not ready to begin a direct practice or social action field placement, the onus is on the student to demonstrate readiness by adequately addressing the concerns that led to the decision to deny a field placement. In the case of a postponement, the student may be required to pay a pro-rated tuition fee.

The University is obliged to arrange a placement for each student accepted into the program, unless the student has been denied a field placement based on the above reasons.

If, for some reason, no suitable placement can be identified, or a student is denied a placement due to circumstances beyond his or her control, arrangements will be made for a suitable placement at a later date at no additional cost to the student.

3. Withdrawal from a Field Placement

A student who chooses to withdraw from a field placement for a reason not deemed valid by the School of Social Work is not guaranteed a subsequent field placement. However, if a student withdraws from a field placement for valid reasons (on medical or compassionate grounds), arrangements will be made for a suitable placement at a later date at no additional cost to the student.

4. Dismissal from a Field Placement

The Field Education Coordinator and Faculty Field Liaison will support all students in resolving issues that arise in their field placements. When these efforts have not been successful, the School of Social Work and/or host agency (after consultation with the Director of the School of Social Work) may recommend to the Vice-President (Academic & Research) that a student be dismissed from a field placement when there is evidence of the following:

- 4.1 The student has failed to adhere to the attendance policy (see Appendix), and has failed to negotiate an acceptable alternative arrangement;

- 4.2 The student has violated the Professional Codes of Ethics of the New Brunswick Association of Social Workers, the Canadian Association of Social Workers, or the New Brunswick Human Rights Act;
- 4.3 The student has chosen to discontinue the field placement for any reason not deemed valid by the School of Social Work;
- 4.4 The School of Social Work has determined that the student is not suitable for social work practice as per the Professional Suitability Policy;
- 4.5 The student's behaviour or attitude has interfered with his or her ability to work with agency staff and/or service users;
- 4.6 The student has not followed through in meeting learning objectives;
- 4.7 The student has been charged with harassment or violations of ethical codes.

5. Procedure

When there is evidence that a student is not meeting the requirements for successful completion of a field placement, the Review Process outlined in Section 3 of the Policy Governing Professional Suitability will be followed.

When a student has been denied a field placement for the reasons listed in section 2, and is not able to demonstrate readiness by adequately addressing the concerns that led to the decision to deny a field placement within the period of time specified by the faculty of the School of Social Work, the review process outlined in Section 3 of the Policy Governing Professional Suitability (2014; rev. 2017) will be followed.

Appendix

Attendance in Field Placements

The field education program is guided by the requirements of the Canadian Association of Social Work Education (CASWE). The CASWE policy requires that students enrolled in the BSW program receive a minimum of 700 field instruction hours.

Students are expected to make up any missed time due to illness, storm days, strike action, and/or holidays. Flexibility in making up missed time is possible and may include, besides additional field placement days, time spent doing relevant field-related activities. These activities can include journal writing, library research and readings on field-related work, group work preparation and design, and/or the attending of relevant outside meetings and workshops. Students must document these work hours and consult the Field Instructor on their plans for making up missed field days.

Accumulating overtime hours is allowed, provided that it does not mean that a placement ends earlier than two weeks before the official placement ending time.

C. Policy on Social and Electronic Media and the Use of Electronic Devices in the School of Social Work

1.0 Preamble

The Canadian Association for Social Work Education (CASWE) Standards for Accreditation, SB/M, 2.4.6, requires that the School of Social Work have a policy that covers the “ethical use of all forms of social media to ensure the privacy, confidentiality, and interests of the academic unit and its field placement community” and that demonstrates “how the policy

and procedures are consistent with the relevant human rights legislation, with the mission of CASWE, and with the mission of the academic unit concerned.”

The *Policy on Social and Electronic Media and the Use of Electronic Devices in the School of Social Work* is consistent with the *CASW Code of Ethics* (2005), which 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

The School of Social Work recognizes that the use of social media and electronic devices can enhance learning and knowledge sharing, and support social justice goals. However, the widespread integration of social media into personal and professional life poses unique challenges and risks to professionals and service users. All social work students are responsible and accountable for their actions and statements. Students are expected to use social media, and electronic devices, in a manner that upholds the standards and ethics of the social work profession.

This policy applies to all St. Thomas University social work students in all aspects of their studies, including participation in field practicums and research. This policy does not preclude using social media to undertake research or recruit research participants, subject to approval by a research ethics board.

Students are encouraged to familiarize themselves with policies related to ethical standards of communication including, but not limited to, the *New Brunswick Association of Social Workers (NBASW) Code of Ethics* (2007) and the *NBASW Standards for the use of Technology in Social Work Practice* (2010), the *New Brunswick Human Rights Act*, and the *St. Thomas University Policy on Non-Academic Misconduct* (2015) and the *St. Thomas University Harassment and Discrimination Policy (Students)* (2012).

2.0 Definitions

- 2.1 Social Media: “Social media” refers to socially interactive networked information and communication technologies by which information, opinions, and discussions are presented for public consumption on the internet. This includes, but is not limited to, Facebook, LinkedIn, Twitter, Texting, Email, Blogs, YouTube, Wikipedia, etc.
- 2.2 Post: “Post” refers to any user-generated information shared on a social media site. This includes, but is not limited to, Facebook status updates, tweets, blog updates, etc.
- 2.3 Electronic Device: “Electronic device” refers to any computer or wireless device that provides communication by e-mail, telephone, text messaging, internet browsing, or is used for recording purposes. This includes, but is not limited to, cellphones, smart phones, tablets, smart pens, laptops, etc.

3.0 Social and Electronic Media Policy Statement

The School of Social Work recognizes the importance of the internet and is committed to supporting the rights of students to interact respectfully and knowledgeably through social media. The School strives to provide students with an environment of free inquiry and expression, wherein freedom of expression and academic freedom in electronic format has the same latitude as in printed or oral communication. The School requires students to demonstrate professionalism in all interactions; written, electronic and oral forms. Despite disclaimers, internet interactions and postings can result in the public forming opinions about the profession of social work, the School of Social Work, and St. Thomas University.

The use of any information without permission; confidential information; or unfounded, derogatory, or misrepresentative statements about the School of Social Work or its members (including students, staff, faculty, and guests), field practice, or field agencies or their members (including staff, volunteers, service users, and participants) on the internet may result in a review of the student's status under the *Policy Governing Deferred, Denied, or Unsuccessful Field Placements in the School of Social Work* (2014; rev. 2017) and/or the *Policy Governing Professional Suitability in the School of Social Work* (2014; rev. 2017).

4.0 General Guidelines for Appropriate Use of Social Media

These guidelines are intended to provide guidance for social work students to:

- interact respectfully and knowledgeably with people on the internet
- respect copyright and intellectual property rights
- make appropriate decisions about any online exchanges related to the School of Social Work and field agencies within the scope of the *CASW Guidelines for Ethical Practice* (2005) and the *NBASW Standards for the use of Technology in Social Work Practice* (2010), the *St. Thomas University Policy on Non-Academic Misconduct* (2015), and the *Policy Governing Professional Suitability in the School of Social Work* (2014; rev. 2017); and
- protect the privacy, confidentiality, and interests of the School of Social Work and its members and field agencies and their members.

If students are developing websites, social networking groups, or writing blogs that will mention the School of Social work or its members of field agencies or their members, students shall:

- Identify that they are students and that the views expressed are their own and do not represent the views of the School of Social Work and/or field agencies.
- Not speak on behalf of either the School of field agencies, unless given permission in writing by the School of Social Work or field instructor.
- Inform the School of Social Work and/or field instructor that they are doing so. Students need to clearly state their goals and what the social media site intends to say or reflect.

Confidential Information

Students shall not share any confidential information about the School of Social Work or its staff, faculty, field agencies or their members.

If students have any questions or are unsure about whether information is confidential or public, it is important to speak with a field instructor, the Field Education Coordinator, and/or a faculty member before releasing information that may reflect negatively on the social

work profession, the School of Social Work; its staff, faculty, field agencies or their members, or students in the social work program. Students should always seek permission before they post information about a third party on public social media.

Respect and Privacy Rights

Students are expected to speak respectfully about the School of Social Work and its members, their field practicum, and field agencies and their members. Students shall not engage in behaviours that reflect negatively on the social work profession, the School of Social Work or its members, or field agencies or their members.

Students shall respect the privacy of their classmates. Defamatory, harassing, or insulting comments and postings to produce a hostile work and/or learning environment constitute unprofessional behavior and will result in a suitability review under the *Policy Governing Professional Suitability in the School of Social Work* (2014; rev. 2017), and /or the *St. Thomas University Policy on Non-Academic Misconduct* (2015).

Photographs and Audio/Video Recordings

Taking and sharing photographs or audio/video recordings without consent is a breach of privacy and confidentiality. As agencies increasingly use photography and other forms of audio/video recording for professional consultation, research, and education purposes, it is crucial for students to know the field agency's policy regarding photographs and audio/video recordings, including any limitations of their use.

Professional Suitability

Nothing published on the internet is confidential. The *Policy Governing Professional Suitability in the School of Social Work* (2014; rev. 2017) outlines behaviours and situations that may result in a suitability review. In particular, students should note that their behaviour outside of the university and social work practice environments, including certain aspects of their personal lives, may have an impact on their suitability for practice.

Use of Electronic Devices in the Classroom

Students are required to approach the classroom environment with the same level of professionalism that applies to field placements and other professional work settings. It is important that the classroom is a place of focused attention to the material under review. In an effort to maintain educational integrity, respect for the rights of others, and a positive learning environment, the School of Social Work has developed the following guidelines for the use of electronic devices in the class room:

- The use of handheld electronic devices during class time can be distracting, disrespectful, and viewed as unprofessional behaviour. Therefore, the use of such devices is limited to scheduled breaks;
- Electronic cigarettes, or e-cigarettes, are treated in the same way that regular cigarettes are treated and may only be used in designated smoking areas;
- Laptops may be used only in consultation with the course instructor;
- All handheld electronic devices, including cellphones, must be stored out of sight and switched off during class. No electronic devices should be on the desk/table or a student's lap. Texting messages during class is prohibited;
- Receipt and response to electronic messages or phone calls during class or field

placement will be restricted to emergencies. When such a call or message is expected, the student should consult the instructor or field supervisor in advance;

- It is prohibited to record classroom lectures and/or interactions through photography, audio-recording or video-recoding unless authorized by the instructor and all participating parties.

Interactions with Past and/or Present Field Agency Service Users and Participants

Students shall:

- Not approach field instructors, faculty, staff, service users, or their family members to connect on social media sites.
- Not connect with their clients (current or past), nor allow their clients to connect with them using social media: e.g., they shall not “friend” them on Facebook or “follow” them on Twitter. They shall use only their professional (work/field placement) email address to communicate with clients.
- Possess a working knowledge of the privacy controls on the social media networks they use.
- Use only their professional (field agency) email address when communicating electronically with service users and participants.
- Ensure that all email communication with service users and participants is of a professional nature and does not involve personal discussions or disclosures.

If students choose to communicate with service users or participants via email, they need to be aware that all emails are retained in the logs of the Internet Service Providers. While it is unlikely that anyone will examine them, these logs are available to be read by the Internet Service Providers’ system administrators. Thus, privacy and confidentiality cannot be guaranteed.

Tips for Responding to Social Media Requests from Service Users and Participants

Here is an example of what students can say to service users or participants who request or attempt to contact them through any form of social media. Students need to familiarize themselves with field agency policies related to the use of social media when they commence their field placements.

Friending:

“I do not accept friend requests from current or former service users or participants on any social networking sites, including Twitter, Facebook, and LinkedIn. I believe that adding service users or participants as friends can compromise confidentiality and blur the boundaries of our working relationship. If you have questions or concerns about this, I will be happy to talk more about this when we next meet.”

Consequences

Information shared on the internet is public and may be shared with unintended recipients. Such information may be used for pre-field practicum screening, pre-employment screening, evidence for disciplinary action, and grounds for legal action.

Complaints about BSW students using social media in an unsuitable, unethical, or inappropriate manner will be addressed by the Director using the *University’s Policy on Non-Academic Misconduct* (2015), and/or the *Schools’ Policy Governing Professional Suitability*

in the School of Social Work (2014; rev. 2017).

(Adapted with permission from the Memorial University Newfoundland (MUN) School of Social Work, *Social Media Policy and Guidelines*, 2016)

D. Bachelor of Social Work Courses

Post-Degree courses offered at the Fredericton campus (F) of St. Thomas University are open to Bachelor of Social Work (BSW) students only, with the exception of electives which may be available to other students, subject to the approval of the instructor.

Courses offered in Sackville, New Brunswick (S) are open to Mi'kmaq/Maliseet Bachelor of Social Work (MMBSW) students only, with the exception of electives which may be available to other MMBSW students, subject to the approval of the instructor.

Undergraduate Courses

SCWK-2013. Introduction to Social Welfare (S)

An examination of the history, philosophy, and development of social welfare as a social institution in New Brunswick and elsewhere. Analysis of the institution and its relationship to the history, philosophy, and values of the profession of social work.

SCWK-2023. Introduction to Social Work (S)

An introduction to the values, ethics, history, and methods of professional social work practice, with particular emphasis on the profession in New Brunswick. An introduction to generic practice and social work with various client groups.

SCWK-2033. Introduction to Social Work Fields of Practice (F)

This is a survey course for all students interested in social work, curious about the relevance of arts and social science disciplines to social work fields of practice, and/or who wish to explore the profession as a potential career choice. Students will be introduced to the values, ethics, history and requirements of professional social work practice, with particular emphasis on social justice issues. Students will also have an opportunity to explore the various social work fields of practice.

SCWK-2503. Research Strategies in Native Studies (NATI)

Surveys various research strategies from Anthropology and Sociology and assesses their applicability to, and compatibility with, Native Studies. Considers special protocol and ethical questions in research on Native Peoples. Prerequisite: NATI 1006 or by special permission of instructor.

SCWK-3603. Native People and the Colonial Experience (NATI)

This course will look at colonialism as a strategy of imperialism and as a model for understanding North American Native history. Different types of colonialism will be explored, i.e. classic, internal, and neocolonialism, and an emphasis will be placed on the history and continuing impact of colonialism on Indigenous peoples and cultures of North America. The course will also analyze Christian missions, the fur trade, and colonial government policies, as well as exploitation, racism, war, indoctrination, genocide, and cultural appropriation as manifestations of colonialism. Responses to colonialism, including resistance and decolonization, will also be considered. Prerequisite: NATI 1006.