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Bring justice to life.

SCHOOL OF SOCIAL WORK

MASTER OF SOCIAL WORK



MSW FOUNDATION
STUDENT PROGRAM GUIDE
SEPTEMBER 2022

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MISSION STATEMENT

MSW STUDENT PROGRAM GUIDE

The MSW Student Program Guide is an essential tool for students admitted to our MSW Foundation program in September 2021. This guide contains program requirements, important contact information, university policies, and guidelines for program planning. Admitted students are responsible for keeping abreast of changes in program requirements and processes. Updated copies of this handbook can be found on our [website](#).

GARO & FGSONTACT INFORMATION

GRADUATE ADMISSIONS & RECORDS (GARO)

GARO provides administrative support to the student and the School of Social Work. This support begins at the time of application and continues through your program in the form of transcripts, grades and grade changes, registration, and convocation. Contact GARO directly for information about your official or unofficial UVic transcript. You can view your unofficial transcript at any time on your Online Tools

GARO CLERK:

Email: grad6@uvic.ca

Phone: 250472-5224

Fax: 250472-5420

Website: <https://www.uvic.ca/graduate/>

MAILING ADDRESS:

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WELCOME FROM THE DIRECTOR

We acknowledge with respect the Lekwungen peoples on whose traditional territory the University of
the land continue to this day.

Welcome to the School of Social Work on behalf of the faculty and staff. Please review the “welcome to WS’ANEC’ territory” by Sencoten teacher John Elliot on our website.

Throughout your studies in our school, we will continue to recognize and acknowledge about territories and identities. As is in many different protocols, and in Anti Oppressive or Social Justice work – our practice is to continue to welcome Indigenous students, racialized students, students with diverse abilities and students from diverse sexual orientations. We extend a welcome to students whose country of origin is not Canada. We want to welcome and recognize our non Indigenous students who reside in this territory, or are from somewhere in Turtle Island. As faculty and we seek to recognize the diversity of history, knowledge and experience that you bring to the School.

You are joining a school with a strong sense of mission: a commitment to social justice and anti-anti-colonialist and anti-oppressive social work practice. The School's curriculum is under continual redevelopment as we strive to meet the challenges we have set for ourselves in the Mission Statement and to recognize the diversity of our student body. Responding to the complexity of our students' lives and need for many outside of Victoria to live and work in home communities, we are committed to a flexible, accessible delivery of our courses. We encourage you to pursue your particular social work practice and policy interests through incorporating those interests in your course assignments and in your choice of practicum or thesis to complete your graduate work with us.

This program guide may answer some of your questions, anticipate some difficulties and direct you to who has more information. It is primarily an administrative guide to help you through the maze of rules and procedures. The School encourages all students to be independent learners, to care about your own well-being as practitioners, and to view your degree as only one step in your ongoing professional development. Remember, as you begin this step of your journey: stay as healthy as you can, be generous with yourself and others and keep your humour. Learning happens best when there is balance.

I am pleased to be able to welcome you and wish you well in your studies with us.

Dr. Donna Jeffery (she/her/hers)
Acting Director/Professor
School of Social Work

PROGRAM FLOW

Students are responsible for their own registration. Registration time tickets are distributed by the Registrar's Office to admitted students' preferred email addresses. You should register at your allotted time to ensure that you can access all required courses. More information about registration can be found in the [MSWF Program Guide](#). In June, you will be asked to register for September and January terms.

The School of Social Work is not responsible for students

The supervisory committee will provide support through this process and evaluate thesis work. Students will work collaboratively with their supervisor to develop a realistic plan that considers institutional rules and timelines, personal resources, possible constraints, and student responsibilities.

A thesis must be the result of an individual endeavour. Depending on the thesis topic and methodology theses typically range from 10000 pages in length. The Faculty of Graduate Studies offers comprehensive guides for writing a thesis on their [website](#). It is often useful to look at the work of other graduate students. Copies of all recently completed theses can be viewed on [UWSpace](#). All recent Social Work theses can be viewed [here](#).

THESIS SUPERVISORY COMMITTEE

MSW thesis students must have a supervisory committee of at least two members, approved by the School of Social Work and the Dean of Graduate Studies. The thesis supervisor must come from Social Work and other committee members may come from Social Work or another UVC department. The supervisor facilitates all activities of the supervisory committee. All members of a supervisory committee must be members of the Faculty of Graduate Studies or be specifically approved by the Dean of Graduate Studies.

IMPORTANT INFORMATION ABOUT YOUR PROGRAM

- x Check your ~~e~~mail regularly -information and notices are sent only to your ~~i~~de-mail address.
Please use this-~~e~~mail address as the primary address for your communications with the School

recommendation made to the Dean of Graduate Studies. Such students will not be allowed to re-register the next session until approved to do so by the Dean.

Conditions may be imposed by the Faculty (upon the advice of the supervisory committee) for continuation in the program; if not met within the specified time limit, the student will be withdrawn. A student whose dissertation, thesis or project is not progressing satisfactorily, or who otherwise fails to meet academic standards, will be withdrawn from the Faculty of Graduate Studies. Normally, such students will not be eligible for readmission to the Faculty of Graduate Studies.

TIME LIMIT FOR MASTER'S DEGREES

Normally, a student proceeding toward a master's degree will be required to complete all the requirements for the degree within five years (60 consecutive months) from the date of the first registration in the master's degree. In no case will a degree be awarded in less than 12 consecutive months from the time of first registration.

Students who advance beyond the five year time limit must obtain permission for an extension prior to the expiry date.

be found online through your **One Tools**. Further information about graduation, including convocation ceremonies, can be found [here](#). Application deadlines are:

- x November 15 for students completing in December (spring graduation ceremony)
- x February 15 for students completing in April (spring graduation ceremony)
- x July 15 for students completing in August (fall graduation ceremony)

ACADEMIC SUPPORT

CENTRE FOR ACCESSIBLE LEARNING (CAL)

CAL offers free one-on-one tutorials (in person or virtually) and has many resources available for download on their [website](#)

UVIC LIBRARIES

The Library offers research support and downloadable citations guides. They also offer additional academic support services to on-campus and distance students. See their [website](#) for more details.

CENTRE FOR ACCESSIBLE LEARNING

Students who require additional academic support because of varying abilities and/or medical issues can access unique programming and accommodations through CAL. Students are required to register with CAL to access these services. See their [website](#) for more information.

FINANCIAL SUPPORT FOR GRAD STUDENTS

UNIVERSITY-BASED FUNDING OPPORTUNITIES

All new applicants are evaluated for the University Fellowship and new student graduate awards. Successful incoming students are notified of their awards with their admission offer. The minimum standard required for consideration for these awards is **class standing (A average)**. Grade calculations and equivalencies are determined by the Graduate Admissions and Records Office. The process is competitive and meeting the minimum standard for consideration does not guarantee that you will be successful. In addition to these awards for incoming students, you may be eligible to apply for other awards and bursaries available through:

- x The Faculty of Graduate Studies provides a number of awards, scholarships, and bursaries available to full-time students. The Faculty of Graduate Studies provides a list of available awards and necessary applications [online](#) or through their office in the University Centre.
- x Student Awards & Financial Aid Office (SAFA) information about bursaries and scholarships can be found at the UVic Student Awards & Financial Aid Office (SAFA) located in the University Centre or through their [website](#). In addition, SAFA can assist with applications, maintenance, and questions related to provincial, territorial, and federal government student loans.
- x The School of Social Work provides a small number of graduate awards each year. Information about these awards and how to apply for them is provided, usually in early September, via the

MSW Listserv. When the School receives notification about other awards, information is posted to the MSW Listserv.

BAND FUNDING

Bandfunded students must obtain Third party billing information and [Third party billing form](#) to be completed by your Band office. The office may then fax or email the form to [Accounting Services](#). Please ensure that the forms are sent before the following tuition deadlines:

FALL SESSION: September 30

WINTER SESSION: January 31

SUMMER SESSION: May 31

For more information about the processing of Band Funding, please contact Accounting Services:

ACCOUNTING SERVICES

Phone: 250-472-4525

Email: askacct@uvic.ca

AWARDS, FELLOWSHIPS, SCHOLARSHIPS & BURSARIES

The Faculty of Graduate Studies has specific criteria (e.g. GPA, publication record, research expenses, etc.) for the disbursement of graduate budgets, the selection of nominees for donor awards, and other requirements for recipients of awards determined within the School. For more information see their [website](#).