



## **SCHOOL OF SOCIAL WORK**

**STUDENT HANDBOOK**  
**2018 – 2019**

**School of Social Work Student Handbook 2018-2019**  
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## **INTRODUCTION**

We hope students will find this handbook a useful reference. If you have any suggestions for changes or additions to this handbook, we hope you will pass them along to Pauline McIntyre, Administrative Coordinator –[pmcintyre@stu.ca](mailto:pmcintyre@stu.ca), as it is updated on a regular basis.

The purpose of this handbook is to provide you with information that will be helpful to you during the course of your studies.

Please note that information on university-wide academic regulations, curriculum, and so on is not provided in this handbook. We suggest that you consult the university calendar to obtain the information you need. The University Calendar is available online at:

<https://www.stu.ca/registrar/academic-calendar-2018-2019/>

The university calendar contains a great deal of essential information including all academic regulations and procedures, course descriptions, tuition fees, registration, and so on. Please look through the calendar and consult it throughout your time at St. Thomas.

## **WELCOME MESSAGE**

WELCOME to the School of Social Work at St. Thomas University. You are joining an accredited and well recognized social work education program. Over the next year you will encounter a variety of learning opportunities including experiential, group and more traditional approaches, which are designed to prepare you for a career as a professional social worker. Reports from the field indicate that social work graduates from St. Thomas have done very well both, at graduate school, and in their employment. Graduates report that they feel well-prepared to begin work as professional social workers.

St. Thomas offers one of the few social work education programs in North America, which advocates a structural perspective. Small classes and the structure of the program enables students and faculty to get to know each other well and through this, hopefully develop strong learning and support networks, which will be of assistance to you both during and after your time at St. Thomas. We hope you have an informative, enjoyable, and perhaps transformative, learning experience.

We expect students to do well academically as they acquire the theoretical knowledge they need; but we also hope that you will learn to take risks, challenge yourself personally and academically, and grow personally as you develop as a professional.

Preparation for social work practice involves much more than academic work and we anticipate that many students will be personally challenged - cognitively, emotionally and perhaps spiritually. All courses require active student involvement through presentations, discussion, and personal sharing. You will be called to examine your values and beliefs in light of the material under review because it is essential that social workers know and can articulate what they think and feel. This is easy to say but sometimes difficult to learn. To assist this process, the professors will spend time in courses to clarify expectations and set standards in efforts to create a positive climate. Success, however, depends on the cooperation of everyone. Learning also takes place outside the classroom in discussions among students, with faculty and in field; as a result, respect and confidentiality are essential both inside and outside of classes. Some students

are overly anxious about performing 'perfectly' or are overly concerned about grades to such an extent that it may be difficult to take maximum advantage of learning opportunities. While students in the past have, at times, found the demands - both academically and personally - very challenging, time management, steady effort, and the support of friends and colleagues are some of the things which have helped students to do well here at St. Thomas. As you face the challenges of the next year, please remember that if questions or concerns arise feel free to consult your faculty advisor or another member of the School of Social Work. Many students have been helped to find answers or 'a way around or through' issues which have arisen.

We are proud of our program at St. Thomas and regularly revise and develop the structure and content of the program to meet changing student and consumer needs. As we strive to maintain an excellent program our efforts are directed to our program being both relevant and responsive. We are open to your input and suggestions.

As a final comment, our experience has revealed that students frequently come into the program with unreasonable expectations of themselves and they sometimes also have unreasonable expectations of the program. We suggest that you will be more successful in the program if you keep the following points in mind:

- *I must take the initiative to make sure that my educational experiences give me what I want.*
- *Whenever I find myself dissatisfied with anything I will ask myself "What actions can I take to make things better?"*
- *The faculty is a group of ordinary human beings whose good intentions frequently exceed their capabilities, however they are eager to help in any way possible.*

*Best wishes for a successful and enjoyable year!*

## **ST. THOMAS UNIVERSITY**

St. Thomas University is a small, Catholic institution whose central liberal arts program is complemented by professional programs in education and social work. St. Thomas University takes pride in and seeks to nurture its Catholic and humanistic heritage, its concern for social issues, its interaction with the community beyond the campus and its sensitivity to the needs of individual students. A strong sense of community unites its alumni, students, staff, faculty, and friends.

### **Mission Statement**

We are a liberal arts institution whose roots are in the faith and tradition of the Roman Catholic Church. We continue under its sponsorship. We provide an atmosphere hospitable to faith, in which the academic study of the Roman Catholic tradition and the experience of Christian life may be pursued with respect and freedom and where non-Catholic faculty and students are recognized and supported as full and equal participants in the University community.

We are a university primarily concerned with people, ideas, and values. We are an institution with a social conscience. We are united in the belief that women and men of divergent backgrounds and abilities should have an opportunity to learn and practice critical thought and to

realize their intellectual potential in an academic setting that is both responsive and stimulating.

The liberal arts, and the principles of liberal education, stand at the core of St. Thomas University. Finding new and more effective ways of studying the liberal arts is a priority. We contend that one of the roles of the University is to help people put ideas and values into action. In that belief, we offer professional programs which reflect the knowledge, methods, and values of the liberal arts disciplines.

We take pride in welcoming students who show potential, as well as those of proven ability; those who pursue a traditional academic career and those who do not; those who study part time as well as those who study full time. We want our students to succeed, to grow in self-esteem, to experience the joy of intellectual accomplishment. We provide an educational environment in which faculty are accessible, flexible, and committed to excellence in teaching. We encourage our faculty to examine teaching and learning in a critical manner. We foster scholarship and research because we recognize their role in the advancement of knowledge, and in sustaining the quality of teaching and the intellectual life of the University.

We believe that learning engages the whole person; we seek to provide an environment conducive to enriching student life. In this regard, pastoral care is of special concern. Our shared campus with the University of New Brunswick provides our students and faculty with the best of two worlds—the advantages of a small, intimate, academic community and the amenities of a much larger institution. We take full advantage of this arrangement, upholding our obligations under the affiliation agreement we have with our neighboring institution, and seeking new avenues of cooperation and partnership beneficial to both communities.

We strive to preserve the tradition of academic freedom. We seek to provide learning and working atmosphere that is free of discrimination, injustice, and violence, and that is responsive, understanding, open, and fair.

We see ourselves as an important community resource. We welcome the opportunity to share our facilities, talents, and expertise with others; to form partnerships with groups and organizations—whether they are next door or around the world—whose mission, goals, and objectives are in harmony with our own; and to provide cultural, religious, artistic, athletic, and social programming that enhances the quality of life of our city and our province.

## **SCHOOL OF SOCIAL WORK**

The St. Thomas University Bachelor of Social Work Program is located in a small liberal arts institution whose mission statement includes values and beliefs that are congruent with the teaching philosophy and structural perspective adopted in our social work program.

We are a university primarily concerned with people, ideas and values. We are an institution with a social conscience. We are united in the belief that women and men of divergent backgrounds and abilities should have an opportunity to learn and practice critical thought and to realize their intellectual potential in an academic setting that is both responsive and stimulating.

St. Thomas University Calendar

Within the context of the practical and philosophical mission of the larger university, the School of Social Work subscribes to humanitarian and egalitarian goals. Our Mission Statement provides an ideological foundation and is a step in the evolution of our teaching philosophy and

in our efforts to make the social/political structures of the PD BSW Program more congruent with the values espoused in the curriculum. There is an intrinsic understanding of the diversity of people attempting to work collaboratively in the educational endeavor, as well as an acceptance of the conflictual nature of growth and change. The Mission Statement informs behavioral objectives which flow from the structural social work value base and also provides clear guidelines for conflict resolution. It attempts to clarify a continually developing program vision for teaching and work practices that are congruent with the structural perspective taught in this PD BSW Program.

## **Mission Statement**

The STU School of Social Work is committed to a politicized social work practice that is grounded in a structural approach to social work practice. This approach advances an awareness of broad and intersecting injustices caused by oppressive structures while preparing students to be effective and ethical practitioners. A central goal is that graduates are able to integrate vision, knowledge and skills for practice that may lead to social transformation toward a more equitable and just society. While seeking to develop and teach a politicized social work practice, we strive to remain open to new ideas, analyses, and realities that challenge and inform our ongoing efforts.

The mission reflects our core principles:

*To promote theoretical frameworks which address oppression in its multiple and intersecting forms;*

*To foster the research and teaching of practice strategies which facilitate the empowerment of people and groups experiencing oppression; and*

*To engage in ongoing critical reflection and analysis on our pedagogy and praxis as a School.*

*Philosophical Principles*

It is our belief that community fosters a healthy environment for learning and teaching. Developing a sense of community based on the values of mutual respect, open-mindedness, acceptance, compassion, flexibility, and creativity are essential to a learning environment that is empowering for all those who participate in the PD BSW community.

In the context of a learning community, we strive for student/faculty relationships based on mutuality and reciprocity. Thus, students are involved extensively in the governance of the Department. While we strive to operate by consensus among faculty and with students, this is not always possible in working collectively. However, we are committed to resolving issues through constructive and creative problem solving.

Although we strive for optimum standards in our teaching environment, we understand that conflict is normal and that confusion and uncertainty are a natural part of the learning process. These challenges help us to appreciate our humanity and acknowledge our limitations, thus motivating us to foster healing and reconciliation on a personal and collective basis.

We believe that learning is a collaborative, social process. Students derive many benefits from participating in the classroom learning process with other students. Students' sharing,

questioning, and exploration of issues are a critical element in the integration of concepts presented by faculty. Paradoxically, it is through collaborative learning that individuality and diversity are revealed. This provides us with rich opportunities for learning in which we address the differences in a respectful manner.

## **PROGRAM OVERVIEW**

St. Thomas University's Bachelor of Social Work degree program is the first (and only) English-language professional Social Work Program in New Brunswick. The course of study aims to prove you, the future practitioner, with the ability to apply professional social work knowledge and methods at a level of competence suitable for beginning practice.

Recently the faculty engaged in an in-depth review of its curriculum and one outcome of that process was identification of six “**Core Elements**” of the Bachelor of Social Work Program. They are:

- Critical Consciousness
- Critical Self-Consciousness
- Ethics
- Community
- Foundations
- Skills

The social work program places major emphasis on helping students gain an understanding of the structural roots of social problems in Canadian society. By this we mean that the cause of much of the suffering and inequality in society is seen to be rooted in our social and economic order, and not in the individual, the family or the subculture. Thus, although much of social work practice is concerned with meeting the immediate needs of individuals, the resolution of social problems is seen as necessarily involving interventions in our major social institutions.

## PROGRAM REQUIREMENTS

### **Semester I Fall Schedule**

*August 27 to December 14, 2018*

SCWK 5013	Group Work Theory and Design ( <i>August 27 – August 31</i> )	3.0 credit hours
SCWK 5023	The Profession of Social Work in Context	3.0 credit hours
SCWK 5036	Theory for Social Work Practice I	6.0 credit hours
SCWK 5116	Generalist Social Work Practice Skills	6.0 credit hours
SCWK 5213	Fundamentals of Community Organizing	3.0 credit hours
		<b>Total = 21 credit hours</b>

### **Semester II Winter Schedule**

*January 7 to April 5, 2019*

SCWK 5006	Preparation for Professional Social Work Practice	6.0 credit hours
SCWK 5046	Theory for Social Work Practice II	6.0 credit hours
SCWK 5313	Social Policy in the Canadian Context	3.0 credit hours
SCWK 5723	Child Welfare	3.0 credit hours
		<b>Total = 18 credit hours</b>

### **Semester III Spring Schedule**

*April 8 to June 28, 2019*

SCWK 5053	Field Instruction I ( <i>250 hours</i> )	3.0 credit hours
SCWK 5223	Organizing for Action with Diverse Groups	3.0 credit hours
Two elective courses		6.0 credit hours
		<b>Total = 12 credit hours</b>

### **Semester IV Fall Schedule**

*September – December 2019*

SCWK 5089	Field Instruction II ( <i>450 hours</i> )	9.0 credit hours
		<b>Total = 9 credit hours</b>
		<b>Total = 60 credit hours</b>

## **FIELD PRACTICUM FOR THE POST-DEGREE PROGRAM**

Included among the PD BSW requirements are two unpaid field practicums totaling 700 hours (SCWK5053: Field Instruction I and SCWK5089: Field Instruction II). The practicums will occur in two formats, the first in a concurrent format (Monday, Tuesday and Wednesday) in the spring semester. The second in a block format (5 days a week) during the final fall semester; Requests to do a field placement outside of NB should be directed to the Field Education Coordinator. We cannot guarantee a placement outside of NB.

The social work program at St. Thomas sees the Field Placement component as a critical component of a social worker's professional education. Field work experience under the supervision of a professional social worker or equivalent will constitute a major portion of the student's training.

### **SCWK 5053: Field Instruction I**

This course will provide practical experience in the field, in an approved setting, two and a half days per week. Students are expected to develop knowledge and skills in small teams utilizing a community based approach to practice under the supervision of faculty liaison.

### **SCWK 5089: Field Instruction II**

This is a mandatory 9 credit hour course for all PD BSW students. The course provides a base for professional practice by introducing the values and ethics of the profession, and theories relevant to social work practice with individuals, groups, and communities. Knowledge drawn from the social sciences and other disciplines will be integrated with methods of intervention.

***Prerequisite: SCWK5053: Field Instruction I. Available to PD BSW students only.***

Expenses incurred by the student in carrying out service responsibilities in the practicum may be met by the agency; students will incur certain costs in connection with the practicum and observation visits.

The following are some of the locations (Fredericton and surrounding areas) where students have been placed in the past:

- AIDS NB/SIDA NB Inc.
- Addiction & Mental Health Services
- Atlantic Institution on Aging
- Autism Connections Fredericton
- Chimo Helplines Inc.
- NB Media Co-Op
- Green Party
- Horizon Health
- John Howard Society Fredericton/Oromocto
- Kingsclear Child and Family Services
- Muriel McQueen Ferguson Centre for Family Violence Research
- NB Association of Social Workers

- NB New Democratic Party
- Reproductive Justice NB
- Social Development
- School of Social Work, St. Thomas University
- Fredericton Downtown Community Health Centre
- Please note that new placements are found each year, and we do our best to accommodate a student's preferences.

## **Attendance in Field Placements**

According to the accreditation standards set by the Canadian Association of Social Work Education (CASWE), students enrolled in an accredited Bachelor of Social Work program must complete a minimum of 700 practice hours in the field of social work, not including time spent in integrative activities (e.g. Field Integration Seminars). While 700 hours is the minimum requirement, students must complete their 700 hours within the dates prescribed in the school timetable. A passing grade cannot be assigned until this requirement is met.

Students work according to their host agency's hours. For example, if the agency's hours of operation are Monday-Friday, 8:30 AM – 4:30 PM, then students will begin at 8:30 AM and end at 4:30 PM. Some placements may involve after-hours work on occasion. Agencies should inform students and the Field Education Coordinator of their hours of operation and if any after-hours work will be required before the placement is finalized.

If a student is going to be absent from their placement, they will inform both their Faculty Liaison and their Field Instructor/Supervisor at their earliest availability.

## IMPORTANT DATES

### 2018

August 27-31	SCWK5013 Group Work
September 3	Labour Day – University Closed
September 4	PD BSW Semester IV – SCWK5089: Field Instruction II Begins for returning students only
September 14 courses	Last day to confirm registration by arranging payment of fees and add
October 8	Thanksgiving Day - University Closed
October 12	Deadline to opt out of Health Plan
November 5-9	Fall Term Reading Week – No Classes
November 9	University Closed in lieu of Remembrance Day on November 11
December 14	PD BSW Semester IV – SCWK5089: Field Instruction II Ends
December 14	PD BSW Graduating Class Dinner, Forest Hill Conference Centre

### 2019

January 7	PD BSW Semester II Classes Begin
February 18	Family Day – University Closed
March 4-8	Mid-term break - No Classes
April 8	PD BSW Semester III Classes Begin
April 19 – 22	Easter - University Closed
May 14	Spring Convocation - 2:00 pm
May 20	Victoria Day - University Closed
July 1	University Closed in lieu of Canada Day on July 1
August 5	New Brunswick Day – University Closed

## SCHOOL OF SOCIAL WORK FACULTY

### **Clive Baldwin, Professor/Canada Research Chair**

BA (Cambs, UK); MA (Cambs, UK); MA (Leicester, UK); Certificate of Qualification in Social Work (Leicester, UK); PhD (Sheffield, UK); Postgraduate Certificate in Management and Leadership in Higher Education (Bradford, UK)

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Clive was born in the UK and moved to St Thomas in May 2011 to take up his post as Canada Research Chair in Narrative Studies. He has degrees from the universities of Cambridge, Leicester and Sheffield and is a qualified social worker with experience in mental health, community work and not-for-profit sector development. His PhD thesis focused on allegations of child abuse and he has published on this in legal, criminology, medical and social work journals. He has also published on narrative and its contribution to ethics, policy, social work and the Self.

Clive has taught in the Division of Dementia Studies at the University of Bradford, UK where he was the coordinator of the Master's program and, prior to moving to St Thomas, was the Program Director of the MA in Mental Health in the Department of Social Work at the University of Bradford. His teaching focused on ethics and values, mental health and research methods.

As Canada Research Chair he is exploring the role of narrative in understanding social care institutions, professional education and social and health care ethics.

### **Marilyn Dupré, Director/Assistant Professor**

BSW (St. Thomas University), MSW (Carleton University), PhD (University of Manitoba), RSW (NB)

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Marilyn was born and raised in Saint John, New Brunswick and currently resides in the Woodstock area. Marilyn has extensive work experience in frontline social work practice, having been employed by the province of New Brunswick for more than 17 years, in various capacities. Most recently Marilyn was the site manager for the Woodstock office of Social Development responsible for; child protection, children in the permanent care of the Minister, children with disabilities, foster homes and adoption services. She completed her PhD in social work in 2013 and as a part of her research explored the fit between structural social work and critical disability theory.

### **Arielle Dylan, Associate Professor**

BA, MA, MSW, PhD (University of Toronto)

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Arielle has ten years of professional social work practice experience in the area of community-based mental health, concurrent disorders, mental health recovery, Aboriginal communities, Aboriginal-non-Aboriginal relations, shelters and homelessness, supportive housing, newcomer

populations, and women's crisis centres. Practice experience in these areas includes counseling with individuals and families, group facilitation, program development, community development, and strategic leadership. Arielle's teaching includes Professional Writing for Social Workers, Social Research II and Quantitative Methodology, Violence in Families: Multilevel Intervention in Interdisciplinary Practice, Social Work Practice with Individuals and Families, Group Work Theory and Design, Theory for Social Work Practice I, and Theory for Social Work Practice II.

Arielle's research includes environmental social work and social justice, complementary and alternative approaches to addictions issues, social impacts of IBAs in First Nations communities, transnationalism, Roma history and contemporary issues, and Roma transnational practices.

### **Jenni Hotte, Assistant Professor**

BA, BSW, MSW, Ph.D Candidate (University of Windsor), RSW

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Jenni was raised in southwestern Ontario and holds degrees from the University of Windsor. Jenni has over 10 years of social work practice experience in the area of eating disorder service provision, teaching social work practice courses, and clinical supervision. She is currently finishing her PhD at the University of Windsor. Jenni's dissertation focusses on the social, cultural, and economic factors that influence health and mental health service utilization for women that are at risk for developing an eating disorder. Jenni has also received her University Teaching Certificate from the Centre of Teaching and Learning at the University of Windsor, which focused on integrating teaching practice with the ecological design science of permaculture. Her research always emphasizes the need for the practical application of research.

### **Laurel Lewey, Associate Professor**

BSW (STU), MSW (Toronto), RSW (NB), PhD (Calgary)

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Laurel's professional experience and consulting areas include Police Social Work; Social Work in Native communities; Child welfare; Native Child Welfare; Social work in Rural areas; Consulting on abuse issues; Native issues. Current Volunteer, Community and Professional activities: lecturing on abuse issues; parent discussion groups in Native communities; Board member of Fallsbrook Centre; member of Fredericton Raging Grannies.

Laurel's areas of teaching include Child Welfare, Native Child Welfare (designed), Law and Social Work, Social Work and the Native Organization (designed), Social Work and Current Issues for First Nation Communities (designed), Group Work Theory for Social Work Practice I, Social Work in Rural Areas, Generalist Social Work (Calgary), Woman Abuse, History of Social Work (designed but not taught).

Laurel has also been involved in the following University Committees Employment Equity, Committee for Development of the BSW Native Initiative of the Social Work Program, Humanities, Sexual Harassment and Endowed Chair for Criminology.

## **STUDENT REPRESENTATIVES LIST - SCHOOL OF SOCIAL WORK**

The School of Social Work seeks to give students an active voice in the governance of the school. As a result, students have a representation on a number of committees and have their own social work society.

### **Faculty/Student**

Four students (two from group A and two from group B) will represent their class in the Faculty/Student meetings, which are usually held once a month during the academic year. Students will bring issues or concerns to the meeting and give feedback to the class after meetings.

### **\*New Brunswick Association of Social Workers (NBASW)**

Social work students are welcome to attend and participate in the activities of the Fredericton Chapter. Students may register in the NBASW without charge, and are encouraged to do so prior to Field Placement.

**Website:** [www.nbasw-atsnb.ca](http://www.nbasw-atsnb.ca)

## **STUDENT COMMITTEES**

In addition to the committees listed below, students participate in ad hoc committees such as a delegate to CASWE, Orientation, and Graduation.

The following two committees are organized by students for students:

### **Social Work Social Committee**

Social work students generally have a social committee to plan events throughout the year. All students are welcome to attend meetings and become involved.

### **Social Work Society**

The purpose of this group is to allow, as well as to encourage, all social work students and those who are interested in social work, to come together as a community to share their ideas and identify concerns around social policy and social welfare issues. Open to all students interested in Social Work.

## **PROFESSIONAL EXPECTATIONS**

The School of Social Work at St. Thomas University is charged with fostering and evaluating professional learning and behaviour for all students in the social work program. Also, the School of Social Work is accountable to the larger community to graduate competent professional social workers who consciously exhibit the knowledge, values and skills of the profession of social work. Professional suitability is demonstrated by a good understanding of social work knowledge, values and skills, and the performance of appropriate behaviours in personal and practice situations. Satisfactory performance in both academic coursework and in field practicums is a prerequisite, but not the sole criteria for advancement and graduation. Social work students are expected to behave in a professional manner in all aspects of the program and are responsible and accountable for their actions.

In accordance with the *Policy Governing Professional Suitability in the School of Social Work*

(2014), all students in the Post Degree Bachelor of Social Work Program are expected to demonstrate attitudes, values, and conduct that are consistent with the Canadian Association of Social Workers' and the New Brunswick Association of Social Workers' *Codes of Ethics* during classroom participation, through written assignments, in presentations, and in field contexts. To assist students to understand the qualities associated with the profession of social work, and to assist faculty in evaluating student readiness for social work practice, the following criteria have been developed from the CASW *Guidelines for Ethical Practice 2005*:

***Value 1: Respect for the Inherent Dignity and Worth of Persons***

- 1.1 Hears and considers viewpoints different from one's own
- 1.2 Does not discriminate against any person on the basis of age, abilities, ethnic background, gender, language, marital status, political affiliation, race, religion, sexual orientation or socio-economic status.
- 1.3 Encourages sharing of different perspectives
- 1.4 Understands and promotes self-determination
- 1.5 Treats everyone with respect, honesty, courtesy and fairness
- 1.6 Acknowledges and considers the impact that their own heritage, values, beliefs and preferences have on their own viewpoints

***Value 2: Pursuit of Social Justice***

- 2.1 Demonstrates an understanding of how institutional and personal oppression impede the experience of social justice for individuals and groups.
- 2.2 Endeavours to engage in social and political action to address discrimination, exploitation, and systemic oppression for the purpose of improving social conditions
- 2.3 Promotes conditions that respect cultural and social diversity within the School, within Canada and globally
- 2.4 Advocates for a clean and healthy environment and advocates for the development of environmental strategies consistent with social work values

***Value 3: Service to Humanity***

- 3.1 Understands, appreciates, and employs the principles of anti-oppressive social work practice
- 3.2 Understands and practices skills that assist in managing and resolving conflicts

***Value 4: Integrity of Professional Practice***

- 4.1 Practice decisions are guided by theory, research, and knowledge
- 4.2 Identifies gaps and limitations in knowledge and skills and acknowledges areas where improvement is needed
- 4.3 Seeks feedback on performance, is willing to try new approaches, accepts challenges, and takes risks
- 4.4 Demonstrates capacity for personal change
- 4.5 Takes responsibility for own decisions and actions
- 4.6 Establishes appropriate boundaries in relationships
- 4.7 Collaborates effectively with others to achieve learning goals and objectives
- 4.8 Respects and is courteous to faculty, staff, colleagues within the School and within other

- academic programs
- 4.9 Honestly acknowledges the work and contributions of others, and only takes responsibility and credit for work that they have performed or contributed to
  - 4.10 Is open to the constructive comments of others on practice or behavior

***Value 5: Confidentiality in Professional Practice***

- 5.1 Respects the confidentiality of information shared or observed (Maintain any information shared in class, dyads or smaller groups within that unit. Never use names of clients or disclose other identifying information in the classroom or out in the community)
- 5.2 Treats people in a manner that respects their right to privacy and freedom from harassment/abuse
- 5.3 Understands the limits to confidentiality and complies with legal requirements to report abuse
- 5.4 Uses judgment in self-disclosing information of a very personal nature in the classroom or in the field placement setting. (Class time should not be used as therapy or treatment)

***Value 6: Competence in Professional Practice***

- 6.1 Identifies and discloses to relevant others any issues that can affect competence (e.g. to a faculty member, field instructor, student services)
- 6.2 Strives to work toward greater awareness of personal issues that may impede effectiveness with clients
- 6.3 Communicates professionally and effectively both orally and in writing (uses non-judgmental language, practice positive, constructive, respectful and professional communications skills)
- 6.4 Is punctual, dependable and responsible in all tasks and efforts (attends class and placement, arrives on time, returns from breaks in a timely manner, comes prepared with readings and other homework completed, and meets all deadlines given by your instructors.)
- 6.5 Takes responsibility for own learning both in course work and field placement
- 6.6 Understands the importance of critical self-reflection and reflective practice
- 6.7 Ability to evaluate outcomes of actions
- 6.8 Observes the established conventions of ethical conduct when engaged in study, research practices and activities related to field practicums
- 6.9 Is aware that no outside interests will bring the profession into disrepute
- 6.10 Upholds the dignity and integrity of the profession and informs their practice from a recognized social work knowledge base

**\* Adapted from the *Suitability for Professional Practice Policy Undergraduate Program* (October 24/07) Memorial University School of Social Work, Newfoundland & Labrador.**

**Classroom Atmosphere**

To foster a healthy and safe classroom atmosphere for learning and teaching by involving all students and faculty in the following activities:

- clarification of course expectations, requirements and assignments;

- establishing classroom guidelines to be used by all faculty and students throughout the academic year;
- opportunities to give and receive feedback;
- a respectful and direct approach to address conflict and/or disagreements, which fosters inclusivity;
- encouraging respectful discussion and debate of views and opinions concerning new concepts and theories;
- exploring ideas through a variety of teaching and learning approaches;
- integration of knowledge and skills through participation in experiential teaching and learning methods.

### **Classroom Environment**

To provide a physical environment that is healthy and conducive to effective learning and teaching practices by:

- providing classroom space of appropriate size, with comfortable furnishings;
- having appropriate technology and equipment to support various approaches to teaching;
- attending to health related factors such as, air quality, scent allergies, hearing and other physical disabilities. For example, to improve the quality of life for all members of the social work community, a *No Scent Policy* has been adopted.

Continued efforts will be made by faculty to advocate on behalf of PD BSW students for improvements to the physical environment, such as larger classrooms where necessary, and for the establishment of a common social space, which could improve the quality of student life, allow for relaxation and social interaction, and encourage the informal sharing of social work knowledge for all PD BSW students.

### **Faculty/Student Relationships**

To establish respectful and learning-focused student/faculty relationships by:

- developing and implementing program policies, curriculum content, teaching and learning methods in consultation with students;
- setting appropriate boundaries in student/faculty relationships that work to decrease conflicts of interest, favoritism and abuse of power through dual relationships;
- posting and respecting office hours;
- encouraging student participation in the governance of the PD BSW Program through monthly student-faculty meetings, involvement in the Social Work Society and the PD BSW Advisory Committee, planning the yearly student orientation, membership on the departmental hiring committee, other ad hoc committee work and formal consultation or program reviews.

### **Student/Student Relationships**

To foster respectful, open-minded, nonjudgmental relationships between students, and to develop and enhance skills of collaboration, negotiation and assertive communication in student relationships by:

- active engagement in developing classroom guidelines;
- group work assignments and classroom activities designed to explore values and teach knowledge and skills;

- open dialogue, sharing and debates to understand and integrate new concepts;
- involvement in orientation, community building activities and by collaborating in the governance of the Social Work Society.

### **Faculty/Faculty Relationships**

To develop and enhance collegial relationships among faculty that is characterized by mutuality, respect, accountability and forgiveness as we engage in the following activities:

- explore ideological questions and differences, course content and pedagogical approaches;
- participate in peer review activities related to hiring, tenure, promotion, course or program evaluation;
- participate in decision-making activities related to program administration and development;
- problem-solving activities related to students in difficulty, faculty conflict, program delivery challenges; work with administration, and other university departments;
- generate knowledge and new policies through any of the above processes.

### **Teaching Objectives - Pedagogical/Content Competence**

To develop empowering approaches to teaching that are embedded in the values of acceptance, the right to self-determination, respect for diversity, inclusivity and accountability as we engage in the following activities:

- communicate course objectives, assignments and expectations;
- review grading criteria that are congruent with course objectives;
- teach relevant and current course content and knowledge;
- discuss complex and cognitively or emotionally difficult material;
- recognize and respond to classroom communication patterns that involve power imbalances, including but not only, sexism, racism, classism, ableism, heterosexism, naturism, and ageism;
- use a variety of instructional methods to support the pedagogical goals and various learning styles;
- provide opportunities for course review and feedback through written and dialogical formats.

## **STATEMENT OF MUTUAL ACADEMIC EXPECTATIONS OF INSTRUCTORS AND STUDENTS**

### **Expectations of Instructors and Students**

In the interest of promoting an optimal learning environment, the St. Thomas University Senate has adopted this statement of the mutual academic expectations of students and instructors. The statement articulates what we agree to be the essential elements of a strong academic culture. It thereby provides both instructors and students with an ideal of what each should be able to expect from the other in their shared quest for a successful educational experience. This document is intended to serve as a statement of principles only. For specific regulations, consult with the University Calendar.

### **Professionalism**

In a sound academic culture, both instructors and students approach their roles in a professional manner. They are familiar with, and respect, the policies and regulations of their courses and of the University as a whole, and strive to uphold the ideals of the Mission Statement and to realize

the Goals of a Liberal Education.

Instructors are both academically competent and reasonably current in their subject matter, and are committed to applying themselves to their teaching tasks to the best of their ability.

Students show the same commitment and responsibility to their studies as they would to their employment. The normal expectation is that students do at least two hours of work outside the classroom for each hour of class time. Students are committed to applying themselves to their learning tasks to the best of their ability.

### **Assignments and Evaluation**

As professionals, both instructors and students take seriously their mutual responsibilities regarding assignments and evaluation. Instructors ensure that the value of each assignment, test, or examination is clearly established in the course outline and do not alter those values without the consent of the class. They strive to ensure that they grade students in accordance with clearly stated criteria and in accordance with prevailing standards. They return student work in a timely fashion and provide adequate comments to enable students to understand the reason for the grade. Finally, instructors show flexibility in the application of deadlines when students have legitimate reasons for special consideration.

Students accept the primacy of a scheduled test or examination over travel plans or work schedules. They respect deadlines for submission of assignments, keep backup copies, and take care to deliver assignments only to appropriate places. Students make use of the instructor's comments in order to improve their performance in the future.

### **Conduct in the Classroom**

St. Thomas University is dedicated to free and reasoned discussion, to critical debate, and to the exploration of diverse and competing ideas.

Students can expect to be encouraged to participate actively in classes, to enter into intellectual debate, and to have their contributions treated respectfully by their instructors. Instructors can expect students to attend class regularly and to come prepared to contribute effectively to the work of the class.

Students can expect their instructors to terminate verbal and other behavior in the classroom that is not respectful of others. Instructors can expect students to cooperate in the maintenance of a climate that is free from personal intimidation, insult, and harassment.

*For further information on course regulations, evaluating and grading, academic standing, academic misconduct, withdrawal procedures, and appeal procedures, please see the University Calendar.*

## **Evaluation and Grading**

### **Social Work Department - Marking Schema**

A+	=	95-100
A	=	90-94
A-	=	85-89
B+	=	80-84
B	=	75-79
B-	=	70-74
C+	=	65-69
C	=	60-64
C-	=	55-59
D	=	50-54
F	=	-49

### **REQUEST FOR REVIEW OF A GRADE ON AN ASSIGNMENT**

When a student disagrees with a mark or with evaluation feedback received on an assignment, s/he has a responsibility to demonstrate that s/he has been marked unfairly or inconsistently. The student must: Explain to the instructor, in writing, why the mark is not satisfactory, referring to the learning outcomes of the assignment and how the outcomes were achieved at a higher level than the mark given would indicate; and

Identify the areas/questions and the written feedback where s/he believes that the evaluation was unfair and explain why.

Once a written appeal is received by an instructor, the mark will be reconsidered in light of the arguments presented by the student. If the instructor decides that the mark should not be revised then a second instructor may be consulted to review the assignment.

Students should be aware that a request to have an assignment reviewed by a second instructor may result in a lower grade, if the second instructor evaluates the assignment to be deserving of a lower mark. The grade given by the second instructor is final and will not be reviewed.

### **RESOURCES AND SERVICES FOR STUDENTS**

#### **Accessibility Services**

St. Thomas University is committed to creating an equitable environment by ensuring that all members of our community have access to the full range of university life. This means supporting students with disabilities in their full participation in the educational, social and cultural life of our university. Sharing responsibility with each student for their success, our accessibility program is consistent with our academic standards as we strive to make reasonable and appropriate accommodations to allow students to enjoy the benefits of higher education.

St. Thomas welcomes students with disabilities and commits itself to work with each student to develop a program which will allow individual learning needs to be met. After admission, students are encouraged to register with the Student Accessibility Services Office and to provide documentation of their disability. All disclosed information is confidential. Accommodations and services are determined on an individual basis for each student.

## **Student Accessibility Services Office**

The Student Accessibility Services (SAS) Office is located on the first floor of George Martin Hall, room 104. You can visit us in person, Monday through Friday from 8:30 am until 4:30 pm. They can be reached by email at [accessibility@stu.ca](mailto:accessibility@stu.ca) with questions or concerns. There are two full-time staff members that work in the office:

***Rick Sharpe***  
*Coordinator for Student Accessibility*  
*506-453-7207*

***Kelly Hogg***  
*Student Accessibility Advisor*  
*506-453-7216*

### [Student Accessibility Services Student Handbook](#)

This handbook is a quick, one-stop, user friendly guide to Student Accessibility Services (SAS) at St. Thomas University.

## **Aquinian**

This weekly newspaper is published during the academic year by the students of St. Thomas University. It offers, to those interested, some of the insights and skills of journalism.

***Email: [aquinian@stu.ca](mailto:aquinian@stu.ca)***  
***Tel: 460-0300***

## **Athletics and Recreation Services**

Designed to meet the varied interest of today's exercise-conscious student, St. Thomas University's Athletics program reflects our concerns for the needs of the individual. The program is organized for both men and women on the varsity, intramural and sport club levels. With an enrolment of approximately 2,500 full-time students, St. Thomas is small enough to respond to you as an individual. We are committed to educating the entire person, and athletic activities are an integral part of student life at the University. Federated with the University of New Brunswick, St. Thomas offers you the same athletic facilities available at larger institutions.

***Josh Fleck, Sports Information & Athletics Coordinator - J.B. O'Keefe Fitness Centre***  
***Tel: 452-0414***

## **Bank**

A Bank of Montreal Financial Management Centre (BMO), specializing in credit, investment, and financial management services, is located in the UNB Bookstore building. The branch offers an on-site full-service banking machine, statement printer, telephone banking centre and internet banking. Hours are 10:00 a.m. - 4:30 p.m., Monday to Friday. A BMO bank machine is located on the main floor of Sir James Dunn Hall.

***UNB Campus: 29 Dineen Dr., Fredericton, NB***  
***Tel: 453-0260***

## **Bookstore**

Textbooks and supplies are available at the University Bookstore. This modern and well equipped bookstore is centrally located on the UNB campus. Business hours are 8:30 a.m.-4:00 p.m., Monday to Friday, and Saturday from 9:00 a.m. to 4:00 p.m.

*UNB Campus: 29 Dineen Dr., Fredericton, NB*

*Email: [bookstore@unb.ca](mailto:bookstore@unb.ca)*

*Tel: 453-4664*

## **Bus Pass**

All full-time students of St. Thomas University are granted a universal bus pass for Fredericton's public transport by paying \$86.25 in their student fees (subject to change). Originally the bus pass was meant for use from September to May. However, Fredericton Transit has agreed to allow us to use our bus passes throughout the summer at no extra cost! After you have paid your student fees, simply get your STU ID

validated and receive your bus pass sticker to use the bus for free. If you are having a new photo ID taken, the bus pass will appear on your ID card and only a validation sticker is required. Bus schedules are available at the Help Desk in James Dunn Hall.

## **Cafeterias**

For location and hours of operations during the academic year please see here:

<http://stuca.campusdish.com/>

## **Campus Ministry**

St. Thomas University welcomes students of all religions and, while acknowledging its Roman Catholic heritage, seeks to respond to the spiritual and faith practice needs of all members of the University community.

The University seeks to foster personal well-being by offering the pastoral presence of a University Chaplain and Campus Minister through the Campus Ministry office located at George Martin Hall, Room 203. The office is open Monday through Friday for informal drop-in visits, a listening space, advice, pastoral or referral counselling, or to provide a liaison with university and community agencies.

Campus Ministry offers or sponsors various activities, some centred in the St. Thomas Chapel—liturgical celebrations, including Sunday and weekday masses (for current times please consult [www.stu.ca](http://www.stu.ca)), ecumenical prayer services and interfaith dialogue, as well as sacramental preparation and celebration (adult Christian Initiation, baptism, marriage, reconciliation), and faith development. Students are encouraged to participate by sharing their gifts as lectors or readers, servers, musician and cantors, hospitality, and environmental art.

Other activities include the Catholic Students Association, annual AIDS Walk, Campus Food Bank and Clothing Exchange, Global Connections, retreats, regional and national conferences, and leadership development. Campus Ministry also attempts to accommodate the needs of other members, such as Alcoholics Anonymous, student fellowships, prayer and meditation groups. The presence and participation of the broader city community also contributes to the University environment.

*Tel: 452-0636*

## **Counselling Services**

St. Thomas University provides students with free and confidential on-site counselling. Counselling Services can assist students with a broad range of issues, including body image, grief, loss, self-esteem, stress management, academic difficulties and relationship conflicts. Students can access a maximum of ten counselling sessions during the academic year. To book an appointment, please drop by:

*George Martin Hall, Room 311*

*Email: [counselling@stu.ca](mailto:counselling@stu.ca)*

*Tel: 453-7213*

STU students can also access **UNB Counselling Services** for individual or group counseling support for a broad range of personal or mental health issues. For more information or to book an appointment, visit:

*UNB Counselling Services*

*2nd floor of the C.C. Jones Building*

*Email: [counsel@unb.ca](mailto:counsel@unb.ca)*

*Tel: 453-4820*

## **Employment Services**

Students of St. Thomas University may access employment and career support through a variety of means. Students may access the STU Student Employment website for job postings, employment resources and upcoming employment and career related events, such as on-campus Employer Information Sessions and Career Fairs. Students will have access to one-on-one employment and career counselling services through the office of the Employment and Student Life Coordinator; appointments can be made through [tzelmer@stu.ca](mailto:tzelmer@stu.ca). Career Development Workshops are offered in partnership with UNB Career Counselling services.

*Trish Murray-Zelmer, Employment & Financial Aid Coordinator – GMH306*

*Email: [tzelmer@stu.ca](mailto:tzelmer@stu.ca)*

*Tel: 452-0423*

## **Financial Services**

Oversees the University's cash collection, financial aid disbursement, and accounts receivable and payables functions in accordance with the policies of the University and the provincial and federal governments.

*Helene Noddin, Financial Services Officer*

*Email: [hnoddin@stu.ca](mailto:hnoddin@stu.ca)*

*Phone: 506-452-7703*

*Laura Tucker, Accounts Receivable*

*Email: [laura@stu.ca](mailto:laura@stu.ca)*

*Tel: 452-0534*

## Health Services

A medical clinic for full-time St. Thomas students is located at the third floor of Jones House on the UNB campus. Students may call the **Student Health Centre** for an appointment or visit during walk-in clinic hours held each weekday. Please remember to bring your student ID and Provincial Healthcare cards. Appointments may be made by calling **(506) 453-4837**. Phone lines open in the morning at 9:00 a.m., and 1:30 p.m. for the afternoon, Monday through Friday. Clinic hours are:

### September to April:

*Monday to Thursday - 8:15 am to 4:30 pm*

*Friday - 8:15 am to 3:30 pm*

### May to August:

*Monday to Friday 8:15 am to 3:45 pm*

*The clinic is closed between 12:00 and 1:00 pm.*

**For further information, please visit the [Student Health Centre website](#).**

There is an after-hours clinic not far from campus. The **Fredericton Medical Clinic** is located at **1015 Regent Street** and can be reached at **(506) 458-0200**.

Also nearby is a full service regional hospital. The **Dr. Everett Chalmers Hospital** is located at **700 Priestman Street**, and can be reached at **(506) 452-5400**.

You will need your Provincial Healthcare card for both locations. Please note that out-of-province students are charged a fee at the Fredericton Medical Clinic.

## Help Desk

The STU Help Desk is there for all students. It offers students a wide array of services including the following: a free phone for local calls, change for the photocopier, lost and found, bus schedules, STU clothing, academic calendars, a fax machine, a first aid kit, poster approving and stamping, postal stamps for sale, supplies you can borrow (e.g. pens, stapler, tape, etc.), phone numbers and directions, applications and various forms, tons of general STU info, and the Legal Info Centre.

### *Sir James Dunn Hall*

*Email: [su\\_helpdesk@stu.ca](mailto:su_helpdesk@stu.ca)*

*Tel: 452-0405*

## Library

St. Thomas students have the use of the Harriet Irving Library and branch libraries serving the faculties of Education, Engineering, Science and Forestry, while the Law Library is an integral part of the Faculty of Law. The collections consist of over 1,100,000 print volumes, 2.2-million microforms, 220,000 government documents, 47,000 maps, and 4,836 current periodicals, as well as many rare books, manuscripts, the University archives, and a number of other special collections. General library tours are offered for all students during Welcome Week. More detailed instruction sessions are also provided later in the term by librarians in each library on campus. Staff is also available to give individual instruction on Quest and on locating material in the library's collections.

Books and periodicals are shelved in open stacks for easy access by library users, and most may be borrowed for home use. Since 1981, the library has had an online catalogue which lists material in all of the campus libraries. Quest, the online catalogue, provides access to our collections. It also provides

access to a variety of indexes and abstracts. Study tables and individual carrels are provided in all libraries. Photocopiers are provided for student use in each library, and reader/printers to make prints from microform are available in the Harriet Irving Library, the Law Library, Education Resource Centre, and the Engineering Library.

Each library contains a reference collection covering appropriate subject areas. These collections include dictionaries, encyclopaedias, handbooks, bibliographies, indexes and abstracts, and CD Rom databases. Many indexes and abstracts may be searched online for a fee. Librarians are on hand to give individual assistance in the selection and use of library materials, including online searching. Brochures on collections and services are also available. Students should feel free to ask for help from any staff member. Many information resources including some 8,000 full-text journals, a number of major indexing and abstracting tools, and a variety of reference materials are available online from the library website. These electronic resources can be accessed through computers on campus or at home. Opening hours are posted on the main door of each library and on the library website at <http://www.lib.unb.ca>.

To schedule a library tour or research consultation, please contact:

**Barry Cull, Social Work Liaison Librarian,**  
**TEL: 458-7057**  
**EMAIL: [bcull@unb.ca](mailto:bcull@unb.ca)**

Or visit the Harriet Irving Library's Research Help Desk anytime at:

**Harriet Irving Library, 5 MacAulay Lane - UNB**  
**Email [library@unb.ca](mailto:library@unb.ca)**  
**Tel 453-4740**

### **New Brunswick Association of Social Workers (NBASW)**

This is the organization which represents professional social workers in this province. The objectives of the NBASW are to establish and maintain standards of practice; to promote public awareness of the role of social work; to pursue social justice and to effect social change. Social work students are encouraged and welcome to attend and participate in the activities of the Fredericton Chapter, and can also register as a student member.

**Website: [www.nbasw-atsnb.ca](http://www.nbasw-atsnb.ca)**

### **Off-Campus Housing**

Students are responsible for making their own arrangements for off-campus housing. UNB maintains an Off-Campus Housing Office to assist students with finding suitable off-campus housing. For further information concerning off-campus housing, contact:

**Off-Campus Student Housing Office**  
**UNB, Box 4400, Fredericton, N.B. E3B 5A3.**  
**Email: [housing@unb.ca](mailto:housing@unb.ca) or [www.frederictonstudenthousing.ca](http://www.frederictonstudenthousing.ca)**  
**Tel: (506) 476-1250**

Or contact the **Student Life and Retention Office** at (506) 452-0578 between 8:30 a.m. and 4:30 p.m.

## **Parking**

Parking at St. Thomas University is regulated. All vehicles parked on campus must bear a St. Thomas permit. The permit is valid from September to April of the following year. The estimated fee for 2018-2019 is \$116.00, but the fee is to be finalized by September. Students can purchase their parking passes at the UNB Security Office (lower entrance of the Wu Centre). Parking pass holders will be required to complete a vehicle permit registration form. Students are free to park on campus without a permit for the first week in September.

*UNB Security, Wu Conference Centre, UNB Campus*  
*Tel: 453-4830*

**Please Note:** Beginning the second week of September, vehicles parked without a permit or illegally will be ticketed. Failure to pay the fine, coupled with a second offense, will render the vehicle liable to a tow-away or your tire being 'booted' at the owner's expense. **Get a parking pass – do not risk parking without a pass – the University does tow and/or boot cars!**

## **Photocopying**

There are three options for students on campus:

- Brian Mulroney Hall – main lobby beside the elevator. This machine is coin operated and each 8 ½ x 11 copy costs \$0.10.
- James Dunn Hall – ITS room 207 offers scanning to print service. The cost of copies will come off your student print credit. Black & white each 8 ½ x 11 copies cost \$0.10 per single side and \$0.15 per double side. Color each 8 ½ x 11 copies cost \$0.20 per single side and \$0.30 for double side.

For large quantity or specialty printing you can go to Marshall D'Avery Hall – Graphic Services, University of New Brunswick Campus or copy center like Staples or Mail boxes etc.

## **Post Office**

The UNB Student Union-run Canada Post Outlet is located at the Paper Trail in the Student Union Building. The Outlet provides a full range of postal services. Phone (506) 447-3079 for operating hours or contact the UNB Student Union at (506) 453-4955 for more information. There are also mailboxes located outside of Vanier Hall residence (near the parking lot).

## **Registrar's Office**

The Registrar's Office is responsible for overseeing all students currently taking classes at the university. The Registrar's Office records courses and marks on transcripts, advises students, schedules exams and generally provides information on academic procedures and regulations. Student records are kept there and transcripts issued. Any questions concerning university regulations can be answered by someone in this office. Students can pick up address change forms, applications for bursaries/scholarships, information regarding graduation and convocation.

*George Martin Hall, Room 101*  
*Email: [registrarsoffice@stu.ca](mailto:registrarsoffice@stu.ca)*  
*Tel: 452-0530*

## **Residence Life and Conference Services**

The Residence Life Office is responsible for all residence affairs at St. Thomas. We strive to provide students with a living environment that is conducive to personal growth and academic success. The

Office oversees the day to day operations of the residence community, organizes residence programming, and acts as a resource for all residence students. The Residence Life and Conference Services office is located in:

**George Martin Hall, Room 303**

**Email: [residencelife@stu.ca](mailto:residencelife@stu.ca)**

**Tel: 452-0578**

## **Safe Wheels**

St. Thomas Safe Wheels typically runs weeknights from 9:30 pm-11:30 pm, although the hours are made definite at the beginning of each school year. The Students' Union hires a van taxi-cab to drive STU students home for free. While Safe Wheels does not travel everywhere in the City, it will take students to most areas on Southside Fredericton so that students will not be forced to walk home by themselves at night. Safe Wheels also runs when the bus does not.

## **Scholarships & Bursaries**

For a complete listing of scholarships and bursaries please refer to the STU website:

[https://www.stu.ca/students/scholarships/upper\\_year\\_scholarships/](https://www.stu.ca/students/scholarships/upper_year_scholarships/)

Unless otherwise indicated, the deadline for scholarship and award applications is March 1st. The Scholarship Application Form is available at the Office of the Registrar, or can be downloaded by clicking [here](#). Note that some scholarships require additional application materials.

Unless otherwise indicated, the deadline for bursary applications is October 31st. The Bursary Application Form is available at the Office of the Registrar, or can be downloaded by clicking [here](#). Note that some bursaries require additional application materials.

For information on Emergency Bursaries, please visit Student Services in George Martin Hall, Room 311, or call 453-7213.

## **Student Advising**

Each student in the professional years of the PD BSW Program is assigned a member of the social work faculty as their faculty advisor. You will be notified in September who your advisor will be.

Meetings between students and their faculty advisor may be initiated by either party; but as a rule, an advisor would initiate contact with a student only if the student were in academic difficulty. Generally speaking, students are expected to take the initiative in seeking consultation with their faculty advisor.

Advisors are available for consultation regarding issues that include:

- If you need information or advice about course selections.
- If you have questions or are struggling with aspects of the program, the social work profession, or your own preparation for professional work.
- If you need information or assistance in making career plans (i.e. graduate school, choosing a field of work, which will allow you to best utilize your strengths).
- If you have personal or family difficulties which are interfering with your ability to function in the program.

### **Note:**

If personal problems are hindering your performance or ability to be involved in your learning, it is very

important to let someone on faculty know so they can help you problem-solve, get connected with the professional or support services you might need, or facilitate the readjustment of your course load or assignment schedule. **Please do not hesitate to ask for assistance!**

## **Student Advocate**

The Student Advocate's Office, located in Room G10 of Edmund Casey Hall, is charged with hearing student grievances. In general, the Student Advocate is able to handle grievances with the SRC, the University administration, or any of the three levels of government. More specifically, the Student Advocate regularly assists students with grievances such as academic appeals, student loan problems, and landlord/tenant issues. There is also a Legal Information Centre located within the Help Desk where you may go to receive legal advice.

*Email: [su\\_advocate@stu.ca](mailto:su_advocate@stu.ca)*

*Tel: 460-0307*

## **Student Health Plan**

Full-time students participate in a Student Health Plan which provides supplementary coverage for prescription drugs and major medical expenses not included in provincial Medicare plans. Full-time students also have the option to participate in a Student Dental Plan. Coverage under these plans extends from September 1 to August 31 of the following year. Complete information on the plans is available at [www.studentbenefits.ca](http://www.studentbenefits.ca).

Participation in the Student Health Plan is mandatory unless proof of other medical insurance is presented. Participation in the Student Dental Plan is optional. This year, the single plan fees for health and dental have been placed on each student's account and will remain to be paid unless they are waived by the process described below.

If you do not require health or dental benefits under the student plans, you must opt-out by October 12. The fees for the health and dental plans will be reversed in full after October 18 upon successfully completing the waiver forms. Refer to the opt-out tab at [www.studentbenefits.ca](http://www.studentbenefits.ca) and complete the required information. An e-mail confirming you have waived coverage will be sent on completion. You should save this receipt for your records.

## **Student Union Building**

The Student Union Building (SUB), completed in January 1969, is the result of student-administration cooperation. The cost was shared among the students of the University of New Brunswick, St. Thomas University, and the former Teachers' College, with the University of New Brunswick matching the student contribution. The SUB houses the offices of several student groups and organizations. Both the St. Thomas University and the University of New Brunswick student newspaper offices, the yearbook office, the New Brunswick Student Alliance, as well as CHSR-FM, the student radio station and the student union offices are located in the office wing. In the main part of the building there are several meeting rooms, a lounge area, a large cafeteria, The Cellar, the College Hill Social Club, the ballroom and the main administrative office for the SUB. For the convenience of the students, there are also several retail outlets such as a clothing store, a hair styling salon, a travel office, a sundry shop and a jewellery store. The Student Union Building is governed by a Board made up of UNB and STU students and members of the Board of Governors of UNB who strive to provide the services and atmosphere which will make student life enjoyable.

## **Web Sites on Writing Styles**

For APA: [www.webster.comnet.edu/apa/apa\\_index.htm](http://www.webster.comnet.edu/apa/apa_index.htm)  
<https://owl.english.purdue.edu/owl/resource/560/01/>

For MLA: [www.webster.comnet.edu/mla.htm](http://www.webster.comnet.edu/mla.htm)

## **Writing Centre**

The Writing Centre is a free service available to all students during the regular academic year (September-April). Writing Centre staff can assist students at any stage of the writing process. The Centre can help you organize your thoughts, improve your assignments, sharpen your grammar skills, and learn APA citation style.

The Writing Centre is located in:

*Edmund Casey Hall, Room 102*

*To book a one-on-one appointment with a staff member, visit <http://writingcentre.stu.ca>.*

*Email: Writing Centre Coordinator ([writingcentre@stu.ca](mailto:writingcentre@stu.ca)).*

## TELEPHONE DIRECTORY ~ 2018 - 2019

Accounts Payable ( <a href="mailto:cdunnett@stu.ca">cdunnett@stu.ca</a> )	452-0534
Accounts Receivable ( <a href="mailto:laura@stu.ca">laura@stu.ca</a> )	452-0544
Admissions ( <a href="mailto:admissions@stu.ca">admissions@stu.ca</a> )	452-0532
Alumni Affairs ( <a href="mailto:connect@stu.ca">connect@stu.ca</a> )	452-0602
Athletics Office ( <a href="mailto:athletics@stu.ca">athletics@stu.ca</a> )	452-0539
Audio-Visual/Multi-Media Equipment ( <a href="mailto:cotetom@stu.ca">cotetom@stu.ca</a> )	452-0506
Bank of Montreal (Campus Branch)	453-0260
Bookstore ( <a href="mailto:bookstor@unb.ca">bookstor@unb.ca</a> )	453-4664
Campus Ministry	452-0636
Dupré, Marilyn ( <a href="mailto:mdupre@stu.ca">mdupre@stu.ca</a> )	452-9672
Dylan, Arielle ( <a href="mailto:adylan@stu.ca">adylan@stu.ca</a> )	452-0412
Fitness Centre – J. B. O’Keefe front desk	460-0315
Hotte, Jenni ( <a href="mailto:jhotte@stu.ca">jhotte@stu.ca</a> )	452-0389
Information Technology Services ( <a href="mailto:its@stu.ca">its@stu.ca</a> )	452-0625
Lewey, Laurel ( <a href="mailto:lewey@stu.ca">lewey@stu.ca</a> )	452-0485
Library Harriet Irving ( <a href="mailto:library@unb.ca">library@unb.ca</a> )	453-4740
Payroll Officer ( <a href="mailto:lmabie@stu.ca">lmabie@stu.ca</a> )	452-0615
Registrar and Business Office ( <a href="mailto:registraroffice@stu.ca">registraroffice@stu.ca</a> )	452-0530
Security (UNB/STU)	453-4830
McIntyre, Pauline ( <a href="mailto:pmcintyre@stu.ca">pmcintyre@stu.ca</a> )	452-0540
Student Advocate ( <a href="mailto:su_advocate@stu.ca">su_advocate@stu.ca</a> )	460-0307
Student Health Centre ( <a href="mailto:shc@unb.ca">shc@unb.ca</a> )	453-4837
Student Union Office	460-0301
Switchboard	452-0640

## **POLICIES, REGULATIONS AND STANDARDS**

### **University Regulations**

Please follow the link below for the current Academic Calendar for further information on the University Regulations (*Section Seven: Regulations*):

<https://www.stu.ca/registrar/academic-calendar/>

- A. Residence Discipline
- B. Course Regulations - class attendance and class cancellation, withdrawal from course, withdrawal from Aquinas, dismissal from course, repeating courses
- C. Evaluation and Grading - evaluation of students' performance, grading system
- D. Academic Standing - good standing, academic probation, academic dismissal, application for readmission
- E. Code of Student Conduct - academic misconduct, social misconduct, constitution and authority, residence standards and regulations
- F. Withdrawal from University
- G. Appeal Procedures - exemptions, appeal of final grade in course, academic grievance procedures
- H. Scholarship Renewal for Study Abroad

### **University Policies**

Please see the link below for further information on each of the following policies:

[https://www.stu.ca/student\\_policies/](https://www.stu.ca/student_policies/)

- Non-Academic Misconduct Policy
- Policy on Sexual Violence
- Harrassment and Discrimination Policy - Students
- Sexual Violence Response Protocol
- Course Regulations
- Evaluation and Grading
- Academic Standing
- Academic Misconduct (Cheating or Plagiarism)
- Withdrawal from University
- Appeal Procedures
- University Property
- Student Accessibility Services Handbook
- Policy with Respect to AIDS
- Release Information about Students

## **SCHOOL OF SOCIAL WORK**

**POLICIES** Please follow the link below for the current School of Social

Work policies:

<https://www.stu.ca/socialwork/policies/>