



St. Thomas University

**SCHOOL OF SOCIAL WORK
ST. THOMAS UNIVERSITY**

**MASTER OF SOCIAL WORK
STUDENT HANDBOOK**

2023 – 2024

Prepared by:

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INDIGENOUS TERRITORIAL ACKNOWLEDGEMENT

The land on which we gather is the traditional territory of the Wolastoqiyik, Wəlastəkewiyik / Maliseet whose ancestors along with the Mi'Kmaq / Mi'kmaw and Passamaquoddy / Peskotomuhkati Tribes / Nations signed Peace and Friendship Treaties with the British Crown in the 1700s.

Welcome

Welcome to the Master of Social Work Program

On behalf of the faculty and staff I would like to extend a warm welcome to St. Thomas University School of Social Work. The School of Social Work at STU provides three professional degree programs:

- 30 students are admitted each year to the full-time, on-campus, BSW program;
- approximately 30 Indigenous students are admitted to the part-time Mi'kmaw and Maliseet Bachelor of Social Work (MMBSW) Program every 2.5 years;
- 16+ students are admitted each year to the full-time, on-campus, BSW to MSW program; and
- 16+ students are admitted each year to the BA to MSW program.

The School's MSW program will prepare you for advanced practice in a range of settings, including hospitals and health care, child welfare, long term care and others. The School has 9 established tenure-track faculty positions and 4 part-time social work practitioners with regular appointments. The School also includes a cadre of part-time faculty that teach in a specialized areas of social work practice. At the School of Social Work, we pride ourselves on the supportive and collaborative relationship that exists between students and faculty members. You will have an opportunity to meet with your instructors and faculty advisors at orientation, scheduled for the fall semester. The date and agenda for orientation will be sent to you by email in late August.

Please read the MSW handbook in its entirety. It contains valuable information on the MSW program and on student resources available to you as a full-time student. We hope you have a challenging and rewarding experience at the School!

Please check your STU email account on a regular basis. It is the only email address that the School will use to communicate with you, so please ensure that your email account is active.

IMPORTANT INFORMATION

- **The School will register you for your courses in the fall semester.** The schedule of courses is posted on the School's website.
- Classes are 3 hours in duration, including a 15-minute break. Use of cell phones and other electronic devices is governed by our *Policy on Social and Electronic Media and the Use of Electronic Devices in the School of Social Work*:
https://www.stu.ca/media/stu/site-content/academics/social-work/documents/BSW_electronicmediapolicy.pdf
- An information session on choosing a field placement will be scheduled by the Field Education Coordinator for the fall semester. Please note that a current Criminal Record and Vulnerable Sector Check will be required for the Advanced Practicum, which takes place in the Spring Semester.
- The School has a limited number of lockers available to students, located on the ground floor adjacent to BMH 108. Lockers may be arranged by contacting Pauline at the School office.
- The MSW program is registered with Canada Student Loans. Please contact the university finance office Accounts Receivable Officer, Laura Tucker, for more information on how to apply.

Sincerely,

Marilyn Dupré

Marilyn Dupré

Director

* Note: In case of conflict between the content of this handbook and the information published on the University and School's websites, the information on the website takes precedence.

1.0 The School of Social Work

The St. Thomas University School of Social Work emerged after a series of developmental stages, from a Bachelor of Arts in applied social science (1976), adding a certificate of social work, and then expanding to a Bachelor of Social Work programme (1980). The School is the only university in New Brunswick offering an undergraduate social work degree in the English language. A generalist approach to social work education was adopted to accommodate the structural perspective in counter-distinction to a traditional methods approach, which tended to focus more on problem-solving models.

In 1983, St. Thomas University was also requested by the Union of New Brunswick Indians and the New Brunswick Indian Committee (a tri-partite committee representing Canada-New Brunswick and Indian Child and Family Services) to deliver a Bachelor of Social Work Degree Programme to Indigenous students. In 1983 the university delivered a Certificate in Social Work to Indigenous students that were already employed in their First Nations communities in a variety of roles; welfare officer, counsellors, addictions workers and school attendance officers. Many of these students had extensive practical experience but required the theoretical knowledge to address the serious social issues they faced in their work.

Today, The Mi'kmaq and Maliseet Bachelor of Social Work Programme continues to provide professional social work education to Indigenous students in a modified version of the BSW degree program offered on campus. The Mi'kmaq/Maliseet Bachelor of Social Work Program is an accredited social work education programme that is offered off campus and supports First Nation individuals to obtain a Bachelor of Social Work degree from St. Thomas University within a flexible and culturally relevant framework.

Vision, Mission Statement and Principles

Vision:

To provide students with a social work education that is true to the profession's fundamental values of humanitarianism and egalitarianism and is predicated on a progressive view of society and social work practice through academic excellence, the promotion of social justice, strengthening of human relationships, and the transforming of oppressive systems.

Mission:

As a structural school of social work, we are committed to politicized and anti-oppressive social work education and practice that is both critically reflective and progressive in promoting social change and seeking social justice.

Principles:

We have a commitment to the core values of structural social work, and to that end we encompass the following principles:

- Promotion of theoretical frameworks which address oppression and engage in critical reflection of professional education and practice.
- Fostering research that is based in social justice and facilitates the empowerment of people and groups impacted by oppression.
- Recognition of and commitment to the Truth and Reconciliation Call to Action (TRC, 2019), the decolonization and indigenization of social work education.
- Engagement in required social action change efforts at the community and government levels in a social action placement and direct practice field placement.
- Participation in social action change efforts that address the historical inequities of disadvantaged groups and promote change through a social justice lens.

Program Objectives

The MSW courses and field education aim to:

- Foster the development of professional social workers who are knowledgeable, skilled and committed to social justice
- Prepare graduates to make ethical decisions and to perform professional tasks informed by research evidence and an understanding of socio-political contexts
- Develop students' leadership skills in facilitating organizational, community and policy change
- Promote critical inquiry and consider diverse perspectives
- Develop students' knowledge and skills to integrate an intersectional analysis and approach to social work practice
- Strengthen the existing partnerships with community social service and health-related agencies through collaboration on field practicums, curriculum and student placement opportunities

Program Requirements

Students are accepted into the BA to MSW program on a **full-time** basis.

BA to MSW Schedule (Foundational Year)

Fall Semester

SCWK 5036 Theory for Social Work Practice I (6)

SCWK 5116 Generalist Social Work Practice Skills (6)

Winter Semester

SCWK 5313 Social Policy in the Canadian Context (3)
SCWK 5943 Social Work Values and Ethics (3)
SCWK 5013 Group Work in Action (3)

Spring Semester

SCWK 5059 Field Instruction III (9) – 450 hours

Total 30 credit hours

2nd year MSW Program

Fall Semester

SCWK6013 Advanced Theory for Direct Practice I (3)
SCWK6053 Research and Evaluation in Social Work I (3)
SCWK6043 Advanced Theory for Social Policy (3)
Elective Course (3) Course may be taken within Social Work or in another unit. See Section 4.0 for explanation.

Winter Semester

SCWK6023 Advanced Theory for Direct Practice II (3)
SCWK6063 Research and Evaluation in Social Work II (3)
SCWK6033 Advanced Theory for Social Administration (3)
SCWK6093 Seminar for Research Proposal (**Thesis Option**) (3)

Spring Semester

SCWK6119 Field Education Integration Seminar (Advanced Field Placement Option) (3)
SCWK6119 Advanced Field Placement (9) (450 hours)
SCWK6129 Thesis (9)

Total 33 credit hours

Registration

All MSW students must register for the program by the deadline specified in their letter of offer. Any student not registering by the registration deadline will be required to re-apply for admission.

2.0 MSW Program Regulations

Maintaining Status in the Program

Graduate students admitted and registered as full-time will be required to continue in and complete their program as full-time students and will be assessed full-time fees for the duration of their program. Each academic year is comprised of a fall, winter and spring semester, and students are required to register for each semester until their degree requirements are complete. Students taking the thesis option must stay registered in SCWK 6129 Thesis, and pay a continuation fee each semester, until they have successfully defended their thesis.

Exemption from Registration

If a student encounters health or personal difficulties which make it impossible to continue in the program, they must contact the Director of the School prior to departure from the program to negotiate terms for readmission. If a student requires an extended leave of absence, they may wish to consider withdrawing from the program until ready to resume studies. The School will not normally grant more than three terms leave of absence.

A student that remains unregistered in the MSW degree program for more than three semesters may lose their graduate status.

Reinstatement

A student with a file closed as a result of failure to maintain continuous registration, or who has lost their status due to non-registration for four consecutive terms, must apply to the registrar's office for reinstatement if they wish to continue their studies. The student's written request may be reviewed by faculty at the School and/or the Senate Admissions and Academic Standing Committee.

Academic Standing

A minimum grade point average (GPA) of 3.0, with no grade in a course below B (75-79), must be maintained to continue in the MSW program. Failure to meet these requirements will result in the matter being forwarded to the Director and faculty of the School of Social Work to consider the following options: 1) requiring the student to repeat or replace a course, or 2) recommending the student to withdraw.

If a student is recommended to repeat or replace a course, they may do so only once, to a maximum of 6 credit hours of course work. The most recent grade obtained in the course will be

used to determine the degree GPA. Student receiving a grade of C+ or less in more than 6 credit hours of coursework may be recommended to withdraw.

The School of Social Work can only recommend a particular action to Vice-President Academic regarding student progress and/or status in the program.

3.0 Graduate Course Options Outside the School of Social Work

Electives are chosen in consultation with, and approved by, the Director in consultations with faculty. The Director shall provide written approval for the elective prior to student registration in the course. Selection of an elective outside the School requires written permission from the Director and/or instructor offering the course.

Under no circumstance will credit towards the MSW degree be granted retroactively. A student who fails to receive approval from the Director of the School and the appropriate Dean will not receive credit for the course towards their MSW. The only exception to this policy is when a student has successfully completed SCWK6073 Social Work in Health Care prior to admission to the MSW program.

4.0 MSW Thesis Option

Specialized study in an area of practice or field of interest is accomplished through the completion of a thesis. The thesis is based on independent study and scholarly research which is of a theoretical, empirical or historical focus. The purpose of the thesis option is to build or test theory, explore an issue or concept, or address an aspect of social work history through a focused independent study. The thesis course, SCWK 6129 Thesis, is valued at 9 credit hours and when a student is registered in the course the School considers this as full-time study. **Working while completing a thesis is discouraged because it will impact your completion date.** Choosing the thesis option because it allows you to return to work after the Winter Semester is not a good reason for choosing the thesis option. Your thesis advisor will expect you to have a detailed timeline for completion of each stage of the work. Students are required to stay registered in the thesis course each academic semester until the thesis is successfully completed, up to a maximum of three years.

The thesis option offers students an opportunity to follow their particular interests, build on their experiences, and deepen their understanding of theories and materials addressed in the program courses. The thesis is a focused piece of work that requires the student to demonstrate critical analysis in social work policy or practice. The option to undertake a thesis is dependent upon finding an appropriate and willing **thesis advisor** within the School of Social Work. If no thesis advisor can be found, then it will not be possible to undertake the thesis option.

The thesis option requires you to start planning in your first semester. It is important to clarify your area of study and to formulate your research question(s) early in the first semester, so that you can identify a thesis advisor and potential second reader. If you start thinking about research ideas early in the program, you may be able to use course assignments to explore elements of your research interests.

You should avail yourself of the resources and support provided by the Seminar in Research Proposals, taught during the Winter Semester, to better refine your research question(s) and to explore potential methodologies. You should plan to work full-time on your thesis once you are registered in SCWK 6129 until it is successfully completed.

A Masters level thesis requires academic rigor in research methods and critical analysis and must clearly demonstrate that it contributes to the knowledge and practice of the profession of social work.

Role of the thesis advisor

As an MSW student you will carry out your research under the supervision of a member of faculty. You are encouraged to review the research interests of members of faculty and approach those whose interests overlap with your own. **However, it is most important to have a second reader that has knowledge and experience with your research interests.** It is also possible to request a second reader who is not a member of faculty, and you should speak with your thesis advisor before approaching someone on your own.

Over the course of the fall and winter semesters, you should work with your thesis advisor to develop an outline of your proposed research, to schedule regular supervision, and to develop a plan of work. The plan should include consideration for preparing your proposal for an ethics review, if appropriate. The Research Ethics Board meets monthly during the academic year at STU until June.

Ethics Review

If your research involves human subjects, then your proposal will require ethics review. If your research is below minimal risk, then this review can be conducted by the School. If your research involves more than minimal risk, then you will have to make an application to the REB.

Depending on your proposal, you may not require ethics review. To help you determine whether you require such review, complete the checklist on the Office of Research Services website (<https://www.stu.ca/research/>). You may also want to consult the Chair of the REB.

You should familiarize yourself with the Tri-Council Statement on Ethical Conduct of Research Involving Humans. This is available here: https://ethics.gc.ca/eng/policy-politique_tcps2-epc2_2018.html

You are also required to complete the Tri-Council's training on ethical research and supply your research supervisor with a copy of your certificate of completion. The training can be found here: <http://tcps2core.ca/welcome>

Once your advisor has reviewed your draft document and you have made necessary revisions to your advisor's satisfaction, you are ready to proceed to the oral examination. In preparation for this, you need to submit three printed copies according to the agreed format (see below) to the Office of Research Services along with a completed *Master's Thesis Title and Appointment of Examiners* form, available on the School's website.

The Examination Committee

The committee for your oral examination is made up of three members: your thesis advisor, a second reader, and the AVP (Research) who acts as Chair of the committee. Your oral examination is open to other members of the School, both faculty and students.

Following introductory comments from the Chair, you will be invited to deliver a 20-25-minute presentation on your research. Your thesis advisor and the second reader will then be invited to ask questions, which may focus on what you did and how, the implications of your findings for social work knowledge and practice, and directions for future research. Your thesis advisor and second reader have free range in the questions they ask. Once they have asked all the questions they have, questions will be taken from others in attendance.

The Chair of the examination committee is the AVP (Research). The role of the Chair is to facilitate the oral examination, making sure participants are clear about how the examination will be conducted, take questions from others in attendance, and guide the discussion. The Chair does not normally ask questions about your thesis. Once all questions have been asked, you and others in attendance will be asked to leave the room while the examination committee deliberates.

There are three possible outcomes from the oral examination:

1. Pass without revisions.
2. Pass with minor revisions.
3. Pass with major revisions.
4. Resubmission, with oral defense.
5. Fail.

Following outcomes 2-4, you the Examination Committee will provide you with a report within seven working days outlining the revisions necessary and setting a deadline for those revisions. Depending on the seriousness of the required revisions, it may be left to your thesis advisor to review your final submission. In the case of re-submission, the maximum time allowed will be 12 months, with no subsequent extensions or opportunities to resubmit.

The Examination Committee completes the examination sheet, *Report on Master's Comprehensive Examination* recording their decision.

Submitting your thesis

Following the oral examination and making any required revisions, your thesis advisor will sign off on the revisions and submit the relevant form to the ORS. You are required to submit three bound copies of your thesis to the ORS. It is your responsibility to obtain copyright to include previously published material in your thesis if this is required.

The Thesis Defense

Each student is required to make an open defense of their thesis following its distribution to the committee. The oral defense should occur within a month of its distribution to the committee. If the written report is deemed unacceptable, the student shall be advised against making an oral defense. However, the student has the right to request examination of the thesis if they believe that it is ready for examination. The defense is undertaken in the following manner:

- a. The thesis is presented during a meeting open to the faculty and students at the School of Social Work, as well as members of the university and the community.
- b. The first part of the oral examination shall consist of an oral presentation by the student that includes a summary of the salient points of the research within a time span of 25 to 30 minutes. This is followed by the questioning and examination of the student by the Examination Committee, which will not exceed one- and one-half hours. The Chair may exercise discretion in inviting questions from guests following completion of the formal examination.
- c. The Committee meets after the open meeting in camera to review both the oral defense and written thesis report and to make a disposition. The decision to pass the student must be unanimous.
- d. The Committee then meets in-camera with the student to discuss any changes that may be required before the thesis is finally accepted.
- e. If the presentation and defense of the thesis is failed on two separate occasions, a recommendation will be forwarded to the Director of the School who will require the student to withdraw from the program.

Possible course texts and other materials that may be helpful:

Becker, H. S., & Richards, P. (2007). *Writing for social scientists: How to start and finish your thesis, book, or article*. Chicago: University of Chicago Press.

Creswell, J. W. (2014). *Research design: Qualitative, quantitative, and mixed methods approaches*. Thousand Oaks, California: SAGE Publications.

Examples.

[Social Work thesis and dissertation collection \(ed.ac.uk\)](#)

[Microsoft Word - Thesis proposals From Susan Strega.doc \(uvic.ca\)](#)

[Social Work Theses, Projects, and Dissertations | School of Social Work | California State University, San Bernardino \(csusb.edu\)](#)

5.0 Advanced Field Practice

Students registered in the BA to MSW program are required to complete two field placements: one in their foundational year of study and a second in the advanced year of study.

The Field Education Coordinator is the faculty member responsible for planning for placements. **The Field Education Coordinator is the only person designated to contact agencies and to discuss possible placement options.**

The term practicum refers to the entire course, which is valued at 9 credit hours. The actual field placement refers to one component of the practicum. Other components include the learning contract, the mid-term evaluation and the student's final evaluation of their learning. Grades are Pass/Fail and the successful completion of all components is required for a passing grade. The practicum is considered a course and a student must register and pay the usual course fees.

Note: Social work settings now require students to obtain a criminal record check and prior contact check in advance of placement. Horizon Health may also require an up-to-date record of immunizations. This process may take several weeks, so students are encouraged to apply well in advance of their placement date. The School is not responsible for fees or delays in field placement start dates as a result of missing or late documentation.

This course requires a minimum of 450 hours of advanced field practice experience with a focus on the development of specialized skills and knowledge in social work. The field experience takes place under the supervision of a field instructor in an approved agency setting. The faculty advisor for the advanced field placement is referred to as the faculty liaison. In the winter semester students will have an opportunity to attend an information session on the advanced practicum. Individual meetings with the Field Education Coordinator will be scheduled

throughout the Winter Semester. In advance of these meetings, it's important to think about the knowledge and skills you would like to acquire through your potential field placement.

Field Placement at Place of Employment

A field placement at the student's place of employment is contingent upon the following:

- **The Field Education Coordinator shall ensure that the placement field supervisor and placement program are not the same as their present employment program area.**
- The Field Education Coordinator shall ensure that the field placement site is able to provide the student with appropriate opportunities to achieve the competencies related to advanced field practice. (See the MSW Advanced Field Placement Handbook)
- The Field Education Coordinator shall ensure that the advanced field practice activities are not in conflict with agency policies and procedures.
- The student shall be accountable to the Field Instructor and the Faculty Liaison for field-placement-related activities.
- The Faculty Liaison must not be an employee of the organization where the field placement is being completed.
- The Faculty Liaison requires that the student spend a certain amount of time in field placement-related activities at the field placement site and these activities must fall outside the scope of the student's employment-related work.
- Final decisions about the appropriateness of field practice placements in a student's workplace rests with the Field Education Coordinator.

Student Responsibilities

The student has the responsibility for:

1. Preparing a plan for practice experience, in consultation with the Field Education Coordinator, that will meet the student's identified learning goals.
2. Applying social work values, adhering to the CASW Code of Ethics and CASWE guidelines/standards in all practice situations, and acting in a professional manner as a representative of the agency and faculty.
3. Producing documentation of a minimum of 450 hours of direct and indirect practice activities, including the time spent on these activities, on a continuing basis which may take the form of tapes, process or case recordings, reports, summaries, and such other forms of documentation as may be required.
4. Preparing for and actively participating in educational supervision with the faculty advisor/liaison and/or field supervisor.
5. Reflecting on their practice, and actively participating in the evaluation process as outlined in the course objectives.

Evaluation system

Evaluation is based on general criteria as specified by the Advanced Field Practice Evaluation Form. The final grade is assigned as either Pass or Fail. Student progress will normally be reviewed on an ongoing basis. However, a more comprehensive review of student progress must occur at least once during the field practice experience, normally at the mid-point of the placement. The evaluation process will include input from all agency staff involved in supervising the student's field practice activities. The student may appeal an unsatisfactory final grade by writing to the faculty of Social Work. A student who fails the Advanced Field Practice course may be required to withdraw from the program.

Procedures for Evaluating the Advanced Field Practice

Overall, the evaluation of the advanced field practice is the ultimate responsibility of the Faculty Liaison, but the agency/field supervisor may provide input to this process. As part of the evaluation process, the student must:

- Provide documentation of 450 hours of practice. This may include direct client contact, meetings, supervision sessions, self-reflection on practice, preparation, and planning activities.
- Provide evidence that practice activities are based on theory and/or research and/or accepted social work practice.
- Provide evidence of accepting feedback and incorporating feedback from supervisor(s) into their practice.
- Complete a written analysis of the extent to which their learning goals and the course objectives were met, how this was accomplished, and the evaluation procedures used (5–10 pages).
- Have demonstrated ethical behaviour per CASW Code of Ethics and Standards of Practice.
- A written statement should be provided by the Faculty Liaison that the above criteria have been met and given to the Field Education Coordinator, with a copy to be placed in the student's file. See: [Master's-Advanced-Field-Practice-Evaluation-Form.pdf \(stu.ca\)](#)

Students are required to read and follow the:

Canadian Association of Social Workers. (2005). *Code of Ethics*. Retrieved from http://www.casw-acts.ca/sites/default/files/attachements/casw_code_of_ethics.pdf

Faculty Liaison Role

Overall supervision and evaluation of the Advanced Field Practice is the responsibility of the Faculty Liaison. However, supervision of the student's day-to-day work may be done by a field/agency supervisor as negotiated during the proposal stage. The purpose of supervision is to ensure that the course objectives are met and will include: (1) guidance in the integration of practice theory and research with practice; (2) case management and case/project supervision; (3) promotion of intersectional and structural approaches to practice; (4) feedback on progress, reflexive practice, and professional development.

The Field Education Integration Seminar

The SCWK 6103 Field Education Integration Seminar is a course that runs concurrently with the advanced field practicum. During this course students will demonstrate through discussion and assignments that they have a commitment to the social work profession and its fundamental values of egalitarianism and egalitarianism. Students will be asked to use case examples from their field practice to demonstrate an advanced understanding of the link between theory and practice. This course is delivered online, on a bi-weekly basis.

6.0 Policy on Confidentiality and Use of Social Media

The School's *Policy on Social and Electronic Media and the Use of Electronic Devices in the School of Social Work* (2017) should be carefully reviewed by students and followed at all times while enrolled in the MSW program, including the advanced field practice setting.

https://www.stu.ca/media/stu/site-content/academics/social-work/documents/BSW_electronicmediapolicy.pdf

7.0 Conduct at the School

Students are expected to follow the *CASW Social Work Code of Ethics* (2005) and *Guidelines for Ethical Practice*. If there is a concern raised by faculty about a student's readiness for practice, they will be subject to a readiness review, as explained in the *Policy Governing Professional Readiness in the School of Social Work* (2017).

https://www.stu.ca/media/stu/site-content/academics/social-work/documents/BSW_policy_governing_professional_readiness_schoolsocialworkWork.pdf

Academic misconduct such as plagiarism and cheating are addressed by the university's *Policy on Academic Misconduct*, and if a student is found guilty of plagiarism or cheating under the policy, they may be subject to a readiness review.

Non-academic misconduct, will be investigated under the university's *Policy on Non-Academic Misconduct* (2019): <https://www.stu.ca/media/stu/site-content/current-students/policies/STU-Policy-on-Non-Academic-Misconduct-February-2019.pdf>

The School respects human diversity and is committed to providing a respectful learning environment for all students. The School will not tolerate acts of discrimination and harassment. Students who experience harassment and/or discrimination are advised to consult the *Policy on Harassment and Discrimination* to report the incident. [Harassment and Discrimination Policy - St Thomas University \(stu.ca\)](#)

Note: If it is determined, upon conclusion of an investigation, that a violation has occurred, the student may be referred for a readiness review in addition to any sanction imposed by the Conduct Officer.

Attendance

Attendance during courses and at field placements is viewed as a professional responsibility. Regular attendance is a professional commitment that is expected of all students. Vacations and other personal events should not conflict with classes or field placements. Satisfactory attendance includes arriving for class on time, remaining in class for the duration of the class, and participating in classroom discussions and other course activities. Please arrange for medical appointments outside of class times, if possible. Some instructors will include attendance and participation in their evaluation of academic performance. Students who do not attend or participate regularly may not meet course expectations.

8.0 Appeals

Student who disagree with a final grade in a course have access to the Senate Academic Grievance Committee and the process for appeal is explained in the university's *Policy on Appeals Procedure*: [Policy-on-Appeal-Procedure-2023.pdf \(stu.ca\)](#)

Students who disagree with a decision made in relation to the School's *Policy Governing Professional Readiness in the School of Social Work* (2017), or about maintaining their status in the MSW program, may file an appeal with the Senate Admissions and Academic Standing Committee (SAASC). It advises the Registrar concerning responses to written petitions from students who seek exemptions from the academic regulations of the University. Students wishing to appeal to the SAASC should contact the registrar's office for assistance.

9.0 Student Resources

Student Notices for graduate students are posted on the bulletin board directly across from the School's administrative office, 3rd floor, Brian Mulroney Hall (BMH). Student mailboxes are located in BMH 108. Students are expected to check their STU email accounts on a regular basis since most announcements are made through emails.

A graduate student lounge has been set up in BMH 106 to provide students with a place to work and socialize between classes. Please keep the lounge area clean and do not remove furniture from the room. The room is reserved for the express use of graduate students, only.

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. 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.

This handbook is a quick, one-stop, user friendly guide to Student Accessibility Services (SAS) at St. Thomas University. https://www.stu.ca/media/stu/site-content/current-students/policies/StudentAccessibilityServicesHandbook-2015-16PrintVersion_.pdf

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 with questions or concerns.

Wabanaki Student Centre

A culturally and spiritually rich environment for academic and personal support, the Wabanaki Student Centre serves as a daily starting point for many Indigenous students at St. Thomas. Whether it is to have a coffee, finish an assignment, or relax with friends, the Centre is a home away from home. The space includes a small kitchenette and is decorated with Indigenous artwork and photos that reflect the history of First Nations in New Brunswick.



Miigam'agan, Elder-in-Residence

Miigam'agan provides support to Indigenous students and acts as an important link between the university and First Nation communities. "My role is to offer support, drawing from our cultural values and working to create a sense of community for First Nation students."

miig@stu.ca

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

Tel: 453-4664

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), 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.

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

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

Tel: 453-4820

Employment Services

Students at 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. Career Development Workshops are offered in partnership with UNB Career Counselling services.

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

Email: 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.

Laura Tucker, Accounts Receivable
Email: 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 | Student Services Fredericton | UNB](#)

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: 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>.

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

Harriet Irving Library, 5 MacAulay Lane - UNB

Email 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

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 or <https://www.unbsu.ca/offcampushousing>

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. Students can purchase their parking passes at the UNB Security Office (corner of Kings College and Dineen Dr). *UNB Security, Wu Conference Centre, UNB Campus Tel: 453-4830*

10. 0 Financial Resources Available to MSW Students

Each year the School will award Teaching Assistantships to eligible students entering the program. Students are eligible for SSHRC Master's program and Canada Graduate Scholarships. There is funding through the New Brunswick Innovation Program: <https://nbif.ca/graduate-scholarships/> or the O'Brien Foundation: <https://www.obrienfoundation.ca/en/>

Aboriginal students are eligible to apply for funding through:

MAWIW Council Inc. Student Awards: <https://www.mawiwCouncilinc.com/whats-new>

ACADEMIC CALENDAR 2023-2024

2023

September 1 -10	Welcome Week
September 4	Labour Day - University closed
September 6	Classes begin
September 10	Opening Mass
September 15	Last day to confirm registration by arranging payment of fees
September 15	Last day to add Fall term and full-year courses
September 30	National Day for Truth and Reconciliation
October 2	University closed in lieu of National Day for Truth and Reconciliation
October 2	Last day to apply for November 1 Graduation
October 9	Thanksgiving Day - University closed
October 13	Deadline to opt out of Health Plan
October 31	Last day to withdraw from first-semester courses without academic penalty
October 31	Last Day for partial refunds of first-semester fees
October 31	Last day to apply for Spring Convocation
October 31	Deadline to declare major
November 1	November Graduation
November 6-10	Fall Reading Week – No classes
November 11	Remembrance Day
November 13	University closed in lieu of Remembrance Day
November 24	Last day to hold class tests in first semester
December 7	Last Day of classes for first semester
December 8	Reading Day - no classes
December 11 - 16	December Examination Period
December 18	Make-up Exam Period
December 23-Jan.2	Christmas Break – University closed

2024

January 1	New Year's Day
January 3	University Offices Open
January 8	Classes resume
January 19	Last day to add Winter term courses
January 19	Last day to withdraw from full-year courses without academic penalty
January 28	Celebration of Feast Day of St. Thomas Aquinas, patron saint of the University
January 29	Last day to apply for March 1 graduation
February 19	NB Family Day – University Closed
March 1	Last day to withdraw from second-semester courses without academic penalty
March 1	Last Day for partial refunds of second-semester fees
March 4 - 8	March Reading Week- no classes
March 15	Student Research & Ideas Fair
March 28	Last day to hold class tests in second semester
March 29 – April 1	Easter - University closed
April 11	Last Day of classes in second semester
April 12	Reading Day - no classes
April 15-20	April Examination Period
April 22	Make-up Exam Period
April 29	Intersession begins
April 30	Application deadline for BSW program
May 13	Baccalaureate Mass
May 14	Spring Convocation
May 20	Victoria Day - University closed
June 20	Intersession ends
July 1	Canada Day – University closed

July 2	Summer Session begins
July 5	Summer Convocation
August 5	New Brunswick Day - University closed
August 9	Summer Session ends

NOTE: Dates for the Education and Social Work programs may differ. Please consult with the appropriate department.

Notes