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Bring justice to life.*

SCHOOL OF SOCIAL WORK

MASTER OF SOCIAL WORK

UNIVERSITY OF VICTORIA



SCHOOL OF SOCIAL WORK

MSW ADVANCED

STUDENT PROGRAM GUIDE

SEPTEMBER 2023

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We acknowledge and respect the Lkwungen peoples on whose unceded traditional territory the university stands and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.

MSWA STUDENT PROGRAM GUIDE

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

If you are interested in the MSW Foundation or MSW Indigenous Specialization, please see the appropriate program guide and website for the most up to date information.

MISSION STATEMENT

We recognize the impact of ongoing colonialism in lands currently known as Canada and the ongoing commitment to advancing practices of racial equity and decolonization within our School, the university, and with our community partners more broadly. We utilize an intersectional, decolonial equity, and anti-racist approach to advancing teaching, learning, scholarship, research, service, and community activism. In this, our mission is that our School leadership will reflect decolonial-equity values in all that we do as scholars and learners.

Our vision is that “who and how” we are as a School will contribute to socially-just practices by confronting barriers and transforming dominant systems to create opportunities for access and meaningful participation in our communities and society. Our vision is that when students complete their studies with us, that their learning of social justice and decolonial equity practices will strengthen and enhance lives of children, families, and communities.

ACCREDITATION

The MSW Indigenous Specialization, MSW Foundation, and MSW Advanced programs all lead to a Master of Social Work (MSW) degree that is fully accredited by the Canadian Association for Social Work Education (CASWE). The last accreditation review was in 2021. For further information on the CASWE and on the accreditation process visit the [CASWE website](#).

MSWA PROGRAM

The MSW Advanced (MSWA) program is grounded in the commitment to socially just social work. The program is intended to broaden social work practitioners’ understanding of the social, cultural, political and practical implications of their work. It is offered through a combination of an on-campus institute at the beginning of the program and distance education.

THE MSW PROGRAM OBJECTIVES

- Centering Indigenous social work knowledges and practices and research by Indigenous peoples.
- Preparing students for socially just social work practice in the context of colonization, transnationalism, neoliberalism, and Indigenous resurgence.
- Promoting and enhancing skills and knowledge for socially just social work practice through the integration of students' own experiences and critical engagement with and analysis of social work knowledge and practice.
- Advancing transformative knowledge and practice through the interrogation of dominant social work histories, structures, theories, and actions.
- Developing skills for critical, anti-oppressive, anti-racist, and decolonizing knowledge production, application, evaluation and the articulation of new understandings to theorize practice.
- Cultivating critical reflexivity to account for and address the impact of identity, positionality and intersectionality on social work knowledge and practice; and students owned lived experience.
- Engaging in collaborative and decolonizing relationships.
- Developing skills for critical, anti-oppressive, and decolonizing social policy analysis.

PROGRAM CONTACT INFORMATION

GRADUATE PROGRAM ASSISTANT

Lucas Baird

Phone: 250-472-5622

E-mail: swgrad@uvic.ca

Office: HSD B302

ADMISSIONS & ACADEMIC SUPPORT COORDINATOR

Saeed Sheshehgar

E-mail: mswadvice@uvic.ca

GRADUATE ADVISOR

Dr. Bruce Wallace

E-mail: mswfacultyadvisor@uvic.ca

SCHOOL OF SOCIAL WORK

School of Social Work

University of Victoria

PO Box 1700 STN CSC

Victoria, BC V8W 2Y2

Phone: 250-721-8036

Fax: 250-721-6228

Website: <http://socialwork.uvic.ca/>

GARO & FGS CONTACT INFORMATION

GRADUATE ADMISSIONS & RECORDS (GARO)

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

GARO CLERK:

E-mail: grad6@uvic.ca

Phone: 250-472-5224

Fax: 250-472-5420

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

MAILING ADDRESS:

Graduate Admissions and Records
University of Victoria
PO Box 3025 STN CSC
Victoria, BC V8W 3P2

THE FACULTY OF GRADUATE STUDIES (FGS)

FGS governs the administrative portion of your program. Although your academic unit is the School of Social Work, FGS is the home faculty for all UVic graduate students. Any appeals, challenges, requests or issues that you may encounter during your MSW go through this office, with outcomes determined by the Dean or Associate Dean of Graduate Studies. FGS also handles paperwork for oral defense of theses. All graduate students are governed by FGS policies and regulations in addition to School of Social Work policies and regulations. Students are encouraged to review relevant FGS policies and regulations on the FGS website.

FGS CLERK:

E-mail: fgs@uvic.ca

Website: <http://www.uvic.ca/gradstudies/>

FGS Important Forms: <https://www.uvic.ca/graduatestudies/forms-policies/index.php>

MAILING ADDRESS:

Faculty of Graduate Studies
University of Victoria
PO Box 3025 STN CSC
Victoria, BC V8W 3P2

WELCOME FROM THE DIRECTOR

We acknowledge with respect the Lekwungen peoples on whose traditional territory the University of Victoria stands, and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.

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

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

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

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

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

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

PROGRAM FLOW

Students are responsible for their own registration. Registration time tickets are distributed by the Registrar's Office to student's preferred email addresses. You should register at your allotted time to ensure that you can access all required courses. More information about registration can be found on Page 9 of this guide. In June, you will be asked to register for *both* September and January terms. The School of Social Work is not responsible for students who have missed their registration times or who are unable to access all required courses because of delayed registration. The most up-to-date program flow is available [here](#).

- Students are required to complete 15.0 units to obtain their MSW degree (this includes both thesis and course-based options).

Part-time status: one course per term

Full-time status: two or more courses per term
or enrolled in SOCW 599

Note: All new students **must** begin the program by registering in SOCW 512 and SOCW 519 in the fall term. These two courses have a 10-day on-campus intensive seminar that is scheduled in late August. Please see the link above for the on-campus intensive dates. If you choose to register in only one of the two courses, you will be required to travel to campus again the following year. On-campus courses are started during the on-campus intensive time and are completed via distance education for the remainder of the term.

On-Campus Courses: OC

Distance Education Courses: DE

CORE COURSES:

SOCW 512: KNOWLEDGE AND INQUIRY (OC)	(1.5 units)
SOCW 519: INDIGENOUS RESISTANCE, RESURGENCE AND REVITALIZATION FOR HELPERS (OC)	(1.5 units)
SOCW 510: POLICY CONTEXT OF PRACTICE (DE)	(1.5 units)
SOCW 511: CONTEMPORARY DEBATES AND ETHICAL DILEMMAS IN SOCIAL WORK (DE)	(1.5 units)
SOCW 515: TRANSNATIONAL SOCIAL WORK (DE)	(1.5 units)
SOCW 516: RESEARCH METHODOLOGIES (DE)	(1.5 units)

Following the completion of all core courses, MSWA students must choose whether they will complete their program by writing a thesis or practicum.

COURSE-BASED COMPLETION:

SOCW 506: MSW PRACTICUM (DE)	(4.5 units)
SOCW 571: CAPSTONE (DE)	(1.5 units)

THESIS COMPLETION:

SOCW 517: RESEARCH SEMINAR (DE)*	(1.5 units)
SOCW 599: THESIS (DE)	(6.0 units)

** supervisor permission required*

PROJECTED PROGRAM COMPLETION:

- Full-time students *may* complete the degree requirements in 4-5 academic terms (for both thesis and course-based options)
- Completing the program on a part-time basis will take longer depending on the number of courses taken each term and the availability of these courses. The maximum time period to complete all degree requirements is 5 years.

NOTE: *Despite finishing the degree requirements in less than 5 terms, all students are required to pay a minimum of five (5) fee installments, as governed by the Faculty of Graduate Studies.*

COMPLETION OPTIONS

The choice of whether to complete your MSW degree via the thesis or the course-based route is an important one. This choice should be considered in the context of your research and practice interests, your strengths and challenges as a practitioner/graduate student, and your future plans. We advise students to make final decisions on completion options after admission and after acquiring some experience in the program. Students are encouraged to discuss these options with the Grad Advisor at the earliest possible date. *

** Please advise the MSW Program Assistant of your choice via email*

COURSE-BASED COMPLETION

The course-based completion option requires the completion of SOCW 571: MSW Capstone and SOCW 506: MSW Practicum (450 hour placement). Registration in practicum requires the completion of all pre-requisites. SOCW 571: MSW Capstone is designed to be the final course in a student's program and **cannot** be taken until all course work has been completed. Ideally, SOCW 571 is taken concurrently with SOCW 506 to enhance reciprocal learning between class and the field. Pre-requisite requirements are listed below and the most updated information can be found in the [University Calendar](#):

SOCW 506: MSWA PRACTICUM

Pre-requisite: Completion of 6.0 units of core course work

SOCW 571: MSW CAPSTONE

Pre-requisite: Completion of all core course work

Co-requisite: SOCW 506A

THESIS COMPLETION

Writing a thesis is an opportunity to contribute to socially just knowledge, particularly knowledge useful for social work practice, social policy, or activism. Thesis research makes an original contribution to a field of study. Students interested in writing a thesis will work with a supervisor and supervisory committee. The supervisory committee will provide support through this process and evaluate thesis work. Students will work collaboratively with their supervisor to develop a realistic plan that considers institutional rules and timelines, personal resources, possible constraints, and student responsibilities.

A thesis must be the result of an individual endeavour. Depending on the thesis topic and methodology, theses typically range from 100-120 pages in length. The UVic website offers a [database of resources](#) for getting started on your thesis. It is often useful to look at the work of other graduate students. Copies of all recently completed UVic theses can be viewed on UVic DSpace. All recent Social Work theses can be viewed [here](#).

THESIS SUPERVISORY COMMITTEE

MSW thesis students must have a supervisory committee of at least two members, approved by the School of Social Work and the Dean of the Faculty of Graduate Studies. The thesis supervisor must come from Social Work and other committee members may come from Social Work or another UVic department. The supervisor facilitates all activities of the supervisory committee. All members of a supervisory committee must be members of the Faculty of Graduate Studies or be specifically approved by the Dean of the Faculty of Graduate Studies. See Page 11 for more information.

REGISTRATION INFORMATION

WINTER SESSION:

September to December
January to April

SUMMER SESSION:

May to August

FULL VS. PART-TIME* STATUS

Any student who is registered for a single term in Winter Session or Summer Session is defined as full-time if:

- Enrolled in courses totaling a minimum of 3 units, or
- Enrolled in thesis (SOCW 599)

** A part-time student is defined as any student who does not fall into either of the above categories.*

CONTINUOUS REGISTRATION

All students admitted to the Faculty of Graduate Studies must register in every term from the time of admission until the requirements of the degree have been met. If there are no courses available for registration or a student would like to take temporary leave from their program, they must register for one of the three terms of Personal Leave permitted by FGS [regulations](#).

- Students who need to take time away from their studies for medical or parental reasons should contact the MSW Advisor and MSW Program Assistant to arrange for a leave of absence

Students who do not maintain continuous registration are considered to have abandoned their program. That program will be terminated and they will be withdrawn from the university. The notation "Withdrawn Without Permission" will be entered on the transcript.

HOW TO REGISTER

Students are required to complete their own registration via Online Tools. For help, please see Graduate Admissions and Records [registration tutorial](#).

REGISTERING IN A COURSE THAT REQUIRES DEPARTMENT PERMISSION

Please contact the MSW Program Assistant if you require Department Permission to register in a course.

ELECTIVE REGISTRATION (OPTIONAL)

The MSWA program does not require students to complete any additional courses. However, students may wish to register in additional courses during their degree completion. If you wish to explore courses outside of the department or at the 400-level, you will need to follow the School of Social Work established procedures. Please see the linked [Elective Credit Information PDF](#) for further information on how to explore this option.



IMPORTANT INFORMATION ABOUT YOUR PROGRAM

As a graduate student in the Faculty of Graduate Studies and the School of Social Work, there are a number of things that you must take responsibility for as you move through your MSW program.

- **Register each term.** Continuous registration is required until you complete your Master's program, unless you are on an approved Leave of Absence. Registration dates and times for each term will be posted on Online Tools. All MSWA students are expected to take SOCW 512 and SOCW 519 in the first term. After that, students are welcome to continue with either full- or part-time registration following the course plan outlined on the School's website.
 - For terms in which there are no courses for you to take, you must register yourself for a Personal Leave. Students are eligible to apply for three (3) terms of Personal Leave during their program.
 - Questions about registration and leave should be directed to the MSW Program Assistant (swgrad@uvic.ca).
- The 2022-23 UVic Graduate Studies Calendar is available [online](#) May 1st, 2022. All graduate students in graduate programs are responsible for following the policies and procedures outlined in this calendar. All UVic graduate programs operate under Faculty of Graduate Studies regulations and policies.
- Familiarize yourself with other useful resources on the [School of Social Work website](#).
- Please note that the School **does not** advise on any financial matters. If you have questions related to tuition or other financial matters, see the [Accounting Services website](#).
- Familiarize yourself with [Faculty of Graduate Studies](#) policies that apply to your graduate program at UVic.
- Check your e-mail regularly – information and notices are sent only to your UVic e-mail address. Please use this e-mail address as the primary address for your communications with the School and all university departments.
- Regularly check messages posted from time to time on the MSW ListServe – this is where important information about courses, awards, scholarships and jobs across Canada are posted.

FIELD EDUCATION INFORMATION

All MSWF and course-based completion MSWA students must successfully complete a 450-hour placement in an approved practice setting. Field Education is offered as resources permit, and therefore may not be offered in every term each calendar year. Students are asked to apply for Field Education courses well in advance of the term they intend to complete their placement. Please see the [Field Education Brightspace](#) for more information.

SOCW 506, 506A, 540 APPLICATION DEADLINES:

September term (Part Time and Full Time) - January 15

January term (Full Time) - May 1

May term (Full Time) - September 15

- All incoming students will have an opportunity to learn about field during an advising session scheduled during the on-campus institute.
 - If you are planning to complete via the course-based option, it is essential that you attend this advising session

QUESTIONS ABOUT FIELD EDUCATION?

The Field Education Assistant is your first point of contact for all questions related to placements.

FIELD EDUCATION ASSISTANT

Michelle Fyfe

Phone: 250-472-5109

E-mail: swfield@uvic.ca

Office: HSD B302

FACULTY & SUPERVISOR INFORMATION

The teaching and supervision of MSW students is limited to those members of the School of Social Work faculty who are members of the Faculty of Graduate Studies. Students interested in pursuing a thesis should review the School of Social Work's [Faculty Listing online](#). Please review our faculty membership and their listed interests before approaching anyone to supervise your work.

FINDING A SUPERVISOR

Students in the MSWA program do not need to identify a supervisor until they have completed all core course requirements. However, it is useful to begin thinking about who you would like to work with early in your degree program. The MSW program recommends that students review all faculty profiles and speak with the MSW Advisor about their prospective research

SUPERVISORY RELATIONSHIP POLICY

Thesis Completion Students must keep up to date on the [Graduate Supervision Policy](#). This document outlines the rights and responsibilities in the supervisory relationship. Questions about the nature of a supervisory relationship should be addressed directly to the MSW Advisor.

UNIVERSITY REGULATIONS & PROCEDURES

All university regulations, policies and procedures are outlined in the [University Calendar](#). Students are responsible for staying up to date on information relevant to their program. Outlined below is important information about your graduate program from Graduate Admissions and Records and the Faculty of Graduate Studies.

FEE STRUCTURE

The minimum regular program fee for a Master's degree is five (5) fee instalments, which can consist of a combination of regular full and regular half fee instalments totaling to five full regular fee instalments. Further information about the fee structure of a graduate degree can be found in the University Calendar under [Tuition and Other Fees](#).

QUESTIONS ABOUT FEES AND TUITION?

Please direct all inquiries about fees and tuition payments to Tuition Fees in the Office of the Registrar.

** Please note that the School of Social Work does not advise on any financial matters.*

TUITION FEES

Phone: 250-721-7032

Email: tuition@uvic.ca

GRADES BELOW "B"

Students in the Faculty of Graduate Studies must achieve a grade point average of at least 5.0 (B) for every session in which they are registered. Individual academic units may set sessional and course standards at a higher level than the Faculty of Graduate Studies minimum. Students with a sessional or cumulative average below 5.0 will not be allowed to register in the next session until their academic performance has been reviewed by their supervisory committee and continuation in the Faculty is approved by the Dean of Graduate Studies.

Grades for courses designated FNC (for no credit) or used for Transfer Credit will not be used in the calculation of sessional or cumulative grade point averages.

Every grade of 4.0 (B-) or lower in a course taken for credit in the Faculty of Graduate Studies must be reviewed by the supervisory committee of the student and the academic unit graduate adviser and a recommendation made to the Dean of Graduate Studies. Such students will not be allowed to register in the next session until approved to do so by the Dean.

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

TIME LIMIT FOR MASTER'S DEGREES

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

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

Students who fail to apply for a program extension will be considered to have abandoned their graduate program. Students who wish to have their abandoned program reactivated may have a letter of recommendation forwarded from the School of Social Work to the Office of the Dean, Faculty of Graduate Studies. If approval is given, a reinstatement fee must be paid to the Graduate Admissions and Records Office.

ACADEMIC REGULATIONS

The Faculty of Graduate Studies policies governing [Academic Regulations](#) can be found in the University Calendar. All students in the MSW programs are bound by the policies governing academics at the University of Victoria, this includes the policy on [Academic Integrity](#). Students are responsible for adhering to all regulations during their time within the program.

REQUEST FOR ORAL DEFENSE

Thesis stream students must defend their work in a formal, oral defense. Students will work closely with their supervisor and committee member to prepare for defense. Faculty of Graduate Studies policies dictate that students must formally submit their original work to the MSW Program Assistant in preparation for the defense. If you are nearing the completion of your thesis, please contact the MSW Program Assistant to begin the preparatory work. Further information about the oral defense processes can be found in the [University Calendar](#). Students must successfully pass their oral defense before their degree will be granted. Thesis students must also apply for graduation.

APPLICATION FOR GRADUATION

Graduate Students need to apply for Graduation for the term they plan on completing their program in. If a student goes beyond the term they have selected, they will be required to fill out the application for graduation for the next term as well as pay the graduation fee again. The Application for Graduation can be found online through UVic Online Tools. Further information about graduation, including convocation ceremonies, can be found [here](#). Application deadlines are:

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

ACADEMIC SUPPORT

CENTRE FOR ACADEMIC COMMUNICATION (CAC)

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

UVIC LIBRARIES

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

CENTRE FOR ACCESSIBLE LEARNING (CAL)

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

FINANCIAL SUPPORT FOR GRAD STUDENTS

UNIVERSITY-BASED FUNDING OPPORTUNITIES

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

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

BAND FUNDING

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

FALL SESSION: September 30

WINTER SESSION: January 31

SUMMER SESSION: May 31

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

ACCOUNTING SERVICES

Phone: 250-472-4525

Email: askacct@uvic.ca

IACE BAND-FUNDED STUDENT SUPPORT

Phone: 250-853-3599

Email: iaceiss@uvic.ca

AWARDS, FELLOWSHIPS, SCHOLARSHIPS & BURSARIES

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