

SCHOOL OF SOCIAL WORK

BSW Student Advising Handbook



**Share our commitment.
Bring justice to life.**

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Table of Contents

Welcome.....	Page 7
What Do I Need to Know Before Registering for Courses?.....	Page 9
University of Victoria Undergraduate Academic Calendar.....	Page 9
Netlink ID & UVic Email Addresses.....	Page 9
Social Work 311 and 312.....	Page 11
Practicum.....	Page 12
How Do I Know What Courses to Take?.....	Page 13
University of Victoria Undergraduate Academic Calendar.....	Page 13
Academic Advising.....	Page 14
Your Student Record.....	Page 14
Specializations.....	Page 14
How are Courses Offered?	Page 15
On-Campus/Blended.....	Page 15
Distance Education.....	Page 16
When Do Classes Start?	Page 18
How do I register?	Page 19
How Do I Get My Course Materials?	Page 21
On-Campus/Blended Courses.....	Page 17
Distance Education Courses.....	Page 17
How Do I Pay Tuition?.....	Page 18
Amount Owing	Page 18
Paying Tuition.....	Page 18
Due Dates.....	Page 18
Student Awards and Financial Aid.....	Page 18
What School Policies Should I Know?.....	Page 19
Guidelines for Professional Conduct.....	Page 19
The School of Social Work Community.....	Page 21
Peer Mentors.....	Page 21
Student Representatives.....	Page 21
School Listserv.....	Page 22
What Student Services Are Available At UVic?.....	Page 23

Welcome

Welcome to the School of Social Work!

This Student Advising Handbook is for all BSW students. Regardless of where you are or how you are completing your studies, you share a common program with similar expectations and policies. We know that there is a lot of information to sort through, so we hope this handbook will assist you.

In addition to the BSW Advising Handbook, all students are required to review the University of Victoria Undergraduate Academic Calendar as you are expected to be familiar with all University policies and important dates and deadlines. The link to the academic calendar can be accessed at <http://www.uvic.ca/> Other valuable University information can be found at <http://www.uvic.ca/current/resources/student/all-resources/>

The School is committed to working with you so that you are able to maximize your time as an UVic student, to learn from each other, your instructors and the people who you will work with and serve as a student in our program.

If you need to contact the School of Social Work, please visit our website for a listing of staff (<http://socialwork.uvic.ca/faculty/staff.php>), sessional instructors (<http://socialwork.uvic.ca/faculty/session.php>) and faculty (<http://socialwork.uvic.ca/faculty/faculty.php>).

We wish you well in your studies!

Pam Miller, Director
School of Social Work

What Do I Need to Know Before Registering for Courses?

University of Victoria Undergraduate Academic Calendar

When planning your courses, please familiarize yourself with the University of Victoria Undergraduate Academic Calendar for your program year (www.uvic.ca link at top of page, right hand side).

As the UVic 2012-13 Academic Calendar will be not be online until mid to late May 2012 for the 2012 BSW Program requirements specifically see <http://socialwork.uvic.ca/current/bsw/crseplan.php>

For information on the 2012 On-Campus 3rd year/4th year Distance education program please see <http://socialwork.uvic.ca/current/bsw/crseplan.php>

Although some 4th year courses can be accessed in third year, it is recommended that students take 3rd year courses prior to 4th year ones. Third year On-Campus students not attending full-time need to be aware that the third year courses will not be offered again until the following September/January.

The Academic Calendar outlines all university and program regulations and requirements and describes the prerequisites and co-requisites for all courses. **Students are responsible for checking the calendar description for prerequisites, restrictions, and duplicate, cross-listed, or mutually-exclusive courses.**

Netlink ID & UVic Email Addresses

To participate in the online component of distance education courses and to receive program/administrative notices from the School of Social Work, you must have a UVic Netlink-ID and email account. Your UVic email account is required to be listed as your "Preferred" email account in "My page". All students are required to check their UVic email frequently. The School is not responsible for any information that you do not

receive as a result of not having your UVic email as your preferred email account in My page and for not checking your UVic email.

To get a UVic email account requires that you first apply for a NetLink-ID. Note: Before you attempt to set up your Netlink ID and UVic email, please monitor your application decision status on the My Status webpage at <http://www.uvic.ca/mystatus> (log on using your V-number and date of birth) to ensure that your status has been updated to show a decision of **“Admitted”**, **“Admit: Conditional”** or **“Faculty/Program Change Appr’d.”**

If your admission decision still shows **“Dept Decision: Selected”** or **“File Forwarded to Department”**, you will not be able to sign up for your Netlink at this time. You must wait until your record has been updated with one of the application decisions noted in the paragraph above. Please note that this may take a week or two after you have received your offer of admission, as the update must be entered manually by Undergraduate Admissions or Records staff after they receive their copy.

Once you have the NetLink-ID set up, you will need to apply for the email service. Please note that there are no fees charged for these services. Make sure you have your student number ready before you start this process.

Getting UVic NetLink ID & Email Account

- Step #1. Have your UVic Student number ready.
- Step #2. Go to <https://netlink.uvic.ca>. Click on "NetLink-ID: application form". Read through the agreement form, and click the "I agree to abide..." button at the bottom of the page.
- Step #3. Complete the eligibility test and click the Continue button
- Category: student
 - Student #:
 - (First three letters of your) Last Name:
 - Year of birth:
 - Month & Day of birth:
- Step #4. Register your NetLink ID. This involves choosing a password, so pick something you can remember. Record this information somewhere for future reference.
- Step #5. Once you have your NetLink-ID, return to <https://netlink.uvic.ca>, and click on the **SERVICES: application form for E-mail etc.** link.
-

- Enter your NetLink-ID and password in the correct boxes.
- Under "Select the Services you want", check the "Email account" box and leave the other boxes blank.
- Scroll down to the "Specify a Password" section. Check the box beside "Use the NetLink password for the requested services." (This way you just have the one password to remember if you wish.)
- Click the Create Services button at the bottom of the page. Your UVic email account should be activated within 30 minutes of this process.

Your UVic email address will be: your-NetlinkID@uvic.ca

Social Work 311: Understanding Oppression (1.5 units) and Social Work 312: Collaborative Conversations (1.5 units)

It is recommended that students register in Social Work 311 and 312 as some of their first senior social work courses, as SOCW 311 and 312 are pre- or co-requisites for ALL SOCW courses, except:

- SOCW 350A: Social Work, Social Justice and the Law (1.5)
- SOCW 350B: Legal Skills for Social Workers (1.5)
- SOCW 356: Human Development and the Social Environment within a Global Context (1.5 units)
- SOCW 452: Teaching and Learning for Social Change (1.5)
- SOCW 465: Interdisciplinary Practice with Children and Families (1.5)
- SOCW 469: Introduction to Disability Studies (1.5)
- SOCW 471: Addictions in Society: Theory, Practice and Policy (1.5 units)
- SOCW 472: Social Work Practice in the Field of Addictions (1.5 units)

If your offer of admission is for the Distance BSW Program you will be expected to register in the distance education sections of 311/312, and if your offer of admission is for on-campus you will be expected to register in the on-campus sections.

Important Information for Students Taking Socw 312 by Distance Education

The distance education offerings of SOCW 312 include a mandatory 5-day face-to-face classroom component. It is important to note that it is not possible to receive the 1.5 units of academic credit unless you have successfully completed both the 5-day face-to-

face classroom component and the on-line coursework. Therefore students should consider factors such as work and family arrangements, travel and accommodation costs, etc. in advance of registering in this course.

Practicum

The Bachelor of Social Work Degree requires that all students complete two practicum courses (700 hours in total). These courses provide the opportunity to apply what the student has learned in the other courses in the Social Work degree program to a practice situation. They can usually be completed in the student's own community.

Pre/Co-Requisites

As with all courses, students are responsible for ensuring that they have met the requirements to register in practicum. Please consult the University of Victoria Undergraduate Calendar (under Courses) to ensure that all necessary pre- and co-requisites have been met.

Practicum Information

Students should start by reviewing the BSW Practicum Page:

<http://socialwork.uvic.ca/current/bsw/practice.php>

Students are required to submit a practicum application prior to being able to register. Exact dates are listed on the BSW Practicum Page but are generally a semester in advance.

The first practicum has two options:

1. SOCW 304 Social Work Practicum I
2. SOCW 304A Social Work Practicum by Prior Learning Assessment (PLA)

Undertaking a PLA requires the approval of the Practicum Working Group.

Information can be found at: <http://socialwork.uvic.ca/current/bsw/practappl.php#pla>

Note that this option is only available to students who have previous paid or unpaid social work or social justice experience (4000 hours) in the past five years. SOCW 311 and 312 (formerly SOCW 323) must be completed prior to starting SOCW 304A.

The second practicum has three different options:

1. Standard Social Work Degree and Indigenous Specialization:
SOCW 402 Social Work Practicum II
2. Child Welfare Specialization and Indigenous Child Welfare Specialization (Protection):
SOCW 404 Child Welfare Specialization: Child Protection Practicum
3. Child Welfare Specialization and Indigenous Child Welfare Specialization (Non-Protection):
SOCW 404A Child Welfare Specialization Child Welfare Practicum

For general enquiries contact swfield@uvic.ca

How Do I Know What Courses to Take?

University of Victoria Undergraduate Academic Calendar

The University of Victoria's Undergraduate Academic Calendar outlines all university and program regulations and requirements and describes the prerequisites and co-requisites for all courses. **Students are responsible for checking the calendar description for their program requirements, as well as prerequisites, restrictions, and duplicate, cross-listed, or mutually-exclusive courses** (see www.uvic.ca, Academic Calendar link at top of page, right hand side).

As the UVic 2012-13 Academic Calendar will be not be online until mid to late May 2012 for the 2012 BSW Program requirements specifically see <http://socialwork.uvic.ca/current/bsw/crseplan.php>

For information on the 2012 On-Campus 3rd year/4th year Distance education program please see <http://socialwork.uvic.ca/current/bsw/crseplan.php>

Although some 4th year courses can be accessed in third year, it is recommended that students take 3rd year courses prior to 4th year ones. Third year On-Campus students

not attending full-time need to be aware that the third year courses will not be offered again until the following September/January.

Your Student Record

Students will access their student record through the UVIC main portal (<https://www.uvic.ca/mypage>) - click on sign in to UVIC and use Netlink ID and password. Here, students can view and update their student record, check transfer credit, check final grades, register for classes and much more! Students are encouraged to log into their student record regularly throughout their studies at UVic.

Academic Advising

If you have any questions regarding your program, please do not hesitate to contact your Academic Advisor as indicated by your specific program (see below).

Specializations

Standard BSW: The intent of the Standard BSW is to prepare students to become generalist social work practitioners skilled in critical self-reflection and in working with individuals, families, groups and communities. Standard BSW students have a specific course of studies they are required to complete which is found in the Academic Calendar. For academic advising, please contact swadmit@uvic.ca or 250-721-8047.

Child Welfare: The intent of the specialization is to prepare students for child protection work and other positions in government and non-profit child welfare services. Students who graduate from the specialization will receive a BSW degree with a Specialization in Child Welfare. Child Welfare Specialization students have a specific course of studies they are required to complete which is outlined in the Academic Calendar. For academic advising, please contact swadvise@uvic.ca or 250-721-8042.

Indigenous: This specialization is a concentration within the BSW program and provides opportunities for Indigenous BSW students to focus their undergraduate program on preparing for leadership roles as helpers and healers in Indigenous communities and various Indigenous organizations. The intent of this specialization is to provide Indigenous students an opportunity to develop helping and healing practice

frameworks that centralize Indigenous knowledge's, peoples, nations and communities. Indigenous Specialization students have a specific course of studies they are required to complete which is outlined in the Academic Calendar. Some of the core Indigenous Specialization courses are only offered once a year so it is recommended that students contact the Academic Advisor at swadvise@uvic.ca or 250-721-8042 for course planning assistance. Courses that are specific to this Specialization include SOCW 391, 491 & 492.

Indigenous Child Welfare*: This specialization combines courses from the Indigenous and Child Welfare Specializations. The intent of this specialization is similar to the Indigenous Specialization with an emphasis on the well being of Indigenous children, families and communities. Indigenous Child Welfare Specialization students have a specific course of studies they are required to complete. Some of the core Indigenous Specialization courses are only offered once a year so it is recommended that students contact the Academic Advisor at swadvise@uvic.ca or 250-721-8042 for course planning assistance. Courses that are specific to this Specialization include SOCW 391, 491 & 492.

***Admission to the Indigenous Specialization is limited to students of Indigenous Ancestry.** We do not apply colonial definitions of Indigenous Peoples for entrance and welcome to students who come from various nationhoods Indigenous to Turtle Island (North America). We are further inclusive of various identifications of Indigenous including Métis, & Inuit Peoples.

How are Courses Offered?

The BSW program is offered in both an On-campus/Distance Education combination program (3rd year on-campus, 4th year DE) or via distance education (note: students may do a combination of both in 3rd year if they wish). For each course, students should plan for approximately 9 – 12 hours of study time per week

3rd year On-Campus/Blended

3rd year On-campus courses are offered in Winter Session (September through April). On-campus Social Work courses are not offered in Summer Session (May – August).

Some BSW on-campus courses will be blended with on-line requirements in the delivery of the course content/material. This blended delivery may look different for

each course but students should be aware that some work on-line may be required in order to successfully meet the course requirements.

Please refer to the online registration system for course offerings/timetables.

Distance Education

All courses (with the occasional exception) in UVic's BSW curriculum are available through distance education study. **Online participation is a required component of each course with standard start and end dates and specific assignment deadlines.**

Distance education courses are **available to students residing in Canada**. We understand that extenuating circumstances occasionally occur, and in these cases students are required to inform the School (via their Academic Advisor) prior to any changes in living circumstances which may necessitate moving out of the country.

Students who must temporarily reside outside of Canada due to extenuating circumstances will be required to agree to the following conditions in order to continue taking courses:

Policy for Completing Distance Courses Internationally on a Temporary Basis

For students who need to temporarily reside outside of Canada due to extenuating circumstances, conditional permission to continue in courses can be granted on a non-precedent setting basis, with the following conditions outlined by the School:

- 1) The student will take full responsibility for all contacts with the School as the School is not able to absorb costs of overseas telephone or teleconference calls, or international postage.
- 2) The student will take full responsibility for obtaining all required course materials on time and is responsible for all costs related to obtaining these course materials. The student must contact the Bookstore directly with any questions related to shipping of materials.
- 3) A Canadian mailing address must be provided to the School. All mailed correspondence from the School, including return of graded assignments, would be sent to the student's Canadian mailing address only.

4) The student will require access to a computer and reliable high speed internet and will be expected to participate fully in online components of the course(s).

5) In granting permission to take courses while residing outside of Canada, the School will not be responsible for any delays in the delivery of feedback from instructors which might ultimately affect the student's ability to apply/integrate instructor feedback in subsequent assignments.

We ask the student to send an email to their advisor with a brief note confirming they are in agreement with the aforementioned conditions.

Moodle/Elluminate - Online Learning

With each Distance BSW course, students purchase a package of course materials via the bookstore online ordering and are given login access to a course site. Currently the school uses Moodle – a free application that provide tools for running and facilitating courses online. Instructors post lecture notes, administer quizzes, facilitate class discussions and small group exercises, and provide links to learning resources.

In order to access course content, participate in online discussions with your classmates and instructor, complete your course assignments and successfully complete your course, you will need to sign on to the course site. **Sites for each distance education course will not be available for login until the start of each term.** You should review the three steps outlined below, but please do not try to login to your course (Step #3) before the start of the term.

- **Step 1 - Test your browser to ensure you can use and access, Moodle and Elluminate:** To confirm that your web browser can support these programs and that you do not have any security programs in place on your home computer that could block your access/functionality use the individual systems Browser Test link on the Distance Education Services website to access and run the browser tests provided. <http://distance.uvic.ca/onlinehelp/index.htm>

Please note that because the network security policies of many workplace institutions can prevent access to certain functions on these systems, the Online Help Desk can only assist you if the problems are not a result of your workplace electronic security policies.

- **Step 2 - Read the Startup Kits:** The Startup Kits are online tutorials that will show you how to use the various system functions. All Startup Kits can be accessed from the Distance Education Services home page <http://distance.uvic.ca/onlinehelp/index.htm>
- **Step 3 - Login to your course site:** At the beginning of each term you can access your courses via My page – the University of Victoria’s online portal. After you login into My page using your NetLink ID, you will see a link to my online tools at the top right of the page. Click on the appropriate link to access your courses.

If you have any technical or connectivity problems, please contact the Distance Education Onlinehelp Desk by phone (250) 721-8476 (or toll free 1 (888) 721-8476), email dehelp@uvic.ca , or online at <http://distance.uvic.ca/onlinehelp/>.

When Do Classes Start?

On-campus and distance education BSW courses are scheduled on a year-round, three-term system (September, January, and May terms) with standard start and end dates and specific assignment deadlines within each course. The on-campus session for fall term SOCW 312 via distance education occurs in late August/early September. The on-campus session for Summer/May term SOCW 312 via distance education occurs at the beginning of May.

Important dates, including when classes begin each term, are listed on the University of Victoria website (www.uvic.ca, click on Current Students, Faculty and Staff, then from bottom of the page click on Important Dates- note: if not available here- important dates are also listed in each year’s academic calendar).

Check your University of Victoria email (Netlink) prior to the start of each term for important information from the University prior to class start dates. Access your email through My page.

How Do I Register?

1. Pay the Registration Deposit (New UVic students only)

New UVic students are required to pay a non-refundable \$200 deposit to Accounting Services (<http://web.finance.uvic.ca/tuition/faq.php>) before accessing registration. This deposit is later applied to your tuition.

2. Review the registration tutorials online at

http://registrar.uvic.ca/undergrad/registration/undergrad_tutorials.html

3. Determine your registration date via My page: <http://www.uvic.ca/current/> sign into UVIC – go to My page, select Student Services:

- Select *Class Registration*
- Select *Check Registration Status*

4. Familiarize yourself with your program requirements in the Academic Calendar (www.uvic.ca top of page, right hand side). Students are responsible for checking the Calendar for university and program regulations and requirements, pre- and co-requisites, restrictions, and duplicate, cross-listed, or mutually-exclusive courses.

5. Review the School of Social Work course offerings for the upcoming term at <http://socialwork.uvic.ca/current/bsw/schedules.php> - note: this is a preliminary timetable – please find the most up to date information and Course registration numbers (CRN) on My page, “look up classes”...

6. Register for courses. Access your student record at: <https://www.uvic.ca/mypage/>

- Select *Student Services*
- Select *Class Registration*
- Select *Look Up Classes* to search for courses
 - Select *Term or Date Range* [i.e. Summer Studies 11 (May to Aug)] and click Submit
 - Select the *Subject* (Social Work)
 - If you’ve selected *Subject*, type in 3% to request all 3rd year courses or 4% to request all 4th year courses, or you can type in the specific course number
 - Note that distance education courses are coded “ONL” and all sections are now A01, A02, A03, etc, regardless of whether the

course is being offered by distance education or on campus. **You must look for the “ONL” under Location for distance education courses or the “M” under Location for on campus courses.**

Next:

- Select *Add or Drop Classes*
- Select *Term or Date Range* [e.g. Summer Studies 11 (May to Aug)] and click Submit
- Enter the CRN (found via your course search)
- Enter the CRN for the courses you wish to register in and click Submit

Registration for the winter session includes BOTH TERMS (September and January). Students registering for September should also register in their January courses at the same time. If you wait until the fall to register for January courses, you will find your options extremely limited as most January courses will be full.

The only exception to this is that registration for practicum cannot happen until a practicum application has been submitted and permission is then granted – please see enclosed practicum information sheet for details.

7. Waitlists

You will be offered the opportunity to be added to a waitlist if you attempt to register in a full class. Once you have confirmed that you would like to be added to the waitlist by clicking submit a second time, you may check the details of your waitlisted status:

- Select *Class Registration*
- Select *Waitlist*

There is no guarantee that a space will become available for registration. If there is another open section and you require this course you may want to consider registering in another section.

When you reach the top of the waitlist and a space becomes available, an offer for registration will be emailed to you. You must accept a registration offer by the deadline stated in the email or you will be dropped from the waitlist. Registration offers are sent daily at noon (12pm PT), if seats are available. You will be required to log into My page and officially register in the course. Choose the Register Action and click Submit Changes.

Please log into My page to accept the offer into the course as soon as you receive the offer via email. If you do not wish to remain in the course, please drop it to allow other students the space in the course.

How Do I Get My Course Materials?

On-Campus/Blended Courses

All courses have required course texts and course packs. Course packs are anthologies of various materials, such as journal articles, chapters from books and the professor's own work, submitted by the faculty to the Bookstore to produce and publish. If a course pack is not on the Social Work course shelves, ask a bookseller for a "rain check". Once you have filled out the rain check form and paid for your course pack, the Bookstore will have a copy ready for you within 48 hours.

Students may order their materials online from the Bookstore (<http://www.uvicbookstore.ca/text/index.php>) or go to the Bookstore in person to purchase their books. If you subsequently drop a course and want to return your course materials, please ensure you are aware of the Bookstore's refund policy.

Distance Education Courses

One month prior to the start of each term, Distance BSW course materials will be available. You can then order the materials online from the Bookstore (<http://www.uvicbookstore.ca/text/index.php>) or go to the Bookstore in person.

Students are responsible for purchasing the edition of the course manual noted on the textbook order forms. Unfortunately, the School is unable to provide supplemental information to students who purchase used or outdated course manuals from sources outside the UVic Bookstore. If you subsequently drop a course and want to return your course manual, it must be done within 10 days of the first tuition drop date and be unopened, accompanied by receipt.

Textbooks are also to be returned to the Bookstore. Please see the Bookstore's textbook refund policy online at <http://www.uvicbookstore.ca/text/return.php>.

How Do I Pay Tuition?

Amount Owing

You can check how much tuition you owe by accessing your student record via My page:

- Select the *Student Services* from the menu bar
- Click on *Finances*
- Select *Account summary by term*

Paying Tuition

Tuition and fees are all paid through Accounting Services. Accounting Services does not accept any credit cards for payment of tuition fees. Options for payment includes internet banking, telephone banking, cheque, money order, interact/debit, or cash. For detailed information on how and where to pay your tuition, please visit Accounting's website at <http://web.finance.uvic.ca/tuition/faq.php>

Due Dates

To check when your tuition fees are due, go to the University of Victoria website www.uvic.ca, click on Current Students, Faculty and Staff, then from bottom of the page click on Important Dates (note: if not available here- important dates are also listed in each year's academic calendar under "general info"). Generally, September course tuition is due at the end of September, January course tuition is due at the end of January, May course tuition is due at the end of May – any full year courses will be split cost-wise between the two terms. You can also find academic course drop dates in the calendar.

Student Awards and Financial Aid

The Student Awards and Financial Aid office at UVic is committed to helping you find options to finance your post-secondary education. They provide information about funding sources, expected costs and strategies for balancing your budget. For more information please see <http://registrar.uvic.ca/safa/>.

What School Policies Should I Know?

Students are required to familiarize themselves with the School of Social Work's Policies. Below is a partial list of Policies that are particularly important for students to know. Detailed information on these and other School Policies are available online at <http://socialwork.uvic.ca/policies/index.php>

- Accommodation Policy
- Anti-Discrimination
- Assessment of Student Learning
 - Grading
 - English Usage Requirements
 - Attendance and Participation
 - Submission of Assignments
 - Guidelines for Review of Assigned Grades (HSD)
 - Deferral of Course Grade or Academic Concession
- Confidentiality
- Constitution (School Council)
- Course Challenge
- Electronic Communications Policy
- Equity
- Harassment
- Maintaining BSW Student Status & Re-Instatement to the School of Social Work
- Policy for People with Disabilities

In addition, it is important that students familiarize themselves with the Faculty of Human and Social Development Guidelines for Professional Conduct found in the Academic Calendar.

Guidelines for Professional Conduct

The Faculty of Human and Social Development expects students to develop and adhere to a professional code of conduct. The Faculty supports models for professional conduct based on the following guidelines:

- submission of oneself to a professional code of ethics
- exercise of personal discipline, accountability and judgement

- acceptance of personal responsibility for continued competency and learning
- willingness to serve the public, client or patient and place them before oneself
- ability to recognize the dignity and worth of all persons in any level of society
- willingness to assist others in learning
- ability to recognize one's own limitations
- maintenance of confidentiality of information appropriate to the purposes and trust given when that information was acquired
- acceptance that one's professional abilities, personal integrity and the attitudes one demonstrates in relationships with other persons are the measure of professional conduct

Unprofessional Conduct

Students in the Faculty of Human and Social Development are subject to the provisions of the code of ethics of their respective professions, and may be required to withdraw from their School for violating these provisions. Students may also be required to withdraw from their School when ethical, medical or other reasons interfere with satisfactory practice in their respective disciplines.

The School of Social Work Community

Peer Mentors

The goal of a peer mentor partnership is to help make the transition to the BSW program smooth and successful for new students. While not all students will choose to contact a peer mentor, they are certainly encouraged to do so! The peer mentor is not only here to address challenges you may experience, the peer mentor is also here to be a listening ear, to bounce ideas off of, to direct you to the appropriate staff, faculty or resource. Something else you need? Contact us, maybe we can help!

For current Mentors see <http://socialwork.uvic.ca/current/bsw/studentment.php>

If you are interested in becoming a BSW peer mentor or require additional information, please contact:

Yvonne Haist, Senior instructor

Phone: 250-472-4133

Email: yhaist@uvic.ca

Student Representatives

In 1998 the School of Social Work launched a Student Representative Program as a way to address the unique needs of on-campus and distance education learners as well as to create a forum for their voices. The School of Social Work is very proud to be the only school in the Faculty of Human and Social Development with such a program.

Student representatives are encouraged to represent the needs of their constituents and to provide feedback and input to the School of Social Work via teleconferences and the School Council. The School Council is the final decision making body for the School. It is a forum where all voices can be heard and an expression of the partnership between the School, students, faculty and staff.

The following terms of reference were developed by the initial group of representatives:

- To reach out to new students in the program
- To facilitate communication between students
- To raise the School of Social Work's awareness regarding issues facing students
- To provide input/feedback to the School on issues relating to curriculum development, policy, and school governance
- To lobby senior University administration around student issues and needs

Between October and April all student representatives across the country teleconference with a faculty member to share ideas and to discuss issues pertaining to the student body. This is an excellent way to meet other students, to have input in the curriculum and to learn, first hand, what is happening in the program.

If you are interested in becoming a BSW student representative or require additional information, please contact:

Cheryl Moir-van Iersel, senior instructor

Phone: 250-721-8033

Email: ciersel@uvic.ca

School Listserv

The School of Social Work maintains an email listserv to connect on and off campus students, faculty and staff. It is easy to connect, just follow the instructions below.

To subscribe to the School's listserv, go to <http://lists.uvic.ca/mailman/listinfo/socw-l>. Under Subscribing to Socw-l enter your email address that you would like to subscribe from and your name, then choose a password. Click subscribe. Please note that you can only post messages to the listserv from the email address you are subscribed from. To post an email to the listserv, send your email to socw-l@lists.uvic.ca.

For future reference, to unsubscribe from the Socw-l listserv, get a password reminder, or change your subscription options go to the same website listed above. Under Socw-l Subscribers (at the bottom of the page), enter your subscription email address and click unsubscribe or edit options, and follow the instructions.

What Student Services Are Available At UVic?

Student Services comprise the administrative units of the university that help students maintain their physical, social, emotional, spiritual and financial health while they pursue their academic and career goals at UVic. Services that are available include:

- Athletics and Recreation <http://www.uvic.ca/students/undergraduate/explore/athletics/index.php>
- Bookstore <http://www.uvicbookstore.ca/>
- Career Services <http://www.uvic.ca/coopandcareer/>
- Interfaith Chapel <http://web.uvic.ca/multifaith/chapel/>
- Child Care Services <http://childcare.uvic.ca/>
- Counselling Services <http://www.coun.uvic.ca/>
- Distance Education Services <http://www.distance.uvic.ca/students/index.htm>
- Family Centre <http://web.uvic.ca/family-centre/>
- University Food Services <http://unfs.uvic.ca/index.php>
- Health Services <http://www.health.uvic.ca/>
- Housing <http://housing.uvic.ca/>
- Interfaith Chaplains Services <http://web.uvic.ca/multifaith/>
- International and Exchange Student Services <http://iess.uvic.ca/>
- Resource Centre for Students with a Disability <http://rcsd.uvic.ca/>
- Student Society <http://www.uvss.uvic.ca/>

Portal to University regulations, dates, policies, information:

<http://www.uvic.ca/current/resources/student/all-resources/>