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SCHOOL OF SOCIAL WORK

MASTER OF SOCIAL WORK

UNIVERSITY OF VICTORIA



SCHOOL OF SOCIAL WORK

**MSW INDIGENOUS SPECIALIZATION
STUDENT PROGRAM GUIDE
SEPTEMBER 2022**

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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.

MSWI STUDENT PROGRAM GUIDE

The MSWI Student Program Guide is an essential tool for prospective and admitted students to our MSW Indigenous Specialization program in September 2022. 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 Advanced or MSW Foundation Program, please see the appropriate program guide and website for the most up to date information.

MISSION STATEMENTS

The emerging vision of the School of Social Work in both its undergraduate and graduate programs commits us to socially just social work practices, and to promoting critical enquiry that respects the diversity of knowing and being.

Our educational mission within the Master of Social Work Program is to prepare social workers skilled in critical self-reflection and with an advanced analytic understanding of the social, cultural, political and practical implications of their work. In particular, we emphasize decolonization and feminist, Indigenous and post structural analysis linking policy and practice.

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](#).

MSWI PROGRAM

The MSW Indigenous Specialization (MSWI) is for social workers working in Indigenous social work settings. Social workers working for and with Indigenous organizations work in a fundamentally different historical, cultural, and administrative environment to those working in non-Indigenous settings. The Indigenous specialization is designed to provide social workers in Indigenous communities with the opportunity to develop their knowledge and skills within this context.

THE MSWI PROGRAM OBJECTIVES

- 'Centering' Indigenous ways of knowing, being, and doing.
- Building on students' own knowledge as experienced practitioners in Indigenous service settings.
- Developing critical awareness and capacity for analysis and applying these skills to practice and policy development within the context of Indigenous service settings.
- Developing the capacity to conduct research and contribute to Indigenous knowledge building and transmission.
- Identifying the impacts of racism, colonization, and oppression in order to be able to contributing towards liberating policies and practices.
- Advancing diverse Indigenous knowledges to inform policies and practices to support Indigenous child, family, and community wellbeing.
- Identifying international connections between Indigenous peoples and their knowledge and experience.
- Promoting leadership skills in policy development and administration in the context of Indigenous governance.
- Supporting Indigenous students to explore their identity and lived experience to inform integrated and holistic social work practice.
- Facilitating transformative dialogue to contribute towards advancing Indigenous resistance, resurgence and revitalization.

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. Jenny Morgan

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 your Online Tools.

GARO CLERK:

E-mail: grad19@uvic.ca

Phone: 250-472-5224

Fax: 250-472-5420

Website: <http://registrar.uvic.ca/grad/>

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: <http://www.uvic.ca/graduatestudies/home/home/forms/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.

Gayle Ployer (she/her/hers)
Acting Director/Assistant Teaching 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 521 and SOCW 523 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 521: INDIGENOUS PERSPECTIVES ON KNOWLEDGE AND RESEARCH (OC)	(1.5 units)
SOCW 523: SELF-CONSCIOUS TRADITIONALISM IN INDIGENOUS SOCIAL WORK PRACTICE (OC)	(1.5 units)
SOCW 510: POLICY CONTEXT OF PRACTICE (DE)	(1.5 units)
SOCW 516: RESEARCH METHODOLOGIES (DE)	(1.5 units)
2 x ELECTIVE (OC or DE)	(3.0 units)

More information about electives and registration processes can be found on the School's [Elective Credit Information PDF](#). Following the completion of all core courses and elective requirements, MSWI students must choose whether they will complete their program by writing a thesis or practicum.

COURSE-BASED COMPLETION:

SOCW 506A: MSWI 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 506A: MSWI 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)

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.

INDIGENOUS STUDENT SUPPORT CENTRE

Navigating through your university experience can be overwhelming at times. The [ISSC](#) is here to help you succeed by being available to provide that extra support you may need. The ISSC is available to both on-campus and distance students.

INDIGENOUS STUDENT SUPPORT CENTRE

Phone: 250-721-6005

Office: HSD B211

Email: hsdissc@uvic.ca

Hours: Monday-Friday, 8:30-4:30

PRACTICUM INFORMATION

All course-based completion students must successfully complete a full-time 450 hour placement in an approved setting. Please see the [Field Education website](#) for more information about application processes and deadlines.

- All incoming students will have an opportunity to learn about practicum 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 PRACTICUM?

The Practicum Assistant is your first point of contact for all questions related to practicum placements.

PRACTICUM ASSISTANT

Coretta Peets

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 MSWI 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"

One important and very significant distinction of graduate education is that, according to Faculty of Graduate Studies guidelines, any grade below a "B" is equivalent to a failure in a course. A student who receives a final grade below "B" in a course cannot continue in their graduate program until the grade is resolved. In deciding how to proceed, the MSW Advisor, course instructor and the student's individual faculty advisor (if applicable) consult about how to proceed. Options include:

- Repeat the course and achieve a grade of at least a "B"
- Take a replacement course (subject to department approval)
- Be allowed to continue with no remedial action (justification required)
- Be allowed to continue subject to raising the GPA to a certain level during next term

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](#).