

BACHELOR OF SOCIAL WORK

STUDENT HANDBOOK

&

PROGRAM GUIDE

2024 – 2025

Faculty of Health and Human Sciences

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

3333 University Way

Prince George, BC V2N 4Z9

Website: www.unbc.ca/social-work

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SCHOOL OF SOCIAL WORK
University of Northern British Columbia

Mission Statement

Social work education at the University of Northern British Columbia is committed to a program of studies that is informed by a central concern for human rights, empowerment, community change, and social justice. It has as its foundation an analysis of power in relation to class, race, ethnicity, gender, identity, age, and abilities. Incorporating creative critical social thinking including structural, feminist, and anti-racist analyses, the School of Social Work focuses on social work in northern and remote areas, Indigenous and cross cultural issues, women and human services, and community practice and research. It will continue to develop in collaboration with regional, national, and global communities.

The School of Social Work seeks to provide its graduates with intellectual, practical, and professional skills and knowledge rooted in progressive values that promote beneficial change. By acknowledging the holistic, interdisciplinary, and activist nature of social work and its commitment to social justice, the curriculum and governance of social work education at UNBC will strive to provide a self-reflective balance between theory and practice; research, teaching and community service; and critical self-awareness and respect for the ideas of others. The School of Social Work will seek to ensure a safe and stimulating education environment for faculty, staff, and students.

The Bachelor of Social Work (BSW)

The Bachelor of Social Work degree at UNBC is designed to prepare students for beginning level, generalist social work practice with individuals, families, groups, and communities. The focus of the BSW is oriented towards social work in northern and remote areas, Indigenous, women and the human services, and community practice and research. Analysis of class, gender, and race relations are considered central to the school of social work. As mandated by its accrediting body, the Canadian Association for Social Work Education and the Social Work Code of Ethics, Social Work at UNBC provides a professional program that advocates for justice and equality and equips graduates with the intellectual, practical, and professional skills needed to promote beneficial change.

Social Work exists in an era of globalization that results in growing unemployment, under-employment, deepening economic vulnerability and uncertainty for many Canadians. This has resulted in increased demand for assistance and social work intervention during a period of declining resources, fiscal restraint, and growing uncertainty for client groups as well as human service workers. Another reality is that Indigenous and other consumer groups have begun to take control of their own services. They have rejected and altered many of the practices social work once took for granted. In this process the relations of power between professionals and client groups have changed.

One of the major challenges facing social work education at UNBC is to provide a program of studies that prepares students for effective practice in the evolving economic, political, and social contexts. Social Work at UNBC does this by accenting the way global, national, provincial, and historical forces affect the well-being of those that live, work, and practice in this region. A major strength of the program lies in its effort to foster critical intervention skills that weave the domains of social policy and research with social work practice. This priority is attained through course offerings that emphasize and integrate the crucial links between social work and social welfare policy, practice, and research.

ACCREDITATION: The BSW program at UNBC is accredited by the Canadian Association for Social Work Education (CASWE).

MODE OF STUDY: The school of social work offers a full-time and part-time program of studies using both classroom-based and web-based courses. One of the biggest advantages of online learning is that it allows for interaction in both synchronous and asynchronous modes. That is, it allows for place and time independence. Students can interact on their own time and have the flexibility to take some courses without physically walking into the classroom. Given the increasing use of online learning technology, it is important to become familiar with learn.unbc.ca as an online learning environment. It is recommended that you contact Grant Potter, E-Learning Coordinator at (250-960-5188) or gpotter@unbc.ca to acquire information on how to “login” to learn.unbc.ca.

Location of Study:

- Prince George
- Fort St. John
- Quesnel
- Terrace

Admission Process

Admission to the BSW program is by selection and takes place in the third year of university studies. There are three routes into the program. These include:

Entry Route # 1 - Admission following Two Years of General University Study:

Students will have completed 60 credit hours of study and have achieved a minimum grade point average of 2.67 (B-) calculated on a student's most recent 60 credit hours of studies. It will also be expected that students have completed the following pre-requisites (as part of the required 60 credit hours of study):

- SOCW 200-3 Introduction to Social Work Practice
- SOCW 201-3 Introduction to Social Welfare
- FNST 100-3 The Aboriginal Peoples of Canada
- WMST 100-3 Introduction to Women's Studies

Entry Route # 2 - Transfer from the Community Colleges:

Students enrolled in BC community colleges are eligible for discretionary transfer credit. Students will need to consult with their college advisor and the BCCAT document.

Students will have completed a minimum 54 credit hours of study and have achieved a minimum grade point average of 2.67 (B-) calculated on a student's most recent 54 credit hours of studies. Students admitted with 54 credit hours must complete an additional 6 credit hours of liberal arts courses before they can graduate. It is expected that students will have completed the following pre-requisites (as part of the required 54 credit hours of study) (Check with your institution to see which courses are considered equivalent. Not all seemingly related courses transfer.):

- SOCW 200-3 Introduction to Social Work Practice
- SOCW 201-3 Introduction to Social Welfare
- FNST 100-3 The Aboriginal Peoples of Canada
- WMST 100-3 Introduction to Women's Studies

Entry Route # 3 - Entry from a Bachelor Degree in a related discipline

Students who hold a Bachelor degree in a related discipline and have achieved a minimum grade point average of 2.67 (B-) can apply for entrance into the third year of the School of Social Work. Students applying to the School of Social Work with a Baccalaureate degree in a related discipline do not have to take the four BSW course pre-requisites.

Selection Process: Admission into the school of social work is a competitive process. Preference will be given to applicants with:

- Equal access according to age, race, gender, religion, sexual identity, disability, and paid or volunteer human service experience
- Northern and remote residency
- Grade Point Average
- Statement of intent
- References

Students must also undergo a criminal record search as part of the admission process. A personal interview may be requested to address issues arising from the criminal record search, reference letters, and statement of intent. Students are also expected to comply with the standards articulated in the BCASW Code of Ethics throughout their program of training in Social Work at UNBC.

When can I Apply?

Prince George Campus: There is one Admissions intake per year for the BSW Program offered at the Prince George Campus. Application packages are available the first week of November, due February 1st, for a September start date. Applications can be accessed online at http://www.unbc.ca/socialwork/application_forms.html, or at the Office of the Registrar.

Quesnel, Fort St. John, Terrace Campuses: Admissions for these campuses occur every other year. The next campus intake year for outside of Prince George is September 2024. Application packages are available the first week of November, due February 1st, for a September start date. Information on the application process is available online at http://www.unbc.ca/socialwork/application_forms.html.

Requirements for a BSW Degree

BSW Course Schedule*						
Year 3			Year 4			Total Credits
Required Courses	Credits	Semester	Required Courses	Credits	Semester	
SOCW 300	63	September 2024	SOCW 401	3	September 2025	
SOCW 301	3	September 2024	SOCW 420	3	September 2025	
SOCW 310	3	September 2024	SOCW421**	3	September 2025	
SOCW 320	6	September 2024	Elective	3	September 2025	
	3	January 2025	Elective	3	September 2025	
SOCW 302	3	January 2025				
SOCW 330	3	January 2025	SOCW 402	15	January 2026	
SOCW 336	3	January 2025				
Elective		January 2025				
Total Required Credits	30			30		60

*** This is based on full time studies at all campuses. Part-time students in Prince George, Fort St. John, Quesnel and Terrace will have a different course schedule. It is especially important for part-time students, regardless of campus location, to be aware of course prerequisites.**

Required Courses: The general BSW program consists of 51 credit hours of required courses.

Electives: The general BSW program consists of 9 credit hours of electives. The elective courses are numbered in the 400 ranges but may be taken in the third year or fourth year of studies. For a list of available electives please consult the online course schedule at <http://www.unbc.ca/programs>

SOCW 302 Third Year Field Education: Students are required to complete SOCW 300, 301, 310 and 320 before enrolling in the three-day per week (Wednesday, Thursday, and Friday) field placement.

SOCW 401 Northern/Remote Social Work Practice: Students are required to complete all 300 level required courses before enrolling in SOCW 401.

SOCW 402 Fourth Year Field Education: Students are required to complete all 300 and 400 level required courses before enrolling in SOCW 402.

SOCW 421 Human Growth and Development: Students are required to take a human growth and development course to graduate with a BSW degree. If not taken in the first two years of university or university transfer study, students must take SOCW 421 as a required course. **If students have taken SOCW 421 or its equivalent prior to admission they may need to make up those credits of 100 or 200 level credits. Any questions about this can be directed to your Student Advisor.

Required Social Work Courses

3rd Year - 300 Level

SOCW 300-6: Introduction to Counselling and Assessment Skills

This is an introductory course that aims to increase skills and analysis in the diverse cultural settings that are appropriate to social work among Indigenous and remote, northern and rural communities. Learning to recognize the contradictions in people's experiences and to maximize the possibilities, resources and strengths in their lives are critical aspects of a social worker's practice. This course emphasizes the integration of interpersonal and analytical skills. Students learn effective helping strategies within a structural framework that acknowledges the influence of class, race and gender in shaping personal and social well-being. This course includes a skills laboratory.

Prerequisites: Enrollment is limited to students admitted to the School of Social Work

SOCW 301-3: Critical Social Work Practice

This course critically examines the historical origins, values, methods and applications of various social work practice approaches. With an emphasis on structural, feminist, and Indigenous social work strategies, the course includes the application of these approaches to women, minority groups, Indigenous peoples and residents of northern and remote communities. These approaches will be contrasted with other models of social work practice including general systems theory, ecological theory, and case management.

Prerequisites: enrolment limited to students admitted to the School of Social Work

SOCW 302-6: Social Work Field Education I

An initial three-day per week field placement, which includes a bi-weekly integrative seminar, is required of all students. Students are involved in a wide range of practice roles and responsibilities at the individual, family, group and community levels. The course provides an initial opportunity for students to link social work concepts and theory with practice skills. It also introduces students to the structure, goals and operation of different human service agencies. Field practice objectives and details will be worked out among the student, the agency field supervisor and the faculty practicum advisor.

Prerequisites: SOCW 300-6, 301-3, 310-3 and 320-3; enrolment limited to students admitted to the School of Social Work

SOCW 310-3: Social Work and Indigenous Peoples

This course examines methods of developing an anti-racist social work practice in the context of Indigenous peoples' experiences. Particular emphasis is placed on understanding emerging models and structures within Indigenous communities. The course explores the development of these models and analyzes the impact of the colonial experience. Students are introduced to

alternative methods, including some of the healing strategies and organizational structures in Indigenous communities.

Prerequisites: enrolment limited to students admitted to the School of Social Work

Precluded: SOCW 410-3

SOCW 320-3: Critical Social Policy

This course examines the development of social policy in Canada, including current debates, from conventional and critical perspectives inviting students to consider the relationship between research, policy and social work practice. The course will review ideologies of social welfare policy, its formulation and implementation and consequences for people in need. Policy formulation will be analysed from a critical perspective that examines the role of power and privilege in the construction of social policy. Alternative social arrangements and models of policy and practice will be explored.

Prerequisites: enrolment limited to students admitted to the School of Social Work

SOCW 330-3: SW Research/Policy/Practice

This course introduces research methods and analysis techniques that are used to examine issues in the policy and practice of social work and social welfare. It reviews qualitative and quantitative approaches with an emphasis on community needs research, participatory research and the development of interview schedules and questionnaires. The methods examined in this course will be linked to substantive policy and practice issues that reflect the economic, social and personal circumstances of people and communities in northern, remote and Indigenous communities.

Prerequisites: enrolment limited to students admitted to the School of Social Work

SOCW 336-3: SW Philosophy and Ethics

This course critically assesses the ethical issues involved in carrying out the tasks of Social Work practice, policy and research. Using the relevant Social Work Codes of Ethics as a starting point, these practice, policy and research roles are considered in the context of northern and remote Social Work. The course reviews different theoretical approaches to Social Work.

Prerequisites: enrolment limited to students admitted to the School of Social Work

4th Year - 400 Level

SOCW 401-3: Northern/Remote SW Practice

Northern and Remote Social Work Practice builds on the structural approach examined in SOCW 301-3. Critical generalist practice will be examined within the context of current and emerging client populations and practice issues. The course aims to develop a critical awareness/analysis of the nature, cause and response of social workers to the social problems they are meant to deal with in the field practice aspects of their work in northern and remote communities.

Prerequisites: all 100, 200, and 300 level required courses in Social Work

SOCW 402-15: Social Work Field Education II

This field placement requires students to perform in a social work role or organizational setting five days per week through the entire term. Field education provides undergraduate students with an opportunity to enhance and refine their social work skills. As much as possible, the assigned field education setting will broadly match the particular type of social work experience that the student wishes to pursue. The course includes three one-day seminars as part of the field education placement.

Prerequisites: all 100-, 200-, 300-, and 400- level requirements; enrolment limited to students admitted to the School of Social Work

SOCW 420-3: Family/Child Welfare Policy

This course focuses particularly on feminist and Indigenous critiques of child welfare policy and social work intervention. It critically examines assumptions in family and child welfare policy including notions of family, substitute care, conceptions about violence and neglect, and the implications of child and welfare policy for social work practice in northern communities.

Prerequisites: SOCW 320-3; enrolment limited to students admitted to the School of Social Work

SOCW 421-3: Human Growth and Development

This course examines human growth and development with an emphasis on social processes from birth to death. The course follows a life cycle approach and addresses the influence of issues such as culture, class, gender and sexual orientation. Linkages are drawn between individual human development and health and social welfare policy, particularly as it effects residents of northern British Columbia. Note: students who have not taken a human growth and development course must take this course prior to graduating with a BSW. If students have previously taken a human growth and development course, they must check with a Student Advisor to ensure that the course meets the Human Growth and Development requirement.

Prerequisites: Enrollment is limited to students admitted to the Health Sciences, Nursing, Psychology and Social Work, or with permission of the Social Work Chair.

Precluded: PSYC 345-3, PSYC 211-3

Elective Social Work Courses

SOCW 426-3: Current Issues in Child Welfare Practice

This course highlights topical child welfare issues, and current trends in child welfare practice, examines different methods of intervention and attempts to link changes in the economic circumstances of families to the social wellbeing and healthy family functioning.

Prerequisites: upper division standing or permission of the Social Work Chair

SOCW 433-3 Women in the Human Services

From a feminist and structural social work perspective, this course examines a range of women's issues in terms of socialization, work, health, sexuality, power and the state, legal issues, and the impact these have on the roles and positions of women in Canadian society, and in particular within human and social services.

Prerequisites: Upper-division standing or permission of the Social Work Chair

SOCW 437-3 Social Work with Groups and Communities

This course examines the historical evolution of group work and the role that Social Work has played within this context. Different types of group approaches and experiences are discussed, including professionally led groups and self-help groups. Students consider the operation of groups through analysis of group norms, roles, values, goals and decision making from a perspective that is both theoretical and experiential.

Prerequisites: Upper-division standing or permission of the Social Work Chair

SOCW 439-3: SW/Law and the Justice System

Social Work, Law and the Justice System examines various areas of the Canadian legal system: constitutional documents and conventions, the court system, the provincial legislative powers, rights of Indigenous Peoples, the Charter of Rights and Freedoms, and provincial legislation (such as Adoption Act; Child, Family and Community Service Act; Child, Youth and Family Advocacy Act, Family Relations Act, etc.). It also examines the practice of Social Work in court settings. Specifically, it provides a basic understanding of the rights and interests of children, rules of evidence, and the role of various interveners. Court writing skills will be introduced and court visits will be arranged.

Prerequisites: upper division standing or permission of the Social Work Chair

SOCW 440-3: Social Work in Mental Health

This course examines policy and practice issues pertaining to the understanding and delivery of Social Work services to people with a psychiatric disability. Although the content will explore many ideas that are international and national in scope, the primary focus will be on the policies and practices that are relevant to people in northern British Columbia. Students will examine assessment and intervention methods as well as analyze the impact of current trends and changes in the health and social welfare system pertaining to people who require mental health services. The nature and impact of psychiatric disability are viewed from both an individual level as well as a structural level of analysis. The major emphasis is on practice and policy issues relating to people who are sometimes described as "psychiatric survivors".

Prerequisites: upper division standing or permission of the Social Work Chair

SOCW 441-3: SW and Substance Use

Social Work and Substance Abuse examines alcohol and other drugs in terms of their effects on individuals, families and society. It also looks at different roles of social workers and human service workers in helping people deal with and understand alcohol and drug abuse.

Prerequisites: upper division standing or permission of the Social Work Chair

SOCW 442-3: SW with Victims of Abuse

Social Work with Victims of Abuse examines physical, emotional and sexual abuse and violence perpetrated on less powerful individuals. The roles played by the helping professions in this context are also examined.

Prerequisites: upper division standing or permission of the Social Work Chair

SOCW 443-3: Social Work and Health Care

Focuses on the knowledge, attitudes and skills workers need to practice effectively in health care settings. Case studies will be used to demonstrate different methods of intervention in this context.

Prerequisites: upper division standing or permission of the Social Work Chair

SOCW 444-3: SW: Critical Issues in Aging

Critical Issues in Aging, Social Work Practice and Research examines the physical, social and psychological needs of the elderly. Adaptation of generic social work skills in effective intervention with and on behalf of the aged is also examined.

Prerequisites: upper division standing or permission of the Social Work Chair

SOCW 445-3: SW and Cross-Cultural Practice

Social Work and Cross-Cultural Practice provides interdisciplinary approaches to understanding cultural and visible minority groups in relation to society and differential access to power are examined. The course will examine and critically evaluate different methods of assistance and intervention offered by social work to minority groups.

Prerequisites: upper division standing or permission of the Social Work Chair

SOCW 449-3: Gender and Sexuality

Gender and Sexuality: Social Constructions and Everyday Lives critically examines constructions of gender and sexuality that include cross-cultural and class analyses. It also focuses on the historical character of sexual relations and gender and begin to challenge what is taken for granted in contemporary society specifically as these notions affect social work policy and practice.

Prerequisites: upper division standing or permission of the Social Work Chair

SOCW 450-3: SW and Family Practice

Social Work and Family Practice through the application of family systems theory, will examine current approaches to working with families in community counselling settings. Completion of a family assessment, as well as a critical examination of power dynamics in families, and their

connection with the larger society will be undertaken. Issues of gender, race, age, class, sexual preference, and so on, will be analysed in this context.

Prerequisites: upper division standing or permission of the Social Work Chair

SOCW 452-3: SW/Crisis Intervention

Crisis Intervention in Social Work examines the historical development of crisis intervention practice and theory. Several models of crisis intervention are presented with an analysis of their application to particular areas and fields of social work practice. Included in the fields of practice are suicide assessment and intervention, child abuse, spousal assault, physical illness and disability, psychiatric emergency and grief resolution. Analysis and discussion will centre around crisis intervention as it applies to social work practice with minority groups in northern communities. In addition to lecture and discussion material, interview and process skills will be practised in this course.

Prerequisites: upper division standing or permission of the Social Work Chair

SOCW 453-3: Social Work Practice and Spirituality

This course provides a forum for the critical exploration of the impact and influence of religious thought and practices on human service work. The historical roots of this work are based in religious movements, aspects of which still affect today's practice/policy. In an increasingly multicultural environment, students must have a fundamental understanding of religion and spirituality in order to practice effectively.

Prerequisites: upper division standing or permission of the Social Work Chair

SOCW 454-3: Disability Issues

This course involves students in an examination of perspectives on disability, as well as a critical analysis of current theories, policies, and practice. The course begins with an examination of common assumptions about disability and provides opportunities to challenge and critique interpretations of the nature and meaning of disability.

Prerequisites: upper division standing or permission of the Social Work Chair

SOCW 455-3: Indigenous Governance and Social Policy

Family Values and standards of Indigenous form the basis of the study on Indigenous policy development and its relationship to self-governance for Indigenous' Communities. Topics explored include: self-determination from an Indigenous perspective, its impact on Canadian Social Policy, along with the necessity to address Child and Family social needs into self-governance and planning. The course focuses on examples within British Columbia communities. Additionally, the course explores the importance of how social work practitioners need to become skilled advocates aimed at influencing policy and laws affecting Indigenous and family systems.

Prerequisites: upper division standing or permission of the Social Work Chair

SOCW 456-3: Indigenous Wellness: Individuals, Families and Communities

This course develops an understanding of Indigenous wellness. Topics explored include Indigenous world views; the impact of colonialism on the current realities of Indigenous peoples; and Indigenous perspectives on wellness, traditional family systems, and community.

Contemporary social work practices with Indigenous children and families is critically reflected upon, including an emphasis on self-care.

Prerequisites: upper division standing or permission of the Social Work Chair

SOCW 498-(3-6): Special Topics

Special topic courses may be offered from time to time. These courses are available to permit faculty to offer courses in areas that fall within their particular areas of research and expertise in Social Work practice and policy. With permission of the chair of the School of Social Work, students may repeat the course for credit.

Prerequisites: upper division standing or permission of the Social Work Chair

SOCW 499-3: Directed Readings

Students can undertake a directed reading course in order to fulfill a particular learning need and area of interest. Directed readings are dependent upon the availability of faculty resources.

Awards and Financial Aid

BC Association of Social Workers, Northern Branch Bursary

Available to full-time students who have completed at least 90 credit hours towards a degree in Social Work and who are residents of northern British Columbia. Applicants should be student members of the BC Association of Social Workers. Value \$500.

British Columbia Association of Social Workers Prize

Available to full-time students who have completed at least 90 credit hours towards a degree in Social Work and who are residents of northern British Columbia. Applicants should be student members of the BC Association of Social Workers. Value: \$250.

Gordon Ternowetsky Memorial Bursary

Available to a full or part-time student enrolled in the Bachelor of Social Work. Selection of the recipient is based on the recommendation of the School of Social Work. Value: \$500.

Governor General's Silver Medal

Awarded in the final year to the undergraduate student who has the highest academic standing in the last two semesters of their first Bachelor degree program.

Sheila Bitschy BSW Memorial Bursary

Available for a full-time student who has completed at least 60 credit hours towards a degree in the School of Social Work. Preference will be given to an Indigenous student. Value: \$750.

For a complete listing of Awards and Financial Aid, please see the most current UNBC Calendar. For more information, please access the Web-site: www.unbc.ca/financial-aid

Student Participation in Decision-Making

Every year, one or two students from the Prince George campus and one student from each region will be elected by their peers to participate in regular BSW committee meetings and School of Social Work meetings. These students act as a liaison between students and faculty, and may report to faculty from time to time about student concerns. Such reports may be presented within the meeting, or given to the BSW and MSW Coordinators beforehand.

The role of student representatives includes:

- Acting as a link between the School of Social Work faculty and the Social Work student body.
- Representing students at faculty meetings by communicating feedback received from them. This feedback will be taken forward to faculty in a constructive, meaningful way.
- Attending program meetings, and BSW or MSW meetings.
- Reporting back to students any important information arising from School of Social Work and BSW meetings and keeping the students abreast of current issues within the program.
- Arranging classroom time to be put aside for reporting back to students and eliciting feedback.
- Assisting third year students or new MSW students in selecting their program representation.
- Soliciting student involvement opportunities in specific School of Social Work subcommittees.
- Student representatives' positions will be one year with the possibility of at least one position being a two year term so as to ensure continuity within the program.

School of Social Work Committee:

- Makes changes to existing pre-requisites, course ordering, scheduling, and so on.
- Considers new courses.
- Formulates policy regarding admissions, and other program concerns.
- Addresses student issues.
- Discussion and endorsement of policy matters brought forward from the BSW Committee and MSW Committee.
- Discussions regarding various program and University matters

BSW Committee:

- Discussion of issues and policy specifically concerned with the undergraduate program.

Field Education Committee:

- Discussion of practicum related issues, policy changes, and overall practicum related matters.

Northern Social Work Student Association:

- This is a student run organization that deals with social issues and matters of interest to social work students at UNBC.

Social Committee:

- Students may wish to organize a formal social committee within the program.

Indigenous Student Network:

- Indigenous students may wish to organize their own activities through this.

Graduation Committee:

- Returning Prince George students should begin organizing plans for their graduation in the September semester. Remember that all of you will be in full time practica during the January semester and may not be seeing each other with the regularity that you do now. You cannot begin too early with these plans.
- Regional students are to consult with their full-time faculty person for information regarding graduation.

Grading and Assignments Policy

The primary purpose of the grading policy is to provide guidance to both students and faculty regarding expectations for various aspects of assignments: due dates, deferrals, late penalties, and so on. It also provides information regarding the grading scale that social work faculty will use in grading various assignments—papers, videos, oral presentations, group work, and so on. There are valid reasons for having this type of grading policy. Social Workers are engaged in work settings where deadlines are important, and they must be able to produce various reports on time, often in a very short period.

Class Attendance: While the School of Social Work is committed to adult education principles, all students are expected to attend classes on a regular basis. The UNBC Calendar outlines dates by which a student is required to add or drop a course. If you registered in a course, or were on a wait list and decided not to take a course, be sure to inform the Registrar and complete the appropriate paperwork. Students should take special note of the first day of classes in each semester and plan to attend classes.

Grading: The mark for any assignment can be a letter grade or a percentage, but not a grade point. If several different assignment marks and/or grades must be combined for a final grade, letter grades are converted to their equivalent percentage. The overall percentage is then converted to a final letter grade, according to the grading table. Faculty members are expected to record both positive and critical comments on assignments. Students admitted to the School of Social Work must attain a minimum cumulative GPA of 2.33 (C+). The passing grade in Social Work courses is 2.00 (C) with the exception of Field Education courses that are marked Pass or Fail.

Submission of Assignments: Those course assignments that are not required to be handed in during class sessions must be submitted to the appropriate School of Social Work office and date stamped by 4:00 PM on the due date. (The program administrative assistant may not be available after this time.) If the course delivery is online, submission to the Moodle Shell is required at the time set out in the assignment expectations. When the due date for an assignment (or the extended deadline for an assignment) falls on a day that the university is not officially open, the actual due date will be the next business day that the university is officially open. Please note that UNBC Security members are not able to accept your assignments.

Extensions on assignments are not permitted, except in a case of illness or a serious extenuating circumstance. In the event of illness or serious extenuating circumstance, the student must inform the instructor before the due date and documentary evidence of the illness or serious extenuating circumstance must be provided to the instructor. In addition, the student must also provide the instructor with a draft of their assignment at the time of the illness or serious circumstance that indicates that substantial progress has already been made towards a final product. Assignments that are not submitted on the due date will be penalized.

A student who is unable to meet a deadline due to illness, accident, or family affliction may be eligible for deferred status (documentation needs to be provided to account for the lateness, e.g. Doctor's certificate. In any social work course, all assignments that are part of the requirements of the course, whether or not for credit, must be submitted for successful completion of the class no later than two weeks after the last day of the term during which the assignment was due. *The following table shows the grading scale for the University of Northern British Columbia School of Social Work. Your assignments will be graded according to this scale.*

Grading Schedule

Letter Grade	Grade Point	Percentage		Evaluation Criteria
A+ A A-	4.33 4.00 3.67	90 – 100% 85 – 89.9% 80 – 84.9%	Excellent	Represents work of exceptional quality. Content, organization and style all at a high level. Student demonstrates excellent comprehension of the subject and makes use of existing knowledge, literature and research. Writer uses sound critical thinking, a high level of personal engagement with the topic, and is able to apply knowledge to practice.
B+ B B-	3.33 3.00 2.67	77 – 79.9% 73 – 76.9% 70 – 72.9%	Good	Represents work of good quality with no major weaknesses. Writing is clear and explicit and topic coverage and comprehension is more than adequate. Good use of existing knowledge on the subject. Shows some degree of critical thinking, personal investment and application to practice.
C+ C	2.33 2.00	67 – 69.9% 63 – 66.9%	Satisfactory	Represents work of fair but not good quality. Shows some comprehension of the subject, but has weaknesses in content and/or organization of the assignment. Minimal levels of critical awareness, personal involvement or application of ideas to practice.
C- D+ D D-	1.67 1.33 1.00 0.67	60 – 62.9% 57 – 59.9% 53 – 56.9% 50 – 59.9%	Marginal	<i>Does not meet the minimum passing grade of 2.0 (C) required to be counted for credit towards completion of a BSW (see www.unbc.ca/calendar).</i> Serious flaws in content and/or style. Poor comprehension of the subject, and/or little involvement in the paper. Poor use of existing knowledge.
F	0.00	0 – 49.9%	Failure	

Disabilities: Students with disabilities who foresee possible difficulties with assignment deadlines are encouraged to meet with their instructors at the beginning of each term, or whenever a student considers it necessary, to discuss extensions for assignment submissions, as long as it is at least two weeks in advance of the due date. To accommodate disabilities, the School requires documentation from the UNBC Access Resource Centre. The School of Social Work acknowledges its duty to accommodate the needs of students with disabilities and to provide confidentiality, privacy, and empowerment based on adult education principles. www.unbc.ca/access-resource-centre

Getting Help for Writing Skills: Students needing assistance are expected to seek out appropriate resources to improve their writing. The Academic Success Centre at the Prince George UNBC campus offers various services free of charge to students. Regional students should contact their regional faculty for more information regarding assistance. www.unbc.ca/academic-success-centre

APA Style: All assignments in the School of Social Work are expected to be written competently, clearly, in a well-organized fashion, and with adequate annotation.

Assessment of writing effectiveness is part of the overall evaluation of all written work, whether or not a specific portion of the grade is designated for this purpose.

Recommended reference: The 7th edition of the APA Publication Manual

Examination Policy

Please note that the term ends on the final day of the exam period NOT on the last day of classes. Students are advised to avoid making travel arrangements for a date prior to the date of the final exam as scheduled by the Registrar. The instructor will not hold early examinations for the purpose of accommodating travel requests.

Academic Probation

BSW students who have attempted a minimum of nine credit hours at UNBC with a cumulative grade point average of less than 2.33 may be placed on academic probation. Your Student Advisor can answer any questions you may have about this process, please feel free to reach out.

In the School of Social Work, anyone who obtains C- in a course must meet with the BSW advisor. A student with a GPA that falls below C (2.33) will have their status in the program subject to review.

Grade Review Procedures

Students are referred to the general university regulations on appeals in the UNBC Graduate and Undergraduate Calendars. The following regulations apply to students in the School of Social Work:

- Step 1 Any student wishing clarification about a grade, or who is dissatisfied with an assigned grade, should first discuss the matter with the course instructor. If the student wishes the instructor to review the assignment, they must make this request within three days from the date that the assignment was returned to the student by the instructor. A student who wishes to have an assignment reviewed by the original marker must make this request in writing, stating reasons why the student is dissatisfied with the original grade and stating the grounds on which the student believes the grade should be reviewed. A copy of the original assignment and grading sheet should be attached to this written request. If asked to do so, the instructor will review the assignment and decide whether or not the original mark should be confirmed or changed.
- Step 2 If this review confirms the assigned grade and the student is still dissatisfied, an appeal can be made in writing to the Social Work Chair within three days from the receipt of the instructor's decision. The appeal shall state clearly the grounds on which the student believes the grade should be raised.
- Step 3 Where a request for a grade review has been assessed by the Social Work Chair to have merit, the Chair may appoint a second instructor to re-read the assignment in question or may undertake the review. This marker will be

provided with a statement on the objectives of the course. The mark may be raised, lowered, or remain the same.

- Step 4 If the matter is not resolved at this point, the student may choose to take the matter to the Senate Committee on Academic Appeals. See details in the UNBC Calendar. The Appeals Form is available from the Registrar's Office
- Step 5 If the assignment is one based upon performance other than a written assignment, the Social Work Chair will develop a set of procedures in accord with this policy, in consultation with the instructor and student. When setting such assignments, faculty and students should make every effort to document the performance. Student participation may or may not be graded; nonetheless attendance is required in courses and practica.

Plagiarism

Plagiarism is “the willful act of presenting another person’s work as one’s own without the proper academic acknowledgement and recognition”. When Latin was spoken, a plagiarius was a kidnapper. The meaning has not changed a lot since then. A modern plagiarius, instead of stealing human beings, steals words or ideas, and passes them off as their own.

Students should know that it means theft of intellectual property. Students sometimes plagiarize ideas from outside sources without realizing that they are doing so. Students plagiarize if they present another writer's words and ideas as their own. They do not plagiarize if they provide citations for all direct quotations, paraphrases, and borrowed ideas. Examples of plagiarism include:

- Using direct quotations or large sections of paraphrased material without acknowledging the source.
- Handing in a paper written in whole or in part by someone else as one's own.
- Preparing a paper or assignment for submission by another student.
- Copying an assignment, or knowingly allowing one's assignment to be copied by someone else for the purposes of plagiarism.
- Buying or selling of term papers or assignments.

Plagiarism is often described as one of academe’s “cardinal” or “deadly sins.” The offence threatens the scholarly community at its core. By effectively killing off the author of original research and writing, it violates the university’s broader commitment to truth and the highest ethical and professional standards in the pursuit of knowledge. A student who commits such an offense runs the risk of a range of sanctions including a zero grade for the assignment, a failure in the course, or a requirement to withdraw from the University.

Confidentiality

Faculty and students will make every effort to maintain a high level of confidentiality with regard to professional and personal information shared in class, or in private conversations. Possible exceptions may occur:

- When an emergency situation arises.
- When instructors share concerns with the academic advisor or where maintaining such confidentiality represents a breach of the code of ethics. Every effort will be taken to advise the student that such information will be shared.
- With regard to practicum, where the faculty instructor deems that an issue will affect student performance in a practicum setting, this information will be shared with the agency supervisor.
- Where academic difficulties are serious and the faculty member is making efforts to resolve them.

Field Education

Field education or practicum is a required course in both years of the School of Social Work (SOCW 302 and 402). To enter SOCW 302 students must have completed SOCW 300, 301, 310 and 320 with a minimum cumulative GPA of 2.33 (C+). To enter SOCW 402 students must have successfully completed all the required 300 and 400 level courses and have a minimum cumulative GPA of 2.33 (C+). Field practicum is marked on a pass/fail basis.

Maintaining Student Status

Students must complete their degree within eight years of their admission date. Students who fail to register for a course in three successive semesters lose their student status and are required to reapply to UNBC and reapply to the School of Social Work for the next available student intake. Reapplication does not guarantee admission.

Student Advising

Each student admitted to the School of Social Work at UNBC is assigned a Student Advisor in the Registrar's Office. They will advise students regarding course selection, graduation requirements, and other related matters. The advisor for the 2022-2023 academic year is April Tod. Her telephone number is 250-960-6302. Her email address is April.tod@unbc.ca. Students at all campuses are encouraged to consult with the Student Advisor when they have questions related to their academic program. Please also visit www.unbc.ca/advising for more resources.

Professional Suitability Policy

The School of Social Work of the University of Northern British Columbia requires that students in this program conduct themselves according to the British Columbia Association of Social Workers (BCASW) Code of Ethics found at: [BCASW Code of Ethics](#)

In addition, the School of Social Work at the University of Northern British Columbia requires those students admitted to the program to conduct themselves in a professional manner at all times, while in class or in practicum. In most instances, unprofessional behaviour will be covered under the UNBC Harassment and Discrimination Policy or the Student Conduct Policy or the General University Guidelines (please see current UNBC Calendars).

The School of Social Work is committed to the development of professional graduates and is dedicated to ensuring the highest quality program for its students. The School of Social Work understands and recognizes that Social Work students have responsibility for:

- taking full advantage of the education, training and service opportunities this program offers.
- their conduct in all situations associated with their program of study.
- respecting and treating others without discrimination, harassment, intimidation, and physical or psychological abuse.

Prohibited Conduct: Prohibited conduct includes, but is not limited to:

- any violation of the Student Conduct or Harassment and Discrimination policies or the General University Guidelines, in which case those policies shall be followed.
- demonstrated behaviour with respect to other students, faculty, colleagues, school, or the public which is harmful or destructive.
- conduct, which if participated in by practicing social workers, would result in a serious violation of the Code of Ethics.

Review Mechanism of Professional Suitability: When circumstances arise which do not fall within the scope of other University policies relating to student behaviour, then, concerns about student behaviour will be dealt with under the following procedures:

- Step 1 Where an instructor believes that a student has been involved in prohibited conduct they must forward that concern in writing to the Chair of Social Work within 15 working days.
- Step 2 In investigating the complaint the Chair will meet with the instructor, the student, and any other person necessary in order to ascertain the basis of the allegations/counter allegations. Then together with the student's faculty advisor, the Chair will meet with the two parties to see if the issue can be satisfactorily resolved on an informal basis. Step 3 If the matter can be resolved informally, the resolution will be final and there shall be no further proceedings.
- Step 4 However, if the matter cannot be resolved informally, the matter will be referred to the Registrar.

- Step 5 The Registrar will judge the complaint according to the criteria established in the policies and procedures of this document and make a recommendation to the Dean who will decide on any disciplinary action to be taken.
- Step 6 The student has the right to appeal the decision of the Dean and would exercise this right through the normal appeals procedures of the University.

A Caution About Use of Social Media

Students should be vigilant and appropriate in their use of electronic communication – email, Facebook, twitter, etc. Remember that while a student at the University of Northern British Columbia you must abide by the UNBC “Student Standards of Conduct” in all forms of communication, (page 35, 2024-2024 undergraduate calendar –[Student Standard of Conduct](#)). As a student in the UNBC School of Social Work, you have the additional responsibility to abide by professional standards as set forth by the British Columbia Association of Social Workers (BCASW) Code of Ethics [BCASW Code of Ethics](#). While adherence to these standards is mandatory in all your work and involvement as a UNBC Social Work student, you must be particularly vigilant when in practicum placements or other experiential settings. Violation of professional standards - including when using social and electronic media - may result in suspension or dismissal from the School of Social Work or the university.

Harassment, Discrimination and Diversity Initiatives

The University of Northern British Columbia is committed to providing a working and learning environment in which all students, staff and faculty are treated with respect and dignity. The University of Northern British Columbia acknowledges the right of all individuals in the University community to work or learn without discrimination or harassment because of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual identity, political beliefs or criminal or summary conviction offense unrelated to their employment. An approved policy, available at <http://www.unbc.ca/policy/category/diversity> applies to all members of the UNBC community and is administered by the Harassment and Discrimination Advisor. For further information or assistance please contact the Harassment and Discrimination Advisor at 250-960-6618.

UNBC Email

UNBC corresponds with students via their UNBC email address only. Important email messages using the UNBC email address will be sent to current students from various departments of the University as well as from your instructors. All students admitted to UNBC are assigned a UNBC email address. If you haven't already done so, it is important that you activate your UNBC email address. Please visit www.unbc.ca/passwordreset to activate your email.

It is your responsibility to activate and check your email to ensure that you don't miss out on important announcements. If you need assistance with activation please contact the IT Service Desk at support@unbc.ca.

Hope this assists everyone to get connected.

UNBC School of Social Work

General Program Information: Prince George Campus

School of Social Work Offices: 2nd Floor, UNBC Teaching & Learning Building

Office Hours: Faculty will indicate their availability on their course outlines.

The regular office hours for support staff are 8:30 AM - 4:30 PM, Monday to Friday. There usually is no lunch time coverage. Sandra Rathjen, Administrative Assistant, is located in Room 2576 Teaching and Learning Building and can be reached at 250-960-6629 or 1-855-960-6629(BC only) BSW@unbc.ca

Faculty Research Interests

Susan Burke, RSW, Associate Professor, MSW Coordinator

On leave January 1, 2025-June 30, 2025

BA (Trinity Western) MSW (UNBC) PhD

Interests: Social Work with and by Indigenous People, Social Work Health, Kinship Care, Adoption/Permanency, Indigenous Learning

Emmanuel Chilanga, RSW, Assistant Professor

B.Ed. (University of Malawi), MSc. (Western), MSW (McGill), Ph.D. (McGill)

Interests: Community Social Work Practice, Social Work Field Education, Social Determinants of Health, Food Security and Nutrition, Intersectionality, HIV and Addiction support, participatory research methods, agroecology, Mitigation of the impact of COV(D-19, Rural and Urban Communities, South Africa, Canada

Lisa Kyle, RCSW, Assistant Professor, RCSW

BA (SFU), MA (UNBC), PhD (UNBC)

Interests: Mental Health (Posttraumatic Stress Disorder), Field Education, Social Work and Clinical Practice

Indrani Margolin, RSW, Associate Professor,

BA Hons (Guelph) MSW (Wilfrid Laurier) PhD (Toronto)

Interests: Spirituality; Ancient Secrets Meditation, Posttraumatic Growth, Feminist Social Work; Mentorship; Arts-based Research; Expressive Arts Therapy

Tammy Pearson, RSW, Assistant Professor

Acting Chair July 1, 2023-July 1, 2024

BA (University College of Cape Breton) BSW (UVIC) MSW (British Columbia) PhD (UNBC)

Interests: Child Welfare Practice and Policy, Mental Health, Family Violence, Social Work and Spirituality, and Disability Issues

Si Transken, RSW, Associate Professor

BA Hons BSW (Laurentian), MA PhD (Toronto)

Interests: Cultural Studies, Creative Writing, Criminal Harassment, Incest, Sexual Assault, Violence Against Women, Expressive Arts Therapy, Feminist Social Work, Anti-Racism, Mediation, Sexual Expression and Identities

**For Further Information about Social Work at UNBC
Please contact**

**School of Social Work
Faculty of Health and Human Sciences
University of Northern British Columbia
3333 University Way
Prince George BC V2N 4Z9
Canada**

**Phone: 250-960-6629 or 1-855-960-6629 (BC
only)**

Fax: 250-960-6764

Email: bsw@unbc.ca

www.unbc.ca/social-work

Sandra Rathjen

Administrative Assistant – School of Social Work

Administrative Assistant – BSW Program

Telephone: 250-960-6629

Email: BSW@unbc.ca

Christine Plumridge

Administrative Assistant – MSW Program

Administrative Assistant- School of Social Work

Telephone: 250-960-5017

Email: MSW@unbc.ca

Catherine King

Field Education Coordinator

Administrative Assistant – School of Social Work

Telephone: 250-960-5802

Email: catherine.king@unbc.ca

April Tod, BSW Advisor

Telephone: 250-960-6302

Email: april.tod@unbc.ca