

SCWK 5223	Organizing for Action with Diverse Groups	(3.0 ch)
SCWK 5313	Social Policy in the Canadian Context	(3.0 ch)
<i>Semester III - Spring (April to June)</i>		
SCWK 5059	Field Instruction (450 hours)	(9.0 ch)
<i>Semester IV - Fall (September to December)</i>		
SCWK 5083	Field Instruction II (250 hours)	(3.0 ch)
SCWK 5323	Social Policy - Current and Global Contexts	(3.0 ch)
Two elective courses		<u>(6.0 ch)</u>

Social Workers' (CASW) and the New Brunswick Association of Social Workers' (NBASW) Codes of Ethics during classroom participation, through written assignments, in presentations, and in field contexts.

1.2 The purpose of this policy is to:

- Increase student and faculty awareness of the attitudes, values, and conduct that are suitable for a professional social worker;
- Comply with the requirements of professional regulatory bodies;
- Assist faculty in evaluating student suitability for social work practice; and
- Seek to ensure students are made aware of any concerns through a fair and transparent process.

1.3 All students at St. Thomas University are required to comply with Course Regulations, the Code of Student Conduct, the Policy on Harassment and Discrimination, academic appeal and dismissal procedures, and any other University policies. Students enrolled in our professional programs have additional responsibilities regarding personal and professional suitability through compliance with specific School of Social Work policies included in the University Calendar and in the PDBSW and MMBSW Student Handbooks.

## **2. Behaviour that May Result in a Suitability Review**

2.1 Students must be aware that their behavior outside the University and social work practice environments, including certain aspects of their personal lives, may have an impact on their suitability for practice.

2.2 This policy is to be applied when it appears that a student is failing to maintain suitability for professional social work practice. The following is a non-exhaustive list of circumstances that may raise concerns about professional suitability and trigger a review process:

- Evidence of a violation of the Professional Code of Ethics of the New Brunswick Association of Social Workers (NBASW) and/or the Canadian Association of Social Workers (CASW); or of the New Brunswick Human Rights Act;
- Attempts to gain advantage or deceive, through falsification, forgery, or misuse of any record or document, or through false statements or representations;
- Harassment, or any threat, intimidation, or attempt to harm another person;
- Persistent substance use that interferes with the student's ability to function within a professional context;
- A physical or mental condition which physical physical ( /another

Practicum Agency's or University's policies, or Codes of Ethics occur. Depending on the nature of the infraction, the School of Social Work reserves the right to proceed with a review at any point that is deemed to be appropriate. Anonymous allegations will not be investigated; however, they will be kept in a confidential file in the office of the Director.

3.2 Records of any incidents that are subject to the review process will be placed in the student's confidential file in the Registrar's Office.

3.3

Either the Director (in the case of concerns arising from the classroom) or the Field Education Coordinator (in the case of concerns arising from the field placement) will determine the nature of the concerns and gather sufficient information to develop a written plan to address the concerns, if one is needed. No further action may be required, or the student may be asked in writing to modify his or her behavior and/or seek appropriate help. If, after two weeks, the concerns are not resolved at this stage, the parties will proceed to the next stage.

### **Stage Three Review**

Intervention at Stage Three will require the following:

- a) Referral for formal disciplinary action, if appropriate, under the St. Thomas University Student Codes of Conduct, the Policy on Harassment and Discrimination, or other relevant University policy;
- b) A meeting of faculty in the School of Social Work to determine if a recommendation should be made to the Vice-President (Academic & Research) that a student be dismissed from a course or field placement, or be required to withdraw from the BSW program.

## **4. Right of Appeal**

Students who wish to appeal their dismissal from a course or Field Placement, or the requirement to withdraw from the BSW program, may do so by submitting a written appeal, care of the Registrar, to the Senate Admissions and Academic Standing Committee. Appeals should be based on substantial reasons with supporting documentation. For more detailed information about the appeal procedure, students may contact the Registrar's Office.

Parts of this policy have been adapted from the University of Manitoba Faculty of Social Work's Professional Unsuitability By-Law and the Algoma University School of Social Work's Specific Behaviour Policy.



To ensure that the interests of Social Services users are a first priority, and to provide the best professional training possible, the following procedures will be followed in the case of a deferred, denied, or unsuccessful field placement.

### **1. Deferred Field Placement**

A field placement may be deferred if the student submits a written request to the Director of the School of Social Work citing mental or physical health or other extenuating circumstances.

Should the field placement be deferred, the School of Social Work will negotiate a placement at the earliest possible time, consistent with the student's academic program and the availability of an appropriate field placement setting. Field placements are normally offered twice a year: from April until the end of June, and from September until early December. Alternative arrangements may be considered by the Field Education Coordinator at the request of the student and in consultation with faculty of the School of Social Work.

### **2. Denied Field Placement**

The School of Social Work may deny a field placement for any of the following reasons:

- 2.1 The prospective student has not successfully completed required courses and/or

course assignments;

## 5. Procedure

When there is evidence that a student is not meeting the requirements for successful completion of a field placement, the Review Process outlined in Section 3 of the Policy Governing Professional Suitability will be followed.

### Appendix

#### *Attendance in Field Placements*

The field education program is guided by the requirements of the Canadian Association of Social Work Education (CASWE). The CASWE policy requires that students enrolled in the BSW program receive a minimum of 700 field instruction hours.

Students are expected to make up any missed time due to illness, storm days, strike action, and/or holidays. Flexibility in making up missed time is possible and may include, besides additional field placement days, time spent doing relevant field-related activities. These activities can include journal writing, library research and readings on field-related work, group work preparation and design, and/or the attending of relevant outside meetings and workshops. Students must document these work hours and consult the Field Instructor on their plans for making up missed field days.

Accumulating overtime hours is allowed, provided that it does not mean that a placement ends earlier than two weeks before the official placement ending time.

#### 1.0 Preamble

The Canadian Association for Social Work Education (CASWE) requires that the School of Social Work have a policy that covers the “ethical use of all forms of social media to ensure the privacy, confidentiality, and interests of the academic unit and its field placement community” and that demonstrates “how the policy and procedures are consistent with the relevant human rights legislation, with the mission of CASWE, and with the mission of the academic unit concerned.”

The School of Social Work recognizes that the use of social media and electronic devices can enhance learning and knowledge sharing, and support social justice goals. However, the widespread integration of social media into personal and professional life poses unique challenges and risks to professionals and service users.

Students are encouraged to familiarize themselves with policies related to ethical standards of communication including, but not limited to, the New Brunswick Association of Social Workers (NBASW) Code of Ethics, the Canadian Association of Social Workers (CASW) Code of Ethics, the New Brunswick Human Rights Act, and the St. Thomas University Code of Student Conduct and the Policy on Harassment and Discrimination.

#### 2.0 Definitions

- 2.1 Social Media: “Social media” refers to socially interactive networked information and communication technologies by which information, opinions, and discussions are presented for public consumption on the internet. This includes, but is not limited to, Facebook, LinkedIn, Twitter, Texting, Email, Blogs, YouTube, Wikipedia, etc.
- 2.2 Post: “Post” refers to any user-generated information shared on a social media site. This includes, but is not limited to, Facebook status updates, tweets, blog updates, etc.



and students (even if unnamed);

- Unless given written permission by the School of Social Work, students are not authorized to use electronic social media sites to represent the School of Social Work;
- Students shall respect copyright and intellectual property rights;
- Students shall not approach field instructors, faculty, staff, service users, or their family members to connect on social media sites. They shall use only their professional (work/field placement) email address to communicate with clients. They shall not connect with their clients (current or past), nor allow their clients to connect with them using social media: e.g., they shall not “friend” them on Facebook or “follow” them on Twitter.

#### **5.0 Guidelines for the Use of Electronic Devices in Classroom and Field Placement**

Students are required to approach the classroom environment with the same level of professionalism that applies to field placement and other professional work settings. It is important that the class is a place of focused attention to the material under review. In an effort to maintain educational integrity, respect for the rights of others, and a positive learning environment, the School of Social Work has developed the following guidelines:

- The use of handheld electronic devices during class time can be distracting, disrespectful, and viewed as unprofessional. Therefore, the use of such devices is limited to scheduled breaks;
- While laptop use in the classroom is generally discouraged, laptops may be used exclusively for note-taking purposes in consultation with the course instructor;
- All handheld electronic devices, including cellphones, must be stored out of sight. For instance, no electronic devices should be on the table or a student's lap;
- Receipt and responses to electronic messages or phone calls during class or field placement are to be restricted to emergencies. When such a call or message is expected, the student should consult the professor or field supervisor in advance;
- Students must make themselves aware of and follow individual field placement policies regarding the use of electronic technologies; and
- It is prohibited to record classroom lectures and/or interactions through photography, audio-recording or video-recording unless authorized by the professor and all participating parties.

#### **6.0**