



FORT GARRY  
MASTER OF SOCIAL WORK

# Student Welcome Package



University  
of Manitoba

| Faculty of Social Work

## Contents

Welcome to the Faculty of Social Work .....	4
Orientation .....	4
Self-Declaration Form, Criminal Record Check, & Child Abuse Registry Check .....	5
Self-Declaration Form .....	5
Criminal Record Check .....	5
Child Abuse Registry Check.....	5
International Students .....	5
Mailing Address.....	6
Required Documentation to Finalize Admission to MSW Program.....	6
Master of Social Work Course Requirements.....	7
Foundation MSW Program .....	7
Advanced MSW Program .....	7
Information for Both Programs.....	10
Field Practice and Advanced Field Practice .....	10
Field Practice (Foundation MSW Students) .....	10
Advanced Field Practice (Advance MSW Students or Foundation students beginning advanced courses) .....	11
Co-Op Work Permit Letter (International Students).....	11
Awards Information.....	11
UMNetID .....	12
UM Student Email .....	12
Student ID Cards.....	12
Aurora.....	12
Academic Schedule .....	12
MSW Student Handbook .....	13
Graduate Academic Guide.....	13
Student Supports .....	13
Fees.....	13
Contact Us .....	13
New Admits Check List.....	14



# TRADITIONAL TERRITORIES ==ACKNOWLEDGEMENT==

The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.



**University  
of Manitoba**

## Welcome to the Faculty of Social Work

Congratulations on your admission and welcome to the Fort Garry Campus Master of Social Work! We hope that your studies in the MSW Program will be stimulating and rewarding. **We acknowledge that newly admitted students are likely to have many questions, but we ask that you please hold your questions for the orientation session that you will be attending. This will assist in streamlining communication and ensuring everyone receives the same information.**

Please refer to the MSW FAQ for additional information [Master of Social Work FAQ | Faculty of Social Work | University of Manitoba \(umanitoba.ca\)](#)

As you prepare for the start of the MSW Program in the Fall term, there are important steps that need to be completed:

### **Important and Time Sensitive Tasks**

1. Claim your UMNNetID and UM student email account
2. Obtain a student identification card (if needed).
3. Complete the Self-Declaration form [Student experience | Faculty of Social Work | University of Manitoba \(umanitoba.ca\)](#) Email, mail or drop off a current original Criminal Record Check and Child Abuse Registry Check (if applicable) within **40 working days** from your receipt of offer of admission. If mailing or dropping off, please use:  
*Faculty of Social Work MSW Program  
University of Manitoba  
521 Tier Building  
Winnipeg, MB R3T 2N2*  
**\*Manitoba residents:** It is recommended to complete a Criminal Record Check online as the results are sent directly to the Faculty.
4. In addition to #3 above, the Faculty of Graduate Studies may require official transcripts and/or copy of passport. This will be indicated in the letter of offer. Please ensure documents required by the Faculty of Graduate Studies are submitted prior to fall/winter registration commencing mid-July.
5. Attend orientation session.
6. *Optional forms:*
  - a. Submit the Request for Part-Time Status form to the Graduate Student Advisor in Social Work by July 1: [Forms | Faculty of Graduate Studies | University of Manitoba \(umanitoba.ca\)](#)
  - b. Submit the field practice or advanced field practice forms by April 1 to the Field Education Office if you are planning to start field in September. Those not taking field until the following year do not need to complete the application now. An email will be sent out to all MSW students. More information and links to the applications are provided in the “Master of Social Work Course Requirement” section.

***A checklist with links is provided at the end of this package to ensure you complete all required tasks.***

## Orientation

There will be a mandatory orientation session for all newly admitted students in May. Additional details will be sent to your UM student email address.

## Self-Declaration Form, Criminal Record Check, & Child Abuse Registry Check

All applicants admitted will be required to indicate whether they have an adult criminal record by submitting a Self-Declaration Form, Official Adult Criminal Record Check, and a Child Abuse Registry Self Check or vulnerable sector check (if applicable).

### Self-Declaration Form

Students must submit the form [Student experience | Faculty of Social Work | University of Manitoba \(umanitoba.ca\)](http://umanitoba.ca) within 40 working days of receipt of Offer of Admission to the Graduate Student Advisor.

### Criminal Record Check

Students must submit an Official Criminal Record Check within 40 working days of receipt of offer of admission. Record checks may not be older than three months from your offer of admission. As processing times may vary, you should upload your payment receipts with the Self-Declaration Form when emailing to the Graduate Student Advisor.

**Applicants within Manitoba** can apply online at [www.winnipeg.ca/police/pr/pic.stm](http://www.winnipeg.ca/police/pr/pic.stm)  
Online applications are highly recommended as you can forward the results directly to the Faculty.

Applications can also be obtained through the local RCMP office, the Winnipeg Police Headquarters located at 245 Smith Street (ph. 204-986-6073), or the Commissionaires Manitoba located at 870 Portage Avenue (ph. 204-942-5993).

**Applicants outside of Manitoba** must obtain an application through the local Municipal, Provincial, or RCMP office in your area: <http://www.rcmp-grc.gc.ca/en/criminal-record-checks> or if your city has a local police department.

### Child Abuse Registry Check

Students must submit a Child Abuse Registry Check within 40 working days of receipt of offer of admission. Registry checks may not be older than three months from your offer of admission. As processing times may vary, you should upload your payment receipts in the Self-Declaration Form.

**Applicants within Manitoba** must apply online at:  
[https://www.gov.mb.ca/fs/childfam/child\\_abuse\\_registry.html](https://www.gov.mb.ca/fs/childfam/child_abuse_registry.html)

**Applicants in other Provinces or Territories in Canada** should check for the Child Abuse Registry in your province. If there is none, you must apply for a Vulnerable Sector Check along with your Criminal Record Check.

### International Applicants

Must submit the self-declaration form and the criminal record check. If the country has an equivalent to a child abuse registry check/vulnerable sector check, this document must also be submitted.

Criminal Record Checks and Child Abuse Registry or Vulnerable Sector Checks may be emailed to the Graduate Student Advisor in Social Work or mailed or dropped off at:

FACULTY OF SOCIAL WORK MSW PROGRAM  
THE UNIVERSITY OF MANITOBA  
521 TIER BUILDING, WINNIPEG, MB R3T 2N2

## **Required Documentation to Finalize Admission into the MSW Program for September**

The Faculty of Social Work and Faculty of Graduate Studies have required documentation that all incoming newly admitted students must submit prior to fall/winter registration commencing in mid-July. Newly admitted students will have holds placed on their academic records if the required documentation is not submitted and that must be cleared prior to registration.

The required documentation will be indicated in your letter of offer from the Faculty of Graduate Studies. Faculty of Graduate Studies required documentation will appear at the start of the letter of offer and Faculty of Social Work required documentation is located below the Faculty of Graduate Studies requirements in the letter of offer in a section specific to MSW student admission.

### **Documentation required by the Faculty of Graduate Studies**

- **Official transcripts from all post-secondary institutions attended.** Current and former U of M students do not have to submit official transcripts.
- **Copy of passport (not required for international students)** (if a passport is required by the Faculty of Graduate Studies, it will indicated on your letter of offer.)

### **Documentation required by the Faculty of Social Work**

- **Self-declaration form**
- **criminal record check**
- **child abuse registry or vulnerable sector check (if applicable)**

Documents required by the Faculty of Social Work must be submitted to the Graduate Student Advisor.

Please ensure that you are forwarding the requested paperwork to the appropriate faculty to avoid unnecessary delays or restrictions to registration.

## Master of Social Work Course Requirements

### Foundation (2 year) MSW Program

The foundation level is for students who have completed a four-year undergraduate degree, but do not have a Bachelor of Social Work (BSW) degree from an accredited program or its equivalent.

This first year will be 18 credit hours of foundation level courses and 6 credit hours of field work (24 credit hours).

All courses and the field component of the foundation year must be successfully completed before students register into the year two advanced level courses. To complete and receive the MSW degree, students admitted into the Foundation MSW program must complete both the year one foundation level and the year two advanced level courses of the MSW Program.

Faculty advisors are normally assigned in May. Students may consult with their assigned faculty advisor on course selection. A program planning form should be submitted to the Graduate Student Advisor by July 1 for your student record.

[Student experience | Faculty of Social Work | University of Manitoba \(umanitoba.ca\)](#)

Foundation students cannot begin the advanced courses until all the foundation courses have been successfully completed.

Foundation level courses:

Course Number	Course Title	Credit hours
<b>SWRK 7002</b>	Foundation in Social Work Practice and the Profession	3
<b>SWRK 7004*</b>	Social Work Practice Seminar Course	6
<b>SWRK 6030</b>	Canadian Social Welfare Policy	6
<b>SWRK 7008</b>	Social Work and Indigenous People	3
<b>SWRK 7006*</b>	Field Practice	6
<b><u>Graduate Studies Tutorials</u></b>		
<b><u>GRAD 7500</u></b>	Academic Integrity Tutorial	0 credit hours
<b><u>GRAD 7300</u></b>	Research Integrity Tutorial	0 credit hours

**\*Note: SWRK 7004 and SWRK 7006 are co-requisites and must be taken together.**

## Advanced (1 year) MSW Program

Students with a BSW degree from an accredited social work program will be admitted directly into the second and advanced year of the MSW program. The program requires at least 12-18 months of full-time study (students who choose the thesis option may require more time depending on the nature of their research).

Faculty advisors are normally assigned in May. Students admitted into the Foundation MSW program will keep their assigned faculty advisor when they move into the advanced MSW courses. Students may consult with their assigned faculty advisor on course selection. A program planning form should be submitted to the Graduate Student Advisor by July 1 for your student record.

[Student experience | Faculty of Social Work | University of Manitoba \(umanitoba.ca\)](#)

Students admitted directly into the advanced MSW program are not permitted to take courses from the foundation program.

Advanced level courses:

Course Number	Course Title	Credit hours
<b><u>CORE COURSES</u></b>		<b><u>12 CREDIT HOURS</u></b>
<b>SWRK 7600</b>	Critical Perspectives and Social Work	3
<b>SWRK 7620</b>	Paradigms, Methodologies, and Methods for Social Work	3
<b>SWRK 7012</b>	Quantitative Data Analysis for Social Work Research	3
<b>SWRK 7014</b>	Qualitative Research in Social Work	3
<b><u>SPECIALIZED COURSES</u></b>		<b><u>9 CREDIT HOURS</u></b>
<b>SWRK 7630</b>	Advanced Social Work Practice with Individuals and Families	3
<b>SWRK 7640</b>	Application and Critique of Social Work Practice with Individuals and Families	3
<b>SWRK 7300</b>	Clinical Evaluation of Social Work Interventions	3
<b>SWRK 7650</b>	Advanced Social Work Practice with Groups	3
<b>SWRK 7660</b>	Social Work Perspectives on Practice with Networks, Neighbourhoods, and Communities	3

<b>SWRK 7670</b>	Community Mobilization: Application of Concepts in Social Work Practice with Groups, Networks, and Communities	3
<b>SWRK 7430</b>	Evaluation Research in Social Work Practice	3
<b>SWRK 7440</b>	Policy Analysis in Social Work Practice	3
<b><u>ELECTIVE COURSES</u></b>	Courses may be taken either within Social Work or in another unit.	<b><u>3 CREDIT HOURS</u></b>
<b>SWRK 7230</b>	Problem Seminar	3
<b>SWRK 7220</b>	Selected Topics in Social Work	3
<b>SWRK 7280</b>	Readings in Social Work and Social Welfare Research	3
<b><u>PROGRAM OPTIONS</u></b>	Thesis or Specialized Course-Based	
<b>GRAD 7000</b>	Thesis Route, <b>OR</b>	0 credit hours
<b>SWRK 7180 and SWRK 7190</b>	Course-Based Route 0 credit hours for SWRK 7180 and 3 credit hours for SWRK 7190	3 credit hours
<b><u>GRADUATE STUDIES TUTORIALS</u></b>		
<b>GRAD 7500</b>	Academic Integrity Tutorial	0 credit hours
<b>GRAD 7300</b>	Research Integrity Tutorial	0 credit hours

The second year and advanced level MSW courses includes required and specialized courses. The program offers students flexibility in designing a program that meets their learning objectives. The credit hour requirement is 27 credit hours in the course-based option and 24 credit hours in the thesis option. All students must complete four required/core courses (12 credit hours), 9 credit hours of specialized courses from within Social Work, and an additional 3 credit hours of electives, which may be taken within Social Work or other departments.

Students choose either the course-based option or the thesis option in addition to the regular coursework.

Course-based option: 27 credit hours, which includes SWRK 7180: Advance Field Practice 450 hours of advanced field practice experience (0 credit hours) and SWRK 7190: Integrating Theory and Research in Advanced Field Practice (3 credit hours). These courses must be taken together (co-requisites).

Thesis option: 24 credit hours, including GRAD 7000 Master's Thesis (0 credit hours) in addition to the mandatory Master of Social Work courses.

### **Information applicable to both the foundation and advanced MSW programs**

Students may take the MSW program on a full-time or part-time basis. There is a four-year time limit to complete the MSW program on a full-time basis and up to a six-year time limit to complete the MSW program on a part-time basis. Further information on full- and part-time status can be found in the Graduate Academic Guide. These forms should be completed and submitted to the Graduate Student Advisor in May, after faculty advisors have been assigned [Forms | Faculty of Graduate Studies | University of Manitoba \(umanitoba.ca\)](#)

Tuition and fees:

Full-time status students - Program fees are assessed in the first two terms of study, followed by a continuing fee in the third and any subsequent terms.

Part-time status students - Program fee assessed at 50% in year 1 and year 2 (terms 1 and 2, and 4 and 5), and then continuing fees in term 3 until the student completes the program.

For more information, please refer to Graduate tuition and fees [Graduate tuition and fees | University of Manitoba \(umanitoba.ca\)](#)

Tuition does not generate until after fall/winter registration has happened. With fall and winter registration, it may take a few days for the amount to show on Aurora Student. Payment arrangements can be made once the fee is visible in Aurora.

Newly admitted international students may require a fee estimate letter as part of their application for a study permit. This letter can be requested by emailing [international@umanitoba.ca](mailto:international@umanitoba.ca)

All graduate students must take the Graduate Studies tutorials (GRAD 7300 and GRAD 7500) in the first year of their program. This is a Faculty of Graduate Studies requirement to graduate from any graduate program at the University of Manitoba. Additional information can be found in the MSW Student Handbook and the Faculty of Graduate Studies website [Core academic requirements | Faculty of Graduate Studies | University of Manitoba \(umanitoba.ca\)](#)

## **Field Practice and Advanced Field Practice**

### **Field Practice (Foundation MSW Students)**

The Foundation MSW field practice cannot be waived under any circumstances. All incoming foundation MSW students must take this field component.

Please review the **Foundation** (2 Year) MSW Program Field Information Process prior to beginning the Field Placement Application - [Student experience | Faculty of Social Work | University of Manitoba \(umanitoba.ca\)](#) field application must be submitted to the Field Program Assistant at [patti.kafka@umanitoba.ca](mailto:patti.kafka@umanitoba.ca).

### **Advanced Field Practice (Advanced MSW Students or Foundation students beginning advanced courses)**

MSW students opting not to complete the thesis route, will complete an advanced field practice.

Please review the **Advanced** (1 Year) MSW Program Field Information Process prior to beginning the Field Placement Application - [Student experience | Faculty of Social Work | University of Manitoba \(umanitoba.ca\)](#) field application must be submitted to the Field Program Assistant at [patti.kafka@umanitoba.ca](mailto:patti.kafka@umanitoba.ca).

Specific questions about field practice placements should be directed to the Field Education Coordinator, Karen McKim at [Karen.Mckim@umanitoba.ca](mailto:Karen.Mckim@umanitoba.ca)

### **Co-Op Work Permit Letter (International Students)**

International students admitted into either MSW program will receive a co-op work permit letter from the Graduate Student Advisor. The letter will be sent out once there has been response to most of the offers of admission (approximately a month after applicants have received the letter of offer from the Faculty of Graduate Studies). International students admitted into the advanced MSW program planning to complete a thesis will not need the letter. However, if the student changes their mind, they will need to complete the medical examination prior to securing the co-op work permit prior to beginning any field practice. International students admitted into the Foundation MSW program require this letter.

Due to revisions to the work permit requirements of the Immigration, Refugees and Canadian Citizenship (IRCC) it is strongly recommended that all international students (US citizens included) complete a medical examination prior to applying for the study permit. Only physicians authorized by IRCC may carry out immigration medical exams (IMEs). There is list by country of recognized Panel Physicians approved by IRCC. [Find a Panel Physician \(cic.gc.ca\)](#)

### **Awards Information**

The Faculty of Social Work has limited awards and scholarships for MSW students. Most funding opportunities are provided to students after they enter the program. With all funding opportunities, the Faculty will send out notification to current and newly admitted students when applications can be submitted (usually in late spring). For the University of Manitoba Graduate Fellowship (UMGF), the Faculty will distribute any UMGF allocations received between the MSW, MSW-IK, and Ph.D. Social Work students. Students do not apply for this fellowship. Please note that while there are funding opportunities available for master's students, funding is not guaranteed. There are always more applications received than there are awards available. Incoming students must ensure that they are able to cover any programs costs. Any funding received is supplemental.

Faculty of Social Work award information:

[Student experience | Faculty of Social Work | University of Manitoba \(umanitoba.ca\)](#)

The Faculty of Graduate Studies has an immense awards database for students in master's programs: <https://umanitoba.ca/graduate-studies/funding-awards-and-financial-aid> and <http://webapps.cc.umanitoba.ca/gradawards/>

International student funding: <https://umanitoba.ca/financial-aid-and-awards/international>

The Graduate Students' Association funding for master's students:

<http://www.umgsa.org/student-award/>

Bursary information can be found at [Financial Aid and Awards | University of Manitoba \(umanitoba.ca\)](#)

Please note that international students are not eligible to apply for bursaries the first year of their program but may apply in the second and subsequent years if eligible to do so.

## UMNetID

Upon accepting your offer, you will be required to claim a UMNetID through Sign UM. Claiming your UMNetID gives you access to course websites in UM Learn, UM Email, Libraries, and other services.

- Instructions and a tutorial on how to activate your U of M Computer account: [http://umanitoba.ca/computing/ist/service\\_catalogue/access/accounts/2513.html](http://umanitoba.ca/computing/ist/service_catalogue/access/accounts/2513.html)
- Claiming your UMNetID: <https://signum.umanitoba.ca/>

## UM Student Email

A UMNet ID gives you an email account that you must use for all academic correspondence as per [university policy](#). Your UM email address will be the only address used by the University and The Faculty of Social Work for all communications. Professors and Instructors will also be using your UM email address to communicate with you so be sure to check your emails frequently.

## Student ID Cards

It is important to obtain a Student Identification Card early, as you will require your student ID when entering field, accessing student services, the library, and will be required when you sit for examinations. Students can order their student ID card at the Photo ID Centre on the 4th floor of UMSU University Centre in the Registrar's Office. Students must check-in online first as they do not have a physical line at the office: <https://umanitoba.ca/registrar/photo-id#student-id-cards>

## Aurora

Aurora is the University of Manitoba's Student Management system that will allow you to access Course Catalogue and Class Schedule. Within the secured area, you will have access to your Personal Information, Enrolment and Academic Records including registration, your academic transcript, student fee account, etc.

## Academic Schedule

Please pay very close attention to the registration, voluntary withdrawal deadlines, fee deadlines and

Examination periods. Important dates and deadlines can always be found on the Registrar's Office website here: <https://umanitoba.ca/registrar/important-dates-deadlines>

## **MSW Student Handbook**

The MSW Student Handbook houses important information students need to know. As a MSW student, it is your responsibility to read and understand all relevant Social Work policies and procedures. The handbook can be accessed on our Student Experience page under 'resources for students'.

[Student experience | Faculty of Social Work | University of Manitoba \(umanitoba.ca\)](#)

## **Graduate Academic Guide**

The Graduate Academic Calendar houses important information for graduate students attending a graduate program at the University of Manitoba. As an MSW student, it is your responsibility to read and understand all relevant Faculty of Graduate Studies policies and procedures in addition to policies and procedures specific to the Faculty of Social Work. The guide is accessible at [Academic Guide < Umanitoba](#)

## **Student Supports**

The University has many supports and resources in place for students. Some resources that may be useful for students to start reviewing include [Student Accessibility Services](#), [Student Counselling](#), [Spiritual Support](#), [Financial Support](#), [International students | University of Manitoba \(umanitoba.ca\)](#) etc. Your assigned Faculty Advisor has specialized knowledge to help you map out your courses and advise on course selection. The Graduate Student Advisor has expertise about processes and policies for the graduate program; they can assist you with registration issues, direct you to appropriate resources, and answer other questions you may have. If you don't know who to ask, start with the Graduate Student Advisor! They will point you in the right direction.

## **Fees**

For a complete schedule of graduate fees including graduate tuition fees, incidental fees (UMSU Health and Dental Insurance, Registrar's Office Service Fees), other compulsory fees (Student Service fees, Technology Services fee, Sport and Recreation fee, Registration fee, Library fee) refer to the Registrar's Office website: [Graduate tuition and fees | University of Manitoba \(umanitoba.ca\)](#)

It is a student's responsibility to pay all required fees by the due dates available in your Aurora Student Fee Account. Students with outstanding balances after due dates will be placed on hold and will be subject to late fees, cancellation of registration and suspension of grades.

## **Contact Us**

### **General Office**

Email: [social\\_work@umanitoba.ca](mailto:social_work@umanitoba.ca)

521 Tier Building  
University of Manitoba  
Winnipeg, MB R3T 2N2  
Monday-Friday 8:30am to 4:30pm.

### **Graduate Student Advisor**

Karen Singleton

Email: [Karen.Singleton@umanitoba.ca](mailto:Karen.Singleton@umanitoba.ca)

## New Admits Check List

Claim your UMNNetID and UM student email account.

Obtain a student identification card (if needed).

Submit the Self-Declaration form to the Graduate Student Advisor in Social [Student experience | Faculty of Social Work | University of Manitoba \(umanitoba.ca\)](#)

Email, mail or drop off a current original Criminal Record Check and Child Abuse Registry Check (if applicable) within 40 working days from your receipt of offer of admission. If mailing or dropping off, please use:

*Faculty of Social Work MSW Program  
University of Manitoba  
521 Tier Building  
Winnipeg, MB R3T 2N2*

**\*Manitoba residents:** It is recommended to complete a Criminal Record Check online as the results are sent directly to the Faculty.

Submit official transcripts and/or copy of passport to the Faculty of Graduate Studies, Admissions Office. Mailing address or dropping off:

*Faculty of Graduate Studies  
Graduate Studies Admissions  
500 UMSU University Centre  
65 Chancellors Circle  
University of Manitoba (Fort Garry campus)  
Winnipeg, MB R3T 2N2 Canada*

Attend orientation session

Program planning forms to the Graduate Student Advisor in Social Work by July 1  
[Student experience | Faculty of Social Work | University of Manitoba \(umanitoba.ca\)](#)

Optional forms:

- a. Submit the Part-Time request form [Forms | Faculty of Graduate Studies | University of Manitoba \(umanitoba.ca\)](#) to the Graduate Student Advisor in Social Work by July 1:
- b. Submit the field practice or advanced field practice forms by April 1 to the Field Education Office if you are planning to start field in September. Those not taking field until the following year do not need to complete the application now. An email will be sent out to all MSW students when it is time to submit applications for field. More information and links to the applications are provided in the “Master of Social Work Course Requirement” section.