



**Carleton**  
UNIVERSITY

**BACHELOR OF SOCIAL WORK**  
**STUDENT HANDBOOK**  
**2020-21**

School of Social Work  
Carleton University  
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Main office (509 DT) is open from 8:30-12:00 and 1:00–4:30, Monday to Friday\*

*\*Until further notice, the School of Social Work will be operating online, and all faculty and staff will be working remotely. All of our offices in Dunton Tower are currently closed to in-person visits.*

*We are available via email and will make every effort to respond to your inquiries as soon as possible.*

*Please see our [Faculty & Staff page](#) for email addresses.*

# Contents

Purpose of the Handbook .....	3
Welcome Messages from.....	4
Our Director .....	4
Supervisor of Undergraduate Studies .....	4
Practicum Coordinator .....	5
Undergraduate Administrator .....	5
BSW Student Society (BSWSS) Executive Committee .....	6
<b>BSW PROGRAM .....</b>	<b>8</b>
Structural Social Work .....	8
Requirements for the Bachelor of Social Work .....	8
Course Sequencing for Incoming First Year Students.....	9
Course Sequencing for Incoming Second Year Students.....	10
Course Sequencing for Incoming Third Year Students.....	10
Police Record Check Requirement .....	11
<b>IMPORTANT POINTS .....</b>	<b>11</b>
1. <i>All incoming students should review the Essential Requirements for the BSW ....</i>	<i>11</i>
2. <i>Your courses of study can vary .....</i>	<i>11</i>
3. <i>Deciding on a Minor.....</i>	<i>11</i>
4. <i>All correspondence with Carleton University faculty and staff must be done through your Carleton email account.....</i>	<i>12</i>
5. <i>Important Registration Information.....</i>	<i>12</i>
6. <i>Academic Performance Evaluation for the Bachelor of Social Work .....</i>	<i>12</i>
7. <i>Grade Conversion Chart.....</i>	<i>13</i>
8. <i>The School's Statement on Social Media.....</i>	<i>13</i>
9. <i>What does Year Standing Mean? .....</i>	<i>13</i>
10. <i>The Academic Audit and Academic Status Report (ASR) ....</i>	<i>13</i>
11. <i>Which electives should I take? .....</i>	<i>14</i>
<b>The Practicum.....</b>	<b>14</b>
<b>School Governance and School Committees .....</b>	<b>16</b>
<b>Ontario Association of Social Workers (OASW).....</b>	<b>17</b>
<b>School of Social Work Resources .....</b>	<b>17</b>
<b>The Library.....</b>	<b>17</b>

## **Purpose of the Handbook**

This handbook is designed to provide you with information about the **Bachelor of Social Work (BSW)** program at Carleton University. It provides supplemental information to the University Calendar, but the [Undergraduate Calendar](#) is the final authority that governs the regulations of the University, the Faculty, and the various Departments, Schools, Institutes and Interdisciplinary programs at Carleton University.

Please note that each year's Undergraduate Calendar is posted in late spring. Please ensure you check the updated version of the Undergraduate Calendar for full program and course descriptions, as well as the Academic Regulations of the University.

### **It is your responsibility to read the Undergraduate Calendar and understand your degree requirements.**

The BSW Handbook contains important information about the program and typically answers many of the questions students have. For this reason, we ask that you review the Handbook before you set up an appointment with administrative or faculty advisors. Please consult it early on in your course of study and consult it regularly throughout your degree. Information about the School of Social Work, including this Handbook, can be obtained online at the [School's website](#).

On our ["Current Students"](#) page, you will find:

- Information on course descriptions
- BSW Handbook
- Important forms

Please consult the **Undergraduate Calendar** in addition to this **Handbook** for full information about the BSW program.

**Please note that you must use your Carleton email account to contact staff and faculty members. It is your responsibility to check this email account regularly to stay informed about school-related issues.**

### A WELCOME MESSAGE FROM OUR DIRECTOR

As the Director of the School of Social Work, and on behalf of all faculty, contract instructors, and staff, I welcome you to the Carleton University School of Social Work. You are joining a practice and research community of over 400 full and part-time BSW, MSW and PhD students.

We share a collective commitment to social work that is founded in a structural approach. We are strongly committed to (re)conciliation, human rights, social and economic justice. We are passionate about critical and engaged social work theory and practice. Developing and sustaining social work that fully engages with social justice is not simple or easy. It is a goal we aspire to and reflect upon. We engage respectfully and enthusiastically those with whom we disagree. Even in our passionate difference, we strive to be respectful, honest, and reflective of the limits of our own knowledge and position. We seek to build bridges across differences.

I invite you to make time in your busy schedules to create relationships with others, both in and outside the School. The School is only as vibrant and lively as you are prepared to help make it. We encourage you to contribute to student governance and School committees. As individuals, none of us can do all the work alone, but together we can tackle some of it. Social work demands a great deal from all of us. It demands that we listen to one another and share our ideas, voices and differences as we imagine new directions for social work practice.

**Sarah Todd, Ed.D.**

*Director*

### SUPERVISOR OF UNDERGRADUATE STUDIES

Welcome to the School of Social Work. For those of you who are joining us for the first time, we hope this will be an exciting, productive and academically rewarding year. For those who are returning, we wish you continued success in our undergraduate program.

As Supervisor of the BSW Program, and with the assistance of our very able BSW Administrator, I work to ensure the overall smooth functioning of the program. This involves the collaboration of staff, faculty, and students. Part of my work is done through the BSW Program Committee, which I chair. This Committee deals with policy and curriculum questions and recommends appropriate changes to the Departmental Board, the final decision-making body at the School. You are strongly encouraged to participate in this committee as we welcome your input into the program and value the contributions that you make to the Committee. It is an excellent way to learn more about the processes involved in developing and delivering social work education.

I hope this will be a successful and enjoyable year for you.

**Dennis Kao, Ph.D.**

*Supervisor of Undergraduate Studies*

## **PRACTICUM COORDINATOR**

On behalf of the field education team, I would like to welcome you to the Practicum component of your BSW degree. Field education is an integral and exciting part of the BSW degree program as it provides each student the opportunity to integrate theory and practice, to develop a professional identity, and to develop practice skills through engaging in hands-on learning under the direction of a Field Supervisor within a community organization. Students also participate in concurrent practicum seminars, in which they explore emerging practice issues amongst a group of peers completing placements in different field settings.

Each student in the third and fourth year of the BSW degree is generally required to complete a Practicum as part of their degree requirements. To help you learn about and prepare for your Practicum courses, please read the [BSW Practicum Manual](#) available on the School of Social Work website. Arranging field placements for each student requires the collaborative participation of the student, Practicum Coordinator, and field settings. This process takes place well in advance of the Practicum term. Students must apply for the Practicum courses by the established deadlines in the Practicum Manual and follow the placement processes that are outlined in the manual. All placement protocols are in place to ensure a smooth and successful process for both our students and our valued community partners. It is our goal to help you get the most out of your field placement experience.

As Practicum Coordinator, I am responsible for the overall functioning of the field education component of the BSW program, which includes facilitating matches between students and field settings. Part of my work is done through the Field Education Committee. This Committee is responsible for developing and evaluating field education protocols and policies for the undergraduate and graduate programs. Students are invited and encouraged to participate on this committee to learn about developing and delivering field education and to contribute their valued input. I look forward to meeting with each of you during your BSW degree. Wishing you all the best for this academic year.

**Brooke Eagle, MSW, RSW**

*BSW Practicum Coordinator*

## **UNDERGRADUATE ADMINISTRATOR**

Congratulations on starting on the path to your Bachelor of Social Work. My main responsibilities include (but are not limited to) academic advising, administration of the program, admissions, and convocation. I am here to help with your course planning as well as with any questions that may arise as you progress through the program. While it is your responsibility to access the information available to you about the School, academic regulations, and the BSW, I am here to bridge the gap, clarify information, or assist in

referring you to services on campus. Please don't hesitate to reach out to introduce yourself or to seek clarification on any questions you may have over the next few years. Have a great first year of your BSW.

**Andrea Kenny**

*Undergraduate Administrator*

## **BSW STUDENT SOCIETY (BSWSS) EXECUTIVE COMMITTEE**

The Bachelor of Social Work Student Society (BSWSS) is a student-led society organized alongside the School of Social Work at Carleton University. The society is intended to represent the undergraduate student body of the social work program while also providing opportunities for networking, learning, and engagement within the School and community. The BSWSS, along with GRASSOW (the Graduate Association of Social Work), has representatives on each of the School committees. Please stay tuned for the call for applications to run for the BSWSS Executive or to serve as a BSWSS committee representative.

### **BSWSS objectives are:**

- To promote respect and create a safer environment
- To provide accountability and advocacy
- To promote social justice within the student body and Bachelor of Social Work program
- To create educational opportunities
- To build community

Students are invited to follow the BSWSS Facebook, Twitter and Instagram pages to stay updated on upcoming student initiatives, events and opportunities.

<b>Email</b>	bswss.cu@gmail.com
<b>Facebook</b>	Carleton BSWSS (facebook.com/carletonbswss)
<b>Twitter</b>	@CU_BSWSS
<b>Instagram</b>	@bswsscarleton

### **2020-21 BSWSS Executive )**

**Vacant**

*President*

**Vacant**

*Secretary*

**Vacant**

*Treasurer*

**Vacant**

*Vice-President, Student Engagement*

**Vacant**

*Vice-President, Outreach and Fundraising*

**Vacant**

*Second Year Representative*

**Vacant**

*Third Year Representative*

**Vacant**

*Fourth-Year Representative*

### **STRUCTURAL SOCIAL WORK**

Our program at Carleton University is based on what is known as a “structural approach” to social work and this approach is reflected in the School’s [Mission Statement](#). This approach provides a critical framework for critically engaging with, and analyzing, social work knowledge, social work practice and social policy development. It is based on an understanding of how economic, social, political and legislative contexts shape individual, community and societal problems. At the School of Social Work, we promote the development of innovative social work practice directed toward advancing equity and social justice as well as individual and societal change. Through this approach, students are being prepared to address injustices and inequities in a range of roles. In your various courses, you will learn about this approach and how it is applied.

### **REQUIREMENTS FOR THE BACHELOR OF SOCIAL WORK**

The Bachelor of Social Work is a 20-credit (4-year) Honours degree program. The 20.0 credits include 10.5 credits in the Social Work Major and 9.5 credits outside the Major. Please note that Social Work is housed under the Faculty of Public Affairs (FPA), not the Faculty of Arts and Social Sciences (FASS).

#### **10.5 credits in the Major are:**

- SOWK 1001 (0.5) Introduction to Social Welfare
- SOWK 1002 (0.5) Introduction to Social Work
- SOWK 2001 (0.5) Structural Analysis and Social Work
- SOWK 2005 (0.5) Values and Ethics for Social Work
- SOWK 2100 (0.5) The Political Economy of the Social Welfare State
- SOWK 2202 (0.5) Introduction to Social Work Practice with Individuals and Families
- SOWK 2203 (0.5) Introduction to Social Work Practice with Groups and Communities
- SOWK 3001 (0.5) Introduction to Research Methods in Social Work
- SOWK 3002 (0.5) Introduction to Statistical Analysis in Social Work
- SOWK 3100 (0.5) Social Policy and Administration
- SOWK 3600 or SOWK 3601 or SOWK 3602 (2.0) Practicum I
- SOWK 4000 (0.5) Social Work and Indigenous Peoples
- 0.5 credit from:
  - SOWK 4001 (0.5) Advanced Social Work Practice with Individuals and Families
  - SOWK 4002 (0.5) Advanced Social Work Practice with Groups
  - SOWK 4003 (0.5) Advanced Social Work Practice with Communities
  - SOWK 4004 (0.5) Social Policy Development and Practice
- 0.5 credit from:
  - SOWK 4300 (0.5) Social Work and Persons with Disabilities
  - SOWK 4301 (0.5) Racialization and Social Work
  - SOWK 4302 (0.5) Poverty and Social Welfare Policy
  - SOWK 4303 (0.5) Gender and Sexuality
- SOWK 4600 (2.0) or SOWK 4601 (1.0) & SOWK 4602 (1.0) Practicum II

**9.5 credits not included in the Major:**

- 2.0 credits in any combination of the following subjects: ANTH, CRCJ, ECON, HIST, HUMR, INDG, LAWS, PAPM, PSCI, PSYC, SOCI, or WGST
- 6.0 credits in non-SOWK electives
- 1.5 credits in free electives or SOWK 4908 (1.0) Honours Essay and 0.5 credit in free electives.

<b>COURSE SEQUENCING FOR INCOMING FIRST YEAR STUDENTS</b>	
<b>First Year</b>	
<b>Fall</b>	<b>Winter</b>
<i>SOWK 1001 (0.5)</i>	<i>SOWK 1002 (0.5)</i>
Elective (0.5)	Elective (0.5)
<b>Suggested Electives:</b> 2.0 credits in any combination of ANTH, CRCJ, ECON, HIST, HUMR, INDG, LAWS, PAPM, PSCI, PSYC, SOCI, or WGST	
<b>Second Year</b>	
<b>Fall</b>	<b>Winter</b>
<i>SOWK 2001 (0.5)</i>	<i>SOWK 2202 (0.5)</i>
<i>SOWK 2005 (0.5)</i>	<i>SOWK 2203 (0.5)</i>
<i>SOWK 2100 (0.5)</i>	Elective (0.5)
Elective (0.5)	Elective (0.5)
Elective (0.5)	Elective (0.5)
<b>Third Year</b>	
<b>Fall</b>	<b>Winter</b>
<i>SOWK 3600 (1.0)</i>	<i>SOWK 3600 (1.0)</i>
<i>SOWK 3001 (0.5)</i>	<i>SOWK 3002 (0.5)</i>
<i>SOWK 3100 (0.5)</i>	Elective (0.5)
Elective (0.5)	Elective (0.5)
<b>Fourth Year</b>	
<b>Fall</b>	<b>Winter</b>
<i>SOWK 4600 (2.0)</i>	One of <i>SOWK 4001, 4002, 4003, 4004 (0.5)</i>
<i>SOWK 4000 (0.5)</i>	One of <i>SOWK 4300, 4301, 4302, 4303 (0.5)</i>
	Elective (0.5)
	Elective (0.5)
	Elective (0.5)

**Please note: the above table outlines course sequencing for students entering at first year and attending full-time with a 100% course load over fall and winter terms only.** If you plan to attend part-time or with a reduced course load, please note that most core Social Work courses are not offered in the summer terms and you need to adhere to course prerequisites. In these cases, it is highly suggested that you meet with the Undergraduate Administrator, Andrea Kenny, to plan your course sequencing.

*\*Italicized courses are only offered in the indicated term for the 2019-20 fall/winter session. The other courses listed for each year may be taken in either the fall or the winter terms, with a maximum of five courses in each term.*

COURSE SEQUENCING FOR INCOMING SECOND YEAR STUDENTS	
Fall	Winter
<i>SOWK 2001 (0.5)</i>	SOWK 2202 (0.5)
SOWK 2005 (0.5)	SOWK 2203 (0.5)
<i>SOWK 2100 (0.5)</i>	Elective (0.5)
Elective (0.5)	Elective (0.5)
Elective (0.5)	Elective (0.5)

**Students who enter the BSW program with 2nd year standing, and who do not have a transfer credit for SOWK 1000 (or SOWK 1001 & 1002) must add SOWK 1001 to the fall term and SOWK 1002 to the winter term, taking one less elective per term.** This is a heavy workload and we strongly recommend that you read the text listed below (or any other Introduction to Social Work in Canada text) over the summer in order to have some familiarity with social work before the fall term begins.

Ives, N., Denov, M., & Sussman, T. (2015). *Introduction to social work in Canada: Histories, contexts and practices*. Toronto: Oxford University Press.  
ISBN-978-0-19-900317-4

*\*Italicized courses are only offered in the indicated term for the 2019-20 fall/winter session. The other courses listed may be taken in either the fall or the winter terms.*

COURSE SEQUENCING FOR INCOMING THIRD YEAR STUDENTS	
Fall	Winter
SOWK 2001 (0.5)	SOWK 3100 (0.5)
SOWK 2005 (0.5)	SOWK 3601 (2.0) – Practicum I 352 hours at the agency, plus 12 hours of seminar meetings on campus. Placement is usually 4 days per week.
SOWK 2100 (0.5)	
SOWK 2202 (0.5)	
SOWK 2203 (0.5)	

**Please note:**

- If you intend to attend full-time at a 100% course load, follow the sequencing above. **You are required to successfully complete all 5 prerequisite courses in the fall term in order to go on to your practicum in the winter.**
- If you plan to attend part-time or with a reduced course load, please note that core Social Work courses are not offered in the summer terms and you are required to adhere to course prerequisites. In these cases, it is highly suggested that you meet with the Undergraduate Administrator, Andrea Kenny, to plan out your course sequencing.

## **POLICE RECORD CHECK REQUIREMENT**

**One of the requirements of the Bachelor of Social Work is the completion of two practica (unless you have been given transfer credit for one of them). In Ontario, provincial laws require organizations to conduct police records checks for individuals who will be dealing with children and vulnerable adults. The police record check for practicum is required even if students have had a recent police records check completed for some other purpose. Students must apply in person by attending any main police station. The information released by the police as part of the records check might include existence of criminal convictions, outstanding charges, as well as any ‘incidents’ where there has been notable police contacts for at least the previous five years. If any such information is revealed on the police records check, it may be difficult, if not impossible, for you to secure a practicum.**

## **IMPORTANT POINTS**

### **1. All incoming students should review the Essential Requirements for the BSW**

These are the essential requirements necessary to provide reasonable assurance that students can complete the Bachelor of Social (BSW) program and participate in all aspects of social work education and practice. Students are expected to be able to meet these standards in the classroom and in the practicum. It is expected that the [Essential Requirements document](#) will be read by all incoming students.

### **2. Your courses of study can vary**

Many students are admitted to Social Work with a variety of transfer credits and experience. Thus, student programs will vary. In some cases, courses listed above are offered in both the fall and winter terms. In these situations, you are able to register for the course in either term, however you must check to ensure you will still meet prerequisites for your other courses and/or practicum.

Approved research methods and statistics courses can be substituted for **SOWK 3001** and **SOWK 3002**. If you have already successfully completed university level courses in both statistics and research methods and were not given SOWK 3001 and/or SOWK 3002 transfer credit on admission, please contact the Undergraduate Administrator to discuss your options.

### **3. Deciding on a Minor**

While completing your BSW, you can also earn a minor (or two) in another area of study. This is an optional program element, and some students will instead choose to take a variety of electives rather than focusing on specific subject areas.

Courses taken as part of a Minor “double-count” as electives (or courses taken outside the Major). Minors usually consist of 4.0 credits from specific courses. Please note that some Minors require Research Methods and Statistics courses, which may also double-count under the Social Work Major as the equivalent of SOWK 3001 and 3002. Please check with the Undergraduate Administrator for Social Work to see if this is available with your Minor.

For more information about Minors, please visit the [Admissions website](#) or the [Undergraduate Calendar](#). Instructions on how to add a Minor to your program can be found on the [Registrar's Office website](#).

**4. All correspondence with Carleton University faculty and staff must be done through your Carleton email account**

**Please make sure to correspond with faculty and staff at Carleton from your Carleton email account.** You can access your Carleton email once you have activated your “My Carleton One” account. Make sure you manage your space limitations in your email and check it regularly, as the University and the School of Social Work will use this as the main point of contact for students.

**5. Important Registration Information**

**Please register for both the fall and winter terms once registration opens up to you.** Courses have maximum enrolments and delaying registration may mean that you have limited choice in your scheduling options, course availability, and electives. Failing to register in one or more required courses may result in your degree progress being delayed by up to a year.

If you get a Registration Error when trying to register for a course, please submit a [Course Registration Override Request](#) if you feel you have a valid reason to be in the course. Information about [when to register \(your “Time-Ticket”\)](#) and [how to register for courses](#) can be found on the Registrar's Office website.

**6. Academic Performance Evaluation for the Bachelor of Social Work**

Students in the BSW are assessed by the standard process of Academic Performance Evaluation following the winter term. Students must maintain Good Standing in order to qualify for practicum and to graduate. Students who fail to achieve Good Standing on any of their Academic Performance Evaluations should speak with the Undergraduate Administrator to understand the penalties involved and determine a path to return to Good Standing.

Good Standing requires:

- i) If the number of credits included in the Overall CGPA is at most 15.0, **the Overall CGPA must be at least 6.00 and the Major CGPA must be at least 6.00.**
- ii) If the number of credits included in the Overall CGPA is at least 15.5, **the Overall CGPA must be at least 6.00 and the Major CGPA must be at least 6.50.**

**More information about the Academic Performance Evaluation can be found in the [Undergraduate Calendar](#) and at the [Registrar's Office website](#).**

## 7. Grade Conversion Chart

Carleton University Grading System			
Letter Grade	Percentage	Grade Points (1.0 Credit)	Grade Points (0.5 Credit)
A+	90-100	12	6
A	85-89	11	5.5
A-	80-84	10	5
B+	77-79	9	4.5
B	73-76	8	4
B-	70-72	7	3.5
C+	67-69	6	3
C	63-66	5	2.5
C-	60-62	4	2
D+	57-59	3	1.5
D	53-56	2	1
D-	50-52	1	.5
F	0-49	0	0

[More information on Grades and Course Evaluation](#)

## 8. The School's Statement on Social Media

Students are responsible for reviewing and adhering to the [School of Social Work Social Media Policy](#).

## 9. What does Year Standing Mean?

Students in degree programs are assigned Year Standing according to the number of credits they have completed with passing grades which count towards their degree.

The categories are as follows:

<b>First Year</b>	Fewer than 4.0 credits completed successfully and counting toward the degree
<b>Second Year</b>	4.0 through 8.5 credits completed successfully and counting toward the degree
<b>Third Year</b>	9.0 through 13.5 credits completed successfully and counting toward the degree
<b>Fourth Year</b>	14.0 or more credits completed successfully and counting toward the degree

## 10. The Academic Audit and Academic Status Report (ASR)

The academic audit and Academic Status Report (ASR) are two vitally important tools for planning your degree. The [academic audit](#) will give you information such as your CGPA, university requirements,

course requirements for your specific degree, and whether you have taken any courses that are not being counted toward your degree.

The [Academic Status Report](#) is a supplementary report that will focus on overall university requirements to graduate from Carleton; you will see icons warning you, for instance, if you have too many discredits, have not taken enough upper-year courses, or have a low CGPA. Please note that the ASR does not include all degree requirements and will not give you information on which courses to take.

Students should run these reports regularly, as it is your responsibility to ensure you are on track to meet University and degree requirements. If you are unsure how to run the audit and the ASR or how to read and interpret them, please don't hesitate to make an appointment with the Undergraduate Administrator.

## 11. Which electives should I take?

Try to choose electives that interest you and do not conflict with your required Social Work courses. It may help if you look at the [course list in the Undergraduate Calendar](#) and then look in detail at courses under subjects that interest you. Start by looking at the 1000-level courses and check whether the course may be restricted to those degree students only (i.e. Architecture and Engineering courses will most likely be restricted to Architecture and Engineering students only). Perhaps you will notice some courses at the 2000-level or above that interest you, in which case you will want to check if there is a prerequisite course you would need to take first.

As noted in the BSW degree requirements, you need to take 2.0 credits in any combination of ANTH, CRCJ, ECON, HIST, HUMR, INDG, LAWS, PAPM, PSCI, PSYC, SOCI, or WGST, but you are welcome to take more of these if you wish. They will meet the 6.0 credits not in Social Work requirement.

Some students may wish to consider taking a Language course(s) such as French, Spanish, Arabic, Russian, Italian, or American Sign Language. If you are interested in minoring in a language, you will likely want to start taking the required courses in your first year, as it can be difficult to meet language Minor requirements if you begin later in your degree.

Please keep in mind that you are able to take a maximum of 7.0 credits in 1000-level courses as part of your degree. Thus, you could end up taking a 1000-level elective even when you are at 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year standing. Free Electives can be courses taken from within your major discipline (Social Work) or from another field of study.

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## The Practicum

Field education is a central part of your study in the BSW program. For information on the Practicum courses, please visit the [School's Practicum Hub](#). There you will find details about Practicum courses, including prerequisites, application deadlines, mandatory pre-placement Agency Fair and Field Orientation, and the matching process and protocols.

*Please note that the placement process begins well in advance of the term you wish to enter the field. Students are responsible for meeting all application deadlines and requirements.*

For full information about all placement requirements, please refer to the [BSW Practicum Manual](#).

## School Governance and School Committees

The administrative structure and functions of the School of Social Work are outlined in the School's [Governance Document](#).

The School is governed largely through a committee structure; that is, the work of the school is done through various committees that are comprised of representatives from the faculty, administrative staff, and the student body. We strongly encourage your participation in these committees so that the student voice is well represented. While individual students can put their names forward as committee representatives, the School prefers that student representatives are collectively determined through your student organization, the BSW Student Society (BSWSS). With the exception of the Personnel Committee, students can be represented on all School committees.

The *Departmental Board* is the final decision-making body on policy for the School of Social Work. The functions of the Departmental Board, its terms of reference, and its procedures are contained in the Governance Document. The composition of the Departmental Board includes faculty and student representatives from each of the years of the BSW and MSW programs.

**Chair: Sarah Todd, Director of the School of Social Work**

**The following Committees, on which students have representation, all report to the Departmental Board.**

The *BSW Program Committee* is responsible for making all policy and curriculum recommendations related to the undergraduate program. The committee normally meets once a month.

**Chair: Therese Jennissen, Acting Supervisor of Undergraduate Studies (Fall)  
Dennis Kao, Supervisor of Undergraduate Studies (Winter)**

The *Graduate Programs Committee* is responsible for making all policy and curriculum recommendations related to the graduate program.

**Chair: Susan Braedley, Supervisor of MSW Program**

The *Field Education Committee* is responsible for evaluating and initiating policy for the field placement component of the undergraduate and graduate programs. The committee also sponsors events such as the Agency Fair. The committee typically meets once a month.

**Co-Chairs: Brooke Eagle, BSW Practicum Coordinator  
Allison Everett, MSW Practicum Coordinator**

The *Reconciliation & Indigenization Committee* brings together students, faculty, community members and institutional stakeholders. The Social Justice Committee is an advisory committee of the Departmental Board, and plans events, identifies social justice-based school curricular issues, initiates projects to identify needs, organizes public forums and conferences, discusses and clarifies equity and social justice policies, supports students and faculty, and contributes to the provision of a supportive

learning classroom environment. At times, the Social Justice Committee may reconstitute itself to focus on a single pressing social justice issue (i.e. Indigenization, decolonization and reconciliation).

**Chair: Dr. Patricia McGuire**

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### Ontario Association of Social Workers (OASW)

All Social Work students are encouraged to become members of this professional association. Membership provides students with the opportunity to network within the professional community and add strength to social and professional advocacy. Students become part of the voice for social justice and for the underprivileged in Ontario. Association members receive a number of regular publications as well as information about events and presentations of interest to social workers in the city.

[OASW](#) each year provides one free student membership to the School of Social Work at Carleton. Students who wish to be considered for the free membership should contact the Director of the School of Social Work.

With an OASW membership, you also automatically become a member of the Eastern Branch of OASW. Application forms for membership are available at [the OASW website](#) or by contacting the [Eastern Branch of OASW](#).

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### School of Social Work Resources

**The Computer Lab**, Room DT 605. Key is available in the Main Office (509 Dunton Tower).

The **Student Lounge** (Room 518) is available for all Social Work students. It is a great meeting place and a spot to heat up and eat your lunch! **Please keep the lounge clean!**

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### The Library

[The MacOdrum Library](#) supports excellence in academic scholarship by collecting, preserving and providing access to information resources and services for the Carleton University teaching, learning, research, and administrative communities. Central services include reference services, inter-library loans, circulation, and course reserve.

For information regarding [library tours and workshops](#), please visit the Library website.

Reference Services provides research help at either the Research Help Desk, located on the main (second) floor of the library or on a one-to-one basis with various subject specialists. There are 16 subject specialists, each responsible for several academic programs; these specialists will help you find the information and library materials that you need for your essays and assignments. A list of the subject specialists can be found under [“Research Help”](#) on the library’s home page:

The Social Work subject specialist is Margaret McLeod. Her [contact information](#) is located on the Library website.

Many professors place required readings “on reserve” at the library and you must go to the circulation desk (located on the main [second] floor of the library) to ask for and check out this material. Most of the resources on reserve are on loan for a two- or four-hour period and cannot be taken out of the building. You can, however, photocopy the relevant pages/sections or read them in the library.