

ESSENTIAL REQUIREMENTS FOR BSW PROGRAM – For Students

These are the essential requirements necessary to provide reasonable assurance that students can complete the Bachelor of Social Work (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. If you intend to enroll in the BSW program at Carleton University, please review the outline of essential requirements listed in this statement.

Rationale

These are essential requirements of the Bachelor of Social Work program. The BSW provides eligibility for membership in the Ontario College of Social Workers and Social Service Workers (OCSWSSW) and to practice as a social worker.

These essential requirements are necessary because of the nature of working with vulnerable people, groups and communities. This means social work students will often be exposed to highly complex human situations and will be required to engage and respond responsibly, in a manner that centers the well-being of clients, while also attending to the student's own needs. This also requires the capacity to seek supervision and support when needed. In addition, written communication, including record-keeping, written reports, policy briefs, and case notes are vital in the field placement context. The ability to read, decode, interpret and comprehend multiple sources of information is fundamental for safe and effective assessment, intervention and professional support in the field.

Social work also requires being able to undertake critical reflection about inequality, our own biases and assumptions, and the nature of people's issues and needs. This involves the dual challenge of both assisting people's functioning and identifying and responding to systemic issues that create inequity and injustice. Social work requires an ability to appreciate and reflect on our own social locations and the social, economic, cultural and situational contexts of people's lives and the implications these have for practice. An ability to communicate across cultures and respect diversity is essential to social work education across all fields of practice.

1. Professional Commitment

Social work students need to possess a commitment to the values and ethical standards of professional social work. Students are expected to be knowledgeable about and adhere to the Canadian Association of Social Workers Code of Ethics in a manner that aligns with and is generally accepted by the professional social work community.

Exemplars:

Student will demonstrate:

- Appropriate behaviour with confidential information in classroom and field placement settings. An ability to reflect on ethical considerations and issues and take responsibility for ensuring own awareness of ethical behavior;
- An ability to apply ethical principles and processes to decision making in 3rd and 4th year field placement settings;
- The capacity to promptly notify instructors or field supervisors when there is a possible conflict between the student's cultural or religious beliefs and academic or practice expectations that would make it difficult to uphold a generally accepted ethical standard of practice;
- An ability to be aware of and adhere to academic integrity policies.

2. Communication Skills

Social work students need to communicate effectively and respectfully with other students, faculty and instructors, staff, clients and other professionals, across diverse cultures. Students must be able to express their ideas and feelings clearly and demonstrate a willingness and ability to listen to others within diverse styles and means of human expression and understanding. They must also recognize the power of non-verbal communication and reflect on its impact within these relationships. The academic and field education components of the programs require communication in English.

Exemplars:

Student will demonstrate:

- Sensitivity to individual and/or cultural differences in their communication;
- The ability to communicate coherently, and to understand verbal and written communication accurately, and respond verbally and in writing in an appropriate and timely manner;
- The capacity to recognize, interpret and respond appropriately to what is being communicated by others and maintain appropriate awareness of their own behaviours and their impact on others.

3. Judgement, Self-Regulation and Relationship Skills

Social work students need to demonstrate an ability to observe and examine complex situations. Students must possess the insight needed to appreciate persons and situations, including self, and demonstrate awareness of and responsivity to the impact of one's actions on self and on others. Students must be willing to examine and change their attitudes and behaviour when it falls outside of standards for professional social work practice or unduly interferes with working with clients and other collaborative professional relationships.

Exemplars:

Student will demonstrate:

- An openness to critically reflecting on the social, political, cultural, legal and economic contexts of people's situations and experiences, and the implications of these for practice;
- The ability to accept feedback on their professional practice and respond constructively;
- An openness to learning about scope of practice and respecting it in practicum settings;
- The ability to establish respectful relationships with peers, clients, academic staff and supervisors and an openness to learning from tensions and challenges in these relationships;
- A willingness to develop appropriate professional relationships consistent with the practice setting and social work standards;
- The awareness of how one's personal actions (including use of social media) impact their professional life and to manage their behaviour accordingly.

4. Linking Knowledge to Practice

Social work students need to recognize various social work practice methods and be open to learning to use this knowledge in conjunction with alternative and marginalized knowledges when making informed decisions to engage clients, client systems and other professionals.

Exemplars:

Student will demonstrate:

- Capacity to locate appropriate and relevant information for social work practice;
- Ability to process information relevant to practice and seek out alternative ways of knowing;
- Willingness to integrate and implement professional and marginalized knowledge in practice;
- Willingness to locate, conceptualize, and use appropriate knowledge in response to academic assessment items;
- Willingness to apply professional and marginalized knowledge of policy and procedures in the field placement.

5. Attendance, Participation and Timely Completion

Students must cover course content as specified by instructors and attend practicum settings consistently and reliably in order to respect the continuity of their learning (and that of others), the value of multiple contexts of learning and the commitment to reliable service provision in the field. When experiencing difficulties, students must advise appropriate contacts (academic or placement supervisor) and follow expectations as articulated in course outlines. Students must demonstrate an ability to sustain physical and socio-emotional performance and alertness in both the classroom and practicum settings in order to actively participate in the activities of the environment (e.g., stay awake during classes or client interviews).

Exemplars:

Student will demonstrate the ability to:

- Participate regularly and consistently in tutorials, lectures, skill development opportunities, etc.;
- Attend field placement regularly and predictably;
- Engage consistently in activities required as part of field placement experience before, during and following the field experience time period;
- Complete tasks or program requirements within specified time frames, meeting all stated deadlines or negotiated extended deadlines, when these have been established between student and instructor/supervisor.

6. Empathy

Social work students need to comprehend another individual's way of life and values and question their own biases and assumptions. They must be able to communicate empathy and support to the client or client group as a basis for a productive professional relationship.

Exemplars:

Student will demonstrate:

- Capacity to recognize situations from another person's perspective and, when this is difficult, the capacity to seek support and information about another person's perspective and to remain open to having their assumptions about others challenged;
- Capacity to understand and relate to the feelings of others;
- Ability to validate another person's perspective

7. Wellness and Management of Personal Needs

Due to the high psychological and emotional demands of social work practice, where work-related stress and burnout are possible and where clients remain the central focus of our work, social work students need to be open to learning how to recognize their own individual signs of stress or risk to their health and wellness and to work with the appropriate support people to develop strategies to address and maintain emotional/psychological wellness. Importantly, this requires an ability to recognize, identify and seek supportive resources, and when necessary to articulate their needs for accommodation.

Exemplars:

Student will demonstrate:

- An openness to learning how to recognize their signs of stress and/or declining health and wellness;
- The ability to work with support people to develop strategies to address and maintain emotional/psychological wellness;
- The capacity to seek supportive resources and/or health care support, if necessary;

- The ability to articulate accommodation requirements and to negotiate their provision in the setting (classroom or field placement);
- The ability to rearticulate and renegotiate accommodation requirements at the earliest possible convenience, should these change at any time.

Reasonable Accommodations

You may need special arrangements to meet your academic obligations. For an accommodation request the processes are as follows:

Pregnancy obligation

Write to faculty or instructors with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details visit the Equity Services website at:

<https://carleton.ca/equity/wp-content/uploads/sites/152/2025/08/Pregnancy-Academic-Accommodation-Guidelines.pdf>

Religious obligation

Write to faculty or instructors with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details visit the Equity Services website at:

<https://carleton.ca/equity/focus/discrimination-harassment/religious-spiritual-observances/>

Academic Accommodations for Students with Disabilities

Students with disabilities requiring academic accommodations must register with the Paul Menton Centre for Students with Disabilities (PMC) for a formal evaluation of disability-related needs. Documented disabilities could include but are not limited to mobility/physical impairments, specific Learning Disabilities (LD), psychiatric/psychological disabilities, sensory disabilities, Attention Deficit Hyperactivity Disorder (ADHD), and chronic medical conditions. Registered PMC students are required to contact the PMC, at pmc@carleton.ca or 613-520-6608 every term, no later than two weeks before the first assignment is due or the first in-class test/midterm requiring accommodations to ensure that faculty members and instructors receive students' Letter of Accommodations. For more details, visit the Paul Menton Centre website at <https://carleton.ca/pmc/>.

Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and where survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: <https://carleton.ca/equity/sexual-assault-support-services>

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Write to the instructor of the course with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist.

For more details, visit:

<https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please visit:

<https://students.carleton.ca/course-outline>