



School of Social Work
Faculty of Community Services

MASTER OF SOCIAL WORK PROGRAM

Student Handbook

Academic Year 2021-2022

MSW Student Handbook 2021-2022

School of Social Work
Faculty of Community Services
Ryerson University
350 Victoria Street
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The Information in this Handbook is specific to the Master of Social Work Program. This Handbook supplements the [Ryerson Graduate Calendar](#) and [Graduate Student Guide](#), and is itself supplemented by the School's [MSW Field Education Manual](#).

Students are advised to be aware of and abide by the [University Senate Policies](#) related to Graduate Studies and the [Yeates School of Graduate Studies guidelines](#). Students should also be aware of and abide by the [Code of Ethics of the Canadian Association of Social Workers](#) (2005). Violation of this Code may lead to suspension from the Program on grounds of professional unsuitability.

COVID-19

Due to COVID-19 the School of Social Work is closed with Staff and Faculty of the School working remotely. All MSW courses for the Fall 2021 term will offered virtually. Updates for subsequent terms will be announced by the University and Campus Updates are available on the [Ryerson COVID-19 information and Updates page](#) and the [YSGS COVID-19 Continuity Information](#) page.

Disclaimer

Every effort has been made to make the content of this handbook as current as possible. However, it is important to note that this handbook should be used in conjunction with information found on the university website and more specifically on the [YSGS website](#) and the [School of Social Work](#) website. In case of conflict between the content of this handbook and information published on the University websites, please note that the information on the websites take precedence.

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Welcome to Ryerson University!

Hello and welcome to Ryerson University's Master of Social Work Program! This one-year intensive graduate degree has a focus on critical thinking, critical research and critical practice.

The School of Social Work at Ryerson is a leader in the field of social work education through its integration and study of anti-oppression, marginalization and critical approaches to practice. We draw on critical analyses of socio-economic inequalities and processes of marginalization to understand how people become users of social services. You will learn to critically interpret and reflect on power relations in social work in order to promote social justice and transform practice. This perspective is relevant to all major fields of social work, including practice within child welfare settings, school boards, clinical and community programs, and government institutions.

We are excited to have you join us!

Starting With the Land...

The City of Toronto acknowledges that we are on the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. The City also acknowledges that Toronto is covered by Treaty 13 signed with the Mississaugas of the Credit, and the Williams Treaties signed with multiple Mississaugas and Chippewa bands.

Toronto is also in the 'Dish With One Spoon Territory'. The Dish With One Spoon is a treaty between the Anishinaabe, Mississaugas and Haudenosaunee that bound them to share the territory and protect the land. Subsequent Indigenous Nations and peoples, Europeans and all newcomers have been invited into this treaty in the spirit of peace, friendship and respect.

The "Dish", or sometimes it is called the "Bowl", represents what is now southern Ontario, from the Great Lakes to Quebec and from Lake Simcoe into the United States. *We all eat out of the Dish, all of us that share this territory, with only one spoon. That means we have to share the responsibility of ensuring the dish is never empty, which includes taking care of the land and the creatures we share it with. Importantly, there are no knives at the table, representing that we must keep the peace.

Our Mission

The Ryerson School of Social Work's mission is to prepare graduates for critically engaged social work practice with marginalized populations and communities; and to develop leadership and innovation in social work education, at the undergraduate and graduate level, through teaching, scholarship, research and community service.

Our Vision

The Ryerson School of Social Work is a leader in critical education, research, and practice with culturally and socially diverse students and communities in the advancement of anti-oppression/ anti-racism, anti-colonialism/decolonization, feminism, anti-capitalism, queer and trans liberation struggles, issues in disability and madness, among other social justice struggles. Our vision is to transform social structures into more equitable and inclusive social, economic, political, and cultural processes of society.

Our Core Values

- We support the struggles of Indigenous populations, nationally and globally, for Indigenous sovereignty and their collective rights.
- We affirm human dignity and human rights and value equity among all people.
- We are committed to the implementation of social work values in our curriculum and in the delivery of our programs.
- We are committed to learning about communities that foster respect for social diversity, and critical reflexivity in our students and faculty.
- We educate about the intersectionality and interlocking of oppressions and seek to address their causes.
- Our program reflects ongoing attention to the rigor and relevance of our undergraduate and graduate degree programs which prepares our graduates with the requisite knowledge, skills and values to work with marginalized populations in a constantly evolving global context.
- We foster student-centered learning environments that engage and challenge students, and which are responsive to life circumstances and societal forces that create barriers to the student experience.
- We build relationships with communities, expressed in our collaborative community-based research, community service and in educational relationships with field placement settings.
- We stand with communities and populations that experience oppression and marginalization, including poverty, exploitation and domination, and seek to work with all those committed to the advancement of anti-oppression/ anti-racism, anti-colonialism/decolonization, feminism, anti- capitalism, queer and trans liberation struggles, issues in disability and Madness, among other social justice struggles.

Professional Accreditation

Ryerson's MSW program is fully accredited by the [Canadian Association for Social Work Education](#) and as such, operates according to the standards and requirements of the Association.

Contact Information

School of Social Work

Mailing address

School of Social Work
Ryerson University
350 Victoria St.
Toronto, Ontario
M5B 2K3

School location

Eric Palin Hall
87 Gerrard St. East, Room EPH-200
Toronto, Ontario
M5B 1G6

Contact information

Phone: 416-979-5000, ext. 555179

Key People, Roles and Responsibilities

Graduate Program Director: May Friedman

may.friedman@ryerson.ca

Responsible for overall oversight for the MSW program including recruitment, orientation, overseeing the courses, supporting the professors, supporting students through workshops, appeals, town halls, running MSW committee, funding/budgets, awards, working with the admin team, graduate studies, assigning second readers, program reviews, problem solving

Graduate Program Administrator: Milene Ferreira

mferreir@ryerson.ca

Provides overall administrative support to the Master of Social Work Program, the Graduate Program Directors, and Graduate Students. Advises faculty and students on YSGS policies. Liaises on student's behalf, as necessary, with various administrative departments. Coordinates graduate student funding. Provides support with all student aspects from registration to evaluation of graduation eligibility. Oversees key forms and letters, progress reports, access to spaces, access to student lounge/lab, room bookings. Milene supports two graduate programs; the MSW program and the MA ECS program.

MSW Field Education Coordinator: Bree Coleman

bcoleman@ryerson.ca

Primarily responsible for all aspects of the placement process as it relates to the matching and placing of BSW and MSW students. This includes outreach and recruitment, as well as assessment and evaluation of placement settings. Meets individually with students when requested to help prepare them for field placement. Provides students with individual problem-solving support and accommodation(s) as required.

Field Education Manager: TBA

Responsible for overseeing the overall operations of the Field Education Office to ensure efficiency and effectiveness. Provides overall direction for field placements at all levels, works with the admin team, appeals/issues in placements. Acts as a liaison and facilitates relationships with and amongst students, community partners, faculty members, and Ryerson University.

Field Education Program Administrator: Alice Kim

swfield@ryerson.ca

Supports the field office on administrative activities. Maintains the "PlacePro" application system. Trains and supports those who use the application, including students.

Faculty Members and Contract Lecturers

Support student success, advance innovation in teaching and lead research that drives positive change. Responsible for each of their classes. Students connect directly with profs with any course related issues, grades, extensions, etc. See the [complete list of faculty members and contract lecturers](#)

Faculty Teaching in 2021-2022

[May Friedman](#)

[Purnima George](#)

[Olufunke \(Funke\) Oba](#)

[Gordon Pon](#)

[Jennifer Poole](#)

[Susan Preston](#)

[Samantha Wehbi](#)

Program Details

Degree Completion Requirements

To complete the Ryerson Masters in Social Work, students must successfully complete:

5 Required Courses (including practicum seminar class)

2 Electives

450 Hour Field Practicum Hours *

Major Research Paper

*# of required Field Practicum Hours have been reduced to 338 due to COVID

Minimum and Maximum Time to Completion

The length of the program or *minimum time to completion* is defined by the graduate program into which a student is admitted. This predetermines the minimum total academic fees that a student must pay prior to graduation. The minimum time for full-time MSW students is three academic terms (one year). The *maximum time* that a student may be enrolled as a full-time student in the MSW degree program is three years (9 academic terms). The MSW program does not have a part time option.

Program Structure

This one-year intensive program includes a total of six academic courses plus the required field seminar. In addition, students complete a 450 hour field placement in the Winter and Spring/Summer terms, and a Major Research Paper (MRP). Students must register for courses in the terms they are offered. Courses are not repeated in an academic year.

TERM 1	TERM 2	TERM 3
Fall 2021 (Sep-Dec)	Winter 2022 (Jan-Apr)	Spring/Summer 2022 (May-Aug)
<p>SK 8101 – Critical Perspectives on Marginalization (Required)</p> <p>SK 8102 - AOP Responses to Marginalization (Required)</p> <p>SK 8103 – Advanced Research for Social Change (Required)</p> <p>SK 8104 – Practice Research Seminar (Required)</p> <p>SK8214 – Special Topics in SW Anti- Black Racism (Elective)</p> <p>Major Research Paper (MRP) (Required)</p> <p>**</p>	<p>SK 8104 – Practice Research Seminar (continued) Conducted over 2 terms (Required)</p> <p>SK 8105 – Field Placement seminars every two weeks and Field placement -3 days a week (Wed, Thurs, Fri) from January until late May for a total of 338 hours (Required)</p> <p>SK8208 – Indigenous Knowledge in SW (Elective)</p> <p>SK8214 – Special Topics in SW Creative Communication (Elective)</p> <p>MRP (Required)</p> <p>**</p>	<p>SK 8105 – Field Placement (Continued) -3 days a week (Wed, Thurs, Fri) for a total of 338 hours (Required)</p> <p>MRP (Required)</p> <p>**</p>

** Possibility of taking SK8211 –Directed Studies, and or other graduate level electives in other Graduate programs across the University

Fall 2020 Weekly Schedule

The official schedule is available in mid July for Fall term, in mid November for Winter term and in mid April for Spring term. All Fall courses will be offered virtually with a mix of synchronous and asynchronous teaching methods. Students should review the [Minimum Technology Requirements for Remote Learning](#) page to ensure they have what they need to access Ryerson University's online learning resources.

MSW FALL 2021 Weekly Schedule				
CLASSES BEGIN TUESDAY SEPTEMBER 7th, 2021				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00	SK8103 Tuesdays 9-12 Research for Social Change Purnima George	SK8102 Wednesdays 9-12 AOP Responses: Policy, Practice May Friedman		
10:00				
11:00				
12:00			SK8214 Thursdays 12-3 Special Topics in SW Funke Oba	
1:00	*SK8104 Tuesdays 1-4 Practice Research Seminar Jennifer Poole Gordon Pon Susan Preston Purnima George			
2:00				
3:00		SK8101 Wednesdays 3-6 Critical Perspectives on Marginalization RFA		
4:00				
5:00				
6:00				
* SK8104 is a required course that runs occasionally over two terms (Fall and Winter). Students will be notified via email closer to September as to which section they have been assigned to and the date of the first class				
REQUIRED	Elective			
SK8211 - Directed Studies in SW - additional form required. Contact Milene Ferreira				

A Look at Winter 2022 Schedule

The Winter schedule will be available in mid November but will be something like below

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00	Possible Course Scheduled	Possible Course Scheduled	SK8105 FIELD PRACTICUM in FIELD ALL DAY	SK8105 FIELD PRACTICUM in FIELD ALL DAY	SK8105 FIELD PRACTICUM in FIELD ALL DAY
10:00					
11:00					
12:00		Possible Course Scheduled	SK8105 FIELD PRACTICUM in FIELD ALL DAY	SK8105 FIELD PRACTICUM in FIELD ALL DAY	SK8105 FIELD PRACTICUM in FIELD ALL DAY
1:00					
2:00					
3:00	Possible Course Scheduled	SK8104 Practice Research Seminar	SK8105 FIELD PRACTICUM in FIELD ALL DAY	SK8105 FIELD PRACTICUM in FIELD ALL DAY	SK8105 FIELD PRACTICUM in FIELD ALL DAY
4:00					
5:00					
6:00					

Required Courses

SK8101 Critical Perspectives on Marginalization

This course explores social marginalization, both as a descriptive concept and as a set of multidimensional explanatory processes. The course aims to produce a complex understanding of the various forms that marginalization has assumed at different times, and of how marginalization has been expressed in relation to particular groups in society. The aim of the course is to develop an analysis which fosters and encourages practical strategies of social work and political interventions.

SK8102 Anti-oppression Responses to Marginalization

This course, taken concurrently with SK8101, theorizes historical developments and examines contemporary contexts of globalization. A wide range of anti-oppression social work strategies for responding to marginalization is explored. The course examines the intricate and layered processes of oppression so that each person takes responsible action. Emphasis will be placed on critical analyses of anti oppression theories and practices. Students will also have opportunities to strengthen their self-reflexivity in terms of their own social location and their previous social work practice.

SK8103 Advanced Research for Social Change

This course is focused on advanced research methods so that students are prepared to design and engage in original research. This course provides knowledge and skills to conduct research from a critical and interpretive perspective. Students will also have opportunities to understand the contributory role of research in any anti-oppression response to marginalization and in the development of inclusive practices.

SK8104 Practice Research Seminar

In the seminar and practice, students draw upon experience, theory and research in order to advance social work thought and/or develop theory focused practice responses. The seminar engages students

in research that advances the knowledge base of anti oppression practice. The professor leads the seminar focused on applied research and theory. Knowledge development is guided by principles of promoting equity and social justice.

SK8105 Field Practicum

Students focus on the synthesis and application of advance anti- oppression social work practice knowledge. The student is expected to apply knowledge gained from practice, theory and research in their advanced practice role within practicum. Students are placed in field placement settings to experience and learn about advanced practice. Student field placements are congruent with the mission of the school and the field of study of the graduate program.

Elective Courses* 2021-2022

*The MSW program offers three elective courses per academic year

SK8208 Indigenous Knowledge in Social Work

This course explores Indigenous and marginalized knowledge forms in a global context in relation to the area of social work and its implications for social justice and transformative change. It includes a critique of what constitutes “valid” knowledge, helping practices and research methodologies. Questions regarding power, difference, identity, representation and spirituality is emphasised.

SK8214 Special Topics in SW*

This course examines selected topics in areas related to the program that are not covered by existing courses. The topic(s) will vary depending on the needs and interests of the students and the instructor. The course description will be announced prior to scheduling the course.

*There will be two Special Topics Courses offered. The one in the Fall will be on Anti-Black Racism, the one in the Winter will be on Creative Communications for Social Workers.

SK8211 Directed Studies (by permission)

Students arrange to work with an individual faculty member on a course designed to pursue readings in a specific area that is relevant to social work and/or anti-oppressive practice work with marginalized persons and communities.

Students are also permitted, by permission of the instructor and the MSW Graduate Program Director, to take other graduate level electives across the university.

Major Research Paper

The Major Research Paper is **mandatory**. Initial steps are undertaken in the context of the Practice Research Seminar (SK8104) which runs September to April and is taught by four professors who also supervise the students in their sections.

After SK8104 is completed, from May to August, students finish the research and writing. The Major Research Paper is a Pass/Fail Milestone which is noted at the end of the students’ academic record and requires no oral defense. It is not a thesis.

Structure of MRP (Sections 1-4 are completed as class assignments for SK8104)

1. Introduction: 2 pages;
2. Literature Review: 8-10 pages;
3. Theoretical Framework: 5 pages;
4. Methodology: 5 pages;
5. Findings/Analysis: 15-20 pages;
6. Implications: 5 pages;
7. Conclusion: 2 pages

The MRP must adhere to the format set by the Yeates School of Graduate Studies in the [Thesis, Major Research Paper and Dissertation Submission Guidelines](#). A template for the MRP will be provided to all students.

Previous MRPs can be found on the [MRP Digital Repository](#)

Field Placement

More detailed information on MSW field placements can be found in the [MSW Field Placement guide](#).

Field Placement Objectives

- Build on existing knowledge and skills for practice and acquire knowledge and skills necessary for advanced anti-oppressive practice
- Apply anti-oppressive principles in practice situations
- Critique practice from an anti-oppressive framework
- Understand, uphold and critique the Social Work Code of Ethics
- Develop the ability to engage in an advanced level of critical self-reflection and reflection on practice
- Develop and demonstrate leadership qualities
- Develop the ability to make a significant contribution to a placement setting
- Understand the complexities and contradictions of practice (especially in relation to working from an anti-oppressive perspective within the current context of practice)
- Develop excellent communication skills
- Develop advanced knowledge and skills for working within a context of diversity
- Develop an appreciation for the connection between social work and social justice and an understanding of how this applies in practice

Field Placement Timelines

- August 2021 to January 2022
 - Work with the Field Office to secure placement, including preparing cover letters/resumes and going on interviews
 - Most students confirm placements in late fall or early winter
- January 2022 to end of June 2022 (possibly July, August)
 - **Three** days per week, typically on **Wed-Thu-Fri**, based on classes being on Mon-Tue, **7 hours** per day
 - Students are required to complete a total of **338 hours** at the placement setting in addition to the time at the integrative seminars facilitated by Faculty Consultant

Recent Placement examples:

- Canadian Mental Health Associations (CMHA Toronto, etc.)
- Children's Aid Societies (Toronto, Peel, York, Durham, JFCS, etc.)
- School Boards (DPCDSB, DDSB, TCDSB, etc.)
- Family Service organizations (FST, etc.)
- Family Health Teams (Inner City, etc.)
- HIV/AIDS Service organizations (Fife House, etc.)
- Community Health Centres (Sherbourne, WHIWH, South Riverdale, etc.)
- Post-secondary institutions (George Brown, etc.)
- Health Care organizations (Toronto East, Southlake, LHINs, etc)

Money Matters

Fees

MSW Graduate Tuition fees are calculated by Program and *not* number of courses. This means, MSW students are charged Full Time fees for each term of registration, regardless of the number of courses they are registered for. Fees are charged to the Student Ryerson fees account (on RAMSS) in August for Fall, in December for Winter and in April for Spring. **Fees are due by the end of the first month of each term, otherwise interest is charged.** Tuition fees are paid online via online banking. A student's student ID number is the account number and the payee is "Ryerson University". Please note there is a three business day delay from when the fees are paid via online banking, and when Ryerson receives them.

RSU GRAD Health and Dental Plan

All full-time students are charged in the Fall term, a fee of \$630 for the RGSU Members Health and Dental Plan. *Students who opted out during their undergraduate studies will need to opt back in.* Students with health coverage may opt out of the health plan. More information can be found here on the [RSU website](#).

Entrance Scholarships

There are a number of types of entrance scholarships available to MSW students:

Ontario Graduate Scholarship	(OGS)	\$15,000
Ryerson Graduate Scholarship	(RGS)	\$15,000
Ontario Graduate Fellowship	(OGF)	\$12,000
Ryerson Graduate Fellowship	(RGF)	up to \$10,000

All applicants are considered for all funding, however for the Ontario Graduate Scholarship, Ryerson Graduate Scholarship, or Ontario Graduate Fellowship, students must have had a minimum 3.67 (A-) average in each of their last two years of study at the time of their application to the program. Additionally, students will have to have received an offer of admission and confirmed their acceptance by mid March.

Students receive funding in three installments applied to the student fees account at the end of the first month of each term (i.e. end of September, end of January and end of May).

In order to remain eligible for funding students must maintain full-time enrolment and attendance in their program at Ryerson. Withdrawal during a term requires repayment of funding.

AwardSpring

[AwardSpring](#) is Ryerson's new online awards and scholarships platform. You will be able to complete one application and be considered for available awards, scholarships, and bursaries! You no longer have to spend hours researching scholarship/awards you are eligible for. You submit the required information and the system will inform you which awards you may qualify for! All School, Faculty and University awards (except YSGS awards) are on this system. You must be a registered student in order to log into the system. It is recommended that all log into the system and create a profile to see what the system recommends. Follow the steps to complete the application as some require additional documents such as statements or letters of recommendation etc.

YSGS Graduate Scholarships and Awards

There are a number of scholarships and awards available to graduate students on a competitive basis. Details are available on the YSGS website at :<https://www.ryerson.ca/graduate/future-students/financing-your-studies/scholarships-awards/>

Financial Assistance

Please consult the [Student Financial Assistance website](#) for information on government financial assistance, scholarships, bursaries, and awards.

More funding opportunities can be found here: <https://www.ryerson.ca/graduate/student-guide/financial-matters/>

In addition, there are Graduate Assistant positions available throughout the year, though these are very competitive. Check out the [Careers website](#) for available opportunities.

OSAP

Students who require Student Financial Assistance may apply for OSAP as early as May.

OSAP funding for graduate students is released late in the fall (end of September, early October) so students should plan accordingly. In addition, graduate funding is released in two installments (fall and winter) so students should remain aware that they will need to pay for spring/summer tuition without benefit of OSAP.

Students should not report Ryerson scholarships on the OSAP application since this is already reported internally.

Visit the [OSAP website](#) for complete details.

Career Boost

Ryerson has a diverse set of on-campus job opportunities available to students. Faculties and departments are regularly looking for talented and engaged students to fill a wide variety of positions including research, peer advising, administrative, technology-based, and social media jobs, and much more. Students are encouraged to check out the [Career Boost website](#).

TA/GA positions

TA and GA are Teaching Assistantships or Graduate Assistantships. Our School TA GA postings will become available before the start of each term. However, Students can log in at any time to see all job postings available. Students are not limited to the MSW or School of Social Work Postings. Students can apply for any postings they feel they qualify for.

TA/GA postings are made available online at <https://careers.ryerson.ca/>

Students can also check out the website <http://www.ryerson.ca/jobs/> for other possibilities.

Important Administrative Matters

Student E-Mail Accounts

As per [policy 157](#), Ryerson University requires all students to activate and maintain a Ryerson University central e-mail account which shall be the official means by which you will receive University and Program communications. Students are expected to monitor and retrieve messages and information issued to them by the University via Ryerson online systems on a frequent and consistent basis. Students have the responsibility to recognize that certain communications may be time-critical. The program will use students personal email accounts until the first week of classes in September. Following the first week, all communication will only be sent to their Ryerson Email accounts. Students are required to use their Ryerson email accounts to communicate with faculty and staff.

Matriculation

Matriculation is the process by which a new student's status changes from an 'applicant' to a 'student'. The Fall term matriculation process normally takes place in mid August. This process can only be performed by the Graduate Studies Admissions Office for applicants who do not have any outstanding admission conditions or whose admission conditions have been cleared. New students should refer to the formal admission letter for instructions and the final date to submit the required documents to the admissions office for the re-assessment of the conditions.

In particular, students enrolled in the Spring/Summer term just prior to starting their Graduate Degree in September, will be required to submit a “verification of completion of degree requirements letter” in addition to final transcripts.

New students who are not matriculated will not be able to activate the Ryerson Online Identity. They will not be able to self-enrol in any courses, and scholarship and OSAP funding will be delayed.

New students may contact the [Graduate Admissions Office](#) if they have any questions concerning the admission conditions stated in the formal admission letter, the procedures of submitting the required documents and getting an email confirmation of conditions clearance. E-mail: grdadmit@ryerson.ca or telephone: 416-979-5150.

Students with a conditional offer must clear all conditions in order to be matriculated and enroll in courses.

my.ryerson

The my.ryerson Portal is a single sign-on online system for accessing various Ryerson web-based applications including online courses (Learning Management System), Ryerson's Administrative Management Self Service (RAMSS), and Ryerson Library.

Login with your my.ryerson username and password obtained during activation of your Ryerson online identity. Once activated, your username and password are ready to be used within 24 hours. To access the portal, visit my.ryerson.ca

Matriculated students can activate their online identity by logging into my.ryerson portal and proceed through the prompts.

RAMSS

Ryerson's Administrative Management Self Service (RAMSS) is accessible through the my.ryerson.ca portal. RAMSS allows you to view your academic status, enrol in classes, apply to graduate, view your account status, add or update your personal information and much much more. For help navigating use the [RAMSS Support](#) page.

Learning Management System – Brightspace by D2L

Ryerson uses Brightspace by D2L to provide online courses, supplemental course materials, work spaces for research, professional development courses and much more. If you are new to Brightspace at Ryerson, start with the [tutorials](#) available online. Brightspace by D2L is usually referred to by faculty, staff, and students, as just D2L.

GRADCentral

As a graduate student at Ryerson University, you will automatically be granted access to GRADCentral, a comprehensive online hub of professional teaching and career development resources to complement your graduate academic training and assist with your transition to academic and /or industry career paths. You will find this in D2L under Online Courses & Organizations when you log into my.ryerson.ca

OneCard

The Ryerson OneCard is the official identification for Ryerson students. It also serves as the Library Card for Ryerson and affiliated universities. It gives students access to buildings, labs, and Recreation Centres (RAC and MAC). It serves as a convenience card for many of the services on campus: photocopying, printing, food purchases, discounts, savings (TTC monthly passes, software and books) etc. New Fall 2019 Ryerson Undergraduate and Graduate Program Students must apply for their OneCard. Visit the [onecard website](#) for details on how to apply for and pick up your card.

Graduate Student Spaces

SLC, 7th Floor

All Grad students can access the [Student Learning Centre's](#), Graduate Study Room (SLC-713) using their Ryerson OneCard. The seventh floor of the SLC, nicknamed "The Forest", also features a large Silent Study room (SLC-720) and 30 bookable [Collaborative and Group Work Rooms](#). (CGWR)

GRADSpace

The GRADSpace facility at 111 Gerrard St. E is available for graduate students looking to study and collaborate. Access is granted via the OneCard. The space features two study areas on level 1 (accessible via stairs or elevator) Both areas can be used for collaborative and group work. The larger room is also suitable for hosting seminars and events. To book the GRADSpace for a meeting or event, please contact Leslie Matic, Student Engagement Officer, YSGS at l2matic@ryerson.ca

MSW Lounge

MSW students have a designated program lounge. The lounge is located in Eric Palin Hall in room EPH-108. Access is via their onecard. There are Chairs, lockers, fridge, kettle, and a microwave, plus a quiet room for when students need to just decompress. There is Wi-Fi and a TV Screen to connect a laptop.



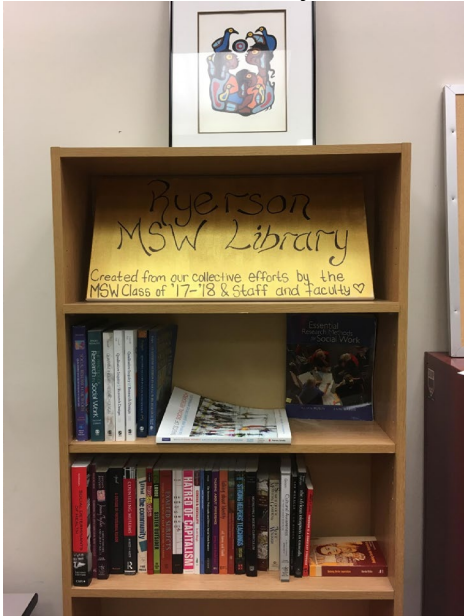
MSW Student Lab

In addition to a designated lounge, MSW students have a designated Student Lab. It is located in the same building, Eric Palin Hall in Room EPH-231 B, access through 231D. MSW students have access to Five computers, a printer with free printing, phone, and work tables. There is a NO FOOD policy for this room.



MSW Student Library

The MSW student Library is located in the MSW student Lab. MSW students have access to a number of copies of books specific to the MSW program. The library is the outcome of the collective efforts by the MSW class of 17-18, staff and faculty. Details on how to sign out books from this library will be sent via email.



Course Registration Information

GD1000 – Continuing Graduate Studies

In each term, all students will be registered into GD1000 by the Graduate Program Administrator. This is NOT a course but rather a code that indicates continuous registration until the completion of the degree program.

Continuous Enrolment

Students are required to maintain continuous enrolment, including payment of applicable fees, in every fall, winter and spring/summer term of their programs until all requirements of their program have been met. This means that fees will be charged for all terms until the student graduates (barring leaves of absence or withdrawal from the program).

Plan of Study

The Plan of Study establishes the plan for courses and/or research that a student will follow to complete degree requirements. The MSW program is designed to be completed in one academic year (3 consecutive terms) and has a set curriculum. The Plan of Study is sent to the students at the beginning of September. Students who will be registered in the program for longer than one academic year, are required to submit a revised Plan of Study. The student will consult with the Graduate Program Administrator to create an initial Program of Study and then will meet with the Graduate Program Director for final approval.

Enrolling in Courses

Course registration opens on August 18. Detailed instructions are provided to all students via email. Students must enroll through RAMSS via the [my.ryerson](https://my.ryerson.ca) portal. Students enrol themselves in all

required courses and social work electives with the exception of SK 8104 - Practice Research Seminar, SK8105 - Field Practicum and SK8211 – Directed Studies, which students are directly enrolled into by the Graduate Program Administrator.

In addition, students choosing to take an elective outside of the Program, will require a signed [Course Substitution Form](#) and will be registered by the Graduate Program Administrator.

SK8104 – Practice Research Seminar

This course has 4 sections. The professors of each section, become the student's MRP supervisor. Students will be assigned to their section of SK8104 in late August and subsequently registered by the Graduate Program Administrator in the first week of September. It is the responsibility of the Graduate Program Director to assign students to their sections. SK8104 runs from the beginning of Fall term to the end of Winter term, however does not meet every week. Official class dates will be posted on the Course Outline.

SK8105 – Field Practicum

Field Practicum officially runs from the beginning of Winter term (January), until the end of Spring/Summer Term (August). Students will be in their field placements Wednesdays, Thursdays and Fridays. However, this course also has a seminar component which, like the Practice Research Seminar, will not meet every week. There will be two sections of the course and students will be assigned to their sections in early January and subsequently registered by the Graduate Program Administrator.

SK8211 – Directed Studies

SK8211 is a one on one with a student and professor providing various possibilities to pursue topics that are not offered on a formal "in-class" basis. This course is created with the student and the professor and must be approved by the Graduate Program Director before registration. It is the student's responsibility to find a supervising professor for the directed studies course. The [Directed Studies Course Approval Form](#) must be approved and submitted to the Graduate Program Administrator for processing before the last date to add a course for the term in which the directed studies is to take place.

Registering for Courses in Other Graduate Programs

Students can substitute an elective course for a course offered in another graduate program at Ryerson. In addition to approval from the Graduate Program Director, via the [Course Substitution Form](#), students also need permission from the teaching department in order to be registered. In some cases, this is the professor who is teaching the course, while in others, it is the Graduate Program Department. Connect with your Graduate Program Administrator for more details and process.

Auditing Graduate Courses

Subject to the approval of the Graduate Program Director and the course instructor, graduate students may register to audit the equivalent of one two-semester course or two one-semester courses in any graduate or under-graduate program at Ryerson without additional fees. Courses taken for audit will not count toward the student's graduation requirements, but will appear on the student's transcript with the designation "AUD" in lieu of a grade. A [Course Audit Form](#) must be approved and returned to the Graduate Program Administrator before the last day to add a course in the term in which the course will be audited.

Dropping Courses

Students must email the Graduate Program Administrator to request to drop a course. The email must be sent from the students Ryerson email, needs to include the correct course information (course

code and title), and the student ID number. Depending on the course drop request, a discussion with the Administrator and or Graduate Program Director may be required.

Leave of Absence

Normally students must maintain continuous registration until the completion of their degree requirements. However, in cases of illness, financial difficulty or compassionate reasons, a Leave of Absence may be permitted for a maximum of two terms. Students on leave will not be entitled to use the services of the University or the program during the Leave. They will not be required to pay fees during the leave, and will not received Funding during their leave. The term of the leave will not be included in the calculation of time to completion for degree.

A student who finds themselves in need of a Leave are to fill out and submit the [Leave of Absence Application Form](#) . Students requesting a Leave of Absence for Parental Leave are to fill out the [Parental Leave of Absence Application Form](#)

Withdrawal from the Program

In rare circumstances students may need to withdraw from the program. To officially withdraw and ensure no fees are charged, students must submit an [Application to Withdraw](#).

YSGS Significant Dates

The complete [Graduate Significant Dates](#) are published by the Yeates School of Graduate Studies. It is important to review these published dates periodically so that deadlines pertaining to scholarships, add/drop courses, tuition fee payments, progress reports, graduation, MRP progress milestones, et are not missed. Please note it is each student’s responsibility to conform to all appropriate deadlines, policies and regulations as specified by the Significant Dates. The MSW program follows the normal twelve week term. The YSGS Significant Dates indicate final deadlines. Meeting those deadlines requires meeting prior deadlines and following procedures outlined by the Program.

ONE SESSION	Fall 2021	Winter 2022	Spring/Summer 2022
First day of classes	7 September	14/17 January	2 May
Last date to add a course	17 September	28 January	13 May
Clearing date or must be registered	14 September	28 January	13 May
Last date to withdraw+ (or drop a course.**) with 100% refund	17 September	28 January	13 May
Last date to withdraw+ (or drop a course**) with 50% refund	8 October	11 February	27 May
Last date to withdraw+ (or drop a course**) in good academic standing with no refund	19 November	01 April	15 July
Last day of classes	6 December	14 April	22 July
Exam period	8-19 December	18 April- 30 April	25-29 July
Term ends	19 December	30 April	12 August

**in programs where fees are charged per course +or complete degree requirements

Student Evaluation

Graduate Grading System

All MSW courses use the following Graduate Grading system. Note that SK8105- Field Practicum is a Pass/Fail and MRP “milestone” is assigned a PSD (acceptable performance) or UNS (Unsatisfactory).

Letter Grades	Grade Points	Conversion Range, % Scale to Letter Grades
A+	4.33	90-100%
A	4.00	85-89%
A-	3.67	80-84%
B+	3.33	77-79%
B *	3.00	73-76%
B- **	2.67	70-72%
F	0	0-69%
FNA	0	NIL

* B is satisfactory performance level for Doctoral study

** B- is satisfactory performance level for Master's study

Additional Grading Categories

PSD	Acceptable Performance
AEG	Aegrotat
CRT	Transfer Credit
NSC	Non-Specific Credit
EXN	Exemption
INP	In Progress
UNS	Unsatisfactory
INC	Incomplete
AUD	Audit
CNC	Course not for Credit
GNR	Grade Not Reported
DEF	Deferred

INC (Incomplete Grade)

A student may receive a grade of INC (Incomplete) in a course where some work remains to be completed and when the completion of the outstanding work may result in a passing final grade. The outstanding work must be completed by a specified date not later than the end of classes in the next term. The INC will be replaced by an official course grade when the work is completed, or with an “F” if not completed. An INC is not included in GPA calculation, nor as a credit or failed course. Incomplete grades must be negotiated with the instructor and *will only be given under special circumstances*. Students are to connect directly with their instructor to discuss the possibility of an INC grade. At the time that the INC grade is assigned, an “Incomplete Grade Agreement email” must be kept in the student File.

Once the outstanding assignment(s) are completed, the instructor will update the grade and the agreement will be discarded.

INCOMPLETE GRADE AGREEMENT TEMPLATE:

TO: Professor teaching the course
CC: mferreir@ryerson.ca
FROM: Student Ryerson Email Address

SUBJECT LINE:
INC Grade Agreement – STUDENT NAME, COURSE CODE, TERM YEAR

I, STUDENT NAME, ID #, acknowledge that I am receiving an INC (Incomplete) Grade in COURSE CODE, COURSE NAME in the TERM YEAR with PROFESSOR NAME.

I must submit the following assignment(s) to PROFESSOR NAME by the set due date:

ASSIGNMENT NAME/DESCRIPTION	DUE DATE:
ASSIGNMENT NAME/DESCRIPTION	DUE DATE:

I understand that if the above outstanding assignment(s) are not received by the agreed-upon date, the grade earned in the course without the missing component(s) will be submitted as final. If no assignments are submitted by the end of the following term, the INC grade will automatically lapse to an "F".

STUDENTS FULL NAME
PROGRAM

The email must be sent from Ryerson email address

Arrangements for Inability to Complete Term Work in More Than One Course

Students who are unable to complete their term work in more than one course, due to circumstances that arise during the semester, should consult with the Graduate Program Directors as soon as possible.

Academic Consideration Request (ACR)

During your studies, you may need to request academic consideration due to extenuating circumstances. Ryerson University has recently developed an automated online system for requesting academic consideration, which as of Fall 2020, is available to all graduate students.

As of September 1, 2020, all graduate students **must** submit their requests for academic consideration online. View the [online request](#) form and instructions for submission.

You **must** submit the online request in advance of the missed work (e.g., test, assignment deadline, lab, etc.) When circumstances do not permit this, you must submit the request as soon as reasonably possible within three working days.

Your instructor(s) will be notified automatically and you will have an electronic record to verify when your requests were submitted and approved. Students should familiarize themselves with the [Academic Consideration Policy](#) [Policy 167]

Academic Standing

Students are assigned an academic standing at the completion of each term based on their academic performance

Clear: Students must have at least a minimum passing grade of B- (or PSD in the case of a pass/fail graded course) in each Graduate Studies registered course, and satisfactory progress in the Thesis, Major Paper or Project.

Students with a CLEAR standing may continue in their program of studies without restriction as to academic standing, although their registration in subsequent courses is subject to prior completion of any prerequisite courses.

Provisional: The student has UNS (UNsatisfactory) progress/grade for the Thesis of Major Project OR a grade of less than B- (F in the case of a pass/fail graded course) in only one Graduate Studies registered course OR has failed to meet a specific program requirement.

Students with PROVISIONAL standing may not continue their program of studies until a specific plan of studies to correct academic deficiencies has been authorized in writing by their Program Director and recorded with the Office of the Registrar.

Students who fail to have a provisional plan of study approved by their Program Director prior to the official last date to add a course may have their course registration(s) cancelled for that semester.

Withdrawn: The student has a second term of UNS grade for the Thesis of Major Project OR has more than one grade of less than B- (F in the case of a pass/fail graded course) in a term OR has failed to meet the requirements of the provisional plan of study OR has failed to complete the graduate studies program within its maximum time limit.

Disciplinary Withdrawal: Disciplinary withdrawal is assigned in response to violations of [Policy 60: Academic Integrity](#) and [Policy 61: Ryerson Student Code of Non-Academic Conduct](#).

Open: An academic standing has not been assigned and the student may continue in the program.

Progress Reports

Progress Reports are used to maintain a record of student progress toward degree requirements and to assign an annual performance designation for progress in MRP. A [Progress Report](#) is due at the end of the first year and every term after that until the completion of the degree requirements. A performance designation of INP (In progress) or UNS (Unsatisfactory) will be assigned. An UNS progress report is equivalent to an “F” grade.

Ryerson Academic Policies

List of Policies

For the complete list of Ryerson’s academic policies, visit the [Senate website](#)

The following policies may be of particular interest:

[Grade and Standing Appeals Policy No. 168](#)

[Grade and standing Appeals – PROCEDURES](#) (part of Policy No.168)

[Course Management Policy No. 166](#)

[Accommodation of Student Religious, Aboriginal and Spiritual Observance Policy No. 150](#)

[Academic Accommodation of Students with Disabilities Policy No. 159](#)

[Grade Reassessment and Grade Recalculation Policy 162.](#)

[Academic Consideration Policy](#) [Policy 167]

[Graduate Status, Enrolment, and Evaluation Policy 164](#)

Codes of Conduct, Discrimination and Harassment

[Academic Integrity Policy](#) 60 [Procedures](#) and [Guidelines](#)

Intellectual freedom and honesty are essential to the sharing and development of knowledge. In order to demonstrate Ryerson's adherence to these fundamental values, all members of the community must exhibit integrity in their teaching, learning, research, evaluation, and personal behaviour.

The Ryerson University Code of Academic Conduct applies to the academic activities, both on and off campus, of all students (graduate, undergraduate and continuing education) enrolled in courses at the University. Ryerson students are responsible for familiarizing themselves with this policy.

The Ryerson Student Code of Academic Conduct (the Code) defines academic misconduct, the processes the University will follow when academic misconduct is suspected, and the consequences that can be imposed if students are found to be guilty of misconduct.

It is imperative that all members of the community abide by the Code in order to maintain an environment that is consistent with the values and behaviour we espouse. Instructors, graduate and teaching assistants, and staff members have a responsibility to take action if they suspect the Code has been violated. Students who have any concerns about academic integrity should discuss them with the Academic Integrity Officer (AIO) or the appropriate instructor if applicable.

The University recognizes the gravity of a charge of academic misconduct and is committed to handling the disposition of such charges in a respectful, timely and thoughtful manner. The University will apply this policy in a manner that is consistent with the principles of natural justice and the rights of students to a timely and fair assessment of their academic performance.

[Student Code of Non-Academic Conduct Policy](#) 61

The purpose of the Student Code of Non-Academic Conduct ("Code") is to establish community standards of non-academic conduct for Ryerson University ("the University"). The Code educates the University's students by providing a non-exhaustive list of the rights, expectations, and responsibilities related to non-academic student conduct. The Code provides a Complaint resolution process that is fair. The Code identifies sanctions that may be assigned which are proportionate to conduct that does not meet community standards; conduct that jeopardizes the proper and orderly functioning of academic and non-academic programs, activities, or operations of the University; conduct that endangers the health, safety, rights, or property of the members of its community, or conduct that adversely affects the property of the University or entities related to the University. The Code provides for and outlines the support available to University community members impacted by conduct that does not meet community standard. Ryerson students are responsible for familiarizing themselves with this Code. For the complete text of the Student Code of Non-Academic Conduct, see

www.ryerson.ca/senate/policies/pol61.pdf

[Discrimination and Harassment Prevention Policy](#)

Any member of the Ryerson Community who believes s/he is being harassed or discriminated against on the basis of a prohibited ground as outlined in the Ontario Human Rights Code (e.g., sex, race, sexual orientation, disability, family and marital status, etc.) is encouraged to contact the [Office of Human Rights Services](#), via phone 416- 979-5349, email: humanrights@ryerson.ca, or visit their office POD-254-A, to discuss what options are available within and outside of Ryerson to deal with their situation.

Ryerson's Non-discrimination Policy Statement

Ryerson's Discrimination and Harassment Prevention Policy is intended to create a climate of understanding and mutual respect for the dignity and rights of every member of the Ryerson community. It applies to all Ryerson employees and students, as well as visitors and contractors. Please see the ODHPS website for the Ryerson University policy, procedures and complaint process <http://www.ryerson.ca/equity/dhpspolicy/>

Definitions

Discrimination is “different treatment” on the basis of one or more of the “prohibited grounds” listed above, e.g., when an individual is centred out on the basis of gender, race, sexual orientation, etc. Harassment is normally considered to be a course of unwanted remarks, behaviours, or communications based on one of the “prohibited grounds” listed above, e.g., “jokes”, comments or e-mail messages which demean or belittle an individual on the basis of sex, race, disability, etc.

Jurisdiction of the University

Any incident involving members of the Ryerson Community and having study or workplace repercussions may be considered within the University’s jurisdiction, whether or not it occurs on campus or during normally defined working hours. Students engaged in **field education** have the same rights as any Ryerson student to freedom from discrimination and harassment. If a concern arises, students can speak with a faculty member or contact Discrimination and Harassment Prevention Services to explore options and strategies (See Field Education Manual).

Any student who feels s/he may be a victim of harassment or discrimination is encouraged to talk about her/his experience with someone who can provide sound advice on what actions are available to the student so that the harassment and discrimination can be stopped.

Ryerson’s Human Rights Services is available to students who have harassment and discrimination concerns.

Notwithstanding the existence of Ryerson's Discrimination and Harassment Prevention Policy and Procedures, and the School of Social Work procedures, every person continues to have the right to seek assistance from the Ontario Human Rights Commission, the police, or the courts.

School of Social Work Policies/Procedures

The following general policies apply to the School of Social Work courses. Specific course requirements and expectations are included in course outlines as prescribed by the [Course Management Policy 166](#).

Culture of Respect

Consistent with the Mission, Policies, and Services of the University, the School of Social Work promotes a culture of respect for human diversity and collegiality among faculty, students, and staff. Within the classroom, a culture of respect stresses that students adhere to the following principles:

- Listen with an open mind to all that is presented and discussed by the instructor and fellow peers;
- Not interrupt or speak when someone else is speaking;
- Think carefully before responding to anything that is presented;
- Ask for clarification when not understanding something;
- Challenge content in ways that lead to greater understanding for all;
- Other expectations may be added through discussion in class.
- Refrain from body language and voice tones that are dismissive (e.g. rolling of the eyes)
- Support one another by arriving to class on time and remaining for the duration

The Anti-Oppressive Classroom and Confronting Microaggression

The School of Social Work mission advances anti-oppression/anti-racism, anti-Black racism, anti-colonialism/decolonizing, Aboriginal reconciliation, feminism, anti-capitalism, queer and trans liberation struggles, issues in disability and madness, among other social justice struggles.

We recognize that microaggression will be addressed in the classroom and in the School.

Microaggression refers to the subtle, covert, and often unconscious acts of racism, classism, sexism, ableism, sanism, and/or heterosexism etc. and includes verbal insults but also non-verbal behaviour such as body language (e.g. avoidant behaviour, glances, rolling of eyes, who speaks, who does not speak). Although individuals will express and experience microaggression on an individual level,

these acts are not viewed as isolated instances that are subjectively named. Rather, microaggression will be taken up as an articulation of power that simultaneously operates at the structural, institutional, and individuals levels. As a community of people connected to the School of Social Work we agree that we will address microaggression as it occurs and discuss how we might be implicated in acts of microaggression, as well as how we can work together to interrupt and resist them.

Approach to Disability

Students who wish to utilize Academic Accommodation Support (formerly the Access Centre), must present Academic Accommodation Support documentation to the instructor prior to a graded assignment, test or exam, according to Academic Accommodation Support Policies and Procedures, otherwise an appeal based on not receiving an accommodation may be dismissed (see section III and Policy 159: Academic Accommodation of Students with Disabilities).

That said, with respect to disability, we take a critical approach at the School of Social Work. This means that, if for reasons of self-identified health/mental health/madness/disability, students are not able to complete an assignment by the due date, or miss some classes due to inability to be physically or engaged intellectually in class, they are encouraged to contact the instructor to discuss alternatives **as soon as possible** prior to any deadlines. It also means that all students recognize such challenges in the classroom and in group work with peers. **Please note that this critical approach does not apply to other courses outside the School of Social Work.** We welcome your feedback on accessibility issues related to each course. Please provide your feedback to the instructor or to the Graduate Program Director.

Of course, students with disabilities or health concerns can register with Student Learning Support – Academic Accommodation and **are encouraged to do so if your accommodations extend to courses outside of the School of Social Work.** Student Learning Support also offers English Language, Study Skills and Transition, Writing and Math supports. Please visit www.ryerson.ca/studentlearningsupport.

Assignment Value

All social work course outlines will specify the value of each assignment, including the value and expectations of group work within the course. As per the Ryerson Course Management Policy, group work for which a student does not receive an individual assessment should not constitute more than 30% of a course grade. Participation grade will not constitute more than 20% of total grade. Social work course outlines will also specify class attendance and participation expectations, including where appropriate, a grade value and consequences for missed classes.

School of Social Work Assignment and Exam Policy

- Students are expected to take responsibility for making sure that assignments have been received by the faculty member.
- Students are expected to maintain rough notes and drafts of course work/ assignments.
- Students must keep a copy of each assignment on file until the original has been marked and returned.
- Unless otherwise notified, students' papers should reflect the guidelines defined in the current edition of *Publication Manual of the American Psychological Association*.
- In case of any delay in submitting assignments, the faculty member should be notified.

Document/Assignment Drop Box

Documents or assignments can be submitted through the Drop Box, unless otherwise specified by your instructor. The Drop Box is located outside the main doors of the School of Social Work (Eric Palin Hall) and is cleared daily. Submitted documents/assignments are date stamped.

Method of Posting Grades

- Assignments will normally be returned within 10 business days from the date of submission with constructive feedback. Constructive feedback refers to any type of instructor response that serves to inform, guide, encourage and/or instruct the student in respect to relevant course work or research. Where the faculty member is unable to meet this timeline, they will notify students in writing. All grades will be made known to students in class or on D2L
- The assignment of an incomplete grade (INC) normally follows discussion between the faculty member and student concerning the work to be completed and the relevant due date(s). To confirm arrangements that are already mutually understood or to provide the necessary information where prior consultation has not taken place, the faculty member will complete the official INC form that specifies the work to be completed and the due dates. Copies of this INC form must be submitted to the Graduate Program Office, which will in turn provide a copy to the student. It is the student's responsibility to follow up with the Graduate Program office if a copy is not received. The due date set by the faculty member will be no later than the end of the following semester, but will normally be earlier than this.
- Students will receive their final course grades only from the Registrar.

Disruptions to Course and Office Hours

Pursuant to the University's commitment to accessibility for all students, students shall be notified of cancelled classes or any changes to the posted office hours or pre-arranged appointments with the instructor. Such information will be sent by email to students' official Ryerson email address.

Academic Integrity and Plagiarism

In graduate education, it is essential that an environment exist where faculty and students have the utmost regard for academic integrity. Graduate students often engage in research with a large degree of independence. Therefore, they are expected to and must pursue their academic and research activities in a manner that is consistent with the highest standards of ethical and scholarly practice. "The minimum penalty for misconduct with respect to work submitted in a course by a graduate student is a grade of "zero" (0) on the work".

For more information for graduate students, please see the [Academic Integrity Policy 60](#).

Course material copyright

All course material, including instructor's slides, group handouts, reading summaries and exam reviews, are prohibited from being distributed in any manner beyond this course without the permission of the instructor. Zoom sessions should not be recorded and distributed.

School of Social Work Social Media Policy

[The School of Social Work Social media policy](#) was implemented in March 2015. The School of Social Work values both academic freedom and freedom of expression and encourages these as fundamental aspects of a university education whether expressed in oral communication, print, or electronically. We recognize the importance of technology and social media and support the use of these communication tools among social workers.

Examples of common social media outlets include; Facebook, Twitter, LinkedIn, Instagram, Vine, online blogs, YouTube videos, and so on. Members of the Ryerson Social Work community, including Faculty, Staff and Students, are responsible and accountable for their actions and statements on all social media platforms.

Guidelines for the Use of Social Media

- Any information posted on social media platforms should be considered public documents and the parameters of privacy and confidentiality should be carefully maintained.

- Members of the School of Social Work community should refrain from disclosing any confidential or identifying information about the School of Social Work, staff and students, or any affiliated placement organizations unless permission is obtained.
- Members of the Ryerson Social Work community must identify that the views expressed on social media platforms are those of the author/writer and not those of the School of Social Work or placement settings, unless authorized to do so.
- Unless given permission by the School of Social Work or a Field Instructor, students are not authorized to speak on behalf of the School or their practicum agency.
- Uploading photographs of clients, classmates, peers, members of the Social Work community, without consent is a breach of privacy and confidentiality.
- Any discussions or conversations held in the classroom should be considered confidential and should not be disclosed via social media. This includes any discussions within peers, students and instructors, and any other personal information disclosed within the classroom setting, unless authorized to do so.
- Any discussions that take place outside of the classroom between students and instructors should also be considered confidential and should not be shared via social media without prior authorization.
- Notes, electronic documents, lectures, and other course related content should not be posted on social media platforms unless authorized by the instructor to do so, to avoid breaking copyright rules and regulations.
- Students must make themselves aware of and follow practicum agency policies regarding the use of electronic technologies and social media platforms.
- Students should discuss the use of electronic devices technologies for personal and placement reasons with their field instructor at the start of each field placement
- Any discussions, activities or conversations with service users, communities, or field placement agencies should be considered confidential and should not be posted to social media platforms without prior authorization.
- In addition to following the confidentiality guidelines outlined by the School of Social Work and the CASW (2005) Code of Ethics, students are required to follow confidentiality and disclosure guidelines outlined by their respective field placement settings.

Use of Technology

Cell phone use is not allowed in the classroom. You are expected to be respectful and use laptops for note-taking and course-related research only. The instructor reserves the right to discontinue laptop use. Laptop use will not be permitted during in-class exercises, group work and other activities specified by the instructor. These rules may be adjusted or altered when necessary, for example, in the context of online classes due to the COVID. Please note: Zoom sessions should not be recorded without permission of everyone involved.

Regrading of Graduate Work or Recalculation

At any time during the semester, students who believe that an assignment, test or exam, either in whole or part, has not been appropriately graded must first review their concerns with their instructor within ten (10) working days of the date when the graded work is returned to the class. Grades not questioned within this period will not be reassessed at a later date. An instructor may require a written request for regrading, stating why the work warrants a higher grade. It is not acceptable for students to request a higher grade without justification based on the merit of work. If there is a concern about work returned during the final week of classes, or a final exam or paper, there may not be an opportunity to review the grade with the instructor or to have the work remarked prior to the assignment of a final grade for the course. In that case, a meeting with the instructor should be scheduled as soon as possible. If an instructor does not agree to review the work, does not provide sufficient rationale for not reviewing the work, or does not respond to the student within five (5) working days, the student may consult the Graduate Program Director who should assist in resolving

the issue and who may initiate a formal reassessment at the earliest possible opportunity. Review the [Grade Reassessment and Grade Recalculation Policy 162](#).

Complaints

It is essential that students deal with situations which affect academic performance as soon as possible. Generally, it is best to seek a solution as close to the problem as possible. If you are having a problem with a course, you should first seek to resolve the issue with the instructor. If the problem affects you in more than one course, or if you cannot resolve the issue with the instructor, you should discuss it with the Graduate Program Director. If there is no resolution, the Graduate Program Director will refer the matter to the Director of the School.

If you are not sure how to deal with a complaint of a non-academic nature, you may seek help from:

- [Ombudsperson](#) – 416-979-5000 ext. 557450 / ombuds@ryerson.ca
- [Ryerson Students' Union](#) – 416-979-5255 ext 552322 / advocacy@rsuonline.ca
- [Equity and Community Inclusion](#) – 416-979-5349 / humanrights@ryerson.ca

Student Supports and Services

For a complete list of Graduate Student Services visit the [YGSG Online Graduate Student Guide](#). Following, are a few we would like to highlight:

FCS Student Connect

Visit the Faculty of Community Services [Student Connect Website](#) for information about FCS, its programs, its services, specifically the [Faculty of Community Services Academic Support Centre](#) which helps with time management and organization, critical reading and comprehension, writing and research skills, focus and memory and note-taking.

Student Learning Support:

The [Student Learning Support](#) (SLS) offers a range of supports for students including but not limited to:

- [Academic Accommodation Support](#) - For Students Living with Disabilities looking for help with their academic Accommodations
- [English Language Support](#) – For student who use English as an additional language looking for help with their writing, reading, listening, speaking, and oral presentation skills
- [Graduate Student Support](#) – for students enrolled in a Graduate Program at Ryerson looking for help with developing graduate-focused academic skills

The Library:

The Ryerson Library provides [workshops](#) and individual assistance specific to Graduate Students. The list of [Services for Graduate Students](#) is available on the [Library Website](#) In addition, there is a [social work dedicated librarian, Jane Schmidt](#), who supports MSW students with research queries and other student needs.

Career and Co-Op Centre

The [Ryerson Career and Co-Op Centre](#) plays an integral role in launching you on your path to career success and becoming Ryerson's "Leaders of Tomorrow". They offer professional and personal development coaching for graduate students navigating academic and industry-based career pathways. Book [a one-on-one appointment](#) with a Career Education Specialist. Topics may include, but are not limited to, job search, networking strategies, resumé and CV review, personal branding (on- and offline) and mock interviews.

Aboriginal Student Services

[Ryerson Aboriginal Student Services](#) provides a culturally encouraging environment and serves as a place to balance academic learning with traditional teachings and culture. We provide specialized services for Aboriginal, Métis and Inuit students on campus and to develop a productive relationship between Ryerson and the Aboriginal Community. Health Supports on Campus

Centre for Student Development and Counselling

The [CSDC](#) offers free, confidential counselling services in a professional and friendly environment. While their services are predominantly short term in nature, the duration of counselling is determined on a case by case basis depending on need and resources availability. Services are provided by their team of psychologists, social workers, psychotherapists and counselling interns.

Located in Jorgenson Hall (JOR-07C), Lower Ground Floor

If you are in crisis and need immediate support Call 416-979-5195 Monday to Friday 9:00am to 5:00pm

or call Good2Talk at 1-866-925-5454 on weekends or after hours.

Graduate Student Counselling by YSGS

Feeling overwhelmed by your MRP or thesis? Need someone to talk to? [Counselling services are available](#) for graduate students at the YSGS office.

Medical Centre

The [Medical Centre](#) is a non-profit unit of Student Affairs that aims to promote a healthy environment for work and study by offering quality health services to current students, staff and faculty. It is located in Kerr Hall West, Main Floor, (416) 979-5070.

Off Campus Supports

Gerstein Centre

Jarvis and Wellesley area

(416)929-5200 gersteincentre.org.

24/7 crisis line, a crisis team (free) that will meet people in the community, and a non-medical space/house where people can go for a few days of respite without being chemically or physically restrained.

Family Services Toronto (including David Kelley Services for LGBTQ+)

128A Sterling Road, 2nd Floor

(416) 595-9618 sau@familyservicetoronto.org

Provides a variety of services including counselling and groups. Free walk in counselling service every Wednesday between 3:30 and 7:30pm.

Women's Health in Women's Hands

2 Carlton Street

(416)593-7655 www.whiwh.com

For racialized women and trans folks living in the GTA

Distress Centre of Toronto

(416) 408-4357. Open 24 hours

Support and crisis intervention services for those currently experiencing situational distress or crisis, Family violence response, Suicide prevention services, Emergency intervention and response

Skylark

Various downtown locations

(416)482-0081 www.skylarkyouth.org

Mental health support for youth and families.

Safety and Security at Ryerson

Ryerson has a number of initiatives to provide community members (students, staff and Faculty) with individual support, help build awareness around personal safety, and empower our community. The [WalkSafe program](#) is a free service which pairs any community member with a uniformed security crew member to escort any community member to various locations on campus, including the subway and nearby parking lots. Safety and security also offers free [Self-Defence Classes](#). Call 416-979-5040