



FACTOR-INWENTASH
FACULTY OF SOCIAL WORK
UNIVERSITY OF TORONTO

Field of Study Manual

Master of Social Work in Indigenous Trauma & Resiliency (MSW-ITR)

2018 – 2019 Edition

Statement on the Acknowledgement of Traditional Land

"I (we) wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and most recently, the Mississaugas of the Credit River. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land."

This statement was developed in consultation with First Nations House and its Elders Circle, some scholars in the field, and senior University officials.

<https://memos.provost.utoronto.ca/statement-of-acknowledgement-of-traditional-land-pdad-72/>

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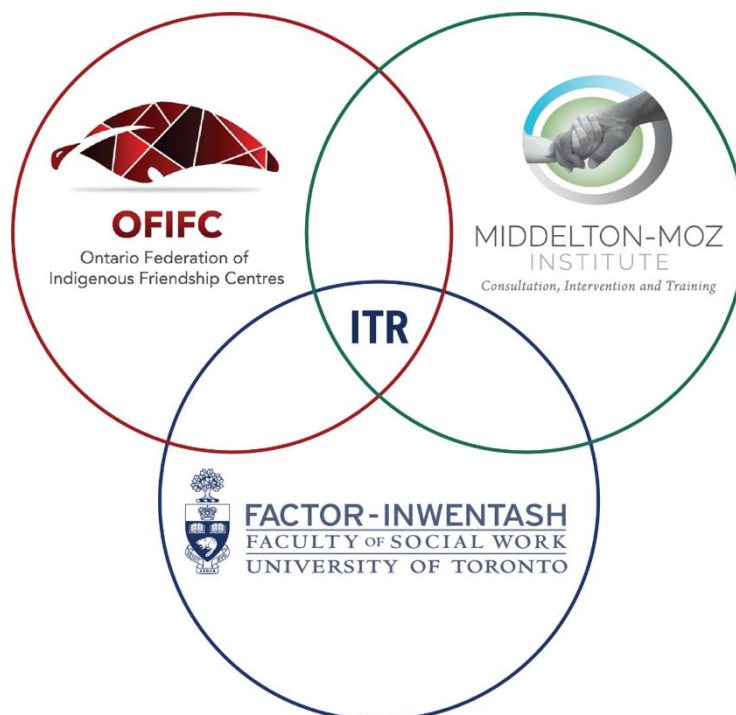
About the Master of Social Work in Indigenous Trauma and Resiliency (MSW-ITR) Field of Study

The foundations for the MSW-ITR field of study are values of respect, honesty, kindness, humility, cooperation and belonging held by the Indigenous people of Turtle Island. The curriculum invites learners of all indigenous origins to identify and explore their ancestry, learning how to build on inherent knowledge and wisdom to inform their social work practice. Each learner will bring their gifts of humanity and healing to the program and learn how to integrate them with the wisdom of an Indigenous worldview, the latest neuroscience and knowledge of trauma and resiliency, and social work practice and ethics to contribute to a collective understanding of how to serve individuals, families and communities in the global context.

The MSW-ITR came from the vision of six Indigenous women: Jane Middleton-Moz, Rebecca Martell, Sylvia Maracle, Kim Anderson, Suzy Goodleaf, and Maria Campbell. They had a dream of how community can change if trauma and healing practices were approached from a culture-based and community-driven lens. In the spring of 2011, the OFIFC and the Middleton-Moz Institute invited leaders in the fields of trauma, education, Indigenous spirituality, healing and leadership, and community intervention to form the Governing Council to envision the MSW-ITR field of study. The current MSW-ITR Governing Council includes: Jane Middleton-Moz, Sylvia Maracle, Suzy Goodleaf, Rebecca Martell and JoAnn Kauffman.

The MSW-ITR Partners

This field of study was launched in 2016 in partnership among the Ontario Federation of Indigenous Friendship Centres (OFIFC), the Middleton-Moz Institute, and the Factor-Inwentash Faculty of Social Work (FIFSW), University of Toronto.



Ontario Federation of Indigenous Friendship Centres (OFIFC)

Founded in 1971, the OFIFC works to support, advocate for, and build the capacity of member Friendship Centres across Ontario. Emerging from a nation-wide, grass-roots movement dating back to the 1950's, Friendship Centres are community hubs where Indigenous people living in towns, cities, and urban centres can access culturally-based and culturally-appropriate programs and services every day. Today, Friendship Centres are dynamic hubs of economic and social convergence that create space for Indigenous communities to thrive. Friendship Centres are idea incubators for young Indigenous people attaining their education and employment goals, they are sites of cultural resurgence for Indigenous families who want to raise their children to be proud of who they are, and they are safe havens for Indigenous community members requiring supports.

In Ontario more than 85 percent of Indigenous people live in urban communities. The OFIFC is the largest urban Indigenous service network in the province supporting this vibrant, diverse, and quickly-growing population through programs and initiatives that span justice, health, family support, long-term care, healing and wellness, employment and training, education, research, and more.

Friendship Centres receive their mandate from their communities, and they are inclusive of all Indigenous people – First Nation, Status/Non-Status, Métis, Inuit, and those who self-identify as Indigenous from Turtle Island. Learn more about the work the OFIFC does to support Friendship Centres at www.ofifc.org.

Middelton-Moz Institute

The Middelton-Moz Institute addresses the effects of current, cumulative, generational and historical cultural trauma with individuals, families and communities. With 44 years of experience as a clinician and author, Jane Middelton-Moz has turned her focus in recent years to delivering community intervention as it is proving to be the most effective for working with people and communities struggling with tremendous grief and loss, impacts of historical and generational trauma, and high drop out rates. She speaks of the need to focus on strength-based approaches to trauma-informed work in schools and communities and increasing recognition of resiliency. Learn more at www.middelton-mozinstitute.com

The Factor-Inwentash Faculty of Social Work (FIFSW)

FIFSW at the University of Toronto was established in 1914 and is Canada's oldest school of social work. Distinguished by its commitment to academic and practice excellence, FIFSW is ranked as one of the top five social work schools in North America. FIFSW offers professional and academic programs of study, with a fully accredited Master of Social Work program and a Doctor of Philosophy program focusing on social work research, education and policy. Learn more at www.socialwork.utoronto.ca.

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Overview of the MSW-ITR Field of Study

Preamble

The MSW-ITR field of study is cohort-based program of study; this means that students entering the program together will take all the same courses at the same time. The one exception is that students may schedule their practicum courses at different times during the program.

The required MSW-ITR curriculum contains three components: (1) in-person intensive courses held at FIFSW in Toronto, (2) online courses taken from the student's home community, and (3) practicum courses in various settings.

Program Requirements

1. Degree requirements are normally completed within two years. The maximum time limit for completing the MSW-ITR Field of Study degree requirements is three years from the date of first registration in the program. The program length is 6 sessions (two years) full-time. Typical registration sequence: Fall, Winter, Spring/Summer.
2. There are a total of 5 six-day intensive face-to-face courses held in Toronto; three in the first year, and two in the second year. Each six-day intensive course includes academic learning, experiential learning, and wellness evaluation and activities. Course assessments include self-evaluations and independent study assignments applying course content in the home community context. **Each intensive course builds on previous intensive courses; therefore, in-person attendance at the intensive courses is mandatory. If you miss an intensive course, you cannot take the next one in sequence and will need to wait until it is offered the following year. Students are responsible for travel and accommodation costs during the intensive course weeks.**
3. Each online course involves academic learning of the subject, extensive reading or audio learning of course material, chat room connection with fellow students and faculty, written assignments and/or oral or written tests (to be determined by the instructor). **If an online course is missed or failed in a given year, students will not have the opportunity to take the course again until the following year.**
4. The year 1 practicum (SWK 4516H), Indigenous Trauma and Resiliency Practicum is a requirement for all students who are entering the program without a BSW degree. It is a practicum in a community setting that facilitates integration of trauma-informed and evidence-based practice with Indigenous knowledges. The practicum hours must meet the 450-hour minimum.
5. The year 2 practicum (SWK 4703Y), MSW ITR Practicum III is 450 hours. (1) Students will complete 410 hours in a supervised practice setting in their own community (this can include a current work setting, if practicum criteria are met). (2) Students will also complete a community intervention with one of the faculty, for which they will receive 40 hours credit upon submission of a successful evaluation. **Students are responsible for travel and accommodation costs during the 40-hour community intervention.**

6. All students complete 7 half-credit courses (3.5 FCEs) in the first year of the Two-Year Program, and 8 half-credit courses (4.0 FCEs) in the second year, which includes 450 contact hours in a practicum (1.0 FCEs). **Students entering the program without a BSW degree also must complete SWK 4102H Social Policy and Social Welfare in the Canadian Context, and SWK 4516H Indigenous Trauma and Resiliency Practicum (450 hours) in year one of the Two-Year Program (1.0 FCEs).** Students entering the program with a Bachelor of Social Work degree will be exempted from SWK 4102H and SWK 4516H.
7. **Registration.** Students are charged fees by Academic Session, not by course, until all program requirements are completed. Students are advised to take the courses in sequence as indicated in the course timetable. Courses taken out of sequence may need to be completed the following year, leading to additional tuition costs and delayed completion of the MSW program.
8. Students may contact the ITR Faculty Advisor for academic support. For other inquiries, students may contact the ITR Student Advisor.
9. In the event that a student does not complete two or more required courses, or receives an FZ (inadequate) after repeating any course, normally steps will be taken by the Faculty to recommend the termination of the student's registration.

Starting Your Graduate Studies

This section of the MSW-ITR Manual provides important dates and information on getting started in the MSW-ITR program to help you manage your progression in throughout your graduate studies.

Important Sessional Dates for 2018 – 2019

Fall Session 2018	
Monday, July 16	Registration for Fall session begins.
Friday, August 24	<p>Recommended tuition fee payment deadline for students registering or starting their program in the Fall session to ensure payment is received by the registration deadline of September 14, and to avoid cancellation of registration and course enrolment. International students must make a payment by this date to ensure they are covered by UHIP at the beginning of September.*</p> <p><i>*Students are considered registered when they have paid tuition and non-tuition fees or when they have completed the register without payment (fee deferral) process. A student's status will change from "Invited" to "Registered" on ACORN when registration is complete.</i></p>
Tuesday, September 11	<p>Fall online courses begin.</p> <p><u>SWK 4703Y, Year 2 Practicum Course Fall Session Start Option, applies ONLY to Year 2 ITR Students who have a BSW degree.</u></p>
Friday, September 14	<p>Mandatory Attendance: MSW-ITR Orientation at Factor-Inwentash Faculty of Social Work (FIFSW) for incoming Year One ITR Students.</p> <p>Registration deadline for students registering or starting their program in the Fall (September to December) session.</p>
Saturday, September 15	<p>Mandatory Attendance: MSW-ITR Opening Ceremony at the Ontario Federation of Indigenous Friendship Centres (OFIFC) for incoming Year One ITR Students.</p>
Sunday, September 16 to Friday, September 21	<p>SWK 4101H intensive course week for Year One ITR students.</p> <p>Consider making time in your schedule to get your TCard at the Koffler Centre (214 College Street), if you have not done so yet. You will need your TCard in order to set up your University of Toronto email account (UTmail+).</p>

Fall Session 2018	
Sunday, September 23 to Friday, September 28	SWK 4901H intensive course week for Year 2 ITR students.
Monday, September 24	Final date to add Fall session courses.
September to October	FIFSW Internal Award Application Period.
Monday, October 29	Final date to drop Fall session courses without academic penalty.
Wednesday, November 7	OFIFC Closing Ceremony for MSW-ITR graduates. Location and time of event will be announced.
Thursday, November 8	Fall Convocation for all MSW students, including ITR graduates. 10:00 AM to 12:00 PM
Tuesday, December 4	Final day of Fall Session online courses for Year 1 and Year 2 ITR students.
Monday, December 24	University closed for winter break from Monday, December 24 to Friday, January 4 inclusive.

Winter Session 2019	
Monday, January 7	University re-opens. Winter online courses begin. SWK 4703Y, Year 2 Practicum Course Winter Session Start. <u>This applies to all Year 2 ITR students.</u>
Friday, January 11	Course work must be completed and grades submitted for Fall session courses.
Sunday, January 13 to Friday, January 18	SWK 4111H intensive course week for Year 1 ITR students.
Monday, January 14	Registration deadline for students registering or starting their program in the Winter (January – April) session.

Winter Session 2019	
Wednesday, January 16	Fall session grades available for viewing by students on ACORN.
Sunday, January 20 to Friday, January 25	SWK 4903H intensive course week for Year 2 ITR students. As SWK 4903H is the final in-person intensive course for the Year 2 ITR students, students are expected to participate in the class closing ceremony taking place on Friday, January 25 th (last day of intensive class).
Monday, January 21	Final date to add Winter session courses.
Monday, February 18	Family Day (University closed).
Monday, February 25	Final date to drop full-year and Winter Session courses without academic penalty.
Monday, April 1	Final day of Winter session online courses for Year 1 and Year 2 ITR students.
Friday, April 19	Good Friday (University closed)

Summer Session 2019	
Monday, April 29	SWK 4516H, Year 1 Practicum begins for <u>only Year 1 ITR students without a BSW degree.</u> Summer online courses begin.
Friday, May 3	Registration deadline for students registering or starting their courses in the Summer (May – August) session.
Sunday, May 5 to Friday, May 10	SWK 4108H intensive course week for Year 1 ITR students.
Monday, May 6	Final date to enrol in May – June or May – August session courses.
Friday, May 10	Course work must be completed and grades submitted for full-year and Winter Session courses (except for extended courses).
Wednesday, May 15	Winter session grades available for viewing by students on ACORN.

Summer Session 2019	
Monday, May 20	Victoria Day (University closed)
Friday, May 24	Deadline to drop May – June F section courses without academic penalty.
May – June TBA	FIFSW Tuition Fee Bursary application period for incoming Year 1 and returning Year 2 ITR students. Access and login instructions TBA.
Monday, June 17	Final date to drop May – August session Y section courses without academic penalty.
Wednesday, June 26	Final day of Summer session online courses for Year 1 and Year 2 ITR students.
Friday, July 12	Course work must be completed and grades submitted for May – June F section courses.
Wednesday, July 17	Grades for May – June F section courses available for viewing by students on ACORN.
Friday, August 30	Completion deadline for SWK 4703Y, Year 2 Practicum All Year 2 ITR students must complete the SWK 4703Y practicum requirements (450 hours; 410 hours spent in a field placement and 40 hours implementing a community intervention) by this deadline in order to be considered for Fall Convocation.

Enabling Your JOINid: For Incoming Year 1 Students

The JOINid is an identifier that University of Toronto applicants can use to log into certain websites, including ACORN (Accessible Campus Online Resource Network), the University’s online registration system. Applicants receive information about their JOINid approximately 3 to 5 days after submitting the online application for admission through an acknowledgement email from the University.

As an incoming, newly admitted student, you can use your assigned JOINid prior to receiving your TCard to access ACORN (www.acorn.utoronto.ca), where students go to register and enroll in their courses online before September.

In order to register and enroll in courses on ACORN, incoming students must enable their JOINid on the UTORid website: www.utorid.utoronto.ca/cgi-bin/utorid/enable.pl.

Setting Up Your TCard, UTORid, and University of Toronto Email Account

Getting Your TCard

Your TCard is your identification for academic purposes. It includes your photo, UTORid, student number (or personnel number, for staff and faculty) and a barcode. It provides access to services and facilities such as libraries, athletic facilities, exams, meal plans, online learning portal, printing services, and more. As of June 1, 2018, TCard Service Offices at all three University of Toronto campuses will be issuing TCards for new and returning students who have accepted their invitation for and beginning their studies in the Fall 2018 academic session.

The St. George Campus TCard Services Office is located in the ground level of the Koffler Centre, at 214 College Street (intersection of St. George Street and College Street). The TCard office is about a ten-minute walk from the Faculty of Social Work. You may visit the TCard website at www.tcard.utoronto.ca/how-to-get-your-first-tcard/ for further information on getting your TCard.

Prior to going to the TCard office, check to see that your legal status in ACORN matches records on your legal documents. Information on finding your legal status in ACORN is available at this link: www.tcard.utoronto.ca/find-your-legal-status-in-acorn/.

To get your TCard, you must bring the following documents with you to the TCard office:

- Student Number, or Letter of Admission, or UTORid/JOINid
- Valid Government Issued Photo ID
- Citizenship Documents

Accepted documentation that you present to the TCard office must (1) confirm your legal status in Canada, and (2) validate your identity. For more information on accepted required documentation, please visit this link: www.tcard.utoronto.ca/documentation-required/.

When you pick up your TCard, you will also receive a sheet with your **Secret Activation Key (SAK)**, which you will need to activate your UTORid.

Activating Your UTORid

The UTORid is an identifier for current or recent University of Toronto students. Your JOINid eventually becomes your UTORid when you begin your studies. With your UTORid, you will have access to a number of services such as email, library resources, Quercus (new learning management system), and the campus wireless network.

You can find your UTORid on the photo side of your TCard, along with other information such as your student number and library number. To activate your UTORid, visit the UTORid website at www.utorid.utoronto.ca. Under the "First Time Users" heading, you will find a hyperlink to activate your UTORid (www.utorid.utoronto.ca/cgi-bin/utorid/activate.pl). On this webpage, you are required to enter the UTORid as shown on your TCard and the Secret Activation Key that you received along with your TCard. Follow the instructions as indicated on the website to complete activation.

If you do not know your Secret Activation Key or need assistance activating your UTORid, please contact the Information Commons Help Desk at help.desk@utoronto.ca. The Help Desk is located on the 1st floor of Robarts Library (130 St. George Street), and you may also call them at 416-978-4357. For hours of service, please visit the Information Commons Help Desk website at: www.help.ic.utoronto.ca/contact.html.

Activating Your University of Toronto Email Account (UTmail+)

At the same time that you are activating your UTORid, you will also activate your UTmail+ account, the University of Toronto's email service. You will be given an email address in the form of "firstname.lastname@mail.utoronto.ca" for your UTmail+ account. Once your UTmail+ account is activated, you can log in to your account at www.mail.utoronto.ca using your UTORid and password.

It is very important that you activate your UTmail+ account in order to access the official MSW-ITR Listserv Announcements and the FIFSW Internal Award Online Application in September.

FIFSW Computer Lab and Printing Access

The Faculty's computer lab and student printer is located on the 7th floor in Room 724. If you would like to access the Faculty's student printer, you must pay a printing access fee, in cash, at the 2nd Floor General Office.

Health and Dental Insurance for Graduate Students

The University of Toronto Graduate Students (UTGSU) Health and Dental Plan

The UTGSU Health and Dental Plan provides students with unique health benefits. The Plan was designed to provide many important services and cover expenses such as prescription drugs, health practitioners, medical equipment, travel health coverage, which are not covered by a basic health-care plan (i.e. OHIP) or the equivalent (such as UHIP for international students). Website: <https://www.utgsu.ca/insurance/>.

University Health Insurance Plan (UHIP) for International Students

The University Health Insurance Plan is a mandatory health insurance plan for all international and exchange students enrolled in an Ontario university. UHIP helps to cover the cost of hospital and medical services for international and exchange students while they are in Canada. International and exchange students are automatically enrolled in UHIP, and the coverage charge will be listed on ACORN. Students can visit the UHIP website directly for more information: www.uhip.ca.

Detailed enrolment information for UHIP is available on the U of T Centre for International Experience website: <https://www.studentlife.utoronto.ca/cie/uhip>.

University of Toronto St. George Campus Map

You may view the University's St. George Campus Map electronically at www.map.utoronto.ca to help you navigate key places on campus during your in-person intensive course weeks.

The print-friendly version of the map is also available through the following link:
www.map.utoronto.ca/assets/files/3D_Map20180427.pdf

Curriculum Information

Course Enrolment

Students enrol in required online and intensive courses online through ACORN, the University's Accessible Campus Online Resource Network, at www.acorn.utoronto.ca. Students log in to ACORN using their UTORid and password. In addition to course registration and enrolment, students can also use ACORN to check fees and finances, academic history and transcript orders, and contact information.

Checking and/or Modifying Course Status

Students are responsible for the accuracy of their timetable through ACORN. Students may cancel or withdraw from individual courses by using ACORN, or by completing an Add/ Drop Course Form ([see Appendix 1](#)) without academic penalty up to the course withdrawal deadlines ([see Important Sessional Dates for 2018-2019](#)).

Withdrawing from a course without academic penalty means that you can drop the course either through ACORN or an Add/Drop Course Form, and have the course removed from your transcript record.

Required Curriculum

The MSW-ITR gradOUTLINE

The following page summarizes the course work and activities for the MSW-ITR field of study in a chart format called the MSW-ITR gradOUTLINE. The gradOUTLINE was recently developed in summer 2018, in collaboration with the School of Graduate Studies (SGS). The version on the next page includes specific dates for the 2018-2019 school calendar.

The MSW-ITR gradOUTLINE shows all Year 1 and Year 2 ITR course work and activities in chronological order, according to the curriculum sequence for the 2018-2019 academic year. Students may find the gradOUTLINE particularly helpful in identifying MSW-ITR milestones and reflecting on areas where further support may be needed.

YEAR 1 SCHEDULE

FALL 2018: SEPTEMBER 11 TO DECEMBER 4, 2018			WINTER 2019: JANUARY 7 TO APRIL 1, 2019		SUMMER 2019: APRIL 29 TO AUGUST 31, 2019		
Required Orientation Activities	Intensive Course	Online Courses	Intensive Course	Online Courses	Intensive Course	Online Course	Practicum Course
<p>September 14 Orientation at FIFSW (246 Bloor Street West)</p> <p>September 15 Opening Ceremony at OFIFC Offices (219 Front Street East)</p> <p>Attendance is required.</p>	<p>SWK 4101H Understanding Historical and Multigenerational Trauma (FIFSW Room 422, 6 Days, 9 AM – 5 PM)</p> <hr/> <p>OFIFC Program Evaluation Activities Monday, September 17 5:30 PM Dinner, talk by OFIFC Executive Director, and Student Focus Groups (Intercontinental Hotel Yorkville, 220 Bloor Street West)</p>	<p>SWK 4106H Social Work Ethics and Indigenous Communities</p> <hr/> <p>SWK 4102H* <i>Social Policy and Social Welfare in the Canadian Context</i></p>	<p>SWK 4111H Trauma-Informed Organizational and Community Intervention (FIFSW Room 422, 6 Days, 9 AM – 5 PM)</p> <hr/> <p>OFIFC Program Evaluation Activities Monday, January 14 5:30 PM Dinner, talk by OFIFC Executive Director, and Student Focus Groups (Intercontinental Hotel Yorkville, 220 Bloor Street West)</p>	<p>SWK 4109H Trauma and Human Development</p> <hr/> <p>SWK 4110H Trauma and Addiction</p>	<p>SWK 4108H Sexual Abuse, Sexual Assault, and the Family (FIFSW Room 422, 6 Days, 9 AM – 5 PM)</p> <hr/> <p>OFIFC Program Evaluation Activities Monday, May 6 5:30 PM Dinner, talk by OFIFC Executive Director, and Student Focus Groups (Intercontinental Hotel Yorkville, 220 Bloor Street West)</p>	<p>SWK 4510H Research for Evidence-Based Social Work Practice</p>	<p>SWK 4516H* <i>Indigenous Trauma and Resiliency Practicum</i></p> <p><i>Students must complete the minimum of 450 hours in a community and/or organizational setting.</i></p>

*Students entering the program with a recognized BSW degree are exempted from taking the online course SWK 4102H and the practicum course SWK 4516H.

YEAR 2 SCHEDULE

FALL 2018: SEPTEMBER 11 TO DECEMBER 4, 2018				WINTER 2019: JANUARY 7 TO APRIL 1, 2019			SUMMER 2019: APRIL 29 TO AUGUST 31, 2019		NOVEMBER 2019
Re-Orientation Activities	Intensive Course	Online Course	Practicum Course	Intensive Course	Online Courses	Practicum Course	Online Course	Practicum Course	<p>Fall Convocation and OFIFC Closing Ceremony for MSW-ITR Graduates</p> <ul style="list-style-type: none"> November 7: ITR Closing Ceremony hosted by the OFIFC, location and time TBA November 8, 10 AM – 12 PM: Convocation Ceremony at U of T Convocation Hall November 8 at 12 PM: FIFSW Reception immediately following Convocation <p>Office of Convocation website: www.convocation.utoronto.ca</p>
<p>September 25 at 12:15 – 12:45 PM, FIFSW Room 422</p> <p>Learning about Quercus, the University's new Learning Management System</p> <p>Attendance is optional.</p>	<p>SWK 4901H Facilitating Training in Indigenous Communities (FIFSW Room 422, 6 Days, 9 AM – 5 PM)</p> <hr/> <p>OFIFC Program Evaluation Activities Monday, September 24 5:30 PM Dinner, talk by OFIFC Executive Director, Community Case Studies, and Student Focus Groups (Intercontinental Hotel Yorkville, 220 Bloor Street West)</p>	<p>SWK 4902H Indigenous Perspectives on Grief, Loss and Unattended Sorrow</p>	<p>SWK 4703Y MSW-ITR Practicum III</p> <p>Fall Start Time Option (see note below)</p>	<p>SWK 4903H Program Development and Healthy Leadership – The Importance of Ceremony and Ritual (FIFSW Room 422, 6 Days, 9 AM – 5 PM)</p> <hr/> <p>OFIFC Program Evaluation Activities Monday, January 21 5:30 PM Dinner, talk by OFIFC Executive Director, Community Case Studies, and Student Focus Groups (Intercontinental Hotel Yorkville, 220 Bloor Street West)</p>	<p>SWK 4904H Working with Couples and Families in Indigenous Context</p> <hr/> <p>SWK 4905H Seeing the Need & Creating the Solution in Indigenous Communities</p>	<p>SWK 4703Y MSW-ITR Practicum III</p> <p>Winter Start Time Option (see note below)</p>	<p>SWK 4517H Indigenous and Participatory Research Methods</p>	<p>SWK 4703Y MSW-ITR Practicum III</p> <p>Complete the SWK 4703Y 450-hour requirements by the end of August in order to be eligible for November graduation.</p>	

IMPORTANT: SWK 4703Y Practicum Information

- To take SWK 4703Y, students must meet the prerequisite of either having a BSW degree, OR completing all Year 1 courses, including SWK 4102H and SWK 4516H.
- Fall and Winter Start Time options are available for SWK 4703Y. Please consult with the Practicum Office to set up your field placement.
- Students must complete the required 450 hours for SWK 4703Y: 410 hours in a field placement and 40 hours in a community intervention.

Required FIFSW Orientation and OFIFC Opening Ceremony

Incoming Year 1 ITR students are required to attend the **Fall Orientation at FIFSW**. In this orientation, students will meet their ITR peers and will be welcomed by Faculty and Staff Members and receive an overview of the MSW-ITR curriculum, online learning management engine (Quercus), practicum, and academic support services at the Faculty and University.

Following the Orientation, students are also invited to attend the **Opening Ceremony hosted by the OFIFC**, a founding partner of the ITR field of study. The Opening Ceremony is a culturally significant event wherein students will participate in a feast and giveaway.

Planning for Intensive Course Weeks

Students are responsible for their own travel and accommodation during intensive course weeks. To offset some of the meal costs, the Faculty provides a light breakfast, lunch, and refreshments during intensive course weeks for MSW-ITR students. On Monday evenings of the intensive course weeks, the OFIFC will be providing dinner at the InterContinental Hotel during the OFIFC's program evaluation and talk by the OFIFC Executive Director.

Financial Planning for Intensive Course Weeks

Students are encouraged to apply for the ITR Tuition Fee Bursary (June of each academic year), FIFSW Internal Award Opportunities (late September to early October of each academic year), and other funding opportunities available through the School of Graduate Studies (SGS), and external provincial and federal government awards (OGS and SSHRC CGS-M).

Temporary Housing and Accommodations

Affordable temporary, short-term housing options affiliated with the University of Toronto are available on and nearby campus. For information on housing options around the University, you can visit the Housing website at www.studentlife.utoronto.ca/hs.

In addition, Victoria College also offers nearby, on-campus bed and breakfast services via the Burwash residence. This housing option is located on 89 Charles Street West, about an 8-minute walk from the Faculty of Social Work, and also conveniently located next to the TTC, Toronto's public transit system. Please note that the availability of the Burwash Bed & Breakfast at Victoria College is very limited, and students are encouraged to arrange their booking as early as possible. The cost ranges from \$70-\$90/night plus tax. Interested students are required to fill out an application form and either fax or scan it (as indicated on the form). Any questions please email accom.victoria@utoronto.ca directly.

The application form and reservation information are available at the following link: www.vicu.utoronto.ca/hospitality/resaccommodations/SummerAccommodations/ReservationInformation/MakeAReservation.htm. More information is available on the Victoria College Burwash Bed & Breakfast website: www.vicu.utoronto.ca/hospitality/resaccommodations/guesthouse.htm

Students can also arrange their accommodations through other services, such as AirBnB.

Online Courses on Quercus

Quercus is the University's new learning management engine, replacing Blackboard. Quercus is created and supported by the broader Canvas platform.

Readings and Additional Resources will be posted on Quercus. Login at <http://q.utoronto.ca/> using your UTORid and password. Courses you are enrolled in will display in Quercus in alphabetical order by course name. Most course materials, organized week by week, will be accessed within each course. Grades can also be accessed and viewed on Quercus through the Grades Page within each course in which you are enrolled, if the instructor has enabled this feature. Official final grades are posted on ACORN.

Students may access the Student Quercus Guide at www.uoft.me/qstudents to familiarize themselves with the learning management engine. For further assistance, students may contact the University of Toronto St. George Help Desk at help.desk@utoronto.ca. Students may also refer to their Orientation Packages for Quercus Information.

A great resource to introduce students to Quercus: Overview of Quercus for Students video: <https://www.youtube.com/watch?v=Hduurl8xPOU&feature=youtu.be> (a four-minute video created by, and therefore branded, UofT Mississauga and posted on YouTube).

Practicum Courses

Overview and Purpose of the ITR Practicum

Practicum courses in the ITR field of study provide students with field education in direct and/or indirect social work practice in trauma-informed intervention, treatment and service delivery, with a focus on the connection between personal, cultural, professional, and academic development. Practicums can be with Elders, respected cultural mentors, and skilled professionals. In their field placements, students discern individual resiliency through values, ceremonies, and teaching of their cultural heritage.

The development of social work competence is the primary objective of the MSW program at FIFSW. Graduates, employers and educators credit field education as one of the most important elements of social work education programs. An experiential form of teaching and learning, social work competence is achieved through the provision and/or development of services to clients, communities, organizations or the larger society. Social service, education and health organizations voluntarily demonstrate their commitment to social work education by offering practicums where theory is integrated with practice, and social work competence can be developed.

The Practicum Office coordinates and supports the activities of the various stakeholders in order to ensure that FIFSW students have the opportunity to develop competence in social work.

Students are encouraged to be familiar with the **Practicum Manual** available online on the FIFSW website: www.socialwork.utoronto.ca/practicum/practicum-manual-2/.

Preparing for Practicum

In preparation for their practicum, incoming ITR students fill out a Practicum Questionnaire, which is emailed to students by the Practicum Office in the summer before first year begins. Incoming ITR students indicate the geographic area in which they expect to complete their practicum and specify whether they know a qualified ITR field instructor who is willing to supervise them. The Practicum Questionnaire is submitted to the Practicum Office via email (practicum.fsw@utoronto.ca) before the beginning of Year 1.

Students may contact the ITR Practicum Coordinator (TBA) to learn more about setting up and preparing for practicum.

Practicum Matching Process

The Practicum Office will work with ITR students to find a field placement and field instructor who meets the ITR Field Instruction Standards (See <https://socialwork.utoronto.ca/wp-content/uploads/2018/05/ITR-Field-Instruction-Standards.pdf>).

When a practicum is approved and the student is matched, a customized schedule indicating major milestones, the Learning/Safety Checklist, and Workplace Safety and Insurance Board (WSIB) form will be emailed to the student, field instructor, and Faculty-Field Liaison (FFL).

For employment-based practicums, students and potential field instructors must submit an Employment-Based Practicum Application Form ([see Appendix 2](#)) to be considered for a practicum in a place of employment. This form is also available on the FIFSW website at: www.socialwork.utoronto.ca/wp-content/uploads/2018/05/Employment-based-Practicum-Guidelines-Application.pdf

Students may contact the Practicum Office at practicum.fsw@utoronto.ca if they require further assistance with the matching process.

Practicum Course Enrolment Procedure

Students enrol in their practicum courses online by adding them on ACORN.

- Year 1 students who do not have a BSW degree must enrol in SWK 4516H (Year 1 ITR practicum course) for the Summer session of first year, when course registration opens at the end of March.
- Year 2 students have the option of enrolling in SWK 4703Y (Year 2 ITR practicum course) for the September – April period, OR as a block in the January – April period. If students require an extension to August to complete SWK 4703Y, they **must complete and submit the [Extension to Complete Course Work Form](#)** ([see Appendix 4](#)).

ITR Practicum Courses

The following table summarizes important information for the MSW-ITR practicum courses: **SWK 4516H** and **SWK 4703Y**. The table includes information on practicum course requirements, start time, required hours, schedule, and completion deadline.

	SWK 4516H ITR Practicum, Year 1	SWK 4703Y MSW-ITR Practicum III, Year 2
Practicum Course Requirements	Students entering with a BSW degree are exempted from taking SWK 4516H.	Prerequisite: Students taking SWK 4703Y either must have a BSW degree, OR must have completed the Year 1 ITR Practicum SWK 4516H.
Start Time	*Students taking SWK 4516H must start their practicum in the Summer Session of Year 1.	*Students have the option of starting SWK 4703Y in September (Fall session of Year 2), or in January (Winter session of Year 2).
Required Practicum Hours to Complete	Minimum of 450 hours in an indirect practice field placement.	Minimum of 450 hours in a field placement (410 hours) and community intervention (40 hours). Please see the 40-hour Community Intervention info sheet: https://socialwork.utoronto.ca/wp-content/uploads/2018/05/Description-40-hr-community-mentorship.pdf Community Intervention Evaluation: https://socialwork.utoronto.ca/wp-content/uploads/2018/09/Community-intervention-evaluation.pdf
Weekly Practicum Schedule	Minimum of 2 days per week at practicum.	Minimum of 2 days per week at practicum.
Completion Deadline	End of Summer Session of Year 1. August 30, 2019	End of Summer Session of Year 2. August 30, 2019

*Students should consult with the Practicum Office to set up their start time and practicum schedule.

Practicum Safety and Learning Checklist

Submission Due Date: Day 1 of Practicum

At the FIFSW, safety and learning have the highest priority. The Practicum Safety and Learning Checklist is emailed to the student, field instructor, and FFL after the approval and matching of the practicum placement. The checklist has been developed to assist the student and field instructor with key components to be covered as the practicum commences.

Once initialed and completed by the student and field instructor, the checklist must be returned to the Practicum Office at practicum.fsw@utoronto.ca on the first day of practicum.

The Practicum Safety and Learning Checklist is also available on the FIFSW website: www.socialwork.utoronto.ca/wp-content/uploads/2018/05/Checklist-I-Practicum-Safety-and-Learning-May-2018-1.pdf

Learning Contract

Submission Due Date: Day 12 of Practicum

A learning contract is a document developed by the student and field instructor to focus and structure the practicum within a competency framework. It specifies what and how a student will learn within a given period of time.

The contract is completed by the student and field instructor, and emailed to the FFL. Students and field instructors are encouraged to review the evaluation rubric when developing the learning contract, available online at: www.socialwork.utoronto.ca/wp-content/uploads/2014/06/Sample-Evaluation-Direct-Practice.pdf

Information on the Learning Contract is available on the FIFSW website, in the Practicum Manual: www.socialwork.utoronto.ca/practicum/practicum-manual-2/overview-of-the-msw-program-and-practicum/#learningcontractsevaluation

Learning Contract Templates

Learning Contract templates for direct and mixed practice and indirect practice are available online, in the Practicum Manual webpage of the FIFSW website. The templates can be downloaded as Word documents directly from the Learning Contract section of the Practicum Manual. The following are download links for the Learning Contract Templates:

Direct & Mixed Practice Learning Contract Template:
www.socialwork.utoronto.ca/wp-content/uploads/2016/09/Learning-Contract-Direct_Mixed.docx

Indirect Practice Learning Contract Template:
www.socialwork.utoronto.ca/wp-content/uploads/2016/09/Learning-Contract-Indirect.docx

Practicum Evaluation and Grading

There are two practicum evaluations for every practicum course: one midterm evaluation and one final evaluation. Both midterm and final evaluations follow the same procedures, with the addition to the final evaluation of a written summary regarding the student’s strengths, development during the practicum, continuing education, and employment supervision, etc.

The online practicum evaluation tool is integrated on the Practicum Administration System (PAS), the database used by the Practicum Office to monitor all practicums. The midterm and final evaluations are completed and submitted on the PAS. For reference, please see the evaluation rubric:

www.socialwork.utoronto.ca/wp-content/uploads/2014/06/Sample-Evaluation-Direct-Practice.pdf

Competency ratings are indicative of the student’s demonstrated ability in this particular context. The ratings should be supplemented by written comments and an overall summary. The model should be individualized and applied in relation to the nature of practice assignments, the practice approaches in the agency, and the learning contract.

Preparation for the Evaluation

Several weeks before the evaluation is due, the student and field instructor should discuss the procedures, format, and content of the evaluation, clarifying expectations and respective responsibilities.

The instructor and student each:

1. Review the learning contract, identifying any additional learning needs;
2. Review the social work practice competency behaviors and the rating scale;
3. Review the practice data / evidence which will be used in evaluation;
4. Independently complete and submit a midterm and final evaluation on the PAS.

Midterm Evaluation and Final Evaluation Due Dates:

	SWK 4516H 450 hours in a field Placement Year 1 Non-BSW	SWK 4703Y 410 hours in a field placement Year 2
Midterm Evaluation	Day 32*	Day 29**
Final Evaluation	Day 65*	Day 59**
	*Based on an approximate 65-day practicum, with 7 hours per practicum day.	**Based on an approximate 59-day practicum, with 7 hours per practicum day.

Grading

The practicum is a credit/no credit course. A credit (CR) is given when a student meets the competency expectations of the practicum.

A no credit (NCR) is given when a student does not meet the competency expectations of the practicum. A no credit (NCR) is the equivalent of a failure (FZ) grade in an academic course and is subject to the same regulations.

More information about grading for practicum courses is available in the Practicum Manual: <https://socialwork.utoronto.ca/practicum/practicum-manual-2/overview-of-the-msw-program-and-practicum/#evaluation>

Practicum Guidelines and Procedures

Students may refer to the Practicum Guidelines and Procedures for information on the following:

- Encrypting personal and confidential information
- Guidelines for resolution of problems in the practicum
- Procedures for dropping the practicum course
- FIFSW guidelines for students requesting reference letters

Link to the Practicum Guidelines and Procedures:

www.socialwork.utoronto.ca/practicum/practicum-manual-2/practicum-guidelines-and-procedures/#meetingcompetency

Making up for Lost Practicum Time

Students are responsible for making up for lost practicum time due to absence, in order to meet the minimum 450-hour requirement for SWK 4516H and SWK 4703Y. Students are advised to reach out to their field instructor, FFL, and/or the ITR Practicum Coordinator if assistance is required in scheduling practicum time to make up for lost hours.

If an absence is longer than 3 days, an [Extension to Complete Course Work Form](#) ([Appendix 4](#)) must be completed by the student and field instructor, and must be submitted to the Faculty Registrar. The approval and signature of the Associate Dean, Academic must be obtained before the course work extension request is sent to SGS for final approval.

For students who are NOT registered with Accessibility Services: A [Verification of Student Illness or Injury Form](#) ([see Appendix 7](#)) must be completed by the student and a licensed treating practitioner (Dentist, Nurse/Nurse Practitioner, Physician/Surgeon, Psychologist, Psychotherapist or Social Worker registered and licensed in the Province of Ontario). The completed Verification of Student Illness or Injury Form is appended to and submitted along with the Extension to Complete Course Work Form.

If there are extenuating and/or disability-related circumstances causing longer-term absence from the practicum, students are advised to register with Accessibility Services for academic accommodations. [See Appendix 5](#) for the [Disability-Related Extension form](#).

Course Evaluation

Student feedback matters. After each online and intensive course, students will be invited to provide feedback for each course. Course evaluations will be completed conveniently through an online system. Students will receive an email invitation at their **mail.utoronto.ca** email address that will direct them to the online course evaluation system. Course evaluations are very important to ensuring the quality of education at this Faculty and informing the development of its curriculum.

Please note that these course evaluations are different from the OFIFC program evaluation of the MSW-ITR field of study.

MSW-ITR Evaluation by the OFIFC

The Masters of Social Work – Indigenous Trauma and Resilience (MSW-ITR) evaluation was designed to address the overarching question: **to what extent does the MSW-ITR program create meaningful change for students and their communities?** In order to determine this, the OFIFC is utilizing the USAI Evaluation Path (2018). Rooted in Indigenous Knowledge, "The Path" illustrates the impact of a program in real-time. Through building in evaluative components from the onset of a new initiative, it incorporates a flexible approach that allows (and accounts for) contextual changes that may occur over time. In addition, this flexibility helps as a safeguard to help ensure that what is happening on the ground remains congruent with the original vision of an initiative.

Exploring to what extent the MSW-ITR field of study creates meaningful change is crucial to ensure that it is meeting student and community needs, and to ensure the long-term health and success of the MSW-ITR. Student insight at this early stage are invaluable.

Information gathered from evaluation activities will be used to inform the growth of the field of study to ensure alignment with student and community needs.

USAI Research Framework:

Utility – The Path focuses on usefulness.

Self-Voicing – The Path is explicitly value-laden.

Access – The Path is open to all.

Inter-Relationality – The Path runs through the intricate web of community relationships, connections, and interactions.

Schedule of Student Focus Groups

The focus groups will take place the first Monday of each intensive course throughout the duration of the MSW-ITR curriculum. There will be a total of five focus groups altogether (see ITR gradOUTLINE for exact dates).

Students will be invited to a dinner following class on the Monday in which they will have an opportunity to hear an Elder speak. Following the dinner, the OFIFC Research Team will hold focus groups in which students will be invited to share their reflections on the MSW-ITR field of study.

Community Case Studies

Following the completion of their first year, students will be formally invited to nominate community members to participate in a Community Case Study as an additional component of the evaluation. Both nomination for the case study (by students) and participation in the case study (by community members) is completely voluntary.

The Community Case Studies take place in the second year of study, so community members can reflect and assess the field of study's impact after some exposure. Ideally two to four community members will be engaged per student to gain a more in-depth understanding of the program's circle of influence.

The OFIFC Research Team will ideally work with two to four students per cohort. With the informed consent of the selected students and their community members, the OFIFC Research Team will be available to travel to students' communities to conduct interviews or focus groups to learn about the impact of the MSW-ITR field of study in the student's community.

Please note that the research questions are not intended to evaluate the performance of students in any way. Students participating in the case studies will be provided with the interview guide when asked to nominate community members. Any data that directly mentions or implicates individual students will not be used or shared.

As the OFIFC acknowledges gift-giving as an important traditional practice of reciprocity, honouraria will be provided to students and community members who participate in the case studies.

Student Participation in the MSW-ITR Evaluation

Ongoing student participation in the evaluation will serve to ensure that the program constantly improves and is responsive to its stated objectives. Through evaluation participation, students have the opportunity to be co-designers of the MSW-ITR and contribute to the educational experience and well-being of future cohorts.

Consent

Participation in this evaluation is entirely voluntary. Participants will be asked to sign a consent form that details their participation in the evaluation process. Participants may withdraw their participation at any time prior to the publication of findings.

Confidentiality

Each participant will be assigned a unique number. Data will be compiled using the participant's unique number to ensure that the information provided cannot be traced to individuals. Participants' personal information will be stored separately from the findings in accordance with OFIFC's policies on secure data management. Findings will be compiled into aggregate data to ensure that information can never be attributed to the participants in any way, including through the use of quotes. All evaluation reports and outputs will be based exclusively on aggregate data.

Curriculum Summary 2018 – 2019

Year 1 Curriculum 2018 – 2019	
<p>MSW-ITR Fall 2018 Orientation at FIFSW</p> <p>September 14, 2018</p>	<p>Incoming Year One ITR students are required to attend the Fall Orientation at FIFSW. In this orientation, students will meet their ITR peers and will be welcomed by Faculty and Staff Members and receive an overview of the MSW-ITR curriculum, online learning management engine (Quercus), practicum, academic support services at the University, and an introduction to the program evaluation by the OFIFC Research Team.</p>
<p>Opening Ceremony at the OFIFC</p> <p>September 15, 2018</p>	<p>Following the MSW-ITR Fall Orientation, ITR students are invited to attend the Opening Ceremony hosted by the Ontario Federation of Indigenous Friendship Centres (OFIFC), a founding partner of the ITR field of study. The Opening Ceremony is a culturally relevant event wherein students will participate in a feast and giveaway.</p>
<p>OFIFC Evaluation Activities</p> <p>Monday evenings of each intensive course week</p>	<p>Focus groups will take place the Monday of each intensive course throughout the MSW-ITR curriculum. There will be a total of five focus groups altogether (see ITR gradOUTLINE for exact dates). Students will be invited to a dinner following class on the Monday in which they will have an opportunity to hear an a talk from the OFIFC Executive Director. Following the dinner, the OFIFC Research Team will hold focus groups in which students will be invited to share their reflections on the MSW-ITR field of study.</p>
<p>SWK 4101H Understanding Historical and Multigenerational Trauma</p>	<p>SWK 4101H looks at the transmission of trauma from cultural, communal, familial and individual perspectives. Students critically examine the impact of generational trauma on historical and current risk factors in communities and gain understanding of the importance of resiliency factors in preventing transmission of generational trauma.</p>
<p>SWK 4106H Social Work Ethics and Indigenous Communities</p>	<p>SWK 4106H provides an overview of social work ethics as defined by the Canadian Association for Social Work and their integration/intersection with indigenous ethical principles in the community context. The course will address practice ethics in both historical and contemporary contexts, drawing on examples from Canadian and international social work practice.</p>
<p>SWK 4102H* Social Policy and Social Welfare in the Canadian Context <i>*Students with a BSW degree are exempted from taking this course.</i></p>	<p>SWK 4102H is a requirement for students entering the program without a BSW degree. It emphasizes knowledge of policy development directly related to the colonization of Indigenous peoples in Canada and contemporary policy processes related to the health, education, family life and welfare of Indigenous peoples, families and communities. Students will learn skills needed to analyze social policies and programs, and will gain critical awareness within and beyond indigenous communities. Attention will also be directed to experiences of Indigenous peoples worldwide and practices in other jurisdictions.</p>

Year 1 Curriculum 2018 - 2019	
SWK 4111H Trauma Informed Organizational and Community Intervention	SWK 4111H examines the foundations of trauma-informed care; the importance, in schools and care giving systems, of early intervention with children experiencing complex trauma. The steps for effective trauma-informed and strength-based organizational and community intervention are examined, from the first phone call to the completion of follow-up action plans with the community.
SWK 4109H Trauma and Human Development (SWK 4109H Continued)	SWK 4109H explores the sequential development of the brain and how trauma impacts that development. Learners are provided with an overview of normal development from birth to adulthood as well as development impacted by complex trauma. Learners will be exposed to methods used with children and adults that can assist in trauma integration.
SWK 4110H Trauma and Addiction	SWK 4110H examines the developmental, neurological and familial roots of addictions. Learners explore factors that influence the development of an addicted brain, the biology of addiction and the trauma-addiction cycle. Students critically examine resiliency factors and strategies for prevention, intervention, and healing in individuals, families and communities, particularly in indigenous contexts.
SWK 4108H Sexual Abuse, Sexual Assault and the Family	SWK 4108H examines the dynamics of sexual abuse in the family and explores why abuse, if not healed, increases in subsequent generations. The course also examines types and typologies of perpetrators of sexual assault and child sexual abuse as well as the aetiologies of sexually deviant behaviours. Learners explore strategies for assessment and treatment of offenders and victims of sexual violence.
SWK 4510H Research for Evidence-Based Social Work Practice	SWK 4510H provides a critical overview of the history of research conducted on and for indigenous peoples and to be a bridge between evidence-based social work practice (EBSWP) and indigenous research knowledges. The course will explore current and historical research from indigenous perspectives, including ethics, methodologies, protocols, and practices. By starting from well-defined research questions, learners will consider the various methods that may shed light on questions relevant to indigenous communities. While the course is not intended to provide intensive training in order to carry out research, the goal is to introduce learners to a variety of research strategies and tools to critically appraise research studies so that the learners will be able to contribute to indigenous research knowledge.
SWK 4516H* Indigenous Trauma and Resiliency Practicum (450 hours) <i>*Students with a BSW degree are exempted from taking this course.</i>	The MSW-ITR Practicum is a requirement for students who are entering the program without a BSW degree. This practicum emphasizes social work practice in a community and/or organizational setting, where global indigenous and/or trauma-informed perspectives can be applied to service provision or community-driven research. Students are assigned to an approved practicum site and field instructor, evaluate community needs, select a focus for the practicum in collaboration with the field instructor, and implement a project.

Year 2 Curriculum 2018 - 2019	
ITR Re-Orientation for Year 2 Students	Year Two ITR students are required to participate in the ITR Re-Orientation, focusing on navigating the University's new learning management system: Quercus. The Re-Orientation will also provide an overview of the new ITR Program Manual, which students may use to find information on registration, courses, important dates, available services and resources at the Faculty and University, ITR FAQ's, and more.
OFIFC Evaluation Activities Monday evenings of each intensive course week	Focus groups will take place the Monday of each intensive course throughout the MSW-ITR curriculum. There will be a total of five focus groups altogether (see ITR gradOUTLINE for exact dates). Students will be invited to a dinner following class on the Monday in which they will have an opportunity to hear an a talk from the OFIFC Executive Director. Following the dinner, the OFIFC Research Team will hold focus groups in which students will be invited to share their reflections on the MSW-ITR field of study.
SWK 4901H Facilitating Training in Indigenous Communities	SWK 4901H prepares learners for the creation and execution of a three-hour workshop on a trauma-related topic. Learners study "participant driven training skills" and examine tips for creating a successful presentation from beginning through delivery. Learners explore group dynamics and skills for dealing with people with whom it can be difficult to work.
SWK 4902H Indigenous Perspectives on Grief, Loss and Unattended Sorrow	SWK 4902H summarizes the steps in healthy grief resolution and reviews and dispels common myths, attitudes and values that block the grief process. Specific symptomatology present in individuals, families and communities experiencing grief from sudden and violent death due to recurrent suicides/murders in communities will be presented as well as methods to assist families and communities in grief resolution.
SWK 4903H Program Development and Healthy Leadership – the Importance of Ceremony and Ritual	SWK 4903H describes the necessary steps in developing dynamic programs that meet the needs of the population served. The course explores the qualities and actions of effective informal and formal leadership, timing and methods of advocating for change, and the significance of ritual and ceremony. Class Closing Ceremony as part of SWK 4903H As SWK 4903H is the final in-person intensive course attended by Year 2 ITR students, a Closing Ceremony will take place on Day 6 of the intensive course in which the class is expected/required to participate.
SWK 4904H Working with Couples and Families in Indigenous Context	SWK 4904H engages learners in a critical analysis of major theories/methods of family therapy in the context of indigeneity, race, ethnicity, sexual orientation and/or other identities and experiences. Learners use their knowledge and creativity to develop effective and culturally sensitive methods of assessing and treating families in their communities.

Year 2 Curriculum 2018 - 2019	
<p>SWK 4905H Seeing the Need, Creating Solution in Indigenous Communities</p>	<p>SWK 4905H prepares learners to identify gaps in mental health service delivery and create solutions for unmet needs in indigenous communities in urban, rural and international environments. Students learn to identify barriers and strengths in communities and develop skills for leadership and program development of prevention and intervention services. Specific areas of need and intervention addressed include: grieving, suicide, family and community violence, addiction and drug use problems, and post-incarceration re-integration.</p>
<p>SWK 4703Y MSW-ITR Practicum III (450 hours consisting of a 410-hour direct practice placement and 40-hour community intervention)</p>	<p>In the Year Two MSW-ITR Practicum, learners undertake field placement in an area of trauma treatment or service delivery. The learner has the opportunity to apply the knowledge of theories, social work values and ethics and principles of trauma treatment presented in the classroom in working with individuals (children, youth, or adults), groups and families.</p> <p>Prerequisite:</p> <p>Having a BSW degree OR Completing all Year 1 ITR courses, including SWK 4102H and SWK 4516H.</p>
<p>SWK 4517H Indigenous and Participatory Research Methods</p>	<p>SWK 4517H draws on indigenous , anti-oppressive and critical theories as the context for emerging methodologies for respectful, culturally-appropriate and community-relevant research in indigenous and other contexts.</p>
<p>OFIFC Closing Ceremony November 7, 2018</p>	<p>The OFIFC will be hosting a Closing Ceremony for ITR graduates and their families. Location and time TBA.</p>

Viewing Final Grades on ACORN

Official final grades are posted online and accessed through ACORN. Students can refer to the Important Sessional Dates for 2018 - 2019 on pages 10 to 13 of this manual for information on the dates at which their final grades are available for viewing on ACORN. If a grade is not available, students can contact their course instructor.

Social Work Code of Ethics and Academic Policies

Social Work Code of Ethics (Canadian Association of Social Workers)

In professional programs such as social work professional behaviour and scholastic performance comprise academic standards. All schools of social work in Canada are expected to have policies requiring student compliance with the social work code of ethics. Students are advised in their letter of admission that they are expected to adhere to the Code of Ethics, both in the Faculty and in the field practicum.

To review the Code of Ethics and the Guidelines for Ethical Practice visit: www.casw-acts.ca/en/what-social-work/casw-code-ethics/guideline-ethical-practice

Freedom of Information and Privacy Act (FIPPA)

The University of Toronto respects the privacy of its students. Personal information that students provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act.

Note that the University cannot identify students or forward students' personal information to others outside the University without the consent of students. For further information, please see: www.rosi.utoronto.ca/fippa.php.

Code of Behaviour on Academic Matters

In order to protect the integrity of the teaching, learning, and evaluation processes of the University, the Code of Behaviour on Academic Matters is concerned with offences which faculty members and students may intentionally commit. See the SGS website for Academic Integrity Resources at: www.sgs.utoronto.ca/facultyandstaff/Pages/Academic-Integrity.aspx

Code of Student Conduct

The University of Toronto Governing Council website contains the Code of Student Conduct document if students need information and clarification on the Code.

This document can be accessed at the following link: www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjul012002.pdf

Academic Integrity

Students in graduate studies are expected to commit to the highest standards of integrity, and to understand the importance of protecting and acknowledging intellectual property. It is assumed that they bring to their graduate studies a clear understanding of how to cite references appropriately, thereby avoiding plagiarism. Common examples of problematic academic practices that lead to consequences for plagiarism include:

- Copying and pasting from a source and providing a citation but forgetting to put quotation marks around the content;
- Using material from a source and making changes in specific words or sentence structure but not citing the original source.
- Using ideas from a source without citing the original source.

Graduate students are understood to be capable of expressing ideas that are original and distinct from those of the sources to which they refer. The consequences for academic dishonesty are very high at the graduate level; suspected plagiarism is immediately reported to the Associate Dean's Office and referred to the School of Graduate Studies. Please take the time to review your work carefully to avoid these consequences.

Maintaining Good Standing

Students are required to remain in "good standing" in their graduate program and to make "satisfactory progress" toward the completion of degree requirements. Good standing is when the requirement of minimum grade performance in course work is maintained and degree requirements are successfully completed. Satisfactory progress refers to the speed and timeliness of progression through degree requirements. Eligibility for funding and registration in the program may be affected if the student does not remain in good standing or if the student does not make satisfactory progress, so it is important for students to meet with advisor(s) regularly and ask for feedback on their progress.

More information on the SGS website: www.sgs.utoronto.ca/currentstudents/Pages/Maintaining-Good-Standing.aspx

Graduate Academic Appeals and Procedures

Graduate students registered in the School of Graduate Studies (SGS), may appeal substantive or procedural academic matters, including grades, evaluation of comprehensive examinations and other program requirements; decisions about the student's continuation in any program; or concerning any other decision with respect to the application of academic regulations and requirements to a student (see SGS General Regulations 11.1 for reference: www.sgs.calendar.utoronto.ca/general-regulations).

For detailed information on procedures around graduate academic appeals, please visit the SGS website at www.sgs.utoronto.ca/facultyandstaff/Pages/Graduate-Academic-Appeals.aspx. Students may also refer to [Appendix 10](#) and [Appendix 11](#) of this manual for Academic Appeals forms.

Accessibility and Academic Accommodation

Academic Accommodations

Accommodation is the process by which suitable arrangements are made for people with disabilities. Academic accommodations are provided when students experience disability-related barriers that prohibit demonstration of their knowledge and skills. Accommodations are provided to level the playing field upon which students can establish their success.

An accommodation is any change that enables students with disabilities to participate equally in the environment and activities of either a particular class or university life in general. This includes making changes to course delivery, assessment methods, the types of resources provided, and physical access to a class. It involves removing barriers of all kinds, including physical or architectural barriers, information or communication barriers, barriers caused by attitudes, and policies or practices that create barriers.

Accommodations are determined based on available information regarding your functional limitations and their impact on your academic work, as applied to the academic demands of the student's program, that is provided by:

- The student, in dialogue with your Accessibility Advisor
- The student's healthcare practitioner
- Provincial best practices

For more details about academic accommodations at the University of Toronto, students are encouraged to visit the Student Life, Accessibility Services website:

www.studentlife.utoronto.ca/as/academic-accommodations.

Registration with Accessibility Services

Students are encouraged to register with Accessibility Services if they identify with any of the following disability categories and may require academic accommodations during the duration of their program:

- Attention Deficit Hyperactivity Disorder (ADHD)
- Autism Spectrum Disorder
- Brain Injury or Concussion
- Chronic Health Issues (e.g. Bowel Diseases, Epilepsy, Migraines)
- Deaf / Hard of Hearing
- Learning Disability
- Mental Health (e.g. Anxiety, Depression, Schizophrenia, Eating Disorders, PTSD)
- Mobility / Functional Issues
- Low Vision / Legally Blind
- Temporary Issues (e.g. broken bones)

Registration with Accessibility Services is completed and submitted online through the central intake process: www.studentlife.utoronto.ca/as/new-registration. Students must attach any documentation that provides information about the functional impacts of their disability and accommodation needs.

Timeliness is key in setting up any academic accommodation, and so students are encouraged to register with Accessibility Services as early as possible.

Intake Appointment following Registration

After submitting the registration package, students will be contacted by Front Desk staff to set a date and time for an intake appointment with an Accessibility Advisor. Appointments may be booked in person, via phone at 416-978-8060, or by email: accessibility.services@utoronto.ca. The Central Accessibility Services Office is located at 455 Spadina Avenue, 4th Floor, Suite 400.

Financial Support for Disability-Related Services and Equipment

Students with permanent disabilities may receive funds through the Canada Student Grant for Persons with Permanent Disabilities as part of their OSAP funding. In addition, grants are available through the Ontario Bursary for Students with Disabilities (BSWD) and the Canada Student Grant for Services and Equipment for Persons with Permanent Disabilities to help with disability-related supports and services for students with permanent or temporary disabilities.

Students receiving aid from another province or territory should contact their province or territory to learn more about the disability-related programs that may be available.

Students with disabilities may also be eligible for the SGS Accessibility Grant ([see Appendix 8](#)): www.sgs.utoronto.ca/currentstudents/Pages/Accessibility-Awards-and-Financial-Resources.aspx

Students should book an appointment with their Accessibility Advisor to discuss financial supports for students with disabilities.

On Location Accessibility Advisor for Professional Faculties North

As part of a broader initiative by the University, On Location Accessibility Advisors are being assigned and placed in academic units throughout the St. George Campus. The goal is to help reduce barriers to accessing services and accommodations. The On Location Accessibility Advisor for Professional Faculties North is Reshma Dhrodia. Based in FIFSW, Reshma is the On Location Accessibility Advisor for students in Social Work, OISE, and Law.

To make an appointment to see their assigned Advisor, students may contact Accessibility Services in person or via telephone or email. For privacy and confidentiality reasons, students will not be able to make appointments through the front desk at their academic division, and the Advisor's student meeting schedule will not be visible to staff at the academic site. Some students may work with an Advisor at the Central office rather than at FIFSW. This will be determined during the intake process and will depend on the needs of the student.

Academic Support Services

Learning Strategist

Through the Academic Success Centre, students can set a meeting with a Learning Strategist for individualized academic support. In these meetings, students can:

- Learn to manage time and address procrastination issues and stress
- Develop new strategies, including active studying, reading and note-taking, and exam preparation
- Improve research, writing, and presentation skills

For more information, students can visit the Academic Success Centre website at www.studentlife.utoronto.ca/asc to learn more about learning strategies, available workshops, and peer support.

Indigenous Learning Strategist

For Indigenous students in graduate and professional programs, First Nations House (FNH) at the University of Toronto also offers the following services and supports:

- Meet with the Indigenous Learning Strategist
- Get help with academic planning
- Advocacy for academic issues
- Access the Resource Centre and Computer Lab

More information about First Nations House is provided in this ITR manual (see Community Connections On Campus), and students may also visit the FNH academic support website at www.studentlife.utoronto.ca/fnh/academic-support.

Writing Support

The Health Sciences Writing Centre (HSWC) offers individual writing instruction and support to MSW and PhD students in Social Work. Students may bring in writing assignments at any stage, and Writing Centre staff will help develop capacity to plan, research, organize, write and revise papers and theses. Visit the HSWC website at www.hswriting.ca to book an appointment online.

The HSWC is located in Room 344 at FIFSW. Social Work students may also make use of the roster of appointments in our offices in the Faculty of Nursing and the Athletic Centre. A full schedule of appointments and maps describing our locations are posted on the website. The HSWC is a busy site, so it is advisable to book at least two weeks in advance.

Library Support

The Liaison Librarian for the Faculty of Social Work is Jenaya Webb, Public Service and Liaison Librarian, jenaya.webb@utoronto.ca.

Graduate Centre for Academic Communication (GCAC)

GCAC offers five types of support designed to target the needs of both native and non-native speakers of English: non-credit courses, single-session workshops, individual writing consultations, writing intensives, and a list of additional resources for academic writing and speaking.

All GCAC programs are free. While the **workshops** function on a drop-in basis, **writing centre consultations** require an appointment, and **courses** and **writing intensives** require registration. Visit: <http://www.sgs.utoronto.ca/currentstudents/Pages/GCAC.aspx>.

Funding Opportunities

FIFSW Internal Award Opportunities

FIFSW Tuition Fee Bursary for MSW-ITR Students

Factor-Inwentash Faculty of Social Work (FIFSW) Tuition Fee Bursary has been established to assist MSW students enrolled full-time in either the first or second year of the Indigenous Trauma and Resiliency Field of Study on the basis of financial need. Applicants must be accepted into the MSW Program at the time of application and must maintain full-time registration throughout the Academic Year. Bursaries are open to eligible domestic or international students in June of each year.

Demonstration of financial need is required by completing the Financial Needs Assessment form within the FIFSW online internal award application. Students will be expected to budget accordingly to meet their financial needs through employment, OSAP, First Nations band funding (third party scholarship), and any other resources available to them. The FIFSW Tuition Fee Bursaries have been established to address unmet need up to a maximum of \$5,000.00. Out-of-province students are also eligible for support in meeting unmet need on the same basis as Ontario students. The award be applied directly to tuition in the Fall.

Information on the FIFSW Tuition Fee Bursary is available on the Faculty website:
www.socialwork.utoronto.ca/current-students/financial-support/#award-diversity-based

Internal Award Application for all Social Work Students

The Faculty's Internal Award application period opens every Fall Session of each academic year. To be considered, the applicant must be a full-time student enrolled in either the MSW or PhD programs. The Internal Awards system is accessible only during the application period in the Fall session online via www.internalawards.socialwork.utoronto.ca. The deadline to apply is typically in early October. Students who applied are notified near the end of the Fall Session and award recipients receive funding after classes commence for the Winter Session, in January. For more information on the Internal Awards offered by the Faculty, please visit the Faculty website at www.socialwork.utoronto.ca/current-students/financial-support/#internal.

Conference Travel Support

Current FIFSW PhD and MSW students are eligible for \$400 once every two academic years for the presentation of peer-reviewed presentations at social work and social work related conferences. Approval of the allocation of these funds should be requested from the Associate Dean, Academic's Office with the following documentation in hard copy:

1. Letter of acceptance of presentation from conference planning committee or abstract of presentation
2. Original receipts as follows:
 - Conference registration fees
 - Airfare: include your paid receipt/invoice and boarding passes
 - Accommodation: detailed statement of charges from the hotel
 - Ground transport: receipts for taxis, train or bus
 - Meals: an itemized receipt (not credit card receipts) for all meals is required. Alcohol is not eligible.
3. If you have received the School of Graduate Studies (SGS) Conference Grant please provide a copy of the award letter.

Contact Natasha Valentine, the Assistant to the Associate Dean, Academic's Office:
n.valentine@utoronto.ca
(416) 978-5659

Information on Conference Travel Support is available on the Faculty website at
www.socialwork.utoronto.ca/current-students/financial-support/#conference

School of Graduate Studies (SGS) Funding Opportunities

Information on financial aid and advising for graduate students:

<http://www.sgs.utoronto.ca/currentstudents/Pages/Financial-Aid-and-Advising.aspx>

Information on scholarships and awards for graduate students:

<http://www.sgs.utoronto.ca/currentstudents/Pages/Scholarships-and-Awards.aspx>

SGS Conference Grant

The SGS Conference Grant provides modest financial support to eligible students who will be actively presenting their research at an academic conference. Two application cycles occur every year (Winter/Spring and Fall). Website:

www.sgs.utoronto.ca/currentstudents/Pages/SGS-Conference-Grant.aspx

SGS Indigenous Graduate Travel Award

The purpose of the SGS Indigenous Graduate Travel Award is to provide financial assistance to University of Toronto Indigenous graduate students to participate in educational and experiential learning in Canada or abroad in activities specifically focused on Indigenous student or education issues. Possible activities include Indigenous-focused events, workshops, meetings, field trips, competitions, and other educational-related activities off campus approved by the Supporting Aboriginal Graduate Enhancement Group (SAGE). Up to 10 awards

of \$1,000 each will be awarded annually, and applications will be considered in spring and fall. Amounts are based on the recommendation of the SAGE Award committee, in conjunction with the Centre for Indigenous Studies. Website:

www.sgs.utoronto.ca/currentstudents/Pages/Travel-Conference-Awards.aspx

SGS Emergency Grant

The SGS Emergency Grant program aims to assist currently registered, full-time graduate students who encounter an unanticipated serious financial emergency. The grant is intended to help provide immediate short-term relief of such financial need and is not intended as a source of long-term funding. All graduate students who encounter an unanticipated serious financial emergency are encouraged to meet with the SGS Graduate Student Financial Advisor (call at 416-978-2839 or email at sgs.financial.assistance@utoronto.ca) to discuss options and determine eligibility. Website: www.sgs.utoronto.ca/currentstudents/Pages/Completion-Grants-Emergency-Funding.aspx

SGS Emergency Loan

The SGS Emergency Loan alleviates temporary cash flow problems for students who are expecting the release of funds in the near future (i.e., 30 to 120 days) from employment, a major award instalment, OSAP (Ontario Students' Assistance Program), teaching assistantship, or research assistantship payment, etc. Loan applications are processed on an ongoing, continual basis throughout each academic session. Website:

www.sgs.utoronto.ca/currentstudents/Pages/Completion-Grants-Emergency-Funding.aspx

SGS University-Wide Awards

Through the generous support of numerous donors, a number of endowed awards have been established at the School of Graduate Studies. Approximately 16 awards with individual eligibility criteria and values are available within the SGS University-Wide Awards competition. Please review the individual eligibility criteria, conditions, and application procedures for each award listed within the SGS University-Wide Awards competition. Website:

www.sgs.utoronto.ca/currentstudents/Pages/University-Wide-Awards.aspx

International Student Awards at SGS

Information on award opportunities for currently registered international students is available on the SGS website at: www.sgs.utoronto.ca/currentstudents/Pages/International-Student-Awards.aspx.

First Nations House Funding Opportunities

The University of Toronto's First Nations House (FNH) also offers award opportunities and other financial assistance to Indigenous graduate students. Students can learn more about these funding opportunities on the FNH website at www.studentlife.utoronto.ca/fnh/financial-assistance, or contact Julie Ann Shepard, Coordinator of Academic Supports at julie.shepard@utoronto.ca.

The following are several internal and external financial assistance opportunities for Indigenous graduate students to consider.

Gladys Watson Aboriginal Education Award

To be awarded to Indigenous students, including Status, Non-Status, Métis and Inuit students, enrolled in graduate programs at the master's or doctoral level, and second-entry professional programs. All Indigenous students in these programs are eligible to apply, full-time and part-time, with preference given to those students who demonstrate financial need. Application deadline is November 1st, annually.

Application for Gladys Watson Aboriginal Education Award:

http://www3.adm.utoronto.ca/php/website_files/pdf_applications/watson_g_app.pdf

Indigenous Student Bursary

Available to all Indigenous students studying full-time and part-time at the graduate or professional level. Bursaries are based on financial need. Applications accepted between November 1st and February 1st (emergency assistance may be considered outside of these dates). Contact the Coordinator of Academic Supports (julie.shepard@utoronto.ca) for application.

Dr. Lillian McGregor Aboriginal Award of Excellence and the Marilyn Van Norman Aboriginal Student Leadership Award

To be awarded to Indigenous students studying full/part-time at the University of Toronto on the basis of financial need and Ontario residency. Preference will be given to applicants who can demonstrate a contribution to the Indigenous community through volunteerism and involvement with First Nations House and/or an Indigenous Student Group at U of T (i.e. Native Students Association - NSA, Indigenous Studies Student Union - ISSU, Indigenous Education Network - IEN, Supporting Aboriginal Graduate Enhancement - SAGE and/or Indigenous Law Students Association - ILSA). Students will be considered for both awards. Deadline for submission of completed application and supporting documents is February 1, 2019.

Application form: www.future.utoronto.ca/content/dr-lillian-mcgregor-aboriginal-award-excellence-marilyn-van-norman-aboriginal-student

The President's Award for the Outstanding Indigenous Student of the Year

The award will be given to Indigenous students (First Nations Status, Non-Status, Métis, Inuit). The recipient will be selected on the basis of academic achievement, and previous and/or intended contribution to the Indigenous community. Student must be studying full-time and involved in course work. Deadline to apply is June 1st, annually.

Application: www.future.utoronto.ca/content/presidents-award-outstanding-indigenous-student-year

Indspire Bursaries, Scholarships and Awards

Indspire is an organization that offers financial awards to First Nations (status and non-status), Inuit and Métis students. There are three different application cycles every year for Indspire award opportunities. The deadline for each respective application cycle is: August 1st, November 1st, February 1st at 11:59 PM (EST).

Students apply through the Indspire website at www.indspire.ca/for-students/bursaries-scholarships/.

Miziwe Biik Post-Secondary & Apprenticeships Bursaries

In order to apply, students must be First Nation, Métis, or Inuit, a resident of the Greater Toronto Area, must be a current student in a post-secondary accredited institution or proof of enrollment for next year. The application is available for download on the Miziwe Biik website: www.miziwebiik.com/post-secondary-bursaries.html.

Students submit their original application package with supporting documents to Miziwe Biik Aboriginal Employment & Training, 167 Gerrard Street East, Toronto, ON M5A 2E4.

For more information please contact: Nicole Hare, at 416-591-2310, or email: nicole@miziwebiik.com

Métis Nation of Ontario Bursary

To be awarded to Métis students registered and enrolled at the University of Toronto who demonstrate financial need. Application deadline is November 30th, annually.

MNOB Application:
http://www3.adm.utoronto.ca/php/website_files/pdf_applications/metis_nation_app.pdf

Bennett Scholars

Awarded to full time undergraduate students with Indigenous backgrounds on the basis of financial need. Recipients must be Canadian citizens or permanent residents. Deadline to Apply November 1st, annually. Completed application form along with supporting documentation must be submitted to:

Scholarships and Awards
Enrolment Services
172 St. George St
Toronto, ON M5R 0A3

Or via email at: awards.uoft@utoronto.ca

http://www3.adm.utoronto.ca/php/website_files/pdf_applications/BennettScholars_app.pdf

External Government-Funded Award Opportunities

Ontario Graduate Scholarship (OGS)

The OGS Program recognizes academic excellence in graduate studies at the master's and doctoral levels in all disciplines of academic study. The value of the OGS is \$5,000 per term for up to 3 terms of full-time registration. Information will be available on the SGS website in November. The OGS application deadline for Social Work students will be posted also on the SGS website (www.sgs.utoronto.ca) at that time.

Social Science and Humanities Research Council (SSHRC), Canada Graduate Scholarship – Master's (CGS-M).

The CGS-M Program recognizes research and academic excellence of eligible Master's students who demonstrate a high standard of achievement in their studies. Interested applicants must demonstrate a significant research component in their graduate studies. The value of the CGS-M award is \$17,500 for one year. Please visit the CGS-M website for full details and eligibility criteria: www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp.

Community Connections on Campus

First Nations House: Resources and Community Events

A gateway to the Indigenous community in the University of Toronto St. George campus, First Nations House provides learning spaces, resources, and services for Indigenous and non-Indigenous students.

Location: North Borden Building at 563 Spadina Avenue, 3rd Floor

Email: fnh.info@utoronto.ca

Phone number: 416-978-1893

Resource Centre and Computer Lab

The Resource Centre maintains a growing collection of printed materials and audiovisual resources that represent a wide range of Indigenous-related content. The FNH Resource Centre Coordinator is very knowledgeable about Indigenous issues and is available to assist students with research.

The centre carries many of the texts and other course materials required in the Indigenous Studies Program as well as a wide range of books that support students taking courses in other faculties and departments. Students can drop in or make an appointment with Jeff Kiyoshk Ross, Resource Centre Coordinator at jeffrey.ross@utoronto@utoronto.ca.

Academic Advising

FNH offers culturally supportive academic advising to both undergraduate and graduate students on all three campuses. FNH can help with any of the following:

- Assistance with academic planning
- Advocacy with other U of T departments
- Referrals to all U of T Student Life programs
- Assistance with registration and scheduling
- Pre-admission counselling
- Tutorial accommodation
- Assistance in applying to graduate school
- Personalized one-on-one appointments

Contacts:

- Julie Ann Shepard, Coordinator of Academic Supports, julie.shepard@utoronto.ca
- Bonnie Jane Maracle, Indigenous Learning Strategist, bj.maracle@utoronto.ca

Financial Aid Advising

Students can contact the Coordinator of Academic Supports to learn more about available financial aid and for assistance with Band Funding student loan inquiries. Students may also consider joining the FNH listserv by emailing fnh.info@utoronto.ca to find out about upcoming Indigenous awards, scholarships, bursaries, and deadlines.

Upcoming FNH Community Events 2018 – 2019

The following is a chart of several community events hosted by FNH in the 2018-2019 academic year.

Date	Event Title
September 21, 2018 11 AM – 2 PM	FNH Orientation (11 AM – 12 PM) and Open House (12:30 – 2 PM)
Starting September 18, 2018 to April 2, 2019	Tuesday Lunch and Learn sessions
October 5, 2018	FNH Fall Feast and Potluck
October 22 – 26, 2018	Indigenous Education Week at U of T (features the Elder’s Conference, presentations from Indigenous scholars, artists, and more)
December 7, 2018	Indigenous Artisan and Book Sale (with Good Mind Books)
February 13, 2019	Indigenous Career Fair
April 5, 2019	FNH Graduation Ceremony (for students graduating in both June and November)

Indigenous Education Network

The Indigenous Education Network (IEN) is a group of students, faculty and community members who share a common commitment to and passion for Indigenous Education and Research. Founded in 1989 by Indigenous students, the IEN provides an Indigenous presence at OISE (Ontario Institute for Studies in Education) and seeks to establish a forum for ongoing and dynamic discussion, action and change. The Indigenous Education Network:

- Supports students and their study interests in Indigenous education.
- Advances education research on Indigenous issues.
- Actively encourages the development of Indigenous curriculum.
- Collaborates with campus and community groups to strengthen initiatives related to our mission.

The IEN hosts guest speakers, socials and teachings throughout the year as a way for Indigenous and non-Indigenous students to participate in experiential learning, establish relationships and network.

Website: www.oise.utoronto.ca/ien/

Email: ien@utoronto.ca

Phone number: 416-978-0732

Supporting Aboriginal Graduate Enhancement (SAGE)

SAGE is a graduate student led group operating out of the Centre for Indigenous Studies at the University of Toronto's St. George Campus. SAGE plans workshops, presentations, meetings and other events that focus on promoting the academic and personal development of Indigenous graduate students.

SAGE works toward the recruitment, retention and completion of specifically First Nations (status/non-status), Inuit, Métis and other Indigenous scholars at U of T. This is carried out by ensuring safe spaces for graduate students to share knowledge and ideas, and support one another throughout the graduate student experience. SAGE events promote discussion on a wide range of topics relevant to Indigenous research and related discourses. SAGE consistently works with First Nations House and programs and initiatives at the Ontario Institute for Studies in Education (OISE), organizing relevant learning opportunities, and helping to facilitate access to knowledge holders such as Elders, faculty and community members.

Location: North Borden Building at 563 Spadina Avenue, 2nd Floor

Website: www.indigenoustudies.utoronto.ca/sage/

Email: sage@utoronto.ca

Munk School of Global Affairs and Public Policy

The Munk School of Global Affairs and Public Policy unites people who are passionate to address the problems of a fast-changing world. The School's aspiration is to create a unique, world-leading research, teaching and public engagement site that builds the new field of global affairs from Canada. The School houses various *centres and programs* for global affairs and peace, conflict and justice studies: <https://munkschool.utoronto.ca/centres-and-programs/>

International Student Support

The Centre for International Experience (CIE) is a meeting place for a diverse community of international students coming to U of T and domestic students looking to go abroad.

For more information on immigration, required documents to study in Canada, living in Toronto, health insurance, transition advising, and other services, please visit the **International Students section** of the CIE website: <https://www.studentlife.utoronto.ca/cie/international-students>.

Immigration Orientation: Your Rights and Obligations as an International Student:

https://sites.studentlife.utoronto.ca/slCalendar/sleventview.aspx?vdate=9/18/2018&service=IC&eid=IC_21800

Health and Wellness for Graduate Students

For mental health services, resources, academic supports, and peer support, students can access the new Graduate Student Wellness Portal developed by SGS in collaboration with UTGSU. Website: www.sgs.utoronto.ca/currentstudents/Pages/wellness-portal.aspx.

Health and wellness resources available at the St. George Campus include:

- **GradLife: Activities, Talks, Wellness, Conflict, Leadership**
Website: www.sgs.utoronto.ca/gradlife/Pages/default.aspx
- **Grad Room**, where students can also learn and practice new skills in Graduate Professional Development. Website: www.sgs.utoronto.ca/currentstudents/Pages/Grad-Room.aspx
- **Graduate Conflict Resolution Centre**: www.gradcrc.utoronto.ca/
- **Multi-Faith Centre**: www.studentlife.utoronto.ca/mf

Family Care Office

The Family Care Office provides confidential guidance, resources, referrals, educational programming and advocacy for the University of Toronto community and their families. The FCO raises awareness of family care issues central to the achievement of education and employment equity at the University of Toronto. Supporting current University of Toronto students, staff, faculty, post-doctoral fellows and their families with any family care related issue, the FCO has always emphasized an inclusive definition of family. Website: www.familycare.utoronto.ca/.

Safety on Campus

Community Safety Office

The Community Safety Office responds to students, staff, and faculty members of the University of Toronto community who have personal safety concerns. The Office responds to all personal safety concerns by:

- Addressing the complaint
- Assessing the personal and community safety risks
- Providing a continuum of intervention options that the complainant can explore in order to address their personal safety concern(s)
- Presenting information about the particular issue experienced
- Co-creating a safety plan
- Referring
- Working in partnership with various offices in order to address the individual's personal safety concerns.

Additionally, the Office provides consultation to those dealing with difficult behavior, facilitates women's self-defence sessions, and organizes Men Against of Violence initiatives. The Office offers support and assistance to the members of the university community on a short-term basis. Community Safety Office Main Line: 416-978-1485

The Sexual Violence Prevention and Support Centre

What is the role of the Centre?

- The Centre assists students, staff and faculty members in understanding the University's [Policy on Sexual Violence and Sexual Harassment](#).
- The Centre facilitates access to support, services and accommodations for students, staff and faculty members who have experienced sexual violence.
- The Centre provides training and education on preventing and responding to sexual violence.

Service provided

- Confidential, transparent, non-judgemental, client-centred services
- Coordination and navigation of University supports, services and accommodations
- Support in making a disclosure
- Explanation and assistance with reporting
- Referrals to on- and off-campus services
- Self-care resources

Website: www.thesvpcentre.utoronto.ca

University of Toronto Campus Police

The University of Toronto Police is dedicated to creating a safe, secure and equitable environment for students, staff, faculty and visitors. Campus Police offers services including the TravelSafer program, Special Constables, and Building Patrol. Campus Police are the responsible for policing the St. George Campus and provide services supported by the Toronto Police and provincial and federal police agencies. Learn more at www.campuspolice.utoronto.ca/

Location at St. George Campus: 21 Sussex Avenue

Phone number: 416-978-2323 (non-emergency line) and 416-978-2222 (emergency line)

*Note that in any emergency situation requiring immediate police, fire, or medical response, call 911.

Equity Offices at the University of Toronto

- **Anti-Racism and Cultural Diversity Office**
Website: www.antiracism.utoronto.ca/
- **Sexual and Gender Diversity Office**
Website: www.sgdo.utoronto.ca/

For a full list of Equity Offices, students can visit the Equity & Diversity website: <http://equity.hrandequity.utoronto.ca/>.

Preparing to Graduate

Graduation Photos for Year 2 ITR Students

Graduation photo sessions for Year 2 ITR students are available during the Winter Session intensive course week of every academic year. Photo sessions will be held by New Paramount Studios, taking place in the 3rd Floor Student Lounge (Room 320) at the Faculty. Booking information and details will be provided at this time.

Graduation photos are schedule at this time as Year 2 ITR students will be present in-person at the Faculty, including students who live outside of the city, province, and country. As there may be limited bookings available, booking requests from students residing from a distance will be prioritized.

OFIFC Closing Ceremony

The OFIFC will be hosting a Closing Ceremony for ITR graduates and their families on **Wednesday, November 7th**. Location and time will be announced.

Fall Convocation at U of T

Fall Convocation for the MSW-ITR graduating class takes place in November of every year. Students can visit the Office of the Convocation Website for details on guest ticket purchasing procedures, rental of official University regalia, and scheduled date of convocation for graduating Social Work students: www.convocation.utoronto.ca/.

Fall 2018 Convocation Ceremony will take place on **Thursday, November 8th from 10:00 AM to 12:00 PM**. Convocation Ceremony take place in Convocation Hall, located at 31 King's College Circle.

Graduating students are advised to check the website for the Graduation Checklist for the upcoming Fall 2018 Convocation Ceremonies to ensure that they are prepared to graduate: www.convocation.utoronto.ca/preparing-to-graduate/graduation-timeline-and-checklist.

FIFSW Lunch and Reception

All graduating Social Work students will be invited to attend the FIFSW Lunch and Reception immediately following convocation on **November 8th at 12:00 PM**. Details about location and how to RSVP will be announced.

Frequently Asked Questions (FAQs)

- **How and where do I get my UTORid, TCard, and U of T email address?**
See [pages 14 to 15 for setting up your UTORid, TCard, and UTmail+ account.](#)
- **Maintaining Good Standing - What does it mean?**
See [page 35 to learn more about maintaining good standing.](#)
- **What are my options when extenuating circumstances interfere with my studies?**
See [pages 35 to 37 for Accessibility and Academic Accommodations information.](#)
- **What steps should I consider when I plan to return from a leave of absence?**
Contact the [ITR Faculty Advisor](#) and/or [ITR Student Advisor](#) for planning your return.
See [pages 8 to 9 for Program Requirements information.](#)
See [page 17 for Curriculum Information.](#)
- **What can I do when I need an extension in my course work?**
Contact your course instructor at least one week before the due date of your assignment(s) if you require an extension to complete course work. Complete and submit the [Extension to Complete Course Work form](#) (Go to [Appendix 4](#)).
- **When is the final completion date for courses?**
See [Important Sessional Dates for 2018-2019 on page 10](#), and [MSW-ITR gradOUTLINE on page 18](#).
- **How can I appeal for a grade?**
See [page 35 for Graduate Academic Appeals and Procedures information.](#)
- **FAQ's for Intensive Course Weeks - Temporary Housing Near Campus and Family Support**
See [page 19 for Planning Intensive Course Weeks](#), and [page 48 for Family Care Office information.](#)
- **International Students - How do I get my student visa/temporary resident status?**
See [page 47 for International Student Support.](#)
- **What are some of the financial supports available at FIFSW and the University?**
See [pages 39 to 44 for Funding Opportunities at FIFSW and the University.](#)
- **What are some health and wellness resources/services available to graduate students?**
See [page 15 for Health Coverage](#), and [page 48 for Health and Wellness information](#) for graduate students.
- **When is convocation for MSW-ITR graduates?**
See [page 50 for convocation information.](#)
- **Academic-Related Questions** - Contact Eunjung Lee, ITR Faculty Advisor, eunjung.lee@utoronto.ca
- **Student Support Questions** - Contact Megan Davies, ITR Student Advisor, megancatherine.davies@utoronto.ca

Appendices

Appendix 1: [Add/Drop Course\(s\) Form](#)

Appendix 2: [Employment-Based Practicum Guidelines and Application Form](#)

Appendix 3: [Request for Reading and/or Research Course Form](#)

Appendix 4: [Extension to Complete Course Work Form](#)

Appendix 5: [Disability-Related Extensions Form](#)

Appendix 6: [Program Extension Form](#)

Appendix 7: [Verification of Student Illness or Injury Form](#)

Appendix 8: [SGS Accessibility Grant Application Form](#)

Appendix 9: [Leave of Absence Form](#)

Appendix 10: [Notice of Appeal to the Graduate Academic Appeals Board](#)

Appendix 11: [Notice of Appeal to the Graduate Department Academic Appeals Committee](#)