Field of Study Manual

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

2019 – 2020 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.

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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 seven Indigenous women: Jane Middelton-Moz, Rebecca Martell, Sylvia Maracle, Kim Anderson, Suzy Goodleaf, JoAnn Kauffman 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 Middelton-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 Middelton-Moz, Sylvia Maracle, Suzy Goodleaf, Rebecca Martell and JoAnn Kauffman.

The MSW-ITR Partners

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

Founded in 1971, the OFIFIC 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 OFIFIC 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 OFIFIC does to support Friendship Centres at www.ofific.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 50 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, suicides, sexual and physical abuse, abandonment and neglect, lateral violence, cumulative impacts of historical and generational trauma, and high drop out rates. She focuses 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 the top-ranked school of social work in Canada and one of the top two in the world. It is distinguished by its emphasis on the integration of research, theory and practice in both the classroom and practicum education, providing students with the knowledge and skills to work effectively with others in a complex and ever-changing world. 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 of 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, 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 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 a supervisor, 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 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 exempt 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 progress throughout your graduate studies. You can also consult the School of Graduate Studies calendar: [https://sgs.calendar.utoronto.ca/sessional-dates](https://sgs.calendar.utoronto.ca/sessional-dates)

## Important Sessional Dates for 2019-2020

<table>
<thead>
<tr>
<th>Fall Session 2019</th>
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<tbody>
<tr>
<td><strong>Monday, July 15</strong></td>
<td>Registration for Fall session begins.</td>
</tr>
<tr>
<td><strong>August 1</strong></td>
<td>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 <a href="http://www.indspire.ca/for-students/bursaries-scholarships/">www.indspire.ca/for-students/bursaries-scholarships/</a>.</td>
</tr>
<tr>
<td><strong>Friday, August 23</strong></td>
<td>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 13, 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.*</td>
</tr>
<tr>
<td><strong>Tuesday, September 10</strong></td>
<td>Fall online courses begin. <strong>SWK 4703Y, Year 2 Practicum (Sept – Apr) begins (this is an optional start for students in the second year of the program)</strong></td>
</tr>
<tr>
<td><strong>Friday, September 13</strong></td>
<td><strong>Mandatory Attendance:</strong> MSW-ITR Orientation at Factor-Inwentash Faculty of Social Work (FIFSW) for incoming Year One ITR Students. <em>Time will be set aside to go and pick up your T-Card. Your T-Card is required to set-up your @utoronto email address, access online courses through</em>*</td>
</tr>
</tbody>
</table>

*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.*

*International students must make a payment by this date to ensure they are covered by UHIP at the beginning of September.*
### Fall Session 2019

*Quercus and for other University services. See page 15 for more information about required documents.*

**Registration deadline** for students registering or starting their program in the Fall (September to December) session. After this date, a late registration fee will be assessed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td><strong>Saturday, September 14</strong></td>
<td>Mandatory Attendance: MSW-ITR Opening Ceremony at the Ontario Federation of Indigenous Friendship Centres (OFIFC) for incoming Year One ITR Students.</td>
</tr>
<tr>
<td><strong>Sunday, September 15 to Friday, September 20</strong></td>
<td>SWK 4101H intensive course week for Year One ITR students. If you are unable to pick-up your T-Card during the scheduled time during orientation, you will need to find time during the week to collect it (see page 15 for more information).</td>
</tr>
</tbody>
</table>
| **Sunday, September 15** | OFIFC Program Evaluation Activities - 5:30 PM Dinner and Student Focus Groups  
(Intercontinental Hotel Yorkville, 220 Bloor Street West) |
| **September 17** | Final date to add full-year and Fall session courses on ACORN. |
| **Sunday, September 22 to Friday, September 27** | SWK 4901H intensive course week for Year 2 ITR students. |
| **Sunday, September 22** | OFIFC Program Evaluation Activities - 5:30 PM Dinner and Student Focus Groups  
(Intercontinental Hotel Yorkville, 220 Bloor Street West) |
| **Monday, September 23** | Final date to add Fall session courses (through course add/drop form – see Appendix 1). |
| **September to October** | FIFSW Internal Award Application Period. Students will have access to an online application in early September. |
| **October 14** | Statutory Holiday. University closed. |
# Fall Session 2019

<table>
<thead>
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<th>Date</th>
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<tbody>
<tr>
<td>Monday, October 28</td>
<td>Final date to drop Fall session courses without academic penalty.</td>
</tr>
<tr>
<td>November 1</td>
<td>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 <a href="http://www.indspire.ca">www.indspire.ca</a>.</td>
</tr>
<tr>
<td>November 6</td>
<td>OFIFC Closing Ceremony for MSW-ITR Graduates. 4pm – 7pm. Location TBD.</td>
</tr>
<tr>
<td>November 7</td>
<td>Fall Convocation. Convocation Hall, 10:00am - see website for full details. <a href="https://governingcouncil.utoronto.ca/convocation">https://governingcouncil.utoronto.ca/convocation</a></td>
</tr>
<tr>
<td>December 2 – 6</td>
<td>Last week of Fall Session courses</td>
</tr>
<tr>
<td>Monday, December 23</td>
<td>University closed for winter break from Monday, December 23 to Friday, January 4 inclusive. Offices are closed.</td>
</tr>
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# Winter Session 2020

<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Monday, January 6</td>
<td>University re-opens. <strong>Winter courses begin.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>SWK 4703Y, Year 2 Practicum (Jan – Aug) begins.</strong></td>
</tr>
<tr>
<td></td>
<td><em>(this is an optional start time for students in the second year of the program)</em></td>
</tr>
<tr>
<td>Sunday, January 12 to Friday, January 17</td>
<td><strong>SWK 4902H intensive course week for Year 1 ITR students.</strong></td>
</tr>
<tr>
<td>Sunday, January 12</td>
<td><strong>OFIFC Program Evaluation Activities</strong> - 5:30 PM</td>
</tr>
<tr>
<td></td>
<td>Dinner and Student Focus Groups</td>
</tr>
<tr>
<td></td>
<td><em>(Intercontinental Hotel Yorkville, 220 Bloor Street West)</em></td>
</tr>
<tr>
<td>January 14</td>
<td>Final date to add Winter session courses on <strong>ACORN</strong></td>
</tr>
<tr>
<td>Wednesday, January 15</td>
<td>Fall session grades available for viewing by students on <strong>ACORN.</strong></td>
</tr>
<tr>
<td>January 18</td>
<td><strong>Year 1/ Year 2 Social Event</strong> - Hosted by the OFIFC, 219 Front Street East.</td>
</tr>
<tr>
<td>Sunday, January 19</td>
<td><strong>SWK 4903H intensive course week for Year 2 ITR students.</strong></td>
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### Winter Session 2020

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<tr>
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<tbody>
<tr>
<td>to Friday, January 24</td>
<td>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 24th (last day of intensive class).</td>
</tr>
</tbody>
</table>
| Sunday, January 19 | **OFIFIC Program Evaluation Activities** - 5:30 PM  
Dinner and Student Focus Groups  
(Intercontinental Hotel Yorkville, 220 Bloor Street West)                                                                                                           |
| Monday, January 20 | Final date to add Winter session courses (through add/drop form – see Appendix 1).                                                                                                                                                                                                            |
| February 1         | 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/](http://www.indspire.ca/for-students/bursaries-scholarships/)                                                                 |
| Monday, February 17| Family Day. University closed.                                                                                                                                                                                                                                                               |
| Monday, February 24| Final date to drop full-year and Winter Session courses without academic penalty.                                                                                                                                                                                                                 |
| March 23           | First day to add 2020 Summer session courses on ACORN                                                                                                                                                                                                                                       |
| April 6 – April 10 | **Final week of Winter session online courses** for Year 1 and Year 2 ITR students.                                                                                                                                                                                                               |
| Friday, April 10   | Statutory Holiday. University closed.                                                                                                                                                                                                                                                           |

### Summer Session 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</table>
| Monday, April 27   | **SWK 4516H, Year 1 Practicum begins for Year 1 ITR students without a BSW degree.**  
Summer courses begin.                                                                                                                                                                                                                                                                       |
<p>| Monday, May 4      | Final date to enrol in May – June or May – August session courses through course add/drop form (see Appendix 1).                                                                                                                                                                                                                     |
| Sunday, May 10 to  | <strong>SWK 4108H intensive course week for Year 1 ITR students.</strong>                                                                                                                                                                                                                                |
| Friday, May 15     |                                                                                                                                                                                                                                                                                                                                                  |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td><strong>Sunday, May 10</strong></td>
<td><strong>OFIGC Program Evaluation Activities</strong> - 5:30 PM Dinner and Student Focus Groups (Intercontinental Hotel Yorkville, 220 Bloor Street West)</td>
</tr>
<tr>
<td><strong>Wednesday, May 13</strong></td>
<td>Winter session grades available for viewing by students on ACORN.</td>
</tr>
<tr>
<td><strong>Monday, May 18</strong></td>
<td>Statutory Holiday. University closed.</td>
</tr>
<tr>
<td><strong>Friday, May 22</strong></td>
<td>Deadline to drop May – June section courses without academic penalty.</td>
</tr>
<tr>
<td><strong>Monday, June 15</strong></td>
<td>Final date to drop May – August session (i.e.: 4516Y or 4703Y) courses without academic penalty.</td>
</tr>
<tr>
<td><strong>June 22 - 26</strong></td>
<td><strong>Final week of May – June courses</strong></td>
</tr>
<tr>
<td><strong>Wednesday, July 15</strong></td>
<td>Grades for May – June courses available for viewing by students on ACORN.</td>
</tr>
<tr>
<td><strong>Friday, August 28</strong></td>
<td><strong>Completion deadline for SWK 4703Y, Year 2 Practicum</strong></td>
</tr>
<tr>
<td></td>
<td>All Year 2 ITR students must complete the SWK 4703Y practicum requirements (450 hours = 410 hours spent in a field placement + 40 hours community intervention) by this deadline in order to be considered for Fall Convocation.</td>
</tr>
<tr>
<td><strong>Early September</strong></td>
<td>Grades for May – August courses available for viewing by students on ACORN (TBA).</td>
</tr>
<tr>
<td><strong>Early November (TBA)</strong></td>
<td><strong>Fall Convocation.</strong> Exact date and time will be announced.</td>
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**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](http://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](http://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 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.

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.

Policy on Correspondence

All official communication from the University is sent only to your UTmail+ email account. Please ensure that your UTmail+ email is set up and entered into your ACORN/ROSI contact information.

Your account is automatically created when you activate your UTORid, however you do need to configure your UTmail+ account for your mobile/tablet or computer operating system.

Please note that student responsibilities regarding email as stated in the Policy on Official Correspondence include: “Students are expected to monitor and retrieve their mail, including electronic messaging account[s] issued to them by the University, on a frequent and consistent basis.”

You may forward your UTmail+ messages to your personal email account, but be sure to check your university-issued email as well to avoid missing important, possibly time-sensitive information.

Instructions for Mail Forwarding from your UTmail+ account can be accessed here: http://help.ic.utoronto.ca/content/3/1816/en/forwarding-email-from-utmail.html

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.

On-Campus WiFi Access

Remember to activate your UTORid before you try to access the wifi network. You do not have to obtain a TCard in order to access wifi but it is recommended. It can be used to access campus-wide library services.
Please follow the below instructions to access the wireless network while on campus.

1. Open your **Network Settings** and choose **View Available Wireless Networks**.
2. Left-click on the wireless network icon and click on **UofT**.
3. Click the **Connect**
4. Type your **UTORid** and **Password**
5. If you see a warning message that the credentials provided by the server could not be verified, click **Connect**

For detailed instructions on how to connect to UofT’s wireless service when on campus please follow the link:

http://help.ic.utoronto.ca/category/20/wireless-access.html

**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). For more information, visit 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 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: http://map.utoronto.ca/_assets/_files/3D_Map20190723.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.

NOTE: Year 2 Practicum must be added through a course add/drop form (Appendix 1). For more information about practicum, see page 22.

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 2019-2020).

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.

Snapshot of 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 developed in summer 2018, in collaboration with the School of Graduate Studies (SGS). The version on the next page includes specific dates for the 2019-2020 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 2019-2020 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 - 2019-2020

<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Required Orientation Activities</strong></td>
<td><strong>Intensive Course</strong></td>
<td><strong>Online Courses</strong></td>
</tr>
<tr>
<td>September 13 Orientation at FIFSW (246 Bloor Street West)</td>
<td>SWK 4101H Understanding Historical and Multigenerational Trauma (FIFSW Room 422, Sept 15-20, 9 AM – 5 PM)</td>
<td>SWK 4106H Social Work Ethics and Indigenous Communities</td>
</tr>
<tr>
<td>September 14 Opening Ceremony at OFIFC Offices (219 Front Street East)</td>
<td>OFFC Program Evaluation Activities Sunday, September 15 5:30 PM Dinner and Student Focus Groups (Intercontinental Hotel Yorkville, 220 Bloor Street West)</td>
<td>OFFC Program Evaluation Activities Sunday, January 12 5:30 PM Dinner and Student Focus Groups (Intercontinental Hotel Yorkville, 220 Bloor Street West)</td>
</tr>
<tr>
<td>Attendance is required.</td>
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*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 – 2019-2020

<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Intensive Course</strong></td>
<td><strong>Online Course</strong></td>
<td><strong>Practicum Course</strong></td>
<td><strong>Online Course</strong></td>
</tr>
<tr>
<td>SWK 4901H Facilitating Training in Indigenous Communities (FIFSW Room 422, Sept 22-27, 9 AM – 5 PM)</td>
<td>SWK 4902H Indigenous Perspectives on Grief, Loss and Unattended Sorrow</td>
<td>SWK 4703Y MSW-ITR Practicum III</td>
<td>SWK 4703Y MSW-ITR Practicum III</td>
</tr>
<tr>
<td>OFFC Program Evaluation Activities Sunday, September 22 5:30 PM Dinner, Community Case Studies, and Student Focus Groups (Intercontinental Hotel Yorkville, 220 Bloor Street West)</td>
<td>SWK 4903Y Working with Couples and Families in Indigenous Context</td>
<td>SWK 4905H Completing the SWK 4703Y 450-hour requirements by the end of August in order to be eligible for November graduation.</td>
<td></td>
</tr>
<tr>
<td>IMPORTANT: SWK 4703Y Practicum Information</td>
<td>Year 1/Year 2 Social Event Jan 18 (OFIFC, 219 Front Street East)</td>
<td>SWK 4904H Indigenous and Participatory Research Methods</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>SWK 4909H Program Development and Healthy Leadership – The Importance of Ceremony and Ritual (FIFSW Room 422, Jan 19 - 24, 9 AM – 5 PM)</td>
<td>SWK 4703Y Winter Start Time Option (see note below)</td>
<td></td>
</tr>
<tr>
<td>Fall and Winter Start Time options are available for SWK 4703Y. Please consult with the ITR Practicum Coordinator to set up your field placement.</td>
<td>SWK 4905H Seeing the Need, Creating the Solution</td>
<td>SWK 4517H Indigenous and Participatory Research Methods</td>
<td></td>
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<tr>
<td>Students must complete the required 450 hours for SWK 4703Y: 410 hours in a field placement and 40 hours in a community intervention.</td>
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</table>
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), 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 Sunday evenings of the intensive course weeks, the OFIFC will be providing dinner at the InterContinental Hotel which will be followed by an opportunity for students to contribute to the MSW-ITR program evaluation by sharing about their experience in the program.

Financial Planning for Intensive Course Weeks

Students are encouraged to apply for the 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). For more information on funding opportunities, refer to page 41.

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 (http://www.vicu.utoronto.ca/hospitality/resaccommodations/guesthouse.htm). 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.

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).

There is also a mobile app for students called Canvas Student to access Quercus. The Canvas Student mobile app allows students to conveniently access their courses and groups, review course content, and receive course communications on a mobile device. The app can be downloaded on the App Store for iPhones, or through GooglePlay.

For full instructions visit https://q.utoronto.ca/courses/46670/pages/mobile-apps#canvas-student

Course Evaluations

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.
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. In their practicum, 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/.

Students can find MSW-ITR specific practicum information here:

https://socialwork.utoronto.ca/practicum/for-students/indigenous-trauma-and-resiliency-practicum/

Preparing for Practicum

The ITR Practicum Coordinator (Mel LeBlanc, mel.leblanc@utoronto.ca) will contact each student one semester before the ir practicum is scheduled to begin.

Students may contact the ITR Practicum Coordinator to learn more about setting up and preparing for practicum at any point during their course of study, and are encouraged to think about the geographic area in which they expect to complete their 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.

**Practicum Course Enrolment Procedure**

- 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. This course can be added online through ACORN.

- Students have the option of starting the year 2 practicum - SWK 4703 - in September (fall session of Year 2) or in January (winter session of Year 2). To register for SWK 4703, students are required to submit a course add/drop form (see Appendix 1).

- If students require an extension to complete their practicum hours, they **must complete and submit the Extension to Complete Course Work Form.**

  - **PLEASE NOTE:** Extensions requested by Year 2 students that extend beyond August 31, 2020 may have implications for convocation and student fees.

**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.

<table>
<thead>
<tr>
<th>Practicum Course Requirements</th>
<th>SWK 4516H ITR Practicum, Year 1</th>
<th>SWK 4703Y MSW-ITR Practicum III, Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students entering with a BSW degree are exempted from taking SWK 4516H.</td>
<td>Students have the option of starting SWK 4703Y in September (Fall session of Year 2), or in January (Winter session of Year 2). Course must be added with a course add/drop form.</td>
<td></td>
</tr>
<tr>
<td><strong>Start Time</strong></td>
<td><em>Students taking SWK 4516H must start their practicum in the Summer Session of Year 1.</em></td>
<td><em>Students have the option of starting SWK 4703Y in September (Fall session of Year 2), or in January (Winter session of Year 2). Course must be added with a course add/drop form.</em></td>
</tr>
<tr>
<td><strong>Required Practicum Hours to Complete</strong></td>
<td><strong>Minimum of 450 hours</strong> in a field placement.</td>
<td><strong>Minimum of 410 hours</strong> in a field placement 40-Hour Community Intervention.</td>
</tr>
</tbody>
</table>
For total of **450 practicum hours**.

Please see pages 27-28 for more information regarding the 40-hour Community Intervention.

<table>
<thead>
<tr>
<th>Weekly Practicum Schedule</th>
<th>Minimum of 2 days per week at practicum.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion Deadline</td>
<td>End of Summer Session of Year 1. August 28, 2020. (See above for extension to complete coursework).</td>
</tr>
<tr>
<td></td>
<td>End of Summer Session of Year 2. August 28, 2020</td>
</tr>
</tbody>
</table>

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

**Faculty-Field Liaison**

Once your practicum has been confirmed, you will be connected to a Faculty-Field Liaison (FFL). The FFL is the link between FIFSW, the student and the Field Instructor, and will offer support throughout the duration of your practicum. The FFL also:

- Receives the students’ learning contract, and contributes to its development;
- Reviews the midterm and final evaluations and submits the course credit to the Practicum Office;
- Consults and supports the students and Field Instructor(s) if requested; and
- Selects and makes available educational resources upon request.

**IMPORTANT PRACTICUM DOCUMENTS**

**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.

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


Learning Contract Templates

Learning Contract templates are available online. The templates can be downloaded as Word documents directly from the Learning Contract section of the ITR students’ practicum webpage.


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 by the field instructor 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 field 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; and
4. Independently complete and submit a midterm and final evaluation on the PAS.

### Midterm Evaluation and Final Evaluation Due Dates:

<table>
<thead>
<tr>
<th>Midterm Evaluation</th>
<th>SWK 4516H 450 hours in a field Placement Year 1 Non-BSW</th>
<th>SWK 4703Y 410 hours in a field placement Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 32*</td>
<td>Day 29**</td>
<td></td>
</tr>
<tr>
<td>Final Evaluation</td>
<td>Day 65*</td>
<td>Day 59**</td>
</tr>
</tbody>
</table>

*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.


### 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
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 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 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 or the province of your residence). 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.

40-HOUR COMMUNITY INTERVENTION

The 40-Hour Community Intervention is an opportunity for MSW-ITR students to gain additional experience in trauma-informed approaches. This could occur through information and skills training, supporting a healing process, conducting community-based research or contributing to policy enhancement and/or development.

Some examples of past 40-Hour Community Interventions include:

- Supporting a community healing intervention facilitated by a trauma-informed practitioner;
- Volunteering at a trauma-informed conference or gathering;
- Developing a trauma-informed resource for a community agency; and
- Supporting the facilitation of trauma-informed organizational training.

Mel LeBlanc, Coordinator, Indigenous Initiatives (mel.leblanc@utoronto.ca), will circulate information about opportunities for the 40-Hour Community Intervention as it becomes available.

If you have your own idea for a 40-Hour Community Intervention, get in touch with Mel to confirm...
eligibility of the intervention.

**Supervision**

Any community intervention must be completed with the support of a supervisor and be approved by the Practicum Office. The supervisor does not need to be a social worker, but must be an experienced trauma-informed practitioner who can commit to overseeing your work, and providing support, guidance and practical help. They will also be required to submit an evaluation of your community intervention.

**Timing**

If you have your BSW, you must attend the first intensive week and then you can complete your 40-hour intervention at any point throughout your two years of study.

If you do not have your BSW, you must complete the first year of the two-year program before commencing your 40-hour community intervention.

**Evaluation**

The evaluation process for the 40-Hour Community Intervention is separate from the evaluation for your field placement.


Your supervisor is to complete the first two pages, and the student completes the **Self-Evaluation and Reflection form**. Both should be submitted to Mel LeBlanc.

Once both the student and the supervisor have completed their portion of the evaluation, each section will be made available for review by both supervisor and student.
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 acts 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 insights 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 Evaluation Path:**

- **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 Sunday at the Intercontinental Hotel Yorkville, of each intensive course throughout the duration of the MSW-ITR curriculum. There will be a total of five focus groups altogether (see schedule on page 19 for exact dates).

Students will be invited to a dinner following class on the Sunday at the InterContinental Hotel Yorkville. 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 2019-2020

## Year 1 Curriculum 2019-2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MSW-ITR Fall 2019 Orientation at FIFSW</strong></td>
<td>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), academic support services at the University, and an introduction to the program evaluation by the OFIFC Research Team.</td>
</tr>
<tr>
<td>September 13, 2019</td>
<td></td>
</tr>
<tr>
<td><strong>Opening Ceremony at the OFIFC</strong></td>
<td>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.</td>
</tr>
<tr>
<td>September 14, 2019</td>
<td></td>
</tr>
<tr>
<td><strong>OFIFC Evaluation Activities</strong></td>
<td>Focus groups will take place the Sunday of each intensive course throughout the MSW-ITR curriculum. There will be a total of five focus groups altogether (see schedule on page 19 for exact dates). Students will be invited to a dinner following class on the Sunday at the InterContinental Hotel Yorkville. 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.</td>
</tr>
<tr>
<td>Sunday evenings of each intensive course week</td>
<td></td>
</tr>
<tr>
<td><strong>SWK 4101H Understanding Historical and Multigenerational Trauma</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>SWK 4106H Social Work Ethics and Indigenous Communities</strong></td>
<td>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.</td>
</tr>
<tr>
<td><em><em>SWK 4102H</em> Social Policy and Social Welfare in the Canadian Context</em>*</td>
<td>SWK 4102H is a requirement for students 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.</td>
</tr>
<tr>
<td><em>Students with a BSW degree are exempted from taking this course.</em></td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>SWK 4902H</td>
<td>Indigenous Perspectives on Grief, Loss and Unattended Sorrow</td>
</tr>
<tr>
<td>SWK 4109H</td>
<td>Trauma and Human Development</td>
</tr>
<tr>
<td>SWK 4110H</td>
<td>Trauma and Addiction</td>
</tr>
<tr>
<td>SWK 4108H</td>
<td>Sexual Abuse, Sexual Assault and the Family</td>
</tr>
<tr>
<td>SWK 4510H</td>
<td>Research for Evidence-Based Social Work Practice</td>
</tr>
<tr>
<td>SWK 4516H*</td>
<td>Indigenous Trauma and Resiliency Practicum (450 hours)</td>
</tr>
</tbody>
</table>

*Students with a BSW degree are exempted from taking this course.*
## Year 2 Curriculum 2019-2020

### OFIFC Evaluation Activities

**Sunday evening of each intensive course week**

Focus groups will take place the Sunday of each intensive course throughout the MSW-ITR curriculum. There will be a total of five focus groups altogether (see schedule on page 19 for exact dates). Students will be invited to a dinner following class on the Sunday at the InterContinental Hotel Yorkville. 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.

### SWK 4905H

**Seeing the Need, Creating the Solution**

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.
### Year 2 Curriculum 2019-2020

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWK 4703Y</td>
<td>MSW-ITR Practicum III</td>
<td>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. <strong>Prerequisite:</strong> Having a BSW degree OR Completing all Year 1 ITR courses, including SWK 4102H and SWK 4516H.</td>
</tr>
<tr>
<td>SWK 4517H</td>
<td>Indigenous and Participatory Research Methods</td>
<td>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.</td>
</tr>
</tbody>
</table>

### Viewing Final Grades on ACORN

Official final grades are posted online and accessed through ACORN. Students can refer to the Important Sessional Dates for 2019 – 2020 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: https://www.academicintegrity.utoronto.ca/

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: https://governingcouncil.utoronto.ca/sites/default/files/import-files/ppjul0120024733.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; and
- 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: [https://www.sgs.utoronto.ca/academic-progress/manage-your-program/maintaining-good-standing/](https://www.sgs.utoronto.ca/academic-progress/manage-your-program/maintaining-good-standing/)

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.

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](http://www.sgs.utoronto.ca/facultyandstaff/Pages/Graduate-Academic-Appeals.aspx). Students may also refer to Appendix 10 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 impact the 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 classes, practicum placements, or university life in general. This includes making changes to course delivery, assessment methods, the types of resources provided, and physical access to an academic setting. 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 disability-related functional limitations and related impact on academic work, as applied to the academic demands of a student’s program. They are informed by:

- The student, in dialogue with their Accessibility Advisor
- Information from a 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](http://www.studentlife.utoronto.ca/as/new-registration). Students should ask their treatment provider to complete a Certificate of Disability and submit any other relevant documentation that provides information about the functional impacts of their disability and accommodation needs. Students may register throughout the year. Specific questions about the type of documentation a student needs in order to register may be directed to the Accessibility Services Intake Coordinator, Jennifer Stewart: [jennifer.stewart@utoronto.ca](mailto:jennifer.stewart@utoronto.ca)

Timeliness is key in setting up any academic accommodation. Thus, **students are encouraged to register with Accessibility Services as early as possible as some class and placement accommodations take additional time to coordinate**. Students who wish to request placement accommodations are advised to register with Accessibility Services as soon as they are accepted into the program.

**Intake Appointment following Registration**

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

Of note, 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.

**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, students may ask their Accessibility Advisor to help them complete a Bursary for Students with Disabilities (BSWD) to help fund disability-related services and equipment. Students are advised to discuss the BSWD with their Advisor as early in the term as possible.

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

Students with disabilities may also be eligible for the SGS Accessibility Grant [https://www.sgs.utoronto.ca/awards/sgs-accessibility-grant/](https://www.sgs.utoronto.ca/awards/sgs-accessibility-grant/). 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 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 within their academic division, and the Advisor’s student meeting schedule will not be visible to staff at the academic site.

**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 academic 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](http://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](http://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](http://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 Judith Logan, Public Service and Liaison Librarian, judith.logan@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](http://www.sgs.utoronto.ca/currentstudents/Pages/GCAC.aspx).
Funding Opportunities

FIFSW Internal Award Opportunities

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 Lan, the Assistant to the Associate Dean, Academic’s Office:
natasha.lan@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:
https://www.sgs.utoronto.ca/awards/sgs-conference-grant/

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:
https://www.sgs.utoronto.ca/awards/sgs-indigenous-graduate-travel-award/

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:
https://www.sgs.utoronto.ca/awards/sgs-emergency-grant/

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:
https://www.sgs.utoronto.ca/awards/sgs-emergency-loan/

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:
https://www.sgs.utoronto.ca/awards-category/university-wide-awards/

International Student Awards at SGS

Information on award opportunities for currently registered international students is available on the SGS website at: https://www.sgs.utoronto.ca/awards-category/international-awards/
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. Contact the Coordinator of Academic Supports (julie.shepard@utoronto.ca) for application.
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. Contact the Coordinator of Academic Supports (julie.shepard@utoronto.ca) for application.

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 applications for 2019 have now closed, but the 2020 application will be available for download on the Miziwe Biik website: http://miziwebiik.com/services/awards-and-bursaries/bursary/

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.

Instructions for the 2019-2020 application to be uploaded here: https://future.utoronto.ca/scholarships/metis-nation-of-ontario-bursary/

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


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.

City of Toronto Scholarships for Indigenous Students Studying in Health Professions

Scholarships will be awarded to aboriginal students studying in any of the health professional programs, undergraduate or graduate, on the basis of financial need, academic merit and demonstrated leadership skills. This program is restricted to Canadian citizens or permanent residents of Canada who are residents of Ontario. Deadline for submission of completed application and supporting documents is the end of October, annually.

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
Website: https://www.studentlife.utoronto.ca/fnh

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.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 2019-2020

The following is a chart of several community events hosted by FNH in the 2019-2020 academic year. Check the FNH website for additional details. Other events are posted throughout the year.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Title</th>
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<tbody>
<tr>
<td>Tuesday, September 17</td>
<td>University of Toronto Career Fair (for students in all programs of study, years and campuses, as well as recent graduates)</td>
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<tr>
<td>Friday, September 20</td>
<td>FNH Orientation and Open House</td>
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<tr>
<td>Thursdays September 26 – April 2</td>
<td>FNH Lunch &amp; Learn – 12:00 – 1:30pm</td>
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<tr>
<td>Tuesdays September 17 – April 28</td>
<td>Indigenous Grad Writing Group @ FNH – 5:30 – 8:00pm</td>
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<tr>
<td>Thursdays September 19 – April 30</td>
<td>Indigenous Study Hub @ FNH – 3:00 – 5:00pm</td>
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<tr>
<td>October 11</td>
<td>FNH Fall Feast</td>
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<tr>
<td>October 28 – November 1</td>
<td>Indigenous Education Week and Elders Symposium</td>
</tr>
<tr>
<td>December 5</td>
<td>FNH Artisan and Book Sale</td>
</tr>
<tr>
<td>Thursday, January 16</td>
<td>Summer Experience Fair (for students in all programs of study, years and campuses, focused on finding summer opportunities including volunteering and casual work)</td>
</tr>
<tr>
<td>Tuesday, February 4</td>
<td>Graduating Career Fair (for students about to graduate and recent graduates who are looking for full-time work)</td>
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<tr>
<td>Saturday, March 21</td>
<td>ISSU U of T Pow Wow</td>
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<tr>
<td>April 3</td>
<td>FNH Graduation Ceremony</td>
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</tbody>
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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/](http://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.indigenousstudies.utoronto.ca/sage/](http://www.indigenousstudies.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/](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](https://www.studentlife.utoronto.ca/cie/international-students) of the CIE website.
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: https://www.sgs.utoronto.ca/resources-supports/gpd/grad-room/
- **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 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 http://www.communitysafety.utoronto.ca/about-us.htm

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.hranequity.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 scheduled 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 – November 6, 2019.

The OFIFC will be hosting a Closing Ceremony for ITR graduates and their families on November 6. Location, time and event details will be announced.

Fall Convocation at U of T – November 7, 2019.

Fall Convocation for the MSW-ITR graduating class takes place in November of every year. This year students graduated from the Masters of Social Work will convocate at 10:00am on November 7th. 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/.

Convocation Ceremony takes 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 2019 Convocation Ceremonies to ensure that they are prepared to graduate: https://governingcouncil.utoronto.ca/graduating-ceremonies/graduation-checklist

FIFSW Lunch and Reception – November 7, 2019.

All graduating Social Work students will be invited to attend the FIFSW Lunch and Reception on November 7. Details about location and how to RSVP will be announced in September.
Frequently Asked Questions (FAQs)

- How and where do I get my UTORid, TCard, and U of T email address?
  See pages 15 to 16 for setting up your UTORid, TCard, and UTmail+ account.

- Maintaining Good Standing – What does it mean?
  See page 20 to learn more about maintaining good standing.

- What are my options when extenuating circumstances interfere with my studies?
  See pages 37 to 39 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 18 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?

- How can I appeal for a grade?
  See page 36 for Graduate Academic Appeals and Procedures information.

- FAQ's for Intensive Course Weeks – Temporary Housing Near Campus and Family Support
  See page 20 for Planning Intensive Course Weeks, and page 50 for Family Care Office information.

- International Students – How do I get my student visa/temporary resident status?
  See page 49 for International Student Support.

- What are some of the financial supports available at FIFSW and the University?
  See pages 41 to 43 for Funding Opportunities at FIFSW and the University.

- What are some health and wellness resources/services available to graduate students?
  See page 17 for Health Coverage, and page 50 for Health and Wellness information for graduate students.

- When is convocation for MSW-ITR graduates?
  See page 53 for convocation information.

- Academic-Related Questions – Contact Micheal Shier (m.shier@utoronto.ca) or Michael Saini (michael.saini@utoronto.ca) ITR Field of Study Coordinators

- Student Support Questions – Contact Megan Davies, ITR Student Advisor, megancatherine.davies@utoronto.ca

- Practicum-Related Questions – Contact Mel LeBlanc mel.leblanc@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 Department Academic Appeals Committee