



St. Thomas University

SCHOOL OF SOCIAL WORK

ST. THOMAS UNIVERSITY

MASTER OF SOCIAL WORK

STUDENT HANDBOOK

2025 - 2026

Prepared by:

School of Social Work

Telephone: (506) 452-0540

Fax: (506) 452-0611

Contact Information – Mailing Address

School of Social Work
St. Thomas University
825 Montgomery Street
Fredericton, N.B.
E3B 5G3

INDIGENOUS TERRITORIAL ACKNOWLEDGEMENT

The land on which we gather is the traditional territory of the Wolastoqiyik, Wəlastəkewiyik / Maliseet whose ancestors along with the Mi'Kmaq / Mi'kmaw and Passamaquoddy / Peskotomuhkati Tribes / Nations signed Peace and Friendship Treaties with the British Crown in the 1700s.

Welcome

Welcome to the Master of Social Work Program

On behalf of the faculty and staff I would like to extend a warm welcome to St. Thomas University School of Social Work. The School of Social Work at STU provides three professional degree programs:

- the full-time, on-campus, BSW program;
- the part-time Mi'kmaq and Wolastoqey Bachelor of Social Work (MWBSW) Program every 2.5 years;
- the Foundational and Advanced MSW program.

The School's MSW program will prepare you for advanced practice in a range of settings, including hospitals and health care, child welfare, long term care and others. At the School of Social Work, we pride ourselves on the supportive and collaborative relationship that exists between students and faculty members. You will have an opportunity to meet with your instructors and faculty advisors at orientation, scheduled for the fall semester. The date and agenda for orientation will be sent to you by email in late August.

Please read the MSW handbook in its entirety. It contains valuable information on the MSW program and on student resources available to you as a full-time student. We hope you have a challenging and rewarding experience at the School!

Please check your STU email account on a regular basis. It is the only email address that the School will use to communicate with you, so please ensure that your email account is active.

IMPORTANT INFORMATION

- **The School will register you for your courses for the fall semester in June.** The schedule of courses is posted on the School's website. You must confirm your choice of elective to the School by **August 01, 2025**. You will receive an email from Sabrina Jolin, Administrative Coordinator, with your elective options. With the Director's approval you may choose another elective. See Section 4.
- Classes are 3 hours in duration, including a 15-minute break. Use of cell phones and other electronic devices is governed by our *Policy on Social and Electronic Media and the Use of Electronic Devices in the School of Social Work*:
https://www.stu.ca/media/stu/site-content/academics/social-work/documents/BSW_electronicmediapolicy.pdf
- An information session on choosing a field placement for students choosing the Advanced Practicum option, will be scheduled by the Field Education Coordinator for the fall semester. Please note that a current Criminal Record and Vulnerable Sector Check will be required for the Advanced Practicum, which takes place in the Spring Semester.
- An information workshop for students interested in the thesis option will be scheduled for early September.
- The School has a limited number of lockers available to students, located on the ground floor adjacent to BMH 108. Lockers may be arranged by contacting Pauline at the School office.
- The MSW program is registered with Canada Student Loans. Please contact the university finance office Accounts Receivable Officer, Laura Tucker, for more information on how to apply.

Sincerely,

Marilyn Dupré

Marilyn Dupré

Director

* Note: In case of conflict between the content of this handbook and the information published on the University and School's websites, the information on the website takes precedence.

1.0 The School of Social Work

Vision, Mission Statement and Principles

Vision:

To provide students with a social work education that is true to the profession's fundamental values of humanitarianism and egalitarianism and is predicated on a progressive view of society and social work practice through academic excellence, the promotion of social justice, strengthening of human relationships, and the transforming of oppressive systems.

Mission:

As a structural school of social work, we are committed to politicized and anti-oppressive social work education and practice that is both critically reflective and progressive in promoting social change and seeking social justice.

Principles:

We have a commitment to the core values of structural social work, and to that end we encompass the following principles:

- Promotion of theoretical frameworks which address oppression and engage in critical reflection of professional education and practice.
- Fostering research that is based in social justice and facilitates the empowerment of people and groups impacted by oppression.
- Recognition of and commitment to the Truth and Reconciliation Call to Action (TRC, 2019), the decolonization and indigenization of social work education.
- Engagement in required social action change efforts at the community and government levels in a social action placement and direct practice field placement.
- Participation in social action change efforts that address the historical inequities of disadvantaged groups and promote change through a social justice lens.

Program Objectives

The MSW courses and field education aim to:

- Foster the development of professional social workers who are knowledgeable, skilled and committed to social justice
- Prepare graduates to make ethical decisions and to perform professional tasks informed by research evidence and an understanding of socio-political contexts
- Develop students' leadership skills in facilitating organizational, community and policy change
- Promote critical inquiry and consider diverse perspectives

- Develop students' knowledge and skills to integrate an intersectional analysis and approach to social work practice
- Strengthen the existing partnerships with community social service and health-related agencies through collaboration on field practicums, curriculum and student placement opportunities

Program Requirements

Students are accepted into the MSW program on a **full-time** basis. There is a **three-year limit (9 academic terms) to complete the MSW degree requirements.**

Foundation Year of MSW Program (BA degree entry)

Fall Semester

SCWK 5036 Theory for Social Work Practice I (6)
SCWK 5116 Generalist Social Work Practice Skills (6)

Winter Semester

SCWK 5313 Social Policy in the Canadian Context (3)
SCWK 5943 Social Work Values and Ethics (3)
SCWK 5013 Group Work in Action (3)

Spring Semester

SCWK 5059 Field Instruction III (9)

Advanced Year of MSW Program

Fall Semester

SCWK 6013 Advanced Theory for Direct Practice I (3)
SCWK 6053 Research and Evaluation in Social Work I (Qualitative)(3)
SCWK 6043 Advanced Theory for Social Policy (3)

Elective Course (3) Course may be taken within Social Work or in another unit. See Section 3.0 for explanation.

Winter Semester

SCWK 6023 Advanced Theory for Direct Practice II (3)
SCWK 6063 Research and Evaluation in Social Work II (Quantitative)(3)
SCWK 6033 Advanced Theory for Social Administration (3)
SCWK 6093 Seminar for Research Proposal (**Thesis Option**) (3)

Spring Semester

SCWK 6103 Field Education Integration Seminar (Advanced Field Placement Option) (3)

SCWK 6119 Advanced Field Placement (9) (450 hours)

SCWK 6129 Thesis (9)

Registration

All MSW students must confirm their registration for the program by the deadline specified in their letter of offer. Any student not registering by the deadline will be required to re-apply for admission.

2.0 MSW Program Regulations

Maintaining Status in the Program

Graduate students admitted and registered as full-time will be required to continue in and complete their program as full-time students and will be assessed full-time fees for the duration of their program. Each academic year is comprised of a fall, winter and spring semester, and students are required to register for each semester until their degree requirements are complete. Students taking the thesis option must stay registered in SCWK 6129 Thesis, and pay a continuation fee each semester until they have successfully defended their thesis.

Exemption from Registration

If a student encounters health or personal difficulties which make it impossible to continue in the program, they must contact the Director of the School prior to departure from the program to negotiate terms for readmission. If a student requires an extended leave of absence, they may wish to consider withdrawing from the program until ready to resume studies. The School will not normally grant more than three terms leave of absence.

A student that remains unregistered in the MSW degree program for more than three semesters may lose their graduate status.

Reinstatement

A student with a file closed because of failure to maintain continuous registration, or who has lost their status due to non-registration for four consecutive terms, must apply to the registrar's office for reinstatement if they wish to continue their studies. The student's written request may be reviewed by faculty at the School and/or the Senate Admissions and Academic Standing Committee.

Academic Standing

A minimum grade point average (GPA) of 3.0, with no grade in a course below B (75-79), must be maintained to continue in the MSW program. Failure to meet these requirements will result in the matter being forwarded to the Director and faculty of the School of Social Work to consider the following options: 1) requiring the student to repeat or replace a course, or 2) recommending the student to withdraw.

If a student is recommended to repeat or replace a course, they may do so only once, to a maximum of 6 credit hours of course work. The most recent grade obtained in the course will be used to determine the degree GPA. Student receiving a grade of C+ or less in more than 6 credit hours of coursework may be recommended to withdraw.

The School of Social Work can only recommend a particular action to Vice-President Academic regarding student progress and/or status in the program.

3.0 Graduate Course Options Outside the School of Social Work

Electives are chosen in consultation with, and approved by, the Director in consultations with faculty. The Director shall provide written approval for the elective prior to student registration in the course. Selection of an elective outside the School requires written permission from the Director and/or instructor offering the course.

Under no circumstance will credit towards the MSW degree be granted retroactively. A student who fails to receive approval from the Director of the School and the appropriate Dean will not receive credit for the course towards their MSW. The only exception to this policy is when a student has successfully completed SCWK 6073 Social Work in Health Care prior to admission to the MSW program.

4.0 MSW Thesis Option

Specialized study in an area of practice or field of interest is accomplished through the completion of a thesis. The thesis is based on independent study and scholarly research which is of a theoretical, empirical or historical focus. The purpose of the thesis option is to build or test theory, explore an issue or concept, or address an aspect of social work history through a focused independent study. The thesis course, SCWK 6129 Thesis, is valued at 9 credit hours and when a student is registered in the course the School considers this as full-time study. **Working while completing a thesis is discouraged because it will impact your completion date.** Choosing the thesis option because it allows you to return to work after the Winter Semester is not a good reason for choosing the thesis option. Your thesis advisor will expect you to have a detailed timeline for completion of each stage of the work. Students are required to stay registered in the thesis course each academic semester until the thesis is successfully completed, up to a maximum of three years.

The thesis option offers students an opportunity to follow their particular interests, build on their experiences, and deepen their understanding of theories and materials addressed in the program courses. The thesis is a focused piece of work that requires the student to demonstrate critical analysis in social work policy or practice. The option to undertake a thesis is dependent upon finding an appropriate and willing **thesis advisor** within the School of Social Work. If no thesis advisor can be found, then it will not be possible to undertake the thesis option.

The thesis option requires you to start planning in your first semester. It is important to clarify your area of study and to formulate your research question(s) early in the first semester, so that you can identify a thesis advisor and potential second reader. If you start thinking about research ideas early in the program you may be able to use course assignments to explore elements of your research interests. Students wishing to take the thesis option must register for SCWK 6093 Seminar for Thesis Proposals which commences in September and runs for two semesters.

You should avail yourself of the resources and support provided by the Seminar in Research Proposals, taught during the Winter Semester, to better refine your research question(s) and to explore potential methodologies. You should plan to work full-time on your thesis once you are registered in SCWK 6129 until it is successfully completed.

A Masters level thesis requires academic rigor in research methods and critical analysis and must clearly demonstrate that it contributes to the knowledge and practice of the profession of social work.

Role of the thesis advisor

As an MSW student you will carry out your research under the supervision of a member of faculty. You are encouraged to review the research interests of members of faculty and approach those whose interests overlap with your own. **However, it is most important to have a second reader that has knowledge and experience with your research interests.** It is also possible to request a second reader who is not a member of faculty, and you should speak with your thesis advisor before approaching someone on your own.

Over the course of the fall and winter semesters, you should work with your thesis advisor to develop an outline of your proposed research, to schedule regular supervision, and to develop a plan of work. The plan should include consideration for preparing your proposal for an ethics review, if appropriate. The Research Ethics Board meets monthly during the academic year at STU until June.

Ethics Review

If your research involves human subjects, then your proposal will require ethics review. If your research is below minimal risk, then this review can be conducted by the School. If your research involves more than minimal risk, then you will have to make an application to the REB.

Depending on your proposal, you may not require ethics review. To help you determine whether you require such review, complete the checklist on the Office of Research Services website (<https://www.stu.ca/research/>). You may also want to consult the Chair of the REB.

You should familiarize yourself with the Tri-Council Statement on Ethical Conduct of Research Involving Humans. This is available here: https://ethics.gc.ca/eng/policy-politique_tcps2-epts2_2018.html

You are also required to complete the Tri-Council's training on ethical research and supply your research supervisor with a copy of your certificate of completion. The training can be found here: <http://tcps2core.ca/welcome>

Once your advisor has reviewed your draft document and you have made necessary revisions to your advisor's satisfaction, you are ready to proceed to the oral examination. In preparation for this, you need to submit three printed copies according to the agreed format (see below) to the Office of Research Services along with a completed *Master's Thesis Title and Appointment of Examiners* form, available on the School's website.

The Examination Committee

The committee for your oral examination is made up of three members: your thesis advisor, a second reader, and the AVP (Research) who acts as Chair of the committee. Your oral examination is open to other members of the School, both faculty and students.

Following introductory comments from the Chair, you will be invited to deliver a 20-25-minute presentation on your research. Your thesis advisor and the second reader will then be invited to ask questions, which may focus on what you did and how, the implications of your findings for social work knowledge and practice, and directions for future research. Your thesis advisor and second reader have free range in the questions they ask. Once they have asked all the questions they have, questions will be taken from others in attendance.

The Chair of the examination committee is the AVP (Research). The role of the Chair is to facilitate the oral examination, making sure participants are clear about how the examination will be conducted, take questions from others in attendance, and guide the discussion. The Chair does not normally ask questions about your thesis. Once all questions have been asked, you and others in attendance will be asked to leave the room while the examination committee deliberates.

There are several possible outcomes from the oral examination:

1. Pass without revisions.
2. Pass with minor revisions.
3. Pass with major revisions.
4. Resubmission, with oral defense.
5. Fail.

Following outcomes 2-4, you the Examination Committee will provide you with a report within seven working days outlining the revisions necessary and setting a deadline for those revisions. Depending on the seriousness of the required revisions, it may be left to your thesis advisor to review your final submission. In the case of re-submission, the maximum time allowed will be 12 months, with no subsequent extensions or opportunities to resubmit.

The Examination Committee completes the examination sheet, *Report on Master's Comprehensive Examination* recording their decision.

Submitting your thesis

Following the oral examination and making any required revisions, your thesis advisor will sign off on the revisions and submit the relevant form to the ORS. You are required to submit three bound copies of your thesis to the ORS. It is your responsibility to obtain copyright to include previously published material in your thesis if this is required.

The Thesis Defense

Each student is required to make an open defense of their thesis following its distribution to the committee. The oral defense should occur within a month of its distribution to the committee. If the written report is deemed unacceptable, the student shall be advised against making an oral defense. However, the student has the right to request examination of the thesis if they believe that it is ready for examination. The defense is undertaken in the following manner:

- a. The thesis is presented during a meeting open to the faculty and students at the School of Social Work, as well as members of the university and the community.
- b. The first part of the oral examination shall consist of an oral presentation by the student that includes a summary of the salient points of the research within a time span of 25 to 30 minutes. This is followed by the questioning and examination of the student by the Examination Committee, which will not exceed one- and one-half hours. The Chair may exercise discretion in inviting questions from guests following completion of the formal examination.

- c. The Committee meets after the open meeting in camera to review both the oral defense and written thesis report and to make a disposition. The decision to pass the student must be unanimous.
- d. The Committee then meets in-camera with the student to discuss any changes that may be required before the thesis is finally accepted.
- e. If the presentation and defense of the thesis is failed on two separate occasions, a recommendation will be forwarded to the Director of the School who will require the student to withdraw from the program.

Possible course texts and other materials that may be helpful:

Becker, H. S., & Richards, P. (2007). *Writing for social scientists: How to start and finish your thesis, book, or article*. Chicago: University of Chicago Press.

Creswell, J. W. (2014). *Research design: Qualitative, quantitative, and mixed methods approaches*. Thousand Oaks, California: SAGE Publications.

Examples.

[Social Work thesis and dissertation collection \(ed.ac.uk\)](http://ed.ac.uk/SocialWorkTheses)

[Microsoft Word - Thesis proposals From Susan Strega.doc \(uvic.ca\)](http://uvic.ca/thesis-proposals)

[Social Work Theses, Projects, and Dissertations | School of Social Work | California State University, San Bernardino \(csusb.edu\)](http://csusb.edu/social-work-theses-projects-dissertations)

5.0 Field Practicums

The Field Education Coordinator is the faculty member responsible for planning for placements. **The Field Education Coordinator is the only person designated to contact agencies and to discuss possible placement options.**

The term practicum refers to the entire course, which is valued at 9 credit hours. The actual field placement refers to one component of the practicum. Other components include the learning contract, the mid-term evaluation and the student's final evaluation of their learning. Grades are Pass/Fail and the successful completion of all components is required for a passing grade. The practicum is considered a course, and a student must register and pay the usual course fees.

Note: Social work settings now require students to obtain a criminal record check and prior contact check in advance of placement. Horizon Health may also require an up-to-date record of immunizations. This process may take several weeks, so students are encouraged to apply well in advance of their placement date. The School is not responsible for fees or delays in field placement start dates as a result of missing or late documentation.

For details on SCWK 5059 Field Instruction III or SCWK 6119 Advanced Field Placement, please review the relevant Field Handbooks available on the School's website.

SCWK 6103 The Field Education Integration Seminar

The SCWK 6103 Field Education Integration Seminar is a course that runs concurrently with the advanced field practicum. During this course students will demonstrate through discussion and assignments that they have a commitment to the social work profession and its fundamental values of egalitarianism and egalitarianism. Students will be asked to use case examples from their field practice to demonstrate an advanced understanding of the link between theory and practice. This course is delivered online, on a bi-weekly basis.

6. Policy on Confidentiality and Use of Social Media

The School's *Policy on Social and Electronic Media and the Use of Electronic Devices in the School of Social Work* (2017) should be carefully reviewed by students and followed at all times while enrolled in the MSW program, including the advanced field practice setting.

https://www.stu.ca/media/stu/site-content/academics/social-work/documents/BSW_electronicmediapolicy.pdf

7. Conduct at the School

Students are expected to follow the *CASW Social Work Code of Ethics* (2005) and *Guidelines for Ethical Practice*. If there is a concern raised by faculty about a student's readiness for practice, they will be subject to a readiness review, as explained in the *Policy Governing Professional Readiness in the School of Social Work* (2017).

https://www.stu.ca/media/stu/site-content/academics/social-work/documents/BSW_policy_governing_professional_readiness_schoolofsocialworkWork.pdf

Academic misconduct such as plagiarism and cheating are addressed by the university's *Policy on Academic Misconduct*, and if a student is found guilty of plagiarism or cheating under the policy, they may be subject to a readiness review.

Non-academic misconduct, will be investigated under the university's *Policy on Non-Academic Misconduct* (2019): <https://www.stu.ca/media/stu/site-content/current-students/policies/STU-Policy-on-Non-Academic-Misconduct-February-2019.pdf>

The School respects human diversity and is committed to providing a respectful learning environment for all students. The School will not tolerate acts of discrimination and harassment. Students who experience harassment and/or discrimination are advised to consult the *Policy on Harassment and Discrimination* to report the incident. [Harassment and Discrimination Policy - St Thomas University \(stu.ca\)](#)

Note: If it is determined, upon conclusion of an investigation, that a violation has occurred, the student may be referred for a readiness review in addition to any sanction imposed by the Conduct Officer.

Attendance

Attendance during courses and at field placements is viewed as a professional responsibility. Regular attendance is a professional commitment that is expected of all students. Vacations and other personal events should not conflict with classes or field placements. Satisfactory attendance includes arriving for class on time, remaining in class for the duration of the class, and participating in classroom discussions and other course activities. Please arrange for medical appointments outside of class times, if possible. Some instructors will include attendance and participation in their evaluation of academic performance. Students who do not attend or participate regularly may not meet course expectations.

8. Appeals

Student who disagree with a final grade in a course have access to the Senate Academic Grievance Committee and the process for appeal is explained in the university's *Policy on Appeals Procedure*: https://www.stu.ca/media/stu/site-content/current-students/policies/AppealProcedures_.pdf

Students who disagree with a decision made in relation to the School's *Policy Governing Professional Readiness in the School of Social Work* (2017), or about maintaining their status in the MSW program, may file an appeal with the Senate Admissions and Academic Standing Committee (SAASC). It advises the Registrar concerning responses to written petitions from students who seek exemptions from the academic regulations of the University. Students wishing to appeal to the SAASC should contact the registrar's office for assistance.

9. Student Resources

Student Notices for graduate students are posted on the bulletin board directly across from the School's administrative office, 3rd floor, Brian Mulroney Hall (BMH). Students are expected to check their STU email accounts on a regular basis since most announcements are made through emails.

A graduate student lounge has been set up in BMH 106 to provide students with a place to work and socialize between classes. Please keep the lounge area clean and do not remove furniture from the room. The room is reserved for the express use of graduate students, only.

Accessibility Services

St. Thomas University is committed to creating an equitable environment by ensuring that all members of our community have access to the full range of university life. This means supporting students with disabilities in their full participation in the educational, social and cultural life of our university. Sharing responsibility with each student for their success, our accessibility program is consistent with our academic standards as we strive to make reasonable and appropriate accommodations to allow students to enjoy the benefits of higher education. After admission, students are encouraged to register with the Student Accessibility Services

Office and to provide documentation of their disability. All disclosed information is confidential. Accommodations and services are determined on an individual basis for each student.

[Student Accessibility Services Student Handbook](#)

This handbook is a quick, one-stop, user friendly guide to Student Accessibility Services (SAS) at St. Thomas University.

Student Accessibility Services Office

The Student Accessibility Services (SAS) Office is located on the first floor of George Martin Hall, room 104. Their contact information can be found on the [Accessibility Services webpage](#). Office hours are Monday to Friday – 8:30 to 4:30pm (AST).

Wabanaki Student Centre

A culturally and spiritually rich environment for academic and personal support, the [Wabanaki Student Centre](#) serves as a daily starting point for many Indigenous students at St. Thomas. Whether it is to have a coffee, finish an assignment, or relax with friends, the Centre is a home away from home. The space includes a small kitchenette and is decorated with Indigenous artwork and photos that reflect the history of First Nations in New Brunswick.

Web address: https://www.stu.ca/indigenous_student_services/wabanaki-student-centre/



Elder in Residence – Elizabeth Augustine
eaugustine@stu.ca



Elder in Residence – Ron Tremblay
rtremblay@stu.ca

Meet the rest of their team: https://www.stu.ca/indigenous_student_services/support-team/

Bookstore

Textbooks and supplies are available at the [University Bookstore](#). This modern and well-equipped bookstore is centrally located in the Student Union Building. Business hours are Monday to Friday, 9:00 a.m. to 4:00 p.m.

UNB Campus: 21 Pacey Drive, Fredericton, NB

Email: unb@bkstr.com

Tel: 453-4664

Campus Ministry

St. Thomas University welcomes students of all religions and, while acknowledging its Roman Catholic heritage, seeks to respond to the spiritual and faith practice needs of all members of the University community.

The University seeks to foster personal well-being by offering the pastoral presence of a University Chaplain and Campus Minister through the Campus Ministry office located at George Martin Hall, Room 203. The office is open Monday through Friday for informal drop-in visits, a listening space, advice, pastoral or referral counselling, or to provide a liaison with university and community agencies.

Campus Ministry offers or sponsors various activities, some centred in the St. Thomas Chapel—liturgical celebrations, including Sunday and weekday masses (for current times please consult www.stu.ca), ecumenical prayer services and interfaith dialogue, as well as sacramental preparation and celebration (adult Christian Initiation, baptism, marriage, reconciliation), and faith development. Students are encouraged to participate by sharing their gifts as lectors or readers, servers, musician and cantors, hospitality, and environmental art.

Website: <https://www.stu.ca/campusministry/>

Contact Page: <https://www.stu.ca/campusministry/connect-with-us/>

Counselling Services

St. Thomas University provides students with free and confidential on-site counselling. Counselling Services can assist students with a broad range of issues, including body image, grief, loss, self-esteem, stress management, academic difficulties and relationship conflicts. Students can access a maximum of ten counselling sessions during the academic year. To book an appointment, please drop by:

All information regarding current Counselling offerings can be found by visiting the Counselling [website](#) or by Dropping in to see Shane Clark in George Martin Hall Rm 307 or by emailing mentalhealth@stu.ca

Employment Services

Students of St. Thomas University may access employment and career support through a variety of means. Students may access the STU Student Employment website for job postings, employment resources and upcoming employment and career related events, such as on-campus Employer Information Sessions and Career Fairs. Students will have access to one-on-one employment and career counselling services through the office of the Employment and Student Life Coordinator; appointments can be made through tzelmer@stu.ca. Career Development Workshops are offered in partnership with UNB Career Counselling services.

[Career Development Website](#) [Student Job Board](#)

For general career / employment related inquiries, send an email to: careerdevelopment@stu.ca

Financial Services

Oversees the University's cash collection, financial aid disbursement, and accounts receivable and payables functions in accordance with the policies of the University and the provincial and federal governments. Their office is in George Martin Hall Room 103

Laura Tucker, Accounts Receivable
Email: laura@stu.ca
Phone: 506-452-0544

Melanie Aubin
Financial Services Officer
Email: maubin@stu.ca
Phone: 506-452-7703

Health Services

A medical clinic for full-time St. Thomas students is located at the third floor of Jones House on the UNB campus. Students may call the [Student Health Centre](#) for an appointment please call **Phone:** (506) 453-4837. Clinic hours are:

September to April:

Monday to Thursday - 8:15 am to 3:45 pm
Friday - 8:15 am to 3:30 pm
Closed daily from 11:30 a.m. - 1 p.m

Phones are answered Monday - Friday: 8:30 - 11 a.m. and 1:15 - 3 p.m

For further information, please visit the [Student Health Centre website](#).

There is an after-hours clinic not far from campus. The **Fredericton Medical Clinic** is located at **1015 Regent Street** and can be reached at **(506) 458-0200**.

Also nearby is a full-service regional hospital. The **Dr. Everett Chalmers Hospital** is located at **700 Priestman Street** and can be reached at **(506) 452-5400**.

You will need your Provincial Healthcare card for both locations. Please note that out-of-province students are charged a fee at the Fredericton Medical Clinic.

Help Desk

The STU Help Desk is there for all students. It offers students a wide array of services including the following: a free phone for local calls, change for the photocopier, lost and found, bus schedules, STU clothing, academic calendars, a fax machine, a first aid kit, poster approving and stamping, postal stamps for sale, supplies you can borrow (e.g. pens, stapler, tape, etc.), phone numbers and directions, applications and various forms, tons of general STU info, and the Legal Info Centre.

Sir James Dunn Hall

Email: helpdesk@stu.ca

Tel: 452-0405

Library

St. Thomas students have the use of the Harriet Irving Library and branch libraries serving the faculties of Education, Engineering, Science and Forestry, while the Law Library is an integral part of the Faculty of Law. The collections consist of over 1,100,000 print volumes, 2.2-million microforms, 220,000 government documents, 47,000 maps, and 4,836 current periodicals, as well as many rare books, manuscripts, the University archives, and a number of other special collections. General library tours are offered for all students during Welcome Week. More detailed instruction sessions are also provided later in the term by librarians in each library on campus. Staff is also available to give individual instruction on Quest and on locating material in the library's collections.

Books and periodicals are shelved in open stacks for easy access by library users, and most may be borrowed for home use. Since 1981, the library has had an online catalogue which lists material in all of the campus libraries. Quest, the online catalogue, provides access to our collections. It also provides access to a variety of indexes and abstracts. Study tables and individual carrels are provided in all libraries. Photocopiers are provided for student use in each library, and reader/printers to make prints from microform are available in the Harriet Irving Library, the Law Library, Education Resource Centre, and the Engineering Library.

Each library contains a reference collection covering appropriate subject areas. These collections include dictionaries, encyclopaedias, handbooks, bibliographies, indexes and abstracts, and CD

From databases. Many indexes and abstracts may be searched online for a fee. Librarians are on hand to give individual assistance in the selection and use of library materials, including online searching. Brochures on collections and services are also available. Students should feel free to ask for help from any staff member. Many information resources including some 8,000 full-text journals, a number of major indexing and abstracting tools, and a variety of reference materials are available online from the library website. These electronic resources can be accessed through computers on campus or at home. Opening hours are posted on the main door of each library and on the library website at <http://www.lib.unb.ca>.

Visit the Harriet Irving Library's Research Help Desk anytime at:

Harriet Irving Library, 5 MacAulay Lane - UNB

Email library@unb.ca

Tel 453-4740

New Brunswick Association of Social Workers (NBASW)

This is the organization which represents professional social workers in this province. The objectives of the NBASW are to establish and maintain standards of practice; to promote public awareness of the role of social work; to pursue social justice and to effect social change. Social work students are encouraged and welcome to attend and participate in the activities of the Fredericton Chapter and can also register as a student member.

Website: www.nbasw-atsnb.ca

Off-Campus Housing

Students are responsible for making their own arrangements for off-campus housing. UNB maintains an Off-Campus Housing Office to assist students with finding suitable off-campus housing. For further information concerning off-campus housing, contact:

Off-Campus Student Housing Office

UNB, Box 4400, Fredericton, N.B. E3B 5A3.

Email: housing@unb.ca or <https://www.unbsu.ca/offcampushousing>

Tel: (506) 476-1250

Or contact the *Student Life and Retention Office* at (506) 452-0578 between 8:30 a.m. and 4:30 p.m.

Parking

Along with UNB and NBCC, STU has updated our parking on campus by using a [HotSpot](#) Parking Portal. The change will provide the STU community and visitors with a more convenient and streamlined approach to on-campus parking. Long-term parking permits for students, faculty, and staff can be purchased through the [HotSpot](#) portal.

Please note: when logging into the portal, use your STU.ca email and password. The portal will prompt you to select a municipality. Select "STU" from the drop down menu.

For questions, please refer to parking@unb.ca, monitored Monday to Friday from 8 am to 4 pm. For urgent or after-hours matters, please call UNB Campus Security at (506) 453-4830.

10. Financial Resources Available to MSW Students

Each year the School will award Teaching Assistantships to eligible students entering the program. Students are eligible for SSHRC Master's program and Canada Graduate Scholarships. There is funding through the New Brunswick Innovation Program: <https://nbif.ca/graduate-scholarships/> or the O'Brien Foundation: <https://www.obrienfoundation.ca/en/>

Aboriginal students are eligible to apply for funding through:

MAWIW Council Inc. Student Awards: <https://www.mawiwCouncilinc.com/whats-new>

Indspire Bursaries, Scholarships, and Awards

Indspire has evolved into the largest non-governmental funding body for First Nations, Inuit, and Métis post-secondary students across Canada. Bursary and scholarship awards are provided to First Nations, Inuit, and Métis students annually across a diverse range of disciplines.

<https://indspire.ca/>

Important Dates and Deadlines: 2025 - 2026

2025

- | | |
|--------------|---|
| August 30 | Welcome Week Starts |
| September 1 | Labour Day – University closed |
| September 3 | Classes begin |
| September 7 | Opening Mass |
| September 12 | Last day to confirm registration by arranging payment of fees |
| September 12 | Last day to add Fall term and full-year courses |
| September 30 | National Day for Truth and Reconciliation – University closed |
| October 10 | Deadline to opt out of the Health Plan |
| October 13 | Thanksgiving Day – University closed |

October 24 Last day to withdraw from first-semester courses without academic penalty

October 24 Last day for partial refunds of first-semester fees

November 3 Early Degree Conferral - November Graduation In Absentia

November 7 Deadline to declare major

November 10 Fall Reading Week Begins - No classes

November 11 Remembrance Day - University closed

November 14 Fall Reading Week Ends - No classes

November 21 Last day to hold class tests in first semester

December 1 Application deadline for BEd Program

December 9 Last day of classes for first semester

December 10 Reading Day - No classes

December 11 December Examination Period Starts

December 17 December Examination Period Ends

December 18 Make-up Exam Period

December 23 University Closed - Winter Break

2026

January 2 University Offices Open

January 6 Classes resume

January 16 Deadline to pay fees for second semester

Last day to add Winter term courses

Last day to withdraw from full-year courses without academic penalty

January 30 Application deadline for MSW

February 16 NB Family Day – University closed

February 27 Last day to withdraw from second-semester courses without academic penalty

Last Day for partial refunds of first-semester fees

March 2 - 6 March Reading Week- no classes

March 6	Early Degree Conferral - Graduation In Absentia
March 9	Last day to apply for May Graduation
March 13	Student Research & Ideas Fair
March 27	Last day to hold class tests in second semester
April 3	Good Friday - University closed
April 6	Easter Monday - University closed
April 13	Last day of classes in second semester
April 14	Reading Day - No classes
April 15-22	April Examination Period
April 23	Make-up Exam Period
April 30	Application deadline for BSW program
May 4	Early Intersession begins
May 11	Baccalaureate Mass
May 12	Spring Convocation
May 18	Victoria Day - University closed
May 29	Early Intersession ends
June 1	Late Intersession begins
June 26	Late Intersession ends
June 29	Summer Session begins

NOTE: *Dates for the Education and Social Work programs may differ. Please consult with the appropriate department.*

Notes