

MASTER OF SOCIAL WORK / JURIS  
DOCTOR (MSW/JD) HANDBOOK



University  
of Windsor

## Welcome!

Hello, and welcome to the MSW/JD program! Our staff, students, and alumni are thrilled to welcome you to the MSW/JD family. Firstly, congratulations on your admission to this competitive and prestigious program. Your acceptance demonstrates that you are an exceptionally qualified and capable candidate, and you should be proud of this outstanding accomplishment.

Starting first year is an exciting time, especially as an MSW/JD. Across all years, the students in our program keep in touch regularly during the school year and are quick to help each other out with assignments, advice, mentorship, and anything else you might need. What else could be expected? We're professional helpers!

However, the MSW/JD program can be challenging to navigate. Because the program takes place across two faculties simultaneously, there may be some administrative issues that arise over the course of your time as a student. This handbook seeks to address these issues and to provide all MSW/JD students, especially first-years, with answers, advice, and tips on succeeding as a student in this unique program.

## ACKNOWLEDGEMENTS

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We are sincerely grateful to the Faculty of Law for continued program funding and administration support, as well as the Law Career Services Office, the School of Social Work, the Research Ethics Board, Social Work Field Office, and Professor Elizabeth Donnelly, standing MSW coordinator of the MSW/JD program, for your exceptional guidance and resources.

Lastly, we'd like to extend a very special thank you to Professor Tess Sheldon for your fierce support and advocacy for MSW/JD students, always.

## Disclaimer

The information in this handbook has been compiled based on student research, interviews, and inquiries with relevant student resource offices. In the case that any information contained in this handbook conflicts with university or faculty policy, defer to official university-published sources of information. The information in this handbook is updated as of October 25, 2022.

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## FIRST YEAR – GETTING STARTED

### BEFORE SCHOOL STARTS

- Relax! This is your last summer before starting an intense program. Many students ask for suggested readings to prepare for law school, and are almost always given this response: you don't need to read anything. You'll have enough to read in 0L and 1L to prepare you for what future employers expect. Seriously – enjoy your last summer before law school & don't worry about preparing for anything.
- You should be getting emails from the graduate School of Social Work as well as from the faculty of law from the time you accept your offer of admission. Ensure that you're on the right email lists. (If in doubt, ask MSW/JD faculty advisors – see Appendix B for key contacts).
- Join the Facebook groups for Windsor Law All Years; MSW/JD All Years; your graduating class' group; as well as any group chats that stem off these pages. If you don't have a Facebook account, it's a good idea to make one just for the purpose of staying in the loop with your classmates.
- Other good Facebook groups to join are: Windsor Law Housing Group; Windsor Law Book Exchange; University of Windsor Book Exchange; University of Windsor Housing Group
- If you're nervous about starting, reach out to upper-year MSW/JD students. Find us either on LinkedIn, Facebook, or through the Outlook student directory once you get your student email up and running. Upper-years are always happy to help put your mind at ease!

### ORIENTATION

- Find the date(s) of orientation – you should receive an email from either the law or social work school (depending on whether you are an Advanced Track or Regular Track) a few weeks before the start of classes with an orientation package.
  - o For Advanced Tracks, you'll attend law school and MSW/JD orientation
  - o For Regular Tracks, you'll attend MSW and MSW/JD orientation in year one, and then law school orientation in year two
- Orientation is **mandatory**, so plan to be free during the stipulated orientation dates.

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## COURSE REGISTRATION

- For first-year students in both tracks, you'll be registered in courses automatically for the fall & winter terms. The university creates your schedule.
- In 1L, you may be put into a different course section from other MSW/JD students. If this happens, you can contact the Assistant Dean of the law school about getting all the MSW/JDs put in the same section, but since this is a small program, you will get to know the other MSW/JDs regardless.

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## NAVIGATING PROGRAM ADMINISTRATION

- Admission is a time that program administration errors may occur for MSW/JD students. Ensure that you're registered for the right program (3 or 4-year) through UWinSiteStudent (student.uwindsor.ca)
- Ensure that your admission acceptance is unequivocally clear, and that you take all the necessary steps in a timely manner, including:
  - o Sending your undergraduate transcripts to the correct departments and ensuring that they've been well-received
  - o Paying your deposit and ensuring it has been received by the proper departments
  - o Ensuring you've been registered for the correct courses (see the course registration section) – the school does this for you automatically, but as an MSW/JD, ensure that your courses correspond correctly to your program (3 or 4-year)
- Keep an eye out on your student financial statements:
  - o On student.uwindsor.ca, ensure you have only been charged EITHER as an undergraduate (law) student OR as a graduate (MSW) student for the health plan, bus pass, and student fees
    - For your 1L, 2L, and 3L fall and winter semesters, you should only be charged as a LAW student (law students are considered undergraduates and are part of the undergraduate student union)
    - **For 3-year tracks, you are ONLY considered an MSW graduate student for the summer after your first year**
    - **For 4-year tracks, you are considered an MSW for your entire first year of the program – fall, winter, and summer – this year is also called the MSW foundation year**
    - These are the only times you are considered a graduate student and you pay Graduate Student Society (GSS) fees and health plan. Outside of these semesters, you are considered a law student and



should ONLY be charged as an (undergraduate) law student with the University of Windsor Students' Union (UWSA) fees and health plan.

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#### TIPS & TRICKS FOR SUCCESS

- Sign up for a mentor through the peer mentorship program. Peer mentors are upper-year students who volunteer to meet with incoming law students to offer advice and support. This is available **only through the law school**, so first year **Regular Track** students may need to reach out pre-emptively to acquire a mentor – do so by late July before the incoming **Fall** term. First-year **Advanced Tracks** will receive an email about signing up for a peer mentor. They might also be your very first friend at your new school!
- AskUWindsor has answers to many common FAQs: <https://ask.uwindsor.ca/>

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## COURSE SEQUENCING

### OVERVIEW

There are two program streams in the MSW/JD program – (1) the regular 4-year track for non-BSW grads, and (2) the advanced 3-year track for BSW grads. The Regular Track students start their program one year prior to the Advanced Track students with whom they will graduate – i.e. Regular Track students will have already completed year 1 of their program as Advanced Track students begin year 1 of their program. Regular and Advanced Track students meet and merge in years 2 and 1 of their programs, respectively.

### REGULAR TRACK (4-YEAR) PROGRAM

The 4-year Regular Track students' course sequence can be summarized as follows:

**Year 1 (0L):** First year of the MSW program - ONLY MSW courses \**First MSW practicum in the summer of year 1*\*

**Year 2 (1L):** First year of the JD program – ONLY JD courses

**Year 3 (2L):** Mix of MSW & JD courses

**Year 4 (3L):** Mix of MSW & JD courses \**Second MSW practicum in winter term of 3L*\*

**Below is the detailed course sequence & course requirements for Regular Track MSW/JD students (also found HERE: <https://www.uwindsor.ca/law/student-resources/35/law-2-and-3-registration>):**

**PLEASE NOTE: The requirements below reflect a RECENT CHANGE in the MSW core course requirements starting in the 2022 FALL term. For those graduating before 2026, please consult the older course sequencing requirements by contacting either the law coordinator's office or the graduate social work secretary.**

<b>YEAR ONE (REQUIRED MSW COURSES):</b>					
<b>FALL: 20__ __</b>	<b>D/TIME</b>	<b>WINTER: 20__ __</b>	<b>D/TIME</b>	<b>INTERSESSION: 20__ __</b>	<b>D/TIME</b>
SWRK-8503: Comprehensive Social Policy Analysis (3 credits)		SWRK-8521: Social Justice & Social Change (3 credits)		SWRK-8570: Field Integration Seminar (3 credits)	
SWRK-8504: Communication Skills in SW Practice (3 credits)		SWRK-8531: SW Practice with Individuals (3 credits)		SWRK-8571: Master of Social Work Foundation Year Practicum (6 credits)	
SWRK-8547: Advanced SW Research: Practice Evaluation (3 credits)		SWRK-8532: SW Practice with Groups (3 credits)			
SWRK-8550: SW Values, Ethics, and Anti-Oppressive Practice (3 credits)		SWRK-8533: SW Practice with Families (3 credits)			
		SWRK-8534: SW Practice with Organizations and Communities (3 credits)			

<b>YEAR TWO (REQUIRED LAW COURSES):</b>				
<b>FALL: 20__ __</b>	<b>D/TIME</b>	<b>WINTER: 20__ __</b>	<b>D/TIME</b>	
LAWG-5803: Contracts (5 credits) *		LAWG-5803: Part II		
LAWG-5801: Property (5 credits) *		LAWG-5801: Part II		
LAWG-5810: Constitutional Law (5 credits) *		LAWG-5810: Part II		
LAWG-5805: Criminal Law (5 credits)		LAWG-5805: Part II		
LAWG-5807: Legal Research and Writing (6 credits) *		LAWG-5807: Part II		
LAWG-5962: Indigenous Legal Orders (3 credits)		LAWG- 5811: Access to Justice (3 credits)		
LAWG- 5817: Windsor Legal Practice Simulation (2 credits)				
<b>Total Law Credits by end of Law I: 34</b>				

<b>YEAR THREE (LAW AND SOCIAL WORK COURSES):</b>				
<b>FALL: 20__ __</b>	<b>D/TIME</b>	<b>WINTER: __ __</b>	<b>D/TIME</b>	<b>NOTES</b>
SWRK-8630- Challenges in Child Welfare OR SWRK-8631- Challenges in Health and Aging (3 credits)		LAW ELECTIVES (5-6 courses/15-18 credits)		1. Civil Procedure and Torts can be taken in either Fall or Winter but must be taken in Law II. The number of elective courses taken may therefore vary depending on the term in which when Civil Procedure and Torts are taken. 2. Students must take a minimum of 80 Law credits to graduate. Students should be careful to note that in order to satisfy this requirement, it will be necessary to plan out the number of credits they plan to take in Law III. Some may find it prudent to maximize their Law credits in Law II rather than wait for Law III. 3. Other required Upper Year courses include: LAWG-5852 Administrative Law (4 credits) and LAWG-5939 The Legal Profession (3 credits). They must be taken before the 2nd term of Law III.
LAWG-5826: Civil Procedure <i>(Note 1; Fall or Winter) (4 credits)</i>		ELECTIVE 1:		
LAWG-5809: Torts Law (Note 1; Fall or Winter) (4 credits)				
SWRK-8625/LAWG-5930: Law and SW: Adv. Practice Research Methods and Policy Analysis (4 credits) **		ELECTIVE 2:		
LAW ELECTIVE(S) (1-2 courses/6-8 credits):		ELECTIVE 3: ELECTIVE 5:		
		ELECTIVE 6:		
<b>Total Law Credits in Law II, Term 1: 13 – 18 (see Note 2)</b>		<b>Total Law Credits in Law II, Term 2: 15 - 18</b>		<b>Total Law II Credits: 28 – 36</b> <b>Total Law Credits by end of Law II: Min. 62 (34+28) to a max. 70 (34+36)</b>

YEAR FOUR (LAW AND SOCIAL WORK COURSES):				
FALL: 20__ __	D/TIME	WINTER: 20__ __	D/TIME	NOTES
SWRK-8610: Advanced Direct Practice (3 credits)		SWRK-8680: Advanced Internship Seminar (online & held in real time) (3 credits)		Rules for calculating required Law credits: Same program as JD in Law I 13 – 18 per term and 28 – 36 in Law II 80 – 90 credits to be eligible for graduation
SWRK-8611: Advanced Indirect Practice (3 credits)		SWRK-8681: Advanced Practice Internship (6 credits)		
SWRK-8626/LAWG-5931: Adv. Seminar Theory and Practice of SW and Law (4 credits)		LAW ELECTIVES (1-2 COURSES/6-7 CREDITS)		FCR = Federation Competency Requirement  SWRK-8626/LAWG-5931: Advanced Seminar in the Theory and Practice of Social Work and the Law – The 4 credits earned in this course are integrated and count toward both the MSW degree and JD degree. Students must be enrolled in Law course(s) in each term they are registered in the MSW/JD program.  Examples of Electives in Term 2 of Law III: Taking Supervised Research (LAWG-5892) is a more flexible way to earn Law credits while simultaneously doing the MSW placement. If you are doing your placement locally, some placements are flexible and allow you to leave to take a course, or you may do a course in the evening after your placement. Alternately, you may partake in community facing research (LAWG-5958 Project Based External Placement). Students should discuss with a Law faculty member early in the year to confirm they will supervise the research or have the opportunity to take part in community facing research.
LAW ELECTIVES (2-3 COURSES/5-8 Credits)		ELECTIVE 1:		
ELECTIVE 1:		ELECTIVE 2:		
ELECTIVE 2:				
ELECTIVE 3:				
<b>Total Law Credits in Law III, Term 1: 9 – 12</b>		<b>Total Law Credits in Law III, Term 2: 6 – 7</b>		<b>Total Law III Credits: 15 – 19</b>
<b>Total Law Credits by end of Law III: Minimum 80 (34 + 28 + 15 and an additional 2 credits in Law II or III) to a maximum of 90 (34 + 36 + 19)</b>				
Transnational Law	Course fulfillment:			
Major Paper	Course fulfillment:			
Perspectives	Course fulfillment:			
Civil Procedure				
Torts				
Administrative Law (per FCR)				
The Legal Profession (per FCR)				

*\*Note: your law requirements include the pre-determined courses taken in your 1L year, as well as the courses listed above:*

- (1). A law course with a transnational component
- (2). A law course in which a research paper comprises 50% or more of the final grade for the course (this requirement will be automatically met by one of your required social work courses)
- (3). A law course that meets a ‘unique perspectives’ requirement (this requirement will be automatically met by one of your required social work courses)
- (4). Civil Procedure
- (5). Torts
- (6). Administrative Law
- (7). The Legal Profession

You can find out which courses meet the transnational course requirement in the course catalogue, which you will receive by email by the academic coordinator’s office before course registration opens.

## ADVANCED TRACK (3-YEAR) PROGRAM

The 3-year Regular Track students' course sequence can be summarized as follows:

**Year 1 (1L):** ONLY JD courses in fall and winter terms of first year – In summer you will take 2 MSW courses

**Year 2 (2L):** Mix of MSW & JD courses

**Year 3 (3L):** Mix of MSW & JD courses \*MSW practicum in winter term of 3L\*

Below is the detailed course sequence & course requirements for Advanced Track MSW/JD students (also found HERE: <https://www.uwindsor.ca/law/student-resources/35/law-2-and-3-registration>)

**PLEASE NOTE:** The requirements below reflect a RECENT CHANGE in the MSW core course requirements starting in the 2022 FALL term. For those graduating before 2026, please consult the older course sequencing requirements by contacting either the law coordinator's office or the graduate social work secretary.

YEAR ONE (REQUIRED LAW COURSES):					
FALL: 20__ __	D/TIME	WINTER: 20__ __	D/TIME	INTERSESSION: 20__ __	D/TIME
LAWG-5803: Contracts (5 credits) *		LAWG-5803: Part II (5 credits)		SWRK-8521: Social Justice and Social Change (3 credits)	
LAWG-6801: Property (5 credits)		LAWG-5801: Part II (5 credits)		SWRK-8547: Advanced SW Research: Practice Evaluation (3 credits)	
LAWG-5810: Constitutional Law (5 credits)		LAWG-5810: Part II (5 credits)			
LAWG-5805: Criminal Law (5 credits)		LAWG-5805: Part II (5 credits)			
LAWG-5807: Legal Research and Writing (6 credits)		LAWG-5807: Part II (6 credits)			
LAWG-5817: Windsor Legal Practice Simulation (2 credits)		LAWG-5811: Access to Justice (3 credits)			
LAWG-5962: Indigenous Legal Orders (3 credits)					
<b>Total Law Credits by end of Law I: 34</b>					

<b>YEAR TWO (LAW AND SOCIAL WORK COURSES):</b>				
<b>FALL: 20 __ __</b>	<b>D/TIME</b>	<b>WINTER: __ __</b>	<b>D/TIME</b>	<b>NOTES</b>
LAWG-5826: Civil Procedure ( <i>Note 1; Fall or Winter</i> ) (4 credits)		LAW ELECTIVES (5-6 courses/15-18 credits)		<p>1. Civil Procedure and Torts can be taken in either Fall or Winter but must be taken in Law II. The number of elective courses taken may therefore vary depending on the term in which when Civil Procedure and Torts are taken.</p> <p>2. Students must take a minimum of 80 Law credits to graduate. Students should be careful to note that in order to satisfy this requirement, it will be necessary to plan out the number of credits they plan to take in Law III. Some may find it prudent to maximize their Law credits in Law II rather than wait for Law III.</p> <p>3. Other required Upper Year courses include: LAWG-5852 Administrative Law (4 credits) and LAWG-5939 The Legal Profession (3 credits). They must be taken before the 2nd term of Law III.</p> <p>4. SWRK-8625/LAWG-5930: Law and Social Work Policy and Research – The 4 credits earned in this course are integrated and count toward both the MSW degree and JD degree.</p>
LAWG-5809: Torts Law (Note 1; Fall or Winter) (4 credits)		ELECTIVE 1:		
SWRK-8625/LAWG-5930: Law and Social Work Policy and Research (3 Law credits)				
LAW ELECTIVE(S) (1–2 courses/6–8 credits):		ELECTIVE 2:		
		ELECTIVE 3:		
		ELECTIVE 4:		
		ELECTIVE 5:		
		ELECTIVE 6:		
<b>Total Law Credits in Law II, Term 1: 13 – 18 (see Note 2)</b>		<b>Total Law Credits in Law II, Term 2: 15 - 18</b>		<b>Total Law II Credits: 28 – 36</b> <b>Total Law Credits by end of Law II: Min. 62 (34+28) to a max. 70 (34+36)</b>

\*Credit count is for entire year.

YEAR THREE (LAW AND SOCIAL WORK COURSES):				
FALL: 20__ __	D/TIME	WINTER: 20__ __	D/TIME	NOTES
SWRK-8610: Advanced Direct Practice (3 credits)		SWRK-8680: Advanced Internship Seminar (online & held in real time) (3 credits)		<p>Rules of calculating required Law credits:            Same program as JD in Law I            12-18 per term and 28-36 in Law II            15-19 in Law III            80-90 credits to be eligible for graduation.</p> <p>FCR= Federation Competency Requirement</p>
SWRK-8611: Advanced Indirect Practice (3 credits)		SWRK-8681: Advanced Practice Internship (6 credits)		
SWRK-8630- Challenges in Child Welfare OR SWRK-8631- Challenges in Health and Aging (3 credits)		LAW ELECTIVES (1-2 COURSES/6-7 CREDITS)  ELECTIVE 1:  ELECTIVE 2:		
**SWRK-8626/LAWG-5931: Advanced Seminar in the Theory and Practice of Social Work and the Law (4 credits)				<p>SWRK-8626/LAWG-5931: Advanced Seminar in the Theory and Practice of Social Work and the Law – The 4 credits earned in this course are integrated and count toward both the MSW degree and JD degree.</p> <p>Students must be enrolled in Law course(s) in each term they are registered in the MSW/JD program. Examples of Electives in Term 2 of Law III: Taking Supervised Research (LAWG-5892) is a more flexible way to earn Law credits while simultaneously doing the MSW placement. If you are doing your placement locally, some placements are flexible and allow you to leave to take a course, or you may do a course in the evening after your placement. Alternately, you may partake in community facing research (LAWG-595B Project Based External Placement). Students should discuss with a Law faculty member early in the year to confirm they will supervise the research or have the opportunity to take part in community facing research.</p>
LAW ELECTIVES (2-3 COURSES/9-12 Credits)				
ELECTIVE 1:				
ELECTIVE 2:				
ELECTIVE 3:				
<p><b>Total Law Credits in Law III, Term 1: 9 – 12      Total Law Credits in Law III, Term 2: 6 – 7      Total Law III Credits: 15 – 19</b></p> <p><b>Total Law Credits by end of Law III: Minimum 80 (34 + 28 + 15 and an additional 3 credits in Law II or III) to a maximum of 90 (34 + 36 + 19)</b></p>				



<b>LAW PROGRAM REQUIREMENTS</b>	
Transnational Law	Course fulfillment:
Major Paper	Course fulfillment:
Perspectives	Course fulfillment:
Civil Procedure	
Torts	
Administrative Law (per FCR)	
Legal Profession (per FCR )	

*\*Note: your law requirements include the pre-determined courses taken in your 1L year, as well as the courses listed above: (1). A law course with a transnational component (2). A law course in which a research paper comprises 50% or more of the final grade for the course (this requirement will be automatically met by one of your required social work courses) (3). A law course that meets a 'unique perspectives' requirement (this requirement will be automatically met by one of your required social work courses) (4). Civil Procedure (5). Torts (6). Administrative Law (7). The Legal Profession*

You can find out which courses meet the transnational course requirement in the course catalogue, which you will receive by email by the academic coordinator's office before course registration opens.

## SUMMERS

### REGULAR TRACK- FIRST YEAR SUMMER:

- After the fall and winter terms of year 1 of the program (foundation year MSW courses), you will complete your *first of two* MSW practica (as well as an accompanying course).
- The first practicum, similar to an internship, is a 450-hour placement in a social service organization from May-August
- The practicum is a full-time unpaid placement, usually with regular 9-5 business hours on 4 days/week, but this may vary. You cannot have another job during the working hours of your practica, but some students choose to work or pursue other activities on the side (evenings, weekends, remote work, etc.).
- The MSW field office finds your placement for you – you do NOT have to take additional actions to find a practicum opportunity. There is an in-depth orientation to this process, starting with the foundation year practicum orientation, and later the advanced practice internship orientation in 3L.
- SEE PRACTICA Section on pg. 28 for more details

#### ADVANCED TRACK – FIRST YEAR SUMMER:

- Your first summer follows your 1L year of law school. During your first summer, you must take two mandatory social work courses.
- Unlike with your first-year law courses, Advanced Track MSW/JDs will have to **go to the student UWinSite to register for summer classes**. The school reserves your spot for your summer classes, so registering for these courses is not time-sensitive. If you have trouble with registration, call the registrar's office and ask if they have switched you to MSW for the summer.
- You cannot take other courses during the summer to get ahead, because no other law or social work courses are offered during the summer term.
- The courses are only 6 weeks in length. The classes can be a little heavy since there are very short. However, working or volunteering on the side is feasible. Many social justice fellowships and clinics will work around your schedule, especially LAW (Legal Assistance of Windsor clinic) & many social work organizations.

#### BOTH TRACKS – 2L SUMMER:

- For **Advanced Tracks**, your 2L summer follows your second year of the program.
- For **Regular Tracks**, your 2L summer follows your third year of the program.
- In 1L summer, there is no expectation that you work in a law-related job. Generally, employers acknowledge that your 1L summer is a time for you to chill out and enjoy your last summer without a fast-paced law position. However, there is a general expectation that you obtain a law-related job in your 2L summer. 2L summer student jobs are abundant, and many employers look for 2L summer students who they can eventually hire back as articling students and lawyers.
- **2L summer job hunting begins in 1L**. By your 1L summer, the regulated **recruit** for government and firm summer student positions is underway.
- The regulated recruit is the process in which many Ontario law employers (including the Ontario Ministry of the Attorney General, the Department of Justice, and many big law firms) solicit job applications for law students and hold on-campus interviews and in-firm interviews. Recruiting timelines vary by city. The Toronto recruit deadline is usually in July (a year before the start date of the position), and other cities such as Vancouver, Calgary, and Ottawa take place later (there is no Windsor recruit – big cities only). See here for more information on the recruits: <https://lso.ca/becoming-licensed/lawyer-licensing-process/articling-candidates/finding-a-placement>

- However, the structured recruit is NOT the only chance you have to land a law job. Smaller firms, clinics, non-profits, even the government post 2L summer jobs continuously throughout the year, so check [Symplicity](#) (the faculty of law job centre website) and other job posting websites for job postings.
- Social justice fellowships and the Debwewin summer program (<https://www.uwindsor.ca/law/1327/debwewin-summer-program>) are other 2L summer option for those seeking to do justice and/or work in an Indigenous organizations (see the experiential learning opportunities section on pg. 22 for more information).

#### SUMMERING – TIPS & TRICKS FOR SUCCESS

- There's a big hidden market, especially in Toronto, for 2L summer student jobs. You can access this market by cold calling/emailing around, networking to find word-of-mouth positions, looking on the organization's website/internal job board (sometimes they don't post their jobs outside of their own websites in order to reduce time-waster applicants), joining law job and law networking Facebook groups, asking professors if they'll take you as a research assistant, and being creative in your job hunt. Cold calling & cold emailing is a very acceptable practice in the world of law, and it's a great way to expand your network. The Symplicity document library has cold-contact templates & examples.
- The university is a great place to look for a job in 2L. Various clinics, centres, the library, law offices, and professors hire research assistants, case workers, and legal assistants.
- The summer is a strange transition. Going from a constant work overload in law to slower-paced MSW courses can leave you feeling listless. Expect that this is normal, and take care of yourself.
- Don't stress if you don't get a law job in your 2L summer! It won't prevent you from eventually cracking into the world of law. If you don't find a job, try to volunteer somewhere law-related to give your future self a great resume boost. Trust that it will all work out, and take care of yourself first and foremost.

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## PLANNING FOR 2L & 3L COURSES

Because of the additional requirements that MSW/JD students have, we have less room for electives, so it's important to stay on top of course planning. You'll only be allowed to choose electives in 2L and 3L.

- **Course frequency:** Look at the frequency that courses are offered through the faculty of law yearly course offerings document, distributed by the law academic coordinator's office. Some are only offered every other year, or every year.
- **Credit requirements:** Don't leave requirements for 3L if you're not sure you can fit them in. Make sure you are complying with the required credits per semester (13-18) and per year (28-36). Generally, take 5-6 courses per semester. To get in all the requirements, it's difficult if you don't overload every semester but don't take on too much.
  - o For assistance with course planning and requirements, contact the academic coordinator at [lawac@uwindsor.ca](mailto:lawac@uwindsor.ca).
- **MSW requirements:** Remember that second semester of 3L you may not be able to take courses if you want to do your advanced placement by distance; this can create difficulties.
  - o E.g., Advanced Family is usually only offered in Winter. You will likely only be able to take it in 2L, so you must take Family Law (the pre-req) in Fall.
- **Course selection:** Have a back-up plan (or three) in case you don't get into courses or there are scheduling conflicts. Tips on prioritizing course selection:
  - o Pay attention to courses with pre-requisites. E.g., to take Estates (only offered in Winter), you must take Wills in Fall 2L.
- **Concurrent courses** - In 2L and 3L year, you take some courses that double as JD & MSW courses. Check with the professor of the course to see what your start and end dates are for each course – the MSW & JD academic terms are different and course calendars may differ from year to year. Ensure you are enrolled in concurrent courses BOTH as an MSW student and as a law student in UWinSite.
- Consider opportunities you may want to take part in. Moots and Clerkships are only offered in Winter, which conflicts with the MSW placement in 3L. They may also have course prerequisites such as **Evidence, Family Law, and Civil Procedure**. Evidence is highly recommended, as it's a pre-req for many courses / opportunities.
- When possible, take courses that you are interested in and that you will actually enjoy! Do not feel the need to stick to a certain area of law or courses you believe will help in writing the bar exam.

## 2L COURSE REGISTRATION

2L is an important year for MSW/JDs because it is when you will complete most of your law electives.

- **Advanced Track students:** Double check that you're switched from MSW to JD so you can register. You may still get locked out. Usually within the first 10 min, everyone has their priorities so it's vital that you get on right away or you will be waitlisted for popular courses.
- **Prioritized courses:** Prioritize classes that are key to making your schedule work. Take class sizes and capacity after 3L registration into consideration.
- **Course conflicts:** A number MSW/JD students have had trouble with course conflicts between the JD and MSW faculties. While these are not always avoidable, planning courses in advance and communicating your needs is especially important.
- **MSW courses:** Social Work courses have spots reserved for you, so don't worry about those. Email the social work Graduate Secretary after law registration to get into these courses if there are any issues.
- **Course location:** Consider the commute time between main and downtown campuses when scheduling Law and Social Work courses back-to-back.
- **Waitlists:** Waitlist for courses on waitlist day to have the best chance of getting into your desired courses.

## 3L COURSE REGISTRATION

- In order to ensure you can meet all of the required social work & law courses, you might have to bend your schedule, take courses that don't interest you, or take an overload of courses. The priority is finishing the requirements.
- In Winter, you are required to take at least one law course, **even if you are not in Windsor for your placement.**
  - For the law course, many students choose to do a Supervised Research project with a faculty member. Be sure to talk to a faculty member early in the year to confirm they can supervise you.

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## COURSEWORK AND EXAMS

- In social work, the courses are largely paper/research and participation-based. You will have lots of reflections, projects, group work, and papers, with few exams. Law is the opposite: the majority of courses are exam-heavy, with some participation, papers, or assignments on the side.
- Coming from social work, which is largely paper courses, open book exams can be strange. It requires a different approach; a great way to prepare for exams is by creating comprehensive outlines. These allow for quick access to the notes and “ratios” (case decision rationale) for every case. Some people use “baby ratio tables” to sum up case decisions in one line or less. This is a great approach, but find what works best for you!
- Many upper year students are happy to share their notes. Just ask! There’s also an online Condensed Annotated Notes (CANs) bank where law students post their course notes. Access the CANs bank on the Student Law Society (SLS) website: <https://windsorsls.com/cans> -- the password is posted on the Facebook All Years Page. If you don’t have access to this page or don’t have a Facebook account, ask an MSW/JD upper-year student for help.

## EXPERIENTIAL LEARNING OPPORTUNITIES

### OVERVIEW

- There are a number of legal clinics, externship, and experiential learning opportunities offered through the faculty of law. See all the opportunities here: <https://www.uwindsor.ca/law/341/clinical-and-experiential-learning>.
- The for-credit and/or paid opportunities are only available in your 2L and 3L years, so don't worry about them in 1L academic year. In your 1L summer, start thinking about whether you want to apply to any of them & plan ahead for success.
- Volunteer opportunities are available in 1L, and usually have early application deadlines (September or earlier)

### CLINICS

- **Community Legal Aid (CLA)** is the campus legal clinic which provides pro-bono legal assistance to students and low-income community members. And they love MSW/JDs!
  - CLA mainly does landlord and tenant board issues, summary criminal offences, and highway traffic act offences. You can also get hired back to work full-time throughout the summers and then become leaders in your upper-years.
  - There is a volunteer program and a practice (for-credit or paid) program.
  - **Volunteer program:**
    - 7-10hr/week time commitment, which is generally doable during 1L.
    - You start as a caseworker and after a year, can become a litigator (this looks great on resumes).
    - Apply here: (deadlines vary) <https://www.communitylegalaidsor.com/volunteer>.
  - **Practice program:**
    - Only open to 2L or 3L students who have previously volunteered with the clinic – some exceptions considered
    - Full-time placement: 8 - 11 credits or Part-time placement: 4 - 7 credits

- Apply here: (deadlines vary)  
[https://uwindsor.ca1.qualtrics.com/jfe/form/SV\\_9BGYJU9EcotY4M5](https://uwindsor.ca1.qualtrics.com/jfe/form/SV_9BGYJU9EcotY4M5)
- **Legal Aid Windsor (LAW)**: is the other clinic open to 1L volunteers with room for growth. LAW does immigration law, housing law, and public benefits law. You can do LAW for course credit during the school year or during the summer as a paid position.
  - Apply here: (deadlines vary)  
[https://uwindsor.ca1.qualtrics.com/jfe/form/SV\\_9BGYJU9EcotY4M5](https://uwindsor.ca1.qualtrics.com/jfe/form/SV_9BGYJU9EcotY4M5)
- Community Legal Assistance Sarnia (CLAS) Clinic Practice Program
  - Full service legal assistance clinic, however, the commitment is full time for-credit ONLY
  - You would choose to take CLAS for between 8-11 credits in one academic term. Each credit equals 3 hours of work at the clinic. For example, 8 credits = 24 hours of work at the clinic per week
    - Apply here: (deadlines vary)  
[https://uwindsor.ca1.qualtrics.com/jfe/form/SV\\_9BGYJU9EcotY4M5](https://uwindsor.ca1.qualtrics.com/jfe/form/SV_9BGYJU9EcotY4M5)
- There are also... the [Migrant Farm Workers' Clinic](#), the [Environmental Law clinic, research opportunities and centres](#), the [Class Actions Clinic](#), the [job shadowing program](#), and more.

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#### PRO BONO STUDENTS CANADA (PBSC)

PBSC is a great volunteer opportunity that offers students the chance to gain legal research experience and/or direct client experience under the supervision of a lawyer. They have a number of different projects; many are research-based, and you will work with a small group. Examples of past projects: Wills project, the Youth ID Clinic, and more. For more information, go to: [www.uwindsor.ca/law/1396/pro-bono-students-canada](http://www.uwindsor.ca/law/1396/pro-bono-students-canada).

**How to apply:** Information about PBSC projects for the year becomes available in early September, with applications being due shortly afterwards. Applications usually require a resume and a ranking of your top project choices.

PBSC also operates the **Family Justice Centre**, a new project that hires a few students per summer/year. Applications are also usually due in early September.



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## MOOTS

Mooting is a great way to develop litigation skills like public speaking, forming arguments, negotiation, and legal research. In 1L, students have a mandatory moot through your Legal Research and Writing course. After this, students can choose to continue participating in moots for course credit or extracurriculars.

MSW/JDs commonly participate in the Walsh Family Law Moot, Wilson Moot (equality), and the National Negotiation Competition, but there are a number of moots in a range of topics including criminal, international law, etc. For more information on Windsor Law's Advocacy and Mooting Program, see: [www.uwindsor.ca/law/AMP](http://www.uwindsor.ca/law/AMP)

**How to apply:** Applications for competitive moot teams are due in early September, and generally require a **resume, cover letters, transcripts, and your course list.**

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## SOCIAL JUSTICE FELLOWSHIP (SJF)

The SJF provides funding to students in 1L or 2L to cover a minimum 10 weeks' full-time work at a social justice-focussed organization in the **summer**. Many MSW/JD students have been social justice fellows. For more information, see: [www.uwindsor.ca/law/SJF](http://www.uwindsor.ca/law/SJF)

**How to apply:** Applications are usually due in **November**, and require a statement of interest, resume, references, and a legal writing sample. If you are applying to an "open" fellowship, you will also need to research potential placements. Alternatively, you can directly apply for a closed fellowship, where the location of the placement is pre-determined and/or the university has a pre-existing relationship with the organization.

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## EXTERNSHIPS

Externships place students in various organizations during the school term, where they can work under the supervision of a lawyer for course credit. Students enroll in a seminar course alongside the externship, similar to a social work placement. For more information, see: [www.uwindsor.ca/law/externships](http://www.uwindsor.ca/law/externships)

**How to apply:** Applications are due in the Summer for Fall projects and then again in the Fall for Winter projects. They require a resume, cover letter, transcripts, and a legal writing sample. Some placements also require certain course pre-requisites.

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### JUDICIAL INTERNSHIPS

Many MSW/JD students have completed judicial internships and clerkships. They help you develop legal research and analytical skills. They're also highly prestigious. For more information, see: [www.uwindsor.ca/law/judicial-internships](http://www.uwindsor.ca/law/judicial-internships)

**How to apply:** Applications are the same as for externships: due in the summer for Fall opportunities and in the Fall for Winter opportunities. They require a cover letter, resume, transcripts, and a legal writing sample. Internships have different course pre-requisites, but generally require you to take a combination of Evidence, Civil Procedure, Criminal Procedure, and/or Family Law.

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### RESEARCH ASSISTANTSHIPS (RA) AND GRADUATE ASSISTANTSHIPS (GA)

**Research Assistantships:** Primarily available through the law school. Professors will generally send out application information by email when they're hiring an RA. But, if you get along well with a professor or are interested in their work, don't hesitate to put yourself out there and ask if you can work with them!

**Graduate Assistantships:** MSW/JD students are **NOT** eligible for GAships because we are not MSW students for long enough. Ignore emails about GA's and TA's from the School of Social Work.

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### TIPS & TRICKS FOR SUCCESS

- For help with fitting these opportunities around your busy MSW/JD schedule, speak to the academic coordinator ([lawac@uwindsor.ca](mailto:lawac@uwindsor.ca)) for help with planning.
- Clerkships are highly competitive and have a structured application process in which the law school Dean must endorse and/or send in your application on your behalf. To have a good chance of landing a clerkship, start asking for reference letters early (1L spring/summer). See information on clerkships here: <https://www.uwindsor.ca/law/judicial-internships>
- **Build good relationships with professors in 1L.** Introduce yourself, ask questions, attend office hours, seek out their feedback, and attend extra

opportunities to get involved in the course. They will later act as your references, unless you have a law-related employer who can write you a reference letter.

- The Career Services Office provides useful feedback on applications; many upper-year students, including MSW/JDs, would also be happy to talk about these opportunities and/or look over your applications.

## EXTRACURRICULARS

### CLUBS & STUDENT GROUPS

There are 20+ clubs and committees at Windsor Law. Check them all out here:

<https://windsorsls.com/clubsandcommittees>

Some highlights:

- **Social justice:** Amnesty International Windsor Chapter (founded by MSW/JDs); Legal Education and Action Fund; Windsor Law Mental Health & Wellness Initiative
- **Law:** Family Law Society, Human Rights Law Association, Environmental Law Association
- **Identity:** Black Law Students' Association, Middle Eastern Law Students Association, Aboriginal Law Students Association, OUTLaws, Women and the Law, Multi-Fest, & many more!
- **Skills-building:** Windsor Review of Legal and Social Issues, Career Development Advisory Committee

There are other opportunities around campus to get involved, not just in the law/social work schools.

- As a 1L, 2L, and 3L, we're part of the University of Windsor Students' Alliance (UWSA) student union and can access all the UWSA student groups. To check them out & join in, go here: [https://hub.uwsa.ca/club\\_signup](https://hub.uwsa.ca/club_signup).
- Lancer recreation has intramural sports teams in baseball, softball, dance, and other sports, as well as yoga & fitness classes available at the gym on a regular basis.
- **Making it Awkward: Challenging Anti-Black Racism** is a Social Work club that was founded by two MSW/JD students and loves MSW/JDs.

### TIPS & TRICKS FOR SUCCESS

- It is generally recommended to join 1-3 **meaningful** extracurriculars. Don't join things for the purpose of putting them on your CV. You also don't want to overwhelm yourself with multiple commitments that may interfere with your classes or work.

- It's a good idea to make connections outside the law school. Law school can occupy a lot of your life and other opportunities can act as a refreshing break from the law school environment.
- Through the UWSA and the Students' Law Society, you can start your own club if you don't find what you're looking for! Explore this process here:  
<https://uwsa.ca/student-groups/student-groups/>

## SOCIAL WORK PRACTICA

### OVERVIEW

For both regular and Advanced Tracks, practica are part of the requirement for the MSW program. Regular Track students complete their Foundational Year Practicum (FYP) in their first year, and BOTH Regular Trk and Advanced Track students complete an Advanced Practicum Internship (API) in the winter semester of 3L.

The School of Social Work guarantees that you will be placed *somewhere*, although you may not get your first choice. For Regular Track MSW/JD students, the field office emphasizes that the foundation year practicum is intended to build core social work competencies.

### FOUNDATION YEAR PRACTICUM (REGULAR 4-YEAR TRACKS ONLY)

- This is a 450-hour, unpaid, full-time placement (7 hours/day, 4 days/week, Mon-Thurs) with an accompanying field course. The course is always online, so you can do your placement virtually anywhere—Windsor, Toronto, etc.
- Field placements are in person, but some hybrid or remote positions may or may not be available. Talk to your field learning specialist to discuss what placement delivery format interests you.
- The primary focus of the practicum is on advancing social work competencies, as per social work regulation. Talk to your field team about what kind of placement practice areas interest you.
- Some practica are more emotionally/physically demanding than others, so keep this in mind when planning your other summer commitments around your practicum.

### ADVANCED PRACTICUM (BOTH TRACKS: 3L WINTER)

- Also called the “Advanced Practice Internship,” this is an unpaid, 450-hour, full-time (7 hours/day, 4 days/week, Mon-Thurs) placement in a social work-related organization. It takes place in the winter term of your 3L year (year 4 for Regular Track students and year 3 for Advanced Tracks).
- You must take a law course during your 3L winter term, but **there are options to do courses at a distance if you do not wish to do your placement in Windsor.** Notably, the supervised research project, which takes place mostly at your own pace, on your own hours, with intermittent meetings & evaluations from your

research supervisor. YOU must arrange to have a faculty member supervise your research. Reach out as early as possible – ideally in early fall before your 3L winter, in order to secure the supervision you need.

- If you do your placement in Windsor, some placements are flexible and allow you to take a course during the day; or you can take an evening course; however, the social work placement takes priority. The placement is a social work course with a defined schedule based on accreditation standards. Any changes to the set schedule must have prior approval from the Field coordinator, and placement site.
- The School of Social work has over 600 affiliations with organizations ranging from child services, clinical & therapy, immigration, legal aid, and more.
- Do research into possible options. It's possible to do a placement in a **legal clinic** organization - in the past, students have been placed at Legal Assistance of Windsor, the Black Legal Action Centre, and other clinics.

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## PLACEMENT EXAMPLES

### MICRO-LEVEL PLACEMENTS

- Client-centred
- Interview and intake skills
- Examples: child protection worker, case intake manager, at-risk youth care worker, psychotherapist, hotline/mental health worker, harm reduction clinic worker, shelters, family law, etc.

### MEZZO-LEVEL PLACEMENTS

- Program development, work with populations (as opposed to individuals), large-scale intervention
- Examples: clinic management, program implementation, program administration, risk management services, access to justice programming

### MACRO-LEVEL PLACEMENTS

- Institutional policy work

- Examples: Policy researcher, policy research assistant, grant-writing, policy analysis, policy consultation, judicial review consultation, legislation drafting
- These examples are not generally reflective of a placement's central focus, but may make up a part of the placement's work load

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**PRACTICA: TIPS & TRICKS FOR SUCCESS**

- Inside scoop from the field office team: when placing students, they look at the student's interests, strengths, gaps, and, if applicable, take into consideration a student's work experience and/or where they did their previous placements (BSW/Foundation year MSW). You need to think about your goals and what you would like to achieve from the placement in order to clearly communicate this to your field team.
  - o They don't treat placement options differently from other MSW students
  - o They take location into consideration: do you want to stay in Windsor? Toronto? Make this very clear very early.
- It's a good idea to be vigilant about deadlines and your responsibilities regarding your placement(s).
- Most of the key dates for MSW practica are in the MSW Field Manual, found here: <https://www.uwindsor.ca/socialwork/551/field>



## STUDENT RESOURCES

### ACCESSIBILITY & ACCOMMODATIONS

Both the law and social work faculties will work to provide you with accommodations if you have a disability or need accommodations on compassionate grounds. You can receive classroom, examination, residence, and other types of accommodations, including:

- Assistance from a note taker
- Use of a laptop for note-taking
- Preferential seating (usually at the front of the class)/ Ergonomic modifications
- Provision of written material in advance (overheads, PowerPoint presentations, lecture notes)
- Textbooks or articles in an alternate format (tape, Braille, large type, PDF, or other electronic text)
- Use of an audio recording device
- Extended time to write exams
- A quiet, distraction-free environment in which to write
- An alternative format for exams (i.e., oral, take-home, or electronic versions)
- Assistance from a reader or scribe
- Allowances for spelling/grammatical errors, with grading focus on content
- Use of a computer for essay exams
- Use of assistive technology on exams (including magnification devices). Please note that the use of assistive technology/software as an approved exam accommodation can only be authorized after students have demonstrated proficiency in its use

(<https://www.uwindsor.ca/studentaccessibility/318/academic-accommodations> accessed 15 August 2022).

### APPLYING FOR ACCOMMODATIONS

**Note: you may need a note from your doctor in order to receive the accommodations you seek. Additionally, you must re-apply for accommodations every single semester you wish to receive them.**

Apply through the Student Accessibility Services Office:

<https://www.uwindsor.ca/studentaccessibility/324/intake-and-registration>

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## LEAVES OF ABSENCE

If you're facing a personal crisis, suffering from burnout, or for any other reason need a break from school, you are able to **take a leave of absence** for up to one academic year. This means you can take up to a year off from school, and the following year, pick up where you left off. If your leave is starting during one of your law terms, talk to the Dean's office or the Dean of student services for further questions on leave of absence. (see Appendix B – key contacts). If your leave is starting during one of your social work terms, fill and follow the instructions on this form: [https://www.uwindsor.ca/graduate-studies/sites/uwindsor.ca.graduate-studies/files/loa\\_fillable\\_form.pdf](https://www.uwindsor.ca/graduate-studies/sites/uwindsor.ca.graduate-studies/files/loa_fillable_form.pdf).

In both cases, you **must personally notify** the MSW/JD coordinator(s) & Social Work Graduate Secretary of your request via email or other means to make known that you have submitted an application.

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## STUDENT DEFENSE, ADVOCACY, & LEGAL SERVICES

### YOUR STUDENT UNION: THE UWSA / THE GSS

If you've been accused of misconduct by a professor, another student, or the university (cheating, plagiarism, behavioural code of conduct violations), you have options.

- If you're a law student (undergraduate) at the time, reach out to the UWSA (the undergraduate student union) Student Respect and Empowerment Office (SREO). The SREO provides defense, mediation, and advocacy for students accused of misconduct. The current director of the office happens to be an MSW/JD student and will be on your side no matter what! Contact the SREO at: [sreouwsa@uwindsor.ca](mailto:sreouwsa@uwindsor.ca)
- If you're a social work (graduate) student, reach out the Graduate Student Society and they will be able to advocate on your behalf: <https://uwindsorgss.ca/programs/sarp/>

### COMMUNITY LEGAL AID

As an undergraduate law student, you also have access to the campus Community Legal Aid clinic (CLA), which provides legal assistance on many legal issues, including those not related to university matters. You can reach out to CLA for help with housing, criminal justice, and your general legal rights.

Find them here:

443 Ouellette Avenue, Suite 200, Windsor, Ontario

Email: [cla@uwindsor.ca](mailto:cla@uwindsor.ca)

Phone: 519-253-7150

<https://www.communitylegalaidwindsor.com/>

Fill out an intake form here:

[https://uwindsor.ca1.qualtrics.com/jfe/form/SV\\_29mHdut8zXeYvhc](https://uwindsor.ca1.qualtrics.com/jfe/form/SV_29mHdut8zXeYvhc)

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## STUDENT HOUSING

### ON-CAMPUS HOUSING

Most students live off-campus due to a shortage of on-campus housing. Many attest that you're not missing much by living off-campus, as it's not a campus-life kind of school. Don't worry - many activities and friendships are to be had off-campus.

Find your on-campus housing options here:

<https://www.uwindsor.ca/canterbury/438/residence-options>

For graduate student housing and to fill out an application:

<https://www.uwindsor.ca/canterbury/412/graduate-student-society>

- The rate for an all-inclusive room with a private bathroom for Fall 2020 - Winter 2021 (September 2019 - April 2020) was \$6,800.00 per pod room, or about \$850.00/month. This is more expensive than 2021 private market costs.

Find FAQ for on-campus housing here: <https://www.uwindsor.ca/canterbury/444/faqs>

### OFF-CAMPUS HOUSING

Most students live off-campus in the immediate neighbourhood surrounding the campus. Search the private market on Kijiji, Facebook Marketplace, Zumper, realtor.ca, roomies.ca, by word-of-mouth, and other reliable search methods.

- If possible, visit the apartment before paying a deposit. Watch out for scammers!

- If you can't visit beforehand, try asking a local classmate to check out the place for you, ask the landlord to do a video-walkthrough, and try to cover your bases through a valid, comprehensive lease. You can ask CLA (see Appendix C) for help ensuring your lease is enforceable and favourable for you, so that you don't end up with the short end of the stick if something goes wrong with your housing agreement.

***“You are your own advocate in this program.” - Gabby Verdicchio, MSW/JD Class of 2023***

## FINANCING YOUR EDUCATION

### OVERVIEW

Financing your education can come from many sources, including government assistance, scholarships, bursaries, employment and savings, family assistance, loans, and other sources. While financing a 4-year graduate/law program can be daunting, remember that many others are in the same boat as you and can be of great help and support to you. Reach out when you need it and don't be afraid to lean on others' shoulders – especially your fellow MSW/JDs!

A few notes to get started:

- Tuition for the coming academic fall term is due in mid-August of every year, and winter term tuition is due in mid-January
- The balance owing is visible via UWinSiteStudent – [student.uwindsor.ca](http://student.uwindsor.ca)
- Aside from the foundation MSW year (only applicable to 4-year Regular Tracks) and the summer proceeding 1L (only applicable to 3-year Advanced Tracks), we are considered law students and pay law tuition. Know that you are considered a law student for the fall and winter semesters of 1L, 2L, and 3L.
- ENSURE you are only being charged for EITHER law OR social work tuition. There have been instances of double charged for MSW/JD combo courses. It's a good idea to compare your tuition fees with other MSW/JDs to ensure your fees are not too high (since tuition fees are not itemized in balance statements.)

### ONTARIO GOVERNMENT AID

- Find out if you qualify for the Ontario Student Assistance Program (OSAP) here: <https://www.ontario.ca/page/how-apply-osap>
- The **OSAP application deadline** is usually about 60 days before the last day of your study term. However, the financial aid office needs time to process your application before the deadline – usually at least 4-6 weeks.
- Typically, the new OSAP application is available on the OSAP website by April or May each year for the upcoming fall semester. It is recommended that you apply for OSAP at least 8 weeks **before** the start of your study term. This will help ensure that your funding is processed in time for the payment deadline and for the start of your school year.
- For questions about applying for OSAP, contact the university Cashiers' office: [cashiers@uwindsor.ca](mailto:cashiers@uwindsor.ca)

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## OUT-OF-PROVINCE GOVERNMENT AID

If you're coming from another province or country, ensure that you're eligible for aid through your home province or country's official government website. For questions on aid eligibility and help with applications, contact the university's Cashiers' office: [cashiers@uwindsor.ca](mailto:cashiers@uwindsor.ca) and/or the Awards Office: [award1@uwindsor.ca](mailto:award1@uwindsor.ca)

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## SCHOLARSHIPS

- MSW/JD students are **NOT eligible for graduate scholarships** nor entrance scholarships through the graduate faculty due to not being classified as a graduate student for long enough
- MSW/JD students **ARE eligible for law scholarships** in their 1L and 2L years, as well as the fall of 3L (in any case, scholarships distributed in the winter term are mainly grade-based; the majority of scholarships are distributed in the fall term, **and therefore MSW/JDs are eligible for the majority of law school scholarships.**)
- Find the internal law school scholarship listings here: <https://www.uwindsor.ca/law/Scholarships-Awards-Bursaries>
- Additionally, check out these external scholarship listing sites where you can find scholarships from private companies, non-profits, government organizations, and other donors:
  - o [studentawards.com](http://studentawards.com)
  - o [www.univcan.ca/](http://www.univcan.ca/)
  - o Student Scholarships
  - o Scholarships Canada
  - o Atila.ca
- For questions on scholarships, contact the Awards Office: [award1@uwindsor.ca](mailto:award1@uwindsor.ca)

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## ON-CAMPUS WORK

Tons of positions open up in the law school and in other offices across campus. If there's a specific office you want to work in, check their website and talk to the current employees in the office to get more information. Here are some great places to look for on-campus work:

- Find on-campus positions on MySuccess: <https://success.uwindsor.ca/home.htm>
- UWSA student positions: <https://uwsa.ca/about/uwsa-opportunities/>

- Work-study application process: <https://www.uwindsor.ca/career-development-experiential/ignite>
- Law library student employment positions: <https://www.uwindsor.ca/law/library/227/student-employment-opportunity>

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#### TIPS & TRICKS FOR SUCCESS

- Cast a broad net with scholarships. Apply for things you might not even be eligible for. Sometimes, scholarship donors default to ineligible candidates due to a lack of applications! Apply, apply, apply!
- No amount of wise money management will combat the economic oppression that many students face when they come from marginalised backgrounds. If you need help, reach out to the Dean's office, the Cashier's office, your student union, and the supports around you. If you're in financial crisis, trust that those around you will do everything they can to help.
- That being said, if you're looking to develop your money management skills, the university provides a financial literacy course that you can access here: <https://www.uwindsor.ca/studentawards/enriched-academy>
- If you're looking for a job, make it known to the career services office (CSO). Positions open up that are often filled by word-of-mouth referrals. One student told the social justice career coordinator that she was looking for a part-time job through law school. A few weeks later, when a position opened up in the law alumni office, it was offered straight to the student without an open call for applications. Social justice warriors unite!

## THE PROCESS OF BECOMING A LAWYER

### OVERVIEW

In order to practice law in Canada, you must be ‘called to the bar’ in the province in which you want to practice. Being called to the bar means you have successfully met the competencies required by the regulatory authority of the government of Canada – the Law Society of the province (e.g. The Law Society of Ontario).

- The Law Society of Ontario states: “Candidates must successfully complete the Barrister Licensing Examination and the Solicitor Licensing Examination, fulfill the Experiential Training Component (e.g. Articling or the LPP), file all documents and fees required and be of good character to be called” (Law Society of Ontario. *Call to the Bar*. Accessed 8 August 2022. <https://lso.ca/becoming-licensed/lawyer-licensing-process/call-to-the-bar>).

Essentially, in Ontario, you must:

1. Graduate from law school
2. Complete an articling period or LPP program
3. Pass the bar exam
4. Apply to be ‘called to the bar’ to receive your law license

\*Requirements vary across provinces.\*

- **Articling** happens after your 3L year, often in May after your final exams. However, you can choose to article at a later date, take a gap year, etc. – you are not bound to article directly after your 3L year. However, this is the most popular route for graduating law students looking to be called to the bar.
- Alternatively, the **Law Practice Program (LPP)** is an 8-month training and practice program that takes place at Toronto Metropolitan University. “*The Law Practice Program at Toronto Metropolitan University will run for 8 months typically from the end of August of one year to the end of April of the following year. The experiential interactive training program will run from late August to December and the workplace training will run from early January to the end of April in the following year*” (Law Society of Ontario. *Law Practice Program*. Accessed 8 August 2022. <https://lso.ca/becoming-licensed/lawyer-licensing-process/law-practice-program>).



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## ARTICLING: TIPS & TRICKS FOR SUCCESS

- Private firms often hire back their 2L summer students to hold articling positions. However, just like how not all 2L summer positions are found through the formal recruit, articling can also be found outside of the “normal” stream of opportunities. A few of our recent MSW/JD alumni have found and secured articling positions through experiences facilitated by the school and on their own, by reaching out to employers that interested them.
- The important thing to remember is that articling positions can be found anywhere and by any means that you can think of!
  - o For instance, one student found an articling position with the Peterborough Community Legal Centre through the social justice fellowship. Her time there offered her the connection she needed, and she really enjoyed doing the work. Through her own diligent efforts in securing funding, they had agreed to hire her back for articling.
  - o Another student secured an articling position with Pooran Law through networking. She had known of one of the partners and had been asking them about positions every year since 1L. Because she knew of her dedication and known interest in the firm, they reached out to her once a position came up and interviewed her.

What’s important to note from both personal anecdotes is that both candidates completed the MSW/JD program and found meaningful work where they employ skills from both disciplines. One has a public interest position while the other is working for a private firm – yet both of their positions give them an opportunity to showcase their MSW/JD skills in a way that makes them proud of the work they are taking on.

## THE PROCESS OF BECOMING A SOCIAL WORKER

### REGISTERING AS A SOCIAL WORKER IN ONTARIO

To practice the regulated act of social work in Ontario, you **must register** with the Ontario College of Social Workers and Social Service Workers (OCSWSSW). The regulated act of social work refers to the employee's title and practice of "Social Work(er)." While you can name your MSW degree in your credentials, you cannot claim the title of Social Worker, claim to be performing social work in the course of your employment, or hold yourself out as a Social Worker without having registered as a regulated Social Worker with the OCSWSSW. After completing all of the requirements of the MSW/JD program, you will be eligible to register as a Social Worker (Master's of Social Work) (notwithstanding any other barriers to registration). After finishing all the requirements of the program, you can begin the registration process. The registration process includes completing the OCSWSSW registration application, ordering an official transcript to be sent to the College, paying a fee, and any other requirements as per the OCSWSSW regulations.

See the OCSWSSW's page for applicants to learn more about registering as a Social Worker in Ontario and to render an application: <https://www.ocswssw.org/applicants/>

### REGISTERING AS A SOCIAL WORKER IN OTHER PROVINCES

Other provinces regulate social work through their own respective regulating bodies (often called Colleges). For assistance with registering as a Social Worker in your province, contact the social work Graduate Secretary to inquire about the resources available to you.

### MEMBERSHIP BODIES

Membership bodies provide services such as job searching assistance, networking opportunities, and other benefits. Membership bodies are not regulating bodies; they do not regulate the act of social work, and membership is completely voluntary. In Ontario, a prominent membership body is the Ontario Association of Social Workers

(OASW). Being a member of the OASW does not grant entitlement to use the title of Social Worker or to practice the regulated act of social work. Being a member of the OASW provides benefits such as job seeking assistance, training, events, advocacy on behalf of social workers in Ontario, and more. Some employers prefer OASW membership or even require it, so it's an option to consider. You can join the OASW by completing an application and paying a fee ranging from \$99-\$299, depending on your category.

To learn more about the OASW, visit: <https://www.oasw.org/>

## JOB SEARCH AND CAREERS

### OVERVIEW

Although an MSW/JD is a niche degree, it has a wide range of uses. This section aims to give some idea as to where people have ended up and how the combination of social work and law skills have been used in various fields.

### FIELDS

- The career services office has outlined several career paths and options to help guide & inspire you in your career planning process. Below, see:
  - o **The public interest career guide:** <https://law-uwindsor-csm.symplicity.com/students/app/resources/document-library/content/99c5b70e58963e5e45e08842c1e07638> (ensure to be signed into Symplicity – or simply search “public interest guide” in the Symplicity document library search bar to locate the guide)
  - o **The family law guide:** <https://law-uwindsor-csm.symplicity.com/students/app/resources/document-library/content/2b658750d2dbd4c4a9bbdbe8e3e14ceb> (or search “family law guide” in the Symplicity document library search bar)
  - o **The criminal law guide:** <https://law-uwindsor-csm.symplicity.com/students/app/resources/document-library/content/19de2cd196b2a469a9c1614c954cf458>
  - o **The immigration and refugee law guide:** <https://law-uwindsor-csm.symplicity.com/students/app/resources/document-library/content/4c224154d17da89aa09e553c3cc1333d>

Additionally,

- The OCSWSSW provides a job board for open social work positions in Ontario:
  - o <https://www.ocswssw.org/about-us/employment-opportunities/>
- The OASW also maintains a job board for social work positions in Ontario:
  - o <https://www.socialworkjobs.ca/jobs/social-work/ontario/>

## EXAMPLES

MSW/JDs are NOT limited to any particular field. The possibilities are endless!  
Here are some examples of where MSW/JDs might end up.

<b>Family law</b>	<p><b>Family law</b> is a common path for MSW/JD students to take because we're well-equipped to handle challenging client interactions, access to justice, significance of social relationships, and children's rights/protection. Some examples of family-law related career paths include:</p> <ul style="list-style-type: none"> <li>- Child protection law</li> <li>- Social service navigation/advocacy</li> <li>- Ministry of the Attorney General (MAG)-Office of the Public Guardian/Trustee</li> <li>- MAG Family Responsibility Office</li> </ul>
<b>Property and estates law</b>	<p>Property law deals with real estate transactions, regulatory compliance, wills, trusts, estate planning, and more.</p> <ul style="list-style-type: none"> <li>- Professional negligence &amp; breach of fiduciary duty claims</li> <li>- Protection of those deemed mentally incapable of asset management</li> <li>- Indigenous land claims suits</li> <li>- Public interest property law</li> </ul>
<b>Litigation</b>	<p>Litigation refers to arguing in front of a court. You can be a litigator in most practice areas of law. Some people choose to specialize in litigation and litigate in many different practice areas – family, property, environmental, tax, civil, etc. There are many firms that specialize in litigation (litigation boutiques) and primarily look for fierce advocacy skills as opposed to knowledge/expertise of their practice areas.</p> <ul style="list-style-type: none"> <li>- <b>Corporate law</b> - less common route for MSW/JD students to take. However, MSW skills come in handy with regard to clear, efficient</li> </ul>

	<p>communication, advocacy skills, and the ability to maintain great interpersonal relationships.</p> <ul style="list-style-type: none"> <li>– Many corporations also do pro-bono work on behalf of public interest organizations, and it's not uncommon for them to have one or more lawyers on their team tasked only with pro-bono files. (Weird fact: many legal public interest organizations rely solely on corporate pro-bono work and don't ever litigate by themselves. For this reason, corporate pro-bono litigation is very important and is a great option for MSW/JDs.)</li> </ul>
<b>Judiciary</b>	<p>Judicial internships and clerkships offer students the opportunity to try judiciary practice (the work of a judge). Judiciary work can be very broad, or very narrow, depending on the level and jurisdiction of the court in which the judge presides. Judiciary work includes:</p> <ul style="list-style-type: none"> <li>- Criminal trial &amp; procedure appeals</li> <li>- Family court</li> <li>- Constitutional issues &amp; litigation</li> </ul>
<b>Healthcare &amp; health law</b>	<p>Health work can comprise clinical client care as well as health law, and is a great option for MSW/JDs</p> <ul style="list-style-type: none"> <li>- Positions that mix legal advocacy with mental health expertise</li> <li>- Patient care advocacy</li> <li>- Mental health, family care, &amp; disability planning</li> </ul> <p>Health law encompasses defense and plaintiff-side civil, professional, public, and private matters.</p> <ul style="list-style-type: none"> <li>- Professional negligence</li> <li>- Medical malpractice</li> <li>- Mental health law</li> <li>- Ontario Review Board (cases of 'not criminally responsible' – NCR - reviews)</li> </ul>
<b>Policy and research</b>	<p>Public policy comprises a range of different practice areas and opportunities. Breaking into government law can be a bit more challenging than private law, simply because there are fewer jobs to go around, and</p>

	<p>there are higher admission standards for government lawyers as opposed to private lawyers. Don't let this deter you – MSW/JDs have a leg-up on single JDs because our MSW degree equips us with many skills that public interest organizations/government legal branches look for. Here are some public policy options:</p> <ul style="list-style-type: none"> <li>– Policy advising (MSW is great for policy advising on mental health, child protection, gerontology issues, &amp; more)</li> <li>– Department of Justice (DOJ)</li> <li>– Legislation drafting</li> <li>– Social policy analyst</li> <li>– Legal Research (Fun fact: many firms and the government hire lawyers solely to conduct legal research on their behalf. If you're a good legal researcher, you can find a job almost anywhere!)</li> <li>– Appellate &amp; review boards</li> </ul>
<p><b>Community work / organizing</b></p>	<p>Community organizing refers to collective action/efforts towards progressive change. Employment/tenant/student unions, public interest groups, pro-bono legal clinics are great places to look for community organizing opportunities.</p> <ul style="list-style-type: none"> <li>- Worker/Union-side employment law</li> <li>- Canadian Civil Liberties Union</li> <li>- Pro-Bono Canada</li> <li>- Planned Parenthood Canada</li> <li>- EcoJustice Canada</li> </ul>
<p><b>Disability &amp; Personal Injury</b></p>	<p>Disability and personal injury law take place both in the public &amp; private realms. This is a great intersection for MSW/JDs because disability law intersects with social services in many different ways.</p> <ul style="list-style-type: none"> <li>- Personal injury law firms</li> <li>- Disability social service law (ODSP &amp; other service access issues)</li> <li>- Insurance law</li> <li>- Policy &amp; research</li> <li>- Accessibility &amp; human rights auditors</li> </ul>

	<ul style="list-style-type: none"> <li>- In-house legal counsel for accessibility &amp; DEI mandating</li> </ul>
<p><b>Social Work Avenues</b></p>	<p>Some graduates may choose not to use their law degrees and to focus exclusively on social work. This may look like:</p> <ul style="list-style-type: none"> <li>- Private psychotherapy practice</li> <li>- Child protection work (some CP positions even combine legal advocacy with social work)</li> <li>- Social service organization management</li> <li>- Non-profit work</li> <li>- Communications and liaising between clinicians, clients, and management</li> <li>- Human resources</li> <li>- Equity, diversity, and inclusion consultation &amp; training for workplaces</li> </ul>

***“You don’t have to be in the [traditional] social justice position; social justice is needed in every area.” - Valeria Kuri, MSW/JD Class of 2021***



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## INTERVIEWING- HOW TO PREPARE & PRESENT YOURSELF AS AN MSW/JD

The MSW/JD identity looks different for everyone.

There are some skills that MSW/JD degree provides on a general level:

- Client skills and experience
  - Negotiation
  - Interviewing
  - Rapport building
- Ethics
  - Critical decision-making
  - Creative problem-solving skills
- Empathy
  - Being able to read people & situations
  - Ability to see & argue all sides of legal arguments clearly
- Adaptability and conflict management –
  - Aptitude for emergency/unexpected situation preparedness
  - E.g. client, opposing entity, or situation gets heated very quickly, takes a turn that you never really expected. Being able to understand how quickly emotions can shift and WHY – underlying reason. Client needs consoling and validation versus this client needs to be told something. Interrogative versus explorative.
  - Might also apply to criminal/immigration/clinic work, legal aid/poverty law – high tension areas where clients may be at their most vulnerable
- Extra training in equity, accessibility, inclusion, as well as historical, cultural, & systemic forces at play in all kinds of situations
  - Viewing a case holistically

***“It’s about who you are as a person, not about your degrees.” –  
Mary Kay Morand, Social Work Field Office***

### ON CAMPUS INTERVIEWS (OCIS)

On-campus interviews, or OCIs, are part of the formal summer job and articling recruitment processes for the legal profession. OCIs usually take place in September of

2L for 2L summer jobs, and in September of 3L for articling positions. After you apply for the employer's position during the structured recruitment process, employers will contact you either through the school or via email to set up an interview. Usually, the OCI is the first of two interviews in the recruitment process: an on-campus interview, and an in-firm interview. Employers either visit the University of Windsor Faculty of Law or hold OCIs virtually.

While students can feel a lot of pressure to participate in OCIs, OCI's are not necessary to secure a summer job, or even articling position. Many students do not go through the OCI process. Try to stay true to who you are and your own career interests rather than being pressured into the "force" of OCI's.

#### INTERVIEWS: TIPS & TRICKS FOR SUCCESS

- Being an MSW/JD, you hold a unique set of skills that differentiate you from single JDs. This is a huge advantage, if you can effectively market your skills to the employer you're speaking to.
  - For a personal injury firm, for example, you may highlight your effective interviewing skills, ability to empathize with clients in difficult circumstances, and foundational knowledge of disability claims and social services.
  - For a full-service law firm, you might highlight your great interpersonal skills, ability to argue all sides of a case effectively, and well-rounded interdisciplinary research skills that give you a foundational knowledge in a broad range of practice areas (employment, environmental, health, disability, etc.)
  - For a fast-paced litigation firm, you might market your ability to stay calm under pressure, your excellent propensity for mediation/arbitration, and your fierce ability to advocate for clients.
  - These are just examples, but you can make your MSW skills appealing anywhere you go. Be creative!
- Some employers value different aspects of the combined program, you just have to know how to spin it. Networking with current students and lawyers at the firm beforehand can give you the inside scoop on what kinds of traits the employer is looking for. This can help you prepare to market yourself effectively.
- If you want to land a job in government, it helps to *cast a broad net* with your applications. This means: apply to many different departments, not just the one's you're hoping to work in. It's hard to get into government, but once you're

in, it's easy to move around departments and eventually land in the practice area you want.

- Some examples of former students landing jobs through OCIs:
  - One student got a position summering with Legal Aid in London
  - One student summered with the Department of Justice in Toronto
- See more on how to market yourself through sample resumes and cover letter examples in Appendix A.

***“Give yourself the permission to do things differently; you don’t have to do what everyone else is doing.” - Alex McMichael, MSW/JD Class of 2021***

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#### **JOB SEARCHING: TIPS & TRICKS FOR SUCCESS**

- Attend networking events. Networking is huge in the field of law. The Windsor chapter of the *Women in Law Mentorship Program* hosts an annual speed mentorship event which you should receive an email about. Sign up early – spots are limited and they fill up quickly! *Justice at Work* also hosts a yearly social justice panel in which you can network with lawyers and students in various fields. These networking events will give you a great sense of your range of career path options, what it's like to work in different positions, and help create connections that you can draw on later in your job search process.
- Attend Career Services Office (CSO) workshops and career advising panels in the beginning of 1L as a way to prepare for what's ahead. When you become busier and your job search picks up in the end of 1L and onwards, you might not have as much time to attend these sessions, but they are super helpful in preparing you for the entire process of career preparation/job hunting as a law/social work student. They often feature the employers themselves, so it's a great way to get the inside scoop on what employers look for in a candidate.
- ALWAYS have your cover letter and CV reviewed by the CSO before submitting it to employers. If possible, have others review your documents as well (students, colleagues, professors, loved ones). The more people reading your materials and offering feedback, the better!

## APPENDIX A:

### SAMPLE RESUME AND COVER LETTER

These sample resumes and cover letters have been graciously provided by upper year and alumni MSW/JD students who were successful with their applications. Sensitive/personal information has been removed.

#### RESUME EXAMPLE

### STUDENT NAME

City, Province | Contact Number | Email Address

#### Education

University of Windsor, Windsor, ON [Dates]  
*Juris Doctor & Master of Social Work Candidate*

University, Faculty, Place [Dates]  
*Graduate Certificate*  
● Program

Undergrad University, Faculty, Place [Dates]  
*Bachelor of Arts, Honours*  
● Program: Global Studies, Department of International Affairs, Law, & Public Policy

#### Employment History

University of Windsor, Faculty of Law, Windsor, ON [Dates]  
*Legal Research Assistant*  
● Assist Professor [] with legal research on legal issues  
● Develop and update course materials

Community Centre, Toronto, ON [Dates]  
*Outreach Coordinator*  
● Manage volunteers, onboard new members, & project development  
● Increase participation in community programming through outreach, marketing, & event planning

Counselling Services, Toronto, ON [Dates]  
*Therapist (Master of Social Work Practicum)*  
● Assisted clients with social service navigation, criminal and family court matters  
● Provided psychotherapy to adults & teens, operated a crisis counselling/navigation hotline  
● Documented all sessions, created treatment plans, and collaborated with teams on project management

Community Service, Toronto, ON Director of Community Outreach	[Dates]
<ul style="list-style-type: none"> <li>● Engaged with community organizations to plan and manage events &amp; campaigns and to provide special services to patrons</li> <li>● Solicited supports (funds, healthcare supplies, etc.) from donors; recruited volunteers; networked with external organizations to collaborate on events</li> </ul>	
<b>Volunteer &amp; Extracurricular Experience</b>	
University of Windsor Campus Organizations	[Dates]
<ul style="list-style-type: none"> <li>● Club <i>General member &amp; volunteer</i> <ul style="list-style-type: none"> <li>○ Attend annual events; create educational workshops</li> </ul> </li> <li>● Club <i>Writer &amp; member</i> <ul style="list-style-type: none"> <li>○ Writing pieces for annual publication; advertise &amp; attend events</li> </ul> </li> <li>● Club <i>Co-head of Publications</i> <ul style="list-style-type: none"> <li>○ Draft an annual publication on current events and issues in Canadian law</li> </ul> </li> </ul>	
Undergrad University Campus Organizations	[Dates]
<ul style="list-style-type: none"> <li>● Student Centre <i>Space Supervisor</i> <ul style="list-style-type: none"> <li>○ Assisted patrons with access to food bank, healthcare supplies, emergency shelter, and other social services; enforced “safe space” policy</li> </ul> </li> <li>● Charity <i>Vice President</i> <ul style="list-style-type: none"> <li>○ Created care packages for homeless shelters in downtown city</li> </ul> </li> <li>● Club <i>Teacher</i> <ul style="list-style-type: none"> <li>○ Taught conflict resolution skills and curriculum to children ages 6-12 in schools</li> </ul> </li> </ul>	
<b>Skills &amp; Interests</b>	
<ul style="list-style-type: none"> <li>● Fluent in French, Hindi</li> <li>● Dog training</li> <li>● Powerlifting, women in sports campaigning</li> </ul>	

COVER LETTER EXAMPLE

**STUDENT NAME**

City, Province | Contact Number | Email Address

[Name]

[Date]

Program Manager

Program name

[Email address for the application]

**Re: 2021 Full-Time Summer Student Position**

Dear [Name],

I am an incoming second-year law student in the Master of Social Work and Juris Doctor (“MSW/JD”) program at the University of Windsor. I am writing to express my interest in a summer position at [Organization]. I came to law school intending to practice family law because I believe that everyone navigating a complex family conflict should have access to legal services and advocacy. The opportunity to work alongside lawyers from across the province while offering accessible services to clients is incredibly exciting. My previous client experience and unique MSW/JD education gives me the knowledge and skills to uphold and apply [organization’s] values of dignity, equity, and humility while I assist clients in the summer student role at the FJC.

In my time at [other community centres], I created an open and comfortable dialogue with clients by using active listening skills and regularly communicating with them. Many of the skills that I have used for intakes, such as active listening and empathy, were things I learned during my foundational MSW/JD courses. Applying these skills in an accessible manner was crucial for communicating well with my clients in this new virtual environment.

In addition to drafting demand letters and filing applications for my clients at [organization], I previously drafted legal memoranda and submissions at [somewhere else]. I gained further legal experience [as a club member or something else]. In this role, I collaborated with my team to conduct extensive research to strengthen our client’s position, resulting in a favourable outcome for both parties. My skills in these areas have afforded me the foundation for creating and upholding strong legal arguments, which would be effective in [your organization’s] environment.

It would be a privilege to be part of an organization that is dedicated to fostering client work with dignity, equity, and humility. I am thrilled by the additional opportunity of working part time through the fall, as I believe client work is crucial to my overall

learning and development to become the best advocate I can be. Thank you for your time and consideration, and I look forward to the opportunity to further discuss my qualifications with you.

Sincerely,

[Student]





**APPENDIX B:  
KEY CONTACTS**

**SCHOOL OF SOCIAL WORK (167 FERRY ST., WINDSOR HALL)**

**MSW/JD Coordinator:** Dr. Elizabeth Donnelly – go to for MSW-related issues with MSW/JD program administration

Email: [donnelly@uwindsor.ca](mailto:donnelly@uwindsor.ca) | Phone: (519) 253-3000 ext. 4906

Office: Room 213

**Graduate Secretary:** Kaitlin Roberts – go to for most MSW questions and concerns (course registration, administrative questions, etc.)

Email: [gradsw@uwindsor.ca](mailto:gradsw@uwindsor.ca) | Phone: (519) 253-3000 ext. 6096

Office: Room 205-A

**MSW Field Learning Specialists:**

Katka Hrnčić-Lipović

Email: [katkahl@uwindsor.ca](mailto:katkahl@uwindsor.ca) | Phone: (519) 253-3000 ext. 3082

Office: Room 229

Nicole Scott

Email: [Nicole.Scott@uwindsor.ca](mailto:Nicole.Scott@uwindsor.ca) | Phone: (519) 253-3000 ext. 6782

Office: Room 230

**Coordinator of Field Education Programs, On-Campus:** Mary Kay Morand – go to for general questions on placements, or if she is your assigned placement specialist

Email: [mkmorand@uwindsor.ca](mailto:mkmorand@uwindsor.ca) | Phone: (519) 253-3000 ext. 6772

Office: Room 201-E

**Director of the Faculty of Social Work:** Dr. Robin Wright - go to for faculty-specific concerns

Email: [rwright@uwindsor.ca](mailto:rwright@uwindsor.ca) | Phone: (519) 253-3000 ext. 3060

Office: Room 201-E

**FACULTY OF LAW (401 SUNSET AVE.)**

**MSW/JD Coordinator:** Professor Tess Sheldon – go to for MSW/JD questions, especially law-related questions

Email: [tess.sheldon@uwindsor.ca](mailto:tess.sheldon@uwindsor.ca) | Phone: 519-253-3000 ext. 2943

**Assistant Dean (Student Services):** Meagan Haugh – go to for questions on Law services including career services, counselling, orientation, and administration. Usually the first point of contact for most issues in Law.

Email: [meagan.haugh@uwindsor.ca](mailto:meagan.haugh@uwindsor.ca) | Phone: (519) 253-3000 ext. 3941

Office: B-91A CAW Student Centre

**Academic Advisor:** Stephanie Sciacca – go to for assistance figuring out course requirements

Email: [lawac@uwindsor.ca](mailto:lawac@uwindsor.ca) | Phone: (519) 253-3000 ext. 2931

Office: 2103 Lambton Tower

**Dean of Law:** Professor Reem Bahdi – go to for big questions or concerns on programming & administration. Best to speak to your SLS student representative first, and they raise concerns in regular meeting with the Dean.

Email: [rbahdi@uwindsor.ca](mailto:rbahdi@uwindsor.ca) | Phone: (519) 253-3000 ext. 2930

**APPENDIX C:**  
UNIVERSITY OF WINDSOR STUDENT RESOURCES

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**ACADEMIC & BASIC NEEDS**

**Aboriginal Education Centre** - Turtle Island  
Ext. 3481, 3465 CAW Student Centre, Room 179  
[turtleisland@uwindsor.ca](mailto:turtleisland@uwindsor.ca)

**Academic Advising Centre**, Ext. 1414  
Dillon Hall, Room 115  
[advising@uwindsor.ca](mailto:advising@uwindsor.ca)

**Academic Integrity Office**, Ext. 5055  
Dillon Hall, Room 117  
[aio@uwindsor.ca](mailto:aio@uwindsor.ca)

**Campus Police**, Ext. 1234 (non-emergency)  
2455 Wyandotte St. W., [cpolice@uwindsor.ca](mailto:cpolice@uwindsor.ca)

**Community Legal Aid (CLA)** Tel. 519.253.7150  
443 Ouellette Ave. 2nd Floor, [cla@uwindsor.ca](mailto:cla@uwindsor.ca)

**EAP** (Shepell-fgi), Telephone: 1-866-833-7690  
[www.workhealthlife.com](http://www.workhealthlife.com)

**Human Resources Dept.**, Ext. 2047  
Chrysler Hall Tower (CHT), Room 501A  
[hr@uwindsor.ca](mailto:hr@uwindsor.ca)

**International Student Centre (ISC)**  
Ext. 3938, Laurier Hall, [isc@uwindsor.ca](mailto:isc@uwindsor.ca)

**Office of the Associate Vice-President**  
Student Experience, Ext. 4211  
CAW Student Centre, Room 117  
[studentexperience@uwindsor.ca](mailto:studentexperience@uwindsor.ca)

**Peer Support Centre**, Ext. 4551  
CAW Student Centre, Room 291  
[psc@uwindsor.ca](mailto:psc@uwindsor.ca)

**Residence Services**

Ext. 3279, Vanier Hall, Room 49  
[resservices@uwindsor.ca](mailto:resservices@uwindsor.ca)

**Sexual Misconduct Response and Prevention Office**

[dustyj@uwindsor.ca](mailto:dustyj@uwindsor.ca) , ext. 4550

**Student Accessibility Services**, Ext. 6172

Dillon Hall (Lower Level), Room 117  
[disability@uwindsor.ca](mailto:disability@uwindsor.ca)

**Student Awards & Financial Aid**, Ext. 3300

Faculty of Education Bldg. (Side Entrance)  
[award1@uwindsor.ca](mailto:award1@uwindsor.ca)

**Student Counselling Centre**, Ext. 4616

CAW Student Centre, Room 293  
[scc@uwindsor.ca](mailto:scc@uwindsor.ca)

**Student Health Services**, Ext. 7002

CAW Student Centre, Room 242  
[www.uwindsor.ca/health](http://www.uwindsor.ca/health)

**Career Services Office (CSO)** - go to for help with resume/cover letters, mock interviews, and career planning

- For general career services questions, contact Anna Maria DeCia-Gualtieri, Director of Career Services at [adacia@uwindsor.ca](mailto:adacia@uwindsor.ca) | Office: Faculty of Law Room G105  
<https://www.uwindsor.ca/law/careers/>

**Law Library**

- Provides regular tutorials, assistance with research questions and online resources. You can make a 1-1 appointment with a librarian
- Website (includes live chat): [www.uwindsor.ca/law/library](http://www.uwindsor.ca/law/library)

**Academic Success Program (ASP):**

- Offered to all 1L students to build academic and legal skills, and support personal and professional goals: [www.uwindsor.ca/law/2302/academic-success-program-drop](http://www.uwindsor.ca/law/2302/academic-success-program-drop)

**University of Windsor Students' Alliance (UWSA)** – your student union during your 1L, 2L, and 3L years

- The UWSA supplies your health plan and bus pass (option to opt-out of both), a peer support centre, womxn’s centre, Walksafe, a food pantry, student-side advocacy, welcome week, and more student services
- 401 Sunset Avenue, CAW Student Centre, 2nd Floor, Room 209 | Phone: 519-971-3600 | Email: [uwsa@uwindsor.ca](mailto:uwsa@uwindsor.ca)
- The *Student Respect and Empowerment Office* of the UWSA was developed and launched by an MSW/JD student and provides student-side advocacy for UWSA members accused of misconduct (academic or non-academic), conflict mediation, advocacy support & workshops, and service navigation. Reach them at: [sreouwsa@uwindsor.ca](mailto:sreouwsa@uwindsor.ca)

**Graduate Students’ Society** – your student union during your MSW semesters (Regular Track year 1; and Advanced Track summer after year 1). During these semesters, the GSS supplies your health plan, bus pass, and various student services.

Phone: [519 253-3000 #3915](tel:5192533000) | Email: [info@uwindsorgss.ca](mailto:info@uwindsorgss.ca) | Address: 401 Sunset Avenue

For student advocacy services, contact: [advocate@uwindsorgss.ca](mailto:advocate@uwindsorgss.ca)  
<https://uwindsorgss.ca/>

#### **UWSA Food Pantry**

CAW Room 233. [www.uwsa.ca/uwsa-services/campus-food-pantry](http://www.uwsa.ca/uwsa-services/campus-food-pantry)

#### **Community Legal Aid**

Assistance with on-campus and off-campus legal matters (housing, criminal justice, contracts, employment, etc.)

Office : 443 Ouellette Avenue, Suite 200, Windsor, Ontario | Email: [cla@uwindsor.ca](mailto:cla@uwindsor.ca) |

Phone: 519-253-7150

<https://www.communitylegalaidwindsor.com/>

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## **WELLNESS RESOURCES**

[www.uwindsor.ca/law/1148/wellness](http://www.uwindsor.ca/law/1148/wellness)

#### **Student Counselling Centre**

- Contact [scc@uwindsor.ca](mailto:scc@uwindsor.ca) to make an initial appointment.
- Law school clinical therapist: Mohamad Musa - [mmusa@uwindsor.ca](mailto:mmusa@uwindsor.ca)
- Black Law Student Counsellor- Lorraine Oloya - [Lorraine.Oloya@uwindsor.ca](mailto:Lorraine.Oloya@uwindsor.ca)

**TAO (Therapy Assistance Online):** [www.uwindsor.ca/studentexperience/358/tao](http://www.uwindsor.ca/studentexperience/358/tao)

- Self-directed self-help, self-assessments, CBT and other modules

**Elder in Residence:** [www.uwindsor.ca/law/1143/elder-residence](http://www.uwindsor.ca/law/1143/elder-residence)

- Indigenous person available on campus to counsel students, faculty and staff for mental, spiritual, emotional and physical health needs from a holistic Indigenous perspective.
- Can also book an appointment for understanding on Indigenous Culture and perspective with Michelle Nahdee, Coordinator of Indigenous Legal Studies (ext. 2983 or [michelle.nahdee@uwindsor.ca](mailto:michelle.nahdee@uwindsor.ca)).

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#### FRIENDLY SPACES

**Womxn's Centre:** CAW Room 208, [womxnctr@uwindsor.ca](mailto:womxnctr@uwindsor.ca)

**Multi-Faith Space:** CAW Basement, [www.uwindsor.ca/389913/multi-faith-space](http://www.uwindsor.ca/389913/multi-faith-space)

**Turtle Island Aboriginal Education Centre:** CAW Room 179, [turtleisland@uwindsor.ca](mailto:turtleisland@uwindsor.ca)

**Campus Pride Centre (2SLGBTQIA+ Space):** CAW Room 260, [campuspride@uwindsor.ca](mailto:campuspride@uwindsor.ca)

**APPENDIX D:**  
EXTERNAL RESOURCES

**Crisis and Mental Wellness Centre**

Free, confidential walk-in services. 744 Ouellette Ave., Windsor. Open 7 days a week 8am-8pm  
[www.hdgh.org/transitionalstabilitycentre](http://www.hdgh.org/transitionalstabilitycentre)

**Bulimia Anorexia Nervosa Association**

Eating disorder treatment, counselling, relapse prevention groups, and nutrition workshops.  
1-855-969-5530 [www.bana.ca/clinical-services](http://www.bana.ca/clinical-services)

**Canadian Mental Health Association**

Free mental health services (one-on-one and group counselling, substance use programs, and bereavement groups). 1400 Windsor Ave, Mon-Fri 8:30am-4:30pm 519-255-7440  
[www.windsorsex.cmha.ca/services](http://www.windsorsex.cmha.ca/services)

**Southwest Ontario Aboriginal Health Access Centre**

Services for Aboriginal peoples including traditional healings and clinical services. 519-916-1755  
<https://soahac.on.ca>

**W.E. Trans Support**

2SLGBTQIA+ friendly socials and services including group therapy, 2 spirit healings, food bank, and support groups. [www.wetranssupport.ca](http://www.wetranssupport.ca)

**Windsor Pride Community**

2SLGBTQIA+ friendly socials and services. [www.windsorpride.com](http://www.windsorpride.com)

## APPENDIX E: CAMPUS MAP



**IN CASE OF EMERGENCY** Dial 911 on your phone, or press the button on any blue emergency pole, which activates 911 emergency response.

**ask.UWindsor.ca**

*Ask us anything,  
anytime.*

This map was revised August 2019.  
For the most up-to-date version, visit [uwindsor.ca/map](http://uwindsor.ca/map)

**Legend**

- Wheelchair accessible
- Wheelchair accessible entrance with ramp
- Accessible shuttle pick-up/drop-off area
- Emergency Evacuation Chairs
- Wheelchair accessible route

**Campus Parking Lots**

- Staff Permit Lot
- Faculty/Staff Permit Lot
- Visitor Lot
- Pay & Display/Student Permit Lot

Parking on surrounding neighbourhood streets requires a City of Windsor residential permit. The City of Windsor fine for parking illegally in a permit zone is \$5 per ticket. Please respect the parking restrictions.

**Additional Parking**

Additional parking is available on Huron Church Road, University Avenue, Wyandotte Street and Sunset Avenue.

**Campus Parking Services**

Phone: 519-253-2413  
[uwindsor.ca/parking-services](http://uwindsor.ca/parking-services)





**University  
of Windsor**

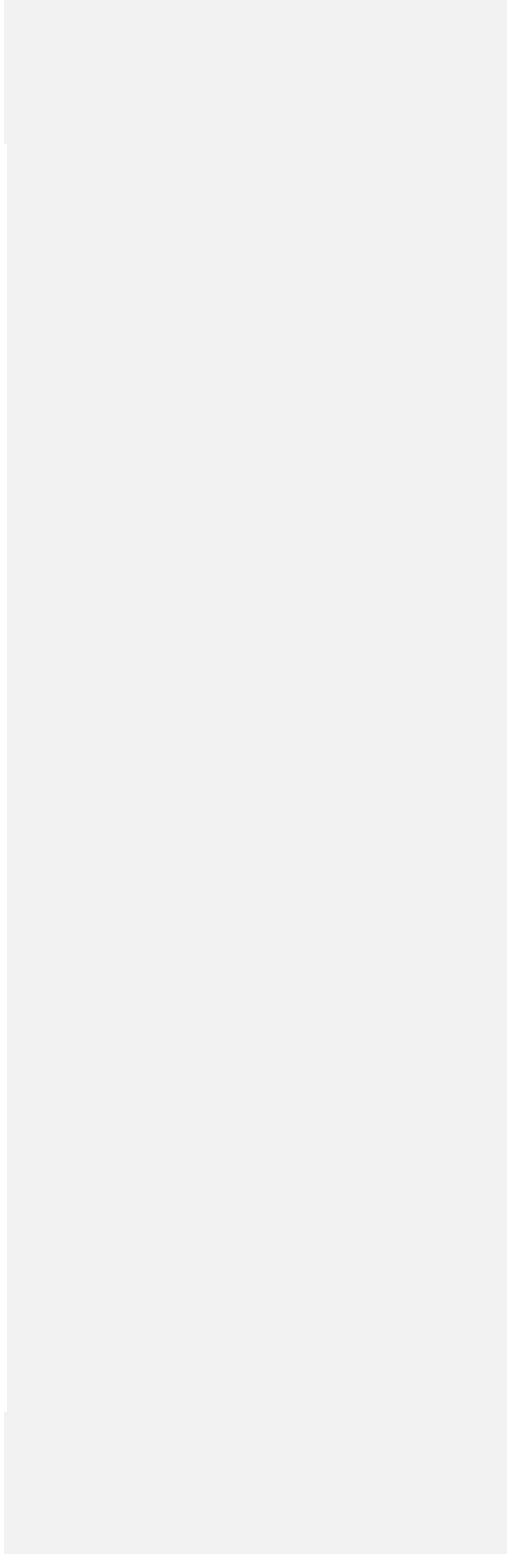
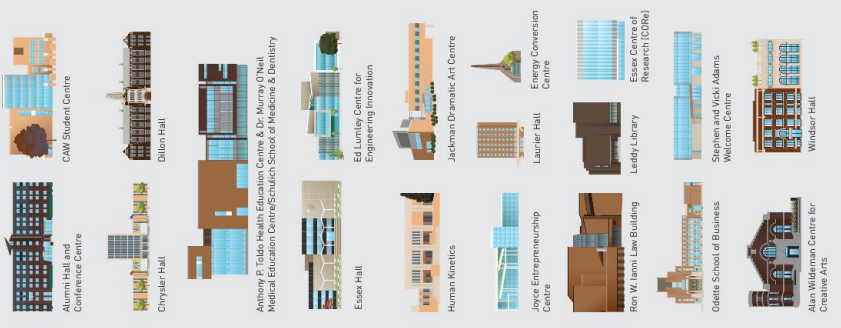
401 Sunset Avenue,  
Windsor, Ontario N9C 3P4  
519-253-3000  
uwindsor.ca

**Campus Buildings**

1. Alan Wilkman Centre for Creative Arts.....D6		37. Laurier Hall.....E3	
2. Alumni Hall and Conference Centre.....G5/H5		38. Ledy Library Main.....C4	
3. Assumption Hall (Assumption Chapel).....D2/D3		39. Ledy Library West.....C3/C4	
4. Biology.....E4		40. Macdonald Hall.....E7/E3	
5. Biology Student Centre (Bioscience).....E4		41. Maintenance Services.....I4	
6. Campus Community Police Services.....D3		42. Memorial Hall.....D3/D4	
7. Campus Auditorium (Marketplace).....F5		43. The Leonard & Dorothy Neal Education Building.....D5	
8. Canterbury College.....A4/B4		44. Odette School of Business.....E5/F5	
9. Canterbury College Administration.....B4		45. Odette House - Entrepreneurial Services.....D5	
10. Carter Hall.....I4		46. Dr. Murray O'Neil Medical Education Centre/ Schulich School of Medicine & Dentistry.....E5	
11. Central Receiving.....I4		47. Psychological Services and Research Centre.....A4	
12. Centre for Automotive Research and Education (CARE).....G8/H6		48. River Commons.....E4	
13. Centre for English Language Development.....See CELD inset/E2		49. Stadium/Alumni Field.....J3/K3	
14. Charles and Anna Clark Corner.....F4		50. Anthony P. Toledo Health Education Centre.....D9/E5	
15. Chrysler Hall North.....D4		51. Union House.....D5	
16. Chrysler Hall South.....D4/E4		52. University Computer Centre (IT Services).....D3	
17. Chrysler Hall Tower.....D4		53. Under Hill (Staples & Vicks Adams Welcome Centre).....E7/E3	
18. David A. Wilson Commons.....E5		54. Stephen & Vicki Adams Welcome Centre.....F4	
19. Dennis Fairall Fieldhouse/St. Denis Athletic and Community Centre.....J4/K4		55. Windsor Resources (SOCA).....D6	
20. Dillon Hall.....D3		56. Windsor Hall.....C5/C6	
21. Ed Lumley Centre for Engineering Innovation.....F5/F6/G5/G6			
22. Education Gym.....D3			
23. Energy Conversion Centre.....G4			
24. Erie Hall.....E4/F4			
25. Essex Centre of Research (CORE).....E3			
26. Essex Hall.....E3/F3			
27. Faculty Association (Kerr House).....D5			
28. Forge Fitness Centre.....J4			
29. Freed-Orman Banquet & Conference Centre.....D3			
30. Great Lakes Institute for Environmental Research.....B1			
31. Graduate Student Society.....D5			
32. Human Kinetics.....J4			
33. Ron W. Ianni Law Building.....C4			
34. Jackman Dramatic Art Centre.....E3			
35. The Joyce Entrepreneurship Centre (Career Development and Experiential Learning, Cross-Border Institute, EPICentre, Parking Services) Lambton tower.....E4			

**Accessible washrooms:** Men's washroom or stall Women's washroom Universal washroom Floor number(s) Basement

**Visual representation of some of our  
landmark buildings:**



**APPENDIX F:**  
THINGS TO DO IN WINDSOR

\*\*\*This list was compiled by University of Windsor students over the years, not the authors of this handbook. Always practice caution when exploring nightlife, travel, & other activities.\*\*\*

**Nightlife:**

Bull and Barrel	Every Wednesday. Waffle fries. Yes, there is a mechanical bull.
The Casino	Its big and nice, but don't risk your line of credit.
Panache	When you go, order the espresso martini and thank me later. Classy place, but smaller than you'd expect, good music! Currently shares a patio with On A Roll Sushi and La Guardia.
Primary Social Club	Fancy craft cocktails, small (more quiet) bar, on Tuesday they can be fun.
Sandwich Brewing Company	Great local brewery, with micro brews on tap, you can also get growlers to go. They also have very good sandwiches and charcuterie boards if you want to eat-in.
Rock Bottoms Bar and Grill	Right next to Sandwich Brewing - they serve some of their beers on tap but also have a huge selection of other beers on tap. Good pub food. You get free peanuts to eat and you get to throw the shells on the floor.
Shawarma Palace	Post-Downtown meal. The staple snack after a night downtown.
Frenchy's	Post-Downtown meal. Downtown poutine. You only underestimate their serving size once.

**Spots to Eat By Campus:**

Giglios	If you aren't going to Giglios, there is a problem. More a convenience store than an eatery, but they have a deli at the back that will give you a sandwich the size of your arm for a reasonable price.
Sam's Pizzeria & Cantina	Have pizza and a pitcher. Great larger menu as well.
Whamburg	Burgers, Fries, and great Shakes. Right on campus. Vegan options.
Green Bean Cafe	Relaxed place, serving fair-trade coffee, craft beer, and vegan options. Cool seating for a range of vibes.
Caribbean Island Spice	Jamaican food. SO GOOD.
Bibim To Go	Great Korean food place close to campus - their kimchi is incredible.
Windsor Seoul	Great Korean food - really affordable too :)
Pho Xic Lo	Excellent pho, walking distance to campus. Try the spring rolls - amazing.
Busker's Submarine	Located on Tecumseh road- it's not exactly close to campus, but it's good to walk there because you can get ice cream scoops the size of your head.
May Wah Inn Chinese Cuisine	Located just off Campbell street, they have the most authentic dim sum experience in Windsor, on Sundays they bring around the food on trays and you can see what you'd like to eat.
Armando's Pizza	3 <sup>rd</sup> best pizza in the WORLD. A must-try!

**Things to Do in Windsor (for a great study break):**

The Casino	See a show. Walk around. Play. Eat. Drink. Nicest hotel in the City if you've got out of town visitors.
Explore the Wineries	About a 20-30 minute drive from Windsor is a wide array of wineries. Great spots to check out.
Urban Surf	Paddleboarding, kayaking, canoeing, all for a reasonable price. (SO FUN!)
Walk along the Riverside	They also offer electric scooters via BIRD!
Visit the Beaches	There are a couple beaches outside the city that are quite beautiful. They include Colchester Beach and others.
Golfing	<a href="https://www.ambassadorgolfclub.com">https://www.ambassadorgolfclub.com</a> Ambassador Golf Club is probably the closest to campus. Pre-Covid they offered a women's learn to golf night.  Windsor has a lot of courses that range in skill level and quality, so it's accessible for new players and there are a few challenging courses for those with more experience.
Weekend Markets	Farmer's Market downtown (on Pellessier Street). Every Saturday morning from about May-October. Everyone packs up at about 1pm, so get there early!
Carrousel of Nations	Every summer, over two weekends. Explore a diverse range of cultural cuisine and traditions. Everything at Carrousel is put on by a local organization, you can sample the food and then order from them other times (Polish Club and Caribbean Club)
Electric scooters	Located all over the city, mostly along the waterfront, and available via an app called BIRD
Ojibway Nature Reserve	Beautiful place to spend 30 minutes or a couple hours walking around and getting fresh air. Easy to get to by car.
Ojibway Prairie Provincial Nature Reserve	Great place for hikes year-round, well-marked paths. A miniature pig on a leash was once spotted there. Two options, located across the road from one another: one is more forest-y, and the other is the tall grasses reserve.

Black Oak Heritage Park	Another good hiking spot, not as big as Ojibway but still a good walk in the forest. Make sure you stay on the marked hiking paths, as they can overlap and intersect with (mountain) biking paths! If you're into outdoor biking, great paths for that here.
Point Pelee National Park	1 of 5 national parks that are located in Ontario, about 1 hour's drive away. This place has the Southernmost point of mainland Canada. You can walk right out to "The Tip" and say you stood on it! Don't go swimming at "The Tip" the currents are really bad, but there are three or four other beaches in the park that are beautiful for swimming.
Herb Gray Parkway Trail	Great for cycling! East to pick up from the University if you cut through Malden Park (which is also really nice for cycling and walking).
The Duff Baby House	Located close to the U in sandwich town, this is the oldest house in the area - built in 1798. It's neat to walk down there just to take a look.
Windsor Eats	<a href="https://www.windsoreats.com/">https://www.windsoreats.com/</a> They put on some neat food and drink related festivals and have great recommendations for restaurants to try.
Kingsville	Great little tourist town located about 45 minutes away from Windsor. If you ever need a stay-cation it's the place to go. The Grove Hotel and Jack's are two great places to stay. Plenty of awesome little places to eat there too. King's Bakeshop is one the best places to get pastries in the county.
Mini Putt	On the Green in Tecumseh. Fun, Florida-style, and cheap!
Malden Park and Optimist Park	Dog park!
Willistead Park	Cute and small walking park in the neighbourhood of Walkerville. Technically walkable from the school but it's a long one, but great for cute little picnics and several people do outdoor yoga and kick boxing/ boxing.