

BOSTON UNIVERSITY SCHOOL OF SOCIAL WORK
Online Programs

Incoming Student Guide

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BOSTON UNIVERSITY SCHOOL OF SOCIAL WORK
ONLINE PROGRAM

Incoming Student Guide

The BUSSW OLP Incoming Student Guide contains information to assist you in preparing for your first semester in the program. You have registered for your first semester courses and now you are ready for the next steps.

I. GETTING STARTED

Please be sure to review the following information prior to entering the program and complete/submit as requested:

- [Incoming Online MSW Student Information](#)
- [Bridge to BU Online](#)
- [Incoming Student Checklist](#)
- [Important Dates](#)
- [Academic Calendar](#)
- [Online Program Requirements for New Students](#)
- [BUSSW Online Information Central](#)
- [Academic Honesty Tutorial/PowerPoint](#)
- [Request for Transfer Credit Form](#)
- [Masters of Social Work Academic Policies & Procedures Manual](#)

II. ORIENTATION REQUIREMENTS

To protect and ensure the academic quality and integrity of our Program, students are required to attend the following:

- BUSSW Online MSW Program Orientation – Student orientation webinar done virtually
- Online Campus New Student Orientation – Self-Paced Tutorial (Includes Live Classroom Training)

The Online Campus Orientation will be available on Tuesday, August 25, 2020, 10 a.m. EST at <https://onlinecampus.bu.edu>. Login information will be sent to students via email.

PLEASE NOTE: Failure to complete the orientations may result in poor performance in Program.

The BUSSW Online MSW Program Orientation occurs 1-2 weeks before each semester and is offered as a live webinar. *Login information will be sent to admitted students via email*

- Option 1: Thursday, August 20, 2020 7:00 – 8:00 pm EST or
- Option 2: Tuesday, August 25, 2020 4:00 – 5:00 pm EST

III. PROGRAM REQUIREMENTS FOR NEW STUDENTS

After completion of the required orientations students should review and complete the following:

- [OLP Program Requirements for New Students – Attestation Form](#) Please submit to SSWOLP@bu.edu.
- The [Academic Honesty Tutorial/PowerPoint](#)

Please be aware of the following technology requirements to allow you to fully participate in the program:

- A computer with high-speed internet (50 mpbs)
- A Webcam and a headset with a microphone

[Please check the System Requirements](#)

IV. PROGRAM PLANS

Students follow a standard program plan to ensure completion of the MSW degree requirements. Program plans will vary depending on a student's major (clinical or macro), track: Traditional Track (TT), Human Service Experience (HSE) or Advance Standing (AS) and semester entrance.

[Access Entering Fall 2020 Program Plans](#)

Please be sure to retain a copy of your program plan for your records and use it as guide when registering for courses. Your First Semester Advisor will review your program plan with you.

[Request for Adjustments to your Program Plan](#)

Adjustments to program plans may be made as needed. Any variation from the program plan requires written pre-approval from OLP Administration and this request can be made through the [Revised Program Plan Request Form](#). This is done to ensure that you meet all the graduation requirements.

V. THE ONLINE CAMPUS

All courses are hosted on a web-based course management system called the **Online Campus**. You can access the following information via the Online Campus:

- Course Content / Course syllabi / Announcements / Handouts
- Live Classroom sessions / Video conferencing / Discussion boards
- Orientation / Student Resources

Once you access the Online Campus you will see:

My Courses

Student Resources and Communications Hub

A central repository for events, newsletters, workshops, academic and career resource information including access to a writing refresher course. Please visit this site regularly.

SSW MSW Online Student Community Center

Program Orientation - access a recording of the most recent orientation webinar and information about the pre-entrance reading requirement.

SSW Master of Social Work Information Central - portal to all BUSSW information including resources and supports, curriculum and program plan, advising and field education, and BUSSW policies and procedures.

The Student Lounge - Engage in discussions outside of the classroom, read newsletters, student organization blogs, and connect with social media.

➤ Online Course Structure

Course content is available online through the Online Campus and can be accessed and completed at your pace. Please be sure to meet the assignment deadlines. Attendance is required for the weekly Live Classroom sessions. You will need to login and participate at specific times. Each course has a Teaching Team which includes an Instructor of Record and several Online Course Facilitators. Each course section is managed by a Course Facilitator and includes a group of up to 15 students.

The **Online Course Facilitator** is your direct contact regarding curriculum and course-related issues. The Facilitator is a content expert who assists the faculty in teaching the course; oversees, facilitates and monitors student interaction; maintains ongoing communicating with students; assesses student's performance and makes appropriate referrals as needed.

The **Instructor of Record** teaches the course, recaps course information each week, and is available to answer questions about course content

➤ **LIVE CLASSROOM**

All courses have a Live Classroom component allowing for synchronous 'real time' interaction among instructors, facilitators, and students. Live Classroom sessions are held weekly for 1-1.5 hours on Sunday or Monday evenings Eastern Standard Time. During Live Classroom sessions, students are expected to participate and fully engage in the course activities. **Please review course syllabi to ensure that you understand the live classroom participation and grading requirements.**

PLEASE NOTE: Students are required to complete the Live Classroom training sessions prior entering the program. To participate you will be given access to a ZOOM classroom. You **do not need** to purchase software to participate.

VI. COURSE MATERIALS

Prior to the beginning of each course, you will receive information on the required textbooks and course materials to purchase. **Textbooks** may be ordered online through the BU Barnes & Noble Bookstore and are available for purchase one month prior to the start of the course. Please be sure to purchase these early to ensure that you have them prior to the beginning of class.

Supplemental Readings

Instructors will often have a collection of articles that supplement readings from textbooks. These supplemental readings are available electronically via the [Mugar Library Course Reserves](#). To access the supplemental readings, you must be registered for the course. To access the Supplemental Readings go to <http://www.bu.edu/library/services/reserves/> and follow the tutorial.

VII. FIELD EDUCATION

Field Education provides students with opportunities to apply what they learn in the classroom to actual practice in social work and other human service settings. Traditional Track and Human Service Experience students enter the field in their 4th semester, Advanced Standing students enter the field in their 3rd semester. Additional Information regarding field education is available at [The Boston University School of Social Work Guide to Field Education](#).

VIII. STUDENT SUPPORT AND RESOURCES

THE ONLINE PROGRAM ADVISING PROTOCOL

Our students have access to a variety of supports including a First Semester Advisor, a Regional Advisor, and the **Online Program Team** (OLP Assistant Director, OLP Assistant Director of Advising and Field Education, and the OLP Administrator).

Online Program students are assigned to a **First Semester Advisor** when they enter the program. First Semester Advisors are members of the BUSSW Online Program Team. Students are transferred to a **Regional Advisor** when they enter the second semester of the program.

➤ **First Semester Advising**

The First Semester Advisor meets with students through monthly, small group seminars and individually, as needed. This Seminar offers an introduction and an overview to BUSSW, the Online Program, and the social work profession.

➤ **The Regional Advisor**

In the second semester of the Program students are assigned to a Regional Advisor who serves their geographic area. The Regional Advisor remains with the student throughout enrollment in the program. Advisors are available for consultation, problem solving and advocacy on a range of

issues; serve as the field liaison and work collaboratively with students and the OLP Field Education Team to find appropriate field internship within the student's geographical location.

THE PROFESSIONAL DEVELOPMENT SEMINAR (IS100)

The Professional Development Seminar is a not-for-credit, seminar that students are enrolled in throughout the program. The seminars focus on professional development and preparation for, and support during the field internship. Each module of the seminar is offered each semester. Please note that the IS 100 seminar is listed on your program plan, please be sure to register for IS100 each semester.

FIRST THURSDAYS

First Thursdays offers students an opportunity to participate in curricular, social and professional development opportunities and events, and to engage in conversation with the BUSSW community. These events are held via Zoom web conferencing on the first Thursday of each month from 8:30 – 9:30 PM EST.

IMPORTANT CONTACTS

We are committed to helping students succeed in the program.

➤ **The BUSSW Online Program Team:**

- **Sonia Mee, Assistant Director** smee@bu.edu 617-353-2245
Responsible for the oversight, development and the implementation of student services protocol and procedures that support and enhance the online MSW Program.
- **Cynthia Bramble-Daley, Student Services Administrator** cbdaley1@bu.edu 617-353-4769
Assists with academic advising, program planning and graduation review.
- **Cindy Ciluffo, Student Services Administrator** cciluffo@bu.edu 617-353-3750
Assists with academic advising, program planning and graduation review.
- **Nisa Thompson, Senior Staff Coordinator** sswolp@bu.edu 617-353-1746
Primary contact for newly admitted students and a resource that will help triage your requests. Please contact for registration guides, program information, news, and overall questions.
- **The Field Education Team:** sswolpFE@bu.edu 617-353-8348
A resource and primary contact for students with general inquiries related to Field Education.
- **SSW Registrar** swreg@bu.edu 617-353-2221
Please contact for registration assistance; adding, dropping, or withdrawing from classes.
- **The Financial Aid Team** sswfa@bu.edu 617-353-0489
Questions about the financial aid process, sources of aid and eligibility.
Website: <http://www.bu.edu/ssw/students/current/financial-aid/>

➤ **The BU Office of Distance Education Team**

- **Shelby Harvey, Sr. Faculty & Student Support Administrator** shelbylh@bu.edu 617-358-1979
Assistance with setting up BU login account and navigating Online Campus; supports with technical issues within courses, provides textbook and course material information, course dates, registration information and Live Classroom training.

➤ **BU Student Accounting Office**

studenta@bu.edu 617-353-2264
Questions about billing, payment deadlines, account inquiries, and health insurance please contact: the Boston University Student Accounting Office at <http://www.bu.edu/studentaccountingservices/>

➤ **Technology Support**

ithelp@bu.edu 617-353-HELP (4357)
Desktop support, including issues with the Online Campus (Blackboard Learning Management System) and Zoom please contact the BU Information Services and Technology (IS&T) and be sure to identify yourself as a distance education student: <http://www.bu.edu/tech/>

- **Academic Accommodations and Support** access@bu.edu 617-353-3658
Students with disabilities requesting accommodations should contact the BU Office of Disability and Access Services at <http://www.bu.edu/disability/>
Procedures for requesting academic accommodations:
<http://www.bu.edu/disability/accommodations/procedures/>
PLEASE NOTE: Students should plan on contacting disability services as soon as possible so that accommodations can be made in a timely manner. The intake process takes approximately three weeks.
- **Veteran Services** veterans@bu.edu 617-353-3678
Support for Veterans can be found through the BU Office of the Registrar (**OUR**) at <http://www.bu.edu/reg/general-information/veterans-services/>

TIPS FOR SUCCESS

- Anticipate spending an average of 15-25 hrs. per week on coursework
- Check email and course website daily
- Keep track of deadlines (assignments, discussions, etc.)
- Participate in the discussions
- Communicate with your section instructor regularly
- Utilize SMARTHINKING tutoring services for writing support
- Review Information Central
- Review the APA Tutorial prior to the beginning of class
- Ask for help!

WEBSITES TO BOOKMARK

- [The BUSSW Online Incoming Student Webpage](#)
- [Bridge to BU Welcome Guide](#)
- [The Online Campus](#)
- [The Online Program Information Central](#)
- [BU Barnes and Noble Bookstore](#)