

Welcome to



School of Social Work

Educating Social Workers in the Community and for the Community

ONLINE PROGRAM INCOMING STUDENT REGISTRATION GUIDE

Welcome to the Boston University School of Social Work Online MSW Program! This guide contains information that will assist you in preparing for your first semester here. Please review the following pages carefully and feel free to contact us should you have any questions.

Table of Contents

BU Login Account Set Up.....	2
Registration (Courses, Instructions).....	2 - 4
Program Plans & Adjustments.....	4
Course Descriptions.....	5
Semester Format.....	5
Student Accounts	5
Tuition & Financial Aid.....	5
Adding, Dropping, or Withdrawing from Courses.....	5 -7
The Online Campus (Setup, facilitators).....	7
Live Classroom.....	8
Course Materials (Textbooks, Supplemental Readings).....	8-9
Technology Requirements.....	9
School of Social Work Support.....	9-10
Advisors.....	10-11
Curriculum Support.....	11
Info Central (Library, Writing Style, and Referencing).....	11
Online Student Community Center.....	11-12
Tutoring Services.....	12-13
Field Education	13 -14
The Integrative Seminar.....	14
Academic Honesty Tutorial & Statement.....	14-15
Policies and Procedures.....	15
Program Expectations.....	15
Tips for Success.....	15-16
Websites to Bookmark.....	16
Additional Important Contacts.....	16-17
Student Start-Up Checklist.....	18-19
Online MSW Program Calendar.....	20

BU LOGIN ACCOUNT SET UP

Shannon Rose McAuliffe, Sr. Faculty & Student Support Administrator at the Office of Distance Education, will contact you by email with information on how to set up your BU Login and Kerberos password. You will use this login and password to gain access to the University's Student Link system, as well as to login to your courses on the Online Campus. If you have not set up your login or password yet, or need help, contact Shannon Rose McAuliffe at shanrose@bu.edu. Your login account must be set up prior to registering for class.

REGISTRATION

Students are required to register for courses each semester on the Student Link (<http://www.bu.edu/studentlink>). The Student Link also enables you to add or drop courses, review your transcript, and view/pay your tuition bill. You will use your login name and Kerberos password to access the Student Link. You will receive a registration guide from the Online MSW Program during each registration period. This guide will inform you of the classes you need to register for and provide you with important dates and information pertaining to the semester and program. It is important to register on time as, Shannon Rose McAuliffe, the **Senior Faculty and Student Support Administrator**, will send emails textbook information to all registered students. Please check your BU email frequently for this information. For the Fall 2016 semester, the courses you should register for are outlined in the charts on the following page. **To ensure you are fully prepared for the upcoming semester, you are required to register by the following deadlines:**

Fall 1 courses - Register by 8/23/2016

Fall 2 courses – Register by 10/18/2016

All Field Education credits and Integrative Seminar registration must also be completed by 8/23/2016

How to Register (example)

- Log into the Student Link (www.bu.edu/studentlink)
- Click on 'Academics.'
- Next click on 'Registration.'
- Login using your BU username and Kerberos password.
- Go to the semester (e.g., Fall, 2016) and click on 'Reg Options.'
- Click on 'Register for Classes'
- Enter your course information: (college) SSW; (department) WP; (course number) 701; (section) OL
- Click 'Add Class to Schedule'

*You can find a Registration Tutorial video here: <http://www.bu.edu/ssw/students/current/currentstudents/> (under the 'Registration and Student Accounting' tab)



Watch your email for registration reminders and textbook information.

**Boston University School of Social Work Online MSW Degree
 Clinical and Macro Major Traditional and HSE Students Entering Fall 2016
 Fall 2016 Semester Registration Information**

Session	Course #	Course Title	Credits	Instructor	Course Dates
Fall 1	WP700	Social Welfare Policy I	3	Professor Schofield	9/6-10/24/16
Fall 2	WP701	Social Welfare Policy II	3	Professor Schofield	11/1-12/19/16
Fall	IS100 OL	Integrative Seminar	0	Field Education Staff	9/6-12/16/16

**Boston University School of Social Work Online MSW Degree
 Clinical Major Advanced Standing Students Entering Fall 2016
 Fall 2016 Semester Registration Information**

Session	Course #	Course Title	Credits	Instructor	Course Dates
Fall 1	SR743	Social Work Research I	3	Professor Gonyea	9/6-10/24/16
Fall 2	SR744	Social Work Research II	3	Professor Gonyea	11/1-12/19/16
Fall	IS100 OL	Integrative Seminar	0	Field Education Staff	9/6-12/16/16

**** When you register for your courses, you will be registering for your preferred Live Classroom section. In the "Notes" section of the registration page, you will find each course corresponds with a list of Live Classroom times. By selecting "CP809 O1" for example, you are also selecting Live Classroom Sundays 7:00-8:00 PM EST. Please follow the instructions above to register for each course listed above, excluding the integrative seminar. The integrative seminar only has 1 section - OL.**

UNIVERSITY CLASS SCHEDULE - REPORT

Semester: Fall 2015 Search by: Class Number

Class	Title /Instructor	Cr Hrs	Type	Open Seats	Bld Room	Day	Start	Stop	Notes
Sections O1-O4 are Fall 1 Courses. Run from 09/01/15- 10/19/15.									
SSW_CP809_O1	Alc& Drug Abuse Amodeo	3.0	Independent	13		Arranged Sep 1 - Oct 19			Live Classroom mts Sundays 07:00-08:00 PM EST. OLP Only. Permission Required On-line course
SSW_CP809_O2	Alc& Drug Abuse Amodeo	3.0	Independent	13		Arranged Sep 1 - Oct 19			Live Classroom mts Sundays 08:00-09:00 P EST. OLP Only. Permission Required On-line course

Should you need assistance with the registration process, please contact:

Jennifer Rosenberg Warner, SSW Registrar; Phone: 617-353-2221; Email: jarose@bu.edu

Jennifer can assist you when you have difficulty registering for classes, need to add or drop a class, and help fix any registration errors you may have made (e.g. registering for wrong class, adjusting FE credits).

PROGRAM PLANS & ADJUSTMENTS

Online MSW students are required to follow a standard program plan in order to fulfill the requirements for the MSW degree. Program plans will vary depending on student's admitted track (HSE or TT).

- **Human Service Experience (HSE) Track** students are required to complete 65 credits within 9 consecutive semesters and one field internship.
- **Traditional MSW Track (TT)** students are required to complete 65 credits within 9 consecutive semesters and 2 field internships.
- **Advanced Standing (AS) Option** students are required to complete 40-43 credits in six consecutive semesters and complete one field internship.

First Semester Advisors will send each student a program plan. Please retain a copy for your records and use it when registering for courses each semester. If you take a Leave of Absence at any time in the Online MSW program, your program plan will need to be adjusted. Any variation from the program plan requires prior written approval from **Jennifer Grahek, Online Program Administrator**, at 617- 358-2466 or sswolp@bu.edu. Students with revised plans should check in with **Jennifer Grahek** to ensure they are registering correctly each semester.

Program plans are based on each entering cohort and can be found on the OLP website under 'Curriculum and Program Plans':

<http://www.bu.edu/ssw/students/current/currentstudents/>

COURSE DESCRIPTIONS

If you wish to see a description of your courses ahead of time, course descriptions are located in the SSW Bulletin: <http://www.bu.edu/academics/ssw/courses/>

SEMESTER FORMAT

There are three semesters in an academic year (Fall, Spring, Summer) in the Online MSW Program. Semesters are made up of two sessions each (e.g. Fall 1 and Fall 2). Most courses run for 7 weeks with the exceptions of CP770, CP771, and CP772, which run for 5 weeks.

STUDENT ACCOUNTS

After registering, you should expect a tuition bill from [Student Accounts](#). Please contact the **Student Accounting Office** at 617-353-2264 should you have questions regarding your account. Once you have a BU login and password you may check the status of your account and pay your bill via the BU Student Link (www.bu.edu/studentlink).

You may also review your bill, learn about payment options, and monitor the payment deadlines and late fees on the Student Accounts webpage: <http://www.bu.edu/studentaccountingservices/>

TUITION & FINANCIAL AID

- The Fall 2016 online program tuition is charged at the rate of **\$750 per credit**.
- **There is also a \$60 registration fee and technology fee of \$60 per credit per semester.**
- Please remember that in order to be eligible for financial aid students must be registered for at least six credits per semester.
- Please visit the [SSW Financial Aid page](#) for information on the financial aid process, forms, and deadlines.
- Federal loans will not be finalized until after you are registered for courses. You will receive more information about your financial aid status after you register.
- Financial Aid questions should be directed to: **Sandra Butler, SSW Financial Aid Manager**, sebutler@bu.edu / 617-353-0489.

ADDING & DROPPING COURSES

If you need to add a course to your schedule due to a program plan adjustment or registration error, you should follow this process.

- Consult with **Sandra Butler, Financial Aid Manager**, sebutler@bu.edu to discuss any financial implications that may occur when adding a course.
- Consult with **Jen Grahek, Online Program Administrator**, jpace@bu.edu prior to adding a course to ensure the addition follows your program plan.
- Add course by logging onto the Student Link (www.bu.edu/studentlink)
 - If it is past the deadline to register via the Student Link, contact the **SSW Registrar, Jennifer Rosenberg-Warner**, jarose@bu.edu. Make sure you have the following information available:
 - Full Name
 - BU ID
 - Program: Online MSW

- Courses needed to add (e.g. HB720 OL)
- Once a course has started, permission from the instructor is required in order to add a student.

DROPPING OR WITHDRAWING FROM COURSES ON YOUR SCHEDULE

Students should discuss plans of dropping or withdrawing from courses with **Jennifer Grahek, Online Program Administrator** prior to making changes to their schedule. Dropping or withdrawing from courses will impact program plans, status in program, and students may need to file a leave of absence. In addition, students should also follow the necessary steps:

Notes to review prior to dropping a class:

- Pay close attention to the Add/Drop deadlines to avoid fees and tuition obligations.
- Registration and other fees are non-refundable as of the first day of the semester.
- Students can drop a course by the drop deadlines for possible reversal of charges.
- After the drop course deadline, students can withdraw from a course. Withdrawing from a course means the course will remain on the student's transcript as a "W". Withdrawn students will not be eligible for a refund and will be required to pay for courses.
- To view important deadlines including the **last day for 100% Tuition reimbursement** and **last day for withdrawing** from courses please view: <http://www.bu.edu/online/course-schedule/important-dates/index.html>.

The following steps should be taken when dropping or withdrawing from a course:

- Prior to dropping a course, contact **Sandra Butler, Financial Aid Manager**, sebutler@bu.edu to discuss Federal Stafford Loan obligations and any implications that may occur when dropping a course.
- Notify **Jennifer Grahek, Online Program Administrator**, jpace@bu.edu to discuss your intentions in the Online MSW program and revising your program plan.
- Inform your instructor, facilitator, and advisor that you will be dropping a course.
- Log onto Student Link to drop or withdraw from the course(s).
 - Go to www.bu.edu/studentlink
 - Sign in using your BU login name & Kerberos password
 - Select the tab titled "Academics"
 - Click on "Registration"
 - Click on "Reg Options"
 - Click on "Drop Class"
 - Using the checkboxes, mark each class you wish to drop and then click on "Drop Marked Classes"
- If you need help with dropping or withdrawing from a course, please contact the SSW Registrar, **Jennifer Rosenberg Warner**, jarose@bu.edu. Make sure you have the following information available:
 1. Full Name
 1. BU ID
 2. Program: Online
 3. Courses needed to add/drop (e.g. HB720 03)

***In addition to following the same procedures and deadlines for dropping a class, students who withdraw from the program:**

- Will be required to complete an official [Withdrawal/Leave of Absence](#) form. If you do not submit the appropriate paperwork by the withdraw deadline, you will not be officially withdrawn, required to pay the course/semester's tuition, and be graded in any active courses.

THE ONLINE CAMPUS

All courses are hosted on a web-based course management system called the Online Campus. You will have access to the following via the Online Campus:

- Orientation
- Course syllabi
- Announcements
- Handouts
- Virtual lectures
- Video conferencing
- Discussion boards

Online Campus Structure

Your coursework will be conducted entirely online. The majority of your courses will be made up of non-synchronous components, which can be completed on your own time within the assignment deadlines. Most courses will have synchronous components (such as live classrooms or group projects) where you are expected to log-in and participate in a discussion at a specific time. You will log into your courses with a Kerberos password and BU login name through Online Campus. Each course is taught by a designated BUSSW faculty member. In addition, each student is assigned to a group with one section instructor. Each group is made up of approximately 15 students.

The Section Instructor

- Assists the faculty in teaching the course
- Logs in to interact and monitor student interaction
- Assists students in their achievement of course objectives by maintaining ongoing communicating and mentoring students
- Acts as the first line of response for student inquiries regarding curriculum and course-related issues
- Assesses student's performance and makes appropriate referrals as needed

The Instructor of Record

- Teaches the course
- Recaps course information each week
- Participates in discussions, responds to "Ask the Instructor" discussion posts
- Is available to answer questions about course content

LIVE CLASSROOM

Most courses use a Live Classroom to provide synchronous interaction and allow instructors, facilitators, and students to present material and share their knowledge in real time. If you have previously used web conferencing software, such as WebEx, you already have a good sense of how it will work. It is recommended that you attend Live Classroom training sessions that are offered during the semester so you can become familiar with its functionality. Directions on how to use Live Classroom are also available in every course. The Live Classroom is built within each course and students are not required to purchase additional software to use it. However, **students are required to have high speed internet and to participate in live classroom sessions using a webcam and headset (with microphone).**

Live Classroom sessions are held weekly for 1-1.5 hours on Sunday and Monday evenings in Eastern Standard Time. **Most classes require weekly participation in live classrooms. Students are expected to engage in conversations and activities with instructors and peers. Students should review course syllabi to ensure they understand the live classroom participation and grading requirements.** You will register for your live classroom session time when you register for courses. Please see the registration section for directions.

COURSE MATERIALS

Prior to the beginning of each course, students receive information on the course start date, purchasing textbooks, and accessing the supplemental course readings.

Textbooks

Textbooks are 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. **Shannon Rose McAuliffe, Sr. Faculty & Student Support Administrator** will send out reminders on what textbooks you should be purchasing and how to order them through the BU Barnes & Noble Bookstore.

Supplemental Readings

Supplemental Readings are a collection of articles selected by course instructors to supplement readings from textbooks that are available electronically via the [Mugar Library Course Reserves](#). To access the supplemental readings, students must be registered for the course, have their login name and Kerberos password.

You can access the Supplemental Readings by following the directions below:

1. In the course reserves search box, type in your course (e.g., WP700) which brings you to another page
2. Click on the article you are looking for
3. Click on 'View Full Text'

4. You will be prompted to log-in by using your BU login and Kerberos password before accessing the article

TECHNOLOGY REQUIREMENTS

- **Web Cams are required** for the synchronous components of some of your online courses. Your webcam can be built-in or external as long as it works properly with your computer.
- **Headset** - A headset with a microphone is required to prevent noise feedback during the synchronous portions of your course. If your webcam has a built-in microphone, you may not need the headset. It is important to test out your equipment prior to starting your courses. Skype or FaceTime are good applications with which to test your equipment.
- **High-speed internet is required for all Live Classroom Sessions.**
- [System Requirements](#)

SCHOOL OF SOCIAL WORK SUPPORTS

IMPORTANT CONTACTS

We are committed to helping you succeed in the program by offering you a variety of resources and virtual supports. In addition, it is important to become familiar with the School of Social Work and Office of Distance Education contacts below:

Jennifer Grahek, Online Program Administrator, School of Social Work

Phone: 617-358-2466 **Email:** jpace@bu.edu

Jen serves as the primary contact for newly admitted students to the School of Social Work. She is your resource for academic advising, program planning, academic policies/procedures, and graduation requirements. You should notify her if you have changed your name, address, or are dropping courses.

Shannon Rose McAuliffe, Sr. Faculty & Student Support Administrator, Office of Distance Education

Phone: 617-358-1979/ (888)835-5334 **Email:** shanrose@bu.edu

Shannon Rose will assist you with setting up your BU login account and navigating you through Online Campus. Throughout the program she is available to support you with technical issues within your course, to connect you to BU resources, and to provide you with textbook, course dates, and registration information. Shannon Rose provides Live Classroom technology updates and assists in coordination of support.

Lawson Daves, Faculty & Student Support Administrator, Office of Distance Education

Phone: 617-358-6298 **Email:** ldaves@bu.edu

Lawson will assist you with setting up your BU login account and navigating you through Online Campus. Throughout the program he is available to support you with technical issues within your course, to connect you to BU resources, and to provide you with textbook, course dates, and registration information. Lawson provides Live Classroom technology updates and assists in coordination of support.

Sabrina DiRito, Online Program Student Services Coordinator, School of Social Work

Phone: 617-353-4769 **Email:** sdirito@bu.edu **Fax:** 617-353-5612

Sabrina can assist you with questions regarding academic advising, program planning, academic policies/procedures, and graduation requirements.

Stephanie Clendenin, Online Program Sr. Staff Coordinator, School of Social Work

Phone: 617-353-1746 **Email:** sswolp@bu.edu **Fax:** 617-353-5612

Stephanie serves as the primary contact for general inquiries and comments. She is a resource for helping to connect you with other members of the Online Programs team.

ADVISORS

First Semester Advisor

Students are assigned a First Semester Advisor for **their first semester** of the program to help facilitate a smooth transition into the program. Our advisors are School of Social Work Administrators and are available to advise you by phone, email, or Skype.

➤ **First Semester Advisor**

- Provides support to students adjusting to the demands of the program.
- Provides support regarding personal problems or life issues that arise while the student is in the program.
- Serves as a resource when a learning problem develops or is identified; convenes problem resolution meetings when necessary and gathers information on the student's performance in classes and field as part of that process.
- Facilitates process when student changes status, requests leave of absence, or withdraws from school.
- Assists with referrals needed for additional resources.
- Facilitates 3 group advising sessions in the first semester of IS100 Integrative Seminar.

Your advisor will send an introductory email to you prior to your first semester to inform you of office hours and how to connect with them. Please make an effort to check in with your advisor on a regular basis and not only when you have a problem. Your first semester advisor will host live classroom advising sessions in your IS100 integrative seminar.

Regional Advisor

In the second semester, students are assigned an individual advisor who lives within the students' regional area. Students keep the same advisor throughout the program. Advisors are the primary BUSSW representatives to our students and field placement agencies and provide oversight and consultation to the students and field instructors. They also assist with the field placement process, mentor students, monitor student performance, consult to agencies, and advise BUSSW regarding practice issues.

➤ **Regional Advisor**

- Provides support regarding personal problems or life issues that arise while the student is in the program.
- Works with the student in planning for field internship(s).
- Serves as the liaison between School and agency.
- Consults with the student and field instructor (agency supervisor) about assignments, learning contract, evaluation etc.
- Serves as the student's advocate to ensure that the School's expectations of the agency are being met.
- Serves as a problem solver and mediator in the event that a problem in the field placement is identified.
- Visits the agency at least once each semester to meet with the student and field instructor(s) to assess progress toward goals.
- Recommends a grade for Field Education course(s).
- Provides advice about career options.

CURRICULUM SUPPORT

Faculty/Instructor of Record: Faculty members are committed to providing leadership, mentorship, and to sharing their expertise and current research initiatives.

Section Instructors: Monitor and interact with students within the course and assist with course related issues.

INFO CENTRAL

Information Central ("Info Central")

Information Central aka "Info Central" is your gateway to all School of Social Work information. This is located on the [SSW OLP Current Students webpage](#). You can find information regarding resources and supports, program plans, advising, field education, and policies and procedures.

ONLINE STUDENT COMMUNITY CENTER

You will find the Online Student Community Student Center on your Online Campus Dashboard. Within the Online Community Student Center, you will have access to four main sections:

Program Orientation

This section contains information that will help you get started in the online Master of Social Work. You will find a recording of the most recent orientation webinar here, as well as the pre-entrance reading requirement and the Academic Honesty Tutorial.

Field Education Forms

This section contains basic information about field education. You will also find important resources such as interview guidelines, placement forms, background check information, screening procedures, and agency requirements.

Online Program Information Central

You will be provided with a link to the public BUSSW Information Site outside of Online Campus. This site will provide you with information on Program Plans, Calendars, SSW Policies and Procedures, Field Education, Social Work Competencies, and other important information.

The Student Lounge

The Student Lounge is an area where students can engage in discussions outside of the classroom, read newsletters and student organization blogs, and connect with social media.

We hope that you find our new Online Community Student Center helpful and engaging during your time in the program. Should you have questions, suggestions, or anything you wish to share with us on the Online Community Student Center, please contact us at sswolp@bu.edu.

WRITING AND TUTORING SUPPORT

Library Resources

As a Boston University student, you are able to access the [Boston University Library](#), which provides central library services to all students and faculty of Boston University.

- [Connect to eResources](#)
- [Find Course Reserves](#)
- [Ask a Librarian](#)
- [Social Work Research Guide](#)
- [RefWorks](#) @ BU allows students to import references from library databases and other sources, organize them, and use them to create papers with citations and bibliographies in standard citation styles including APA.

Writing Style and Referencing

The School of Social Work expects reference use to comport with the standards set out in the [Publication Manual of the American Psychological Association Sixth edition](#). The following guides can assist you in learning the APA style.

- [Basics of APA Style Tutorial](#)
- [Rules on APA Referencing](#)
- [APA Electronic Reference Formats](#)
- [The Boston University School of Social Work Style Guide: A Writing Reference for Social Work Students](#)

Tutoring

As an online student, you are welcome to use the free online tutoring service, **SMARTHINKING**, for your writing needs. You can connect with live tutors or submit a paper to be reviewed. For help with your SMARTHINKING account, please contact the **Sr. Faculty & Student Support Administrator**, Shannon Rose McAuliffe, shanrose@bu.edu. The Online Campus has a direct link to **SMARTHINKING**.

Tutoring for Social Work Research Courses

Tutoring is available through Research Course Facilitators. SMARTHINKING does not provide students with tutoring in social work content. Students should always ask for help from their course facilitators and instructors if they are having difficulty with course content.

FIELD EDUCATION

Field Education is a dynamic and integral part of the curriculum at the Boston University School of Social Work. It provides students with opportunities to apply what they learn in the classroom to actual practice in social work and other human service settings. Field placements are done concurrently with practice courses to foster the integration of classroom and practical learning. It is important for students to consider how they will accommodate the hours required for field education internships (16 hours/week minimum), which must be completed during normal agency working hours. The goal of an internship is to develop clinical skills, and to be a part of the life of an agency during regular business hours. Safety in the field is a priority of the School and proper supervision needs to be in place at all times during placement.

Students in the traditional track are required to complete two internships.

- The **foundation internship** consists of 16 hours per week, over 2 semesters, for a total of 480 hours in the field. Students in this track enter the foundation field placement in the **4th semester** in the program.
- The **advanced internship** requires a total of 720 hours in the field and can be completed at 16 hours a week for 3 semesters, 24 hours per week for 2 semesters, or as a block placement. Students in this track enter the advanced field placement in the **6th semester** of the program.

Students in the Human Service Experience (HSE) track and the Advanced Standing Option have:

- A single, extended internship consisting of 1,000 hours in the field which is completed in a consistent schedule, ranging from 16- 36 hours per week. HSE students enter the field in the 4th semester in the program, while AS students enter the field in the 3rd semester in the program.

Finding a field placement is a collaborative process with the student, advisor and BUSSW Field Ed staff working together to locate an appropriate placement in the student's geographic area. The process is initiated by the student and advisor, using the Field Placement forms as a tool to identify learning goals, population, and competencies that the student wants to achieve. Students can be placed in community based agencies, hospitals, schools, assisted living centers, and correction facilities. All placements need to meet the School's criteria and be approved by the Field Education Staff. [The Boston University School of Social Work Guide to Field Education](#) provides a clear set of guidelines and expectations regarding the content and structure of the field placement. Students are responsible

for reviewing it prior to the beginning of the field placement process and prior to the beginning of the internship.

Field Instructor

Once placed in a field internship, students receive 2 hours of supervision a week while enrolled in the internship(s).

For questions regarding Field Education or the Integrative Seminar please contact:

Kristina M. Whiton-O'Brien, MSW, LICSW

Assistant Director, Online Program Advising and Field Education

Kristina answers questions about field education and the placement process, locates and approves student field placements, and teaches the Integrative Seminar for students and advisors.

Phone: 617-872-8995

Email: whitonob@bu.edu

Diane Casey Crowley, MSW, LCSW

Online Advising and Field Education Coordinator

Diane serves as resource for field education planning, identifies and approves field placements, advises students in 1st semester, and teaches Integrative Seminar

Phone: 617-699-8299

Email: crowleyd@bu.edu

THE INTEGRATIVE SEMINAR

The Integrative Seminar is a developmental not-for-credit course that students are enrolled in throughout the program. The seminars focus on professional development, and the role of the social work intern in the agency. Each session of the seminar is offered once each semester. You will be responsible for registering for and participating in the seminar (IS100) each semester. The seminar content is designed to:

- Expose students to the social work profession and its core values
- Assist students in utilizing specific learning tools in their social work classroom and field education
- Integrate classroom and field experiences, as well as inform students about licensing and the job search

ACADEMIC HONESTY TUTORIAL & STATEMENT

Students are expected to understand and adhere to our academic honesty standards outlined in the BUSSW Ways and Means Student Manual. All students will be emailed the **SSW Academic Honesty Tutorial** from the Office of Academic Affairs. You will be asked to complete the BUSSW Academic Honesty to show you agree to abide by its content and principles. There are serious consequences for students who violate these standards, intentionally or unintentionally. Instructions and further details will be emailed prior to the start of the semester.

POLICIES AND PROCEDURES

It is important to be aware of the School of Social Work policies and procedures. The [BUSSW Ways and Means Student Manual](#) is available online to help guide you on:

- Academic Honesty
- Classroom Civilities
- Confidentiality
- Academic Misconduct
- Incomplete Grades
- Course Evaluation Process

Should you have any questions pertaining to the Policies and Procedures, please contact the **OLP Administrator, Jennifer Grahek**, jpace@bu.edu

PROGRAM EXPECTATIONS

- Earn a 3.0 grade point average to be eligible to graduate
- Complete all assigned readings in a timely manner
- Participate actively in a manner that is respectful of the contributions of other students, instructors, and the shared learning process
- Maintain the confidentiality of sensitive information shared by students during class discussions, activities, and assignments
- Communicate with the faculty, section instructor, and advisor regarding any issues or concerns
- Review and complete the Academic Honesty Statement
- Becoming a social worker involves acquiring knowledge and skills as well as demonstrating attitudes, values, and competencies that are congruent with professional standards
- Social work students are expected to adhere to the BUSSW Behavioral Standards in the classroom, field, and within the larger Boston University School of Social Work community
- Beware of plagiarism, recycling of papers, and failure to do one's own work
- Be scrupulously careful to credit all sources appropriately and to utilize APA-style formatting for your assignments.

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 SMART THINKING 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 New Student Webpage](#)
- [Bridge to BU Welcome Guide](#)
- [The Online Campus](#)
- [BU Barnes and Noble Bookstore](#)
- [Info Central](#)

ADDITIONAL IMPORTANT CONTACTS

Financial Aid Office

Students who have questions about the financial aid process, sources of aid, and eligibility may contact Sandra Butler in our Financial Aid Office:

Phone: 617-353-0489 Fax: 617- 353-5612 Email: sebutler@bu.edu

Website: http://www.bu.edu/ssw/admissions/msw_adm/cost/

SSW Registrar

Students who need assistance with adding, dropping, or withdrawing from classes should contact the SSW Registrar, Jennifer Rosenberg-Warner:

Phone: 617-353-2221 Fax: 617- 353-5612 Email: jarose@bu.edu

Student Accounting Office

Students who have questions about billing, payment deadlines, account inquires, and health insurance should contact the Boston University Student Accounting Office:

Phone: 617-353-2264 Email: studenta@bu.edu

Website: <http://www.bu.edu/studentaccountingservices/>

Technology Support

Students who need desktop support, including issues with the Online Campus (Blackboard Learning Management System) and Adobe Connect should contact the BU Information Services and Technology. Please make sure to identify yourself as a distance education student.

Phone: 617-353-HELP (4357) Email: ithelp@bu.edu

Website: <http://www.bu.edu/tech/>

Academic Accommodations and Support

Students with disabilities looking for additional academic support and requesting accommodations should contact the BU Office of Disability Services. *Students should plan on contacting disability services as soon as possible so that accommodations can be made in a timely manner.*

Phone: 617-353-3658 Email: access@bu.edu

Website: <http://www.bu.edu/disability/>

Policies and Procedures for requesting academic accommodations: www.bu.edu/disability/policies-procedures/

Veteran Services

Support for Veterans can be found through the BU Office of the Registrar (**OUR**). Students should contact **OUR** for more information regarding educational benefits and programs:

Phone: 617-353-3678 Email: veterans@bu.edu

Website: <http://www.bu.edu/reg/general-information/veterans-services/>

School of Social Work Program Website and Email

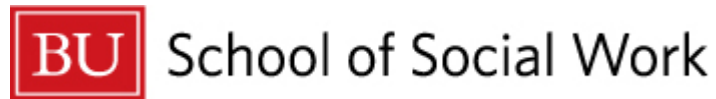
Registration guides, program information, news, and events will be communicated via email. Please be sure to keep sswolp@bu.edu as a contact, as many communications will be sent from this address.

Website: <http://www.bu.edu/ssw/students/current/currentstudents/>

Incoming Student Checklist with Deadlines – Fall 2016

	Task	Available	Deadline
✓ Check these off and stay on track!	Tip: Follow the links highlighted in blue.		
	Set up BU Login and Kerberos password	Now	Before you register for classes.
	Review Bridge to BU Incoming Student Guide and the Incoming Student Registration Guide	Now	August 23, 2016
	Register for courses as outlined in the Fall 2016 Registration Guide <small>Guides are available in the Registration and Accounting sections.</small>	Now	Fall I (8/23/16) Fall II (10/19/16)
	Apply for Financial Aid (if applicable) SSW Financial Aid page	Now	Please visit the SSW Financial Aid page for more information about deadlines.
	Read the Pre Entrance Required Readings: <i>All Souls: A Family Story from Southie</i> (Ballantine Reader's Circle) Paperback by Michael Patrick Responding to Gangs: Evaluation Research / U.S. Department of Justice – July 2002 Chapter 9 Reducing Gang Violence in Boston https://www.ncjrs.gov/pdffiles1/nij/190351.pdf	Now	September 6, 2016
	Check your high speed internet. Ensure that you have access to an internet connection speed of 50mpbs or faster	Now	Before the start of class.
	Test your computer to ensure it meets the Blackboard Learn (Online Campus) system requirements and that you have high speed internet	Now	Before the start of class.

Incoming Student Checklist with Deadlines – Fall 2016 (continued)			
	Task	Available	Deadline
✓ Check these off and stay on track!	Tip: Follow the links highlighted in blue.		
	Check your high speed internet. Ensure that you have access to an internet connection speed of 50mpbs or faster	Now	Before the start of class.
	Test your computer to ensure it meets the Blackboard Learn (Online Campus) system requirements and that you have high speed internet	Now	Before the start of class.
	Obtain a webcam and headset with mic compatible with your computer PC computers: Headset with USB connection: http://www.amazon.com/Logitech-ClearChat-Comfort-Headset-Black/dp/B000UXZQ42 Mac computers: Earbuds with built-in microphone. Apple earbuds are always a safe bet and a lot of people already own them from purchasing an iPhone: http://www.bestbuy.com/site/apple-earpods-with-remote-and-mic-white/6848136.p?id=1218809156050&skuId=6848136	Now	Before the start of class.
	RSVP to MSW Student Orientation Webinar and First Semester Advising Schedule Survey	8/4/16	August 9, 2016
	Complete Online Campus Orientation This is self-paced, which means that you will complete it on your own and at your own pace and schedule at any time from its launch on Aug 23 up to the start of class. This is NOT equal to or a substitution for your attendance at the Student Orientation Webinar.	August 23, 2016	Before the start of class.
	Order your textbooks	One month prior to start of class (contingent upon BU bookstore schedule)	Before the start of class. Give yourself time for delivery.
	Attend MSW Student Orientation Webinar This is NOT equal to or a substitution for your completion of the Online Campus Orientation. Please log in 15 minutes prior to the session.	Attend one of the following: Thurs, August 25, 4:00 p.m. EST Tues, August 30, 7:30 p.m. EST	



Online Program Calendar

Fall 2016 Semester

September 6, 2016	First day of Fall 1 classes
October 10, 2016	Holiday: BU Offices closed; classes follow course schedule
October 24, 2016	Last day of Fall 1 classes
November 1, 2016	First day of Fall 2 classes
November 23 – 27	Thanksgiving Recess: BU Offices closed; classes follow course schedule
December 19, 2016	Last day of Fall 2 classes

Spring 2017 Semester

January 17	First day of Spring 1 classes
February 20	Holiday: BU Offices closed; classes follow course schedule
March 6	Last day of Spring 1 classes
March 14	First day of Spring 2 classes
April 17	Holiday: BU Offices closed; classes follow course schedule
May 1	Last day of Spring 2 classes

Summer 2017 Semester

May 9	First day of Summer 1 classes
May 29	Holiday: BU Offices closed; classes follow course schedule
June 26	Last day of Summer 1 classes
July 5	First day of Summer 2 classes
August 22	Last day of Summer 2 classes

Fall 2017 Semester

September 5	First day of Fall 1 classes
October 9	Holiday: BU Offices closed; classes follow course schedule
October 23	Last day of Fall 1 classes
October 31	First day of Fall 2 classes
November 22 – 26	Thanksgiving Recess: BU Offices closed; classes follow course schedule
December 18	Last day of Fall 2 classes

The University, in scheduling classes on religious holidays, intends that students observing those holidays be given ample opportunity to make-up the work. Faculty members who wish to observe religious holidays will arrange for another faculty member to meet their classes or for canceled classes to be rescheduled. This calendar is subject to change.