



## **BRIDGE TO BU ONLINE**

YOUR RESOURCE GUIDE FOR THE  
**ONLINE MASTERS OF SOCIAL WORK PROGRAM**

**BOSTON  
UNIVERSITY**

## CONGRATULATIONS

On behalf of the faculty and administration at Boston University School of Social Work (BUSSW), we welcome you as a member of the BUSSW community. You have exciting and challenging years ahead.

Boston University School of Social Work is a dynamic, urban-based graduate school, offering MSW and PhD degrees, as well as continuing professional education. For nearly a century, BUSSW has educated outstanding professional social workers in an intellectually rigorous environment which fosters integration and application of clinical and macro practice methods in diverse communities. Our graduates become leaders who possess the knowledge, skills, and commitment to address the needs and capacities of individuals, families, groups, organizations, and communities. BUSSW recognizes the ever-changing demands of the profession and strives to meet them through the highest quality of teaching, scholarship, research, practice, and political action. Our Online MSW program is designed to offer a comprehensive, multidisciplinary curriculum for clinical social work professionals. Our faculty is internationally recognized and our programs are accredited by the Council on Social Work Education (CSWE).

We look forward to helping you with the transition into graduate school. Our dedicated team is ready to assist you. Please do not hesitate to contact us at [sswlp@bu.edu](mailto:sswlp@bu.edu). The following information will guide you through this transition and will prepare you for success in your first semester and beyond.

Best wishes,

*Mena daSilva-Clark*

Mena daSilva-Clark  
Assistant Dean





## ADMITTED STUDENT PROCESS

Once you have confirmed enrollment in the program, please complete the following steps:

1. Review the program's technology requirements
  - Ensure your computer meets the [system requirements](#) and that you have access to high speed internet
  - Ensure that you have a webcam and headset with a microphone
2. Complete the pre-entrance reading requirement
  - **Purchase:** *A Family Story* from Southie Ballatine Reader's Circle paperback by Michael Patrick MacDonald ISBN-10:034544177X or ISBN:978-0345441775
  - **Responding to Gangs:** *Evaluating Research/* U.S. Department of Justice-July 2012

### [Chapter 9 Reducing Gang Violence in Boston](#)

You will be expected to complete an assignment on this reading through the Integrative Seminar (IS100 OL) during the first two weeks of the first semester.

3. Review financial information
  - If you would like to be considered for a Federal Direct Unsubsidized loan, you must complete and submit the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). Our school code is 002130.
  - It is not too early to also complete a Master Promissory Note and Entrance Counseling for your Direct Unsubsidized Loan if you are a first time Direct Loan borrower. This can be completed here: [www.studentloans.gov](http://www.studentloans.gov).
  - Organize your current Federal Income Tax Documents including your W2s and 1099s and have them available for verification. Please do not send these documents unless we request them.

## GETTING STARTED

Most communication from BUSSW will be done by email. Please be sure to review your email account frequently and plan accordingly. If your email address has changed since you have started the application process, please be sure to notify us at [sswolp@bu.edu](mailto:sswolp@bu.edu).

### BU LOGIN AND KERBEROS PASSWORD SETUP INSTRUCTIONS

This notification provides instructions for setting up your student account. You will need a BU login and password to access the online campus and university resources. These resources include the [Student Link](#), an online portal which offers web-based class registration, access to personal, academic, and financial information.

### BUSSW WELCOME GUIDE

The Welcome Guide provides an overview of the Online MSW Program including the registration process, program policies and procedures, and important deadlines.

### REGISTRATION AND COURSE MATERIAL NOTIFICATION

This communication provides information regarding course registration and course materials for your upcoming class.

### FINANCIAL AID MEMO

The Financial Aid Office will send information on how to request a loan. After you have registered for your classes, you may complete a [BU Direct Loan Request Form](#). You may also request the form by emailing Sandra Butler at [sebutler@bu.edu](mailto:sebutler@bu.edu).

### ORIENTATION MEMO

We require students to attend two virtual orientation sessions:

- BUSSW Online MSW Program Orientation
- BU Online Campus Orientation

These sessions provide information about the school, the Online MSW Program, as well as provide hands on training on how to use the online campus. Attendance is required for both sessions. Students have an opportunity to meet each other virtually and engage in Q & A with the BU Administration team. Orientation is held a few weeks before the beginning of the semester. Please be sure to RSVP for both sessions as soon as you receive the Orientation Memo.

## PLANNING AHEAD

It is important to be organized and plan ahead throughout the program. Please review the following information to familiarize yourself with the process:

### PURCHASING TEXTBOOKS

Prior to the beginning of each course you will receive information on the required and recommended textbook(s) for the course. Course textbooks are usually available one month prior to the start of each course and can be purchased online through the [Barnes and Noble](#) at BU. Please be sure to purchase your books in a timely manner to ensure that you have them prior to the beginning of the course.

### SUPPLEMENTAL READINGS

Quite often instructors select additional readings to supplement the textbook readings. Supplemental readings are available electronically via the Boston University Mugar Library e-reserves. In order to access these readings students need their login name and Kerberos password. Directions on accessing supplemental readings are available in all course syllabi.

## INFORMATION CENTRAL

Information Central connects students to a variety of resources including program plans, calendars, policies and procedures, library and writing resources, as well as discussion boards to interact with classmates. We recommend reviewing the different sections of Information Central to become familiar with all of the resources and supports available to you. Information Central is located in the Online Campus. Students will have access to Information Central once enrolled in the BU Online Campus Orientation.

### WRITTEN ASSIGNMENTS, STYLE AND REFERENCES:

Papers written for graduate courses are expected to include references to relevant literature. The school expects reference use to comport with the standards set out in the

[Publication Manual of the American Psychological Association](#) (2010). Please review the additional supports:

[Boston University Research Guide](#)

[For Rules on APA Referencing](#)

[Basics of APA Style Tutorial](#)



## THE ONLINE STUDENT EXPERIENCE

### ONLINE CAMPUS

The online campus allows students to fully engage with faculty and peers through virtual lectures, interactive animations, “live classroom” sessions, and discussion boards. Students access the online campus through a user friendly web-based learning portal and via Adobe Connect web conferencing tool to attend weekly live classrooms. All courses are taught through the online campus.

### LIVE CLASSROOM

Each week, students are required to attend a 1-1.5 hour live classroom session on either Sunday or Monday between 6-10 pm EST. To fully participate in the sessions, students must be logged into online campus through high speed internet and join each session with a webcam and headset.

### TIME MANAGEMENT

Students can expect to spend an average of 15-25 hours a week on each course. In order to be successful in the program, students need to designate time to review course content, complete readings and assignments, as well as participate in discussion boards and live classroom sessions. During the second and third years in the program, in addition to coursework, students also enroll in field internships which are held during weekday hours. Please note that although this is a part time program by university credit hour standards, it is an intensive and rigorous program.



## STUDENT SERVICES

We are committed to helping you succeed by offering a variety of resources and supports:

**Jennifer Grahek, Online Program Administrator**  
**Boston University School of Social Work Online Program**

Jen serves as the primary contact at the School of Social Work for newly admitted students and is your resource for academic advising, program planning, academic policies, procedures, and graduation requirements.

**Phone:** 617-358-2466

**Email:** [jpace@bu.edu](mailto:jpace@bu.edu)

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

The senior faculty and student support administrator will assist you with setting up your BU login account and navigating the online campus. Shannon will also provide support regarding technical issues within your courses, connect you to BU resources, and provides registration and course material information.

**Phone:** 617-358-1979

**Email:** [shanrose@bu.edu](mailto:shanrose@bu.edu)

## OLP FIELD EDUCATION

Field education is a dynamic and integral part of the curriculum at 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 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 **4<sup>th</sup> 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 a week for 2 semesters or as a block placement. Students in this track enter the advanced Field placement in the **6<sup>th</sup> semester** of the program.

### Students in the human service experience or (HSE) track 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 a week. HSE students enter the field in the **4<sup>th</sup> 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.

### THE INTEGRATIVE SEMINAR

Students enroll and participate in the integrative seminar each semester throughout the program. Through written material and live classroom seminar discussions, it 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; and inform students about licensing and the job search
- First semester advising sessions meet in a live classroom within the integrative seminar to help familiarize students with the seminar format.



### OLP ADVISING

Advisors are the primary BUSSW representatives to students and agencies while serving the dual role of field liaison and academic advisor for curriculum and program planning. Advisors mentor, monitor student performance, consult to agencies, support, and advise BUSSW regarding practice issues. In the first semester, students are assigned a first semester advisor from the BUSSW online program staff. After the first semester students are reassigned to advisors in their geographic region who will stay with them throughout the program. Their responsibilities include the following:

#### First Semester Advisor

- Provides students with supports and resources to help adjust to the demands of the program
- Advises students on issues regarding personal or life challenges that arise during the first semester
- Facilitates 3 group advising sessions in the first semester

#### Regional Advisor

- 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
- Performs one agency visit per semester or more frequently as needed; visits can be conducted by conference call, video conferencing (preferable), or in person (if travel is feasible)
- Recommends a grade for field education course(s)
- Provides advice about career options



## FIELD EDUCATION CONTACT INFORMATION

**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](mailto: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 1<sup>st</sup> semester and teaches the Integrative Seminar.

**Phone:** 617.699.8299  
**Email:** [crowleyd@bu.edu](mailto:crowleyd@bu.edu)

Students can also contact the OLP Field Ed Department at [sswolpfe@bu.edu](mailto:sswolpfe@bu.edu).



Note

## IMPORTANT CONTACT INFORMATION

### 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  
**Email:** [sebutler@bu.edu](mailto:sebutler@bu.edu)  
**Fax:** 617-353-5612  
**Website:** [www.bu.edu/ssw/admissions/msw\\_adm/cost](http://www.bu.edu/ssw/admissions/msw_adm/cost)

### 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](mailto:studenta@bu.edu)  
**Website:** [www.bu.edu/studentaccountingservices](http://www.bu.edu/studentaccountingservices)

### TECHNOLOGY ISSUES

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](mailto:ithelp@bu.edu)  
**Website:** [www.bu.edu/tech](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:

**Phone:** 617-353-3658  
**Email:** [access@bu.edu](mailto:access@bu.edu)  
**Website:** [www.bu.edu/disability](http://www.bu.edu/disability)

### 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](mailto:veterans@bu.edu)  
**Website:** [www.bu.edu/reg/general-information/veterans-services](http://www.bu.edu/reg/general-information/veterans-services)

### SCHOOL OF SOCIAL WORK ONLINE PROGRAM WEBSITE

[www.bu.edu/ssw/students/current/currentstudents](http://www.bu.edu/ssw/students/current/currentstudents)