General guidelines
Please review the BUSSW Master of Social Work Academic Policies and Procedures guide. Be sure to review the content pertaining to student conduct. Papers and presentations in the School of Social Work must meet standards of academic honesty and integrity, avoiding any possibility of plagiarism or other forms of academic misconduct.

Conduct During “Live Classrooms”

The time spent with your instructor and classmates is essential to your learning process. You have invested a lot in seeking a graduate education. While being in your home can make it feel less formal and can contribute to occasional interruptions that are unavoidable, your learning should be your main priority during the live classroom sessions for your courses. The expectation is that you will treat this time just as you would a class in a traditional classroom setting.

Here are some guidelines to support you in doing this:

- Gather all the items you think you will need prior to the start of class and have them nearby for easy access. (e.g. class work, food, drinks, pens, etc.)
- Find a quiet space in which to sit during class and let family members and roommates know to not disturb you.
- Avoid traveling during class, unless approved by your instructor prior to the start.
- Do not multi-task during class—while you may feel you can keep your attention, studies show that this is usually not the case, and it is potentially highly distracting to others.
- If you are interrupted for some reason, send a chat to the group excusing yourself for a moment and turn off your camera. Turn your camera back on when you return.
- Log onto your class a few minutes before the start in order to get settled and focused.
- While you can dress relaxed, please still dress appropriately. Pajamas are not appropriate for an academic setting.
- Please sit up, preferably where you have access to a table or other surface. If you have to sit on a couch or bed, please do not lie down.
- If you are going to be late, need to leave early, or miss a class, you must inform your instructor prior to the day of class whenever possible. Your grade may be impacted by absences.
Netiquette (definition: the correct or acceptable way of communicating on the internet):
The BU Office of Distance Education produced a netiquette guide to help you understand the potential impact of your communication style. Before posting to any discussion forum, sending email, or participating in any course or public area, please consider the following guidelines:

Always ask yourself:
- How would I say this in an in-person classroom or if writing for a newspaper or public blog?
- How would I feel if I were the reader/recipient?
- How might my comment impact others?
- Am I being respectful?
- Is this the appropriate area or forum to post what I have to say?

Writing
When you are writing, please follow these rules:
- Stay polite and positive in your communications. You can and should disagree and participate in discussion with vigor; however, be constructive with your comments.
- Proofread your comments before you post them, and ask yourself the above questions. Remember that your comments are permanent
- Pay attention to your tone. Without the benefit of facial expressions and body language, your intended tone or meaning of the message can be misconstrued.
- Be thoughtful and remember that classmates’ experiences vary considerably. You may want to include background information that is not obvious to all readers.
- Stay on message. When adding to existing messages, try to maintain the theme of the comments previously posted. If you want to change the topic, simply start a new thread, rather than disrupt the current conversation.
- When appropriate, cite sources. When referencing the work or opinions of others, make sure to use correct citations. This is also great practice for your papers!

Reading
When you are reading your peers’ communication, consider the following:
- Respect people’s privacy. Don’t assume that information shared with you is public; your peers may not want personal information shared. Please check before sharing other’s information.
- Be forgiving of other students’ and instructors’ mistakes. There are many reasons for typos and misinterpretations. Be gracious and forgive others’ mistakes or privately and politely point them out. It is important to create a safe space for people to explore and expand their thinking.
- If a comment upsets or offends you, re-read it and/or take some time before responding so that you can be constructive.
- Don’t hesitate to let your instructor, facilitator, or program director know if you feel others are inappropriately commenting in any forum.

Important note: All BU students are required to follow academic and behavioral conduct codes, BUSSW Behavioral Standards. Failure to comply with these conduct codes may result in disciplinary action.