**REVIEW OF PROGRAM REQUIREMENTS FOR ALL PROGRAMS AT BUSSW**

# An Important Message from Boston University School of Social Work

Welcome to Boston University School of Social Work. The following information will assist you in better understanding the expectations for your academic, fieldwork and the BUSSW’s policies, procedures, and requirements.

To protect and ensure the academic quality and integrity of our Program, you are required to review and indicate acceptance of the following by signing this document and by checking the confirmation box at the end of this document.

# ORIENTATION REQUIREMENT

Students are required to participate in the following orientation activities according to their campus:

* **ONLINE PROGRAM (OLP)**
* BUSSW Online MSW Program Orientation – Student orientation webinar done virtually
* New Student Orientation – Self-Paced Tutorial (Includes Live Classroom Training) [HERE](http://www.bu.edu/ssw/students/incoming/orientation/)
* **OFF-CAMPUS PROGRAM (OCP): BEDFORD, CAPE COD, FALL RIVER & WORCESTER HYBRID**
* Pre-orientation activities specific to each campus site are held in August - dates listed [HERE](http://www.bu.edu/ssw/students/incoming/orientation/)
* All Campus Programs Orientation in September [HERE](http://www.bu.edu/ssw/students/incoming/orientation/)
* **CHARLES RIVER CAMPUS (CRC BOSTON)**
* All Campus Programs All Day Orientation in September [HERE](http://www.bu.edu/ssw/students/incoming/orientation/)

**COMMITMENT TO THE PROGRAM**

# Commitment to Using Required Technology

To successfully participate and complete the Program it is required that students have **knowledge of basic computer skills, Blackboard course management systems and** meet the technology requirements as specified on [**Technology Requirements and Resources.**](http://www.bu.edu/online/online-learning/technology/)Tutorials are available at[**BU TECH WEB**](http://www.bu.edu/tech/)**.**

* [SSW Technology Resources](http://www.bu.edu/ssw/students/current/technology/)

To ensure that you are prepared for the SR744 – Research II course students must use SPSS a statistical software package:

* SPSS can be downloaded for free from the BU IT website [HERE](http://www.bu.edu/tech/services/cccs/desktop/distribution/statistics/)
* SPSS runs on Mac and Windows operating systems. SPSS is NOT compatible with tablets, phone, or Chromebook.
* Be sure to arrange for access to an appropriate device prior to starting the SR 744 course.

# Commitment to Classroom Attendance and Participation

Class sessions are pre-scheduled. Students enroll in their desired class session time during the registration process each semester. We advise students to register early in order to ensure enrollment in the session time that best meets scheduling needs. Students attend the same class session throughout each individual course:

* **Online**, and other BUSSW students enrolled in an online course, attend Live classrooms sessions on Sundays and on Mondays from 6:00 – 10:00 PM EST (for 1-1 ½ hours).
* **Charles River Campus (Boston)** – Classes are held Monday through Friday as scheduled.
* **Bedford and Fall River** Classes are held on Fridays from 6-9PM and Saturdays from 9AM-1PM as scheduled.
* **Cape Cod Blended** in-person classes are held on Fridays from 6-9 PM and on Saturday from 9AM - 1PM. During the Summer semesters students enroll in online program courses with virtual Live Classroom sessions held on Sunday or Monday evenings.
* **Worcester Hybrid in-person classes** are held on Tuesdays from 4:00-9:00 PM.

***Class attendance and participation is required. Please review each course syllabus for more details.***

Students taking an online course must review the Live Classroom Guides and video tutorials available through the [**Online Campus**](https://onlinecampus.bu.edu/bbcswebdav/courses/00cwr_odeelements/help/liveclassroom.html)**.** Firefox is the recommended browser.

# Commitment to Field Education

Students are required to enroll in field internship(s) based on their program plan. Internships are available on weekdays during normal business hours.

* The Field Education Department is responsible for coordinating field placements for all students. Students engage in a collaborative field placement process.
* Advisors collaborate with students to find a field internship opportunity in their community that fits with their areas of interest, future practice goals and current learning goals.
* The BUSSW Field Education team evaluates and approves each placement.
* Field education is done concurrently with practice methods courses, ensuring that field experiences can be integrated with classroom learning.
* Additional information describing field education is available in the [Guide to Field Education.](http://www.bu.edu/ssw/students/current/field-education/feguide/)

1. **Commitment to Attendance and Participation in the Professional Development Seminar**

Students must register for Professional Development Seminar every semester to access the seminar online content.  Although the Seminar is not credit based, it is a required component of the program.  Participation, attendance, and completion of the Seminar tasks is required in order to receive a passing grade.

# Commitment to the BUSSW Academic Policies and Procedures

# [Boston University's School of Social Work Master of Social Work Academic Policies and Procedures](https://www.bu.edu/ssw/students/current/mswpolicies/)

# Commitment to completing BU/BUSSW trainings

1. **Academic Honesty Tutorial**

Incoming students are **required** to complete the on-line Academic Honesty tutorial. This tutorial can be found here: [Academic Honesty Tutorial.](http://www.bu.edu/ssw/Academic-Honesty-2020-2021/) The BUSSW Academic Policies & Procedures details forms of academic dishonesty describing how such behaviors are handled at the school.

# Sexual Misconduct Training (required of all Boston University Students)

All BU students are required to complete the Sexual Misconduct Prevention Training. This training provides information and skills for intervention in situations that may lead to sexual violence and discusses students’ rights and responsibilities related to sexual misconduct. Students are required to complete this training to help contribute to a respectful and healthy campus community.

•  [Sexual Misconduct Training](https://www.bu.edu/shs/wellness/general-health-programs/sexual-assault-prevention-course/) (BU login required)

## Social Work Licensing

Many social workers are required to obtain licensure to practice social work.  Each state has different licensure requirements.  The website referenced below provides information regarding the academic requirements for each U.S. state and territory as it relates to social work licensure.  By initialing below, you acknowledge that the School of Social Work has provided you with this information.

Please visit the [University’s State Authorization website](http://www.bu.edu/state-authorization/) for state-specific licensing information:

***Initial here*** Click or tap here to enter text. I have received information regarding whether Boston University’s Master of Social Work program meets the academic requirements for state licensure in the social work profession in ***(insert state here***): Click or tap here to enter text. where I am located*.*

***Initial here*** Click or tap here to enter text. I understand that it is my responsibility to inform the University of my new location if I move through “Student Link” and an email to your specific campus location below.

**Additional resources for students include the following**:

* [Basics of APA Style Tutorial](https://flash1r.apa.org/apastyle/basics/index.htm)
* [Complaint Resolution and State Authorization](http://www.bu.edu/online/complaint-resolution-state-authorization/)
* Information Central
  + [Online Program Information Central](http://www.bu.edu/ssw/students/current/olp/) 
    - [Boston University Online Learning Student Resource**s**](http://www.bu.edu/online/student-resources/)
  + [Charles River Campus Information Central](http://www.bu.edu/ssw/students/current/charles-river-campus-students/) (CRC Boston)
  + [Off-Campus Program Information Central](http://www.bu.edu/ssw/students/current/ocp/) (Bedford, Cape Cod, Fall River)
  + [Worcester Hybrid Program](http://www.bu.edu/ssw/students/current/worcester-hybrid/)

**Confirmation that you have reviewed/completed above requirements**:

Please note that we must receive this form confirming that you have reviewed the content listed above before you begin the program.

Please check that you have reviewed and completed the above requirements.

Name: Click or tap here to enter text.

Campus: Click or tap here to enter text.

Date: Click or tap here to enter text.

Please save document as lastname.firstname and email completed form as an attachment to your campus location below:

* Charles River Campus Boston [sswoss@bu.edu](mailto:sswoss@bu.edu)
* Off-Campus and Hybrid Programs (Bedford, Cape, Fall River and Worcester Campuses) [sswocp@bu.edu](mailto:sswocp@bu.edu)
* Online Program [sswolp@bu.edu](mailto:sswolp@bu.edu)

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