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 orientation activities according to their campus. Click here for campus-specific activities.

**COMMITMENT TO THE PROGRAM**

I. **Commitment to Using Required Technology**
   - To successfully participate and complete the Program, it is required that students have **knowledge of basic computer skills** and **Blackboard course management systems** and meet the technical requirements as specified on SSW Technology Resources. Tutorials are available at BU TECH WEB.

   ➢ **Research II Requirements:**
     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
     - SPSS runs on Mac and Windows operating systems. SPSS is NOT compatible with tablets, phones, or Chromebook.
     - Be sure to arrange for access to an appropriate device prior to starting the SR 744 course.

II. **Commitment to Classroom Attendance and Participation**

Class sessions are pre-scheduled. Students choose their desired class session time during the registration process each semester. We advise you to register early to ensure enrollment in the session time that best meets your needs. Students attend the same class session throughout each individual course:
Online and other BUSSW students enrolled in an online course must attend Live classroom sessions offered on Sundays and on Mondays from 6:00 – 10:00 PM EST (for 1-1 ½ hours). When there is a Monday holiday, the classes will be held on the immediate Tuesday.

Charles River Campus (Boston) – Classes are held Monday through Friday as scheduled.

Bedford and Fall River Campus – Classes are held on Fridays from 6-9 PM and Saturdays from 9 AM-1 PM as scheduled.

Cape Cod Blended Program - In-person classes are held on Fridays from 6-9 PM and on Saturdays from 9 AM – 1 PM. During the Summer semesters, students enroll in online program courses. When you enroll in an online course, you will attend Live Classrooms sessions offered on Sundays and on Mondays from 6:00 – 10:00 PM EST (for 1-1 ½ hours). When there is a Monday holiday, the classes will be held on the immediate Tuesday.

Worcester Hybrid Program - In-person classes are held on Tuesdays from 4:00-9:00 PM. When you enroll in online courses, you will attend Live classroom sessions offered on Sundays and on Mondays from 6:00 – 10:00 PM EST (for 1-1 ½ hours). When there is a Monday holiday, the online classes will be held on the immediate Tuesday.

Class attendance and participation are 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. Firefox is the recommended browser.

III. 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.
- The Field Education Department engages 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.

IV. Commitment to Attendance and Participation in the Professional Development Seminar
Students must register for Professional Development Seminar every semester to access the seminar’s 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 are required to receive a passing grade.

V. Commitment to the BUSSW Academic Policies and Procedures
   • Boston University's School of Social Work Master of Social Work Academic Policies and Procedures

VI. Commitment to completing BU/BUSSW trainings

A. Academic Honesty Tutorial
   Incoming students are required to complete the online Academic Honesty tutorial. This tutorial can be found here: Academic Honesty Tutorial. The BUSSW Academic Policies & Procedures details forms of academic dishonesty describing how such behaviors are handled at the school.

B. 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 (BU login required)

VII. Social Work Licensing
   Many social workers are required to obtain licensure to practice social work. Each state has different licensure requirements. The University’s State Authorization website provides state-specific licensing information. By initialing below, you acknowledge that the School of Social Work has provided you with this 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 (contact info below).

Additional resources:
   • Basics of APA Style Tutorial
   • Complaint Resolution and State Authorization
   • Information Central
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:  
Campus:  
Date:  

Once you have completed this form, please email a copy to sswoss@bu.edu.

Questions?

For Charles River Campus, contact sswoss@bu.edu

For Off-Campus and Worcester Hybrid, contact sswocp@bu.edu

For Online Programs, contact sswolp@bu.edu