BOSTON UNIVERSITY SCHOOL OF SOCIAL WORK
ONLINE PROGRAM

Incoming Student Guide

The BUSSW OLP Incoming Student Guide contains information to assist you in preparing for your first semester in the program. If you have not already done so, please register for your first semester courses so you can begin the next steps.

1. GETTING STARTED

Please review the following information on the Incoming Student webpage prior to starting the program:

Getting Started

- Setting Up Your Account
- Upload Your Profile Picture
- Register for Classes
- RSVP for Orientation
- Order Textbooks
- Review the following
    - BUSSW Policies and Procedures
    - Program Requirements
    - Getting Ready for Classes
    - Understanding Resources
    - Purdue OWL APA
- Complete Attestation

Important Resources for Incoming Students

- Online Campus
- BUSSW Online Information Central
- Academic Calendar
- Important Dates
- Request for Transfer Credit Form
- Incoming Student Guide
- Disability and Access Services
- Conduct & Netiquette for Learning at BUSSW

2. ORIENTATION REQUIREMENTS

To protect and ensure the academic quality and integrity of our program, students are required to participate in the following:

- ***BUSSW Online MSW Program Orientation*** –Live student orientation webinar conducted virtually; occurs 1-2 weeks before each semester. Click here for more information about the MSW Program orientation and to register.
- ***BU Online Virtual Learning Orientation*** – Self-Paced Tutorial (Includes Live Classroom Training), available two weeks before the course opens. Login information will be sent to students via email.

PLEASE NOTE: Failure to complete the orientations may result in poor performance in Program.

3. PROGRAM REQUIREMENTS FOR NEW STUDENTS

After completing the required orientations, students should review and complete the following:

- Master of Social Work Academic Policies & Procedures Manual
- BUSSW Program Requirements for New Students – Attestation Form

To fully participate in the program, you will need a computer with high-speed internet (50 mpbs), a webcam and a headset with a microphone. Please view system requirements.

4. PROGRAM PLANS

Students follow a standard program plan to ensure completion of the MSW degree requirements. Program plans will vary depending on a student's major (clinical or macro), track (Traditional Track (TT), Human Service Experience (HSE) or Advanced Standing (AS)) and semester entrance.

Click here to access the program plan for your cohort

Please be sure to retain a copy of your program plan for your records and use it as guide when registering for courses. You will be assigned to a Student Services Administrator who will review your program plan with you.

Requesting Adjustments to your Program Plan

Adjustments to program plans may be made as needed. Any variation from the program plan requires written pre-approval from OLP Administration to ensure you meet all the graduation requirements. This request can be made through the Revised Program Plan Request Form.

5. THE ONLINE CAMPUS

All courses are hosted on a web-based course management system called the **Online Campus**. You can access the online campus at https://onlinecampus.bu.edu where you will find the following information:

- Course Content / Course syllabi / Announcements / Handouts
- Live Classroom sessions / Video conferencing / Discussion boards
- Orientation / Student Resources

Once you access the Online Campus you will see:

- My Courses
- Student Hub

Online Course Structure

While enrolled in a course, the course content can be accessed and reviewed at your own pace. Please be sure to review the content and meet all assignment deadlines. You are required to attend and participate in weekly Live Classroom sessions which are held at specific times each week. Each course has a Teaching Team which includes an Instructor of Record and a Facilitator. Each course section is managed by a Facilitator who oversees a group of up to 15 students.

The **Facilitator** is your direct contact regarding course-related issues. Facilitators are content experts who: co-teach the course in collaboration with the course instructor; lead the Live Classroom sessions; grade assignments; monitors student interaction; maintain ongoing communicating with students; assess student's performance; and make appropriate referrals as needed.

The **Instructor of Record** oversees the teaching of the course, recaps course information each week, and is available to answer questions about course content.

LIVE CLASSROOM

All courses have a Live Classroom component that allow for 'real time' interaction among instructors, facilitators, and students. Students register for the Live Classroom sessions which are held weekly for 75 minutes (one hour and 15 minutes) on Sunday, Monday, or Wednesday evenings Eastern Standard Time. When there is a Monday holiday, the Monday sessions will be held next Tuesday evening at their regularly scheduled time.

Students are required to attend, and are expected to participate and fully engage in, course activities during Live Classroom sessions. **Please review course syllabi to ensure that you understand the live classroom participation and grading requirements.**

6. COURSE MATERIALS

Before the course begins you will receive information on the required textbooks and course materials to purchase. **Textbooks** may be 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.

Supplemental Readings

Instructors will often have a collection of articles that supplement readings from textbooks. These supplemental readings are available electronically via the Mugar Library Course Reserves. To access the supplemental readings, you must be registered for the course. To access the Supplemental Readings, go to http://www.bu.edu/library/services/reserves/ and follow the tutorial.

7. PRACTICUM EDUCATION

Practicum Education (previously Field Education) provides students with opportunities to apply what they learn in the classroom to actual practice in social work and other human service settings. Traditional Track and Human Service Experience students begin their practicum in their 4th semester. Advanced Standing students begin their practicum in their 3rdsemester.

8. STUDENT SUPPORT AND RESOURCES

THE ONLINE PROGRAM STUDENT SERVICES AND ADVISING PROTOCOL

Our students have access to a variety of supports while enrolled in the program.

Online Program students are assigned to a Student Services Administrator (SSA) when they enter the program. SSAs meet with students through small group seminars and individually as needed. In the first semester of the program, students are provided an introduction and an overview to BUSSW, the Online Program, and the social work profession. SSAs will continue to provide advising and student services throughout the student's enrollment.

In addition to academic advising and support, SSAs are available for consultation, problem solving and advocacy on a range of issues and work collaboratively with students and the OLP Practicum Education Team during the Practicum placement process

First Thursday events offer students an opportunity to participate in curricular, social and professional development opportunities and events, and to engage in conversation with the BUSSW community. These events are held via Zoom web conferencing on the first Thursday evening of each month.

IMPORTANT CONTACTS

We are committed to helping you succeed in the program.

The BUSSW Online Program Team:

- **Sabeen Sheikh, Assistant Dean for Student Experience,** sjsheikh@bu.edu
  Responsible for the oversight, development and the implementation of student services protocol and procedures that support all students in the MSW Program.
  Kanako Okuda, Assistant Dean, Practicum Education & Clinical Associate Professor, kanako@bu.edu. Responsible for practicum education protocol and procedures to support all MSW students in their practicum experience
- **Beth Kellenberg Klein**, **Director of Student Services**, kleinb@bu.edu

Responsible for the oversight and implementation of student services protocol and procedures that support all students in the Online and Off-Campus/Hybrid programs.

- **Nisa Thompson, Senior Staff Coordinator,** sswolp@bu.edu
  Primary contact for newly admitted students and a resource that will help triage your requests. Please contact for registration guides, program information, news, and overall questions.
- **Meg Matthews, Student Services Administrator**, megmsw@bu.edu
  Assists with academic advising, program planning and graduation review.
- **Diane Zipoli, Student Services Administrator,** dzipoli@bu.edu
  Assists with academic advising, program planning and graduation review.
- **Heidi O'Neil, Student Services Administrator,** hhoneil@bu.edu
  Assists with academic advising, program planning and graduation review.
- **Susan Brostrup-Jensen**, Student Services Administrator, sabj@bu.edu
  Assists with academic advising, program planning and graduation review.
- **Elise Eckelkamp, Student Services Administrator**, elisemd@bu.edu
  Assists with academic advising, program planning and graduation review.
- **SSW Registrar,** swreg@bu.edu
  Please contact for registration assistance; adding, dropping, or withdrawing from classes.
- **Financial Aid Team,** sswfa@bu.edu 617-353-0489
  Questions about the financial aid process, sources of aid and eligibility.
  Website: http://www.bu.edu/ssw/students/current/financial-aid/

The BU Office of Distance Education Team

David Field, Lead Faculty & Student Support Administrator, dfield2@bu.edu
Atlas Redden, Faculty & Student Support Administrator, aredden@bu.edu
Assistance with setting up BU login account and navigating Online Campus; support with technical issues within courses, provides textbook and course material information, course dates, registration information and Live Classroom training.

BU Student Accounting Office, studenta@bu.edu 617-353-2264
Questions about billing, payment deadlines, account inquires, and health insurance please contact the Boston University Student Accounting Office.
Website: http://www.bu.edu/studentaccountingservices/

Technology Support, ithelp@bu.edu 617-353-HELP
Desktop support, including issues with the Online Campus (Blackboard Learning Management System) and Zoom please contact the BU Information Services and Technology (IS&T) and be sure to identify yourself as a distance education student.
Website http://www.bu.edu/tech/

Office of Disability and Access Services, access@bu.edu 617-353-3658
Students with disability and access needs can request accommodations through the BU Office of Disability and Access Services at http://www.bu.edu/disability/
Procedures for requesting academic accommodations: http://www.bu.edu/disability/incoming-students/request-accommodations-new-and-incoming-students/
PLEASE contact the Office of Disability and Access Services as soon as possible so that accommodations can be made in a timely manner. The intake process takes approximately three weeks.

Veteran Services, veterans@bu.edu 617-353-3678
Support for Veterans can be found through the BU Office of the Registrar (**OUR**) at http://www.bu.edu/reg/general-information/veterans-services/

TIPS FOR SUCCESS

- Anticipate spending an average of 15-25 hrs. per week on coursework beyond the Live Classroom sessions.
- Check email and course website daily
- Communicate with your facilitator, advisors, and other support staff regularly
- Keep track of deadlines (assignments, discussions, etc.)
- Participate in the discussions
- Utilize tutor.com tutoring services for writing support
- Review the APA Tutorial prior to the beginning of class
- Ask for help!

WEBSITES TO BOOKMARK

- The BUSSW Online Incoming Student Webpage
- The Online Campus
- MSW Online Student Resources
- BU Barnes and Noble Bookstore