Conduct and Netiquette for Learning at BUSSW

The _Boston University School of Social Work Academic Policies and Procedures_ provides guidance regarding the School's policies and procedures. Papers and presentations must meet standards of academic honesty and integrity, avoiding any possibility of plagiarism or other forms of academic misconduct. Please review the content pertaining to student conduct in the above document and note that students are expected to follow the BUSSW Behavioral Standards.

Course Deliverables

You are expected to complete assignments for each course by their respective due dates. Due to the fast pace of some of our programs, it is important that you complete each deliverable by the due date provided.

Below are some tips for success.

Technology

- Before the semester begins, make sure you have downloaded the software or tools necessary to complete your classwork. Check the IS&T website for details on available software and system requirements. Ensure your internet connection meets the minimum standards required to use Zoom and other tools.
- Do not wait to reach out to your instructor or IS&T if you experience any technical difficulties.
- Online students please make sure you have a webcam and a headset with a microphone to participate fully in live classroom sessions.

Engagement

- Check email regularly for class updates, events, resources, and other opportunities to connect.

- Take advantage of the in-person and virtual opportunities for engagement. Please be sure to attend all classes as required by your program.

- Take advantage of any out of class resources such as instructor office hours (virtual or in-person), First Thursday Events, the Professional Development seminar and events hosted by your program.

- If your course is using discussion boards, post early and reply to peers with enough time to have a robust discussion.

- Use your Zoom account to connect with your classmates and peers, form a study group, or socialize and network with others.

Time Management

- Read through the entire syllabus at the beginning of the course and add course deadlines and live virtual/in-person class session times to your personal calendar to keep track of important dates.

- Schedule blocks of uninterrupted time each week when you can focus on completing your work. If possible, find a distraction-free space where you can complete your work.

- Familiarize yourself with available resources before starting classes so you can quickly and efficiently use them during the semester if you need them.

Assignments

- Refer to your course syllabus to plan ahead for assignments. Use your calendar to set aside time to complete assignments well in advance of the deadline.

- Start assignments early. Getting an early start means you have more time to ask for feedback from your instructor or facilitator before the due date.

Communication

- Emails should be clear and formatted professionally. Always include your first and last name and a descriptive subject line. Instructors are communicating with many students each semester.

- Email instructors or facilitators early with questions or requests to meet.
- Email questions you'd like answered in class before the session.

Conduct in "Live Classroom" and "In-Person Class"

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 taking classes online you may be in your home which can contribute to occasional, unavoidable interruptions, 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 meeting in a traditional classroom setting.

Here are some guidelines to support you while taking an online class:

- Gather all the items you think you will need prior to the start of class (e.g., class work, food, drinks, pens, etc.) and have them nearby for easy access.
- 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 informally, please still dress appropriately. Pajamas are not appropriate for an academic setting.
- Please sit up, preferably with 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 will miss a class, you must inform your instructor prior to the day of class, whenever possible. Your grade may be impacted by absences.

Netiquette

The Office of Distance Education has 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.**

- How would I say this in a face-to-face classroom or when writing a professional email, article, or web content?
- How would I feel if I were the reader?
- How might my comment impact others?
- Am I being respectful?
- Is this the appropriate area or forum to post what I have to say? Is this where my instructor directed the class to share this type of post?

When you are writing:

- **Stay polite and positive in your communications.** You can and should disagree and participate in discussions with vigor; however, be constructive with your comments.
- **Pay attention to your tone.** Without the benefit of facial expressions and body language, your intended tone or the meaning of the message can be misconstrued.
- **Be thoughtful and remember that classmates' experience levels may vary.** You may want to include background information that is not obvious to all readers.
- **When appropriate, cite sources.**

When you are reading your peers' communication, consider the following:

- **Respect people's privacy.** Don't assume that information shared with you is public Check with your peers before sharing their information.
- **Be forgiving of other students' and instructors' mistakes.**
- **If a comment upsets or offends you, re-read it and/or take some time before responding.**

Preparing for Learning

Log in to your Blackboard account. Review the course syllabus and locate where to submit assignments or complete quizzes and exams.

- Your course Blackboard site will become visible on the "Courses" tab under "Current Courses" once the content for the course has been published. Publish times will vary so be sure to check regularly.
- You can also access your Blackboard site through your course listings on the Student Link. You can log in to Blackboard at onlinecampus.bu.edu (OLP students) or learn.bu.edu (CRC and Off-campus students), or through your course listings on the Student Link.

Log in to Zoom to automatically create your Boston University Zoom account. Students automatically receive Zoom Pro accounts.

- Once logged in, download the Zoom Client for Meetings from the Zoom Download Center on your home computer to access the full benefits of Zoom.
- Add any class times and room information on your calendar so it's easy to join when it's time to meet.

Purchase your textbooks. Purchase your textbooks once your booklist is available. Shipping timelines may be delayed because of the pandemic. Consider rental or e-book options.

Use the library's digital resources. As a BU student, you have access to the services and resources of the Boston University Libraries. The library collection includes millions of electronically available items, including e-books, journal and newspaper articles, videos, and audio recordings. You can locate and access these electronic materials by searching the library catalog. To find only items available electronically, choose the "Available Online" filter on the results page.

Your instructors may work with the library to make readings or other course materials available electronically via the library's course reserves. If your course includes course reserves, you can locate a course reserve list by searching the BU Libraries Course Materials.

BU librarians are available to assist you with research and access questions via email, phone, and online chat. See the Ask a Librarian page for more information and refer to the Resources for Students in Online and Off-Campus Programs guide for more helpful tips and resources for learning remotely/online.

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