

# Syllabus

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## Course Description

This [module](#) is also available as a concatenated page, suitable for printing or saving as a PDF for offline viewing.

### **MET CS520**

#### **Information Structures**

#### **Course Description:**

This course covers the concepts of the object-oriented approach to software design and development using the Java programming language. It includes a detailed discussion of programming concepts starting with the fundamentals of data types, control structures methods, classes, applets, arrays and strings, and proceeding to advanced topics such as inheritance and polymorphism, interfaces, creating user interfaces, exceptions and streams. Upon completion of this course the students will be able to apply software engineering criteria to design and implement Java applications that are secure, robust, and scalable. 4 credits.

#### **Prerequisites:**

MET CS 200 or instructor's consent.

**Note:** This course is not an introduction to programming class. Prior programming experience is assumed. A lot of programming is involved in this six weeks course. If you have no prior programming exposure, please consult the department for alternatives.

### Technical Notes

The table of contents expands and contracts (+/- sign) and may conceal some pages. To avoid missing content pages, you are advised to use the next/previous page icons in the top right corner of the learning modules.

This course requires you to access files such as word documents, PDFs, and/or media files. These files may open in your browser or be downloaded as files, depending on the settings of your browser.

# Course Objectives

By reading the lessons, participating in discussions, and completing the assignments, you will be able to:

- Understand the hardware and software organization of modern computers in their historical perspective.
- Design and implement programs in the Java programming language based on the object-oriented paradigm for software development.
- Analyze the application and create classes that are best suited to implement the required functionality.
- Program applets, applications, and create graphical user interfaces.
- Use the constructs Java provides for composition, inheritance, and polymorphism to create programs that are scalable, stable, readable, and easy to maintain and understand.

## Class Policies

1. Attendance & Absences – Active online attendance is expected, and it is your class discussions grade by being active through discussion topics.
2. Assignment Completion & Late Work –
  - All student submissions of required course work must be submitted to the course website on or before the published due date.
  - You are strongly encouraged to add comments throughout the program. This will assist your facilitator in understanding your programming logic and in grading your assignment.
  - You must work on your assignments individually; you are NOT ALLOWED to share answers with others. However, you are encouraged to discuss any difficulties or obstacles to your approach to the assignment with the classmates and the facilitator in your group.
  - Each assignment has a strict deadline. However, you are still allowed to submit your assignment within 2 days after the deadline. Late submissions will have 15% of the credit deducted unless you have made previous arrangements with your facilitator and the instructor. Any submission 48 hours after the deadline will not be graded.
  - No credit will be given for any missing work or work submitted after published due dates, after late time period, or after solutions have been posted, whichever comes first. Exceptions may be made in case of an illness or an emergency condition only when a verifiable documentation is submitted within reasonable timeframe.
  - It is students' responsibility to make sure all assignments submission are successful and have backups of work submitted.
3. Quizzes and Exams – There will be weekly quizzes and a comprehensive Final Exam. The Final Exam is proctored. You will be responsible for scheduling your own appointment with an approved proctoring option. Detailed instructions about setting up an appointment will be forthcoming from the proctored exam coordinator approximately two weeks into the course. No makeup quizzes or exams would be given. Exceptions may be made in case of an illness or an emergency condition only when a verifiable documentation is submitted within reasonable timeframe.
4. Online Ethics Expectations – It is expected that you conduct yourself in a professional manner when you are online with faculty, staff, facilitators, and other students.

5. Academic Conduct Code – It is assumed that students' have reviewed and agreed to follow the MET academic conduct code. Violations may result in failing the course.

The following is an important message from the Dean's Office: "Cheating and plagiarism will not be tolerated in any Metropolitan College course. They will result in no credit for the assignment or examination and may lead to disciplinary actions. Please take the time to review the Student Academic Conduct Code:

[http://www.bu.edu/met/metropolitan\\_college\\_people/student/resources/conduct/code.html](http://www.bu.edu/met/metropolitan_college_people/student/resources/conduct/code.html). This should not be understood as a discouragement for discussing the material or your particular approach to a problem with other students in the class. On the contrary – you should share your thoughts, questions and solutions. Naturally, if you choose to work in a group, you will be expected to come up with more than one and highly original solutions rather than the same mistakes."

## Instructor

### Josh Guardino

808 Commonwealth Avenue  
Boston, MA 02215

Office Hours by appointment or  
via email

[guardino@bu.edu](mailto:guardino@bu.edu)



Josh Guardino is an enterprise architect working in the insurance industry with nearly 20 years of experience in information technology. His expertise is in application development, information management and systems architecture. He holds a master's degree in Computer Information Systems from Boston University and a bachelor's degree in Communications Studies from Emerson College.

## Original Course Developer

### Robert Schudy, PhD

808 Commonwealth Avenue  
Boston, MA 02215

Office Hours by appointment or  
via email

[rschudy@bu.edu](mailto:rschudy@bu.edu)

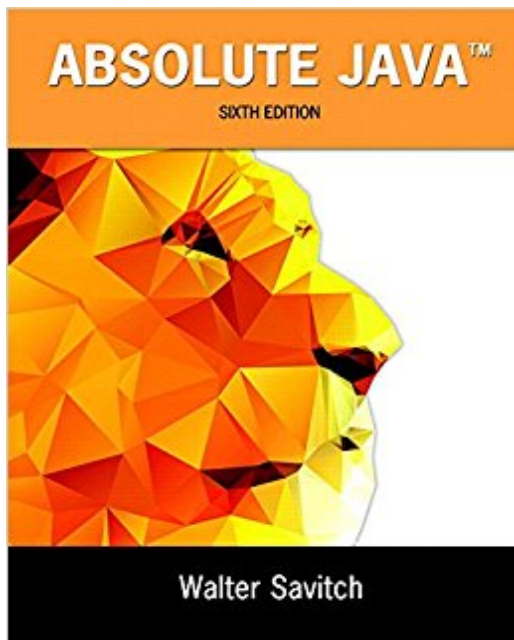
(617) 358-0009



Professor Robert Schudy originally developed this course. Dr. Schudy received his doctorate in computer science from the University of Rochester. He has conducted research and developed systems at Hewlett Packard Laboratories (where he initiated or assisted in the bubble jet, laser printer, and RISC/Unix areas), Bolt Beranek and Newman (where he pioneered intelligent aircraft systems and autonomous air vehicles). He has served as chief scientist for startups and has architected designed and managed the development of many computer systems.

## Course Materials and Resources

### Required Book



Savitch, W. (2012). *Absolute Java* (6th ed.). Boston: Addison-Wesley.

This book can be purchased from [Barnes & Noble at Boston University](#).

### Tools Requirements

1. Broadband Internet
2. PC, Mac, or Linux with comfortable screen size for editing source code
3. Internet Browser (Firefox, Chrome, Free Download)
4. A Zip Compression Utility (7-Zip, Free Download)
5. PDF Reader (Adobe Reader or Foxit Reader, Free Download)
6. Integrated Development Environment (IDE) (Eclipse, Free Download)
7. Java Development kit (JDK) (Free Download)

### Additional information for the tools

Links and instructions on how to select, setup, and work in an Integrated Development Environment (IDE) and Java Development kit (JDK) will be given in detail in Module 1 lecture. We will be using the latest Eclipse IDE 64-bit and the latest JDK 1.8 64-bit for the course. Both the IDE and JDK are free and can be downloaded from their respective

companies' website. All assignments must be implemented using Eclipse IDE and JDK required for the course. Note that no other IDE or JDK will be accepted.

## Boston University Library Information

Boston University has created a set of videos to help orient you to the online resources at your disposal. An introduction to the series is below:

met\_ode\_library\_14\_sp1\_00\_intro video cannot be displayed here

All of the videos in the series are available on the [Online Library Resources](#) page, which is also accessible from the Campus Bookmarks section of your Online Campus Dashboard. Please feel free to make use of them.

As Boston University students, you have full access to the BU Library. From any computer, you can gain access to anything at the library that is electronically formatted. To connect to the library, use the link <http://www.bu.edu/library>. You may use the library's content whether you are connected through your online course or not, by confirming your status as a BU community member using your Kerberos password.

Once in the library system, you can use the links under "Resources" and "Collections" to find databases, eJournals, and eBooks, as well as search the library by subject. Some other useful links follow:

Go to <http://www.bu.edu/library/research/collections> to access eBooks and eJournals directly.

If you have questions about library resources, go to <http://www.bu.edu/library/help/ask-a-librarian> to email the library or use the live-chat feature.

To locate course eReserves, go to <http://www.bu.edu/library/services/reserves>.

Please note that you are not to post attachments of the required or other readings in the water cooler or other areas of the course, as it is an infringement on copyright laws and department policy. All students have access to the

library system and will need to develop research skills that include how to find articles through library systems and databases.

## Free Tutoring Service



Free online tutoring with SMARTHINKING is available to BU online students for the duration of their courses. The tutors do not rewrite assignments, but instead teach students how to improve their skills in the following areas: writing, math, sciences, business, ESL, and Word/Excel/PowerPoint.

You can log in directly to SMARTHINKING from Online Campus by using the link in the left-hand navigation menu of your course.



### Please Note

SMARTHINKING may be used only for current Boston University online courses and career services. Use of this service for purposes other than current coursework or career services may result in deactivation of your SMARTHINKING account.

## Study Guide

### **Class Meetings, Lectures & Assignments:**

*Note: This is a tentative schedule and a live document. Lectures, Readings, and Assignments subject to change at the instructor's discretion. This page may not be updated once the course begins. You will receive updated information from your instructor via course announcements, email and/or the discussion board.*

## Module 1 Study Guide and Deliverables

- Readings:** Online lectures  
Savitch, chapters 1, 2, 3
- Discussions:** Discussion 1 postings due July 10 at  
6:00 AM ET
- Assignments:** Assignment 1 due July 10 at 6:00 AM  
ET
- Assessments:** Quiz 1 due July 10 at 6:00 AM ET
- Live** Tuesday, July 3, 9:00-10:00 PM ET
- Classrooms:** Thursday, July 5, 9:00-10:00 PM ET  
Saturday, July 7, 11:00 AM-12:00 PM  
ET

## Module 2 Study Guide and Deliverables

- Readings:** Online lectures  
Savitch, chapters 4, 5, 7, 8
- Discussions:** Discussion 2 postings due July 17 at  
6:00 AM ET
- Assignments:** Assignment 2 due July 17 at 6:00 AM  
ET
- Assessments:** Quiz 2 due July 17 at 6:00 AM ET
- Live** Tuesday, July 10, 9:00-10:00 PM ET
- Classrooms:** Thursday, July 12, 9:00-10:00 PM ET  
Saturday, July 14, 11:00 AM-12:00 PM  
ET

## Module 3 Study Guide and Deliverables

- Readings:** Online lectures  
Savitch, chapters 9, 10

**Discussions:** Discussion 3 postings due July 24 at 6:00 AM ET

**Assignments:** Assignment 3 due July 24 at 6:00 AM ET

**Assessments:** Quiz 3 due July 24 at 6:00 AM ET

**Live** Tuesday, July 17, 9:00-10:00 PM ET

**Classrooms:** Thursday, July 19, 9:00-10:00 PM ET  
Saturday, July 21, 11:00 AM-12:00 PM ET

## Module 4 Study Guide and Deliverables

**Readings:** Online lectures  
Savitch, chapters 14, 16, 17, 18

**Discussions:** Discussion 4 postings due July 31 at 6:00 AM ET

**Assignments:** Assignment 4 due July 31 at 6:00 AM ET

**Assessments:** Quiz 4 due July 31 at 6:00 AM ET

**Live** Tuesday, July 24, 9:00-10:00 PM ET

**Classrooms:** Thursday, July 26, 9:00-10:00 PM ET  
Saturday, July 28, 11:00 AM-12:00 PM ET

## Module 5 Study Guide and Deliverables

**Readings:** Online lectures  
Savitch, chapters 15, 19

**Discussions:** Discussion 5 postings due August 7 at 6:00 AM ET

**Assignments:** Assignment 5 due August 7 at 6:00 AM ET

**Assessments:** Quiz 5 due August 7 at 6:00 AM ET



**Live** Tuesday, July 31, 9:00-10:00 PM ET  
**Classrooms:** Thursday, August 2, 9:00-10:00 PM ET  
Saturday, August 4, 11:00 AM-12:00 PM ET

## Module 6 Study Guide and Deliverables

**Readings:** Online lectures  
Savitch, chapter 19

**Discussions:** Discussion 6 postings due August 14 at 6:00 AM ET

**Assignments:** Assignment 6 due August 14 at 6:00 AM ET

**Assessments:** Quiz 6 due August 14 at 6:00 AM ET

**Live** Tuesday, August 7, 9:00-10:00 PM ET  
**Classrooms:** Thursday, August 9, 9:00-10:00 PM ET  
Saturday, August 11, 11:00 AM-12:00 PM ET

## Final Exam Details

The Final Exam is a proctored exam available from **August 15 at 6:00 AM ET to August 18 at 11:59 PM ET**. The Computer Science department requires that all final exams be proctored.

The exam is a three-hour closed-book test. It will only be accessible during the final exam period. You can access it from the Assessments section of the course. Your proctor will enter the password to start the exam. Please see the Final Exam Instructions in the Final Exam module for more information.

You will receive a technical support hotline number before the start of the exam. Please bring this number with you to the exam.

## Assignment Instructions

### Assignments naming convention

When submitting your assignments, it is required to create and submit one zip file, zipping the entire development folder for that specific assignment. Please use the following naming convention and use the same name for the folder and for the zip file:

Folder name: HW#\_Lastname

Zip Filename: HW#\_Lastname.zip

For example, development folder for homework 1 for the student named John Smith would be “HW1\_Smith”, and zip file containing this folder would be “HW1\_Smith.zip”

## Course Grading Structure

### Course Requirements

- Class participation through discussion topics
- Reading and study
- Assignments
- Quizzes and Exam

### Grading Criteria

The grade that a student receives in this class will be based on assignments, discussions, quizzes and final exam. The grade is breakdown as shown below. All percentages are approximate and the instructor reserves the right to make necessary changes.

Grade Distribution	
Discussions	10%
Assignments	30%
Weekly Quizzes	30%
Comprehensive Final Exam	30%

**Letter grade/numerical grade conversion is shown below:**

Final Average	Letter Grade

95-100	A
90-94	A-
85-89	B+
80-84	B
75-79	B-
70-74	C+
65-69	C
60-64	C-
50-59	D
< 50	F

## Quiz Instructions

### The Quiz

- Please review the Study Guide in the syllabus for quiz due dates.
- You will have **60 minutes** to complete the quiz.
- The quiz questions will display one at a time on your screen. You may revisit all questions and change your answers as many times as you want before submitting the quiz.
- The quizzes can include a combination of multiple choice and true/false questions.
- You can take the quiz only once.
- You should plan to start *at least* 90 minutes before the closing time of the quiz in order to ensure that you receive the full time allotted.
- You can submit questions after the allotted time has expired although they may not count toward your grade.

### Saving Answers

- To answer a multiple choice question, select the appropriate choice from the list below the question.
- When you have completed your response, click "Save Answer" at the top of the question.
- As you proceed through the exam, you can go back and edit previous responses that you saved.
- A timer is displayed above the questions tracking the remaining time available.
- You will see question number buttons above questions. You will need to click on "Question Completion Status" to see the question numbers. You can use these buttons to navigate from question to question at any

time.

- When you have completed all answers, go to the last question of the exam and click the "Save and Submit" button.

If a technical issue of any kind arises during the quiz requiring you to go beyond the time limit, complete the quiz answering the remaining questions and then contact your facilitator or instructor immediately.

## Opening the Quiz

You can access the quiz from the Assessments menu on your left.

## Questions

If you have any questions about taking a quiz please contact your facilitator.

## Academic Conduct Policy

Please visit Metropolitan College's website for the full text of the department's [Academic Conduct Code](#).

## A Definition of Plagiarism

“The academic counterpart of the bank embezzler and of the manufacturer who mislabels products is the plagiarist: the student or scholar who leads readers to believe that what they are reading is the original work of the writer when it is not. If it could be assumed that the distinction between plagiarism and honest use of sources is perfectly clear in everyone’s mind, there would be no need for the explanation that follows; merely the warning with which this definition concludes would be enough. But it is apparent that sometimes people of goodwill draw the suspicion of guilt upon themselves (and, indeed, are guilty) simply because they are not aware of the illegitimacy of certain kinds of “borrowing” and of the procedures for correct identification of materials other than those gained through independent research and reflection.”

“The spectrum is a wide one. At one end there is a word-for-word copying of another’s writing without enclosing the copied passage in quotation marks and identifying it in a footnote, both of which are necessary. (This includes, of course, the copying of all or any part of another student’s paper.) It hardly seems possible that anyone of college age or more could do that without clear intent to deceive. At the other end there is the almost casual slipping in of a particularly apt term which one has come across in reading and which so aptly expresses one’s opinion that one is tempted to make it personal property.”

“Between these poles there are degrees and degrees, but they may be roughly placed in two groups. Close to outright and blatant deceit-but more the result, perhaps, of laziness than of bad intent-is the patching together of random jottings made in the course of reading, generally without careful identification of their source, and then woven into the text, so that the result is a mosaic of other

people's ideas and words, the writer's sole contribution being the cement to hold the pieces together. Indicative of more effort and, for that reason, somewhat closer to honest, though still dishonest, is the paraphrase, and abbreviated (and often skillfully prepared) restatement of someone else's analysis or conclusion, without acknowledgment that another person's text has been the basis for the recapitulation."

The paragraphs above are from H. Martin and R. Ohmann, *The Logic and Rhetoric of Exposition, Revised Edition*. Copyright 1963, Holt, Rinehart and Winston.

## Academic Conduct Code

### I. Philosophy of Discipline

The objective of Boston University in enforcing academic rules is to promote a community atmosphere in which learning can best take place. Such an atmosphere can be maintained only so long as every student believes that his or her academic competence is being judged fairly and that he or she will not be put at a disadvantage because of someone else's dishonesty. Penalties should be carefully determined so as to be no more and no less than required to maintain the desired atmosphere. In defining violations of this code, the intent is to protect the integrity of the educational process.

### II. Academic Misconduct

Academic misconduct is conduct by which a student misrepresents his or her academic accomplishments, or impedes other students' opportunities of being judged fairly for their academic work. Knowingly allowing others to represent your work as their own is as serious an offense as submitting another's work as your own.

### III. Violations of this Code

Violations of this code comprise attempts to be dishonest or deceptive in the performance of academic work in or out of the classroom, alterations of academic records, alterations of official data on paper or electronic resumes, or unauthorized collaboration with another student or students. Violations include, but are not limited to:

- A. **Cheating on examination.** Any attempt by a student to alter his or her performance on an examination in violation of that examination's stated or commonly understood ground rules.
- B. **Plagiarism.** Representing the work of another as one's own. Plagiarism includes but is not limited to the following: copying the answers of another student on an examination, copying or restating the work or ideas of another person or persons in any oral or written work (printed or electronic) without citing the appropriate source, and collaborating with someone else in an academic endeavor without acknowledging his or her contribution. Plagiarism can consist of acts of commission-appropriating the words or ideas of another-or omission failing to acknowledge/document/credit the source or creator of words or ideas (see below for a detailed definition of plagiarism). It also includes colluding with someone else in an academic endeavor without acknowledging his or her contribution, using audio or video footage that comes from another source (including work done by another student) without permission and acknowledgement of that source.

- C. **Misrepresentation or falsification of data** presented for surveys, experiments, reports, etc., which includes but is not limited to: citing authors that do not exist; citing interviews that never took place, or field work that was not completed.
- D. **Theft of an examination.** Stealing or otherwise discovering and/or making known to others the contents of an examination that has not yet been administered.
- E. **Unauthorized communication during examinations.** Any unauthorized communication may be considered prima facie evidence of cheating.
- F. **Knowingly allowing another student to represent your work as his or her own.** This includes providing a copy of your paper or laboratory report to another student without the explicit permission of the instructor(s).
- G. **Forgery, alteration, or knowing misuse of graded examinations, quizzes, grade lists, or official records of documents,** including but not limited to transcripts from any institution, letters of recommendation, degree certificates, examinations, quizzes, or other work after submission.
- H. **Theft or destruction of examinations or papers** after submission.
  - I. **Submitting the same work in more than one course** without the consent of instructors.
- J. **Altering or destroying another student's work or records,** altering records of any kind, removing materials from libraries or offices without consent, or in any way interfering with the work of others so as to impede their academic performance.
- K. **Violation of the rules governing teamwork.** Unless the instructor of a course otherwise specifically provides instructions to the contrary, the following rules apply to teamwork: 1. No team member shall intentionally restrict or inhibit another team member's access to team meetings, team work-in-progress, or other team activities without the express authorization of the instructor. 2. All team members shall be held responsible for the content of all teamwork submitted for evaluation as if each team member had individually submitted the entire work product of their team as their own work.
- L. **Failure to sit in a specifically assigned seat during examinations.**
- M. **Conduct in a professional field assignment that violates the policies and regulations of the host school or agency.**
- N. **Conduct in violation of public law occurring outside the University that directly affects the academic and professional status of the student, after civil authorities have imposed sanctions.**
- O. **Attempting improperly to influence the award of any credit, grade, or honor.**
- P. **Intentionally making false statements to the Academic Conduct Committee or intentionally presenting false information to the Committee.**
- Q. **Failure to comply with the sanctions imposed under the authority of this code.**

## Important Message on Final Exams

Dear Boston University Computer Science Online Student,

As part of our ongoing efforts to maintain the high academic standard of all Boston University programs, including our online MSCIS degree program, the Computer Science Department at Boston University's Metropolitan College requires that each of the online courses includes a proctored final examination.

By requiring proctored finals, we are ensuring the excellence and fairness of our program. The final exam is administered online, and the access will be available at the exam sites.

Specific information regarding final-exam scheduling will be provided approximately two weeks into the course. This early notification is being given so that you will have enough time to plan for where you will take the final exam.

I know that you recognize the value of your Boston University degree and that you will support the efforts of the University to maintain the highest standards in our online degree program.

Thank you very much for your support with this important issue.

Regards,

Professor Lou Chitkushev, Ph.D.  
Associate Dean for Academic Affairs  
Boston University Metropolitan College

## Who's Who: Roles and Responsibilities

You will meet many BU people in this course and program. Some of these people you will meet online, and some you will communicate with by email and telephone. There are many people behind the scenes, too, including instructional designers, faculty who assist with course preparation, and video and animation specialists.

## People in Your Online Course in Addition to Your Fellow Students

**Your Facilitator.** Our classes are divided into small groups, and each group has its own facilitator. We carefully select and train our facilitators for their expertise in the subject matter and their excellence in teaching. Your facilitator is responsible for stimulating discussions in pedagogically useful areas, for answering your questions, and for grading homework assignments, discussions, term projects, and any manually graded quiz or final-exam questions. If you ask your facilitator a question by email, you should get a response within 24 hours, and usually faster. If you need a question answered urgently, post your question to one of the urgent help topics, where everyone can see it and answer it.

**Your Professor.** The professor for your course has primary responsibility for the course. If you have any questions that your facilitator doesn't answer quickly and to your satisfaction, then send your professor an email in the course, with a cc to your facilitator so that your facilitator is aware of your question and your professor's response.

**Your Faculty and Student Support Administrator, Jeff Behn.** Jeff is here to ensure you have a positive online experience. You will receive emails and announcements from him throughout the semester. Jeff represents Boston University's university services and works for the Office of Distance Education. He prepares students for milestones such as course launch, final exams, and course evaluations. He is a resource to both students and faculty. For example, he can direct your university questions and concerns to the appropriate party. He also handles general questions regarding Online Campus functionality for students, faculty, and facilitators, but he does not provide tech support. He is enrolled in all classes and can be contacted within the course through Online Campus email as it is running. You can also contact him by external email at [jeffbehn@bu.edu](mailto:jeffbehn@bu.edu) or call (617) 358-1985.

## People Not in Your Online Course

Although you will not normally encounter the following people in your online course, they are central to the program. You may receive emails or phone calls from them, and you should feel free to contact them.

**Your Computer Science Department Online Program Coordinator, Peter Mirza.** Peter administers the academic aspects of the program, including admissions and registration. You can ask him questions about the program, registration, course offerings, graduation, or any other program-related topic. He can be reached at [metcsol@bu.edu](mailto:metcsol@bu.edu) or (617) 353-2566.

**Your Computer Science Department Program Manager, Kim Richards.** Kim is responsible for administering most aspects of the Computer Science Department. You can reach Kim at [kimrich@bu.edu](mailto:kimrich@bu.edu) or (617) 353-2566.

**Andrew Gorlin, Academic Advisor.** Reviews requests for transfer credits and waivers. Advises students on which courses to take to meet their career goals. You can reach Andrew at [asgorlin@bu.edu](mailto:asgorlin@bu.edu), or (617)-353-2566.

**Professor Anatoly Temkin, Computer Science Department Chairman.** You can reach Professor Temkin at [temkin@bu.edu](mailto:temkin@bu.edu) or at 617-353-2566.

**Professor Lou T. Chitkushev, Associate Dean for Academic Affairs, Metropolitan College.** Dr. Chitkushev is responsible for the academic programs of Metropolitan College. Contact Professor Chitkushev with any issues that you feel have not been addressed adequately. The customary issue-escalation sequence after your course facilitator and course faculty is Professor Temkin, and then Professor Chitkushev.

**Professor Tanya Zlateva, Metropolitan College Dean** Dr. Zlateva is responsible for the quality of all the academic programs at Boston University Metropolitan College.

## Disability Services

In accordance with University policy, every effort will be made to accommodate unique and special needs of students with respect to speech, hearing, vision, or other disabilities. Any student who feels he or she may need an accommodation for a documented disability should contact the [Office of Disability Services](#) at (617) 353-3658 or at [access@bu.edu](mailto:access@bu.edu) for review and approval of accommodation requests.

## 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:





## Ask Yourself...

- How would I say this in a face-to-face classroom or if writing for a newspaper, public blog, or wiki?
- 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?

## Writing

When you are writing, please follow these rules:

- **Stay polite and positive in your communications.** You can and should disagree and participate in discussions with vigor; however, when able, be constructive with your comments.
- **Proofread your comments before you post them.** Remember that your comments are permanent.
- **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.
- **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 another 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.

## 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 with them before sharing their information.
- **Be forgiving of other students' and instructors' mistakes.** There are many reasons for typos and misinterpretations. Be gracious and forgive other's mistakes or privately point them out politely.

- **If a comment upsets or offends you, reread it and/or take some time before responding.**

## Important Note

Don't hesitate to let your instructor or your faculty and student support administrator know if you feel others are inappropriately commenting in any forum.

All Boston University students are required to follow academic and behavioral conduct codes. Failure to comply with these conduct codes may result in disciplinary action.

## Registration Information and Important Dates

[View the drop dates for your course.](#)

[Withdraw or drop your course.](#)

- If you are dropping down to zero credits for a semester, please contact your college or academic department.
- **Nonparticipation in your online course does not constitute a withdrawal from the class.**
- If you are unable to drop yourself on student link please contact your college or academic department.

## Technical Support

### Experiencing issues with BU websites or Blackboard?

It may be a system-wide problem. Check the BU Information Services & Technology (IS&T) [news page](#) for announcements.

Boston University technical support is available via email ([ithelp@bu.edu](mailto:ithelp@bu.edu)), the [support form](#), and phone (888-243-4596). Please note that the IT Help Center has multiple locations. All locations can be reached through the previously mentioned methods. For IT Help Center hours of operation please visit their [contact page](#). For other times, you may still submit a support request via email, phone, or the support form, but your question won't receive a response until the following day. If you aren't calling, it is highly recommended that you submit your support request via the technical-support form as this provides the IS&T Help Center with the best information in order to resolve your issue as quickly as possible.

Examples of issues you might want to request support for include the following:

- Problems viewing or listening to sound or video files
- Problems accessing internal messages
- Problems viewing or posting comments
- Problems attaching or uploading files for assignments or discussions
- Problems accessing or submitting an assessment

To ensure the fastest possible response, please fill out the online form using the link below:

IT Help Center Support
888-243-4596 or 617-353-4357 or <a href="#">Web</a>
Check your open tickets using <a href="#">BU's ticketing system</a> .

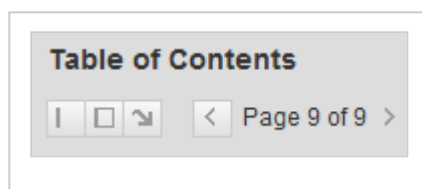
## Navigating Courses

For best results when navigating courses, it is recommended that you use the Mozilla [Firefox](#) browser.

The Table of Contents may contain folders. These folders open and close (+ and – signs) and may conceal some pages. To avoid missing content pages, you are advised to use the next- and previous-page buttons (and icons) in the top-right corner of the learning content.

Please also familiarize yourself with the navigation tools, as shown below; these allow you to show and hide both the Course Menu and the Table of Contents on the left. This will be helpful for freeing up screen space when moving through the weekly lecture materials.

Navigation tools for the Table of Contents are shown in the image below:



Clicking on the space between the Course Menu and the Table of Contents allows you to show or hide the Course Menu on the left:



## Web Resources/Browser Plug-Ins

To view certain media elements in this course, you will need to have several browser plug-in applications installed on your computer. See the Course Resources page in the syllabus of each individual course for other specific software requirements.

- Check your computer's compatibility by reviewing Blackboard's [System Requirements](#)
- Check your browser settings with Blackboard's [Connection Test](#)
- Download most recent version of [Adobe Flash Player](#)
- Download most recent version of [Adobe Acrobat Reader](#)

## How to Clear Your Browser Cache

The IT Help Center recommends that you periodically [clear your browser cache](#) to ensure that you are viewing the most current content, particularly after course or system updates.

This page is also found within the "How to..." section of the [online documentation](#), which contains a list of some of the most common tasks in Blackboard Learn.

**Boston University** Metropolitan College