

# Syllabus

This is a single, concatenated file, suitable for printing or saving as a PDF for offline viewing. Please note that some animations or images may not work.

## Course Description

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

### **MET CS699**

#### **Data Mining**

Data mining is a one of the most important components in the knowledge discovery process. The course provides an introduction to concepts and techniques behind data mining. The course surveys various data mining applications, methodologies, techniques, and models. Topics include classification, association rules, and clustering. Algorithms will be tested on data sets using the Weka Data mining software and Oracle.

The course grading will consist of analyzing a series of assignments, weekly quizzes, a project, and an open book, proctored final exam.

## Course Overview

- Overview of Data Mining and Data Warehousing
- Getting Started with Oracle and WEKA Tools
- Data Preparation
- Classification
- Association Rule Mining
- Clustering
- Case Studies

### 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 Learning Objectives

By successfully completing this course you will be able to:

- Understand what Data Mining is and where it is applicable
- Distinguish Data Mining from Data Warehousing, OLAP, and Query Processing
- Study Data Mining techniques, including Classification, Association Rule Mining, Clustering, etc.
- Apply practical examples using WEKA and Oracle

## Course Outline

- **Calendar Tool** - You can see due dates in the calendar tool. You may add your own events there as well. However, please be aware that you may not find all of the important dates for the course listed there. You will stay current by checking announcements, discussions, and emails in the course.
- **Readings** - Each module has both textbook readings and online lectures . Your professor may suggest additional readings during the running of the course.
- **Discussion** - There are group-level threaded discussions for each module. These discussions are moderated by your facilitator. Postings for each discussion should be completed by the assigned due dates. There are also course-level general discussions boards, which are not graded, for you to use to discuss any issues with your classmates. Please see the Discussion Module on the home page for more details.
- **Assignment** - There are assignments that are due throughout the course. They are accessed from the Assignments menu.
- **Assessments** - Weekly quizzes and final exams are also listed in the course calendar and accessed from the Assessments menu.

### Module 1 – Introduction and Software Installation

- Overview of Data Mining and Data Warehousing
- Getting Started with Oracle and WEKA

### Module 2 – Data Exploration and Preprocessing

- Data Exploration
- Data Preparation

### Module 3 – Classification

- Naïve Bayes
- Decision Tree

### Module 4 – Performance Evaluation and Other Classifiers

- Performance Evaluation
- Other Classifiers

## Module 5 – Association Analysis

- Association Analysis
- Association Rule Evaluation

## Module 6 – Clustering and Case Studies

- Clustering
- Case Studies

## Module 7 – Prepare for and take the final exam

You will prepare for and take the proctored final exam.

The course will remain open two weeks after the final exam, so that you can continue discussions and ask any questions about database technology, your grades, or the course. This is also a time when we enter into a dialog where we endeavor to learn from you how we can modify the course so that it better meets students' needs.

## Instructor

Jae Young Lee, Ph.D.

Computer Science  
Department  
Metropolitan College  
Boston University  
808 Commonwealth Ave  
Boston, MA 02215

**Phone:** 617-358-5165

**Email:** [jaeylee@bu.edu](mailto:jaeylee@bu.edu)

**Live Office hours:** TBA

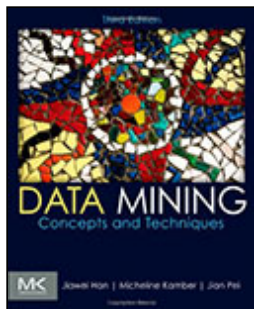


Professor Jae Young Lee received his Ph.D. in Computer Science from the Computer Science and Engineering Department of the University of Texas at Arlington. He joined the Metropolitan College of Boston University in the fall of 2007, and has been teaching various computer science courses, including Database Management, Database Administration, Data Mining and Business Intelligence, Analysis of Algorithms, and Artificial Intelligence. Before joining BU, he taught at the Colorado School of Mines and the University of North Florida.

His research areas include conceptual modeling, query language, association rule mining, and outlier detection. Recently, he has been studying how to efficiently detect outlier (or unusual) sequence from a large sequence dataset.

## Course Materials

### Required Book



Han, J., Kamber, M., & Pei, J. (2012). *Data mining: Concepts and techniques* - 3<sup>rd</sup> Edition.

Morgan Kaufmann.

ISBN-13: 978-0123814791

ISBN-10: 0123814790

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

### Recommended Book

Witten, I. H., Frank, E., & Hall, M. A. (2016). *Data Mining: Practical Machine Learning*

*Tools and Techniques* - 4<sup>th</sup> Edition.

Morgan Kaufmann.

ISBN-13: 978-0128042915

ISBN-10: 0128042915

For reference only and **not required** to be purchased for this course.



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

### Supplemental Material

Download the following zip file containing the supplementary materials to your local hard disk: [Supplements](#)

### Virtual Lab

Metropolitan College is a member of The VMware Academic Program. VMAP enables current MET students and faculty to gain easy access to cutting-edge virtualization technology and resources.

All current MET students are granted access to download. For information on how to login and get support, please visit: <http://www.bu.edu/metit/hw-and-sw/vmware-academic-program/>

Variables, formulae, and equations in this course are rendered using [MathJax](#).

### Adding Fractions

Adding fractions:  $\frac{a}{b} \pm \frac{c}{d} = \frac{ad \pm cb}{bd}$ , often this is  
easy to remember.  $a, b, c, d$  do not have to  
be the following:

To enable its features in your browser, right-click (or ctrl-click on a single-mouse-button Mac) on a variable or equation to see your MathJax settings.

MathJax can be used with the [MathPlayer](#) plugin for Internet Explorer, which converts math to speech and highlights the math as it is spoken.

## 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 Ca.m.pus Bookmarks section of your Online Ca.m.pus 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

### Module 1 Study Guide and Deliverables

**Readings:** *Online Lectures*  
*Data Mining: Concepts and Techniques:* Chapter 1 — Introduction  
Chapter 4 – Data Warehouse and OLAP, Basic Concepts: Section 4.1

**Discussions:** Discussion 1 postings end Tuesday, May 15 at 6:00 a.m. ET

**Assignments:** Assignment 1 due Tuesday, May 15 at 6:00 a.m. ET

**Assessments:** Quiz 1 due Tuesday, May 15 at 6:00 a.m. ET

**Live** Thursday, May 10 at 7:30 p.m. ET

**Classroom:** Saturday, May 12 at 11:00 a.m. ET

### Module 2 Study Guide and Deliverables

**Readings:** Online Lectures  
*Data Mining: Concepts and Techniques:*  
Chapter 2 –Getting to Know Your Data: Sections 2.1, 2.2, 2.3, 2.4.1, 2.4.2, 2.4.3, 2.4.4, 2.4.5, 2.4.7  
Chapter 3 – Data Preprocessing:

Sections 3.1, 3.2, 3.3, 3.4.1, 3.4.6,  
3.4.7, 3.4.8, 3.4.9, 3.5

**Discussions:** Discussion 2 postings end Tuesday,  
May 22 at 6:00 a.m. ET

**Assignments:** Assignment 2 due Tuesday, May 22 at  
6:00 a.m. ET

**Assessments:** Quiz 2 due Tuesday, May 22 at 6:00  
a.m. ET

**Live** Thursday, May 17 at 7:30 p.m. ET

**Classroom:** Saturday, May 19 at 11:00 a.m. ET

### Module 3 Study Guide and Deliverables

**Readings:** Online Lectures  
*Data Mining: Concepts and  
Techniques*  
Chapter 8 – Classification:Basic  
Concepts: Sections 8.1, 8.2.1, 8.2.2,  
8.2.3, 8.3, 8.4.1, 8.4.2

**Discussions:** Discussion 3 postings end Tuesday,  
May 29 at 6:00 a.m. ET

**Assignments:** Assignment 3 due Tuesday, May 29 at  
6:00 a.m. ET

**Assessments:** Quiz 3 due Tuesday, May 29 at 6:00  
a.m. ET

**Live** Thursday, May 24 at 7:30 p.m. ET

**Classroom:** Saturday, May 26 at 11:00 a.m. ET

### Module 4 Study Guide and Deliverables

**Readings:** Online Lectures  
*Data Mining: Concepts and  
Techniques*



Sections 8.5.1, 8.5.2, 8.5.3, 8.5.4,  
8.5.5, 8.6.1, 8.6.2, 9.5.1

**Discussions:** Discussion 4 postings end Tuesday,  
June 5 at 6:00 a.m. ET

**Assignments:** Assignment 4 due Tuesday, June 5 at  
6:00 a.m. ET

**Assessments:** Quiz 4 due Tuesday, June 5 at 6:00  
a.m. ET

**Live** Thursday, May 31 at 7:30 p.m. ET

**Classroom:** Saturday, June 2 at 11:00 a.m. ET

## Module 5 Study Guide and Deliverables

**Readings:** Online Lectures  
*Data Mining: Concepts and  
Techniques*  
Chapter 6 – Association Analysis:  
Sections 6.1, 6.2.1, 6.2.2, 6.3.1, 6.3.2,  
6.3.3

**Discussions:** Discussion 5 postings end Tuesday,  
June 12 at 6:00 a.m. ET

**Assignments:** Assignment 5 due Tuesday, June 12 at  
6:00 a.m. ET

**Assessments:** Quiz 5 due Tuesday, June 12 at 6:00  
a.m. ET

**Live** Thursday, June 7 at 7:30 p.m. ET

**Classroom:** Saturday, June 9 at 11:00 a.m. ET

## Module 6 Study Guide and Deliverables

**Readings:** Online Lectures  
*Data Mining: Concepts and  
Techniques*

Chapter 10 Cluster Analysis - Sections  
10.1.1, 10.1.2, 10.1.3, 10.2.1, 10.3.1,  
10.3.2, 10.6

**Discussions:** Discussion 6 postings end Tuesday,  
June 19 at 6:00 a.m. ET

**Assignments:** Assignment 6 and Project due  
Tuesday, June 19 at 6:00 a.m. ET

**Assessments:** No Quiz 6

**Live** Thursday, June 14 at 7:30 p.m. ET

**Classroom:** Saturday, June 16 at 11:00 a.m. ET

## Final Exam Details

The Final Exam is a proctored exam available from **June 20 at 6:00 a.m. ET to June 23 at 11:59 p.m. ET**. The Computer Science department requires that all final exams be proctored.

The exam is a three-hour open-book exam consisting of 20 multiple-choice questions, and you are allowed to bring a calculator. It will only be accessible during the final exam period. You can access it from the Assessments Menu of the course. Your proctor will enter the password to start the exam.

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

## Course Grading Information

### Grading Structure and Distribution

The grade for the course is determined by the following:

Overall Grading Percentages	
Assignments	30
Discussions	10
Project	10
Quizzes	20

Proctored Final Examination	30
-----------------------------	----

$94 \leq G$	A
$90 \leq G < 94$	A-
$87 \leq G < 90$	B+
$83 \leq G < 87$	B
$80 \leq G < 83$	B-
$77 \leq G < 80$	C+
$73 \leq G < 77$	C
$70 \leq G < 73$	C-
$60 \leq G < 70$	D
$G < 60$	F

Grades will be curved to maintain academic standards at Boston University.

## Live Classroom Discussion and Archive

The instructor of the course will be conducting five synchronous Live Classroom discussion in Weeks 1–6, and they will be archived for further viewing.

Your participation, while not mandatory, will be valuable to you and the class. To participate in the discussion or to access the archived session, you will need to go to the Live Classroom link on your homepage.

You must have speakers and a microphone for your computer. A headset is recommended. If you choose to connect via phone, enter the live classroom and click on the telephone icon. Use the phone number and passcode provided.

## Discussions

Graded Discussions—Students will be participating in discussions that will be graded on a 100-point scale: [go to the Discussion Rubric](#)

## Quizzes

There will be five quizzes, one per every week except in Week 6 and Week 7. The primary goal of quizzes is to let students keep current with the course material.

## Proctored Final Exam

There will be a proctored Final Exam for this course. 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.

## Expectations

It is important for each student to participate on a regular basis and complete all aspects of this course. This course is designed to include a major portion of learning by interacting (asynchronously) with the other students in the class, and the grade is therefore dependent on this activity.

## Delays

If, for any reason, you are unable to meet any deadline, contact your Course Facilitator. Assignments are expected to be submitted by their respective due dates. Extensions may be granted, though **only under mitigating circumstances**. If your facilitator grants an extension, you will not be penalized. If you submit an assignment late without a permission of your facilitator, there will be a late penalty of 10% per day.

## Discussion Grading Rubric

Graded discussion periods are held Day 1 (Tuesday) until 6:00 AM ET on Day 1 of the following week. You're certainly welcome to continue a discussion past the grading period, but that additional posted material will not affect your discussion grade. The discussion grading rubric below is the guide we use to evaluate your discussion contributions.

Criteria	65–69	70–79	80–89	90–94	95–100
<b>Participation</b>	Very limited participation	Participation generally lacks frequency or relevance	Reasonably useful relevant participation during the discussion period	Frequently relevant and consistent participation throughout the discussion period	Continually relevant and consistent participation throughout the discussion period
<b>Community</b>	Mostly indifferent to discussion	Little effort to keep discussions going or provide help	Reasonable effort to respond thoughtfully, provide help, and/or keep	Often responds thoughtfully in a way that frequently keeps	Continually responds thoughtfully in a way that consistently keeps discussions

			discussions going	discussions going and provides help	going and provides help
<b>Content</b>	No useful, on-topic, or interesting information, ideas, or analysis	Hardly any useful, on-topic, or interesting information, ideas, or analysis	Reasonably useful, on-topic, and interesting information, ideas, and/or analysis	Frequently useful, on-topic, and interesting information, ideas, and analysis	Exceptionally useful, on-topic, and interesting information, ideas, and analysis
<b>Reflection and Synthesis</b>	No significant effort to clarify, summarize, or synthesize topics raised in discussions			Contributes to group's effort to clarify, summarize, or synthesize topics raised in discussions	Leads group's effort to clarify, summarize, or synthesize topics raised in discussions

## Weekly Quiz Instructions

### Accessing the Quiz

You will have access to the quiz at the beginning of the week. However you should not access the quiz until you have completed all learning activities for the week and are prepared to meet the objectives for that week.

### Quiz Details

- There are 20 questions per quiz. You can access the quiz details from the assessments menu.
- The questions are either multiple choice or True/False.
- All questions are randomized.
- The points for each question are shown.
- The quiz questions will display one at a time on your screen.
- You may skip over questions and revisit them in any order.
- You will have 90 minutes to complete the quiz. You should have enough time so that you aren't rushed. Also note:
- You can take each quiz only once.
- You may not pause the quiz and return to it later.
- You will be able to continue to save answers to questions after the time has expired, but any late answers will be time stamped and marked as late. This will allow us to grade your quiz fairly in the event that technical difficulties occur while you take your quiz.

### 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.

## Comments on the Quiz

There will be a short-answer area at the end of the quiz; it appears as a quiz question, but there are no points for this item. Use this as a place to provide feedback about the quiz as a whole or to comment upon a particular quiz item. Be sure to reference the question number. Your facilitator will examine your comments in order to decide whether a grade adjustment or other action should be taken.

If a technical issue of any kind arises during the exam, complete the exam, answering the remaining questions, and then contact your facilitator or instructor immediately.

## Other Questions

If you have any questions about the quiz please feel free to contact your facilitator.

## Technical Support

Assistance with course-related technical problems is provided by the IS&T Help Center. To ensure the fastest possible response, please fill out the online form using the link below.

IT Help Center Support

888-243-4596 or local 617-353-4357 or [Web](#)

Check your open tickets using [BU's ticketing system](#).

## 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

## Microsoft Imagine for Academic Institutions

Metropolitan College is a member of Microsoft Imagine for Academic Institutions (formerly DreamSpark), a Microsoft program that supports technical education by providing access to Microsoft software for learning, teaching, and

research purposes. Our membership allows faculty and students currently enrolled in MET courses to obtain certain Microsoft products free of charge. All MET students are granted access to download the software for the duration of their study at MET College.

FAQ and basic information are at: <http://www.bu.edu/metit/hw-and-sw/msdn-academic-alliance-software-center/>.

## 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 Senior Faculty and Student Support Administrator, Jennifer Sullivan.** Jen is here to ensure you have a positive online experience. You will receive emails and announcements from Jen throughout the semester. Jen represents Boston University's university services and works for the Office of Distance Education. She prepares students for milestones such as course launch, final exams, and course evaluations. She is a resource to both students and faculty. For example, Jen can direct your university questions and concerns to the appropriate party. She also handles general questions regarding Online Campus functionality for students, faculty, and facilitators, but she does not provide tech support. She is enrolled in all classes and can be contacted within the course through Online Campus email as it is running. You can also contact her by external email at [jensul@bu.edu](mailto:jensul@bu.edu) or call toll free at 1-888-524-2200.

### 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> .

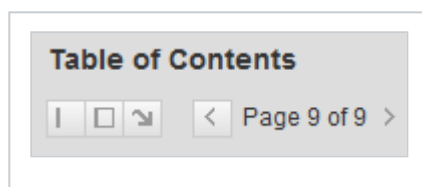
## Navigating Courses

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