

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 CS 699

Data Mining

Data mining is 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 JMP Pro.

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

Course Overview

- Overview of Data Mining
- 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:

- Describe what Data Mining is and where it is applicable.
- Study Data Mining techniques, including Classification, Association Rule Mining, Clustering, etc.
- Apply practical examples using Weka and JMP Pro.

Course Outline

- **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 a final exam are also listed in the course calendar and accessed from the Assessments menu.

Module 1 - Introduction and Data Exploration

- Overview of Data Mining
- Data Exploration

Module 2 - Data Preprocessing and Classification - 1

- Data Preprocessing
- Classification – 1

Module 3 - Classification - 2

- Decision Tree
- K-Nearest Neighbor
- Logistic Regression
- Neural Network
- Support Vector Machine

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 with you where we endeavor to learn how we can modify the course so that it better meets students' needs.

Instructor



Michael Joner, Ph.D.

Computer Science Department
Metropolitan College, Boston University

(513) 328-9115 (send a text message first before calling)

mjoner@bu.edu

Dr. Michael Joner received a Ph.D. in Statistics from Virginia Polytechnic Institute and State University (Virginia Tech) in 2007. He is a director in the Data and Modeling Sciences division at Procter & Gamble and a part-time instructor in Computer Science at Boston University Metropolitan College.

Dr. Joner's research areas are in manufacturing and consumer understanding. His work includes control charts and detection of rare events, ensuring adequate process performance in meeting customer and regulatory specifications, and translating consumer needs into objective measurements. He is a past chair of the Statistics Division of the American Society for Quality.

Course Developer

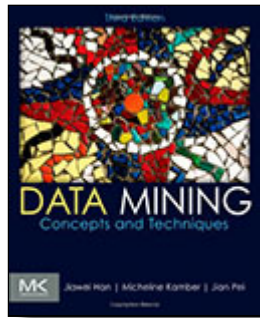
Jae Young Lee, Ph.D.

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) sequences from a large sequence dataset.

Course Materials

Required Book



Han, J., Kamber, M., & Pei, J. (2012). *Data mining: Concepts and techniques* (3rd Edition). Morgan Kaufmann.

ISBN-13: 978-0123814791

ISBN-10: 0123814790

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

An e-book is available at [Vitalsource.com](#) and through Amazon.

Check out [the lead author's website](#).

Recommended Books



Witten, I.H., Frank, E., & Hall, M.A. (2017). *Data Mining: Practical Machine Learning Tools and Techniques* (4th Edition). Morgan Kaufmann.

ISBN-13: 978-0128042915

ISBN-10: 0128042915

This text is for reference only and is **not required** to be purchased for this course.

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

An e-book is available at [Vitalsource.com](#) and through Amazon.

Shmueli, G., Bruce, P.C., Stephens, M.L., & Patel, N.R. (2016). *Data Mining for Business Analytics: Concepts, Techniques, and Applications with JMP Pro*. Wiley.

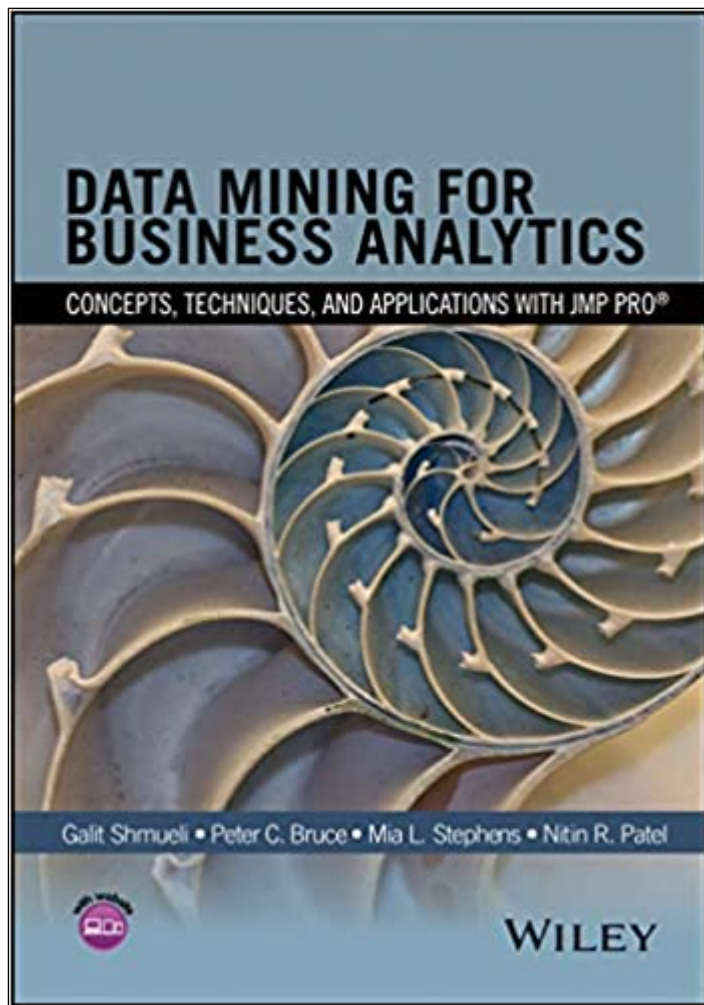
ISBN-13: 978-1118877432

ISBN-10: 1118877438

This text is for reference only and is **not required** to be purchased for this course.

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

An e-book is available at [Vitalsource.com](#) and through Amazon.



Supplemental Material

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

Required Software

- Weka: [WEKA – The workbench for machine learning](#).
Detailed installation instructions will be provided within the instructions for Assignment 1.
- JMP Pro: [JMP Pro](#) is available to download as a Boston University student, using your BU student credentials.
Again, detailed installation instructions will be provided within the instructions for Assignment 1.

MathJax

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

ing Fractions

ing 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 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 [Collections](#) to access eBooks and eJournals directly.

If you have questions about library resources, go to [Ask a Librarian](#) to email the library or use the live-chat feature.

To locate course eReserves, go to [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.

Smarthinking Tutoring Overview



[YouTube](#)

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.

VMware Academic Program

Metropolitan College is a member of The VMware Academic Program. VMAP is a comprehensive program designed specifically for the academic community and 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 from the VMAP portal provided below.

To access, go to the [VMWare Academic Program](#) portal, and use your BU Login credentials to login. Enter your graduation details and you can select if you would like to receive any email offers.

Please contact [METIT](#) should you have any questions or concerns with accessing the portal or downloading the software.

Study Guide

Module 1 Study Guide and Deliverables

Topics: Introduction and Data Exploration

- Overview of Data Mining
- Data Exploration

Readings:

- Online Lectures
- *Data Mining: Concepts and Techniques*:
 - Chapter 1 – Introduction
 - Chapter 2 – Getting to Know Your Data, Sections 2.1, 2.2, and 2.4

Discussions: Discussion 1 postings end Tuesday, November 8, at 6:00 AM ET

Assignments: Assignment 1 due Tuesday, November 8, at 6:00 AM ET

Assessments: Quiz 1 due Tuesday, November 8, at 6:00 AM ET

Live

- Tuesday, November 1, 8:30-9:45 PM ET

Classroom: • Thursday, November 3, 8:30-9:45 PM ET

Module 2 Study Guide and Deliverables

Topics: Data Preprocessing and Classification I

- Data Preprocessing
- Introduction to Classification

Readings:

- Online Lectures
- *Data Mining: Concepts and Techniques*:
 - 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
 - Chapter 8 – Classification: Basic concepts: Sections 8.1, 8.3

Discussions: Discussion 2 postings end Tuesday, November 15, at 6:00 AM ET

Assignments: Assignment 2 due Tuesday, November 15, at 6:00 AM ET

Assessments: Quiz 2 due Tuesday, November 15 at 6:00 AM ET

Live

- Tuesday, November 8, 8:30-9:45 PM ET

Classroom:

- Thursday, November 10, 8:30-9:45 PM ET

Module 3 Study Guide and Deliverables

Topics: Classification II

- Decision Tree
- K-Nearest Neighbor
- Logistic Regression
- Neural Network
- Support Vector Machine

Readings:

- Online Lectures
- *Data Mining: Concepts and Techniques*
 - Chapter 8 – Classification: Basic Concepts: Sections 8.2, 8.4.1, 8.4.2
 - Chapter 9 – Classification: Advanced Methods: Sections 9.2, 9.3, 9.5.1

Project: Project direction available Tuesday, November 15, at 6:00 AM ET; due at the end of Module 6

Discussions: Discussion 3 postings end Tuesday, November 22, at 6:00 AM ET

Assignments: Assignment 3 due Tuesday, November 22, at 6:00 AM ET

Assessments: Quiz 3 due Tuesday, November 22, at 6:00 AM ET

Live • Tuesday, November 15, 8:30-9:45 PM ET

Classroom: • Thursday, November 17, 8:30-9:45 PM ET

Module 4 Study Guide and Deliverables

Topics: Performance Evaluation and Other Classifiers

- Performance Evaluation
- Other Classifiers

Readings:

- Online Lectures
- *Data Mining: Concepts and Techniques*
Chapter 8 – Classification: Basic Concepts: Sections 8.5.1, 8.5.2, 8.5.3, 8.5.4, 8.5.5, 8.5.6, 8.6.1, 8.6.2, 8.6.3, 8.6.4, 8.6.5, 9.5.1

Discussions: Discussion 4 postings end Tuesday, November 29, at 6:00 AM ET

Assignments: Assignment 4 due Tuesday, November 29, at 6:00 AM ET

Assessments: Quiz 4 due Tuesday, November 29, at 6:00 AM ET

Live • Tuesday, November 22, 8:30-9:45 PM ET

Classroom: • **Friday, November 25**, 8:30-9:45 PM ET

Module 5 Study Guide and Deliverables

Topics: Association Analysis

- Association Analysis
- Association Rule Evaluation

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, December 6, at 6:00 AM ET

Assignments: Assignment 5 due Tuesday, December 6, at 6:00 AM ET

Assessments: Quiz 5 due Tuesday, December 6, at 6:00 AM ET

Live • Tuesday, November 29, 8:30-9:45 PM ET

Classroom: • Thursday, December 1, 8:30-9:45 PM ET

Module 6 Study Guide and Deliverables

Topics: Clustering and Case Studies

- Clustering
- Case Studies

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, December 13, at 6:00 AM ET

Assignments:

- Assignment 6 due Tuesday, December 13, at 6:00 AM ET
- Project due Tuesday, December 13, at 6:00 AM ET

Assessments: No Quiz 6

Live

- Tuesday, December 6, 8:30-9:45 PM ET

Classroom:

- Thursday, December 8, 8:30-9:45 PM ET

Final Exam Details

The Final Exam is a proctored exam available from **Wednesday, December 14 at 6:00 AM ET to Saturday, December 17 at 11:59 PM ET**.

The Computer Science department requires that all final exams be administered using an online proctoring service called Examity that you will access via your course in Blackboard. In order to take the exam, you are required to have a working webcam and computer that meets Examity's system requirements. A detailed list of those requirements can be found on the How to Schedule page ("Proctored Final Exam Information" module at the course home page). Additional information regarding your proctored exam will be forthcoming from the Assessment Administrator. You will be responsible for scheduling your own appointment within the defined exam window.

The exam is 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.

Final Exam Duration: 3 hours.

Number of questions: 20.

Final Exam is closed book. However, the following materials can be used during the exam:

- Use of a standard handheld and/or desktop calculator is allowed. Online calculators are not permitted.

- Any printed material, including hand-written notes, are allowed. But, no electronic material is allowed and no book is allowed.
- Excel (on Windows) and Numbers (on Mac) are allowed. No other software is allowed.
- Use of three pieces of blank scratch paper is allowed.

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

Live Classroom Discussion and Archive

The instructor of the course will be conducting synchronous Live Classroom discussions in Weeks 1–6. They will be archived for viewing at other times.

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.

Discussions

Students will be participating in discussions that will be graded on a 100-point scale. For more information on discussion grading, [go to the Discussion Rubric](#)

Quizzes

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

Proctored Final Exam

There will be a proctored Final Exam in this course using a proctor service called Examity. Detailed instructions regarding your proctored exam will be forthcoming from the Assessment Administrator. You will be responsible for scheduling your own appointment.

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 the 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
Participation	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
Community	Mostly indifferent to discussion	Little effort to keep discussions going or provide help	Reasonable effort to respond thoughtfully, provide help, and/or keep discussions going	Often responds thoughtfully in a way that frequently keeps discussions going and provides help	Continually responds thoughtfully in a way that consistently keeps discussions going and provides help
Content	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
Reflection	No significant effort to clarify, summarize, or			Contributes to	Leads group's

and Synthesis	synthesize topics raised in discussions	group's effort to clarify, summarize, or synthesize topics raised in discussions	effort to clarify, summarize, or synthesize topics raised in discussions
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Module Quiz Instructions

Accessing the Quiz

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

Quiz Details

- You can access each quiz from the assessments menu.
- There are 15 questions per quiz. The first question in each quiz is worth 2 points; all other questions are worth 7 points.
- The questions are multiple choice, multiple answer, 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.
- 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 any quiz, please feel free to contact your facilitator.

Technical Support

Assistance with course-related technical problems is provided by the IS&T Help Center. It can be reached via email (ithelp@bu.edu), phone (617-353-4357) or by filling out the [support form](#) on their website. For IT Help Desk hours of operation, visit the [contact page](#).

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.

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 Azure Dev Tools for Teaching

Microsoft Azure Dev Tools for Teaching 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 [Microsoft Azure Dev Tools for Teaching](#) (You may have to enter your personal BU login credentials to access this page.)

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 Lead 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 or call (617) 358-1978.

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, Annie Imperato. Annie administers the academic aspects of the program, including admissions and registration. You can ask her questions about the program, registration, course offerings, graduation, or any other program-related topic. She can be reached at metcsol@bu.edu or (617) 353-2566.

Your Computer Science Department Program Manager, Kim Crosta. Kim is responsible for administering most aspects of the Computer Science Department. You can reach Kim at 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, or (617)-353-2566.

Professor Anatoly Temkin, Computer Science Department Chairman. You can reach Professor Temkin at 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 and Access Services

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

Once a student receives their accommodation letter, they must send it to their instructor and/or facilitator each semester. They must also send a copy to their Faculty & Student Support Administrator, who may need to update the course settings to ensure accommodations are in place. Accommodations cannot be implemented if the student does not send their letter.

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 an 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 point them out privately and 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.
- Online courses will open to students in Blackboard on the first day of the term.
- Online courses close to students three weeks after the last day of the term. Please plan to download and save any assignments or material you'd like to keep by that date.

Technical Support

Help Desk

Boston University IT Help Desk can be reached via email (ithelp@bu.edu), phone (617-353-4357) or by filling out the [support form](#) on their website. For IT Help Desk hours of operation, visit the [contact page](#). If you are contacting IT outside of business hours, you will receive a response the following day. Visit the BU Information Services & Technology (IS&T) [news page](#) for announcements and system-wide alerts.

Technology Requirements and Resources

To successfully view all content in your course, it is important that your computer setup meets the necessary minimum technical requirements. Certain courses with specific functionality or educational tools may require additional technical requirements, these details can be found on the Course Resources or Materials page in the Syllabus.

System Requirements

- Access to reliable, high-speed internet: Check your [internet connection speeds](#)
- Learning Management System (Blackboard): [System Requirements](#)
- Synchronous live classroom sessions (Zoom): [System requirements for Windows, macOS, and Linux](#)
- Courses with proctored exams (Examity): [System requirements for Windows, macOS](#)

Downloads

- Recommended web browsers: [Mozilla Firefox](#) or [Google Chrome](#)
- Synchronous live classroom sessions (Zoom): [Zoom download center](#)
- Courses with proctored exams (Examity): Desktop or laptop computer with [Google Chrome](#) or [Microsoft Edge](#)

Recommended Hardware

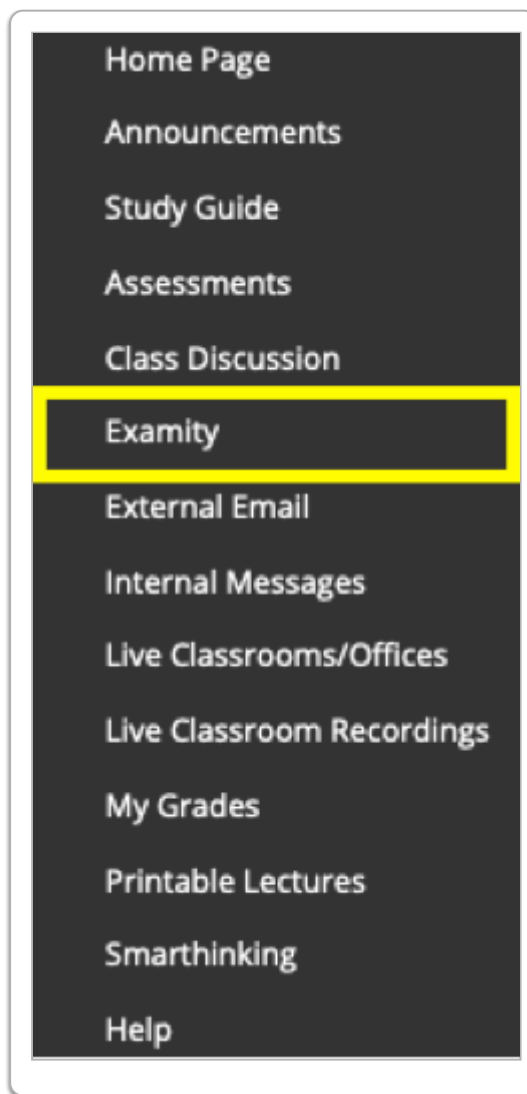
- Desktop or laptop computer recommended for best experience, some course functionality including proctored exams are not compatible with phones or tablets
- Headset with built-in microphone for high quality audio during live classroom sessions
- Webcam (required for proctored exams)
- Working computer speakers (required for proctored exams)

Clearing Your Browser Cache

It is recommended that users periodically [clear their browser cache](#) to ensure they are viewing the most current course content. Completing this step often resolves login issues and problems viewing course materials.

Proctored Exams

Courses with proctored exams will have an Examity link in the left-hand course navigation. This link will not appear until scheduling opens. The ODE Assessment Administrator will notify you when it is time to schedule your exam. Details on Examity's technical requirements and how to schedule your exam are in the Proctored Exam Information module on the course homepage. The Assessment Administrator can be reached at pexams@bu.edu. Examity support is available 24/7 via phone (855-392-6489), email (support@examity.com), or 'live chat' when logged in to the Examity dashboard.



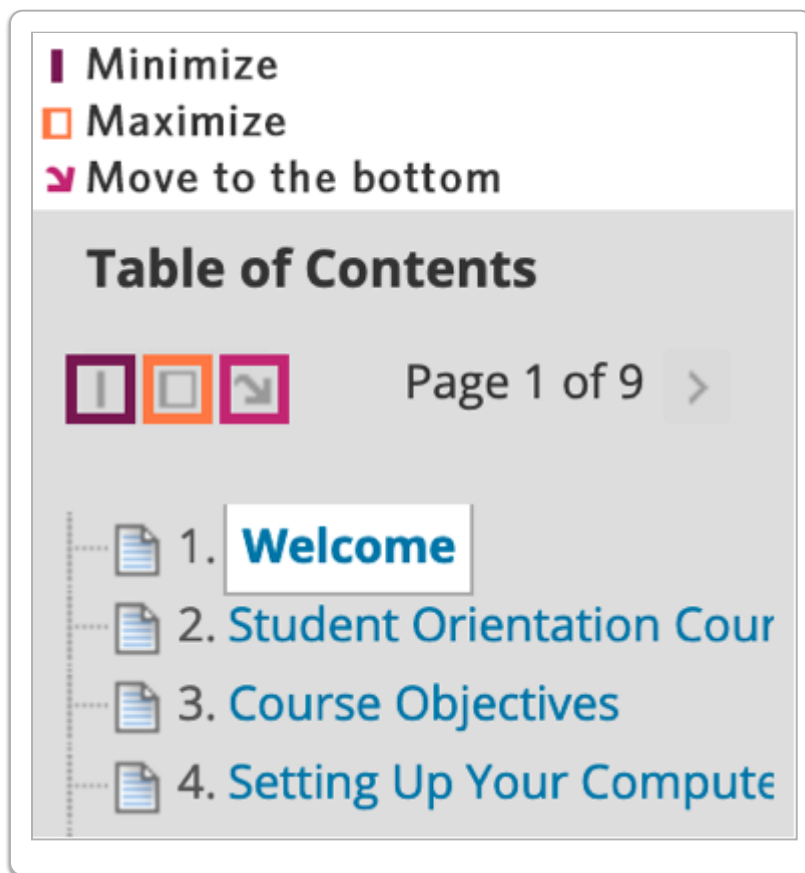
Navigating Courses

While navigating through your courses it's important to note that all hyperlinks will open in a new browser window.

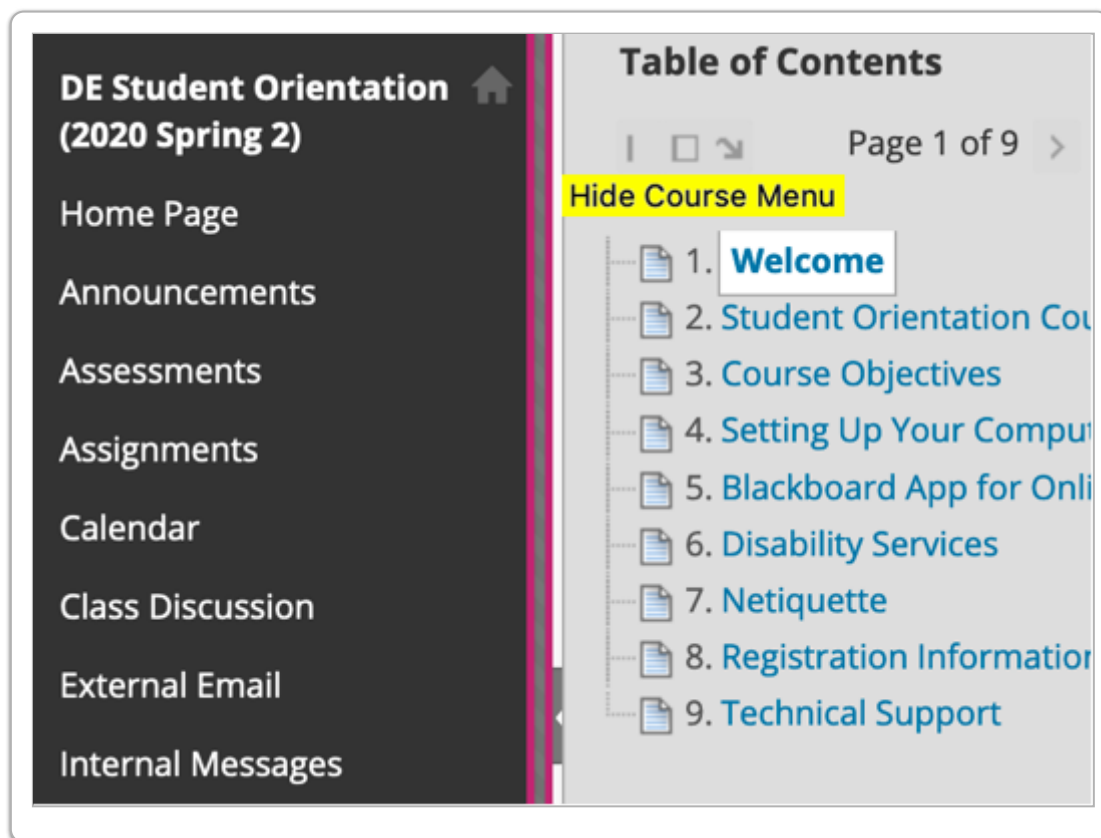
The Blackboard navigation tools—shown in the images below—allow you to show and hide both the Course Menu and the Table of Contents which can free up space when moving through weekly lecture material.

The Table of Contents may contain folders that 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.

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



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



Boston University Metropolitan College