

# Syllabus

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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

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

### MET CS 520

#### Information Structures with Java

##### 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, classes, methods and programmatic flow. It proceeds to more advanced topics such as data structures, inheritance, polymorphism, interfaces, exceptions, database connectivity and threading. Upon completion of this course, students will be able to apply software engineering criteria to design and implement Java applications that are functional, 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-week 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 access to files such as Java source code, Word documents, PDFs and media files. These files may open in your browser or be downloaded as files, depending on the settings of your browser.

## Course Objectives

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

- Design and implement programs in the Java programming language based on the object-oriented paradigm for software development.
- Analyze source code and create classes that are best suited to implement the required functionality.
- Program applets and 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

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1. Attendance and Absences: Active online attendance is expected.
2. Assignment Completion and Late Work:
  - All student submissions of required coursework must be submitted according to the instructions provided on or before the published due date.
  - Each assignment has a strict deadline. However, you are still allowed to submit your assignment within two days of the deadline. Late submissions will be assessed a 15% penalty unless you have made previous arrangements with your facilitator and the instructor. Any submission 48 hours after the deadline will **not** be graded.
  - You are strongly encouraged to add code comments throughout the course. This will assist your facilitator in understanding your programming logic and in grading your assignment.
  - You must work on your assignments individually, and you may not share answers with others. However, you are encouraged to discuss any difficulties or obstacles in your approach to the assignment with the classmates and the facilitator in your group.
  - It is your responsibility as a student to ensure that submission of each assignment is successful and to create backups of all work as 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 sent to you from the proctored exam coordinator approximately two weeks into the course. **No makeup quizzes or exams will be given.**

Exceptions may be made in case of an illness or an emergency condition but only when a verifiable documentation is submitted within a reasonable time frame.

4. Online Ethics: It is expected that you will 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](#). 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

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### Ming Zhang



1010 Commonwealth Avenue  
Boston, MA 02215

Office Hours by appointment or via email

[mzhang2@bu.edu](mailto:mzhang2@bu.edu)

Dr. Ming Zhang's primary areas of research include machine learning, data science, computer vision, and artificial intelligence. Dr. Zhang teaches various computer science courses at both the undergraduate and graduate levels. He created an Artificial Intelligence & Computer Vision (AICV) Lab to promote interdisciplinary teaching and research by developing new technologies and software tools, providing hands-on experience for students, and fostering multidisciplinary collaborations with hospitals. Zhang has published more than thirty journal articles and more than forty conference papers and abstracts. As principal investigator or co-investigator, he has received grants from the National Institutes of Health, the National Science Foundation, and the US Food and Drug Administration, among other foundations and universities, for an award amount totaling \$4.4 million.

### Original Course Developer

## Robert Schudy, PhD



1010 Commonwealth Avenue  
Boston, MA 02215

Office Hours by appointment or via email

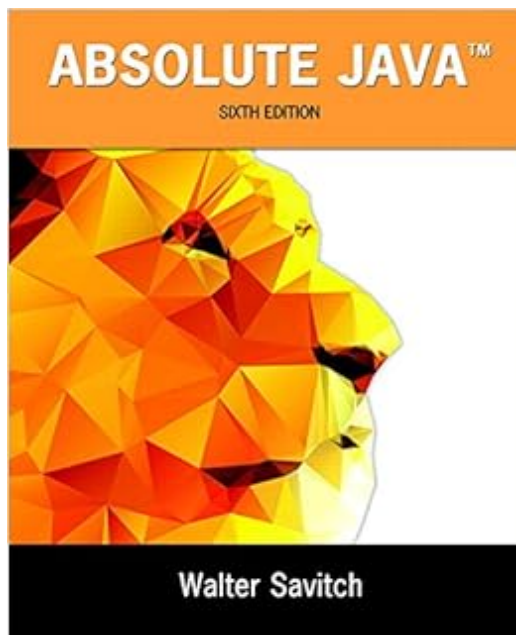
[rschudy@bu.edu](mailto:rschudy@bu.edu)

Professor Robert Schudy originally developed this course. 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) and at 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. Schudy received his doctorate in computer science from the University of Rochester.

## Course Materials and Resources

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### Required Book



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

ISBN: 9780134041674

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, set up, and work in an Integrated Development Environment (IDE) and Java Development kit (JDK) will be given in detail in a 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. Videos cannot be played from Printable Lectures. Please view media in the module.

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](#) Library. From any computer, you can gain access to anything at the library that is electronically formatted. 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 services by Tutor.com are available to BU online students for the duration of their eligible online course. Tutor.com is a web-based service that provides an online writing lab and access to on-demand and scheduled tutoring sessions for writing, math, business, coding languages, and other subjects. Students can submit a question to a tutor, submit a paper for feedback about writing and grammar, or schedule a live session with a tutor.

You can log in directly to Tutor.com from Blackboard Online Campus by clicking the link in the left-hand navigation menu within your online course. All activity in the Tutor.com classroom is recorded for learner review and quality control. Transcripts will be available afterward in My Account under My Locker in your Tutor.com account.

### Please Note

Tutor.com services 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 Tutor.com account.

# Study Guide

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This course starts on a **Tuesday**. The modules in this course run from **Tuesday to Monday**.

## Class Meetings, Lectures and Assignments

*Note: This is a tentative schedule and a live document. Lectures, Readings, and Assignments are all 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

(March 11 – March 17)

- |                  |                                                                                                                                                            |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Readings:        | <ul style="list-style-type: none"><li>• Online lectures</li><li>• Savitch, chapter 1, chapter 2 (Sections 2.1-2.2), chapter 3 (Sections 3.1-3.3)</li></ul> |
| Assignment:      | <ul style="list-style-type: none"><li>• Assignment 1 due <b>Tuesday, March 18 at 6:00 AM ET</b></li></ul>                                                  |
| Assessment:      | <ul style="list-style-type: none"><li>• Quiz 1 due <b>Tuesday, March 18 at 6:00 AM ET</b></li></ul>                                                        |
| Live Classrooms: | <ul style="list-style-type: none"><li>• <b>Wednesday, March 12 from 7:00-9:00 PM ET</b></li><li>• <b>Live Office: By Appointment</b></li></ul>             |

### Module 2 Study Guide and Deliverables

(March 18 – March 24)

- |                  |                                                                                                                                                |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Readings:        | <ul style="list-style-type: none"><li>• Online lectures</li><li>• Savitch, chapters 4, 5, 7, and 8</li></ul>                                   |
| Assignment:      | <ul style="list-style-type: none"><li>• Assignment 2 due <b>Tuesday, March 25 at 6:00 AM ET</b></li></ul>                                      |
| Assessment:      | <ul style="list-style-type: none"><li>• Quiz 2 due <b>Tuesday, March 25 at 6:00 AM ET</b></li></ul>                                            |
| Live Classrooms: | <ul style="list-style-type: none"><li>• <b>Wednesday, March 19 from 7:00-9:00 PM ET</b></li><li>• <b>Live Office: By Appointment</b></li></ul> |

## Module 3 Study Guide and Deliverables

(March 25 – March 31)

- Readings:
- Online lectures
  - Savitch, chapter 9 and chapter 10, sections 10.1-10.3 only
- Assignment:
- Assignment 3 due **Tuesday, April 1 at 6:00 AM ET**
- Assessment:
- Quiz 3 due **Tuesday, April 1 at 6:00 AM ET**
- Live Classrooms:
- **Wednesday, March 26 from 7:00-9:00 PM ET**
  - **Live Office: By Appointment**

## Module 4 Study Guide and Deliverables

(April 1 – April 7)

- Readings:
- Online lectures
  - Savitch, chapters 6, 14, 16
- Assignment:
- Assignment 4 due **Tuesday, April 8 at 6:00 AM ET**
- Assessment:
- Quiz 4 due **Tuesday, April 8 at 6:00 AM ET**
- Live Classrooms:
- **Wednesday, April 2 from 7:00-9:00 PM ET**
  - **Live Office: By Appointment**

## Module 5 Study Guide and Deliverables

(April 8 – April 14)

- Readings:
- Online lectures
  - Savitch, chapters 15, 19.4
- Assignment:
- Assignment 5 due **Tuesday, April 15 at 6:00 AM ET**
- Assessment:
- Quiz 5 due **Tuesday, April 15 at 6:00 AM ET**
- Live Classrooms:
- **Wednesday, April 9 from 7:00-9:00 PM ET**
  - **Live Office: By Appointment**



## Module 6 Study Guide and Deliverables

(April 15 – April 21)

- Readings:
- Online lectures
  - Savitch, chapter 19
- Assignment:
- Assignment 6 due **Tuesday, April 22 at 6:00 AM ET**
- Assessment:
- Quiz 6 due **Tuesday, April 22 at 6:00 AM ET**
- Course Evaluation:
- Please complete the [course evaluation](#) once you receive an email or Blackboard notification indicating the evaluation is open. Your feedback is important to MET, as it helps us make improvements to the program and the course for future students.
- Live Classrooms:
- **Wednesday, April 16 from 7:00-9:00 PM ET**
  - **Live Office: By Appointment**

## Final Exam Details

The Final Exam is a proctored exam available from **Wednesday, April 23 at 6:00 AM ET to Saturday, April 26 at 11:59 PM ET**. The exam is only accessible during the final exam period. You can access it from the Assessments section of the course.

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. Detailed instructions 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.

Final Exam Duration: **2 hours**

This is a **closed-book exam** with **two pages of notes permitted** (you can use both the front and back sides, and notes may be either printed or handwritten). You may not access any web-based content other than the course exam during the exam period.

You may take the exam only once. The exam features **multiple choice/multiple answer** questions.

# Assignment Instructions

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## Assignments Naming Convention

This course contains required weekly lab assignments to be submitted using GitHub Classroom. Please read the GitHub Classroom setup guide and the assignment instructions found in the Assignments section within Blackboard.

## Course Grading Structure

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Please check the **Study Guide** in the syllabus for Live Classroom dates and specific due dates for assignments and assessments.

Students are required to view the introductory video or session for this course, which provides more detail regarding plagiarism in the context of writing source code. The slides presented within the video will be distributed to students.

### Course Requirements

- Reading and study
- Assignments
- Quizzes and exam

### Grading Criteria

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

Grade Distribution	
Assignments	50%
Weekly Quizzes	25%
Comprehensive Final Exam	25%

**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

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### 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 may 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 may 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 may go back and edit previous responses that you have 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 that requires you to exceed the time limit, complete the quiz by 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 course facilitator.

## Academic Conduct Policy

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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**

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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

## **Who's Who: Roles and Responsibilities**

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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, Rachel Regis.*** Rachel is here to ensure you have a positive online experience. You will receive emails and announcements from Rachel throughout the semester. Rachel represents Boston University's university services and works for BU Virtual. 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, Rachel 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 [bleug@bu.edu](mailto:bleug@bu.edu).

## 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, Michelle Younger.*** Michelle 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](mailto:metcsol@bu.edu) or (617) 353-2566.

***Your Computer Science Department Program Manager, Crystal Kelley.*** Crystal is responsible for administering most aspects of the Computer Science Department. You can reach Crystal at [kelleycr@bu.edu](mailto:kelleycr@bu.edu) or



(617) 353-2566.

**Professor Guanglan Zhang, Computer Science Department Chairman.** You can reach Professor Zhang at [guanglan@bu.edu](mailto:guanglan@bu.edu) or at 617-358-5688.

**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 Zhang, 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

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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](mailto: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

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BU Virtual 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

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[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 MyBU Student Portal, 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

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### Help Desk

Boston University IT Help Desk can be reached via email ([ithelp@bu.edu](mailto: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](#)
- Two-factor authentication service for BU applications: [Duo Security](#)

## 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](#)
- Two-factor authentication service for BU applications (Duo Security): optional [Duo Mobile download for iOS](#) or [Duo Mobile download for Android](#)

## Recommended Hardware

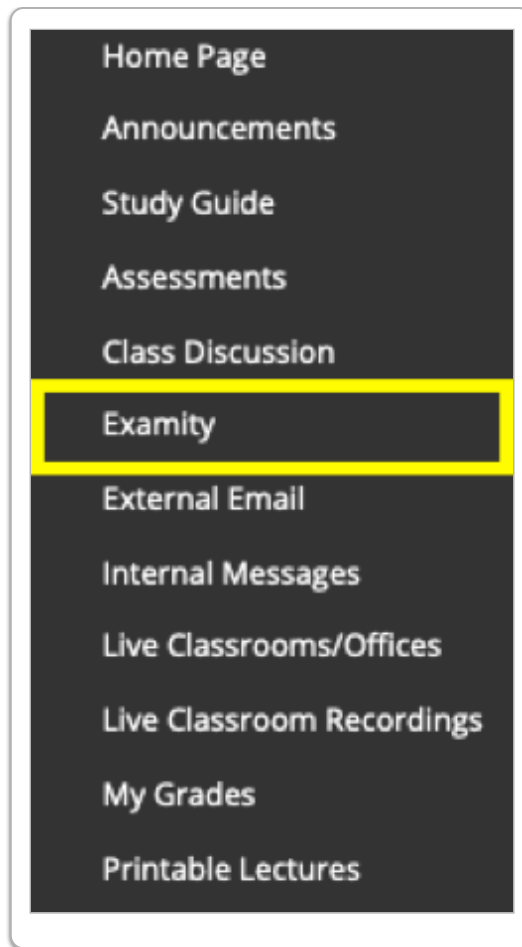
- Desktop or laptop computer recommended for best experience, some course functionality including proctored exams are not compatible with phones or tablets
- Headset with built-in microphone for high quality audio during live classroom sessions
- Webcam (required for proctored exams)
- Working computer 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 BU Virtual 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](mailto:pexams@bu.edu). Examity support is available 24/7 via phone (855-392-6489), email ([support@examity.com](mailto:support@examity.com)), or 'live chat' when logged in to the Examity dashboard.



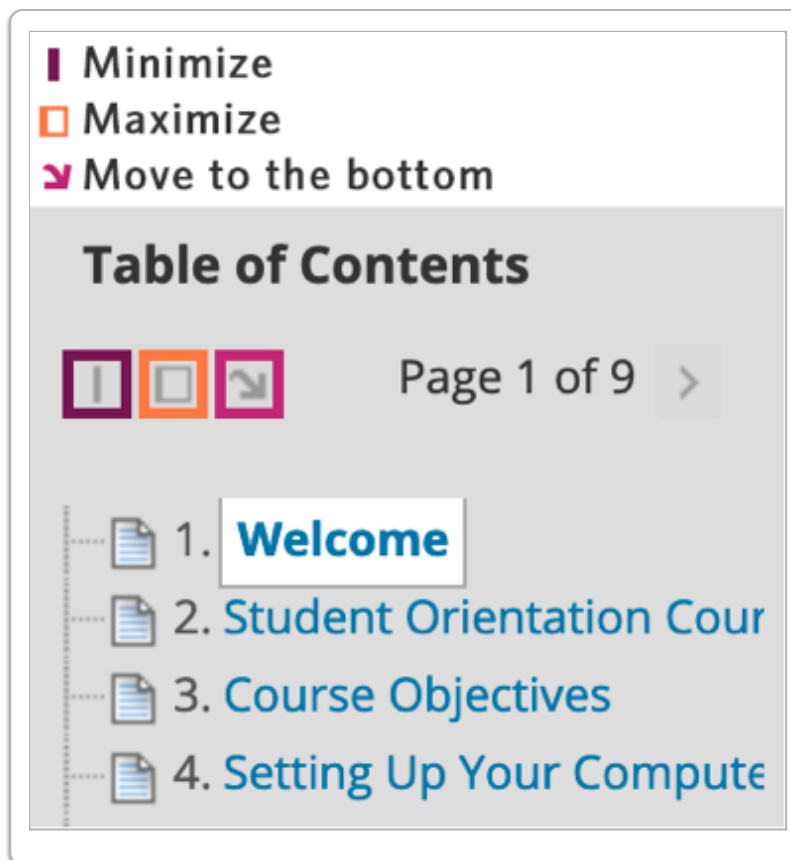
## Navigating Courses

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:

