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 CS632

IT Project Management

This course provides students with a comprehensive overview of the principles, processes, execution domains, and software project management practices. Students learn techniques for planning, organizing, scheduling, and controlling software projects. There is a focus on understanding the predictive, adaptive, and hybrid approaches to delivering solutions. Adaptive approaches introduced include Scrum, XP, Kanban software-cost estimation, and risk management. Students will acquire hands-on skills and expertise in business analysis, enabling them to efficiently design and implement projects and product solutions that are pertinent in various industry sectors and suitable for the current era of artificial intelligence.

Note:

- This course fulfills a single unit in the BU Hub area: "Teamwork/Collaboration."
- This course meets the requirements to qualify for the PMI's CAPM™ and PMP™ certifications.

Technical Note

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- and previous-page icons in the top-right corner of the learning modules.

Course Learning Objectives

Upon successful completion of this course, you will be able to do the following:

- Analyze core project-management concepts aligned with global standards.
- Explain project processes and project-execution domains.
- Demonstrate predictive, plan-based methodologies, and know their strengths and weaknesses.
- Introduce adaptive approaches, and demonstrate the potential benefits of agile frameworks and methodologies.
- Describe the function of business analysis in identifying an appropriate software solution for specific objectives.
- Implement an innovative software solution that leverages generative AI.
- Understand the importance of project leadership and communication for successful project outcomes.
- Master processes associated with project-risk management, cost estimation, and scheduling.
- Plan, organize, and control live projects and successful work in a team setting.
- Master collaboration, teamwork, negotiation, stakeholder engagement, and conflict management.

Learning Outcomes

This course aligns with the IT PM graduate certificate, MS CIS IT program goals, and PMI GAC goals:

1. Be proficient in developing an appropriate project-management life cycle and planning, organizing, and controlling projects. *Alignment: full*
2. Demonstrate proficiency in essential project management (PM) tools and software techniques, including security management, testing, agile PM, project communications, risk analysis, cost estimation, and budgeting. *Alignment: substantial*
3. Demonstrate competence to architect, design, and implement software systems. *Alignment: substantial*

Note

If you plan to become a certified project management professional (PMP) or are already PMP certified, this course counts toward PMP educational requirements. Your team project also counts toward experience.

Instructor

Dr. Vijay Kanabar

Computer Science Department
Metropolitan College
Boston University

Office Hours: Email me to arrange a time to meet online. I will also be happy to meet with you in person if you are in the Boston area.

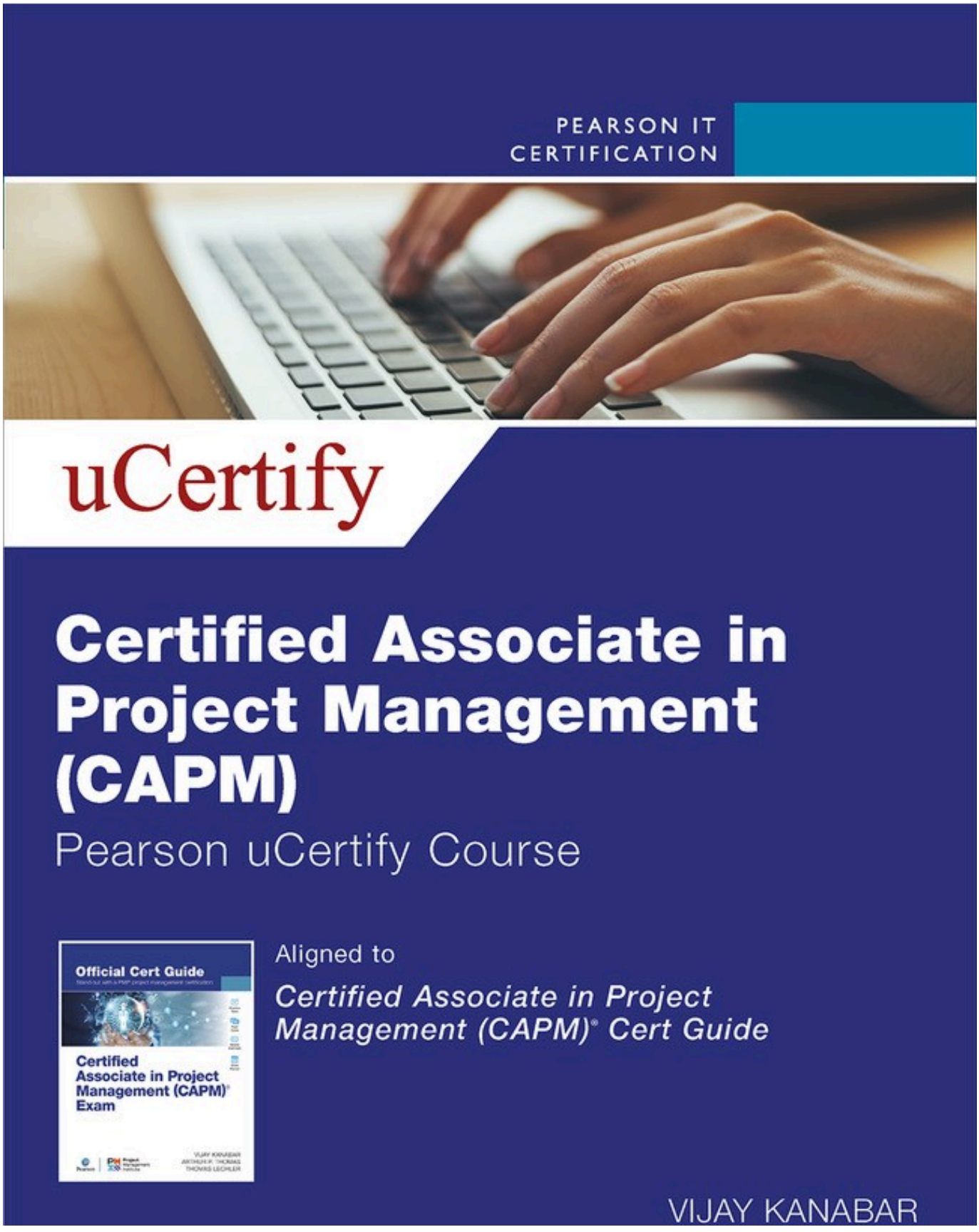
Office Phone: 617-358-0002

Email: kanabar@bu.edu

Dr. Vijay Kanabar is a professor at Boston University and has been consulting and teaching in the applied areas of IT and project management for more than 25 years in the US and Canada. He has authored two database books: *An Introduction to Structured Query Language* (William C. Brown, now McGraw-Hill) and *XBase for the True Beginner* (McGraw-Hill). He also has published two project management books—one on risk management (Copley) and the other on project management fundamentals (Kaplan)—and has been recognized with awards for outstanding teaching and research. He has substantial business experience and is frequently invited to present seminars at conferences. Dr. Kanabar holds graduate degrees in computer science from Florida Tech and a Ph.D. in information systems from the University of Manitoba. He is a certified project management professional (PMP) and a Certified Scrum Master (CSM).

Course Materials

Required Books



Kanabar, V., Thomas, A., & Lechler, T. (2023). ***Certified Associate in Project Management (CAPM) cert guide (certification guide).***

Publisher: Pearson IT Certification

ISBN-13: 978-0137918096

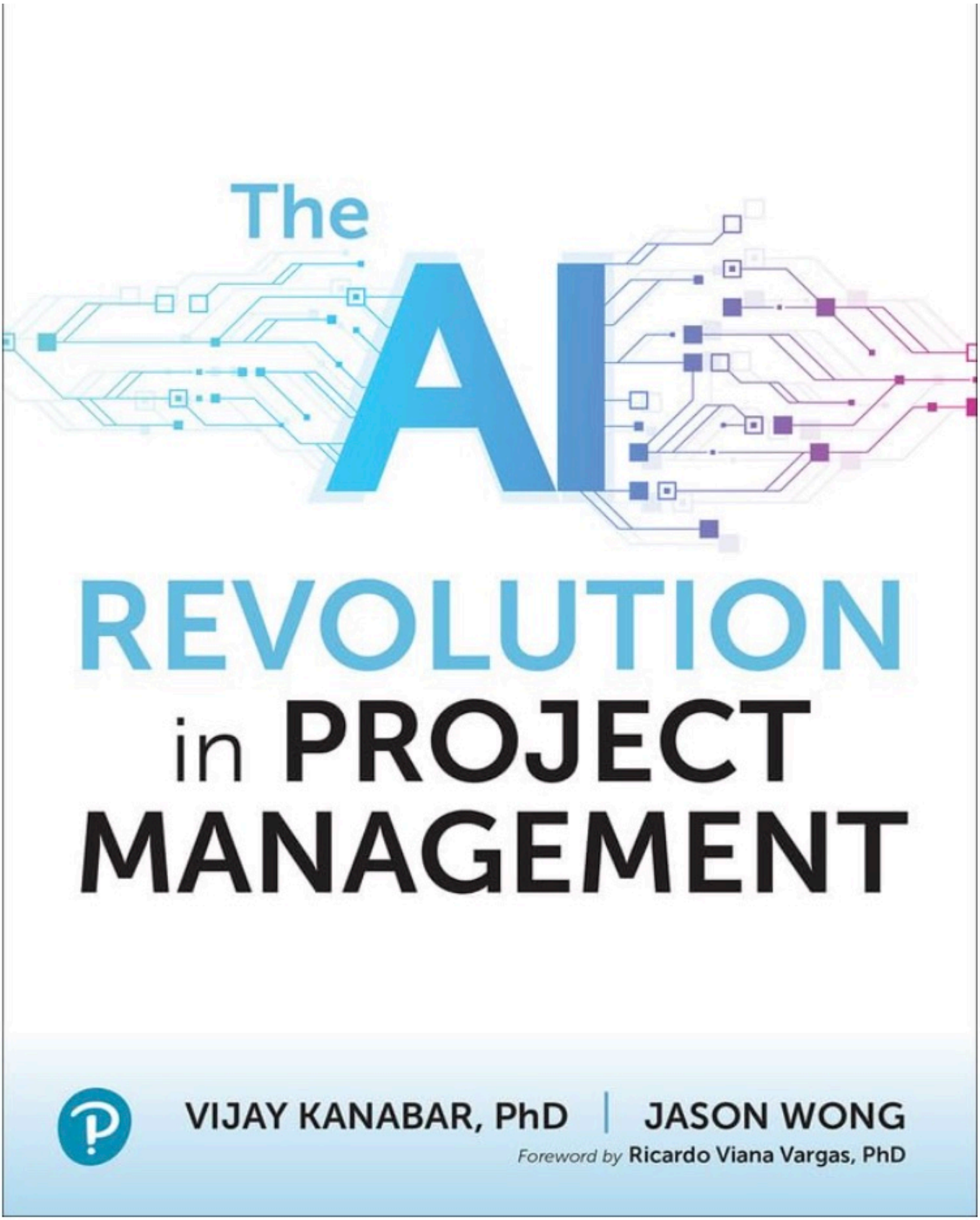
This book can be purchased from Barnes & Noble at Boston University.

Maltzman, R., Hindocha, K., & Kanabar, V. (2025). ***Planning your Project: a Hands-On Guide to AI Integration. A playful, interactive workbook to make you an AI-powered project leader.*** Kindle Edition.

ASIN: B0DZ1CYN1Q

This book can be purchased from Amazon.com.

Recommended Books

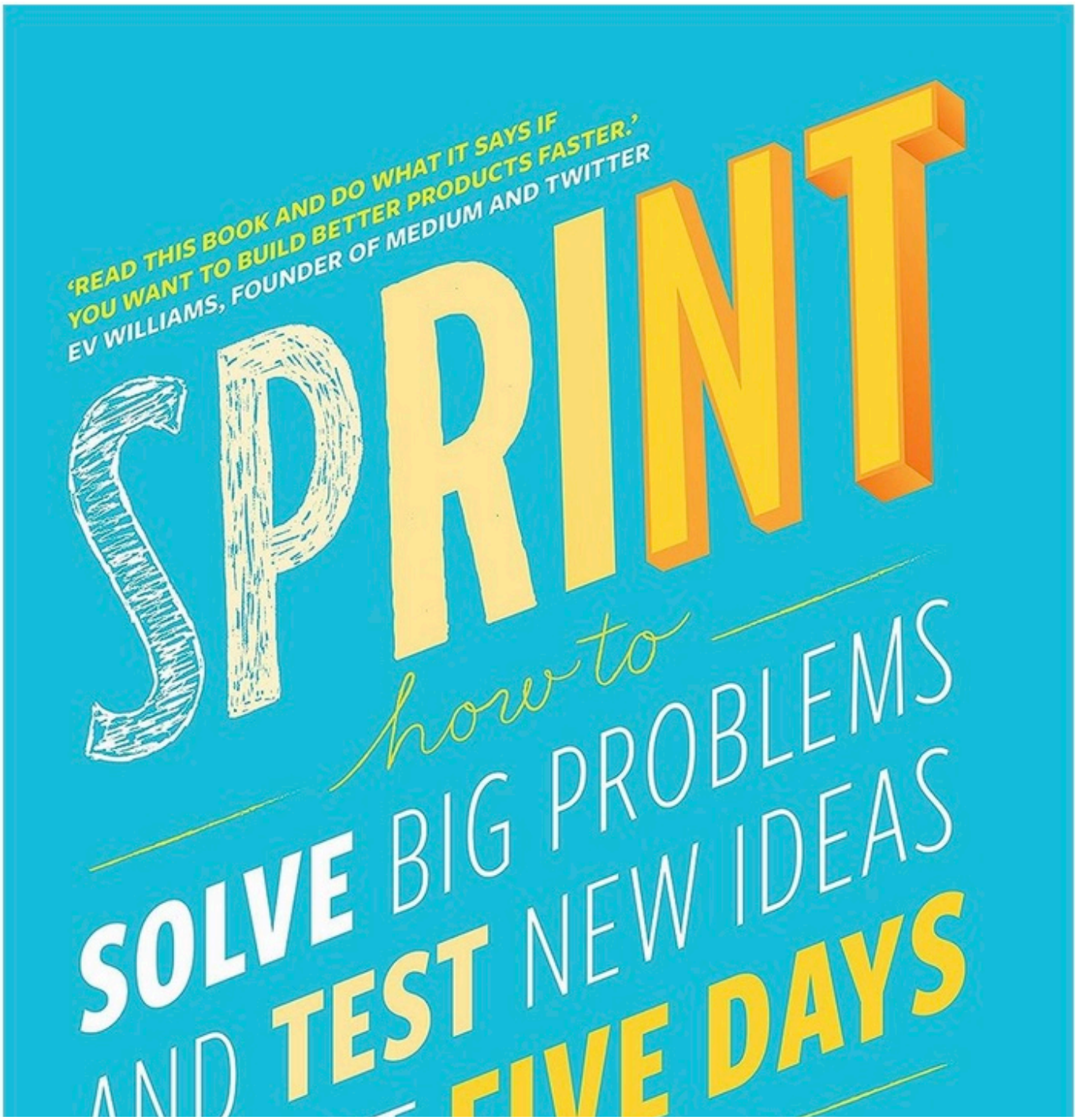


Kanabar, V., & Wong, J. (2023). ***The AI revolution in project management: Elevating productivity with generative AI*** **(1st ed.).**

Publisher: Sams Publishing

ISBN-13: 978-0138297336

This book can be purchased from Barnes & Noble at Boston University.

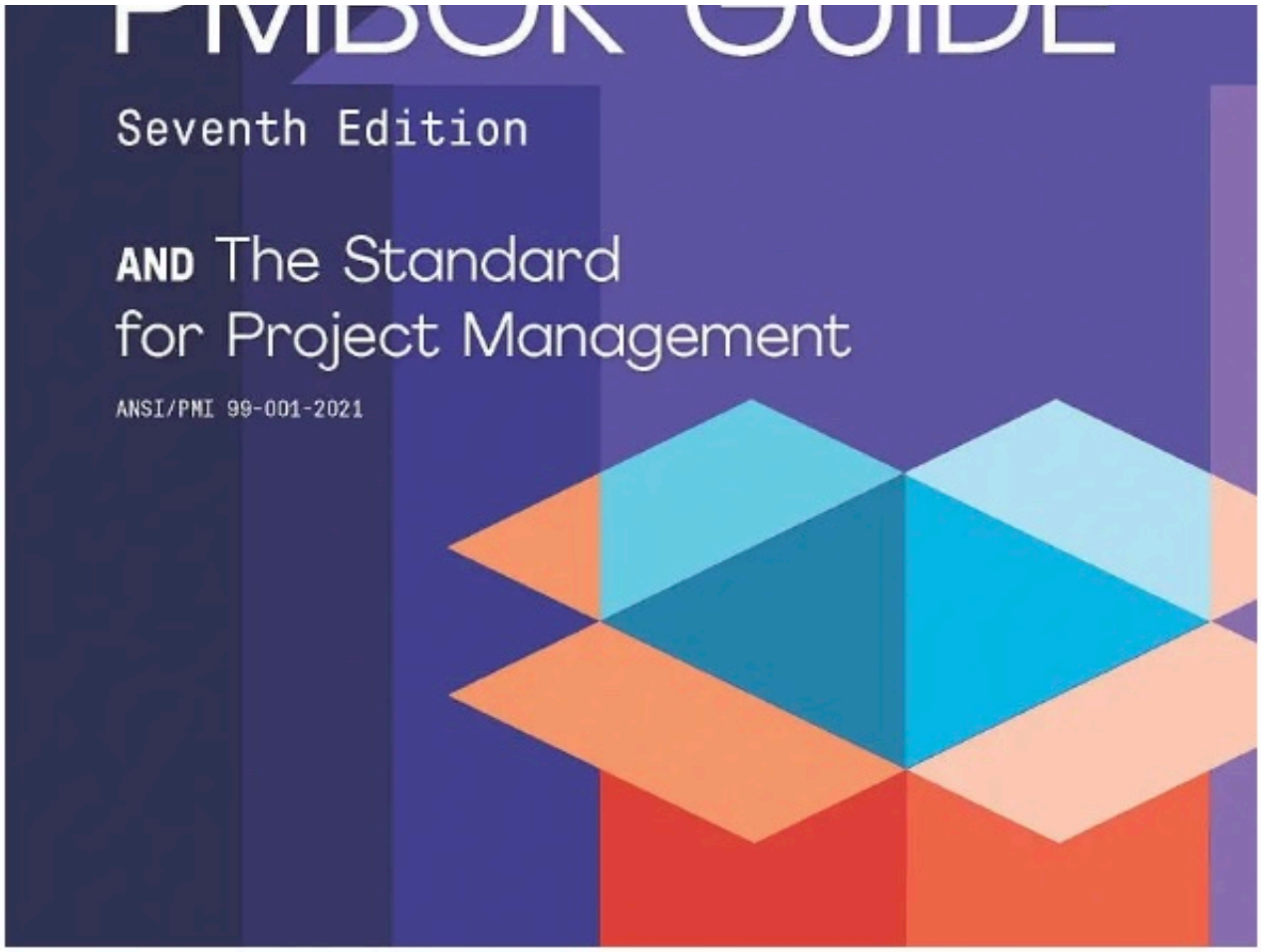


Knapp, J., Zeratsky, J., & Kowitz, B. (2016). ***Sprint: How to solve big problems and test new ideas in just five days*****.**

Publisher: Simon & Schuster

ISBN-13: 978-1501121746

This book can be purchased from Barnes & Noble at Boston University.



Project Management Institute. (2021). ***A Guide to the Project Management Body of Knowledge (PMBOK® guide)*** **(7th ed.) and** ***The Standard for Project Management*****.**
Publisher: Project Management Institute

ISBN-13: 978-1628256642

This book can be purchased from Barnes & Noble at Boston University.
An eBook can be purchased via the PMI website.

Project Management Institute. (2017).
Agile practice guide**.**
Publisher: Project Management Institute.

ISBN 13: 978-1628251999

This book can be purchased from
Barnes & Noble at Boston University.

An eBook is available for free to PMI members via the PMI website.

Software

Students will be provided with free, full licenses of MS Project or Project Plan 365. They will also use free versions of Atlassian Jira and Trello.

See the video below for more information on installing software for this course:

You may also find this information in the "Installing Project Scheduling Software" guide.

Live Classroom Discussions and Archives

The professor will be conducting synchronous Live Classroom discussions that will be announced during the course. These sessions will be archived for further viewing. Your participation, while not mandatory, will be valuable to you and the entire class.

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. 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: Help & FAQs 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

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

Module 1 Study Guide and Deliverables

(May 6 – May 12)

Module Theme:	• Introduction to Project Management
	  ◦ Lecture 1: Project Management Foundations
	  ◦ Lecture 2: Project Life Cycles and Process Groups

Readings:	• Module 1 online lecture • Textbook: Kanabar et al. (2023), Ch. 2

- *PMBOK, Parts 1 and 2 (PMI)* (Optional)

Discussions: Module 1 postings end on **Tuesday, May 13 at 6:00 AM ET**.

Self Assessment: Complete Quiz 1 by **Tuesday, May 13 at 6:00 AM ET**.

Assignments: Module 1 – Individual Assignment 1 – Project Experience Questionnaire (not graded); facilitators will assign you a team based on skills, interests, and geographic location. Due **Tuesday, May 13 at 6:00 AM ET**.

Module 1 – Individual Assignment 1 – Project Charter due **Tuesday, May 13 at 6:00 AM ET**.

Group Project: There is no group assignment this week.

Live Classrooms:

- **Thursday, May 8, 9:15 - 10:15 PM ET**
- Live Office: **Saturday, May 10, 11:30 AM - 12:30 PM ET**

Module 2 Study Guide and Deliverables

(May 13 – May 19)

Module Theme:

- Development Approach and Project Performance Domains
  - Lecture 1: Development Approach
  - Lecture 2: Project Stakeholders

Readings:

- Module 2 online lecture
- Textbook: Kanabar et al. (2023), Ch. 3, 4

Discussions: There is no discussion topic this week.

Self Assessment: Complete Quiz 2 by **Tuesday, May 20 at 6:00 AM ET**.

Assignments: Module 2 – Individual Assignment 2 – MS Project Lab due **Tuesday, May 20 at 6:00 AM ET.**

Group Project:	Module 2 – Group Assignment 2 – Scope Statement due **Tuesday, May 20 at 6:00 AM ET**.
Live Classrooms:	• **Thursday, May 15, 9:15 - 10:15 PM ET** • Live Office: **Saturday, May 17, 11:30 AM - 12:30 PM ET**

Module 3 Study Guide and Deliverables

(May 20 – May 26)

Module Theme:	• Planning Project Work
	  ◦ Lecture 1: Project Planning
	  ◦ Lecture 2: Subsidiary Project Plans

Readings:	• Module 3 online lecture • Textbook: Kanabar et al. (2023), Ch. 4, 5
Discussions:	Module 3 postings end **Tuesday, May 27 at 6:00 AM ET.**
Self Assessment:	There is no self assessment this week.
Assignments:	There is no individual assignment this module.
Group Project:	Module 3 Group Assignment – Project Milestone 1 – Scope Statement due **Tuesday, May 27 at 6:00 AM ET**.
Live Classrooms:	• **Thursday, May 22, 9:15 - 10:15 PM ET** • Live Office: **Saturday, May 24, 11:30 AM - 12:30 PM ET**

Module 4 Study Guide and Deliverables

(May 27 – June 2)

Module	• Adaptive Approaches and Planning and Delivery of Work

Theme:	with Agile ◦ Lecture 1: Adaptive Approaches ◦ Lecture 2: Planning and Delivery of Work with Agile
Readings:	• Module 4 online lecture • Textbook: Kanabar et al. (2023), Ch. 6, 7
Discussions:	There is no discussion topic this week.
Self Assessment:	Complete Quiz 3 by **Tuesday, June 3 at 6:00 AM ET**
Assignments:	Module 4 Individual Assignment – PM Topic Presentation due **Tuesday, June 3 at 6:00 AM ET.**
Group Project:	Module 4 Group Assignment – Cost Estimation due **Tuesday, June 3 at 6:00 AM ET.**
Live Classrooms:	• **Thursday, May 29, 9:15 - 10:15 PM ET** • Live Office: **Saturday, May 31, 11:30 AM - 12:30 PM ET**

Module 5 Study Guide and Deliverables

(June 3 – June 9)

Module Theme:	• Adaptive Approaches to Monitoring and Reporting and Agile Implementation with AI ◦ Lecture 1: Adaptive Approaches to Monitoring and Reporting ◦ Lecture 2: Agile Implementation with AI
Readings:	• Module 5 online lecture • Textbook: Kanabar et al. (2023), Ch. 8, 9
Discussions:	There is no discussion topic this week.
Self Assessment:	Complete Quiz 4 by **Tuesday, June 10 at 6:00 AM ET.**

Assignments:	There is no individual assignment this module.
Group Project:	Module 5 Group Assignment – Project Milestone 2 due **Tuesday, June 10 at 6:00 AM ET**.
Live Classrooms:	• **Thursday, June 5, 9:15 - 10:15 PM ET** • Live Office: **Saturday, June 7, 11:30 AM - 12:30 PM ET**

Module 6 Study Guide and Deliverables

(June 10 – June 16)

Module Theme:	• Frameworks for Scaling Agile and Business Analysis
	  ◦ Lecture 1: Frameworks for Scaling Agile
	  ◦ Lecture 2: Business Analysis

Readings:	• Module 6 online lecture • Textbook: Kanabar et al. (2023), Ch. 10-11, Ch. 3.
Course Evaluation:	Please complete the course evaluationonce 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.
Discussions:	There is no discussion topic this week.
Self Assessment:	There is no self assessment this week.
Assignments:	Module 6 Individual Assignment – Peer Evaluation due **Tuesday, June 17 at 6:00 AM ET**.
Group Project:	Module 6 Group Assignment – Final Deliverable due **Tuesday, June 17 at 6:00 AM ET**.
Live Classrooms:	• **No Live Classroom this week** • **No Live Office this week**

Final Exam Details

The Final Exam is a proctored exam available from **Wednesday, June 18 at 6:00 AM ET to Saturday, June 21 at 11:59 PM ET**. The Computer Science department requires that all final exams be administered using an online proctoring service 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 the proctoring service system requirements. A detailed list of those requirements can be found on the How to Schedule 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 Final Exam will be **closed book/closed notes** and is accessible only 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. You can take the exam only once.

Final Exam Duration: **Two hours** (120 minutes). There is a clock in the upper right corner of the screen keeping time for the exam.

Course Grading Information

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

The course will consist of a sequence of online lectures in text and graphic form. Each module will cover one or more project-management topics and at least one lab component/homework assignment, along with a short quiz based on the topics covered in that module. There are two major assignments: a Web Development Project and a Research Paper. Students will be able to demonstrate their understanding of project management through these assignments. In the final module of the course is a proctored, comprehensive Final Exam.

Grading Policy

All students will be expected to demonstrate knowledge of IT project management and relevant techniques. To obtain an exceptional grade, you have to exceed expectations in your projects, assignments, and discussions.

Grading Structure and Distribution

The grade for the course is determined by the following:

Grade Distribution	
Discussions (2 topics x 5%)	10%
Weekly Quizzes (4 quizzes x 3%)	12%
Individual Exercises: • Project Charter (3%) • MS Project Lab (5%) • PM Topic Presentation (5%)	13%
Group Project: • Milestone 1 (10%) • Milestone 2 (20%)	30%
Group Final Presentation	10%
Engagement (in-class and teamwork)	5%

Final Exam (proctored)	20%
Total: 100%	

The following grade structure will be applied to your assignments:

A	4.0
A–	3.7
B+	3.3
B	3.0
B–	2.7
C+	2.3
C	2.0
Fail	0

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

General Policies Regarding Graded Material

1. The quizzes and assignments are based on lectures and required readings. They are open books and notes.
2. The Final Exam will be closed book/closed notes and proctored. Note: This may be an oral exam based on the instructor's decision.

Participation

- Graded discussions – Students will be participating in discussions that will be graded on a 100-point scale; go to the Discussion Rubric.

Project: Software Project Management

Students will be planning, organizing, and controlling an **IT project** in teams of six to eight students. It will provide hands-on experience with the various topics covered in this course.

Proctored Final Exam

There will be a proctored Final Exam in this course. Detailed instructions regarding your proctored exam are forthcoming from the assessment administrator. You will be responsible for scheduling your own appointment.

Expectations

Many learning activities require sharing your assignments and opinions with your classmates. For example, you may be given a set of criteria on the basis of which to evaluate other classmates' assignments, and asked to submit the results to your facilitator by a specified day of the week. It is, therefore, very important that you, as well as your classmates, submit your assignments on a timely basis. Timely submission by all will result in each of you being able to evaluate each other's assignments. Due dates will be indicated for each assignment in the "Assignments" section of the course.

Delays

If, for any reason, you are unable to meet any assignment deadline, contact your course facilitator. All times mentioned in the course are in Eastern Time (unless otherwise specified). All assignments must be completed and turned in by their due dates and times. Extensions may be granted, though only under mitigating circumstances.

Discussion Grading Rubric

Graded discussion periods are held from Day 1 of each module until 6:00 AM ET on Day 1 of the following module. 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.

Discussion Grading Rubric					
Criteria	**51–60**	**61–70**	**71–80**	**81–90**	**91–100**
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 discussions	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 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	Reasonably useful, on-topic, and interesting information, ideas, and/or	Frequently useful, on-topic, and interesting information, ideas and analysis	Exceptionally useful, on-topic, and interesting information, ideas, and analysis

		analysis	analysis		
Reflection and Synthesis	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

Quiz Instructions

Accessing the Quiz

You will have access to the 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

- There are 10 questions per quiz.
- The questions are either multiple choice (choose multiple), multiple choice (choose one), 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 30 minutes to complete the quiz.
- You can make multiple attempts to complete each quiz. The grade from the last attempt will be recorded.
- You will be able to continue saving 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 “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 and requires you to go beyond the time limit, complete the quiz 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 and decide whether a grade adjustment or other action should be taken.

Other Questions

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

Course Policy on the Use of AI

Generative AI use is permitted when indicated within an assignment. All work should be completed without AI first, but editing and revisions may be completed with the assistance of generative AI, *as long as it is appropriately referenced, including the prompts used.*

For more information on how to cite AI use in assignments, follow the guidelines on the BU Center for Teaching and Learning website. Remember that approved citation of the use of these tools will also require disclosure of the prompts used to generate the content.

Generative AI and automated-content tools are known to return incomplete, incorrect, and/or biased information, along with fake citations or sources. Therefore, they are not considered a completely reliable resource. It is the student's responsibility, when using these tools, to ensure that all information presented in assignments is accurate.

Use of generative AI that is not cited and/or is used for purposes outside of assignment instructions will be considered in violation of the Academic Conduct Code.

Use of Generative AI in Assignments

For specific instructions on how to use AI in course assignments, see the "Using AI for Assignments" instructions included throughout the course.

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 is 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 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.

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 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 or (617) 353-2566.

Professor Guanglan Zhang, Computer Science Department Chairman. You can reach Professor Zhang at 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

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

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

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

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 (ProctorU): 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 (ProctorU): Desktop or laptop computer with Guardian browser
- 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 a ProctorU 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 ProctorU'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. ProctorU support is available 24/7 via phone (855-772-8678), email support@proctoru.com), or 'live chat' when logged in to the ProctorU dashboard.

Navigating Courses

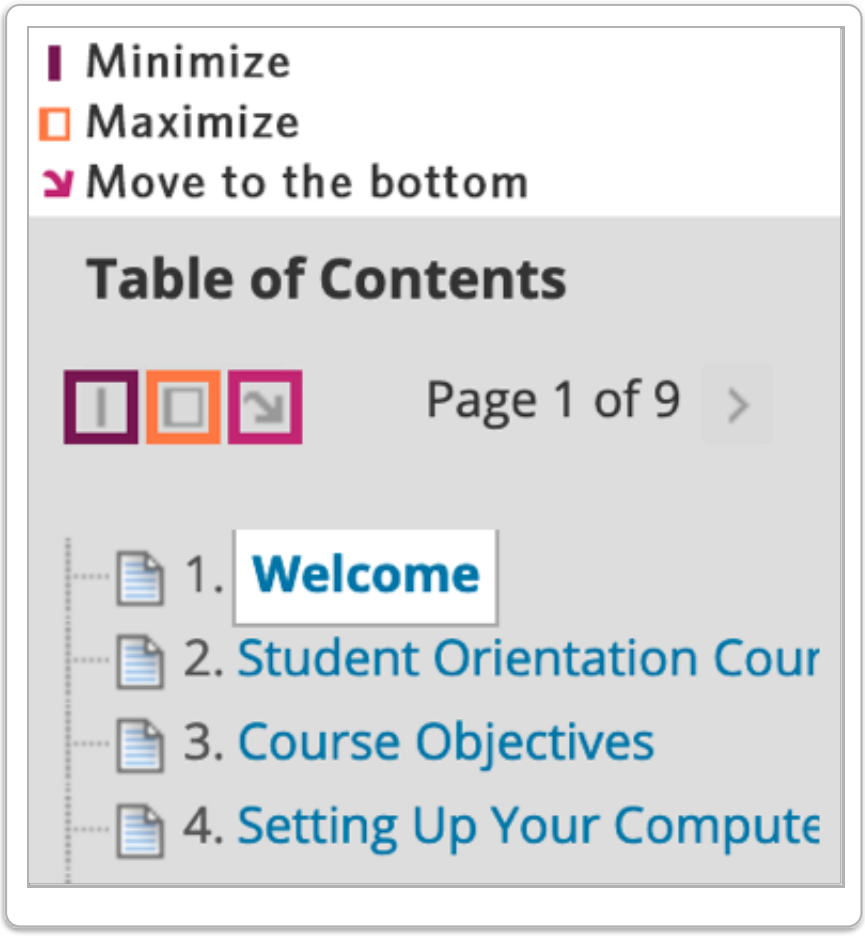
> While navigating through your courses it's important to note that all hyperlinks will open in a new browser window.

The Blackboard navigation tools—shown in the images below—allow you to show and hide both the Course

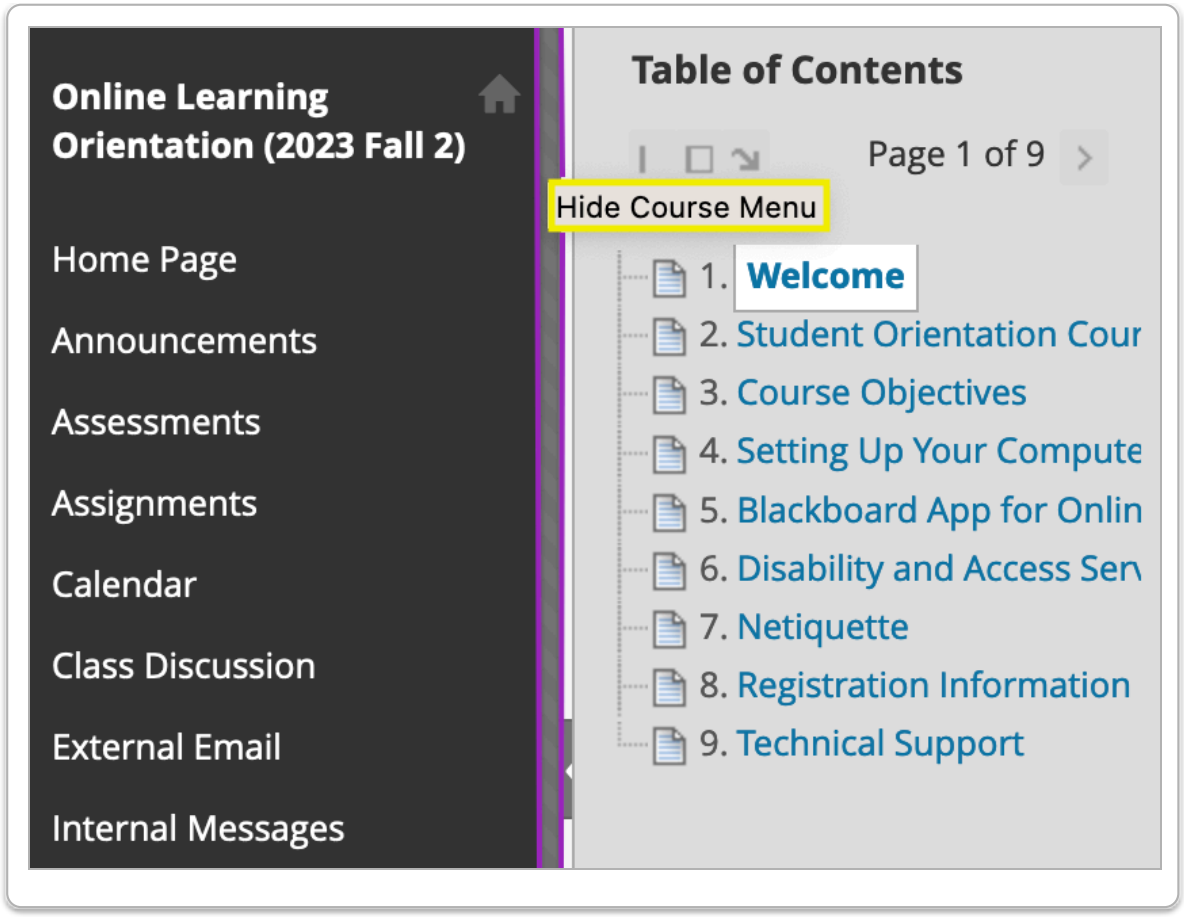
Menu and the Table of Contents which can free up space when moving through weekly lecture material.

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