Faculty and Staff Handbook Fall 2019

Department of Information Technology & Management

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Information Technology & Management Mission

Educate and inform students to prepare them to assume technical and managerial leadership in the information technology field.

About the Department of Information Technology & Management

Courses from our department are available at Illinois Tech's Chicago Mies Campus live or via videoconferencing, at remote locations via the Office of Digital Learning and the Internet, and on rare occasions at our Rice Campus in Wheaton. Courses are offered on a semester basis with the fall semester beginning in late August and the Spring semester beginning in mid-January. Because of the strong hands-on emphasis of these programs, many courses will include a laboratory or laboratory exercises. Lecture courses normally will meet two days a week for 75 minutes each session, or once a week for 150 minutes. Lab courses normally will meet two days a week for 100 minutes each session, or once a week for 200 minutes. We have many adjunct faculty members who work each day in the discipline they are teaching, so many course offerings are in the evening or on Saturday morning when they are available to teach. To meet the needs of full-time students, we offer as many daytime classes as possible, and in most cases these courses will be available online for part-time students. Lecture-only evening courses normally run 6:25pm to 9:05pm one day each week. Evening courses with laboratories will normally run from 5:35pm to 9:05pm one day each week.

Course Philosophy

Information Technology & Management courses are a careful blend of theory and practical application.

- *Applications:* A core goal of the Department of Information Technology & Management is to teach students practical, hands-on, applied knowledge that can lead to immediate employment in the IT field. To this end, ITM courses will teach the latest applications and tools used in the field, maximizing their opportunities to make hands-on use of these application and tools. In many instances courses will be tracked to existing industry certification requirements, giving immediate employment credibility to course content. Course tracking will be to vendor-neutral certifications to the greatest extent possible but this does not preclude the teaching of vendor-specific material when appropriate.
- *Theory:* While the stress of courses in the Department of Information Technology & Management is principally practical, given the scope and rapidity of change within the IT industry a solid grounding in theory is necessary to equip students to cope with the emergence of new technologies and to advance in their career in the field. A good grounding in theory is necessary to meet the goals of a university education, equipping students with critical thinking skills and the ability to see beyond "plug-and-chug" solutions all too commonly found in information technology training courses. This allows them to reason out solutions to problems rather than relying on canned solutions and blind adherence to procedure.

Program Objectives

All courses should be taught with the program objectives and students outcomes in mind, and whenever possible if your course fulfills a program objective or outcome it would benefit the students to include those that are applicable in your course outcomes.

Bachelor of Information Technology & Management Objectives

The Bachelor of Information Technology and Management degree produces graduates who are able to:

- Problem solve and create innovative answers to provide technology solutions for the problems of business, industry, government, non-profit organizations, and individuals.
- Perform requirements analysis, design and administration of computer and network-based systems conforming to policy and best practices, and monitor and support continuing development of relevant policy and best practices as appropriate.
- Apply current technical and mathematical concepts and practices in the core information technologies and recognize the need to engage in continuing professional development.

Bachelor of Science in Applied Cybersecurity and Information Technology Objectives

The B.S. in Applied Cybersecurity and Information Technology degree produces graduates who are able to:

- Problem solve, create, and effectively communicate innovative answers to provide technology solutions for the problems of business, industry, government, non-profit organizations, and individuals.
- Perform requirements analysis, design and administration of computer and network-based systems conforming to policy and best practices, and monitor and support continuing development of relevant policy and best practices as appropriate.
- Design and implement an enterprise security program using both policy and technology to implement technical, operational, and managerial controls, which will technically secure enterprise information assets and resources to deter, detect, and prevent the success of attacks and intrusions.
- Investigate information security incidents and violation of law using computer resources in a manner such that all evidence is admissible in a court of law.
- Apply current technical and mathematical concepts and practices in the core information technologies and recognize the need to engage in continuing professional development..

Master of Information Technology & Management Objectives

At the conclusion of their studies, graduates of this degree should be able to:

- Deliver optimal technical and policy technology solutions for the problems of business, industry, government, non-profit organizations, and individuals in each student's particular area of focus.
- Work with, lead, and manage teams in an enterprise environment to collaboratively arrive at optimal technology solutions.
- Manage and deploy information resources applicable to each student's particular area of focus in an enterprise setting.

Master of Cyber Forensics and Security Objectives

At the conclusion of their studies, graduates of this degree should be able to:

- Design and implement a comprehensive enterprise security program using both policy and technology to implement technical, operational and managerial controls.
- Comprehensively investigate information security incidents and violation of law using computer resources in a manner such that all evidence is admissible in a court of law.
- Technically secure enterprise information assets and resources to deter, detect, and prevent the success of attacks and intrusions.

Master of Science in Applied Cybersecurity and Digital Forensics Objectives

At the conclusion of their studies, graduates of this degree should be able to:

- Design and implement a comprehensive enterprise security program using both policy and technology to implement technical, operational and managerial controls.
- Comprehensively investigate information security incidents and violation of law using computer resources in a manner such that all evidence is admissible in a court of law.
- Technically secure enterprise information assets and resources to deter, detect, and prevent the success of attacks and intrusions.
- Conduct and report on significant research in the areas of cybersecurity and/or digital forensics.

Master of Science in Information Technology & Management Objectives

At the conclusion of their studies, graduates of this degree should be able to:

- Deliver optimal technical and policy technology solutions for the problems of business, industry, government, non-profit organizations, and individuals in each student's particular area of focus.
- Work with, lead, and manage teams in an enterprise environment to collaboratively arrive at optimal technology solutions.
- Manage and deploy information resources applicable to each student's particular area of focus in an enterprise setting.
- Conduct and report on significant research in the areas of information technology and related managemen- topics.

Bachelor of Information Technology & Management Student Outcomes

Bachelor of Information Technology and Management graduates should be able to:

(a) Analyze a problem and identify and define the computing requirements appropriate to its solution
(b) Design, implement, and evaluate a computer-based solution to meet a given set of computing requirements
(c) Communicate effectively with a range of audiences about technical information
(d) Make informed judgments in computing practice based on legal and ethical principles
(e) Function effectively on teams to establish goals, plan tasks, meet deadlines, manage risk, and produce deliverables
(f) Identify and analyze user needs and take them into account in the selection, creation, evaluation and administration of computer-based systems
(g) Assist in the creation of an effective project plan.

Bachelor of Science in Applied Cybersecurity and Information Technology Student Outcomes

Bachelor of Science in Applied Cybersecurity and Information Technology graduates should be able to:

(a) Analyze a problem and identify and define the computing requirements appropriate to its solution.
(b) Design, implement, and evaluate a computer-based solution to meet a given set of computing requirements.
(c) Communicate effectively with a range of audiences about technical information.
(d) Make informed judgments in computing practice based on legal and ethical principles.
(e) Function effectively on teams to establish goals, plan tasks, meet deadlines, manage risk, and produce deliverables.
(f) Identify and analyze user needs and to take them into account in the selection, integration, evaluation, and administration of computer-based systems. [IT]
(g) Apply security principles and practices to the environment, hardware, software, and human aspects of a system. [Cybersecurity]
(h) Analyze and evaluate systems with respect to maintaining operations in the presence of risks and threats. [Cybersecurity].

Undergraduate and Graduate Bulletins

Specific requirements for completion of each student's degree is in the applicable university bulletin. In most cases the bulletin in force in the year the student entered the program governs their curriculum, but revisions to the bulletin may be published by the department between cycles. Illinois Tech bulletins are published annually online only at http://bulletin.iit.edu/. The ITM Graduate Bulletin is at http://bulletin.iit.edu/graduate/colleges/applied-technology/department-information-technology-management/. The ITM Undergraduate Bulletin is at http://bulletin.iit.edu/undergraduate/colleges/applied-technology/information-technology-management-school-applied-technology/.

Faculty Office Hours / Telephone Availability

As faculty members, you must be available to students outside of class. Your contact information and published office hour information must be provided to the ITM Assistant Department Manager, Angela Jarka, ajarka1@iit.edu, 312.567.5927 prior to the beginning of each term, but no later than the end of the first week of the term. Full-time faculty members and adjunct faculty members who are Illinois Tech staff members must provide a

work telephone number to their students; this may be a Google Voice number. At their discretion, adjunct faculty may share a personal telephone number with their students, but this is not required or expected. Otherwise we strongly suggest you use your IIT Google for Education account to establish a Google Voice number. This will ensure students have both an email address and a phone number for you. You can redirect the Google Voice number to your own phone, or redirect it only for limited, specific hours, or not at all. If you don't redirect it, it will give students voice mail access and SMS text access through the number. The voice mail is automatically transcribed and sent to your Illinois Tech Gmail, as are text messages. Sometimes the transcriptions are less than perfect but the email also will have a link you can click on to listen to the voice mail. A tutorial to help you set up this account is available at http://dickens.rice.iit.edu/GoogleVoiceTutorialForITMFaculty.pdf.
Of course, if you already have a phone number you are willing to share with students, this is unnecessary, but might be worth doing anyway because it gives you more flexibility and control.

- *Full-Time Faculty:* Full-time faculty members and adjunct faculty members who are full-time Illinois Tech employees will establish and publish/post reasonable office hours. Office hours and location must be given on any course web sites or Blackboard and office hours should be posted prominently on the faculty members' office door. The location and times of office hours should match the location (Rice Campus or Mies Campus) and times (day or evening) of the course. Faculty members should be present in their office for all posted office hours. When teaching a course that includes part-time students, faculty members should accommodate them by having some office hours on evenings and/or weekends. Additionally, faculty members must be available via email or other electronic means.
- *Adjunct Faculty:* Adjunct faculty members should maintain one to two hours of physical presence office hours if possible, and must be available via email or other electronic means. They may keep virtual office hours via a chat application or instant messaging, but must ensure all students understand clearly how to contact them if this is their office hour method. At the Mies Campus, faculty may hold office hours in Perlstein 223 in the project/conference room or at the faculty desk or circular table in the open area of the office. Check with Angela Jarka, ajarka1@iit.edu or 312.567.5927 for what space might be available during your scheduled office hours. Adjunct faculty members who are Illinois Tech staff members may elect to hold office hours in the office assigned to them for their staff position.

Communications

The Department of Information Technology and Management has several paths to communicate with students.

- *Illinois Tech Email:* Your official iit.edu email address is the primary method of communication between the ITM Department and you. It is important that you check your email often, and any correspondence to your students must come from your university email address. You need to hold students to the expectation that communications must be by their hawk.iit.edu email,account. If you receive student email from another address, you should always respond to their hawk.iit.edu email address.
- *Weekly ITM Newsletter:* Any announcements, news and calendar events from the ITM Department will be published in our weekly newsletter which will be sent to your iit.edu email every Friday during the fall and spring semesters, and occasionally during the summer term.
- *ITM Loopback Blog:* Important announcements, news and calendar events from the ITM Department as well as IT industry news will appear on the ITM blog, http://blogs.iit.edu/itm_loopback/. Faculty bloggers are welcome; if you would like to blog on Loopback, please contact Ray Trygstad, trygstad@iit.edu or 630.447.9009.
- *The ITM Facebook Group:* http://www.itm.iit.edu/facebook/.

Academic Honesty

As students study in our program, they will be required to submit research papers, programs, labs, quizzes and examinations. These works are very important because they are the metric—the measurement—of our ability to impart knowledge and information to students; and of their ability learn, recall and apply this knowledge and information. If students do not submit work that is their own work, we have no way to measure the success of our efforts to educate them. If they are not being academically honest—if students are cheating, they are not allowing us to adequately measure our success—or their success. Our single largest problem in the Information Technology and Management program is with research papers. Many students in our program have come from other nations where secondary school and undergraduate programs never required completion of research papers, but the ability to research a topic and present the results of that research in a research paper is absolutely required in graduate education in the United States. If this is not a skill that students already possess, they must learn it to be a success in our program.

We have had reports of students boasting to employers during Curricular Practical Training that they "got through" our program by cheating. To us, this seems to be just stupid: why would you boast about being dishonest? Frankly we are very upset by this as it is unfair to the students who study and work hard in our program, and we are taking every step to be sure that *no one* who cheats repeatedly in our program will receive a degree from IIT.

- *Plagiarism:* The code of conduct governing writing by students at Illinois Tech requires original writing, prohibits plagiarism and provides severe sanctions for plagiarism. Original writing means that students will think through ideas and express them in their own way. Plagiarism is submitting written material that contains words that are directly quoted without placing the quotation in quotation marks or as a paragraph that is set off from the text and is not accompanied by a citation of the source. It can also be a statement of a fact that is not regarded as "common knowledge" without citation of the source. Every single sentence or clause that students directly quote and every fact that is not common knowledge that they cite MUST have a related entry in their bibliography. The presence of one sentence or substantial phrase in student–submitted work that is a direct quote and does not have the source cited in their bibliography is automatically plagiarism. Submitting the words of others as your own work is cheating and will not be tolerated in our program.

- *Writing Assistance:* Often students will find material online and cut and paste this material directly into work they submit with no citation. The main reason we find that students do this is a lack of confidence in their ability to express thoughts well in written material. We would far prefer to see a student's own ideas—no matter how poorly expressed—than seeing someone else's ideas written well! Students at IIT's Mies Campus should make use of the Writing Center (http://www.iit.edu/csl/hum/resources/writing_center.shtml); the staff there will go over a student's paper with him or her line by line to help them with their grammar and use of language. They are there to help students learn to write better by explaining each correction as they are made. In addition, research librarians in Galvin or Biegler Libraries are there to assist students in ensuring that their citations and bibliography are correctly formatted; it is their job to assist them and students should be encouraged to ask them.
- *Time Pressure and Research:* Another reason students will plagiarize is that they are pressed for time and need to assemble a research paper in a very short period of time. The solution to this problem is very, very simple but represents a level of self-discipline many students have difficulty with: students need to start their research and writing with enough time to do a thorough and complete job in their own words.
- *Plagiarizing by Paraphrase:* When a writer uses a source, substitutes words and sentences, or even changes the order but keeps the meaning of the original, a citation is required. In the example given below, the original is on the left. The paraphrase on the right constitutes plagiarism. The writer could avoid plagiarism here by acknowledging the source and providing a proper citation.

Original: It is not generally recognized that at the same time when women are making their way into every corner of our work-world, only one percent of the professional engineers in the nation are female. A generation ago, this statistic would have raised no eyebrows, but today, it is hard to believe.	***Paraphrase:*** Few people realize now that women are finding jobs in all fields, that a tiny percentage of the country's engineers are female. Years ago this would have surprised no one, but now it seems incredible.

- *Mosaic Plagiarism:* Here the writer lifts phrases and terms from the source and embeds them in his or her own prose. An example follows in which the lifted phrases are underlined:

  The pressure is on to get more women into engineering. The engineering schools and major corporations have opened wide their gates and are recruiting women zealously. Practically all women engineering graduates can find attractive jobs. Nevertheless, at the moment, only one percent of the professional engineers in the country are female.

  Mosaic plagiarism is sometimes caused by careless note taking. However, it looks dishonest and is judged as such. The use of quotation marks around the original wording and citation avoid the problem of plagiarism. Often a better approach is to use paraphrase or to quote directly—with appropriate citations.

- *Quoting and Referencing Material:* Ultimately we expect that any course work that students submit will contain their own words and not the words of others. They must be scrupulous about separating and referencing the words of others. Faculty members will normally consider unseparated or unreferenced text that others have written to be plagiarism.
  - *Citations:* Plagiarism can be avoided by providing citations for the sources of any material, including ideas, phrases, or sentences used in a paper. A number of different systems are available for providing citations. The key to all of them is that the writer must clearly identify for the reader the sources of all material (including ideas) that have come from somewhere else. If students wish to use the words of others, in most cases they must do two things:
    - ✔ Separate the words of others from those of their own. For one or two lines, place the words in quotation marks or for longer passages quote or indent the words using different font styles.
    - ✔ Properly reference the words. See the reference information provided in the "Writing Research Papers" section of the Undergraduate or Graduate Student Handbook. You may supply more specific instructions for your students if you wish but ensure that you do so in writing.
  - *String Quotation Problem:* Sometimes a student will write a paper consisting of a string of quotations. It is usually much better for a student to provide his or her own analysis and write the paper in his or her own words. In most cases you should reject a paper consisting primarily of material quoted from other sources because the paper does not represent the student's own work. Due to this, you may wish to limit the amount of material that students may quote directly in an assignment. If no guidance is present, as a general rule properly attributed quoted material should not exceed 33% of the content of a paper.
- *Collaboration/Copying:* Some students in our program have found themselves pressured by classmates to give answers to problems and assignments for courses they have already completed. This is also clearly cheating—it is dishonest and is unacceptable; students who give out this information are as guilty of academic dishonesty as are those who ask for this information. Please make it clear to students that if they are asked to do this the only acceptable answer is to just say NO. It benefits neither them nor the students who are copying their answers.
- *Sharing of Completed Course Work Online:* Students cannot share answers to problems, coding assignments, other course assignments, quizzes, or examinations on any web site. If we are made aware of gradable/graded material from departmental courses being posted on sites such as coursehero.com, we will work with the site to determine the identity of the submitter and will treat the offense with the same gravity as a second Academic Honesty Violation.
- *Acknowledgment:* Each student must read and ensure that they understand both the **Illinois Institute of Technology Code of Academic Honesty** in the *The Illinois Institute of Technology Student Handbook* at http://www.iit.edu/student_affairs/handbook/ and the **Information Technology and Management Policy on Academic Honesty Violations** below. They are told that they must understand that if they commit academic dishonesty—if they cheat—there *will be consequences. They will be punished.* At a minimum they should be assigned a grade of zero for the assignment; if it is a second offense they will be given a failing grade

for the class and lose our approval for participation in Curricular Practical Training (CPT) and/or Co-op/ Internship programs. On a third offense, we will recommend that a student be expelled from the university.

INFORMATION TECHNOLOGY AND MANAGEMENT POLICY ON ACADEMIC HONESTY VIOLATIONS

Sanctions for Information Technology and Management students

When an Information Technology and Management student is found to be in violation of the academic honesty standards of the university, the faculty member involved should take the following steps:

1. Identical or Substantively Identical Work: If duplicate work is encountered when grading an item, assign a grade of zero for the assignment, quiz or exam on which the violation has occurred until the situation has been discussed with the students involved.
   a. Discuss the situation with all students involved.
   b. If one student admits to having copied the work, or if there is clear evidence who is guilty, assign the guilty student a grade of zero and grant full credit to student who did the work.
   c. If no one admits to the offense or a reasonable determination of guilt cannot be made, assign each student involved a grade of zero
2. Plagiarism: If a submitted item contains unattributed material that is not a student's own work, assign a grade of zero for the assignment, quiz or exam on which the violation has occurred.
3. Sharing of Completed Work Online: This will automatically be treated with the same sanctions as a second Academic Honesty Violation.
4. In any case, submit an Academic Honesty Violation Report to the ITM Program Manager, Angie Jarka, PH 223, ajarka1@iit.edu, 312.567.5927.
5. If notified by the ITM Associate Chair that the violation is a second offense, expel the student from the course and assign a punitive failing grade.

When the ITM Program Manager is notified of a student violation of the academic honesty standards of the university, the Program Manager will take the following steps:

1. Determine if the violation is a first, second or third offense by consulting the student's ITM Department file and notify the ITM Associate Chair for undergraduate students.
2. If the violation is a first offense, the ITM Associate Chair will notify the Dean of the School of Applied Technology and the Vice Provost for Academic Affairs, and place a notation of the violation in the student's ITM Department file.
3. If the violation is a second offense or is sharing of completed course work online, the ITM Associate Chair will notify the Dean of the School of Applied Technology and the Vice Provost for Academic Affairs; notify the faculty member who should expel the student from the course and assign a punitive failing grade; notify the Career Management Center and the International Office that the Department of Information Technology and Management's approval for the student's participation in Curricular Practical Training (CPT) and/or Co-op/Internship programs has been withdrawn for the current and next semesters; and place a notation of the violation in the student's ITM Department file.
4. If the violation is a third offense, the ITM Associate Chair will perform the same steps as for a second offense and notify the Dean of the School of Applied Technology that this is a third offense. The Dean will then recommend to the Vice Provost for Academic Affairs that the student be expelled from the university.

The ITM Academic Honesty Violation Report may be found in appendix A to this Handbook.

Program and Course Prerequisites

Prerequisites for courses and degrees may be fulfilled though prior college course work, industry certifications or experience, or credit by examination.

- *Graduate Prerequisite:* Although a bachelor's degree is required for admission to the graduate degree, courses equivalent to the required prerequisite courses for the program, ITM 301, ITM 311 or 312, ITMD 361, and ITMD 421 may be completed at many community colleges prior to enrollment in the degree program. Students attempting to meet these requirements elsewhere need to check with an adviser to ensure that the course meets the equivalent ITM requirement.
- *Prerequisites for the Master of Cyber Forensics and Security and the Master of Science in Applied Cybersecurity and Digital Forensics:* This degree requires extensive prerequisites which may add an additional semester of study to the curriculum for students who have not fulfilled these requirements prior to enrolling. See the *Graduate Bulletin* for full details.
- *Waiver of Prerequisites Based on Previous Coursework, Certification or Experience:* Program or course prerequisites may be waived based on previous coursework, industry certifications or significant experience. Waivers can be granted for courses by advisers, course instructors of the course the prerequisite is required for, or the ITM Associate Chair, Ray Trygstad. Degree prerequisite waivers and graduate core course waivers may be granted only by graduate advisers or the ITM Associate Chair. Waivers based on previous coursework or significant experience for prerequisites and/or core courses may require completion of a placement examination. See below for credit by examination and placement examination information.

Credit by Examination

Credit by examination may be granted for any course as per current university policy as found in the *Undergraduate* or *Graduate Bulletin*. For undergraduates, any credit granted by examination must be completed prior to beginning the last 45 hours of coursework for their degree.

- *Credit by Examination for Industry Certifications:* Credit by examination may be granted for certain industry certifications but this credit will not normally be granted after the end of the first semester of studies in a degree program. Many industry certifications may fulfill course requirements; while we recognize their value and applaud students who hold them, we cannot at this time grant graduate course credit for Cisco certifications. If students have industry certifications that they believe may fulfill course requirements, they should contact the ITM Associate Chair, Ray Trygstad (**trygstad@iit.edu** or 630.447.9009), for evaluation of their certification.
- *Administration of Examinations for Credit by Examination:* A student desiring to complete a course through credit by examination will complete the Credit by Examination form at **http://my.iit.edu/iit/registrar/tools_guide/pdf/credit_by_proficiency_exam_form.pdf**, make their payment, and bring the form to the instructor for the applicable course. The instructor may administer the midterm (if applicable) and final examinations from the most recent offering of the class, or may administer an oral examination, to verify that the student possesses an adequate level of knowledge to complete the course. Upon completion of the examination, the instructor will assign a grade on the form; if the student does NOT possess the necessary level of knowledge a failing grade should be assigned. After assigning the grade and signing the form the instructor must return the form in person to Amber Chatallier or Angela Jarka in the ITM offices at the Mies Campus. Once a student hands you the form they may not possess or handle the form again.
  - If you are requested to administer credit by examination and have any questions, please contact the ITM Associate Chair, Ray Trygstad (**trygstad@iit.edu** or 630.447.9009).
- *Credit for Proficiency for Continuing Education Unit (CEU) awarded coursework:* Credit by Proficiency may be granted for coursework in the IT or INT courses of the Information Technology and International Certificate Programs as outlined in Grading of CEU Students below, requiring a grade of "C" or better for undergraduate credit in undergraduate level courses and "B" or better for graduate credit in graduate level courses based on the final letter grade given for the CEU coursework. If a particular section of a course is offered at both undergraduate and graduate levels, students must complete the graduate level coursework to receive graduate credit. Meeting with your program manager of the Office of Professional Development (OPD) at the beginning of each semester will help ensure proper level selection in coursework. The Credit by Proficiency process also begins with the student meeting with the appropriate program manager of OPD. Successful completion of courses in IT or INT may always be considered as credential for admission even if no academic credit may be awarded. There is no Credit by Proficiency awarded for English Language courses

Placement Examinations

Students entering the Master of Information Technology and Management degree program may be required or may elect to take placement examinations based on an evaluation of their background and undergraduate degree program.

- *Subject Placement Examinations:* Students entering the Master of Information Technology and Management degree program who desire to have a prerequisite or core course waived based on previous coursework or significant experience may be required to complete a placement examination in that subject area. The determination for the necessity of a placement exam will be made by the student's Graduate Adviser. Application development course waivers require a placement examination ensuring students can use a contemporary object-oriented programming language; students will be requested to complete a representative set of basic programming tasks and will have a choice of programming languages in which to complete the tasks—Visual Basic is not an acceptable language for this purpose. For all exams, references may be consulted, but each test is timed such that knowledge and experience in the subject area is necessary. Students who cannot satisfactorily complete the exam will be expected to complete the applicable prerequisite or program core course. When directed to take a placement examination, students will contact the ITM Program Manager, Angie Jarka, PH 223, **ajarka1@iit.edu**, 312.567.5927 to arrange for administration and grading of the examination.

English Proficiency

Good written and spoken English skills are essential for students completing our degrees. If you find you have a student who is seriously deficient in either area, please call it to the attention of the student's adviser and provide some representative examples of the students work to illustrate your concern. If we allow students to complete our degrees with unacceptable language skills, we are doing both the student and the department a disservice. We have a great infrastructure right in our own college to assist non-native speaking students with their English skills through Professional Development's ESL programs, but we have to know who these folks are to help them. Native English speakers with seriously deficient skills are much harder to assist and we need to identify them very early on if we are going to help them.

- Students who have low scores on the Test of English as a Foreign Language (TOEFL), those who are not required to complete the TOEFL but do not have English as their first language, or who have very weak scores on the GRE Verbal may be required to complete an English assessment examination. Based on the outcome of the assessment, students may be required to enroll in and successfully complete one or more Proficiency of English as a Second Language (PESL) courses.
- Assistance is available for written and oral assignments at the IIT Writing Center, located in Siegel Hall, Rooms 232–233. Tutors are available during the fall and spring semesters to assist all Illinois Tech students, free of charge. The Writing Center provides individual, 30–minute meetings for students. They can assist your students with any stage in the writing process, from brainstorming and outlining to final touches and reference sheets, as well as issues such as grammar, punctuation, and spelling. Faculty members may refer students who need assistance using their referral form at **https://humansciences.iit.edu/sites/humanscience/files/elements/humanities/pdfs/iit_writing_center.pdf**. For more information, please see **https://humansciences.iit.edu/humanities/writing-center**.

Graduate Course Differentiation

When courses are offered with both undergraduate and graduate students enrolled in common lecture and/or lab meetings, expectations, outcomes, assignments, and grading standards will be differentiated within the courses to reflect the higher level of achievement expected of graduate students. In accordance with expectations of our university accrediting agency, there must be a clear differentiation between undergraduate and graduate work in these cross-listed courses as described below.

- *Course Numbering:* Some courses are offered with both undergraduate and graduate sections sharing the same classroom instruction and instructor; this is reflected by the fact that the course will have both a 4XX and a corresponding 5XX section numbers. As an example, ITMO 440 has a corresponding ITMO 540 course offering. Graduate students may not enroll in any 4XX course except as a prerequisite.
- *Syllabus:* Undergraduate and graduate sections shall each have their own syllabus even when taught in the same lectures. These will reflect differences in course outcomes, learning objectives, and assignments.
- *Outcomes and Objectives:* Outcomes and learning objectives for the undergraduate component of cross-listed courses focus primarily on providing students with basic knowledge needed to understand and apply methods and procedures pertaining to materials covered in the course. In addition to the outcomes and learning objectives for the undergraduate component, the graduate component of cross-listed courses may include one or more of the following additional objectives: (i) design and conduct experiments, (ii) analyze and interpret data, (iii) gain experience in the design of systems or processes within practical constraints, (iv) gain experience working on multidisciplinary teams, (v) deepen knowledge of a subject by synthesizing the scientific literature, (vi) improve technical communication skills, and/or (vii) provide an opportunity to mentor undergraduate students. In addition, similar or related outcomes for undergraduate and graduate students may be differentiated to reflect expectation of a greater depth of knowledge of a topic by graduate students; for example, where an undergraduate outcome may read "Describe the [process or procedure]," the graduate section may read "Explain the [process or procedure]." Explanation of a topic is inherently more complex than description and reflects a knowledge level appropriate to graduate studies. Similar differentiation might include "Recall..." in an undergraduate objective while the graduate objective reads "Recall and describe..."
- *Effort Expected of Graduate Students:* In courses where undergraduate and graduate sections are cross-listed, graduate students are expected to demonstrate a substantively higher level of accomplishment than is expected of undergraduates.
    - *Assignments:* In order to ensure graduate-level work is performed by graduate students in cross-listed courses, assignments reflecting a much greater level of effort on the part of graduate students must be assigned. If the course otherwise has no paper or project assigned (for example, in a system administration course), graduate students may be required to complete a research paper or project. If a programming project is assigned, the level of complexity and effort required for projects completed by graduate students will be demonstratively greater than that assigned to undergraduates, and should reflect an ability to synthesize or arrive at solutions beyond the scope expected of undergraduates. Other additional differentiation in assignments could include advanced problem solving or design applications; additional discussion items required in homework problems and/or exams; or an assigned supervisory roles in group projects. If a paper or project is assigned, the scope and deliverables of the assignment for graduate students will reflect a greater expectation of complexity and effort required than that expected of undergraduates; for example, an undergraduate term paper may be four to six double-spaced pages while a graduate paper may be expected to be eighteen to twenty pages with a far higher expectation of literature review and background research. Another possible avenue of differentiation might be a take-home essay section of the final exam for graduate students only. Identical assignments for graduate and undergraduate students in a cross-listed course may be assigned, and may be graded to different standards for graduate students reflecting higher expectations. *It is critical that this differentiation take place, and that undergraduate students enrolled in the undergraduate sections of the class not be expected or required to bear a graduate-level workload.*
    - *Readings:* Graduate students may, and in most instances should, be assigned more extensive reading in a course than undergraduates. Readings may be from supplementary online resources or from additional course texts, and certainly may be listed as optional reading for undergraduates. These additional readings may also lend themselves to the formation of additional outcomes and objectives for graduate students.
    - *Assessment:* Graduate students will be assessed against course outcomes and objectives, and the program outcomes for their graduate degree. Graduate degree outcomes are broad in nature but become specific when placed in the context a particular course. "Manage and deploy information resources applicable to each student's particular area of focus in an enterprise setting," while broad in general, will become very specific when a course is the particular area of focus of the student's study. Assessment tools will be formulated to reflect this fact.

Syllabus

Instructors must provide a detailed syllabus for students delineating the objectives and outcomes of the course which should also detail specific learning objectives. The content and objectives must substantially match those found in the official course outline if one has been provided by the School of Applied Technology. A detailed syllabus with clearly stated learning objectives is a necessity for the ongoing success and academic validity of our program. Undergraduate and graduate courses taught in a shared lecture section must each have their own syllabus; for example, if you are teaching ITMS 478 and ITMS 578 in a common lecture, ITMS 478 and ITMS 578 must each have a separate syllabus as noted in "Graduate Course Differentiation" above. These will reflect differences in course outcomes, learning objectives, and assignments. **PLEASE NOTE:** Payroll authorizations for adjunct faculty members will normally not be submitted until a syllabus for each course you are teaching that term has been received.

- *Key Things to Consider:* Please ensure you consider these things as you draft and post your syllabus.

- The syllabus is a *contract* between you and your students, and must be treated as such. If you change the topics in your course, or your assignments, or any other significant facet of the course, you need to issue a revised syllabus reflecting these changes. Students are expected to know and understand what is in the syllabus. A statement reflecting the status of the syllabus as a contract is in the *ITM Example Syllabus Statements* file at http://dickens.rice.iit.edu/faculty/.
- The syllabus must include a grading discussion which must address two things: a breakdown of how letter grades relate to percentage grades or points, and how much weight is carried by each category of graded material. It is required that both of these be in writing and be included in the syllabus. This protects both you and the students from ambiguity. Examples of both are in the Grading section below and in the *ITM Example Syllabus Statements*. Please ensure you don't leave any gaps in your grading breakdown, because if 80%-89% is a B and 90%-100% is an A, what does an 89.7% get?
  - All grading in the ITM department, to the maximum extent possible, must be evidence-based grading. This means wherever possible, you should provide your students with a rubric clearly spelling out what aspects of an assignment will be graded and what standards will be applied to each graded area to determine if the work is excellent, good, adequate, poor or unsatisfactory. Rubrics also aid us greatly in assessment of student outcomes for the course as long as the rubrics adequately measure the attainment of those outcomes.
- If you have a course where outcomes, objectives, and content are specific to our status as an NSA Center of Academic Excellence in Cyber Defense Education, as a DOD National Center of Digital Forensics Academic Excellence, or necessary for our ABET Program Accreditation, or are specific to broader curricular requirements, the department may require that you incorporate specific topics, outcomes, and objectives in your syllabus.

- *Syllabus Content:* The syllabus should cover expected outcomes and learning objectives for the course; topics covered in the class; homework assignments; projects; exams; grading policies; and a clear policy on handling of late assignments /projects and academic irregularities. Additionally information for use in non-credit (CEU) marketing of the course must be included, either as a supplementary page submitted with the syllabus or included in the body of the syllabus
- *Syllabus Format:* The syllabus shall follow the format listed below; asterisks (*) indicate mandatory items.

* Course Number - Course Name
* Term
* Faculty Data
  Name
  Mailing Address *(May use 10 W. 33rd St. Suite 223, Chicago, IL 60616)*
  Telephone Number *(Can be home, office, cell, faculty office, or Google Voice number)*
  Office Number *(If an office is assigned; otherwise use Perlstein Hall Suite 223)*
  Office Hours *(If office hours are virtual via chat application or instant messaging, full contact details must be provided)*
  Email Address *(all faculty members **must** provide students with your **iit.edu** email address)*
* Course Catalog Description
* Prerequisites
Credit
Lecture Day, Time & Place(s)
Lab Day, Time & Place(s)
* Schedule of Topics
  Week-by-week
  Specific lesson objectives *(**Note:** Specific topics should have Learning Objectives but there is*
* Course Objectives *no requirement that they all be in the syllabus; they can be in course*
* Course Outcomes *notes or even as a stand-alone document for each topic)*
* Learning Objectives *(Key or representative learning objectives for the course)*
Course Notes
* Textbook information including ISBN and whether textbook is Mandatory or Optional. It should also be noted if previous editions of the book are acceptable or not. Generally in IT they will not be.
* Readings (may be online)
  Week-by-week
* Assignments
Extra Credit (assignments, policy, etc.)
* Examination(s) *(Include online examination information as appropriate)*
* Academic Honesty *(Example in ITM Example Syllabus Statements)*
* Grading
Other Class Resources
* Disability Accomodations *(Example in ITM Example Syllabus Statements)*

Non-credit (CEU) course marketing information (include as a supplementary page or in the syllabus body):
* Who should take the course, i.e. the target audience for those taking it for professional learning
* Prerequisites expressed as an explanation of what knowledge and experience is necessary to take the course, rather than as prerequisite course numbers
* A "snappy" marketing-type description of the course written in a more exciting manner than the course catalog description; it should discuss actual tools used and other information that would make the course attractive to prospective students but might not be found in the course catalog description

- *Objectives:* Course objectives and course outcomes must be presented in the format found in the IIT School of Applied Technology ***Guidelines for Learning Objective Development***; each lesson, lecture, lab, practical exercise or assignment must have specific objectives as per the ***Guidelines***, which are located at http://www.itm.iit.edu/data/SATLearningObjectiveGuidelines.pdf. Details on how to create Course Outcomes, Course Objectives, and Lesson/Specific Objectives are in the ***Guidelines***. One key is to remember that objectives and outcomes can **never** start with these words or phrases: *understand*, *appreciate*, *know about*, *be familiar with*, *learn about*, or *become aware of*. This is because attainment of outcomes defined by these terms cannot be measured as part of assessment. Instead focus on objectives starting with terms such as such as *recall*, *explain*, *describe*, *discuss*, *identify*, *use*, and *demonstrate*. Outcomes and objectives must be different for graduate students in courses with shared lecture content with an undergraduate course, such as ITMS 47/ITMS 578, and reflect a higher level of rigor and expectations. If an undergraduate degree student outcome is met in your course (see page 3 above), it should be included in your course learning objectives.
- *Online Course Exam Information:* If you are teaching a course online, provide midterm and final exam process details for your online students in your syllabus, i.e. will the exam be available online, either as a regular exam or as a take-home exam? Will the exam be administered live only? What arrangements should students with final exam time conflicts make? If live only, will the exam be available at both Main and Rice Campuses? IIT Online and Rice Campus can make exam proctors available; all you have to do is request them and send a copy of your exam—to do so contact Chuck Scott (scott@iit.edu). For true distance learning students—i.e. outside the Chicago area—please ask Chuck Scott to make proctoring arrangements with those students as necessary. If you have have an India Internet section, forward your exam and arrange proctoring with our Operations Director in Bangalore, SivaKumar Dandapani (india@iit.edu).
- *Top Ten Employability Skills:* If an outcome or objective of your course makes a significant contribution to any of the employability skills listed here, please note that in your syllabus.
  - Communication skills: Listening, speaking and writing. Employers want people who can accurately interpret what others are saying and organize and express their thoughts clearly.
  - Teamwork: In today's work environment, many jobs involve working in one or more groups. Employers want someone who can bring out the best in others.
  - Analytical & problem solving skills: Employers want people who can use creativity, reasoning and past experiences to identify and solve problems effectively.
  - Personal management skills: The ability to plan and manage multiple assignments and tasks, set priorities and adapt to changing conditions and work assignments.
  - Interpersonal effectiveness: Employers usually note whether an employee can relate to co-workers and build relationships with others in the organization
  - Computer/technical literacy: Although employers expect to provide training on job-specific software, they also expect employees to be proficient with basic computer skills.
  - Leadership/management skills: The ability to take charge and manage your co-workers, if required, is a welcome trait. Most employers look for signs of leadership qualities.
  - Learning skills: Jobs are constantly changing and evolving, and employers want people who can grow and learn as changes come.
  - Academic competence in reasoning and math: Although most jobs don't require calculus, almost all jobs require the ability to read and comprehend instructions and perform basic math.
  - Strong work values: Dependability, honesty, self confidence and a positive attitude are prized qualities in any profession. Employers look for personal integrity!
- *Syllabus Submission:* Your syllabus must be posted in the Blackboard pages for your course **as a PDF file** under the menu item **Syllabus**. You must submit your syllabus to the department by posting source and PDF copies of your syllabus in the Blackboard "Information Technology & Mgmt Shared Course" under **Syllabus** by the end of the first week of the course. Each submitted syllabus must meet all requirements as published in the *ITM Faculty Handbook*. The Department has administrator access to Blackboard and we will be confirming that a syllabus is posted in the Blackboard course pages for every course. The copy posted to your course Blackboard pages must be a PDF file; DO NOT post a syllabus for students as a Word or text file. Please post both your source file (Word, LibreOffice, RTF or text file) and the PDF file to the Blackboard ITM Shared Course.

Grading

Suggested (not required) grading standards for undergraduate and undergraduate-level CEU students:

A *Outstanding work reflecting substantial effort*.....90-100%
B *Excellent work reflecting good effort*.....80-89.99%
C *Adequate work meeting minimum expected requirements*.....70-79.99%
D *Substandard work not meeting reasonable expectations*.....60-69.99%
E *Unsatisfactory work*.....0-59.99%

Suggested (not required) grading standards for graduate students:

A *Outstanding work reflecting substantial effort*.....90-100%
B *Adequate work fully meeting that expected of a graduate student*.....80-89.99%
C *Weak but marginally satisfactory work not meeting expectations*.....65-79.99%
E *Unsatisfactory work*.....0-64.99%

There is no grade of **D** for graduate students. Some faculty members choose use 70% as the lowest passing grade for graduate students, while others may use higher floor levels for a **B** grade. Identical graduate and undergraduate assignments in a cross-listed course may be graded to different standards for graduate students reflecting higher expectations.

- *Assignments:* Assignment in this context includes all work submitted by students to fulfill course requirements except for exams, and typically includes lab reports, research papers, projects, programs, homework and

quizzes. Every course *must* include a minimum of one graded assignment with grades returned to students before the final day to withdraw from the course. Multiple assignments for a course must be reasonably spread over the course of a semester and each must have a due date and a final late acceptance date; these may be the same date. In-class reviews of assignments may not be held until after the final late acceptance date. No course may have all course assignments due at the end of the semester. In order to better facilitate the use of rubrics and other tools for assessment, all assignment submissions should be via Blackboard. Submissions may be a link to a code repository such as Github, or to a web location, but should still be submitted via Blackboard for record purposes.

- *Examinations:* Every course must have a final examination. Examinations may be in class or take-home; in-class examinations may be open- or closed-book. For courses where it is appropriate, the final examination may be a final project or research paper presentation. However, all instructors must give one closed-book, closed-note exam each term *unless specifically waived by the department*; this exam may be a mid-term rather than a final, and distance learning students must have this exam proctored by arrangement with IIT Online. Final examinations that are not "take-home" exams must be completed in a single, uninterrupted two hour increment, even if administered online. It is the policy of both the university (implicit) and the department (explicit) that in-class final examinations may not be administered before the scheduled time and date. If a student books a flight home before their examination time, the exam may not be administered early—and the student should receive a grade of zero on the examination if they fail to appear for the exam. Students in an online section should schedule exam proctoring with IIT Online, but cannot expect the exam to be administered before the scheduled time and date.
- *Submission of Grades:* Faculty members will submit grades for all courses online through the Faculty Grade Assignment block under the Teaching tab in MyIIT; the exact day and time for grade submission will vary but will be in the Registrar's Grading email near the end of each term. Student grades will normally appear on unofficial transcripts in MyIIT within a few minutes of posting.
- *Grade Changes:* Change of grade requests are made online at http://iit.edu/registrar/forms/view.php?id=22296. To make it easier to remember, we have put a redirect at http://www.itm.iit.edu/faculty/gradechange/.
- *Grading of Continuing Education Unit (CEU) students:* The actual grades submitted online for CEU students will be either a P for "passing" or an F for "failing" or NA for "non-attend." Actual letter grades for all CEU students will be submitted to the Office of Professional Development (OPD) to keep on record to be used for credit by proficiency (see information on *Credit by Proficiency* above). CEU students must complete all class assignments and examinations to receive a letter grade. If a letter grade of "C" or better for undergraduates or "B" or better for graduate students is not received, the course may not be transferred into a degree program at Illinois Institute of Technology through Credit by Proficiency. CEU students who attend at least 80% of classes, participate actively in the classroom, and who submit a course evaluation, will be assigned a grade of "P" if all course requirements are completed and a minimum letter grade of "D" is earned.
- *Attendance:* Class attendance is expected of all students enrolled in live (i.e. not online) sections of a class. At the instructor's discretion, students in live sections who do not attend class may be penalized in a class participation component of the course grade; this should be explained explicitly in the course syllabus. Faculty members are required to take attendance in all 100- and 200-level courses and may always elect to take attendance in any course. CEU students are required to attend course sessions unless specifically notified by the Office of Professional Development that online attendance is sufficient; at least 80% of classes must be attended live.
- *Extensions for Completion of Courses:* Students may be assigned a grade of "I" (incomplete) if the student requests it, all requirements for assignment of an "I" are met, in the instructor's opinion there is a valid reason for an extension of time to complete their coursework, and the Registrar's Office grants approval. A grade of "I" will be assigned only in case of illness or for unusual or unforeseeable circumstances that that prevent the student from completing the course requirements by the end of the term. Students must apply to the instructor in writing for a grade of incomplete, using the request form at http://www.itm.iit.edu/incomplete/. Students may not seek an incomplete before the last day to withdraw from the course and must request a grade of incomplete prior to final examination week. If the instructor approves, the request must be forwarded to the Registrar's Office (registrar@iit.edu) for final approval before the grade is assigned. The student must have substantial equity in the course and the written agreement between the student and instructor must detail the remaining requirements to complete the course. Students must meet the university Academic and Department Regulations requirement that students have "substantial equity" in the course. The written agreement between the you and the student must detail the remaining requirements to complete the course. Grades of "I" will automatically lapse to "E" on the published deadline of the subsequent term. Please bear in mind that the only acceptable reasons for an "I" are either illness or unusual/unforeseeable circumstances. The fact that a student has fallen behind in course work when neither of these situations exists is NOT adequate cause to award an incomplete. In these cases the student should be awarded the grade they have earned in the class. If you deny a student's request for an incomplete based on a lack of adequate grounds and the student has issues with that, please refer them to discuss it with either Ray Trygstad, ITM Associate Chair or the Office of the Dean. In the case of Professional Learning students, no grade will be submitted until the course is completed. Instructors must grant Professional Learning students extensions for course completion when directed by the Office of Professional Development, and may grant extensions for other reasons as well with permission of the Office of Professional Development. If Professional Learning students have completed the requirements for a "P" grade they should be assigned that grade even if the letter grade is otherwise an "I".
- *Withdrawal from a Course:* If you determine that a student will be unable to complete a course with a passing grade, you should advise them to withdraw from the course rather than have the failing grade appear on their transcript. The deadline for withdrawal is normally six weeks prior to the end of the term; consult the academic calendar for the current term for the exact date. A grade of "W" will be administratively assigned to undergraduates and "WP" (withdrew passing) or "WE" (withdrew failing) will appear for the course on graduate students' transcripts. This grade does not apply toward GPA and no credit is awarded for the course, but payment is still required for the course if the student is a graduate student or a part-time undergraduate. If a full-time undergraduate drops below twelve credit hours for the term by withdrawing, they can expect to be on academic proba-

tion the following term due to failure to make adequate academic progress; generally this is still preferable to receiving a failing grade in a course. If a student has been ill or have other mitigating circumstances that have prevented them from submitting their work in the final few weeks of the course, they should discuss this with you before they withdraw; if they present a good case and meet the criteria, at your discretion they may be granted an extension to complete the course by awarding a grade of Incomplete (see above).

- *Not Attending:* If a student stops attending class, you need to assign them a midterm grade of "NA" (not attending). This does not impose a requirement to submit any other grades at the midterm—but as a reminder, first and second year undergraduates really should be assigned a midterm grade. If a student stops attending but you determine that the student has participated substantively in the course and has not withdrawn by the end of the course, you must assign a failing final grade of "E"; "NA" is not a valid final grade.
- *Extra Credit:* If a faculty member desires to allow students to earn extra credit in a course, the extra credit must be applied to the grade after the final grade calculations for the term have been made. This is to prevent extra credit points from "skewing the curve" or otherwise penalizing students who elected not to do the extra credit assignment(s). Policies for awarding of extra credit should be explicitly stated in the course syllabus. **If there is no policy for extra credit in the syllabus students *should not expect* an instructor to grant extra credit.**
- *Retention of Graded Exams:* Faculty members may elect to retain completed student examinations after they have been submitted and graded, or may return them, but in all cases students must be allowed an opportunity to review their graded examination upon request. If faculty members elect to retain graded examinations, they must be retained for three years following the completion of the course. See the discussion on Student Intellectual Property below for a discussion of other retention of coursework.
- *Appeal of Final Grades:* Grades a student has earned based on their work in a course are final. If the minimum score to earn a grade of **A** in a course is 90% and the student has earned a score of 89.97%, their **grade is a B**. We point out to them that if they are unhappy with the grade they have earned at the end of the term, pleading with the instructor will probably be a waste of both your time and the their time. Students cannot do additional work after a grade has been submitted to change their grade.
  - If a student does want to appeal a letter grade assigned in a course, they should first confer directly with you as the course instructor. If you and the the student cannot come to an agreement, they should contact the Associate Chair of the Department. If necessary, they can appeal to the Dean of the School of Applied Technology. Appeal of a final course grade should be initiated within two weeks of the end of the term.

Classroom Conduct

Students are expected to conduct themselves in a professional manner showing courtesy to the instructor & their fellow students. The following standards are published in the student handbooks and compliance is expected

- Professional conduct includes participation in group activities and discussions. Making an active, positive contribution may help a class participation grade and will improve not only the students experience, but also the experience of the entire group.
- Unless required to accommodate a student disability, students should turn off cell phone ringers and other distracting electronic devices and leave them off while class is in session. If you request that students not use notebook PCs, tablets, or smartphones while in class they should comply. Failure to comply may be reflected in a class participation grade.
- Students may use voice or video recording devices as long as their use does not disrupt class proceedings.
- If a students is late to class, they should enter the classroom and take a seat as quietly as possible
- Students should not engage in conversations while an instructor, lecturer, or fellow student is speaking.
- If a class exceeds seventy-five minutes, there will generally be a break in the middle of each meeting of the class; students should return from the break promptly and be in their seat at the appointed time.
- Students should use restraint and good judgment when bringing food and drink items into the classroom.

Course Evaluations

Student evaluations of our courses are considered to be a critical component in the continuous improvement of our program offerings. Course evaluation results are reviewed by senior academic administration as well as the departmental staff as just one component of the normal administrative review of instructor performance. The evaluation data and comments will also be available for review by each instructor (after grades have been submitted) to help improve the course. Evaluations are completely anonymous and confidential; evaluation results and comments are available to the instructor only without identifying information.

- *Submission of ITM course evaluations:* Course evaluations are made available under students' Academics tab in the MyIIT portal. Evaluations are conducted the last two weeks prior to the exam week of each academic semester, and students cannot access evaluations after Sunday night prior to exams. Constructive feedback from our students is **very** important to us, both positive and negative, and it is important that students understand that their submission will be *completely anonymous and confidential*. **Please** encourage your students to complete their evaluations to help us improve our program; they really are important to us.
- *Submission of CEU student course evaluations:* CEU students will not be awarded Continuing Education Units (CEUs) without submitting a properly completed course evaluation. Evaluations will be completed during the last two weeks of the course prior to any final examination. The Office of Professional Development will provide students with specific instructions as to how to complete and submit their evaluations. If you have questions about course evaluations for CEU students, please contact the Office of Professional Development at 630.682.6035 for the Rice Campus or 312.567.5280 for the Mies Campus.

Course Assessments

In order to ensure that our students, are attaining the outcomes that we have established for our degrees and for each course that we offer towards a degree, we have established a formal assessment process. Assessments may be conducted by evaluating assignments in the course to measure attainment of outcomes using a rubric, by surveys of the students in the course, and by surveys of the faculty member teaching the course. Between three and seven courses are assessed each term. Assessments create a baseline that we can measure against for evidence of improvement, and allow us to identify flaws, shortcomings, and issues with courses to support a process of continuous improvement. Assessments and the process of continuous improvement they facilitate are an important facet of ITM program accreditation by the Computing Accreditation Commission of ABET and university accreditation by the Higher Learning Commission. Much of the responsibilities for assessments are borne by the ITM professional staff; please provide them will full cooperation as they carry out these important tasks.

- *Assessment Plan:* Two three-year Assessment Plans—one for graduate degrees and one for undergraduate degrees—are published by the department and are updated each term. For undergraduate courses, one program educational objective and two to four student outcomes will be assessed each term, and for graduate courses, one program objective will be assessed each term. All objectives and outcomes will be assessed twice in each three-year cycle. In addition to the objectives and outcomes for the degree, course objectives for each course will be assessed. If your course is being assessed you will receive an email with details at the beginning of the term. We will specifically identify which objectives and outcomes are being assessed in your course; assessible program objectives and outcomes are on pages 2 and 3 of this handbook. The *2019-2021 ITM Assessment Plans* are available at http://itm.iit.edu/faculty/#assessment. The Fall 2019 Assessment Plans should be published in lat August 2019..
- *Course Assessment Surveys:* These surveys are conducted by ITM Department staff during the final weeks of each course being assessed. The surveys ask students to evaluate how well they have achieved each of the course and program outcomes covered in the course. Please encourage students take the surveys seriously as they are very important to the ongoing process of improving what we do to ensure we are delivering the best possible education to our students. Please help us ensure that all students are present in class for the surveys.
- *Faculty Assessment Surveys:* These surveys are conducted by ITM Department staff after the end of a semester, and asks faculty members to evaluate how well they believe their students achieved each of the course and program outcomes covered in the course. They will not be given every term and not necessarily in every course.
- *Assignment Assessment:* If your course is being assessed, we would like the faculty member to identify one or more assignments in the course that can be graded using a rubric measuring attainment of one or more of the objectives and outcomes being assessed. We will assist you in design and drafting of appropriate rubrics.

Student Intellectual Property

As a general rule, intellectual property created and submitted in fulfillment of assignments in the Information Technology and Management degree remains the intellectual property of the student; if no license is included, the assignments are copyrighted under the Berne Copyright Convention and distribution is subject to international and national copyright law. This means that there may be no redistribution or re-use of the material submitted in fulfillment of assignments without the express consent of the copyright owner—the student. Additional policies for student intellectual property can be found in the university *Student Handbook*, Chapter III, Policies and Procedures, at https://web.iit.edu/student-affairs/handbook/fine-print/policies-regulations-and-procedures. Because it is necessary to maintain files of student work for normal administrative and pedagogical purposes, such as accreditation requirements, the Department of Information Technology and Management hereby gives notice of its desire to secure a non-exclusive, perpetual, royalty-free license solely to use, at its discretion, student-created work produced in all courses offered by the department, with appropriate attribution, for its own non-commercial and educational purposes, including to promote the programs of the academic unit. Unless the student submits a written notice to the Dean of the School of Applied Technology indicating that he or she does not agree to grant such a license by the last regularly scheduled day of the course, then the student shall be deemed to have granted the foregoing described license. The university owns both questions and answers on tests and examinations, unless otherwise indicated by the course instructor. There are too many possible variations on how intellectual property may be handled for full inclusion here, but in general the following policies will apply.

- *Requests for Assignments of Rights:* As many student projects are ongoing from term to term, and since faculty members would like to be able to present examples of superior student work, faculty members may request an assignment of rights for re-use or redistribution of student work from students, but students are not expected or required to assign any rights, and the refusal to assign rights may not be prejudicial to the student in any way.
  To ensure any consent granted for re-use or redistribution of any student work is clearly unequivocal, such rights must be granted in writing by the copyright owner. Suggested formats for assignments of rights may be found at http://www.itm.iit.edu/faculty/licensing.php and in Appendix B of this handbook.
- *Software Licensing:* While it is not required, students are strongly encouraged to license academic programing assignments under an applicable Open Source license. This is in line with the academic traditions of openess and sharing that have created Linux and the Internet. The preferred license for ITM student use is the MIT License. Alternative licenses could be the GNU General Public License (GPL) or any one of a variety of other Open Source licenses. Suggested formats for software licensing may be found at http://www.itm.iit.edu/faculty/licensing.php.
- *Other Intellectual Property Licensing:* Again, while it is not required, students are strongly encouraged to license research papers and other academic coursework under licenses that allow some sharing of the material such as a Creative Commons license. With a Creative Commons license, you keep your copyright but allow people to copy and distribute your work provided they give you credit—and only under specific conditions that you specify. For detail on licensing under Creative Commons, see http://creativecommons.org/license/.
- *Public Domain:* Students may explicitly place any coursework in the public domain by placing a comment in their code or text that reads: **`This <software/text/etc.> is placed in the Public Domain by`**

`the author, <student name>, <date>`. *This indicates intent only and may not be legally binding in any or all jurisdictions*. The use of Creative Commons CC0 licensing is normally the best option from a legal perspective.

Specializations

The Bachelor of Information Technology and Management offers seven specializations, while the Master of Information Technology and Management offers nine specializations. These specializations are intended to prepare students for particular roles in the IT working world, but there is no requirement to complete a specialization for graduation. Students can elect to tailor a course of study that meets their own specific needs, and not pursue a specialization. If a students elects to complete a specialization, they must complete a sequence of courses within the specialization as outlined in the Undergraduate or Graduate Bulletin. Advisers will determine if a student has completed a specialization and will also authorize any substitution of courses toward the specialization. Completion of a specialization should be indicated by an annotation on transcripts and may be recognized by a document issued by the School of Applied Technology. If a student is completing the Information Technology Infrastructure specialization, there are three tracks defined by the department: Data Center Operations and Management, Voice and Data Communication Technology, and System Administration. The Bulletin Supplement on page 21 of the current *ITM Graduate Student Handbook* has the details.

Minors

Undergraduate ITM students are required to complete a minor, which at Illinois Tech consist of 15 hours or more of study in a single or multidisciplinary subject outside of your major. Students completing a minor may want to consider minors which complement their primary program of study; these include (but are not limited to) Industrial Technology and Management; Communication; Business; Information Architecture; Software Engineering; and Telecommunications. Alternatively, students may which to minor in an area completely dissimilar—such as Philosophy, Music or Urban Affairs—to make them a more well-rounded and better educated individual. Any course you take to fulfill a minor requirement may not also be used as an elective in the ITM major although some limited overlap with general education requirements may be possible. Please refer to the *Undergraduate Bulletin* at http://bulletin.iit.edu/undergraduate/undergraduate-education/minors/ for detailed information as well as for the list of available minors. There is no form required to declare a minor; you need only to notify Undergraduate Academic Affairs of your minor when you request an audit of academic programs and when you fill out an application for graduation form. If you want to declare a minor not already listed as approved, you must confer with your adviser to determine the necessary steps to gain permission.

- ROTC students may minor in Military Science, Naval Science, or Air Force Aerospace Studies as appropriate.
- Minor requirements are normally waived for students transferring in or changing majors with 30 or more hours of credit.

Co-Terminal Degree Program

Undergraduates in the Bachelor of Information Technology and Management degree can now complete a graduate degree simultaneously with their undergraduate degree, while maintaining their undergraduate status (and undergraduate financial aid!) In most normal circumstances, students can complete both degrees in five years of study, or in three years for transfer students. To be eligible for the Co-Terminal Degree Program, students must:

- be a full-time Undergraduate student at IIT.
- have completed at least 3 semesters as a full-time Undergraduate student or have 60 or more credit hours of Undergraduate course-work.
- have a minimum Undergraduate GPA of 3.25. This means that transfer students may not apply until during their second term at Illinois Tech and cannot commence their graduate studies until their third term.

Degree combinations currently available under this program are:

- Bachelor of Information Technology and Management → Master of Information Technology and Management
- Bachelor of Information Technology and Management → Master of Cyber Forensics and Security

Additional Co-Terminal degree combinations which should be possible now include:

- Bachelor of Science in Applied Cybersecurity and Information Technology → Master of Information Technology and Management
- Bachelor of Science in Applied Cybersecurity and Information Technology → Master of Cyber Forensics and Security
- Bachelor of Science in Applied Cybersecurity and Information Technology → Master of Science in Applied Cybersecurity and Digital Forensics

A course matrix showing a sample program of study for each option is on pages 33 through 38 of this handbook. Note that three graduate courses are counted towards both the undergraduate and graduate degrees. To apply for the program, students must log in to the **my.iit.edu** portal, select the **Academics** tab and navigate to the **Graduate Admissions – Student channel**, then select the "IIT Co-Terminal Degree Program Application" hyperlink. For more details see the Co-Terminal Degree information page at **http://web.iit.edu/gaa/co-terminal-degrees**. For questions specific to the ITM Department, contact the ITM Associate Chair, Ray Trygstad, **trygstad@iit.edu** or 630.447.9009.

- *Co-Terminal Degree Students:* Students admitted as a co-terminal graduate students should carefully read the *ITM Graduate Student Handbook* **http://www.itm.iit.edu/data/ITMGraduateStudentHandbook.pdf**, and the ITM section of the *Graduate Bulletin* **http://bulletin.iit.edu/graduate/**. In addition to their Undergraduate Adviser, co-terminal students will be assigned a Graduate Adviser who will be responsible for oversight of their graduate studies including approval of their specialization and any course substitutions. Co-terminal students must still contact their Undergraduate Adviser each term to complete undergraduate advising and to receive their registration PIN and permits to register for their 500-level courses.

Advising

Each student enrolled in our program is assigned an academic adviser. The role of the adviser is to assist the student in monitoring progress toward graduation by fulfilling degree requirements; helping each student select courses that meet their individual goals and career objectives; ensuring that they take an appropriate, balanced load of technical and non-technical courses each semester while meeting all course prerequisites; and dealing with problems such as the need to drop a course, academic probation, and so on. Advisers are full-time ITM faculty or staff members. Limited advising duties may also be performed by academic counselors employed by the School of Applied Technology. Students should be advised to see their adviser for any academic problems they encounter that they don't know how to resolve.

Goals of Academic Advising at IIT

1. To provide students with academic guidance as they fulfill their program of studies.
2. To guide students in choosing a program of study that meets their individual goals and career objectives.
3. To assist students with academic administrative matters (registration, minors, course repeats, etc).
4. To familiarize students with IIT policy (Bulletin), major requirements and general academic policies, enabling them to take responsibility for the successful completion of their academic careers.
5. Provide a custom one-on-one engagement mechanism to differentiate IIT from larger institutions.

Undergraduate Advising

Our Director of Undergraduate Advising and primary undergraduate adviser is Ray Trygstad, trygstad@iit.edu or 630.447.9009. Undergraduate transfer students may be advised by Jeremy Hajek, hajek@iit.edu or 630.666.1961.

- *Transfer Course Evaluation:* The Undergraduate adviser will evaluate information technology and related courses for transfer as required or elective ITM courses. Students may be requested to provide a course description or a syllabus to verify content of courses to be transferred.
- *Pre-Registration Advising:* In order to register for classes, each undergraduate must complete pre-registration advising with their adviser. A face-to-face meeting during office hours or through an appointment at other times is preferred, but if necessary, advising can be done by phone or email. This is the adviser's opportunity to monitor each student's academic progress, discuss with them how they are doing, and ensure that they registering for appropriate courses for the upcoming term. The adviser will then issue the student their Alternate PIN number which will allow them to register for the term. The adviser must also enter a permit to allow undergraduates to register for courses in any of the following categories:
  - ✔ Online (Internet) course sections, except for Fourth-Year Undergraduates (Seniors)
  - ✔ Graduate (500-level) courses
  - ✔ Any course for which a prerequisite is waived

Undergraduate Advising Notes

- *Term Planning:*
  - For planning purposes ITMD 460, ITMD 462, ITMO 444, and ITMS 443 are normally offered only in the Fall term, and ITMM 485, ITMO 441, and ITMO 454 are normally offered only in the Spring term. This is subject to change without notice.
  - 300-level ITM courses are normally offered every term at the Mies Campus. These are hands-on live laboratory courses and are never offered online, except ITM 311 which may be offered online during the summer term.
- *Minors:* All students entering the Bachelor of Information Technology and Management degree as first-year students (formerly known as freshmen) or with less than 30 hours of credit are required to complete a minor; see the paragraph above for more details.
- *Overloading:* Undergraduates may register for a maximum of 18 credit hours per semester. To register for more than 18 credit hours, undergraduates must request permission to overload from the Dean of the School of Applied Technology via their Undergraduate Adviser. **Note:** ROTC courses do not count toward the maximum of 18 hours.
- *ITM Undergraduate General Education Notes:*
  - CS 116 or CS 201 may be substituted for ITM 311 with permission of the adviser.
  - All students entering the Bachelor of Information Technology and Management degree as Freshmen are strongly encouraged to take EG 225 Engineering Graphics and PSYCH 301 Industrial Psychology as part of their Illinois Tech Core Curriculum requirements. While not expected of students who do not enter the curriculum as freshmen, all ITM undergraduates are encouraged to take these courses.
  - Here is a summary of **IIT's Core Curriculum Requirements** with ITM notes indicated in sans-serif type:
    - ✔ **Writing and Communications:**
      - ➢ ***English Proficiency:*** Pass the IIT English Proficiency Examination or pass a composition course at IIT. **Note:** Or transfer in an acceptable composition course.
      - ➢ ***Communication* (C) *Courses:*** Complete a minimum of 36 credit hours of courses with a significant written and oral communication component, identified with a **(C)** in the bulletin, with minimums of 12 hours in major courses and 12 hours in non-major courses.
        Full-time students should enroll in two **(C)** courses, and part-time students should enroll in one **(C)** course each academic year.

Notes: All ITM undergraduates are required to take 12 hours of ITM **(C)** courses: The required courses ITMD 361, ITMM 471, ITMS 448, and ITMT 430 will fulfill this requirement.

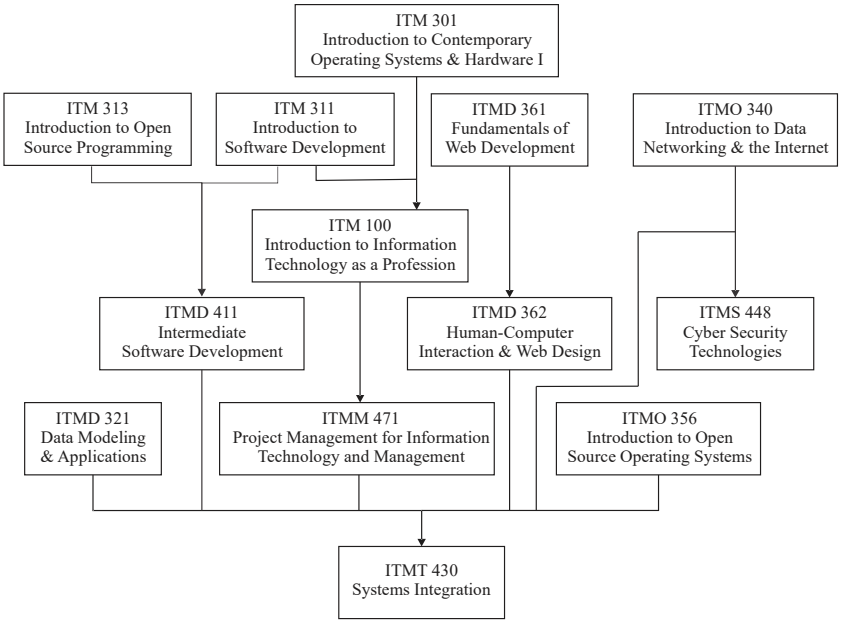
- ✔ **Mathematics:** 5 to 20 credit hours
  - **Notes:** BITM students are required to complete Discrete Mathematics, MATH 180 or MATH 230, and a statistics course. BUS 221, Statistics for Managerial Decision Making is recommended, but acceptable alternatives include MATH 225, PSYC 203 or MATH 425. For transfer students, mathematics courses equivalent to MATH 180 or MATH 230 Discrete Mathematics and a statistics course satisfy this requirement.
    Bachelor of Science students are required to complete MATH 151, Calculus I; MATH 152, Calculus II, MATH 230, Introduction to Discrete Math; MATH 251, Multivariate and Vector Calculus; and MATH 474, Probability and Statistics.
- ✔ **Computer Science:** 2 credit hours.
  - CS 105, 115, 116, 201, ARCH 125, ITM 311 or a computer science course at the 200-level or above.
    Note: ITM undergraduates do NOT need to take a CS course to meet this requirement.
- ✔ **Humanities and Social or Behavioral Sciences:** 21 credit hours
  - **Note:** Humanities or Social Science courses transferred from community colleges are normally at the 100- or 200-level unless they are intermediate or advanced foreign language courses.
  - ***Humanities:*** a minimum of nine credit hours of courses marked with an **(H)** in the bulletin.
    Note: Subjects include AAH, HIST, HUM, LIT, PHIL and some (but not all) COM.
    - At least one **(H)** 100- or 200-level course.
    - At least two **(H)** courses at the 300-level or above. Students may use foreign language courses at the 200-level to fulfill 300-level requirements.
    - Foreign language classes can be taken to fulfill the Humanities requirements as long as they are at the 200-level or above.

    Note: One **(H)** course MUST be at the 100- or 200-level. HUM 200 is the prerequisite for all upper-level Humanities courses.
  - ***Social or Behavioral Sciences:*** a minimum of nine credit hours of courses marked with an **(S)** in the bulletin; subjects include ANTH, ECON, PS, PSYC, and SOC.
    - At least two **(S)** courses on the 300-level or above for students matriculating Fall 2015 or later; one 300-level **(S)** course for students who started their degree before fall 2015.
    - Courses from at least two different fields.
    - At least six credits in a single field.

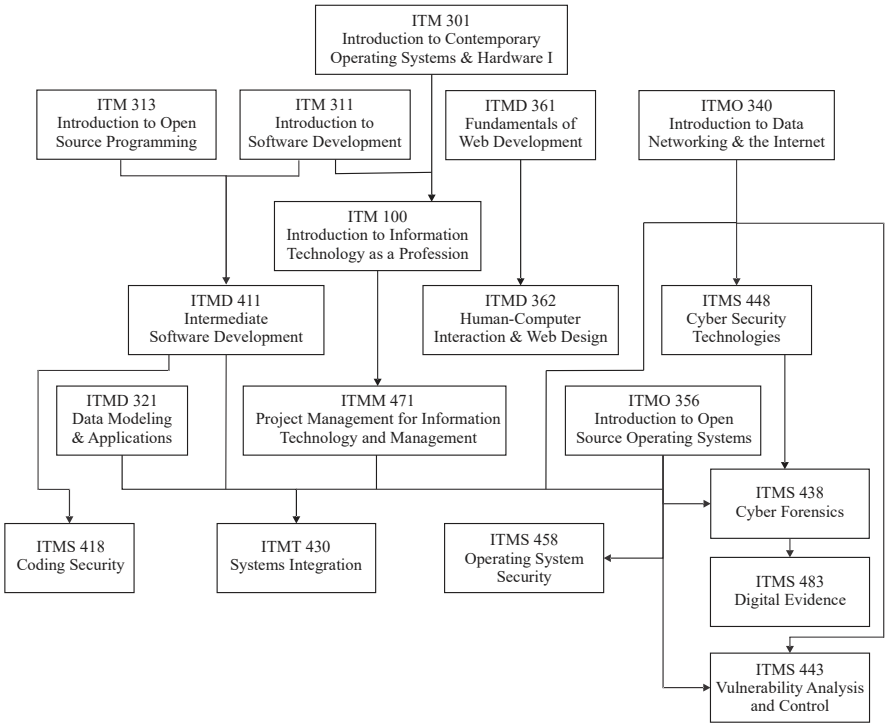
    Note: There is no requirement that any of the **(S)** courses be at the 100- or 200-level but two courses MUST be from the same field. PSYC 301, Industrial Psychology, is strongly recommended for ITM undergraduates. Upper-level PS, SOC or SSCI courses require HUM 200 as a prerequisite.
- ✔ **Natural Science or Engineering:** 10 credit hours

  Courses in engineering, biology, chemistry and physics, or by courses in architecture and psychology marked with an **(N)**. Students completing less than 6 hours of Math must complete 11 hours of **(N)** courses.
  - Two sequential natural science or engineering courses in a single field.
    Note: We recommend two sequential courses in Engineering Graphics (EG) for ITM students if possible. EG 225 is strongly recommended.
  - At least one natural science or engineering course in a second area.
    Note: We recommend PHYS 200 Introduction to Energy, Waves, Materials, and Forces and/or PHYS 120 Astronomy.
- ✔ **Introduction to the Profession (ITP):** 2 credit hours minimum; 3 credit hours in ITM
  - In most departments, students must complete this requirement in their first year. (Not in ITM.) Students entering with 30 credit hours or more of transfer credit may have this requirement waived with department approval. (Not in ITM.)
    Note: The ITM ITP course is offered in the fall semester of students' second year. The ITP requirement will not be waived for students transferring into or changing majors to ITM.
- ✔ **Interprofessional Projects (IPRO):** 6 credit hours
  - Students will participate in at least two Interprofessional Project experiences.
    Note: May be waived for part-time students who are employed full-time. See below for details.

Bachelor of ITM Required Course Prerequisite Flow



Bachelor of Science in Applied Cybersecurity & IT Required Course Prerequisite Flow



Graduate Advising

The role of graduate advisers is to assist graduate students in monitoring progress toward graduation by fulfilling degree requirements, and to help them select courses and plan a program of study that will meet their individual goals and career objectives. Graduate advisers are normally full-time ITM faculty or staff members. Selected faculty members serve as academic advisers and assist in initial (first semester) advising. Students cannot enroll in courses in their first semester until they have met with an adviser and received their Alternate PIN; in subsequent terms their Alternate PIN will be listed under the Academics tab in the MyIIT portal.

- *Prerequisite and Core Courses:* Advisers will determine if any of the prerequisite or core courses may be waived, based on a student's placement exam and/or previous studies, certifications, and industry experience. If any one or two cores courses is/are waived, students must still complete nine hours of core course content. Core courses that are recommended courses in a specialization will fulfill the core course requirement. Advisers must request registration overrides (permits) on the student's behalf to allow them to enroll in courses for which the prerequisite is waived. Appropriate core course substitutions will be made

for students who have completed the Bachelor of Information Technology and Management degree at IIT. See the section on Registration Overrides below for more details.

- *Specializations:* During their first semester of study, each student must submit their concentration (which is the same as what the Graduate Bulletin calls a "specialization") for approval through the eForms feature of Graduate DegreeWorks, found in the Academics tab of the MyIIT portal. You as their adviser will determine allowable course substitutions for the specialization; any course substitutions must be submitted through eForms as well. If a student registers for and completes a course that is not in their specialization, has not been approved as a course substitution prior to commencing the course, and is not a valid elective, that course will not be counted toward their degree. Since there is no longer a Plan of Study, it is the responsibility of the student, and not the adviser's, to ensure that each course they take will apply to their degree.
- *Graduate Adviser Assignments:*
  The primary academic adviser for **Master of Information Technology and Management** students is Ryan Nelson, 312.567.5192, Perlstein 223C, nelsonr@iit.edu.

  The primary academic advisers for **Master of Science in Applied Cybersecurity and Digital Forensics** and **Master of Cyber Forensics and Security** students are Maurice Dawson, Director of the Center for Cyber Security and Forensics Education (mdawson2@iit.edu/312.567.5242), and Bill Lidinsky, Director of the SAT Cyber Security and Forensics Laboratory (lidinsky@iit.edu/630.682.6028.)

  The ITM Program Manager will assign a secondary academic adviser based on the student's indicated interest in a specialization. These advisers will assist students with specific course selection when the knowledge and experience of a faculty member is necessary. Secondary Graduate Adviser assignments are generally as follows:

Computer & Information Security:	Maurice Dawson	– mdawson2@iit.edu	or 312.567.5242
IT Management & Entrepreneurship:	Adarsh Aurora	– aarora12@iit.edu	or 312.567.5804
Data Management:	Yong Zheng	– yzheng66@iit.edu	or 312.567.3575
Web Development & Electronic Commerce:	Ray Trygstad	– trygstad@iit.edu	or 630.447.9009
Software Development:	James Papademas	– jpapadem@iit.edu	
IT Infrastructure:	Ray Trygstad	– trygstad@iit.edu	or 630.447.9009
Systems Analysis:	Ray Trygstad	– trygstad@iit.edu	or 630.447.9009
Management Information Systems:	Ray Trygstad	– trygstad@iit.edu	or 630.447.9009
Digital Systems Technology:	Jeremy Hajek	– hajek@iit.edu	or 630.296.4012
Graduates of the ITM Bachelor's Program:	Ray Trygstad	– trygstad@iit.edu	or 630.447.9009
Co-Terminal Degree Students:	Ray Trygstad	– trygstad@iit.edu	or 630.447.9009
Not Specified or General Course of Study:	Ryan Nelson or any full-time ITM faculty member		

- *Program Approvals:* You must have your adviser's specific approval in each semester in order to:
  - ✔ Register for a course from another college or department within the university
  - ✔ Register for an Interprofessional Project (IPRO) course
  - ✔ Register for more than 15 hours
  - ✔ Register for any course for which a prerequisite is waived
  - ✔ Engage in Curricular Practical Training (CPT – internships for International Students)

  See the section below on Registration Overrides (Permits) for details of the process for permitting students to register for these courses.

Graduate Advising Notes

- For planning purposes, the following courses are normally offered only in the term indicated, however this is subject to change without notice:
  - Fall: ITMS 548 research track section; due to lab requirements, this section of this course is currently only offered at the Rice Campus.
  - Fall: ITMD 515, ITMD 562, ITMD 563, ITMD 532, ITMD 535, ITMO 517, ITMO 544, ITMS 528, ITMS 543, ITMS 555, ITMT 531, ITMT 535
  - Spring: ITMD 526, ITMD 529, ITMD 564, ITMD 567, ITMO 541, ITMO 554, ITMM 572, ITMM 576, ITMM 585, ITMS 538, ITMS 539, ITMS 549, ITMS 558, ITMS 583, ITMS 588
- *Overloading:* Graduate students may register for a maximum of 15 credit hours per semester. To register for more than 15 credit hours, you must request permission to overload by submitting a G701 form to the Office of Graduate Academic Affairs via your Adviser (http://web.iit.edu/sites/web/files/departments/academic-affairs/Graduate%20Academic%20Affairs/G701%20-%20Student_Petition.pdf).

General Advising Notes and Policies

- *Advisee Responsibilities:* The following responsibilities of students as advisees have been published in the student handbooks:
  - *Know and Interface with your Adviser:* Familiarize yourself with your primary and secondary adviser. Meet with your adviser on a regular basis, once a semester at a minimum, to discuss courses and career plans.
  - *Take Control:* As much as possible, take control of your education by learning about, understanding and complying with your program's and specialization's requirements. Be familiar with program resources such as the Graduate/Undergraduate Bulletin and Degreeworks. Once the course schedule is published, investigate and know what courses will be offered in the next term. And remember, it is your responsibility to ensure that each course you take will apply to your degree

- *Tell Us Who You Are:* Always include both your name and your *Student ID Number* when communicating with your adviser by email. This should help you get a quicker response and will certainly make their job easier. Many email addresses are pretty obscure and we have no idea of who whangdoodle387@yahoo.com is. Also, please remember that you are required to use your iit.edu email to communicate with us officially. If you forward your IIT email to Gmail or Hotmail or Yahoo, set up a "send as" in your account to send email from your iit.edu address. You are studying to be an IT professional; you should be able to figure out how to do this.
- *Give Us Some Time:* When you contact your adviser, they will try to respond to you within 24 hours if possible, but they have 48 hours (2 days) to respond. You are *very* important to us as a student, but please remember that your adviser may have as many as 200 other students they are advising, and normally have major administrative responsibilities over and above their advising duties. Please be patient!
- *Keep It Together:* If you have multiple issues to discuss with your adviser, do it all at once! Ten emails or visits on ten different questions or topics is going to make your adviser's job much harder than it needs to be, and will probably annoy them after about the fourth or fifth contact. Please cover all of your current issues and/or questions in a single email or visit.
- *Recognize That We Are Not Your Mother:* You are a college student, and this is not high school. You are responsible for making your own decisions about what you will study based on your own career aspirations and interests. It is NOT your adviser's job to tell you what courses to take. *Adviser* means we will give you *advice* based on what you tell us about what you would like to accomplish in your graduate studies and we are happy to do this, but really, don't expect us to tell you what to take. And by the way, don't ask us sign any form that you have not filled out completely!
- *Apply for Graduation:* You will not graduate from IIT until you apply for graduation. You should apply in the first two weeks of the final semester of graduate study; the actual deadline for each term is published in the academic calendar for the term. Instructions on how to apply for graduation are at http://web.iit.edu/gaa/graduation-faqs.

- *Adviser Responsibilities:* As an adviser you need to:
  - Be knowledgeable about the degree programs, course scheduling, and academic policies.
  - Meet or communicate in an appropriate fashion with students on a regular basis and keep records of advising communications.
  - Guide students in scheduling and planning their program of study, and in complying with other program requirements.
  - Inquire about career interests and guide students on career planning, with the aid of the ITM Internship and Career Services Manager and university Career Services.
  - Ensure students take required courses in an expedient fashion, as is optimal for progression through the curriculum of the program. This includes things such as:
    1. Direct students into narrowly specified courses as early as reasonably possible in order to have more options as their graduation nears.
    2. Direct students (mainly first-year) who need COM 101 into the course during the first year—first semester, if possible.
    3. Direct students who need HUM 20x course (that's most of them) into the course during the first year so that upper-level HUM/SSCI courses will be accessible.
  - If you are concerned that a student's speaking and/or listening abilities in English may not be adequate for college-level work in the U.S, contact English Language Services at els@iit.edu.
  - Direct students to other resources as necessary including but not limited to Financial Aid; Student Health and Wellness; Center for Disability Resources; Public Safety; International Center; Academic Resource Center; the Writing Center; Undergraduate Academic Affairs; Graduate Academic Affairs; Office of Technology Services; Office of Student Access, Success, and Diversity Initiatives; and the Career Services Center.
  - Ensure secondary advisers are notified when you will not be available for advising.
- *Registration Holds:* Advisers **cannot** remove any registration holds, but they should be able to tell students who placed the hold and who to contact to have it lifted.
- *Response Time to Student Requests:* When a students contacts you as their adviser, you should try to respond within 24 hours whenever possible, but in normal circumstances you must respond within 48 hours (2 days). We recognize that each adviser may have as many as 200 other students they are advising, and may be teaching three classes, and often has administrative responsibilities over and above their academic duties, so we do ask students to please be patient, but a timely response to student requests is essential.
  - *Vacation:* If you know you will not be able to reply to students, please set a vacation response in your Illinois Tech email; don't forget to clear it when you are available again!

Registration Overrides ("Permits")

All faculty members may issue a registration override, commonly known as a "permit", to any student for any course they are teaching in the current or upcoming term. There are three types of permits: Instructor, Departmental, and Time Conflict Override. For all practical purposes when issued by an instructor for your own courses there is no difference between Departmental and Instructor permits. The most common use of these permits is to waive a prerequisite. Time Conflict Override permits allow a student to registered for a course that has a time conflict with a course the student is already registered for. We may want to do this, for example, if the end of a lab conflicts with another course and you are willing to let the student leave the lab early to go to the other course.

- *Undergraduates and Online Course Sections:* Instructors must not issue a permit for the online section of a course to an undergraduate student; these must be issued by the student's adviser.
- *"Waiving" of Prerequisites:* When an adviser would like to permit a student to register for a course where the student has no prerequisite present in the Illinois Tech system, and the adviser is not the instructor, the request should go to one of the ITM personnel authorized issue Departmental permits. The request should include:
    1. Student name
    2. CWID ('A' number)
    3. The five-digit Course Registration Number (CRN) of the course
       OR the Subject Code, Course Number, and Section Number of the course
    4. Reason for waiving of prerequisite
- Submit Departmental permit and Time Conflict Override requests to:
    - ITM Associate Chair Ray Trygstad, trygstad@iit.edu or 630.447.9009
    - ITM Program Manager Angie Jarka, PH 223, ajarka1@iit.edu, 312.567.5927

Undergraduate Independent Study

Undergraduates may request independent study with a faculty member for subjects not covered in courses offerings, or research that expands their knowledge and abilities. The faculty member will issue a permit to register for ITM 497, Independent Study, or ITMT 491, Undergraduate Research, for between one and six hours of study as applicable. Full-time faculty may schedule students for ITM 497 or ITMT 491 as the faculty member's schedule allows. Faculty members receive no additional compensation for independent study or research, so adjunct faculty members are under no obligation to do so and their participation is entirely voluntary.

- *Proposals and Outcomes:* Students must have a permit to register for research or independent study issued by the faculty member. You must prepare and submit a written research prospectus, proposal, or abstract of material to be studied to the faculty member before they issue you a permit to register. The prospectus, proposal, or abstract must include clearly defined objectives and learning outcomes. The faculty member will work with the student as necessary to refine this document to their mutual satisfaction. Outcomes of ITMT 491 or ITM 497 may include a formal project or presentation of research results and should include a paper documenting the project or research.

Graduate Independent Study, Research, and Thesis

Any graduate student may request independent study with a faculty member for subjects not covered in courses offerings. Faculty members will issue students a permit to register for ITMT 597, Special Problems in Information Technology, for between one and six hours of study as applicable. Full-time faculty may schedule students for ITMT 597 as the faculty member's schedule allows. Faculty members receive no additional compensation for independent study or research, so adjunct faculty members are under no obligation to do so and their participation is entirely voluntary. Master of Science students must complete either a project through enrollment in ITMS 539, ITMS 549, ITMT 594, ITMT 596, or ITMT 597, or a thesis through enrollment in ITMT 591.

- *M.S. Thesis Requirements:* Full steps for completion of a thesis can be found at http://bulletin.iit.edu/graduate/graduate-education/synopsis-graduate-studies/. Thesis option students should also read the Thesis Examination FAQs at https://web.iit.edu/gaa/thesis-examination-faqs and the Thesis Examiner information at https://web.iit.edu/gaa/thesis.
    - Graduating MS students must submit Form G300, *Masters Final Thesis or Comprehensive Exam Committee and Exam Scheduling*, for approval by the Department Chair. The approved form must be submitted to the Graduate College no later than two weeks prior to the exam date. The examination committee consists of at least three faculty members whose purpose it is to evaluate the the thesis and carry out the comprehensive examination. The committee includes the student's adviser, and one of the three faculty members must be a departmental representative from a discipline different than your major area of study. Students must prepare a preliminary draft of their thesis at least five weeks before graduation for approval by the Thesis Examiner.
    - At least seven days prior to the comprehensive examination, students must distribute copies of the approved thesis draft to the thesis committee members. Their adviser will then email all ITM faculty members announcing the place and time of the examination. The email should include an abstract of the thesis. It is the student's responsibility to ensure that the email is sent on time. Failure to do so may result in rescheduling of the examination.
    - The thesis committee conducts a comprehensive oral examination on the student's thesis and related areas. The examination is open to all IIT faculty. The examination is scheduled at a mutually convenient time and date, but must be taken at least fifteen days prior to the end of the semester. The adviser will report the results of the examination to the department using Form G303, *Masters Comprehensive/ PhD Qualifying Exam*, which will be provided to the adviser by the Graduate College. Exam results reported on Form G303 must be submitted to the Graduate College within 48 hours of the exam and received no later than one week prior to the last day of classes.
    - The student will obtain signature approvals of the final thesis draft from their adviser, all thesis committee members, and the Department Chair on Form G501, Final Thesis Approval. Students must pay the advanced degree fee at the Student Accounting Office and meet with the Thesis Examiner for final thesis approval. Students should bring three unbound copies of the completed thesis in marked manila envelopes with their adviser's original signature on the title pages along with a receipt showing payment of fee and Form G50lB bearing all approval signatures except that of the Thesis Examiner.
    - Note: The three thesis copies are bound and distributed to the library, the department archives, and the adviser. The Graduate College will not provide binding for more than three copies. Additional personal bound hard copies can be obtained by using IIT Office Services.

- *Proposals and Outcomes:* Students must have a permit to register for research or independent study issued by the faculty member. Each student must prepare and submit a written research prospectus, proposal, or abstract of material to be studied to the faculty member before you issue a permit to register. The prospectus, proposal, or abstract must include clearly defined objectives and learning outcomes. The faculty member will work with the student as necessary to refine this document to their mutual satisfaction. Outcomes of ITMS 539, ITMS 549, ITMT 594, ITMT 596, or ITMT 597 should include a formal project or presentation of research results and a paper suitable for publication. Outcomes of ITMT 591 include a published thesis and a thesis defense.

All full-time faculty members are listed on the course schedule for ITMT 597 each term, as are adjunct faculty who have indicated a willingness to support and oversee independent study by students. If you agree to supervise ITMT 594 studies you will need to request addition of an ITMT 594 section to the schedule for the upcoming term. Faculty members supervising thesis research should similarly request addition of an ITMT 591 section to the schedule for the upcoming term. Direct these requests to the ITM Program Manager, Angie Jarka, PH 223, ajarka1@iit.edu, 312.567.5927.

Interprofessional Projects (IPROs)

Our Interprofessional Projects are core to what makes an Illinois Tech undergraduate education unique. An IPRO course is a team-based learning environment in which students from various concentrations and disciplines work together to solve a real-world problem. Although there is an introductory IPRO, IPRO 397, students may elect to take two IPRO 497 project courses. Each IPRO project has a course number of IPRO 497 and they are differentiated by section number. These courses are an IIT Core Curriculum requirement, and all undergraduates must complete at least two three-credit-hour IPRO project courses. Students completing an ROTC minor are exempt from one of the two IPRO requirements. See http://ipro.iit.edu/ for full details on IPROs.

- *Waiver of the IPRO Requirement:* Waivers of the IPRO course requirement (not the semester hour requirement) will be considered on a case-by-case basis for part-time students who are employed full-time. The written request for a waiver must be submitted to **Undergraduate Academic Affairs**. The request must include a resume and documentation of work experience that developed communication and leadership skills, as well as an awareness of economic, marketing, ethical and social issues within the framework of a multidisciplinary team project. This documentation must be verified by the employer. If the request is reasonable, it will be forwarded for approval to the student's major department and the Associate Provost for Academic Affairs. The department will also determine appropriate course substitutions.
- *Graduate Student IPROs:* Graduate students enrolled in IPROs often are assigned the role of Project Manager. This is an excellent opportunity for our graduate students who do not have real-world work experience to gain hands-on, real-life project management experience. We do recommend graduate student enrollment in IPROs on a case-by-case basis. If a graduate student is interested in an IPRO, they should discuss it with their adviser. Graduate students may enroll in IPROs to provide leadership and oversight, and with adviser approval they will receive elective credit toward your degree.
- *Proposing or Teaching an IPRO:* If you would like to propose an IPRO, the program solicits faculty inputs each term for the upcoming term. Please contact Tom Jacobius, IPRO Program Director of Operations, at jacobius@iit.edu or 312.567.3986 for more information. If you would like to teach an IPRO, discuss it with Dr. Carlson or Ray Trygstad and then contact Tom Jacobius.

Recognition of Student Achievements

Dean's List: The names of all undergraduate students who have completed at least 12 graded hours in a semester and who have a semester grade point average of 3.50 or better appear on the Dean's List. Deans's List certificates may be picked up from the ITM Assistant Department Manager in Perlstein Hall room 223.

Graduation Honors: To graduate with honors, eligible undergraduate students must complete a minimum of 60 graded semester hours in residency at Illinois Tech. Honors are awarded in three levels and are recognized with ropes to be worn with the cap and gown at commencement.

- *Summa cum laude (with highest praise):* GPA of 3.900 – 4.000; commencement recognition is a gold rope
- *Magna cum laude (with great praise):* GPA between 3.800 – 3.899; commencement recognition is a silver rope
- *Cum laude (with praise):* GPA between 3.500 – 3.799; commencement recognition is a white rope

Annual Student Awards: Since Spring 2017, annual awards are given to recognize achievement by graduating students and selected continuing students.

Dean's List: The names of all undergraduate students who have completed at least 12 graded hours in a semester and who have a semester grade point average of 3.50 or better appear on the Dean's List. Deans's List certificates may be picked up from the ITM Assistant Departmental Coordinator in Perlstein Hall room 223.

Gamma Nu Eta (ΓNH): ITM undergraduate students who have completed three semesters of study with a GPA of 3.65 or greater and who are in the top 15% of their class and ITM graduate students who have completed fifteen semester hours of study with a GPA of 3.8 or greater and who are in the top 15% of their class may be elected to the Beta Chapter of the National Information Technology Honor Society, Gamma Nu Eta (ΓNH). For undergraduates, two of the three semesters must have been completed at Illinois Institute of Technology. Membership is based on three primary criteria: academic excellence, community service activities, and leadership in the field of Information Technology. The executive board of the chapter are responsible for selecting candidates for induction each semester. In addition, the chapter may induct Professional Members each term, and faculty members may be invited to become a Professional Member. Candidates will be notified of their election with an invitation to pledge at the beginning of each term. Inducted members receive a pin and a certificate. Students who continue their membership and active participation in the chapter are recognized with ropes or stoles in the Society's colors to be worn with the cap and gown at commencement. The Beta Chapter is currently inactive and can be activated if student leadership steps up and is willing to run

the chapter.For more information on GAMMA NU ETA, see the Beta Chapter website at http://www.itm.iit.edu/gam-manueta/ or contact Beta Chapter President Andreas Vassilakos, avassilakos@hawk.iit.edu. . The ITM Associate Chair, Ray Trygstad is a Professional Member of ΓNH, the Beta Chapter Adviser, and former Chair of the National Board of Directors of Gamma Nu Eta. Our Dean and Chair, Dr. C. Robert Carlson, is a Professional Member of ΓNH and wears a doctoral cap and gown in ΓNH colors!

Upsilon Pi Epsilon (UPE): UPE is an honors society for the computing and information disciplines whose aim is to support high-performing students and academics in computing fields and encourage them to contribute to the advancement of computing science. Undergraduate students who have completed forty-five hours of study with fifteen of those hours in computing subjects at Illinois Tech, who have a cumulative GPA of 3.00 and a major GPA of 3.3 or greater and graduate students who have completed eighteen hours of study at Illinois Tech and have a cumulative GPA of 3.6 or greater are eligible for induction into Upsilon Pi Epsilon. In their Spring 2019 induction, 17 ITM students were inducted into the Illinois Tech chapter. UPE has received endorsements from the two largest computer organizations in the world, the Association for Computing Machinery and the IEEE Computer Society. See https://www.facebook.com/upeiit/ or contact upe@iit.edu or UPE President Travis Koehring, tkoehring@hawk.iit.edu, for more information.

Fifty for the Future: The Annual **Fifty For The Future** Celebration, run by the Illinois Technology Foundation, recognizes exceptional students with an interest in and potential to use technology in innovative ways. The Fifty For The Future Celebration provides encouragement and recognition to students who pursue innovation through technology, providing access to business leaders to showcase their talent. Winners are chosen through a rigorous nomination and judging process, focused on high school through university and graduate level programs. The celebration is attended by industry leaders, judges, winners and their families, Foundation sponsors and other supporters of the technology industry. They are awarding over 50 awards, so there is a good chance that your student could be an awardee. Students can nominate themselves, or faculty or staff members can nominate them at: http://illinoistechfoundation.org/itf-programs/fifty-for-the-future-celebration/. Awardees (and the faculty member who nominated them!) get formal recognition and a variety of benefits. Nominations normally open in the early fall and usually close sometime in early October. Students who have been nominated must complete an extensive questionnaire online to qualify for the award. We strongly encourage faculty to nominate students as we know what a strong group of students we have in our program, and we would like to see Illinois Tech very well represented at these awards. See more details at http://illinoistechfoundation.org/itf-programs/fifty-for-the-future-celebration/.

TruAccolades: TruAccolades is a system created by an ITM faculty member that allows students to earn authentic badges and highlight their business & soft skills in ways that grades cannot. Students can collect feedback from their teachers, professors, and other supervisors on their coursework and the skills you've gained. This will help you identify their core strengths and choose career paths that complement them. You can embed your earned accolades to existing professional profiles and resumes and be on a road to success. You can request feedback from faculty members and learn more about your strengths by just simply filling out a form. See https://www.truaccolades.com/ for full details.

Student Research Paper/Project Publication Opportunities:

ACM SIGITE: The ITM Department has been a major contributor of papers the Association of Computing Machinery (ACM) Research in Information Technology Conference, and had papers named "Best Paper" in three of the last five years. If you complete research that represents new and original thought, please consider preparing a paper for submission to this conference. It is now a track of the ACM Special Interest Group in I.T. Education (SIGITE) Conference each fall, usually in October. The SIGITE Call for Publication will be forwarded to all faculty members each year when it is released. Watch the ITM weekly Newsletter for more information.

ForenSecure: Students have an opportunity to present research at our Cyber Security & Forensics Conference, presented every spring by our Center for Cyber Security and Forensics Education (C²SAFE). This is an industry-focused conference with multiple tracks. It attracts 200+ professionals for an intensive one- and a half-day schedule that includes discussion and debate over forensics, security, data/information governance, cyber crime and security, cyber security legislation and legal issues, ethical hacking, eDiscovery, cloud forensics, steganography, policy and compliance, privacy, wireless security, cloud computing, identity theft, and more. Watch the weekly ITM Newsletter for more information.

CRC Press Information Security Management Handbook: We also have more student-authored papers than any other institution published as chapters in the CRC Press *Information Security Management Handbook*. If you believe you have completed work suitable for publication in any of the areas of the CISSP Body of Knowledge, you can submit your paper to Bonnie A. Goins, Adjunct Industry Professor, at bgoins@iit.edu or 630.387.9496.

White Papers: Papers of particular industry interest may also be published as a *School of Applied Technology White Paper*. SAT White Papers featured on the Web site of the Chicago-based Technology Executives Club have consistently been the most downloaded papers on the site, so this represents a significant opportunity for professional exposure for our students. To nominate your paper for publication, please submit it to ITM Associate Chair Ray Trygstad, trygstad@iit.edu or 630.447.9009.

ITM Student Organizations

GAMMA NU ETA (ΓNH): See "Recognition of Academic Achievement" above.

I***nformation Technology and Management Organization (ITMO):*** The purpose of ITMO is to increase recognition for the ITM Major by making resources available for all ITM students. ITMO members organize, promote, and manage this organization to assist their peers in the ITM Department. ITMO also holds events, fundraisers, socials, and other functions; they also do community work and invite guest speakers. ITMO wants to serve as an as umbrella for multiple partnerships, affiliations, and organizations that members will have options to join. Watch the weekly ITM Newsletter for meeting information. For more information email itmo@iit.edu or contact the Vice President, Sofia Martinez, smartinez@hawk.iit.edu.

The High Technology Crime Investigation Association (HTCIA) Illinois Tech Student Chapter: HTCIA was formed to provide education and collaboration to global members for the prevention and investigation of high tech crimes. The purpose of our student chapter is to foster, promote, and encourage the study of criminal investigations

involving advanced technologies and security by the academic community. It is limited to undergraduate or graduate students in information technology and management, computer science, cybersecurity, law, accounting, auditing, or similar programs of study. For more information, contact Marika Jasinski, mjasins2@hawk.iit.edu.

CompTIA Association for Information Technology Professionals (AITP): Illinois Tech students were launching a chapter of Association for Information Technology Professionals (AITP), but AITP recently merged with CompTIA, the computer industry trade association. We are actively engaged with AITP about plans for student chapters, and we will pass along any information as we learn more. A very positive outcome of the reorganization is that student membership in CompTIA AITP at the national level is now **free** and among other benefits includes a 50% discount on CompTIA certification exam vouchers. We strongly encourage every ITM student to join now at https://www.aitp.org/join-now/register/student/.

ACM-W: The Association for Computing Machinery (ACM) is the oldest and best established professional and academic association in the computing disciplines. ACM-W supports, celebrates, and advocates internationally for the full engagement of women in all aspects of the computing field, providing a wide range of programs and services to ACM members and working in the larger community to advance the contributions of technical women. Illinois Tech has a very active ACM-W chapter; to find out more go to https://www.facebook.com/acmw.iit/.

Women in Cybersecurity (WiCyS): The mission of the WiCyS Student Chapter is to build a community within Illinois Institute of Technology that promotes women's education, participation, and leadership in the field of cybersecurity. WiCyS also assists students who wish to attend the WiCyS Conference each spring (The ITM Department hosted the 2018 Conference). Membership is open to all Illinois Tech students. Watch the weekly ITM Newsletter for meeting information. For more information contact the Vice President, Natalie Freund nfreund@hawk.iit.edu.

Student Athletics Academic Policy

Responsibilities of Faculty and Student Athletes: Faculty members work very well with the Illinois Tech athletics department to facilitate the ability of our student athletes to pursue their academic interests and to satisfy all academic requirements while still competing on a varsity team. Varsity athletics is important to the fabric of university life, important not just to the participating athletes but also to the entire student body. At llT, participation in athletics is often a key element in preparing individuals for later life.

On occasion, a situation arises where an instructor requires a student athlete to choose between coursework and participation on a varsity team. Though rare, such situations can undermine student morale and blunt the development of a healthy classroom-extracurricular balance for students.

To avoid such situations the university, in a Memorandum from the President dated September 6, 2012, has defined the responsibilities of varsity student athletes and faculty members with respect to such matters:.

- The student athlete is responsible for providing the instructor with a schedule of all sanctioned contests during the first week of the semester or as soon thereafter as the dates are set.
- Except in extraordinary cases, a varsity student athlete is to be excused without penalty from a class when it directly conflicts with a formal sanctioned contest with another university/college.
- If an exam, quiz or other academic test/presentation is scheduled for the class period for which the student athlete is excused, the instructor is generally expected to work with the student to make reasonable arrangements to take the exam or quiz, or make the required presentation, either before or after the missed class. In cases where reasonable arrangements cannot be made, such as joint student presentations (e.g., IPRO presentations), then the student-athlete will be expected to attend the class .
- The instructor is responsible for informing the student athlete in a timely manner of any assignment that will be made during the missed class.
- The student athlete is responsible for obtaining class notes from the students who attend the class and for completing all assignments due at the missed class or assigned at the missed class.
- The athletic director is responsible for communicating this policy to the varsity coaches and student athletes, collecting first-hand information for claims of violation and transmitting those claims to the relevant deans with back-up information.
- The deans of the colleges are accountable for communicating this policy to their faculties, and for ensuring that their faculty members adhere to the policy.

Funding: Scholarships, Internships, Coops, Job Placement and Student Employment

Scholarships: **Undergraduate students** should discuss financial aid possibilities with admissions and the financial aid office at IIT's Mies Campus. There is currently no ITM departmental funding or scholarship support available for undergraduate students. **Graduate students** can apply for a limited number of merit scholarships as part of the admission process. These are quite competitive; students wishing to be considered should apply by February 15 for the next academic year. If there are scholarship funds left, they may be awarded to later applicants, including those starting in the spring term. However, students need to recognize that funds are limited and they are not likely to receive funding later than July. Faculty members are not qualified to address financial aid issues and should refer all questions from students to the IIT Office of Financial Aid. There are also externally funded scholarships that require application through the department.

- *Department of Defense Cybersecurity Scholarship:* The Secretary of Defense for Networks and Information Integration annually announces a Department of Defense (DoD) Cybersecurity Scholarship Program grant and scholarship competition. Recipients are required to serve a period of obligated service in DoD as a civilian employee or a member of one of the armed forces. Recipients receive full tuition, books, and stipends of $22,500 for undergraduate students and $34,000 for graduate students. Applicants must be U.S. citizens or permanent residents and must be enrolled in a program with a cybersecurity focus. Applications for this grant will be actively solicited by the department as soon as the announcement is received from the DoD, and will normally be due in mid-May. While awarded annually, the scholarships are renewable but will require a new application each year.

- *CyberCorps® Scholarship for Service:* This U.S. government program provides scholarships that fully fund the typical costs incurred by full-time students in or entering cybersecurity curricula, including tuition and education and related fees, for up to three years. Additionally, recipients receive stipends of $22,500 for undergraduate students and $34,000 for graduate students. The scholarships are funded through grants awarded by the National Science Foundation, and require one year of Federal service for each year of scholarship received. Applicants must be U.S. citizens or permanent residents. Our application to award these scholarships is pending, and we will make an announcement if we are awarded this grant.

Internships, Coops, and Job Placement: IIT Career Services (http://web.iit.edu/career-services/) is the organization within the university that supports and facilitates student internships, cooperative education (coops) and job placement efforts. They also conduct university-wide Job Fairs once each semester as well as regular seminars covering topics such as résumé preparation. Please see their Web site for full details and descriptions of how to use their services. In addition, the ITM Department has frequent opportunities to assist students seeking internships, co-ops, or employment.

- *Curricular Practical Training (CPT):* These are co-op and internship programs that allow students on an F-1 (student) visa to work for an employer in the United States other than the university. "An F-1 student may be authorized, by the Designated School Official (DSO), to participate in a Curricular Practical Training Program which is an integral part of an established curriculum. Curricular practical training is defined to be alternate work/study, internship, cooperative education or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school." All CPT must be managed through Career Services. Student advisers must sign several forms for students to authorize CPT. While it is most appropriate that the assigned adviser sign these forms, it is acceptable practice in ITM that any graduate adviser may sign CPT forms. Students must appear in person to have forms signed. Before you sign the forms:
  - Read the offer letter carefully and ensure that the job description and duties are appropriate for an information technology professional. If there is no offer letter available, do NOT sign the CPT forms; the student must provide this for your review.
  - If the compensation offer is less than $15/hour, advise the student strongly that they should renegotiate the compensation or not accept the job. Many co-ops and internships in other fields are unpaid but in our field they always are paid, and we must ensure that employers are not exploiting our students.

  Please ensure all forms are completely filled out by the student and sign the following forms:
  - Faculty Advisor Review of Co-op/Internship Job Description & Eligibility for Curricular Practical Training (https://web.iit.edu/sites/web/files/departments/career-services/pdfs/advisor-review-and-CPT-eligibility-in-use.pdf)
  - Student Co-op and Internship Agreement Form; ensure that the calendar section is completely filled out. (https://web.iit.edu/sites/web/files/departments/career-services/pdfs/student-agreement-form-04-2009.pdf)
- *Optional Practical Training (OPT):* International students completing a degree in a Science, Technology, Engineering and Mathematics field—like ITM—may remain in the United States on their F-1 visa and work to gain on-the-job training for up to 29 months following graduation. Students may bring advisers a form for OPT and must appear in person; it is one page and very simple, and all we have to do is sign it.
- *Direct Offers to ITM Students:* Occasionally the ITM program will receive direct solicitations for internships, coops and employment. These may be posted on the Jobs board at the Rice Campus and will normally be sent to all ITM students via email. In the case of internships and coops, even if a direct solicitation is received, all arrangements for the internship or coop must be made via the IIT Career Development Center. This includes OPT and CPT for international students.
- *Employer Showcase sessions:* Prospective employers in all areas of information technology will present opportunities offered by their companies in lunchtime sessions throughout the year. They usually buy lunch—most often pizza—and after their presentation will have an opportunity for questions. Past events have included a diverse set of employers including Google, Red Sky Technologies, and University of Chicago Medicine. Watch the ITM Weekly Newsletter for announcements of these Employer Showcase sessions.
- *Other Opportunities for Employment:* The opportunity to present at workshops, conferences and student colloquiums sponsored by the School of Applied Technology has proven to be fertile ground for employment for many ITM students. At any of these events, there may be (and usually are!) prospective employers evaluating students as they present results of their research and projects. Students have received direct job offers as a result of the quality of their participation in these events; in some cases offers have been made immediately following the conclusion of the student's presentation. Direct job offers are also solicited from faculty and staff members of ITM and are usually emailed to students directly. Occasionally, employers ask faculty members to select students to apply for jobs, and those requests are forwarded to faculty members exclusively. **Please** respond to these requests in a timely manner, even if your response is that you have no one to recommend.
- *LinkedIn:* linkedin.com is the leading professional networking social media site for the information technology profession. The ITM Department urges every student embarking on a search for internships or employment to complete and maintain a full profile on LinkedIn. Students in the department have been offered interview opportunities by firms where they had not applied based on the strength of their profile, and this is the first place IT professionals look for information on fellow professionals. Student profiles should include a professional portrait photograph, and Career Services will do *free* student headshots at least once each semester so there's no reason not to have one. (One of the companies who has invited students to interview based on their LinkedIn profiles is Google!) As faculty members, we need to set a good example and ensure that our LinkedIn presence is complete and current and includes an appropriately professional photo.

ITM Program Student Employment: The following student employment positions in the School of Applied Technology and the ITM Program are available to ITM students:

- *Teaching Assistanceship:* This is a 20 hour/week position, reporting to one or more faculty members to grade student-submitted course materials and in some instances to support curriculum-specific laboratories. Teaching Assistants (TAs) must apply every term and may or may not be appointed each term. TAs normally receive a stipend, which is paid monthly, and tuition for three credit hours each semester of appointment. Full-time faculty members can nominate their preferred candidates for their Teaching Assistanceships. Students can apply for Teaching Assistanceships at http://itm.iit.edu/ta/ .
- *Research Assistanceship:* This is a 20 hour/week position, reporting to one or more faculty members to support research. These positions will be offered to students by faculty members who have them available. They are often funded through grants or contracts and will be semester-by-semester.
- *Administrative Staff Member:* Students in these positions perform administrative tasks in the Rice Campus main office or the School of Applied Technology office in Perlstein Hall at the Mies Campus and are paid hourly up to 20 hours/week. Students should contact the ITM Program Manager, Angie Jarka, PH 223, ajarka1@iit.edu, 312.567.5927 for information on applying for these positions.
- *Technical Staff Member*: Students in these positions perform information technology tasks in the School of Applied Technology for Rice Campus technology support, Mies Campus technology support and School of Applied Technology infrastructure support and are paid hourly up to 20 hours/week. Students should contact the SAT Director of Information Technology Louis McHugh, IIT Tower room 14C3-2, lmchughi@iit.edu for information on applying for these positions.

Campus-Wide Identification (CWID) and Unified-ID (UID)

Each student and faculty member is assigned a 9-digit Campus-Wide Identification Number or CWID; it's also frequently referred to as a "Student ID Number" or "A number". Graduate students received this number in their acceptance letter from the Information Technology & Management Degree program; undergraduates receive it in their acceptance letter from Admissions. Everyone is also assigned a Unified-ID (UID), which is used to log into MyIIT and is also your email username. It is generally the first letter of your first name followed by the first seven letters of your surname. If there is someone else with the same letter combination, your UID may have a number appended to the end as well. If an entire name is less than eight letters, then the UID will be less than eight letters.

MyIIT

MyIIT (http://my.iit.edu/) gives you access to online services for IIT, including email, class registration, online course access via Blackboard, University announcements, IIT Today, and university news and events. The initial password for MyIIT is your birth month and year in MMYY format followed by the last four digits of your CWID number. For example, if you were born on July 4th, and your CWID is A2005678, your initial MyIIT password would be 07045678. You can look up both your Unified-ID and your email address by looking yourself up in the IIT People Search at http://www.iit.edu/people/search/. If you are not listed there, you can add your information in MyIIT by going to the Work tab and them to Employment Details > Update Campus Address; for faculty members without a regularly assigned office, use Perlstein Hall room 223 or Rice Campus room 138, and since you must list a phone number use a Google Voice number as discussed above if you choose not to share a personal number. For more information on MyIIT, see the "Training and Support" tab at http://my.iit.edu/. (By the way, the software that runs MyIIT is called *Banner*.)

Online Student Services

Almost every function of Illinois Tech student services is available online through MyIIT; most are found under the Academics tab, which accommodates several channels:

- **Academic Profile:** *View basic academic profile, primary adviser and unofficial transcript and holds.*
- **Registration Tools:** *Provides quick links to look up class schedules and add or drop classes.*
- **Banner Self-Service:** *Allows navigation through all areas of Banner Self Service including student records, financial aid and personal information forms where you can update addresses and other info.*
- **Student Grades:** ***A*** *quick link to view student grades.*
- **Enrollment Verification:** *Students can access and print official certificates of enrollment to provide to a health insurer, auto insurer, or other company that requests proof of their enrollment.*

Undergraduates must receive an Alternate PIN number from their adviser to register (see the *Advising* section above). Graduate students find their Alternate PIN on MyIIT but must receive their Alternate PIN number from their adviser in their first semester. Students having difficulty registering should contact the IIT Registrar's office at registrar@iit.edu from their hawk.iit.edu email account.

Online Faculty Services

Faculty services on MyIIT are found under the Teaching tab, which accommodates several useful channels:

- **Academic Affairs Faculty System:** *Some advisers will have this channel which gives you an accurate, quick list of advisees with links to transcripts and admissions info. Very useful. (It will go away with Banner 9.)*
- **Banner Self-Service:** *Allows navigation through all areas of Banner Self Service; look up student info, enter grades, see your advisee list and their grades.*
- **Faculty Grade Assignment:** *Enter your midterm and final grades*
- **Faculty Dashboard:** *Pull up enrollment rosters and post your syllabus and office hours for your current courses.* **NOTE:** *This does* not *post your syllabus to Blackboard; you have to do that separately.*
- **IIT Online for Faculty:** *Resources to help you teach online more effectively..*

Electronic Mail

The primary method for university-to-student communication is through IIT email. An email account is set up for new faculty members after your payroll authorization has been submitted. Your email username is the same as your UID, and this email username, when followed by "@iit.edu", makes up your email address at IIT. Email service is IIT Gmail provided through Google Apps for Education, available through Web access at MyIIT or by using a client program such as Outlook Express, Thunderbird, Windows Mail or Eudora. Your email password for client programs is the same as your MyIIT login. It is very important that you either check your IIT email regularly or forward your email account to your primary email address. To learn how to forward IIT email and change your IIT email contact address, please see the IIT Faculty Accounts FAQ at http://my.iit.edu/iit/ots/how_to/faq1.shtml. (You must already be logged into MyIIT to use this link.)

Blackboard and Online Courses

All faculty and students are provided with accounts on IIT Blackboard, IIT's online learning support system. Online resources for all Illinois Tech courses are normally available through Blackboard, and online course lecture content is always on Blackboard. Use of Blackboard for delivery of your syllabus, assignment details and assignment submissions is expected even if your course is *not* delivered online. Login by clicking the Blackboard icon at the top of the screen in MyIIT. Once you access the system, you should see a welcome page that lists your courses for the current semester. Click on the appropriate link to access and edit course materials. Please direct Blackboard problems to the OTS Support Desk at 312.567.DESK (3375); *ITM staff cannot help you with Blackboard problems.* For more information about teaching online, many resources are provided under the IIT Online heading at http://my.iit.edu/iit/ots/how_to/faq2.shtml . (You must already be logged into MyIIT to use this link.)

ITM Online Course Policies

Most non-laboratory courses in our programs are offered on the Internet via IIT Online. Online course lectures can be accessed via Blackboard. Online course content is available to all students registered for the course, including those students in the live classroom sections of the course.

- *Online Course Policies for Students on F1 Visas:*
  - Only one online course may be taken per semester. This is a U.S. Government requirement & cannot be waived.
  - In their first semester in the program, Fl Visa students living on Mies Campus cannot enroll in online sections of any course. This is intended to engage the student in the learning process so that they are not distracted from their studies.
- *Online Course Policies for Students Enrolled in Live Sections:*
  - For students in live sections, actual classroom attendance is expected and online content may not serve as a substitute for live classroom attendance. Students in live sections who do not attend class may be penalized in the class participation component of their course grade.
  - If a course has an online component, live students who miss a class session due to illness or other authorized absence are expected to view the lecture they have missed online.
- *Online Course Policies for All Students:*
  - Online students are responsible for all assignments announced in class. Failure to watch the lecture is *never* an acceptable excuse for failure to submit assignments on the due date. Since assignments must be submitted via Blackboard and the published assignment must include a due date, this should be moot—but students can come up with very creative excuses.
  - Some students fail to keep up with the on-line lectures and only skim over the material. As a result they miss critical information and fail to hand in assignments on time because they are not prepared when the assignment is due. Often they try to review all the lectures at the last moment to prepare themselves for an assignment, with bad results. Live students sometime use the Blackboard facilities as a substitute for attending class regularly, thus depriving themselves of the best option available to them, which is the live class. As a result, instructors may require that no more than the last three lectures be available at any point in the semester, which will force students to stay on schedule with lectures and course assignments. If this is the class policy, instructors may have all lectures made available online two weeks prior to the final exam for review purposes. These arrangements must be made with IIT Online.
  - Undergraduate students may take online courses only with permission of their adviser. This permission will be based on the adviser's judgment as to the capability of the student to succeed in an online course. The adviser must enter a permit in the system to enable undergraduate enrollment in an online course section. Permission to enroll in an online course will not normally be granted during a student's first semester in the program. It is not possible to complete the undergraduate degree through distance learning; live course attendance is required.

Computers and Computer Labs

The ITM Department does not issue noteboook PCs to students. In some cases notebooks may be provided in classrooms for student use. These computers are not to leave the room in which they are used.

Computer accounts and laboratories are essential to our academic programs. Computer labs for use by ITM/IT students are provided by the Rice Campus, the School of Applied Technology and by IIT's Office of Technology Services. Portal and email accounts are provided for students and faculty by IIT's Office of Technology Services located on our Mies Campus. **The ITM Department does not issue any computers to students.**

- *Rice Campus Computer Labs:* The labs are managed by the Johannesen Computer Center, Rice Campus room 208, and include Rice Campus rooms 207, 208, 210, 240, 244, 247, 249, 250, 255 and 256. Room 240 is a Cloud and Embedded Systems laboratory, room 250 is a network, security & forensics lab which is normally physically isolated from the rest of the campus network, room 255 is a specialized Voice over IP (VoIP) and digital communications lab, and room 256 is a wireless data communications lab. Rice Campus also provides an 802.11g/n wireless network for student and faculty use. Problems or issues with Rice Campus computing facilities should be reported via an email trouble ticket to appliedtech@iit.edu.

- *Mies Campus Computer Labs:* The School of Applied Technology provides computer labs at 3424 South State Street, and on the ninth floor and fourteenth floors of the IIT Tower. Problems or issues with ITM-managed computing facilities at Mies Campus should be reported via an email trouble ticket to **appliedtech@iit.edu**. The Mies Campus Office of Technology Services also provides general purpose computer labs, public workstations across the campus, and 802.11g/n wireless network for student and faculty use.
- *Information Technology (IT) / Information Technology & Management (ITM) Servers and Server Accounts:* Additional server accounts may be provided for ITM/IT students and faculty and dedicated servers may be provided to support specific courses; details of these accounts and servers are available from Louis McHugh (IIT Tower room 14C3-2 or **lmchughi@iit.edu**). Problems or issues with ITM servers should be reported via an email trouble ticket to **appliedtech@iit.edu**.
  - *Project Support:* Computers may be requested by faculty members to support student projects; such requests should be made as soon as the need is recognized. Servers will be virtual servers unless there is a compelling reason why that will not work. Virtual servers in standard configurations may be provided on a next-day basis; custom configurations are normally provided in two days but may take up to a week to provision. It may take up to a week to provide physical computers and providing these computers is completely dependent on the availability of resources.
- *Student Computer Ownership and Use:* Students entering any ITM degree as of Fall 2016 are required to possess a notebook computer with both wired and wireless network access for use in our programs; details of the minimum and desired configurations may be found in the latest ***Information Technology & Management Student Notebook Computer Specification*** at **http://www.itm.iit.edu/data/ITMNotebookSpecs.pdf**.
- *Office of Technology Services Accounts:* OTS (OTS **http://www.iit.edu/ots/**) provides common computer accounts for Illinois Tech faculty, staff and students; these accounts include MyIIT, Blackboard, Email, Google Apps, and Web accounts. Illinois Tech does not provide remote dial-up network access. OTS also provides general-purpose computer classrooms on the Mies Campus, which may be used for teaching ITM 311 and ITM 312. Problems or issues with OTS-managed computing facilities at Mies Campus should be reported via a trouble ticket via email to **supportdesk@iit.edu** or online at **http://support.iit.edu**.

Software Available for ITM/IT Students & Faculty

To enhance student learning, the ITM program makes software available for free to students and faculty. Free software programs are coordinated by the ITM Associate Chair, Ray Trygstad, **trygstad@iit.edu** or 630.447.9009.

- *Microsoft Software:* The School of Applied Technology is a subscriber to Azure Dev Tools for Teaching software under terms of the licensing agreement which permits academic use of this site by faculty and students. The files include most current Microsoft operating systems, servers, and application development tools, and include applications such as Windows 8.1, Windows 10, Windows Server, Access, Project, Visio, and Visual Studio. Our subscription does not include any Microsoft Office tools except Access (for Office, see below). You can download this Microsoft software from your Azure Dev Tools for Teaching account. Product keys for the software are provided at the time of download so we suggest that you save a copy of the page. To access our Microsoft webstore see **https://azureforeducation.microsoft.com/devtools**. You will need to register a Microsoft account using your hawk.iit.edu email account to make use of this site. Microsoft Azure Dev Tools for Teaching membership benefits information is at at **https://azure.microsoft.com/en-us/education/institutions/dev-tools-for-teaching-faq/**. This subscription also includes training tools from Pluralsight and WintellectNow (90 days free), learning tools for Azure, and a Microsoft Store account that will allow you to publish your apps on the Microsoft Store for free with a special student registration code.
  Current courses from Pluralsight that might serve as a good supplement for your classroom instruction include:
  - Python: The Big Picture
  - Python Fundamentals
  - HTML, CSS, and JavaScript: The Big Picture
  - JavaScript: Getting Started
  - Python: Getting Started
  - HTML Fundamentals
  - Introduction to CSS
  - JavaScript Fundamentals

  There are other courses that would help with Cloud Computing, Data Analytics, and C# as well.
- *Microsoft Office:* You can subscribe to Office 365 for Education at **https://www.microsoft.com/en-us/education/products/office**. For Illinois Tech students in the past, features in the Office 365 A3 level have been provided at no cost but also with no support, but this is supported for ITM Faculty. This level includes 5 desktop installations of Office. Office 365 / Microsoft Office are **not available** through our Microsoft Azure Dev Tools for Teaching account. An alternative is to use free and open-source LibreOffice; we recommend you download it with an installer at **ninite.com**.
- *VMware:* Software available to students and faculty through the VMWare Academic Program can be downloaded through your ITM *Software* account managed by Kivuto Solutions. This account will give you access to VMware products—for free—as well as a token allowing you to enroll in VMware eLearning Courses online. You are entitled to one free copy of each product, with licenses good for 1 year. Unlike the Microsoft Imagine account, we CANNOT authorize *additional* downloads (i.e. more than one license) of these products, but according to the site you can redownload the software as necessary. More importantly, license keys are issued to you on the Web page at the time of download, and we cannot get you additional or replacement keys, so we suggest that you save a copy of any keys issued to you on the site.
- *Oracle:* The ITM Department is an Oracle Academy which makes Oracle software available to faculty and students. Contact the Oracle Academy manager for access to software: SAT Director of I.T. Louis McHugh, IIT Tower room 14C3-2 or **lmchughi@iit.edu**.
- *IBM Academic Initiative:* As an IBM Academic Affiliate, IBM developer and analytics software is available to students and faculty. Go to **https://ibm.biz/academic** to register and access software and educational materials.

- *Autodesk:* Free software for students from Autodesk including *Autocad* and *Maya* is available at http://www.autodesk.com/education/free-software/featured
- *Other Free Widows Software:* We used to maintain a download page with links to recommended software, but this year instead we recommend that you use https://ninite.com/. Ninite will create an installer for all the software you have selected, which when run will install the correct version for your OS with no toolbars or other crapware. To update the software, just run the installer again. The School of Applied Technology uses Ninite Pro to configure our computer lab systems.
- *IIT Licensed Software:* Commercial software licensed for Illinois Tech use is available under the Training and Support tab in MyIIT and includes applications such as Mathmatica and Virus Scan anti-virus products from McAfee.

Textbook Selection

Textbooks are a key part of the learning process. Courses in our program should make use of textbook resources to the maximum extent possible, but we recognize that in many cases online resources my be the most accurate and timely material for instructional use. In any case, we are obligated BY FEDERAL LAW and university policy to inform the bookstore—and the students—what text resources will be used in each course well in advance of the next term. **Ref:** http://web.iit.edu/sites/web/files/departments/general-counsel/policies/procedure_m_bookstore_textbook_requisitions.pdf

- The bookstore will send book requisition forms with instructions to each department at least four weeks before the requisition's due date. The ITM Assistant Department Manager will then collect textbook information from faculty member to ensure that the the information can be returned to the bookstore by the due date.
- Typical due dates for book requisitions will be:
  - Third week in October for spring semester,
  - Last week in March for summer semester, and
  - Last week in April for fall semester.
- Textbook selection should include the following information:
  - Title / Author(s) / ISBN / Edition

  If you are not going to specify a textbook, please indicate one of the following:
  - No Text
  - To Be Assigned Later
  - Text will be assigned from online resources
    - ✔ If the resources are known at the time of textbook submission, please provide the URLs.

  This information is important when preparing book lists for student use.
- Please direct any questions about the textbook selection process to the ITM Department Manager, Angela Jarka, PH 223, ajarka1@iit.edu, 312.567.5290.

ITM Curriculum Committee

Decisions on the Information Technology and Management curricula are made by the ITM Curriculum Committee, which consists of three full-time and three adjunct faculty members appointed by the Chair, with participation open to all full-time faculty members. The Committee, in concert with the faculty and course coordinators, is responsible for evaluating the consistency and quality of the courses, their support of student outcomes and program educational objectives, and modifying the curriculum when necessary. The Committee engages a constant review of the program to ensure that is comprehensive, academically sound, and meeting the needs of the students as a pre-professional educational program. Any faculty member may propose curriculum revisions which are then considered and acted upon by the Committee.

- *Assessment Evaluation:* A subcommittee of the Curriculum Committee appointed as *Assessment Evaluators* will evaluate course assessments each semester and publish Assessment Reports reflecting their evaluations. The full Committee will review the Assessment Reports on at least an annual basis. Recommendations in the Assessment Reports will be used by the Curriculum Committee as a key element in the continuous improvement process for our degrees.
- *Curriculum Oversight:* A subcommittee of the Curriculum Committee, the *Curriculum Oversight Committee*, make unannounced class visits to validate that the course is following syllabus timelines, to assess whether or not the instructor is teaching to the course objectives, and to observe student engagement. Additionally, these visits serve as a tool to assess teaching style, course design, and the validity of course materials. They are an important aspect of continuous improvement in the ITM Department.

New Course Proposals

Given the rapidly-changing face of the profession, faculty members are strongly encouraged to propose new courses. Because of the nature of the university scheduling process, new course proposals should be submitted by October 1 for the Spring and Summer terms, and by March 1 for the Fall term. There is some flexibility but there is a far better chance of the course being properly scheduled if these guidelines are followed. Topic courses that have not been previously taught should be submitted as a new course proposal as well.

- *Proposal Requirements:* So that we can complete the necessary forms with all necessary information, course proposals should include the following elements:
  - Course Title
  - Course description
  - Course level, i.e. undergraduate/graduate/both
  - Credit hours
  - Prerequisite(s)
  - Expected enrollment, if known
  - Course outcomes and objectives
  - A 15-topic syllabus
  - A one-or two-line discussion of the place of the course in overall curriculum

A course proposal for a topics course should include:

- Topic Title and correct topic course number (ITMD 419/519, ITMD 469/579, ITMS 479/579, ITMT 495/595)
- Course description
- Course level, i.e. undergraduate/graduate/both
- Credit hours
- Prerequisite(s)

- *Submission and Approval:* Submit new course proposals to the ITM Associate Chair, Ray Trygstad (trygstad@iit.edu or 630.447.9009). (Eventually the Department will institute a formal online form and process for new course proposals.) After review and approval by the Curriculum Committee by the Dean the submitter will be notified of approval and the course will be scheduled. New courses proposed by faculty will normally be offered as a topics course when taught for the first time.

Course Scheduling

Proposed course schedules for upcoming terms will be developed by the ITM Associate Chair and the Program Manager based on previous term offerings, the ITM three-year schedule, and new course proposals. These schedules will be sent to all ITM faculty members for review, generally in late September or early October for Spring and Summer, and sometime in March for Fall. ***Please*** review these schedules carefully and make any necessary changes to your course offerings as soon as possible after you have received the proposed schedule. Once feedback has been received from the faculty, the schedule will be submitted to the Registrar's Office. It is possible to make changes once the schedule has been submitted, but substantive changes such as course offerings, day and time, etc. should all be made prior to the opening of registration for the next term.

Faculty Travel

School of Applied Technology Travel & Training Request Policy: All travel and training anticipated within the fiscal year should, whenever possible, be requested by September 1 of the fiscal year. These requests should be submitted on an Anticipated Travel Request Form (http://www.itm.iit.edu/data/SAT_travel_request.xlsx) and submitted to the ITM Budget Manager. All requests will go through the following approval process:

- ITM Budget Manager,
- ITM Associate Chair (acting on behalf of the Chair), Ray Trygstad, 630.447.9009, trygstad@iit.edu
- Approval of the Dean is only required for travel funded directly by the School of Applied Technology.

- The following guidelines will be used for assessing travel requests
  - Within budget considerations, the ITM Department will assume the cost of travel and registration to one (1) annual conference for each full-time faculty member. Funding for additional conferences will be available for research and tenure-track faculty. Regardless of the funding source, all travel still requires advance approval.
  - SAT/ITM Staff members may submit a request to attend training seminars that are related to his/her job function. These requests will be considered dependent on budgetary constraints and value to the department or college as a whole.
- If your travel request is approved and all expenses are on your university procurement card, no additional forms are required. Travel expenses not on your card or arranged through the university travel agency will only be reimbursed through submission of an *Employee Travel and Expense Report*, found on the Controller's webpage at https://web.iit.edu/controller/forms.

Hiring and Retention of Faculty

- *Full Time Faculty:* Full-time Category 1 faculty will be hired, tenured, promoted, and retained in accordance with the *IIT Faculty Handbook* and SAT policy in *Promotion and Tenure for the IIT School of Applied Technology* (Appendix D). Full-time Category 2 or Category 3 faculty will be recommended by the Academic Unit Committee on Appointments and Retention for the Information Technology and Management Degrees as per the *Standards for Appointment and Retention for Faculty in Information Technology and Management* (Appendix C). After approval by the Dean of the School of Applied Technology, they will be proposed to the Provost for appointment. Contract renewal for Category 2 or Category 3 faculty will be upon review and recommendation of the Academic Unit Committee on Appointments and Retention for the Information Technology and Management Degree Programs as per the *Standards for Appointment and Retention for Faculty in Information Technology and Management.*
- *Adjunct Faculty:* ITM faculty members may propose candidates for adjunct faculty positions or positions may be posted through the Illinois Tech HR site. Candidates must hold an advanced degree and have significant industry experience as per the *Standards for Appointment and Retention for Faculty in Information Technology and Management* (Appendix C). A complete resume and/or curriculum vitae will be submitted to the ITM Program Manager. After reviewing the resume, if the candidate is appropriate for the position, the Program Manager may schedule an initial live or telephone interview with the Associate Chair. Upon the Associate Chair's determination that the candidate is suitable for the position, a full in-person interview will be conducted by the Chair and the Associate Chair prior to offering an adjunct faculty appointment. New hire faculty are probationary for their first year and adjunct faculty who do not comply with departmental academic policies are not invited to return to teach for us. Although official and legal language requires that we state that adjunct appointments are not permanent and carry no implication of continuing connection with the university, our adjunct faculty members are equal partners in what we do, and are valued members of our faculty. Renewal as an adjunct faculty member is at the discretion of the Dean.

Faculty Expectations

- *Planned Absences:* All faculty absences from class planned in advance must be reported to the department prior to the beginning of the term when possible, and otherwise as far ahead as possible. Faculty members teaching a live course may not take a planned absence from any class sessions during the first two weeks, last week, and final exam week of the course, or during first and last weeks of any summer session.

- *Duration of Lectures:* For lecture courses faculty members are expected to teach for 150 minutes each week. if a class scheduled to meet for 150 minutes is dismissed after 45 minutes, this is a real problem, because the faculty member is not doing the job we are paying for and is not giving the students their fair access to knowledge.
- *Unplanned Absences:* Faculty members who fall ill or have other unplanned circumstances arise that will result in absence from class should notify their students if possible, and notify Angela Jarka at **ajarka1@iit.edu** 312.567.5927, preferably *prior* to the meeting time of the course. An excessive number of unplanned absences will be grounds for non-renewal of adjunct faculty status.
- *Classrooms:* Do not enter a classroom where another faculty member is teaching unless you have made a prior arrangement with the instructor, you have been assigned by the department to observe the class, or there is a genuine emergency.
- *Remarks to Students:* Do NOT make disparaging remarks to students about any other faculty member or about any course offered by the department. You are entitled to your opinions, but in this instance you are not entitled to share those opinions with students. If you have an issue with another instructor or with a course, tell your fellow faculty member directly or tell Professor Trygstad or Dr. Carlson.
- *Live Course Sections:* If you are teaching a course with a live section, you must be present in the classroom at the scheduled time for the course unless you have made other arrangements with the department in advance. "Live" course sections cannot be taught online as it will jeopardize the immigration status of our international students.
- *Online Students:* Apart from examinations which can be proctored for online students, students enrolled in online sections CANNOT be required to appear in person in a classroom for any other reason. They may be given an opportunity to present a project or paper in person, but the cannot be required to do so, and cannot be penalized for failing to do so. If students in your live section are required to present, you must have an alternative for online students. Some faculty members allow online students to record a presentation on video or to submit a script for their presentation with accompanying presentation graphics (PowerPoint or the like).
- *Monthly ITM Faculty Meetings:* These meetings are normally on the fourth Thursday of each month at 12:45pm in the ITM Conference Room. All full-time faculty members are required to attend these meetings and all adjunct faculty are welcome (but not required) to attend as well.
- *Faculty & Course Introduction:* On the first day of a class when going over the syllabus and class expectations, or sometime within the first two weeks of class, please discuss the following:
  - A synopsis on who you are and what you do outside of the classroom, especially professional activities.
  - Where the course would apply within the students' curriculum. We recognize that not all adjunct faculty will be familiar with the full curriculum; if the is the case, please focus on the third point below.
  - Applications of the course and what career paths this course can lead to; this engages student concerns about their investment in their education and this class.

ITM Subject Designations and Course Numbering

Information Technology and Management (ITM) courses historically were numbered according to a subject-area schema; i.e., 54x courses are Networking and Communications, while 57x are Management of Information Technology. Since we were running out of numbers at the graduate level, for courses above the 300-level we have added a fourth character to the Subject Code (ITM), e.g., ITMS will indicate Security and Forensic courses, ITMD will be used for Data Management and Application Development courses, etc. The entire list appears below.

ITMD	*Development:*	Application development, web development, multimedia, data management
ITMO	*Operations:*	Networking, communications, operating systems and system administration
ITMM	*Management:*	Management of information technology, business, law and ethics
ITMS	*Security:*	Security and forensics
ITMT	*Theory & Technology:*	Theory, systems, system design and general topics in information technology

Additionally, we have added the subject designation **TECH** for courses that are offered across departments, particularly between INTM and ITM, such as technical consulting and advanced project management.

TECH	*Applied Technology:*	Courses offered in common by SAT and not by a specific degree program

These subject codes were viewed as informational by the Undergraduate Studies Committee and were approved and published by the Registrar on November 9, 2010. Existing course numbers in the previous ITM/IT numbering scheme were as follows:

X0X – Hardware and general computing
X1X – Programming and Software Development
X2X – Database
X3X – Theory, systems and system design
X4X – Networking and communications
X5X – Operating systems
X6X – Web and multimedia
X7X – Management
X8X – Business, law and ethics
X9X – Topics, projects and problems; independent study
XX8 – Security

Course numbering levels for ITM follow the following guidleines

1XX	ITM Courses normally only taken by first or second year students.
2XX	Currently used for ITM notational courses for community college transfer credit
3XX, 4XX	ITM Undergraduate courses
5XX	ITM Graduate courses
6XX	Doctoral research (does not currently apply to ITM & should not be used at this time)
70X-74X	ITM Undergraduate accelerated courses
75X-79X	ITM Graduate accelerated courses
8XX	Professional Learning (CEU) course sections

Teaching Assistants

A Teaching Assistant (TA) will be assigned to each instructor who requests one and who meets the current Departmental criteria for assignment based on course loading and TA availability. TA assignments are limited by budget and it will not be possible to assign a TA to every faculty member who has requested one; priority for TA assignments in this case will go to faculty teaching assignment-intensive courses, i.e. lab courses or courses with a significant weekly assignment load, and to faculty members holding significant academic administration responsibilities. Faculty members with an extremely high student load may, in some circumstances, be assigned two TAs, but additional TA assignments will always be based on student load, budget, and availability. Courses with two course sections with the same number taught by different faculty members may request a shared TA. Teaching Assistant assignment requests should be made to the ITM Program Manager, Angie Jarka, PH 223, ajarka1@iit.edu, 312.567.5927, as far in advance of the next semester as possible but ideally no later than thirty days prior to the beginning of the term.

- *TA Selection:* Full-time faculty members are requested and encouraged to select their own Teaching Assistants, with the understanding that it may not be possible to assign the desired student. TAs should be full-time graduate students who ideally have completed a minimum of one term of study in the program as a graduate student or an undergrad. Course Graders are undergraduates who grade student-submitted course materials. You should specify any special requirements you may have for a TA or Grader; for example, some faculty members require their TA to have completed all courses they are teaching that term with a minimum grade of 'A'. If you do not request a specific student as a TA but you are entitled to a TA and request that one be assigned, the ITM Program Manager will assign one from the pool of qualified applicants. TAs for Adjunct Faculty members will be assigned by the Program Manager; in some cases these may be students who were offered a Teaching Assistanceship as part of a merit-based financial aid package designed to attract the best and most qualified graduate students.
- *TA Compensation:* This will vary by term; TAs also receive a three credit hour tuition scholarship. Official university policy on stipends for TAs can be found at http://web.iit.edu/sites/web/files/departments/general-counsel/policies/procedure_n_graduate_college_stipends_graduate_assistants.pd

Other Important Faculty Resources

- *ITM Faculty Resource Pages:* http://www.itm.iit.edu/faculty/ and http://dickens.rice.iit.edu/faculty/
- *ITM Loopback (ITM Program blog):* http://blogs.iit.edu/itm_loopback/
- https://appliedtech.iit.edu/information-technology-and-management/current-students/resources/ (Includes links to the ITM Undergraduate and Graduate Student Handbooks)
- *ITM Resource Page:* https://appliedtech.iit.edu/information-technology-and-management/current-students/resources/
- *IIT Policies and Procedures Handbook:* http://web.iit.edu/general-counsel/resources/policies-and-procedures
- *IIT Faculty Handbook:* http://web.iit.edu/general-counsel/faculty-handbook
- *IIT Student Handbook:* http://www.iit.edu/student_affairs/handbook/
- *IIT Graduate Bulletin:* http://bulletin.iit.edu/graduate/
- *IIT Undergraduate Bulletin:* http://bulletin.iit.edu/undergraduate/
- Link to software provided under *Microsoft Azure Dev Tools* and the *VMware Academic Program:* http://www.itm.iit.edu/software/webstore.html

IIT's Commitment to Diversity: Building Community and Fostering Diversity

IIT's commitment to diversity is affirmed in the following institutional statement: Illinois Institute of Technology is a community that values and respects its members. We appreciate that our faculty, staff, students, alumni/ae and trustees come from many backgrounds and many parts of the world. We embrace the contributions that differences offer. We are committed to providing a working and learning environment in which all students and all members of the faculty and staff are able to realize their full potential.

Building community—one that includes students, faculty, staff, visitors, partners, and tenants—and embracing diversity requires action at the institutional as well as the personal level. From an institutional perspective, it means committing to hiring practices that result in faculty and staff who better reflect the composition of our student body. It means partnering with our neighbors and taking a leadership role in community engagement. And it means holding each member of the IIT community accountable for doing his and her part to move this agenda forward.

At the personal level, it means recognizing that some of the things we do on a daily basis also can strengthen our community and make others feel welcome, included, and valued. The following is not meant to be a comprehensive list of suggestions but rather starting points to build community and foster diversity and respect—one person and one day at a time.

- ***Ask rather than assume.***
  - *And names are a good place to start.* For example, "Do you prefer Timothy or Tim?" Then remember the preference; use the name in conversations and email; and, if necessary, apologize for mispronouncing or forgetting it.
- ***Don't forget the please.***
  - Or the *thank you, I'm sorry, and it's good to see you*. Being polite goes a long way to making someone feel welcomed and included. Sometimes all it takes is saying hello.
- ***Don't forget the please.***
  - *And names are a good place to start.* For example, "Do you prefer Timothy or Tim?" Then remember the preference; use the name in conversations and email; and, if necessary, apologize for mispronouncing or forgetting it.
- ***Give people the benefit of the doubt.***
  - Assume people have a good reason for saying what they are saying—and doing what they are doing. Think the best before you assume the worst.
- ***The difference between hearing and listening is understanding.***
  - Communication is complicated. But it gets easier when we move from hearing what is being said to listening to the person who is saying it.
- ***Face it. There are times when you need to pick up the phone or deliver the message in person.***
  - But if you decide to go electronic, at least think before you hit that send button.
- ***Acknowledge your baggage.***
  - Some of it is worth carrying with us. Some of it should be checked. And sometimes we may not even realize we're taking it with us. So try not to leave your bags unattended—and be aware when it may be weighing on your perceptions, actions, and responses.
- ***Consider when it's a good thing to act—and when it's better to watch from the sidelines.***
  - Don't be content to look the other way when something unacceptable is happening.
- ***Take advantage of "talking moments."***
  - Sometimes people are just unknowing rather than insensitive. And most of them will thank you for gently pointing this out. But don't call it a teaching moment.
- ***Perception is reality.***
  - Keep in mind: What I hear may not be what you said. What you conclude may not be what I meant. So, asking for clarification is better than assuming.
- ***Put diversity into your daily routine.***
  - Add a new colleague to your committee. Seek out someone with a different point of view. Get to know someone in another office. Ask someone about his or her country. It all starts with you.

It's time to move forward, stand up, and be counted. Let's build community, embrace diversity, and foster respect at IIT—one person and one day at a time

(http://www.iit.edu/president/commitment_to_diversity.shtml dated Aug. 14, 2013)

Department of Information Technology and Management

Bachelor of Information Technology & Management Curriculum

(Co-Terminal with Master of Information Technology & Management)

Semester 1		Undergrad Credits	Grad Credits
ITM 301	Contemporary Op Sys / Hardware I	3	0
ITM 311	Introduction to Software Development	3	0
Natural Science or Engineering Elective		4	0
Humanities 200-level Elective		3	0
Total Hours		**13***	**0**

Semester 2		Undergrad Credits	Grad Credits
ITM 313	Intro to Open Source Programming	3	0
ITMO 340	Intro to Data Networks & the Internet	3	0
MATH 180	Fundamentals of Discrete Math	3	0
Social Sciences Elective		3	0
Natural Science or Engineering Elective		3	0
Total Hours		**15**	**0**

Semester 3		Undergrad Credits	Grad Credits
ITM 100	Introduction to IT as a Profession	3	0
ITMD 321	Data Modeling and Applications	3	0
ITMD 361	Fundamentals of Web Development	3	0
Natural Science or Engineering Elective		3	0
Social Sciences Elective (300+)		3	0
Total Hours		**15**	**0**

Semester 4		Undergrad Credits	Grad Credits
ITMD 411	Intermediate Software Development	3	0
ITMO 356	Intro to Open Source Operat Systems	3	0
ITMD 362	Human/Comp Interact & Web Design	3	0
Statistics Elective (MATH 425, BUS 221, PSYC 203)		3	0
Free Elective		3	0
Total Hours		**15**	**0**

Semester 5		Undergrad Credits	Grad Credits
ITMM 471	Project Management for Info Tech	3	0
ITM Elective		3	0
Minor Elective		3	0
Humanities Elective (300+)		3	0
Free Elective		3	0
Free Elective		3	0
Total Hours		**18**	**0**

Semester 6		Undergrad Credits	Grad Credits
ITM 5XX Elective		3	3
IPRO Elective I		3	0
Social Sciences Elective (300+)		3	0
Minor Elective		3	0
Minor Elective		3	0
Free Elective		3	0
Total Hours		**18**	**3**

Semester 7		Undergrad Credits	Grad Credits
ITMS 448	Cyber Security Technologies**	3	0
ITM 5XX Elective		3	3
ITM 5XX Elective		0	3
Humanities Elective (300+)		3	0
Minor Elective		3	0
Total Hours		**12**	**6**

Semester 8		Undergrad Credits	Grad Credits
ITMT 430	System Integration	3	0
IPRO Elective II		3	0
ITM 5XX Elective		3	3
Minor Elective		3	0
Humanities or Social Sciences Electives		3	0
		15	**3**

Semester 9		Undergrad Credits	Grad Credits
ITM Undergraduate Elective		3	0
ITM 5XX Elective		0	3
ITM 5XX Elective		0	3
ITM 5XX Elective		0	3
Total Hours		**3**	**9**

Semester 10		Undergrad Credits	Grad Credits
ITM Undergraduate Elective		3	0
ITM 5XX Elective		0	3
ITM 5XX Elective		0	3
ITM 5XX Elective		0	3
		3	**9**

Total Undergraduate Credit Hours	**127**
Total Graduate Credit Hours	**30**

* Students should be aware that students not completing 30 hours of study in their first year will still be classified as a first year student in the first semester of their second year of study, which may adversely impact some financial aid. Students with issues or questions about this should discuss it with a Financial Aid Counselor.

** Co-terminal students completing the Computer and Information Security graduate specialization will substitute ITMS 548 for ITMS 448.

Bachelor of Information Technology & Management Curriculum

(Co-Terminal with Master of Cyber Forensics and Security)

Semester 1		Undergrad Credits	Grad Credits
ITM 301	Contemporary Op Sys / Hardware I	3	0
ITM 311	Introduction to Software Development	3	0
Natural Science or Engineering Elective		4	0
Humanities 200-level Elective		3	0
Total Hours		**13***	**0**

Semester 2		Undergrad Credits	Grad Credits
ITM 312	Intro to Open Source Programming	3	0
ITMO 340	Intro to Data Networks & the Internet	3	0
MATH 180	Fundamentals of Discrete Math	3	0
Social Sciences Elective		3	0
Natural Science or Engineering Elective		3	0
Total Hours		**15**	**0**

Semester 3		Undergrad Credits	Grad Credits
ITM 100	Introduction to the Profession	3	0
ITMD 321	Data Modeling and Applications	3	0
ITMD 361	Fundamentals of Web Development	3	0
Natural Science or Engineering Elective		3	0
Social Sciences Elective (300+)		3	0
Total Hours		**15**	**0**

Semester 4		Undergrad Credits	Grad Credits
ITMD 362	Human/Comp Interact & Web Design	3	0
ITMD 411	Intermediate Software Development	3	0
ITMO 356	Intro to Open Source Operat Systems	3	0
Statistics Elective (MATH 425, BUS 221, PSYC 203)		3	0
Free Elective		3	0
Total Hours		**15**	**0**

Semester 5		Undergrad Credits	Grad Credits
ITMM 471	Project Management for Info Tech	3	0
ITM Elective		3	0
Minor Elective		3	0
Humanities Elective (300+)		3	0
Free Elective		3	0
Free Elective		3	0
Total Hours		**18**	**0**

Semester 6		Undergrad Credits	Grad Credits
ITM 5XX Course (Typically ITMS 543)		3	3
IPRO Elective I		3	0
Social Sciences Elective (300+)		3	0 (300+)
Minor Elective		3	0
Minor Elective		3	0
Free Elective		3	0
Total Hours		**18**	**3**

Semester 7		Undergrad Credits	Grad Credits
ITMS 548	Cyber Security Technologies**	3	3
ITMS 5XX Course (Typically ITMS 578)		3	3
ITM Elective		3	0
Humanities Elective (300+)		3	0
Minor Elective		3	0
Total Hours		**15**	**6**

Semester 8		Undergrad Credits	Grad Credits
ITMT 430	System Integration	3	0
ITMS 586	Digital Forensics	3	0
IPRO Elective II		0	3
Humanities or Social Sciences Elective		3	0
Minor Elective		3	0
		12	**3**

Semester 9		Undergrad Credits	Grad Credits
ITM Undergraduate Elective		3	0
ITMS 5XX Elective		0	3
ITMS 5XX Elective		0	3
ITMS 583	Digital Evidence	0	3
Total Hours		**3**	**9**

Semester 10		Undergrad Credits	Grad Credits
ITM Undergraduate Elective		3	0
ITMM 585	Legal and Ethical Issues in I.T.	0	3
ITMS 5XX Elective		0	3
ITMS 5XX Elective		0	3
		3	**9**

Total Undergraduate Credit Hours 127
Total Graduate Credit Hours 30

* Students should be aware that students not completing 30 hours of study in their first year will still be classified as a first year student in the first semester of their second year of study, which may adversely impact some financial aid. Students with issues or questions about this should discuss it with a Financial Aid Counselor.

** Co-terminal students enrolled in the Master of Cyber Forensics and Security will substitute ITMS 548 for ITMS 448.

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Department of Information Technology and Management

Bachelor of Science in Applied Cybersecurity and Information Technology Curriculum

(Co-Terminal with Master of Cyber Forensics and Security)

Semester 1		Undergrad Credits	Grad Credits
ITM 301	Contemporary Op Sys / Hardware I	3	0
ITM 311	Introduction to Software Development	3	0
MATH 151	Calculus I	5	0
Humanities 200-level Elective		3	0
Total Hours		**14**	**0**

Semester 2		Undergrad Credits	Grad Credits
ITM 312	Intro to Open Source Programming	3	0
ITMO 340	Intro to Data Networks & the Internet	3	0
MATH 152	Calculus II	5	0
Social Sciences Elective		3	0
Natural Science or Engineering Elective		3	0
Total Hours		**17**	**0**

Semester 3		Undergrad Credits	Grad Credits
ITM 100	Introduction to the Profession	3	0
ITMD 321	Data Modeling and Applications	3	0
ITMD 361	Fundamentals of Web Development	3	0
MATH 251	Multivariate and Vector Calculus	4	0
Natural Science or Engineering Elective		4	0
Total Hours		**17**	**0**

Semester 4		Undergrad Credits	Grad Credits
ITMD 362	Human/Comp Interact & Web Design	3	0
ITMD 411	Intermediate Software Development	3	0
ITMO 356	Intro to Open Source Operat Systems	3	0
ITMM 471	Project Management for ITM	3	0
MATH 230	Discrete Mathematics	3	0
Natural Science or Engineering Elective		3	0
Total Hours		**18**	**0**

Semester 5		Undergrad Credits	Grad Credits
ITMS 418	Coding Security	3	0
ITMS 548	Cyber Security Technologies*	3	3
ITMS 578	Cyber Security Management*	3	3
Humanities Elective (300+)		3	0
Social Sciences Elective (300+)		3	0
Free Elective		3	0
Total Hours		**18**	**6**

Semester 6		Undergrad Credits	Grad Credits
ITMS 438	Cyber Forensics	3	0
ITMS 458	Operating System Security	3	0
ITMS 543	Vulnerability Analysis and Control*	3	3
MATH 474	Probability and Statistics	3	0
IPRO Elective I		3	0
Total Hours		**15**	**3**

Semester 7		Undergrad Credits	Grad Credits
ITMS 483	Digital Evidence	3	0
ITMS 5XX Course		0	3
Cybersecurity Elective		3	0
Humanities Elective (300+)		3	0
IPRO Elective II		3	0
Total Hours		**12**	**3**

Semester 8		Undergrad Credits	Grad Credits
ITMT 430	System Integration	3	0
ITMM 485	Legal and Ethical Issues in IT	3	0
ITMS 5XX Course (substitute for ITMS 538)		0	3
Social Sciences Elective (300+)		3	0
		19	**3**

Semester 9		Undergrad Credits	Grad Credits
Cybersecurity Elective		3	0
ITMS 5XX Course (substitute for ITMS 583)		0	3
ITMS 5XX Course (substitute for ITMM 585)		0	3
Free Elective		3	0
Total Hours		**6**	**6**

Semester 10		Undergrad Credits	Grad Credits
ITMS 5XX Course		0	3
ITMS 5XX Course		0	3
ITMS 5XX Course		0	3
Humanities or Social Sciences Elective		3	0
		3	**9**

Total Undergraduate Credit Hours	**129**
Total Graduate Credit Hours	**30**

* Co-terminal students enrolled in the Master of Cyber Forensics and Security will substitute ITMS 543 for ITMS 443, ITMS 548 for ITMS 448, and ITMS 578 for ITMS 478.

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Bachelor of Science in Applied Cybersecurity and Information Technology Curriculum

(Co-Terminal with Master of Information Technology & Management)

Semester 1		Undergrad Credits	Grad Credits
ITM 301	Contemporary Op Sys / Hardware I	3	0
ITM 311	Introduction to Software Development	3	0
MATH 151	Calculus I	5	0
Humanities 200-level Elective		3	0
Total Hours		**14**	**0**

Semester 2		Undergrad Credits	Grad Credits
ITM 312	Intro to Open Source Programming	3	0
ITMO 340	Intro to Data Networks & the Internet	3	0
MATH 152	Calculus II	5	0
Social Sciences Elective		3	0
Natural Science or Engineering Elective		3	0
Total Hours		**17**	**0**

Semester 3		Undergrad Credits	Grad Credits
ITM 100	Introduction to the Profession	3	0
ITMD 321	Data Modeling and Applications	3	0
ITMD 361	Fundamentals of Web Development	3	0
MATH 251	Multivariate and Vector Calculus	4	0
Natural Science or Engineering Elective		4	0
Total Hours		**17**	**0**

Semester 4		Undergrad Credits	Grad Credits
ITMD 362	Human/Comp Interact & Web Design	3	0
ITMD 411	Intermediate Software Development	3	0
ITMO 356	Intro to Open Source Operat Systems	3	0
ITMM 471	Project Management for ITM	3	0
MATH 230	Discrete Mathematics	3	0
Natural Science or Engineering Elective		3	0
Total Hours		**18**	**0**

Semester 5		Undergrad Credits	Grad Credits
ITMS 418	Coding Security	3	0
ITMS 448	Cyber Security Technologies	3	0
ITMS 578	Cyber Security Management*	3	3
Humanities Elective (300+)		3	0
Social Sciences Elective (300+)		3	0
Free Elective		3	0
Total Hours		**18**	**3**

Semester 6		Undergrad Credits	Grad Credits
ITMS 438	Cyber Forensics	3	0
ITMS 458	Operating System Security	3	0
ITMS 443	Vulnerability Analysis and Control	3	0
MATH 474	Probability and Statistics	3	0
IPRO Elective I		3	0
Total Hours		**15**	**0**

Semester 7		Undergrad Credits	Grad Credits
ITMS 483	Digital Evidence	3	0
ITMD 514 or ITMD 515 (515 as sub for ITMD 510)		0	3
ITM 5XX Course		3	3
Humanities Elective (300+)		3	0
IPRO Elective II		3	0
Total Hours		**12**	**6**

Semester 8		Undergrad Credits	Grad Credits
ITMT 430	System Integration	3	0
ITMM 485	Legal and Ethical Issues in IT	3	0
ITM 5XX Course		0	3
Social Sciences Elective (300+)		3	0
		9	**3**

Semester 9		Undergrad Credits	Grad Credits
ITM 5XX Course		3	3
ITM 5XX Course		0	3
ITM 5XX Course		0	3
Free Elective		3	0
Total Hours		**6**	**9**

Semester 10		Undergrad Credits	Grad Credits
ITM 5XX Course		0	3
ITM 5XX Course		0	3
ITM 5XX Course		0	3
Humanities or Social Sciences Elective		3	0
		3	**9**

Total Undergraduate Credit Hours	**129**
Total Graduate Credit Hours	**30**

* Co-terminal students enrolled in the Master of Information Technology & Management will substitute ITMS 578 for ITMS 478.

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Department of Information Technology and Management

Bachelor of Science in Applied Cybersecurity and Information Technology Curriculum

(Co-Terminal with Master of Science in Applied Cybersecurity and Digital Forensics)

Semester 1		Undergrad Credits	Grad Credits
ITM 301	Contemporary Op Sys / Hardware I	3	0
ITM 311	Introduction to Software Development	3	0
MATH 151	Calculus I	5	0
Humanities 200-level Elective		3	0
Total Hours		**14**	**0**

Semester 2		Undergrad Credits	Grad Credits
ITM 312	Intro to Open Source Programming	3	0
ITMO 340	Intro to Data Networks & the Internet	3	0
MATH 152	Calculus II	5	0
Social Sciences Elective		3	0
Natural Science or Engineering Elective		3	0
Total Hours		**17**	**0**

Semester 3		Undergrad Credits	Grad Credits
ITM 100	Introduction to the Profession	3	0
ITMD 321	Data Modeling and Applications	3	0
ITMD 361	Fundamentals of Web Development	3	0
MATH 251	Multivariate and Vector Calculus	4	0
Natural Science or Engineering Elective		4	0
Total Hours		**17**	**0**

Semester 4		Undergrad Credits	Grad Credits
ITMD 362	Human/Comp Interact & Web Design	3	0
ITMD 411	Intermediate Software Development	3	0
ITMO 356	Intro to Open Source Operat Systems	3	0
ITMM 471	Project Management for ITM	3	0
MATH 230	Discrete Mathematics	3	0
Natural Science or Engineering Elective		3	0
Total Hours		**18**	**0**

Semester 5		Undergrad Credits	Grad Credits
ITMS 418	Coding Security	3	0
ITMS 5XX	Cyber Security Management*	3	3
ITMS 5XX Course		0	3
Humanities Elective (300+)		3	0
Social Sciences Elective (300+)		3	0
Free Elective		3	0
Total Hours		**15**	**6**

Semester 6		Undergrad Credits	Grad Credits
ITMS 438	Cyber Forensics	3	0
ITMS 458	Operating System Security	3	0
ITMS 543	Vulnerability Analysis and Control*	3	3
MATH 474	Probability and Statistics	3	0
IPRO Elective I		3	0
Total Hours		**15**	**3**

Semester 7		Undergrad Credits	Grad Credits
ITMS 483	Digital Evidence	3	0
ITMS 548	Cyber Security Technologies*	3	3
Cybersecurity Elective		3	0
Humanities Elective (300+)		3	0
IPRO Elective II		3	0
Total Hours		**12**	**3**

Semester 8		Undergrad Credits	Grad Credits
ITMT 430	System Integration	3	0
ITMM 485	Legal and Ethical Issues in IT	3	0
ITMS 5XX	Elective (substitute for ITMS 538)	0	3
ITMT 591 or ITMS 539 or ITMS 549		0	3
Social Sciences Elective (300+)		3	0
		9	**6**

Semester 9		Undergrad Credits	Grad Credits
Cybersecurity Elective		3	0
LAW 273	Evidence	3	3
ITMS 5XX Course		0	3
Free Elective		3	0
Total Hours		**9**	**6**

Semester 10		Undergrad Credits	Grad Credits
ITMS 5XX Course		0	3
ITMT 591 or ITMT 594 or ITMT 597		0	3
Law Elective		0	2
Humanities or Social Sciences Elective		3	0
		3	**8**

Total Undergraduate Credit Hours	**129**
Total Graduate Credit Hours	**32**

* Co-terminal students enrolled in the Master of Science in Applied Cybersecurity and Digital Forensics will substitute ITMS 543 for ITMS 443, ITMS 548 for ITMS 448, and ITMS 578 for ITMS 478.

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Bachelor of Science in Applied Cybersecurity and Information Technology Curriculum

(Co-Terminal with Master of Science in Information Technology and Management)

Semester 1		Undergrad Credits	Grad Credits
ITM 301	Contemporary Op Sys / Hardware I	3	0
ITM 311	Introduction to Software Development	3	0
MATH 151	Calculus I	5	0
Humanities 200-level Elective		3	0
Total Hours		**14**	**0**

Semester 2		Undergrad Credits	Grad Credits
ITM 312	Intro to Open Source Programming	3	0
ITMO 340	Intro to Data Networks & the Internet	3	0
MATH 152	Calculus II	5	0
Social Sciences Elective		3	0
Natural Science or Engineering Elective		3	0
Total Hours		**17**	**0**

Semester 3		Undergrad Credits	Grad Credits
ITM 100	Introduction to the Profession	3	0
ITMD 321	Data Modeling and Applications	3	0
ITMD 361	Fundamentals of Web Development	3	0
MATH 251	Multivariate and Vector Calculus	4	0
Natural Science or Engineering Elective		4	0
Total Hours		**17**	**0**

Semester 4		Undergrad Credits	Grad Credits
ITMD 362	Human/Comp Interact & Web Design	3	0
ITMD 411	Intermediate Software Development	3	0
ITMO 356	Intro to Open Source Operat Systems	3	0
ITMM 471	Project Management for ITM	3	0
MATH 230	Discrete Mathematics	3	0
Natural Science or Engineering Elective		3	0
Total Hours		**18**	**0**

Semester 5		Undergrad Credits	Grad Credits
ITMS 418	Coding Security	3	0
ITMS 5XX	Cyber Security Management*	3	3
ITM 5XX Course		3	3
Humanities Elective (300+)		3	0
Social Sciences Elective (300+)		3	0
Free Elective		3	0
Total Hours		**18**	**6**

Semester 6		Undergrad Credits	Grad Credits
ITMS 438	Cyber Forensics	3	0
ITMS 458	Operating System Security	3	0
ITMS 443	Vulnerability Analysis and Control*	3	0
MATH 474	Probability and Statistics	3	0
IPRO Elective I		3	0
Total Hours		**15**	**0**

Semester 7		Undergrad Credits	Grad Credits
ITMS 483	Digital Evidence	3	0
ITMS 448	Cyber Security Technologies	3	0
ITM 5XX Course		3	3
Humanities Elective (300+)		3	0
IPRO Elective II		3	0
Total Hours		**12**	**3**

Semester 8		Undergrad Credits	Grad Credits
ITMT 430	System Integration	3	0
ITMM 485	Legal and Ethical Issues in IT	3	0
ITMT 591 ITMT 594 or ITMT 597		0	3
ITM 5XX Course		3	3
Social Sciences Elective (300+)		3	0
		12	**6**

Semester 9	Undergrad Credits	Grad Credits
ITMT 591 or ITMT 594 or ITMT 597	0	3
ITM 5XX Course	0	3
ITM 5XX Course	0	3
Free Elective	3	0
Total Hours	**3**	**9**

Semester 10	Undergrad Credits	Grad Credits
ITMT 591 or ITMT 594 or ITMT 597	0	2
ITMS 5XX Course	0	3
ITMS 5XX Course	0	3
Humanities or Social Sciences Elective	3	0
	3	**8**

Total Undergraduate Credit Hours	**129**
Total Graduate Credit Hours	**32**

* Co-terminal students enrolled in the Master of Science in Information Technology and Management will substitute ITMS 578 for ITMS 478.

IIT Undergraduate Bulletin 2019-2020 ITM Departmental Supplement

Information Technology & Management (ITM) Faculty & Staff Directory

The first location given is the primary office location. The number given is the office room number. Location addresses are:

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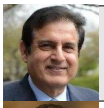
Phone numbers not starting with the prefixes above are mobile, personal or multi-location numbers. Adjunct faculty may provide additional information to their students & their phone numbers may be available upon request from the ITM Program Manager, Angie Jarka.



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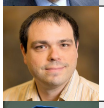

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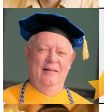

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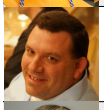

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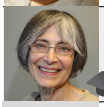

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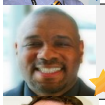

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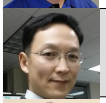

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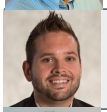

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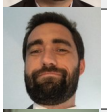

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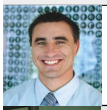

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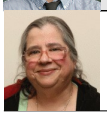

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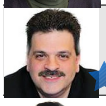

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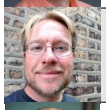

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Key to awards: = Educational Excellence Award (School of Applied Technology)
= Jeffrey Kimont Memorial Teaching Award (ITM Department Adjunct Faculty)
= Excellence in Teaching Award (School of Applied Technology)

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ILLINOIS INSTITUTE OF TECHNOLOGY *School of Applied Technology*

Information Technology & Management Academic Honesty Violation Report

Date of Violation: Date of Report:

Faculty Member Information
Name:

Phone Number:

Email Address:

Student Information
Name(s) of student(s) involved:

☐ Undergraduate student
☐ Graduate student

CWID(s):

Email Address(es):

Has/have the student/students been notified of the submission of this report?: ☐ Yes ☐ No

Course Information
Course Number: ITM

Semester: ☐ Fall ☐ Spring ☐ Summer Year:

TA Involved?: ☐ No ☐ Yes: Name:

Witnesses?: ☐ No ☐ Yes: Name:

Has the witness been notified that his/her name has been included in this report? ☐ Yes ☐ No

Violation Information
Please check appropriate form of academic dishonesty; short examples are included but not limited to:

- ☐ **Plagiarism** – Published and unpublished works, print media, graphics, and music, including the internet and other students' work
- ☐ **Unauthorized Collaboration** – Giving or receiving answers or questions for tests, quizzes, homework, etc.
- ☐ **Unauthorized Aid** – Consultation of textbooks, notes, electronic devices, etc when such aid was not specifically granted/allowed
- ☐ **Falsification** – Deliberate concealment of true origin of data; forgery of signature on documents; submitting assignments, tests, quizzes, etc under false pretenses
- ☐ **Other**: (Please clarify)
  Bribery, theft of documents including bluebooks, exams, quizzes, homework, etc.

Please provide a brief description of circumstances of violation of the Code of Academic Honesty (e.g., facts leading to suspicion of violation, syllabus information, copy of student work showing violation)
ATTACH ADDITIONAL PAGES AS NEEDED

_____

_____

_____

Faculty Member Signature
I ☐ have / ☐ have not discussed this violation with the student(s).
I ☐ have / ☐ have not assigned a grade/grades of zero for this assignment or examination.

Signature: Date:

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3.30.10

Standards for Appointment and Retention for Faculty in Information Technology and Management

Industry Professor of Information Technology and Management (Category II Faculty)

Appointment: Individuals appointed as Industry Professor of Information Technology and Management should have a minimum of twelve (12) years of industry experience in information technology with significant management experience and/or other positions, publications or certifications reflecting wide industry recognition of expertise. Industry Professors must hold a post-graduate degree at the Masters level or higher. While a degree in information technology is desirable, given the newness of the field it is recognized that many will hold a degree in a related field which may include computer science, engineering, technical or systems management, technical communication, design, or business administration. Demonstrated instructional experience is required.

Renewal: Individuals renewed as Industry Professor of Information Technology and Management should have positive student evaluations over the period of their previous appointment. They must have a recommendation for renewal from the Dean and must have approval of a majority of a majority of the Academic Unit Committee on Appointments and Retention. Participation in and direction of research, while not required as a Category II faculty member, is highly desirable.

Industry Associate Professor of Information Technology and Management (Category II Faculty)

Appointment: Individuals appointed as Industry Associate Professor of Information Technology and Management should have a minimum of six (6) years of industry experience in information technology with positions, publications or certifications reflecting industry recognition of expertise. Industry Associate Professors must hold a post-graduate degree at the Masters level or higher. While a degree in information technology is desirable, given the newness of the field it is recognized that many will hold a degree in a related field which may include computer science, engineering, technical or systems management, technical communication, design, or business administration. Demonstrated instructional experience is highly desired but not required.

Renewal: Individuals renewed as Industry Associate Professor of Information Technology and Management should have positive student evaluations over the period of their previous appointment. They must have a recommendation for renewal from the Dean and must have approval of a majority of the Academic Unit Committee on Appointments and Retention.

Senior Lecturer in Information Technology and Management (Category II Faculty)

Appointment: Individuals appointed as Senior Lecturer in Information Technology and Management must hold a degree of Doctor of Philosophy or equivalent. While a degree in information technology is desirable, given the newness of the field it is recognized that most will hold a degree in a related field which may include computer science, engineering, technical or systems management, technical communication, design, or business administration. Demonstrated instructional experience is required.

Renewal: Individuals renewed as Senior Lecturer in Information Technology and Management should have positive student evaluations over the period of their previous appointment. They must have a recommendation for renewal from the Dean and must have approval of a majority of the Academic Unit Committee on Appointments and Retention.

Lecturer in Information Technology and Management
(Category III Faculty)
Appointment: Individuals appointed as Lecturer in Information Technology and Management must hold a post-graduate degree at the Masters level or higher. While a degree in information technology is desirable, given the newness of the field it is recognized that many will hold a degree in a related field which may include computer science, engineering, technical or systems management, technical communication, design, or business administration. If no degree in information technology is held, Lecturers must have significant industry experience in information technology with positions, publications or certifications reflecting industry recognition of expertise. Demonstrated instructional experience is required.
Renewal: Individuals renewed as Lecturer in Information Technology and Management should have positive student evaluations over the period of their previous appointment. They must have a recommendation for renewal from the Dean and must have approval of a majority of the Academic Unit Committee on Appointments and Retention.

Adjunct Assistant Professor of Information Technology and Management
(Other Academic Appointments)
Appointment: Individuals appointed as Adjunct Assistant Professor of Information Technology and Management must hold a degree of Doctor of Philosophy or equivalent. While a degree in information technology is desirable, given the newness of the field it is recognized that many will hold a degree in a related field which may include computer science, engineering, technical or systems management, technical communication, design, or business administration. Demonstrated instructional experience is required.
Renewal: Adjunct appointments are not permanent and carry no implication of continuing connection with the university. Renewal is at the discretion of the Dean.

Adjunct Industry Professor of Information Technology and Management
(Other Academic Appointments)
Appointment: Individuals appointed as Industry Professor of Information Technology and Management must meet the standards prescribed for an Industry Professor of Information Technology and Management above and are appointed on a semester-by-semester basis.
Renewal: Adjunct appointments are not permanent and carry no implication of continuing connection with the university. Renewal is at the discretion of the Dean.

Adjunct Industry Associate Professor of Information Technology and Management
(Other Academic Appointments)
Appointment: Individuals appointed as Industry Associate Professor of Information Technology and Management must meet the standards prescribed for an Industry Associate Professor of Information Technology and Management above and are appointed on a semester-by-semester basis.
Renewal: Adjunct appointments are not permanent and carry no implication of continuing connection with the university. Renewal is at the discretion of the Dean.

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5.16.13

Promotion and Tenure for the IIT School of Applied Technology (SAT)

The School of Applied Technology follows the procedures set forth in the IIT Faculty Handbook (Appendix C) for promotion and tenure. In view of the school's mission, the standards for promotion, tenure and the rank of professor described below follow the general categories of academic merit outlined in the Faculty Handbook:

- Research, scholarly contributions and their real world application
- Teaching and educational accomplishments
- Service to SAT, the university, the appropriate professions, and the community

1. Scholarship contributions and their real world application are demonstrated by, but are not limited to, research funding, patents, published books, referred journal papers, conference articles, and reports; evidence of the impact of this scholarship in real world applications; invited presentations at international and national conferences; lectures and seminars for universities, professional groups, and the public; citations to published research; organization of research centers; reviewer for professional journals, conferences and research proposals; prizes and awards for scholarly contributions; and evaluation of a candidate's scholarship by professional peers outside of HT who have well established and substantial professional reputations.
2. Accomplishments in teaching are demonstrated by evidence such as teaching evaluations by students and written evaluations by faculty; evidence of student learning; effective participation in student advising; course and program development and initiation; development and participation in inter-professional projects (IPROs); authorship of course lecture materials including textbooks and distance learning materials; development of innovative and collaborative teaching techniques and learning laboratories; and authorship of educational articles
3. Service to IIT is demonstrated by such activities as significant participation in program, college, and university committees; involvement with student organizations and other student activities, advising of student branches of professional societies, student clubs, fraternities and sororities; professional society involvement; development of interdisciplinary programs and centers; organization of continuing education courses; participation in student recruitment and other IIT events; and performance of public service functions..

Candidates for promotion and tenure are evaluated on the aggregate of their professional achievements, not merely an inventory of individual accomplishments for each of the specific evaluation criteria described above. The key question for promotion and tenure is "Has the candidate demonstrated the promise of prominence and impact through his/her (1) teaching, (2) research and scholarship, and (3) university service and outreach and shown the promise of continued professional growth and recognition?" Promotion to Full Professor is based on the same performance categories with the expectation that he/she has achieved a high level of prominence and impact through his/her scholarship, teaching and service.

The academic unit Tenure and Promotion Committee will take a formal vote for promotion and tenure by secret ballot in the categories **"Not Recommended"**, **"Recommended"** and prepare a written justification.

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C. Robert Carlson

