

ITM Graduate Student Handbook**Fall 2019****Information Technology & Management Graduate Degrees**

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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 IITV 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 Information Technology & Management degree is to teach you 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 your 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 Information Technology & Management degree is principally practical, given the scope and rapidity of change within the IT industry a solid grounding in theory is necessary to equip you to cope with the emergence of new technologies and to advance in your career in the field. A good grounding in theory is necessary to meet the goals of a university education, equipping you 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 you to reason out solutions to problems rather than relying on canned solutions and blind adherence to procedure.

Program Objectives**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.

Graduate Bulletin

Specific requirements for completion of your degree are in the applicable university bulletin. In most cases the bulletin in force in the year you entered the program governs your curriculum. 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/>.

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.

- ◆ *Effort Expected of Graduate Students:* Graduate students are expected to demonstrate a substantively higher level of accomplishment than is expected of undergraduates. For valid academic reasons we have courses in our curricula which place both undergraduate and graduate students in the same classroom with the same lectures and other instructional material delivered to them.
- ◆ *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 340 has a corresponding ITMO 540 course offering. Graduate students may not enroll in a 4XX course which has a corresponding 5XX course.
- ◆ *Readings:* Graduate students may, and in most instances should, expect to 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.
- ◆ *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.
- ◆ *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 will 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.

Faculty Office Hours

Faculty members will be available to you outside of class.

- ◆ *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. 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 hawk.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 requests from you to advisers or faculty members should come from your university email address. If we receive email from you from another address, you can expect that any response will go to your iit.edu email address, or that faculty members may not respond.
- ◆ *ITM Weekly 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/. Student bloggers are welcome as well; if you would like to blog on Loopback, please contact Ray Trygstad, trygstad@iit.edu or 630.447.9009.
- ◆ *The ITM Facebook Group:* <https://www.facebook.com/ITMatIIT/>.

Academic Honesty

As you study in our program, you 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 you; and of your ability learn, recall and apply this knowledge and information. If you do not submit work that is your own work, we have no way to measure the success of our efforts to educate you. If you are not being academically honest—if you are cheating, you are not allowing us to adequately measure our success—or your success. Our single largest problem in the Department of Information Technology and Management is with research papers. Many students in our program have come from other nations where their secondary school and undergraduate programs never required completion of research papers, but the ability to conduct research on 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 you already possess, you 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 pretty stupid: why would you boast about being dishonest? Frankly we are very upset by this as this 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 IIT requires original writing, prohibits plagiarism and provides severe sanctions for plagiarism. Original writing consists of thinking through ideas and expressing them in your 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 your 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 you directly quote and every fact that is not common knowledge that you cite **MUST** have a properly formatted citation in the text **AND** a related entry in your bibliography. The presence of one sentence or substantial phrase in your submitted work that is a direct quote and does not have the source properly cited and included in your 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 their 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! If you are at IIT’s Mies Campus, there is a Writing Center, (http://www.iit.edu/csl/hum/resources/writing_center.shtml), and the staff there will go over your paper with you line by line to help you with your grammar and use of language. They are there to help you learn to write better by explaining each correction to you as they are made. In addition, research librarians in Galvin Library are there to assist you in ensuring that your citations and bibliography are correctly formatted; it is their job to assist you and you should not hesitate 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.

<p>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.</p>	<p>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.</p>
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- ◆ *Mosaic Plagiarism:* Here the writer lifts phrases and terms from the source and embeds them in his 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 you submit will contain your own words and not the words of others. You must be scrupulous about separating and referencing the words of others. Faculty members will 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 that you have used in your 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 you wish to use the words of others, in most cases you may if you do two things:
 - ✓ Separate the words of others from those of your 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 Paper Format document for your course, or in the “Writing Research Papers” section of this handbook on page 14 below.
 - ◆ *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. Many professors will reject a paper consisting primarily of material quoted from other sources because they do not view such a paper as the student’s own work. Due to this, many instructors may limit the amount of material that you 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 your paper.
- ◆ *Collaboration/Copying:* Some students in our program have found themselves pressured by classmates to give them 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 equally guilty of academic dishonesty as are those who ask for this information. If you are asked to do this the only acceptable answer is to just say NO. It benefits neither you nor the students who are copying your answers.
- ◆ *Sharing of Completed Course Work Online:* You 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:* In addition to the above brief discussion, you must read and ensure you understand both the **Code of Academic Honesty** in the *The Illinois Institute of Technology Student Handbook* at http://www.iit.edu/student_affairs/handbook/information_and_regulations/code_of_academic_honesty.shtml and the **Information Technology and Management Policy on Academic Honesty Violations** below. You must understand that if you commit academic dishonesty—if you cheat—there *will be consequences. You will be punished.* At a minimum you will be assigned a grade of zero for the assignment; if it is a second offense you 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 you be expelled from the university.

INFORMATION TECHNOLOGY AND MANAGEMENT POLICY ON ACADEMIC HONESTY VIOLATIONS

Sanctions for students in the Department of Information Technology and Management

When a student in the Department of Information Technology and Management 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.

Program and Course Prerequisites

Prerequisites for courses and degree programs may be fulfilled through 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 program, courses equivalent to the required prerequisite courses for the program, ITM 301, ITM 311 or 313, ITMD 361, and ITMD 321 may be completed at many community colleges prior to enrollment in the degree program. Check with an adviser to ensure that the course you have selected 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:* These degrees require 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 program prerequisite waivers and graduate core course waivers may be granted only by 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 *Graduate Bulletin*.

- ◆ *Credit by Examination and Industry Certifications:* Successful completion of industry certifications may be used as the examination for credit by examination, but this credit will not normally be granted after the end of the first semester of studies in a degree. 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 you have industry certifications that you believe may fulfill course requirements, contact the ITM Associate Chair, Ray Trygstad (trygstad@iit.edu or 630.447.9009), for evaluation of your 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 by logging into MyIIT to access the 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 will be assigned*. After assigning the grade and signing the form the instructor must return the form in person to Angela Jarka in the ITM offices at the Mies Campus. Once a student hands the instructor the form, the student may not possess or handle the form again.
- ◆ *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 are seriously deficient in either area, please seek help, as we have a lot of resources available to assist you. If we allow you to complete our degree with unacceptable language skills, we are doing both the you 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 you are having difficulty to help you. Native English speakers with seriously deficient skills are much harder to assist and we need to identify your issues very early on if we are going to help you.

- ◆ 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 IIT students, free of charge. The Writing Center provides individual, 30-minute meetings for students. They can assist you 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 who see that you are having difficulty may refer you 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>.

Syllabus

Instructors must provide a detailed syllabus for students delineating the objectives of the course which should also detail specific learning objectives for each lesson. 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.

- ◆ **Syllabus Content:** You can expect a course syllabus will 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 late assignments/projects and academic irregularities.
 - ↪ The syllabus is a *contract* between your instructor and you, and must be treated as such. If your instructor changes the topics in your course, or your assignments, or any other significant facet of the course, they should issue a revised syllabus reflecting these changes. **You are expected to know and understand what is in the syllabus.**
 - ↪ 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 your instructor from ambiguity.
 - ↪ All grading in the ITM department, to the maximum extent possible, must be evidence-based grading. This means wherever possible, you instructor should provide you 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.



Cartoon used by permission from "Piled Higher and Deeper" by Jorge Cham, www.phdcomics.com

IT'S IN THE SYLLABUS

This message brought to you by every instructor that ever lived.
WWW.PHDCOMICS.COM

Grading

Suggested 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 or CEU students completing graduate-level coursework. This grading standard also applies to English Language courses.

- ◆ *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.
- ◆ *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 you book a flight home before your examination time, your exam may not be administered early—and you will receive a grade of zero on the examination if you fail to appear for the exam. If you are in an online section, you should schedule exam proctoring with IIT Online, but do not expect the exam to be administered before the scheduled time and date.
- ◆ *Submission of Grades:* Your instructors will submit grades for all courses online; the exact day and time for grade submission will vary as per the Illinois Tech Academic Calendar. Your grade will normally appear on your unofficial transcript in MyIIT within a few minutes of posting, but should appear no later than 24 hours after posting. At that time, official transcripts including the P(ass)/F(ail) grades which award CEUs may be ordered.
- ◆ *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.
- ◆ *Extensions for Completion of Courses:* Students may be assigned a grade of “T” (incomplete) if the student requests it, all requirements for assignment of “T” are met, in the instructor’s opinion there is a valid reason for an extension of time to complete their coursework, and the Department grants approval. A grade of “T” will be assigned only in case of illness or for unusual or unforeseeable circumstances that prevent the student from completing the course requirements by the end of the term. You must apply to the instructor in writing for a grade of incomplete, using the request form at <http://www.itm.iit.edu/incomplete/>. You 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 it, your request will be forwarded to the Registrar’s Office for final approval. You must meet the university Academic and Department Regulations requirement that students have “substantial equity” in the course and the written agreement between the you and the instructor must detail the remaining requirements to complete the course. Grades of “T” will automatically lapse to “E” on the published deadline of the subsequent term. Please bear in mind that the only acceptable reasons for an “T” are either illness or unusual/unforeseeable circumstances. The fact that you may have fallen behind in course work when neither of these situations exists is NOT adequate cause to award an incomplete. In these cases you can expect to be awarded the grade you have earned in the class.
- ◆ *Withdrawal from a Course:* If you determine that you will be unable to complete a course with a passing grade, it is advisable to withdraw from the course rather than have the failing grade appear on your transcript, and your instructor may advise you to do so. The deadline for withdrawal is normally six weeks prior to the end of the term; consult the academic calendar (<https://web.iit.edu/registrar/academic-calendar>) for the current term for the exact date. A grade of “WP” (withdrew passing) or “WE” (withdrew failing) will appear for the course on your transcript. This grade does not apply toward your GPA and no credit is awarded for the course, but **payment is still required for the course**. If you have been ill or have other mitigating circumstances that have prevented you from submitting your work in the course, please discuss this with the instructor before you withdraw; if you present a good case, at the instructor’s discretion you may be granted an extension to complete the course (see above).
- ◆ *Not Attending:* If you stop attending class, at the mid-term you may be assigned a grade of “NA” (not attending). If you receive a grade of “NA,” you should discuss the situation with your instructor to determine if you can successfully complete the course with a passing grade. If you cannot, you should withdraw from the course (see above). If you continue to fail to attend, at the end of the term you will be assigned a failing grade of “E”.
- ◆ *Extra Credit:* If a faculty member desires to allow you to earn extra credit in a course, the extra credit must be applied to your 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 included in the course syllabus you cannot expect an instructor to grant extra credit.**
- ◆ *Retention of Graded Examinations:* Faculty members may elect to retain your examinations after they have been submitted and graded, or they may return them to you, but in all cases they must allow you an opportunity to review your graded examination upon request. If faculty members elect to retain graded examinations, they must then retain them 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 you have earned based on your work in a course are **final**. If the minimum score to earn a grade of **A** in a course is 90% and you have earned a score of 89.97%, **your grade is a B**. If you are unhappy with the grade you have earned at the end of the term, pleading with the instructor will be a waste of both your time and the instructor’s time. **You cannot do additional work after a grade has been submitted to change your grade.**

- ↳ If you want to appeal a letter grade assigned in a course, you should first confer directly with your course instructor. If you and the instructor cannot come to an agreement, you should contact the Associate Chair of the Department. If necessary, you 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

You must conduct yourself in a professional manner showing courtesy to the instructor & your fellow students.

- ◆ 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 your experience, but also the experience of the entire group.
- ◆ Unless required to accommodate a student disability, please turn off cell phone ringers and other distracting electronic devices and leave them off while class is in session. If the instructor requests that you not use notebook PCs, tablets, or smartphones while in class, you need to respect that request and comply. Failure to comply may be reflected in your class participation grade.
- ◆ You may use voice or video recording devices in lectures as long as their use does not disrupt class proceedings.
- ◆ If you are late to class, please enter the classroom and take a seat as quietly as possible
- ◆ You 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; please return from the break promptly and be in your seat at the appointed time.
- ◆ Please use restraint and good judgment when bringing food and drink items into the classroom.

Course Evaluations

Your 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 degree program director 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 your Academics tab in the myIIT portal. Evaluations are conducted the last two weeks prior to the exam week of each academic semester, and you won't be able to access evaluations after Sunday night prior to exams. Constructive feedback from you is very important to us, both positive and negative, and your submission will be completely anonymous and confidential. **Please** complete your evaluations to help us improve our program; they really are important to us.

Course Assessments

In order to ensure that you, our students, are attaining the outcomes that we have established for our degrees and for each course that we offer towards your 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.

- ◆ *Course Assessment Surveys:* These surveys are conducted by ITM Department staff during the final weeks of each course being assessed. The surveys ask you to evaluate how well you have achieved each of the course and program outcomes covered in the course. Please 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 you our students. Please ensure that you are present in class for the surveys.

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.it.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, 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/resources/licensing.php>.

- ◆ *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 openness 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/resources/licensing.php>.
- ◆ *Other Intellectual Property Licensing:* Again, while not required, students are strongly encouraged to license research papers and other academic coursework under licenses that allow 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/licenses/>.
- ◆ *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.

Degree Specializations

The Master of Information Technology and Management offers nine specializations intended to prepare you for particular roles in the IT working world. The curriculum is structured with the expectation that students will elect complete a specialization; but you can elect to tailor a course of study that meets your specific needs within the bounds allowed by the degree core course requirements. If you do elect to complete a specialization, you must complete a sequence of courses within the specialization as outlined in the Graduate Bulletin at <http://bulletin.iit.edu/graduate/colleges/applied-technology/department-information-technology-management/master-information-technology-management/#specializationtext>. Your adviser will ultimately determine if you have completed a specialization and will also authorize any substitution of courses. Completion of a specialization should be indicated by an annotation on your transcript and upon request will be recognized by a document issued by the School of Applied Technology. If you are 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. See the Bulletin Supplement on page 21 of this Handbook for details.

Advising

Each student enrolled in our program is assigned an academic adviser. Your primary adviser assists you in monitoring progress toward graduation by fulfilling degree requirements, and helps you select courses that will meet your degree and specialization requirements, and will meet your 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. You cannot enroll in courses in your first semester until you have met with an adviser and received your Alternate PIN; in subsequent terms your Alternate PIN will be listed under your Academics tab in the MyIIT portal, but you may have to meet with your adviser to clear your advising hold.

- ↳ *Prerequisite and Core Courses:* Your adviser will determine if any of the prerequisite or core courses may be waived, based on your placement exam and/or your previous studies, certifications, and industry experience. If any one or two cores courses is/are waived, you must still complete nine hours of core course content. Appropriate core course substitutions will be made for students who have completed the Bachelor of Information Technology and Management degree at Illinois Tech.
- ↳ *Specializations:* *During your first semester of study,* you must submit your 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. Your adviser will determine allowable course substitutions for the specialization; any course substitutions must be submitted through eForms as well. If you register for and complete a course that is not in your 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 your degree. It is your responsibility, and not your adviser’s, to ensure that each course you take will apply to your 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:

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

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 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).
- ◆ *Registration Holds:* Advisers **cannot** remove any registration holds, but they should be able to tell you who placed the hold and who to contact to have it lifted.
- ◆ *Co-Terminal Degrees:* For information on co-terminal degree student advising, please see the *ITM Undergraduate Student Handbook*.
- ◆ *Advisee Responsibilities:* Your responsibilities as an advisee include:
 - ☞ *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 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 graduate student. 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:* You can expect that your adviser will:
 - ↪ Meet or communicate in an appropriate fashion with you on a regular basis and keep records of advising communications.
 - ↪ Guide you in scheduling/planning your program of study, and in complying with other program requirements.
 - ↪ Inquire about career interests and guide you on career planning, with the aid of the ITM Internship and Career Services Manager and university Career Services.
 - ↪ Ensure you take required courses in an expedient fashion, as is optimal to progress through your curriculum.
 - ↪ Refer you to Illinois Tech's English Language Services if in their judgment your speaking and/or listening abilities in English may not be adequate for college-level work in the U.S.
 - ↪ Direct you 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; 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 they will not be available for advising.

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. These courses are an IIT undergraduate general education requirement, and all undergraduates must complete at least two three-credit-hour IPRO project courses. Graduate students may enroll in IPROs to provide leadership and oversight, and with adviser approval you will receive elective credit toward your degree. See <http://ipro.iit.edu/> for full details on IPROs.

- ◆ *IPRO Project Managers:* Graduate students enrolled in IPROs often are assigned the role of Project Manager. This is an excellent opportunity for 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 you are interested in an IPRO, please discuss it with your adviser.

Independent Study, Research, and Thesis

Any graduate student may request independent study with a faculty member for subjects not covered in courses offerings. The faculty member will issue you 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. Your examination committee consists of at least three faculty members whose purpose it is to evaluate the your thesis and carry out the comprehensive examination. The committee includes your adviser, and one of the three faculty members must be a departmental representative from a discipline different than your major area of study. You must prepare a preliminary draft of your thesis at least five weeks before graduation for approval by the Thesis Examiner.
- ✓ At least seven days prior to the comprehensive examination, you must distribute copies of the approved thesis draft to the thesis committee members. Your 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 your 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 your 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 your examination to the department using Form G303, *Masters Comprehensive/ PhD Qualifying Exam*, which will be provided to your 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.
- ✓ You will obtain signature approvals of the final thesis draft from your adviser, all thesis committee members, and the Department Chair on Form G501, *Final Thesis Approval*. You must pay the advanced degree fee at the Student Accounting Office and meet with the Thesis Examiner for final thesis approval. You should bring three unbound copies of the completed thesis in marked manila envelopes with your adviser's original signature on the title pages along with a receipt showing payment of fee and Form G501B 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. 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 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.

Recognition of Academic Achievement

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

GAMMA NU ETA (GNH): 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 (GNH). 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 electing candidates for induction each semester. 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 honor ropes and/or stoles in the Society's colors to be worn with the cap and gown at commencement. For more information on GAMMA NU ETA, see the Beta Chapter website at <http://www.itm.iit.edu/gammanueta/> or contact Beta Chapter President Andreas Vassilakos, avassilakos@hawk.iit.edu.

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. 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 upeiit@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 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. They are awarding over 50 awards, so there is a good chance that you could be an awardee. You can nominate yourself, or faculty or staff members can nominate you 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. 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 (TNH): See “Recognition of Academic Achievement” above.

Information 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 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.

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.

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

Scholarships: 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. 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.

- ◆ **Direct Offers to ITM Students:** Occasionally the ITM Department 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 Career Services. Occasionally, employers ask faculty members to select students to apply for jobs, and those requests are forwarded to faculty members exclusively who will contact students they are recommending individually.

- ◆ *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 weekly ITM 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 either emailed to students directly, or are featured in the weekly ITM Newsletter.
- ◆ *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. Your profile 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!)

ITM Department Student Employment: The following student employment positions in the School of Applied Technology and the ITM Department are available to ITM undergraduate 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 will nominate their preferred candidates for their Teaching Assistanceships so the most reliable path is to make a positive impression on a professor in class so that they will request you as a TA. Some faculty members require their TA to have completed all courses they are teaching that term with a minimum grade of 'A'. Students should understand that if you have not been offered a teaching assistanceship by the department, appointments as a TA without a specific faculty request are rare. 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. They are generally only available to students enrolled in a research degree.
- ◆ *Administrative Staff Member:* Students in these positions perform administrative tasks in the ITM Department office in Perlstein Hall at the Mies Campus and are paid hourly up to 20 hours/week. 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 Mies Campus technology support, Rice Campus technology support, and SAT infrastructure support, and are paid hourly up to 20 hours/week. Most student employment for ITM undergraduates is in these positions. 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 is assigned an 9-digit Campus-Wide Identification Number or CWID; it's also frequently referred to as your Student ID Number or A#; each IIT Faculty and Staff member is assigned a CWID as well. Graduate students received this number in your acceptance letter from the Information Technology & Management Degree program. You will also be 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 are other students with the same letter combination, your UID may have a number appended to the end as well. If a student's entire name is less than eight letters, then their UID will be less than eight letters. **When emailing advisers or faculty always include your CWID (A#).**

MyIIT

MyIIT (<http://my.iit.edu/>) gives you access to online services for IIT students, including email, class registration, online course access via Blackboard, University announcements, IIT Today, and student news and events. The initial password for MyIIT is your birth month and year in MMY 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/>. 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 IIT student services is available online through MyIIT; most are found under the Academics tab, which accommodates these channels:

- ◆ **Academic Profile:** The place to view your basic academic profile, primary advisor and use quick links to view your unofficial transcript and holds.
- ◆ **Registration Tools:** Provides quick links to look up your class schedule and add or drop classes.
- ◆ **Banner Self-Service:** Allows you to navigate 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:** Use this quick link to view your grades.
- ◆ **Enrollment Verification:** You can access and print official certificates of enrollment to provide to a health insurer, auto insurer, or other company that requests proof of your enrollment.

Graduate students will receive their Alternate PIN number from the Graduate College prior to the opening of registration for the next term; this number is required to register. If you are having difficulty registering, please contact the Registrar's office at registrar@iit.edu.

Electronic Mail

The primary method for university-to-student communication is through your IIT email. An email account is automatically set up for you when you are admitted. Your email username is the same as your UID, and this email username, when followed by "@hawk.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 student email regularly or forward your student 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 Student Accounts FAQ at http://my.iit.edu/iit/ots/how_to/faq1.shtml. (You must already be logged into MyIIT to use this link.) **When emailing advisers or faculty always include your CWID (A#).**

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 IIT courses are normally available through Blackboard, and online course lecture content is always on Blackboard. Faculty members will use Blackboard for delivery of their syllabus, assignment details and assignment submissions even if the 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 course materials. Please direct Blackboard problems to the OTS Support Desk at 312.567.DESK (3375); ***ITM instructors, Teaching Assistants, and staff cannot help you with Blackboard problems.***

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 International Students on F1 Visas:**
 - ☞ Only one online course may be taken per semester unless you are on an internship/Curricula Practical Training (CPT). This is a U.S. Government requirement and cannot be waived.
 - ☞ In their first semester in the program, F1 Visa students 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:**
 - ☞ Graduate students living outside the Chicago area who are taking their degree program as a distance learner are not required to take live courses.
 - ☞ Students living outside the Chicago area who have shown that they are successful students and thus qualify to be on an internship or cooperative may take one or more courses online.
 - ☞ 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.
 - ☞ 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.

Computers and Computer Labs

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 multi-use 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 digital real-time 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 on the second floor of the South Tower, and on the ninth 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 an 802.11g/n wireless network as well as general-use laboratories and workstations 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 lmchugh@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 after 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** on page 21 of this handbook.
- ◆ *IIT Office of Technology Services Accounts:* 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 Illinois Tech Mies Campus, which may be used for teaching ITM 311 and ITM 312. Problems or issues with OTS-managed computing facilities at Main 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

- ◆ *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 <https://azure.microsoft.com/en-us/education/institutions/devtools-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 on the Pluralsight site that might serve as a good supplement for your classroom instruction include:

- | | |
|--|---------------------------|
| ➤ Python: The Big Picture | ➤ Python: Getting Started |
| ➤ Python Fundamentals | ➤ HTML Fundamentals |
| ➤ HTML, CSS, and JavaScript: The Big Picture | ➤ Introduction to CSS |
| ➤ JavaScript: Getting Started | ➤ 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. This level includes 5 desktop installations of Office. Office 365 and 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.

- ◆ **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.
- ◆ **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 lmchugh@iit.edu.
- ◆ **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 Mathematica and Virus Scan anti-virus products from McAfee..

Writing Research Papers

Many students entering graduate education in the United States are not fully aware of what will be expected of them in the area of research and writing research papers. The ability to write cogently, concisely and clearly in an acceptable academic format and to present the results of your research orally are skills you must develop to be a success in our program. At the same time, you will be learning skills essential to success in your working life after graduation, as the ability to communicate clearly in written and spoken English is one the most important elements to success in business. Research projects and research papers are core elements of graduate education, and you will regularly be expected to submit research papers and project reports as you progress through our program. Here is some key advice to help you succeed.

- ◆ **Format of Research Papers:** Unless your professor gives you different instructions, you should prepare ITM research papers in the formats prescribed by the *Publication Manual of the American Psychological Association* (commonly referred to as *APA*), which are very common styles in use for scholarly publications and academic papers. Among other things, this means that you should submit your paper typed in 10, 11, or 12-point type (no larger than 12-point), double-spaced, with 1 inch margins on one side of 8½ inch by 11 inch paper. Quotations, figure captions and the list of references should all be double-spaced. Devote separate pages to each figure, each table and the list of references, and number all pages after the first. Attach a cover sheet listing the paper title and the name and email address of the author. If submitting electronically, please submit as a PDF file or in Rich Text Format. Most word processors can save as RTF. Your professor may prescribe specific required or acceptable electronic formats.
 - ☞ **Title:** Make your title short and specific. Preferably, titles should be five or six words long, never more than 10.
 - ☞ **Length:** Make papers as concise as possible; 15 to 20 pages should be reasonable for a graduate student research paper. Note that your professor may prescribe a different length expectation. Please count only pages containing body text; figures, tables, the abstract, references and bibliography do not toward the page total.
 - ☞ **Headings:** Please use only one level of heading.
 - ☞ **Headers:** Despite what it appears to say in the APA guidelines, it is NOT necessary to place the words “Running Head:” in every page header; just put the abbreviated title of your paper in all uppercase letters (“all caps”). The phrase “Running Head” only appears on the first or title page of the paper.
 - ☞ **Figures and Tables:** Please submit copies of any figures and tables on separate sheets of paper. They should have captions that are interesting, that are written in complete sentences, and that fully explain and interpret the exhibit without forcing the reader to refer to the text. Conversely, the reader should not have to refer back and forth from the text to the figures to understand the paper. You should refer to figures where appropriate with “(Figure 1),” but you should explain the meaning and implications of your data fully in the text. Do not require the reader to interpret the figure to understand what you have done, as in “Figure 1 shows the outcome of this survey.” Tables should list information in some obvious logical order. Figures and tables quoted from other sources *must* be properly cited.
 - ☞ **References:** Cite references in the body of the text: “Shrump (1998) quibbled that ...” or if 1998 was a prolific year for Shrump, “(1998).” If the author is not cited in the body of the text, then use the form (Shrump 1998) for your citations. Include all references cited in a bibliography. Alphabetize your bibliography by the name of the first author.
 - For articles use the form
Smith, James Q. (1978) Title of article. *Title of Journal or Periodical*, 10(5) 45-50.
 - and for books,
Toklas, Alice B. (1947) *Book title*. Publisher’s name, City, State (or Country).
 - and for collections of papers,
Beedle, Albert A. (1979) Title of chapter. J.J. Fox, ed. *Book title*. Publisher’s name, City, State (or Country), 556-572.

and for material online,

Bly, Laura (2000) Upstart airfare site beats the big boys. *USA Today.com*, April 21, retrieved on October 23, 2000 from (www.usatoday.com/life/travel/leisure/2000/10/23/227.htm).

The one exception APA style is that we would prefer you to italicize the titles of books, journals, periodicals and web sites rather than underlining as the APA style would require. Note also that the APA style requires indentation of the second lines of citations, and that only the first word of a book title should be capitalized unless subsequent words would otherwise be capitalized (i.e. proper nouns, etc.). Also, if there is no author given for online resources, cite the title.

☞ **Footnotes:** Avoid footnotes. If what they contain is important, it deserves a place in the text. If not, don't distract the reader from what is important.

◆ **Writing Papers:** The following outline suggests an effective way of organizing a paper (it's just a suggestion):

1. Describe the problem;
2. Discuss previous work in the field and any necessary background information
3. Explain what you did, how you did it, and what obstacles you encountered;
or provide specific findings of fact that support your proposed solution or thesis;
4. State your solution or conclusion;
5. List the resulting benefits, both quantitative and qualitative; and
6. If applicable, provide an appendix giving the particulars of any models used or data collected during the research.

In writing your paper, explain your work so readers outside the field can understand it. If you must use a specialized term, abbreviation, or acronym, make sure you define it; write out an acronym or abbreviation the first time it appears and enclose it in parentheses immediately afterwards.

☞ Here is a possible step-by-step breakdown:

- Choose an area of interest to you to start your topic selection
- Search for publications—both in print and online—related to your topic
- Narrow your topic to refine your search results
- Formulate a thesis statement to guide your research
 - ✓ A good thesis statement is critical; it's the answer to the question that your paper explores and clearly delineates the argument that will be presented in your paper (see the humorous but accurate explanation to the right →)
- Scan books to see if they are relevant
 - ✓ Use the Table of Contents & index to quickly locate useful information
 - ✓ The table of contents for many books is now available online at the publisher or on amazon.com
 - ✓ If you find a book you need at Barnes & Nobles or on amazon.com, go to our library and odds are that if they don't have it that they can get it on interlibrary loan.
- Make notes on, or photocopy, interesting passages as you encounter them
- Make notes as you read to capture thoughts, questions, and ideas
- Refine your research question and do further information gathering
- Compose and write down your working thesis
- Review and reflect on work done in the field already; discuss any necessary background information
- Construct your argument, with the main points organized in an outline
- Write a rough draft, expanding the outline to fulfill paper length requirements
- Include quotes that support your points
- Revise your rough draft to ensure a strong, logical argument
- Document *all* works referenced in the preparation of your paper with particular attention on works cited by creating a bibliography
 - ✓ Ensure all quotes and paraphrases are properly cited in the body of your paper
 - ✓ Ensure all sources cited are included in your bibliography
- Revise your paper for spelling, punctuation and grammar errors
- Print out the final revision of your paper and bibliography or save as PDF or RTF file as necessary

Hulk trying to craft cogent thesis statement.

It tricky to condense entire argument into focused declarative phrase and still assert Hulk's conclusions.



◆ **Use of Wikipedia:** While *Wikipedia* is a good starting point for research to get an overview and point you to available resources, you cannot cite or quote *Wikipedia* in an assignment in IIT's Information Technology & Management curriculum. *Wikipedia* is a wonderful resource, but due to its community-edited nature it is not acceptable as a source of material for citation in academic writing.

◆ **Live, In-Person Help:**

☞ **The IIT Writing Center** (<http://humansciences.iit.edu/humanities/writing-center>) exists only to HELP YOU WRITE YOUR PAPER. Typically, you will take a project or paper assignment to the center, where a tutor will work one-on-one with you to assist with the writing process. There are tutors there who are especially trained to work with students for whom English is a second language but they certainly will work with anyone. The Writing Center is in Siegel Hall rooms 232 and 233. Students may use sign-up sheets on the doors of SH 232 and 233 to reserve a specific time with a tutor. When possible, the Writing Center also accepts students on a walk-in basis without an appointment.

- ↵ IIT's Galvin Library has Reference Librarians who are there specifically to assist you in your research and preparation of citations. If you have questions about preparation of citations, they are the experts and they are there to help. They also offer classes to help you learn how to best use library resources. New student library resources are at <http://library.iit.edu/students/services/new-student-guide/>. *Fundamentals for International Students* is a library workshop/tour to help you get familiar with the library building and services, and is usually scheduled during the orientation week or the first two weeks of classes. Tour dates are announced on the library websites and IIT Today. Special library resources for international students can be accessed at <http://library.iit.edu/students/services/international-students/> and the International Student Library guide is at <http://guides.library.iit.edu/internationalstudents>.
- ◆ **Additional Information:**
 - ↵ For a fine discussion of writing, read William Strunk Jr. and E.B. White's *The Elements of Style*, Allyn and Bacon, Needham Heights, MA.
 - ↵ For definitive guidance for preparation of a research paper in APA style, see the American Psychological Association's *Publication Manual of the American Psychological Association*, American Psychological Association, Washington D.C.
 - ↵ For a more complete, formal treatment of the process of preparing a paper for publication, see The University of Chicago Press *The Chicago Manual of Style*, University of Chicago Press, Chicago, IL.
 - ↵ For sound advice on figures, refer to the series of books by Edward R. Tufte: *The Visual Display of Quantitative Information*, *Envisioning Information*, and *Visual Explanations*, all from Graphics Press, Cheshire, CT. (Professor Trygstad took a seminar from from Edward R. Tufte and was very impressed.)
- ◆ **Other very useful resources for preparing papers:**
 - ↵ The IIT Writing Center: <http://humanosciences.iit.edu/humanities/writing-center>
 - ↵ *57 Tips for Writing Your Term Paper* (archived but still valuable): <https://web.archive.org/web/20070226210837/http://www.degreeutor.com:80/library/online-assignments/termpaper-writing>
 - ↵ *50 Ways to Increase Your Chances for an "A" Research Paper:* <http://www.rasmussen.edu/student-life/blogs/main/research-paper-strategies/>
 - ↵ *Writing Guides*, Indiana University: <https://wts.indiana.edu/writing-guides/index.html>
 - ↵ *OWL at Purdue: The Online Writing Lab at Purdue University:* <http://owl.english.purdue.edu/owl/>
 - ↵ *LEO: Literacy Education Online*, St. Cloud State University: <http://leo.stcloudstate.edu/>
 - ↵ *APA Style* (includes tutorials on APA citation styles and bibliography entries): <http://www.apastyle.org/>
 - ↵ *Zotero* bibliographic software as a standalone program for Windows, Mac or Linux with connecting extensions available for Chrome, Firefox, and Safari: <http://www.zotero.org/>

Accessing IIT Rice Campus

Courses in our programs are offered at two physical locations:

The IIT Mies Campus along State Street between 31st and 35th Streets in Chicago, Illinois

The Daniel F. and Ada L. Rice Campus at 201 East Loop Road in Wheaton, Illinois

- ◆ **Mies Campus to Rice Campus Public Transportation:** Mies Campus students can take a train from the Ogilvie Transportation Center (commonly known as Northwestern Station) on the Metra Union Pacific West Line to Wheaton or College Avenue, and from Wheaton or College Avenue back to Chicago. To get to the Ogilvie Transportation Center, take the CTA Green Line train to Clinton and walk two blocks south. Metra round-trip train fare to Wheaton/College Avenue is \$13.50. The Pace Bus system, which provides bus transportation for suburban Chicago, operates Pace Bus Route #714 from the Metra Stations at Wheaton and College Avenue to the Rice Campus. Your Student Ventra Card is accepted on Pace Buses, and Pace Bus #714 to the Rice Campus runs Monday through Friday, 6:30am to 6pm. Pace Bus fare in cash is \$2.25. A shared Lyft or Uber ride from the Rice Campus to either Wheaton Metra station after evening classes should be \$8-10 per person. We *strongly* suggest you use the public transportation option in Google Maps to map out any travel by public transportation in the Chicago metropolitan area. Please note that bus and train schedules are subject to change without notice, and that IIT has no control and very little influence over Chicago Transit Authority, Metra or Pace transportation services.

Information Technology & Management Notebook PC Specifications

While we do not currently require students who enrolled in the Information Technology & Management (ITM) degree program prior to Fall 2016 to own a notebook computer, it will certainly enhance your student experience to have one. Students entering the department after Spring 2016 are required to own a notebook computer.

Standards below reflect specifications for notebook computers for use by ITM students; each category is broken down into recommended, minimum and, where applicable, optional specifications. Your system may run **any** operating system but must be able to run Microsoft Windows 8.1 Professional as the primary operating system or as a secondary (dual-boot) operating system or as a virtual machine using virtualization software. These are specifications you must meet if you are purchasing a notebook computer for use in our program. If you have questions about these specifications, please contact Ray Trygstad, trygstad@iit.edu or 630.447.9009.

ITEM	RECOMMENDED	MINIMUM	OPTIONAL/OPTIMAL
Processor (CPU)	Intel Core i7 AMD Ryzen 5 / A8	7 th Gen Intel Core i5 AMD A4	Intel Core i9 AMD Ryzen 7 / A10
◆ You may not be able to run virtualization software adequately without VT or AMD-V technology, not found in older CPUs.			
RAM Memory	8GB or greater	8GB	16GB RAM optimal to run Windows 7/10 & virtualization
◆ 16GB or more of RAM is highly desirable.			
Operating System	Microsoft Windows 10 Education	Microsoft Windows 8.1 Professional	Linux or BSD Unix version Macintosh OS/X / MacOS
◆ MacBooks must have BootCamp, Oracle VirtualBox, Parallels Desktop or Vmware Fusion installed allowing running of Microsoft operating systems.			
◆ Linux or Solaris notebooks must have Oracle VirtualBox, Xen, KVM, or VMware Workstation installed allowing running of Microsoft operating systems.			
◆ Oracle VirtualBox, our recommended desktop virtualization solution, is available for free at http://www.virtualbox.org/ .			
◆ Microsoft and Linux software is available at no cost to all ITM students but you should purchase a system that will support Windows 8.1 Professional as a minimum standard. Windows 10 Education is available free to all ITM students and is the most complete version of Windows. Windows Home versions will not support all software or OS functions you will need in our curriculum.			
◆ Ubuntu and Ubuntu variants Kubuntu, Linux Mint, and Pinguy, as well as OpenSUSE are recommended Linux distributions.			
Hard Drive	1TB	500GB	SSD – 512GB or 1TB 7200 RPM hard drive(s)
Optical drive (May be external)	24-48x CD-RW/DVD-RW	24x CD-RW/DVD-R	Blu-Ray / Blu-Ray-R External drive for Surface or Air
Floppy drive	Neither required or expected		3.5 inch 1.44MB
Graphics card	1GB or greater, 24-bit color	256MB 24-bit color	
Display resolution	1600x1200 UXGA or greater	1280x1024 XGA	1440x900 WXGA+
Wireless Network	IEEE 802.11ac w/WPA2	IEEE 802.11g/n	4G Wireless
Network Port	1000Base-T ethernet	100Base-T ethernet	(USB Adapter is OK)
◆ Virtually all notebook PCs sold today include a gigabit (1000Base-T) ethernet port as standard items.			
Peripheral Ports	2 USB-3 / 1 USB-2 or USB-C; HDMI video connector or Display Port video connector or USB-C video conector	1 USB-2; RGB video connector	IEEE 1394 (FireWire) 3 USB-3 / USB-3.1 eSATA
Office Software	LibreOffice	LibreOffice	Microsoft Office 2007 or newer
◆ LibreOffice is available for free at http://www.libreoffice.org/ or (preferred) http://www.ninite.com .			
◆ A trial subscription to Microsoft Office 365 which includes five full installations of Microsoft Office for Windows or OSX may be available to Illinois Tech students with an iit.edu email address at https://products.office.com/en-us/student/office-in-education			
Anti-Virus Software	including all current updates		Optional on Mac/Linux
◆ Illinois Tech provides a licensed version of McAfee VirusScan for use by for all students, faculty & staff; Microsoft Security Essentials—which is free from Microsoft—is also recommended. You may not operate any version of Microsoft Windows on Illinois Tech networks without installed anti-virus software.			

Convertible or “2-in-1” systems such as the Microsoft Surface, Dell Inspiron or Dell Latitude, Lenovo Thinkpad Yoga or Lenova Yoga, Acer Aspire, or Toshiba Satellite Radius that comply with these specifications are acceptable. Students should have a flash/thumb drive for lab use; 64GB minimum is recommended. See page 16 above for software available at no cost to ITM students.

Links to special pricing on Dell and Apple computer hardware is available to Illinois Tech students at <https://ots.iit.edu/pc-mac/student-pcs-macs>.

Department of Information Technology and Management

Tracks within the Information Technology Infrastructure Specialization

Tracks within the Information Technology Infrastructure are defined by selection of 12 hours of elective courses in the specialization. The Department makes no guarantee that all courses required for completion of a track will be available during the time a student is completing courses for the degree.

Voice and Data Communication Technology Track 12

Track Required Courses: 6

ITMD 545 Web Real-Time Communications 3

ITMO 546 Telecommunications Over Data Networks 3

Select a minimum of 6 credit hours from the following: 6

ITMO 541 Network Administration and Operations 3

ITMO 542 Wireless Technologies and Applications 3

ITMO 544 Cloud Computing Technologies 3

ITMO 547 Telecommunications Over Data Networks: Projects and Advanced Methods 3

System Administration Track 12

Track Required Courses: 3

ITMO 541 Network Administration and Operations 3

Select a minimum of 6 credit hours from the following: 6

ITMO 533 Enterprise Server Administration 3

ITMO 550 Enterprise End-User System Administration 3

ITMO 553 Open Source System Administration 3

Select a minimum of 3 credit hours from the following: 3

ITMO 517 Shell Scripting for System Administration 3

ITMO 533 Enterprise Server Administration 3

ITMO 544 Cloud Computing Technologies 3

ITMO 550 Enterprise End-User System Administration 3

ITMO 553 Open Source System Administration 3

ITMO 554 Operating Systems Virtualization 3

ITMO 557 Storage Technologies 3

ITMS 558 Operating Systems Security 3

Data Center Operations and Management Track 12

Track Required Courses: 9

ITMO 554 Operating Systems Virtualization 3

ITMM 576 Data Center Management 3

ITMT 535 Data Center Architecture 3

Select 3 credit hours from the following: 3

ITMD 526 Data Warehousing 3

ITMM 574 Information Technology Management Frameworks 3

ITMO 544 Cloud Computing Technologies 3

ITMO 557 Storage Technologies 3

ITMS 588 Incident Response, Disaster Recovery, and Business Continuity 3

Students electing to complete a track must inform their adviser and list applicable courses from the track on their Graduate Plan of Study. Students completing a track are urged to select one or both of their degree electives from the electives listed for the track they have selected.

Completion of a track within the Information Technology Infrastructure specialization will be recognized by a letter from the Department of Information Technology and Management.

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:

Rice: Daniel F. and Ada L. Rice Campus, 201 East Loop Road, Wheaton, Illinois 60189 Phone Prefix: 630.682

Perlstein: Illinois Tech Mies Campus, Perlstein Hall, 10 West 33rd Street, Chicago, Illinois 60616 Phone Prefix: 312.567

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.

	Adarsh Arora, Ph.D. Industry Professor IIT Tower 18E4-2 aarora12@iit.edu		Dan Kahn Adjunct Industry Professor dkahn2@iit.edu
	Brian Bailey Adjunct Industry Associate Professor and Director, Web Development & Services, IIT Communications and Marketing 312.567.6937 / IIT Tower 4D7-1 bbailey4@iit.edu		Seth Kinnet Adjunct Industry Associate Professor skinnett@iit.edu
	Bob Carlson, Ph.D. Professor and Graduate Adviser; Dean, School of Applied Technology 630.682.6002 / Rice 132 Chair, ITM Department 312.567.5291 / IIT Tower 14F3-2 carlson@iit.edu		Daniel Krieglstein, Ph.D. Adjunct Assistant Professor kriedan@iit.edu
	Chuck Beck Adjunct Industry Professor cbeck3@iit.edu		Raj Krishnan Adjunct Industry Professor rkrish20@iit.edu
	Carol Davids Adjunct Industry Professor; Director, IIT Real-Time Communications Laboratory 630.682.6024 / Rice 223 davids@iit.edu		Jason Lambert Adjunct Industry Professor jlambert@iit.edu
	Shawn Davis Adjunct Industry Associate Professor sdavis17@iit.edu		Daniel Lee Adjunct Industry Associate Professor dlee52@iit.edu
	Maurice E. Dawson, Ph.D., D.Sc. Assistant Professor Director, Center for Cyber Security and Forensics Education Rice 224 312.567.5242 / Perlstein 221E mdawson2@iit.edu		Hosea (Hee Gyu) Lee Adjunct Industry Associate Professor hlee110@iit.edu
	Peter Fales Adjunct Industry Professor pfales@iit.edu		Bill Lidinsky Adjunct Industry Professor Director, IIT Computer Security and Forensics Laboratory 630.682.6028 / Rice 225 lidinsky@iit.edu
	Subhashish Ghosh Adjunct Industry Professor sghosh3@iit.edu		Steve Lisitza Adjunct Industry Associate Professor slisitza@hawk.iit.edu
	Bonnie A. Goins Adjunct Industry Professor 630.387.9496 bgoins@iit.edu		Phil Matuszak Adjunct Industry Associate Professor matuphi@iit.edu
	Jeremy Hajek Industry Associate Professor and Undergraduate Adviser 630.296.4012 / Perlstein 223A / Rice 228 hajek@iit.edu		Sean McBride Adjunct Industry Associate Professor smcbride@iit.edu
	Nazneen Hashmi Adjunct Industry Professor nhashmi@iit.edu		Louis McHugh Adjunct Associate Professor and SAT Director of Information Technology 312.567.5925 / IIT Tower 14C3-2 lmchughi@iit.edu
	Bob Henkins Adjunct Industry Associate Professor rhenkins@iit.edu		Bruce Mueller Adjunct Industry Professor muellerb@iit.edu
	Peisong Huang Adjunct Industry Professor phuang9@iit.edu		Donald Nelson Adjunct Industry Professor dnelson@iit.edu
	Sean Hughes-Durkin Adjunct Industry Associate Professor durksea@iit.edu		Ryan Nelson ITM Admissions & Recruitment Specialist and Graduate Adviser 312.567.5192 / Perlstein 223C nelsonr@iit.edu
	Angela Jarka ITM Department Manager 312.567.5927 / Perlstein 223D ajarka1@iit.edu		James Papademas Industry Professor Perlstein 223 jpapadem@iit.edu
	Thomas "T.J." Johnson Adjunct Industry Professor tjohns15@iit.edu		Katherine Papdemas Adjunct Instructor kpapadem@iit.edu

Information Technology & Management (ITM) Faculty & Staff Directory (continued)

	Luke Papademas Adjunct Industry Professor lpapadem@iit.edu		Steven Szmurlo International Professional Student Adviser and Manager 312.567.5281 / PH 221B sszmurlo@iit.edu
	Vasilios "Billy" Pappademetriou Adjunct Industry Associate Professor vpappade@iit.edu		Scott Spyrison Adjunct Industry Associate Professor spyrison@iit.edu
	Rahul Patel, Ph.D. Adjunct Assistant Professor rpatel37@iit.edu		Karl Stolley, Ph.D. Associate Professor and Associate Professor of Digital Writing & Rhetoric; Director of Graduate Studies, Humanities Department 312.567.3465 / Siegel Hall 208 kstolley@iit.edu
	Ramesh Rao Adjunct Industry Professor rrao12@iit.edu		Ray Trygstad Industry Professor Associate Chair, ITM Department Director of Undergraduate Advising 630.447.9009 / Perlstein 223E / Rice 227 trygstad@iit.edu
	Martin Schray Adjunct Industry Professor mschray@iit.edu		Kevin Vaccaro Adjunct Industry Professor Assistant Professor of Computer Integrated Technology, Moraine Valley Community College vacckev@iit.edu
	Sam Shamsuddin, Ed.D. Adjunct Assistant Professor Associate Professor of Computer Information Systems and CIS Coordinator, College of DuPage 798.334.2047 shamsuddin@iit.edu		Yong Zheng, Ph.D. Assistant Professor 312.567.3575 / Perlstein 221D yzheng66@iit.edu
	Sumee Shin Adjunct Industry Associate Professor sshin17@iit.edu		Brian Vanderjack Adjunct Industry Associate Professor bvanderjack@iit.edu
	William Shipley Adjunct Industry Professor wshipley1@iit.edu		Ben Zumhagen Adjunct Industry Associate Professor bzumhagen@iit.edu

Key to awards: ★ = Educational Excellence Award (School of Applied Technology Dean's Award)
★ = Jeffrey Kimont Memorial Teaching Award (ITM Department Adjunct Faculty)
🎓 = Excellence in Teaching Award (School of Applied Technology University Award)

Office of Professional Development Staff Directory

Mary LaFleur	Program Manager, Professional Development Courses, Short Programs, and Professional Engineering Review	630.682.6030	Rice 219	mlafleur@iit.edu
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