

**ITM Graduate Student Handbook****Fall 2009****Department of Information Technology & Management**

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**Information Technology & Management Mission**

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

**About the Department of Information Technology & Management**

Courses in our department are available at IIT's Rice Campus in Wheaton, at our Chicago Main Campus live or via videoconferencing, and at remote locations via IITV and the Internet. Courses are offered on a semester basis with the fall semester beginning in late August and the Spring semester beginning in mid-January. As this program was originally structured for working professionals, most course offerings are in the evening or on Saturday morning. To meet the needs of our full-time students, we do offer daytime classes as well, but in most cases these courses will be available online for part-time students. Courses with laboratories normally run from 5:30pm to 9:30pm one evening a week; lecture-only courses normally run 6:25pm to 9:05pm one evening a week. Because of the strong hands-on emphasis of these programs, many courses will include a laboratory. Daytime courses normally will meet two days a week for 75 minutes each session, but may meet once a week for 150 minutes.

**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.

## Our New Name: Illinois Institute of Technology School of Applied Technology

Our degrees in Information Technology and Management began as a program managed by IIT's Center for Professional Development, which in turn grew out of our Professional Learning programs. In the coming term, we will be transitioning to a new name and structure: the Center for Professional Development will become the **School of Applied Technology**, and the Information Technology and Management degree programs will become the **Department of Information Technology and Management**. Please bear with us as we undertake this transition—and celebrate with us as well, as this recognizes and acknowledges our full standing as a college within Illinois Institute of Technology.

### Graduate Course Differentiation

When a course is offered with both undergraduate and graduate students enrolled, assignments will be differentiated within the course to reflect the higher level of achievement expected of graduate students.

- ◆ *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, ITM 440 has a corresponding ITM 540 course offering.
- ◆ *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. In order to ensure graduate-level work is performed by graduate students in this situation, 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. 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 six to ten double-spaced pages while a graduate paper may be expected to be twenty pages. Another possible avenue of differentiation might be a take-home essay section of the final exam for graduate students only.

### Faculty Office Hours

Faculty members will be available to you outside of class.

- ◆ *Full-Time Faculty:* Full-time faculty members and faculty members who are full-time IIT employees will establish and post reasonable office hours. Office hours and location must be given on any course web sites or Blackboard and office hours must be posted prominently on the faculty members' office door. The location and times of office hours should match the location (Rice Campus, Chicago Loop Campus or Main 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.

### 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 Information Technology and Management program 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 recently had reports of students boasting to employers during Curricular Practical Training that they “got through” our program by cheating. To us, this seems to be just stupid: why would you boast about being dishonest? Frankly we are very upset by this as it is completely 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 most common academic honesty problem encountered is plagiarism. 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 you cite **MUST** have 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 cited 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.

- ◆ 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 Main Campus, there is a Writing Center, ([http://www.iit.edu/csl/hum/resources/writing\\_center.shtml](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 or Biegler Libraries 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.

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.

- ◆ *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. 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 *Center for Professional Development's Guidelines for preparation of scholarly papers and papers for publication* at <http://www.itm.iit.edu/data/CPDPaperGuidelines.pdf>.

You must be scrupulous about separating and referencing the words of others. Faculty members will normally consider un-separated or unreferenced text that others have written as plagiarism. Additionally, many instructors will limit the amount of material that you may quote directly in an assignment.

- ◆ *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.
- ◆ *Acknowledgment:* Each student must read and ensure you understand both the **Illinois Institute of Technology Code of Academic Honesty** in the *The Illinois Institute of Technology Graduate Student Handbook* at [http://www.iit.edu/graduate\\_college/pdfs/Graduate\\_Student\\_Handbook.pdf](http://www.iit.edu/graduate_college/pdfs/Graduate_Student_Handbook.pdf) 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 that you be expelled from the university. When you have read and understand these policies, you must sign and date an Acknowledgment that you understand these policies; this signed Acknowledgment will be placed in your ITM program file. You will not be eligible to register for classes in the next semester if this Acknowledgment is not on file.

## INFORMATION TECHNOLOGY AND MANAGEMENT POLICY ON ACADEMIC HONESTY VIOLATIONS Sanctions for Information Technology and Management students

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

1. **Identical or Substantively Identical Work:** If duplicate work is encountered when grading an item, assign a grade of zero for the assignment, quiz or exam on which the violation has occurred until the situation has been discussed with the students involved.
  - a. Discuss the situation with all students involved.
  - b. If one student admits to having copied the work, or if there is clear evidence who is guilty, assign the guilty student a grade of zero and grant full credit to student who did the work.
  - c. If no one admits to the offense or a reasonable determination of guilt cannot be made, assign each student involved a grade of zero
2. **Plagiarism:** If a submitted item contains unattributed material that is not a student's own work, assign a grade of zero for the assignment, quiz or exam on which the violation has occurred.
3. In either case, submit an Academic Honesty Violation Report to the ITM Assistant Dean for Student Affairs.
4. If notified by the ITM Assistant Dean for Student Affairs that the violation is a second offense, expel the student from the course and assign a punitive failing grade.

When the ITM Assistant Dean for Student Affairs is notified of a student violation of the academic honesty standards of the university, the Coordinator will take the following steps:

1. Determine if the violation is a first, second or third offense by consulting the student's ITM program file.

2. If the violation is a first offense, notify the associate provost for Undergraduate Affairs or the associate dean for Graduate Academic Affairs (as appropriate), the ITM Department Chair and the Dean of the School of Technology and Management, and place a notation of the violation in the student's ITM program file.
3. If the violation is a second offense, notify the associate provost for Undergraduate Affairs or the associate dean for Graduate Academic Affairs (as appropriate), the ITM Department Chair and the Dean of the School of Technology and Management; 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 Information Technology and Management program'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 program file.
4. If the violation is a third offense, perform the same steps as for a second offense and notify the Dean of the School of Technology and Management that this is a third offense. The Dean of the School of Technology and Management will then recommend to the associate provost for Undergraduate Affairs or the associate dean for Graduate 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, an equivalent for the required prerequisite course for the program, ITM 301 or 302, may be completed at any community college prior to enrollment in the degree program. Check with an adviser to ensure that the course you have selected meets the equivalent ITM requirement.
- ◆ *Undergraduate Post-Baccalaureate studies:* Students who otherwise substantially fail to meet requirements for acceptance into the graduate degree program may be required to complete Undergraduate Post-Baccalaureate studies before beginning their graduate studies. The Information Technology and Management program requires these students to complete a minimum of twelve hours of Undergraduate Post-Baccalaureate study. Additional information on Undergraduate Post-Baccalaureate studies may be found on page 28 of the *Graduate Bulletin*.
- ◆ *Waiver of Prerequisites Based on Certification or Experience:* Program or course prerequisites may be waived based on industry certifications or significant experience. This waiver 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 graduate advisers or the ITM Associate Chair. See below for credit by examination information.

### Credit by Examination

Credit by examination may be granted for any course as per current university policy as found on page 33 of the *Graduate Bulletin*.

- ◆ *Credit by Examination for Industry Certifications:* Credit by examination may be granted for industry certifications but this credit will not be granted after the end of the first semester of studies in a degree program. Many industry certifications may fulfill course requirements; while we recognize their value and applaud students who hold them, we cannot at this time grant graduate course credit for Cisco certifications. If you have industry certifications that you believe may fulfill course requirements, contact the ITM Associate Chair, Ray Trygstad (trygstad@iit.edu or 630.682.6032), for evaluation of your certification.

### Placement Examinations

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

- ◆ *General Placement Examination:* Students entering the Master of Information Technology and Management degree program will take a General Placement Examination which will require them to demonstrate proficiency in a variety of information technology topics including the use of 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. References may be consulted, but the test is timed so an ability to code is necessary. Students who cannot satisfactorily complete the exam may be required to attend a refresher workshop or short course in specific topic areas, or may be required to complete a prerequisite or program core course; the appropriate action will be based on their score on the exam.
- ◆ *English Writing Proficiency:* Students who are not required to complete the Test of English as a Foreign Language (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 the IIT English Proficiency Review (EPR) Essay Examination. If students cannot pass this examination they will be required to enroll in ENGL 053 and retake the EPR Essay Exam at course completion.

### Syllabus

Instructors will provide a detailed syllabus for you delineating the objectives of the course which may also detail specific learning objectives for each lesson.

- ◆ *Syllabus Content:* You can expect a course syllabus to cover learning objectives and expected outcomes, both for the course and for each lesson or session; topics covered in the class; homework assignments; projects; exams; grading policies; and a clear policy on handling of late assignments /projects and academic irregularities.

## Grading

Suggested grading standards for graduate students:

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

There is no grade of **D** for graduate students.

- ◆ *Submission of Grades:* Your instructors will submit grades for all courses online; normally they must be submitted by the end of the first Tuesday following the final day of the term but this may vary. Your grade will normally appear on your unofficial transcript in MyIIT within a few minutes of posting.
- ◆ *Extensions for Completion of Courses:* You may be assigned a grade of “I” (incomplete) if, in the instructor’s opinion, there is a valid reason for an extension of time to complete your coursework in a particular course. You should clear the incomplete by the deadline to remove “I” grades, which is normally five weeks after the beginning of the following semester.
- ◆ *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. The deadline for withdrawal is normally six weeks prior to the end of the term; consult the academic calendar for the current term for the exact date. 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).
- ◆ *Attendance:* Class attendance is expected of all students enrolled in live (i.e. not online) sections of a class. Students in live sections who do not attend class may be penalized in a class participation component of the course grade.
- ◆ *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.
- ◆ *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.

## 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:* You will receive an email message in the last four weeks of each semester with login procedures and directions for completing course evaluations online. You’ll typically need to log into <https://survey.iit.edu/> to complete this evaluation. 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.

## 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 provisions of the Berne Copyright Convention and distribution is subject to ordinary 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. Because it is necessary to maintain files of student work for normal administrative and pedagogical purposes, such as accreditation requirements, the School of Applied Technology asserts a right to retain possession of student work, but retention of student work for these purposes is not an assertion of ownership. IIT owns the answers and questions on tests and examinations, unless otherwise indicated by the course instructor. There are too many possible variations on how intellectual property may be handled for full inclusion here, but in general the following policies will apply.

- ◆ *Requests for Assignments of Rights:* As many student projects are ongoing from term to term, and since faculty members would like to be able to present examples of superior student work, faculty members may request an assignment of rights for re-use or redistribution of student work from students, but students are not expected or required to assign any rights, and the refusal to assign rights may not be prejudicial to the student in any way. To ensure any consent granted for re-use or redistribution of any student work is clearly unequivocal, such rights

must be granted in writing by the copyright owner. Suggested formats for assignments of rights may be found at <http://www.itm.iit.edu/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/license/>.
- ◆ *Public Domain:* Students may explicitly place any coursework in the public domain by placing a comment in their code or text that reads: **This <software/text/etc.> is placed in the Public Domain by the author, <student name>, <date>.**

## Specializations

The Master of Information Technology and Management offers eleven specializations intended to prepare you for particular roles in the IT working world. There is no requirement that you complete a specialization; instead you can elect to tailor a course of study that meets your specific needs, and there is even a “General Course of Study” for those who would like a Master’s degree with a broad overview of information technology. If you do elect to complete a specialization, you must complete a sequence of courses within the specialization as outlined in the Graduate Bulletin. Your adviser will 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 may be recognized by a document issued by the School of Applied Technology.

## Advising

Each student enrolled in our program is assigned an academic adviser. The role of your adviser is to assist you in monitoring progress toward graduation by fulfilling degree requirements, and to help you select courses and plan a program of study that will meet your individual goals and career objectives.

- ☞ *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.
- ☞ *Graduate Program of Study:* Your adviser will assist you in planning your Graduate Program of Study. You must submit a POS form (401 form) before the completion of 9 credit hours of courses. Typically the graduate college will automatically put a 401 form registration hold on first-semester students before the week of early registration. You should fill out and file the online 401 form which can be found at <http://www.grad.iit.edu/forms/>. Your adviser will either approve your form and forward it to the Program Director for approval, or return it to you for correction. To change your course of study you will need to file a 406 form, also found at <http://www.grad.iit.edu/forms/>; the approval process will be the same.
- ☞ *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 13 hours
  - ✓ Register for any course for which a prerequisite is waived
- ☞ *Graduate adviser Assignments:* Graduate students are initially assigned to our Assistant Dean for Graduate Admissions and Student Affairs, Valerie Scarlata, [scarlata@iit.edu](mailto:scarlata@iit.edu) or 630/682-6005. She will assign your permanent adviser based on your area of specialization, which are generally as follows:
  - Computer & Information Security:* Bill Lidinsky – [lidinsky@iit.edu](mailto:lidinsky@iit.edu) or 630.682.6028
  - IT Management & Entrepreneurship:* Dennis Hood – [dennishood@cinaptus.com](mailto:dennishood@cinaptus.com) or 312.567.5285
  - Voice & Data Communication Technology:* Carol Davids – [davids@iit.edu](mailto:davids@iit.edu) or 630.682.6024
  - Data Management:* Bob Carlson – [carlson@iit.edu](mailto:carlson@iit.edu) or 630.682.6002
  - Web Development & Electronic Commerce:* Val Scarlata – [scarlata@iit.edu](mailto:scarlata@iit.edu) or 630.682.6005
  - Software Development:* Jeff Kimont – [kimont@iit.edu](mailto:kimont@iit.edu) or 630.682.6036
  - Systems Administration:* Ray Trygstad – [trygstad@iit.edu](mailto:trygstad@iit.edu) or 630.682.6032
  - Data Center Operations and Management:* Ray Trygstad – [trygstad@iit.edu](mailto:trygstad@iit.edu) or 630.682.6032
  - Systems Analysis:* Bob Carlson – [carlson@iit.edu](mailto:carlson@iit.edu) or 630.682.6002
  - Management Information Systems:* Ray Trygstad – [trygstad@iit.edu](mailto:trygstad@iit.edu) or 630.682.6032
  - Digital Systems Technology:* Carol Davids – [davids@iit.edu](mailto:davids@iit.edu) or 630.682.6024
  - General Course of Study:* Any full-time ITM faculty member

## 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: ITM 443 / ITM 543 / ITM 448 / ITM 548  
Due to lab requirements, these courses are currently only offered at the Rice Campus.
  - ☞ Fall: ITM 546
  - ☞ Spring: ITM 547 / ITM 549

## Interprofessional Projects (IPROs)

Our Interprofessional Projects are core to what makes an IIT 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 often 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.

## Funding: Scholarships, Internships, Coops, and Job Placement

**Scholarships:** Graduate students can apply for a limited number of half-tuition 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.

**Internships, Coops, and Job Placement:** The IIT Career Management Center (<http://www.cmc.iit.edu/>) is the organization in the university that supports and facilitates student internships, cooperative education (coops) and job placement efforts. Please see their Web site for full details and descriptions of how to use services they offer.

- ◆ **Direct Offers to ITM Students:** Occasionally the ITM program will receive direct solicitations for internships, coops and employment. These may be posted on the Jobs board at the Rice Campus and will normally be sent to all ITM students via email. In the case of internships and coops, even if a direct solicitation is received, all arrangements for the internship or coop must be made via the IIT Career Development Center.
- ◆ **Other Opportunities for Employment:** The opportunity to present at workshops, conferences and student colloquiums sponsored by the School of Applied Technology has proven to be fertile ground for employment for many ITM students. At any of these events, there may be (and usually are!) prospective employers evaluating students as they present results of their research and projects. Students have received direct job offers as a result of the quality of their participation in these events; in some cases offers have been made immediately following the conclusion of the student's presentation. Direct job offers are also solicited from faculty and staff members of ITM and are usually emailed to students directly. Occasionally, employers ask faculty members to select students to apply for jobs, and those requests are forwarded to faculty members exclusively.

## 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. (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; undergraduates receive it in their acceptance letter from Admissions. 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.

## 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. There is also a CPD-ITM group under MyIIT Groups which gives you access to ITM student software such as Microsoft and VMWare products and developer tools. 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/>.

## Online Student Services

Almost every function of IIT student services is available online through MyIIT; most are found under the Academics tab, which accommodates four 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 information.*
- ◆ **Student Grades:** *Use this quick link to view your grades.*

Graduate students will receive their Alternate PIN number via email from the Graduate College prior to the opening of registration for the next term; this number is required to register. Remember that late registration fees begin the first day of the term. If you are having difficulty registering, please contact Valerie Scarlata ([scarlata@iit.edu](mailto:scarlata@iit.edu) or 630.682.6005) or the Rice Campus office at 630.682.6008.

## 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 "@iit.edu", makes up your email address at IIT. Email is 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 your IIT email and how to change your primary IIT email contact address, please see the IIT Student Accounts FAQ at [http://my.iit.edu/iit/ots/how\\_to/faq1.shtml](http://my.iit.edu/iit/ots/how_to/faq1.shtml).

## 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. 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. To learn more about using Blackboard, please see the Blackboard Student Manual which is located under "My Courses" on the initial Blackboard screen. Please direct Blackboard problems to the OTS Support Desk at 312.567.DESK (3375); instructors and ITM staff cannot help with Blackboard problems.

## Online Course Policies

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

- ◆ *Online Course Policies for Students on F1 Visas:*
  - ✦ Only one online course may be taken per semester 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 living on Main Campus cannot enroll in online sections of any course. This is intended to engage the student in the learning process so that they are not distracted from their studies.
- ◆ *Online Course Policies for Students Enrolled in Live Sections:*
  - ✦ For students in live sections, actual classroom attendance is expected and online content may not serve as a substitute for live classroom attendance. Students in live sections who do not attend class may be penalized in the class participation component of their course grade.
  - ✦ If a course has an online component, live students who miss a class session due to illness or other authorized absence are expected to view the lecture they have missed online.
- ◆ *Online Course Policies for All Students:*
  - ✦ Online students are responsible for all assignments announced in class. Failure to watch the lecture is never an acceptable excuse for failure to submit assignments on the due date.
  - ✦ 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.
  - ✦ 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.

## 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. UNIX server and email accounts are provided for students and faculty by IIT's Office of Technology Services located on our Main Campus. **The ITM Department does not issue laptop 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, 244, 247, 249, 250, 255 and IIT Online classroom notebook PC labs. Room 247 is a Sun workstation lab; room 250 is a network, security & forensics lab which is normally physically isolated from the rest of the campus network; and room 255 is a specialized Voice over IP (VoIP) lab. Rice Campus also provides an 802.11b/g wireless network for student and faculty use.
- ◆ *Main Campus Computer Labs:* The School of Applied Technology provides computer labs at 3424 South State Street, on the second floor of the South Tower, which are managed by the Johannesen Computer Center. The Main Campus Office of Technology Services also provides an 802.11b/g wireless network for student and faculty use.

- ◆ *Information Technology (IT) / Information Technology & Management (ITM) Servers and Server Accounts:* Additional server accounts may be provided for ITM/IT students and faculty and dedicated servers may be provided to support specific courses; details of these accounts and servers are available from Ray Trygstad (Rice Campus room 227 or [trygstad@iit.edu](mailto:trygstad@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:* You are not required but are strongly urged to acquire a notebook computer with both wired and wireless network access for use in our programs; details of the minimum and desired configurations may be found in the latest *Information Technology & Management Student Notebook Computer Specification* at <http://www.itm.iit.edu/data/ITMNotebookSpecs.pdf>.
- ◆ *Office of Technology Services Accounts:* IIT's Office of Technology Services (OTS <http://www.iit.edu/ots/>) provides common computer accounts for IIT faculty, staff and students; these accounts include MyIIT, Blackboard, Email, UNIX server, and Web accounts.
  - ↳ *UNIX & Web Server:* New students registered for Fall or Spring ITM classes will automatically receive an account on IIT's student Sun server, [hawk.iit.edu](http://hawk.iit.edu). Your username is the same as your UID. To find out your initial password or to get assistance with your Hawk account, contact the Office of Technology Services (OTS) Support Desk at 312.567.3375. To access your hawk account, connect via ssh to [hawk.iit.edu](http://hawk.iit.edu). Hawk accounts also allow you to place Web pages on IIT's main Web server, [www.iit.edu](http://www.iit.edu). See [http://my.iit.edu/iit/ots/how\\_to/faq1.shtml](http://my.iit.edu/iit/ots/how_to/faq1.shtml) for more information on hawk and Web accounts.
  - ↳ *Dial-Up Access:* Remote dial-up network access is not provided by IIT.

## Software Available for ITM/IT Students

- ◆ *Microsoft Software:* The School of Applied Technology is a member of the Microsoft Microsoft Developer Network Academic Alliance (MDSNAA). As a member, we can provide MSDNAA software under terms of the licensing agreement which permits academic use of these files by faculty and students as per the Usage Guidelines and Usage Agreement which are found at <http://naperville.rice.iit.edu/MSDN/>. The files include all current Microsoft operating systems, servers, and application development tools, and include applications such as Windows Vista and Visual Studio.Net. Our subscription does not include any Microsoft Office tools except Visio, Project, Outlook, One Note and Access. You can download Microsoft software from your MSDNAA Software Center account; these accounts are normally established at the beginning of the third week of the Fall and Spring semesters, and the second week for the Summer semester. You will receive an email from the Program Coordinator discussing the program and a separate email from [e-academy.com](http://e-academy.com) with your login information including your password. Product keys for this software are provided at the time of download so we suggest that you save a copy of this page. Information about MSDN Academic Alliance (MSDNAA) membership benefits and other privileges may be found at <http://www.msdnaa.net/>.
- ◆ *VMware:* Software available to students and faculty through the VMWare Academic and Research Program can be downloaded through your VMware ELearning account, which is managed by E-Academy. These accounts are normally established at the beginning of the third week of the Fall and Spring semesters, and the second week for the Summer semester. You will receive an email from the Program Coordinator discussing the program and a separate email from [e-academy.com](http://e-academy.com) with registration information. 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 MSDNAA account, we CANNOT authorize additional downloads of these products, but according to the site you can redownload the software as necessary. More importantly, serial numbers are issued to you on the Web page at the time of download, and we cannot get you additional or replacement serial numbers, so we suggest that you save a copy of any serial numbers/licenses issued to you on the site.
- ◆ *Other ITM Software:* We provide several distributions of Linux, BSD and Sun Solaris which may be found at <http://iso.rice.iit.edu/>, as well as a variety of freeware and shareware applications for Web development, multimedia, application development, and general office-type use.
  - ↳ *IITapps:* This collection of open source, freeware and uncrippled shareware is updated each semester and is available at <http://naperville.rice.iit.edu/iitapps/>.
  - ↳ *Using ISO Images:* We provide tools that will allow you to install a downloaded ISO image as a virtual CD-ROM drive, a perfect solution for installing applications or operating system upgrades on your notebook. For burning CDs, most computer lab PCs at the Rice Campus have recordable CD-drives as well as the necessary resources for creating CD-Rs; all you need is blank CD-Rs (not CD-RWs). Blank CDRs are available for a nominal cost in the Biegler Library at the Rice Campus.
- ◆ *IIT Licensed Software:* Commercial software licensed for IIT use is available available under the Training and Support tab in MyIIT and includes applications such as Virus Scan anti-virus products from McAfee, PowerTerm and SecureCRT ssh clients/terminal emulators, and the enterprise version of the Real Player media application.

## 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 research papers in the formats prescribed by the *Publication Manual of the American Psychological Association*, 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 ever page header; just put the title of your paper in all uppercase letters ("all caps").
  - ↵ **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.
  - ↵ **References:** Cite references in the body of the text: "Thrupp (1998) quibbled that ..." or if 1998 was a prolific year for Thrupp, "(1998)." If the author is not cited in the text, then use (Thrupp 1998). 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/tl1227.htm](http://www.usatoday.com/life/travel/leisure/2000/tl1227.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. If you really, really feel you have to have footnotes, we'll live with them.
- ◆ **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.
  - ↵ 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
- 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 Border's or Barnes & Nobles, 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 and 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 referenced works by creating a 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
- ◆ *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 it's community-edited nature it is not acceptable as a source of material for use for academic writing.
- ◆ *Live, In-Person Help:*
  - ☞ **The IIT Writing Center** ([http://www.iit.edu/csl/hum/resources/writing\\_center.shtml](http://www.iit.edu/csl/hum/resources/writing_center.shtml)) 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 prepare a research paper; one will be offered Friday, October 2, 2009 at 12:50pm. In this workshop, Preparing for your Research Paper, a humanities instructor and librarian will walk you through the pre-writing stages of a research paper. They'll show you how to craft a strong thesis statement, find the types of sources your professors require, and begin outlining your paper.
- ◆ *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.
- ◆ *Other very useful resources for preparing papers:*
  - ☞ The IIT Writing Center: [http://www.iit.edu/csl/hum/resources/writing\\_center.shtml](http://www.iit.edu/csl/hum/resources/writing_center.shtml)
  - ☞ *57 Tips for Writing Your Term Paper*: <http://www.degreetutor.com/library/online-assignments/termpaper-writing>
  - ☞ 50 Ways to Increase Your Chances for an "A" Research Paper: <http://www.rasmussen.edu/articles/research-paper-strategies.asp>
  - ☞ *Writing Tutorial Services pamphlets*, Indiana University: <http://www.indiana.edu/~wts/pamphlets.shtml>
  - ☞ *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/>

## How to Choose a Campus

Courses in our programs are offered at two locations:

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

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

- ◆ *Rice Campus advantages:*
  - ☞ The ITM program is based at Rice Campus, and all administrative functions are handled at Rice.
  - ☞ Some lab classes are available only at Rice Campus.
  - ☞ Faculty are more accessible, enabling both research and projects, and a chance to get to know faculty one-on-one.
  - ☞ There are many opportunities to present oneself and one's work at seminars, workshops, & conferences.
  - ☞ There is easy access to labs and computers, including a VoIP lab, a security and forensics lab, and a multimedia lab, in addition to the general computer labs.
  - ☞ Virtually all on-campus job opportunities are IT jobs.
  - ☞ Public transportation via Metra commuter rail service makes it easy to get to Chicago.
- ◆ *Main Campus advantages:*
  - ☞ Dorms and meal plans are available.
  - ☞ Student organizations are more accessible.
  - ☞ There is more opportunity for interaction with fellow students.
  - ☞ More job opportunities exist, although there is also more competition.
  - ☞ All the activities of Chicago are at your fingertips.
- ◆ We attempt to make the advantages of both campuses available to all students as much as possible:
  - ☞ Most classes are offered at both campuses and on the Internet
  - ☞ Main Campus to Rice Campus Transportation: Main 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, and from Wheaton back to Chicago; or from Union Station on the Metra BNSF Line to Naperville, and from Naperville back to Chicago. Metra round-trip train fare to Wheaton is \$7.80; with purchase of a 10-ride ticket for \$33.15 (a good idea), the round-trip cost is \$6.63. IIT provides regular scheduled bus service from the Main Campus to both of the main Metra stations. The Pace Bus system, which provides bus transportation for suburban Chicago, may operate Pace bus service to the Rice Campus but funding for these services is unstable and information on any Pace bus service will be provided in a separate document. Unfortunately your CTA U-Pass will not be accepted on Pace Buses.
  - ☞ Please note that bus and train schedules are subject to change without notice, and that IIT has no control and very little influence over CTA, Metra and Pace transportation services.

**IIT Shuttle Bus Schedule:** <http://www.iit.edu/directory/shuttlebus.html>

**Metrarail Union Pacific West Line (Wheaton):** [http://metrarail.com/Sched/cnw\\_w/cnw\\_w.shtml](http://metrarail.com/Sched/cnw_w/cnw_w.shtml)

**Metrarail BNSF Line (Naperville):** <http://metrarail.com/Sched/bn/bn.shtml>

**Pace Bus Route # 714:** [http://www.pacebus.com/sub/schedules/route\\_detail.asp?RouteNo=714](http://www.pacebus.com/sub/schedules/route_detail.asp?RouteNo=714)

## Rice Campus Housing

Rice Campus does not have dormitories; however, there are a number of apartments within easy walking distance of the campus, as well as shopping and restaurants. In order to rent an apartment, students need proof of monetary resources. International students should obtain a Visa or MasterCard account prior to arriving in the US. If you would like further housing information for the Rice Campus, please contact Pamela Stella, Rice Campus Facilities Manager, at [stella@iit.edu](mailto:stella@iit.edu) or 630.682.6013.

## Personal Hygiene

Students in program at IIT come from all over the world and as everyone knows, social and cultural differences mean that we do things in many different ways. In much of the world, clean fresh water is something that is in very short supply and consequently standards of personal hygiene can vary greatly. And quite frankly, many domestic American students, once free of the critical eyes and noses of Mom and Dad, often lapse into unhygienic practices. In the interests of student harmony—and so we don't have to single anyone out to discuss the adverse effect of poor personal hygiene on people trying to sit next to you in class—here are normal expectations for personal hygiene in the United States, where clean fresh water is plentiful and is included with your dorm room fees or apartment rent.

- ◆ *Bathing:* Adults normally bathe or shower every day, washing with soap. Additional showering or bathing may be necessary after sports or other vigorous activities.
- ◆ *Deodorant:* Most adults in the U.S. use some form of underarm deodorant.
- ◆ *Perfumes and Colognes:* In many societies where it is not practical to bathe daily, unpleasant body odors are often masked with heavy applications of perfume or cologne. This should not be necessary with daily bathing, and may be not only offensive to others but may actually produce allergic reactions. This is not to say that they should not be used, but they should be used very lightly or sparingly at most.
- ◆ *Teeth:* Teeth should be brushed at least twice a day; many Americans brush after every meal. If you brush your teeth well (dentists recommend brushing for at least two minutes with toothpaste) this will handle most problems with bad breath, but some people will use a mouthwash as well.
- ◆ *Laundry:* Americans normally launder all undergarments and shirts, blouses, dresses or other upper body garments that come in direct contact with underarms after every wearing; in other words, these clothing items are normally worn for a day and then put into the laundry. Lower body garments (trousers, slacks, shorts, skirts, etc.) can be worn more than one day but certainly should be laundered anytime they are visibly soiled or there is a noticeable odor. Outer garments (coats, sweaters, etc.) are laundered or drycleaned anytime they are visibly soiled or there is a noticeable odor. This does not mean you must wash your laundry every day, but you certainly should do it whenever you have no clean upper body clothing items or undergarments.

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