

ITM Graduate Student Handbook**Fall 2015****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 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 is a program 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 9:05pm or 6:00pm 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.

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.

Graduate Bulletin

Specific requirements for completion of your degree are in the university Graduate Bulletin. In most cases the bulletin in force in the year you entered the program governs your curriculum, but revisions to the bulletin may be published by the department between cycles. Links to the bulletins may be found on the ITM web site at <http://appliedtech.iit.edu/information-technology-and-management/current-students/resources/information-technology-and>.

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, ITMO 440 has a corresponding ITMO 540 course offering. Graduate students may not enroll in a 4XX course which has a corresponding 5XX course.
- ◆ *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 grad students only.

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 IIT 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 must be posted prominently on the faculty members' office door. The location and times of office hours should match the location (Rice 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 are encouraged to accommodate them by having some office hours on evenings and/or weekends, but this may not always be possible. 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 IIT 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.

- ◆ *IIT Email:* Your official IIT 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 IIT email address. If we receive email from you from another address, you can expect that any response will go to your IIT email address, or that faculty members may not respond.
- ◆ *ITM Loopback Blog:* Any announcements, news and calendar events from the ITM Department will appear on the ITM blog, http://blogs.iit.edu/itm_loopback/. We are working hard to post daily or better. Please read the blog often! 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:* Support and interact with your fellow students, see photos, be social: <http://www.itm.iit.edu/facebook/>

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 Main 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.

- ◆ *Acknowledgment:* In addition to the above brief discussion, each student 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 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 Program Manager, Amber Chatellier, PH 223, achatell@iit.edu, 312.567.5277.
4. 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, 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 of the School of Applied Technology 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 312, ITMD 361, and ITMD 421 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:* This degree requires extensive prerequisites which may add an additional semester of study to the curriculum for students who have not fulfilled these requirements prior to enrolling. See the *Graduate Bulletin* for full details.
- ◆ *Waiver of Prerequisites Based on Previous Coursework, Certification or Experience:* Program or course prerequisites may be waived based on previous coursework, industry certifications or significant experience. Waivers can be granted for courses by advisers, course instructors of the course the prerequisite is required for, or the ITM Associate Chair, Ray Trygstad. Degree 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 for Industry Certifications:* Credit by examination may be granted for industry certifications but this credit will not normally be granted after the end of the first semester of studies in a degree program. Many industry certifications may fulfill course requirements; while we recognize their value and applaud students who hold them, we cannot at this time grant graduate course credit for Cisco certifications. If 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.
- ◆ *Administration of Examinations for Credit by Examination:* A student desiring to complete a course through credit by examination will complete the Credit by Examination form at http://my.iit.edu/iit/registrar/tools_guide/pdf/credit_by_proficiency_exam_form.pdf, make their payment, and bring the form to the instructor for the applicable course. The instructor may administer the midterm (if applicable) and final examinations from the most recent offering of the class, or may administer an oral examination, to verify that the student possesses an adequate level of knowledge to complete the course. Upon completion of the examination, the instructor will assign a grade on the form; if the student does NOT possess the necessary level of knowledge a failing grade will be assigned. After assigning the grade and signing the form the instructor must return the form in person to Cathy Foss at the Rice Campus or Carolyn Nivling at the Main 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 Professor Jeremy Hajek 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, 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 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.

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..

- ◆ *Submission of Grades:* Your instructors will submit grades for all courses online; normally they must be submitted by noon of the first Wednesday following the final day of the term but this may vary as per the IIT 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. Letter grade reports for CEU students will be sent to students' hawk.iit.edu e-mail accounts within 10 days of the final grade submission date.
- ◆ *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:* You may be assigned a grade of "I" (incomplete) if you have substantial equity in the course and, in the instructor's opinion, there is a valid reason for an extension of time to complete your coursework due to illness or unusual or unforeseeable circumstances that prevent you from completing the course requirements by the end of the term. You should complete the coursework by the deadline to remove "I" grades—normally five weeks after the beginning of the following semester—after which grades of "I" will automatically lapse to "E".
- ◆ *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. 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 instructor's discretion you may be assigned a grade of "NA" (not atending). This has the same transcript effect as a failing grade of "E". This grade *does* apply toward your GPA, no credit is awarded for the course, and **payment is still required for the course**. If you stop attending but the instructor for the course determines that you have participated substantively in the course, you may still receive 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 in the syllabus you should not 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.

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.
- ◆ You may use voice recording devices 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.

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

Specializations

The 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. Note that courses in the “Recommended” section of the Graduate Bulletin are actually

required—we didn't select the wording of this; we would have said "required". 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 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. Your adviser assists you in monitoring progress toward graduation by fulfilling degree requirements, and helps you select courses and plan a program of study that will meet your individual goals and career objectives. Advisers are full-time ITM faculty or staff members. Limited advising duties may also be performed by academic counselors employed by the School of Applied Technology. You cannot enroll in courses in your first semester until you have met with your adviser and received your Alternate PIN; in subsequent terms your Alternate PIN will be listed under your Academics tab in the MyIIT portal.

- ✉ *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. Core courses that are recommended courses in a specialization will still fulfill the core course requirement. Appropriate core course substitutions will be made for students who have completed the Bachelor of Information Technology and Management degree at IIT.
- ✉ *Graduate Program of Study (401 form):* Your adviser will assist you in planning your Graduate Program of Study. You must submit a POS form, the 401 form, before the completion of 9 credit hours of courses. Your program of study must include your core courses. Typically the graduate college will automatically put a 401 form registration hold on first-semester students before the week of early registration. You must complete and file the online 401 form on the Graduate College website at <http://gradweb.iit.edu/eforms2/>. Your adviser will either approve your form and forward it to the ITM Department Chair for approval, or return it to you for correction.
- ✓ *Specializations on the 401:* On the 401 form there is an option to select a concentration, which is the same as what the Graduate Bulletin calls a "specialization". The most common cause of rejection for a 401 is a form with a concentration with courses that do not fulfill the requirements of the specialization; the Graduate College is very inflexible on this. You must include all recommended courses from your specialization as well as the required number of hours of specified electives from the specialization. Your adviser will determine allowable course substitutions for the specialization and will assist you in how to indicate these course substitutions on your 401 form. If you do not fulfill the requirements of the specialization as indicated in the bulletin or indicate appropriate substitutions, your form will be rejected by the Graduate College.
- ✓ *Change to the Graduate Program of Study (406 form):* To change your course of study you will need to file a Change to the Graduate Program of Study form, the 406 form; the form location and approval process is the same as for the 401 form. If you register for and complete a course that is not on your Program of Study and has not been listed in a 406 form filed and approved prior to commencing the course, that course will not counted toward your degree.
- ✉ *Graduate Adviser Assignments:*

The primary adviser for **Master of Information Technology and Management** students is Amber Chatellier, the ITM Program Manager (achatell@iit.edu/312.567.5277.)

The primary adviser for **Master of Cyber Forensics and Security** students is Bill Lidinsky, Interim Director of the Center for Cyber Security and Forensics Education (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. These assignments are generally as follows:

<i>Computer & Information Security:</i>	Bill Lidinsky	– lidinsky@iit.edu	or 630.682.6028
<i>IT Management & Entrepreneurship:</i>	Madeleine England	– mengland@iit.edu	or 312.567.5291
<i>Voice & Data Communication Technology:</i>	Carol Davids	– davids@iit.edu	or 630.682.6024
<i>Data Management:</i>	Ray Trygstad	– trygstad@iit.edu	or 630.447.9009
<i>Web Development & Electronic Commerce:</i>	Madeleine England	– mengland@iit.edu	or 312.567.5291
<i>Software Development:</i>	James Papdemas	– jpapadem@iit.edu	
<i>Systems Administration:</i>	Jeremy Hajek	– hajek@iit.edu	or 630.682.6075
<i>Data Center Operations and Management:</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 630.682.6075
<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>	Amber Chatellier 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; due to lab requirements, this course is currently only offered at the Rice Campus. We do provide free bus transportation from the Main Campus for this course (see below).
 - ✦ Fall: ITMD 515, ITMD 523, ITMO 517, ITMS 528, ITMT 531, ITMD 532, ITMD 535, ITMT 535, ITMO 544, ITMD 562, ITMD 563, ITMM 572
 - ✦ Spring: ITMS 512, ITMD 526, ITMD 527, ITMD 529, ITMD 534, ITMS 538, ITMO 541, ITMS 543, ITMS 549, ITMO 554, ITMS 558, ITMD 564, ITMD 565, ITMD 566, ITMM 573, ITMM 576, 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://www.iit.edu/graduate_college/academic_affairs/pdfs/701_petition.pdf).
- ◆ *Registration Holds:* Advisers **cannot** remove any registration holds, but they can 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*.
- ◆ Things you should always remember when dealing with your adviser:
 - ✦ *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, may be teaching three classes, and often has administrative responsibilities over and above their academic 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.
 - ✦ *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!
 - ✦ *Applying 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. At the same time you apply for graduation you should complete a Change to the Graduate Program of Study form (406 form); see above for detail on that. Instructions on how to apply for graduation are at <http://web.iit.edu/gaa/graduation-faqs>.

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 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

You may request independent study with a faculty member for subjects not covered in courses offerings. The faculty member will issue 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. Adjunct faculty are under no obligation to conduct independent study with students as they receive no additional compensation for this, so their participation is entirely voluntary. Students must have a permit to register for 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 faculty member will work with the student as necessary to refine this document to their mutual satisfaction. Outcomes of ITMT 597 should include a formal project or presentation of research results, and a paper suitable for publication.

Recognition of Academic Achievement

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 voting members of the chapter are responsible for selecting 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/>.

Fifty for the Future: The Annual **Fifty For The Future** Celebration, run by the Illinois Technology Foundation, recognizes exceptional students with an interest in and potential to use technology in innovative ways. The Fifty For The Future Celebration provides encouragement and recognition to students who pursue innovation through technology, providing access to business leaders to showcase their talent. Winners are chosen through a rigorous nomination and judging process, focused on high school through university and graduate level programs. The celebration is attended by industry leaders, judges, winners and their families, Foundation sponsors and other supporters of the technology industry. They are awarding over 50 awards, so there is a good chance that your student could be an awardee. Students can nominate themselves, or faculty or staff members can nominate them at: <http://illinoistechfoundation.org/itf-programs/fifty-for-the-future-celebration/>. Awardees (and the faculty member who nominated them!) get \$1,000 worth of courses from Directions Training. Nominations normally open in the early fall and usually close sometime in early October. See more details at <http://illinoistechfoundation.org/itf-programs/fifty-for-the-future-celebration/>.

Student Research Paper/Project Publication Opportunities:

ACM RIIT: 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 two of the first three years the conference was held. If you complete research that represents new and original thought, please consider preparing a paper for submission to this conference. It is held in conjunction with the ACM Special Interest Group in I.T. Education (SIGITE) Conference each fall, usually in October. The SIGITE/RIIT Call for Publication will be forwarded to all faculty members each year when it is released.

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 as an SAT White Paper, please submit it to ITM Associate Chair Ray Trygstad, trygstad@iit.edu or 630.447.9009.

ITM Student Organizations

GAMMA NU ETA (GNH): 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. For more details see the ITMO website at <http://www.iit.edu/~itmo> and on Facebook at <http://www.facebook.com/IIT.ITMO>.

Association for Information Technology Professionals (AITP): The IIT School of Applied Technology is an Enterprise Member of AITP and together with the AITP Chicago Chapter we will assist students who wish to organize a student chapter, and will subsidize the national membership fees for charter members. The AITP National Collegiate Conference is in Chicago in April 2016 and we would like to see IIT well represented. Students should watch the ITM Blog and email for announcements of AITP student chapter meetings. For more information, contact Ray Trygstad, trygstad@iit.edu or 630.447.9009.

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.

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. Please see their Web site for full details and descriptions of how to use their services.

- ◆ **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 the IIT Career Management Center. This includes OPT and CPT for international students.

- ◆ **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.

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. Students desiring to serve as a Teaching Assistant must submit a resume to the ITM Program Manager, Amber Chatellier, PH 223, achatell@iit.edu, 312.567.5277.
- ◆ **Administrative Staff Member:** Students in these positions perform administrative tasks in the Rice Campus main office or the School of Applied Technology office in Perlstein Hall at the Main Campus and are paid hourly up to 20 hours/week. Students should apply for these positions by delivering a resume to:
 - ✉ **Rice Campus:** Rice Campus Office Manager - Cathy Foss, RC 136, cfoss1@iit.edu, 630.682.6008
 - ✉ **Main Campus:** SAT Director of Student Services and Academic Affairs - Madeleine England, PH 223, mengland@iit.edu, 312.567.5291
- ◆ **Technical Staff Member:** Students in these positions perform information technology tasks in the School of Applied Technology for Rice Campus technology support, Main Campus technology support and School of Applied Technology infrastructure support and are paid hourly up to 20 hours/week. Students should apply for these positions by delivering a resume to:
 - ✉ **Rice Campus:** Computer Systems Manager - Louis McHugh, RC 136, lmchugh@iit.edu
 - ✉ **Main Campus:** Computer Systems Manager - Don Monte, TS 2034, dmonte@iit.edu

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/>.

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 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#).**

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); *ITM instructors and ITM staff cannot help 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 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:*
 - ☞ 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 Main Campus. **The ITM Department does not issue any computers to students.**

- ◆ *Rice Campus Computer Labs:* The labs are managed by the Johannesen Computer Center, Rice Campus room 208, and include Rice Campus rooms 207, 208, 210, 240, 244, 247, 249, 250, 255 and 256. Room 240 is a Cloud and Embedded Systems laboratory, room 250 is a network, security & forensics lab which is normally physically isolated from the rest of the campus network, room 255 is a specialized 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.
- ◆ *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 on the second floor of the South Tower, in Perlstein room 218

(jointly with Chemical Engineering) and on the ninth floor of the IIT Tower, which are managed by the Johannesen Computer Center. Problems or issues with ITM-managed computing facilities at Main Campus should be reported via an email trouble ticket to appliedtech@iit.edu. The Main Campus Office of Technology Services also provides an 802.11g/n wireless network for student and faculty use.

- ◆ *Information Technology (IT) / Information Technology & Management (ITM) Servers and Server Accounts:* Additional server accounts may be provided for ITM/IT students and faculty and dedicated servers may be provided to support specific courses; details of these accounts and servers are available from Louis McHugh (Rice Campus room 136 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:* 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* on page 18 of this handbook.
- ◆ *IIT Office of Technology Services Accounts:* OTS (<http://www.iit.edu/ots/>) provides common computer accounts for IIT faculty, staff and students; these accounts include MyIIT, Blackboard, Email/Google Apps, and Web accounts. IIT does not provide remote dial-up network access. OTS also provides general-purpose computer classrooms on the IIT Main Campus, which are normally 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 Office:* A free subscription to Office 365 for Education, which includes FIVE full installations of the current version of Microsoft Office for Windows or Mac, is available to anyone with an iit.edu email address at <https://products.office.com/en-us/student/office-in-education>.
- ◆ *Microsoft Software:* The School of Applied Technology is a member of the Microsoft IT Academy (MSITA). As a member, we can provide Microsoft DreamSpark Premium (formerly MDSNAA) developer software under terms of the licensing agreement which permits academic use of these files by faculty and students as per the Subscription Agreement found at <https://www.dreamspark.com/licensing/Premium-EULA.aspx/>. The files include all current Microsoft operating systems, servers, and application development tools, and include applications such as Windows 7, Windows 8.1, Windows 10, and Visual Studio. Our subscription does not include any Microsoft Office tools except Visio, Project, Outlook, One Note and Access (for Office, see above). You can download Microsoft software from your Microsoft DreamSpark Premium 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 Kivuto Solutions 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. For more information about our accounts see <http://www.itm.iit.edu/dreamspark/> and to access our webstore see <http://www.itm.iit.edu/dreamspark/webstore.html>. Microsoft DreamSpark Premium membership benefits information is at <https://www.dreamspark.com/institution/subscription.aspx>.
- ◆ *VMware:* Software available to students and faculty through the VMWare Academic Program can be downloaded through your VMware eLearning account, which like DreamSpark is managed by Kivuto Solutions. Software under this program is available from the same server as your Microsoft DreamSpark products. 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 DreamSpark account, we CANNOT authorize *additional* downloads (i.e. more than one license) of these products, but according to the site you can redownload the software as necessary. More importantly, license keys are issued to you on the Web page at the time of download, and we cannot get you additional or replacement keys, so we suggest that you save a copy of any keys issued to you on the site.
- ◆ *Oracle:* The ITM Department is an Oracle Academy which makes Oracle software available to faculty and students. Contact the Oracle Academy manager for access to software: Rice Campus Computer Systems Manager Louis McHugh, Rice Campus room 136, 630.682.6040, or lmchugh@iit.edu.
- ◆ *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 IIT use is available under the Training and Support tab in MyIIT and includes applications such as Virus Scan anti-virus products from McAfee, as well as PowerTerm and SecureCRT ssh clients/terminal emulators.

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 use for academic writing.

- ◆ **Live, In-Person Help:**

☞ **The IIT Writing Center** (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 best use library resources. Fall library courses for international students can be found at <http://galvinlibrary.wordpress.com/>. International students can also see <http://guides.library.iit.edu/internationalstudents> which lists additional library resources and information for International students.

- ◆ **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 Tufte and was very impressed.)

- ◆ **Other very useful resources for preparing papers:**

☞ The IIT Writing Center: <http://humansciences.iit.edu/humanities/writing-center>.

- ↪ *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>
- ↪ *The Research Project Calculator*, from the Electronic Library for Minnesota: <https://rpc.elm4you.org/>
 - or *The Assignment Calculator* from The University of Minnesota: <https://www.lib.umn.edu/apps/ac/WritingTutorialServicespamphlets>, 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/>
- ↪ *Zotero* bibliographic software as an extension for Firefox or as a standalone program for Windows, Mac or Linux with hooks to Chrome or Safari: <http://www.zotero.org/>

Accessing IIT Rice 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

- ◆ **Main Campus to Rice Campus IIT Bus Transportation:** For students living on Main Campus who must enroll in courses only offered at the Rice Campus, the School of Applied Technology provides an IIT-chartered bus. This bus will normally run each Monday and Wednesday, departing from the Main Campus at 12:45pm and departing from the Rice Campus to return to Main Campus at about 9:45pm. If you are coming for an afternoon class only, you can use the Pace bus 714 and Metra train service to return to Chicago earlier. Students planning to return to Main Campus on the IIT bus should sign the list on the Rice Campus Public Safety Officer's desk before 9pm; this is to ensure that the bus will not leave anyone behind. This service is free to all IIT students, faculty and staff; you may be requested to present your Hawkcard to verify this.
 - ◆ **Main Campus to Rice Campus Public 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 or College Avenue, and from Wheaton or College Avenue 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/College Avenue is \$11.50. 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, operates Pace Bus Route #714 from the Metra Stations at Wheaton, College Avenue and Naperville to the Rice Campus. Your Student Ventra Card is accepted on Pace Buses, and the Pace Bus #714 to the Rice Campus runs Monday through Friday, 6:30am to 6pm.
 - ◆ Pace Bus fare is \$1.75.
 - ↪ 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.
- 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
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

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 Director of Corporate and Community Relations, at 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.

Other Important Student Resources

- ◆ *ITM Loopback (ITM Department blog):* http://blogs.iit.edu/itm_loopback/
- ◆ *ITM Student Resource Page:*
<https://appliedtech.iit.edu/information-technology-and-management/current-students/resources/information-technology-and-management/current-students/resources/>
(Includes links to the ITM Undergraduate and Graduate Student Handbooks)
- ◆ *ITM Resource Page:* <https://appliedtech.iit.edu/information-technology-and-management/current-students/resources/>
- ◆ *IIT Student Handbook:* http://www.iit.edu/student_affairs/handbook/
- ◆ *IIT Graduate Bulletin:* <http://web.iit.edu/academic-affairs/graduate-bulletin>
- ◆ *IIT Undergraduate Bulletin:* <http://web.iit.edu/academic-affairs/undergraduate-bulletin>
- ◆ *Link to software provided under Microsoft DreamSpark Premium and the VMware Academic Program:*
<http://www.itm.iit.edu/dreamspark/>

Information Technology & Management Notebook PC Specifications

While we do not currently require students enrolled in the Information Technology & Management (ITM) degree program to own a notebook computer, it will certainly enhance your student experience to have one.

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 7 Professional as the primary operating system or as a secondary (dual-boot) operating system or as a virtual machine using virtualization software. Please consider these specifications 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
Processor	Intel Core i5 Mobile AMD Turion II	Intel Core i3 / Atom AMD Athlon II / E series	Intel Core i7 Mobile AMD Phenom II
◆ You may not be able to run virtualization software adequately without VT or AMD-V technology.			
RAM Memory	4GB or greater	1GB	8GB RAM is optimal to run Windows 7/10 & virtualization
◆ You may not be able to run all necessary applications with only 512 MB of RAM.			
◆ You may not be able to run virtualization software optimally with only 4 GB of RAM.			
Operating System	Microsoft Windows 7 or 8.1 Professional	Microsoft Windows 7 Professional	Linux or Solaris Macintosh OS/X Windows 10 Professional Windows Server 2008/2012
◆ MacBooks must have BootCamp, Oracle VirtualBox, Parallels Desktop or VMware Fusion installed allowing running of Microsoft operating systems. VirtualBox is available for free at http://www.virtualbox.org/ . VirtualBox is the recommended desktop virtualization solution in our program.			
◆ Linux or Solaris notebooks must have Oracle VirtualBox, Xen, KVM, or VMware Workstation installed allowing running of Microsoft operating systems. VirtualBox is available for free at http://www.virtualbox.org/ . VirtualBox is the recommended desktop virtualization solution in our program.			
◆ Microsoft, Linux & Solaris OS software is all available at no cost to all ITM students but you should purchase a system that will support Windows 7 Professional as a minimum standard.			
◆ Ubuntu and Ubuntu variants Linux Mint and Pingu, OpenSUSE, and Kubuntu are recommended Linux distributions.			
◆ Window Home version will not support all software or OS functions you may need in our curriculum.			
Hard Drive	500GB	64GB	256GB or 512GB SSD
◆ 120/128GB minimum suggested for dual boot with Windows and Linux/Solaris or for use with Windows Virtual PC or Hyper-V.			
Optical drive (May be external)	24-48X CD-RW/DVD-RW	24x CD-RW/DVD-R	Blu-Ray / Blu-Ray-R
Floppy drive	Neither required or expected		3.5 inch 1.44MB
Graphics card	128MB or greater, 24-bit color	64MB 24-bit color	
Display resolution	1280x1024 XGA or greater	1024x768 SVGA	
Wireless Network	802.11g/n	802.11g	4G (Sprint & Clear in Chicago)
Network Port	1000Base-T ethernet	100Base-T ethernet	56K modem
◆ Virtually all notebook PCs sold today include a gigabit (1000Base-T) ethernet port as standard items.			
Peripheral Port	2 USB-3 / 1 USB-2	1 USB-2	IEEE 1394 (FireWire) 3 USB-3 eSATA
Office Software	LibreOffice	LibreOffice	Microsoft Office 2007 or greater
◆ LibreOffice is available for free at http://www.libreoffice.org/ .			
◆ A four-year student subscription to Microsoft Office 365 may be purchased by IIT students at http://office.microsoft.com/en-us/microsoft-office-365-university-FX102918415.aspx			
Anti-Virus Software	including all current updates		Optional on Mac/Linux
◆ IIT 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 IIT networks without installed anti-virus software.			

Students should have a flash/thumb drive for lab use; 2GB minimum is recommended.

See page 13 above for software available at no cost to ITM students.

Office of Professional Development 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 60187

Main: IIT Main Campus, Perlstein Hall, 10 West 33rd Street, Chicago, Illinois 60616
Tech Park South (TS), 3424 South State Street, Chicago, Illinois 60616
IIT Tower, 10 West 35th Street, Chicago, Illinois 60616

Thomas Barone	Instructor, English as a Second Language; English as a Second Language Program Specialist	312.567.5720	TS 2035	tbarone@iit.edu
Pamela Chears	Department Coordinator	630.682.6035	Rice 218	pchears@iit.edu
Ellisa Cole-Goldsmith	Instructor, English as a Second Language	312.906.6556	TS 2035	ecolegol@iit.edu
Beth Conroy	Instructor, English as a Second Language	312.567.5213	TS 2035	bconroy@iit.edu
Lenard Fitzpatrick	Web Content and Application Coordinator, SAT; English Language Assessment Test Administrator	312.567.5206	PH 221	lenard@iit.edu
Keva Gaston	Program Coordinator, Professional Communication Advancement	312.906.6521	TS 4041	kgaston2@iit.edu
Elizabeth Johnson	Instructor, English as a Second Language	312.906.6599	TS 2037	ejohns20@iit.edu
Mary LaFleur	Program Manager, Professional Development Courses, Short Programs, and Professional Engineering Review	630.682.6030	Rice 219	mlafleur@iit.edu
Tracey McGee	Director, English Services	312.906.6571	TS 2037	tmcgee@iit.edu
Nuala Power	Program Manager, International Certificates	312.567.5220	TS 2036	npower@iit.edu
Jason Romano	Program Manager	312.567.5250	TS 2035	jromano@iit.edu
Steven Szmurlo	Service Learning Manager, International Program	312.567.5281	Perlstein 221	sszmurlo@iit.edu
Carl Vizza	Executive Director	630.682.6194	Rice 219	cvizza@iit.edu
LaShawn Williams	Program Administrator	312.567.5280	Perlstein 221	lwilli19@iit.edu

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: IIT Main 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, Amber Chatellier.

	Dr. Olawale "Wale" Ade-Oshifogun Adjunct Assistant Professor oadeoshi@iit.edu		Dr. Alan Johnston Adjunct Professor ajohnst1@iit.edu
	Dr. Adarsh Arora Adjunct Associate Professor aarora12@iit.edu		Maria Kozi-O'Donnell SAT Director of Operations and New Initiatives 630.682.6043 / Rice 131 / Perlstein 223 mkoziodo@iit.edu
	Brian Bailey Adjunct Instructor and Web Developer IIT Communications and Marketing 312.567.6937 / IIT Tower 4D7-1 bbailey4@iit.edu		Daniel Krieglstein Adjunct Instructor kriedan@hawk.iit.edu
	Dr. Bob Carlson Professor and Graduate Adviser; Dean, School of Applied Technology 630.682.6002 / Rice 132 312.567.5291 / Perlstein 223 Chair, ITM Department carlson@iit.edu		Raj Krishnan Adjunct Industry Professor rkrish20@iit.edu
	Amber Chatellier ITM Program Manager & Primary Graduate Adviser 312.567.5277 / Perlstein 223 achatell@iit.edu		Jason Lambert Adjunct Industry Associate Professor jlambert@iit.edu
	Carol Davids Industry Professor and Graduate Adviser; Director, IIT Real-Time 630.682.6024 / Rice 223 312.567.3125 / IIT Tower 9F3-1 Communications Laboratory davids@iit.edu		Hosea (Hee Gyu) Lee Adjunct Industry Associate Professor hlee110@iit.edu
	Shawn Davis Adjunct Instructor sdavis17@iit.edu		Bill Lidinsky Industry Professor and Graduate Adviser; Director, IIT Computer 630.682.6028 / Rice 225 Security and Forensics Laboratory lidinsky@iit.edu
	Madeleine England SAT Director of Student Services and Academic Affairs; Gamma Nu Eta Administrator; 312.567.5291 / Perlstein 223 Adjunct Industry Associate Professor mengland@iit.edu		Steve Lisitza Adjunct Instructor slisitza@hawk.iit.edu
	Cathy Foss Marketing Assistant and Rice Campus Office Manager 630.682.6008 / Rice 138 cfoss1@iit.edu		Sean McBride Adjunct Instructor smcbride@iit.edu
	Bonnie A. Goins Adjunct Industry Professor 630.387.9496 bgoins@iit.edu		Louis McHugh SAT Computer Systems Manager, Rice Campus; Adjunct Instructor 630.682.6040 / Rice 136 lmchugh@iit.edu
	Subhashish Ghosh Adjunct Industry Professor sghosh3@iit.edu		Don Monte SAT Computer Systems Manager, Main Campus 312.567.3125 / IIT Tower 9F3-1 dmonte@iit.edu
	Jeremy Hajek Industry Associate Professor and Undergraduate and Graduate Adviser 630.666.1966 / 228 / Perlstein 223 hajek@iit.edu		Ryan Nelson ITM Admissions & Recruitment Specialist 312.567.5192 / Perlstein 223 nelsonr@iit.edu
	Nazneen Hashmi Adjunct Industry Professor nhashni@iit.edu		Carolyn Nivling ITM Assistant Departmental Coordinator 312.567.5264 / Perlstein 223 cnivling@iit.edu
	Witt Hawkins Adjunct Industry Professor whawkins@iit.edu		James Papademas Industry Professor and Graduate Adviser jpapadem@iit.edu
	Dennis Hood Adjunct Industry Professor dhood@iit.edu		Katherine Papademas Adjunct Instructor kpapadem@iit.edu
	Peisong Huang Adjunct Industry Professor phuang9@iit.edu		Luke Papademas Adjunct Instructor lpapadem@iit.edu
	Sean Hughes-Durkin Adjunct Instructor durksea@iit.edu		Christopher Parinello Adjunct Instructor kparrine@iit.edu

	<p>Scott Pfeiffer SAT Director of Outreach 630.682.6001 / Rice 133 pfeiffer@iit.edu</p>		<p>William Slater Adjunct Industry Professor wslater@iit.edu</p>
	<p>Martin Schray Adjunct Industry Professor mschray@iit.edu</p>		<p>Scott Spyrison Adjunct Instructor spyrison@iit.edu</p>
	<p>Sam Shamsuddin Adjunct Industry Associate Professor 798.334.2047 shamsuddin@iit.edu</p>		<p>Ray Trygstad Industry Professor Associate Chair, ITM Department SAT Director of Information Technology 630.447.9009 / Rice 227 / Perlstein 223 trygstad@iit.edu</p>
	<p>Sume Shin Industry Associate Professor sshin17@iit.edu</p>		<p>Kevin Vaccaro Adjunct Industry Professor vacckev@iit.edu</p>