

# ITM Undergraduate Student Handbook **Fall 2009**

## Department of Information Technology & Management

Contents	Page #
Information Technology & Management Mission .....	1
About the ITM Programs.....	1
Course Philosophy.....	1
Our New Name: Illinois Institute of Technology School of Applied Technology .....	2
Graduate Course Differentiation.....	2
Faculty Office Hours.....	2
Academic Honesty.....	2
Program and Course Prerequisites.....	4
Credit by Examination.....	4
Syllabus.....	4
Grading.....	4
Course Evaluations .....	5
Student Intellectual Property.....	5
Specializations.....	5
Advising .....	6
Interprofessional Projects (IPROs).....	7
Funding: Scholarships, Internships, Coops, and Job Placement.....	7
Campus-Wide Identification (CWID), Unified-ID (UID).....	8
MyIIT and Online Student Services.....	8
Electronic Mail.....	8
Online Courses.....	8
Online Course Policies.....	9
Computers and Computer Labs .....	9
Software Available for ITM/IT Students.....	10
Writing Research Papers.....	10
How to Choose a Campus.....	12
Rice Campus Housing.....	13
Personal Hygiene.....	13
Information Technology & Management Notebook PC Specifications.....	14
Alphabetic Index.....	15
ITM Faculty & Staff Directory.....	16
Professional Learning (IT) Directory.....	16
Additional Information.....	Online at <a href="http://www.itm.iit.edu/">http://www.itm.iit.edu/</a>

### Information Technology & Management Mission

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

### About the Department of Information Technology & Management

Courses in our department are available at IIT's Rice Campus in Wheaton, at our Chicago Main Campus live or via videoconferencing, and at remote locations via IITV and the Internet. Courses are offered on a semester basis with the fall semester beginning in late August and the Spring semester beginning in mid-January. As this 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 9:30pm 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 programs 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 programs is principally practical, given the scope and rapidity of change within the IT industry a solid grounding in theory is necessary to equip you to cope with the emergence of new technologies and to advance in your career in the field. A good grounding in theory is necessary to meet the goals of a university education, equipping you with critical thinking skills and the ability to see beyond "plug-and-chug" solutions all too commonly found in information technology training courses. This allows you to reason out solutions to problems rather than relying on canned solutions and blind adherence to procedure.

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

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

## Graduate Course Differentiation

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

- ◆ *Course Numbering:* Some courses are offered with both undergraduate and graduate sections sharing the same classroom instruction and instructor; this is reflected by the fact that the course will have both a 4XX and a corresponding 5XX section numbers. As an example, ITM 440 has a corresponding ITM 540 course offering. Undergraduate students may not register for a 5XX course if there is a corresponding 4XX offering of the course.

## Faculty Office Hours

Faculty members will be available to you outside of class.

- ◆ *Full-Time Faculty:* Full-time faculty members and faculty members who are full-time IIT employees will establish and post reasonable office hours. Office hours and location must be given on any course web sites or Blackboard and office hours must be posted prominently on the faculty members' office door. The location and times of office hours should match the location (Rice Campus, Chicago Loop Campus or Main Campus) and times (day or evening) of the course. Faculty members should be present in their office for all posted office hours. When teaching a course that includes part-time students, faculty members should accommodate them by having some office hours on evenings and/or weekends. Additionally, faculty members must be available via email or other electronic means.
- ◆ *Adjunct Faculty:* Adjunct faculty members should maintain one to two hours of physical presence office hours if possible, and must be available via email or other electronic means. They may keep virtual office hours via a chat application or instant messaging, but must ensure all students understand clearly how to contact them if this is their office hour method.

## Academic Honesty

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

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

- ◆ *Plagiarism:* The most common academic honesty problem encountered is plagiarism. Plagiarism is submitting written material that contains words that are directly quoted without placing the quotation in quotation marks or as a paragraph that is set off from your text and is not accompanied by a citation of the source. It can also be a statement of a fact that is not regarded as “common knowledge” without citation of the source. Every single sentence or clause that you directly quote and every fact that you cite **MUST** have a related entry in your bibliography. The presence of one sentence or substantial phrase in your submitted work that is a direct quote and does not have the source cited in your bibliography is automatically plagiarism. Submitting the words of others as your own work is cheating and will not be tolerated in our program.
- ◆ Often students will find material online and cut and paste this material directly into work they submit with no citation. The main reason we find that students do this is a lack of confidence in their ability to express their thoughts well in written material. We would far prefer to see a student's own ideas—no matter how poorly expressed—than seeing someone else's ideas written well! If you are at IIT's Main Campus, there is a Writing Center, ([http://www.iit.edu/csl/hum/resources/writing\\_center.shtml](http://www.iit.edu/csl/hum/resources/writing_center.shtml)), and the staff there will go over your paper with you line by line to help you with your grammar and use of language. They are there to help you learn to write better by explaining each correction to you as they are made. In addition, research librarians in Galvin or Biegler Libraries are there to assist you in ensuring that your citations and bibliography are correctly formatted; it is their job to assist you and you should not hesitate to ask them.

Another reason students will plagiarize is that they are pressed for time and need to assemble a research paper in a very short period of time. The solution to this problem is very, very simple but represents a level of self-discipline many students have difficulty with: students need to start their research and writing with enough time to do a thorough and complete job in their own words.

- ◆ **Quoting and Referencing Material:** Ultimately we expect that any course work that you submit will contain your own words and not the words of others. If you wish to use the words of others, in most cases you may if you do two things:
  - ↳ Separate the words of others from those of your own. For one or two lines, place the words in quotation marks or for longer passages quote or indent the words using different font styles.
  - ↳ Properly reference the words. See the reference information provided in the Paper Format document for your course, or in the *Center for Professional Development's Guidelines for preparation of scholarly papers and papers for publication* at <http://www.itm.iit.edu/data/CPDPaperGuidelines.pdf>.

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

- ◆ **Collaboration/Copying:** Some students in our program have found themselves pressured by classmates to give them answers to problems and assignments for courses they have already completed. This is also clearly cheating—it is dishonest and is unacceptable; students who give out this information are equally guilty of academic dishonesty as are those who ask for this information. If you are asked to do this the only acceptable answer is to just say NO. It benefits neither you nor the students who are copying your answers.
- ◆ **Acknowledgment:** Each student must read and ensure you understand both the **Illinois Institute of Technology Code of Academic Honesty** in the *The Illinois Institute of Technology Student Handbook* at [http://www.iit.edu/student\\_affairs/handbook/](http://www.iit.edu/student_affairs/handbook/) and the **Information Technology and Management Policy on Academic Honesty Violations** below. You must understand that if you commit academic dishonesty—if you cheat—there *will be consequences. You will be punished.* At a minimum you will be assigned a grade of zero for the assignment; if it is a second offense you will be given a failing grade for the class and lose our approval for participation in Curricular Practical Training (CPT) and/or Co-op/Internship programs. On a third offense, we will recommend that you be expelled from the university. When you have read and understand these policies, you will be asked to sign and date an Acknowledgment that you understand these policies; this signed Acknowledgment will be placed in your ITM program file. You will not be eligible to register for classes in the next semester if this Acknowledgment is not on file.

## INFORMATION TECHNOLOGY AND MANAGEMENT POLICY ON ACADEMIC HONESTY VIOLATIONS

### Sanctions for Information Technology and Management students

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

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

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

1. Determine if the violation is a first, second or third offense by consulting the student's ITM program file.
2. If the violation is a first offense, notify the associate provost for Undergraduate Affairs or the associate dean for Graduate Academic Affairs (as appropriate), the ITM Department Chair and the Dean of the School of Technology and Management, and place a notation of the violation in the student's ITM program file.
3. If the violation is a second offense, notify the associate provost for Undergraduate Affairs or the associate dean for Graduate Academic Affairs (as appropriate), the ITM Department Chair and the Dean of the School of Technology and Management; notify the faculty member who should expel the student from the course and assign a punitive failing grade; notify the Career Management Center and the International Office that the Information Technology and Management program's approval for the student's participation in Curricular Practical Training (CPT) and/or Co-op/Internship programs has been withdrawn for the current and next semesters; and place a notation of the violation in the student's ITM program file.

4. If the violation is a third offense, perform the same steps as for a second offense and notify the Dean of the School of Technology and Management that this is a third offense. The Dean of the School of Technology and Management will then recommend to the associate provost for Undergraduate Affairs or the associate dean for Graduate Academic Affairs that the student be expelled from the university.

### Program and Course Prerequisites

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

- ◆ *Waiver of Prerequisites Based on Certification or Experience:* Program or course prerequisites may be waived based on industry certifications or significant experience. This waiver can be granted for courses by advisers, course instructors of the course the prerequisite is required for, or the ITM Associate Chair, Ray Trygstad. See below for credit by examination information.

### Credit by Examination

Credit by examination may be granted for any course as per current university policy as found on page 220 of the *Undergraduate Bulletin*. Undergraduates should take note that any credit granted by examination must be completed prior to beginning the last 45 hours of coursework for your degree.

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

### Syllabus

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

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

### Grading

Suggested (not required) grading standards for undergraduate and IT certificate students:

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

- ◆ *Submission of Grades:* Your instructors will submit grades for all courses online; normally they must be submitted by the end of the first Tuesday following the final day of the term but this may vary. Your grade will normally appear on your unofficial transcript in MyIIT within a few minutes of posting.
- ◆ *Grading of Professional Learning (CEU) students:* The actual grades submitted online for Professional Learning students will be either a P for “passing” or an F for “failing”. Actual letter grades for all Professional Learning students will be submitted to the Professional Learning programs office. Professional Learning students must complete all class assignments and examinations to receive a letter grade. If a letter grade of “C” or better for undergraduates or “B” or better for graduate students is not received, the course may not be transferred into a degree program at Illinois Institute of Technology. Professional Learning students who attend all classes and participate actively in the classroom, and who submit a course evaluation, will be assigned a grade of “P” even if no other assignments are completed, or if assignments are completed but a grade of “D” is earned. If you are a Professional Learning student, you **MUST** submit a course evaluation to receive a grade of “P” and your Continuing Education Units.
- ◆ *Extensions for Completion of Courses:* You may be assigned a grade of “I” (incomplete) if, in the instructor’s opinion, there is a valid reason for an extension of time to complete your coursework in a particular course. You should clear the incomplete by the deadline to remove “I” grades, which is normally five weeks after the beginning of the following semester. In the case of Professional Learning students, no grade will be submitted until the course is completed, and instructors must grant Professional Learning students extensions for course completion when directed by the Professional Learning Programs office.
- ◆ *Withdrawal from a Course:* If you determine that you will be unable to complete a course with a passing grade, it is advisable to withdraw from the course rather than have the failing grade appear on your transcript. The deadline for withdrawal is normally six weeks prior to the end of the term; consult the academic calendar for the current term for the exact date. If you have been ill or have other mitigating circumstances that have prevented you from submitting your work in the course, please discuss this with the instructor before you withdraw; if you present a good case, at the instructor’s discretion you may be granted an extension to complete the course (see above).
- ◆ *Attendance:* Class attendance is expected of all students enrolled in live (i.e. not online) sections of a class. Students in live sections who do not attend class may be penalized in a class participation component of the course grade.

- ◆ *Extra Credit:* If a faculty member desires to allow you to earn extra credit in a course, the extra credit must be applied to your grade after the final grade calculations for the term have been made. This is to prevent extra credit points from “skewing the curve” or otherwise penalizing students who elected not to do the extra credit assignment(s). Policies for awarding of extra credit should be explicitly stated in the course syllabus.
- ◆ *Retention of Graded Examinations:* Faculty members may elect to retain your examinations after they have been submitted and graded, or they may return them to you, but in all cases they must allow you an opportunity to review your graded examination upon request. If faculty members elect to retain graded examinations, they must then retain them for three years following the completion of the course. See the discussion on Student Intellectual Property below for a discussion of other retention of coursework.

## Course Evaluations

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

- ◆ *Submission of ITM course evaluations:* You will receive an email message in the last four weeks of each semester with login procedures and directions for completing course evaluations online. You'll typically need to log into <https://survey.iit.edu/> to complete this evaluation. Evaluations are conducted the last two weeks prior to the exam week of each academic semester, and you won't be able to access evaluations after Sunday night prior to exams. Constructive feedback from you is **very** important to us, both positive and negative, and your submission will be completely anonymous and confidential. **Please** complete your evaluations to help us improve our program; they really are important to us.
- ◆ *Submission of Professional Learning (CEU) student course evaluations:* Professional Learning students will not be awarded Continuing Education Units (CEUs) without submitting a properly completed course evaluation. Evaluations will be completed during the last two weeks of the course prior to any final examination. The Professional Learning programs office will provide you with specific instructions as to how to complete and submit your evaluations. If you have questions about course evaluations for Professional Learning students, please contact the Professional Learning Office at 630.682.6035.

## Student Intellectual Property

As a general rule, intellectual property created and submitted in fulfillment of assignments in the Information Technology and Management degree remains the intellectual property of the student; if no license is included, the assignments are copyrighted under the provisions of the Berne Copyright Convention and distribution is subject to ordinary copyright law. This means that there may be no redistribution or re-use of the material submitted in fulfillment of assignments without the express consent of the copyright owner—the student. Because it is necessary to maintain files of student work for normal administrative and pedagogical purposes, such as accreditation requirements, the School of Applied Technology asserts a right to retain possession of student work, but retention of student work for these purposes is not an assertion of ownership. IIT owns the answers and questions on tests and examinations, unless otherwise indicated by the course instructor. There are too many possible variations on how intellectual property may be handled for full inclusion here, but in general the following policies will apply.

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

## Specializations

The Bachelor of Information Technology and Management offers seven specializations. These specializations are intended to prepare you for particular roles in the IT working world, but there is no requirement that you complete a specialization for graduation. Instead you can elect to tailor a course of study that meets your specific

needs. If you do elect to complete a specialization, you must complete a sequence of courses within the specialization as outlined in the Undergraduate Bulletin. Your adviser will determine if you have completed a specialization and will also authorize any substitution of courses toward the specialization. Completion of a specialization should be indicated by an annotation on your transcript and may be recognized by a document issued by the School of Applied Technology.

## Advising

Each student enrolled in our program is assigned an academic adviser. The role of your adviser is to assist you in monitoring progress toward graduation by fulfilling degree requirements; helping you select courses that meet your individual goals and career objectives; ensuring you take an appropriate, balanced load of technical and non-technical courses each semester while meeting all course prerequisites; and dealing with problems such as the need to drop a course, academic probation, and so on. Please see your adviser for any academic problems you encounter that you don't know how to resolve. The ITM undergraduate adviser is Ray Trygstad, [trygstad@iit.edu](mailto:trygstad@iit.edu) or 630/682-6032.

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

## Undergraduate Advising Notes

- ◆ *Course Location and Term Planning:*
  - ↳ For planning purposes, ITM 443 & ITM 448 are normally offered only in the Fall term, however this is subject to change without notice. Due to lab requirements, these courses are currently only offered at the Rice Campus.
  - ↳ Offerings of 300-level courses in the ITM curriculum alternate between Main Campus and Rice Campus. These are hands-on live laboratory courses and are never offered online. The normal schedule for offerings of these courses is:
    - ✓ ITM 301 and ITM 311: Fall at Rice Campus; Spring at Main Campus.
    - ✓ ITM 302 and ITM 312: Spring at Rice Campus; Fall at Main Campus.
- ◆ *Minors:* All students entering the Bachelor of Information Technology and Management degree as Freshmen are required to declare an approved minor. Usually a minor consists of 15 hours of related courses from departments other than ITM. Please refer to the appropriate bulletin for detailed information as well as for the list of available minors. There is no form required to declare a minor; you need only to notify the Office of Educational Services of your minor when you request an audit of academic programs and when you fill out an application for graduation form. If you want to declare a minor not already listed as approved, you must confer with your adviser to determine the necessary steps to gain permission.
  - ↳ ROTC students may minor in Military Science, Naval Science, or Air Force Aerospace Studies as appropriate.
- ◆ *Overloading:* Undergraduates may register for a maximum of 18 credit hours per semester. To register for more than 18 credit hours, you must request permission to overload from the Dean of the School of Applied Technology via the Undergraduate Adviser. ROTC courses do not count toward the maximum of 18 credit hours.
- ◆ *ITM Undergraduate General Education Notes:*
  - ↳ CS 105 or CS 201 may be substituted for ITM 311 with permission of the adviser.
  - ↳ All students entering the Bachelor of Information Technology and Management degree as Freshmen are required to take PSYCH 301 Industrial Psychology and COM 421 Technical Communication. While not required for students who do not enter the curriculum as freshmen, all ITM undergraduates are strongly encouraged to take these courses. Please note that COM 421 cannot be used to meet a humanities elective general education requirement but PSYCH 301 may be used to meet a social science elective general education requirement even when taken as an ITM required course.
  - ↳ Here is a summary of **IIT's General Education Requirements** with ITM notes indicated in **sans-serif** type:
    - ✓ **Writing and Communications:**
      - English Proficiency: Pass the IIT English Proficiency Examination or pass a composition course at IIT. **Note:** Or transfer in an acceptable composition course.
      - **Communication (C) Courses:** Complete a minimum of 42 credit hours of courses with a significant written and oral communication component, identified with a **(C)** in the bulletin, with minimums of 15 hours in major courses and 15 hours in non-major courses. Full-time students should enroll in two **(C)** courses, and part-time students should enroll in one **(C)** course each academic year.

**Notes:** ITM undergraduates are required to take 9 hours of ITM (C) courses: ITM 448, ITM 461, ITM 471. ITM undergraduates must additionally take two of the following courses ITM to meet this general education requirement: ITM 422, ITM 454, ITM 460, ITM 462, ITM 478, ITM 495.

- ✓ **Mathematics:** 5 credit hours
  - MATH 119 or above; BUS 221 and PSYC 203 also satisfy this requirement.
 

**Notes:** BUS 221, *Statistics for Managerial Decision Making*, is the math course we require of students entering as freshmen; we recommend MATH 120/121, *Business Math*, as additional mathematics courses.
- ✓ **Computer Science:** 2 credit hours.
  - CS 105, 115, 116, 201, or ARCH 125 or a computer science course at the 200-level or above.
 

**Note:** We will waive this requirement based on completion of ITM 311.
- ✓ **Humanities and Social or Behavioral Sciences:** 21 credit hours
  - **Humanities:** a minimum of nine credit hours of courses marked with an (H) in the bulletin
    - At least one (H) 100-level course.
    - At least two (H) courses at the 300-level or above. Students may use foreign language courses at the 200-level to fulfill 300-level requirements.
    - Foreign language classes can be taken to fulfill the Humanities requirements as long as they are at the 200-level or above.

**Note:** One (H) course MUST be at the 100 level.
  - **Social or Behavioral Sciences:** a minimum of nine credit hours of courses marked with an (S) in the bulletin.
    - At least two (S) courses on the 300-level or above.
    - Courses from at least two different fields.
    - At least six credits in a single field.

**Note:** There is no requirement that any of the (S) courses be at the 100- or 200-level but two courses MUST be from the same field.
- ✓ **Natural Science or Engineering:** 11 credit hours
 

Courses in engineering, biology, chemistry and physics, or by courses in architecture and psychology marked with an (N).

  - Two sequential natural science or engineering courses in a single field.
 

**Note:** We recommend two sequential courses in Engineering Graphics (EG) for ITM students if possible.
  - At least one natural science or engineering course in a second area.
- ✓ **Introduction to the Profession:** 2 credit hours
  - Complete these courses in their first year. Students entering with 30 hours or more of transfer credit may have this requirement waived with departmental approval.
 

**Note:** We always waive this for transfer students; we will also waived it for freshman when there are less than 6 freshmen in the ITM major in the Spring Term.
- ✓ **Interprofessional Projects (IPRO):** 6 credit hours
  - Students will participate in at least two Interprofessional Project experiences

### 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 general education requirement, and all undergraduates must complete at least two three-credit-hour IPRO project courses. Students completing an ROTC minor are exempt from one of the two IPRO requirements. See <http://ipro.iit.edu/> for full details on IPROs.

- ◆ **Waiver of the IPRO Requirement:** Waivers of the IPRO course requirement (not the semester hour requirement) will be considered on a case-by-case basis for part-time students who are employed full-time. The written request for a waiver must be submitted to the **Office of Educational Services**. The request must include a resume and documentation of work experience that developed communication and leadership skills, as well as an awareness of economic, marketing, ethical and social issues within the framework of a multidisciplinary team project. This documentation must be verified by the employer. If the request is reasonable, it will be forwarded for approval to the student's major department and the Associate Provost for Undergraduate Affairs. The department will also determine appropriate course substitutions.

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

**Scholarships:** Undergraduate students should discuss financial aid possibilities with admissions and the financial aid office at IIT's Main Campus. There is currently no ITM departmental funding or scholarship support available for undergraduate students.

**Internships, Coops, and Job Placement:** The IIT Career Management Center (<http://www.cmc.iit.edu/>) 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 the services they offer.

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

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

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

## MyIIT

MyIIT (<http://my.iit.edu/>) gives you access to online services for IIT students, including email, class registration, online course access via Blackboard, University announcements, IIT Today, and student news and events. There is also a CPD-ITM group under MyIIT Groups which gives you access to ITM student software such as Microsoft and VMWare products and developer tools. The initial password for MyIIT is your birth month and year in MMYYY format followed by the last four digits of your CWID number. For example, if you were born on July 4th, and your CWID is A2005678, your initial MyIIT password would be 07045678. You can look up both your Unified-ID and your email address by looking yourself up in the IIT People Search at <http://www.iit.edu/people/search/>. For more information on MyIIT, see the "Training and Support" tab at <http://my.iit.edu/>.

## Online Student Services

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

- ◆ **Academic Profile:** *The place to view your basic academic profile, primary advisor and use quick links to view your unofficial transcript and holds.*
- ◆ **Registration Tools:** *Provides quick links to look up your class schedule and add or drop classes.*
- ◆ **Banner Self-Service:** *Allows you to navigate through all areas of Banner Self Service including student records, financial aid and personal information forms where you can update addresses and other information.*
- ◆ **Student Grades:** *Use this quick link to view your grades.*

Undergraduates must receive an Alternate PIN number from their advisor to register (see the *Advising* section above). Remember that late registration fees begin the first day of the term. If you're having difficulty registering, please contact Valerie Scarlata ([scarlata@iit.edu](mailto:scarlata@iit.edu) or 630.682.6005) or the Rice Campus office at 630.682.6008.

## Electronic Mail

The primary method for university-to-student communication is through your IIT email. An email account is automatically set up for you when you are admitted. Your email username is the same as your UID, and this email username, when followed by "@iit.edu", makes up your email address at IIT. Email is available through Web access at MyIIT or by using a client program such as Outlook Express, Thunderbird, Windows Mail or Eudora. Your email password for client programs is the same as your MyIIT login. It is very important that you either check your IIT student email regularly or forward your student email account to your primary email address. To learn how to forward your IIT email and how to change your primary IIT email contact address, please see the IIT Student Accounts FAQ at [http://my.iit.edu/iit/ots/how\\_to/faq1.shtml](http://my.iit.edu/iit/ots/how_to/faq1.shtml).

## Online Courses

All faculty and students are provided with accounts on IIT Blackboard, IIT's online learning support system. Online resources for all IIT courses are normally available through Blackboard, and online course lecture content is always on Blackboard. Login by clicking the Blackboard icon at the top of the screen in MyIIT. Once you access the system, you should see a welcome page that lists your courses for the current semester. Click on the appropriate link to access course materials. To learn more about using Blackboard, please see the Blackboard Student Manual which is located under "My Courses" on the initial Blackboard screen. Please direct Blackboard problems to the OTS Support Desk at 312.567.DESK (3375); instructors and ITM staff cannot help with Blackboard problems.

## Online Course Policies

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

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

## Computers and Computer Labs

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

- ◆ *Rice Campus Computer Labs:* The labs are managed by the Johannesen Computer Center, Rice Campus room 208, and include Rice Campus rooms 207, 208, 210, 244, 247, 249, 250, 255 and IIT Online classroom notebook PC labs. Room 247 is a Sun workstation lab; room 250 is a network, security & forensics lab which is normally physically isolated from the rest of the campus network; and room 255 is a specialized Voice over IP (VoIP) lab. Rice Campus also provides an 802.11b/g wireless network for student and faculty use.
- ◆ *Main Campus Computer Labs:* The School of Applied Technology provides computer labs at 3424 South State Street, on the second floor of the South Tower, which are managed by the Johannesen Computer Center. The Main Campus Office of Technology Services also provides an 802.11b/g wireless network for student and faculty use.
- ◆ *Information Technology (IT) / Information Technology & Management (ITM) Servers and Server Accounts:* Additional server accounts may be provided for ITM/IT students and faculty and dedicated servers may be provided to support specific courses; details of these accounts and servers are available from Ray Trygstad (Rice Campus room 227 or [trygstad@iit.edu](mailto:trygstad@iit.edu)).
  - ☞ *Project Support:* Computers may be requested by faculty members to support student projects; such requests should be made as soon as the need is recognized. Servers will be virtual servers unless there is a compelling reason why that will not work. Virtual servers in standard configurations may be provided on a next-day basis; custom configurations are normally provided in two days but may take up to a week to provision. It may take up to a week to provide physical computers and providing these computers is completely dependent on the availability of resources.
- ◆ *Student Computer Ownership and Use:* You are not required but are strongly urged to acquire a notebook computer with both wired and wireless network access for use in our programs; details of the minimum and desired configurations may be found in the latest *Information Technology & Management Student Notebook Computer Specification* on page 16 of this handbook.
- ◆ *Office of Technology Services Accounts:* IIT's Office of Technology Services (OTS <http://www.iit.edu/ots/>) provides common computer accounts for IIT faculty, staff and students; these accounts include MyIIT, Blackboard, Email, UNIX server, and Web accounts.

- ◆ *UNIX & Web Server:* New students registered for Fall or Spring ITM classes will automatically receive an account on IIT's student Sun server, hawk.iit.edu. Your username is the same as your UID. To find out your initial password or to get assistance with your Hawk account, contact the Office of Technology Services (OTS) Support Desk at 312.567.3375. To access your hawk account, connect via ssh to hawk.iit.edu. Hawk accounts also allow you to place Web pages on IIT's main Web server, www.iit.edu. See [http://my.iit.edu/iit/ots/how\\_to/faq1.shtml](http://my.iit.edu/iit/ots/how_to/faq1.shtml) for more information on hawk and Web accounts.
  - ↳ *Dial-Up Access:* Remote dial-up network access is not provided by IIT.

## Software Available for ITM/IT Students

- ◆ *Microsoft Software:* The School of Applied Technology is a member of the Microsoft Developer Network Academic Alliance (MDSNAA). As a member, we can provide MSDNAA software under terms of the licensing agreement which permits academic use of these files by faculty and students as per the Usage Guidelines and Usage Agreement which are found at <http://naperville.rice.iit.edu/MSDN/>. The files include all current Microsoft operating systems, servers, and application development tools, and include applications such as Windows Vista and Visual Studio.Net. Our subscription does not include any Microsoft Office tools except Visio, Project, Outlook, One Note and Access. You can download Microsoft software from your MSDNAA Software Center account; these accounts are normally established at the beginning of the third week of the Fall and Spring semesters, and the second week for the Summer semester. You will receive an email from the Program Coordinator discussing the program and a separate email from e-academy.com with your login information including your password. Product keys for this software are provided at the time of download so we suggest that you save a copy of this page. Information about MSDN Academic Alliance (MSDNAA) membership benefits and other privileges may be found at <http://www.msdnaa.net/>.
- ◆ *VMware:* Software available to students and faculty through the VMWare Academic and Research Program can be downloaded through your VMware ELearning account, which is managed by E-Academy. These accounts are normally established at the beginning of the third week of the Fall and Spring semesters, and the second week for the Summer semester. You will receive an email from the Program Coordinator discussing the program and a separate email from e-academy.com with registration information. This account will give you access to VMware products—for free—as well as a token allowing you to enroll in VMware eLearning Courses online. You are entitled to one free copy of each product, with licenses good for 1 year. Unlike the MSDNAA account, we CANNOT authorize additional downloads of these products, but according to the site you can redownload the software as necessary. More importantly, serial numbers are issued to you on the Web page at the time of download, and we cannot get you additional or replacement serial numbers, so we suggest that you save a copy of any serial numbers/licenses issued to you on the site.
- ◆ *Other ITM Software:* We provide several distributions of Linux, BSD and Sun Solaris which may be found at <http://iso.rice.iit.edu/>, as well as a variety of freeware and shareware applications for Web development, multimedia, application development, and general office-type use.
  - ↳ *IITapps:* This collection of open source, freeware and uncrippled shareware is updated each semester and is available at <http://naperville.rice.iit.edu/iitapps/>.
  - ↳ *Using ISO Images:* We provide tools that will allow you to install a downloaded ISO image as a virtual CD-ROM drive, a perfect solution for installing applications or operating system upgrades on your notebook. For burning CDs, most computer lab PCs at the Rice Campus have recordable CD-drives as well as the necessary resources for creating CD-Rs; all you need is blank CD-Rs (not CD-RWs). Blank CDRs are available for a nominal cost in the Biegler Library at the Rice Campus.
- ◆ *IIT Licensed Software:* Commercial software licensed for IIT use is available under the Training and Support tab in MyIIT and includes applications such as Virus Scan anti-virus products from McAfee, PowerTerm and SecureCRT ssh clients/terminal emulators, and the enterprise version of the Real Player media application.

## Writing Research Papers

The ability to write cogently, concisely and clearly in an acceptable academic format and to present the results of your research orally are skills you must develop to be a success in our program. At the same time, you will be learning skills essential to success in your working life after graduation, as the ability to communicate clearly in written and spoken English is one of the most important elements to success in business. You will regularly be expected to submit research papers and project reports as you progress through our program. Here's some key advice to help you succeed.

- ◆ *Format of Research Papers:* Unless your professor gives you different instructions, you should prepare ITM research papers in the formats prescribed by the *Publication Manual of the American Psychological Association*, which are very common styles in use for scholarly publications and academic papers. Among other things, this means that you should submit your paper typed in 10, 11, or 12-point type (no larger than 12-point), double-spaced, with 1 inch margins on one side of 8½ inch by 11 inch paper. Quotations, figure captions and the list of references should all be double-spaced. Devote separate pages to each figure, each table and the list of references, and number all pages after the first. Attach a cover sheet listing the paper title and the name and email address of the author. If submitting electronically, please submit as a PDF file or in Rich Text Format. Most word processors can save as RTF. Your professor may prescribe specific required or acceptable electronic formats.
  - ↳ *Length:* Make papers as concise as possible; 10 to 15 pages should be reasonable for an undergraduate ITM research paper. Note that your professor may prescribe a different length expectation and in some cases they may be quite a bit shorter. Please count only pages containing body text; figures, tables, the abstract, references and bibliography do not toward the page total.



- Write a rough draft, expanding the outline to fulfill paper length requirements
- Include quotes that support your points
- Revise your rough draft to ensure a strong, logical argument
- Document referenced works by creating a bibliography
- Revise your paper for spelling, punctuation and grammar errors
- Print out the final revision of your paper and bibliography or save as PDF or RTF file as necessary
- ◆ *Use of Wikipedia:* While *Wikipedia* is a good starting point for research to get an overview and point you to available resources, you cannot cite or quote *Wikipedia* in an assignment in IIT's Information Technology & Management curriculum. *Wikipedia* is a wonderful resource, but due to 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](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. The Writing Center is in Siegel Hall rooms 232 and 233. Students may use sign-up sheets on the doors of SH 232 and 233 to reserve a specific time with a tutor. When possible, the Writing Center also accepts students on a walk-in basis without an appointment.
  - ☞ **IIT's Galvin Library** has Reference Librarians who are there specifically to assist you in your research and preparation of citations. If you have questions about preparation of citations, they are the experts and they are there to help. They also offer classes to help you learn how to prepare a research paper; one will be offered Friday, October 2, 2009 at 12:50pm. In this workshop, Preparing for your Research Paper, a humanities instructor and librarian will walk you through the pre-writing stages of a research paper. They'll show you how to craft a strong thesis statement, find the types of sources your professors require, and begin outlining your paper.
- ◆ *Additional Information:*
  - ☞ For a fine discussion of writing, read William Strunk Jr. and E.B. White's *The Elements of Style*, Allyn and Bacon, Needham Heights, MA.
  - ☞ For definitive guidance for preparation of a research paper in APA style, see the American Psychological Association's *Publication Manual of the American Psychological Association*, American Psychological Association, Washington D.C.
  - ☞ For a more complete, formal treatment of the process of preparing a paper for publication, see The University of Chicago Press *The Chicago Manual of Style*, University of Chicago Press, Chicago, IL.
  - ☞ For sound advice on figures, refer to the series of books by Edward R. Tufte: *The Visual Display of Quantitative Information*, *Envisioning Information*, and *Visual Explanations*, all from Graphics Press, Cheshire, CT.
- ◆ *Other very useful resources for preparing papers:*
  - ☞ The IIT Writing Center: [http://www.iit.edu/csl/hum/resources/writing\\_center.shtml](http://www.iit.edu/csl/hum/resources/writing_center.shtml)
  - ☞ *57 Tips for Writing Your Term Paper*: <http://www.degreetutor.com/library/online-assignments/termpaper-writing>
  - ☞ *50 Ways to Increase Your Chances for an "A" Research Paper*: <http://www.rasmussen.edu/articles/research-paper-strategies.asp>
  - ☞ *Writing Tutorial Services pamphlets*, Indiana University: <http://www.indiana.edu/~wts/pamphlets.shtml>
  - ☞ *OWL at Purdue: The Online Writing Lab at Purdue University*: <http://owl.english.purdue.edu/owl/>
  - ☞ *LEO: Literacy Education Online*, St. Cloud State University: <http://leo.stcloudstate.edu/>
  - ☞ *APA Style* (includes tutorials on APA citation styles and bibliography entries): <http://www.apastyle.org/>

## How to Choose a Campus

Courses in our programs are offered at two locations:

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

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

- ◆ *Rice Campus advantages:*
  - ☞ The ITM program is based at Rice Campus, and all administrative functions are handled at Rice.
  - ☞ Some lab classes are available only at Rice Campus.
  - ☞ Faculty are more accessible, enabling both research and projects, and a chance to get to know faculty one-on-one.
  - ☞ There are many opportunities to present oneself and one's work at seminars, workshops, and conferences.
  - ☞ There is easy access to labs and computers, including a VoIP lab, a security and forensics lab, and a multimedia lab, in addition to the general computer labs.
  - ☞ Virtually all on-campus job opportunities are IT jobs.
  - ☞ Public transportation via Metra commuter rail service makes it easy to get to Chicago.
- ◆ *Main Campus advantages:*
  - ☞ Dorms and meal plans are available.
  - ☞ Student organizations are more accessible.
  - ☞ There is more opportunity for interaction with fellow students.
  - ☞ More job opportunities exist, although there is also more competition.
  - ☞ All the activities of Chicago are at your fingertips.

- ◆ We attempt to make the advantages of both campuses available to all students as much as possible:
  - ↳ Most classes are offered at both campuses and on the Internet
  - ↳ Main Campus to Rice Campus Transportation: Main Campus students can take a train from the Ogilvie Transportation Center (commonly known as Northwestern Station) on the Metra Union Pacific West Line to Wheaton, and from Wheaton back to Chicago; or from Union Station on the Metra BNSF Line to Naperville, and from Naperville back to Chicago. Metra round-trip train fare to Wheaton is \$7.80; with purchase of a 10-ride ticket for \$33.15 (a good idea), the round-trip cost is \$6.63. IIT provides regular scheduled bus service from the Main Campus to both of the main Metra stations. The Pace Bus system, which provides bus transportation for suburban Chicago, may operate Pace bus service to the Rice Campus but funding for these services is unstable and information on any Pace bus service will be provided in a separate document. Unfortunately your CTA U-Pass will not be accepted on Pace Buses.
  - ↳ Please note that bus and train schedules are subject to change without notice, and that IIT has no control and very little influence over CTA, Metra and Pace transportation services.

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

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

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

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

## Rice Campus Housing

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

## Personal Hygiene

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

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

## 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. 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 630.682.6032.

ITEM	RECOMMENDED	MINIMUM	OPTIONAL
<b>Processor</b>	Intel Core 2 Duo with VT	Intel Core Duo	Equivalent AMD processors with AMD-V are acceptable as well
◆ You may not be able to run virtualization software adequately without VT or AMD-V technology.			
<b>RAM Memory</b>	4GB or greater	1GB	4GB RAM is optimal for running Windows Vista/7 and/or virtualization software
◆ You may not be able to run all applications with only 512 MB of RAM.			
<b>Operating System</b>	Microsoft Windows XP Professional w/SP 3	Microsoft Windows XP Professional w/SP3	Linux or Solaris Macintosh OS/X Windows Vista Business Windows Vista Ultimate Windows 7 Professional Windows 7 Ultimate Windows Server 2008
◆ MacBooks must have Sun VirtualBox, Parallels Desktop or Vmware Fusion 2 installed allowing running of Microsoft operating systems; VMware Fusion 2 is available for free to ITM students. VirtualBox is available for free at <a href="http://www.virtualbox.org/">http://www.virtualbox.org/</a> . VirtualBox is the recommended desktop virtualization solution in our program.			
◆ Linux or Solaris notebooks must have Sun VirtualBox, Xen or VMware Workstation installed allowing running of Microsoft operating systems; VMware Workstation is available for free to ITM students. VirtualBox is available for free at <a href="http://www.virtualbox.org/">http://www.virtualbox.org/</a> . 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 XP Professional as a minimum standard.			
◆ Ubuntu, OpenSUSE and Fedora are recommended Linux distributions.			
◆ Windows XP, Vista and Windows 7 <b>Home</b> versions will not support all software or OS functions you may need in our curriculum.			
<b>Hard Drive</b>	120GB	80GB	
◆ 80GB minimum suggested for dual boot with Windows and Linux/Solaris or for use with Virtual PC.			
<b>Optical drive</b>	24-48X CD-RW/DVD-RW	24x CD-RW/DVD-R	Blu-Ray
<b>Floppy drive</b>	Neither required or expected		3.5 inch 1.44MB
<b>Graphics card</b>	128MB or greater, 24-bit color	64MB 24-bit color	
<b>Display resolution</b>	1280x1024 XGA or greater	1024x768 SVGA	
<b>Wireless Network</b>	802.11g	802.11b (Wi-Fi)	802.11n (not yet supported by IIT wireless access points)
<b>Network Port</b>	1000Base-T ethernet	100Base-T ethernet	56K modem
◆ Virtually all notebook PCs sold today include an ethernet port and a modem as standard items.			
<b>USB Ports</b>	3 USB-2	1 USB-2	IEEE 1394 (FireWire)
<b>Office Software</b>	OpenOffice.org GO-OO version	OpenOffice.org	Microsoft Office
◆ The GO-OO version of OpenOffice.org is available for free at <a href="http://go-oo.org/">http://go-oo.org/</a> ; OpenOffice.org is available for free at <a href="http://openoffice.org/">http://openoffice.org/</a> .			
◆ A deeply discounted version of Microsoft Office may be purchased by IIT students at <a href="http://www.microsoft.com/student/discounts/theultimatesteal-us/">http://www.microsoft.com/student/discounts/theultimatesteal-us/</a>			
<b>Anti-Virus Software</b>	including all current updates		Optional on Mac/Linux
◆ IIT provides a licensed version of McAfee VirusScan for use by for all students, faculty & staff. 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 10 above for software available at no cost to ITM students.

<b>Alphabetic Index</b>	<b>Page #</b>
About the Department of Information Technology & Management.....	1
Academic Honesty.....	2
Academic Honesty Policy, ITM.....	3
Additional Information.....	Online at <a href="http://www.iit.edu/cpd/itm">http://www.iit.edu/cpd/itm</a>
Advising.....	6
Advising Notes.....	6
Advisers, Undergraduate .....	6
Assignments, copying.....	3
Assignments, collaboration.....	3
Campus, How to Choose.....	12
Campus-Wide Identification (CWID) .....	8
Choosing a Campus.....	12
Computers and Computer Labs .....	9
Contents.....	1
Coops.....	7
Copying.....	3
Collaborating on assignments.....	3
Course Philosophy.....	1
Course Prerequisites.....	4
Credit by Examination.....	4
Course Evaluations .....	5
Degree Program Prerequisites.....	4
Directories, Faculty & Staff.....	16
Electronic Mail.....	8
Faculty Office Hours.....	2
Grading.....	4
Graduate Course Differentiation.....	2
Housing, Rice Campus.....	13
How to Choose a Campus.....	12
Hygiene.....	13
Index.....	15
Information Technology & Management Mission .....	1
Intellectual Property.....	6
Internships.....	7
Interprofessional Projects (IPROs).....	7
Interprofessional Project Waivers for Part-Time Students.....	7
ITM Academic Honesty Policy.....	2
ITM Faculty & Staff Directory.....	16
Job Placement.....	7
Logins.....	8
Mission, Information Technology & Management .....	1
MyIIT.....	8
Notebook Computer Specification.....	14
Online Courses.....	9
Online Course Policies.....	9
Online Student Services.....	8
Personal Hygiene.....	11
Plagiarism.....	2
Prerequisites.....	4
Professional Learning (IT) Directory.....	16
Research Papers, writing.....	10
Rice Campus Housing.....	11
Rice Campus Transportation.....	11
Scholarships and Funding.....	7
Software Available for ITM/IT Students.....	10
Specializations.....	5
Student Intellectual Property.....	5
Syllabus.....	4
Transportation, Main Campus to Rice Campus.....	13
Undergraduate Advising.....	6
Unified-ID (UID).....	8
Waiver of the IPRO Requirement for Part-Time Students.....	8
Writing Research Papers.....	10

**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 60187

*Main:* IIT Main Campus, South Tower of 3424 South State Street, Chicago, Illinois 60616

Faculty and Staff titles are projected/expected titles following reorganization into the School of Applied Technology and the Department of Information Technology and Management.

Adjunct faculty members may provide additional contact information to students currently enrolled in their course sections.

Norm Bartek	Adjunct Faculty			<a href="mailto:bartek@iit.edu">bartek@iit.edu</a>
Bob Carlson	ITM Chair, Professor and Graduate Adviser; Director, IIT Rice Campus; Dean, IIT School of Applied Technology; Professor of Computer Science	630.682.6002 312.567.5290	Rice 132 Main 2036	<a href="mailto:carlson@iit.edu">carlson@iit.edu</a>
Carol Davids	Graduate Adviser & Alva C. Todd Professor of Information Technology and Management; Director, IIT CPD Voice over IP Laboratory (Rice 255)	630.682.6023 312.567.5290	Rice 223 Main 2036	<a href="mailto:davids@iit.edu">davids@iit.edu</a>
Peter Fitzgerald	Adjunct Faculty			<a href="mailto:pfitzgerald@simplecomm.net">pfitzgerald@simplecomm.net</a>
Alon Friedman	ITM Instructor and Director of Information Technology, IIT Institute of Design	312.595.4949	IIT Institute of Design, 4 <sup>th</sup> Flr 350 N. LaSalle St., Chicago	<a href="mailto:alon@id.iit.edu">alon@id.iit.edu</a>
Gordon "Scott" Gehrs	ITM Adjunct Faculty and Instructor, IIT Technical Communication Degree Programs	312.567.3113	Main Campus Siegel Hall 209	<a href="mailto:gehrs@iit.edu">gehrs@iit.edu</a>
Bonnie A. Goins	Adjunct Faculty	630-974-8025		<a href="mailto:bgoins@iit.edu">bgoins@iit.edu</a>
Praveen Gupta	Adjunct Faculty		Rice 232	<a href="mailto:gupta@iit.edu">gupta@iit.edu</a>
Jeremy Hajek	Instructor and Computer Systems Manager, IIT School of Applied Technology & IIT Rice Campus	630.682.6075 312.567.5286	Rice 209 Main 2034	<a href="mailto:hajek@iit.edu">hajek@iit.edu</a>
Dennis Hasenfang	Adjunct Faculty			<a href="mailto:instructor@solveitwith.net">instructor@solveitwith.net</a>
Robert Hendry	Adjunct Faculty			<a href="mailto:boh@envisionsoft.com">boh@envisionsoft.com</a>
Dennis Hood	Instructor & Graduate Adviser	312.567.5285	Main 2000	<a href="mailto:dennisjhood@cinaptus.com">dennisjhood@cinaptus.com</a>
Emre Kandemir	Adjunct Faculty			<a href="mailto:kandemir@iit.edu">kandemir@iit.edu</a>
Jeffrey Kimont	Industry Associate Professor & Graduate Adviser	312.567.5284 630.682.6036	Main 2038 Rice 228	<a href="mailto:kimont@iit.edu">kimont@iit.edu</a>
Barbara Kozi	Associate Dean for Finance and Special Projects	630.682.6040	Rice 129	<a href="mailto:kozi@iit.edu">kozi@iit.edu</a>
Martin Kozi	Adjunct Faculty			Contact via Barbara Kozi <a href="mailto:mfk25@aol.com">mfk25@aol.com</a>
Bill Lidinsky	Graduate Adviser & Alva C. Todd Professor of Information Technology and Management; Director, IIT CPD Computer Security and Forensics Laboratory (Rice 250)	630.682.6028	Rice 225	<a href="mailto:lidinsky@iit.edu">lidinsky@iit.edu</a>
Jeff Meyers	Adjunct Faculty			<a href="mailto:jmeyers@colum.edu">jmeyers@colum.edu</a>
Scott Pfeiffer	Director of Outreach, IIT School of Applied Technology and IIT Rice Campus	630.682.6001	Rice 133	<a href="mailto:pfeiffer@iit.edu">pfeiffer@iit.edu</a>
Val Scarlata	Instructor and Assistant Dean for Graduate Admissions and Student Affairs, ITM	630.682.6005 312.567.5291	Rice 136 Main 2037	<a href="mailto:scarlata@iit.edu">scarlata@iit.edu</a>
Sam Shamsuddin	Adjunct Faculty			<a href="mailto:shamsuddin@iit.edu">shamsuddin@iit.edu</a>
Ray Trygstad	ITM Associate Chair and Undergraduate Adviser; Director of Information Technology, IIT School of Applied Technology	630.682.6032 312.567.5291	Rice 227 Main 2037	<a href="mailto:trygstad@iit.edu">trygstad@iit.edu</a>
Kevin Vaccaro	Adjunct Faculty			<a href="mailto:vacckev@iit.edu">vacckev@iit.edu</a>
Carl Vizza	Industry Associate Professor and Director of Professional Learning	630.682.6194	Rice 219	<a href="mailto:cvizza@iit.edu">cvizza@iit.edu</a>

**Professional Learning 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, South Tower of 3424 South State Street, Chicago, Illinois 60616

Nilda Cinco	Program Administrator, Professional Learning	630.682.6035	Rice 219	<a href="mailto:cinco@iit.edu">cinco@iit.edu</a>
Tracey McGee	International Program Manager, Professional Learning Instructor, English as a Second Language	312.567.5282	Main 2035	<a href="mailto:tmcgee@iit.edu">tmcgee@iit.edu</a>
Dori Mensah	International Program Administrator, Professional Learning Instructor, English as a Second Language	312.567.5281	Main 2035	<a href="mailto:mensah@iit.edu">mensah@iit.edu</a>
Janet Reif	Program Manager, Professional Learning	630.682.6030	Rice 219	<a href="mailto:reif@iit.edu">reif@iit.edu</a>
Carl Vizza	Director of Professional Learning and Industry Associate Professor	630.682.6194	Rice 219	<a href="mailto:cvizza@iit.edu">cvizza@iit.edu</a>