Faculty Information and Departmental Policies Fall 2023
Department of Information Technology & Management

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Information Technology & Management Mission

Educate and inform students to prepare them to assume technical and managerial leadership in the information technology field and to advance knowledge through research and scholarship.

About the Department of Information Technology & Management

Courses from our department are available at Illinois Tech's Chicago Mies Campus live or via videoconferencing, at remote locations via the Internet, and on rare occasions at our Rice Campus in Wheaton. Courses are offered on a semester basis with the fall semester beginning in late August and the Spring semester beginning in mid-January. Because of the strong hands-on emphasis of these programs, many courses will include a laboratory or laboratory exercises. Lecture courses normally will meet two days a week for 75 minutes each session, or once a week for 150 minutes. Lab courses normally will meet two days a week for 100 minutes each session, or once a week for 200 minutes. We have many adjunct faculty members who work each day in the discipline they are teaching, so many course offerings are in the evening or on Saturday morning when they are available to teach. To meet the needs of full-time students, we offer as many daytime classes as possible, and in most cases these courses will be available online for part-time students. Lecture-only evening courses normally run 6:25pm to 9:05pm one day each week. Evening courses with laboratories will normally run from 5:35pm to 9:05pm one day each week. This may vary in response to the COVID-19 pandemic or other events.

Course Philosophy

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

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

Program Objectives

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

Bachelor of Information Technology & Management Objectives

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

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

Bachelor of Information Technology & Management Student Outcomes *(based on ABET IT Accreditation Criteria)*

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

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

Bachelor of Science in Applied Cybersecurity and Information Technology Objectives

The Bachelor of Science in Applied Cybersecurity and Information Technology degree produces graduates who are able to:

- Problem solve, create, and effectively communicate innovative answers to provide technology solutions for the problems of business, industry, government, non-profit organizations, and individuals.
- Perform requirements analysis, design and administration of computer and network-based systems conforming to policy and best practices, and monitor and support continuing development of relevant policy and best practices as appropriate.
- Design and implement an enterprise security program using both policy and technology to implement technical, operational, and managerial controls, which will technically secure enterprise information assets and resources to deter, detect, and prevent the success of attacks and intrusions.

- Investigate information security incidents and violation of law using computer resources in a manner such that all evidence is admissible in a court of law.
- Apply current technical and mathematical concepts and practices in the core information technologies and recognize the need to engage in continuing professional development.

Bachelor of Science in Applied Cybersecurity and Information Technology Student Outcomes
(based on ABET IT and Cybersecurity Accreditation Criteria)
Bachelor of Science in Applied Cybersecurity and Information Technology graduates should be able to:

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

Master of Information Technology & Management Objectives
At the conclusion of their studies, graduates of this degree should be able to:

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

Master of Cyber Forensics and Security Objectives
At the conclusion of their studies, graduates of this degree should be able to:

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

Master of Science in Applied Cybersecurity and Digital Forensics Objectives
At the conclusion of their studies, graduates of this degree should be able to:

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

Master of Science in Information Technology & Management Objectives
At the conclusion of their studies, graduates of this degree should be able to:

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

Doctor of Philosophy in Information Technology Objectives
At the conclusion of their studies, graduates of this degree should be able to:

- Demonstrate mastery of one or more core areas of information technology though original research and published documentation of such research.
- Research, design, and deliver optimal technical and policy technology solutions for the problems of business, industry, government, non-profit organizations, and individuals in the student's particular core area(s).
- Lead, manage, and work with teams in an enterprise environment to collaboratively arrive at optimal technology solutions.

Undergraduate and Graduate Bulletins

Specific requirements for completion of each student's degree is in the applicable university bulletin. In most cases the bulletin in force in the year the student entered the program governs their curriculum, but revisions to the bulletin may be published by the department between cycles. Illinois Tech bulletins are published annually online only at **http://bulletin.iit.edu/.** The following links will take you to the section of the *Bulletin* relevant to a particular degree and situation.

- *Bachelor of Information Technology and Management*
  - Degree requirements: **http://bulletin.iit.edu/undergraduate/colleges/computing/information-technology-management/bachelor-information-technology-management/**
  - Sample curriculum: **http://bulletin.iit.edu/undergraduate/colleges/computing/information-technology-management/bachelor-information-technology-management/#samplecurriculatext**
- *Bachelor of Information Technology and Management (transfer students)*
  - Degree requirements: **http://bulletin.iit.edu/undergraduate/colleges/computing/information-technology-management/bachelor-information-technology-management-transfer/**
  - Sample curriculum: **http://bulletin.iit.edu/undergraduate/colleges/computing/information-technology-management/bachelor-information-technology-management-transfer/#samplecurriculumtext**
- *Bachelor of Science in Applied Cybersecurity and Information Technology*
  - Degree requirements: **http://bulletin.iit.edu/undergraduate/colleges/computing/information-technology-management/bs-applied-cybersecurity-information-technology/**
  - Sample curriculum: **http://bulletin.iit.edu/undergraduate/colleges/computing/information-technology-management/bs-applied-cybersecurity-information-technology/#samplecurriculumtext**
- *Master of Information Technology and Management*
  - Degree requirements: **http://bulletin.iit.edu/graduate/colleges/computing/information-technology-management/master-information-technology-management/#programrequirementstext**
  - Specializations: **http://bulletin.iit.edu/graduate/colleges/computing/information-technology-management/master-information-technology-management/#specializationstext**
- *Master of Cyber Forensics and Security*
  - Degree requirements: **http://bulletin.iit.edu/graduate/colleges/computing/information-technology-management/master-cyber-forensics-security/#programrequirementstext**
- *Master of Science in Information Technology and Management*
  - Degree requirements: **http://bulletin.iit.edu/graduate/colleges/computing/information-technology-management/ms-information-technology-management/#programrequirementstext**
- *Master of Science in Applied Cybersecurity and Digital Forensics*
  - Degree requirements: **http://bulletin.iit.edu/graduate/colleges/computing/information-technology-management/ms-applied-cybersecurity-digital-forensics/#programrequirementstext**
- *Doctor of Philosophy in Information Technology* (awaiting Board of Trustees approval; should be available Spring 2024)
  - Degree requirements: **https://www.itm.iit.edu/faculty/Proposal-PhD_in_Information_Technology.pdf**

More Details: The *Undergraduate Bulletin* and *Graduate Bulletin* lists all of the courses in the university with a brief course description for each. If you want more details for ITM courses, we have now posted a ***Departmental Syllabus*** for every ITM undergraduate course and some graduate courses, which offers much more information about what we will cover in each course. (Not all Graduate courses are available yet but we are working on it!) The *ITM Departmental Syllabi* are available at **http://www.itm.iit.edu/faculty/itmdepartmentalsyllabus.html**.

Faculty Office Hours / Telephone Availability

As faculty members, you must be available to students outside of class. Your contact information and published office hour information must be provided to the ITM Assistant Department Manager, Kayla Botica, **kbotica@iit.edu**, 312.567.5927 prior to the beginning of each term, but no later than the end of the first week of the term. Full-time faculty members and adjunct faculty members who are Illinois Tech staff members must provide a work telephone number to their students; this may be a Google Voice number. At their discretion, adjunct faculty may share a personal telephone number with their students, but this is not required or expected. Otherwise you may want to use your personal Google account to establish a Google Voice number—this is no longer available on your IIT Google account. This will ensure students have both an email address and a phone number for you. You can redirect the Google Voice number to your own phone, and it will give students voice mail access and SMS text access through the number. Voice mail is automatically transcribed and sent to your Gmail, as are text messages. Sometimes the transcriptions are less than perfect but the email also will have a link you can click on to listen to the voice mail. To set up Google Voice, log into your personal Google account and go to **voice.google.com**. Of course, if you already have a phone number you are willing to share with students, this is unnecessary, but might be worth doing anyway because it gives you more flexibility and control.

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

Communications

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

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

Academic Honesty

Each student must read and ensure that you understand both the **Code of Academic Honesty** in the *The Illinois Institute of Technology Student Handbook* at **https://web.iit.edu/student-affairs/handbook/fine-print/code-academic-honesty** and the Academic Honest Guidelines published by Academic Affairs at **https://www.iit.edu/academic-affairs/academic-honesty-guidelines** By ITM Department Policy, a student committing an Academic Honesty Violation, will, at a minimum, be assigned a grade of zero for the assignment; if it is a second offense the student will be given a failing grade for the class which will also result in the loss of approval for participation in Curricular Practical Training (CPT) and/or Co-op/ Internship programs. On a third offense, the department will recommend that the student be dismissed 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 must follow the steps outlined in the **Academic Affairs Academic Honesty Guidelines** and after consultation with the Designated Dean of Academic Discipline (DDAD) complete the necessary actions. For the Mies Campus, the DDAD is the Vice Provost for Academic Affairs, currently **Professor Joseph Orgel, orgel@iit.edu** / 312.567.3398. You can use our PDF version of the form to make your initial report to Professor Orgel.

In any case, faculty members must also submit a copy of the *Academic Honesty Reporting Form* to the ITM Department Chair. A fillable PDF copy of the *Academic Honesty Reporting Form* may be found in appendix A to this Handbook.

Program and Course Prerequisites

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

- *Graduate Prerequisite:* Although a bachelor's degree is required for admission to the graduate degree program, courses equivalent to the required prerequisite courses for the program, ITM 301, ITM 311 or 313, ITMD 361, ITMD 321, and for Cybersecurity masters, ITMO 340, may be completed at many community colleges prior to enrollment in the degree program. Students should check with their adviser to ensure that the course they select meets the equivalent ITM requirement.
- *Prerequisites for the Master of Cyber Forensics and Security and the Master of Science in Applied Cybersecurity and Digital Forensics:* These degrees 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 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 by an ITM Associate Chair. See below for credit by examination information.

Credit by Examination

Credit by examination may be granted for any course as per current university policy as found in the *Undergraduate Bulletin* at **http://bulletin.iit.edu/undergraduate/academic-policies-procedures/credit-by-examination/**. Undergraduates—especially transfer students—should take note that any credit granted by examination must be completed prior to beginning the last 45 hours of coursework for their degree. For graduate students, credit by examination may be granted for any course as per current university policy as found *Graduate Bulletin* at **http://bulletin.iit.edu/graduate/academic-policies-procedures/academic-progress/credit-by-examination/**. Credit by examination is limited to nine credit hours with grades of "A" or "B" and is subject to the limitations for transfer credit in a degree program. ITM Department policy on credit by examination is below.

- *Credit by Examination and Industry Certifications:* Industry certifications may be used as the examination for credit by examination, but this credit will not normally be granted after the end of the first semester of studies in a degree. Many industry certifications may fulfill course requirements; while we recognize their value and applaud students who hold them, we cannot at this time grant course credit for Cisco certifications. Students who have industry certifications that they believe may fulfill course requirements should contact ITM Associate Chair Ray Trygstad (**trygstad@iit.edu** or 630.447.9009) for evaluation of your certification.

- *Administration of Examinations for Credit by Examination:* A student desiring to complete a course through credit by examination will complete the Credit by Examination form by logging into MyIIT to access the form at **https://pws.iit.edu/cas?destination=/system/files/registrar/credit-proficiency-exam-form-1674847693.pdf**, make their payment, and bring the form to the instructor for the applicable course. The form states that students should "obtain the signature of the Director of Student Accounting" but if they have paid the fee online they should attach a copy of the receipt reflecting payment. 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 Kayla Botica in the ITM Department office. 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 "B" or better for graduate credit in graduate level courses based on the final letter grade recorded by OPD 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. These students should meet with their 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. Credit by Proficiency cannot be awarded for English as a Second Language courses.

Placement Examinations

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

- *Subject Placement Examinations:* Students entering the Master of Information Technology and Management degree program who desire to have a prerequisite or core course waived based on previous coursework or significant experience may be required to complete a placement examination in that subject area. The determination for the necessity of a placement exam will be made by the student's Graduate Adviser. Application development course waivers require a placement examination ensuring students can use a contemporary object-oriented programming language; students will be requested to complete a representative set of basic programming tasks and will have a choice of programming languages in which to complete the tasks—Visual Basic is not an acceptable language for this purpose. For all exams, references may be consulted, but each test is timed such that knowledge and experience in the subject area is necessary. Students who cannot satisfactorily complete the exam will be expected to complete the applicable prerequisite or program core course. When directed to take a placement examination, students will contact the ITM Program Manager, **Kayla Botica**, PH 223, **kbotica1@iit.edu**, 312.567.5927 to arrange for administration and grading of the examination.

English Proficiency

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

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

Graduate Course Differentiation

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

- *Course Numbering:* Some courses are offered with both undergraduate and graduate sections sharing the same classroom instruction and instructor; this is reflected by the fact that the course will have both a 3XX or 4XX number and a corresponding 5XX section numbers. As an example, ITMO 340 has a corresponding ITMO 540 course offering. *Graduate students may not enroll in any course not a 5XX course except as a prerequisite.*
- *Syllabus:* Undergraduate and graduate sections **shall each have their own syllabus** even when taught in the same lectures. These will reflect differences in course outcomes, learning objectives, and assignments.

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

Syllabus

Instructors must provide a detailed syllabus for students delineating the objectives and outcomes of the course. The content and objectives must substantially match those found in the official course outline or departmental syllabus if one has been provided by the ITM Department. A detailed syllabus with clearly stated student outcomes is a necessity for the ongoing success and academic validity of our program. (Instructors should also detailed specific learning objectives for each lesson.) Undergraduate and graduate courses taught in a shared lecture section must each have their own syllabus; for example, if you are teaching ITMS 478 and ITMS 578 in a common lecture, ITMS 478 and ITMS 578 must each have a separate syllabus as noted in "Graduate Course Differentiation" above. These will reflect differences in course outcomes, learning objectives, and assignments.

- *Key Things to Consider:* **Please ensure you consider these things, which are departmental policy, as you draft and post your syllabus.**
  - The syllabus is a *contract* between you and your students, and must be treated as such. If you change the topics in your course, or your assignments, or any other significant facet of the course, you need to issue a revised syllabus reflecting these changes. Students are expected to know and understand what is in the syllabus. A statement reflecting the status of the syllabus as a contract is in the *ITM Example Syllabus Statements* file at **http://itm.iit.edu/faculty/syllabus/**. If you change the topics in your course, or your assignments, or any other significant facet of the course, *you must issue a revised syllabus reflecting these changes*.
  - The syllabus must include a grading discussion which must address two things: a breakdown of how letter grades relate to percentage grades or points, and how much weight is carried by each category of graded material. It is required that both of these be in writing and be included in the syllabus. This protects both you and the students from ambiguity. Examples of both are in the Grading section below and in the *ITM Example Syllabus Statements*. Please ensure you don't leave any gaps in your grading breakdown, because if 80%-89% is a B and 90%-100% is an A, what does an 89.7% get?

- All grading in the ITM department, to the maximum extent possible, must be evidence-based grading. This means wherever possible, you should provide your students with a rubric clearly spelling out what aspects of an assignment will be graded and what standards will be applied to each graded area to determine if the work is excellent, good, adequate, poor or unsatisfactory. Rubrics also aid us greatly in assessment of student outcomes for the course as long as the rubrics adequately measure the attainment of those outcomes.

If you have a course where outcomes, objectives, and content are specific to our status as an NSA Center of Academic Excellence in Cyber Defense Education, as a DOD National Center of Digital Forensics Academic Excellence, or necessary for our ABET Program Accreditation, or are specific to broader curricular requirements, the department may **require** that you incorporate specific topics, outcomes, and objectives in your syllabus.

- ***Syllabus Content:*** You can expect a course syllabus will cover expected course and student outcomes for the course; topics covered in the class; homework assignments; projects; exams; grading policies; and a clear policy on handling late assignments/projects and academic irregularities.
- ***Syllabus Format:*** The syllabus shall follow the format listed below; asterisks (*) indicate mandatory items.
  - * Course Number - Course Name
  - * Term
  - * Faculty Data
    - Name
    - Mailing Address *(May use 10 W. 33rd St. Suite 223, Chicago, IL 60616)*
    - Telephone Number *(Can be home, office, cell, faculty office, or Google Voice number)*
    - Office Number *(If an office is assigned; otherwise use Perlstein Hall Suite 223)*
    - Office Hours *(If office hours are virtual via chat application or instant messaging, full contact details must be provided)*
    - Email Address *(all faculty members **must** provide students with your **iit.edu** email address)*
  - * Course Catalog Description
  - * Prerequisites
  - Credit
  - Lecture Day, Time & Place(s)
  - Lab Day, Time & Place(s)
  - * Schedule of Topics
    - Week-by-week
    - Specific lesson objectives
  - * Course Outcomes *(Key or representative broad learning objectives for the course)*
  - * Course Student Outcomes *(Specific, measurable things that students should be able to do at the end of the course.)*
  - Learning Objectives (***Note:*** *Specific topics should have Learning Objectives but there is no requirement that they*
  - Course Notes *all be in the syllabus; they can be in course notes or even as a stand-alone document*
  - * Textbook information *for each topic)*

  including ISBN and whether textbook is Mandatory or Optional. It should also be noted if previous editions of the book are acceptable or not. Generally in IT they will not be.
  - * Readings (may be online)
    - Week-by-week
  - * Assignments
  - Extra Credit (assignments, policy, etc.)
  - * Examination(s) *(Include online examination information as appropriate)*
  - * Academic Honesty *(Example in ITM Example Syllabus Statements)*
  - * Grading
  - Other Class Resources
  - * Disability Accomodations *(Example in ITM Example Syllabus Statements)*
- ***Outcomes:*** Course outcomes and learning objectives must be presented in the format found in the ***ITM Learning Objective Guidelines v6***; each lesson, lecture, lab, practical exercise or assignment must have specific objectives as per the ***Guidelines***, which are located at **http://www.itm.iit.edu//faculty/ITMLearningObjectiveGuidelines_v6.pdf**. Details on how to create Course Outcomes, Course Student Outcomes, and Lesson/Specific Objectives are in the ***Guidelines***. Every "Course Student Outcome" section should consist of bullet points, preceded by a statement like "*At the conclusion of this course each student should be able to:"* Each individual outcome should start with a verb like these: *describe, explain, apply, demonstrate, perform, configure, create, draft,* etc. A full list of these is in the ***ITM Learning Objective Guidelines v6***. One word to never use: "**understand**", because it cannot be adequately measured. You can use understand in the "Course Outcomes," because they are general and not necessarily measurable, but never in the "Course Student Outcomes." Outcomes and objectives must be different for graduate students in courses with shared lecture content with an undergraduate course, such as ITMS 478/ITMS 578, and reflect a higher level of rigor and expectations. If an undergraduate degree student outcome is specifically met in your course (see page 3 above), it should be included in your course learning objectives.

  A tremendous source of student outcomes/learning objectives are the competencies cataloged in the *2017 Curriculum Guidelines for Undergraduate Degree Programs in Information Technology (IT 2017)* and the *2017 Curriculum Guidelines for Post-Secondary Degree Programs in Cybersecurity (CSEC 2017)*; we've broken these out into excepts covering specific knowledge areas at **http://www.itm.iit.edu/faculty/#external**. These can be used for course and even specific lesson student outcomes and they are a HUGE shortcut to drafting these things, because some of the best minds in our field worked long and hard to create these.

- *Online Course Exam Information:* If you are teaching a course online, provide midterm and final exam process details for your online students in your syllabus, i.e. will the exam be available online, either as a regular exam or as a take-home exam? Will the exam be administered live only? What arrangements should students with final exam time conflicts make? If live only, will the exam be available at both Main and Rice Campuses? The Center for Learning Innovation can make exam proctors available; all you have to do is request them and send a copy of your exam—to do so contact Chuck Scott (**scott@iit.edu**). For true distance learning students—i.e. outside the Chicago area—please ask Chuck Scott to make proctoring arrangements with those students as necessary. If you have have an India Internet section, forward your exam and arrange proctoring with our Operations Director in Bangalore, SivaKumar Dandapani (**india@i-it.edu**).
- *Top Ten Employability Skills:* If an outcome or objective of your course makes a significant contribution to any of the employability skills listed here, please note that in your syllabus.
  - **Communication skills:** Listening, speaking and writing. Employers want people who can accurately interpret what others are saying and organize and express their thoughts clearly.
  - **Teamwork:** In today's work environment, many jobs involve working in one or more groups. Employers want someone who can bring out the best in others.
  - **Analytical & problem solving skills:** Employers want people who can use creativity, reasoning and past experiences to identify and solve problems effectively.
  - **Personal management skills:** The ability to plan and manage multiple assignments and tasks, set priorities and adapt to changing conditions and work assignments.
  - **Interpersonal effectiveness:** Employers usually note whether an employee can relate to co-workers and build relationships with others in the organization
  - **Computer/technical literacy:** Although employers expect to provide training on job-specific software, they also expect employees to be proficient with basic computer skills.
  - **Leadership/management skills:** The ability to take charge and manage your co-workers, if required, is a welcome trait. Most employers look for signs of leadership qualities.
  - **Learning skills:** Jobs are constantly changing and evolving, and employers want people who can grow and learn as changes come.
  - **Academic competence in reasoning and math:** Although most jobs don't require calculus, almost all jobs require the ability to read and comprehend instructions and perform basic math.
  - **Strong work values:** Dependability, honesty, self confidence and a positive attitude are prized qualities in any profession. Employers look for personal integrity!
- *Syllabus Submission:* Your syllabus must be posted in the Blackboard pages for your course **as a PDF file** under the menu item **Syllabus**. You must submit your syllabus to the department by posting source and PDF copies of your syllabus in the Blackboard "Information Technology & Mgmt Shared Course" in the current semester "Add Syllabus Here" directory by the end of the first week of the course. Each submitted syllabus must meet all requirements as published in the *ITM Faculty Information and Departmental Policies*. The Department has administrator access to Blackboard and we will be confirming that a syllabus is posted in the Blackboard course pages for every course. The copy posted to your course Blackboard pages must be a PDF file; DO NOT post a syllabus for students as a Word or text file. Post both your source file (Word, LibreOffice, RTF or text file) and the PDF file to the Blackboard "Information Technology & Mgmt Shared Course."

Grading

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

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

International students must attain a grade of **B** to pass **ELP** (English Language Program) courses but otherwise are graded as above.

Suggested (not required) grading standards for graduate and graduate-level CEU 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 (Fail)*.....0-64.99%

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

- *Assignments:* Assignment in this context includes all work submitted by students to fulfill course requirements except for exams, and typically includes lab reports, research papers, projects, programs, homework and quizzes. Every course *must* include a minimum of one graded assignment with grades returned to students before the final day to withdraw from the course. Multiple assignments for a course must be reasonably spread over the course of a semester and each must have a due date and a final late acceptance date; these may be the same date. In-class reviews of assignments may not be held until after the final late acceptance date. No course may have all course assignments due at the end of the semester. In order to better facilitate the use of rubrics and other tools for assessment, all assignment submissions should be via Blackboard. Submissions may be a link to a code repository such as Github, or to a web location, but links must still be submitted via Blackboard for record purposes.
- *Examinations:* Every course must have a final examination. Examinations may be in class or take-home; in-class examinations may be open- or closed-book. For courses where it is appropriate, the final examination may be a final

project or research paper presentation. However, all instructors must give one closed-book, closed-note exam each term *unless specifically waived by the department*; this exam may be a mid-term rather than a final, and distance learning students must have this exam proctored by arrangement with IIT Online. Final examinations that are not "take-home" exams must be completed in a single, uninterrupted two hour increment, even if administered online. It is the policy of both the university (implicit) and the department (explicit) that in-class final examinations may not be administered before the scheduled time and date. If a student books a flight home before their examination time, the exam may not be administered early—and the student should receive a grade of zero on the examination if they fail to appear for the exam. Students in an online section should schedule exam proctoring with the Center for Learning Innovation, but cannot expect the exam to be administered before the scheduled time and date.

- *Submission of Grades:* Faculty members will submit grades for all courses online through the Faculty Dashboard under the Teaching tab in MyIIT; the exact day and time for grade submission will vary but will be in the Registrar's Grading email near the end of each term. As a general rule, it will be noon on the first Wednesday after the end of the Final Exam period. Student grades will normally appear on unofficial transcripts in MyIIT within a few minutes of posting.
- *Grade Changes:* Change of grade policy can be found at **https://pws.iit.edu/registrar/change-grade-policy**. Change of grade requests are made online through a link found in MyIIT under the Teaching tab in the Office of the Registrar - Faculty & Staff Resources box. The link is labeled "Change of Grade Request Form."
- *Grading of Continuing Education Unit (CEU) students:* The actual grades submitted online for CEU students will be either a **P** for "passing" or an **F** for "failing" or **NA** for "not attending." Actual letter grades for all CEU students will be submitted to the Office of Professional Development (OPD) to keep on record to be used for credit by proficiency (see information on *Credit by Proficiency* above). CEU students must complete all class assignments and examinations to receive a letter grade. If a letter grade of **C** or better for undergraduates or **B** or better for graduate students is not received, the course may not be transferred into a degree program at Illinois Institute of Technology through Credit by Proficiency. CEU students who attend at least 80% of classes, participate actively in the classroom, and who submit a course evaluation, will be assigned a grade of **P** if all course requirements are completed and a minimum letter grade of **D** is earned.
- *Attendance:* Class attendance is expected of all students enrolled in live sections of a class, either in person or in a synchronous online section with scheduled meeting times. At the instructor's discretion, students in live sections who do not attend class may be penalized in a class participation component of the course grade; this should be explained explicitly in the course syllabus. Faculty members are required to take attendance in all 100- and 200-level courses and may always elect to take attendance in any course. CEU students are required to attend course sessions unless specifically notified by the Office of Professional Development that online attendance is sufficient; at least 80% of classes must be attended live. **Exceptions and variances to this policy may be made at the instructor's discretion during pandemic contingencies.**

  Students enrolled in asynchronous online course sections MAY NOT be required or compelled to attend a class session or examination in person under any circumstances.
- *Extensions for Completion of Courses:* Students may be assigned a grade of **I** (incomplete) if the student requests it, all requirements for assignment of an **I** are met, in the instructor's opinion there is a valid reason for an extension of time to complete their coursework, and the Department grants approval. A grade of **I** will be assigned only in case of illness or for unusual or unforeseeable circumstances that that prevent the student from completing the course requirements by the end of the term. Students must apply to the instructor in writing for a grade of incomplete, using the request form at **http://www.itm.iit.edu/incomplete/**. Students may not seek an incomplete before the last day to withdraw from the course and must request a grade of incomplete prior to final examination week. If you as the instructor approves it, the student's request will be forwarded to the Registrar's Office for final approval. Students must meet the university Academic and Department Regulations requirement that students have "substantial equity" in the course and the written agreement between the you and the student must detail the remaining requirements to complete the course. Grades of **I** will automatically lapse to **E** on the published deadline of the subsequent term. Please bear in mind that the only acceptable reasons for an **I** are either illness or unusual/unforeseeable circumstances. The fact that a student may have fallen behind in course work when neither of these situations exists is NOT adequate cause to award an incomplete. In these cases you should award students the grade they have earned in the class. If you deny a student's request for an incomplete based on a lack of adequate grounds and the student has issues with that, please refer them to discuss it with the appropriate ITM Associate Chair or the Office of the Dean. In the case of Professional Learning students, no grade will be submitted until the course is completed. Instructors must grant Professional Learning students extensions for course completion when directed by the Office of Professional Development, and may grant extensions for other reasons as well with permission of the Office of Professional Development. If CEU students have completed the requirements for a **P** grade they should be assigned that grade even if the letter grade is otherwise an **I** .
- *Withdrawal from a Course:* If you determine that a student will be unable to complete a course with a passing grade, you should advise them to withdraw from the course rather than have the failing grade appear on their transcript. The deadline for withdrawal is normally six weeks prior to the end of the term; consult the academic calendar for the current term for the exact date. A grade of **W** will be administratively assigned to undergraduates and **WP** (withdrew passing) or **WP** (withdrew failing) will appear for the course on graduate students' transcripts. This grade does not apply toward GPA and no credit is awarded for the course, but payment is still required for the course if the student is a graduate student or a part-time undergraduate. If a full-time undergraduate drops below twelve credit hours for the term by withdrawing, they can expect to be on academic probation the following term due to failure to make adequate academic progress; generally this is still preferable to receiving a failing grade in a course. If a student has been ill or have other mitigating circumstances that have prevented them from submitting their work in the final few weeks of the course, they should discuss this with you before they withdraw; if they present a good case and meet the criteria, at your discretion they may be granted an extension to complete the course by awarding a grade of Incomplete (see above).
- *Not Attending:* If a student stops attending class, you need to assign them a midterm grade of **NA** (not attending), if it is available. This does not impose a requirement to submit any other grades at the midterm—but as a reminder, first

and second year undergraduates really should be assigned a midterm grade. If a student stops attending but you determine that the student has participated substantively in the course and has not withdrawn by the end of the course, you must assign a failing final grade of **E**; **NA** is not a valid final grade.

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

Classroom Conduct

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

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

Course Evaluations

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

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

Course Assessments

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

Learning Commission. Much of the responsibilities for assessments are borne by the ITM professional staff; please provide them will full cooperation as they carry out these important tasks.

- *Assessment Plan:* Two three-year Assessment Plans—one for graduate degrees and one for undergraduate degrees—are published by the department and are updated each term. For undergraduate courses, one program educational objective and two to four student outcomes will be assessed each term, and for graduate courses, one program objective will be assessed each term. All objectives and outcomes will be assessed twice in each three-year cycle. In addition to the objectives and outcomes for the degree, course objectives for each course will be assessed. If your course is being assessed you will receive an email with details at the beginning of the term. We will specifically identify which objectives and outcomes are being assessed in your course; assessible program objectives and outcomes are on pages 2 and 3 of this handbook. The *2022-2024 ITM Assessment Plans* are available at **http://itm.iit.edu/faculty/#assessment**. The *Fall 2023 Assessment Plans* should be published in early September.
- *Course Assessment Surveys:* These surveys are conducted by ITM Department staff during the final weeks of each course being assessed. The surveys ask students to evaluate how well they have achieved each of the course and program outcomes covered in the course. Please encourage students take the surveys seriously as they are very important to the ongoing process of improving what we do to ensure we are delivering the best possible education to our students. Please help us ensure that all students are present in class for the surveys.
- *Faculty Assessment Surveys:* These surveys are conducted by ITM Department staff after the end of a semester, and asks faculty members to evaluate how well they believe their students achieved each of the course and program outcomes covered in the course. They will not be given every term and not necessarily in every course.
- *Assignment Assessment:* If your course is being assessed, the faculty member shall identify one or more assignments in the course that can be graded using a rubric measuring attainment of one or more of the objectives and outcomes being assessed. We will assist you in design and drafting of appropriate rubrics.

Student Intellectual Property

The intellectual property discussion here is supplemental to policy in the university *Student Handbook*, Chapter III, Policies and Procedures, paragraph Q at **https://web.iit.edu/student-affairs/handbook/fine-print/policies-regulations-and-procedures**. As a general rule, intellectual property created and submitted in fulfillment of assignments in Information Technology and Management degrees remains the intellectual property of the student; if no license is granted, assignments are copyrighted under the Berne Copyright Convention and distribution is subject to international and national copyright law, and students may patent intellectual property resulting from assignments that falls into the category of inventions. For copyrighted materiel, 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 Department of Information Technology and Management hereby gives notice of its desire to secure a non-exclusive, perpetual, royalty-free license solely to use, at its discretion, student-created work produced in all courses offered by the department, with appropriate attribution, for its own non-commercial and educational purposes, including to promote the programs of the academic unit. Unless the student submits a written notice to the Dean of the College of Computing indicating that he or she does not agree to grant such a license by the last regularly scheduled day of any specific course, then the student shall be deemed to have granted the foregoing described license.** The university owns both questions and answers on tests and examinations, unless otherwise indicated by the course instructor. There are too many possible variations on how intellectual property may be handled for full inclusion here—i.e. see the *Student Handbook*—but in general the following policies will apply..

- *Requests for Assignments of Rights:* As many student projects are ongoing from term to term, and since faculty members would like to be able to present examples of superior student work, faculty members may request an assignment of rights for re-use or redistribution of student work from students, but students are not expected or required to assign any rights, and the refusal to assign rights may not be prejudicial to the student in any way.
  To ensure any consent granted for re-use or redistribution of any student work is clearly unequivocal, such rights must be granted in writing by the copyright owner. Suggested formats for assignments of rights may be found at **http://www.itm.iit.edu/faculty/licensing.php** and in Appendix B of this handbook.
- *Software Licensing:* While it is not required, students are strongly encouraged to license academic programing assignments under an applicable Open Source license. This is in line with the academic traditions of openess and sharing that have created Linux and the Internet. The preferred license for ITM student use is the MIT License. Alternative licenses could be the GNU General Public License (GPL) or any one of a variety of other Open Source licenses. Suggested formats for software licensing may be found at **http://www.itm.iit.edu/faculty/licensing.php**.
- *Other Intellectual Property Licensing:* Again, while it is not required, students are strongly encouraged to license research papers and other academic coursework under licenses that allow some sharing of the material such as a Creative Commons license. With a Creative Commons license, you keep your copyright but allow people to copy and distribute your work provided they give you credit—and only under specific conditions that you specify. For detail on licensing under Creative Commons, see **http://creativecommons.org/license/**.
- *Public Domain:* Students may explicitly place any coursework in the public domain by placing a comment in their code or text that reads: **`This <software/text/etc.> is placed in the Public Domain by the author, <student name>, <date>`**. *This indicates intent only and may not be legally binding in any or all jurisdictions.* From a legal perspective, in most cases assignment of a **Creative Commons CC0** license would be a better option.
- *Exceptions for University Employment:* Ownership in intellectual property will not belong to students if they are being paid by either a grant or a stipend as a research assistant. If students receive monies from Illinois Tech to perform work, the university owns the intellectual property. Any royalties resulting from patenting and licensing of Illinois Tech-owned intellectual property will be distributed pursuant to the Patent and Copyright Policy in the *Faculty Handbook* Appendix K (**https://web.iit.edu/general-counsel/faculty-handbook**) and in accordance with the relative contribution as documented on the Invention Disclosure submitted to the Office of Technology Development. If the student was working on a grant in which they were paid, Illinois Tech owns any IP resulting from the grant. Other contract agreements may also govern the student intellectual property situation in situations such as corporate sponsored IPROs.

- *Patent Assistance:* Student inventors are encouraged to seek advice and help from the Chicago-Kent Patent Hub. This office is set up to provide advice and referral to a multitude of law firms providing pro-bono patenting/IP services to low-income Illinois inventors. Illinois Tech students may be eligible. For more information, visit **https://kentlaw.iit.edu/law/clients-seeking-legal-services/chicago-kent-patent-hub**. The Chicago-Kent Patent Hub is readily available to assist Illinois Tech student entrepreneurs and inventors with their IP questions and needs!

Specializations

The Bachelor of Information Technology and Management offers seven specializations, while the Master of Information Technology and Management offers nine specializations. These specializations are intended to prepare students for particular roles in the IT working world. At the undergraduate level, there is no requirement to complete a specialization for graduation. The Master of Information Technology and Management curriculum is structured with the expectation that students will elect complete a specialization; but in any case, students can elect to tailor a course of study that meets their own specific needs, and not pursue a specialization. To complete a specialization, undergraduate students must complete a sequence of courses within the specialization as outlined in the as outlined in the *Undergraduate Bulletin* at **http://bulletin.iit.edu/undergraduate/colleges/applied-technology/information-technology-management-school-applied-technology/bachelor-information-technology-management/#specializationstext**; graduate students must complete a sequence of courses within the specialization as outlined in the as outlined in the *Graduate Bulletin* at **http://bulletin.iit.edu/graduate/colleges/computing/department-information-technology-management/master-information-technology-management/#specializationstext**. Advisers will determine if a student has completed a specialization and will also authorize any substitution of courses toward the specialization. Completion of a specialization should be indicated by an annotation on transcripts and *upon request* will be recognized by a document issued by the Department of Information Technology and Management. If students are completing the Information Technology Infrastructure specialization, there are three tracks defined by the department: Data Center Operations and Management, Voice and Data Communication Technology, and System Administration. See the Bulletin Supplement on page 18 of *ITM Graduate Student Information and Departmental Policies* for details. Cybersecurity and Master of Science degrees do not offer defined specializations.

Minors

Undergraduate Bachelor of Information Technology and Management students are required to complete a minor, which at Illinois Tech consist of 15 hours or more of study in a single or multidisciplinary subject outside of their major. Students completing a minor may want to consider minors which complement their primary program of study; these include (but are not limited to) Industrial Technology and Management; Communication; Business; Information Architecture; Software Engineering; and Telecommunications. Alternatively, students may which to minor in an area completely dissimilar—such as Philosophy, Music or Urban Affairs—to make them a more well-rounded and better educated individual. Any course taken to fulfill a minor requirement may not also be used as an elective in the ITM major although some limited overlap with general education requirements may be possible. Please refer to the *Undergraduate Bulletin* at **http://bulletin.iit.edu/undergraduate/undergraduate-education/minors/** for detailed information as well as for the list of available minors. Undergraduates should declare their minor using the Minor Request Form at **https://iit.secure.force.com/form?formid=217964**. If a student wants to declare a minor not already listed as approved, they must confer with their 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.
- Students seeking to complete a Music minor should see the Illinois Tech Admission page of VanderCook College of Music at **https://www.vandercook.edu/admissions/iit/**. VanderCook is located on the western edge of the Illinois Tech Mies Campus, half a block south of 31st Street at 3140 South Federal Street. It is the only music conservatory in the United States committed entirely to the preparation of music educators. They have no performance majors.
- Minor requirements are waived for students transferring in or changing majors with 30 or more hours of credit.

Accelerated Master's Program (Co-Terminal Degree Program)

Undergraduates in Information Technology and Management degrees can complete a graduate degree simultaneously with their undergraduate degree, while maintaining their undergraduate status (and undergraduate financial aid!) In most normal circumstances, students can complete both degrees in five years of study, or in three years for transfer students. To be apply for the Accelerated Master's Program—currently in transition from the previous program title of Co-Terminal Degree Program—students must:

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

Degree combinations currently available under this program are:

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

Additional Accelerated Master's Program degree combinations which are now possible include:

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

A course matrix showing a sample program of study for each option is on pages 20 through 25 of the *ITM Undergraduate Student Information and Departmental Policies* publication. Note that three graduate courses are counted towards both the undergraduate and graduate degrees; these courses double-count as ITM undergraduate electives.

To apply for the program, students should log in to the **my.iit.edu** portal, select the **Academics** tab and navigate to the **Undergraduate Academic Affairs – Student channel**, then select the "IIT Co-Terminal Degree Program Application" hyperlink. For more details please see the Co-Terminal Degree information page at **http://web.iit.edu/gaa/co-terminal-degrees**. For questions specific to the ITM Department, contact the ITM Associate Chair, Ray Trygstad, **trygstad@iit.edu** or 630.447.9009.

- *Co-Terminal Degree Students:* Students admitted as a co-terminal graduate students should carefully read the *ITM Graduate Student Information and Departmental Policies* **http://www.itm.iit.edu/data/ITMGraduateStudentInformation-Fall2023.pdf**, and the ITM section of the *Graduate Bulletin* **http://bulletin.iit.edu/graduate/**. In addition to their Undergraduate Adviser, co-terminal students will be assigned a Graduate Adviser who will be responsible for oversight of their graduate studies including approval of their specialization and any course substitutions. Co-terminal students must still contact their Undergraduate Adviser each term to complete undergraduate advising and to receive their registration PIN and permits to register for their 500-level courses. Co-terminal students may be required to complete a Program of Study form for the Office of Financial Aid, and must complete a Shared Course eform in Graduate Degreeworks eForms. Co-terminal Advisers can assist students in this process and a tutorial for the eForm can be found at **https://webmaster.iit.edu/files/graduate-academic-affairs/co-terminal-shared-credit-non-shared-eforms-guide.pdf**.

Advising and Registration

Each student enrolled in our program is assigned an academic adviser. The role of the adviser is to assist the student in monitoring progress toward graduation by fulfilling degree requirements; helping each student select courses that meet their individual goals and career objectives; ensuring that they take an appropriate, balanced load of technical and non-technical courses each semester while meeting all course prerequisites; and dealing with problems such as the need to drop a course, academic probation, and so on. Advisers are full-time ITM faculty or staff members. Limited advising duties may also be performed by academic counselors employed by the College of Computing. Students should be advised to see their adviser for any academic problems they encounter that they don't know how to resolve. See the paragraph above for additional details for advising of students enrolled in the accelerated master's/co-terminal graduate degree programs. Undergraduate students must meet with their adviser to receive their registration PIN in every term.

Goals of Academic Advising at IIT

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

Undergraduate Advising

Our **Director of Undergraduate Advising** and **primary undergraduate adviser** is **Ray Trygstad**, **trygstad@iit.edu** or 630.447.9009. The **primary academic adviser for undergraduate transfer students** generally will be **Jeremy Hajek**, **hajek@iit.edu or 630.296.4012.** Additional undergraduate advisers include Billy Pappademetriou and Mo Dawson.

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

Undergraduate Advising Notes

- *Term Planning:*
  - For planning purposes ITMO 444, ITMS 443, & ITMS 483 are normally offered only in the Fall term, and ITMO 441, ITMM 485, ITMO 454, and ITMS 438 are normally offered only in the Spring term. This is subject to change without notice.
- *Minors:* All students entering the Bachelor of Information Technology and Management degree as first-year students or with less than 30 hours of credit are required to complete a minor; see the paragraph titled **Minors** on page 13 above for more details. Students declare their minor using the Minor Request Form at **https://iit.secure.force.com/form?formid=217964**. ROTC courses, as long as more than 15 hours are completed, will count as a minor.
- *Overloading:* Undergraduates may register for a maximum of 18 credit hours per semester. To register for more than 18 credit hours, undergraduates must formally request permission to overload by submitting a **Credit Overload Request Form** at **https://docs.google.com/forms/d/e/1FAIpQLSeHLeyHhgxj7uyz0doEUitB6lpiUO_oTHEzvOQXK-OuqvXlODg/viewform**. **Note:** ROTC courses do not count toward the maximum of 18 hours.
- *Registration Holds:* Advisers cannot remove registration holds, but they can tell students who placed the hold and who to contact to have it lifted.

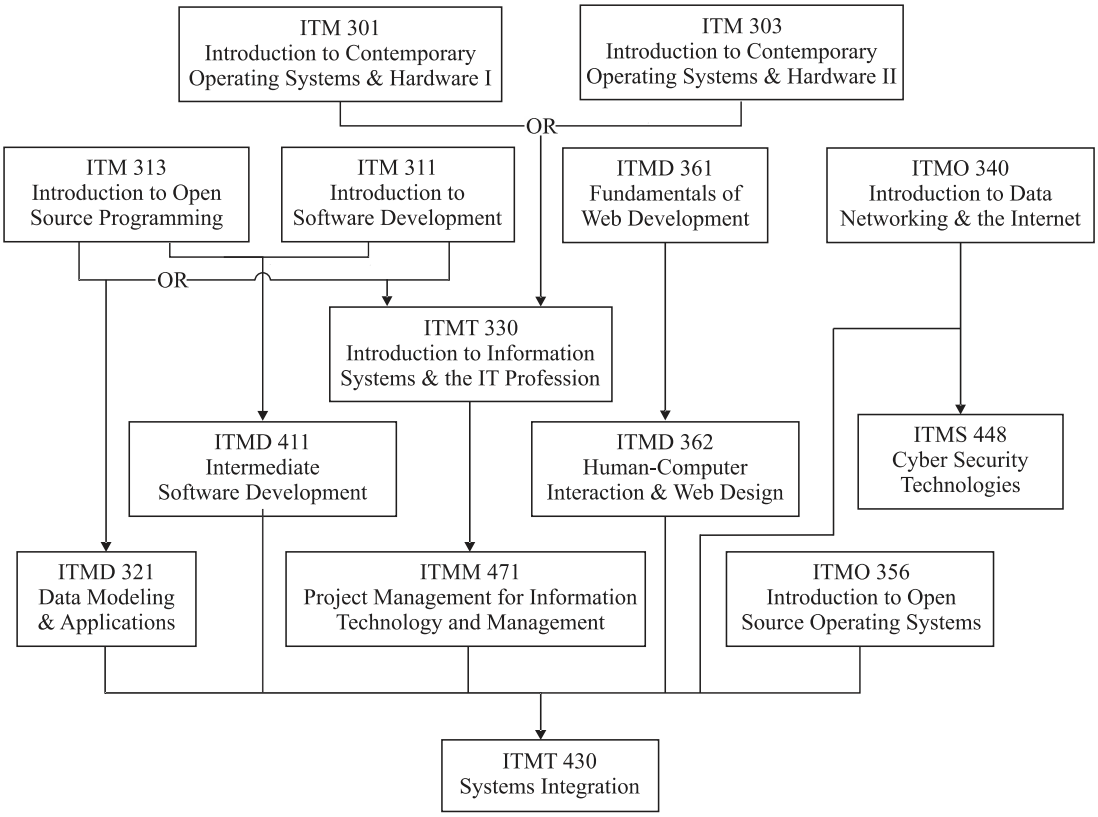
- *ITM Undergraduate General Education Notes:*
  - CS115+CS 116 or CS 201 may be substituted for ITM 311 with permission of adviser.
  - CS 331 may be substituted for ITM 313 with permission of adviser.
  - All students entering IITM degrees as Freshmen are strongly encouraged to take EG 225 Engineering Graphics and PSYCH 301 Industrial Psychology as part of their Core Curriculum requirements. While not expected of students who do not enter the curriculum as freshmen, all ITM undergraduates are still strongly encouraged to take these courses.
  - Illinois Tech's Core Curriculum Requirements summary 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 Illinois Tech. **Note:** Or transfer in an acceptable composition course or an acceptable AP English score.
      - *Communication* **(C)** *Courses:* Complete a minimum of 36 credit hours of courses with a significant written and oral communication component, identified with a **(C)** in the bulletin, with minimums of 12 hours in major courses and 12 hours in non-major courses. Full-time students should enroll in two **(C)** courses, and part-time students should enroll in one **(C)** course each academic year.
        Notes: All ITM undergraduates are required to take 12 hours of ITM **(C)** courses, but the required courses ITMD 361, ITMM 471, ITMS 448, and ITMT 430 will fulfill this requirement.
    - ✔ Mathematics: 5 to 20 credit hours
      - **Notes:** BITM Students are required to complete Discrete Mathematics, MATH 180 or MATH 230, and a statistics course. BUS 221, Statistics for Managerial Decision Making is recommended, but acceptable alternatives include PSYC 203, MATH 225, or MATH 425. For transfer students, mathematics courses equivalent to MATH 180 or MATH 230 and a statistics course satisfy this requirement.

        Bachelor of Science students are required to complete MATH 151, Calculus I; MATH 152, Calculus II, MATH 230, Introduction to Discrete Math; MATH 251, Multivariate and Vector Calculus; and MATH 474, Probability and Statistics.
    - ✔ Computer Science: 2 credit hours.
      - CS 104, 105, 100, 115, 116, 201, ARCH 108, BIOL 104, ITM 311 or a CS course at the 200-level or above.
        Note: ITM undergraduates do NOT need to take a computer science course to meet this requirement.
    - ✔ Humanities and Social or Behavioral Sciences: 21 credit hours
      - **Note:** Humanities or Social Science courses transferred from community colleges normally 100- or 200-level courses unless they are intermediate or advanced foreign language courses.
      - *Humanities:* a minimum of nine credit hours of courses marked with an **(H)** in the bulletin.
        Note: Subjects include AAH, HIST, HUM, LIT, PHIL and some (but not all) COM.
        - At least one **(H)** 100- or 200-level course.
        - At least two **(H)** courses at the 300-level or above.
        - **Notes:** Foreign language classes can be taken to fulfill the Humanities requirements as long as they are at the 200-level or above.

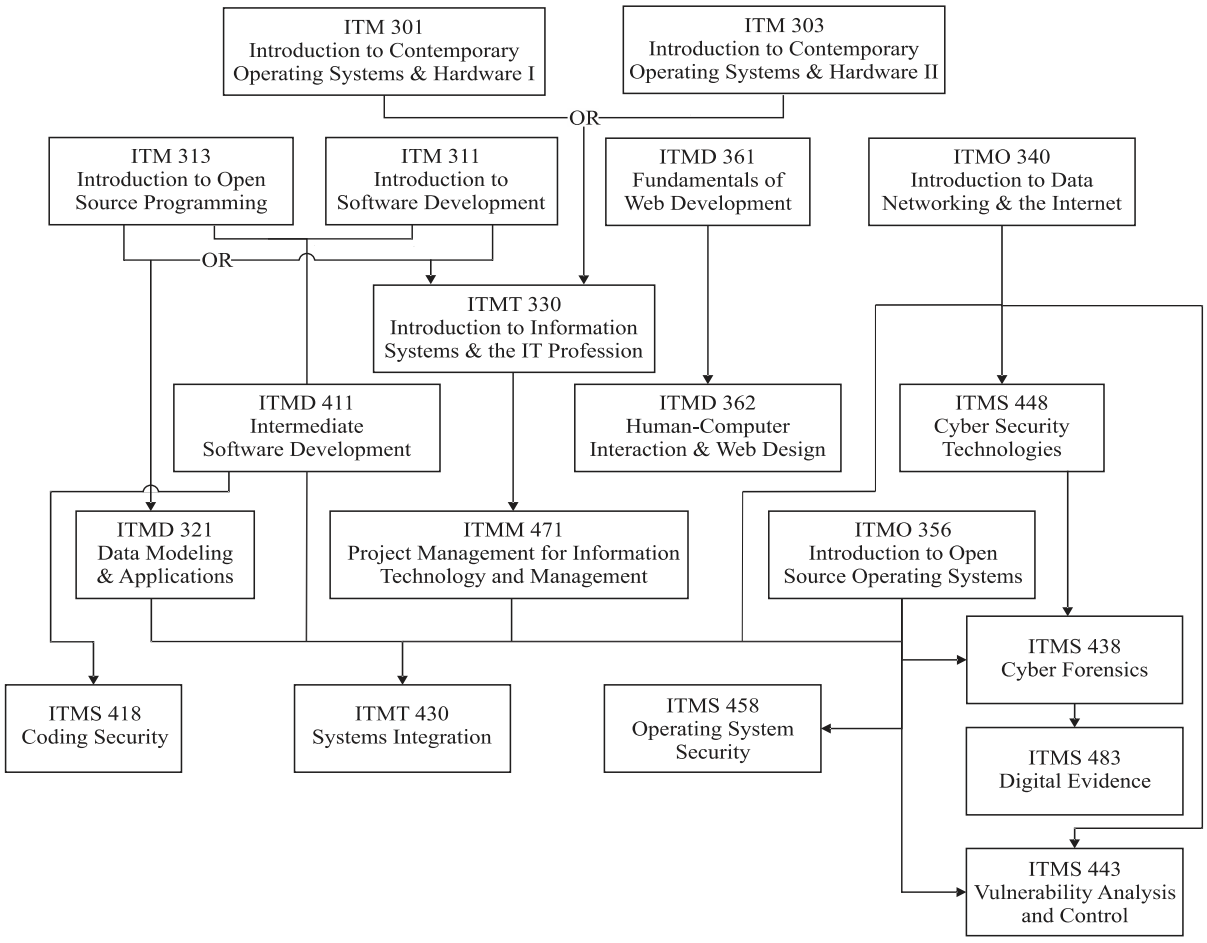
          One **(H)** course MUST be at the 100- or 200-level. HUM 200 is a prerequisite for all upper-level Humanities courses.
      - *Social or Behavioral Sciences:* a minimum of nine credit hours of courses marked with an **(S)** in the bulletin; subjects include ANTH, ECON, PS, PSYC, SOC, and SSCI.
        - At least two **(S)** courses on the 300-level or above.
        - Courses from at least two different fields.

          Note: There is no requirement that any of the **(S)** courses be at the 100- or 200-level. PSYC 301, Industrial Psychology, is strongly recommended for ITM undergraduates. HUM 200 is the prerequisite for all upper-level PS, SOC, or SSCI courses, but not PSYC.
      - *Seventh Course in Humanities or Social Science:* Three courses must be completed in humanities and three courses must be completed in social and behavioral science, but the seventh course in the 21-hour Humanities and Social or Behavioral Sciences requirement may be selected from humanities, social or behavioral science, or any COM course except COM 101 or COM 111. This gives students the opportunity to take courses such as Technical Communication, Communication in the Workplace, Document Design, and Verbal and Visual Communication as part of Core Curriculum requirements.
    - ✔ Natural Science or Engineering: 10 credit hours
      Courses in engineering, biology, chemistry and physics, or courses in architecture and psychology marked with an **(N)**. Students completing less than 6 hours of Math must complete 11 hours of **(N)** courses.
      - Two sequential natural science or engineering courses in a single field.
        Note: We recommend two sequential courses in Engineering Graphics (EG) for ITM students if possible. EG 225 is strongly recommended.
      - At least one natural science or engineering course in a second area.
        Note: We recommend PHYS 200 Intro to Energy, Waves, Materials, and Forces and/or PHYS 120 Astronomy.
    - ✔ Introduction to the Profession (ITP): 2 credit hours minimum; 3 credit hours in ITM as ITMT 330
      - In most departments, students must complete this requirement in their first year. (But not in ITM.) Students entering with 30 credit hours or more of transfer credit may have this requirement waived with department approval. (ITM will not waive this; ITMT 330 is essential to our accreditation.)
        Note: The ITM ITP course, ITMT 330, is offered in the fall semester of students' second year and requires prior completion of ITM 301 or 303 and ITM 311, 312, or 313.
    - ✔ Interprofessional Projects (IPRO): 6 credit hours
      - Students will participate in at least two Interprofessional Project experiences
        Note: May be waived for part-time students who are employed full-time. See below for details.

Bachelor of ITM Required Course Prerequisite Flow



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



Graduate Advising

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

- *Prerequisite and Core Courses:* Advisers will determine if any of the prerequisite or core courses may be waived, based on a student's placement exam and/or previous studies, certifications, and industry experience. If any one or two cores courses is/are waived, students must still complete nine hours of core course content. Core courses that are recommended courses in a specialization will fulfill the core course requirement. Advisers must request registration overrides (permits) on the student's behalf to allow them to enroll in courses for which the prerequisite is waived. Appropriate core course substitutions will be made for students who have completed the Bachelor of Information Technology and Management degree at Illinois Tech. See the section on Registration Overrides below for more details.
- *Specializations:* During their first semester of study, each Master of Information Technology and Management student must submit their concentration (which is the same as what the Graduate Bulletin calls a "specialization") for approval through the eForms feature of Graduate DegreeWorks, found in the Academics tab of the MyIIT portal. Their adviser will determine allowable course substitutions for the specialization; any course substitutions must be submitted through eForms as well. If a student registers for and completes a course that is not in their specialization, has not been approved as a course substitution prior to commencing the course, and is not a valid elective, that course will not be counted toward their degree. Since there is no longer a Plan of Study, it is the responsibility of the student, and not the adviser's, to ensure that each course they take will apply to their degree.
- ***Graduate Adviser Assignments:***
  The primary academic advisers for **Master of Information Technology and Management** and **Master of Cyber Forensics and Security** students are Dr. Gurram Gopal, 312.567.3651, **gopal@iit.edu**, and Ryan Nelson, 312.567.5192, **nelsonr@iit.edu**. The ITM Program Manager will assign a secondary academic adviser based on the student's indicated interest in a specialization. These advisers will assist students with specific course selection when the knowledge and experience of a faculty member is necessary. Secondary Graduate Adviser assignments are generally as follows:

Computer & Information Security:	Maurice Dawson	– **mdawson2@iit.edu**	or 312.567.5242
	Marwan Omar	– **momar3@iit.edu**	or 312.567.3179
IT Management & Entrepreneurship:	Calvin Nobles	– **cnobles2@iit.edu**	or 312.567.5291
	Gurram Gopal	– **gopal@iit.edu**	or 312.567.3651
Data Management and Analytics:	Yong Zheng	– **yzheng66@iit.edu**	or 312.567.3575
	Gurram Gopal	– **gopal@iit.edu**	or 312.567.3651
Web Development & Electronic Commerce:	Ray Trygstad	– **trygstad@iit.edu**	or 630.447.9009
Software Development:	James Papademas	– **jpapadem@iit.edu**	
IT Infrastructure:	Billy Pappademetriou	– **vpappade@iit.edu**	or 630.447.9009
Systems Analysis:	Ray Trygstad	– **trygstad@iit.edu**	or 630.447.9009
Management Information Systems:	Ray Trygstad	– **trygstad@iit.edu**	or 630.447.9009
Digital Systems Technology:	Jeremy Hajek	– **hajek@iit.edu**	or 630.296.4012
Graduates of the ITM Bachelor's Program:	Ray Trygstad	– **trygstad@iit.edu**	or 630.447.9009
Co-Terminal Degree Students:	Ray Trygstad	– **trygstad@iit.edu**	or 630.447.9009
Not Specified or General Course of Study:	Ryan Nelson or any full-time ITM faculty member		

- The primary academic adviser for **Master of Science in Applied Cybersecurity and Digital Forensics** students is Maurice Dawson, Director of the Center for Cyber Security and Forensics Education (**mdawson2@iit.edu**/ 312.567.5242.)
- Primary academic advisers for **Master of Science in Information Technology and Management** and **Doctor of Philosophy in Information Technology students** will be assigned by Dr. Gurram Gopal from tenured or tenure-track faculty in the department based on student research interests.
- *Program Approvals: Graduate students must have their adviser's specific approval in each semester in order to:*
  - ✔ Register for a course from another college or department within the university
  - ✔ Register for an Interprofessional Project (IPRO) course
  - ✔ Register for more than 15 hours
  - ✔ Register for any course for which a prerequisite is waived
  - ✔ Engage in Curricular Practical Training (CPT – internships for International Students)

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

Graduate Advising Notes

- *Term Planning:* For planning purposes, the following courses are normally offered only in the term indicated, however this is subject to change without notice:
  - **Fall:** ITMD 535, ITMO 517, ITMO 544, ITMS 528, ITMS 543, ITMS 555, ITMS 583, ITMT 535
  - **Spring:** ITMD 532, ITMD 567, ITMO 541, ITMO 554, ITMM 572, ITMM 576, ITMM 585, ITMS 538, ITMS 539, ITMS 549.

- *Overloading:* Graduate students may register for a maximum of 15 credit hours per semester. To register for more than 15 credit hours, students must request permission to overload by submitting a G701 form to the Office of Graduate Academic Affairs via their Adviser (**http://web.iit.edu/sites/web/files/departments/academic-affairs/Graduate%20Academic%20Affairs/G701%20-%20Student_Petition.pdf**).

Registration

- Students register for classes by selecting the **Registration Dashboard** on the **Welcome** tab of the **my.iit.edu** portal. They must have their PIN and may have an advising hold that needs to be lifted by an adviser before registration. Students must register for courses themselves; advisers are not able to register students for classes. Full details of how to register are at **https://web.iit.edu/registrar/registration/how-register**. A step-by-step registration tutorial—including how to waitlist—is at **https://web.iit.edu/sites/web/files/departments/registrar/pdfs/student_registration_guide.pdf**.
  - *Waitlisting:* If a course section is full, the registration interface will still allow students to add the course, and then select the Waitlist option from the drop-down menu. They should generally always do that. The ITM Department will make every attempt to clear the waitlist for each course before the term begins, and to inform students if it will not be possible. Waitlists for courses that require a live lab generally can only be cleared if someone registered for the course drops the course, because enrollment in these these course sections are constrained by the seating capacity of the lab.

    Students should not be asking a faculty member of a course they are waitlisted for to "let them in." Faculty members normally have no influence over their course size.

General Advising Notes and Policies

- *Advisee Responsibilities:* The following responsibilities of students as advisees have been published in the ITM student information publications:
  - *Know and Interface with your Adviser:* Familiarize yourself with your primary and secondary adviser. Meet with your adviser on a regular basis, once a semester if possible, to discuss courses and career plans.
  - *Take Control:* As much as possible, take control of your education by learning about, understanding and complying with your program's and specialization's requirements. Be familiar with program resources such as the *Graduate Bulletin* and Degreeworks. Once the course schedule is published, investigate and know what courses will be offered in the next term. And remember, it is ultimately *your responsibility* to ensure that each course you take will apply to your degree.
  - *Tell Us Who You Are:* Always include both your name and your *Campus-Wide Identification Number (A#)* when communicating with your adviser or any faculty member 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 a personal email account, set up a "send as" in your account to send email from your iit.edu address. You are studying to be an IT professional; you should be able to figure out how to do this.
  - *Give Us Some Time:* When you contact your adviser, they will try to respond to you within 24 hours if possible, but they have 48 hours (2 days) to respond. You are *very* important to us as a student, but please remember that your adviser may have as many as 200 other students they are advising, and normally have major administrative responsibilities over and above their advising duties. Please be patient!
  - *Keep It Together:* If you have multiple issues to discuss with your adviser, do it all at once! Ten emails or visits on ten different questions or topics is going to make your adviser's job much harder than it needs to be, and will probably annoy them after about the fourth or fifth contact. Please cover all of your current issues and/or questions in a single email or visit.
  - *Recognize That We Are Not Your Mother:* You are a college student, and this is not high school. You are responsible for making your own decisions about what you will study based on your own career aspirations and interests. Although we will recommend courses, it is NOT your adviser's job to tell you what elective 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 studies and we are happy to do this, but some decisions must be yours. And by the way, **don't ask us sign any form that you have not filled out completely!**
  - *Apply for Graduation:* You will not graduate from IIT until you apply for graduation. You should apply in the first two weeks of the final semester of graduate study; the actual deadline for each term is published in the academic calendar for the term. Instructions on how to apply for graduation are at **http://web.iit.edu/gaa/graduation-faqs**.
- *Adviser Responsibilities:* As an adviser you need to:
  - Be knowledgeable about the degree programs, course scheduling, and academic policies.
  - Meet or communicate in an appropriate fashion with students on a regular basis and keep records of advising communications.
  - Guide students in scheduling and planning program of study, and in complying with other program requirements.
  - Inquire about career interests and guide students on career planning, with the aid of the ITM Internship and Career Services Manager and university Career Services.
  - Ensure students take required courses in an expedient fashion, as is optimal for progression through the curriculum of the program. This includes things such as:
    1. Direct students into narrowly specified courses as early as reasonably possible in order to have more options as their graduation nears.
    2. Directing students to complete all required information technology courses except ITMT 430 before starting on ITM electives or other cybersecurity courses.

3. Direct students (mainly first-year) who need COM 101 into the course during the first year—first semester, if possible.
4. Direct students who need HUM 20x course (that's most of them) into the course during the first year so that upper-level HUM/SSCI courses will be accessible.

- If you are concerned that a student's speaking and/or listening abilities in English may not be adequate for college-level work in the U.S, contact English Language Services at **els@iit.edu**.
- Direct students to other resources as necessary including but not limited to Financial Aid; Student Health and Wellness; Center for Disability Resources; Public Safety; International Center; Academic Resource Center; the Writing Center; Undergraduate Academic Affairs; Graduate Academic Affairs; Office of Technology Services; Office of Student Access, Success, and Diversity Initiatives; and the Career Services Center.
- Ensure secondary advisers are notified when you will not be available for advising.

- *Registration Holds:* Advisers cannot remove any registration holds, but they should be able to tell students who placed the hold and who to contact to have it lifted. This information is available in the **Academic Affairs Faculty System**, found on the Teaching page of the **MyIIT portal**. Enter the student's first or last name (case-sensitive) and select Active Student in Your Dept. Search (transcript) to see the summary with their holds listed.
- *Response Time to Student Requests:* When a students contacts you as their adviser, you should try to respond within 24 hours whenever possible, but in normal circumstances you must respond within 48 hours (2 days). We recognize that each adviser may have as many as 200 other students they are advising, and may be teaching three classes, and often has administrative responsibilities over and above their academic duties, so we do ask students to please be patient, but a timely response to student requests is essential.
  - *Vacation:* If you know you will not be able to reply to students, please set a vacation response in your Illinois Tech email; don't forget to clear it when you are available again!

Registration Overrides ("Permits")

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

- *Undergraduates and Online Course Sections:* Instructors must not issue a permit for the online section of a course to an undergraduate student; these must be issued by the student's adviser.
- *"Waiving" of Prerequisites:* When an adviser would like to permit a student to register for a course where the student has no prerequisite present in the Illinois Tech system, and the adviser is not the instructor, the request should go to one of the ITM personnel authorized to issue Departmental permits. The request should include:
  1. Student name
  2. CWID ('A' number)
  3. The five-digit Course Registration Number (CRN) of the course
     OR the Subject Code, Course Number, and Section Number of the course
  4. Reason for waiving of prerequisite
- Submit Departmental permit and Time Conflict Override requests to:
  - ITM Associate Chair **Ray Trygstad**, **trygstad@iit.edu**, 630.447.9009
  - ITM Associate Chair **Gurram Gopal**, **gopal@iit.edu**, 312.567.3651
  - ITM Program Manager **Kayla Botica**, **kbotica@iit.edu**, 312.567.5927
  - ITM Director of Student Affairs **Ryan Nelson**, **nelsonr@iit.edu**, 312.567.5192

Undergraduate Independent Study

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

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

Graduate Independent Study, Research, and Thesis

Students may request independent study with a faculty member for subjects not covered in courses offerings, or research that expands their knowledge and abilities. The faculty member will issue a permit to register for ITMT 597, Special Problems in Information Technology, or ITMT 591, Independent Study and Research, for between one and six hours of study as applicable. Full-time faculty may schedule students for ITM 597 or ITMT 591 as the faculty member's schedule allows. Faculty members receive no additional compensation for independent study or research, so adjunct faculty members are under no obligation to do so and their participation is entirely voluntary. Master of Science stu-

dents must complete either a project through enrollment in ITMS 539, ITMS 549, ITMT 594, ITMT 596, and/or ITMT 597, or a thesis through enrollment in ITMT 591.

M.S. Thesis Requirements: Full steps for completion of a thesis can be found at **http://bulletin.iit.edu/graduate/graduate-education/synopsis-graduate-studies/**. Thesis option students should also read the Thesis Examination FAQs at **https://web.iit.edu/gaa/thesis-examination-faqs** and the Thesis Examiner information at **https://web.iit.edu/gaa/thesis**. Students must read this content carefully and completely as we are not permitted to provide any more specific written information. ITM University and Department Policies for Master of Science Thesis or Research Project submission can be found in the ***ITM Research Paper Guidelines and Policies*** at **http://itm.iit.edu/data/ITMResearchPaperGuidelinesAndPolicies.pdf**

- *Thesis Process:* Graduating MS students must submit Form G300, *Masters Final Thesis or Comprehensive Exam Committee and Exam Scheduling*, for approval by the Department Chair. The approved form must be submitted to the Graduate College no later than two weeks prior to the exam date. The examination committee consists of at least three faculty members whose purpose it is to evaluate the the thesis and carry out the comprehensive examination. The committee includes the student's adviser, and one of the three faculty members must be a departmental representative from a discipline different than their major area of study. Students must prepare a preliminary draft of their thesis at least five weeks before graduation for approval by the Thesis Examiner.
  - At least seven days prior to the comprehensive examination, students must distribute copies of the approved thesis draft to the thesis committee members. Their adviser will then email all ITM faculty members announcing the place and time of the examination. The email should include an abstract of the thesis. It is the student's responsibility to ensure that the email is sent on time. Failure to do so may result in rescheduling of the examination.
  - The thesis committee conducts a comprehensive oral examination on the student's thesis and related areas. The examination is open to all IIT faculty. The examination is scheduled at a mutually convenient time and date, but must be taken at least fifteen days prior to the end of the semester. The adviser will report the results of the examination to the department using Form G303, *Masters Comprehensive/ PhD Qualifying Exam*, which will be provided to the adviser by the Graduate College. Exam results reported on Form G303 must be submitted to the Graduate College within 48 hours of the exam and received no later than one week prior to the last day of classes.
  - The student will obtain signature approvals of the final thesis draft from their adviser, all thesis committee members, and the Department Chair on Form G501, *Final Thesis Approval*. Students must pay the advanced degree fee at the Student Accounting Office and meet with the Thesis Examiner for final thesis approval. Students should bring three unbound copies of the completed thesis in marked manila envelopes with their adviser's original signature on the title pages along with a receipt showing payment of fee and Form G50lB bearing all approval signatures except that of the Thesis Examiner.
  - Note: The three thesis copies are bound and distributed to the library, the department archives, and the adviser. The Graduate College will not provide binding for more than three copies. Additional personal bound hard copies can be obtained by using IIT Office Services.
- *Proposals and Outcomes:* Students must have a permit to register for research or independent study issued by the faculty member. Each student must prepare and submit a written research prospectus, proposal, or abstract of material to be studied to the faculty member before you issue a permit to register. The prospectus, proposal, or abstract must include clearly defined objectives and learning outcomes. The faculty member will work with the student as necessary to refine this document to their mutual satisfaction. Outcomes of ITMS 539, ITMS 549, ITMT 594, ITMT 596, or ITMT 597 should include a formal project or presentation of research results and a paper suitable for publication. Outcomes of ITMT 591 include a published thesis and a thesis defense.

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

Interprofessional Projects (IPROs)

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

- *Waiver of the IPRO Requirement:* Waivers of the IPRO course requirement (not the semester hour requirement) will be considered on a case-by-case basis for part-time students who are employed full-time. The written request for a waiver must be submitted to Undergraduate Academic Affairs. The request must include a resume and documentation of work experience that developed communication and leadership skills, as well as an awareness of economic, marketing, ethical and social issues within the framework of a multidisciplinary team project. This documentation must be verified by the employer. If the request is reasonable, it will be forwarded for approval to the student's major department and the Associate Provost for Academic Affairs. The department will also determine appropriate course substitutions.
- *Graduate Student IPROs:* Graduate students enrolled in IPROs often are assigned the role of Project Manager. This is an excellent opportunity for our graduate students who do not have real-world work experience to gain hands-on, real-life project management experience. We do recommend graduate student enrollment in IPROs on a case-by-case basis. If a graduate student is interested in an IPRO, they should discuss it with their adviser. Graduate students may enroll in IPROs to provide leadership and oversight, and with adviser approval they will receive elective credit toward your degree.

- *Proposing or Teaching an IPRO:* If you would like to propose an IPRO, the program solicits faculty inputs each term for the upcoming term. Please contact **Mahesh Krishnamurthy**, Academic Director of the Kaplan Institute at **kmahesh@iit.edu** or 312.567.7232 for more information. If you would like to teach an IPRO, discuss it with Dr. Nobles or Ray Trygstad and then contact Mahesh Krishnamurthy.

Recognition of Student Achievements

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

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

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

Gamma Nu Eta (ΓNH): ITM undergraduate students who have completed three semesters of study with a GPA of 3.65 or greater and who are in the top 15% of their class and ITM graduate students who have completed fifteen semester hours of study with a GPA of 3.8 or greater and who are in the top 15% of their class may be elected to the Beta Chapter of the National Information Technology Honor Society, Gamma Nu Eta (ΓNH). For undergraduates, two of the three semesters must have been completed at Illinois Institute of Technology. Membership is based on three primary criteria: academic excellence, community service activities, and leadership in the field of Information Technology. The executive board of the chapter are responsible for selecting candidates for induction each semester. In addition, the chapter may induct Professional Members each term, and faculty members may be invited to become a Professional Member. Candidates will be notified of their election with an invitation to pledge at the beginning of each term. Inducted members receive a pin and a certificate. Students who continue their membership and active participation in the chapter are recognized with ropes or stoles in the Society's colors to be worn with the cap and gown at commencement. ITM Associate Chair Ray Trygstad is a Professional Member of ΓNH, the Beta Chapter Adviser, and former Chair of the National Board of Directors of Gamma Nu Eta.For more information on Gamma Nu Eta, see the Beta Chapter website at **http://www.itm.iit.edu/gammanueta/** or contact Beta Chapter Adviser Ray Trygstad, **trygstad@hawk.iit.edu**.

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

Department of Information Technology and Management Awards

Annual Student Awards: During the week before Commencement each Spring, graduating students in the department are recognized as the outstanding student in each degree offered by the department. In the Master of Information Technology and Management degree the outstanding student in each degree specialization is recognized. In addition awards are given for the outstanding student in each co-terminal degree program, as well as recognition of the outstanding first-year undergraduate. Awardees receive a certificate and an Information Technology and Management medallion suspended from a red ribbon to wear with their academic regalia during Commencement Ceremonies.

The Angela Jarka Service Award: Information Technology and Management students, faculty, and staff are honored each Spring with with this award, named in honor of Information Technology and Management Department Manager Angela Jarka, who passed away in March 2020 after a series of undiagnosed illnesses. These recipients represent the spirit of service personified by Angie. Awardees receive a certificate and an Information Technology and Management medallion suspended from a red ribbon for students, and a red and grey ribbon for faculty and staff, for wear with academic regalia. It is the only ITM Department Award given to both a faculty or staff member and a student each year.

Distinguished Graduate: Graduates of degrees in the Department of Information Technology and Management may be recognized as a **Distinguished Graduate** based on significant accomplishments as a student outside the scope of other departmental awards, or more commonly for significant accomplishments following their graduation. This award may be made at any time as determined by the department. Awardees receive a certificate and an Information Technology and Management medallion suspended from blue ribbon.

Student Research Paper/Project Publication Opportunities:

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

Chicago Cyber Con / ChiCyberCon (formerly ForenSecure): Students and faculty have an opportunity to present research at our Cyber Security & Forensics Conference, presented every spring by our **Center for Cyber Security and Forensics Education (C^2SAFE)**. This is an industry-focused conference with multiple tracks. It attracts 200+ professionals for an intensive one- and a half-day schedule that includes discussion and debate over forensics, security, data/information governance, cyber crime and security, cyber security legislation and legal issues, ethical hacking, eDiscovery, cloud foren-

sics, steganography, policy and compliance, privacy, wireless security, cloud computing, identity theft, and more. Watch the weekly ITM Newsletter for more information.

CRC Press Information Security Management Handbook: We have more student-authored papers than any other institution published as chapters in the CRC Press *Information Security Management Handbook*. If you believe your students have completed work suitable for publication in any of the areas of the CISSP Body of Knowledge, you can suggest that they submit their 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 *College of Computing White Paper*. CoC 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 a student paper for publication, please submit it—with the student's permission—to ITM Associate Chair **Ray Trygstad**, **trygstad@iit.edu** or 630.447.9009.

ITM Student Organizations

Gamma Nu Eta (ΓΝΗ): 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 as umbrella for multiple partnerships, affiliations, and organizations that members will have options to join. Watch the weekly ITM Newsletter for meeting information. For more information email **itmo@iit.edu**.

Association for Computing Machinery (ACM): ACM is the oldest and best established professional and academic association in the computing disciplines. Illinois Tech ACM values are competition, education, mentorship, collaboration, and recruitment. Many of your ITM faculty are ACM members and some are officers at the National level. For more information on Illinois Tech's ACM chapter email **acm@iit.edu**.

ACM-W: ACM-W supports, celebrates, and advocates internationally for the full engagement of women in all aspects of the computing field, providing a wide range of programs and services to ACM members and working in the larger community to advance the contributions of technical women. ACM-W also welcomes male allies committed to helping ensure more diverse voices in computing are heard and respected. Illinois Tech has a very active ACM-W chapter; to find out more go to **https://www.facebook.com/acmw.iit/** or email **acmw@iit.edu**.

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

The High Technology Crime Investigation Association (HTCIA) Illinois Tech Student Chapter: HTCIA was formed to provide education and collaboration to global members for the prevention and investigation of high tech crimes. The purpose of our student chapter is to foster, promote, and encourage the study of criminal investigations involving advanced technologies and security by the academic community. It is limited to undergraduate or graduate students in information technology and management, computer science, cybersecurity, law, accounting, auditing, or similar programs of study.

Student Athletics Academic Policy

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

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

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

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

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

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

- *Department of Defense Cybersecurity Scholarship:* The Secretary of Defense for Networks and Information Integration annually announces a Department of Defense (DoD) Cybersecurity Scholarship Program grant and scholarship competition. Recipients are required to serve a period of obligated service in DoD as a civilian employee or a member of one of the armed forces. Recipients receive full tuition, books, and stipends of $22,500 for undergraduate students and $34,000 for graduate students. Applicants must be U.S. citizens or permanent residents and must be enrolled in a program with a cybersecurity focus. Applications for this grant will be actively solicited by the department as soon as the announcement is received from the DoD, and will normally be due in mid-May. While awarded annually, the scholarships are renewable but will require a new application each year.
- *Department of Defense SMART (Science, Mathematics, and Research for Transformation) Scholarship-for-Service:* The SMART scholarship-for-service program provides academic funding in exchange for completing a period of full-time civilian employment with the Department of Defense (DoD). Recipients receive full tuition, books, and a stipend ranging from $25,000 to $38,000 per year depending on degree level. Awards may be made for up to five years of studies. Recipients are required to serve a period of obligated service in DoD as a civilian employee for one year for each year of scholarship support received. Applicants must be U.S. citizens or permanent residents and must be enrolled in a STEM (science, technology, engineering, math) program. Applications for this grant are online an are open each year from August 1 to December 1 at **https://www.smartscholarship.org**.
- *Foreign Affairs Information Technology Fellowship:* Awarded by the U.S. Department of State, this two-year Fellowship program is a path to a career in the Foreign Service by providing academic funding for an IT-related degree, internships, professional development and mentorship – culminating in an appointment in the Foreign Service as an Information Management Specialist (IMS). Students funded by the program agree to serve a five year commitment with the Foreign Service upon graduation. Foreign Affairs IT Fellows will receive up to $37,500 annually (for two years) in academic funding for tuition, room and board, books, mandatory fees and some travel expense, for the junior and senior years of undergraduate study, OR a two-year master's degree program in an IT-related field, as well as stipends, housing and travel allowances for two summer internships. Applicants must be U.S. citizens or permanent residents and must be enrolled in an information technology curriculum. The number of Fellows is very small, but Illinois Tech has hadmore students selected for this fellowship than any other university. Full details and the application can be found at **https://www.faitfellowship.org/**.
- *CyberCorps® Scholarship for Service:* This U.S. government program provides scholarships that fully fund the typical costs incurred by full-time students in or entering cybersecurity curricula, including tuition and education and related fees, for up to three years. Additionally, recipients receive stipends of $22,500 for undergraduate students and $34,000 for graduate students. The scholarships are funded through grants awarded by the National Science Foundation, and require one year of Federal service for each year of scholarship received. Applicants must be U.S. citizens or permanent residents. Our application to award these scholarships is pending, and we will make an announcement—a big splashy one—if we are awarded this grant.

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

- *Curricular Practical Training (CPT):* These are co-op and internship programs that allow students on an F-1 (student) visa to work for an employer in the United States other than the university. "An F-1 student may be authorized, by the Designated School Official (DSO), to participate in a Curricular Practical Training Program which is an integral part of an established curriculum. Curricular practical training is defined to be alternate work/study, internship, cooperative education or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school." All CPT must be managed through Career Services. Student advisers must sign several forms for students to authorize CPT. While it is most appropriate that the assigned adviser sign these forms, it is acceptable practice in ITM that any graduate adviser may sign CPT forms. Students must appear in person to have forms signed. Before you sign the forms:
  - Read the offer letter carefully and ensure that the job description and duties are appropriate for an information technology professional. If there is no offer letter available, do NOT sign the CPT forms; the student must provide this for your review.
  - If the compensation offer is less than $18/hour, advise the student strongly that they should renegotiate the compensation or not accept the job. Many co-ops and internships in other fields are unpaid but in our field they always are paid, and we must ensure that employers are not exploiting our students.

  Please ensure all forms are completely filled out by the student and sign the all required forms.
- *Optional Practical Training (OPT):* International students completing a degree in a Science, Technology, Engineering and Mathematics field—like ITM—may remain in the United States on their F-1 visa and work to gain on-the-job training for up to 29 months following graduation. Students may bring advisers a form for OPT and must appear in person; it is one page and very simple, and all we have to do is sign it.

- *Direct Offers to ITM Students:* Occasionally the ITM Department will receive direct solicitations for internships, coops and employment. In most cases, these will be listed in the weekly ITM Newsletter. In the case of internships and coops, even if a direct solicitation is received, all arrangements for the internship or coop must be made via Career Services. Occasionally, employers ask faculty members to select students to apply for jobs, and those requests are forwarded to faculty members exclusively who will contact students they are recommending individually.
- *Employer Showcase sessions:* Prospective employers in all areas of information technology will present opportunities offered by their companies in lunchtime sessions throughout the year. They usually buy lunch—mot often pizza—and after their presentation will have an opportunity for questions. Past events have included a diverse set of employers including Google, Red Sky Technologies, and University of Chicago Medicine. Watch the weekly ITM Newsletter for announcements of these Employer Showcase sessions.
- *Other Opportunities for Employment:* The opportunity to present at workshops, conferences and student colloquiums sponsored by the College of Computing 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 often sent via faculty and staff members of ITM and are either emailed to students directly, or are featured in the weekly ITM Newsletter. Occasionally, employers ask faculty members to select students to apply for jobs, and those requests are forwarded to faculty members exclusively. *Please* respond to these requests in a timely manner, even if your response is that you have no one to recommend.
- *LinkedIn:* **linkedin.com** is the leading professional networking social media site for the information technology profession. The ITM Department urges every student embarking on a search for internships or employment to complete and maintain a full profile on LinkedIn. Students in the department have been offered interview opportunities by firms where they had not applied based on the strength of their profile, and this is the first place IT professionals look for information on fellow professionals. Student profiles should include a professional portrait photograph, and Career Services will do *free* student headshots at least once each semester so there's no reason not to have one. (One of the companies who has invited students to interview based on their LinkedIn profiles is Google!) As faculty members, we need to set a good example and ensure that our LinkedIn presence is complete and current and includes an appropriately professional photo.

ITM Department Student Employment: The following student employment positions in the Office of Technology Services (OTS), the College of Computing (CoC), and the ITM Department are available to ITM undergraduate students:

- *Teaching Assistanceship:* This is a 10 hour/week graduate student 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 may nominate their preferred candidates for their Teaching Assistanceship. You may require your TA to have completed all courses they are teaching that term with a minimum grade of 'A'. Students should understand that if they have not been offered a teaching assistanceship by the department, appointments as a TA without a specific faculty request are rare. Students can apply for Teaching Assistanceships at **http://itm.iit.edu/ta/**.
- *Research Assistanceship:* This is an up to 20 hour/week graduate student position, reporting to one or more faculty members to support research. These positions will be offered to students by faculty members who have them available. They are often funded through grants or contracts and will be semester-by-semester. They are generally only available to students enrolled in a research degree.
- *Administrative Staff Member:* Students in these positions perform administrative tasks in the ITM Department office in Perlstein Hall and are paid hourly up to 20 hours/week. This position is also open to Federal work-study students. Students should contact the ITM Program Manager, Kayla Botica, PH 223, **kbotica1@iit.edu**, 312.567.5927 for information on applying for these positions.
- *Technical Staff Member*: Students in these positions perform information technology tasks in the Office of Technology Services in support of College of Computing systems on Mies Campus and Rice Campus as well as ITM infrastructure support, and are paid hourly up to 20 hours/week.
- *ITM Course Laboratory Staff Member:* This is a quarter time (10 hours/week) or half time (20 hours/week) position, reporting to a faculty member to support curriculum-specific laboratories. As most of these duties are normally performed by Graduate Teaching Assistants, course laboratory staff members are normally hired only when specifically requested to fill a position by a faculty member. Consequently there is no formal application process for this position. Processing and hiring for these positions is managed by the ITM Program Manager, Kayla Botica, PH 223, **kbotica1@iit.edu**, 312.567.5927.

University Information Technology Resources

Guides for the use of university-provided information technology resources may be found at **https://ots.iit.edu/getting-started/current-students**.

Google G Suite for Education

Illinois Tech provides you with a Google G Suite for Education account. To make optimal use of this asset, you may want to use a Google-provided tool to more easily access your Google Drive storage.

- *Use Google Drive For Destop*
  - The Drive for Desktop application, once installed on your Windows PC or Mac, will mount your Illinois Tech Google Drive as a local drive on your system. You can treat it just like any other drive; in Windows it even has a drive letter. And it's fast. You get two directories on the drive: your own Google Drive and your Shared Drives. Log onto your Illinois Tech Google account and go to **https://www.google.com/drive/download/** to download the app and

get started. This is a huge HUGE work-flow enhancer that allows you to use your Google Drive as handily as your local hard drive.

Electronic Mail

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

Blackboard and Online Courses

All faculty and students are provided with accounts on IIT Blackboard, IIT's online learning support system and every course is provided with a Blackboard course shell. Online resources for all Illinois Tech courses are normally available through Blackboard, and online course lecture content is always on Blackboard. Use of Blackboard for delivery of your syllabus, assignment details and assignment submissions is required even if your course is not delivered online or through 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 and edit course materials. The ITM department will take responsibility for ensuring that all sections of each course that are taught together are merged into a single Blackboard course shell each term. For more information on the use of Blackboard, see **https://www.iit.edu/cli/blackboard-resources.**

Please direct any Blackboard technical problems or issues to the OTS Support Desk at **supportdesk@iit.edu** or 312.567.DESK (3375); *ITM staff cannot help you with Blackboard problems.*

Blackboard Use Policy: The following policies are in effect for use of Blackboard in support of all courses delivered by the Department of Information Technology and Management, to standardize our platforms as much as possible so that the student experience is more consistent across courses and faculty.

- *Syllabus:* A copy of each syllabus for the course must be posted in PDF format on the Syllabus page of the course shell. Courses with undergraduate and graduate sections sharing a lecture must have a syllabus for each course number with clear differentiation made between expectations for undergraduate and graduate students.
- *Assignments:* All assignments for every course will be made on Blackboard. While student submission of assignments may not be directly to Blackboard, as they may be in the form of material in a git repository or as web pages, at a minimum students will submit a link to the materiel to be graded in response to the assignment. This protects both the student, who then has proof of submission, and the faculty member, who has proof that the assignment was made available to the students. Research papers, reports, presentation graphics, lab reports, homework, and other material of this nature must always be submitted through Blackboard. As well as providing clarity as to the methods for assignments, this assists with evidence necessary for course assessment.
  - *Grades and Gradebook:* Since all assignments are submitted via Blackboard, all grades will be entered to appear in the Blackboard gradebook. Material graded outside of Blackboard such as examinations must have a column in the gradebook for grades to be entered. If grades are weighted, there must be a gradebook column reflecting the total grade for the course with appropriate weighting for each grade applied.
  - *Integration of Other Materials Into Blackboard:* To the maximum extent possible, when external online labs or other graded resources such as online labs or Packback discussions are used in a course, they should be integrated into Blackboard with grades feeding directly into the gradebook.
- *Links to Materiel Not On Blackboard:* All course material and services not on Blackboard must have links placed on Blackboard to allow students to access them. This includes faculty web pages, git repositories, and online discussion forums such as Discord and Slack.

Online Course Recordings: Instructors may use any of several methods to record lectures and class sessions for asynchronous online delivery.

- *Lecture capture with Panopto:* You can use the Illinois Tech-provided classroom video capture to automatically record and post your lecture in Blackboard, but you may have to configure it to do so. Any classes that have an internet section indicated in the course status report will be automatically scheduled to record in Panopto and will be linked to the class course shell in Blackboard. These recordings will be available to all sections of the class. Details of use and configuration of Panopto are at **https://www.iit.edu/cli/blackboard-resources/panopto**.
- *Lecture Capture with Collaborate Ultra:* Collaborate Ultra is a web conferencing tool built into Blackboard that allows instructors to share audio and video, applications, and files. Instructors can either hold a synchronous course—with all students in attendance at the usual course date and time—or an asynchronous course, with students accessing the material at any time. Details of how to configure and use Collaborate Ultra are at **https://www.iit.edu/cli/blackboard-resources/collaborate-ultra**.
- *Lecture Capture with Zoom:* Illinois Tech has the paid professional version of Zoom available for faculty use as an online learning solution. Recordings made in Zoom that were initiated through a Blackboard course site will automatically be saved in the corresponding Blackboard Panopto folder for that course. Otherwise you must either post the links to the online video, ensuring that they are available to your students in the course, or upload the video to Blackboard or YouTube. Because Blackboard storage is limited we suggest that you either record your Zoom session online or upload video to YouTube; in either case you will need to make video available to your students and place the necessary links in Blackboard to allow students to access them. Use of IIT Zoom for class meetings is covered at **https://www.iit.edu/cli/blackboard-resources/zoom-class-meetings**.

- *Use of other Video Capture Methods:* Faculty members may elect to use other tools such as Google Meet, Camtasia, OBS Studio, Loom, or Vimeo to capture and post lecture video, but they then assume full responsibility for making the video available to class members and posting necessary links on Blackboard.

Synchronous Online Course Delivery: Some courses in the department are scheduled online-only courses with synchronous online meetings at a scheduled time. Faculty members may elect to use Collaborate Ultra, Zoom, or other tools for this purpose. Full details of how to access course meetings must be provided in the course syllabus and appropriate links made available in Blackboard. Faculty members are still responsible for ensure video recordings are made available for students enrolled in asynchronous sections of the course. Faculty can expect these courses to generally be discontinued in the Spring of 2024 because they are posing problems for international students who are once again restricted to only one online course per semester.

- *Synchronous Delivery of Classroom Courses:* For courses meeting in a classroom, faculty **may** elect to make the course available synchronously online during the class meeting time, for the benefit of student who could not be there in person or for online students who might prefer to attend synchronously. This is **solely** at the instructor's discretion and is neither required nor expected.

ITM Student Online Course Policies

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

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

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 College of Computing and by Illinois Tech's Office of Technology Services (OTS). Portal and email accounts are provided for students and faculty by OTS located on our Mies Campus.

- *Rice Campus Computer Labs:* The Department of Information Technology and Management maintains experimental computer lab facilities managed by faculty members at the Daniel F. and Ada L. Rice Campus in Wheaton. Use of the lab facilities by students is solely at the invitation of faculty members managing these labs. If a faculty member needs lab space, there is still a considerable amount of raised-floor lab space with ample power available at this campus. In addition, generous industry donations have made available a large set of of server, SAN, and other significant infrastructure resources that are there for your use.
- *Mies Campus Computer Labs:* The College of Computing provides ITM computer labs managed by the Office of Technology Services (OTS) at 3424 South State Street on the second floor of the South Tower, and on the ninth and fourteenth floors of the IIT Tower. Problems or issues with ITM computing facilities at Mies Campus should be reported via an email trouble ticket to **supportdesk@iit.edu**. The Mies Campus 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 the Department Office. Problems or issues with ITM servers should be reported via an email trouble ticket to **supportdesk@iit.edu**.
  - *Project Support:* Computers may be requested by faculty members to support student projects; such requests should be made as soon as the need is recognized. Servers will be virtual servers unless there is a compelling reason why that will not work. Virtual servers in standard configurations may be provided on a next-day basis; custom configurations are normally provided in two days but may take up to a week to provision. It may take up to a week to provide physical computers and providing these computers is completely dependent on the availability of resources.

- *Student Computer Ownership and Use:* Students entering any ITM degree after Fall 2016 are required to possess a notebook computer with both wired and wireless network access for use in our programs; details of the minimum and desired configurations may be found in the latest ***Information Technology & Management Student Notebook Computer Specification*** at **http://www.itm.iit.edu/data/ITMNotebookComputerSpecifications.pdf**. Students who are attending the university on a need-based scholarship who are financially not able to purchase a computer may be provided a computer through alumni giving. We ask that faculty help identify these students and bring their need to the attention of an Associate Chair or the Department Manager.

IIT Office of Technology Services (OTS) Accounts: OTS (**http://www.iit.edu/ots/**) provides common computer accounts for Illinois Tech faculty, staff and students; these accounts include MyIIT, Blackboard, Email/Google Apps, Microsoft 365, and Web accounts. Illinois Tech does not provide remote dial-up network access. OTS also provides general-purpose computer classrooms on the Illinois Tech Mies Campus, which may be used for teaching courses such as ITM 311 and ITM 313. Problems or issues with OTS-managed computing facilities at Mies Campus should be reported via a trouble ticket via email to **supportdesk@iit.edu** or online at **http://support.iit.edu**.

Software & Supplemental Educational Material Available for ITM/IT Students

- *Microsoft Software:* The College of Computing is a subscriber to **Microsoft Azure Dev Tools for Teaching** software under terms of the licensing agreement which permits academic use of this site by faculty and students. The files include most current Microsoft operating systems, servers, and application development tools, and include packages such as Windows 8.1, Windows 10, Windows Server, Access, Project, Visio, and Visual Studio. Our subscription does not include any Microsoft Office tools except Access (for Office, see below). You can download this Microsoft software from your Azure Dev Tools for Teaching account. Product keys for the software are provided at the time of download so we suggest that you save a copy of the page.

  To access our Microsoft webstore see **https://azureforeducation.microsoft.com/devtools**. You will need to register a Microsoft account using your iit.edu email account to make use of this site. Microsoft Azure Dev Tools for Teaching membership benefits information is at at **https://azure.microsoft.com/en-us/education/institutions/dev-tools-for-teaching-faq/**. This subscription also includes training tools from Microsoft and $100 credit toward Azure for Students.
- *Microsoft Office:* You can subscribe to Office 365 for Education at **https://www.microsoft.com/en-us/education/products/office**. For ITM Department faculty and staff, paid Office 365 A3 level is provided by OTS; for support issues contact **Ray Trygstad, trygstad@iit.edu** or 630.447.9009. ITM Students are provided the A3 level as well. This level includes 5 desktop installations of Office. Office 365 and Microsoft Office are **not available** through our Microsoft Azure Dev Tools for Teaching account. An alternative is to use free and open-source **LibreOffice**; we recommend you download it with an installer at **ninite.com**. This publication was prepared using LibreOffice.
- *VMware:* Software available to students and faculty through the VMWare Academic Program can be downloaded through your ITM *Software* account managed by Kivuto Solutions. This account will give you access to VMware products—for free—as well as a token allowing you to enroll in VMware eLearning Courses online. You are entitled to one free copy of each product, with licenses good for 1 year. Unlike the Microsoft Imagine account, we CANNOT authorize *additional* downloads (i.e. more than one license) of these products, but according to the site you can redownload the software as necessary. More importantly, license keys are issued to you on the Web page at the time of download, and we cannot get additional or replacement keys, so we suggest that you save a copy of any keys issued to you on the site.
- *IBM Academic Initiative:* As an IBM Academic Affiliate, IBM developer and analytics software is available to students and faculty. Go to **https://ibm.biz/academic** to register and access software and educational materials.
- *Oracle:* The ITM Department is an Oracle Academy, which makes Oracle software available to students and faculty. Contact the Oracle Academy manager for access to software: Professor **Louis McHugh**, **lmchughi@iit.edu**.
- *Autodesk:* Free software for students from Autodesk including *Autocad* and *Maya* is available at **http://www.autodesk.com/education/free-software/featured**
- *Google G Suite for Education*
- *Other Free Windows 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. Students may also want to consider use of Windows package managers such as Microsoft's **winget** (**https://docs.microsoft.com/en-us/windows/package-manager/winget/**) or **Chocolaty** (**https://chocolatey.org/**) which allow command line software package installations in a manner similar to Linux.

Research Papers

The ability to write cogently, concisely and clearly in an acceptable academic format and to present the results of research orally are skills our students must develop to be a success in their studies in the Department of Information Technology and Management. At the same time, students will be learning skills essential to success in their working life after graduation, as the ability to communicate clearly in written and spoken English is one the most important elements to success in business. Students will regularly be expected to submit research papers and project reports as they progress through our program. Specific ITM Department guidance for the preparation of research papers is available in the *Department of Information Technology and Management Research Paper Guidelines and Policies* at **http://itm.iit.edu/data/ITMResearchPaperGuidelinesAndPolicies.pdf**. You may use these guidelines in your course, and students have been instructed to use them in the event that more specific guidance is not provided by their professor. As per these *Guidelines,* papers in our department should be formatted in APA style defined by the 7th edition of the *American Psychological Association Publication Manual.* APA style is standard for computing as it is for engineering and other technical fields. The *ITM Research Paper Guidelines* also provides additional information about the IIT Writing Center, optimal use of Illinois Tech's Galvin Library, and the preparation of papers for publication. The following policies apply to student research papers:

- Students may be required to submit research papers *formatted* for submission for publication. If this is a requirement, the instructor must provide explicit instructions and a template as part of the assignment.
- Students should always be encouraged to submit papers for publication, but except for designated research courses they cannot be required to.
- Students may be required to submit papers for publication in research courses which include ITM 497, ITMT 491, ITMO 547, ITMS 549, ITMT 591, ITMT 596, ITMT 597, and ITMT 691.
- If you make significant revisions to and/or editing of paper submitted for publication authored by a student, you may be listed as co-author but it is departmental policy that your name should be listed after the student name(s).
- While students in some circumstances may be required to submit papers for publication, students cannot be required to have a paper accepted for publication as the basis for a grade in a course.

Textbook Selection

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

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

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

  This information is important when preparing book lists for student use.
- Please direct any questions about the textbook selection process to the ITM Program Manager, **Kayla Botica**, PH 223, **kbotica1@iit.edu**, 312.567.5927.

ITM Curriculum Committee

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

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

New Course Proposals

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

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

A course proposal for a topics course should include:

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

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

Course Scheduling

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

Faculty Travel

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

- ITM Budget Manager,
- ITM Associate Chair (acting on behalf of the Chair), Ray Trygstad, 630.447.9009, **trygstad@iit.edu**
- Approval of the Dean: only required for travel funded directly by the College of Computing.

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

Hiring and Retention of Faculty

- ***Faculty Hiring:*** All faculty will be hired as per the *Standards for Appointment, Promotion, Tenure, and Renewal for Faculty in the Department of Information Technology and Management* (Appendix C) and the *IIT Faculty Handbook*.
- ***Full Time Faculty:*** Full-time tenured/tenure-track faculty will be tenured, promoted, and retained in accordance with the *IIT Faculty Handbook* and departmental policy in *Standards for Appointment, Promotion, Tenure, and Renewal for Faculty in the Department of Information Technology and Management.* Hiring of new full-time teaching or research faculty will be recommended following a faculty search conducted by a Search Committee, appointed by the Chair with the approval of the Dean of the College of Computing. After approval by the Dean of the College of Computing, they will be proposed to the Provost for appointment.

  Tenure recommendations will be made by the Academic Unit Committee on Promotion and Tenure as per the *Standards for Appointment, Promotion, Tenure, and Renewal for Faculty in the Department of Information Technology and Management* and the *IIT Faculty Handbook*.

  Contract renewal for teaching or research faculty will be upon review and recommendation of the Academic Unit Committee on Appointments and Retention for the Information Technology and Management Degree Programs as per the *Standards for Appointment, Promotion, Tenure, and Renewal for Faculty in the Department of Information Technology and Management*

  Outstanding adjunct faculty members may be invited by the Chair to become a member of the Teaching Faculty of the university as a Professor of Practice. These are recognized outstanding practitioners who may continue to practice in their fields following appointment to the rank and are expected to have outside professional business activities. Professors of Practice are expected to devote substantially all of their working time in the department to the teaching of students and are generally expected to not engage in university service or administration.
- ***Adjunct Faculty:*** Adjunct faculty members in Information Technology and Management will be hired as per the section titled "Appointment as Adjunct Faculty in Information Technology and Management" in the *Standards for Appointment, Promotion, Tenure, and Renewal for Faculty in the Department of Information Technology and Management* (Appendix C). New hire faculty are probationary for their first year and adjunct faculty who do not comply with departmental academic policies are not invited to return to teach for us. Although official and legal language requires that we state that adjunct appointments are not permanent and carry no implication of continuing connection with the university, our adjunct faculty members are equal partners in what we do, and are valued members of our faculty. Renewal as an adjunct faculty member is at the discretion of the Department Chair.

Faculty Policies (Policies here may vary or be not applicable due to pandemic or university budget contingencies.)

- *Planned Absences:* All faculty absences from class planned in advance must be reported to the department prior to the beginning of the term when possible, and otherwise as far ahead as possible. Faculty members teaching a live course may not take a planned absence from any class sessions during the first two weeks, last week, and final exam week of the course, or during first and last weeks of any summer session.
- *Unplanned Absences:* Faculty members who fall ill or have other unplanned circumstances arise that will result in absence from class should notify their students if possible, and notify Kayla Botica at **kbotica1@iit.edu** or 312.567.5927, preferably *prior* to the meeting time of the course. An excessive number of unplanned absences will be grounds for non-renewal of adjunct faculty status.
- *Course Lectures:*
  - For lecture courses faculty members are expected to teach for 150 minutes each week. If a class scheduled to meet for 150 minutes is dismissed after 45 minutes, this is a real problem, because the faculty member is not doing the job we are paying for and is not giving the students their fair access to knowledge.
  - Lectures must start at the scheduled class meeting time. Being present in class on time but engaging in any other activities, such as conversing with students or just sitting there is not acceptable.
- *Live Course Sections:* If you are teaching a course with a live section, you must be present in the classroom at the scheduled time for the course unless you have made other arrangements with the department in advance. Under normal circumstances, "Live" course sections cannot be taught online as it will jeopardize the immigration status of our international students.
- *Classrooms:* Do not enter a classroom where another faculty member is teaching unless you have made a prior arrangement with the instructor, you have been assigned by the department to observe the class, or there is a genuine emergency.
- *Remarks to Students:* Do NOT make disparaging remarks to students about any other faculty member or about any course offered by the department. You are entitled to your opinions, but in this instance you are not entitled to share those opinions with students. If you have an issue with another instructor or with a course, tell your fellow faculty member directly or tell Dr. Nobles, Dr. Gopal, or Professor Trygstad.
- *Monthly ITM Faculty Meetings:* These meetings are for the fourth Thursday of each month at 12:45pm in the ITM Conference Room. All full-time faculty members are required to attend these meetings and all adjunct faculty are welcome (but not required) to attend as well. A Goggle Meet or Zoom link will be provided for those who cannot attend in person.
- *Faculty & Course Introduction:* On the first day of a class when going over the syllabus and class expectations, or sometime within the first two weeks of class, please discuss the following:
  - A synopsis on who you are and what you do outside of the classroom, especially professional activities.
  - Where the course would apply within the students' curriculum. We recognize that not all adjunct faculty will be familiar with the full curriculum; if the is the case, please focus on the third point below.
  - Applications of the course and what career paths this course can lead to; this engages student concerns about their investment in their education and this class.
- *Online Students:* Apart from examinations which can be proctored for online students, students enrolled in online sections CANNOT be required to appear in person in a classroom for any other reason. They may be given an opportunity to present a project or paper in person, but the cannot be required to do so, and cannot be penalized for failing to do so. If students in your live section are required to present, you must have an alternative for online students. Some faculty members allow online students to record a presentation on video, or submit a script for their presentation with accompanying presentation graphics (PowerPoint or the like), or present via Blackboard Collab Ultra or Google Meet.
- *Conduct of Programming Courses:* If you are teaching a no-prerequisite undergraduate course that includes programming, you are required to introduce basic concepts of programming. Concepts such as variables, basic control structures, data structures, programming syntax, pseudocode, program design, and how to use the development environment and tools must be addressed. Some faculty have come to us from teaching at community colleges where students take a "pre-programming" class before they take a programming course, but we do not do that here. Faculty in these courses cannot assume that students have any prior knowledge of programming and must teach basic concepts and how to use the coding tools.
  - As per professional programming practice, we expect students to comment their code, so you must always ensure that any sample code you provide to students is properly commented as well.
  - Sample code you provide to students should not provide them with solutions to homework or lab exercises. Copying and pasting code does not teach students how to code.

Faculty Awards

Recognition of our faculty is important. Consequently the department has established several awards for that purpose.

- *College and University Awards:* Teaching awards for full-time faculty members are made at the College of Computing level with awards held annually by the college. One faculty member from each college will be recognized annually with a university Excellence in Teaching award. Awardees will also receive from the department an Information Technology and Management medallion suspended from a red and grey ribbon for wear with academic regalia.
- *The Jeffrey Kimont Memorial Teaching Award:* This award is made annually to an adjunct faculty member who has distinguished themself through excellence, commitment to teaching, and devotion to their students. This award is named in honor of Industry Professor of Information Technology and Management Jeffrey Kimont, the first full-time faculty member in Information Technology and Management, who later returned to industry but continued to teach as an adjunct faculty member. Awardees receive a certificate and an Information Technology and Management medallion suspended from a red and grey ribbon for wear with academic regalia.
- *The Angela Jarka Service Award:* Information Technology and Management students, faculty, and staff are honored each Spring with with this award, named in honor of Information Technology and Management Department Manager Angela Jarka, who passed away in March 2020 after a series of undiagnosed illnesses. These recipients represent the

spirit of service personified by Angie. Awardees receive a certificate and an Information Technology and Management medallion suspended from a red ribbon for students, and a red and grey ribbon for faculty and staff, for wear with academic regalia. It is the only ITM Department Award given to both a faculty or staff member and a student each year.

Teaching Assistants

A Teaching Assistant (TA) will be assigned to each instructor who requests one and who meets the current Departmental criteria for assignment based on course loading and TA availability. TA assignments are limited by budget and it will not be possible to assign a TA to every faculty member who has requested one; priority for TA assignments in this case will go to faculty teaching assignment-intensive courses, i.e. lab courses or courses with a significant weekly assignment load, and to faculty members holding significant academic administration responsibilities. Faculty members with an extremely high student load may, in some circumstances, be assigned two TAs, but additional TA assignments will always be based on student load, budget, and availability. Courses with two course sections with the same number taught by different faculty members may request a shared TA. Teaching Assistant assignment requests should be made to the ITM Program Manager, Kayla Botica at **kbotica1@iit.edu** or 312.567.5927, as far in advance of the next semester as possible but ideally no later than thirty days prior to the beginning of the term.

- *TA Selection:* Full-time faculty members are requested and encouraged to select their own Teaching Assistants, with the understanding that it may not be possible to assign the desired student. TAs should be full-time graduate students who ideally have completed a minimum of one term of study in the program as a graduate student or an undergrad. Course Graders are undergraduates who grade student-submitted course materials. You should specify any special requirements you may have for a TA or Grader; for example, some faculty members require their TA to have completed all courses they are teaching that term with a minimum grade of **A**. If you do not request a specific student as a TA but you are entitled to a TA and request that one be assigned, the ITM Program Manager will assign one from the pool of qualified applicants. TAs for Adjunct Faculty members will be assigned by the Program Manager; in some cases these may be students who were offered a Teaching Assistanceship as part of a merit-based financial aid package designed to attract the best and most qualified graduate students.
- *TA Compensation:* This will vary by term; TAs also receive a three credit hour tuition scholarship. Official university policy on stipends for TAs can be found at **http://web.iit.edu/sites/web/files/departments/general-counsel/policies/procedure_n_graduate_college_stipends_graduate_assistants.pdf**.
- *TA Duties:* Teaching assistants in our department can grade assignments, except for research papers and similar written materials, and are required to hold at least two hours of office hours each week. Course graders may only grade appropriate assignments. Until we have PhD students, teaching assistants may not teach labs or grade research papers or project reports. PhD student research assistants may teach labs, fill in for faculty for lectures, and, subject to suitable faculty oversight and conformation of their work, may grade research papers and project reports.

ITM Subject Designations and Course Numbering

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

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

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

TECH	*Technology:*	Courses offered in common by College of Computing and not by a specific department or degree program

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

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

Course numbering levels for ITM follow the following guidelines

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

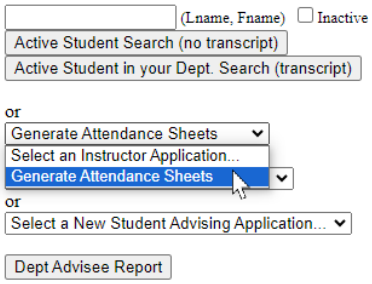
University Resources on Generative AI

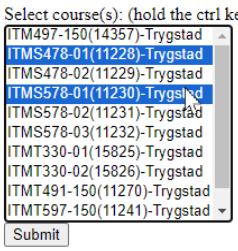
The Provost's Office has published the following resources on the use of Generative Artificial Intelligence in courses at Illinois Tech. These resources were assembled by the Office of Academic Affairs, the Communication Across the Curriculum program, and Paul V. Galvin Library for your reference as you put together syllabi and begin to meet with your students.

- *A guideline on academic honesty and generative AI*
- *A guide on assigning writing and generative AI*
- *Galvin Library's guide to AI*

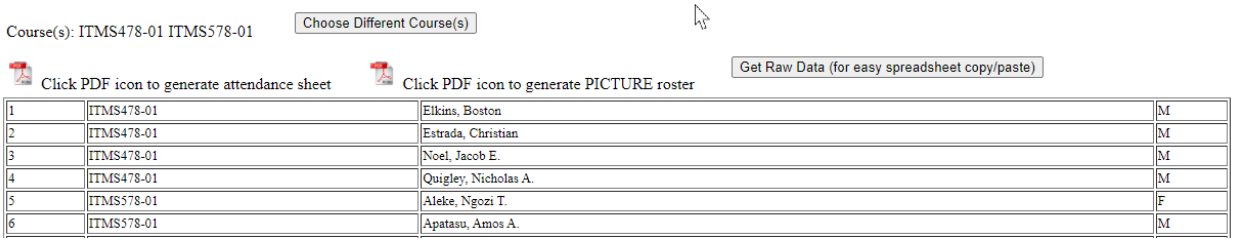
Generating Attendance Rosters Using MyIIT Academic Affairs Faculty System

You can use the Academic Affairs Faculty System found in the Teaching tab of MyIIT to generate attendance rosters and even photo rosters of each of your course sections. Once you click on Academic Affairs Faculty System, you will see a screen shown in the image at the right. (You may not see all of the choices because some are for advisers.) Click on "Select an Instructor Application" and then select "Generate Attendance Sheets;" it's the only choice anyway. This will open a new screen as you see below, which will allow you to select which sections you want in your roster. You can select more than one by doing control-click on additional choices. Here we have selected the live in the classroom sections of ITMS 478 and ITMS 578 to allow us to prepare an attendance roster.





This will open a third screen to allow you to generate the roster. As you can see below, this screen gives you an HTML listing and gives you three choices at the top: Generate a PDF attendance sheet, generate a PDF picture roster with individual photos of members of your selected sections, or get raw data which you can copy and past into a spreadsheet. The "raw data" has a lot more information including Course and section number, Name, A#, Gender, Email address, Major, and Level U1 – U5 for undergrads and GR for grad students. If they are a co-terminal student they may be in the graduate section but will still appear as an undergrad for Level, and will have two majors listed. This is a very useful tool.



1	ITMS478-01	Elkins, Boston	M
2	ITMS478-01	Estrada, Christian	M
3	ITMS478-01	Noel, Jacob E.	M
4	ITMS478-01	Quigley, Nicholas A.	M
5	ITMS578-01	Aleke, Ngozi T.	F
6	ITMS578-01	Apatasu, Amos A.	M

Other Important Faculty Resources

- *ITM Faculty Resource Page:* **https://www.itm.iit.edu/faculty/**
- *ITM Loopback* (ITM Department blog)*:* **https://blogs.iit.edu/itm_loopback/**
- *ITM Student Resource Page:* **https://www.iit.edu/itm/student-resources**
- (Includes links to *ITM Undergraduate* and *ITM Graduate Student Information and Departmental Policies*)
- *ITM Research Paper Guidelines and Policies:* **https://itm.iit.edu/data/ITMResearchPaperGuidelinesAndPolicies.pdf**
- *Illinois Tech Policies and Procedures Handbook:* **http://web.iit.edu/general-counsel/resources/policies-and-procedures**
- *Illinois Tech Faculty Handbook:* **http://web.iit.edu/general-counsel/faculty-handbook**
- *Illinois Tech Student Handbook:* **http://www.iit.edu/student_affairs/handbook/**
- *Illinois Tech Graduate Bulletin:* **http://bulletin.iit.edu/graduate/**
- *Illinois Tech Undergraduate Bulletin:* **http://bulletin.iit.edu/undergraduate/**
- *Link to software provided under Microsoft Azure Dev Tools and the VMware Academic Program:* **https://blogs.iit.edu/itm_loopback/software/**

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

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

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

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

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

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

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

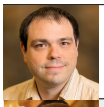
Information Technology & Management (ITM) Faculty & Staff Directory

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

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

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

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



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Chuck Beck Adjunct Industry Professor
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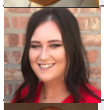

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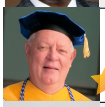

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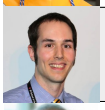

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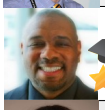

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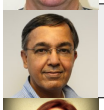

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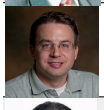

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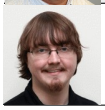

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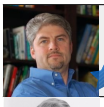

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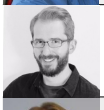

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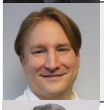

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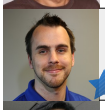

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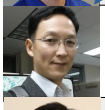

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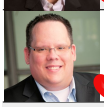

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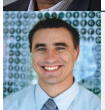

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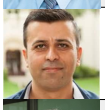

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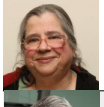

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Information Technology & Management (ITM) Faculty & Staff Directory (continued)

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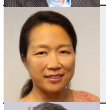

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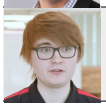

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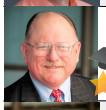

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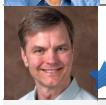

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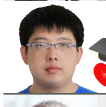

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Ben Zumhagen Adjunct Industry Associate Professor
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Key to awards:
- Educational Excellence Award (School of Applied Technology Dean's Award – Gold medallion, blue ribbon)
- Jeffrey Kimont Memorial Teaching Award (ITM Department Outstanding Adjunct Faculty – ITM medallion, red & grey ribbon)
- The Angela Jarka Service Award (ITM Department Service – ITM medallion, red & grey ribbon)
- Excellence in Teaching Award (School of Applied Technology or College of Computing Award – ITM medallion, red & grey ribbon)

Information Technology and Management Course to Industry Certification Mapping

Many courses in information technology relate either directly or indirectly to industry certifications. Following is a list of industry certifications that relate to courses offered by the Department of Information Technology and Management at Illinois Tech. Each course shows the level of relationship of the course content to the examination criteria of the certification(s) listed. This is indicated by the **Degree of Mapping**, in three levels: **Tight**, **Loose**, and **Very Loose**. Some courses offered by the ITM Department have no related industry certifications. These courses are not included on this list. This list is updated on an ongoing basis based on faculty input and the certification landscape; the date of this revision is **September 23, 2022**.

- **Degree of Mapping** = **Tight**: These courses have content directly mapped to certification examination criteria, but generally will include content extending beyond the criteria. In most cases students may still want to complete additional study to be prepared to pass the indicated certification examination, particularly if their grade in the course was less than an A or significant time has passed since completion of the course.
- **Degree of Mapping** = **Loose**: These courses cover a significant portion of the material found in relevant certifications, but while some reference may have been made to relevant certification criteria in the creation of the courses, these courses are not designed or intended to specifically cover the certification examination criteria. Students completing these courses will require additional study to be prepared to pass the indicated certification examination.
- **Degree of Mapping** = **Very Loose:** These courses have industry certifications related to the course content, but no reference was necessarily made to these certifications in the creation of the courses, and these courses are neither intended or expected to cover the certification examination criteria. While these courses will give students a foundation in the area of the certification, students completing these courses will require additional study and may require significant additional study to be prepared to pass the indicated certification examination.

Course	Industry Certification / Degree of Mapping
ITM 301 Introduction to Contemporary Operating Systems and Hardware I	CompTIA A+ - Exam Core 1 220-1101 / Tight
ITM 303 Introduction to Contemporary Operating Systems and Hardware II	CompTIA A+ - Exam Core 2 220-1102 / Tight
ITM 311 Introduction to Software Development	Oracle Java SE 8 Oracle Certified Associate (OCA) / Loose
ITM 312 Introduction to Systems Software Programming	C++ Institute CPA (C++ Certified Associate Programmer Certification) / Loose
ITM 313 Introduction to Open Source Application Development	Python Institute PCEP™ – Certified Entry-Level Python Programmer / Loose
ITM 401 Introduction to Advanced Studies I	CompTIA A+ - Exam Core 1 220-1101 / Tight
	and CompTIA A+ - Exam Core 2 220-1102 / Tight
ITM 402 Introduction to Advanced Studies II	CIW Site Development Associate / Loose
	and Python Institute PCEP™ – Certified Entry-Level Python Programmer / Tight
	and Oracle Certified Professional, MySQL 5.7 Database Administrator / Very Loose
ITMD 321 Data Modeling and Applications	Oracle Certified Professional, MySQL 5.7 Database Administrator / Very Loose
ITMD 361 Fundamentals of Web Development	CIW Site Development Associate / Loose
ITMD 362 Human-Computer Interaction and Web Design	CIW Advanced HTML5 & CSS3 Specialist / Loose
	and CIW User Interface Designer / Loose
ITMD 411 Intermediate Software Development	Oracle Certified Professional, Java SE 8 Programmer / Loose
ITMD 412 Advanced Structured and Systems Programming	C++ Institute CPP (C++ Certified Professional Programmer) / Loose
ITMD 413 Open Source Programming	Python Institute PCAP™ – Certified Associate in Python Programming / Loose
ITMD 415 Advanced Software Development	Oracle Certified Professional, Java EE 7 Application Developer Certification / Loose
ITMD 441 Web Application Foundations	CIW Advanced HTML5 & CSS3 Specialist / Loose
	and CIW JavaScript Specialist / Loose
	and Linux Foundation Node.js Application Developer (JSNAD) / Loose
ITMD 444 Back-End Development	CIW Web Development Professional / Loose
ITMD 454 Mass-Market Intelligent Device Applications	Apple App Development with Swift / Loose
ITMD 455 Open-Source Intelligent Device Applications	Google Associate Android Developer Certification / Loose
ITMD 466 Service-Oriented Architecture	Architura Certified SOA Professional / Loose
ITMM 471 Project Management for Information Technology and Management	CompTIA Project + / Loose
	or Project Management Institute Project Management Associate / Loose
ITMO 340 Introduction to Data Networks and the Internet	CompTIA Network+ / Tight
ITMO 356 Introduction to Open Source Operating Systems	CompTIA Linux+ / Tight
	or Linux Professional Institute - LPIC-1 Linux Certification / Loose
	or Red Hat Certified System Administrator / Very Loose
ITMO 433 Enterprise Server Administration + ITMO 450 Enterprise End-User System Administration	Microsoft Azure Administrator / Very Loose
ITMO 444 Cloud Computing Technologies	AWS Certified Cloud Practitioner / Loose
ITMS 418 Coding Security	ISC^2 Certified Secure Software Lifecycle Professional / Very Loose
ITMS 438 Cyber Forensics	EC-Council CHFI (Computer Hacking Forensic Investigator) / Very Loose
ITMS 443 Vulnerability Analysis and Control	EC-Council CEH (Certified Ethical Hacker) / Loose
ITMS 446 Active Cyber Defense	CompTIA CySA+ (Cybersecurity Analyst) / Tight
ITMS 448 Cyber Security Technologies	CompTIA Security + (with ITMS 478) / Loose
	or ISC^2 CISSP – Certified Information Systems Security Professional / Loose
ITMS 458 Operating System Security	EITCI EITC/IS/OS Operating Systems Security / Loose
ITMS 478 Cyber Security Management	CompTIA Security + (with ITMS 448) / Loose
ITMS 484 Governance, Risk, and Compliance	ISACA Certified in Risk and Information Systems Control (CRISC) / Very Loose
	or ISACA Certified in the Governance of Enterprise IT (CGEIT) / Very Loose
	or OCEG GRC Professional (GRCP) / Loose
ITMT 492 Introduction to Smart Technologies	CompTIA IoT Fundamentals / Loose
	Arduino Education Arduino Certification / Loose
ITMD 510 Object-Oriented Application Development	Oracle Certified Professional, Java SE 8 Programmer / Loose
ITMD 511 Application Development Methodologies	IEEE Certified Software Development Professional / Loose
ITMD 512 Structured and Systems Programming	C++ Institute CPP (C++ Certified Professional Programmer) / Loose
ITMD 513 Open Source Programming	Python Institute PCAP™ – Certified Associate in Python Programming / Loose
ITMD 515 Advanced Software Programming	Oracle Certified Professional, Java EE 7 Application Developer Certification / Loose
ITMD 522 Data Mining and Machine Learning	CompTIA Data+ (Data Analytics Plus) / Loose

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Course	Industry Certification / Degree of Mapping
ITMD-526 Data Warehousing	Hitachi Pentaho Data Integration Implementation HCE-5920 Exam / Loose
	Microsoft Certified: Azure Data Engineer Associate / Loose
ITMD 532 UML-Based Software Development	Object Management Group UML 2 Foundation / Loose
ITMD 536 Software Testing and Maintenance	ISTQB Foundation Level software testing certification (CTFL) / Loose
	or Quality Assurance Institute Certified Associate in Software Testing (CAST) / Loose
	or Global Association for Quality Management Certified Software Tester - Foundation Level (CSTFL) / Loose
ITMD 541 Web Application Foundations	CIW Advanced HTML5 & CSS3 Specialist / Loose
	and CIW JavaScript Specialist / Loose
	and Linux Foundation Node.js Application Developer (JSNAD) / Loose
ITMD 544 Back-End Development	CIW Web Development Professional / Loose
ITMD 554 Mass-Market Intelligent Device Applications	Apple App Development with Swift / Loose
ITMD 555 Open-Source Intelligent Device Applications	Google Associate Android Developer Certification / Loose
ITMD 566 Service-Oriented Architecture	Architura Certified SOA Professional / Loose
ITMM 571 Project Management for Information Technology and Management	CompTIA Project + / Loose
	or Project Management Institute Project Management Associate / Loose
ITMM 572 Process Engineering for Information Technology Managers	ABPMP Certified Business Process Professional (CBPP) / Very Loose
	BPM Institute Business Process Management Certification / Very Loose
ITMM 574 Information Technology Management Frameworks	ITIL 3 / ITIL 4 Certification / Loose
ITMM 586 Information Technology Auditing	PCI Security Standards Council Payment Card Industry Professional (PCIP) / Tight
	ISACA Certified Information Systems Auditor (CISA) / Loose
ITMO 533 Enterprise Server Administration + ITMO 450 Enterprise End-User System Administration	Microsoft Azure Administrator / Very Loose
ITMO 540 Introduction to Data Networks and the Internet	CompTIA Network+ / Tight
ITMO 544 Cloud Computing Technologies	AWS Certified Cloud Practitioner / Loose
ITMO 556 Introduction to Open Source Operating Systems	CompTIA Linux+ / Tight
	or Linux Professional Institute - LPIC-1 Linux Certification / Loose
	or Red Hat Certified System Administrator / Very Loose
ITMO 557 Storage Technologies	Dell EMC Information Storage Associate (EMCISA) / Loose
ITMS 518 Coding Security	ISC^2 Certified Secure Software Lifecycle Professional / Very Loose
ITMS 538 Cyber Forensics	EC-Council CHFI (Computer Hacking Forensic Investigator) / Very Loose
ITMS 543 Vulnerability Analysis and Control	EC-Council CEH (Certified Ethical Hacker) / Loose
ITMS 546 Active Cyber Defense	CompTIA CySA+ (Cybersecurity Analyst) / Tight
ITMS 548 Cyber Security Technologies	CompTIA Security + (with ITMS 478) / Loose
	or ISC^2 CISSP – Certified Information Systems Security Professional / Loose
ITMS 558 Operating System Security	EITCI EITC/IS/OS Operating Systems Security / Loose
ITMS 578 Cyber Security Management	CompTIA Security + (with ITMS 448) / Loose
ITMS 584 Governance, Risk, and Compliance	ISACA Certified in Risk and Information Systems Control (CRISC) / Very Loose
	or ISACA Certified in the Governance of Enterprise IT (CGEIT) / Very Loose
	or OCEG GRC Professional (GRCP) / Loose
ITMT 593 Embedded Systems	CompTIA IoT Fundamentals / Loose
	Arduino Education Arduino Certification / Loose

Application of Certifications to Degree Requirement through Credit by Proficiency Examination: Students who hold indicated certifications may be able to apply them to their degree through the Credit by Proficiency Examination process, with the certification examination results applied as their grade for the course associated with that certification. There may be additional certifications not listed here or higher-level versions of the listed certifications that will be accepted for Credit by Proficiency Examination. Determination of the applicability of any industry certification for credit through Credit by Proficiency Examination will be made by an Associate Chair of the Department. The Credit by Proficiency Examination Form may be obtained in the Office of the Registrar and a per-credit-hour fee is charged for each examination. For undergraduates, this process must be completed before a student's final 45 credit hours of enrollment at the university.

Course Mapping by Industry Certification

Industry Certification	Course	Degree of Mapping
ABPMP Certified Business Process Professional (CBPP)	ITMM 572 Process Engineering for Information Technology Managers	Very Loose
Apple App Development with Swift	ITMD 454 Mass-Market Intelligent Device Applications	Loose
Apple App Development with Swift	ITMD 554 Mass-Market Intelligent Device Applications	Loose
Architura Certified SOA Professional	ITMD 466 Service-Oriented Architecture	Loose
Architura Certified SOA Professional	ITMD 566 Service-Oriented Architecture	Loose
Arduino Education Arduino Certification	ITMT 492 Introduction to Smart Technologies	Loose
Arduino Education Arduino Certification	ITMT 593 Embedded Systems	Loose
AWS Certified Cloud Practitioner	ITMO 444 Cloud Computing Technologies	Loose
AWS Certified Cloud Practitioner	ITMO 544 Cloud Computing Technologies	Loose
BPM Institute Business Process Management Certification	ITMM 572 Process Engineering for Information Technology Managers	Very Loose
C++ Institute CPA (C++ Certified Associate Programmer Certification)	ITM 312 Introduction to Systems Software Programming	Loose
C++ Institute CPP (C++ Certified Professional Programmer)	ITMD 412 Advanced Structured and Systems Programming	Loose
C++ Institute CPP (C++ Certified Professional Programmer)	ITMD 512 Structured and Systems Programming	Loose
CIW Advanced HTML5 & CSS3 Specialist + CIW User Interface Designer	ITMD 362 Human-Computer Interaction and Web Design	Loose
CIW Advanced HTML5 & CSS3 Specialist + CIW JavaScript Specialist	ITMD 441 Web Application Foundations	Loose
CIW Advanced HTML5 & CSS3 Specialist + CIW JavaScript Specialist	ITMD 541 Web Application Foundations	Loose
CIW Site Development Associate	ITMD 361 Fundamentals of Web Development	Loose
CIW Site Development Associate + Oracle MySQL 5.7 Database Admin	ITM 402 Introduction to Advanced Studies II	Loose
CIW Web Development Professional	ITMD 444 Back-End Development	Loose
CompTIA A+ - Exam Core 1 220-1101	ITM 301 Introduction to Contemporary Operating Systems and Hardware I	Tight
CompTIA A+ - Exam Core 1 220-1101	ITM 401 Introduction to Advanced Studies I	Tight

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Industry Certification	Course	Degree of Mapping
CompTIA A+ - Exam Core 2 220-1102	ITM 302 Introduction to Contemporary Operating Systems and Hardware II	Tight
CompTIA A+ - Exam Core 2 220-1102	ITM 401 Introduction to Advanced Studies I	Tight
CompTIA CySA+ (Cybersecurity Analyst)	ITMS 446 Active Cyber Defense	Tight
CompTIA CySA+ (Cybersecurity Analyst)	ITMS 546 Active Cyber Defense	Tight
CompTIA Data+ (Data Analytics Plus)	ITMD 522 Data Mining and Machine Learning	Loose
CompTIA IoT Fundamentals	ITMT 492 Introduction to Smart Technologies	Loose
CompTIA IoT Fundamentals	ITMT 593 Embedded Systems	Loose
CompTIA Linux+	ITMO 356 Introduction to Open Source Operating Systems	Tight
CompTIA Linux+	ITMO 556 Introduction to Open Source Operating Systems	Tight
CompTIA Network+	ITMO 340 Introduction to Data Networks and the Internet	Loose
CompTIA Network+	ITMO 540 Introduction to Data Networks and the Internet	Loose
CompTIA Project+	ITMM 471 Project Management for Information Technology and Management	Loose
CompTIA Project+	ITMM 571 Project Management for Information Technology and Management	Loose
CompTIA Security+	ITMS 478 Cyber Security Management (with ITMS 448)	Loose
CompTIA Security+	ITMS 578 Cyber Security Management (with ITMS 548)	Loose
CompTIA Security+	ITMS 448 Cyber Security Technologies (with ITMS 478)	Loose
CompTIA Security+	ITMS 548 Cyber Security Technologies (with ITMS 578)	Loose
Dell EMC Information Storage Associate (EMCISA)	ITMO 557 Storage Technologies	Loose
EC-Council CEH (Certified Ethical Hacker)	ITMS 443 Vulnerability Analysis and Control	Loose
EC-Council CEH (Certified Ethical Hacker)	ITMS 543 Vulnerability Analysis and Control	Loose
EC-Council CHFI (Computer Hacking Forensic Investigator)	ITMS 438 Cyber Forensics	Very Loose
EC-Council CHFI (Computer Hacking Forensic Investigator)	ITMS 538 Cyber Forensics	Very Loose
EITCI EITC/IS/OS Operating Systems Security	ITMS 458 Operating System Security	Loose
EITCI EITC/IS/OS Operating Systems Security	ITMS 558 Operating System Security	Loose
GAQM Certified Software Tester - Foundation Level (CSTFL)	ITMD 536 Software Testing and Maintenance	Loose
Google Associate Android Developer Certification	ITMD 455 Open-Source Intelligent Device Applications	Loose
Google Associate Android Developer Certification	ITMD 555 Open-Source Intelligent Device Applications	Loose
Hitachi Pentaho Data Integration Implementation HCE-5920 Exam	ITMD-526 Data Warehousing	Loose
IEEE Certified Software Development Professional	ITMD 511 Application Development Methodologies	Loose
ISACA Certified in Risk and Information Systems Control (CRISC)	ITMS 484 Governance, Risk, and Compliance	Very Loose
ISACA Certified in Risk and Information Systems Control (CRISC)	ITMS 584 Governance, Risk, and Compliance	Very Loose
ISACA Certified in the Governance of Enterprise IT (CGEIT)	ITMS 484 Governance, Risk, and Compliance	Very Loose
ISACA Certified in the Governance of Enterprise IT (CGEIT)	ITMS 584 Governance, Risk, and Compliance	Very Loose
ISACA Certified Information Systems Auditor (CISA)	ITMM 586 Information Technology Auditing	Loose
ISC^2 Certified Secure Software Lifecycle Professional	ITMS 418 Coding Security	Loose
ISC^2 Certified Secure Software Lifecycle Professional	ITMS 518 Coding Security	Loose
ISC^2 CISSP – Certified Information Systems Security Professional	ITMS 448 Cyber Security Technologies	Loose
ISC^2 CISSP – Certified Information Systems Security Professional	ITMS 548 Cyber Security Technologies	Loose
ISTQB Foundation Level software testing certification (CTFL)	ITMD 536 Software Testing and Maintenance	Loose
ITIL 3 / ITIL 4 Certification	ITMM 574 Information Technology Management Frameworks	Loose
Linux Professional Institute - LPIC-1 Linux Certification	ITMO 356 Introduction to Open Source Operating Systems	Loose
Linux Professional Institute - LPIC-1 Linux Certification	ITMO 556 Introduction to Open Source Operating Systems	Loose
Microsoft Azure Administrator	ITMO 433 Ent Server Admin + ITMO 450 Ent End-User System Admin	Very Loose
Microsoft Azure Administrator	ITMO 533 Ent Server Admin + ITMO 550 Ent End-User System Admin	Very Loose
Microsoft Certified: Azure Data Engineer Associate	ITMD-526 Data Warehousing	Loose
Object Management Group UML 2 Foundation	ITMD 532 UML-Based Software Development	Loose
OCEG GRC Professional (GRCP)	ITMS 484 Governance, Risk, and Compliance	Loose
OCEG GRC Professional (GRCP)	ITMS 584 Governance, Risk, and Compliance	Loose
Oracle Certified Professional, Java EE 7 App Developer Certification	ITMD 415 Advanced Software Development	Loose
Oracle Certified Professional, Java EE 7 App Developer Certification	ITMD 515 Advanced Software Programming	Loose
Oracle Certified Professional, Java SE 8 Programmer	ITMD 411 Intermediate Software Development	Loose
Oracle Certified Professional, Java SE 8 Programmer	ITMD 510 Object-Oriented Application Development	Loose
Oracle Certified Professional, MySQL 5.7 Database Administrator	ITMD 321 Data Modeling and Applications	Very Loose
Oracle Java SE 8 Oracle Certified Associate (OCA)	ITM 311 Introduction to Software Development	Loose
Payment Card Industry Security Standards Council PCI Professional	ITMM 586 Information Technology Auditing	Tight
Project Management Institute Project Management Associate	ITMM 471 Project Management for Information Technology and Management	Loose
Project Management Institute Project Management Associate	ITMM 571 Project Management for Information Technology and Management	Loose
Python Institute PCAP™ – Certified Associate in Python Programming	ITMD 413 Open Source Programming	Loose
Python Institute PCAP™ – Certified Associate in Python Programming	ITMD 513 Open Source Programming	Loose
Python Institute PCEP™ – Certified Entry-Level Python Programmer	ITM 313 Introduction to Open Source Application Development	Loose
Python Institute PCEP™ – Certified Entry-Level Python Programmer	ITM 401 Introduction to Advanced Studies I	Tight
Quality Assurance Institute Certified Associate in Software Testing (CAST)	ITMD 536 Software Testing and Maintenance	Loose
Red Hat Certified System Administrator	ITMO 356 Introduction to Open Source Operating Systems	Very Loose
Red Hat Certified System Administrator	ITMO 556 Introduction to Open Source Operating Systems	Very Loose

As of 9/23/2022

ILLINOIS TECH

Academic Honesty Reporting Form

Illinois Tech expects students to maintain high standards of academic integrity. Allegations of academic dishonesty are first addressed by the instructor. However, all incidents of Academic Honesty must be report it to the Designated Dean of Academic Discipline (DDAD) and through this form.

For more information about the Academic Honesty, please refer to the Student Handbook. For the Academic Honesty policy, click HERE (https://web.iit.edu/student-affairs/handbook/fine-print/code-academic-honesty).

Instructor Information

Please include your information, so we can follow up if necessary.

Your full name: _____

Your position/title: _____

Phone Number: _____

Your email address: _____

A-Number: _____

Urgency of this report (Required): ☐ Normal ☐ Critical

Date of incident (Required): (mm/dd/yyyy) _____

Academic College (Required): College of Computing

Specific location: _____

Student Information

Name:	Select Role:	A Number	Email address
_____	☐ Alleged ☐ Witness	_____	_____
Name:	Select Role:	A Number	Email address
_____	☐ Alleged ☐ Witness	_____	_____
Name:	Select Role:	A Number	Email address
_____	☐ Alleged ☐ Witness	_____	_____
Name:	Select Role:	A Number	Email address
_____	☐ Alleged ☐ Witness	_____	_____
Name:	Select Role:	A Number	Email address
_____	☐ Alleged ☐ Witness	_____	_____

Description of Violation

Please complete the following section to understand the nature of the incident.

Please provide a one-sentence summary of the violation (Required)

Please provide a concise description of the incident/concern but with sufficient detail for the lay academic to understand the issue. This is needed should this report become part of the evidence for a (multidisciplinary) grievance hearing. Consider using specific concise, objective language (Who, what, where, when, why, and how) (Required)

What is the course number where the alleged incident occurred? (Required) _____

Please select the TYPE(S) of Academic Honesty Violations that occurred. For more information, please refer to the *Student Handbook* (Required)

- ☐ The misrepresentation of any work submitted for credit or otherwise as the product of a student's sole independent effort, such as using the ideas of others without attribution and other forms of plagiarism
- ☐ The use of any unauthorized assistance in taking quizzes, tests or examinations
- ☐ The acquisition, without permission, of tests, answers sheets, problem solutions or other academic material when such material has been withheld from distribution by the instructor
- ☐ Deliberate and harmful obstruction of the studies, research or academic work of any member of the Illinois Tech community
- ☐ Making a material misrepresentation in any submission to or through any office of Illinois Tech to a potential employer, agency, professional society, meeting, or organization, which includes, without limitation, any unauthorized access to Illinois Tech's digital or electronic systems for the purposes of altering or seeking to alter or submitting or seeking to submit false, misleading or inaccurate information
- ☐ The intentional assistance of others in the violation of the standards set forth in this Code of Academic Honesty

After you sought out consultation with the Designated Dean of Academic Discipline (DDAD), please identify the results of your findings (Required)

- ☐ Complaint Dismissed/Unfounded
- ☐ Warning
- ☐ Reduction in grade
- ☐ Failure of Assignment
- ☐ Referral to Conduct
- ☐ Dismissal from Course *Requires Written Support of the DDAD*

Are you requesting additional action from the Designated Dean of Academic Discipline (DADD)? (Required)

- ☐ Yes
- ☐ No

Anything else you would like to share regarding this incident? (Required)

Supporting Documentation

Please attach any document to understanding the violation. This could include: pictures of documents, reports from plagiarism checks, and a potentially a link to a recording of a class lecture.

Software Licensing Formats

MIT License Format

- Software licensed under the MIT License should bear the following statement as a comment within the code itself:

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Copyright (c) <year> <copyright holders>

Permission is hereby granted, free of charge, to any person obtaining a copy of this
software and associated documentation files (the "Software"), to deal in the
Software without restriction, including without limitation the rights to use, copy,
modify, merge, publish, distribute, sublicense, and/or sell copies of the Software,
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HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER LIABILITY, WHETHER IN AN ACTION OF
CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF OR IN CONNECTION WITH THE SOFTWARE
OR THE USE OR OTHER DEALINGS IN THE SOFTWARE.
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Licensing to Faculty

- 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 assignment of rights to share and redistribute software submitted by 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. If students elect to assign rights as discussed above, we suggest that you request that they do so with the following license placed as a comment in within the code itself:

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Permission is hereby granted, free of charge, specifically to and only to the
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associated documentation files (the "Software"), to do the following:

1) Present or publish the Software in a subsequent class or as a part of an academic
   conference or paper as an example of student work completed in their class;

2) Distribute the software only to students in subsequent classes for use
   specifically limited to academic use in ongoing projects; students receiving
   Software distributed for this purpose may use, copy and modify the Software only
   for use as a portion of a class project and may not use the Software for any
   other purpose.

Such use or distribution shall be subject to the following conditions:

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INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A
PARTICULAR PURPOSE AND NONINFRINGEMENT. IN NO EVENT SHALL THE AUTHORS OR COPYRIGHT
HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER LIABILITY, WHETHER IN AN ACTION OF
CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF OR IN CONNECTION WITH THE SOFTWARE
OR THE USE OR OTHER DEALINGS IN THE SOFTWARE.
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1.25.23

Standards for Appointment, Promotion, Tenure, and Renewal for Faculty in Information Technology and Management

The Department of Information Technology and Management is committed to hiring, nurturing, and promoting/tenuring individuals with superb scholarly attainment, who excel at teaching, who contribute to departmental administrative tasks, and who show exceptional promise of continued professional growth.

This document presents the standards and procedures that are used for the hiring, promotion, and renewal of faculty members in the Department of Information Technology and Management, including both tenure/tenure-track and non-tenure track faculty. It is meant to supplement relevant sections and appendices of the Illinois Tech Faculty Handbook (https://web.iit.edu/general-counsel/faculty-handbook). The last section of this document addresses the procedures and policies pertaining to the renewal of non-tenure-track faculty members and acts as a supplement to Appendix Q of the Faculty Handbook. In cases of apparent conflict, the Faculty Handbook supersedes this document.

While an advanced degree in information technology or cybersecurity is desirable for faculty appointment, given the newness of the fields it is recognized that many will hold a degree in a related field which may include computer science, engineering, technical or systems management, technical communication, design, or business administration.

Standards for Appointment as Tenured/Tenure-Track Faculty

Professor of Information Technology and Management

Individuals appointed as Professor of Information Technology and Management must hold a degree of Doctor of Philosophy or equivalent. They must have demonstrated sustained excellence and innovation through significant refereed publications and other evidence including technology development and patents, and significant external support for their research. The candidate must have a consistent history of training graduate students, must have solid teaching skills, must assume a leadership role in the department, and must have achieved international renown in their field.

Associate Professor of Information Technology and Management

Individuals appointed as Associate Professor of Information Technology and Management must hold a degree of Doctor of Philosophy or equivalent. They must have demonstrated excellence in research and innovation through evidence supported by significant refereed publications and other evidence including technology development, patents and significant external support for their research. The candidate must have a history of training graduate students, must have solid teaching skills, must be beginning to assume a leadership role in the department, and must have achieved national renown with the promise of international renown in their field.

Assistant Professor of Information Technology and Management

Individuals appointed as Assistant Professor of Information Technology and Management must hold a degree of Doctor of Philosophy or equivalent. They must have some publications, plans for an externally funded research program, the promise of renown in their field, and basic teaching skills. After an initial contract of three years, an assistant professor is expected to have significant refereed publications, external research support, the beginnings of renown in his or her field, polished teaching skills, and to have made some administrative contributions to the department.

Standards for Appointment as Teaching Faculty

Teaching Professor of Information Technology and Management

Teaching Professors must hold a master's or an earned research doctorate; some publications and/or a Ph.D. is recommended. Continuing research and innovation is desirable with particular emphasis on educational innovation and student research and project activity. They must show a dedication to teaching, and assessments of their teaching must show evidence of quality teaching; they should also take a leadership role in otherwise contributing to student success (through advising and other relevant activities). Teaching experience of 14 years is desirable. They must show evidence of national or international influence and/or reputation in teaching and pedagogy or in the profession. This may be reflected in leadership positions or awards from national societies, national/international publications or patents, wider adoption of educational materials or methods, recognition for research/innovation by industry or academic organizations, entrepreneurial achievements, and the like. Leadership in service to educational programs in the department and university is expected. Teaching Professors are expected to participate in departmental service at a level similar to tenured professors.

Associate Teaching Professor of Information Technology and Management

Associate Teaching Professors must hold a master's or an earned research doctorate; some publications and/or a Ph.D. is recommended. Continuing research and innovation are desirable, especially educational innovation and supporting student research and projects. Assessments of their teaching must show evidence of quality teaching and they should also take a significant role in otherwise contributing to student success (through advising and other relevant activities). Teaching experience of seven years is desirable. Associate Teaching Professors are expected to participate in departmental service at a level similar to tenured/tenure-track associate professors.

Assistant Teaching Professor of Information Technology and Management

Assistant Teaching Professors must hold a master's or an earned research doctorate; some publications and/or a Ph.D. is recommended. Scholarly publications or innovation activities are desirable. They must show a dedication to teaching and evidence of excellent teaching potential or experience. Assessments of previous teaching, if available, must be consistently good. Assistant Teaching Professors are expected to participate in departmental service at a level similar to tenure-track assistant professors.

Teaching Professor of Information Technology and Management with the title of **Industry Professor of Information Technology and Management**

Teaching Professors appointed to the title of Industry Professor of Information Technology and Management should have a minimum of twelve (12) years of industry experience in information technology with significant management experience and/or other positions, publications or certifications reflecting wide industry recognition of expertise.

Associate Teaching Professor of Information Technology and Management with the title of **Industry Associate Professor of Information Technology and Management**

Associate Teaching Professors appointed to the title of Associate Industry Associate Professor of Information Technology and Management should have a minimum of six (6) years of industry experience in information technology with positions, publications or certifications reflecting industry recognition of expertise.

Professor of Practice in Information Technology and Management

Individuals appointed as Professor of Practice in Information Technology and Management must hold a master's or an earned research doctorate. They are outstanding practitioners in their fields who will continue to practice in their fields following appointment to the rank. They should have some teaching experience and they are expected to have outside professional business activities.

Standards for Appointment as Adjunct Faculty

Adjunct Assistant Professor of Information Technology and Management (Other Academic Appointments)
Individuals appointed as Adjunct Assistant Professor of Information Technology and Management must hold a degree of Doctor of Philosophy or equivalent. Demonstrated instructional experience is required. They are appointed on a semester-by-semester basis.

Adjunct Industry Professor of Information Technology and Management (Other Academic Appointments)
Individuals appointed as Adjunct Industry Professor of Information Technology and Management must meet the standards prescribed for an Industry Professor of Information Technology and Management above and are appointed on a semester-by-semester basis.

Adjunct Industry Associate Professor of Information Technology and Management (Other Academic Appointments)
Individuals appointed as Adjunct Industry Associate Professor of Information Technology and Management must meet the standards prescribed for an Industry Associate Professor of Information Technology and Management above and are appointed on a semester-by-semester basis.

Adjunct Instructor of Information Technology and Management (Other Academic Appointments)
Individuals appointed as Adjunct Instructor of Information Technology and Management must hold a master's or an earned research doctorate, must have demonstrated teaching experience, and are appointed on a semester-by-semester basis.

Process for Appointment as Tenured/Tenure-track Faculty

Search and appointment of tenured and tenure-track faculty shall be conducted as per Supplement V.h. to the Illinois Tech *Faculty Handbook*, "Faculty Search Procedures" at https://web.iit.edu/sites/web/files/departments/faculty_search_procedures_Jan%2015%202019_.pdf. Job postings shall be created in compliance with these requirements.

A Faculty Search Committee shall be appointed by the Department Chair no later than September for consideration of full-time faculty appointments for the following academic year. The Committee shall consist of at least two tenured faculty members from the department, one of whom shall be appointed as Committee Chair, and one tenured faculty member from another department; one or more additional full-time faculty members from the department; one program alumni; and two or more student members from the department representing both undergraduate and graduate students.

Applicants will be required to submit a package to the department, which will include a current Curriculum Vitae including full publication and conference presentation history, statement of teaching and research interests, a cover letter, and three letters of recommendation that address the candidate's teaching and research qualifications or potential. Applicants should also have an accurate, current, and complete profile on linkedin.com.

The successful candidate will teach undergraduate and graduate-level courses across the disciplines of information technology, cybersecurity, and technology management. In addition they will participate in assessment, advising, and course/curriculum development. Research and writing are keys for success in these faculty positions. Applicants should have the potential to collaboratively contribute to interdisciplinary curricular and scholarly efforts within the department as well as across the entire university, and to supervise master's level research students.

Applicants must have demonstrated success in research with a proven publication record in ACM/IEEE or similarly positioned journals and proceedings. A record of attracting external research funding appropriate to their rank is highly desirable. Applicants must have an earned research doctorate in a computing or related discipline, teaching experience with a strong commitment to excellence in teaching, and three to five years of real-world information technology industry experience.

All applicants presenting a complete application will be considered by the Search Committee and will complete an initial interview via telephone, videoconferencing, or in person with a Committee member appointed by the Committee Chair. Upon recommendation of the Committee member completing the interview, applicants will become candidates for appointment. If the applicant is not recommended for candidacy, they will receive a letter from the Committee expressing gratitude for his or her interest and stating that the application will not move further in the process.

Candidates for appointment will be invited to the Mies Campus for a series of interviews which will normally take place over two days. As well as panel interviews with the Committee, department faculty, and students, and personal interviews with the Department Chair and the Dean, each candidate will present a classroom lecture in their discipline for the Committee with will also be open to all faculty and students. In their interview with the Committee, the candidate will discuss their educational philosophy and research interests.

Upon completion of all interviews, the Faculty Search Committee shall vote using secret ballots with a vote of "**Recommended**" or "**Not Recommended**" for each candidate, and will include a relative ranking of all recommended candidates. If a candidate is not recommended for appointment, they will receive a letter from the Committee expressing gratitude for his or her candidacy for appointment, which may include recommendations from the Committee to the candidate to assist them in future applications. Based on the Committee vote and candidate rankings, the Chair of the Committee will make recommendations for appointment to the Department Chair. The Department Chair will advance the recommendations he or she concurs with to the Dean of the College of Computing, who will submit appointment recommendations to the Provost.

Process for Appointment as Teaching Faculty

Appointment as Teaching Faculty will be as per policies and procedures in Appendix Q of the Illinois Tech *Faculty Handbook* at https://web.iit.edu/sites/web/files/departments/general-counsel/faculty_handbook/appendix_q.pdf. Search and appointment of full-time non-tenure-track faculty (except Instructors) shall be conducted as described in "**Process for Appointment as Tenured/Tenure-Track Faculty in Information Technology and Management**" above with differences as described here: the primary focus of applicants for these positions will normally be teaching, service, and industry experience with a little or no emphasis on research, and an earned doctorate is desired but is not required. The Faculty Search Committee for teaching positions does not need to include a member external to the department. In all other aspects the process for hiring of external applicants for full-time non-tenure-track faculty positions shall be as described above.

Relevant publications for teaching faculty include textbooks, instructional materials, refereed research publications in the content area of the faculty's teaching specialty, refereed publications on pedagogy and the scholarship of teaching and learning, or articles on pedagogy and instructional method in reputed trade publications.

Applicants for full-time teaching faculty positions who have completed five or more years of teaching as an adjunct faculty member in Information Technology and Management may submit their application directly to the department faculty rather than through a Faculty Search Committee. Upon recommendation for appointment by a majority of the department faculty, these candidates may have their application considered directly by the Department Chair.

Appointments to these positions are made by the Dean of the College of Computing upon recommendation of the Department Chair and are approved by the Provost.

Process for Appointment and Renewal as Professor of Practice

Appointment as a Professor of Practice in Information Technology and Management is at the discretion of the Department Chair. Professors of Practice will continue to practice in their fields following appointment to the rank. Determination of their course load and compensation will be determined by the Department Chair in consultation with the Dean of the College of Computing, and will be specified in a contract between the faculty member and the university which will set out expectations as to what portion of their activities will be devoted to Illinois Tech. Renewal of the contract is subject to only the needs of the department and the mutual agreement of the individual and the university, and is at the discretion of the Department Chair.

Process for Appointment and Renewal as Adjunct Faculty

Appointments of adjunct faculty members in Information Technology and Management will be as per as per policies and procedures in Supplement V.a. to the Illinois Tech *Faculty Handbook*, "Appointment of Part-time and Adjunct Faculty" at https://web.iit.edu/sites/web/files/departments/general-counsel/faculty_handbook/appointment_of_part_time_and_adjunct_faculty.pdf.

Adjunct faculty appointments are part-time academic appointments for individuals who will conduct research and/or teach courses and who may have long-term teaching and service commitments to the department, but adjunct appointments are not permanent. Adjunct faculty may submit sponsored research and program proposals as principal investigators. An adjunct faculty member may serve as co-adviser for Master of Science or Ph.D. students with a tenured or tenure-track faculty member, but not as a sole adviser.

Candidates for adjunct faculty appointments may be proposed by any full-time faculty member in the department. An Associate Chair will review the candidate's résumé and other credentials and conduct a preliminary interview via telephone, videoconferencing, or in person. If the candidate is then recommended, a second in-person interview will be conducted by a committee normally consisting of the Department Chair and an Associate Chair. Based on the positive recommendation of this committee an offer of appointment, contingent on approval by the Dean of the College of Computing, will be made to the candidate.

Adjunct faculty appointments will be initiated by the Department Chair. The appointment will be made by the Dean of the College of Computing and approved by the Provost. Copies of adjunct faculty appointment letters will be sent to the Office of Graduate Academic Affairs and the Office of Sponsored Research and Programs.

Adjunct appointments are not permanent. The Department Chair may consider student evaluations and course assessments conducted as part of continuous improvement for ABET/HLC accreditation as components of the renewal process, as well recommendations of full-time faculty and staff. Renewal is at the discretion of the Department Chair.

Standards for Promotion and Tenure for Tenured/Tenure-Track Faculty

The Department of Information Technology and Management follows the procedures for promotion and tenure set forth in Appendix C of the Illinois Tech *Faculty Handbook* at https://web.iit.edu/general-counsel/faculty-handbook.

The evaluation of tenure-track faculty is based on accomplishments in research/scholarly activity, performance in instructional activity, and service to the department, the university and the profession. Evaluation of teaching faculty is based on performance in instructional activity and service to the department, the university, and the profession.

The criteria that follow apply to all promotions and appointments to tenure. However, candidates must exhibit appropriately greater strengths at each progressively higher level, as implied by the appointment standards described in Section 1. In particular, for a positive tenure decision and promotion to Associate Professor the candidate should have established a research program that is attracting national attention. For promotion or initial appointment to Professor, the candidate is expected to have attained a national and

international reputation for scholarship. In view of the department's mission, the standards for promotion, tenure and the rank of professor described below follow the general categories of academic merit outlined in the *Faculty Handbook*:

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

1. **Research/Scholarly Activities** should include important scholarly publications. The extent, quality, and impact of the scholarship are important. Primary expectations are contributions to information technology and/or cybersecurity, but interdisciplinary work is also encouraged, provided the contributions meet the highest standards in these other fields. Evaluation will be based on:
    a. Research articles published or accepted for publication in refereed journals,
    b. Research articles appearing in well-refereed conference proceedings,
    c. Scholarly books or monographs,
    d. Innovation activity reflected in technology transfer and products. (e.g., widely used open-source software) and licensed patents,
    e. Manuscripts that have been submitted for publication,
    f. Invited lectures at scientific meetings,
    g. Contributed papers at scientific meetings,
    h. Awards related to research, innovation and scholarship, and
    i. Support for research from external sources based on competitive peer review.
2. **Teaching** and instructional accomplishments include classroom instruction as well as other activities pertaining to educational initiatives and programs at Illinois Tech and nationally. Such activities include (but are not limited to):
    a. Teaching,
    b. Student evaluations and peer reviews of classroom teaching,
    c. Evidence of student learning through assessment and other methods,
    d. Supervision of student thesis and project research,
    e. Effective participation in student advising,
    f. Course and program development and initiation,
    g. Development and participation in inter-professional projects (IPROs),
    h. Authorship of course materials including lecture, textbooks, and distance learning materials,
    i. Authorship of educational articles,
    j. Directing educational programs,
    k. Research or innovation in teaching methods,
    l. Establishing and maintaining relationships with other entities related to education, and
    m. Receiving support for educational activities from external sources.

3. **Service** to the university and the discipline is demonstrated by such activities as:
    a. Significant participation in program, college, and university committees,
    b. Election or appointment to institutional or department administrative positions such as department chair, associate chair, graduate program director, or other academic administration roles,
    c. Development of interdisciplinary programs and centers,
    d. Involvement with student organizations and other student activities, advising of student branches of professional societies, student clubs, fraternities and sororities,
    e. Activities related to IIT development,
    f. Service to the profession and the discipline outside the university which may include:
        1) Holding professional society offices and conference service,
        2) Editorship of professional journals,
        3) Serving as an accreditation/CAE designation official, mentor, or accreditation body officer,
        4) Speaking at or serving on oversight committees for industry conferences,
        5) Reviewing/refereeing for professional journals, grant proposals, and model curricula, and
        6) Organizing professional meetings, workshops, or special sessions at meetings.

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

Mid-Term Review

Late in the spring semester of the third year of the initial four year appointment, the candidate will undergo a formal review by the Academic Unit Committee on Promotion and Tenure (AUCOPT). The review will be based on a portfolio prepared by the faculty member consisting of a curriculum vitae, a summary of accomplishments and future plans for each of the three categories (teaching, research, service), evidence of teaching effectiveness, and other information as appropriate. Peer review of teaching will be conducted and considered as part of this review.

The portfolio will be reviewed by the AUCOPT which will submit a written report with recommendation for renewal/non-renewal, with justification, to the department chair. This recommendation should address the progress that the candidate is making toward tenure and suggest, if appropriate, improvements that should be made. The recommendation of the AUCOPT will be communicated in writing to the faculty member.

Procedures for Promotion and Appointment to Tenure

The following guidelines supplement the university procedures and calendar for promotion to tenure appearing in Section 2 of Appendix C in the *Faculty Handbook* at https://web.iit.edu/general-counsel/faculty-handbook.

As soon as the candidate has been notified that a review will be taking place (typically in late March), he or she should meet with the department chair to discuss the contents of the portfolio to be assembled for the AUCOPT. Key components of the portfolio, typically delivered to the AUCOPT chair by late April, will consist of a tenure/promotion letter, a curriculum vitae, a summary of accomplishments and future plans for each of the three categories (teaching, research, service), evidence of teaching effectiveness (including student evaluations and peer reviews of classroom teaching), and other information as summarized above.

The candidate must also provide by late April a list of names and addresses of at least 6 professional references outside IIT. The AUCOPT will select at least 3 of those 5 references, together with at least 3 others chosen by the AUCOPT, to be asked for letters of recommendation (there may overlap between the candidate's list and the AUCOPT's list, but a total of at least 6 references will be solicited). The 6 references must not include the PhD or Post-doc advisor or any coauthor in the last 5 years. A PhD advisor or Postdoc advisor may serve as additional reference.

Outside references who agree to write letters of recommendation will be sent (typically in early April) departmental criteria, the candidate's curriculum vitae, research summary, and copies of selected publications; the letter used to solicit the letters of recommendation must be strictly neutral in tone. The identities of the references chosen and their letters of recommendation will remain confidential: only the committees and administrative officers directly responsible for the decision of concern here will have access to the letters and the identities of the letter writers.

When the external letters of evaluation arrive the AUCOPT will evaluate the portfolio and conduct a vote. Voting will be by secret ballot and must be in person at the meeting by those who have reviewed the materials and been involved in the discussions. External letters or other material that arrive after the AUCOPT vote will not be considered nor placed in the portfolio. The results of the vote will be conveyed to the candidate as soon as possible by the department chair. The chair of the AUCOPT, with the help of the AUCOPT, will prepare a report with a record of the vote, and a written justification of its recommendation. This report will be forwarded by the chair of the AUCOPT to the CAMCOPT. If a "presenter" for the promotion case is requested by the CAMPCOPT, the chair of the AUCOPT will serve in that capacity—candidates will not be allowed their choice of presenter.

Standards for Renewal and Promotion for Teaching Faculty

Review and renewal of teaching faculty be as per policies and procedures in Appendix Q of the Illinois Tech *Faculty Handbook* at https://web.iit.edu/sites/web/files/departments/general-counsel/faculty_handbook/appendix_q.pdf. Reviews of teaching faculty for renewal and promotion are done by the Academic Unit Committee on Appointments and Retention (AUCAR). The AUCAR for a particular case comprises the tenure-track and teaching faculty of the same or higher rank as that being sought, and is chaired by the chair of the Academic Unit Committee on Promotion and Tenure (AUCOPT).

Promotion reviews for teaching faculty starts with the preparation of a portfolio, typically delivered to the AUCAR chair before the start of the academic year. As soon as the candidate decides to apply for promotion, they should prepare a portfolio in discussion with the departmental chair or the chair of AUCAR. This portfolio should consist of:

- A cover letter formally requesting the promotion,
- A CV,
- A summary of accomplishments and future plans for the relevant categories of accomplishment (teaching and service), and
- Evidence of teaching effectiveness, including teaching evaluations, instructional materials, and links to at least two lecture videos, as well as any other material the faculty member considers relevant.

A summary of accomplishments in research, scholarship, and innovation, if any, is allowed, but not required. Candidates for promotion to full Teaching Professor must also include evidence of national or international leadership in teaching and/or the profession.

Candidates for promotion to a Teaching Professor position may also provide, with the portfolio, a list of names and addresses of professional references outside IIT. The AUCAR may consider these in its deliberations. Outside references who agree to write letters of recommendation will be sent departmental criteria, the candidate's CV, teaching (and research, if given) summary, and copies of selected publications

and/or pedagogical materials if relevant. The identities of the references chosen and their letters of recommendation will remain confidential: only the committees and administrative officers directly responsible for the decision of concern here will have access to the letters and the identities of the letter writers.

When the portfolio is submitted, the AUCAR will select at least two of its number to review the evidence of teaching effectiveness and assess them. In addition, the review committee can choose to obtain additional material, from the candidate or any other reliable sources, to include in its teaching assessment. When this assessment is complete and, if requested, when external letters of evaluation arrive, members of the AUCAR will discuss and evaluate the complete portfolio against the criteria above as well as the faculty member's specific job responsibilities and performance targets (if specified), and conduct a vote. Voting will be by secret ballot and must be in person at the meeting by those who have reviewed the materials and been involved in the discussions. External letters or other material that arrive after the AUCAR vote will not be considered nor placed in the portfolio. The recommendation of the AUCAR will be determined by the majority of those voting.

Renewal reviews will take place prior to the notice period for non-renewal, as specified in the Faculty Handbook, IV. B. 2. Such review will generally follow the process above for teaching faculty promotion, except that references and recommendation letters will not be solicited or considered. The AUCAR will base their recommendation on their evaluation of the candidate's performance relative to the standards of their current faculty rank, as defined above as well any specific job responsibilities and performance targets, if specified. The recommendation of the AUCAR will be determined by the majority of those voting.

For both renewal and promotion reviews, and regardless of the recommendation, the AUCAR will provide a written report to the faculty member explaining its evaluation of the case, with reference to the required performance standards. This report will be provided to the faculty member when they are notified of the final decision in their case.

The chair of the AUCAR, with the help of the AUCAR, will prepare a report for the Department Chair, giving a record of the vote and a justification of its recommendation, referring to relevant job responsibilities and targets. The Chair will then, per the prescription in the *Faculty Handbook,* prepare their own recommendation regarding the renewal or promotion and communicate it to the Dean and Provost together with the report of the AUCAR for a final decision on the renewal or promotion.

Calvin Nobles