Information Technology & Management Mission
Educate and inform students to prepare them to assume technical and managerial leadership in the information technology field.

About the Department of Information Technology & Management
Courses from our department are available at Illinois Tech’s Chicago Mies Campus live or via videoconferencing, at remote locations via IITV and the Internet, and on rare occasions at our Rice Campus in Wheaton. Courses are offered on a semester basis with the fall semester beginning in late August and the Spring semester beginning in mid-January. Because of the strong hands-on emphasis of these programs, many courses will include a laboratory or laboratory exercises. Lecture courses normally will meet two days a week for 75 minutes each session, or once a week for 150 minutes. Lab courses normally will meet two days a week for 100 minutes each session, or once a week for 200 minutes. As this is a program originally structured for working professionals, many course offerings are in the evening or on Saturday morning. To meet the needs of our full-time students, we offer daytime classes as well, 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. As of Spring 2017, evening courses with laboratories will normally run from 5:00pm to 8:30pm or 6:25pm to 10:00pm one day each week.

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

- **Applications:** A core goal of the Information Technology & Management degree is to teach you practical, hands-on, applied knowledge that can lead to immediate employment in the IT field. To this end, ITM courses will teach you the latest applications and tools used in the field, maximizing your opportunities to make hands-on use of these application and tools. In many instances courses will be tracked to existing industry certification requirements, giving immediate employment credibility to course content. Course tracking will be to vendor-neutral certifications to the greatest extent possible but this does not preclude the teaching of vendor-specific material when appropriate.

- **Theory:** While the stress of courses in the Information Technology & Management degree is principally practical, given the scope and rapidity of change within the IT industry a solid grounding in theory is necessary to equip you to cope with the emergence of new technologies and to advance in your career in the field. A good grounding in theory is necessary to meet the goals of a university education, equipping you with critical thinking skills and the ability to see beyond "plug-and-chug" solutions all too commonly found in information technology training courses. This allows you to reason out solutions to problems rather than relying on canned solutions and blind adherence to procedure.

Program Objectives

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

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

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

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

Graduate Bulletin
Specific requirements for completion of your degree are in the applicable university bulletin. In most cases the bulletin in force in the year you entered the program governs your curriculum. As of Fall 2016, the bulletins are published annually online only at http://bulletin.iit.edu/. The ITM Graduate Bulletin is at http://bulletin.iit.edu/graduate/colleges/applied-technology/department-information-technology-management/.

Graduate Course Differentiation
When a course is offered with both undergraduate and graduate students enrolled, assignments will be differentiated within the course to reflect the higher level of achievement expected of graduate students.
♦ Course Numbering: Some courses are offered with both undergraduate and graduate sections sharing the same classroom instruction and instructor; this is reflected by the fact that the course will have both a 4XX and a corresponding 5XX section numbers. As an example, ITMO 440 has a corresponding ITMO 540 course offering. Graduate students may not enroll in a 4XX course which has a corresponding 5XX course.
♦ Effort Expected of Graduate Students: Graduate students are expected to demonstrate a substantively higher level of accomplishment than is expected of undergraduates. For valid academic reasons we have courses in our curricula which place both undergraduate and graduate students in the same classroom with the same lectures and other instructional material delivered to them. In order to ensure graduate-level work is performed by graduate students in this situation, assignments reflecting a much greater level of effort on the part of graduate students will be assigned. If the course otherwise has no paper or project assigned (for example, in a system administration course), graduate students may be required to complete a research paper or project. If a programming project is assigned, the level of complexity and effort required for projects completed by graduate students will be demonstratively greater than that assigned to undergraduates. If a paper or project is assigned, the scope and deliverables of the assignment for graduate students will reflect a greater expectation of complexity and effort required than that expected of undergraduates; for example, an undergraduate term paper may be six to ten double-spaced pages while a graduate paper may be expected to be twenty pages. Another possible avenue of differentiation might be a take-home essay section of the final exam for grad students only.

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

Communications
The Department of Information Technology and Management has several paths to communicate with students.
♦ Illinois Tech Email: Your official hawk.iit.edu email address is the primary method of communication between the ITM Department and you. It is important that you check your email often, and any requests from you to advisers or faculty members should come from your university email address. If we receive email from you from another address, you can expect that any response will go to your iit.edu email address, or that faculty members may not respond.
♦ ITM Weekly Newsletter: Any announcements, news and calendar events from the ITM Department will be published in our weekly newsletter which will be sent to your iit.edu email every Friday during the fall and spring semesters, and occasionally during the summer term.
♦ ITM Loopback Blog: Important announcements, news and calendar events from the ITM Department as well as IT industry news will appear on the ITM blog, http://blogs.iit.edu/itm_loopback/. Student bloggers are welcome as well; if you would like to blog on Loopback, please contact Ray Trygstad, trygstad@iit.edu or 630.447.9009.
♦ The ITM Facebook Group: http://www.itm.iit.edu/facebook/.

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

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

Plagiarism: The code of conduct governing writing by students at IIT requires original writing, prohibits plagiarism and provides severe sanctions for plagiarism. Original writing consists of thinking through ideas and expressing them in your own way. Plagiarism is submitting written material that contains words that are directly quoted without placing the quotation in quotation marks or as a paragraph that is set off from your text and is not accompanied by a citation of the source. It can also be a statement of a fact that is not regarded as “common knowledge” without citation of the source. Every single sentence or clause that you directly quote and every fact that is not common knowledge that you cite MUST have a properly formatted citation in the text AND a related entry in your bibliography. The presence of one sentence or substantial phrase in your submitted work that is a direct quote and does not have the source properly cited and included in your bibliography is automatically plagiarism. Submitting the words of others as your own work is cheating and will not be tolerated in our program.

Writing Assistance: Often students will find material online and cut and paste this material directly into work they submit with no citation. The main reason we find that students do this is a lack of confidence in their ability to express their thoughts well in written material. We would far prefer to see a student’s own ideas—no matter how poorly expressed—than seeing someone else’s ideas written well! If you are at IIT’s Mies Campus, there is a Writing Center, (http://www.iit.edu/csl/hum/resources/writing_center.shtml), and the staff there will go over your paper with you line by line to help you with your grammar and use of language. They are there to help you learn to write better by explaining each correction to you as they are made. In addition, research librarians in Galvin Library are there to assist you in ensuring that your citations and bibliography are correctly formatted; it is their job to assist you and you should not hesitate to ask them.

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

Plagiarizing by Paraphrase: When a writer uses a source, substitutes words and sentences, or even changes the order but keeps the meaning of the original, a citation is required. In the example given below, the original is on the left. The paraphrase on the right constitutes plagiarism. The writer could avoid plagiarism here by acknowledging the source and providing a proper citation.

Original: It is not generally recognized that at the same time when women are making their way into every corner of our work-world, only one percent of the professional engineers in the nation are female. A generation ago, this statistic would have raised no eyebrows, but today, it is hard to believe.

Paraphrase: Few people realize now that women are finding jobs in all fields, that a tiny percentage of the country’s engineers are female. Years ago this would have surprised no one, but now it seems incredible.

Mosaic Plagiarism: Here the writer lifts phrases and terms from the source and embeds them in his own prose. An example follows in which the lifted phrases are underlined:

The pressure is on to get more women into engineering. The engineering schools and major corporations have opened wide their gates and are recruiting women zealously. Practically all women engineering graduates can find attractive jobs. Nevertheless, at the moment, only one percent of the professional engineers in the country are female.

Mosaic plagiarism is sometimes caused by careless note taking. However, it looks dishonest and is judged as such. The use of quotation marks around the original wording and citation avoid the problem of plagiarism. Often a better approach is to use paraphrase or to quote directly—with appropriate citations.

Quoting and Referencing Material: Ultimately we expect that any course work that you submit will contain your own words and not the words of others. You must be scrupulous about separating and referencing the words of others. Faculty members will consider unseparated or unreferenced text that others have written to be plagiarism.

Citations: Plagiarism can be avoided by providing citations for the sources of any material, including ideas, phrases, or sentences that you have used in your paper. A number of different systems are available for providing citations. The key to all of them is that the writer must clearly identify for the reader the sources of all material (including ideas) that have come from somewhere else. If you wish to use the words of others, in most cases you may if you do two things:

- Separate the words of others from those of your own. For one or two lines, place the words in quotation marks or for longer passages quote or indent the words using different font styles.
- Properly reference the words. See the reference information provided in the Paper Format document for your course, or in the “Writing Research Papers” section of this handbook on page 14 below.

String Quotation Problem: Sometimes a student will write a paper consisting of a string of quotations. It is usually much better for a student to provide his or her own analysis and write the paper in his or her own words. Many professors will reject a paper consisting primarily of material quoted from other sources because they do not view such a paper as the student’s own work. Due to this, many instructors may limit the amount
of material that you may quote directly in an assignment. If no guidance is present, as a general rule properly attributed quoted material should not exceed 33% of the content of your paper.

◆ **Collaboration/Copying:** Some students in our program have found themselves pressured by classmates to give them answers to problems and assignments for courses they have already completed. This is also clearly cheating—it is dishonest and is unacceptable; students who give out this information are equally guilty of academic dishonesty as are those who ask for this information. If you are asked to do this the only acceptable answer is to just say NO. It benefits neither you nor the students who are copying your answers.

◆ **Acknowledgment:** In addition to the above brief discussion, each student must read and ensure you understand both the Code of Academic Honesty in the The Illinois Institute of Technology Student Handbook at [http://www.iit.edu/student_affairs/handbook/information_end_regulations/code_of_academic_honesty.shtml](http://www.iit.edu/student_affairs/handbook/information_end_regulations/code_of_academic_honesty.shtml) and the Information Technology and Management Policy on Academic Honesty Violations below. You must understand that if you commit academic dishonesty—if you cheat—there will be consequences. You will be punished. At a minimum you will be assigned a grade of zero for the assignment; if it is a second offense you will be given a failing grade for the class and lose our approval for participation in Curricular Practical Training (CPT) and/or Co-op/Internship programs. On a third offense, we will recommend you be expelled from the university.

**INFORMATION TECHNOLOGY AND MANAGEMENT POLICY ON ACADEMIC HONESTY VIOLATIONS**

Sanctions for Information Technology and Management students

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

1. **Identical or Substantively Identical Work:** If duplicate work is encountered when grading an item, assign a grade of zero for the assignment, quiz or exam on which the violation has occurred until the situation has been discussed with the students involved.
   a. Discuss the situation with all students involved.
   b. If one student admits to having copied the work, or if there is clear evidence who is guilty, assign the guilty student a grade of zero and grant full credit to student who did the work.
   c. If no one admits to the offense or a reasonable determination of guilt cannot be made, assign each student involved a grade of zero.

2. **Plagiarism:** If a submitted item contains unattributed material that is not a student’s own work, assign a grade of zero for the assignment, quiz or exam on which the violation has occurred.

3. In either case, submit an Academic Honesty Violation Report to the ITM Program Manager, Amber Chatellier, PH 223, [ochatell@iit.edu](mailto:ochatell@iit.edu), 312.567.5277.

4. If notified by the ITM Associate Chair that the violation is a second offense, expel the student from the course and assign a punitive failing grade.

When the ITM Program Manager is notified of a student violation of the academic honesty standards of the university, the Program Manager will take the following steps:

1. Determine if the violation is a first, second or third offense by consulting the student’s ITM Department file and notify the ITM Associate Chair for undergraduate students.

2. If the violation is a first offense, the ITM Associate Chair will notify the Dean of the School of Applied Technology and the Provost for Academic Affairs, and place a notation of the violation in the student’s ITM Department file.

3. If the violation is a second offense, the ITM Associate Chair will notify the Dean of the School of Applied Technology and the Provost for Academic Affairs; notify the faculty member who should expel the student from the course and assign a punitive failing grade; notify the Career Management Center and the International Office that the Department of Information Technology and Management’s approval for the student’s participation in Curricular Practical Training (CPT) and/or Co-op/Internship programs has been withdrawn for the current and next semesters; and place a notation of the violation in the student’s ITM Department file.

4. If the violation is a third offense, the ITM Associate Chair will perform the same steps as for a second offense and notify the Dean of the School of Applied Technology that this is a third offense. The Dean of the School of Applied Technology will then recommend to the Vice Provost for Academic Affairs that the student be expelled from the university.

**Program and Course Prerequisites**

Prerequisites for courses and degree programs may be fulfilled 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 312, ITMD 361, and ITMD 421 may be completed at many community colleges prior to enrollment in the degree program. Check with an adviser to ensure that the course you have selected meets the equivalent ITM requirement.

◆ **Prerequisites for the Master of Cyber Forensics and Security:** This degree requires extensive prerequisites which may add an additional semester of study to the curriculum for students who have not fulfilled these requirements prior to enrolling. See the [Graduate Bulletin](http://www.iit.edu) for full details.

◆ **Waiver of Prerequisites Based on Previous Coursework, Certification or Experience:** Program or course prerequisites may be waived based on previous coursework, industry certifications or significant experience. Waivers can be granted for courses by advisers, course instructors of the course the prerequisite is required.
for, or the ITM Associate Chair, Ray Trygstad. Degree program prerequisite waivers and graduate core course waivers may be granted only by the ITM Associate Chair. Waivers based on previous coursework or significant experience for prerequisites and/or core courses may require completion of a placement examination. See below for credit by examination and placement examination information.

Credit by Examination
Credit by examination may be granted for any course as per current university policy as found in the Graduate Bulletin.

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

- Administration of Examinations for Credit by Examination: A student desiring to complete a course through credit by examination will complete the Credit by Examination form by logging into MyIIT to access the form at http://my.iit.edu/iit/registrar/tools_guide/pdf/credit_by_proficiency_exam_form.pdf, make their payment, and bring the form to the instructor for the applicable course. The instructor may administer the midterm (if applicable) and final examinations from the most recent offering of the class, or may administer an oral examination, to verify that the student possesses an adequate level of knowledge to complete the course. Upon completion of the examination, the instructor will assign a grade on the form; if the student does NOT possess the necessary level of knowledge a failing grade will be assigned. After assigning the grade and signing the form the instructor must return the form in person to Amber Chatellier or Angela Jarka in the ITM offices at the Mies Campus or Cathy Foss at the Rice Campus. Once a student hands the instructor the form, the student may not possess or handle the form again.

- Credit for Proficiency for Continuing Education Unit (CEU) awarded coursework: Credit by Proficiency may be granted for coursework in the IT or INT courses of the Information Technology and International Certificate Programs as outlined in Grading of CEU Students below, requiring a grade of “C” or better for undergraduate credit in undergraduate level courses and “B” or better for graduate credit in graduate level courses based on the final letter grade given for the CEU coursework. If a particular section of a course is offered at both undergraduate and graduate levels, students must complete the graduate level coursework to receive graduate credit. Meeting with your program manager of the Office of Professional Development (OPD) at the beginning of each semester will help ensure proper level selection in coursework. The Credit by Proficiency process also begins with the student meeting with the appropriate program manager of OPD.

Successful completion of courses in IT or INT may always be considered as credential for admission even if no academic credit may be awarded. There is no Credit by Proficiency awarded for English Language courses.

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

- Subject Placement Examinations: Students entering the Master of Information Technology and Management degree program who desire to have a prerequisite or core course waived based on previous coursework or significant experience may be required to complete a placement examination in that subject area. The determination for the necessity of a placement exam will be made by the student’s Graduate Adviser. Application development course waivers require a placement examination ensuring students can use a contemporary object-oriented programming language; students will be requested to complete a representative set of basic programming tasks and will have a choice of programming languages in which to complete the tasks—Visual Basic is not an acceptable language for this purpose. For all exams, references may be consulted, but each test is timed such that knowledge and experience in the subject area is necessary. Students who cannot satisfactorily complete the exam will be expected to complete the applicable prerequisite or program core course. When directed to take a placement examination, students will contact the ITM Program Manager, Amber Chatellier (PH 223, achatell@iit.edu, 312.567.5277) to arrange for administration and grading of the examination.

English Proficiency
Good written and spoken English skills are essential for students completing our degrees. If you find you are seriously deficient in either area, please seek help, as we have a lot of resources available to assist you. If we allow you to complete our degree with unacceptable language skills, we are doing both the you and the department a disservice. We have a great infrastructure right in our own college to assist non-native speaking students with their English skills through Professional Development’s ESL programs, but we have to know you are having difficulty to help you. Native English speakers with seriously deficient skills are much harder to assist and we need to identify your issues very early on if we are going to help you.

- Students who have low scores on the Test of English as a Foreign Language (TOEFL), those who are not required to complete the TOEFL but do not have English as their first language, or who have very weak scores on the GRE Verbal may be required to complete an English assessment examination. Based on the outcome of the assessment, students may be required to enroll in and successfully complete one or more Proficiency of English as a Second Language (PESL) courses.

- Assistance is available for written and oral assignments at the IIT Writing Center, located in Siegel Hall, Rooms 232–233. Tutors are available during the fall and spring semesters to assist all IIT students, free of charge. The Writing Center provides individual, 30–minute meetings for students. They can assist you with any stage in the
writing process, from brainstorming and outlining to final touches and reference sheets, as well as issues such as grammar, punctuation, and spelling. Faculty members who see that you are having difficulty may refer you using their referral form at https://humansciences.iit.edu/sites/humanscience/files/elements/humanities/pdfs/iit_writing_center.pdf. For more information, please see https://humansciences.iit.edu/humanities/writing-center.

**Syllabus**

Instructors must provide a detailed syllabus for students delineating the objectives of the course which should also detail specific learning objectives for each lesson. The content and objectives must substantially match those found in the official course outline if one has been provided by the School of Applied Technology. A detailed syllabus with clearly stated learning objectives is a necessity for the ongoing success and academic validity of our program.

- **Syllabus Content:** You can expect a course syllabus will cover expected outcomes and learning objectives for the course; topics covered in the class; homework assignments; projects; exams; grading policies; and a clear policy on handling late assignments/projects and academic irregularities.
  - The syllabus is a contract between your instructor and you, and must be treated as such. If your instructor changes the topics in your course, or your assignments, or any other significant facet of the course, they should issue a revised syllabus reflecting these changes. You are expected to know and understand what is in the syllabus.
  - The syllabus must include a grading discussion which must address two things: a breakdown of how letter grades relate to percentage grades or points, and how much weight is carried by each category of graded material. It is required that both of these be in writing and be included in the syllabus. This protects both you and your instructor from ambiguity.
  - All grading in the ITM department, to the maximum extent possible, must be evidence-based grading. This means wherever possible, you instructor should provide you with a rubric clearly spelling out what aspects of an assignment will be graded and what standards will be applied to each graded area to determine if the work is excellent, good, adequate, poor or unsatisfactory.

**Grading**

Suggested grading standards for graduate students:

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

There is no grade of **D** for graduate students or CEU students completing graduate-level coursework. This grading standard also applies to English Language courses.

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

- **Submission of Grades:** Your instructors will submit grades for all courses online; the exact day and time for grade submission will vary as per the Illinois Tech Academic Calendar. Your grade will normally appear on your unofficial transcript in MyIIT within a few minutes of posting, but should appear no later than 24 hours after posting. At that time, official transcripts including the P(ass)/F(all) grades which award CEUs may be ordered.

- **Attendance:** Class attendance is expected of all students enrolled in live (i.e. not online) sections of a class. At the instructor’s discretion, students in live sections who do not attend class may be penalized in a class participation component of the course grade; this should be explained explicitly in the course syllabus.

- **Extensions for Completion of Courses:** Students may be assigned a grade of “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 prevent the student from completing the course requirements by the end of the term. You must apply to the instructor in writing for a grade of incomplete, using the request form at http://www.itm.iit.edu/incomplete/. You may not seek an incomplete before the last day to withdraw from the course and must request a grade of incomplete prior to final examination week. If the instructor approves it, your request will be forwarded to the Registrar’s Office for final approval. You must meet the university Academic and Department Regulations requirement that students have “substantial equity” in the course and the written agreement between you and the instructor must detail the
remaining requirements to complete the course. Grades of "T" will automatically lapse to "E" on the published
deadline of the subsequent term. Please bear in mind that the only acceptable reasons for an "T" are either
illness or unusual unforeseeable circumstances. The fact that you may have fallen behind in course work when
neither of these situations exists is NOT adequate cause to award an incomplete. In these cases you can expect
to be awarded the grade you have earned in the class.

- **Withdrawal from a Course:** If you determine that you will be unable to complete a course with a passing grade, it is
advisable to withdraw from the course rather than have the failing grade appear on your transcript, and your
instructor may advise you to do so. The deadline for withdrawal is normally six weeks prior to the end of the term;
consult the academic calendar [https://web.iit.edu/registrar/academic-calendar](https://web.iit.edu/registrar/academic-calendar)
for the current term for the exact date. A grade of "WP" (withdraw passing) or "WE" (withdraw failing) will appear for the course on your transcript. This
grade does not apply toward your GPA and no credit is awarded for the course, but payment is still required for the
course. If you have been ill or have other mitigating circumstances that have prevented you from submitting your
work in the course, please discuss this with the instructor before you withdraw; it you present a good case, at the
instructor’s discretion you may be granted an extension to complete the course (see above).

- **Not Attending:** If you stop attending class, at the mid-term you may be assigned a grade of “NA” (not attending).
If you receive a grade of “NA,” you should discuss the situation with your instructor to determine if you can
successfully complete the course with a passing grade. If you cannot, you should withdraw from the course (see
above). If you continue to fail to attend, at the end of the term you will be assigned a failing grade of "E".

- **Extra Credit:** If a faculty member desires to allow you to earn extra credit in a course, the extra credit must be
applied to your grade after the final grade calculations for the term have been made. This is to prevent extra
credit points from “skewing the curve” or otherwise penalizing students who elected not to do the extra credit
assignment(s). Policies for awarding of extra credit should be explicitly stated in the course syllabus. If there is
no policy for extra credit in the syllabus you cannot expect an instructor to grant extra credit.

- **Retention of Graded Examinations:** Faculty members may elect to retain your examinations after they have been
submitted and graded, or they may return them to you, but in all cases they must allow you an opportunity to
review your graded examination upon request. If faculty members elect to retain graded examinations, they
must then retain them for three years following the completion of the course. See the discussion on Student
Intellectual Property below for a discussion of other retention of coursework.

### Classroom Conduct

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

- Professional conduct includes participation in group activities and discussions. Making an active, positive
contribution may help a class participation grade and will improve not only your experience, but also the
experience of the entire group.

- Unless required to accommodate a student disability, please turn off cell phone ringers and other distracting
electronic devices and leave them off while class is in session. If the instructor requests that you not use notebook
PCs, tablets, or smartphones while in class, you need to respect that request and comply. Failure to comply may
be reflected in your class participation grade.

- You may use voice recording devices as long as their use does not disrupt class proceedings.

- If you are late to class, please enter the classroom and take a seat as quietly as possible

- You should not engage in conversations while an instructor, lecturer, or fellow student is speaking.

- If a class exceeds seventy-five minutes, there will generally be a break in the middle of each meeting of the class;
please return from the break promptly and be in your seat at the appointed time.

- Please use restraint and good judgment when bringing food and drink items into the classroom.

### Course Evaluations

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

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

### Student Intellectual Property

As a general rule, intellectual property created and submitted in fulfillment of assignments in the Information
Technology and Management degree remains the intellectual property of the student; if no license is included, the
assignments are copyrighted under the Berne Copyright Convention and distribution is subject to international
and national copyright law. This means that there may be no redistribution or re-use of the material submitted in
fulfillment of assignments without the express consent of the copyright owner—the student. Additional policies for
student intellectual property can be found in the university Student Handbook, Chapter III, Policies and Procedures,
at [https://web.iit.edu/student-affairs/handbook/fine-print/policies-regulations-and-procedures](https://web.iit.edu/student-affairs/handbook/fine-print/policies-regulations-and-procedures). Because it is necessary to
maintain files of student work for normal administrative and pedagogical purposes, such as accreditation
requirements, the Department of Information Technology and Management hereby gives notice of its desire to secure
a non-exclusive, perpetual, royalty-free license solely to use, at its discretion, student-created work produced in all
courses offered by the department, with appropriate attribution, for its own non-commercial and educational purposes, including to promote the programs of the academic unit. Unless the student submits a written notice to the Dean of the School of Applied Technology indicating that he or she does not agree to grant such a license by the last regularly scheduled day of the course, then the student shall be deemed to have granted the foregoing described license. The university owns both questions and answers on tests and examinations, unless otherwise indicated by the course instructor. There are too many possible variations on how intellectual property may be handled for full inclusion here, but in general the following policies will apply.

- **Requests for Assignments of Rights:** As many student projects are ongoing from term to term, faculty members may request an assignment of rights for re-use or redistribution of student work from students, but students are not expected or required to assign any rights, and the refusal to assign rights may not be prejudicial to the student in any way. To ensure any consent granted for re-use or redistribution of any student work is clearly unequivocal, such rights must be granted in writing by the copyright owner. Suggested formats for assignments of rights may be found at [http://www.itm.iit.edu/resources/licensing.php](http://www.itm.iit.edu/resources/licensing.php).

- **Software Licensing:** While it is not required, students are strongly encouraged to license academic programming assignments under an applicable Open Source license. This is in line with the academic traditions of openness and sharing that have created Linux and the Internet. The preferred license for ITM student use is the MIT License. Alternative licenses could be the GNU General Public License (GPL) or any one of a variety of other Open Source licenses. Suggested formats for software licensing may be found at [http://www.itm.iit.edu/resources/licensing.php](http://www.itm.iit.edu/resources/licensing.php).

- **Other Intellectual Property Licensing:** Again, while not required, students are strongly encouraged to license research papers and other academic coursework under licenses that allow sharing of the material such as a Creative Commons license. With a Creative Commons license, you keep your copyright but allow people to copy and distribute your work provided they give you credit—and only under specific conditions that you specify. For detail on licensing under Creative Commons, see [http://creativecommons.org/license/](http://creativecommons.org/license/).

- **Public Domain:** Students may explicitly place any coursework in the public domain by placing a comment in their code or text that reads: *This <software/text/etc.> is placed in the Public Domain by the author, <student name>, <date>. This indicates intent only and may not be legally binding in any or all jurisdictions.* The use of Creative Commons CC0 licensing is normally the best option from a legal perspective.

### Specializations

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

### Advising

Each student enrolled in our program is assigned an academic adviser. Your adviser assists you in monitoring progress toward graduation by fulfilling degree requirements, and helps you select courses and plan a Plan of Study that will meet your individual goals and career objectives. Graduate advisers are normally full-time ITM faculty or staff members. Selected faculty members serve as academic advisers and assist in initial (first semester) advising. You cannot enroll in courses in your first semester until you have met with an adviser and received your Alternate PIN; in subsequent terms your Alternate PIN will be listed under your Academics tab in the MyIIT portal.

- **Prerequisite and Core Courses:** Your adviser will determine if any of the prerequisite or core courses may be waived, based on your placement exam and/or your previous studies, certifications, and industry experience. If any one or two core courses is/are waived, you must still complete nine hours of core course content. Core courses that are recommended courses in a specialization will still fulfill the core course requirement. Appropriate core course substitutions will be made for students who have completed the Bachelor of Information Technology and Management degree at IIT.

- **Graduate Plan of Study (401 form):** Your adviser will assist you in planning your Graduate Plan of Study. You must submit a POS form through the eForms feature of Graduate DegreeWorks, found in the Academics tab of the MyIIT portal, before the completion of 9 credit hours of courses. Your Plan must include your core courses. Typically Graduate Academic Affairs will automatically put a Plan of Study registration hold on first-semester students before the week of early registration. Instructions for completing your POS form can be found at [https://web.iit.edu/gaa/students/student-forms](https://web.iit.edu/gaa/students/student-forms). Your adviser will either approve your form and forward it to the ITM Department Chair for approval, or return it to you for correction.

- **Specializations on the POS:** Before submitting your Plan of Study, you must submit your concentration (which is the same as what the Graduate Bulletin calls a “specialization”) for approval through eForms. The most common cause of rejection for a Plan is a form with a concentration with courses that do not fulfill the requirements of the specialization; Graduate Academic Affairs is very flexible on this. You must include all required courses from your specialization as well as the required number of hours of specified electives from the specialization. Your adviser will determine allowable course substitutions for the specialization; course substitutions must be submitted through eForms and must be approved prior to submitting your Plan. If you do not fulfill the requirements of the specialization as indicated in the bulletin or indicate appropriate substitutions, your form will be rejected by the Graduate College.
Things you should always remember when dealing with your adviser:

- **Tell Us Who You Are:** Always include both your name and your **Student ID Number** when communicating with your adviser by email. This should help you get a quicker response and will certainly make their job easier. Many email addresses are pretty obscure and we have no idea of who whangdoodle387@yahoo.com is. Also, please remember that you are required to use your iit.ed email to communicate with us officially. If you forward your iit.edu email to Gmail or Hotmail or Yahoo, set up a “send as” in your account to send email from your iit.edu address. You are studying to be an IT professional; you should be able to figure out how to do this.

- **Give Us Some Time:** When you contact your adviser, they will try to respond to you within 24 hours if possible, but they have 48 hours (2 days) to respond. You are very important to us as a student, but please remember that your adviser may have as many as 200 other students they are advising, and normally have major administrative responsibilities over and above their advising duties. Please be patient!

- **Keep It Together:** If you have multiple issues to discuss with your adviser, do it all at once! Ten emails or visits on ten different questions or topics is going to make your adviser’s job much harder than it needs to be, and will probably annoy them after about the fourth or fifth contact. Please cover all of your current issues and/or questions in a single email or visit.

**Program Approvals:** You must have your adviser’s specific approval in each semester in order to:

- Register for a course from another college or department within the university
- Register for an Interprofessional Project (IPRO) course
- Register for more than 15 hours
- Register for any course for which a prerequisite is waived
- Engage in Curricular Practical Training (CPT – internships for International Students)

**Advising Notes**

- For planning purposes, the following courses are normally offered only in the term indicated (however this is subject to change without notice):
  - Fall: ITMS 548; due to lab requirements, this course is currently only offered at the Mies Campus. We do provide free bus transportation from the Mies Campus for this course (see below).
  - Fall: ITMD 515, ITMD 523, ITMO 517, ITMS 528, ITMS 531, ITMD 532, ITMD 535, ITMT 535, ITMO 544, ITMD 562, ITMD 563, ITMM 572
  - Spring: ITMD 526, ITMD 529, ITMS 538, ITMO 541, ITMS 543, ITMS 549, ITMO 554, ITMS 558, ITMD 564, ITMD 565, ITMD 567, ITMM 576, ITMM 576, ITMS 539, ITMS 549, ITMS 588

- **Overloading:** Graduate students may register for a maximum of 15 credit hours per semester. To register for more than 15 credit hours, you must request permission to overload by submitting a G701 form to the Office of Graduate Academic Affairs via your Adviser (http://web.iit.edu/goa/students/student-forms/).

- **Registration Holds:** Advisers cannot remove any registration holds, but they can tell you who placed the hold and who to contact to have it lifted.

- **Co-Terminal Degrees:** For information on co-terminal degree student advising, please see the ITM Undergraduate Student Handbook.

**Advising Notes**

- Change to the Graduate Plan of Study (406 form): To change your course of study you will need to file a Change to the Graduate Plan of Study form; the form location and approval process is the same as for the 401 form. If you register for and complete a course that is not on your Plan of Study and has not been listed in a 406 form filed and approved prior to commencing the course, that course will not count toward your degree.

**Graduate Adviser Assignments:**

- The primary adviser for Master of Information Technology and Management students is Amber Chatellier, the ITM Program Manager (achatell@iit.edu/312.567.5277.)
- The primary adviser for Master of Cyber Forensics and Security students is Bill Lidinsky, Interim Director of the Center for Cyber Security and Forensics Education (lidinsky@iit.edu/630.682.6028.)
- The ITM Program Manager will assign a secondary academic adviser based on the student’s indicated interest in a specialization. These advisers will assist students with specific course selection when the knowledge and experience of a faculty member is necessary. These assignments are generally as follows:
  - **Computer & Information Security:** Bill Lidinsky – lidinsky@iit.edu or 630.682.6028
  - **IT Management & Entrepreneurship:** Adarsh Aurora – aarora12@iit.edu or 312.567.5804
  - **Voice & Data Communication Technology:** Carol Davids – davids@iit.edu or 630.682.6024
  - **Data Management:** Ray Trygstad – trygstad@iit.edu or 630.447.9009
  - **Web Development & Electronic Commerce:** Ray Trygstad – trygstad@iit.edu or 630.447.9009
  - **Software Development:** James Papademas – jpaipadam@iit.edu
  - **Systems Administration:** Jeremy Hajek – hjajek@iit.edu or 630.682.6075
  - **Data Center Operations and Management:** Ray Trygstad – trygstad@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 – hjajek@iit.edu or 630.682.6075
  - **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:** Amber Chatellier or any full-time ITM faculty member

- **Program Approvals:** You must have your adviser’s specific approval in each semester in order to:
  - Register for a course from another college or department within the university
  - Register for an Interprofessional Project (IPRO) course
  - Register for more than 15 hours
  - Register for any course for which a prerequisite is waived
  - Engage in Curricular Practical Training (CPT – internships for International Students)
We Are Not Your Mother: You are a graduate student. You are responsible for making your own decisions about what you will study based on your own career aspirations and interests. It is NOT your adviser’s job to tell you what courses to take. Adviser means we will give you advice based on what you tell us about what you would like to accomplish in your graduate studies and we are happy to do this, but really, don’t expect us to tell you what to take. And by the way, don’t ask us sign any form that you have not filled out completely!

Applying for Graduation: You will not graduate from IIT until you apply for graduation. You should apply in the first two weeks of the final semester of graduate study; the actual deadline for each term is published in the academic calendar for the term. At the same time you apply for graduation if necessary you should complete a Change to the Graduate Plan of Study form (406 form); see above for detail on that. Instructions on how to apply for graduation are at http://web.iit.edu/gaa/graduation-faqs.

Interprofessional Projects (IPROs)
Our Interprofessional Projects are core to what makes an IIT undergraduate education unique. An IPRO course is a team-based learning environment in which students from various concentrations and disciplines work together to solve a real-world problem. These courses are an IIT undergraduate general education requirement, and all undergraduates must complete at least two three-credit-hour IPRO project courses. Graduate students may enroll in IPROs to provide leadership and oversight, and with adviser approval you will receive elective credit toward your degree. See http://ipro.iit.edu/ for full details on IPROs.

IPRO Project Managers: Graduate students enrolled in IPROs often are assigned the role of Project Manager. This is an excellent opportunity for graduate students who do not have real-world work experience to gain hands-on, real-life project management experience. We do recommend graduate student enrollment in IPROs on a case-by-case basis. If you are interested in an IPRO, please discuss it with your adviser.

Independent Study
You may request independent study with a faculty member for subjects not covered in courses offerings. The faculty member will issue a permit to register for ITMT 597, Special Problems in Information Technology, for between one and six hours of study as applicable. Full-time faculty may schedule students for ITMT 597 as the faculty member’s schedule allows. Adjunct faculty are under no obligation to conduct independent study with students as they receive no additional compensation for this, so their participation is entirely voluntary. Students must have a permit to register for independent study issued by the faculty member. You must prepare and submit a written research prospectus, proposal, or abstract of material to be studied to the faculty member before they issue you a permit to register. The faculty member will work with the student as necessary to refine this document to their mutual satisfaction. Outcomes of ITMT 597 should include a formal project or presentation of research results, and a paper suitable for publication.

Recognition of Academic Achievement
Gamma Nu Eta (ΓNH): 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). Membership is based on three primary criteria: academic excellence, community service activities, and leadership in the field of Information Technology. The voting members of the chapter are responsible for selecting candidates for induction each semester. Candidates will be notified of their election with an invitation to pledge at the beginning of each term. Inducted members receive a pin and certificate. Students who continue their membership and active participation in the chapter are recognized with honor ropes and/or stoles in the Society’s colors to be worn with the cap and gown at commencement. For more information on Gamma Nu Eta, see the Beta Chapter website at http://www.itm.iit.edu/gammanueta/.

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

Student Research Paper/Project Publication Opportunities:
ACM RIIT: The ITM Department has been a major contributor of papers the Association of Computing Machinery (ACM) Research in Information Technology Conference, and had papers named “Best Paper” in two of the first four years the conference was held. If you complete research that represents new and original thought, please consider preparing a paper for submission to this conference. If you are interested in submitting your paper, please contact the ACM Special Interest Group in I.T. Education (SIGITE) Conference each fall, usually in October. The SIGITE/RIIT Call for Publication will be forwarded to all faculty members each year when it is released.

CRC Press Information Security Management Handbook: We also have more student-authored papers than any other institution published as chapters in the CRC Press Information Security Management Handbook. If you believe you have completed work suitable for publication in any of the areas of the CISSP Body of Knowledge, you can submit your paper to Bonnie A. Goins, Adjunct Industry Professor, at bgoins@iit.edu or 630.387.9496.
ITM Student Organizations

Gamma Nu Eta (I’NH): 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. This organization is dormant as of Fall 2016, but all it will take to reinvigorate it is committed student leadership. If you want to revive this group, please contact Ray Trygstad, trygstad@iit.edu or 630.447.9009.

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

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

Scholarships: Graduate students can apply for a limited number of merit scholarships as part of the admission process. These are quite competitive; students wishing to be considered should apply by February 15 for the next academic year. If there are scholarship funds left, they may be awarded to later applicants, including those starting in the spring term. However, students need to recognize that funds are limited and they are not likely to receive funding later than July.

Internships, Coops, and Job Placement: IIT Career Services (http://web.iit.edu/career-services/) is the organization within the university that supports and facilitates student internships, cooperative education (coops) and job placement efforts. Please see their Web site for full details and descriptions of how to use their services.

Direct Offers to ITM Students: Occasionally the ITM Department will receive direct solicitations for internships, coops and employment. These may be posted on the Jobs board at the Rice Campus and will normally be sent to all ITM students via email. In the case of internships and coops, even if a direct solicitation is received, all arrangements for the internship or coop must be made via the IIT Career Management Center. This includes OPT and CPT for international students.

Other Opportunities for Employment: The opportunity to present at workshops, conferences and student colloquia sponsored by the School of Applied Technology has proven to be fertile ground for employment for many ITM students. At any of these events, there may be (and usually are!) prospective employers evaluating students as they present results of their research and projects. Students have received direct job offers as a result of the quality of their participation in these events; in some cases offers have been made immediately following the conclusion of the student’s presentation. Direct job offers are also solicited from faculty and staff members of ITM and are usually emailed to students directly. Occasionally, employers ask faculty members to select students to apply for jobs, and those requests are forwarded to faculty members exclusively.

ITM Department Student Employment: The following student employment positions in the School of Applied Technology and the ITM Department are available to ITM undergraduate students:

Teaching Assistantship: This is a 20 hour/week position, reporting to one or more faculty members to grade student-submitted course materials and in some instances to support curriculum-specific laboratories. Teaching Assistants (TAs) must apply every term and may or may not be appointed each term. TAs normally receive a stipend, which is paid monthly, and tuition for three credit hours each semester of appointment. Full-time faculty members will nominate their preferred candidates for their Teaching Assistantships so the most reliable path is to make a positive impression on a professor in class so that they will request you as a TA. Some faculty members require their TA to have completed all courses they are teaching that term with a minimum grade of ‘A’. Students should understand that if you have not been offered a teaching assistantship by the department, appointments as a TA without a specific faculty request are rare. Students desiring to serve as a Teaching Assistant must submit a resume to the ITM Program Manager, Amber Chatellier, PH 223, achatell@iit.edu, 312.567.5277.

Administrative Staff Member: Students in these positions perform administrative tasks in the ITM Department office in Perlstein Hall at the Mies Campus or the Rice Campus main office and are paid hourly up to 20 hours/week. Students apply for these positions by delivering a resume to:

➢ Mies Campus: ITM Program Manager, Amber Chatellier, PH 223, achatell@iit.edu, 312.567.5277
➢ Rice Campus: Rice Campus Office Manager - Cathy Foss, RC 136, cfoss1@iit.edu, 630.682.6008

Technical Staff Member: Students in these positions perform information technology tasks in the School of Applied Technology for Rice Campus technology support, Mies Campus technology support and School of Applied Technology infrastructure support and are paid hourly up to 20 hours/week. Students should apply for these positions by delivering a resume to the School of Applied Technology Director of Information Technology Louis McHugh, IIT Tower room 14C3-2, lmchugh@iit.edu.
Online Course Policies

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. When emailing advisers or faculty always include your CWID (A#).

Electronic Mail

The primary method for university-to-student communication is through your IIT email. An email account is automatically set up for you when you are admitted. Your email username is the same as your UID, and this email username, when followed by "@hawk.iit.edu", makes up your email address at IIT. Email service is IIT Gmail provided through Google Apps for Education, available through Web access at MyIIT or by using a client program such as Outlook Express, Thunderbird, Windows Mail or Eudora. Your email password for client programs is the same as your MyIIT login. It is very important that you either check your IIT student email regularly or forward your student email account to your primary email address. To learn how to forward IIT email and change your IIT email contact address, please see the IIT Student Accounts FAQ at http://www.iit.edu/people/search/.

Blackboard and Online Courses

All faculty and students are provided with accounts on IIT Blackboard, IIT’s online learning support system. Online resources for all IIT courses are normally available through Blackboard, and online course lecture content is always on Blackboard. Faculty members will use Blackboard for delivery of their syllabus, assignment details and assignment submissions even if the course is not delivered online. Login by clicking the Blackboard icon at the top of the screen in MyIIT. Once you access the system, you should see a welcome page that lists your courses for the current semester. Click on the appropriate link to access course materials. To learn more about using Blackboard, please see the Blackboard Student Manual which is located under “My Courses” on the initial Blackboard screen.

ITM Online Course Policies

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

Online Course Policies for International Students on F1 Visas:

- Only one online course may be taken per semester unless you are on an internship/Curricula Practical Training (CPT). This is a U.S. Government requirement and cannot be waived.
- In their first semester in the program, F1 Visa students living on 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.
Software Available for ITM/IT Students

Microsoft Office: A free subscription to Office 365 for Education, which includes FIVE full installations of the current version of Microsoft Office for Windows or Mac, is available to anyone with an iit.edu email address at https://products.office.com/en-us/student/office-in-education.

Microsoft Software: The School of Applied Technology is a subscriber to Microsoft DreamSpark Premium developer software under terms of the licensing agreement which permits academic use of these files by faculty and students as per the Subscription Agreement found at https://www.dreamspark.com/licensing/Premium-EULA.aspx/. The files include all current Microsoft operating systems, servers, and application development tools, and include applications such as Windows 7, Windows 8.1, Windows 10, and Visual Studio. Our sub-
Due Date Format: The due date format for projects and exams will be specified on the assignment sheet. Please make sure you check your email and course page regularly for updates.

Writing Research Papers

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

- **Format of Research Papers:** Unless your professor gives you different instructions, you should prepare ITM research papers in the formats prescribed by the Publication Manual of the American Psychological Association, which are very common styles in use for scholarly publications and academic papers. Among other things, this means that you should submit your paper typed in 10, 11, or 12-point type (no larger than 12-point), double-spaced, with 1 inch margins on one side of 8½ inch by 11 inch paper. Quotations, figure captions and the list of references should all be double-spaced. Devote separate pages to each figure, each table and the list of references, and number all pages after the first. Attach a cover sheet listing the paper title and the name and email address of the author. If submitting electronically, please submit as a PDF file or in Rich Text Format. Most word processors can save as RTF. Your professor may prescribe specific required or acceptable electronic formats.
  - **Title:** Make your title short and specific. Preferably, titles should be five or six words long, never more than 10.
  - **Length:** Make papers as concise as possible; 15 to 20 pages should be reasonable for a graduate student research paper. Note that your professor may prescribe a different length expectation. Please count only pages containing body text; figures, tables, the abstract, references and bibliography do not count toward the page total.
  - **Headings:** Use only one level of heading.
  - **Headers:** Despite what it appears to say in the APA guidelines, it is NOT necessary to place the words “Running Head” in every page header; just put the abbreviated title of your paper in all uppercase letters ("all caps"). The phrase “Running Head” only appears on the first or title page of the paper.
  - **Figures and Tables:** Please submit copies of any figures and tables on separate sheets of paper. They should have captions that are interesting, that are written in complete sentences, and that fully explain and interpret the exhibit without forcing the reader to refer to the text. Conversely, the reader should not have to refer back and forth from the text to the figures to understand the paper. You should refer to figures where appropriate with “(Figure 1),” but you should explain the meaning and implications of your
data fully in the text. Do not require the reader to interpret the figure to understand what you have done, as in “Figure 1 shows the outcome of this survey.” Tables should list information in some obvious logical order.

References: Cite references in the body of the text: “Thrump (1998) quibbled that ...” or if 1998 was a prolific year for Thrump, “(1998).” If the author is not cited in the text, then use (Thrump 1998). Include all references cited in a bibliography. Alphabetize your bibliography by the name of the first author.

For articles use the form


and for books,

Toklas, Alice B. (1947) *Book title*. Publisher’s name, City, State (or Country).

and for collections of papers,


and for material online,


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

Footnotes: Avoid footnotes. If what they contain is important, it deserves a place in the text. If not, don’t distract the reader from what is important. If you really, really feel you have to have footnotes, we’ll live with them.

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

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

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

Here is a possible step-by-step breakdown:

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

Live, In-Person Help:
- The IIT Writing Center (http://www.iit.edu/cs/hum/resources/writing_center.shtml) exists only to HELP YOU WRITE YOUR PAPER. Typically, you will take a project or paper assignment to the center, where a tutor will work one-on-one with you to assist with the writing process. There are tutors there who are especially trained to work with students for whom English is a second language but they certainly will work with anyone. The Writing Center is in Siegel Hall rooms 232 and 233. Students may use sign-up sheets on the doors of SH 232 and 233 to reserve a specific time with a tutor. When possible, the Writing Center also accepts students on a walk-in basis without an appointment.
- IIT’s Galvin Library has Reference Librarians who are there specifically to assist you in your research and preparation of citations. If you have questions about preparation of citations, they are the experts and they are there to help. They also offer classes to help you learn how to best use library resources. Fall library courses for international students can be found at http://galvinlibrary.wordpress.com/. International students can also see http://guides.library.iit.edu/internationalstudents which lists additional library resources and information for International students.

Additional Information:
- For a fine discussion of writing, read William Strunk Jr. and E.B. White’s The Elements of Style, Allyn and Bacon, Needham Heights, MA.
- For definitive guidance for preparation of a research paper in APA style, see the American Psychological Association’s Publication Manual of the American Psychological Association, American Psychological Association, Washington D.C.
- For a more complete, formal treatment of the process of preparing a paper for publication, see The University of Chicago Press The Chicago Manual of Style, University of Chicago Press, Chicago, IL.
- For sound advice on figures, refer to the series of books by Edward R. Tufte: The Visual Display of Quantitative Information, Envisioning Information, and Visual Explanations, all from Graphics Press, Cheshire, CT. (Professor Trygstad took a seminar from from Tufte and was very impressed.)

Other very useful resources for preparing papers:
- The IIT Writing Center: http://humansciences.iit.edu/humanities/writing-center.
- The Research Project Calculator, from the Electronic Library for Minnesota: https://rpc.elm4you.org/
- or The Assignment Calculator from The University of Minnesota: https://www.lib.umn.edu/apps/alc
- Writing Tutorial Services pamphlets, Indiana University: http://www.indiana.edu/~wts/pamphlets.shtml
- OWL at Purdue: The Online Writing Lab at Purdue University: http://owl.english.purdue.edu/owl/
- LEO: Literacy Education Online, St. Cloud State University: http://leo.stcloudstate.edu/
- APA Style (includes tutorials on APA citation styles and bibliography entries): http://www.apastyle.org/
- Zotero bibliographic software as an extension for Firefox or as a standalone program for Windows, Mac or Linux with hooks to Chrome or Safari: http://www.zotero.org/

Accessing IIT Rice Campus
Courses in our programs are offered at two physical locations:
- The IIT Mies Campus along State Street between 31st and 35th Streets in Chicago, Illinois
- The Daniel F. and Ada L. Rice Campus at 201 East Loop Road in Wheaton, Illinois

Mies Campus to Rice Campus IIT Bus Transportation: For students living on the Mies Campus who must enroll in courses only offered at the Rice Campus, the School of Applied Technology provides an IIT-chartered bus. This bus will normally run every other Wednesday, departing from the Main Campus at the back of Herrmann Hall at 3:30pm and departing from the Rice Campus to return to Main Campus at about 9:30pm. Students planning to return to Main Campus on the bus should sign the list on the Rice Campus Public Safety Officer's desk before 9pm; this is to ensure that the bus will not leave anyone behind. This service is free to all Illinois Tech students, faculty and staff; you may be requested to present your Hawkcard to verify this.

Main Campus to Rice Campus Public Transportation: Main Campus students can take a train from the Ogilvie Transportation Center (commonly known as Northwestern Station) on the Metra Union Pacific West Line to Wheaton or College Avenue, and from Wheaton or College Avenue back to Chicago; or from Union Station on the Metra BNSF Line to Naperville, and from Naperville back to Chicago. Metra round-trip train fare to Wheaton/College Avenue is $12.50. IIT provides regular scheduled bus service from the Main Campus to both of the main Metra stations. The Pace Bus system, which provides bus transportation for suburban Chicago, operates Pace Bus Route #714 from the Metra Stations at Wheaton, College Avenue and Naperville to the Rice Campus. Your Student Ventra Card is accepted on Pace Buses, and the Pace Bus #714 to the Rice Campus runs Monday through Friday, 6:30am to 6pm. Pace Bus fare is $1.75.
- Please note that bus and train schedules are subject to change without notice, and that IIT has no control and very little influence over Chicago Transit Authority, Metra or Pace transportation services.
Rice Campus Housing

Rice Campus does not have dormitories; however, there are a number of apartments within easy walking distance of the campus, as well as shopping and restaurants. In order to rent an apartment, students need proof of monetary resources. International students should obtain a Visa or MasterCard account prior to arriving in the US.

Personal Hygiene

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

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

Other Important Student Resources

- **ITM Loopback (ITM Department blog):** [http://blogs.iit.edu/itm_loopback/](http://blogs.iit.edu/itm_loopback/)
- **ITM Student Resource Page:** [https://appliedtech.iit.edu/information-technology-and-management/current-students/resources/](https://appliedtech.iit.edu/information-technology-and-management/current-students/resources/)
  (Includes links to the ITM Undergraduate and Graduate Student Handbooks)
- **ITM Resource Page:** [https://appliedtech.iit.edu/information-technology-and-management/current-students/resources/](https://appliedtech.iit.edu/information-technology-and-management/current-students/resources/)
- **IIT Student Handbook:** [http://www.iit.edu/student_affairs/handbook/](http://www.iit.edu/student_affairs/handbook/)
- **IIT Graduate Bulletin:** [http://bulletin.iit.edu/graduate/](http://bulletin.iit.edu/graduate/)
- **IIT Undergraduate Bulletin:** [http://bulletin.iit.edu/undergraduate/](http://bulletin.iit.edu/undergraduate/)
- **Link to software provided under Microsoft DreamSpark Premium, VMware Academic Program, and IBM Academic Initiative:** [http://www.itm.iit.edu/software/webstore.html](http://www.itm.iit.edu/software/webstore.html)
Information Technology & Management Notebook PC Specifications

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

Standards below reflect specifications for notebook computers for use by ITM students; each category is broken down into recommended, minimum and, where applicable, optional specifications. Your system may run any operating system but must be able to run Microsoft Windows 7 Professional as the primary operating system or as a secondary (dual-boot) operating system or as a virtual machine using virtualization software. These are specifications you must meet if you are purchasing a notebook computer for use in our program. If you have questions about these specifications, please contact Ray Trygstad, trygstad@iit.edu or 630.447.9009.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>RECOMMENDED</th>
<th>MINIMUM</th>
<th>OPTIONAL/OPTIMAL</th>
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<tbody>
<tr>
<td>Processor (CPU)</td>
<td>Intel Core i7 AMD A8</td>
<td>Intel Core i3 H or U AMD A4</td>
<td>Intel Core i7 HQ or MQ AMD A10</td>
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<tr>
<td>RAM Memory</td>
<td>8GB or greater</td>
<td>4GB</td>
<td>16GB RAM optimal to run Windows 7/10 &amp; virtualization</td>
</tr>
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<tr>
<td>Operating System</td>
<td>Microsoft Windows 7, 8.1 or 10 Professional</td>
<td>Microsoft Windows 7 Professional</td>
<td>Linux or Solaris Windows Server 2008/2012</td>
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<tr>
<td>Hard Drive</td>
<td>500GB</td>
<td>128GB</td>
<td>SSD - 256GB or 512GB 7200 RPM hard drive(s)</td>
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<td>Optical drive (May be external)</td>
<td>24-48x CD-RW/DVD-RW</td>
<td>24x CD-RW/DVD-R</td>
<td>Blu-Ray / Blu-Ray-R External drive for Surface or Air</td>
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<tr>
<td>Floppy drive</td>
<td>Neither required or expected</td>
<td>3.5 inch 1.44MB</td>
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<tr>
<td>Graphics card</td>
<td>128MB or greater, 24-bit color</td>
<td>64MB 24-bit color</td>
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<tr>
<td>Display resolution</td>
<td>1280x1024 XGA or greater</td>
<td>1024x768 SVGA</td>
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</tr>
<tr>
<td>Wireless Network</td>
<td>IEEE 802.11g/n</td>
<td>IEEE 802.11g</td>
<td>4G Wireless or IEEE 802.11ac</td>
</tr>
<tr>
<td>Network Port</td>
<td>1000Base-T ethernet</td>
<td>1000Base-T ethernet</td>
<td>Virtually all notebook PCs sold today include a gigabit (1000Base-T) ethernet port as standard items.</td>
</tr>
<tr>
<td>Peripheral Port</td>
<td>2 USB-3 / 1 USB-2 HDMI video connector</td>
<td>1 USB-2 RGB video connector</td>
<td>IEEE 1394 (FireWire) 3 USB-3 eSATA</td>
</tr>
<tr>
<td>Office Software</td>
<td>LibreOffice</td>
<td>LibreOffice</td>
<td>Microsoft Office 2007 or newer</td>
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<tr>
<td>Anti-Virus Software</td>
<td>including all current updates</td>
<td>Optional on Mac/Linux</td>
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</tbody>
</table>

Convertible or “2-in-1” systems such as the Microsoft Surface, Dell Inspiron or Dell Latitude, Lenovo Thinkpad Yoga or Lenovo Yoga, Acer Aspire, or Toshiba Satellite Radius that comply with these specifications are acceptable. Students should have a flash/thumb drive for lab use; 2GB minimum is recommended. See page 16 above for software available at no cost to ITM students.
<table>
<thead>
<tr>
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<th>Email Address</th>
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<td></td>
<td><a href="mailto:durke@iit.edu">durke@iit.edu</a></td>
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<td>Assistant Departmental Coordinator and Graduate Adviser</td>
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