Information Technology & Management Graduate Degrees

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Information Technology & Management Mission

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

About the Department of Information Technology & Management

Courses from our department are available at IIT's 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. We have many adjunct faculty members who work each day in the discipline they are teaching, so many course offerings are in the evening or on Saturday morning when they are available to teach. To meet the needs of full-time students, we offer as many daytime classes as possible, and in most cases these courses will be available online for part-time students. Lecture-only evening courses normally run 6:25pm to 9:05pm one day each week. Evening courses with laboratories will normally run from 5:35pm to 9:05pm one day each week.

Course Philosophy

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

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

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

Program Objectives

Master of Information Technology & Management Objectives

At the conclusion of their studies, graduates of this degree should be able to:

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

Master of Cyber Forensics and Security Objectives

At the conclusion of their studies, graduates of this degree should be able to:

- Design and implement a comprehensive enterprise security program using both policy and technology to implement technical, operational and managerial controls.
The Department of Information Technology and Management has several paths to communicate with students.

**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.

**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. Illinois Tech bulletins are published annually online only at [http://bulletin.iit.edu/](http://bulletin.iit.edu/). The ITM Graduate Bulletin is at [http://bulletin.iit.edu/graduate/colleges/applied-technology/department-information-technology-management/](http://bulletin.iit.edu/graduate/colleges/applied-technology/department-information-technology-management/).

**Graduate Course Differentiation**

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

- **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 curriculum which place both undergraduate and graduate students in the same classroom with the same lectures and other instructional material delivered to them.

- **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.

- **Readings:** Graduate students may, and in most instances should, expect to be assigned more extensive reading in a course than undergraduates. Readings may be from supplementary online resources or from additional course texts, and certainly may be listed as optional reading for undergraduates. These additional readings may also lend themselves to the formation of additional outcomes and objectives for graduate students.

- **Syllabus:** Undergraduate and graduate sections shall each have their own syllabus even when taught in the same lectures. These will reflect differences in course outcomes, learning objectives, and assignments.

- **Assignments:** In order to ensure graduate-level work is performed by graduate students in cross-listed courses, assignments reflecting a much greater level of effort on the part of graduate students 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, and should reflect an ability to synthesize or arrive at solutions beyond the scope expected of undergraduates. Other additional differentiation in assignments could include advanced problem solving or design applications; additional discussion items required in homework problems and/or exams; or an assigned supervisory roles in group projects. If a paper or project is assigned, the scope and deliverables of the assignment for graduate students will reflect a greater expectation of complexity and effort required than that expected of undergraduates; for example, an undergraduate term paper may be four to six double-spaced pages while a graduate paper may be expected to be eighteen to twenty pages with a far higher expectation of literature review and background research. Another possible avenue of differentiation might be a take-home essay section of the final exam for graduate students only. Identical assignments for graduate and undergraduate students in a cross-listed course may be assigned, and may be graded to different standards for graduate students reflecting higher expectations.
we are very upset by this as this is unfair to the students who study and work hard in our program, and we are graduate education in the United States. If this is not a skill you already possess, you must learn it to be a success in conducting research on a topic and present the results of that research in a research paper is absolutely required in Management is with research papers. Many students in our program have come from other nations where their success—or your success. Our single largest problem in the Department of Information Technology and 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 make 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—not 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.
When the ITM Program Manager is notified of a student violation of the academic honesty standards of the university, the faculty member involved should take the following steps:

1. **Sanctions for Information Technology and Management students**
   - **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.
   - **Plagiarism**: If a submitted item contains unattributed material that is not a student’s own work, assign a grade of zero for the assignment, quiz or exam on which the violation has occurred.
   - 3. In either case, submit an Academic Honesty Violation Report to the ITM Program Manager, Amber Chatellier, PH 223, achatell@iit.edu, 312.567.5277.
   - 4. If notified by the ITM Associate Chair that the violation is a second offense, expel the student from the course and assign a punitive failing grade.

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

1. Determine if the violation is a first, second or third offense by consulting the student’s ITM Department file and notify the ITM Associate Chair for undergraduate students.
2. If the violation is a first offense, the ITM Associate Chair will notify the Dean of the School of Applied Technology and the Vice Provost for Academic Affairs, and place a notation of the violation in the student’s ITM Department file.
3. If the violation is a second offense, the ITM Associate Chair will notify the Dean of the School of Applied Technology and the Vice Provost for Academic Affairs; notify the faculty member who should expel the student from the course and assign a punitive failing grade; notify the Career Management Center and the International Office that the Department of Information Technology and Management’s approval for the student’s participation in Curricular Practical Training (CPT) and/or Co-op/Internship programs has been withdrawn for the current and next semesters; and place a notation of the violation in the student’s ITM Department file.
4. If the violation is a third offense, the ITM Associate Chair will perform the same steps as for a second offense and notify the Dean of the School of Applied Technology that this is a third offense. The Dean will then recommend to the Vice Provost for Academic Affairs that the student be expelled from the university.

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

Sanctions for Information Technology and Management students

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

1. **Identical or Substantively Identical Work**: If duplicate work is encountered when grading an item, assign a grade of zero for the assignment, quiz or exam on which the violation has occurred until the situation has been discussed with the students involved.
   - a. Discuss the situation with all students involved.
   - b. If one student admits to having copied the work, or if there is clear evidence who is guilty, assign the guilty student a grade of zero and grant full credit to student who did the work.
   - c. If no one admits to the offense or a reasonable determination of guilt cannot be made, assign each student involved a grade of zero.
2. **Plagiarism**: If a submitted item contains unattributed material that is not a student’s own work, assign a grade of zero for the assignment, quiz or exam on which the violation has occurred.
3. In either case, submit an Academic Honesty Violation Report to the ITM Program Manager, Amber Chatellier, PH 223, achatell@iit.edu, 312.567.5277.
4. If notified by the ITM Associate Chair that the violation is a second offense, expel the student from the course and assign a punitive failing grade.

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

1. Determine if the violation is a first, second or third offense by consulting the student’s ITM Department file and notify the ITM Associate Chair for undergraduate students.
2. If the violation is a first offense, the ITM Associate Chair will notify the Dean of the School of Applied Technology and the Vice Provost for Academic Affairs, and place a notation of the violation in the student’s ITM Department file.
3. If the violation is a second offense, the ITM Associate Chair will notify the Dean of the School of Applied Technology and the Vice Provost for Academic Affairs; notify the faculty member who should expel the student from the course and assign a punitive failing grade; notify the Career Management Center and the International Office that the Department of Information Technology and Management’s approval for the student’s participation in Curricular Practical Training (CPT) and/or Co-op/Internship programs has been withdrawn for the current and next semesters; and place a notation of the violation in the student’s ITM Department file.
4. If the violation is a third offense, the ITM Associate Chair will perform the same steps as for a second offense and notify the Dean of the School of Applied Technology that this is a third offense. The Dean will then recommend to the Vice Provost for Academic Affairs that the student be expelled from the university.
Program and Course Prerequisites

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

- **Graduate Prerequisite:** Although a bachelor’s degree is required for admission to the graduate degree program, courses equivalent to the required prerequisite courses for the program, ITM 301, ITM 311 or 312, ITMD 361, and ITM 421 may be completed at many community colleges prior to enrollment in the degree program. Check with an adviser to ensure that the course you have selected meets the equivalent ITM requirement.

- **Prerequisites for the Master of Cyber Forensics and Security:** This degree requires extensive prerequisites which may add an additional semester of study to the curriculum for students who have not fulfilled these requirements prior to enrolling. See the **Graduate Bulletin** for full details.

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

Credit by Examination

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

- **Credit by Examination 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. 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.

♦ Examinations: Every course must have a final examination. Examinations may be in class or take-home; in-class examinations may be open- or closed-book. For courses where it is appropriate, the final examination may be a final project or research paper presentation. However, all instructors must give one closed-book, closed-note exam each term unless specifically waived by the department; this exam may be a mid-term rather than a final, and distance learning students must have this exam proctored by arrangement with IIT Online. Final examinations that are not “take-home” exams must be completed in a single, uninterrupted two hour increment, even if administered online. It is the policy of both the university (implicit) and the department (explicit) that in-class final examinations may not be administered before the scheduled time and date. If you book a flight home before your examination time, your exam may not be administered early—and you will receive a grade of zero on the examination if you fail to appear for the exam. If you are in an online section, you should schedule exam proctoring with IIT Online, but do not expect the exam to be administered before the scheduled time and date.
**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(fail) 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/](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 the you and the instructor must detail the remaining requirements to complete the course. Grades of “I” will automatically lapse to “E” on the published deadline of the subsequent term. Please bear in mind that the only acceptable reasons for an “I” are either illness or unusual/unforeseeable circumstances. The fact that 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” (withdrew passing) or “WE” (withdrew failing) will appear for the course on your transcript. This grade does not apply toward your GPA and no credit is awarded for the course, but payment is still required for the course. If you have been ill or have other mitigating circumstances that have prevented you from submitting your work in the course, please discuss this with the instructor before you withdraw; 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 included in the course 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.
Course Assessments
In order to ensure that you, our students, are attaining the outcomes that we have established for our degrees and for each course that we offer towards your degree, we have established a formal assessment process. Assessments may be conducted by evaluating assignments in the course to measure attainment of outcomes using a rubric, by surveys of the students in the course, and by surveys of the faculty member teaching the course. Between three and seven courses are assessed each term. Assessments create a baseline that we can measure against for evidence of improvement, and allow us to identify flaws, shortcomings, and issues with courses to support a process of continuous improvement. Assessments and the process of continuous improvement they facilitate are an important facet of ITM program accreditation by the Computing Accreditation Commission of ABET and university accreditation by the Higher Learning Commission.

Course Assessment Surveys: These surveys are conducted by ITM Department staff during the final weeks of each course being assessed. The surveys ask you to evaluate how well you have achieved each of the course and program outcomes covered in the course. Please take the surveys seriously as they are very important to the ongoing process of improving what we do to ensure we are delivering the best possible education to you our students. Please ensure that you are present in class for the surveys.

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. 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.

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.

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/licenses/.

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 nine specializations intended to prepare you for particular roles in the IT working world. The curriculum is structured with the expectation that students will elect 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/#specializationtext. 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. If you are completing the Information Technology Infrastructure specialization, there are three tracks defined by the department: Data Center Operations and Management, Voice and Data Communication Technology, and System Administration. See the Bulletin Supplement on page 20 of this Handbook for details.

**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 cores courses is/are waived, you must still complete nine hours of core course content. 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 the graduate college 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/gao/students/student-forms](https://web.iit.edu/gao/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 inflexible 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.

- **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 counted toward your degree.

- **Graduate Adviser Assignments:**
  
  The primary adviser for **Master of Information Technology and Management** students is Amber Chatellier, the ITM Program Manager ([achatell@iit.edu](mailto: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](mailto: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 | 630.682.6028 |
  | IT Management & Entrepreneurship | Adarsh Aurora | aaurora12@iit.edu |
  | Data Management | Yong Zheng | yzheng66@iit.edu | 312.567.3575 |
  | Web Development & Electronic Commerce | Ray Trygstad | trygstad@iit.edu | 630.447.9009 |
  | Software Development | James Papademas | jpopadem@iit.edu |
  | IT Infrastructure | Jeremy Hajek | hjajek@iit.edu | 630.296.4012 |
  | Systems Analysis | Ray Trygstad | trygstad@iit.edu | 630.447.9009 |
  | Management Information Systems | Ray Trygstad | trygstad@iit.edu | 630.447.9009 |
  | Digital Systems Technology | Jeremy Hajek | hjajek@iit.edu | 630.296.4012 |
  | Graduates of the ITM Bachelor’s Program | Ray Trygstad | trygstad@iit.edu | 630.447.9009 |
  | Co-Terminal Degree Students | Ray Trygstad | trygstad@iit.edu | 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)
Advising Notes

- For planning purposes, the following courses are normally offered only in the term indicated (however this is subject to change without notice):
  - Fall: ITMS 548; due to lab requirements, this course is currently only offered at the Rice Campus. We do provide free bus transportation from the Mies Campus for this course (see below).
  - Fall: ITMD 515, ITMD 562, ITMD 563, ITMD 532, ITMD 535, ITMO 517, ITMO 544, ITMS 528, ITMS 543, ITMS 555, ITMT 531, ITMT 535
  - Spring: ITMD 526, ITMD 529, ITMD 564, ITMD 567, ITMO 541, ITMO 554, ITMM 572, ITMM 576, ITMM 585, ITMS 538, ITMS 539, ITMS 549, ITMS 558, 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/sites/web/files/departments/academic-affairs/Graduate%20Academic%20Affairs/G701%20-%20%20Student_Petition.pdf).

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

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

- Things you should always remember when dealing with your adviser:
  - Tell Us Who You Are: Always include both your name and your Student ID Number when communicating with your adviser by email. This should help you get a quicker response and will certainly make their job easier. Many email addresses are pretty obscure and we have no idea of who whangdoodle387@yahoo.com is. Also, please remember that you are required to use your iit.edu email to communicate with us officially. If you forward your IIT email to Gmail or Hotmail or Yahoo, set up a “send as” in your account to send email from your iit.edu address. You are studying to be an IT professional; you should be able to figure out how to do this.
  - Give Us Some Time: When you contact your adviser, they will try to respond to you within 24 hours if possible, but they have 48 hours (2 days) to respond. You are very important to us as a student, but please remember that your adviser may have as many as 200 other students they are advising, 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.
  - 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/gao/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. Faculty members receive no additional compensation for independent study or research, so adjunct faculty members are under no obligation to do so and their participation is entirely voluntary. Students must have a permit to register for independent study issued by the faculty member. 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 prospectus, proposal, or abstract must include clearly defined objectives and learning outcomes. The faculty member will work with the student as necessary to refine this document to their mutual satisfaction. Outcomes of ITMT 597 should include a formal project or presentation of research results, and a paper suitable for publication.
Recognition of Academic Achievement

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

**Fifty for the Future:** The Annual Fifty For The Future Celebration, run by the Illinois Technology Foundation, recognizes exceptional students with an interest in and potential to use technology in innovative ways. The Fifty For The Future Celebration provides encouragement and recognition to students who pursue innovation through technology, providing access to business leaders to showcase their talent. Winners are chosen through a rigorous nomination and judging process, focused on high school through university and graduate level programs. The celebration is attended by industry leaders, judges, winners and their families, Foundation sponsors and other supporters of the technology industry. They are awarding over 50 awards, so there is a good chance that 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 three of the last four years. If you complete research that represents new and original thought, please consider preparing a paper for submission to this conference. It is held in conjunction with the ACM Special Interest Group in I.T. Education (SIGITE) Conference each fall, usually in October. The SIGITE/RIIT Call for Publication will be forwarded to all faculty members each year when it is released.

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

White Papers: Papers of particular industry interest may also be published as a School of Applied Technology White Paper. SAT White Papers featured on the Web site of the Chicago-based Technology Executives Club have consistently been the most downloaded papers on the site, so this represents a significant opportunity for professional exposure for our students. To nominate your paper for publication as an SAT White Paper, please submit it to ITM Associate Chair Ray Trygstad, trygstad@iit.edu or 630.447.9009.

**ITM Student Organizations**

**Gamma Nu Eta (FNH):** See “Recognition of Academic Achievement” above.

**Information Technology and Management Organization (ITMO):** The purpose of ITMO is to increase recognition for the ITM Major by making resources available for all ITM students. ITMO members organize, promote, and manage this organization to assist their peers in the ITM Department. ITMO also holds events, fundraisers, socials, and other functions; they also do community work and invite guest speakers. ITMO wants to serve as an umbrella for multiple partnerships, affiliations, and organizations that members will have options to join. This organization is dormant as of Fall 2017, but all it will take to reinvigorate it is is committed student leadership. If you want to revive this group, please contact Ray Trygstad, trygstad@iit.edu or 630.447.9009.

**The High Technology Crime Investigation Association (HTCIA) Illinois Tech Student Chapter:** HTCIA was formed to provide education and collaboration to global members for the prevention and investigation of high tech crimes. The purpose of our student chapter is to foster, promote, and encourage the study of criminal investigations involving advanced technologies and security by the academic community. It is limited to undergraduate or graduate students in information technology and management, computer science, cybersecurity, law, accounting, auditing, or similar programs of study. For more information, contact Marika Jasinski, mjasins2@hawk.iit.edu.

**CompTIA Association for Information Technology Professionals (AITP):** Illinois Tech students were launching a chapter of Association for Information Technology Professionals (AITP), but AITP recently merged with CompTIA, the computer industry trade association. This leaves the status of student chapters unclear, and we will pass along any information as we learn more. However, a positive outcome of the reorganization is that student membership in CompTIA AITP at the national level is now free and among other benefits includes a 50% discount on CompTIA certification exam vouchers. We strongly encourage every ITM student to join now at https://www.aiptp.org/join-now/register/student/.

**ACM-W:** The Association for Computing Machinery (ACM) is the oldest and best established professional and academic association in the computing field. ACM-W supports, celebrates, and advocates internationally for the full engagement of women in all aspects of the computing field, providing a wide range of programs and services to ACM members and working in the larger community to advance the contributions of technical women. Illinois Tech has a very active ACM-W chapter; to find out more go to https://www.facebook.com/acmw.iit/.
ITM Department Student Employment: The ITM Department has frequent opportunities to assist students seeking internships, co-ops, and job placement efforts. They also conduct university-wide Job Fairs once each semester as well as regular seminars covering topics such as résumé preparation. Please see their Web site for full details and descriptions of how to use their services. In addition, the ITM Department has frequent opportunities to assist students seeking internships, co-ops, and job placement efforts.

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. There are also externally funded scholarships that require application through the department.

Department of Defense Information Assurance Scholarship: The Secretary of Defense for Networks and Information Integration annually announces a Department of Defense (DoD) Information Assurance (IA) Scholarship Program grant and scholarship competition. Recipients are required to serve a period of obligated service in DoD as a civilian employee or a member of one of the armed forces. Recipients receive full tuition, books, and stipends of $22,500 for undergraduate students and $34,000 for graduate students. Applicants must be U.S. citizens or permanent residents and must be enrolled in a program with a cybersecurity focus. Applications for this grant will be actively solicited by the department as soon as the announcement is received from the DoD, and will normally be due in mid-May. While awarded annually, the scholarships are renewable but will require a new application each year.

CyberCorps® Scholarship for Service: This U.S. government program provides scholarships that fully fund the typical costs incurred by full-time students in or entering cybersecurity curricula, including tuition and education and related fees, for up to three years. Additionally, recipients receive stipends of $22,500 for undergraduate students and $34,000 for graduate students. The scholarships are funded through grants awarded by the National Science Foundation, and require one year of Federal service for each year of scholarship received. Applicants must be U.S. citizens or permanent residents. Our application to award these scholarships is pending, and we will make an announcement if we are awarded this grant.

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. They also conduct university-wide Job Fairs once each semester as well as regular seminars covering topics such as résumé preparation. Please see their Web site for full details and descriptions of how to use their services. In addition, the ITM Department has frequent opportunities to assist students seeking internships, co-ops, or employment.

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 Career Services.

Employer Showcase sessions: Prospective employers in all areas of information technology will present opportunities offered by their companies in luncheon sessions throughout the year. They usually buy lunch—not often pizza—and after their presentation will have an opportunity for questions. Past events have included a diverse set of employers including Google, Red Sky Technologies, and University of Chicago Medicine. Watch the ITM Weekly Newsletter for announcements of these Employer Showcase sessions.

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 either emailed to students directly, or are featured in the ITM Weekly Newsletter. Occasionally, employers ask faculty members to select students to apply for jobs, and those requests are forwarded to faculty members exclusively who will contact students they are recommending individually.

LinkedIn: linkedin.com is the leading professional networking social media site for the information technology profession. The ITM Department urges every student embarking on a search for internships or employment to complete and maintain a full profile on LinkedIn. Students in the department have been offered interview opportunities by firms where they had not applied based on the strength of their profile, and this is the first place IT professionals look for information on fellow professionals. Your profile should include a professional portrait photograph, and Career Services will do free student headshots at least once each semester so there’s no reason not to have one. (One of the companies who has invited students to interview based on their LinkedIn profiles is Google!)

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 Assistantships: 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 assistance by the department, appointments as a TA without a specific faculty request are rare. Contact the ITM
Campus-Wide Identification (CWID) and Unified-ID (UID)

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

**MyIIT**

MyIIT ([http://my.iit.edu/](http://my.iit.edu/)) gives you access to online services for IIT students, including email, class registration, online course access via Blackboard, University announcements, IIT Today, and student news and events. The initial password for MyIIT is your birth month and year in MMYY format followed by the last four digits of your CWID number. For example, if you were born on July 4th, and your CWID is A2005678, your initial MyIIT password would be 07045678. You can look up both your Unifed-ID and your email address by looking yourself up in the IIT People Search at [http://www.iit.edu/people/search/](http://www.iit.edu/people/search/). For more information on MyIIT, see the “Training and Support” tab at [http://my.iit.edu/](http://my.iit.edu/). (By the way, the software that runs MyIIT is called **Banner**.)

**Online Student Services**

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

- **Academic Profile:** The place to view your basic academic profile, primary advisor and use quick links to view your unofficial transcript and holds.
- **Registration Tools:** Provides quick links to look up your class schedule and add or drop classes.
- **Banner Self-Service:** Allows you to navigate through all areas of Banner Self Service including student records, financial aid and personal information forms where you can update addresses and other info.
- **Student Grades:** Use this quick link to view your grades.
- **Enrollment Verification:** You can access and print official certificates of enrollment to provide to a health insurer, auto insurer, or other company that requests proof of your enrollment.

Graduate students will receive their Alternate PIN number from the Graduate College prior to the opening of registration for the next term; this number is required to register. If you are having difficulty registering, please contact the Registrar’s office at registrar@iit.edu.

**Electronic Mail**

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

(You must already be logged into MyIIT to use this link.) When emailing advisers or faculty always include your CWID (A#).

**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. Please direct Blackboard problems to the OTS Support Desk at 312.567.DESK (3375); **ITM instructors, Teaching Assistants, and staff cannot help you with Blackboard problems.**
Information Technology & Management Graduate Student Handbook Fall 2017

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 cannot enroll in online sections of any course. This is intended to engage the student in the learning process so that they are not distracted from their studies.

- **Online Course Policies for Students Enrolled in Live Sections:**
  - For students in live sections, actual classroom attendance is expected and online content may not serve as a substitute for live classroom attendance. Students in live sections who do not attend class may be penalized in the class participation component of their course grade.
  - If a course has an online component, live students who miss a class session due to illness or other authorized absence are expected to view the lecture they have missed online.

- **Online Course Policies for All Students:**
  - Graduate students living outside the Chicago area who are taking their degree program as a distance learner are not required to take live courses.
  - Students living outside the Chicago area who have shown that they are successful students and thus qualify to be on an internship or cooperative may take one or more courses online.
  - Online students are responsible for all assignments announced in class. Failure to watch the lecture is never an acceptable excuse for failure to submit assignments on the due date.
  - Some students fail to keep up with the on-line lectures and only skim over the material. As a result they miss critical information and fail to hand in assignments on time because they are not prepared when the assignment is due. Often they try to review all the lectures at the last moment to prepare themselves for an assignment, with bad results. Live students sometime use the Blackboard facilities as a substitute for attending class regularly, thus depriving themselves of the best option available to them, which is the live class. As a result, instructors may require that no more than the last three lectures be available at any point in the semester, which will force students to stay on schedule with lectures and course assignments. If this is the class policy, instructors may have all lectures made available online two weeks prior to the final exam for review purposes.

Computers and Computer Labs

Computer accounts and laboratories are essential to our academic programs. Computer labs for use by ITM/IT students are provided by the Rice Campus, the School of Applied Technology and by IIT’s Office of Technology Services. Portal and email accounts are provided for students and faculty by IIT’s Office of Technology Services. Illinois Tech faculty, staff and students; these accounts include MyIIT, Blackboard, Email/Google Apps, and Web accounts. Illinois Tech does not provide remote dial-up network access. OTS also provides general-purpose computer classrooms on the Illinois Tech Mies Campus, which may be used for teaching ITM 311 and ITM 312. Problems or issues with OTS-managed computing facilities at Main Campus should be reported via a trouble ticket to supportdesk@iit.edu.

- **Rice Campus Computer Labs:** The labs are managed by the Johannesen Computer Center, Rice Campus room 208, and include Rice Campus rooms 207, 208, 210, 240, 244, 247, 249, 250, 255 and 256. Room 240 is a multi-use laboratory, room 250 is a network, security & forensics lab which is normally physically isolated from the rest of the campus network, room 255 is a specialized digital real-time communications lab, and room 256 is a wireless data communications lab. Rice Campus also provides an 802.11g/n wireless network for student and faculty use.
- **Mies Campus Computer Labs:** The School of Applied Technology provides computer labs at 3424 South State Street on the second floor of the South Tower, and on the ninth and fourteenth floors of the IIT Tower. Problems or issues with ITM-managed computing facilities at Mies Campus should be reported via an email trouble ticket to appliedtech@iit.edu.
- **Information Technology (IT) / Information Technology & Management (ITM) Servers and Server Accounts:** Additional server accounts may be provided for ITM/ITF students and faculty and dedicated servers may be provided to support specific courses; details of these accounts and servers are available from Louis McHugh (IIT Tower room 14C3-2 or lmchugh@iit.edu). Problems or issues with ITM servers should be reported via an email trouble ticket to appliedtech@iit.edu.
- **Project Support:** Computers may be requested by faculty members to support student projects; such requests should be made as soon as the need is recognized. Servers will be virtual servers unless there is a compelling reason why that will not work. Virtual servers in standard configurations may be provided on a next-day basis; custom configurations are normally provided in two days but may take up to a week to provision. It may take up to a week to provide physical computers and providing these computers is completely dependent on the availability of resources.
- **Student Computer Ownership and Use:** Students entering any ITM degree as of Fall 2016 are required to possess a notebook computer with both wired and wireless network access for use in our programs; details of the minimum and desired configurations may be found in the latest Information Technology & Management Student Notebook Computer Specification on page 19 of this handbook.
- **IIT Office of Technology Services Accounts:** OTS (http://www.iit.edu/ots/) provides common computer accounts for Illinois Tech faculty, staff and students; these accounts include MyIIT, Blackboard, Email/Google Apps, and Web accounts. Illinois Tech does not provide remote dial-up network access. OTS also provides general-purpose computer classrooms on the Illinois Tech Mies Campus, which may be used for teaching ITM 311 and ITM 312. Problems or issues with OTS-managed computing facilities at Main Campus should be reported via a trouble ticket via email to supportdesk@iit.edu or online at http://support.iit.edu.
Software Available for ITM/IT Students

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

- **Microsoft Software:** The School of Applied Technology is a subscriber to Microsoft Imagine Premium 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://imagine.microsoft.com/en-us/institutions/guidelines. The files include all current Microsoft operating systems, servers, and application development tools, and include applications such as Windows 7, Windows 8.1, Windows 10, and Visual Studio. Our subscription does not include any Microsoft Office tools except Visio, Project, Outlook, One Note and Access (for Office, see above). You can download Microsoft software from your ITM Software account; these accounts are normally established at the beginning of the third week of the Fall and Spring semesters, and the second week for the Summer semester. You will receive an email from the Program Coordinator discussing the program and a separate email from Kivuto Solutions with your login information including your password. Product keys for this software are provided at the time of download so we suggest that you save a copy of this page. For more information about our accounts see http://www.itm.iit.edu/software/ and to access our webstore see http://www.itm.iit.edu/software/webstore.html. Microsoft Imagine Premium membership benefits information is at at https://www.dreamspark.com/institution/subscription.aspx.

- **VMware:** Software available to students and faculty through the VMWare Academic Program can be downloaded through your ITM Software account managed by Kivuto Solutions. This account will give you access to VMware products—for free—as well as a token allowing you to enroll in VMware eLearning Courses online. You are entitled to one free copy of each product, with licenses good for 1 year. Unlike the Microsoft Imagine account, we CANNOT authorize additional downloads (i.e. more than one license) of these products, but according to the site you can redownload the software as necessary. More importantly, license keys are issued to you on the Web page at the time of download, and we cannot get you additional or replacement keys, so we suggest that you save a copy of any keys issued to you on the site.

- **IBM:** As an IBM Academic Affiliate, IBM developer and analytics software is available to students and faculty and can be downloaded through your ITM Software account managed by Kivuto Solutions.

- **Oracle:** The ITM Department is an Oracle Academy which makes Oracle software available to faculty and students. Contact the Oracle Academy manager for access to software: SAT Director of I.T. Louis McHugh, IIT Tower room 14C3-2 or lmchugh@iit.edu.

- **Autodesk:** Free software for students from Autodesk including Autocad and Maya is available at http://www.autodesk.com/education/free-software/featured

- **Other Free Widows Software:** We used to maintain a download page with links to recommended software, but this year instead we recommend that you use https://ninite.com/. Ninite will create an installer for all the software you have selected, which when run will install the correct version for your OS with no toolbars or other crapware. To update the software, just run the installer again. The School of Applied Technology uses Ninite Pro to configure our computer lab systems.

- **IIT Licensed Software:** Commercial software licensed for Illinois Tech use is available under the Training and Support tab in MyIIT and includes applications such as Mathmatica and Virus Scan anti-virus products from McAfee.

Writing Research Papers

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

- **Format of Research Papers:** Unless your professor gives you different instructions, you should prepare 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 toward the page total.
Heads: Please use only one level of heading.

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

For articles use the form

Smith, James Q. (1978) Title of article. Title of Journal or Periodical, 10(5) 45-50.

and for books,

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

and for collections of papers,


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.

Writings 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;
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:

or Choose an area of interest to you to start your topic selection
or Search for publications—both in print and online—related to your topic
or Narrow your topic to refine your search results
or 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 →)
or 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.
or Make notes on, or photocopy, interesting passages as you encounter them
or Make notes as you read to capture thoughts, questions, and ideas
or Refine your research question and do further information gathering
or Compose and write down your working thesis
or Review and reflect on work done in the field already; discuss any necessary background information
or Construct your argument, with the main points organized in an outline
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. For Fall 2017, this bus will run on the following Wednesdays: 8/23, 8/30, 9/13, 9/20, 10/11, 10/18, 11/8, and 11/29. It will depart from the Mies Campus at the back of Hermann Hall at 3:15pm and depart from the Rice Campus to return to the Mies Campus at about 9:30pm. Students planning to return to the Mies 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 IIT students, faculty and staff; you may be requested to present your Hawkcard to verify this.

**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://humansciences.iit.edu/humanities/writing-center](http://humansciences.iit.edu/humanities/writing-center)) 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. New student library resources are at [http://library.iit.edu/students/services/new-student-guide/](http://library.iit.edu/students/services/new-student-guide/). *Fundamentals for International Students* is a library workshop/tour to help you get familiar with the library building and services, and is usually scheduled during the orientation week or the first two weeks of classes. Tour dates are announced on the library websites and IIT Today. Special library resources for international students can be accessed at [http://library.iit.edu/students/services/international-students/](http://library.iit.edu/students/services/international-students/) and the International Student Library guide is at [http://guides.library.iit.edu/internationalstudents](http://guides.library.iit.edu/internationalstudents).

**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](http://humansciences.iit.edu/humanities/writing-center)


- Writing Tutorial Services pamphlets, Indiana University: [http://www.indiana.edu/~wts/pamphlets.shtml](http://www.indiana.edu/~wts/pamphlets.shtml)

- OWL at Purdue: The Online Writing Lab at Purdue University: [http://owl.english.purdue.edu/owl/](http://owl.english.purdue.edu/owl/)

- LEO: Literacy Education Online, St. Cloud State University: [http://leo.stcloudstate.edu/](http://leo.stcloudstate.edu/)

- APA Style *(includes tutorials on APA citation styles and bibliography entries):* [http://www.apastyle.org/](http://www.apastyle.org/)

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.

IIT Shuttle Bus Schedule: http://www.iit.edu/directory/shuttlebus.html
MetraRail Union Pacific West Line (Wheaton): http://metrarail.com/Sched/cnw_w/cnw_w.shtml
Pace Bus Route # 714: http://www.pacebus.com/sub/schedules/route_detail.asp?RouteNo=714

Personal Hygiene

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

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

Other Important Student Resources

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

Created 12/22/05 / Updated 8/17/2017 / RET © 2015 IIT School of Applied Technology
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.

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<tr>
<th>ITEM</th>
<th>RECOMMENDED</th>
<th>MINIMUM</th>
<th>OPTIONAL/OPTIMAL</th>
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<tr>
<td>Processor (CPU)</td>
<td>Intel Core i7 A8</td>
<td>Intel Core i3 H or U</td>
<td>Intel Core i7 HQ or MQ A10</td>
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<td>AMD A8</td>
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<td>RAM Memory</td>
<td>8GB or greater</td>
<td>4GB</td>
<td>16GB RAM optimal to run Windows 7/10 &amp; virtualization</td>
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<td>• You may not be able to run virtualization software adequately without VT or AMD-V technology, not found in older CPUs.</td>
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<td>• You may not be able to run all necessary applications with only 4 GB of RAM.</td>
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<td>• 16GB or more of RAM is highly desirable.</td>
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<td>Operating System</td>
<td>Microsoft Windows 7, 8.1 or 10 Professional</td>
<td>Microsoft Windows 7 Professional</td>
<td>Linux or Solaris Macintosh OS/X Windows Server 2008/2012</td>
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<td>• MacBooks must have BootCamp, Oracle VirtualBox, Parallels Desktop or Vmware Fusion installed allowing running of Microsoft operating systems.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Linux or Solaris notebooks must have Oracle VirtualBox, Xen, KVM, or VMware Workstation installed allowing running of Microsoft operating systems.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Oracle VirtualBox, our recommended desktop virtualization solution, is available for free at <a href="http://www.virtualbox.org/">http://www.virtualbox.org/</a>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Microsoft and Linux software is available at no cost to all ITM students but you should purchase a system that will support Windows 7 Professional as a minimum standard.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Ubuntu and Ubuntu variants Kubuntu, Linux Mint, and Pinguy, as well as OpenSUSE are recommended Linux distributions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Windows Home versions will not support all software or OS functions you may need in our curriculum.</td>
</tr>
<tr>
<td>Hard Drive</td>
<td>500GB</td>
<td>128GB</td>
<td>SSD - 256GB or 512GB 7200 RPM hard drive(s)</td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>Floppy drive</td>
<td>Neither required or expected</td>
<td>3.5 inch 1.44MB</td>
<td></td>
</tr>
<tr>
<td>Graphics card</td>
<td>128MB or greater, 24-bit color</td>
<td>64MB 24-bit color</td>
<td></td>
</tr>
<tr>
<td>Display resolution</td>
<td>1280x1024 XGA or greater</td>
<td>1024x768 SVGA</td>
<td></td>
</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>
</tr>
<tr>
<td>Anti-Virus Software</td>
<td>LibreOffice</td>
<td>LibreOffice</td>
<td>Optional on Mac/Linux</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• LibreOffice is available for free at <a href="http://www.libreoffice.org/">http://www.libreoffice.org/</a> or (preferred) <a href="http://www.ninite.com">http://www.ninite.com</a>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• A free student subscription to Microsoft Office 365 which includes five full installations of Microsoft Office for Windows or OSX is available to Illinois Tech students with an iit.edu email address at <a href="https://products.office.com/en-us/student/office-in-education">https://products.office.com/en-us/student/office-in-education</a></td>
</tr>
</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.
Tracks within the Information Technology Infrastructure Specialization

Tracks within the Information Technology Infrastructure are defined by selection of 12 hours of elective courses in the specialization. The Department makes no guarantee that all courses required for completion of a track will be available during the time a student is completing courses for the degree.

Voice and Data Communication Technology Track

Track Required Courses:  
ITMD 545 Web Real-Time Communications  
ITMO 546 Telecommunications Over Data Networks  
Select a minimum of 6 credit hours from the following:  
ITMO 541 Network Administration and Operations  
ITMO 542 Wireless Technologies and Applications  
ITMO 544 Cloud Computing Technologies  
ITMO 547 Telecommunications Over Data Networks: Projects and Advanced Methods

System Administration Track

Track Required Courses:  
ITMO 541 Network Administration and Operations  
Select a minimum of 6 credit hours from the following:  
ITMO 533 Enterprise Server Administration  
ITMO 550 Enterprise End-User System Administration  
ITMO 553 Open Source System Administration  
Select a minimum of 3 credit hours from the following:  
ITMO 517 Shell Scripting for System Administration  
ITMO 533 Enterprise Server Administration  
ITMO 544 Cloud Computing Technologies  
ITMO 550 Enterprise End-User System Administration  
ITMO 553 Open Source System Administration  
ITMO 554 Operating Systems Virtualization  
ITMO 557 Storage Technologies  
ITMS 558 Operating Systems Security

Data Center Operations and Management Track

Track Required Courses:  
ITMO 554 Operating Systems Virtualization  
ITMM 576 Data Center Management  
ITMT 535 Data Center Architecture  
Select 3 credit hours from the following:  
ITMD 526 Data Warehousing  
ITMM 574 Information Technology Management Frameworks  
ITMO 544 Cloud Computing Technologies  
ITMO 557 Storage Technologies  
ITMS 588 Incident Response, Disaster Recovery, and Business Continuity

Students electing to complete a track must inform their adviser and list applicable courses from the track on their Graduate Plan of Study. Students completing a track are urged to select one or both of their degree electives from the electives listed for the track they have selected.

Completion of a track within the Information Technology Infrastructure specialization will be recognized by a letter from the Department of Information Technology and Management.
The first location given is the primary office location. The number given is the office room number. Location addresses are:

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

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
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<tr>
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</tr>
<tr>
<td>Donald Nelson</td>
<td>Adjunct Industry Professor</td>
<td><a href="mailto:dnelson@iit.edu">dnelson@iit.edu</a></td>
</tr>
<tr>
<td>Ryan Nelson</td>
<td>ITM Admissions &amp; Recruitment Specialist and Graduate Adviser</td>
<td><a href="mailto:nelson@iit.edu">nelson@iit.edu</a></td>
</tr>
<tr>
<td>James Papademas</td>
<td>Industry Professor and Graduate Academic Adviser</td>
<td><a href="mailto:papadem@iit.edu">papadem@iit.edu</a></td>
</tr>
</tbody>
</table>
### Information Technology & Management (ITM) Faculty & Staff Directory (continued)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katherine Papademas</td>
<td>Adjunct Instructor</td>
<td><a href="mailto:kpapadem@iit.edu">kpapadem@iit.edu</a></td>
</tr>
<tr>
<td>Luke Papademas</td>
<td>Adjunct Industry Professor</td>
<td><a href="mailto:lopapadem@iit.edu">lopapadem@iit.edu</a></td>
</tr>
<tr>
<td>Vasilios “Billy” Pappademiou</td>
<td>Adjunct Industry Associate Professor</td>
<td><a href="mailto:vpappade@iit.edu">vpappade@iit.edu</a></td>
</tr>
<tr>
<td>Rahul Patel, Ph.D.</td>
<td>Adjunct Assistant Professor</td>
<td><a href="mailto:rpatel37@iit.edu">rpatel37@iit.edu</a></td>
</tr>
<tr>
<td>Ramesh Rao</td>
<td>Adjunct Industry Professor</td>
<td><a href="mailto:rroo12@iit.edu">rroo12@iit.edu</a></td>
</tr>
<tr>
<td>Martin Schray</td>
<td>Adjunct Industry Professor</td>
<td><a href="mailto:mschray@iit.edu">mschray@iit.edu</a></td>
</tr>
<tr>
<td>Sam Shamsuddin, Ed.D.</td>
<td>Adjunct Assistant Professor</td>
<td><a href="mailto:shamsuddin@iit.edu">shamsuddin@iit.edu</a></td>
</tr>
<tr>
<td>Sumee Shin</td>
<td>Adjunct Industry Associate Professor</td>
<td><a href="mailto:sshin17@iit.edu">sshin17@iit.edu</a></td>
</tr>
<tr>
<td>William Slater</td>
<td>Adjunct Industry Professor</td>
<td><a href="mailto:wslater@iit.edu">wslater@iit.edu</a></td>
</tr>
<tr>
<td>Scott Spyrison</td>
<td>Adjunct Industry Associate Professor</td>
<td><a href="mailto:spyrison@iit.edu">spyrison@iit.edu</a></td>
</tr>
<tr>
<td>Karl Stolley, Ph.D.</td>
<td>Associate Professor</td>
<td><a href="mailto:kstolley@iit.edu">kstolley@iit.edu</a></td>
</tr>
<tr>
<td>Ray Trygstad</td>
<td>Industry Professor</td>
<td><a href="mailto:trygstad@iit.edu">trygstad@iit.edu</a></td>
</tr>
<tr>
<td>Kevin Vaccaro</td>
<td>Adjunct Industry Professor</td>
<td><a href="mailto:vacckev@iit.edu">vacckev@iit.edu</a></td>
</tr>
<tr>
<td>Yong Zheng, Ph.D.</td>
<td>Senior Lecturer</td>
<td><a href="mailto:yzheng66@iit.edu">yzheng66@iit.edu</a></td>
</tr>
<tr>
<td>Ben Zumhagen</td>
<td>Adjunct Industry Associate Professor</td>
<td><a href="mailto:bsumhagen@iit.edu">bsumhagen@iit.edu</a></td>
</tr>
<tr>
<td>Robert Van Dame</td>
<td>Adjunct Industry Associate Professor</td>
<td><a href="mailto:rvdame@iit.edu">rvdame@iit.edu</a></td>
</tr>
<tr>
<td>Carl Vizza</td>
<td>Executive Director</td>
<td><a href="mailto:cvizza@iit.edu">cvizza@iit.edu</a></td>
</tr>
</tbody>
</table>

### Office of Professional Development Faculty & Staff Directory

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

**Rice:** Daniel F. and Ada L. Rice Campus, 201 East Loop Road, Wheaton, Illinois 60187

**Main:** IIT Mies Campus, Perlstein Hall, 10 West 33rd Street, Chicago, Illinois 60616

Tech Park South (TS), 3424 South State Street, Chicago, Illinois 60616

IIT Tower, 10 West 35th Street, Chicago, Illinois 60616

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
<th>Room Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Devon Hall</td>
<td>Finance Manager</td>
<td>312.567.5284</td>
<td>PH 221</td>
<td><a href="mailto:dhall17@iit.edu">dhall17@iit.edu</a></td>
</tr>
<tr>
<td>Mary LaFleur</td>
<td>Program Manager, Professional Development Courses, Short Programs, and Professional Engineering Review</td>
<td>312.567.5200</td>
<td>PH 221</td>
<td><a href="mailto:mlafleur@iit.edu">mlafleur@iit.edu</a></td>
</tr>
<tr>
<td>Nuala Power</td>
<td>Program Manager, International Certificates</td>
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<td><a href="mailto:npower@iit.edu">npower@iit.edu</a></td>
</tr>
<tr>
<td>Steven Szmurlo</td>
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</tr>
<tr>
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<td><a href="mailto:cvizza@iit.edu">cvizza@iit.edu</a></td>
</tr>
</tbody>
</table>