Faculty Information and Departmental Policies Fall 2025

Department of Information Technology & Management

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Information Technology & Management Mission

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

About the Department of Information Technology & Management

Courses from our department are available at Illinois Tech's Chicago Mies Campus live or via videoconferencing, at remote locations via the Internet, and on occasion 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. Some courses may be offered in half-semester A or B terms. 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 Department of Information Technology & Management is to teach you, the student, practical, hands-on, applied knowledge that can lead to immediate employment in the information technology field. To this end, ITM courses will teach the latest applications and tools used in the field, maximizing 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 ITM courses principally stress practical applications, 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, given the scope and rapidity of change within the information technology industry. 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

Bachelor of Information Technology & Management Program Objectives

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

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

Bachelor of Information Technology & Management Student Outcomes

(based on ABET Accreditation Criteria)

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

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

Bachelor of Science in Applied Cybersecurity and Information Technology Program Objectives

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

- Problem solve, create, and effectively communicate innovative answers to provide technology solutions for the problems of business, industry, government, non-profit organizations, and individuals.
- Perform requirements analysis, design and administration of computer and network-based systems conforming to policy and best practices, and monitor and support continuing development of relevant policy and best practices as appropriate.
- Design and implement an enterprise security program using policy, technology, and awareness to implement appropriate controls and technically secure enterprise information assets and resources to deter, detect, and prevent the success of attacks and intrusions.
- Investigate information security incidents and violation of law using computer resources in a manner such that all evidence is usable for fault analysis and, when applicable, admissible in a court of law.
- Apply current technical and mathematical concepts and practices in the core information technologies and recognize the need to engage in continuing professional development.

Bachelor of Science in Applied Cybersecurity and Information Technology Student Outcomes
(based on ABET Accreditation Criteria)

Bachelor of Science in Applied Cybersecurity and Information Technology graduates should be able to:

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

Master of Information Technology & Management Program 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 Program Objectives

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

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

Master of Science in Applied Cybersecurity and Digital Forensics Program Objectives

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

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

Master of Science in Information Technology & Management Program Objectives

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

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

Doctor of Philosophy in Information Technology Program Objectives

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

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

Undergraduate and Graduate Catalogs

The specific requirements for completion of each student's degree are in the applicable university *Catalog*. In most cases the *Catalog* in force in the year the student entered the program governs their curriculum. Illinois Tech *Catalogs* are published annually online only at http://catalog.iit.edu/. The following links will take you to the section of the current *Catalog* relevant to a particular degree and situation.

- ***Bachelor of Information Technology and Managementc***
  - Degree requirements: https://catalog.iit.edu/undergraduate/colleges/computing/information-technology-management/bachelor-information-technology-management/
  - Sample curriculum: https://catalog.iit.edu/undergraduate/colleges/computing/information-technology-management/bachelor-information-technology-management/#samplecurriculatext
- ***Bachelor of Information Technology and Management*** *(transfer students)*
  - Degree requirements: https://catalog.iit.edu/undergraduate/colleges/computing/information-technology-management/bachelor-information-technology-management-transfer/
  - Sample curriculum: https://catalog.iit.edu/undergraduate/colleges/computing/information-technology-management/bachelor-information-technology-management-transfer/#samplecurriculumtext
- ***Bachelor of Science in Applied Cybersecurity and Information Technology***
  - Degree requirements: http://bulletin.iit.edu/undergraduate/colleges/computing/information-technology-management-school-applied-technology/bs-applied-cybersecurity-information-technology
  - Sample curriculum: http://bulletin.iit.edu/undergraduate/colleges/computing/information-technology-management-school-applied-technology/bs-applied-cybersecurity-information-technology/
- ***Master of Information Technology and Management***
  - Degree requirements: http://catalog.iit.edu/graduate/colleges/computing/information-technology-management/master-information-technology-management/#programrequirementstext
  - Specializations: http://catalog.iit.edu/graduate/colleges/computing/information-technology-management/master-information-technology-management/#specializationstext
- ***Master of Cyber Forensics and Security***
  - Degree requirements: http://catalog.iit.edu/graduate/colleges/computing/information-technology-management/master-cyber-forensics-security/#programrequirementstext
- ***Master of Science in Information Technology and Management***
  - Degree requirements: http://catalog.iit.edu/graduate/colleges/computing/information-technology-management/ms-information-technology-management/#programrequirementstext
- ***Master of Science in Applied Cybersecurity and Digital Forensics***
  - Degree requirements: http://catalog.iit.edu/graduate/colleges/computing/information-technology-management/ms-applied-cybersecurity-digital-forensics/#programrequirementstext
- ***Doctor of Philosophy in Information Technology***
  - Degree requirements: https://catalog.iit.edu/graduate/colleges/computing/information-technology-management/phd-information-technology/

More Details: The *Undergraduate Catalog* and *Graduate Catalog* list all of the courses in the university with a brief course description for each. If you want more details for ITM courses, we have now posted a *Departmental Syllabus* for every ITM undergraduate course, which offers much more information about what we will cover in each course. The *ITM Departmental Syllabi* are available at http://www.itm.iit.edu/faculty/itmdepartmentalsyllabus.html.

Faculty Office Hours

As faculty members, you must be available to students outside of class. Your contact information and published office hour information must be provided to the ITM Department Manager, **Kayla Botica**, IT 15D3-2, kbotica1@illinoistech.edu, 312.567.5927 prior to the beginning of each term, but no later than the end of the first week of the term. Full-time faculty members and adjunct faculty members who are Illinois Tech staff members must provide a work telephone number to their students. At their discretion, adjunct faculty may share a personal telephone number with their students, but this is not required or expected. Full-time faculty members and adjunct faculty members who are Illinois Tech staff members should have a university telephone number assigned to them, which is a VoIP number that operates in Microsoft Teams; if you do not have one, please request on through the ITM Department Manager, **Kayla Botica**, IT 15D3-2, kbotica1@illinoistech.edu, 312.567.5927 .

- *Full-Time Faculty:* Full-time ITM 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 Canvas 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. Due to a variety of circumstances, they may only be available online or by phone, and that is fine as long as they communicate to you how to contact you.
- *Adjunct Faculty:* In normal circumstances, ITM adjunct faculty members should maintain one to two hours of physical presence office hours if possible, and must be available via email, chat, video conference, or other electronic means. They may keep virtual office hours via a chat application or instant messaging, but must ensure all students understand clearly how to contact them if this is their office hour method. At the Mies Campus, faculty may hold office hours in our 15th floor offices in the Michael Paul Galvin Tower, either in the Faculty/Staff Lounge (15E4-2) or in the open area beyond the reception desk. Check with the ITM Department Manager, **Kayla Botica**, IT 15D3-2, kbotica1@illinoistech.edu, 312.567.5927 for what space might be available during your scheduled office hours. Adjunct faculty members who are Illinois Tech staff members may elect to hold office hours in the office assigned to them for their staff position. Due to a variety of circumstances, you may only be available online or by phone, and that is fine as long as you communicate to students how to contact you.

Communications

The Department of Information Technology and Management uses several means to communicate with students.

- *Illinois Tech Email:* Your official illinoistech.edu email address is the primary method of communication between the ITM Department, your students, and you. It is important that you check your email often and any correspondence to your students must come from your university email address. You need to hold students to the expectation that communications must be by their hawk.illinoistech.edu email address. If you receive student email from another address, *if you chooose to respond,* you should always respond to their hawk.illinoistech.edu email address.
- *ITM Weekly Newsletter:* Any announcements, news and calendar events from the ITM Department will be published in our weekly newsletter which will be sent to your illinoistech.edu email every Friday during the fall and spring semesters, and occasionally during the summer term.

- *ITM Loopback Blog:* Important announcements, news and calendar events from the ITM Department as well as IT industry news may appear on the ITM blog, http://blogs.iit.edu/itm_loopback/. Student bloggers are welcome as well; if you would like to blog on *Loopback*, please contact ITM Department Manager, **Kayla Botica**, IT 15D3-2, kbotica1@illinoistech.edu, 312.567.5927
- *The ITM Linkedin Group:* https://itm.iit.edu/linkedin/.

Academic Honesty

Each student must read and understand both the **Code of Academic Honesty** in the *The Illinois Institute of Technology Student Handbook* at https://www.iit.edu/student-affairs/student-handbook/fine-print/code-academic-honesty and the **Academic Honest Guidelines** published by Academic Affairs at https://www.iit.edu/academic-affairs/academic-honesty-guidelines. By ITM Department Policy, a student committing an Academic Honesty Violation, will, at a minimum, be assigned a grade of zero for the assignment. If it is a second offense the student will be given a failing grade for the class which will also result in the loss of approval for participation in Curricular Practical Training (CPT) and/or Co-op/Internship programs. On a third offense, the department will recommend that the student be dismissed from the university.

INFORMATION TECHNOLOGY AND MANAGEMENT POLICY ON ACADEMIC HONESTY VIOLATIONS

Sanctions for Information Technology and Management students

When an Information Technology and Management student is found to be in violation of the academic honesty standards of the university, the faculty member involved must follow the steps outlined in the Academic Affairs Academic Honesty Guidelines and after consultation with the Designated Dean of Academic Discipline (DDAD) complete the necessary actions. For the Mies Campus, the DDAD is the Vice Provost for Academic Affairs, currently **Professor Kevin Cassel,** cassel@illinoistech.edu / 312.567.5939. Faculty members must also submit a copy of the *Academic Honesty Reporting Form* to the ITM Department Chair. A fillable PDF copy of the *Academic Honesty Reporting Form* may be found in appendix A to this Handbook.

Program and Course Prerequisites

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

- *Graduate Prerequisite:* Although a bachelor's degree is required for admission to the graduate degree program, courses equivalent to the required prerequisite courses for the program, ITM 301, ITM 311 or 313, ITMD 361, and ITMD 321 may be completed at many community colleges prior to enrollment in the degree program. Students should check with their adviser to ensure that the course they select meets the equivalent ITM requirement.
- *Prerequisites for the Master of Cyber Forensics and Security and the Master of Science in Applied Cybersecurity and Digital Forensics:* These degrees requires extensive prerequisites which may add an additional semester of study to the curriculum for students who have not fulfilled these requirements prior to enrolling. See the *Graduate Catalog* for full details.
- *Waiver of Prerequisites Based on Certification or Experience:* Program or course prerequisites may be waived based on industry certifications or significant experience. This waiver can be granted for courses by advisers, course instructors of the course the prerequisite is required for, or by an ITM Associate Chair. See below for credit by examination information.

Credit by Examination

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

- *Credit by Examination and Industry Certifications:* Industry certifications may be used as the examination for credit by examination, but this credit will not normally be granted after the end of the first semester of studies in a degree. Many industry certifications may fulfill course requirements; while we recognize their value and applaud students who hold them, we cannot at this time grant course credit for Cisco certifications. Students who have industry certifications that they believe may fulfill course requirements should contact ITM Associate Chair Jeremy Hajek (hajek@illinoistech.edu or 630.296.4012), for evaluation of their certification.
- *Administration of Examinations for Credit by Examination:* A student desiring to complete a course through credit by examination will complete the Credit by Examination form by logging into MyIIT to access the form at https://pws.iit.edu/cas?destination=/system/files/registrar/credit-proficiency-exam-form-1674847693.pdf, make their payment, and bring the form to the instructor for the applicable course. The form states that students should "obtain the signature of the Director of Student Accounting" but if they have paid the fee online they should attach a copy of the receipt reflecting payment. The instructor may administer the midterm (if applicable) and final examinations from the most recent offering of the class, or may administer an oral examination, to verify that the student possesses an adequate level of knowledge to complete the course. Upon completion of the examination, the instructor will assign a grade on the form; if the student does NOT possess the necessary level of knowledge *a failing grade will be assigned*. After assigning the grade and signing the form the instructor must return the form in person to Kayla Botica in the ITM Department office. Once a student hands the instructor the form, the student may not possess or handle the form again.
- *Application of Course Credits Earned in a Coursera Degree Program:* Application of course credit earned in an Illinois Tech Coursera program to other degrees in the university will be determined in consultation with the Vice Provost for Learning Innovation.

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, but 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 Department Manager, **Kayla Botica**, IT 15D3-2, kbotica1@illinoistech.edu, 312.567.5927 to arrange for administration and grading of the examination.

English Proficiency

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

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

Graduate Course Differentiation

For valid academic reasons we have courses in our curricula which place both undergraduate and graduate students in the same classroom with the same lectures and other instructional material delivered to them. When courses are offered with both undergraduate and graduate students enrolled in common lecture and/or lab meetings, course expectations, outcomes, assignments, and grading standards will be differentiated within the courses to reflect the higher level of achievement expected of graduate students. In accordance with expectations of our university accrediting agency, there must be a clear differentiation between undergraduate and graduate work in these cross-listed courses as described below.

- *Course Numbering:* When courses are offered with both undergraduate and graduate sections sharing the same classroom instruction and instructor, the course will have both 3XX or 4XX section numbers and corresponding 5XX section numbers. As an example, ITMO 340 has a corresponding ITMO 540 course offering. *Graduate students may not enroll in any course not a 5XX or 6XX course except as a prerequisite.*
- *Syllabus:* Undergraduate and graduate sections **shall each have their own syllabus** even when taught in common lectures. These will reflect differences in course outcomes, course student outcomes, and assignments.
  - *Outcomes and Objectives:* Outcomes and learning objectives for the undergraduate component of cross-listed courses focus primarily on providing students with basic knowledge needed to understand and apply methods and procedures pertaining to materials covered in the course. In addition to the outcomes and learning objectives for the undergraduate component, the graduate component of cross-listed courses may include one or more of the following additional objectives: (i) design and conduct experiments, (ii) analyze and interpret data, (iii) gain experience in the design of systems or processes within practical constraints, (iv) gain experience working on multidisciplinary teams, (v) deepen knowledge of a subject by synthesizing the scientific literature, (vi) improve technical communication skills, and/or (vii) provide an opportunity to mentor undergraduate students. In addition, similar or related outcomes for undergraduate and graduate students may be differentiated to reflect expectation of a greater depth of knowledge of a topic by graduate students; for example, where an undergraduate outcome may read "Describe the [process or procedure]," the graduate section may read "Explain the [process or procedure]." Explanation of a topic is inherently more complex than description and reflects a knowledge level appropriate to graduate studies. Similar differentiation might include "Recall…" in an undergraduate objective while the graduate objective reads "Recall and describe…"
- *Effort Expected of Graduate Students:* In courses where undergraduate and graduate sections are cross-listed, graduate students are expected to demonstrate a substantively higher level of accomplishment than is expected of undergraduates.
  - *Assignments:* In order to ensure graduate-level work is performed by graduate students in cross-listed courses, assignments reflecting a much greater level of effort on the part of graduate students must be assigned. If the course otherwise has no paper or project assigned (for example, in a system administration course), graduate students may be required to complete a research paper or project. If a programming project is assigned, the level of complexity and effort required for projects completed by graduate students will be demonstratively greater than that assigned to undergraduates, and should reflect an ability to synthesize or arrive at solutions beyond the scope expected of undergraduates. Other additional differentiation in assignments could include advanced problem solving or design applications; additional discussion items required in

homework problems and/or exams; or an assigned supervisory roles in group projects. If a paper or project is assigned, the scope and deliverables of the assignment for graduate students will reflect a greater expectation of complexity and effort required than that expected of undergraduates; for example, an undergraduate term paper may be four to six double-spaced pages while a graduate paper may be expected to be eighteen to twenty pages with a far higher expectation of literature review and background research. Another possible avenue of differentiation might be a take-home essay section of the final exam for graduate students only. Identical assignments for graduate and undergraduate students in a cross-listed course may be assigned, and may be graded to different standards for graduate students reflecting higher expectations. *It is critical that this differentiation take place, and that undergraduate students enrolled in the undergraduate sections of the class not be expected or required to bear a graduate-level workload.*

- *Readings:* Graduate students may, and in most instances should, be assigned more extensive reading in a course than undergraduates. Readings may be from supplementary online resources or from additional course texts, and certainly may be listed as optional reading for undergraduates. These additional readings may also lend themselves to the formation of additional outcomes and objectives for graduate students.
- *Assessment:* Graduate students will be assessed against course outcomes and objectives, and the program outcomes for their graduate degree. Graduate degree outcomes are broad in nature but become specific when placed in the context a particular course. "Manage and deploy information resources applicable to each student's particular area of focus in an enterprise setting," while broad in general, will become very specific when a course is the particular area of focus of the student's study. Assessment tools will be formulated to reflect this fact.

Syllabus

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

- *Key Things to Consider:* **Please ensure you consider these things, which are departmental policy, as you draft and post your syllabus.**
  - The syllabus is a *contract* between you and your students, and must be treated as such. If you change the topics in your course, or your assignments, or any other significant facet of the course, you need to issue a revised syllabus reflecting these changes. Students are expected to know and understand what is in the syllabus. A statement reflecting the status of the syllabus as a contract is in the *ITM Example Syllabus Statements* file at http://itm.iit.edu/faculty/syllabus/. If you change the topics in your course, or your assignments, or any other significant facet of the course, *you must issue a revised syllabus reflecting these changes*.
  - The syllabus must include a grading discussion which must address two things: a breakdown of how letter grades relate to percentage grades or points, and how much weight is carried by each category of graded material. It is required that both of these be in writing and be included in the syllabus. This protects both you and the students from ambiguity. Examples of both are in the Grading section below and in the *ITM Example Syllabus Statements*. Please ensure you don't leave any gaps in your grading breakdown, because if 80%-89% is a B and 90%-100% is an A, what does an 89.7% get?
- *Syllabus Content:* A course syllabus will cover expected course and student outcomes for the course; topics covered in the class; homework assignments; projects; exams; grading policies; and a clear policy on handling late assignments/projects and academic irregularities.
- *Online Course Exam Information:* For online section of a course, the instructor should provide midterm and final exam process details for you in the syllabus, i.e. will the exam be available online, either as a regular exam or as a take-home exam? Will the exam be administered live only? What arrangements should students with final exam time conflicts make? If live only, will the exam be available at both Main and Rice Campuses? Center for Learning Innovation can make exam proctors available, but you instructor must request them and send a copy of your exam. Please note that while instructors may permit online students, at their own discretion, to take an exam on-campus with the class, instructors ***cannot*** require an online student to appear in-person on campus for exams or for other any reason.
- *Syllabus Format:* The syllabus shall follow the format listed below; asterisks (*) indicate mandatory items.
  - * Course Number - Course Name
  - * Term
  - * Faculty Data
    - Name
    - Mailing Address *(May use 10 W. 35th St. Suite 1500A, Chicago, IL 60616)*
    - Telephone Number *(Can be home, office, cell, or faculty/staff number)*

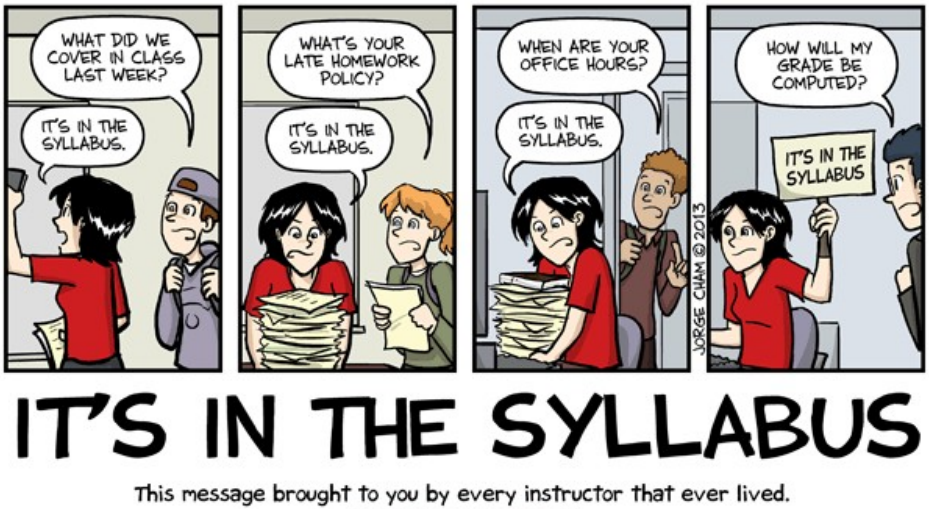
Office Number *(If an office is assigned; otherwise use Galvin Tower Suite 1500A)*
Office Hours *(If office hours are virtual via chat application or instant messaging, full contact details must be provided)*
Email Address *(all faculty members **must** provide students with your **illinoistech.edu** email address)*

* Course Catalog Description
* Prerequisites
Credit
Lecture Day, Time & Place(s)
Lab Day, Time & Place(s)
* Schedule of Topics
Week-by-week
Specific lesson objectives
* Course Outcomes *(Key or representative broad learning objectives for the course)*
* Course Student Outcomes *(Specific, measurable things that students should be able to do at the end of the course.)*
Learning Objectives *(**Note:** Specific topics should have Learning Objectives but there is no requirement that they all be in the syllabus; they can be in course notes or even as a stand-alone document for each topic)*
Course Notes
* Textbook information including ISBN and whether textbook is Mandatory or Optional. It should also be noted if previous editions of the book are acceptable or not. Generally in IT they will not be.
* Readings (may be online)
Week-by-week
* Assignments
Extra Credit (assignments, policy, etc.)
* Examination(s) *(Include online examination information as appropriate)*
* Academic Honesty *(Example in ITM Example Syllabus Statements)*
* Grading
Other Class Resources
* Disability Accomodations *(Example in ITM Example Syllabus Statements)*

- *Outcomes:* Course outcomes and learning objectives must be presented in the format found in the ***ITM Learning Objective Guidelines v6***; each lesson, lecture, lab, practical exercise or assignment must have specific objectives as per the ***Guidelines***, which are located at http://www.itm.iit.edu//faculty/ITMLearningObjectiveGuidelines_v6.pdf. Details on how to create Course Outcomes, Course Student Outcomes, and Lesson/Specific Objectives are in the ***Guidelines***. Every "Course Student Outcome" section should consist of bullet points, preceded by a statement like "*At the conclusion of this course each student should be able to:*" Each individual outcome should start with a verb like these: *describe, explain, apply, demonstrate, perform, configure, create, draft,* etc. A full list of these is in the ***ITM Learning Objective Guidelines v6***. One word to never use: "**understand**", because it cannot be adequately measured. You can use understand in the "Course Outcomes," because they are general and not necessarily measurable, but never in the "Course Student Outcomes." Outcomes and objectives must be different for graduate students in courses with shared lecture content with an undergraduate course, such as ITMS 478/ITMS 578, and reflect a higher level of rigor and expectations. If an undergraduate degree student outcome is specifically met in your course (see page 3 above), it should be included in your course learning objectives.
  - A tremendous source of student outcomes/learning objectives are the competencies cataloged in the *2017 Curriculum Guidelines for Undergraduate Degree Programs in Information Technology (IT 2017)* and the *2017 Curriculum Guidelines for Post-Secondary Degree Programs in Cybersecurity (CSEC 2017)*; we've broken these out into excepts covering specific knowledge areas at http://www.itm.iit.edu/faculty/#external.

These can be used for course and even specific lesson student outcomes and they are a HUGE shortcut to drafting these things, because some of the best minds in our field worked long and hard to create these.

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



Cartoon used by permission from "Piled Higher and Deeper" by Jorge Cham, www.phdcomics.com

Grading

Suggested (not required) grading standards for undergraduate students:

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

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

Suggested (not required) grading standards for graduate students:

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

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

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

- *Examinations:* Every course must have a final examination. Examinations may be in class or take-home; in-class examinations may be open- or closed-book. For courses where it is appropriate, the final examination may be a final project or research paper presentation. However, all instructors must give one closed-book, closed-note exam each term *unless specifically waived by the department*; this exam may be a mid-term rather than a final, and distance learning students must have this exam proctored by arrangement with the Illinois Tech Center for Learning Innovation. Final examinations that are not "take-home" exams must be completed in a single, uninterrupted two hour increment, even if administered online. It is the policy of both the university (implicit) and the department (explicit) that in-class final examinations may not be administered before the scheduled time and date. If a student books a flight home before their examination time, the exam may not be administered early—and the student should receive a grade of zero on the examination if they fail to appear for the exam. Students in an online section should schedule exam proctoring with the Center for Learning Innovation, but cannot expect the exam to be administered before the scheduled time and date.
- *Submission of Grades:* Faculty members will submit grades for all courses online through either the grade submission form in Canvas or the Faculty Dashboard in the Illinois Tech Portal; the exact day and time for grade submission will vary but will be in the Registrar's Grading email near the end of each term. As a general rule, it will be noon on the first Wednesday after the end of the Final Exam period. Student grades will normally appear on unofficial transcripts in MyIIT within a few minutes of posting.
- *Grade Changes:* Change of grade policy can be found at https://pws.iit.edu/registrar/change-grade-policy. Change of grade requests are made online through a link found in the **Illinois Tech Portal** by searching for "Change of Grade Request Form." The form found there is currently a Google form but it probably does not work so expect to see a replacement.
- *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. Faculty members are required to take attendance in all 100- and 200-level courses and may always elect to take attendance in any course.

  Students enrolled in asynchronous online course sections **MAY NOT** be required or compelled to attend a class session or examination in person under any circumstances.
- *Extensions for Completion of Courses:* Students may be assigned a grade of **I** (incomplete) if the student requests it, all requirements for assignment of an **I** are met, in the instructor's opinion there is a valid reason for an extension of time to complete their coursework, and the Department grants approval. **A grade of I will be assigned only in case of illness or for unusual or unforeseeable circumstances that that prevent the student from completing the course requirements by the end of the term.** Students **must** apply to the instructor in writing for a grade of incomplete, using the request form at http://www.itm.iit.edu/incomplete/. Students **may not seek an incomplete before the last day to withdraw from the course and must request a grade of incomplete prior to final examination week.** If you as the instructor approve it, the student's request will be forwarded to the Registrar's Office for final approval. Students must meet the university Academic and Department Regulations requirement that students have "substantial equity" in the course and the written agreement between the you and the student must detail the remaining requirements to complete the course. Grades of **I** will automatically lapse to **E** on the published deadline of the subsequent term. **Please bear in mind that the only acceptable reasons for an I are either illness or unusual/unforeseeable**

circumstances. The fact that a student may have fallen behind in course work when neither of these situations exists is NOT adequate cause to award an incomplete. In these cases you should award students the grade they have earned in the class. If you deny a student's request for an incomplete based on a lack of adequate grounds and the student has issues with that, please refer them to discuss it with the appropriate ITM Associate Chair or the Office of the Dean.

- *Withdrawal from a Course:* If you determine that a student will be unable to complete a course with a passing grade, you should advise them to withdraw from the course rather than have the failing grade appear on their transcript. The deadline for withdrawal is normally six weeks prior to the end of the term; consult the academic calendar (https://web.iit.edu/registrar/academic-calendar) for the current term for the exact date. A grade of **W** will be administratively assigned to undergraduates and **WP** (withdrew passing) or **WF** (withdrew failing) will appear for the course on graduate students' transcripts. This grade does not apply toward GPA and no credit is awarded for the course, but payment is still required for the course if the student is a graduate student or a part-time undergraduate. If a full-time undergraduate drops below twelve credit hours for the term by withdrawing, they can expect to be on academic probation the following term due to failure to make adequate academic progress; generally this is still preferable to receiving a failing grade in a course. If a student has been ill or have other mitigating circumstances that have prevented them from submitting their work in the final few weeks of the course, they should discuss this with you before they withdraw; if they present a good case and meet the criteria, at your discretion they may be granted an extension to complete the course by awarding a grade of Incomplete (see above).
- *Not Attending:* If a student stops attending class, at the mid-term you need to assign them a grade of **NA** (not attending), if it is available. This does not impose a requirement to submit any other grades at the midterm—but as a reminder, first and second year undergraduates really should be assigned a midterm grade. If a student stops attending but you determine that the student has participated substantively in the course and has not withdrawn by the end of the course, you must assign a failing final grade of **E**; **NA** is not a valid final grade.
- *Extra Credit:* If a faculty member desires to allow students to earn extra credit in a course, the extra credit must be applied to their 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, students *should not expect* an instructor to grant extra credit.
- *Retention of Graded Examinations:* Faculty members may elect to retain completed student examinations after they have been submitted and graded, or may return them, but in all cases students must be allowed an opportunity to review their graded examination upon request. If faculty members elect to retain graded examinations, they must be retained for three years following the completion of the course. See the discussion on Student Intellectual Property below for a discussion of other retention of coursework.
- *Appeal of Final Grades:* Grades a student has earned based on their work in a course are **final**. If the minimum score to earn a grade of **A** in a course is 90% and a student has earned a score of 89.97%, **their grade is a B**. We point out to them that if they are unhappy with the grade they have earned at the end of the term, pleading with the instructor will probably be a waste of both your time and the their time. Students **cannot do additional work after a grade has been submitted to change their grade.** University policy on grade appeals is in the *Student Handbook*, section IV. Academic and Department Regulations, paragraph R

at https://www.iit.edu/student-affairs/student-handbook/fine-print/academic-and-department-regulations.

- If a student does want to appeal a letter grade assigned in a course, they should first confer directly with you as the course instructor. If you and the student cannot come to an agreement, they should contact an Associate Chair of the Department. If necessary, they can appeal to the Chair of the Department and to the Dean of the College of Computing. Appeal of a final course grade should be initiated within two weeks of the end of the term.

Classroom Conduct

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

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

Course Evaluations

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

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

Course Assessments

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

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

Student Intellectual Property

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

- *Requests for Assignments of Rights:* As many student projects are ongoing from term to term, 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 https://itm.iit.edu/StudentResources/licensing.html.
- *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 https://itm.iit.edu/StudentResources/licensing.html.
- *Other Intellectual Property Licensing:* Again, while it is not required, students are strongly encouraged to license research papers and other academic coursework under licenses that allow some sharing of the material such as a **Creative Commons license.** With a Creative Commons license, you keep your copyright but allow people to copy and distribute your work provided they give you credit—and only under specific conditions that you specify. For detail on licensing under Creative Commons, see http://creativecommons.org/license/.
- *Public Domain:* Students may explicitly place any coursework related artifacts that they have created in the public domain by placing a comment in their code or text that reads: `This <software/text/etc.> is placed in the Public Domain by the author, <student name>, <date>`. *This indicates intent only and may not be legally binding in any or all jurisdictions*. From a legal perspective, in most cases assignment of a **Creative Commons CC0** license would be a better option, or do both.

- *Exceptions for University Employment:* Ownership in intellectual property will not belong to students if they are being paid by either a grant or a stipend as a research assistant. If students receive monies from Illinois Tech to perform work, the university owns the intellectual property. Any royalties resulting from patenting and licensing of Illinois Tech-owned intellectual property will be distributed pursuant to the Patent and Copyright Policy in the *Faculty Handbook* Appendix K (https://webmaster.iit.edu/files/general-counsel/faculty-handbook/appendix_k.pdf) and in accordance with the relative contribution as documented on the Invention Disclosure submitted to the Office of Technology Development. If the student was working on a grant in which they were paid, Illinois Tech owns any IP resulting from the grant. Other contract agreements may also govern the student intellectual property situation in situations such as corporate sponsored IPROs.

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

Degree Specializations

The Bachelor of Information Technology and Management offers seven specializations, while the Master of Information Technology and Management offers nine specializations. These specializations are intended to prepare students for particular roles in the IT working world. At the undergraduate level, there is no requirement to complete a specialization for graduation. The Master of Information Technology and Management curriculum is structured with the expectation that students will elect complete a specialization; but in any case, students can elect to tailor a course of study that meets their own specific needs, and not pursue a specialization. To complete a specialization, undergraduate students must complete a sequence of courses within the specialization as outlined in the as outlined in the *Undergraduate Catalog* at http://catalog.iit.edu/undergraduate/colleges/applied-technology/information-technology-management-school-applied-technology/bachelor-information-technology-management/#specializationstext ; graduate students must complete a sequence of courses within the specialization as outlined in the as outlined in the *Graduate Catalog* at http://catalog.iit.edu/graduate/colleges/computing/department-information-technology-management/master-information-technology-management/#specializationstext. Advisers will determine if a student has completed a specialization and will also authorize any substitution of courses toward the specialization. Completion of a specialization should be indicated by an annotation on transcripts and *upon request* will be recognized by a document issued by the Department of Information Technology and Management. If students are completing the Information Technology Infrastructure specialization, there are three tracks defined by the department: Data Center Operations and Management, Voice and Data Communication Technology, and System Administration. See the Catalog Supplement on page 34 of *ITM Graduate Student Information and Departmental Policies* for details. Cybersecurity and Master of Science degrees do not offer defined specializations.

Minors

Undergraduate Bachelor of Information Technology and Management students entering the degree prior to fall of 2024 are required to complete a minor, which at Illinois Tech consist of 15 hours or more of study in a single or multidisciplinary subject **outside of their major**. For students entering the degree in fall of 2024 or later, **a minor is optional**. Students completing a minor may want to consider minors which complement their primary program of study; these include (but are not limited to) Industrial Technology and Management; Communication; Business; Software Engineering; Supply Chain Management; and Telecommunications. Alternatively, students may which to minor in an area completely dissimilar—such as Global Studies, Music or Psychology—to make them a more well-rounded and better educated individual. Any course taken to fulfill a minor requirement may not also be used as an elective in the ITM major although some limited overlap with general education requirements may be possible. Please refer to the *Under-graduate Bulletin* at http://bulletin.iit.edu/undergraduate/undergraduate-education/minors/ for detailed information as well as for the list of available minors. Undergraduates should declare their minor using the Minor Request Form at https://iit.secure.force.com/form?formid=217964. If a student wants to declare a minor not already listed as approved, they must confer with their adviser to determine the necessary steps to gain permission.

- ROTC students may minor in Military Science, Naval Science, or Air Force Aerospace Studies as appropriate.
- Students seeking to complete a Music minor should see the Illinois Tech Admission page of VanderCook College of Music at https://www.vandercook.edu/admissions/iit/. VanderCook is located on the western edge of the Illinois Tech Mies Campus, half a block south of 31st Street at 3140 South Federal Street. It is the only music conservatory in the United States committed entirely to the preparation of music educators. They have no performance majors.
- Minor requirements are waived for students transferring in or changing majors with 30 or more hours of credit, and a minor is optional for students entering after Fall of 2024.

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

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

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

Degree combinations currently available under this program are:

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

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

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

A course matrix showing a sample program of study for each option is on pages 37 through 42 of the *ITM Undergraduate Student Information and Departmental Policies* publication. Note that three graduate courses are counted towards both the undergraduate and graduate degrees; these courses double-count as ITM undergraduate electives.

To apply for the program, student should go to https://www.iit.edu/academics/undergraduate-programs/accelerated-masters-program/co-terminal. For more details please see the Accelerated Master's Program information page at https://www.iit.edu/gaa/accelerated-masters-program. For questions specific to the ITM Department, contact the ITM Associate Chair Jeremy Hajek (hajek@illinoistech.edu or 630.296.4012).

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

Advising and Registration

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

Goals of Academic Advising at IIT

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

Undergraduate Advising

Our **Director of Undergraduate Advising** and **primary undergraduate adviser** is Jeremy Hajek, hajek@illinoistech.edu or 630.296.4012. Additional details for undergraduate advisers can be found in Files in the ITM Advisers Team in Microsoft Teams; see particularly Ray's Guide to Undergraduate Advising.

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

Undergraduate Advising Notes

- *Term Planning:* For planning purposes, the following courses are normally offered only in the term indicated, however this is subject to change without notice:
  - **Fall:** ITMT 330, ITMO 417, ITMO 444, ITMS 428, ITMS 458
  - **Spring:** ITMD 447, ITMM 485, ITMO 441, ITMO 454, ITMS 483, and ITMT 430
- *Minors:* All students who entered the Bachelor of Information Technology and Management degree before fall of 2024 as first-year students or with less than 30 hours of credit are required to complete a minor; see the paragraph titled Minors above for more details. ROTC courses, as long as 15 or more hours are completed, will count as your minor. Completion of a minor is optional for students entering the Bachelor of Information Technology and Management in the fall of 2024 or later.
- Overloading: You may register for a maximum of 18 credit hours per semester. To register for more than 18 credit hours, you must formally request permission to overload by submitting a Credit Overload Request Form at https://www.iit.edu/sites/default/files/2025-04/credit_overload_request.pdf. Note: ROTC courses do not count toward the maximum of 18 hours.
- Registration Holds: Advisers cannot remove registration holds, but they can tell you who placed the hold and possibly who to contact to have it lifted.
- *ITM Undergraduate General Education Notes:*
  - CS115+CS 116 or CS 201 may be substituted for ITM 311 with permission of your adviser.
  - CS 331 may be substituted for ITM 313 with permission of your adviser.
  - All students entering Information Technology and Management degrees as first-year students are strongly encouraged to take EG 225 Engineering Graphics and PSYCH 301 Industrial Psychology as part of their Illinois Tech Core Curriculum requirements. While not expected of transfer students, all ITM undergraduates are still strongly encouraged to take these courses.
  - **Illinois Tech's Core Curriculum Requirements** summary with ITM notes indicated in sans-serif type:
    - **Writing and Communications:**
      - *English Proficiency:* Pass the IIT English Proficiency Examination or pass a composition course at Illinois Tech. **Note:** Or transfer in an acceptable composition course or an acceptable AP English score.
      - *Communication* **(C)** *Courses:* Complete a minimum of 36 credit hours of courses with a significant written and oral communication component, identified with a **(C)** in the bulletin, with minimums of 12 hours in major courses and 12 hours in non-major courses. Full-time students should enroll in two **(C)** courses, and part-time students should enroll in one **(C)** course each academic year.
        Notes: All ITM undergraduates are required to take 12 hours of ITM **(C)** courses, but the required courses ITMD 361, ITMM 471, ITMS 448, and ITMT 430 will fulfill this requirement.
    - **Mathematics:** 5 to 20 credit hours
      - **Notes:** BITM Students are required to complete Discrete Mathematics, MATH 180 or MATH 230, MATH 192 Finite Mathematics, and a statistics course. BUS 221, Statistics for Managerial Decision Making is recommended, but acceptable alternatives include PSYC 203, MATH 225, or MATH 425. For transfer students, mathematics courses equivalent to MATH 180 or MATH 230, MATH 182, and a statistics course satisfy this requirement. PSYC 203 may be taken as part of a minor in Psychology and will fulfill the mathematics statistics requirement as well. BITM students who entered the program before fall of 2024 are *not* required to take MATH 192 Finite Mathematics.

Bachelor of Science students are required to complete MATH 151, Calculus I; MATH 152, Calculus II, MATH 230, Introduction to Discrete Math; MATH 251, Multivariate and Vector Calculus; and MATH 474, Probability and Statistics.

- ✔ Computer Science: 2 credit hours.
  - CS 105, 115, 116, 201, ARCH 125, **ITM 311** or a computer science course at the 200-level or above.
    Note: ITM undergraduates do NOT need to take a computer science course to meet this requirement as the requirement is fulfilled by ITM 311. Degreeworks does *not* understand this and will tell you that you need a CS course.
- ✔ Humanities and Social or Behavioral Sciences: 21 credit hours
  - **Note:** Humanities or Social Science courses transferred from community colleges normally 100- or 200-level courses unless they are intermediate or advanced foreign language courses.
  - Here is a list of local Community/City College Courses that transfer to Illinois Tech as upper-level Humanities or Social Science courses, and what they transfer as:

City Colleges of Chicago
Seven campuses in Chicago, Illinois

Humanities
Course Number & Title *Transfers as*:
LIT 111 POETRY *LIT 328*
LIT 113 FICTION *LIT 309*
PHIL 107 ETHICS *PHIL 360*
PHIL 110 SOCIAL/POLITICAL PHILOSOPHY *HUM 390*

Social Science
Course Number & Title Transfers as:
PSYCH 206 BUSINESS & INDUSTRIAL PSYCHOLOGY *PSYC 301*
PSYCH 211 SOCIAL PSYCHOLOGY *PSYC 310*
PSYCH 213 ABNORMAL PSYCHOLOGY *PSYC 303*
SOC 203 MARRIAGE AND THE FAMILY *SOC 390*
SOC 205 SOCIAL PROBLEMS *SOC 390*
SOC 211 RACE & ETHNIC RELATIONS *SOC 390*

College of DuPage
Glen Ellyn, Illinois, in the western suburbs of Chicago

Humanities
Course Number & Title *Transfers as*:
ENGLI 1150 SHORT FICTION *LIT 309*
ENGLI 1151 NOVEL *LIT 309*
ENGLI 1152 POETRY *LIT 328*
PHILO 1110 ETHICS *PHIL 360*
PHILO 1114 BUSINESS ETHICS *PHIL 373*
PHILO 1130 SOCIAL AND POLITICAL PHILOSOPHY *HUM 390*

Social Science
Course Number & Title Transfers as:
PSYCH 2210 INDUSTRIAL AND ORG. PSYCHOLOGY *PSYC 301*
PSYCH 2240 SOCIAL PSYCHOLOGY *PSYC 310*
PSYCH 2260 ABNORMAL PSYCHOLOGY *PSYC 303*
SOCIO 2210 SOCIAL PROBLEMS *SOC 390*
SOCIO 2215 RACIAL AND ETHNIC RELATIONS *SOC 390*

  - *Humanities:* a minimum of nine credit hours of courses marked with an **(H)** in the bulletin.
    Note: Subjects include AAH, HIST, HUM, LIT, PHIL and some (but not all) COM.
    - At least one **(H)** 100- or 200-level course.
    - At least two **(H)** courses at the 300-level or above.
    - Foreign language classes can be taken to fulfill the Humanities requirements as long as they are at the 200-level or above.

      Note: One **(H)** course MUST be at the 100- or 200-level. HUM 200 is the prerequisite for all upper-level Humanities and for all upper-level PS, SOC, or SSCI courses, but not PSYC.
  - *Social or Behavioral Sciences:* a minimum of nine credit hours of courses marked with an **(S)** in the bulletin.
    Note: Subjects include subjects include ANTH, ECON, PS, PSYC, SOC, and SSCI.
    - At least two **(S)** courses on the 300-level or above.
    - Courses from at least two different fields.

      Note: There is no requirement that any of the **(S)** courses be at the 100- or 200-level.
      PSYC 301, Industrial Psychology, is strongly recommended for ITM undergraduates. HUM 200 is the prerequisite for all upper-level PS, SOC, or SSCI courses, but not PSYC.

- *Seventh Course in Humanities or Social Science:* Three courses must be completed in humanities and three courses must be completed in social and behavioral science, but the seventh course in the 21-hour Humanities and Social or Behavioral Sciences requirement may be selected from humanities, social or behavioral science, or any COM course except COM 101 or COM 111. This gives you the opportunity to take courses such as Technical Communication, Communication in the Workplace, Document Design, and Verbal and Visual Communication as part of your Core Curriculum requirements

✔ Natural Science or Engineering: 10 credit hours
Courses in engineering, biology, chemistry and physics, or courses in architecture and psychology marked with an **(N)**. Students completing less than 6 hours of Math must complete 11 hours of **(N)** courses.

- Two sequential natural science or engineering courses in a single field.
  Note: We recommend two sequential courses in Engineering Graphics (EG) for ITM students if possible. EG 225 is strongly recommended.
- At least one natural science or engineering course in a second area.
  Note: We recommend PHYS 200 Intro to Energy, Waves, Materials, and Forces and/or PHYS 120 Astronomy.

✔ Introduction to the Profession (ITP): 2 credit hours minimum; 3 credit hours in ITM

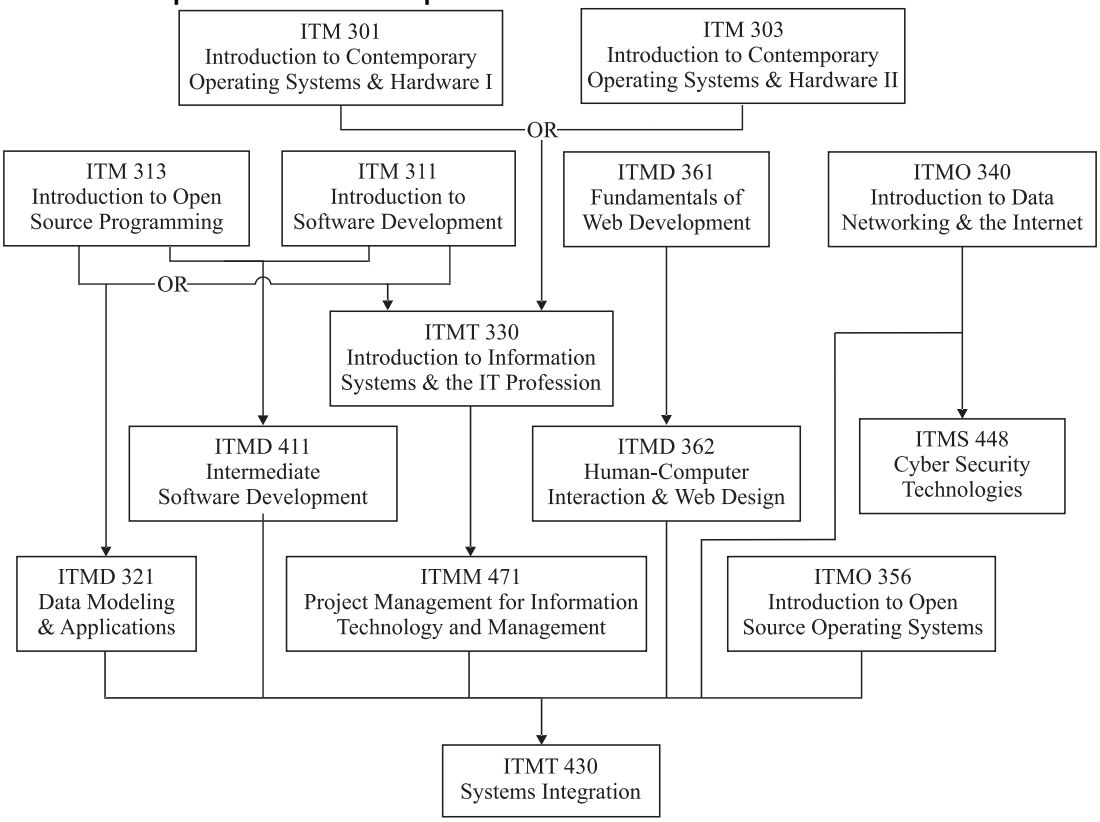
- In most departments, students must complete this requirement in their first year. (But not in ITM.) Students entering with 30 credit hours or more of transfer credit may have this requirement waived with department approval. (ITM will not waive this; ITMT 330 is essential to our program accreditation.)

  Note: The ITM ITP course, ITMT 330, is offered in the fall semester of students' second year and requires prior completion of ITM 301 or 303 and ITM 311, or 312, or 313, or CS 116, or CS 201. The ITP requirement will not be waived for students transferring into or changing majors to ITM as this course is a component of our ABET program accreditation.

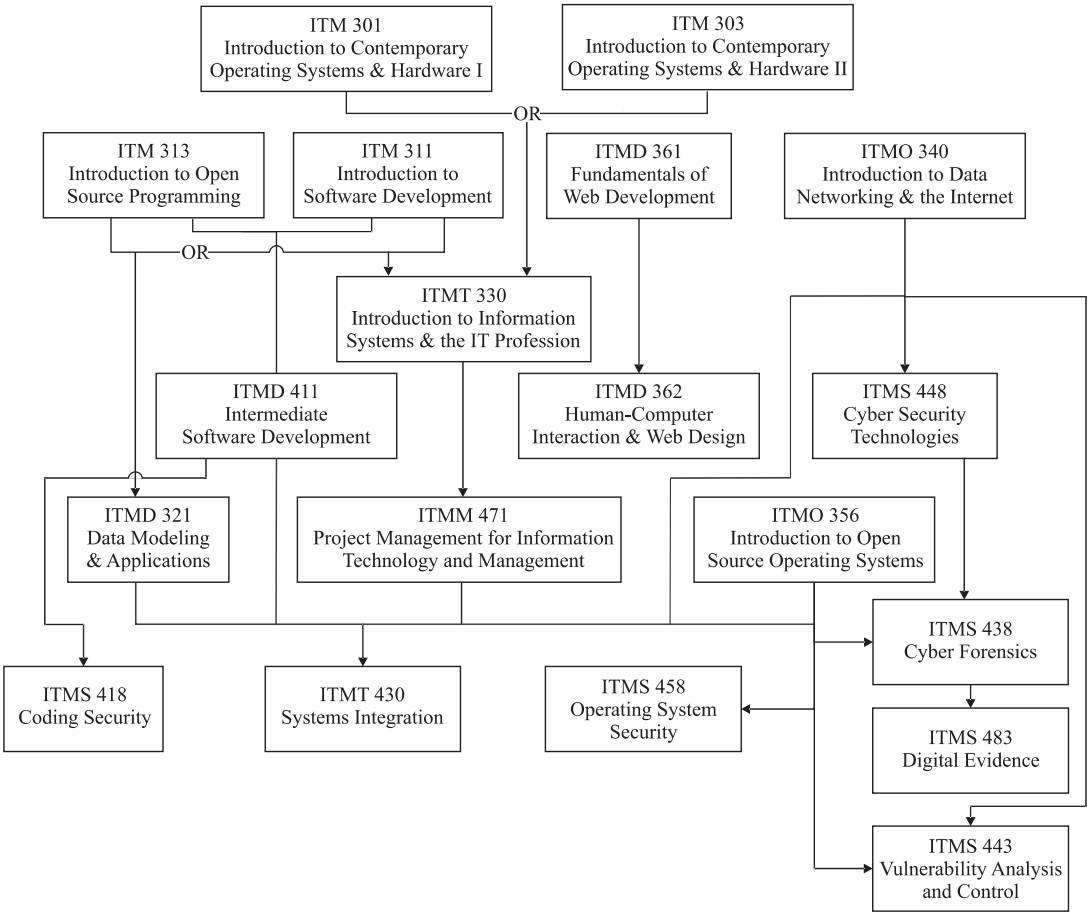
✔ Interprofessional Projects (IPRO): 6 credit hours

- Students will participate in at least two Interprofessional Project experiences
  Note: May be waived for part-time students who are employed full-time. See below for details.

Bachelor of ITM Required Course Prerequisite Flow



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



Graduate Advising Notes

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

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

Computer & Information Security:	Maurice Dawson	– mdawson2@illinoistech.edu	or 312.567.5242
	Marwan Omar	– momar3@illinoistech.edu	or 312.567.3179
IT Management & Entrepreneurship:	Gurram Gopal	– gopal@illinoistech.edu	or 312.567.3651
Applied Data Science and AI:	Yong Zheng	– yzheng66@illinoistech.edu	or 312.567.3575
Data Modeling and Management:	Gurram Gopal	– gopal@illinoistech.edu	or 312.567.3651
	Yibo Hu	– yhu89@illinoistech.edu	or Tower 15D3-1
Web Development & Electronic Commerce:	Jeremy Hajek	– hajek@illinoistech.edu	or 630.296.4012
Software Development:	James Papademas	– jpapadem@illinoistech.edu	or Tower 14C3-3
IT Infrastructure:	Jeremy Hajek	– hajek@illinoistech.edu	or 630.296.4012
Systems Analysis:	Ann Rangarajan	– arangarajan@illinoistech.edu	or Tower 15F3-1
Management Information Systems:	Steve Rubinow	– srubinow@illinoistech.edu	or Tower 15D3-1
Digital Systems Technology:	Jeremy Hajek	– hajek@illinoistech.edu	or 630.296.4012
Graduates of the ITM Bachelor's Program:	Jeremy Hajek	– hajek@illinoistech.edu	or 630.296.4012
Co-Terminal Degree Students:	Any full-time ITM faculty member		
Not Specified or General Course of Study:	Ryan Nelson or any full-time ITM faculty member		

The primary academic adviser for **Master of Science in Applied Cybersecurity and Digital Forensics** students is Maurice Dawson, Director of the Center for Cyber Security and Forensics Education (mdawson2@illinoistech.edu/ 312.567.5242.)

Primary academic advisers for **Master of Science in Information Technology and Management students** will be assigned by Dr. Gurram Gopal from tenured or tenure-track faculty in the department based on student research interests.

- *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 more than 15 hours
  - ✔ Register for any course for which a prerequisite is waived
  - ✔ Engage in Curricular Practical Training (CPT – internships for International Students)

Course Registration

Students register for classes by going to portal.iit.edu and entering "Register for Classes" in the search bar, then clicking on the "Register for Class" Tool. They must have their PIN and may have an advising hold that needs to be lifted by an adviser before registration. Students must register for courses themselves; advisers are not able to register students for classes. Full details of how to register are at https://www.iit.edu/registrar/registration/how-register. A step-by-step registration tutorial—including how to waitlist—is available at https://www.iit.edu/sites/default/files/2024-09/student-registration-guide.pdf.

- Waitlisting: If a course section is full, the registration interface will still allow students to add the course, and then select the Waitlist option from the drop-down menu. They should generally always do that. The ITM Department will make every attempt to clear the waitlist for each course before the term begins, and to inform students if it will not be possible. Waitlists for courses that require a live lab generally can only be cleared if someone registered for the course drops the course, because enrollment in these these course sections are constrained by the seating capacity of the lab.

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

General Advising Notes and Policies

- *Advisee Responsibilities:* The following responsibilities of students as advisees have been published in the ITM student information publications:
  - *Know and Interface with your Adviser:* Familiarize yourself with your primary and secondary adviser. Meet with your adviser on a regular basis, once a semester at a minimum, to discuss courses and career plans.
  - *Take Control:* As much as possible, take control of your education by learning about, understanding and complying with your program's and specialization's requirements. Be familiar with program resources such as the *Undergraduate Bulletin* and Degreeworks. Once the course schedule is published, investigate and know what courses will be offered in the next term. And remember, it is ultimately *your responsibility* to ensure that each course you take will apply to your degree.
  - *Tell Us Who You Are:* Always include both your name and your *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 fred387@yahoo.com is. Also, please remember that you are required to use your hawk.illinoistech.edu email to communicate with us officially. If you forward your Illinois Tech email to a personal email account, set up a "send as" in your account to send email from your iit.edu address. You are studying to be an IT professional; you

should be able to figure out how to do this. **When emailing advisers or faculty please always include your Campus-Wide Identification Number or CWID (A#).**

- *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 50 other students they are advising, and in some cases may have major administrative responsibilities over and above their advising duties. Please be patient!
- *Keep It Together:* If you have multiple issues to discuss with your adviser, do it all at once! Ten emails or visits on ten different questions or topics is going to make your adviser's job much harder than it needs to be, and will probably annoy them after about the fourth or fifth contact. Please cover all of your current issues and/or questions in a single email or visit.
- *Recognize That We Are Not Your Mother:* You are a college student, and this is not high school. You are responsible for making your own decisions about what you will study based on your own career aspirations and interests. Although we will recommend courses, it is NOT your adviser's job to tell you what elective courses to take. *Adviser* means we will give you *advice* based on what you tell us about what you would like to accomplish in your studies and we are happy to do this, but some decisions must be yours. And by the way, **don't ask us sign any form that you have not filled out completely!**
- *Apply for Graduation:* You will not graduate from IIT until you apply for graduation. You should apply in the first two weeks of the final semester of study; the actual deadline for each term is published in the academic calendar for the term. The application for graduation will be in the **Illinois Tech Portal** at https://portal.iit.edu/ but was not yet visible when this guide was written.

- *Adviser Responsibilities:* As an adviser you need to:
  - Be knowledgeable about the degree programs, course scheduling, and academic policies.
  - Meet or communicate in an appropriate fashion with students on a regular basis and keep records of advising communications.
  - Guide students in scheduling and planning program of study, and in complying with other program requirements.
  - Inquire about career interests and guide students on career planning, with the aid of the ITM Internship and Career Services Manager and university Career Services.
  - Ensure students take required courses in an expedient fashion, as is optimal for progression through the curriculum of the program. This includes things such as:
    1. Direct students into narrowly specified courses as early as reasonably possible in order to have more options as their graduation nears.
    2. Directing students to complete all required information technology courses except ITMT 430 before starting on ITM electives or other cybersecurity courses.
    3. Direct students (mainly first-year) who need COM 101 into the course during the first year—first semester, if possible.
    4. Direct students who need HUM 20x course (that's most of them) into the course during the first year so that upper-level HUM/SSCI courses will be accessible.
  - If you are concerned that a student's speaking and/or listening abilities in English may not be adequate for college-level work in the U.S, contact English Language Services at els@iit.edu.
  - Direct students to other resources as necessary including but not limited to Financial Aid; Student Health and Wellness; Center for Disability Resources; Public Safety;

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

Registration Overrides ("Permits")

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

- *Undergraduates and Online Course Sections:* Instructors must not issue a permit for the online section of a course to an undergraduate student; these must be issued by the student's adviser.
- *"Waiving" of Prerequisites:* When an adviser would like to permit a student to register for a course where the student has no prerequisite present in the Illinois Tech system, and the adviser is not the instructor, the request should go to one of the ITM personnel authorized to issue Departmental permits. The request should include:
  - Student name
  - CWID ('A' number)
  - The five-digit Course Registration Number (CRN) of the course **OR** the Subject Code, Course Number, and Section Number of the course
  - Reason for waiving of prerequisite
- Submit Departmental permit and Time Conflict Override requests to:
  - ITM Chair **Gurram Gopal**, gopal@illinoistech.edu, 312.567.3651
  - ITM Associate Chair **Jeremy Hajek**, hajek@illinoistech.edu, 630.296.4012
  - ITM Department Manager **Kayla Botica**, kbotica@illinoistech.edu, 312.567.5927
  - ITM Graduate Adviser **Ryan Nelson**, nelsonr@illinoistech.edu, 312.567.5192

Interprofessional Projects (IPROs)

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

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

Undergraduate Independent Study

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

- *Proposals and Outcomes:* Students must have a permit to register for research or independent study issued by the faculty member. 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 491 or ITM 497 may include a formal project or presentation of research results and should include a paper documenting the project or research.

Graduate Student Independent Study, Research, and Thesis

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

Graduate Research Degree Theses, Projects, and Dissertations

Students enrolled in a Master of Science degree with a thesis or project option and all Doctor of Philosophy students are required to publish and present the results of research conducted for completion of their degree in a thesis, project, or dissertation. Full details of the process and requirements for the publication and presentation of formal graduate student research can be

found in the *ITM Research Paper Guidelines and Policies* at https://itm.iit.edu/data/ITMResearchPaperGuidelinesAndPolicies.pdf.

- *Proposals and Outcomes:* Students must have a permit to register for research or 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 ITMS 539, ITMS 549, ITMT 594, ITMT 596, or ITMT 597 should include a formal project or presentation of research results and a paper suitable for publication. Outcomes of ITMT 591 and ITMT 691 include a published thesis and a thesis defense.

Recognition of Student Achievements

Dean's List: The names of all undergraduate students who have completed at least 12 graded hours in a semester and who have a semester grade point average of 3.50 or better appear on the Dean's List. Deans's List certificates may be picked up from the ITM Department Manager in Galvin Tower 15D3-2.

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

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

Gamma Nu Eta (ΓNH): ITM undergraduate students who have completed three semesters of study with a GPA of 3.67 or greater and who are in the top 15% of their class may be elected to the Beta Chapter of the National Information Technology Honor Society, Gamma Nu Eta (ΓNH). Two of the three semesters must have been completed at Illinois Institute of Technology. Membership is based on three primary criteria: academic excellence, community service activities, and leadership in the field of Information Technology. The executive board of the chapter are responsible for electing candidates for induction each semester. (When there is no executive board, the chapter will be inactive and no new members will be inducted.) 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/ or contact Beta Chapter Adviser Ray Trygstad, trygstad@illinoistech.edu.

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

Department of Information Technology and Management Awards

Annual Student Awards: https://www.itm.iit.edu/StudentResources/StudentAwards.html.

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

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

Distinguished Graduate: Recognition as a **Distinguished Graduate of the Department of Information Technology and Management** is presented to reflect superior academic performance, exemplary technical expertise, leadership aptitude, positive impact, and significant career potential in Information Technology and Cybersecurity. It may also be awarded for exceptional and notable career or life accomplishments by a Department graduate. Any holder of an Information Technology and Management degree may be eligible. Nomination may be made by any ITM Department faculty or staff member or by another ITM graduate, and selection is by an award committee consisting of ITM leadership. It is rarely awarded and only in recognition of extraordinary performance. This award may be made at any time as determined by the department. Awardees receive a certificate and an Information Technology and Management medallion suspended from blue ribbon.

Student Research Paper/Project Publication Opportunities:

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

ChiCyberCon (formerly ForenSecure): Students have an opportunity to present research at our Cyber Security & Forensics Conference, presented every spring by our **Center for Cyber Security and Forensics Education (C^2SAFE)**. This is an industry-focused conference with multiple tracks. It attracts 200+ professionals for an intensive one- and a half-day schedule that includes discussion and debate over forensics, security, data/information governance, cyber crime and security, cyber security legislation and legal issues, ethical hacking, eDiscovery, cloud forensics, steganography, policy and compliance, privacy, wireless security, cloud computing, identity theft, and more. There are opportunities present and to volunteer as well. Students should watch the weekly ITM Newsletter for more information.

Full-time faculty whose teaching or research focus is in the areas of cybersecurity and cyberforensics are expected to participate in ChiCyberCon as conference chair, conference staff, presenters, moderators, and/or panel discussion members. Adjunct faculty members in these areas are welcomed and encouraged to participate in in any of these roles as well.

ITM Student Organizations

Information on all student organizations at Illinois Tech is available at https://312.iit.edu/.

Gamma Nu Eta (ΓNH) and Upsilon Pi Epsilon (UPE): See "Recognition of Academic Achievement" above.

Information Technology and Management Organization (ITMO): The purpose of ITMO is to increase recognition for the ITM Major by making resources available for all ITM students. ITMO members organize, promote, and manage this organization to assist their peers in the ITM Department. ITMO also holds events, fundraisers, socials, and other functions; they also do community work and invite guest speakers. ITMO wants to serve as an as umbrella for multiple partnerships, affiliations, and organizations that members will have options to join. Watch the weekly ITM Newsletter for meeting information. For more information email itmo@illinoistech.edu, or contact the President, Tanuj Pravin Bhoir, tbhoir@hawk.illinoistech.edu.

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

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

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

Cyberhawks: The mission of Cyberhawks is to increase students' practical understanding of cybersecurity through competitions, capture the flag (CTF) events, seminars, and workshops. Cyberhawks provides free workshops and seminars from students and experts in the field, covering of registration fees for cyber competitions and CTFs, and for in-person team competitions will even cover travel expenses. For more information email cyberhawks@illinoistech.edu, join the IIT CyberHawks Discord at https://discord.gg/naPk79grhb, or contact the President, Lucas Ferguson at lferguson@hawk.illinoistech.edu.

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

Student Athletics Academic Policy

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

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

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

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

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

Scholarships: 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 Cyber Service Academy (DoD CSA) Scholarship:* The Secretary of Defense for Networks and Information Integration annually announces a Department of Defense (DoD) Cyber Service Academy (DoD CSA) Scholarship Program grant and scholarship competition. Recipients are required to serve a period of obligated service in DoD as a civilian employee for one year for each year of scholarship support received or a member of one of the armed forces for four years. Recipients receive full tuition, books, and stipends of $30,000 to $46,000 per year depending on degree level. Applicants must be U.S. citizens or permanent residents and must be enrolled in a program with a cybersecurity focus at an institution that is a National Center of Academic Excellence in Cyber Defense Education (Illinois Tech is a CAE). Applications for this grant open November 1, 2025 for Fall 2026. While awarded annually, the scholarships are renewable but will require a new application each year. https://dodcio.defense.gov/Cyber-Workforce/Cyber-Service-Academy/
- *Department of Defense SMART (Science, Mathematics, and Research for Transformation) Scholarship-for-Service:* The SMART scholarship-for-service program provides academic funding in exchange for completing a period of full-time civilian employment with the Department of Defense (DoD). Recipients receive full tuition, books, and a stipend ranging from $30,000 to $46,000 per year depending on degree level. Awards may be made for up to five years of studies. Recipients are required to serve a period of obligated service in DoD as a civilian employee for one year for each year of scholarship support received. Applicants must be U.S. citizens or permanent residents and must be enrolled in a STEM (science, technology, engineering, math) program. Applications for this grant are online an are open each year from August 1 to December 1 at https://www.smartscholarship.org.
- *Foreign Affairs Information Technology Fellowship:* Awarded by the U.S. Department of State, this two-year Fellowship program is a path to a career in the Foreign Service by providing academic funding for an IT-related degree, internships, professional development and mentorship – culminating in an appointment in the Foreign Service as an Information Management Specialist (IMS). Students funded by the program agree to serve a five year commitment with the Foreign Service upon graduation. Foreign Affairs IT Fellows will receive up to $43,500 annually (for two years) in academic funding for tuition, room and board, books, mandatory fees and some travel expense, for the junior and senior years of undergraduate study, OR a two-year master's degree program in an IT-related field, as well as stipends, housing and travel allowances for two summer internships. Applicants must be U.S. citizens or permanent residents and must be enrolled in an information technology curriculum. Upon graduation, fellows receive an appointment in the Foreign Service as a Diplomatic Technology Officer and agree to a five-year commitment upon entry into the Foreign Service. The number of Fellows is very small, but Illinois Tech has had more students selected for this fellowship than any other university. Full details and the application can be found at https://www.faitfellowship.org/.
- *Central Intelligence Agency (CIA) Stokes Graduate Scholarship Program:* This is similar to the DoD and FAIT scholarships described above, and you must be a U.S. citizen. https://www.cia.gov/careers/student-programs/graduate-scholarship-program/
- *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, re-

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

  Please ensure all forms are completely filled out by the student and sign the all required forms.
- *Optional Practical Training (OPT):* International students completing a degree in a Science, Technology, Engineering and Mathematics field—like ITM—may remain in the United States on their F-1 visa and work to gain on-the-job training for up to 29 months following graduation. If you are bringing your adviser a form for OPT, you must appear in person; the form is one page and very simple, and all we have to do is sign it. Please keep your language in the application crisp and concise; wordy applications with flowery phrases actually may be denied.
- *Direct Offers to ITM Students:* Occasionally the ITM Department will receive direct solicitations for internships, coops and employment. In most cases, these will be listed in the weekly ITM Newsletter. In the case of internships and coops, even if a direct solicitation is received, all arrangements for the internship or coop must be made via Career Services. Occasionally, employers ask faculty members to select students to apply for jobs, and those requests are forwarded to faculty members exclusively who will contact students they are recommending individually.
- *Employer Showcase sessions:* Prospective employers in all areas of information technology will present opportunities offered by their companies in lunchtime sessions throughout the year. They usually buy lunch—most often pizza—and after their presentation will have an opportunity for questions. Past events have included a diverse set of employers including Google, Red Sky Technologies, and University of Chicago Medicine. Watch the weekly ITM Newsletter for announcements of these Employer Showcase sessions.

- *Other Opportunities for Employment:* The opportunity to present at workshops, conferences and student colloquiums sponsored by the College of Computing has proven to be fertile ground for employment for many ITM students. At any of these events, there may be (and usually are!) prospective employers evaluating students as they present results of their research and projects. Students have received direct job offers as a result of the quality of their participation in these events; in some cases offers have been made immediately following the conclusion of the student's presentation. Direct job offers are also often sent via faculty and staff members of ITM and are either emailed to students directly, or are featured in the weekly ITM Newsletter.
- *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 Office of Technology Services (OTS), the College of Computing (CoC), and the ITM Department may be available to ITM undergraduate students:

- *Teaching Assistantship:* This is a 20 hour/week position, reporting to one or more faculty members to grade student-submitted course materials and in some instances to support curriculum-specific laboratories. Teaching Assistants (TAs) must apply every term and may or may not be appointed each term. TAs normally receive a stipend, which is paid monthly, and tuition for three credit hours each semester of appointment. Full-time faculty members will nominate their preferred candidates for their Teaching Assistantships so the most reliable path is to make a positive impression on a professor in class so that they will request you as a TA. Some faculty members require their TA to have completed all courses they are teaching that term with a minimum grade of 'A'. Students should understand that if you have not been offered a teaching assistantship by the department, appointments as a TA without a specific faculty request are rare. Doctor of Philosophy students will be assigned Teaching Assistant roles in the first two to three years of their studies and will coordinate these assignments with the department via their primary adviser. Other eligible candidates will receive an email each semester with a link to the application for the following semester. For questions about Teaching Assistant positions, please contact the ITM Department Manager, **Kayla Botica**, IT 15D3-2, kbotica1@illinoistech.edu, 312.567.5927.
- *Research Assistantship:* This is a 20 hour/week position, reporting to one or more faculty members to support research. These positions will be offered to students by faculty members who have them available. They are often funded through grants or contracts and will be semester-by-semester. In nearly every instance they will only be available to students enrolled in a research degree.
- *Administrative Staff Member:* Students in these positions perform administrative tasks in the ITM Department office in Perlstein Hall at the Mies Campus and are paid hourly up to 20 hours/week. Contact the ITM Department Manager, Kayla Botica, IT 15D3-2, kbotica1@illinoistech.edu, 312.567.5927 for information on applying for these positions.
- *Technical Staff Member:* Students in these positions perform information technology tasks in the Office of Technology Services in support of College of Computing systems on Mies Campus and Rice Campus as well as ITM infrastructure support, and are paid hourly up to 20 hours/week. Most student employment for ITM under-graduates is in these positions.

University Information Technology Resources

Guides for the use of university-provided information technology resources may be found at https://ots.iit.edu/getting-started/current-students. A quick visual introduction to campus technology for Fall 2025 is at https://www.iit.edu/sites/default/files/2025-06/Campus Technology Presentation – Fall 2025 – General.pdf. For information on services provided by the Illinois Tech Office of Technology Services as well as policies for the use of university information technology resources, please see https://portal.iit.edu/pages/ots.

Illinois Tech Portal

The Illinois Tech portal is your link to all other campus resources. https://portal.iit.edu. See the portal guide at https://portal.iit.edu/pages/portal-guide for more details.

Microsoft 365

Illinois Tech provides you with a **Microsoft 365** account, a suite of cloud-computing productivity and collaboration software tools offered by our Office of Technology Services (OTS). Among many other apps, M365 includes Word, PowerPoint, Excel, OneDrive, and Teams. To make optimal use of this asset, you may want to use a Microsoft-provided tool to more easily access your OneDrive storage, and download and use the desktop applications

- *Use a OneDrive App:* If you have Windows 11, OneDrive is already installed on your PC. If you're using another version of Windows, install the OneDrive app to get started. This will mount your Illinois Tech OneDrive as a folder in File Explorer. Go to https://www.microsoft.com/en-us/microsoft-365/onedrive/download to download the app and get started. This is a huge HUGE work-flow enhancer that allows you to use your OneDrive as handily as your local hard drive. You can also access your OneDrive on you mobile device; just go to https://aka.ms/onedrivemobiledownload to download for iOS or Android.
- *Get the Desktop Apps:* When you log into your Microsoft 365 account from "Quick Apps" on the Illinois Tech Portal, click on "Apps" in the left side menu. On the apps page, of you click on the purple Install Apps button, you can install the desktop versions of what used to be known as Microsoft Office: Word, PowerPoint, and Excel, as well as the desktop versions of Outlook—for your university email—and Teams. You should be aware that file formatting is not always consistent between the online versions and the desktop versions of the office apps, so you probably want the desktop versions.

Microsoft Teams

Microsoft Teams, part of Microsoft 365, is used as an important method of communication for faculty in our department. Teams Files are fully integrated with your Illinois Tech OneDrive and will be used for submission of your syllabus at the beginning of each term. They will also be used for ket shared records and documents within the department.

- Teams in the Department of Information Technology and Management include:
  - ITM Faculty (All faculty members)
  - ITM FT Faculty (full-time faculty only)
  - ITM Advisers (Department leadership and undergraduate advisers)
  - ITM Curriculum Committee (Curriculum Committee members, all full-time faculty, and department staff members)
  - ITM Staff (Department leadership and staff members)
  - Department Admin (Department leadership and staff members managed by the Chair)
  - ITM Teaching Assistants (Department leadership and teaching assistants)
  - C^2SAFE (Center for Cyber Security and Forensics Education members and other selected personnel)
  - ChiCyberCon (ChiCyberCon organizing staff)

- *Teams Chat* will be used as a regular means of communication with department faculty and staff. For more information on using Chat please see the Microsoft Support articles "First things to know about chats in Microsoft Teams" and "Chat with others in Microsoft Teams." The second article in particular has a very detailed menu on the left covering many details of use of Chat.
- *Teams Calls* is the telephone application that fully integrates with VoIP telephone services in use throughout the university. VoIP desk phones are fully integrated with Teams Calls; for more details see https://www.iit.edu/ots/communication-tools/faculty-staff-telephones-voice-mail. The Office of Technology Services OTS highly recommends using the Microsoft Teams mobile client on your cell phone as the primary method of placing and receiving calls. It is possible to adjust your notifications in the Teams app to only notify you during working hours; at other times call will go to voice mail. **Full-time faculty** that do not have a university telephone number for use with Teams Calls should request one from the ITM Department Manager, **Kayla Botica**, IT 15D3-2, kbotica1@illinoistech.edu, 312.567.5927. If you do not have a desk phone in your office we have several available within the department.

Electronic Mail

The primary method for university-to-student communication is through Illinois Tech email. An email account is set up for new faculty members after your payroll authorization has been submitted. Your email username is the same as your Illinois Tech User ID (UID) which is normally you first initial followed by your last name. If this would replicate another UID there will be a number following your last name. (You may notice some UIDs are just last names; these were established under a previously used system.) This email username, when followed by "@illinoistech.edu", makes up your email address at IIT. Email service is Illinois Tech Email provided through Microsoft Outlook, available through the Illinois Tech Portal dashboard as the first item uner the "Quick Access" menu. Your email password is the same as your portal and network login. It is very important that you either check your Illinois Tech email regularly or forward your email account to your primary email address. For more information about logging into and using Outlook for your email, please see https://portal.iit.edu/pages/logging-into-your-new-outlook-email-account. Here are some hints, tips, and tricks for better use of Outlook:

- Best practices for Outlook - Microsoft Support
- 10 top Outlook mobile tips - Microsoft Support
- 7 cool things you didn't know about Outlook - Microsoft Support
- Our top 10 best tricks for using Microsoft Outlook every user … - Valley Techlogic

Canvas and Online Courses

All faculty and students are provided with accounts on Canvas, Illinois Tech's online learning management system. Online resources for Illinois Tech courses are normally available through Canvas, and online course lecture content is always on Canvas or is linked to on Canvas. ITM faculty members will use Canvas for delivery of their syllabus, assignment details and assignment submissions. All course material and services not on Canvas must have links placed on Canvas to allow students to access them. This includes faculty web pages, git repositories, and online discussion forums such as Discord and Slack. Login by clicking the Canvas entry in the Student drop-down menu in the main page of the **Illinois Tech Portal**. 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 Canvas, please see the Canvas Guides at the bottom of the grey righthand main menu bar in Canvas. When you have problems or issues with Canvas, *please* direct those problems to the OTS Support Desk at supportdesk@illinoistech.edu or 312.567.DESK (3375). *Please be aware that ITM staff* ***cannot*** *assist you with Canvas issues or problems.*

Canvas Use Policies

All faculty and students are provided with accounts on Canvas, Illinois Tech's online learning support system and every course is provided with a Canvas course shell. Online resources for all Illinois Tech courses are normally available through Canvas, and online course lecture content is always on Canvas. Use of Canvas for delivery of your syllabus, assignment details and assignment submissions is required even if your course is not delivered online or through Canvas. Login by clicking the Faculty drop-down menu in the Illinois Tech Portal and selecting "Canvas". Once you access the system, you should see a welcome page that lists your courses for the current semester. Click on the appropriate link to access and edit course materials. The ITM department will take responsibility for ensuring that all sections of each course that are taught together are merged into a single Canvas course shell each term. For more information on the use of Canvas, see the Center for Learning Innovation Canvas page at https://www.iit.edu/cli/canvas and the *Canvas Instructor Guide* at https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor.

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

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

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

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

- *Lecture capture with Panopto:* You can use the Illinois Tech-provided classroom video capture to automatically record and post your lecture in Canvas, but you may have to configure it to do so. Any classes that have an internet section indicated in the course status report will be automatically scheduled to record in Panopto and will be linked to the class course shell in Canvas. These recordings will be available to all sections of the class. Details of use and configuration of Panopto are at https://www.iit.edu/cli/canvas/panopto.
- *Lecture Capture with Zoom:* Illinois Tech has the paid professional version of Zoom available for faculty use as an online learning solution. Recordings made in Zoom that were initiated through a Canvas course site will automatically be saved in the corresponding Canvas Panopto folder for that course. Otherwise you must either post the links to the online video, ensuring that they are available to your students in the course, or upload the video to Canvas or YouTube. Because Canvas storage is limited we suggest that you either record your Zoom session online or upload video to YouTube; in either case you will need to make video available to your students and place the necessary links in Canvas to allow students to access them. Use of Illinois Tech Zoom for recording of class meetings is covered at https://www.iit.edu/cli/canvas/zoom.
- *Use of other Video Capture Methods:* Faculty members may elect to use other tools such as Microsoft Teams, Google Meet, Camtasia, OBS Studio, Loom, or Vimeo to capture and post lecture video, but they then assume full responsibility for making the video available to class members and posting necessary links on Canvas. See below for details on the use of Teams for lecture video capture.

Microsoft Teams Classes: Teams Classes in Canvas is an feature that allows the integrated use of Microsoft Teams for easy collaboration and communication for instructors and students. When enabled, it automatically creates a Microsoft Team for each of your Canvas courses and adds your students to it. For details on the use of Teams Classes, see https://www.iit.edu/cli/canvas/microsoft-integration.

Synchronous Online Course Delivery: Some courses in the department may be scheduled online-only courses with synchronous online meetings at a scheduled time. Faculty members may elect to use Zoom, Teams, or other tools for this purpose. Full details of how to access course meetings must be provided in the course syllabus and appropriate links made available in Canvas. Faculty members are still responsible for ensure video recordings are made available for students enrolled in asynchronous sections of the course.

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

ITM Online Course Student Policies

Most non-laboratory courses in our programs are offered on the Internet via IIT Online. Online course lectures can be accessed via Canvas. 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. This is a U.S. government requirement that cannot be waived.
  - In their first semester in the program, Fl Visa students cannot enroll in online sections of any course. This is intended to engage the student in 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. This is at the instructor's discretion and may vary.
  - 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 Canvas 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.
  - For courses meeting in a classroom, faculty **may** elect to make the course available synchronously online during the class meeting time, for the benefit of student who could not be there in person or for online students who might prefer to attend synchronously. This is **solely** at the instructor's discretion and is neither required nor expected.
- *Synchronous Online Course Delivery:*
  Some courses in the department are scheduled online-only courses with synchronous online meetings at a scheduled time. Full details of how to access course meetings must be provided in the course syllabus and appropriate links will be made available in Canvas.

Computers and Computer Labs

Computer accounts and laboratories are essential to our academic programs. Computer labs for use by ITM/IT students are provided by the Rice Campus, the College of Computing and by Illinois Tech's Office of Technology Services (OTS). Portal and email accounts are provided for students and faculty by OTS located on our Mies Campus.

The ITM Department does not issue computers to students.

- *Rice Campus Computer Labs:* The Department of Information Technology and Management maintains experimental computer lab facilities managed by faculty members at the Daniel F. and Ada L. Rice Campus in Wheaton. Use of the lab facilities by students is solely at the invitation of faculty members managing these labs.
- *Mies Campus Computer Labs:* The College of Computing provides ITM computer labs managed by the Office of Technology Services (OTS) at 3424 South State Street on the second floor of the South Tower, and on the ninth and fourteenth floors of the IIT Tower. Problems or issues with ITM computing facilities at Mies Campus should be reported via an email trouble ticket to supportdesk@illinoistech.edu. The Mies Campus also provides an 802.11g/n wireless network for student and faculty use.
- *Information Technology (IT) / Information Technology & Management (ITM) Servers and Server Accounts:* Additional server accounts may be provided for ITM/IT students and faculty and dedicated servers may be provided to support specific courses; details of these accounts and servers are available from the Department Office. Problems or issues with ITM servers should be reported via an email trouble ticket to supportdesk@illinoistech.edu.
  - *Project Support:* Computers may be requested by faculty members to support student projects; such requests should be made as soon as the need is recognized. Servers will be virtual servers unless there is a compelling reason why that will not work. Virtual servers in standard configurations may be provided on a next-day basis; custom configurations are normally provided in two days but may take up to a week to provision. It may take up to a week to provide physical computers and providing these computers is completely dependent on the availability of resources.
- *Student Computer Ownership and Use:* Students entering any ITM degree after Fall 2016 are required to possess a notebook computer with both wired and wireless network access for use in our programs; details of the minimum and desired configurations may be found in the latest ***Information Technology & Management Student Notebook Computer Specification*** on page 17 of this publication.
- *IIT Office of Technology Services (OTS) Accounts:* OTS (http://www.iit.edu/ots/) provides common computer accounts for Illinois Tech faculty, staff and students; these accounts include MyIIT, Canvas, Email/Microsoft 365, and Web accounts. Illinois Tech does not provide remote dial-up network access. OTS also provides general-purpose computer classrooms on the Illinois Tech Mies Campus, which may be used for teaching courses such as ITM 311 and ITM 313. Problems or issues with OTS-managed computing facilities at Mies Campus should be reported via a trouble ticket via email to supportdesk@illinoistech.edu.

Software & Supplemental Educational Material Available for ITM Students & Faculty

- *Microsoft Software:* The College of Computing is a subscriber to **Microsoft Azure Dev Tools for Teaching** software under terms of the licensing agreement which permits academic use of this site by faculty and students. The files include most current Microsoft operating systems, servers, and application development tools, and include packages such as Windows 8.1, Windows 10, Windows Server, Access, Project, Visio, and Visual Studio. Our subscription does not include any Microsoft Office tools except Access. You can download this Microsoft software from your Azure Dev Tools for Teaching account. Product keys for the software are provided at the time of download so we suggest that you save a copy of the page. To access our Microsoft webstore see https://azureforeducation.microsoft.com/devtools. You will need to register a Microsoft account using your **hawk.illinoistech.edu** email account to make use of this site. Microsoft Azure Dev Tools for Teaching membership benefits information is at at https://azure.microsoft.com/en-us/education/institutions/dev-tools-for-teaching-faq/. This subscription also includes training tools from Microsoft and $100 credit toward Azure for Students.
- *Microsoft Office:* Your Microsoft 365 subscription, available in the Quick Access drop-down menu on the Illinois Tech Portal main page, provides you with the ability to install desktop versions of the main Microsoft Office applications such as Word, Excel, and Powerpoint. An alternative is to use free and open-source **LibreOffice**; we recommend you download it with an installer at ninite.com. This publication was prepared using LibreOffice.
- *VMware:* With the purchase of VMware by Broadcom, Broadcom has discontinued the VMware Academic Program, so these resources are no longer available to students. However, VMware Desktop Hypervisor (VMware Fusion Pro & VMware Workstation Pro) has been made available free for educational and personal use and can be downloaded at https://www.vmware.com/products/desktop-hypervisor/workstation-and-fusion. Download does require creation of a free Broadcom account.
- *IBM SkillsBuild:* IBM developer and analytics software is available for free to students and faculty. Go to https://skillsbuild.org/ to register and access software and educational materials. IBM's Cognitive Class.ai (https://cognitiveclass.ai) offers free courses in areas such as Blockchain, Data Science, AI, Cloud, Serverless, Docker, Kubernetes and more. These can be a very valuable supplement to courses in our curriculum. For example, students in ITMD 514 or ITMS 514 or even in ITM 313 may want to look at **Python for Data Science** or **Data Analysis with Python**, and students in ITMD 321 may want to check out **SQL and Relational Databases 101** or **Getting started with MySQL command line**.
- *Oracle:* Oracle Database 23ai Free at https://www.oracle.com/database/free/, allows you as a student to use the current Oracle Database product, packaged for ease of use and simple download.
- *Autodesk:* Free software for students from Autodesk including *Autocad*, *DSMax*, and *Maya* is available at http://www.autodesk.com/education/free-software/featured
- *Other Free Windows Software:* We used to maintain a download page with links to recommended software, but now recommend that you use https://ninite.com/. Ninite will create an installer for free and open source software you have selected from the Ninite website. When run it will install the correct version for your OS with no toolbars or other crapware. To update, just run the installer again. Students may also want to consider use of Windows package managers such as Microsoft winget (https://docs.microsoft.com/en-us/windows/package-manager/winget/) or Chocolaty (https://chocolatey.org/) which allow command line software package installations in a manner similar to Linux. UniGetUI is a Graphical User Interface for Windows software repositories winget, Chocolaty, Scoop, and more at https://www.marticliment.com/wingetui/. Additional software recommendations can be found at https://www.itm.iit.edu/StudentResources/MoreTools.html.

Writing Research Papers

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

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

Textbook Selection

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

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

- Textbook selection should include the following information:
  - Title / Author(s) / ISBN / Edition
- If you are not going to specify a textbook, please indicate one of the following:
  - No Text
  - To Be Assigned Later
  - Text will be assigned from online resources
    - ✔ If the resources are known at the time of textbook submission, please provide the URLs.

  This information is important when preparing book lists for student use.
- Please direct any questions about the textbook selection process to the ITM Department Manager, **Kayla Botica**, IT 15D3-2, kbotica1@illinoistech.edu, 312.567.5927.

Departmental Committees

Every faculty member in our department can expect to be a member of one or more departmental committees, which will normally meet during the academic years.

Standing Committees

Curriculum Committee

The Curriculum Committee of the Department of Information Technology and Management will develop and review curriculum objectives, content, and implementation for all academic programs and degrees within the department, and for joint curricula developed with other academic units at Illinois Tech or other institutions. The Committee will establish and oversee implementation of processes to assess attainment of program learning goals and student outcomes. Based on examination of these assessments and the recommendations of faculty, students, college or departmental advisory boards, and external experts, the Committee will evaluate and recommend curriculum revisions in accordance with university and College of Computing objectives, established degree program objectives, program assessment, the ACM/IEEE-CS Information Technology Curriculum, ACM/IEEE-CS/AIS/IFIP Cybersecurity Curricula, NSA/DHS CAE Knowledge Units, Skills Framework for the Information Age (SFIA), and ABET CAC/CSAB accreditation criteria to ensure continuous improvement of the curricula.

The Committee will consist of a minimum of five faculty members, at least three of whom shall be full-time university faculty or staff members, and two student members. Faculty members shall be appointed by the Chair of the Department for a term of three years and may be reappointed. Student members shall be selected by the committee and will be appointed for one semester and may be appointed to serve additional terms. The Chair will appoint one full-time faculty member as the Chair of the Committee.

Meetings of the Curriculum Committee are open to all faculty members in the department. All full-time faculty members may elect to vote on issues before the Committee when they are in attendance. The Committee will meet a minimum of once per semester and more often as may be judged necessary by the Chair. The attendance of four appointed faculty members shall constitute a quorum for business of the Committee. A record of all meetings will be published as soon as is feasible after each meeting of the Committee. The Information Technology and Management Department Manager shall serve as the recorder for the Committee.

The Committee shall publish approved revised or new curricula for approval by the faculty. Any curricula approved through a majority vote when Curriculum Committee attendance includes a quorum of full-time faculty members will have faculty approval with no further action. Otherwise, actions of the Committee shall be forwarded for faculty approval at the next scheduled ITM Faculty Meeting. Once approved and when necessary, curricula will be forwarded to the Undergraduate Studies Committee or Graduate Studies Committee for action.

The appropriate studies committee will then forward the curricula as necessary for consideration by the University Faculty Council, the University Faculty, and the Trustees of the University.

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

Academic Unit Committee on Promotion and Tenure (AUCOPT)

The AUCOPT and it's operation is decribed in Appendix C, Paragraph B.1. of the Illinois Tech *Faculty Handbook*, at https://webmaster.iit.edu/files/general-counsel/faculty-handbook/appendix_c.pdf. The AUCOPT for promotion to tenure shall consist of all tenured members of the department (including the Department Chair). The AUCOPT for promotion to the rank of Professor shall consist of all professors in the department; if this committee should contain fewer than three full professors, other full professors will be added from inside the university to bring the number to three by the Provost in consultation with the department faculty. The AUCOPT will follow the process as described in Appendix C of the *Faculty Handbook* and in the **Standards for Promotion and Tenure for Tenured/Tenure-Track Faculty** as published in the *Standards for Appointment, Promotion, Tenure, and Renewal for Faculty in Information Technology and Managemen*t at https://www.itm.iit.edu/faculty/StandardsForITMfacultyAppointment.pdf and as Appendix C of this document. The Chair of the Department will convene the AUCOPT as necessary for consideration of promotion to tenure and promotion to Professor via a letter informing the committee members and the candidate.

Academic Unit Committee on Appointments and Retention (AUCAR)

The AUCAR is responsible for for review, renewal, and promotion of Regular Teaching Faculty as described in Appendix Q of the Illinois Tech *Faculty Handbook*, at https://webmaster.iit.edu/files/general-counsel/faculty-handbook/appendix_q.pdf and as Appendix C of this document. Membership of the AUCAR for renewal of Regular Teaching Faculty shall be comprised of an academic unit's tenured and teaching faculty members of rank equal or higher to that of the faculty member under review. Membership of the AUCAR for promotion of Regular Teaching Faculty shall be comprised of an academic unit's tenured and teaching faculty members of rank equal or higher to that sought. The AUCAR will follow the process as described in Appendix Q of the *Faculty Handbook* and in the **Standards for Renewal and Promotion for Teaching Faculty** as published in the *Standards for Appointment, Promotion, Tenure, and Renewal for Faculty in Information Technology and Managemen*t at https://www.itm.iit.edu/faculty/StandardsForITMfacultyAppointment.pdf. The Chair of the Department will convene the AUCAR as necessary for consideration of teaching faculty review, renewal, and promotion via a letter informing the committee members and the candidate.

Appointed Committees

From time to time the Chair of the Department shall appoint faculty committees for Faculty Search and other purposes as necessary for the operation of the department. Appointment shall be by a letter or letters which may be individual or may list all appointed members.

Tenured and Tenure-track Faculty Search Committee

This Faculty Search Committee shall be appointed by the Department Chair as per Supplement V.h. to the Illinois Tech *Faculty Handbook*, "Faculty Search Procedures" at https://webmaster.i-it.edu/files/general-counsel/faculty-handbook/faculty_search_procedures_Jan-15-2019.pdf and the **Process for Appointment as Tenured/Tenure-track Faculty** as published in the *Standards for Appointment, Promotion, Tenure, and Renewal for Faculty in Information Technology and Management* at https://www.itm.iit.edu/faculty/StandardsForITMfacultyAppointment.pdf. This Committee shall be appointed by the Department Chair no later than September for consideration of full-time faculty appointments for the following academic year with membership as defined in the *Standards for Appointment, Promotion, Tenure, and Renewal for Faculty in Information Technology and Management.*

Teaching Faculty Search Committee

This Faculty Search Committee shall be appointed by the Department Chair as per the **Process for Appointment as Teaching Faculty** as published in the *Standards for Appointment, Promotion, Tenure, and Renewal for Faculty in Information Technology and Management* at https://www.itm.i-it.edu/faculty/StandardsForITMfacultyAppointment.pdf. This Committee shall be appointed by the Department Chair as necessary with membership as defined in the *Standards for Appointment, Promotion, Tenure, and Renewal for Faculty in Information Technology and Management*.

New Course Proposals

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

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

  A course proposal for a topics course should include:
  - Topic Title and correct topic course number (ITMD 419/519, ITMD 469/579, ITMS 479/579, ITMT 495/595)
  - Course description
  - Course level, i.e. undergraduate/graduate/both
  - Credit hours
  - Prerequisite(s)
- *Submission and Approval:* Submit new course proposals to the ITM Curriculum Committee via the Chair of the Curriculum Committee. After review and approval by the Curriculum Committee and by the faculty the submitter will be notified of approval and the course will be scheduled. New courses proposed by faculty will normally be offered as a topics course when taught for the first time.

Course Scheduling

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

Faculty Travel

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

- ITM Department Manager,
- ITM Chair
- Approval of the Dean: only required for travel funded directly by the College of Computing.

- The following guidelines will be used for assessing travel requests
  - Within budget considerations, the ITM Department will assume the cost of travel and registration to one (1) annual conference for each full-time faculty member. Funding for additional conferences will be available for research and tenure-track faculty. Regardless of the funding source, all travel still requires advance approval.
  - ITM Staff members may submit a request to attend training seminars that are related to their job function. These requests will be considered dependent on budgetary constraints and value to the department or college as a whole.
- If your travel request is approved, travel expenses will only be reimbursed through submission of a *Travel and Expense Reimbursement Form*, found on the Procurement Services webpage at https://www.iit.edu/procurement-services/illinois-tech-department-resources/procurement-forms.

Hiring and Retention of Faculty

- ***Faculty Hiring:*** All faculty will be hired as per the *Standards for Appointment, Promotion, Tenure, and Renewal for Faculty in the Department of Information Technology and Management* (Appendix C of this document) and the Illinois Tech *Faculty Handbook*.
- ***Full Time Faculty:*** Full-time tenured/tenure-track faculty will be hired, tenured, promoted, and retained, and teaching faculty will be hired, reviewed, renewed, and promoted in accordance with the Illinois Tech *Faculty Handbook* and departmental policy in *Standards for Appointment, Promotion, Tenure, and Renewal for Faculty in the Department of Information Technology and Management.* The hiring process is discussed in the Departmental Committees section above.
- ***Professor of Practice:*** Outstanding adjunct faculty members may be invited by the Chair to become a member of the Teaching Faculty of the university as a Professor of Practice. These are recognized outstanding practitioners who may continue to practice in their fields following appointment to the rank and are expected to have outside professional business activities. Professors of Practice are expected to devote substantially all of their working time in the department to the teaching of students and are generally expected to not engage in university service or administration.

- *Adjunct Faculty:* Adjunct faculty members in Information Technology and Management will be hired as per the section titled **Appointment as Adjunct Faculty in Information Technology and Management** in the *Standards for Appointment, Promotion, Tenure, and Renewal for Faculty in the Department of Information Technology and Management* (Appendix C to this document). New hire faculty are probationary for their first year and adjunct faculty who do not comply with departmental academic policies are not invited to return to teach for us. Although official and legal language requires that we state that adjunct appointments are not permanent and carry no implication of continuing connection with the university, our adjunct faculty members are equal partners in what we do, and are valued members of our faculty. Renewal as an adjunct faculty member is at the discretion of the Department Chair.

Faculty Policies

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

- *Faculty Procedural Agreement:* Faculty members will agree in writing to adhere specific policies as spelled out in a ***Faculty Procedural Agreement*** at the beginning of each term. Some of these policies are listed below while others are found elsewhere in this document. Failure to comply with this agreement may result in non-renewal of contracts for adjunct faculty or disciplinary actikon for full-time faculty.
- *Planned Absences:* All faculty absences from class planned in advance must be reported to the department prior to the beginning of the term when possible, and otherwise as far ahead as possible. Faculty members teaching a live course may not take a planned absence from any class sessions during the first two weeks, last week, and final exam week of the course, or during first and last weeks of any summer session.
- *Unplanned Absences:* Faculty members who fall ill or have other unplanned circumstances arise that will result in absence from class should notify their students if possible, and notify **Kayla Botica** at kbotica1@iit.edu or 312.567.5927, preferably *prior* to the meeting time of the course. An excessive number of unplanned absences will be grounds for non-renewal of adjunct faculty status.
- *Course Lectures:*
  - For lecture courses faculty members are expected to teach for 150 minutes each week. If a class scheduled to meet for 150 minutes is dismissed after 45 minutes, this is a real problem, because the faculty member is not doing the job we are paying for and is not giving the students their fair access to knowledge.
  - Lectures must start at the scheduled class meeting time. Being present in class on time but engaging in any other activities, such as conversing with students or just sitting there is not acceptable.
- *Live Course Sections:* If you are teaching a course with a live section, you must be present in the classroom at the scheduled time for the course unless you have made other arrangements with the department in advance. Under normal circumstances, "Live" course sections cannot be taught online as it will jeopardize the immigration status of our international students.
- *Notification of Class Cancellations:* If a class must be canceled due to illness, travel, or other reasons, faculty must inform the ITM Department Manager, **Kayla Botica**, via email at kbotica1@iit.edu as early as possible. Faculty should also inform the students in the affected course(s) as soon as possible. This ensures that the department is aware of class cancellations and can assist in managing student expectations and any necessary rescheduling.

- *Classrooms:* Do not enter a classroom where another faculty member is teaching unless you have made a prior arrangement with the instructor, you have been assigned by the department to observe the class, or there is a genuine emergency.
- *Remarks to Students:* Do NOT make disparaging remarks to students about any other faculty member or about any course offered by the department. You are entitled to your opinions, but in this instance you are not entitled to share those opinions with students. If you have an issue with another instructor or with a course, tell your fellow faculty member directly or tell Dr. Gopal, Dr. Zheng, or Professor Hajek.
- *Monthly ITM Faculty Meetings:* These meetings are for the fourth Thursday of each month at 12:45pm in the ITM Conference Room. All full-time faculty members are required to attend these meetings and all adjunct faculty are welcome (but not required) to attend as well. A Goggle Meet or Zoom link will be provided for those who cannot attend in person.
- *Submission of Midterm Grades:* While it is a university requirement to submit midterm grades for undergraduate students in 100- and 200-level courses, the ITM Department requires midterm grades be submitted for all students, including graduate students. This measure ensures timely feedback and allows students to take corrective actions if necessary.Please submit midterm grades for all students via the university grading portal by the designated deadline set by the Registrar's Office.
- *Faculty & Course Introduction:* On the first day of a class when going over the syllabus and class expectations, or sometime within the first two weeks of class, please discuss the following:
  - A synopsis on who you are and what you do outside of the classroom, especially professional activities.
  - Where the course would apply within the students' curriculum. We recognize that not all adjunct faculty will be familiar with the full curriculum; if the is the case, please focus on the third point below.
  - Applications of the course and what career paths this course can lead to; this engages student concerns about their investment in their education and this class.
- *Online Students:* Apart from examinations which can be proctored for online students, students enrolled in online sections CANNOT be required to appear in person in a classroom for any other reason. They may be given an opportunity to present a project or paper in person, but the cannot be required to do so, and cannot be penalized for failing to do so. If students in your live section are required to present, you must have an alternative for online students. Some faculty members allow online students to record a presentation on video, or submit a script for their presentation with accompanying presentation graphics (PowerPoint or the like), or present via Blackboard Collab Ultra or Google Meet.
- *Conduct of Programming Courses:* If you are teaching a no-prerequisite undergraduate course that includes programming, you are required to introduce basic concepts of programming. Concepts such as variables, basic control structures, data structures, programming syntax, pseudocode, program design, and how to use the development environment and tools must be addressed. Some faculty have come to us from teaching at community colleges where students take a "pre-programming" class before they take a programming course, but we do not do that here. Faculty in these courses cannot assume that students have any prior knowledge of programming and must teach basic concepts and how to use the coding tools.
  - As per professional programming practice, we expect students to comment their code, so you must always ensure that any sample code you provide to students is properly commented as well.

- Sample code you provide to students should not provide them with solutions to homework or lab exercises. Copying and pasting code does not teach students how to code.

- *Use of the Early Warning and Early Intervention System:* Use the Early Warning and Early Intervention System. Using this system helps get insights into student performance throughout the semester and provide them with timely academic and co-curricular support (academic coaching) as needed. This helps department advisors become aware of issues who are tagged on this report. There have been significant changes to the way the EW/EI system is administered. Unlike the previous format, you will now see a link to fill comments against each student in your class. You will receive separate emails for each class that you are teaching. Use of the system is only necessary for students who need help or to call issues to the attention of a student's adviser. Full details of faculty use is provided in the Illinois Tech Portal at https://portal.iit.edu/pages/ew-ei-system-instructors-and-faculty.

Faculty Awards

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

- *College and University Awards:* Teaching awards for full-time faculty members are made at the College of Computing level with awards held annually by the college. One faculty member from each college will be recognized annually with a university Excellence in Teaching award. Awardees will also receive from the department an Information Technology and Management medallion suspended from a red and grey ribbon for wear with academic regalia.

- *The Jeffrey Kimont Memorial Teaching Award:* This award is made annually to an adjunct faculty member who has distinguished themself through excellence, commitment to teaching, and devotion to their students. This award is named in honor of Industry Professor of Information Technology and Management Jeffrey Kimont, the first full-time faculty member in Information Technology and Management, who later returned to industry but continued to teach as an adjunct faculty member. Awardees receive a certificate and an Information Technology and Management medallion suspended from a red and grey ribbon for wear with academic regalia.

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

Teaching Assistants

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

- *TA Selection:* Full-time faculty members are requested and encouraged to select their own Teaching Assistants, with the understanding that it may not be possible to assign the desired student. Doctor of Philosophy students will be assigned Teaching Assistant roles in the first two to three years of their studies and will coordinate these assignments with the department via their primary adviser. Otherwise TAs should be full-time graduate students who ideally have completed a minimum of one term of study in the program as a graduate student or an undergrad. They may also be fifth year co-terminal degree undergraduates. Course Graders are undergraduates who grade student-submitted course materials; it is very rare for us to have any Course Grader positions available. You should specify any special requirements you may have for a TA or Grader; for example, some faculty members require their TA to have completed all courses they are teaching that term with a minimum grade of **A**. If you do not request a specific student as a TA but you are entitled to a TA and request that one be assigned, the ITM Department Manager will assign one from the pool of qualified applicants. TAs for Adjunct Faculty members will be assigned by the Department Manager; in some cases these may be students who were offered a Teaching Assistanceship as part of a merit-based financial aid package designed to attract the best and most qualified graduate students.
- *TA Compensation:* This will vary by term; TAs also receive a three credit hour tuition scholarship. Official university policy on stipends for TAs can be found at http://web.iit.edu/sites/web/files/departments/general-counsel/policies/procedure_n_graduate_college_stipends_-graduate_assistants.pdf.
- *TA Duties:* Teaching assistants in our department can grade assignments, except for research papers and similar written materials, and are required to hold at least two hours of office hours each week. Course graders may only grade appropriate assignments. PhD student teaching assistants may teach labs, fill in for faculty for lectures, and, subject to suitable faculty oversight and conformation of their work, may grade research papers and project reports.
- *Support Your TA:* Faculty who are assigned TAs are required to support their TAs with appropriate guidance, especially regarding grading and office hours. As part of this effort,
  - Faculty must introduce their TAs to the class, and explain how the students can get the most support out of their TAs.
  - Faculty must give clear guidance to their TAs about grading the various artifacts in the course. The use of clear rubrics for grading is strongly encouraged.
  - Faculty must engage with their TAs at least once a week to identify problems that either the students or the TAs are facing.
  - Faculty can encourage TAs to attend the course.

  This enables TAs to support the students and the faculty more effectively.

ITM Subject Designations and Course Numbering

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

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

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

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

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

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

Course numbering levels for ITM follow the following guidelines

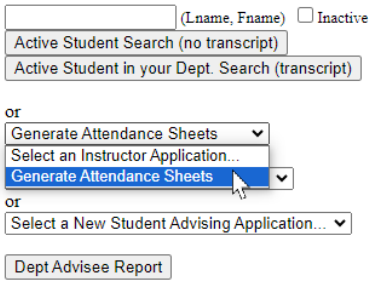
1XX	ITM Courses normally only taken by first or second year students.
2XX	Currently used for ITM notational courses for community college transfer credit
3XX, 4XX	ITM Undergraduate courses
5XX	ITM Graduate courses
6XX	Doctoral-specific courses and research
70X-74X	ITM Undergraduate accelerated courses
75X-79X	ITM Graduate accelerated courses
8XX	Professional Learning (CEU) course sections

University Resources on Generative AI

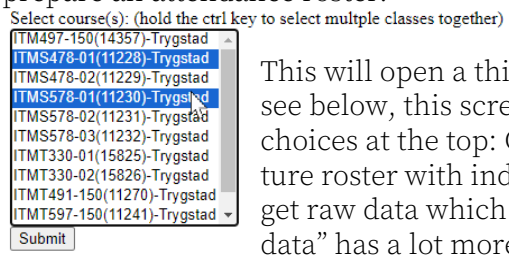
The Provost's Office has published the following resources on the use of Generative Artificial Intelligence in courses at Illinois Tech. These resources were assembled by the Office of Academic Affairs, Communication Across the Curriculum, and Paul V. Galvin Library for your reference as you put together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

- ***Faculty Guide on Teaching and Generative AI*** (PDF)
- ***Academic Honesty Guidelines | Illinois Institute of Technology***
  (See the Guideline on Academic Honesty and Generative AI)
- ***ASSIGNING WRITING AND GENERATIVE AI Faculty Resource Series***
- ***Introduction - Artificial Intelligence (AI) - LibGuides at Illinois Institute of Technology***

Generating Attendance Rosters Using MyIIT Academic Affairs Faculty System



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



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

Course(s): ITMS478-01 ITMS578-01 Choose Different Course(s)

Click PDF icon to generate attendance sheet Click PDF icon to generate PICTURE roster Get Raw Data (for easy spreadsheet copy/paste)

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

Important Illinois Tech Student Resources

- *Student Handbook:* http://www.iit.edu/student_affairs/handbook/
- *Graduate Catalog:* http://catalog.iit.edu/graduate/
- *Undergraduate Catalog:* http://catalog.iit.edu/undergraduate/
- *Academic Calendar:* https://www.iit.edu/registrar/academic-calendar
- *Information Technology Resources:* https://www.iit.edu/ots/resources-current-prospective-students
- *Late Registration:* https://www.iit.edu/registrar/registration/late-registration-request
- *Bookstore Online:* http://iit.bncollege.com/

Important Information Technology & Management Student Resources

- *ITM Student Resource Page:* https://www.iit.edu/itm/student-resources
  (Includes links to ITM Undergraduate and Graduate Student Information)
- *ITM Loopback (ITM Department blog):* http://blogs.iit.edu/itm_loopback/
- *ITM Research Paper Guidelines and Policies:*
  http://itm.iit.edu/data/ITMResearchPaperGuidelinesAndPolicies.pdf
- *Software provided under Microsoft Azure Dev Tools for Teaching:* http://www.itm.iit.edu/software/
- *ITM Departmental Syllabi:* http://www.itm.iit.edu/faculty/itmdepartmentalsyllabus.html
- *ITM Graduate Job Roles:* Possible job titles for graduates at http://www.itm.iit.edu/data/itjobroles.html

Information Technology & Management (ITM) Faculty & Staff Directory

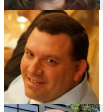
Illinois Tech Mies Campus, Michael Paul Galvin Tower Suite 1500A, 10 West 33rd Street, Chicago, Illinois 60616 Phone Prefix: 312.567

Phone numbers not starting with the prefix 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 Department Manager, Kayla Botica.

The key to the award symbols such as ⭐❤️🔷🎓 is at the end of the directory.

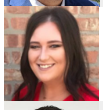
Brian Bailey — Adjunct Industry Associate Professor
Director, Web Development & Services, Illinois Tech Communications and Marketing
312.567.6937 / Galvin Tower 4D7-1 — bbailey4@illinoistech.edu

Nichole Beebe — **Professor**
Dean of the College of Computing
Galvin Tower Suite 1400 — nbeebe1@illinoistech.edu



Chuck Beck — Adjunct Industry Professor
cbeck3@illinoistech.edu

Shadi Beidas — Adjunct Industry Associate Professor
sbeidas1@illinoistech.edu

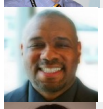


Kayla Botica — ITM Department Manager
312.567.5927 / Galvin Tower 15D3-2 — kbotica1@illinoistech.edu

Eric Breese — Adjunct Industry Professor
Associate Chief Information Officer, Illinois Institute of Technology
312.567.3153 / Galvin Tower 7F5-2 — ebreese@illinoistech.edu

Bob Carlson, Ph.D. — Professor Emeritus
Past Chair, Department of Information Technology & Management / Past Chair, Department of Computer Science
⭐ carlson@illinoistech.edu

Shawn Davis — Adjunct Industry Associate Professor
🔷
sdavis17@illinoistech.edu



Maurice E. Dawson, Ph.D., D.Sc. — Associate Professor
🎓⭐ Director, Center for Cyber Security and Forensics Education (C²SAFE) / Graduate Research Adviser
312.567.5242 / Galvin Tower 15F3-3 — mdawson2@illinoistech.edu

Anita F. Delarlaben — Adjunct Industry Professor
🔷 adelarlaben@illinoistech.edu

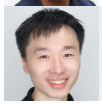
Yun Dong, Ph.D. — Assistant Teaching Professor
(Jointly appointed with Computer Science)
ydong27@illinoistech.edu

Subhashish Ghosh — Adjunct Industry Professor
sghosh3@illinoistech.edu

Gurram Gopal, Ph.D. — Professor
⭐ **Chair** / Graduate Research Adviser
312.567.3651 / Galvin Tower 15F3-2 — gopal@illinoistech.edu

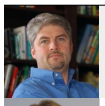
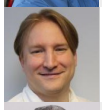
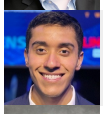
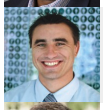
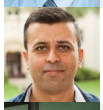
Jeremy Hajek — Industry Associate Professor
⭐❤️ Associate Chair for Undergraduate Affairs / Director of Undergraduate Advising
630.296.4012 / Galvin Tower 15F4-1 — hajek@illinoistech.edu

Nazneen Hashmi — Adjunct Industry Professor
nhashmi@illinoistech.edu



Yibo Hu, Ph.D. — Assistant Professor
Graduate Research Adviser
Galvin Tower 15E3-3 — yhu89@illinoistech.edu

Information Technology & Management (ITM) Faculty & Staff Directory

	Thomas "T.J." Johnson ★	Adjunct Industry Professor tjohns15@illinoistech.edu
	Daniel Krieglstein, Ph.D.	Adjunct Assistant Professor kriedan@illinoistech.edu
	Raj Krishnan	Adjunct Industry Professor rkrish20@illinoistech.edu
	Daniel Lee	Adjunct Industry Associate Professor dlee52@illinoistech.edu
	Hosea (Hee Gyu) Lee	Adjunct Industry Associate Professor hlee110@illinoistech.edu
	Steve Lisitza	Adjunct Industry Associate Professor slisitza@hawk.illinoistech.edu
	Phil Matuszak ★ ♥	Adjunct Industry Associate Professor matuphi@illinoistech.edu
	Louis McHugh ♥	Adjunct Industry Professor lmchughi@illinoistech.edu
	Jovany Melchor	Adjunct Industry Associate Professor jmelchor@illinoistech.edu
	Calvin Nobles, Ph.D, D.B.A. Vice President & Dean of I.T. and Cybersecurity, University of Maryland Global Campus / Past Chair, ITM Department 🏵	Adjunct Associate Professor cnobles1@illinoistech.edu
	Ryan Nelson 312.567.5192 / Galvin Tower 15C3-2	Director of Graduate Advising nelsonr@illinoistech.edu
	Marwan Omar, Ph.D. 312.567.3179 / Galvin Tower 15C3-1	Associate Professor Co-Director, Ph.D. Program / Graduate Research Adviser jmarwan@illinoistech.edu
	James Papademas Galvin Tower 14C3-3	Industry Associate Professor Undergraduate Adviser jpapadem@illinoistech.edu
	Luke Papademas	Adjunct Industry Professor lpapadem@illinoistech.edu
	Rahul Patel, Ph.D. ♥	Adjunct Assistant Professor rpatel37@illinoistech.edu
	Adan K Pope	Adjunct Industry Professor apope@illinoistech.edu
	Ann Rangarajan, Ph.D. Galvin Tower 13F3-1	Assistant Professor Director, Socio-Technical Research Lab / Graduate Research Adviser arangarajan@illinoistech.edu
	Ramesh Rao	Adjunct Industry Professor rrao12@illinoistech.edu

Information Technology & Management (ITM) Faculty & Staff Directory

Steven Rubinow, Ph.D. — Associate Teaching Professor
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Vikas Sanil — Adjunct Industry Associate Professor
Senior Software Engineer, Illinois Institute of Technology
vsanil1@illinoistech.edu

Martin Schray — Adjunct Industry Professor
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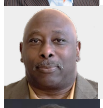
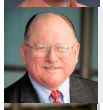
Sam Shamsuddin, Ed.D. — Adjunct Assistant Professor
Associate Professor of Computer Information Systems, College of DuPage
798.334.2047 — shamsuddin@illinoistech.edu



Barry Speller — Assistant Teaching Professor
Undergraduate Adviser
Galvin Tower 14C3-2 — bspeller1@illinoistech.edu

Scott Spyrison — Adjunct Industry Associate Professor
spyrison@illinoistech.edu



Ray Trygstad — Professor Emeritus
Past Associate Chair
312.567.5252 — trygstad@illinoistech.edu

Kevin Vaccaro — Adjunct Industry Professor
Associate Professor of Computer Integrated Technology, Moraine Valley Community College
Ph.D. Candidate in Information Technology — vacckev@illinoistech.edu

Brian Vanderjack — Adjunct Industry Associate Professor
bvanderjack@illinoistech.edu

Yong Zheng, Ph.D. — Associate Professor
Associate Chair for Graduate Affairs / Co-Director, Ph.D. Program / Graduate Research Adviser
312.567.3575 / Galvin Tower 15E3-1 — yzheng66@illinoistech.edu

Key to awards:
- Educational Excellence Award (School of Applied Technology Dean's Award – Gold medallion, blue ribbon)
- Jeffrey Kimont Memorial Teaching Award (ITM Department Outstanding Adjunct Faculty – ITM medallion, red & grey ribbon)
- The Angela Jarka Service Award (ITM Department Service – ITM medallion, red & grey ribbon faculty, red ribbon student)
- Dean's Award, College of Computing (Certificate for the wall)
- University Service Award (Certificate for the wall)
- Excellence in Teaching Award (School of Applied Technology or College of Computing Award – ITM medallion, red & grey ribbon)
- Information Technology and Management Outstanding Student Award (ITM medallion, red ribbon)

Information Technology and Management Course to Industry Certification Mapping

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

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

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

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

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

Course Mapping by Industry Certification

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

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

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ILLINOIS TECH

Academic Honesty Reporting Form

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

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

Instructor Information

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

Your full name: _____

Your position/title: _____

Phone Number: _____

Your email address: _____

A-Number: _____

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

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

Academic College (Required): College of Computing

Specific location: _____

Student Information

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

Description of Violation

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

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

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

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

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

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

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

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

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

- ☐ Yes
- ☐ No

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

Supporting Documentation

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

MIT License Format

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

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Copyright (c) <year> <copyright holders>

Permission is hereby granted, free of charge, to any person obtaining a copy of this
software and associated documentation files (the "Software"), to deal in the
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OR THE USE OR OTHER DEALINGS IN THE SOFTWARE.
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Licensing to Faculty

- As many student projects are ongoing from term to term, and since faculty members would like to be able to present examples of superior student work, faculty members may request assignment of rights to share and redistribute software submitted by students, but students are not expected or required to assign any rights, and the refusal to assign rights may not be prejudicial to the student in any way. If students elect to assign rights as discussed above, we suggest that you request that they do so with the following license placed as a comment in within the code itself:

```
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associated documentation files (the "Software"), to do the following:

1) Present or publish the Software in a subsequent class or as a part of an academic
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HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER LIABILITY, WHETHER IN AN ACTION OF
CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF OR IN CONNECTION WITH THE SOFTWARE
OR THE USE OR OTHER DEALINGS IN THE SOFTWARE.
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1.25.23

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

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

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

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

Standards for Appointment as Tenured/Tenure-Track Faculty

Professor of Information Technology and Management

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

Associate Professor of Information Technology and Management

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

Assistant Professor of Information Technology and Management

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

Standards for Appointment as Teaching Faculty

Teaching Professor of Information Technology and Management

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

Associate Teaching Professor of Information Technology and Management

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

Assistant Teaching Professor of Information Technology and Management

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

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

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

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

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

Professor of Practice in Information Technology and Management

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

Standards for Appointment as Adjunct Faculty

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

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

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

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

Process for Appointment as Tenured/Tenure-track Faculty

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

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

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

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

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

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

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

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

Process for Appointment as Teaching Faculty

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

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

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

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

Process for Appointment and Renewal as Professor of Practice

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

Process for Appointment and Renewal as Adjunct Faculty

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mid-Term Review

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

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

Procedures for Promotion and Appointment to Tenure

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

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

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

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

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

Standards for Renewal and Promotion for Teaching Faculty

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

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

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

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

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

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

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

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

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

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

Calvin Nobles