

**Department of Information Technology & Management
Graduate Student Information & Departmental Policies****Fall 2025****Contents**

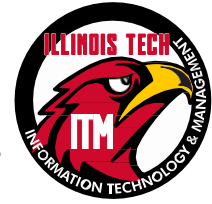
Information Technology & Management Mission.....	2
About the Department of Information Technology & Management.....	2
Course Philosophy.....	2
Program Objectives	3
Graduate Catalog.....	4
Graduate Research Degree Theses, Projects, and Dissertations	4
Graduate Course Differentiation.....	5
Academic Honesty.....	6
Faculty Office Hours.....	6
Communications.....	7
English Proficiency.....	7
Program and Course Prerequisites.....	8
Placement Examinations.....	8
Credit by Examination.....	9
Syllabus	10
Grading.....	11
Course Evaluations	14
Course Assessments	14
Advising and Registration.....	15
Degree Specializations	18
Classroom Conduct.....	18
Independent Study, Research, and Thesis	19
Student Intellectual Property.....	19
Recognition of Student Achievements.....	21
ITM Student Organizations	23
Funding: Scholarships, Internships, Coops, Job Placement, and Student Employment.....	24
University Information Technology Resources	27
Illinois Tech Portal	27
Microsoft 365	27
Canvas and Online Courses.....	27
ITM Online Course Policies	28
Computers and Computer Labs	29
Software & Supplemental Educational Material Available for ITM Students.....	30
Writing Research Papers	31
Important Illinois Tech Student Resources	31
Important Information Technology & Management Student Resources.....	31
Additional Information.....Online at http://iit.edu/itm and http://itm.iit.edu/StudentResources	

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

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 through 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.

Graduate Catalog

The specific requirements for completion of your degree are in the applicable university *Catalog*. In most cases the *Catalog* in force in the year you entered the program governs your 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 *Graduate Catalog* relevant to your degree and situation.

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

<http://catalog.iit.edu/graduate/colleges/computing/information-technology-management/master-cyber-forensics-security/#programrequirementstext>

Master of Science in Information Technology and Management

<http://catalog.iit.edu/graduate/colleges/computing/information-technology-management/ms-information-technology-management/#programrequirementstext>

Master of Science in Applied Cybersecurity and Digital Forensics

<http://catalog.iit.edu/graduate/colleges/computing/information-technology-management/ms-applied-cybersecurity-digital-forensics/#programrequirementstext>

Doctor of Philosophy in Information Technology

<https://catalog.iit.edu/graduate/colleges/computing/information-technology-management/phd-information-technology/>

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

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>.

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.

- *Effort Expected of Graduate Students:* Graduate students are expected to demonstrate a substantively higher level of accomplishment than is expected of undergraduates.
- *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 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.
- *Readings:* Graduate students should expect to be assigned more extensive reading in a course than undergraduates. Readings may be from supplementary online resources or from additional course texts, and certainly may be listed as optional reading for undergraduates. These additional readings may also lend themselves to the formation of additional outcomes and objectives for graduate students.
- *Assignments:* In order to ensure graduate-level work is performed by graduate students in cross-listed courses, assignments reflecting a much greater level of effort on the part of graduate students will be assigned. If the course otherwise has no paper or project assigned (for example, in a system administration course), graduate students may be required to complete a research paper or project. If a programming project is assigned, the level of complexity and effort required for projects completed by graduate students will be demonstratively greater than that assigned to undergraduates, and should reflect an ability to synthesize or arrive at solutions beyond the scope expected of undergraduates. Other additional differentiation in assignments could include advanced problem solving or design applications; additional discussion items required in homework problems and/or exams; or an assigned supervisory roles in group projects. If a paper or project is assigned, the scope and deliverables of the assignment for graduate students will reflect a greater expectation of complexity and effort required than that expected of undergraduates; for example, an undergraduate term paper may be four to six double-spaced pages while a graduate paper may be expected to be eighteen to twenty pages with a far higher expectation of literature review and background research. Another possible avenue of differentiation might be a take-home essay section of the final exam for graduate students only. Identical assignments for graduate and undergraduate students in a cross-listed course may be assigned, and may be graded to different standards for graduate students reflecting higher expectations.

Academic Honesty

Each student must read and ensure that you understand both the **Code of Academic Honesty** in the *The Illinois Institute of Technology Student Handbook* at

<https://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.

Faculty Office Hours

Faculty members will be available to you outside of class. In some situations this may be online only.

- **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. Adjunct faculty members who are Illinois Tech staff members may elect to hold office hours in the office assigned to them for their staff position.

Communications

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

- *Illinois Tech Email*: Your official hawk.illinoistech.edu email address is the primary method of communication between the ITM Department and you. It is important that you check your email often, and any requests from you to advisers or faculty members should come from your university email address. If we receive email from you from another address, you can expect that any response will go to your hawk.illinoistech.edu email address, or that faculty members may not respond. Please ensure that you always use your hawk.illinoistech.edu email address for *all* official communication with the university.
- *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 Program Manager, Kayla Botica, IT 15D3-2, kbotica1@illinoistech.edu, 312.567.5927
- *The ITM LinkedIn Group*: <https://itm.iit.edu/linkedin/>.

English Proficiency

Good written and spoken English skills are essential for students completing our degrees. If you find that you are deficient in either area or want to improve your skills, a number of resources are available to assist you. 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 you are having difficulty to help you. Native English speakers with seriously deficient skills need to identify their issues very early on so that the department can help.

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 you with any stage in the writing process, from brainstorming and outlining to final touches and reference sheets, as well as issues such as grammar, punctuation, and spelling. For more information, please see <https://humansciences.iit.edu/humanities/writing-center>.

Program and Course Prerequisites

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

- *Graduate Prerequisite:* Although a bachelor's degree is required for admission to the graduate degree program, courses equivalent to the required prerequisite courses for the program, ITM 301, ITM 311 or 313, ITMD 361, and ITMD 321 may be completed at many community colleges prior to enrollment in the degree program. Check with an adviser to ensure that the course you have selected meets the equivalent ITM requirement.
- *Prerequisites for the Master of Cyber Forensics and Security and the Master of Science in Applied Cybersecurity and Digital Forensics:* These degrees require 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.

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

Credit by Examination

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 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.

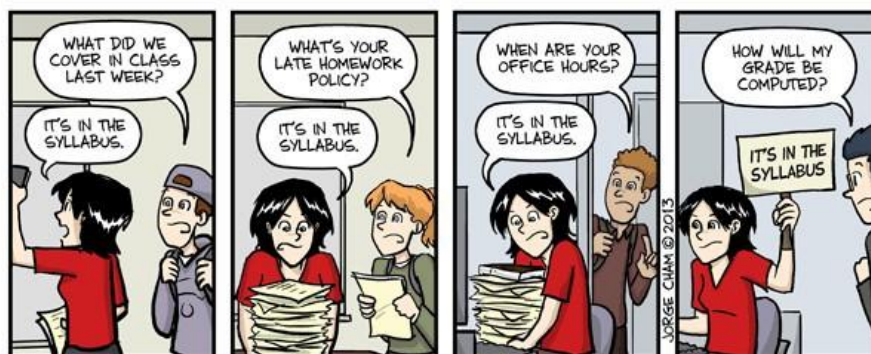
- *Credit by Examination and Industry Certifications:* Industry certifications may be used as the examination for credit by examination, but this credit will not normally be granted after the end of the first semester of studies in a degree. Many industry certifications may fulfill course requirements; while we recognize their value and applaud students who hold them, we cannot at this time grant course credit for Cisco certifications. If you have industry certifications that you believe may fulfill course requirements see page 21 of this publication, or contact ITM Associate Chair Jeremy Hajek (hajek@illinoistech.edu or 630.296.4012), for evaluation of your certification.
- *Administration of Examinations for Credit by Examination:* A student desiring to complete a course through credit by examination will complete the Credit by Examination form by logging into MyIIT to access the form at <https://pws.iit.edu/cas?destination=/system/files/registrar/credit-proficiency-exam-form-1674847693.pdf>, make their payment, and bring the form to the instructor for the applicable course. The form states that you should “obtain the signature of the Director of Student Accounting” but if you have paid the fee online, please just 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.

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. 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.)

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

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.



IT'S IN THE SYLLABUS

This message brought to you by every instructor that ever lived.

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

Grading

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%

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

- **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 you are in an online section, you should schedule exam proctoring with the Center for Learning Innovation, but do not expect the exam to be administered before the scheduled time and date.
- **Submission of Grades:** Your instructors will submit grades for all courses online; the exact day and time for grade submission will vary as per the Illinois Tech Academic Calendar. Your grade will normally appear on your unofficial transcript in MyIIT within a few minutes of posting, but should appear no later than 24 hours after posting. At that time, official transcripts may be ordered.
- **Attendance:** Class attendance is expected of all students enrolled in live (i.e. not online) sections of a class. At the instructor’s discretion, students in live sections who do not attend class may be penalized in a class participation component of the course grade; this should be explained explicitly in the course syllabus. 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 prevent the student from completing the course requirements by the end of the term. You must apply to the instructor in writing for a grade of incomplete, using the request form at <http://www.itm.iit.edu/incomplete/>. You may not seek an incomplete before the last day to withdraw from the course and must request a grade of incomplete prior to final examination week. If the instructor approves it, your request will be forwarded to the Registrar's Office for final approval. You must meet the university Academic and Department Regulations requirement that students have "substantial equity" in the course and the written agreement between you and the instructor must detail the remaining requirements to complete the course. Grades of **I** will automatically lapse to **E** on the published deadline of the subsequent term. Please bear in mind that the only acceptable reasons for an **I** are either illness or unusual/unforeseeable circumstances. The fact that you may have fallen behind in course work when neither of these situations exists is NOT adequate cause to award an incomplete. In these cases you can expect to be awarded the grade you have earned in the class.

- *Withdrawal from a Course:* If you determine that you will be unable to complete a course with a passing grade, it is advisable to withdraw from the course rather than have the failing grade appear on your transcript, and your instructor may advise you to do so. The deadline for withdrawal is normally six weeks prior to the end of the term; consult the academic calendar (<https://web.iit.edu/registrar/academic-calendar>) for the current term for the exact date. A grade of **W** will appear for the course on your transcript. This grade does not apply toward your GPA and no credit is awarded for the course. **Payment is still required for the course.** If you are a full-time graduate student and you drop below nine credit hours for the term by withdrawing, you will 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 you have been ill or have other mitigating circumstances that have prevented you from submitting your work in the final few weeks of the course, please discuss this with the instructor before you withdraw; if you present a good case, at the instructor's discretion you may be granted an extension with assignment of a grade of **I** (incomplete) to complete the course (see above).
- *Not Attending:* If you stop attending class, at the mid-term you may be assigned a grade of **NA** (not attending). If you receive a grade of **NA**, you should discuss the situation with your instructor to determine if you can successfully complete the course with a passing grade. If you cannot, you should withdraw from the course (see above). If you continue to fail to attend, at the end of the term you will be assigned a failing grade of **E**.
- *Extra Credit:* If a faculty member desires to allow you to earn extra credit in a course, the extra credit must be applied to your grade after the final grade calculations for the term have been made. This is to prevent extra credit points from "skewing the curve" or otherwise penalizing students who elected not to do the extra credit assignment(s). Policies for awarding of extra credit should be explicitly stated in the course syllabus. **If there is no policy for extra credit included in the course syllabus, you cannot expect an instructor to grant extra credit.**
- *Retention of Graded Examinations:* Faculty members may elect to retain your examinations after they have been submitted and graded, or they may return them to you, but in all cases they must allow you an opportunity to review your graded examination upon request. If faculty members elect to retain graded examinations, they must then retain them for three years following the completion of the course. See the discussion on Student Intellectual Property below for a discussion of other retention of coursework.
- *Appeal of Final Grades:* Grades you have earned based on your work in a course are final. If the minimum score to earn a grade of **A** in a course is 90% and you have earned a score

of 89.97%, your grade is a **B**. If you are unhappy with the grade you have earned at the end of the term, pleading with the instructor will be a waste of both your time and the instructor's time. You cannot do additional work after a grade has been submitted to change your 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 you want to appeal a letter grade assigned in a course, you must first confer directly with your course instructor. If you and the instructor cannot come to an agreement, you should contact the appropriate Associate Chair of the Department. If necessary, you can appeal 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.

Course Evaluations

Your evaluations of our courses are considered to be a critical component in the continuous improvement of our program offerings. Course evaluation results are reviewed by senior academic administration as well as the 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 your Academics tab in the MyIIT portal. Evaluations are conducted the last two weeks prior to the exam week of each academic semester, and you won't be able to access evaluations after Sunday night prior to exams. Constructive feedback from you is very important to us, both positive and negative, and your submission will be *completely anonymous and confidential*. Please complete your evaluations to help us improve our program; they really are important to us.

Course Assessments

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

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

Advising and Registration

Each student enrolled in our program is assigned an academic adviser. The role of your adviser is to assist you in monitoring progress toward graduation by fulfilling degree requirements, and helping you select courses that meet your individual goals and career objectives. Graduate advisers are normally full-time ITM faculty or staff members. You cannot enroll in courses in your first semester until you have met with an adviser and received your Alternate PIN; in subsequent terms your Alternate PIN will be listed under your Academics tab in the MyIIT portal, but you may have to meet with your adviser to clear your advising hold.

- ✎ *Prerequisite and Core Courses:* Your adviser will determine if any of the prerequisite or core courses may be waived, based on your placement exam and/or your previous studies, certifications, and industry experience. If any one or two cores courses is/are waived, Master of Information Technology and Management students must still complete nine hours of core course content. Appropriate core course substitutions will be made for students who have completed a Bachelor's degree in the Information Technology and Management Department at Illinois Tech.
- ✎ *Specializations:* During your first semester of study you must submit your concentration (which is the same as what the *Graduate Catalog* calls a "specialization") for approval through the eForms feature of Graduate DegreeWorks, found in the Academics tab of the MyIIT portal. Your adviser will determine allowable course substitutions for the specialization; any course substitutions must be submitted through eForms as well. If you register for and complete a course that is not in your 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 your degree. It is your responsibility, and not your adviser's, to ensure that each course you take will apply to your 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 Program 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:* You register for your classes by going to portal.iit.edu and entering "Register for Classes" in the search bar, then clicking on the "Register for Class" Tool. You must have received your PIN from your ITM Department adviser to register. You must register for your courses yourself; your adviser not able to register you 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 you to add the course, and then select the *Waitlist* option from the drop-down menu. You 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. Please be aware that 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.

Advising Notes

- *Term Planning:* For planning purposes, the following courses are normally offered only in the term indicated, however this is subject to change without notice:
 - ↳ Fall: ITMD 535, ITMO 517, ITMO 544, ITMS 528, ITMS 543, ITMS 555, ITMT 535
 - ↳ Spring: ITMD 532, ITMD 547, ITMO 541, ITMO 554, ITMM 572, ITMM 585, ITMS 539, ITMS 549, ITMS 583.
- *Overloading:* Graduate students may register for a maximum of 15 credit hours per semester. To register for more than 15 credit hours, you must request permission to overload by submitting a G701 form to Academic Affairs via your Adviser (<https://webmaster.iit.edu/files/graduate-academic-affairs/g701-graduate-student-petition.pdf>).
- *Registration Holds:* Advisers cannot remove registration holds – except for a Graduate Advising Hold – but they can tell you who placed the hold and possibly who to contact to have it lifted.
- *Co-Terminal Degrees:* For information on co-terminal degree student advising, please see the *ITM Undergraduate Student Information & Departmental Policies* publication.

Advisee Responsibilities: Your responsibilities as an advisee include:

- ✦ *Know and Interface with your Adviser:* Familiarize yourself with your primary and secondary adviser. Meet with your adviser on a regular basis, once a semester if possible, to discuss courses and career plans.
- ✦ *Take Control:* As much as possible, take control of your education by learning about, understanding and complying with your program's and specialization's requirements. Be familiar with program resources such as the *Graduate Catalog* and *Degreeworks*. Once the course schedule is published, investigate and know what courses will be offered in the next term. And remember, it is ultimately *your responsibility* to ensure that each course you take will apply to your degree.
- ✦ *Tell Us Who You Are:* Always include both your name and your *Campus-Wide Identification Number (A#)* when communicating with your adviser or any faculty member by email. This should help you get a quicker response and will certainly make their job easier. Many email addresses are pretty obscure; 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 hundreds of other students they are advising, and normally have major administrative responsibilities over and above their advising duties. Please be patient!
- ✦ *Keep It Together:* If you have multiple issues to discuss with your adviser, do it all at once! Ten emails or visits on ten different questions or topics is going to make your adviser's job much harder than it needs to be, and will probably annoy them after about the fourth or fifth contact. Please cover all of your current issues and/or questions in a single email or visit.
- ✦ *Recognize That We Are Not Your Parents:* You are a college student, and this is not high school. You are responsible for making your own decisions about what you will study based on your own career aspirations and interests. Although we will recommend courses, it is NOT your adviser's job to tell you what elective courses to take. *Adviser* means we will give you *advice* based on what you tell us about what you would like to accomplish in your studies and we are happy to do this, but some decisions must be yours. And by the way, don't ask us sign any form that you have not filled out completely!
- ✦ *Apply for Graduation:* You will not graduate from IIT until you apply for graduation. You should apply in the first two weeks of the final semester of graduate study; the actual deadline for each term is published in the academic calendar for the term. Instructions on how to apply for graduation are at <http://web.iit.edu/gaa/graduation-faqs>.

Adviser Responsibilities: You can expect that your adviser will:

- ✦ Meet or communicate in an appropriate fashion with you on a regular basis and keep records of advising communications.
- ✦ Guide you in scheduling/planning your program of study, and in complying with other program requirements.
- ✦ Inquire about career interests and guide you on career planning, with the aid of the ITM staff and university Career Services.

- ✎ Ensure you take required courses in an expedient fashion, as is optimal to progress through your curriculum.
- ✎ Refer you to Illinois Tech's English Language Services if in their judgment your speaking and/or listening abilities in English may not be adequate for college-level work in the U.S.
- ✎ Direct you to other resources as necessary including but not limited to ROTC; Financial Aid; Student Health and Wellness; Center for Disability Resources; Public Safety; International Center; Academic Resource Center; the Writing Center; 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 they will not be available for advising.

Degree Specializations

Information Technology and Management graduate degrees offer nine specializations intended to prepare you for particular roles in the IT working world. The curriculum is structured with the expectation that non-research students will elect complete a specialization; but you can elect to tailor a course of study that meets your specific needs within the bounds allowed by the degree core course requirements. To complete a specialization, you must complete a sequence of courses within the specialization as outlined in the *Graduate Catalog* at <http://catalog.iit.edu/graduate/colleges/departments/information-technology-management/master-information-technology-management/#specializationtext>. Your adviser will ultimately determine if you have completed a specialization and will also authorize any substitution of courses. Completion of a specialization should be indicated by an annotation on your transcript and upon request will be recognized by a document issued by the Department of Information Technology and Management. If you are completing the Information Technology Infrastructure specialization, there are three tracks defined by the department: Data Center Operations and Management, Voice and Data Communication Technology, and System Administration. See the *Catalog Supplement* on page 34 of this Handbook for details. Cybersecurity degrees do not offer defined specializations.

Classroom Conduct

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

Professional conduct includes participation in group activities and discussions. Making an active, positive contribution may help a class participation grade and will improve not only your experience, but also the experience of the entire group. Students refusing to participate in group projects should expect to receive a failing grade for the project.

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

You may use voice or video recording devices in lectures as long as their use does not disrupt class proceedings.

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

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

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

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

Independent Study, Research, and Thesis

Students may request independent study with a faculty member for subjects not covered in courses offerings, or research that expands their knowledge and abilities. The faculty member will issue a permit to register for ITMT 597, Special Problems in Information Technology, or ITMT 591, Independent Study and Research, for between one and six hours of study as applicable. Full-time faculty may schedule students for ITM 597 or ITMT 591 as the faculty member's schedule allows. Faculty members receive no additional compensation for independent study or research, so adjunct faculty members are under no obligation to do so and their participation is entirely voluntary. Master of Science students must complete either a project through enrollment in ITMS 539, ITMS 549, ITMT 594, ITMT 596, and/or ITMT 597, or a thesis through enrollment in ITMT 591. Doctor of Philosophy students must complete a thesis through enrollment in ITMT 691.

- ✍ *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.

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 material, 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!

Recognition of Student Achievements

GAMMA Nu ETA (GNH): ITM graduate students who have completed fifteen semester hours of study with a GPA of 3.8 or greater and who are in the top 15% of their class may be elected to the Beta Chapter of the National Information Technology Honor Society, GAMMA Nu ETA (GNH).

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 3.6 or greater are eligible for induction into Upsilon Pi Epsilon. In their Spring 2019 induction, 17 ITM students were inducted into the Illinois Tech chapter. UPE has received endorsements from the two largest computer organizations in the world, the Association for Computing Machinery and the IEEE Computer Society. See <https://www.facebook.com/upeiit/>, <https://upe.cs.iit.edu/> or contact 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 the Master of Information Technology and Management degree the outstanding student in each degree specialization is recognized. In addition awards are given for the outstanding student in each co-terminal degree program, as well as recognition of the outstanding first-year undergraduate. Awardees receive a certificate and an Information Technology and Management medallion suspended from a red ribbon to wear with their academic regalia during Commencement Ceremonies. 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 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 perfor-

mance, 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 (C²SAFE). 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. Watch the weekly ITM Newsletter for more information.

ITM Student Organizations

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

GAMMA Nu ETA (GNH) 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 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@iit.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.

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 and 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, recipients receive stipends of \$22,500 for undergraduate students and \$34,000 for graduate students. The scholarships are funded through grants awarded by the National Science Foundation, and require one year of Federal service for each year of scholarship received. Applicants must be U.S. citizens or permanent residents. Our application to award these scholarships is pending, and we will make an announcement if we are awarded this grant.

Internships, Coops, and Job Placement: 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: Undergraduate co-terminal fifth-year (U5) students may serve as Teaching Assistants (TAs). 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 are appointed by the term and may or may not be appointed each term. TAs receive a stipend which is paid monthly. Generally faculty members require their TA to have completed all courses they are teaching that term with a minimum grade of 'A'. Undergraduates will only be offered a Teaching Assistant position when they are specifically invited to serve as a TA by a faculty member or the ITM Department, so there is no application process for this position. Processing and hiring of TAs is managed by the ITM Program Manager, Kayla Botica, IT 15D3-2, kbotica1@illinoistech.edu, 312.567.5927

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 Program 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.

ITM Course Laboratory Staff Member: This is a quarter time (10 hours/week) or half time (20 hours/week) position, reporting to a faculty member to support curriculum-specific laboratories. As most of these duties are normally performed by Graduate Teaching Assistants, course laboratory staff members are normally hired only when specifically requested to fill a position by a faculty member. Consequently there is no formal application process for this position. Processing and hiring for these positions is managed by the ITM Program Manager, Kayla Botica, IT 15D3-2, kbotica1@illinoistech.edu, 312.567.5927.

University Information Technology Resources

Guides for the use of university-provided information technology resources may be found at <https://ots.iit.edu/getting-started/current-students>. 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](https://www.iit.edu/sites/default/files/2025-06/Campus%20Technology%20Presentation%20-%20Fall%202025%20-%20General.pdf).

Illinois Tech Portal

The Illinois Tech portal is your link to all other campus resources. <https://portal.iit.edu>. See the guide linked above 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, if 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.

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 faculty, teaching assistants, and staff cannot assist you with Canvas issues or problems.*

ITM Online Course Policies

Most non-laboratory courses in our programs are offered on the Internet via IIT Online. Online course lectures can be accessed via 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, F1 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:*
 - ↳ 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.
 - ↳ It is not possible to complete the undergraduate degree through distance learning; live course attendance is required.
 - ↳ 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@iit.edu. The Mies Campus also provides an 802.11g/n wireless network for student and faculty use.
- *Information Technology (IT) / Information Technology & Management (ITM) Servers and Server Accounts:* Additional server accounts may be provided for ITM/IT students and faculty and dedicated servers may be provided to support specific courses; details of these accounts and servers are available from the Department Office. Problems or issues with ITM servers should be reported via an email trouble ticket to supportdesk@iit.edu.
- ↳ *Project Support:* Computers may be requested by faculty members to support student projects; such requests should be made as soon as the need is recognized. Servers will be virtual servers unless there is a compelling reason why that will not work. Virtual servers in standard configurations may be provided on a next-day basis; custom configurations are normally provided in two days but may take up to a week to provision. It may take up to a week to provide physical computers and providing these computers is completely dependent on the availability of resources.
- *Student Computer Ownership and Use:* Students entering any ITM degree after Fall 2016 are required to possess a notebook computer with both wired and wireless network access for use in our programs; details of the minimum and desired configurations may be found in the latest *Information Technology & Management Student Notebook Computer Specification* 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@iit.edu.

Software & Supplemental Educational Material Available for ITM Students

- *Microsoft Software:* The College of Computing is a subscriber to Microsoft Azure Dev Tools for Teaching software under terms of the licensing agreement which permits academic use of this site by faculty and students. The files include most current Microsoft operating systems, servers, and application development tools, and include packages such as Windows 8.1, Windows 10, Windows Server, Access, Project, Visio, and Visual Studio. Our subscription does not include any Microsoft Office tools except Access. 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/dev-tools>. 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 <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 Chocolatey (<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, Chocolatey, 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 your research orally are skills you must develop to be a success in your studies in the Department of Information Technology and Management. At the same time, you will be learning skills essential to success in your working life after graduation, as the ability to communicate clearly in written and spoken English is one the most important elements to success in business. You will regularly be expected to submit research papers and project reports as you progress through our program. Specific ITM Department guidance for the preparation of research papers is available at

<http://itm.iit.edu/data/ITMResearchPaperGuidelinesAndPolicies.pdf>. Please consult and follow these guidelines in the event that more specific guidance is not provided by your professor. This publication also provides additional information about the IIT Writing Center and optimal use of Illinois Tech's Galvin Library.

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 Notebook Computer Specifications

Students enrolled in Information Technology & Management (ITM) degrees are required to own a notebook computer. The standards below reflect specifications for notebook computers for use by ITM students; each category is broken down into recommended, minimum and, where applicable, optional specifications. Your system may run **any** operating system but must be able to run Microsoft Windows 11 Professional as the primary operating system or as a secondary (dual-boot) operating system or as a virtual machine using virtualization software. You must meet these specifications when purchasing a notebook computer for use in our program. If you have questions about these specifications, please contact Jeremy Hajek (hajek@illinoistech.edu or 630.296.4012). There are also [Illinois Tech specifications](#), which very close to these.

ITEM	RECOMMENDED	MINIMUM	OPTIONAL/OPTIMAL
Processor (CPU)	14 th Gen or later Intel Core i7 AMD Ryzen 5 or later	8 th Gen or later Intel Core i5 AMD Athlon / Apple M1	Intel Core i9 or 16 th Gen i7 AMD Ryzen 7/9 series, Apple M4
<i>You may not be able to run PC virtualization software adequately without VT or AMD-V technology, not found in older CPUs. MacBooks with Apple-designed Mx chips must have Parallels Desktop or VMware Fusion to allow Microsoft operating systems to run.</i>			
RAM Memory	16GB or greater	8GB	16GB RAM OR MORE is optimal to run Windows 11 & virtualization
<i>16GB or more of RAM is highly desirable.</i>			
Operating System	Microsoft Windows 11 Education (64 bit)	Microsoft Windows 11 Professional (64 bit)	Linux or BSD Unix version, Apple MacOS
<i>Intel-based MacBooks must have BootCamp, Parallels Desktop or VMware Fusion installed allowing running of Microsoft operating systems as virtual machines. MacBooks with the Apple-designed M1 through M4 processor must have Parallels Desktop or VMware Fusion installed. M1-M4 MacBooks can run also Canonical Multipass or Universal Turing Machine (UTM) to allow Linux virtual machine installation. Linux or Solaris notebooks must have Xen, KVM, or VMware Workstation installed allowing running of Microsoft operating systems. Depending on your course you may also be able to run Microsoft Hyper-V on Windows 11, which is why Windows Professional or Education is required. Microsoft and Linux software is available at no cost to all ITM students but you should purchase a system that will support Windows 11 Professional as a minimum standard. Windows 11 Education is available free to all ITM students and is the most complete version of Windows. Windows Home versions will not support all software or OS functions you will need in our curriculum. Ubuntu and Ubuntu variants Kubuntu, Linux Mint, and PinguyOS, as well as OpenSUSE, are recommended Linux distributions.</i>			
Hard Drive	1TB SSD	500GB	SSD – 500GB or 1TB 7200 RPM hard drive(s)
Optical drive (May be external)	Neither required or expected		24x CD-RW/DVD-R or Blu-Ray / Blu-Ray-R (May be external)
Floppy drive	Neither required or expected		3.5 inch 1.44MB (May be external)
Graphics card	1GB or greater, 24-bit color	256MB 24-bit color	(May also be used for AI LLM support)
Display resolution	WUXGA 1920x1200	FHD 1920x1080	WQXGA 3840x2400 or better
Wireless Network	IEEE 802.11ac (Wi-Fi 5) (WPA2-Enterprise support required)	IEEE 802.11g/n (WPA2-Enterprise support required)	Integral 4G or 5g Wireless 802.11ax (Wi-Fi 6)/802.11be (Wi-Fi 7)
Network Port	1000Base-T (gigabit) ethernet	1000Base-T ethernet	(USB Ethernet adapter is fine)
<i>Virtually all notebook PCs sold today include a gigabit (1000Base-T) ethernet port as standard items. Neither 2.5GBASE-T (2.5 gigabit ethernet) or 10GBASE-T (10 gigabit ethernet) are currently available on any Illinois Tech campus.</i>			
Peripheral Ports / Peripherals	2 USB-3 / 1 USB-2 or USB-C; HDMI or Display Port or USB-C video connector	1 USB-2; RGB video connector	IEEE 1394 (FireWire); Thunderbolt; 3 USB-3 / USB-3.1 / USB-3.2 / USB-4; Camera and microphone
Office Software	LibreOffice	LibreOffice	Microsoft Office 2010 or newer
<i>LibreOffice is available for free at http://www.libreoffice.org/ or (preferred) through http://www.ninite.com. Your Illinois Tech Microsoft 365 includes locally-installable desktop versions of Microsoft Office applications for Windows or OSX</i>			
Anti-Virus Software	including all current updates		Optional on Mac/Linux
<i>Microsoft Defender, which is free from Microsoft, is recommended as a minimum. You may not operate any version of Microsoft Windows on Illinois Tech networks without installed anti-virus software.</i>			

Convertible or “2-in-1” systems such as the Microsoft Surface, Dell Inspiron or Dell Latitude, Lenovo Thinkpad Yoga or Lenova Yoga, Acer Aspire, or Toshiba Satellite Radius that comply with these specifications are acceptable. Students should have a flash/thumb drive for lab use; 64GB minimum is recommended. See page 31 above for software available at no cost to ITM students. Links to special pricing on Dell and Apple computer hardware is available to Illinois Tech students at <https://ots.iit.edu/pc-mac/student-pcs-macs>.

