



School of Information Studies
SYRACUSE UNIVERSITY

Bachelor of Science
Information Management and Technology
Advising Handbook
 2011/2012

This advising handbook is designed to be a source of information about the Bachelor of Science in Information Management and Technology program in the School of Information Studies (iSchool). Here you will find much of the material found in the Undergraduate Catalog and in other University publications. This handbook also contains general advising information that will help you plan your academic program of study. For these reasons, we ask that you read it thoroughly soon after receiving your copy and use it as an information resource during your stay at SU.

While we believe this handbook will be useful, you should realize its limitations:

- *It cannot contain all of the information you will need throughout your academic career.*
- *It may not contain the most updated versions of regulations and course descriptions.*

Because of these limitations, it is essential that you maintain regular contact with the iSchool academic counselors and your faculty advisor and that you make use of other sources of information as needed. This handbook spells out the curriculum requirements in place at the time of your enrollment in the BS-IMT program. If curriculum changes are made after you enter the program, you may formally petition to change to a later curriculum program, but you should plan to fulfill all course requirements outlined in this handbook in order to earn your degree.

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Bachelor of Science in Information Management and Technology

A. General Description

The Bachelor of Science program in Information Management and Technology (BS-IM&T) will teach you to understand the intrinsic value of information as well as the technologies that are used to process and manage information resources. You will learn to analyze the information needs of individuals and organizations and to design and manage information systems that meet these needs.

Many organizations recognize information as one of their most valuable resources. A wide range of organizations employ information professionals; these organizations include governments, health-care facilities, research institutes, legal services, large and small industries, banks and investment companies, colleges and universities, book and media publishers, and international agencies. In addition, a large percentage of entrepreneurial ventures are based on information technology, making this an excellent program of study for students thinking about starting a business.

The IM&T degree program focuses on the information needs of individuals and organizations as well as the systems used to manage information. Successful information professionals should have a broad education in traditional sciences and mathematics, social sciences, and humanities, applied skills in writing, communications and management, and a working knowledge of key information technologies, including computer systems, networks, databases, application development, and information security.

As an iSchool student, you must fulfill core course requirements of 24-25 credits, which include basic courses in information studies, information technology, and information management. In addition to the core, you will choose a minimum of 15 additional IST credits to fulfill elective and concentration requirements.

B. Graduation Requirements

IM&T majors must satisfy the following requirements:

- A total of 120 credits with a minimum cumulative Grade Point Average (GPA) of 2.00. A minimum of 39 credits must be taken within the School of Information Studies with a minimum GPA of 2.50.
- Meet the University program requirements for distribution of the 120 credits (see section C below).

C. Major in Information Management and Technology: Overview

The curriculum for the BS in Information Management and Technology is composed of 120 credits distributed in four major areas.

Information Management and Technology	39-40 credits
Arts & Sciences Divisional Requirements	36 credits
Skill Electives	21-23 credits
General Electives	22-24 credits

The IM&T program requirements and Arts & Sciences requirements are presented on the following two pages.

Entering Fall 2011 - BS in IM&T: Program Requirements

To graduate with the Bachelor of Science in Information Management and Technology from the School of Information Studies, you must complete the Core Requirement of 39 - 40 credits with a minimum School of Information Studies GPA of 2.5. You must also achieve an overall Syracuse University GPA of 2.0. . *It is your responsibility to know and understand your degree requirements. Note: You may not use a course to fulfill more than one requirement.*

Information Management and Technology Primary Core (24-25 Credits):

- | | | | |
|---|----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> IST 101 Freshman Forum | <input type="checkbox"/> IST 195 | <input type="checkbox"/> IST 233 | <input type="checkbox"/> IST 335 |
| <input type="checkbox"/> IST 346 | <input type="checkbox"/> IST 352 | <input type="checkbox"/> IST 359 | <input type="checkbox"/> IST 445 |
| | | | <input type="checkbox"/> IST 466 |

Information Management and Technology Electives (15 Credits):

Concentration I 9 credits	Concentration II 9 credits	Elective IST Courses
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

Arts & Sciences Divisional Requirements (12 courses; minimum 36 Credits):

Social Sciences 3 Courses	Humanities 3 Courses	Science/Math 3 Courses	Other A&S 3 Courses
<input type="checkbox"/> _____ []	<input type="checkbox"/> _____ []	<input type="checkbox"/> _____ []	<input type="checkbox"/> _____ []
<input type="checkbox"/> _____ []	<input type="checkbox"/> _____ []	<input type="checkbox"/> _____ []	<input type="checkbox"/> _____ []
<input type="checkbox"/> _____ []	<input type="checkbox"/> _____ []	<input type="checkbox"/> _____ []	<input type="checkbox"/> _____ []

Skill electives (21-23 Credits):

Mathematics/Language Skills 6-8 Credits	Communications Skills 12 Credits	IT Course – Programming 3 Credits
<input type="checkbox"/> _____ [] <input type="checkbox"/> _____ [] <p><i>Math:</i> You may fulfill this requirement by receiving a grade of "C" or above in: MAT 284, 285, 286, 295, or 296. MAT 111, 112, 113 <i>do not</i> meet this requirement, but count as general electives.</p> <p><i>Language:</i> If you choose to fulfill the skills requirement with a language, the policy is as follows: Complete 8 language credits numbered 102 and 201. If more than 8 credits are needed to reach this course level, the extra credits may be counted as contributing to the humanities divisional requirements.</p>	<input type="checkbox"/> WRT105 or WRT109 [] <input type="checkbox"/> WRT205 or WRT209 [] <input type="checkbox"/> CRS325 or IST444 [] <input type="checkbox"/> WRT303 or WRT 307 []	<input type="checkbox"/> _____ [] See reverse for list of applicable courses.

General Electives (21-24 Credits):

Your Choice		
<input type="checkbox"/> _____ []	<input type="checkbox"/> _____ []	<input type="checkbox"/> _____ []
<input type="checkbox"/> _____ []	<input type="checkbox"/> _____ []	<input type="checkbox"/> _____ []
<input type="checkbox"/> _____ []	<input type="checkbox"/> _____ []	<input type="checkbox"/> _____ []

Program Requirements for the Major: Detail

BS in Information Management and Technology Curriculum

Students earn the Bachelor of Science in Information Management and Technology by completing 120 credit hours. These credit hours are distributed among the information management and technology major (39-40 credits), arts and sciences electives (36 credits), skills electives (21-23 credits), and general electives (21-24 credits). All courses listed below are offered for 3 credits unless specified otherwise.

I. Information Management and Technology Major: 39-40 credits

A. Primary Core: 24-25 credits

The primary core consists of the following courses:

- IST 101 Freshman Forum (freshmen only) (1 credit)
- IST 195 Information Technologies

Technology Courses:

- IST 233 Introduction to Computer Networking
- IST 346 Information Technology Management and Administration
- IST 359 Introduction to Database Management Systems

Management Courses:

- IST 335 Introduction to Information-Based Organizations
- IST 352 Information Analysis of Organizational Systems
- IST 445 Managing Information Systems Projects

- IST 466 Professional Issues in Information Management and Technology (Capstone)

B. Information Management and Technology Electives: 15 cr.

Other Courses: During the sophomore, junior, and senior years, students typically complete 2 concentrations from the following list.

Information Security Management:

Required

- IST 323 Introduction to Information Security

Electives

- IST 400 Database Security
- IST 425 Enterprise Risk Management
- IST 429 Organizational Information Security
- IST 452 Advanced Computer Networking
- IST 522 Applied Information Security

Project Management:

Required

- IST 325 Information Management Consultation

Electives

- IST 419 Economics for Information Managers
- IST 422 Acquiring, Procuring, and Financing Info. Tech.
- IST 425 Enterprise Risk Management
- IST 456 Information Policies and Decision Making

Network and Systems Management:

Required

- IST 452 Advanced Computer Networking

Electives

- IST 400 Open Source OS and Applications
- IST 434 Global Computing Challenges
- IST 439 Enterprise Technologies
- IST 453 Telecommunications Regulations
- IST 448 Broadband Wireless Networks
- IST 475 Telecommunications Projects

Web Design and Management:

Required

- IST 263 Web Design and Management

Electives

- IST 323 Introduction to Information Security
- IST 449 Human Computer Interaction
- IST 479 Electronic Commerce Technologies
- IST 486 Social Media in the Enterprise
- IST 523 Graphic Design for the Web
- IST 553 Information Architecture of Internet Services

Database Management:

Required

- IST 469 Advanced Database Management Systems

Electives

- IST 263 Web Design and Management
- IST 400 Database Security
- IST 432 Enterprise Systems
- IST 434 Global Computing Challenges
- IST 479 Electronic Commerce Technologies
- IST 553 Information Architecture of Internet Services

General School of Information Studies Electives:

- IST 427 What's the Big Idea
- IST 443 Critique of the Information Age
- IST 444 Information Reporting and Presentation
- IST 476 Integrated Information Systems Projects

Arts and Sciences Divisional Requirements

Students must take a total of 12 courses, each 3-4 credits, in Arts and Sciences, distributed as follows:

- 3 courses from the **Humanities List**.
- 3 courses from the **Social Sciences List**.
- 3 courses from the **Natural Sciences & Mathematics List**.
- 3 courses from **any of the three lists**.

If you take more than 36 credits in the Arts and Sciences, the extra credits will be applied to fulfill general elective requirements. Courses that can be applied to meet Arts and Sciences divisional requirements are listed in the following sections.

Social Sciences Courses

- ***Most** courses listed or cross-listed as AAS, ANT, ECN, GEO, HST, IRP, MAX, PAF, PSC, PSY, SOC, and SOS (review your 'Liberal Arts and Science Core Guidebook').
- COG courses may be accepted by petition only.
- CSD 303, 422, 427; CFE/HST 221; HNR 260, 360, 460.
- EDU 203; EST 390; PPG 435; LPP255; QSX 111.
- LAS 313, 318, 321, 322, 323, 324, 329, 333, 358, 371, 372.
- MES 318, 319, 344, 345, 349, 366, 367, 368, 382, 468.
- NAT 105, 323, 372, 441, 444, 445, 447, 456, 459, and 461.
- SAS 324, 328, 329, 375; SPE 311; SWK 314, 315, 326, and 328 (Non-Arts and Science credit only).
- WGS 310, 326, 328, 362, 400, 410, 414, 444, 490 and ALL WGS cross-listed with ANT, ECN, GEO, HST, PSC, PSY and SOC.

*These classes do not fulfill your Social Science requirement and are exceptions; (Count as either Natural Science or Humanities):

1. AAS 138, 206, 207, 231-235, 241, 302-305, 331, 338, 345, 361, 403, 408, 409, 433, 465, 470, 490, 540 and 543.
2. ANT131, 185, 202, 273, 326, 376, 431, 432, and 433.
3. GEO155, 315, 316, 326, 483, 555, 583.
4. HST 111, 112, 210, 211, 212, 310, 311, 312, 320.
5. MAX 201.
6. PSY223, 252, 323, 324, 334, 321, 346, 354, 355, 357, 358.

Humanities Courses

- Courses listed or cross-listed as ETS, HOA, HOM, HUM, JSP, LIN, LIT, PHI, and REL.
- Most** foreign language courses.
- AAS 138, 206, 207, 231- 235, 241, 302-305, 331, 338, 345, 361, 403, 408, 409, 433, 465, 470, 490, 540, 543.
- ANT185, 202, 273, 326, 376.
- COG courses may be accepted on petition.
- HST111, 112, 210, 211, 212, 310, 311, 312, 320, 321, 346, 354, 355, 357, 358
- NAT 142, 244, 346, 347, 348.
- SAS 123, 165, 185, 186, 283, 367, 384, 465.
- WRT 114; CLL 390,490; QSX 112; HNR 240, 340, 440.
- WGS 101,297, 301, 303, 310, 327, 384, 400, 403, 410, 465, 490 , OR cross listed w/ ETS, HOA, HOM, PHI & REL.

Natural Sciences & Mathematics Courses

- Courses listed or cross-listed as AST, BIO, CHE, PHY, EAR, and SCI.
- Mathematics courses above MAT 230.
- ANT 131, 431, 432, and 433.
- COG and STS (**except STS 318**).
- CSD 212, 325, 325, 345, 409.
- GEO 155, 215, 316, 326, 482, 555, 583.
- HNR 250, 255, 350, 355, 450, and 455.
- NSD 225.
- PSY 223, 323, 324, 334.

1. Arts & Sciences Divisional Requirements

You will take three courses in each of three curricular divisions as defined by the College of Arts and Sciences' Liberal Arts Core Guidebook and another three courses from *any* of the three curricular divisions.

The ***Humanities Division*** encompasses the history, theory, analysis, and criticism of language, literature and other texts, religion, art, music, and the examination of fundamental questions arising in the human search for values, knowledge, purpose, and meaning. These are essential concerns of the departments and programs of English, Fine Arts, Languages, Literature, Linguistics, Philosophy, and Religion.

The ***Natural Sciences and Mathematics Division*** encompasses the investigation of natural phenomenon, including the development of predictive explanatory systems, and includes the study of numerical and other abstractions and relations. These are central concerns of the departments of Biology, Chemistry, Earth Sciences (EAR), Physics, and Mathematics.

The ***Social Sciences Division*** encompasses the history, theory, and investigation of societies, systems, regions, groups, and individuals. These are central concerns of the departments of Anthropology, Economics, Geography, History, Political Science, Public Affairs, Psychology, and International Relations.

2. Skill Electives

These courses are designed to help you develop skills which will contribute significantly to your success in completing the BS degree while also equipping you with skills that will be valuable after college. Skill courses are divided into three areas and their completion is spread over your academic career. *Skill Electives* are distributed as follows:

Skill Electives (24 credits)

- Quantitative or Language Skills (6-8 credits)
- Communication Skills (12 credits)
- Information Technology Skills – Programming (3 credits)

a. *Quantitative or Language Skills:* As an Information Management and Technology major, you are required to attain minimum competency in either a foreign language or in mathematics. If English is your second language, you may petition to waive quantitative/language skills requirement.

You may satisfy the ***Quantitative Skills*** option by successfully completing a ***First Course*** and a ***Second Course*** drawn from the list below. When planning your program, be aware that many courses in the ***Second Course*** list have prerequisite courses. Some courses appear on both lists.

First Course:

MAT 121	Probability and Statistics for the Liberal Arts I
MAT 183	Elements of Modern Mathematics
MAT 194	Pre-Calculus
MAT 221	Elementary Probability and Statistics I
MAT 285	Calculus for the Social and Live Sciences I, or
MAT 295	Calculus I

Second Course: (Note: Some courses have prerequisites)

MAT 122	Probability and Statistics for the Liberal Arts II
MAT 222	Elementary Probability and Statistics II
MAT 284	Differential and Integral Calculus ¹
MAT 285	Calculus for the Social and Live Sciences I, or
MAT 295	Calculus I
MAT 286	Calculus for the Social and Live Sciences II, or
MAT 296	Calculus II

Before registering for a mathematics course numbered 121 or above, you will need to take a placement test given by the Mathematics Department to determine your knowledge of algebra and pre-calculus. For first-year students, this test may be taken at home over the summer or during Opening Weekend, before fall semester classes start. If you wish to take mathematics courses without taking a placement test, you should register for basic algebra (MAT 111,112, or 113,) which will prepare you for either pre-calculus or statistics coursework, or register for MAT 121, the first course in the less rigorous statistics sequence.

- If you are required to take one or more algebra courses (MAT 111,112,113), you should be aware that they do not serve to meet the mathematics requirements for the IM&T major. These courses may be counted toward completion of your general elective requirements.
- If you place into one of the calculus courses (MAT 284, 285,295, 286, 296) and earn a grade of C or higher in that course, you will not need to complete the *second* mathematics course to fulfill the mathematics skill requirement. ***However, you must make up any remaining credits in your general electives.***
- Since MAT 284, 285, and 295 are all versions of Calculus I, students can earn credit for *only one* of these three courses. Since MAT 286 and 296 are both versions of Calculus II, students can earn credit for *only one* of these two courses.
- If you have earned a grade of C or above in any Calculus course numbered 295 or above you must have the written approval of the Mathematics Department to take MAT 183.

Language:

If you choose the *foreign language option*, you must satisfactorily complete a foreign language course numbered 201 or higher. If more than 8 credits are needed to meet this requirement, the excess credits may be applied toward the Arts & Sciences Humanities requirement. In certain cases, fewer than eight credits are needed to meet this requirement. Before registering for a language course, you will need to take a placement test to assess your prior knowledge of the language. If English is your second language, you may waive this requirement by completing a petition to the faculty.

b. Communications Skills: As an IM&T major, you must complete four courses to attain competency in communications (12 credits):

1. WRT 105 (Writing Studio 1) or WRT 109
2. WRT 205 (Writing Studio 2) or WRT 209
3. WRT 307 (Advanced Studio: Professional Writing), or WRT 303 (Advanced Studio: Research & Writing)
4. IST 444 (Information Reporting and Presentation) or CRS 325 (Presentational Speaking)

c. Information Technology Skills - Programming: As an IM&T major, you are required to take one computer programming course. The programming course is usually taken in the sophomore year and may be chosen from the following courses:

- IST 256 Application Programming for Information Systems
- CPS 196 Introduction to Computer Programming: C
- CPS 335 JAVA Programming for the Internet
- or-- another approved programming course (petition required)

3. General Electives

These courses can be used to pursue other interests, including those complementary to or unrelated to Information Management and Technology. Usually general electives are taken during your junior and senior years, but planning for them should start earlier. We recommend that you work with your advisor to consider using some of these credits for the following opportunities:

- Completing a co-op work assignment or an internship in an organization through IST 471 or IST 472. [See section A under Program Options]
- Completing an official minor in some area outside of Information Management and Technology. [See Section E under Program Options]
- Planning a semester abroad. [See Section B under Program Options]

PROGRAM OPTIONS

A. Career Planning/Internships and Cooperative Education

It is never too soon for you to begin thinking about your future career goals and what strategies you will need to achieve them. Internship and cooperative education (co-op) opportunities apply classroom theory to the real world of work.

Co-ops and internships are differentiated primarily by their duration. A co-op, or cooperative work experience, is usually a paid position and may last up to 6 months. An internship may or may not be paid and requires a shorter time commitment. Undergraduate students may earn up to six (6) credits in an *approved* internship or Co-op work experience and may repeat the experience in another *approved* work setting for a combined total of twelve (12) experience credits. Both co-ops and internships are graded experiences. You will be assigned an internship supervisor, who will approve your internship proposal and monitor your progress. NOTE: You will not be able to earn academic credit for internship-related work if the experience has not been approved in advance nor will you receive internship credit for work that is not closely related to the IM&T degree program. The credits earned by the student in a co-op/internship experience can be applied to the IM&T Elective Courses (6 credits maximum) and/or General Electives.

To qualify for either of these opportunities, you will need to have completed one half of your IM&T core classes and have a minimum cumulative GPA of 2.50. As a general rule, students will not be allowed to earn academic credit for internships until they have completed their sophomore year. Additional information about internships and cooperative education experiences, including all requirements and prerequisites, can be found in *Winning with Teamwork: A Guide to Internships and Cooperative Education*, which is available from iSchool's Employer Relations Office (114 Hinds).

B. Global Experience and Study Abroad

Students working in the field of information management and technology are often confronted with challenges

experience as part of their academic program. Fortunately, *SU Abroad* is an acknowledged leader in international academic programs, providing an array of opportunities to SU students. Many programs are available, ranging from short-duration summer programs to more traditional semester-long programs.

SU Abroad maintains centers in Beijing, Florence, Hong Kong, London, Madrid, Santiago (Chile), and Strasbourg (France). In addition, SU Abroad is affiliated with the World Partners program, which allows students to study abroad in many other geographic locations. The School of Information Studies does not typically offer IST courses at the SU Abroad centers. However, by planning ahead you can take courses that will fulfill your liberal arts requirements or general electives. A general description of current SU Abroad programs can be found at their web site (<http://suabroad.syr.edu>). You may also wish to schedule a time to discuss options through their office at 106 Walnut Place, (315-443-3471).

Students wishing to study abroad through SU Abroad must apply for acceptance. In order to qualify, you must meet academic requirements and you must provide letters of support from faculty. SU Abroad offers a wide array of financial aid and scholarship opportunities that make study abroad very affordable.

If you are considering the possibility of participating in SU Abroad, discuss your plans with your academic advisor as early in your program of study as possible. By doing so, you can ensure that you are able to apply all of your Study Abroad credits to your degree program.

C. Renee Crown Honors Program

The *Renee Crown Honors Program* offers intellectual challenge and curriculum enrichment through seminars, special courses, and close contact with faculty and other honors students. The Honors Program is open to you as an iSchool student, if you qualify. As an Honors student, you take special courses that directly contribute toward the completion of your IM&T program. Completion of the Renee Crown Honors Program will be designated on your transcript upon graduation. One of the greatest advantages of participating in the Honors Program is the opportunity you are afforded to interact with some of the best and brightest students at Syracuse University, students who challenge you to realize your academic potential.

For more information about the Renee Crown Honors Program, visit their web site (<http://honors.syr.edu>) or contact them at the Honors Office at 306 Bowne Hall (443-2759).

D. Double Majors, Dual Degree Programs, and Combined Degree Programs

You may pursue a major, program of study, or degree in two disciplines (e.g., Information Management and Technology and Public Policy). If you pursue the *Double Major*, you will receive *one degree with two majors*. If you pursue the *Dual Degree* program, you will receive *one degree with two programs of study*. If you pursue the *Combined Degree* program, you will receive *two degrees*. For any of these three options, you will usually need to complete more than 120 credits, and perhaps additional semesters, to meet all requirements. If you are interested in pursuing one of these opportunities, you should meet with academic support staff in the targeted school or college to familiarize yourself with their academic requirements. Once you have done that, you can meet with your iSchool Academic Counselor to develop an appropriate plan.

The iSchool has two formal dual degree programs, one with the Whitman School of Management and one with the Newhouse School of Public Communication. Our academic support-staff work closely with staff in these schools to coordinate course offerings and make it possible to complete the dual degree in a timely manner.

E. Minors in Other Programs (for IM&T Majors)

Many iSchool students decide to pursue a minor in another academic program on campus. Sometimes, this minor directly complements in the IM&T major (e.g., the Global Enterprise Technology minor). In other cases, the minor is only tangentially related to IM&T but it allows a student to pursue an interest in another academic discipline. Minors are available in over 90 different areas at SU. Either way, a minor will be a positive addition to your academic record and the IM&T program is flexible enough to allow students to complete a minor, usually

An academic minor is an organized sequence of a minimum of 18 credits taken in another academic area. If you are interested in pursuing a minor, check the web site of the targeted school or college and familiarize yourself with the program requirements. Once you have done so, meet with an iSchool academic counselor to map out a course strategy. If you wish to pursue a minor, you need to obtain prior formal permission from that program. It is not uncommon for some course to be restricted to majors and minors. Completion of the minor will be recognized on your final University transcript. Courses taken toward the minor will normally count towards the general electives in your program. For a list of undergraduate minors available at SU, visit the following web page: <http://coursecatalog.syr.edu/2010/programs>.

F. Graduate School Preparation

While the vast majority of iSchool students decide to secure full-time employment after completing their bachelors degree, a significant number of students choose to pursue graduate studies. If this is of interest to you, you should meet with your academic advisor and/or counselor to ensure that you are taking courses that prepare you for graduate school. This is particularly important if you are considering applying to Law School or Medical School after graduation. Specific information about preparing for these professions is available in the College of Arts & Sciences Student Services Office (Rm. 329 Hall of Languages). Once you know the recommended courses, you can work with your iSchool academic counselor to fit them into your program.

G. IST 300: Information Studies Skills

IST 300 allows students to earn academic credit by assisting an SU faculty member as an undergraduate teaching assistant. These opportunities are available in relation to a number of undergraduate courses. Undergraduate teaching assistants assume responsibility for some activity directly related to the conduct of the class, such as maintaining office hours, providing out-of-class assistance with course assignments, assisting with lab activities, or working as a consultant on team projects. These experiences provide students with the ability to further develop their skills in a specific area, to develop their leadership skills, and to establish a close professional relationship with a faculty member.

You may register for IST 300 for 1-3 credits. For 1 or 2 credits, your responsibilities are limited solely to assisting with teaching the course as specified in a contract negotiated with the faculty member in charge of the course. If IST 300 is taken for 3 credits, you are also required to complete an academic activity (such as a paper or a daily journal) which comprises about one-third of your efforts.

To serve as a teaching assistant, you must have a minimum cumulative GPA of 3.00 and have earned a grade of B+ or higher in the course in which you wish to assist. Interested students should contact the appropriate faculty member and complete the IST 300 contract. The student's advisor, the course instructor, and the Director of the Undergraduate Program must sign this contract.

At most, 3 credits of IST 300 can be taken in any one semester. Only 3 credits of IST 300 can be counted toward fulfilling the major degree requirements of 39-40 credits. Students choosing to complete multiple teaching assistantships may be able to count additional credits as general electives.

Sample Programs—Advising 4-Year Sample Plan

A year-by-year portrayal of how the requirements for the IM&T major can be completed is outlined on the next page. Though this plan should be used to guide your course selection, it cannot incorporate all of the options that are possible in the program or meet all of your particular needs. It is essential, therefore, that you work closely with your advisor and academic counselor to ensure that you can accomplish your goals in the program, while you meet the official graduation requirements.

1. Including an Internship or Cooperative Education in the Plan

If you include either an internship or cooperative education opportunity in your degree program, your 4-Year Sample Plan will be affected in the following ways:

can be used as part of your IM&T elective requirements. Credits beyond six will be included in the general electives part of your program.

- Internships and co-ops typically occur after your sophomore year.
- Consider taking an additional IST course or two during your sophomore year in order to increase your proficiency with information skills and information technology.

2. Including SU Abroad in the Plan

If you want to study abroad for one semester, your 4-Year Sample Plan will be affected in the following ways:

- You should make an effort to complete courses that will help you in your study abroad experience. These courses might include foreign language courses or other courses that familiarize you with the culture of countries you plan to visit.
- Since IST courses are not usually available in SU Abroad Centers, you will normally take course while abroad that fulfill Arts and Sciences or general electives requirements. Because of this, students studying abroad usually try to fulfill more of the IM&T program requirements before studying abroad, providing maximum flexibility in course selection.

3. Including a Minor in the Plan

If you include a minor in your program, your 4-Year Sample Plan will be affected in the following ways:

- Minors usually begin in the sophomore or junior years and the 18 (or more) required credits are included in the general elective portion of your program.
- In some cases (e.g., GET minor), one or more required courses for your IM&T major may fulfill elective requirements of the minor program

4. Personal and Professional Preparation and Goals

Students differ considerably in their skills and interests related to information management and technology. For example, some IM&T majors arrive on campus as freshmen with significant prior experience in managing information technology while others have less technical experience. Take this into consideration as you plan your schedule.

Securing a high quality internship is a competitive process and prospective employers are generally looking for students with good grades and relevant skills. If you have an idea about the type of internship experience you'd like to pursue after your sophomore year, you should try to take courses that prepare you for this experience.

GET Minor

The School of Information Studies is home to the interdisciplinary Global Enterprise Technology minor, preparing students from any major to understand how one develops and manages global enterprise information systems. Global companies in every industry today rely on large-scale information systems to conduct their business—whether that business is banking, entertainment, insurance, medical, social development, or retail. Because these enterprise technologies are so universal, students from all majors will benefit from enrolling in this 18-credit minor. The flexible curriculum allows students from finance and technology majors to add to their current knowledge base, and enables students from the humanities and other non-technical backgrounds to develop foundational knowledge from which to build careers.

Students in the GET minor will:

- Gain an understanding of how large-scale information systems are built and managed
- Learn from senior leaders at global corporations
- Be on the fast-track to paid internship opportunities, case competitions, and research projects through the broader Syracuse University-JPMorgan Chase Curriculum Partnership
- Earn a minor that will increase marketability with future employers

Curriculum

Required Courses (6 credits)

IST 439 Enterprise Technologies (3 credits)

GET 234 Effective Collaboration in a Globally Distributed Enterprise (1.5 credits)

MIS/IST 365 Business Value of IT (1.5 credits)

Group A Electives (At least 6 credits from the following)

FIN/IST 302 Global Financial System Architectures (3 credits)

IST 434 Global Computing Challenges (3 credits)

IST 445 Managing Information System Projects (3 credits)

Group B Electives (At least 6 additional credits from Group A and Group B)

MIS/IST 375 Managing of IT Contracting (1.5 credits)

IST 433/633 Enterprise Systems (3 credits)

CIS 234 Intro to Computational Thinking (3 credits)

CIS 453/ 454 Technical Specification and Implementation (6 credits)

IST 233 Intro to Computer Networking (3 credits)

GET 235 Leveraging Emerging Technologies (1.5 credits)

IST 359/469 Intro Database Management Systems/Advanced Database Administration Concepts (3-6 credits)

IST 444 Information Reporting and Presentation (3 credits)

MIS 345 Developments and Programming of Business Applications (3 credits)

GET 481 IT Enabled Innovation (3 credits)

GET 471 Internship (maximum of 3 credits can be used toward the minor)

The minor was developed in consultation with collaborators at JPMorgan Chase as part of an ongoing partnership with the company. For more details on this collaboration, visit <http://www.globaltechhub.org>. For more information, visit <http://globaltech.syr.edu>.

IDS Minor

The 18 credit minor in Information Technology, Design, and Startups is designed for students interested in starting a new company and running a business. Students learn how to develop and refine new ideas and turn those ideas into viable businesses. The IDS minor provides a supportive environment of talented faculty members who approach entrepreneurship from multi-disciplinary perspective as well as a team of community partners and mentors who can help you make the right connections to jumpstart your venture.

Curriculum**Required Courses (10 credits)**

EEE370: Introduction to Entrepreneurship (3 Credits)
 IDS401: What's the Big Idea? Technology Innovation (3 Credits)
 IDS402: Idea2Startup: Technology Entrepreneurship (3 Credits)
 IDS403: Startup Sandbox (1 credit)

Recommended Electives (3-8 credits)

IDS403: Startup Sandbox

Entrepreneurship and Emerging Enterprises, Martin J Whitman School of Management

EEE382 Entrepreneurial Marketing
 EEE451 Finance for Emerging Enterprises
 EEE458 Business Plan Laboratory

Information Management and Technology, School of Information Studies

IST195 Information Technology
 IST256 Application Programming for Information Systems
 IST263 Web Design and Management
 IST444 Information Reporting and Presentation
 IST445 Managing Information Systems Projects
 IST479 E-Commerce Technologies

Design Department, College of Visual and Performing Arts

FAS 147 Visual Thinking
 ISD 148 Environmental Design Issues
 ISD 144 Theory and Practice in the Visual Arts
 ISD 251 Elements and Principles of Design
 ISD 553 Philosophy and Research
 IND 477 Primary and Secondary Research
 IND 375 Human Factors for Designers

L.C. Smith College of Engineering and Computer Science

CEN 574 Process Design
 CSE 486 Design of Operating Systems
 MEE 332 Introduction to Machine Design & Manufacturing
 MFE 331 Manufacturing Processes
 ECS 392 Ethical Aspects of Engineering & Computer Science
 MAE 548 Engineering Economics and Technology Valuation
 MFE 557 Management Decisions in Manufacturing
 MFE 453 Production Planning and Control
 ELE 458 Data Networks: Basic Principles

Rules and Regulations
School of Information Studies
Statement on Academic Integrity

A. Student Performance

1. Academic Integrity

The academic community of Syracuse University and the School of Information Studies requires the highest standards of professional ethics and personal integrity from all members of the community. Violations of these standards are violations of a mutual obligation characterized by trust, honesty, and personal honor. As a community, we commit ourselves to standards of academic conduct, impose sanctions against those who violate these standards, and keep appropriate records of violations.

2. Definition of Academic Dishonesty

Academic dishonesty includes, but is not limited to, plagiarism, cheating on examinations, unauthorized collaboration, multiple submission of work, misuse of resources for teaching and learning, falsifying information, forgery, bribery, and any other acts that deceive others about one's academic work or record. Students who are new to the University must learn our standards of academic practice. Students who have questions about what constitutes academic integrity should consult this document, their faculty advisor, and instructors. You should also be aware that standards for documentation and intellectual contribution may depend on the course content and method of teaching, and you should consult instructors for guidance.

Below are some examples of academic dishonesty and general guidelines on how to avoid dishonesty.

Plagiarism. Plagiarism consists of presenting the intellectual or creative work of other people (words, ideas, opinions, data, images, flowcharts, computer programs, etc.) as one's own work. To avoid plagiarism, students must be careful to identify the source of all information used in producing academic work, including electronic resources such as documents found on the World Wide Web. All sources of information must be properly acknowledged in one's work.

Students may use other peoples' intellectual or creative work to help develop their own ideas, images, and opinions. However, students' work should not simply repeat the ideas, images, or opinions of other people. These processes of developing one's own intellectual work, building on but going beyond the work of others, is an integral part of a university education.

Bibliographic citation (e.g. footnoting) is the standard method of providing proper acknowledgement. Both paraphrases and direct quotations from another person's texts must be acknowledged. Any standard reference manual, such as the Chicago Manual of Style, may be followed for formatting these citations. Regardless of the reference manual used, all documentation must follow these rules:

- All citations must be complete, unambiguous, and consistently formatted.
- Citations to printed materials must include the page number(s) on which the quotation or paraphrase appeared.
- Citations to a World Wide Web document must include both the uniform resource locator (URL) and the date on which the document was accessed.
- When students incorporate the exact words of a source into their papers, they must place quotation marks around the text to indicate that the text was taken directly from another source.

• A citation must be given each time another source is used in a paper; it is not acceptable to cite a source

Students who have questions about reference manuals and citing sources should consult their instructors.

Cheating on examinations. Students must not use notes, books, cell phones, texting, or other materials during examinations, unless permitted by the instructor. Students must not give or receive aid from other students during exams. Students who have taken a particular exam must not give information about that exam to other students who have not yet taken the exam.

Unauthorized collaboration. When the instructor does not specifically authorize collaboration, students must not collaborate on projects, computer programs, papers, or other assignments. If students wish to work together on a class assignment when collaboration has not been authorized as part of the course process, they must obtain the written authorization of their instructor to do so.

Submitting the same work for different courses. Any work submitted for a course must have been solely for that course, unless both instructors give written authorization for the multiple submissions.

Bribery. Consists of offering goods or services to instructors in an attempt to receive an unearned grade.

Damaging, stealing, or misusing resources for teaching and learning. This form of academic dishonesty includes misuse of computer resources, such as copyright violations or gaining access to other students' computer accounts. For a full description of misuse of computer resources, please see the *Syracuse University Computing & Media Services Computing Use Policies*, available in 114 Hinds Hall. This form of academic dishonesty also includes stealing or mutilating any Syracuse University library materials.

Falsifying information. This form of dishonesty includes falsifying student records, such as forging signatures or other data on petitions, registration forms, and other documents used as part of a student's academic record, or falsifying the computer-generated version of such documents. Falsifying information also includes fabricating data used in research reports, false citation of sources, and other misrepresentation of information.

The School of Information Studies may impose sanctions for any act of academic dishonesty by any student who is enrolled in IST courses, as outlined in Appendix A: Policies and Procedures for Cases of Academic Dishonesty.

3. Grading System

For most courses, the University uses a system that provides for 10 possible grades, using letters from A to F. Each grade contributes a fixed number of grade points per credit. These grade points are used to calculate a student's grade point average (GPA).

Grade	Meaning	Grade Points per Credit
A	Superior	4.0
A-	Superior	3.667
B+	Good	3.333
B	Good	3.0
B-	Good	2.667
C+	Average	2.333
C	Average	2.0
C-	Average	1.667
D	Just Passing	1.0
F	Failure	0

Notice that average performance (i.e. work that is acceptable and meets the stated requirements) will be

policies. If you have any questions about grading policies, they should be addressed as early in the semester as possible.

a. Incomplete Grades: An incomplete (**I**) may be granted to a student only if it can be demonstrated that it would be unfair to hold the student to the normal requirements of the course regarding timely completion of assignments. Illness or other exceptional circumstances are the usual basis for consideration.

To receive a grade of *Incomplete*, a student must complete the *Request for Incomplete* form. The form can be obtained from visiting iSchool Student services in 114 Hinds and is a contract between the student and the faculty member, specifying the reasons for granting an incomplete and the conditions and time limit for removing it. An incomplete is calculated immediately as an "F" in the grade-point average. When the specified course work has been completed or the time limit has expired, the incomplete grade is replaced with a final grade submitted by the faculty member. Students who have, at any one time, 12 or more credits with a grade of "I" may be placed on academic probation.

b. Drop: Students may **drop** a course at any time before the academic drop deadline for the semester. Dropped courses will not appear on the transcript.

c. Withdrawal: Students may **withdraw** from a course after the official deadline for dropping courses but before the last few weeks of the semester. The withdrawal deadline is published online in the *Time Schedule of Classes*. Unlike dropped courses, *withdrawn* courses remain on the transcript and are given a grade of "WD". This is not calculated into the GPA.

d. Repeated Courses: The 120 credits required for the BS in Information Management & Technology degree cannot, as a general rule, include repeated courses. However, there are exceptions: You may repeat a course in which you receive a grade of C- or below. If you repeat a course to improve your grade, you must petition to flag the lower grade and replace it with the higher grade. You will receive credit only once for a repeated course. Your transcript will show that you repeated the course and it will be noted by (**R**). The flagged grade is not calculated in your GPA. Instructions on how to petition to flag grades and credits are available in the iSchool Student Services Office. *Note:* Students who repeat a course, but do not petition to "flag" the repeated course, may find that they do not have the required credits at graduation time, since their transcript will not accurately reflect the number of credits earned toward the degree. There are other circumstances under which courses may be taken more than once. Examples are physical education courses and some independent study courses. See your advisor before attempting to repeat courses for credit.

4. Awards and Honors

Each semester, full-time students (12 credit minimum) are eligible for the *Dean's List* if their semester GPA is 3.40 or higher.

University Honors are awarded to graduating students if their cumulative GPA is at least 3.40. The designations are as follows: 3.40 *Cum Laude*, 3.60 *Magna Cum Laude*, 3.80 *Summa Cum Laude*. Students must earn a minimum of 60 credits at Syracuse University to be eligible for University Honors.

5. Probation

A student whose cumulative GPA falls below 2.00 will be placed on academic probation. Also, a student may be placed on probation if he or she has accumulated 12 or more credits with an incomplete grade (**I**), or if reasonable progress toward the degree has not been made, as judged by the IM&T Director. Students and their parents will be notified of probationary status by letter. Students who fail to meet requirements associated with academic probation will be expelled from the program, though appeals are considered if there are exceptional circumstances.

Probationary rules are relaxed for Freshmen. If at the end of the second semester, the semester GPA is above 2.00 but the cumulative GPA is below 2.00, the student will be allowed to continue for another semester.

Students are expected to conduct themselves, both inside and outside the classroom, in a manner supportive of the educational mission of Syracuse University. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population, are values deemed fundamental to membership in this University community.

Failure to meet these norms or a violation of other University expectations or policies is likely to result in a formal review of the student's actions by an appropriate disciplinary board. The *Student Handbook*, published by the University, includes a section outlining the rights and responsibilities of students, the *Code of Student Conduct*, University policies, and a brief description of the University judicial system.

B. Registration for Classes

The University allows some flexibility in the number of courses taken each semester and the grading options — see *Academic Rules and Regulations* for a complete description.

1. Auditing Courses: You may register for most courses on an audit basis. Students auditing courses are not responsible for fulfilling all the academic requirements of the course and, therefore, do not receive academic credit for audited courses. Students may audit courses with the approval of the appropriate department and subject to the restrictions made by the instructor. See the *Undergraduate Catalog* for more information about audited courses.

2. Pass-Fail Courses: Only courses considered as part of the general elective requirements may be taken on a pass-fail basis. The University cautions students that undergraduate or graduate programs at other universities may not interpret pass-fail courses in a favorable light. See *Academic Rules and Regulations*.

3. Number of Credits: Students registered for 12 or more credits in a semester are considered full-time. Though registering for more than 18 credits in a semester is permitted via petition, care must be taken to ensure that the additional responsibilities can be completed on time and at an acceptable level performance.

Part-time students are those registered for 11 or fewer credits in a semester. The advising and registration of part-time students is the responsibility of *University College*. Care should be taken before switching from full-time to part-time status, as it may affect financial aid, housing, and other matters.

4. Level of Courses: As a general guideline, courses are numbered according to their intended audience: 100-199 for Freshmen, 200-299 for Sophomores, 300-499 for Juniors and Seniors. This is a general rule but you will sometimes encounter exceptions. These typically occur when a school is in the process of renumbering a course to target it at a different level. IST courses numbered between 500-599 are designed for seniors and beginning graduate students.

C. Transfer Policy and Procedures

Transfer students include those who switch from another college or university to Syracuse University (inter-University transfer) and those who switch from one school or college at Syracuse University to another school or college at Syracuse University (intra-University transfer).

Students wishing to transfer into the IM&T program will have their previous coursework evaluated by the iSchool Academic Counselor in order to determine how many additional credits will be required and how they must be distributed. The Undergraduate Director will serve as the faculty advisor for a transfer student's first year in the School of Information Studies.

1. Inter-University Transfer (from another College or University)

Syracuse University grants transfer credit based on the content of courses previously completed, their applicability to the major, and the grade received. Only credits satisfactorily completed at a fully accredited

higher to be accepted. Courses in which only "pass grades" were earned can normally be accepted only as general electives.

Only credits are accepted in transfer; grades do not transfer and do not affect the student's Syracuse University cumulative GPA. There are limits on the number of credits that may be transferred (66 credits from one institution, up to a maximum of 90 from multiple institutions).

a. Taking Courses at Another College or University: IM&T majors are permitted to take one or more non-IST courses at other colleges and universities. These courses are usually completed during the summer term. All of the conditions pertaining to inter-university transfer credits apply. Students must check with their advisor and complete the transfer credit petition form before registering for courses at another institution.

2. Intra-University Transfer (from another School or College at SU)

Students who wish to transfer into the IM&T program from another Syracuse University school or college must have a cumulative GPA of 3.0 or higher *on the date the transfer is approved*. Students who wish to transfer out of the IM&T program to another Syracuse University school or college must meet the requirements of that school or college.

All requests by matriculated students to transfer to a different school or college at Syracuse University can be initiated at the office of the school or college the student wishes to enter. Such requests should be made well in advance of the succeeding term in order that the application may be acted upon before the new term begins. Schools and Colleges within the University have different deadlines and different requirements for transfers. See the *Undergraduate Catalog* for details.

D. Other Policies and Procedures

1. Petitions

A student may request exceptions to the standard rules and procedures if there are legitimate extenuating circumstances. To request special consideration, a student must complete a *Petition to the Faculty* form that is available in the School of Information Studies Student Services Office. The completed form, signed by the Academic Advisor and by the Program Director, is then submitted to the Undergraduate Recorder for the student's file.

2. Credit for Prior Work Experience

Students with at least five years of professional experience in the information management and technology field may petition to be awarded up to six (6) credits toward their BS in Information Management & Technology. Requests for experience credit are usually granted only when the student can show that the prior experience is directly related to a course or courses that iSchool students normally take in their junior or senior years. Students requesting experience credit are responsible for mapping their work experiences to the learning outcomes of specific iSchool courses and submitting this justification to the IM&T program Director. Sample course syllabi are available through the iSchool Office of Student Services.

STRATEGIES FOR SUCCESS

A. Practical Advice

To improve your chances for getting the most out of your college experience — and doing it the right way — we suggest the following:

1. Attend all classes.
2. Keep instructors and advisors informed of any special circumstances ahead of time.
3. Keep duplicate copies of everything submitted (both hard copy and soft copy).
4. It is your responsibility to make certain assignments submitted outside of class actually reach the faculty member.
5. Take very seriously the cautions about academic integrity. Violations can stain your record.
6. Get to know your teachers by talking with them in class and in their offices.
7. Meet with your counselor/ advisor at least once a semester to keep him/ her informed of your progress.
8. Check your S.U. e-mail regularly — at least once each day.
9. Do not leave the classroom without understanding what was presented or discussed. If you have any questions or uncertainties, talk to your instructor at the end of class or use that time to schedule an appointment to discuss your concerns.
10. Learn to use your days effectively. It is difficult to get all the studying and class preparation done in the evenings.
11. Strive to get good grades. Not only must you meet the GPA requirements to graduate, but the higher your GPA is, the more likely you will get the job you want, be eligible to participate in special options (such as SU Abroad or internships/co-ops), or be accepted as a transfer student elsewhere.

In addition to these general suggestions, we have some advice that is specific to different groups of students.

Freshmen

- Succeeding in the freshman year is often the key to succeeding in college. Look to peer advisors and successful friends for advice about being a good student. Improving your time management skills is usually the most effective way to improve grade.
- If you are finding a semester too challenging, consider dropping one of your courses to reduce your load, (but not lower than 12 or else you will shift from a full-time to a part-time student). You can make up the missing credits anytime during the next three years, including summers, either at Syracuse University or any accredited college or university.
- If you plan to complete a minor, you may need to declare your intention before the end of your freshman year. See the *Undergraduate Catalog* for more details.

Sophomores

- By your sophomore year, you should have a better understanding of what it takes to be successful in college. Poor academic performance is almost always related to a student's decision not to complete the required work.
- You should try to position yourself for an internship during the summer following your sophomore year. That means you should strive for a GPA of 3.0 and you should try to take some courses that will provide you with knowledge and skills that are in demand by internships.

Juniors

- Meet with your counselor/advisor before registering for the spring semester of your junior year for a Junior Check to make sure that you will meet all requirements for graduation.
- Juniors may petition to register for courses numbered 500 or higher.

Seniors

- IST 466 is the only required IST course for Seniors.
- Meet with the Academic Counselor in the fall of your senior year for a **Senior Check**. Please be sure to bring a completed "BS in IM&T: Checklist Folder" form with you to this meeting.
- Seniors are permitted to register for courses at the 500 level. Courses at the 600 level are permitted by petition and with permission of the instructor.

Part-time Students

- Though part-time students have an official advisor at University College, you are encouraged to periodically check with the IST Academic Counselor to discuss your academic plans.

B. Problems and Concerns

If you have any problems involving any part of your program (whether in the iSchool or other schools or colleges) you should contact:

- your advisor, or
- the Academic Counselor, or
- the Director of the Undergraduate Program, or
- the Office of Academic Assistance (formerly known as: Academic Affairs)

All of these people will work with you to resolve the problem or will direct you to the right person(s) to help you.

C. Sources for Additional Information

1. Published Materials

Academic Rules and Regulations. Provides detailed information regarding general academic rules and regulations of the University. This publication is available from the Office of Student Services, 306 Steele Hall.

Undergraduate Course Catalog. Includes descriptions of all courses, the Arts & Sciences clusters, and entrance requirements for all of the University's schools and colleges. *The catalog is the official source for all SU school and college requirements.* Copies of the catalog may be obtained from the Office of Admissions and can be found at the University's web site: <http://coursecatalog.syr.edu/>.

Liberal Arts Core Guidebook. Describes the Arts & Sciences clusters and other requirements of the Arts & Sciences Core Curriculum. Copies are available from the College of Arts & Sciences in room 329 Hall of Languages.

Time Schedule of Classes. Contains information about what courses will be offered (including time and location) and University Holidays for a given semester. This is available starting several weeks before registration for the coming semester online at <http://registrar.syr.edu/>. You will need this information to plan your schedule.

Cooperative Education Guide Presents the procedures governing the cooperative education option of the

Undergraduate Internship Guide. Includes guidelines and forms for participating in the IST internship program. Copies may be obtained in the iSchool Student Services Office.

Student Handbook. Contains an academic/social calendar, a list of University offices, student clubs and associations, a guide to the city of Syracuse, and many other helpful bits of advice and information. The Student Government Association and the Office of Student Programs publish it annually. Copies may be obtained at 231 Schine as well as from the information desks in the Schine and Goldstein Student Centers.

2. Personal Advice and Assistance

Advising is a multifaceted process and you are encouraged to seek input from a variety of sources. Many people in the School of Information Studies contribute to advising. Their roles are briefly described below.

Faculty Advisor. Upon admission to the School of Information Studies, you were assigned a faculty advisor, who will serve as your Freshman Forum instructor and also as a mentor during your time at SU. You should try to meet with your advisor at least once each semester. Advisors can provide sound advice about your program of study, helping you select courses that will advance your academic and professional goals. However, be aware that faculty members are not always knowledgeable about specific courses and program requirements, especially if you are trying to complete a dual major or a minor. These administrative details are better addressed with your academic counselor.

You may change faculty advisors provided that you have the permission of the faculty member whom you would like to have as your new advisor. To change faculty advisors, please fill out an *Advisor Change* form (available in the iSchool Student Services Office) and give the form to the Academic Counselor.

Undergraduate Program Director. The Director is a faculty member who oversees the overall planning and operation of the undergraduate program. The Director approves all exceptions to program requirements. Complaints or concerns, which cannot be resolved through the faculty member involved or your advisor, should be brought to the attention of the Director.

Academic Counselors. The Academic Counselors are knowledgeable about academic programs and services available in the School of Information Studies and across the Syracuse University campus. Please consult the Academic Counselor if you have questions about your degree program or about academic services that your faculty advisor cannot answer. This person will be involved in determining the acceptability of transfer credits and for checking your final program of study to insure all requirements have been met for graduation. The Academic Counselor also runs the *Peer Advisor Program*, so please see the Counselor if you are interested in becoming a Peer Advisor.

Faculty. All faculty in the University can provide advice for any student. If there are questions about a course, you should feel free to speak with the instructor about the emphasis of the course, the type of assignments required, and how the course might fit into your program objectives.

iSchool Employer Relations The Employer Relations team (114 Hinds Hall) at the School of Information Studies provides numerous programs, networking events, and individual counseling to help foster the professional skills required in today's global workplace. It is our belief that it is never too soon for you to begin thinking about your future career goals and what strategies you will need to achieve them. To that end, we offer assistance with internship opportunities that allow you to apply classroom theory to the real world of work. We also offer advice on resume writing, proper interview techniques, networking, and many other career-related topics. Stop by 114 Hinds if you would like to make an appointment with:

Sarah Hagelin	Director Employer Relations	shagelin@syr.edu
Jennifer Walters	Associate Director Employer Relations	jewalt02@syr.edu
Kathleen Benjamin	Coordinator of Employer Relations	kabenjam@syr.edu

Peer Advisors. Peer Advisors are iSchool sophomores, juniors, and seniors who can answer typical questions that many first-year and transfer students have about classes, residence hall life, social activities, and other aspects of student life at Syracuse University and the iSchool.

Office Staff. In addition to the above individuals, there are important (and helpful!) people in the School's Student Services Office who can often solve a problem, or give useful advice. In an emergency, when no one else is available, you can ask to see the Associate Dean.

Policies and Procedures for Cases of Academic Dishonesty

In accordance with the *Syracuse University Rules and Regulations*, the School of Information Studies defines policies and procedures for dealing with academic dishonesty by all students, regardless of home college, who are enrolled in IST courses:

Syracuse University students shall exhibit honesty in all academic endeavors. Cheating in any form is not tolerated, nor is assisting another person to cheat. The submission of any work by a student is taken as a guarantee that the thoughts and expressions in it are the student's own except when properly credited to another. Violations of this principle include giving or receiving aid in an exam or where otherwise prohibited, fraud, plagiarism, the falsification or forgery of any record, or any other deceptive act in connection with academic work. Plagiarism is the representation of another's words, ideas, programs, formulae, opinions, or other products of work as one's own, either overtly or by failing to attribute them to their true source. Sanctions for violations will be imposed by the Dean, faculty, or Student Standards Committee of the appropriate school or college. Documentation of such academic dishonesty may be included in an appropriate student file at the recommendation of the academic dean. (*Syracuse University Rules and Regulations* 1997-98, section 1.1)

All students, faculty, and staff who become aware of a violation of academic dishonesty in an undergraduate or graduate course should report the violation to the course instructor. The School of Information Studies may impose sanctions for any act of academic dishonesty by any student who is enrolled in IST courses.

School of Information Studies instructors have the right to respond to evidence of academic dishonesty by all students in the manner they deem appropriate, from discussing the violation with the student to imposing sanctions. Evidence of an act of academic dishonesty may include direct observation of dishonesty, such as seeing a student looking at another student's exam paper during an exam, or indirect evidence, such as an abrupt and unexplained change in the quality of a student's writing or writing style.

Sanctions imposed by instructors include but are not limited to the following:

- requiring students to re-produce work under the supervision of a proctor;
- rejecting the student work that was dishonestly created, and giving the student a zero or failing grade for the work;
- lowering the course grade;
- giving a failing grade in the course.

In addition to sanctions imposed directly by the instructor, the School's Judicial Board may impose sanctions on students matriculated in the School of Information Studies. If the student involved is not matriculated in the School of Information Studies, documentation of the instance of academic dishonesty will be forwarded to the Dean's Office of the student's home college, with a request for resolution by the home college Judicial Board.

School sanctions include the following:

- formal reprimand and warning;
- disciplinary probation;
- administrative withdrawal from the course;
- suspension from the University;
- expulsion from the University;

Instructors who take any of the above actions must notify the student promptly and indicate any formal or informal hearing procedures available. If School sanctions are to be considered, instructors must report the event and its circumstance, in writing, to the Associate Dean. A copy of the report must be sent to the student.

Some forms of academic dishonesty occur outside the context of coursework submitted to instructors. Such academic dishonesty might include, for instance, misuse of resources for teaching and learning or falsification of student records. Faculty, staff, and students who become aware of such instance of academic dishonesty should report the instance, in writing, to the Associate Dean (School sanctions for these instances including formal reprimand and warning; disciplinary probation; administrative withdrawal from the course; suspension from the University; and expulsion from the University). If the student involved is not matriculated in the School of Information Studies, documentation of the instance of academic dishonesty will be forwarded to the Dean's Office of the student's home college, with a request for resolution.

Students accused of academic dishonesty have the right to challenge accusations. For more information, students should consult the *School of Information Studies Student Academic Dishonesty Policy and Procedures*, available in the iSchool Student Services Office.

Services to Remember

Division of Student Assistance	306 Steele Hall	443-4357
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Academic Support Services

Academic Athletic Advising	105 Manley Field House	3-2702
Honors Program	Bowne Hall, Suite 306	3-2759
Tutoring & Study Center	111 Waverly Ave, Suite 220	3-2005
Student Success Initiative Program	700 University Ave, Rm. 407	3-1095
Office of Supportive Services	804 University Avenue, Rm. 009	3-3867
University College Academic Advising	700 University Avenue	3-3261
University College HEOP	700 University Avenue	3-3261

Personal Counseling

Counseling Center, Student Affairs	200 Walnut Place	3-4715
Slutzker Center for International Services	310 Walnut Place	3-2457
Judicial Affairs	310 Steele Hall	3-3728
Lesbian, Gay, Bisexual & Transgender (LGBT) Resource Center	750 Ostrom Ave	3-3983
Multicultural Affairs	Schine Student Center, Rm. 105	3-9676
Parents Office	Schine Student Center, Rm. 228	3-1200
Pastoral Counseling Services	Hendricks Chapel, Dean's Office	3-2901
Options Program	111 Waverly Ave, Suite 006J	3-4234
Psychological Services Center	804 University Avenue, Rm. 226	3-3595
Student Employment Services	210 Steele Hall	3-2268
Student Government Association	Schine Center, Rm. 126	3-2650
Student Legal Services	760 Ostrom Avenue	3-4532

Other Services to Remember (24 Hours)

Ambulance (S.U.)	111 Waverly Avenue	3-4566
Health Services	111 Waverly Avenue	3-2666
R.A.P.E.	111 Waverly Avenue, Suite 006J	3-7273
Public Safety & Campus EMERGENCY	005 Sims Hall	711 3-2224