

School of Information Studies  
Syracuse University

**UNDERGRADUATE  
STUDENT HANDBOOK  
2017-2018**

**Bachelor of Science  
Information Management & Technology**



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# Part I: Undergraduate Education at the iSchool

## Welcome

Welcome to the School of Information Studies (iSchool) at Syracuse University. This undergraduate student handbook is designed for both full-time and part-time students, and should serve as a guide for those pursuing the undergraduate program of study for the Bachelors of Science in Information Management and Technology degree at the iSchool. This handbook covers campus academic and administrative policies and requirements that all undergraduate students must follow and is current as of July 2017. Please consult the websites linked throughout this handbook for additional information. The information concerning academic requirements, courses and programs of study contained in this student handbook does not constitute an irrevocable contract between the student and the iSchool. The iSchool reserves the right to change, discontinue, or add academic requirements, courses, and programs of study. It is the responsibility of the individual student to confirm that all appropriate degree requirements are met.

## About the iSchool

The iSchool advances both the theory and practice of the information professions, based on an interdisciplinary view of information phenomena. We are a leader in the information field, which lies at the intersection of management, technology, and people. We offer an innovative curriculum that is continually updated to meet future industry trends and incorporate rapidly changing technologies. Our approach stands out from other institutions that offer computer science, management, information science, and related programs in that our focus is on users and user information needs as a starting point for integrating information and information technology into organizations. The faculty combines expertise in information systems, linguistics, computer science, library science, education, business management, school media, digital literacy, management information systems, telecommunications, wireless and emerging technologies, data science, social media, and communication. The faculty are very active in research topics that reflect their diverse intellectual backgrounds and interests.

The iSchool is one of nine schools at Syracuse University and has a unique blend of programs at the undergraduate and graduate levels. Each program has a director, manager, requirements, and matriculated students. The faculty and the courses in the iSchool, however, are not divided into discrete departments. This means that in your experience as an undergraduate student there will be many courses in which your classmates will represent a mix of students from across Syracuse University. This flexibility and integration of disciplines provides students with many opportunities to expand course options beyond the traditional B.S./IM&T curriculum. In addition, it allows students to learn from those pursuing other professional goals, while providing diversity in terms of coursework and faculty expertise. A common thread ties all the courses together to create technologically competent, people-oriented, creative information professionals.

## Academic Resources

### Faculty & Staff

The iSchool firmly believes that advising is a cooperative and multifaceted process, and encourages students to seek input from a variety of sources. Faculty and staff are critical resources and both contribute to student success. Visit our website to learn more about all of our staff and faculty!

<b>Staff</b>	<b>Title</b>	<b>Role</b>	<b>Office</b>
Elizabeth Liddy	Dean	Dean Liddy is the CEO of the iSchool, and works closely with faculty and staff to ensure that our students have the best experience possible.	343 Hinds Hall
Kathryn Allen	Assistant Dean for Student Services	Asst. Dean Allen oversees student and career services, and supervises our advisory staff, where you go to get class scheduling advice and professional development advice each semester. She also oversees our Eurotech and AsiaTech Programs.	114 Hinds Hall
Deborah Nosky	Undergraduate Program Director	Professor Nosky is the Director of our program, and as such, works to develop curricular changes and enhancements to best prepare our graduates for the real world. She collaborates with faculty and staff across campus to explore and create new minors, duals, concentrations and courses.	230 Hinds Hall
Sheila Clifford-Bova	Undergraduate Program Manager	Sheila is our Program Manager, and is responsible for course scheduling, curriculum enhancements, our Intra-University Transfer Process, and the myriad of other administrative responsibilities associated with keeping our program running smoothly and efficiently.	110F Hinds Hall
Christopher Perrello	Director of Career Services	Christopher leads our Career Services Team, providing professional development workshops, resume reviews and critiques, and internship advice and assistance.	114 Hinds Hall
Kathleen Benjamin	Career Services Program Coordinator	Kathy assists the faculty members who oversee internships. She can answer student questions about the internship process and requirements, and is responsible for managing and processing all related paperwork. She is our OrangeLink expert, and organizes our employer visits and career fairs.	114 Hinds Hall
Shannon March	Undergraduate Academic Advisor	The Undergraduate Academic Advisor will help you select courses and plan ahead for study abroad, internships, adding a minor, etc.	114 Hinds Hall
Lora Scarson	Student Records Specialist	Lora is the Records Specialist for the iSchool, and also acts as an academic advisor for our undergraduate students. She provides degree checks, assists with our retention efforts, and can assist with questions on transfer credit.	114 Hinds Hall

## Printed and Online Sources

In addition to the information in this handbook, Syracuse University and the iSchool provide services and resources to students that should be taken into account when planning a program of study. Some of the most important include:

- **MySlice:** MySlice is Syracuse University's online portal to critical information and resources for applicants, students, faculty, and staff. Here, students can view information on academics, advising, career services, the online course catalog and class schedule, enrollment, finances and financial aid, housing and meal plans, and parking and transit services. Also within this portal are links to our new Degree Works Tool and to Orange Success.
- **Class Schedule:** Up-to-date information about course offerings for a given semester can be found in the [class schedule](#) section of the iSchool website. Brief course descriptions are listed here, in addition to a draft syllabus for each course.
- **Course Catalog:** Refer to the Syracuse University Course Catalog, [coursecatalog.syr.edu](http://coursecatalog.syr.edu), for University rules and regulations. It is the student's responsibility to be informed about program requirements, and students should consult their undergraduate academic advisor with any questions or uncertainties.
- **Email and Listservs:** Syracuse University has established the @syr.edu email as the primary vehicle for official communication with students, and all Syracuse University email communications are sent to this address. The iSchool also uses your SU email address to maintain a listserv for your program, [istugrad@listserv.syr.edu](mailto:istugrad@listserv.syr.edu), and [icareers@listserv.syr.edu](mailto:icareers@listserv.syr.edu) where students are notified of new course offerings, internship and job opportunities, and other events. Students are responsible for all email communications sent to the @syr.edu email address, therefore, it is vital to check it regularly.
- **Code of Student Conduct:** Students at Syracuse University are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for each person and the 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. For more information, refer to the website, [studentconduct.syr.edu](http://studentconduct.syr.edu)
- **OrangeSuccess:** This advising tool provides timely feedback to students on their academic progress, which enhances the ability of our advisors to assist our students with their educational success. Early feedback allows students to make behavioral changes before they fall too far behind. Class attendance, poor performance, and mid-semester progress reports are all recorded and shared through OrangeSuccess.
- **Degree Works:** This web-based tool helps you and your advisor monitor your progress toward completing your degree and plan adjustments as needed. You can:
  - view detailed requirements for your degree/major/minor;
  - review the coursework you have completed and your degree requirements in an easy-to-read worksheet;
  - explore changing or adding majors/minors;
  - plan course selections for future semesters; and
  - see where your planned courses fit with your remaining degree requirements.

# Overview of the B.S. in Information Management & Technology (BS/IM&T)

The BS/IM&T program provides a broad introduction to information management, services, and technologies, coupled with a firm foundation in the arts and sciences. Students learn the most effective ways to find information, assess people's technology needs, and design and manage systems that meet those needs.

Coursework in Information Management and Technology teaches students how to locate and acquire information resources; select, manage, and use information technology; and help organizations use information resources to work more efficiently and effectively. The overarching emphasis is on the usefulness of these information systems to people.

## Learning Outcomes of the B.S. in Information Management & Technology

- Maintain knowledge of the functional areas of information management and their application to a variety of organizational contexts.
- Use critical thinking skills and creativity to understand the uses of information for solving complex problems.
- Understand the uses of information technologies for solving human problems.
- Accomplish goals through effective leadership and teamwork.
- Understand the need for and use of information in relation to ethical, societal, regulatory, and technological issues.
- Clearly and effectively communicate ideas in writing and orally.
- Use relevant technologies appropriate to solve problems.
- Recognize the need for and an ability to engage in lifelong learning.

## Courses and Curriculum Overview

IM&T majors must satisfy the following requirements:

- A total of 120 credits with a minimum cumulative Grade Point Average (GPA) of 2.0. A minimum of 42-43 credits must be taken within the iSchool with a **minimum GPA of 2.5 in your IST classes.**
- Meet the University program requirements for distribution of the 120 credits.

The 120-credit IM&T curriculum includes the following:

- Information Management & Technology Core 42-43 credits
  - 27-28 credits in the IM&T Primary Core
  - 15 credits of IM&T electives (including one of six concentrations)
- Arts & Sciences Divisional Requirements 36 credits
- Skills Electives 18 – 26 credits
- General Electives remaining balance to 120 credits

IM&T program requirements and Arts & Sciences requirements are detailed on the following pages.

## IM&T Primary Core Courses (28 credit hours)

Our primary core courses are designed to bring all students to the same level of understanding about the fundamental role information plays in organizations, and the role that individual professionals have in the overall field. These courses represent the foundational knowledge underlying the iSchool at Syracuse University, and, while there are specialty areas, we know from our own experience and that of our alumni that organizations draw upon a fundamental set of numerous skills and areas of knowledge that constitute the “field”.

- IST101 First Year Forum (1 credit)
- IST195 Information Technologies
- IST233 Introduction to Computer Networking
- IST256 Application Programming for Information Systems
- IST335 Introduction to Information-Based Organizations
- IST345 Managing Information Systems Projects
- IST346 Information Technology Management & Administration
- IST352 Information Analysis of Organizational Systems
- IST359 Introduction to Database Management Systems
- IST466 Professional Issues in Information Management & Technology

## IM&T Elective Requirements (15 credit hours)

Our IST electives are designed to allow you to focus on one or more of our concentrations as you develop your skill sets here at the iSchool. Refer to page 20 in this handbook for more detail, as well as your course checksheet.

### Sample IST Course Sequence

Year	Fall	Spring
Freshman	IST101 IST195	IST256 IST344
Sophomore	IST233 IST335	IST346 IST352 IST elective
Junior	IST359 IST elective	IST345 IST elective
Senior	IST466 IST elective	IST elective

This is one example of how to fit in your major classes. Other scenarios are possible to accommodate study abroad or other opportunities that students may be interested in pursuing. Please see your academic advisor to discuss and plan these options.

## **Arts & Sciences Divisional Requirements (36 credit hours)**

Students will take 3-4 credit courses in each of the three curricular divisions as defined by the College of Arts & Sciences' Liberal Arts Core Guidebook, and an additional three courses from *any* of the three curricular divisions. This amounts to 12 courses with a minimum of 36 credit hours.

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.

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, History of Art, History of Music, 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 Astronomy, Biology, Chemistry, Earth Sciences, Physics, and Mathematics.

## Skills Electives (18-26 credit hours)

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. Skills electives are divided into three areas and their completion is spread over your academic career, and are distributed as follows:

**Quantitative or Language Skills (6-8 credits):** As an IM&T 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 the 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 of course prerequisites.

### First Course

- MAT121 Probability and Statistics for the Liberal Arts I\*
- MAT183 Elements of Modern Mathematics
- MAT194 Pre-Calculus
- MAT221 Elementary Probability and Statistics I
- MAT285 Calculus for the Social and Life Sciences I
- MAT295 Calculus I

### Second Course (Note: Some courses have prerequisites)

- MAT122 Probability and Statistics for the Liberal Arts II\*
- MAT222 Elementary Probability and Statistics II
- MAT284 Business Calculus
- MAT285 Calculus for the Social and Life Sciences I
- MAT286 Calculus for the Social and Life Sciences II
- MAT295 Calculus I
- MAT296 Calculus II

*\*You cannot receive credit for MAT121/122 after completing or receiving credit for any MAT course numbered 180 or higher.*

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.

- If you place into one of the calculus courses (MAT 284, 285, 286, 295, 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 MAT284 and 285 are all versions of Calculus I, students can earn credit for **only one** of these courses. Since MAT 286 and 296 are both versions of Calculus II, students can earn credit for **only one** of these two courses.

**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 8 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.

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

- WRT105 (Writing Studio 1) or WRT109
- WRT205 (Writing Studio 2) or WRT209
- WRT307 (Advanced Studio: Professional Writing)
- IST344 (Information Reporting & Presentation)

**International Experience:** Students will be required to complete an international experience to graduate with their iSchool undergraduate degree. This international experience is intended to expose students to how business is accomplished in other countries, as well as how to integrate business and information exchange between these countries, and work within multi-national teams. Students can fulfill their international requirement in one of the following ways:

- Semester Abroad
- University Exchange
- Short Term Abroad Program (Eurotech, Asiatech, or another abroad program)
- International Internship
- Pre-Approved Coursework taken at SU
- Approved International Component – by petition

**Classes for International Experience Requirement:**

In lieu of study or work abroad, the following classes may be used to fulfill the International Experience requirement. Other courses, such as special topics classes or courses taken at another institution, may be petitioned to be accepted. Six credits of course work are required to complete the International Experience requirement.

GET305 Globalization, Culture & IT	MAX132 Global Community
AAS202 Caribbean Society Since Independence	PAF351 Global Social Problems
AAS346 Comparative Third World Politics	PHI363 Ethics & International Relations
AAS365 Intern'l Political Economy of the 3rd World	PSC123 Comparative Government & Politics
ANT111 Intro to Cultural Anthropology	PSC124 International Relations
ANT1221 Peoples & Cultures of the World	PSC343 Politics of Europe
ANT185 Global Encounters	PSC344 Politics of the Middle East
ECN365 The World Economy	REL101 Religions of the World
ECN465 Intern'l Trade Theory and Policy	REL201 Religion Today in a Globalizing World
GEO272 World Cultures	REL227 Gods: A Cross-Cultural Gallery
GEO 273 World Political Economy	REL283 India's Religious Worlds
HST371 Gender in Latin American History	REL487 Global Hinduism
JSP342 Religion & Politics in the Israeli-Palestinian Conflict	WGS201 Transnational Feminist Studies
LIN202 Languages of the World	

## **General Electives (remaining coursework to reach 120 credits)**

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 an internship in an organization through IST471 or IST472 (see section A under Program Options)
- Completing an official minor in some area outside of IM&T (see section E under Program Options)
- Planning a semester abroad (See section B under Program Options)

Following is the B.S. in IM&T: Program Requirement Checklist.

## Entering Fall 2017 - 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 120 credits including 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.**

o **Information Management and Technology Primary Core (27-28 Credits):**

- o IST101 o IST195 o IST233 o IST256 o IST335 o IST345 o IST 346 o IST352 o IST359 o IST466  
(pre-req=233)

o **Information Management and Technology Electives (15 Credits):**

Concentration I 9 credits	Concentration II 9 credits	Elective IST Courses
o _____	o _____	o _____
o _____	o _____	o _____
o _____	o _____	o _____

o **Arts & Sciences Divisional Requirements (12 courses; 3-credit minimum for each one):**

Social Sciences 3 Courses	Humanities 3 Courses	Science/Math 3 Courses	Other A&S 3 Courses
o _____ [ ]	o _____ [ ]	o _____ [ ]	o _____ [ ]
o _____ [ ]	o _____ [ ]	o _____ [ ]	o _____ [ ]
o _____ [ ]	o _____ [ ]	o _____ [ ]	o _____ [ ]

o **Skill electives (18 - 24 Credits):**

Mathematics/Language Skills 6-8 Credits	Communications Skills 12 Credits	International Experience
o _____ [ ]	o WRT105 or WRT109 [ ]	o [ ]
o _____ [ ]	o WRT205 or WRT209 [ ]	o [ ]
<p><b>You may not take MAT 121 if you have taken any Math course numbered 194 or above.</b>  <b>Math:</b> 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 <b>do not</b> meet this requirement, but count as general electives.</p> <p><b>Language:</b> If you choose to fulfill the skills requirement with a language, the policy is as follows: Complete 8 language credits numbered 102 and 201 or above. 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>	<p>o IST344 or CRS325 [ ]</p> <p>o WRT307 or WRT 303 [ ]</p>	<p>*The International Experience requirement may be fulfilled by study abroad, an international internship, or specific course work.</p>

**General Electives: All remaining credits needed to complete a minimum of 120 credits. \*\*A maximum of 3 credits of PED credit may count towards your degree. Additional ones may be taken but not counted in your degree.**

o _____ [ ]	o _____ [ ]	o _____ [ ]
o _____ [ ]	o _____ [ ]	o _____ [ ]
o _____ [ ]	o _____ [ ]	• _____ [ ]

### 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 otherwise specified.

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

##### A. Primary Core: 27-28 credits

The primary core consists of the following courses:

- IST 101 First Year Forum (1 credit)
- IST 195 Information Technologies

##### Technology Courses:

- IST 233 Introduction to Computer Networking
- IST 256 App. Programming for Info Systems
- IST 346 Operating Systems 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 345 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 may complete 2 concentrations from the following list:

##### **Information Security Management:**

###### *Required*

IST 323 Introduction to Information Security

###### *Electives (choose at least two)*

- IST 336 Leading Issues in Information Security
- IST 425 Risk Management
- IST 452 Advanced Computer Networking
- IST 476 Applied Information Security

##### **Project Management:**

###### *Required*

IST 442 Agile Project Management Methods

###### *Elective (choose at least two)*

- IST 425 Risk Management
- IST 447 Complex Issues in IT Project Mgmt.
- IST 455 Enterprise IT Consultation
- IST 456 Information Policies and Decision Making

##### **Network and Systems Management:**

###### *Required*

IST 452 Advanced Networking

###### *Electives (choose at least two)*

- GET 239 Enterprise Technologies
- GET 434 Global Computing Challenges
- IST 448 Enterprise Wireless Networking
- IST 453 Telecommunications Regulations
- IST 556 Mobile Network Services

##### **Web Design and Management:**

###### *Required*

IST 263 Intro. to Front End Web Development

###### *Electives (choose at least two)*

- IST 300 Digital Strategy & Analytics for Web Dev.
- IST 363 Advanced Front End Web Design
- IST 449 Human Computer Interaction
- IST 475 Full Stack Web Development
- IST 487 Modern Web Infrastructure

##### **Database Management:**

###### *Required*

IST 469 Advanced Database Management Systems

###### *Electives (choose at least two)*

- IST 400 Selected Topics Database Security
- GET 434 Global Computing Challenges
- IST 475 Full-Stack Web Development
- IST 487 Modern Web Infrastructure

### **Digital Retail Strategies (in partnership with Whitman School of Management):**

#### *Required*

- IST 195 Information Technologies
- RMT 301 Retailing Fundamentals
- RMT 457 Electronic Retailing and Marketing
- RMT 407 Retail Buying and Planning

#### *Electives (choose two)*

- IST 263 Intro to Front End Web Development
- IST 486 Social Media in the Organization
- IST 523 Graphic Design for the Web

(The RMT classes will count as general elective. The IST classes will count as IST elective.)

Additionally, any other 3-credit IST class may be counted as an IST elective. GET and IDS classes may be counted by petition as IST electives if they are not counted toward the minor.

### Arts and Sciences Divisional Requirements

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
- CSD 303, 422, 427; QSX 111; HNR 260, 360, 460
- 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
- WGS 310, 326, 328, 362, 400, 410, 414, 444, 490 and ALL WGS cross-listed with ANT, ECN, GEO, HST, PSC, PSY and SOC
- LPP255, SWK 326, 328, CFE/HST221, EST 390
- COG courses may be accepted by petition only.

**\*There are some exceptions. See below to see which classes in these categories count as either Natural Science or Humanities):**

#### **Humanities Courses**

- Courses listed or cross-listed as ETS, HOA, HOM, HUM, JSP, LIN, LIT, PHI, and REL.
- Any foreign language course.
- AAS 138, 206, 207, 231, 235, 241, 302, 303, 304, 305, 331, 338, 361, 403, 408, 409, 433, 465, 465, 470, 490, 540
- ANT185, 202, 273, 326, 376
- HST111, 112, 210, 211, 212, 310, 311, 312, 320, 321, 354, 355, 357, 358
- LAS 302, 326, 402, 425, 433, 461, 463, 465, 467, 471, 475, 479, 481, 489, 493, 495, 497
- MES 165, 336, 465
- NAT 142, 208, 244, 273, 346, 347, 348
- SAS 123, 165, 185, 186, 283, 367, 384, 465
- WGS 101, 297, 301, 303, 310, 326, 384, 400, 403, 410, 465, 490 -OR cross listed w/ ETS, HOA, HOM, PHI, & REL
- WRT 114, 255, 422, 423, 424, 428
- All ENG courses *except English as a second language courses (ENL 203, 207, 211, and 213).*
- CSD 316, CLL 390, 490, QSX 112, HNR 240, 340, 440

#### **Natural Sciences & Mathematics Courses**

- Courses listed or cross-listed as AST, BIO, CHE, PHY, EAR, and SCI
- Mathematics courses above and including MAT 121
- ANT131, 431, 432, and 433
- CSD 212, 315, 325, 345, 409
- GEO155, 215, 316, 317, 326, 482, 555, 583
- NSD 225
- PSY 223, 323, 324, 334
- HNR 250, 255, 350, 355, 450, and 455
- Credit given CHE 106-116 or 109-119 but not both.
- EAR 101 or 105 or 203- credit given for ONE class only.

#### **Liberal Arts Electives**

IST 443, IST 419, others considered by petition

# PROGRAM OPTIONS

## A. Career Planning & Internships

It is never too soon for you to begin thinking about your future career goals and what strategies you need to achieve them. Internship opportunities are a great way to start meeting your career goals and allow you to apply classroom theory to the real world of work.

An internship can vary in length and may or may not be paid. In order to receive credit, internships must be approved **in advance** by the internship faculty supervisor and/or the Undergraduate Program Director. To receive approval for credit, a student must show that the work experience is in alignment with the Undergraduate Program Learning Objectives, including our focus on technology, management and communications.

Undergraduate students may earn up to six IM&T elective credits for an approved internship. Students can earn up to an additional six credits to count as general elective credit for a total of twelve (12) experience credits. The credits earned by the student in an internship experience can be applied to the IM&T Elective Courses (6 credits maximum) and/or General Electives.

To qualify for internships, 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. Students who are interested in receiving credit for their work experience who do not meet these criteria can request an exception by contacting the internship faculty supervisor and/or the Undergraduate Program Director. Exception requests will be considered on a case by case basis and may necessitate additional requirements to be met in order to be approved.

If you include an internship opportunity in your degree program, your 4-year sample plan will be affected in the following ways:

- IST471 is the course number used to register for the internship (1-6 credits). Up to 6 credits of IST471 can be used as part of your IM&T elective requirements. Credits beyond 6 will be included in the general electives part of your academic degree program.
- Internships typically occur after the completion of 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.

For more information on internships and the approval process, please contact Kathy Benjamin at [kabenjam@syr.edu](mailto:kabenjam@syr.edu).

## B. International Experience and Study Abroad

Students working in the field of information management and technology are often confronted with challenges associated with globalization. Gaining an appreciation for other cultures is an important part of your college experience. Some of this can be gained through course work, but experiencing other cultures first-hand is often more educational. The School of Information Studies strongly recommends that students study abroad as part of their academic program. Fortunately, **SU Abroad** is an acknowledged leader in international academic programs, providing an array of opportunities to Syracuse University students. Many programs are available, ranging from short-term summer programs to more traditional semester-long programs.

SU Abroad maintains centers in Beijing, Florence, Hong Kong, London, Madrid, Santiago, and Strasbourg. In addition, SU Aboard is affiliated with the World Partners program, which allows students to study abroad in many other locations. The School of Information Studies does not typically offer iSchool courses at the SU Abroad Centers. However, by planning ahead you can take courses that will fulfill your liberal arts or minor requirements, or general electives. A general description of current SU Abroad programs can be found at (<http://suabroad.syr.edu>). You may also want to schedule a time to discuss options at their office at 106 Walnut Place (3150-443-3471).

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

If you want to study abroad for one semester, the 4-year sample plan may 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 courses while abroad that fulfill Arts & 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.

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 courses 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 listed 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 website (<http://honors.syr.edu/>) or contact them at the Honors Office at 306 Bowne Hall (315-443-2759).

## D. Double Major, Dual Degree Programs, and Combined Degree Programs

You may pursue a major, dual program, or degree in two disciplines (e.g., Information Management & 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 advisor 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. An academic minor is an organized sequence of at least 18 credits taken in another academic area. Sometimes this minor directly complements the IM&T major. 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 Syracuse University. 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 without needing to complete additional coursework beyond the normal 120 credit hours.

If you are interested in pursuing a minor, check the website of the targeted school or college and familiarize yourself with the program requirements. Once you have done so, meet with an iSchool academic advisor to map out a course strategy. If you wish to pursue a minor, you need to obtain formal permission from that program. It is not uncommon for some courses to be restricted to majors and minors. Completion of the minor will be recognized on your final transcript. Courses taken toward the minor will normally count towards the general electives in your program. For a list of the undergraduate minors available, visit the Course Catalog at <http://coursecatalog.syr.edu>. If you include a minor in your program, your 4-year sample plan will be affected, so please make sure to meet with your academic advisor frequently to ensure you stay on track.

## F. Graduate School Preparation

While the vast majority of iSchool students decide to secure full time employment after completing their bachelor's 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 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 (Room 329 Hall of Languages). Once you know the recommended courses, you can work with your iSchool academic counselor to fit them into your program.

The iSchool's Fast Track Program allows qualified students to start their graduate course work while still an undergraduate student. This permits students to earn their master's degree within one year after graduation from their undergraduate program. Meet with your academic advisor to plan your coursework if you are interested in this program.

## **G. Faculty Partnership Opportunities**

### **IST300: IM&T Support Practicum**

IST300 allows students to earn academic credit by assisting an iSchool faculty member as an undergraduate support practitioner (SP). This opportunity is available in relation to a number of undergraduate courses. Undergraduate SPs 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.

To serve as a support practitioner, 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 IST300 contract. Your advisor, the course instructor, and the Undergraduate Program Director must sign this contract. Training sessions are a required component of IST300.

At most, three credits of IST300 can be taken in any one semester. Up to six (6) credits of IST300 can be counted toward fulfilling the major elective requirements of 15 credits but you may only be a support practitioner once for any particular course.

### **Independent Studies**

Many of our students desire to explore a problem or problems in depth in the IM&T field. Students should discuss this idea with the appropriate professor, and if the professor approves, develop and submit an independent study plan to be signed by the professor and the undergraduate program director. Independent studies are credit bearing courses.

### **Research Opportunities**

Research at the iSchool is characterized by our diverse interests in information, its uses by people, and the increasing opportunities and issues provided by digital and computational resources. Our research professors are trained in a range of disciplines and pursue independent and collaborative work with colleagues across campus and around the world.

You will read about research projects that advance and contribute to scholarship and impact the world relative to communications, computer science, cybersecurity, data science, economics, education, information science, linguistics, library science, management, organizational studies, networking, political science, psychology, information policy, public administration, sociotechnical studies, and telecommunications. Cross-fertilization of ideas happens readily as faculty interact both formally and informally in every space of the iSchool!

An increasing number of research opportunities are available for our undergraduate students, so if you are interested in one of the many projects taking place at the iSchool, don't hesitate to approach the faculty about their research. You may be selected to join one of our research teams!

# Concentrations

Within your IM&T program, we highly recommend you choose one of six different concentrations to further hone your skills and give you a specialization for your future career. At the iSchool, we currently offer the following concentrations:

**Database Management:** Organize information in such a way that it can be accessible whenever and wherever it is needed.

- Required:** IST469 – Advanced Data Administration Concepts & Database Management
- Electives:** IST400 – Selected Topics/Database Security  
IST432 – Enterprise Systems  
GET434 – Global Computing Challenges  
IST479 – Electronic Commerce Technologies  
IST553 – Information Architecture for Internet Services

**Digital Retail Strategies:** Enhance your knowledge of electronic commerce and layout strategy for all sorts of retail corporations, and increase your knowledge of the technologies and processes involved in electronic commerce.

- Required:** IST195 – Information Technologies  
RMT301 – Retailing Fundamentals  
RMT457 – Electronic Retailing and Marketing  
RMT407 – Retail Buying and Planning
- Electives:** IST263 – Design & Management of Internet Services  
IST486 – Social Media in the Enterprise  
IST523 – Graphic Design for the Web

**Information Security Management:** Investigate hardware and software vulnerabilities, understand computer viruses and hackers, and learn the financial and managerial implications of protecting information.

- Required:** IST323 – Introduction to Information Security
- Electives:** IST336 – Leading Issues in Information Security  
IST425 – Enterprise Risk Management  
IST452 – Advanced Computer Networking  
IST476 – Applied Information Security

**Network and Systems Management:** Study the development of telecommunications, wireless, and other network technologies and their effect on users.

- Required:** IST452 – Advanced Computer Networking
- Electives:** GET239 – Enterprise Technologies  
GET434 – Global Computing Challenges  
IST448 – Enterprise Wireless Network Technologies  
IST453 – Telecommunications Regulations  
IST556 – Mobile Network Services

**Project Management:** Develop the managerial and technical skills to oversee a variety of information systems and to create information policies for organizations.

- Required:** IST442 – Agile Project Management
- Electives:** IST425 – Enterprise Risk Management  
IST447 – Complex Issues in IT Project Management  
IST455 – Enterprise IT Consultation  
IST456 – Information Policies and Decision Making

**Web Design and Management:** Create and maintain web resources and sites, taking into consideration the users and organization's needs.

- Required: IST263 – Introduction to Front End Web Development  
Electives: IST300/IST322 – Digital Strategy & Analytics for the Web  
IST363 – Advanced Front End Web Development  
IST449 – Human Computer Interaction  
IST475 – Full Stack Web Development  
IST487 – Modern Web Infrastructure  
IST523 – Graphic Design for the Web

## Dual Major Programs at the iSchool

Some students who want to study at the iSchool have passions other than technology. That is why the iSchool has partnered with other schools on campus to create dual major degrees. You can combine your Information Management & Technology Degree with a major from the S.I. Newhouse School of Public Communications or the Martin J. Whitman School of Management.

### Public Communications/iSchool Dual

New communications professionals understand the need to be savvy in emerging technologies, and many aspiring professionals enroll in the dual-degree program in Information Management & Technology and one of the majors offered through the S.I. Newhouse School of Public Communications, a nationally recognized educator of journalists, advertising agents, and other communications professionals. Students interested in deepening their understanding of communications and information technology can select one of the following Newhouse majors, in addition to completing the information management and technology major at the School of Information Studies.

- Advertising
- Broadcast & Digital Journalism
- Graphic Design
- Magazine
- Newspaper & Online Journalism
- Photography
- Public Relations
- Television, Radio & Film

Students dually enrolled in the School of Information Studies and the Newhouse School of Public Communications program must fulfill the major requirements of both schools. Upon graduating, they receive a bachelor's degree (one diploma) conferred jointly by the two schools. Students may apply directly to the dual programs as incoming first-year students or may add the dual as a current student, after completion of the dual-degree admission requirements.

The PC/IS Dual has a FACT Book, which is linked [here](#).

## IM&T/School of Management Dual

Approximately ten percent of students in the School of Information Studies choose to pursue a dual degree with the Martin J. Whitman School of Management, whose entrepreneurship program was ranked among the best in the nation by the *Princeton Review* in 2014. Students who select this option often seek a working knowledge of business with the technical training in information systems to set them apart from standard business school graduates. Job opportunities are plentiful and get more exciting as the advances in technology prepare businesses for competition in the global marketplace. To complement their information management and technology studies, students in this dual program can select from the following management majors:

• Accounting	• Marketing
• Entrepreneurship and Emerging Enterprises	• Real Estate
• Finance	• Retail Management
• International Business	• Strategic Management
• Management Studies	

Students may apply directly to the dual program as incoming first-year students or may add the dual as a current student, after completion of the dual-degree admission requirements.

## Minors at the iSchool (for Non-iSchool Majors)

### Information Management & Technology Minor

The School of Information Studies offers an 18-credit minor program in Information Management & Technology, which can be pursued along with a major in any college within Syracuse University. The minor is designed to give *non-iSchool* students knowledge of information technology and an understanding of information and communication challenges. It complements many majors because all organizations need people who understand information resources and information technology. Students who minor in information Management and technology increase their employability in a variety of careers:

- **Biology and chemistry** majors who want to work in a research lab will be more employable when they can use online information systems to retrieve information and manage data.
- **Retailing** graduates are better prepared to work in business when they have skills in microcomputer applications and office systems technology.
- **Communications** students are better able to research information and present and package it effectively in video, audio, and print form.
- **Economics, history, and political science** majors with courses in information systems and information policy are better prepared to work in federal, state, and local government.
- **Nursing and pre-med** students are better prepared to work in an automated, information-intensive environment in the healthcare industry.

The most up to date curriculum information may be found in the [Syracuse University Course Catalog](#).

### Information Technology, Design & Startup Minor

Do you have a dream of starting a new company? The minor in Information Technology, Design, and Startups (IDS) is a great way of converting that dream into reality. In IDS courses, you'll acquire the basic knowledge and skills required to run a successful business.

You'll also learn how to develop and refine new ideas—the seeds of innovation—and turn those ideas into a viable venture. You can earn credit through real-world entrepreneurial immersion experiences, allowing you to pursue your venture while earning your bachelor's degree.

The IDS minor also provides a supportive environment of talented faculty members who approach entrepreneurship from a multidisciplinary perspective as well as a team of community partners and mentors who can help you make the right connections to jumpstart your venture.

The most up to date curriculum information may be found in the [Syracuse University Course Catalog](#).

# Undergraduate Student Policies

## 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.

Our academic integrity policy and procedures are administered by the Academic Integrity Office (AIO) in the Division of Academic Affairs, and all Schools and Colleges. The AIO works with faculty, instructors, students and staff to promote understanding of our academic integrity policy and coordinate its administration. The office also maintains records of all academic integrity cases. Graduate students must open a summary of Syracuse University's Academic Integrity expectations in MySlice twice a year and provide their electronic signature agreeing to uphold the AI policy.

## Definitions

**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 people's 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 paraphrasing 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 once in a paper and assume that it covers all instances of using the ideas or words from that source.
- Students who have questions about reference manuals and citing sources should consult their instructors.

***Cheating on examinations.*** Student 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.

## **Excerpts From Syracuse University's Academic Integrity Policy**

### **A. Academic Integrity Expectations**

Syracuse University classifies academic integrity expectations in four broad categories, designed for educational purposes. Neither the categories themselves nor the examples of violations are exhaustive. Any action that improperly influences the evaluation of a student's academic work, gives one student unfair academic advantage over another, or encourages the violation of academic integrity by others constitutes a violation of this policy. SU sets general guidelines for university-wide academic integrity standards. In recognition that learning objectives vary across courses, SU also strongly encourages instructors to establish course-specific academic integrity expectations, particularly with regard to what forms of collaboration are allowed and prohibited. It is the responsibility of all instructors to communicate course-specific academic integrity expectations to students. Any student who is uncertain whether an action she or he is considering would violate academic integrity expectations is responsible for asking the instructor or consulting the AIO beforehand. Although most violations of academic integrity expectations will be course related, the SU has the authority and responsibility to respond to suspected violations in any context in which there is a threat to academic integrity at SU or involving SU students, courses or programs.

#### **Expectation 1: Credit Your Sources**

Students must acknowledge their use of other peoples' ideas, information, language, images and other original scholarly and creative output when they incorporate these materials – directly or indirectly – into their own academic work. Sources include scholars and published research, as well as fellow students and other individuals who must be credited whenever their ideas are incorporated into another student's work. At a minimum, proper citation requires using quotation marks to identify others' verbatim language and providing in-text citations and bibliographic references to identify sources of direct quotation, paraphrasing, summarizing, and the borrowing of ideas and images. Sources must be credited regardless of whether those sources are published or copyrighted and regardless of whether they exist in print or online. Sources must be credited not only in written work, but also in oral and visual presentations, computer code, and other academic assignments, including any draft assignment submitted to an instructor whether or not the draft will be graded.

#### **Expectation 2: Do Your Own Work**

Any work a student submits for a course must be solely his or her own unless an instructor gives explicit instructions allowing collaboration or editing. This applies to homework as well as to other written, oral and creative assignments. When collaboration or editing by someone other than the student is permitted – or required – it is each student's responsibility to adhere to any limits on editing or collaboration set by the instructor. Examinations and quizzes of all kinds, including online and take-home as well as in-class exams, must reflect only the work of the submitting student without assistance from other people or resources such as texts, websites or notes unless the instructor has specifically allowed their use. Instructors who allow collaboration or the use of written, online or other resources during an exam or quiz are responsible for clearly communicating their expectations. Students are responsible for asking questions in advance if they are uncertain about these expectations. Having notes, cell phones, electronic devices or other prohibited resources available on one's person or within easy reach during an exam constitutes a violation whether or not these items are used in completing the quiz or exam. Dishonestly obtaining and/or sharing the contents of a quiz or exam not provided by the course instructor constitutes a violation as does providing unauthorized assistance of any form to another student taking a quiz or exam.

Submitting work completed previously for another course or purpose constitutes a violation of this policy as such double use of material deprives students of the opportunity to learn from the current assignment. Students seeking to turn in the same work in more than one course or to turn in work they have previously completed for another purpose or submitted to another organization or institution, including a high school, must obtain written approval from all relevant University instructors before submitting the work. This requirement applies to all course work regardless of format, including art, computer code, oral reports, and other course output in addition to written assignments. Many instructors will allow students to expand the scope of an assignment so as to legitimately submit it for two courses or requirements. Students pursuing capstone projects eligible for submission to two programs, such as to Honors and to the student's major, must ascertain that both programs or courses will accept the same or substantially the same work and obtain written permission in advance from the relevant instructors or program directors.

### **Expectation 3: Communicate Honestly**

Students are expected to be honest in their dealings with faculty, instructors, staff and fellow students and to represent themselves and their academic endeavors accurately. This includes accurate reporting of participation in class, internships and other academic activities, as well as honesty in requesting extension of deadlines and permission to reschedule assignments or exams due to illness or other extenuating circumstances. Honest communication also requires accurate presentation of research and research results, including avoidance of omissions or selective reporting of data that skew interpretation of findings. The expectation of honest communication includes the handling and representation of all academic records, documents, and resources of all kinds, including library, computing and electronic records and systems related to academic work and education. Students are expected to represent themselves, their own academic work and the academic work of others honestly and to avoid falsifying, fabricating, or destroying academic records or otherwise misrepresenting their own or others' identity and records.

### **Expectation 4: Support Academic Integrity**

Students are expected to support and promote high standards of academic integrity at Syracuse University. This means avoiding actions that encourage or cover up violations by others. It also means asking questions of the relevant instructor or the Academic Integrity Office when academic integrity expectations are unclear to you. New York State Education law 213-b makes illegal the sale of written assignments that the seller knew or should have known would be used for fraudulent purposes. This policy prohibits the sale or purchase of completed or partially completed work for fraudulent use, including in-kind purchases and sales that occur when a student provides or receives work completed by someone else in exchange for making her or his own completed work available or earns money by persuading other students to make their completed academic work available.

In sum, supporting academic integrity involves understanding academic integrity expectations, abiding by them and encouraging others to do the same. Any action that threatens the integrity of academic pursuits at SU, including its courses, programs and affiliates, constitutes a violation subject to reporting under this policy. This includes violating the confidentiality of an academic integrity case, deliberately thwarting an academic integrity investigation, and lying or misleading those carrying out an academic integrity investigation.

### **To Whom Does This Policy Apply?**

The academic integrity expectations and standards established by this policy apply to students in all SU sponsored courses and programs regardless of whether the student is matriculated and whether the course takes place on campus, online, or off campus, including course- and program-related internships and SU Abroad programs. These standards apply equally to behavior that occurs within a course-, such as plagiarism within a midterm essay, and academic behavior outside the course context, such as altering a transcript or misrepresenting academic accomplishments in pursuit of employment. Faculty, instructors, staff, and students who report a suspected academic integrity violation or serve on a panel considering a suspected violation must follow the standards and procedures established by this policy.

To read the full Academic Integrity Policy, visit [class.syr.edu/academic-integrity](https://class.syr.edu/academic-integrity)

## 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 an 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.

## Registration & 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 graded as a "C-", "C", or "C+". You will find that instructors vary somewhat in their grading policies. However, you should expect instructors to be clear and consistent in defining and applying their grading policies. If you have any questions about grading policies, they should be addressed as early in the semester as possible.

- 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, which can be obtained at the front desk of the Student Services Office at the iSchool. This form serves as 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 as an "F" in the GPA. 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.

- **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.
- **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.
- **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, the old grade will be flagged and the new grade will count regardless of which is higher. 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. There are other circumstances under which courses may be taken more than once. Examples are selected topics courses and some independent study courses. See your academic advisor before attempting to repeat courses for credit.

## Awards & 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.

## Probation

A student whose cumulative GPA falls below 2.0 will be placed on academic probation. Also, a student may be placed on probation if he/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 will be notified of probationary status by letter and email. Students who fail to meet requirements associated with academic probation will be suspended from the program, though appeals are considered if there are exceptional circumstances.

For freshmen, you must maintain a GPA of 2.5 or higher. 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 on probation for another semester.

## Non-Academic Expectations

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.

## 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 complete description.

- **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 instructor and are subject to the restrictions made by the instructor. See the *Undergraduate Catalog* for more information about audited courses.
- **Pass-Fail Courses:** Only courses considered general electives 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*.
- **Number of Credits:** Students registered for 12 or more credits in a semester are considered full-time. Though registering for more than 19 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. Students are financially responsible for the additional credits. Part-time students are those registered for 11 or fewer credits in a semester. Care should be taken before switching from full-time to part-time status, as it may affect financial aid, housing, and other matters.
- **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.

## Other Policies and Procedures

- **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 iSchool Student Services Office and on our website. The completed form is then reviewed by the appropriate office and, if approved, is returned to the iSchool Student Services Office for a final review and signature.

# Student Life at the iSchool

Life on a college campus can be very rewarding, and no where is that more so than at the iSchool. We have the largest undergraduate program on Syracuse University's campus, and the result is a myriad of activities and opportunities for the iSchool student. From over 15 student groups, to clubs, to experiential trips, to competitions...there is something for every student here!

## Student Groups

- [BelT](#) – as an iSchool undergraduate student, you are automatically a member of the largest student group we have...BelT. This group is the umbrella group for all other undergraduate groups at our school, and is responsible for hosting professional development workshops; late night study cram sessions; stress relief game nights; internship panels; and many social activities throughout the year. Feel free to reach out to the eboard to see how you can become more involved, and we'll see you at the first meeting!
- [WITU](#) – this group supports **women in technology**, as the technology field has traditionally been dominated by our male friends. However, with the gender initiatives here at the iSchool, we are breaking barriers and leveling the playing field! If you are a female interesting in a career in tech, this group is for you!

Visit the iSchool website page on our [student groups](#) to learn more about the many other really cool groups we host, and get involved. You'll make friends, grow as a person, and develop leadership skills while having fun.

## Experiential Learning

Information is one of the most precious commodities today, and the iSchool provides interdisciplinary, collaborative experiences to keep students on top of the evolving field of information management. Traveling seminars through Europe and Asia give a global perspective. Domestic road trips to Silicon Valley and NYC offer insights and connections to major information industries in all sectors of the economy: public, private, and non-profit.

## Research

The iSchool receives millions of dollars every year in government and corporate sponsored research funding. Funding agencies include the National Science Foundation, National Institutes of Health, US Department of Defense, the Institute for Museum and Library Services, Imagining America, and United Business Media. The school hosts several [research centers](#), which provide a lively environment for the development of innovative ideas. Our research faculty are always looking for ambitious undergraduates to work on various research projects, so if you are interested in any of their subject areas, feel free to contact them to get on their teams!

## Strategies for Success

### 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:

- Attend all classes;
- Keep instructors and advisors informed of any special circumstances or unavoidable absences ahead of time;
- Keep duplicate copies of everything submitted (both hard and soft copies);
- It is your responsibility to make certain assignments submitted outside of class actually reach the faculty member;
- Take very seriously the cautions about academic integrity, as violations can stain your record;
- Get to know your teachers by talking with them in class and during their office hours;
- Meet with your advisor at least once a semester to keep him/her informed of your progress;
- Check your Syracuse University email regularly – at least once daily;
- 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;

- Learn to use your days effectively. It is difficult to get all the studying and class preparation done in the evenings;
- Strive to get good grades. Not only must you meet the GPA requirements to graduate, but the higher your GPA, the more likely you will get the job you want, be eligible to participate in special options (such as SU Abroad or internships), 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 & Sophomores**

- Succeeding in the freshman year is often the key to succeeding in college. Look to our 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 grades;
- If you are finding a semester too challenging, you may want to consider dropping one of your courses to reduce your load, (but not lower than 12 credits or else you will shift from a full-time to a part-time student). Meet with your academic advisor to discuss this option and how it will impact your overall degree progress;
- 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 cumulative 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 internship employers. Your chances of getting the internship/co-op experience you want the following year will be improved if you have completed additional skill-based courses;
- If you plan to complete a minor, you may need to complete the paperwork before the end of your sophomore year. See the *Undergraduate Catalog* for more details.

### **Juniors**

- Meet with your academic advisor before registering for the spring semester of your junior year for a ***Degree Check*** to make sure that you will meet all requirements for graduation.

### **Seniors**

- IST466 is the only required IST course for seniors;
- Meet with an academic advisor in the fall of your senior year for a ***Senior Degree Check***;
- 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.

### **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 academic advisor; or**
- **Your faculty advisor; or**
- **Your Undergraduate Program Manager; or**
- **Your Undergraduate Program Director; or**
- **The Office of Academic Assistance.**

All of these people will work with you to resolve the problem or will direct you to the right person(s) to help you. The iSchool also offers tutoring hours for students who would like them. See your academic advisor for more information.

# Sources for Additional Information

## I. Published Materials

- ***Academic Rules and Regulations***. Provides detailed information regarding general academic rules and regulations of the University.
- ***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 found at the above link.
- ***Liberal Arts Core Guidebook***. Describes the Arts & Sciences clusters and other requirements of the A&S 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 upcoming semester online at <http://registrar.syr.edu/> or through the 'Search for Classes' link in MySlice. Use this information to plan your schedule.
- ***Undergraduate Internship Information***. Go to our [website](#) to learn more about participating in the iSchool internship program and other important information.
- ***Student Handbook***. This contains an academic/social calendar, a list of University offices, student clubs and associations, a guide to the city of Syracuse, and other helpful 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 at the iSchool contribute to advising. Their roles are briefly described below:

- ***Faculty Advisor***. Upon admission to the iSchool, you were assigned a faculty advisor, who will serve as your First-Year Forum instructor and also as a mentor during your time at Syracuse University. You should try to meet with your faculty advisor at least once each semester. Faculty 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 by your academic advisor.
- ***Undergraduate Program Director***. The Program Director is a faculty member who oversees the overall planning and operation of the undergraduate program. The Program Director approves all exceptions to program requirements. Complaints or concerns which cannot be resolved through the faculty member involved or your faculty advisor should be brought to the attention of the Program Director.
- ***Undergraduate Program Manager***. The Program Manager works closely with the Program Director on the overall planning and operation of the undergraduate program. As such, you may bring any issues in the classroom, with your class scheduling, or general concerns to the Program Manager.
- ***Academic Advisor***. The Academic Advisor is knowledgeable about academic programs and services at the iSchool and across campus. Consult with your academic advisor with concerns about your degree program, transfer credits, class scheduling and registration, and for checking your final program of study to insure all requirements are met for graduation.
- ***Faculty***. All faculty at 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 Career Center***. The Career Center team 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. They offer assistance with internship opportunities that allow you to apply classroom theory to the real world of work. They also offer advice on resume writing, proper interview techniques, networking, and many other career-related topics. Stop by 114 Hinds Hall to set up an appointment.

- **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, and other aspects of student life at the iSchool.
- **Office Staff.** In addition to the above individuals, there are many other important and helpful people in the iSchool who can often solve a problem, give useful advice, or refer you to the right person to see. Get to know them, you are now part of the iSchool family!

## Other Syracuse University Student Services of Note

### Academic Support Services

Academic Athletic Advising	105 Manley Field House	443-2702
Division of Student Assistance	306 Steele Hall	443-4357
Honors Program	306 Bowne Hall	443-2759
Tutoring & Study Center	111 Waverly Ave, Suite 220	443-2005
Student Success Initiative Program	700 University Ave, Rm 207	443-1095
Office of Supportive Services	804 University Ave, Rm 009	443-3867
University College Academic Advising	700 University Avenue	443-3261
University College HEOP	700 University Avenue	443-3261

### Personal Counseling

Student Affairs Counseling Center	200 Walnut Place	443-4715
Hendricks Interfaith Chapel	Main Quad	443-2901
Slutzker Center for International Services	310 Walnut Place	443-2457
Office of Students Rights & Responsibilities	310 Steele Hall	443-3728
Lesbian, Gay, Bisexual & Transgender (LGBT) Resource Center	750 Ostrom Ave	443-3983
Multicultural Affairs	105 Schine Student Ctr	443-9676
Parents Office	228 Schine Student Ctr	443-1200
Pastoral Counseling Services	Hendricks Chapel	443-2901
Options Program	200 Walnut Place	443-4715
Psychological Services Center	804 University Ave, Rm 201	443-3595
Student Employment Services	210 Steele Hall	443-2268
Student Government Association	126 Schine Student Ctr	443-2650
Student Legal Services	760 Ostrom Avenue	443-4532

### Other Services to Remember (24 Hours)

S.U. Ambulance	111 Waverly Avenue	443-4566
SU Health Services	111 Waverly Avenue	443-2666
Public Safety & Campus EMERGENCY	005 Sims Hall	443-2224