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Part 1: Undergraduate Education at the iSchool

Welcome

Welcome to the Syracuse University School of Information Studies (iSchool). 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 Bachelor of Science in Information Management and Technology (B.S. in IM&T) degree at the iSchool, as well as students pursuing our dual programs, minors, and double majoring.

This handbook covers campus academic and administrative policies and requirements that all undergraduate students must follow and is current as of July 2019. 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 fulfilled.

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 Program and Advising Resources

B.S. in Information Management & Technology Points of Contact

Advising is a cooperative and multifaceted process, and we encourage students to seek input from a variety of sources. Faculty and staff advisors are critical resources and both contribute to student success.

Start with your academic counselor and be sure to meet with your faculty advisor and the rest of the program staff to make the most of your iSchool experience.

Many people at the iSchool contribute to advising. Their roles are briefly described below:

Undergraduate Program Director

Deborah Nosky is the Undergraduate Program Director through 12/31/19. Jennifer Stromer-Galley will be the Undergraduate Program Director as of 1/1/20. 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.

The Program Director develops 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. 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

Sheila Clifford-Bova (sacilfo@syr.edu) is the Program Manager for the B.S. in IM&T. The Program Manager works closely with the Associate Dean for Academic Affairs, the Program Director, and with faculty and staff across campus on the overall planning and operation of the undergraduate program. The Program Manager is responsible for undergraduate research, curriculum enhancements, course and program assessment, course scheduling, our Intra-University Transfer and Minor Processes. You may bring issues in the classroom, with your class scheduling, or general concerns to the Program Manager.

Undergraduate Academic Counselor
Shannon Marrero (smarch@syr.edu) is the Undergraduate Academic Counselor for the iSchool. The Academic Counselor is knowledgeable about academic programs and services at the iSchool and across campus. Consult the Academic Counselor with questions or concerns about your degree program, concentrations, studying abroad, transfer credits, class scheduling and registration, and for checking your final program of study to ensure all requirements are met for graduation.

Student Records Specialist

Lora Carlson (lascarso@syr.edu) is the Records Specialist for the iSchool, and also acts as an academic advisor for our undergraduate students. Lora provides degree checks, assists with our retention efforts, and can assist with questions on transfer credit.

Faculty Advisor

Upon admission to the iSchool, you are assigned a faculty advisor as a mentor during your time at Syracuse University. You should meet with your faculty advisor at least once each semester. Faculty Advisors can provide advice about your program of study, helping you select courses that will advance your academic and professional goals.

Program Coordinator: Internships and Faculty Internship Supervisor

Kathy Benjamin (kabenjam@syr.edu) is the Program Coordinator and assists the faculty members who oversee internships. She can answer student questions about the internship process and the requirements for an internship. She is the iSchool’s Handshake expert and organizes our employer visits and career fairs. Kathy is responsible for Curricular Practical Training (CPT) and Optional Practical Training (OPT) letters for international students. Kathy also assists with employer visits to the iSchool. These people are important contacts for information on current and past sites for practical experience in the form of internships.

Assistant Dean of Student and Career Services

Kathy Allen (kallen02@syr.edu) is the Assistant Dean of Student and Career Services. She oversees the iSchool's Student Services career and advising staff. Student and Career Services staff are the best resource to help figure out your academic career at Syracuse University, what classes to take, and how to get involved in the iSchool community. Kathy also oversees our EuroTech and AsiaTech International Experience programs.

Director of Career Services

Christopher Perrello (csperrel@syr.edu) guides all campus iSchool students through career development, including researching career options, job search strategies, networking, resume and cover letter development, interviewing techniques, and reviewing job offers. He also develops and delivers career and professional development programming.

Career Services Specialist

Jeffrey Fouts (jlfouts@syr.edu) is the iSchool’s Career Services Specialist. provides career counseling to all campus iSchool students individually or in small groups. He also creates and delivers presentations specifically designed to help iSchool students earn internships and/or jobs and helps to facilitate students’ transition out of SU through job search strategies including resume assistance, interviewing techniques, etc.

Peer Advisors

Peer Advisors are a select group of iSchool sophomores, juniors, and seniors who receive training to accurately 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.

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 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.

Printed and Online Resources

In addition to the information in this handbook, Syracuse University and the iSchool provide services and resources to students that should be considered 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 Degree Works and Handshake. https://myslice.ps.syr.edu/

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, 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.

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.

Email and Email Lists (Listserv™)

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 Syracuse University email address to maintain listservs for your program, istugrad@listserv.syr.edu, and 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.

Academic Rules and Regulations

Provides detailed information regarding general academic rules and regulations of the University. Complete and up-to-date Academic Rules and Regulations can be found in the Course Catalog: http://coursecatalog.syr.edu/

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: http://studentconduct.syr.edu/

Handshake

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 Handshake: https://syr.joinhandshake.com/login

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
- See where your planned courses fit with your remaining degree requirements

General Recommendations

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 professors by talking with them in class and during their office hours.
- Meet with your faculty and academic advisors 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.

Advice for Freshmen and 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, meet with your academic counselor to discuss various options and how they might impact your overall degree progress;
By your sophomore year, you should have a better understanding of what it takes to be successful in college. If you are struggling, meet with your academic counselor to strategize ways to be successful.

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 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.

Advice for 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.

Advice for Seniors

- IST 466 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 counselor; or
- Your faculty advisor; or
- Your Undergraduate Program Manager; or
- Your Undergraduate Program Director.

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 counselor for more information.

Part 2: Overview of the B.S. in Information Management & Technology (B.S. in IM&T)

The B.S. in 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 to solve real world problems.

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.

Program Learning Outcomes

- **Interpret** Information and Communication Technologies (ICTs): Describe the spectrum of information and communication technologies used across contexts.
- **Apply** Information and Communication Technologies (ICTs): Communicate appropriately using information and communication technologies to solve problems.
- **Evaluate** Information and Communication Technologies (ICTs): Critically and ethically evaluate the impact of information and communication technologies.
- **Create** Information and Communication Technologies (ICTs): Design and implement innovative information and communication technologies to address existing or emerging problems.
- **Manage** People & Processes: Demonstrate the ability to coordinate people and processes towards common goals through information and communication technologies.

Courses and Curriculum

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

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 (42-43 credits), arts and sciences electives (36 credits), skills electives (18-24 credits), and general electives (21-24 credits). All courses listed are offered for 3 credits unless otherwise specified.

Information Management and Technology Major: 39-40 credits

IM&T Primary Core Courses (28 credits)
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”.

**Introductory Courses (4 credits)**

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<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>IST 101</td>
<td>First Year Forum</td>
<td>1 credit</td>
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<tr>
<td>IST 195</td>
<td>Information Technologies</td>
<td>3 credits</td>
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**Technology Courses (12 credits)**

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<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>IST 233</td>
<td>Introduction to Computer Networking</td>
<td>3 credits</td>
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<tr>
<td>IST 256</td>
<td>Application Programming for Information Systems</td>
<td>3 credits</td>
</tr>
<tr>
<td>IST 346</td>
<td>Information Technology Management &amp; Administration</td>
<td>3 credits</td>
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<tr>
<td>IST 359</td>
<td>Introduction to Database Management Systems</td>
<td>3 credits</td>
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**Management Courses (12 credits)**

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<th>Course #</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>IST 335</td>
<td>Introduction to Information-Based Organizations</td>
<td>3 credits</td>
</tr>
<tr>
<td>IST 352</td>
<td>Information Analysis of Organizational Systems</td>
<td>3 credits</td>
</tr>
<tr>
<td>IST 345</td>
<td>Managing Information Systems Projects</td>
<td>3 credits</td>
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<tr>
<td>IST 466</td>
<td>Professional Issues in Information Management &amp; Technology</td>
<td>3 credits</td>
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**Concentrations and IM&T Elective Requirements (15 credit hours)**

Students must complete one concentration (9 credits) from the following list in addition to two addition three credit IST Electives.

**Data Analytics**

Brings together perspectives from information technology, quantitative math and information management to solve data intensive problems.

**Required**

- IST 387 - Introduction to Data Science

**Electives (choose at least two)**

- IST 343 - Data in Society
- IST 407 - Data Mining
- IST 421 - Information Visualization
- IST 449 - Human Computer Interaction
- IST 486 - Social Media in the Organization

**Digital Retail Strategies (in partnership with SOM)**

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**

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

**Electives (choose two)**

- IST 263 - Intro to Front End Web Development
- IST 486 - Social Media in the Enterprise
- IST 523 - Graphic Design for the Web
*The RMT classes will count as general electives. The IST classes will count as IST electives.

**Information Security Management**

Investigate hardware and software vulnerabilities, understand computer viruses and hackers, and learn the financial and managerial implications of protecting information.

**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

**Network and Systems Management**

Study the development of telecommunications, wireless, and other network technologies and their effect on users.

**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

**Project Management**

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

**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

**Web Design and Management**

Create and maintain web resources and sites, taking into consideration the users and organization's needs.

**Required**
- IST 263 - Intro. to Front End Web Development

**Electives (choose at least two)**
- IST 322 - 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 486 - Social Media in the Enterprise
- IST 487 - Modern Web Infrastructure
- IST 523 - Graphic Design for the Web

Any other 3 credit IST or GET class may be counted as an IST elective. IDS classes may be counted by petition as IST electives if they are not counted towards the IDS minor.

IST students are allowed to complete up to 12 credits of Internship (IST 471) to count in their 120 credits for graduation. Of these 12 credits up to 6 credits may be applied towards IST elective credit and the remaining 6 credits can be applied to General Elective credit.

**Sample IST Course Sequence**

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 counselor to discuss and plan these options.

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<tr>
<th>Year</th>
<th>Fall</th>
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### Freshman

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### Sophomore

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### Junior

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### Senior

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<th>IST466</th>
<th>IST elective</th>
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### Arts & Sciences Divisional Requirements (36 credits)

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.

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 Division and Courses

This 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.

- *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, 400, 410, 414, 444, 490 and ALL WGS cross-listed with ANT, ECN, GEO, HST, PSC, PSY and SOC
- LPP 255, SWK 326, 328, CFE/HST 221, 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.

#### The Humanities Division and Courses

This 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 central concerns of the departments and programs of English, History of Art, History of Music, Languages, Literature, Linguistics, Philosophy, and Religion.

- Courses listed or cross-listed as ETS, HOA, HOM, HUM, JSP, LIN, LIT, PHI, and REL
- Any foreign language course
- ANT185, 202, 273, 326, 376
- HST111, 112, 210, 211, 212, 310, 311, 312, 320, 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

#### The Natural Sciences and Mathematics Division and Courses

This 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.

- 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

Skills Electives (18-26 credits)

These courses are designed to help you develop skills which will contribute significantly to your success in completing the B.S. 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 Skills (6-8 credits)

As an IM&T major, you are required to attain minimum competency in mathematics. You may satisfy the Quantitative Skills requirement by successfully completing a First Course and a Second Course drawn from the list below. When planning your program, be aware of course pre-requisites.

First Course

• MAT 121 - Probability and Statistics for the Liberal Arts I*
• MAT 183 - Elements of Modern Mathematics
• MAT 194 - Pre-Calculus
• MAT 221 - Elementary Probability and Statistics I
• MAT 285 - Calculus for the Social and Life Sciences I
• MAT 295 - 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 complete 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 MAT 284 and 285 are versions of Calculus I, students can earn credit for only one of these courses.
• MAT 295 may not be completed if a student has successfully completed MAT 285 and MAT 286.

Communications Skills (12 credits)

As an IM&T major, you must complete four courses to attain competency in communications:

• WRT 105 or WRT 109
• WRT 205 or WRT 209
• WRT 307 or WRT 303
• IST344

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
• Short Term Abroad Program (EuroTech, AsiaTech, or another abroad program)
• International Internship
• Pre-Approved Coursework taken at Syracuse University
• Approved International Component – by petition

Classes for International Experience Requirement (6 credits)

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 coursework are required to complete the International Experience requirement.

• GET 305 - Globalization, Culture & IT
• AAS 202 - Caribbean Society Since Independence
• AAS 346 - Comparative Third World Politics
• AAS 365 - Intern'l Political Economy of the 3rd World
• ANT 111 - Intro to Cultural Anthropology
General Electives (remaining coursework to reach 120 credits)

These courses can be used to pursue other interests, including those complementary 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 academic counselor to consider using some of these credits for the following opportunities:

- Completing an internship in an organization through IST 471
- Completing an official minor in some area outside of IM&T (refer to “Minors and Other Programs” under Program Options)
- Planning a semester abroad (refer to “International Experience and Study Abroad” under Program Options)

General Electives can also be used to complete the minimum 57 credits required to complete the Liberals Arts requirement for a Bachelor of Science degree. The credits are fulfilled in a number of areas within our program (IST 344, WRT courses, A&S Divisional Requirements, Quantitative Skills, some International Experience credits and General Electives).

Part 3: Program Options

Career Planning

As an iSchool undergraduate student, it is never too early to start planning for your career. While it is not required for your program, an internship is highly encouraged as a means for more easily securing a full-time job by graduation time. The iSchool Career Services team can help you navigate your career goals. In addition, students can receive one-on-one and small group career services preparation in a variety of areas including:

- Resume/cover letter writing
- Interview preparation
- Internship and career exploration
- Cultivating a LinkedIn profile
- Networking with alumni and employers
- Negotiation strategies
- Accepting the offer

Students can access a 30-minute, one-on-one career services appointment with an iSchool Career Counselor by signing up for an appointment on the Syracuse University Handshake platform ([https://syr.joinhandshake.com/login](https://syr.joinhandshake.com/login)). Students can also use the Handshake platform to apply for internship and job opportunities.

The Career Services team also works hard to help connect students with employers at two major career fairs during the academic year. These career fairs are meant to provide iSchool students with face-to-face interaction with employers representing diverse areas in information management and technology.

There are a number of career fair preparation workshops that are held leading up to each career fair to ensure that iSchool students are representing their professional identities in the best way possible. Students should stay tuned to iSchool listserv emails and digital signs around Hinds Hall to know when these workshops are being offered.

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.

[Insert link to undergrad Internship Guide]

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 Career Services Team to receive approval for credit, a student must show that the work experience is related to their program of study, and is in alignment with the Undergraduate Program Learning Objectives, including a focus on technology, management and communications.
Undergraduate students may earn up to six (6) IM&T elective credits for an approved internship. Students can earn up to an additional six (6) 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&E 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 the Undergraduate Program Director. These 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:

- IST 471 is the course number used to register for the internship (1-6 credits). Up to 6 credits of IST 471 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.

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 iSchool strongly recommends that students study abroad as part of their academic program. Fortunately, Syracuse University Abroad (SUA) 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.

Syracuse University Abroad (SUA) maintains centers in Beijing, Florence, Hong Kong, London, Madrid, Santiago, and Strasbourg. In addition, SUA 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 SUA 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 SUA programs can be found at http://suinternational.syr.edu. You may also want to schedule a time to discuss options at their office at 106 Walnut Place (315-443-3471).

Students wishing to study abroad through SUA 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 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 SUA 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 SUA, discuss your plans with your academic counselor 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.

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. 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, and to see if you qualify, visit their website (http://honors.syr.edu) or contact them at the Honors Office at 306 Bowne Hall (315-443-2759).

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). You can pursue two disciplines in three distinct ways:

1. If you pursue the double major, you will receive one degree with two majors
2. If you pursue the dual degree program, you will receive one degree with two programs of study
3. 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.

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.

You can find directions to request the student handbook (“Fact Book”) for Newhouse/iSchool dual major students here: https://newhouse.syr.edu/my-newhouse/undergraduate-advising/fact-books

iSchool/School of Management Dual

Students in the School of Information Studies may choose to pursue a dual degree with the Martin J. Whitman School of Management. 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
- Entrepreneurship & Emerging Enterprises
- Finance
- International Business
- Management Studies
- Marketing
- Real Estate
- Retail Management
- Strategic Management

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.

iSchool Minors

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 counselor frequently to ensure you stay on track.

Minors at the iSchool

Data Analytics Minor (not available for IM&T majors)

The iSchool offers an 18-credit minor program in Data Analytics, which can be pursued along with a major in any college within Syracuse University.
The minor is designed to give non-iSchool students a working knowledge of the principles of data analytics in their primary field of study, such as Psychology, Sport Management, Engineering, Economics, Sociology, Marketing, Entrepreneurship, Real Estate, or the Natural Sciences.

The most up to date curriculum information may be found in the Syracuse University Course Catalog: [http://coursecatalog.syr.edu/](http://coursecatalog.syr.edu/)

**Information Management & Technology Minor (not available for IM&T majors)**

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.

The most up to date curriculum information may be found in the Syracuse University Course Catalog: [http://coursecatalog.syr.edu/](http://coursecatalog.syr.edu/)

**Information Technology, Design & Startup Minor (IM&T Majors may take)**

Learn how to turn an idea into a viable venture while earning course credit with the Minor in Information Technology, Design, and Startups (IDS).

IDS students receive guidance from experts on everything entrepreneurial. You’ll build your venture from the ground up. You will practice pitching your idea in business competitions to raise capital. Along the way, you’ll learn to organize your world-changing, social entrepreneurial effort.

Classes are taught by faculty who approach entrepreneurship from an interdisciplinary perspective. Combine that with a team of community partners and mentors who can help make the right connections, IDS can help you do something with your ideas and launch your venture.

The most up to date curriculum information may be found in the Syracuse University Course Catalog: [http://coursecatalog.syr.edu/](http://coursecatalog.syr.edu/)

**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 counselor to ensure that you are taking courses that prepare you for graduate school. This is particularly important if you are considering applying to law school or medical school after graduation. 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 in an accelerated format. Meet with your academic counselor to plan your coursework if you are interested in this program.

**Faculty Partnership Opportunities**

**IST 337 - IM&T Support Practicum**

IST 337 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 IST 337 contract. Three signatures are required on the IST 337 contract: The prospective SP, the course instructor, and an academic counselor. Training sessions are a required component of IST 337. At most, three credits of IST 337 can be taken in any one semester. Up to six credits of IST 337 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 experts in a range of disciplines and pursue independent and collaborative work with colleagues across campus and around the world. Learn about research projects that advance and contribute to scholarship and impact the world relative to communications, computer science, cybersecurity, data science, economics, education, human computer interaction, 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.

Research opportunities are available for our undergraduate students, so if you are interested in one of the many projects taking place at the iSchool, contact Sheila Clifford-Bova at sacliffo@syr.edu to learn more about how you can get involved.
Part 4: 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.

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 Policies and Procedures for Cases of Academic Dishonesty.

Excerpts from Syracuse University’s Academic Integrity Policy

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 [http://class.syr.edu/academic-integrity/](http://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 Course Catalog [http://coursedatasite.syr.edu/](http://coursedatasite.syr.edu/) or upon request in the iSchool Student Services Office located in Hinds Hall 114.

**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),
<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
<th>Grade Points per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>Superior</td>
<td>3.667</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.333</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td>2.667</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
<td>2.333</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>Average</td>
<td>1.667</td>
</tr>
<tr>
<td>D</td>
<td>Just passing</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

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 Academic Calendar: [https://www.syracuse.edu/academics/calendars/academic-year/](https://www.syracuse.edu/academics/calendars/academic-year/). 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 B.S. 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 higher grade will count. 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 graded credit hours minimum) are eligible for the Dean’s List if their semester GPA is 3.40 or higher.

**University Honors**

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. Note: PED courses, ESF courses and ROTC credits are not calculated as part of University Honors. Check with your academic counselor.

**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. Students will be placed on probation if their IST GPA is below a 2.5. 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 standards or 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.

Registering 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: http://coursecatalog.syr.edu/

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 via your academic counselor. 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.

Part 5: Student Life at the iSchool

Life on a college campus can be very rewarding, and no here 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 20 student groups, to clubs, to experiential trips, to competitions, there is something for every student at the iSchool.

Student Groups

Visit the iSchool website on our student groups to learn more about the many other groups we host, and get involved. Make friends, grow as a person, and develop leadership skills while having fun. https://ischool.syr.edu/about/student-organizations/

BeIT

As an iSchool undergraduate student, you are automatically a member of BeIT. 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 e-Board to see how you can become more involved; https://ischool.syr.edu/about/student-organizations/beit/

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 class seminars through Europe and Asia give a global perspective.
Domestic road trips to places like Boston, Buffalo, Washington DC and NYC offer insights and connections to major information industries in all sectors of the economy: public, private, and non-profit. Visit our website to learn more about the experiential courses, road trips and immersion opportunities we offer: https://ischool.syr.edu/academics/experiential-learning/

Part 6: Syracuse University Support Services

Division of Student Affairs Services

The Division of Student Affairs at Syracuse University works with students, faculty, staff, and community partners to deliver programs and services to enhance the student experience at SU. Their work also shapes the culture of our campus community, which is one that cares, understands, and is connected to one another. The Division of Student Affairs fosters students' intellectual, personal, and professional growth, and prepares students for success on campus and beyond graduation. Most importantly, the division strives to create safe, diverse, and stimulating environments responsive to student needs. The Division of Student Affairs encourages students to take advantage of the variety of programs and services offered, invites questions, and values feedback.

Below is a list of the principal units of the Division of Student Affairs. Each department's website, address, and phone number is listed, and students should feel free to contact them using this information.

Bookstore
Schine Student Center
315.443.9900
bookweb.syr.edu
Provides students with goods and services required for academic success. Here, students can purchase SU apparel and gifts, textbooks and supplies for classes, and graduation regalia.

Career Services
Women's Building, Suite 214
315.443.3616
careerservices.syr.edu
Helps students and alumni with career development and planning. It also provides educational programs on professional development, skills, and networking.

Counseling Center
Barnes Center at The Arch
315.443.4715
counselingcenter.syr.edu
Offers free and confidential crisis counseling, referrals, advocacy, and ongoing assistance for students addressing mental health, sexual misconduct and relationship violence, and substance abuse issues. The center is staffed with experienced, licensed mental health professionals, including psychologists, social workers, and a consulting psychiatrist on staff. Help is available 24 hours a day.

Department of Public Safety (DPS)
005 Sims Hall
315.443.2224
publicsafety.syr.edu
DPS is the police force serving the campus and University-controlled properties which works to maintain a safe, secure learning and living environment. DPS’s 42 public safety officers and 14 supporting community services officers are stationed around campus and patrol the surrounding community 24 hours a day, seven days a week. The DPS emergency call center is available around the clock to address the community’s safety and security needs. Students can reach DPS by dialing #78 (#SU) from a cell phone, or by dialing 711 from a campus landline.

Department of Recreation Services
Barnes Center at The Arch
315.443.4386
recreationservices.syr.edu
Helps students achieve and maintain a healthy, active lifestyle through a variety of programs, classes, and special events designed to fit any interest or skill level.
Disability Cultural Center  
548 Bird Library  
315.443.4486  
sudcc.syr.edu
Provides students, faculty, staff, and community members with social, cultural, and educational programming, advocacy, and support related to disabilities and disability cultures. The DCC is distinct from the Office of Disability Services, which provides accommodations and an array of other services.

Equal Opportunity, Inclusion, and Resolution Services (EOIRS)  
005 Steele Hall  
315.443.4018  
inclusion.syr.edu
Supports SU's non-discrimination policies: SU does not discriminate on any protected basis, including in admission, treatment, or access to its programs and activities or in employment in its programs and activities. SU prohibits harassment or discrimination related to any protected category, and protected bases include creed, ethnicity, citizenship, sexual orientation, national origin, sex, gender, pregnancy, disability, marital status, political or social affiliation, age, race, color, veteran status, military status, religion, domestic violence status, genetic information, gender identity, gender expression, or perceived gender. Any complaint of discrimination or harassment related to any of these protected bases should be reported to Sheila Johnson-Willis, SU's interim chief equal opportunity and Title IX officer, who is responsible for coordinating compliance efforts under laws including Titles VI, IX, and Section 504 of the Rehabilitation Act.

Health Services  
The Barnes Center at The Arch  
315.443.9005  
health.syr.edu
Specializes in college health and serves the needs of SU and SUNYESF students. Its variety of services includes office visits, ambulatory care, laboratory services, allergy treatment, nutrition counseling, and more.

Hendricks Chapel  
315.443.2901  
Hendricks.syr.edu
Provides spiritual programs, counseling, and activities, and hosts events for members of the University community.

Information Technology Services  
CST 1-227 Life Sciences 315.443.2677  
its.syr.edu
Provides a variety of support options for students, faculty, and staff. Students can and should contact ITS when they have issues in regards to their NetID, SU email, MySlice, or the wireless network. ITS will also be in contact with students via email for any phishing attempts, and requests that students report those to them as well. If you have issues or questions, email help@syr.edu and include your name and SU I.D. number.

LGBT Resource Center  
548 Bird Library  
315.443.3983  
lgbt.syr.edu
Offers services to those with marginalized genders and sexualities and their allies by offering intentional programs, developing meaningful dialogues, providing education and resources, cultivating leadership, engaging in advocacy, and collaborating with others.

Libraries  
222 Waverly Avenue  
315.443.2093  
library.syr.edu
Offers resources and services supporting research and study for online and on-campus students. Collections include journals, books, business and entrepreneurship information, data and statistics, video, government documents, special collections, archives, including an extensive audio archive, and more. The iSchool subject librarian is available for assistance to all members of the iSchool community; see library.syr.edu/staff/subjects.php for contact information. SU Libraries also offers student employment and intern- ship opportunities.

Office of Disability Services (ODS)
804 University Avenue
315.443.4498
disabilityservices.syr.edu

SU seeks to promote meaningful access to educational opportunities for all students, and supports Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act of 1990. This means that no individual who is otherwise qualified shall be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity, solely by reason of having a disability. ODS is responsible for coordinating disability-related accommodations and will issue Accommodation Authorization Letters to students with documented disabilities as appropriate. Since accommodations may require early planning and generally are not provided retroactively, please contact ODS as soon as possible. Students are also welcome to privately discuss their academic needs with their professors.

Office of Multicultural Affairs (OMA)
548 Bird Library
315.443.9676
multicultural.syr.edu

Provides a wide range of programs to support and promote the academic achievement, multicultural competence, social development, civic engagement, and retention of students from historically underrepresented racial/ethnic groups at SU as well as communitywide programming and events.

Office of Off-Campus and Commuter Services (OCCS)
Goldstein Student Center (South Campus)
315.443.5489
occs.syr.edu

Provides problem-solving, education, and support for students who commute from home or live in off-campus housing.

Office of Student Assistance
306 Steele Hall
315.443.4357
studentassistance.syr.edu

Serves as a central support hub to help students and their families manage crises, life traumas, and other concerns or barriers that impede success. The office works to address the needs of students who struggle in areas such as psychological health, physical health, crime victimization, sexual misconduct, and relationship violence, and social adjustment through a variety of interventions, referrals, advocacy, and follow-up services.

Slutzker Center for International Services
310 Walnut Place
315.443.2457
international.syr.edu

Supports international students as they adjust to the campus and community. The center handles issues such as immigration regulation, passports and visas, insurance, employment, and travel.

Student Rights and Responsibilities (OSRR)
310 Steele Hall
315.443.3728
studentconduct.syr.edu

Supports the University conduct system, which is committed to providing a fair and educational process that fosters the highest levels of behavior while promoting a safe environment that respects the rights of all students.

Writing Center
Helps students become stronger, more accomplished writers. No matter which form of support a student chooses, writing consultant will work with students at any stage of the writing process.

**Additional Academic Support Services**

**Academic Athletic Advising**
105 Manley Field House
315-443-2702
[Stevenson Educational Center for Student-Athlete Development](http://honors.syr.edu/)

**Honors Program**
306 Bowne Hall
443-2759
[http://honors.syr.edu/](http://honors.syr.edu/)

**Center for Learning and Student Success**
014 Bird Library
443-2005
[http://class.syr.edu/](http://class.syr.edu/)

**Student Success Initiative Program**
111 Waverly Avenue
443-8108
[http://ssui.syr.edu/](http://ssui.syr.edu/)

**Office of Supportive Services**
804 University Ave, Rm 009
443-3867
[http://oss.syr.edu/](http://oss.syr.edu/)

**University College Academic Advising**
700 University Avenue
443-3261
[https://parttime.syr.edu/academics/academic-advising/](https://parttime.syr.edu/academics/academic-advising/)

**University College HEOP**
700 University Avenue
443-3261
[http://oss.syr.edu/oss/heop/](http://oss.syr.edu/oss/heop/)

**Additional Personal Counseling Services**

**Parents Office**
306 Steele Hall
443-1200
[http://parents.syr.edu/](http://parents.syr.edu/)
Options Program
200 Walnut Place
443-4715
http://counselingcenter.syr.edu/substance-abuse/options_program.html

Psychological Services Center
804 University Ave, Rm 201
443-3595
http://psc.syr.edu/services.html

Student Employment Services
210 Steele Hall
443-2268
https://hr.syr.edu/information-for/student-employees

Student Legal Services
720 University Avenue
443-4532
http://www.studentlegal.net/index.html

Additional Safety and Emergency Services (24 Hours)

Ambulance Services
006 Lyman Hall
443-4566
http://sua.syr.edu/