



School of Information Studies

SYRACUSE UNIVERSITY

Bachelor of Science
Information Management and Technology
Advising Handbook
2016/2017

This advising handbook is designed to help you plan your course of study, understand the requirements of your degree program, and allow you to plan for all you want to accomplish during your time at Syracuse University while working towards your Bachelor's degree in Information Management and Technology. Here you will find much of the material found in the Undergraduate Catalog and in other University publications. For these reasons, we ask that you read it thoroughly soon after receiving your copy and use it as an information resource.

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

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

It is essential that you also maintain regular contact with the iSchool academic advisors and your faculty advisor, and that you make use of other sources of information as needed. This handbook spells out the curriculum requirements in place at the time of your enrollment in the BS IM&T program. If curriculum changes are made after you enter the program, you will follow the requirements of your original program. You should plan to fulfill all course requirements outlined in this handbook in order to earn your degree.

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Bachelor of Science in Information Management and Technology

General Description

The Syracuse University School of Information Studies (iSchool) is a leader in advancing both the theory and practice of the information professions, based on an interdisciplinary view of information phenomena. The iSchool at Syracuse—the original information school—is a leader in the information field, which lies at the intersection of management, technology, and people. The iSchool offers an innovative curriculum that is continuously updated to meet future industry trends and incorporate rapidly changing technologies.

Our approach at the iSchool 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.

As an iSchool student, you must fulfill core course requirements of 28 credits, which include basic courses in information studies, information technology, programming, and information management. In addition to the core, you will choose a minimum of 15 additional IST credits to fulfill elective and concentration requirements.

Graduation Requirements

IM&T majors must satisfy the following requirements:

- A total of 120 credits with a minimum cumulative Grade Point Average (GPA) of 2.00. A minimum of 43 credits must be taken within the School of Information Studies with a minimum GPA of 2.50.
- Meet the University program requirements for distribution of the 120 credits.

Major in Information Management and Technology: Overview

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

Information Management and Technology	43 credits
Arts & Sciences Divisional Requirements	36 credits
Skill Electives	18 - 24 credits
The remaining credits to reach 120 credits count as General Electives.	

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

Sample IST Course Sequence

Year	Fall	Spring
Freshman	IST 101 IST 195	IST 256 IST 444
Sophomore	IST 233 IST 335	IST 346 IST 352 IST Elective
Junior	IST 359 IST elective	IST 445 IST Elective
Senior	IST 466 IST Elective	IST Elective

This is one example of how to fit in your major classes. Other scenarios are possible to fit in study abroad or other opportunities that may arise. Discuss and plan those options with your advisor.

1. School of Information Studies Core: 28 credit hours

- IST 101 Freshman or Transfer Forum (1 credit)
- IST 195 Information Technologies
- IST 233 Introduction to Computer Networking
- IST 256 Application Programming for Information Systems
- IST 335 Introduction to Information-Based Organizations
- IST 346 Applications of Information Systems
- IST 352 Information Analysis of Organizational Systems
- IST 359 Introduction to Database Management Systems
- IST 445 Managing Information Systems Projects
- IST 466 Professional Issues in Information Management and Technology

2. Arts & Sciences Divisional Requirements

You will take three 3 -4 credit courses in each of the three curricular divisions as defined by the College of Arts and Sciences' Liberal Arts Core Guidebook and another three courses from *any* of the three curricular divisions.

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

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

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

3. Skill Electives

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

Skill Electives (24 credits)

- Quantitative or Language Skills (6-8 credits)
- Communication Skills (12 credits)
- Global Experience (6 credits)

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

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

First Course:

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

***You cannot receive credit for MAT 121/122 after completing or receiving credit for any MAT course numbered 180 or above.**

Second Course: (Note: Some courses have prerequisites)

MAT 122	Probability and Statistics for the Liberal Arts II *
MAT 222	Elementary Probability and Statistics II
MAT 284	Business Calculus
MAT 285	Life Sciences Calculus
MAT 295	Calculus I
MAT 286	Life Sciences Calculus II
MAT 296	Calculus II

Before registering for a mathematics course numbered 121 or above, you will need to take a placement test given by the Mathematics Department to determine your knowledge of algebra and pre-calculus.

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

Language:

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

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

1. WRT 105 (Writing Studio 1) or WRT 109
2. WRT 205 (Writing Studio 2) or WRT 209
3. WRT 307 (Advanced Studio: Professional Writing)
4. IST 444 (Information Reporting and Presentation)

c. Global Experience: Students will be required to complete an international experience to graduate with their iSchool undergraduate degree. This global 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:

1. Semester Abroad
2. University Exchange
3. Short term abroad program (EuroTech, AsiaTech, or another Summer Abroad program)
4. International internship
5. Pre-Approved Coursework taken at SU
6. Approved International Component- By petition.

4. General Electives

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

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

CLASSES FOR INTERNATIONAL EXPERIENCE REQUIREMENT

In lieu of study or work abroad the following classes may be used to fulfill the International Experience requirement. Other courses, such as special topics classes or courses taken at another institution, may be petitioned to be accepted. **Six (6) credits** of course work is required to complete the International Experience requirement in lieu of study abroad.

GET 305 Globalization , Culture and IT

AAS 202 Caribbean Society Since Independence

AAS 346 Comparative Third World Politics

AAS 365 International Political Economy of the Third World

ANT 111 Introduction to Cultural Anthropology

ANT 121 Peoples and Cultures of the World

ANT 185 Global Encounters:Comparing World Views & Values Cross-Culturally

ECN 365 The World Economy

ECN 465 International Trade Theory and Policy

GEO 272 World Cultures

GEO 273 World Political Economy

HST 371 Gender in Latin American History

JSP 342 Religion and Politics in the Israeli-Palestinian Conflict

LIN 202 Languages of the World

MAX 132 Global Community

PAF 351 Global Social Problems

PHI 363 Ethics and International Relations

PSC 123 Comparative Government and Politics

PSC 124 International Relations

PSC 343 Politics of Europe

PSC 344 Politics of the Middle East

REL 101 Religions of the World

REL 102 Religion Today in a Globalizing World

REL 227 Gods: A Cross-Cultural Gallery

REL 283 India's Religious Worlds

REL 487 Global Hinduism

WGS 201 Transnational Feminist Studies

PROGRAM OPTIONS

A. Career Planning and Internships

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

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

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

To qualify for internships, you will need to have completed one half of your IM&T core classes and have a minimum cumulative GPA of 2.50. As a general rule, students will not be allowed to earn academic credit for internships until they have completed their sophomore year. Students who are interested in receiving credit for their work experience who do not meet these criteria can request an exception by contacting the internship faculty supervisor and/or the Undergraduate Program Director. Exception requests will be considered on a case by case basis and may necessitate additional requirements to be met in order to be approved.

For more information on internships and the approval process, please contact Kathy Benjamin at kabenjam@syr.edu.

B. Global 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 learning experience. Some of this can be gained through course work, but experiencing other cultures first-hand is often more educational. The School of Information Studies strongly recommends that students study abroad as part of their academic program. Fortunately, *SU Abroad* is an acknowledged leader in international academic programs, providing an array of opportunities to SU students. Many programs are available, ranging from short-duration summer programs to more traditional semester-long programs.

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

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

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

C. Renee Crown Honors Program

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

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

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

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

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

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

Many iSchool students decide to pursue a minor in another academic program on campus. 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 web site of the targeted school or college and familiarize yourself with the program requirements. Once you have done so, meet with an iSchool academic advisor to map out a course strategy. If you wish to pursue a minor, you need to obtain prior formal permission from that program. It is not uncommon for some 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 undergraduate minors available at SU, visit the following web page: <http://coursecatalog.syr.edu>.

F. Graduate School Preparation

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

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

G. IST 300: Information Studies Skills

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

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

At most, three (3) credits of IST 300 can be taken in any one semester. Up to six (6) credits of IST 300 can be counted toward fulfilling the major degree requirements of 40 credits but you may only be a teaching assistant once for any particular course.

Sample Programs—Advising

4-Year Sample Plan

Following are examples of the way different options can be included in your program. Though this plan should be used to guide your course selection, it cannot incorporate all of the options that are possible in the program or meet all of your particular needs. It is essential, therefore, that you work closely with your advisor to ensure that you can accomplish your goals in the program, while meeting the official graduation requirements.

1. Including an Internship in the Plan

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 six credits of IST 471 can be used as part of your IM&T elective requirements. Credits beyond six will be included in the general electives part of your program.
- Internships typically occur after your sophomore year.
- Consider taking an additional IST course or two during your sophomore year in order to increase your proficiency with information skills and information technology.

2. Including SU Abroad in the Plan

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

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

3. Including a Minor in the Plan

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

- Minors usually begin in the sophomore or junior years and the 18 (or more) required credits are included in the general electives portion of your program.

4. Personal and Professional Preparation and Goals

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

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

IDS Minor

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

Curriculum

Required Courses (10 credits)

EEE370: Introduction to Entrepreneurship (3 Credits)

IDS401: What's the Big Idea? Technology Innovation (3 Credits) (offered fall only)

IDS402: Idea2Startup: Technology Entrepreneurship (3 Credits) (offered spring only)

IDS403: Startup Sandbox (1 credit)

Recommended Electives (3-8 credits)

IDS403: Startup Sandbox

Entrepreneurship and Emerging Enterprises, Martin J Whitman School of Management

EEE382 Entrepreneurial Marketing

EEE451 Finance for Emerging Enterprises

EEE458 Business Plan Laboratory

Information Management and Technology, School of Information Studies

IST195 Information Technology

IST256 Application Programming for Information Systems

IST263 Web Design and Management

IST444 Information Reporting and Presentation

IST445 Managing Information Systems Projects

IST479 E-Commerce Technologies

Design Department, College of Visual and Performing Arts

FAS 147 Visual Thinking

ISD 148 Environmental Design Issues

ISD 144 Theory and Practice in the Visual Arts

ISD 251 Elements and Principles of Design

ISD 553 Philosophy and Research

IND 477 Primary and Secondary Research

IND 375 Human Factors for Designers

College of Engineering and Computer Science

CEN 574 Process Design

CSE 486 Design of Operating Systems

MEE 332 Introduction to Machine Design & Manufacturing

MFE 331 Manufacturing Processes

ECS 392 Ethical Aspects of Engineering & Computer Science

MAE 548 Engineering Economics and Technology Valuation

MFE 557 Management Decisions in Manufacturing

MFE 453 Production Planning and Control

ELE 458 Data Networks: Basic Principles

**Rules and Regulations
School of Information Studies
Statement on Academic Integrity**

A. Student Performance and Responsibilities

1. Disability-Related Accommodations

If you believe that you need accommodations for a disability, please contact the Office of Disability Services (ODS), <http://disabilityservices.syr.edu>, located at 804 University Avenue, room 309, or call 315-443-4498 for an appointment to discuss your needs and the process for requesting accommodations. ODS is responsible for coordinating disability-related accommodations and will issue students with documented disabilities “Accommodation Authorization Letters,” as appropriate. Since accommodations may require early planning and generally are not provided retroactively, please contact ODS as soon as possible.

2. Religious Observances Policy

SU religious observances policy, found at http://supolicies.syr.edu/emp_ben/religious_observance.htm, recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to are religious observance provided they notify their instructors before the end of the second week of classes. For fall and spring semesters, an online notification process is available through **MySlice/StudentServices/Enrollment/MyReligiousObservances** from the first day of class until the end of the second week of class.

3. 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.

Definition of Academic Dishonesty

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

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

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

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

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

- All citations must be complete, unambiguous, and consistently formatted.
 - Citations to printed materials must include the page number(s) on which the quotation or paraphrase appeared.
 - Citations to a World Wide Web document must include both the uniform resource locator (URL) and the date on which the document was accessed.
- When students incorporate the exact words of a source into their papers, they must place quotation marks around the text to indicate that the text was taken directly from another source.
 - A citation must be given each time another source is used in a paper; it is not acceptable to cite a source 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. Students must not use notes, books, cell phones, texting, or other materials during examinations, unless permitted by the instructor. Students must not give or receive aid from other students during exams. Students who have taken a particular exam must not give information about that exam to other students who have not yet taken the exam.

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

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

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

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

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

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

4. Grading System

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

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

Notice that average performance (i.e. work that is acceptable and meets the stated requirements) will be graded as a "C-", "C", or "C+". You will find that instructors vary somewhat in their grading policies. However, you should expect instructors to be clear and consistent in defining and applying their grading policies. If you have any questions about grading policies, they should be addressed as early in the semester as possible.

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

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

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

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

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

which courses may be taken more than once. Examples are physical education courses and some independent study courses. See your advisor before attempting to repeat courses for credit.

5. Awards and Honors

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

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

6. Probation

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

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

7. Non-Academic Expectations

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

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

B. Registration for Classes

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

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

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

3. Number of Credits: Students registered for 12 or more credits in a semester are considered full-time. Though registering for more than 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.

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

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

C. 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 School of Information Studies Student Services Office. The completed form, signed by the Academic Advisor and by the Program Director, is then submitted to the Undergraduate Recorder for the student's file.

STRATEGIES FOR SUCCESS

Practical Advice

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

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

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

Freshmen

- Succeeding in the freshman year is often the key to succeeding in college. Look to peer advisors and successful friends for advice about being a good student. Improving your time management skills is usually the most effective way to improve grades.
- If you are finding a semester too challenging, consider dropping one of your courses to reduce your load, (but not lower than 12 credits or else you will shift from a full-time to a part-time student). You can make up the missing credits anytime during the next three years, including summers, either at Syracuse University or any accredited college or university.
- By your sophomore year, you should have a better understanding of what it takes to be successful in college. Poor academic performance is almost always related to a student's decision not to complete the required work.
- You should try to position yourself for an internship during the summer following your sophomore year. That means you should strive for a GPA of 3.0 and you should try to take some courses that will provide you with knowledge and skills that are in demand by internship employers. Your chances of getting the internship/co-op experience you want the following year will be improved if you have completed additional skill-based courses.
- If you plan to complete a minor, you may need to declare your intention before the end of your

sophomore year. See the *Undergraduate Catalog* for more details.

Juniors

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

Seniors

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

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:

- the Academic Advisor, or
- your Faculty Advisor, or
- the Director of the Undergraduate Program, or
- the Office of Academic Assistance

All of these people will work with you to resolve the problem or will direct you to the right person(s) to help you. The iSchool also offers Academic Success Workshops and can help you get tutoring.

Sources for Additional Information

1. Published Materials

Academic Rules and Regulations. Provides detailed information regarding general academic rules and regulations of the University. This information is available at: <http://coursecatalog.syr.edu/2011/>

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

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

Time Schedule of Classes. Contains information about what courses will be offered (including time and location) and University Holidays for a given semester. This is available starting several weeks before registration for the coming semester online at <http://registrar.syr.edu/> or through the "Search for Classes" link in [MySlice](#). Use information to plan your schedule.

Undergraduate Internship Information. Go to <http://ischool.syr.edu/current/career/internships.aspx> to find guidelines and forms for participating in the iSchool internship program and other important information.

Student Handbook. Contains an academic/social calendar, a list of University offices, student clubs and associations, a guide to the city of Syracuse, and other helpful advice and information. The Student Government

Association and the Office of Student Programs publish it annually. Copies may be obtained at 231 Schine as well as from the information desks in the Schine and Goldstein Student Centers.

2. Personal Advice and Assistance

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

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

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

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

Academic Advisors. The Academic Advisors are knowledgeable about academic programs and services available in the School of Information Studies and across the Syracuse University campus. Please consult the Academic Counselor if you have questions about your degree program or about academic services that your faculty advisor cannot answer. This person will be involved in determining the acceptability of transfer credits and for checking your final program of study to insure all requirements have been met for graduation.

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

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

Meredith Tornabene	Director of Career Services	mtornabe@syr.edu
Kathleen Benjamin	Coordinator of Employer Relations	kabenjam@syr.edu
Christopher Perrello	Career Services Coordinator	csperrrel@syr.edu

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

Office Staff. In addition to the above individuals, there are important (and helpful!) people in the iSchool's Student Services Office who can often solve a problem, give useful advice, or refer you to the right person to see.

Policies and Procedures for Cases of Academic Dishonesty

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

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

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

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

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

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

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

School sanctions include the following:

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

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

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

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

Services to Remember

Academic Support Services

Academic Athletic Advising	105 Manley Field House	443-2702
Division of Student Assistance	306 Steele Hall	443-4357
Honors Program	Bowne Hall, Suite 306	443-2759
Tutoring & Study Center	111 Waverly Ave, Suite 220	443-2005
Student Success Initiative Program	700 University Ave, Rm. 407	443-1095
Office of Supportive Services	804 University Avenue, Rm. 009	443-3867
University College Academic Advising	700 University Avenue	443-3261
University College HEOP	700 University Avenue	443-3261

Personal Counseling

Counseling Center, Student Affairs	200 Walnut Place	443-4715
Hendricks Interfaith Chapel	Main Quad	443-2901
Slutzker Center for International Services	310 Walnut Place	443-2457
Office of Students Rights & Responsibilities	310 Steele Hall	443-3728
Lesbian, Gay, Bisexual & Transgender (LGBT) Resource Center	750 Ostrom Ave	443-3983
Multicultural Affairs	Schine Student Center, Rm. 105	443-9676
Parents Office	Schine Student Center, Rm. 228	443-1200
Pastoral Counseling Services	Hendricks Chapel, Dean's Office	443-2901
Options Program	111 Waverly Ave, Suite 006J	443-4234
Psychological Services Center	804 University Avenue, Rm. 226	443-3595
Student Employment Services	210 Steele Hall	443-2268
Student Government Association	Schine Center, Rm. 126	443-2650
Student Legal Services	760 Ostrom Avenue	443-4532

Other Services to Remember (24 Hours)

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