# School of Information Studies
# SYRACUSE UNIVERSITY

*Bachelor of Science*
*Information Management and Technology/*
*Whitman School of Management*
*Dual Degree Program 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 and Management. 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 and Management 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 dual degree 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.

| iSchool Student Services | Whitman School of Management |
|---|---|
| 114 Hinds Hall | Undergraduate Program, Suite 215 |
| Phone: 315-443-6137 | Phone: 315-443-2361 |
| Fax: 315-443-5673 | Fax: 315-443-9612 |
| E-mail: iSchool @syr.edu | URL: http://whitman.syr.edu/ |
| URL: http://iSchool.syr.edu/ | |

# Bachelor of Science in Information Management and Technology

**General Description**

The Bachelor of Science program in the dual degree program will teach you to understand the intrinsic value of information as well as the technologies that are used to process and manage information resources. Additionally, you will become well-grounded in general management practices and gain a deep understanding of business practices in your chosen major.

Our approach at the iSchool stands out from other institutions in that our focus is on users and user information needs as a starting point for integrating information and information technology into organizations. Many organizations recognize information as one of their most valuable resources. Your business skills combined with your technical training sets you apart from other graduates and makes you uniquely prepared for a wide range of careers. Our students' skills in teamwork, leadership, and academics have prepared them to work in a variety of organizations including governments, banks and investment companies, health-care facilities, research institutes, legal services, large and small industries, colleges and universities, book and media publishers, and international agencies. A number of our students have also successfully pursued entrepreneurial ventures. The dual degree program is excellent preparation for those interested in corporate careers, as well as for students interested in starting their own business.

Successful professionals should have a broad education in traditional sciences and mathematics, social sciences, humanities, applied skills in writing, communications, and management. Additionally, students receive a working knowledge of key information technologies along with an overall understanding of business operations. Students also gain hands-on experience through internships and community service.

**Graduation Requirements**

A total of 141 credits with a minimum cumulative Grade Point Average (GPA) of 2.00. Your iSchool credits must have a minimum GPA of 2.50. The course requirements are outlined below.

**Curriculum Overview**

## Analytical and Quantitative Skills: 16 credits

- MAT 284 Business Calculus
- MAS 261 Introductory Statistics for Management
- BUA 345 Business Analytics
- IST 195 Information Technologies
- Science Elective: 3 credit hours

- **Communication Skills: 12 credits**

- WRT 105 Writing Studio I (or ENL 211)
- WRT 205 Writing Studio II (or ENL 213)
- WRT 307 Advanced Writing Studio: Professional Writing
- IST 444 Information Reporting and Presentation

**Arts and Sciences Required: 9 credits**

- PSY 205 Foundations of Human Behavior
- ECN 203 Economic Ideas and Issues
- ECN 300+ Any 300 level, or above, economics course

**Arts and Sciences Electives: 24 credits**

- Any eight courses offered through the College of Arts and Sciences for Humanities, Social Science, or Natural Science.

**Management Core**

**Introductory Core: 13 credits**

- SOM 122 Perspectives of Business and Management
- LPP 255 Introduction to the Legal System
- ACC 151 Introduction to Financial Accounting
- ACC 252 Introduction to Managerial Accounting

**Integrated Cores: 18 credits**

- FIN 256 Corporation Finance
- MAR 255 Principles of Marketing
- SCM 265 Introduction to Supply Chain Management


- MGT 247 Introduction to Strategic Management
- MGT 248 Managing and Leading People in Organizations
- SOM 354 Managing in a Global Setting

**Senior Capstone: 3 credits**

- EEE 457 Strategic and Entrepreneurial Management

**Whitman Major: 15 credits**

- 15 credits in your declared Management major

**School of Information Studies Core: 28 credit hours**

- IST 101 Freshman or Transfer Forum (1 credit)
- IST 233 Introduction to Computer Networking
- IST 256 Applied 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

**iSchool electives: 6 credits**

- Two classes chosen from the following four: IST 419, IST 443, IST 453, IST 456

**Additional Requirements: 0 credits**

- Internship (see pg. 7)
- Community Service (see pg. 7)

**ENL classes numbered below 211, MAT 112, WRT 104, and any course taken with a Pass/Fail grading option cannot be used for your degree requirements**

## Quantitative Skills

**MAT 284: Business Calculus.** Calculus with application to business and economics. Either MAT 285 or MAT 295 is an acceptable substitute.

**MAS 261: Introductory Statistics for Management.** Basic statistics and data analysis with applications to management. MAT 221 is an acceptable substitute for students who transfer from another school or college at Syracuse University.

**BUA 345 Business Analytics.**

**IST 195: Information Technologies.** State-of-the-art technologies in the field. Computer architectures, telecommunication networks, software design and application. Issues in information management and technology use.

**Science Elective:** Any course in AST, BIO, CHE, EAR/GOL, PHY, SCI, STS. Additionally, ANT 131, CSD 212, GEO 155, NEU 211, NSD 225, PSY 223, PSY 323, and PSY 324.

## Communications Skills

**WRT 105: Studio 1: Practices of Academic Writing.** Study and practice of writing with special attention to analysis and argumentation. (Students in the Honors Program may take WRT 109.)

**WRT 205: Studio 2: Critical Research and Writing.** Study and practice of critical, research-based writing. Prereq: WRT 105. (Students in the Honors Program may take WRT 209.)

**WRT 307: Advanced Writing Studio: Professional Writing.** Study and practice of diverse professional writing tasks.

**IST 444 Information Reporting and Presentation:** Preparing and giving formal presentations.

## Arts and Sciences Required

**PSY 205: Foundations of Human Behavior:** Fundamental principles of mental life and human behavior.

**ECN 203: Economic Ideas and Issues.** Introductory course in micro and macroeconomics.

**ECN 300+:** Any course in Economics at the 300-level or higher. Students may not take ECN 521.

## Arts and Sciences Electives

Any course offered through the College of Arts and Science in the divisions of Humanities, Social Science, or Natural Science.

**Global Awareness**
Any course from the Global Diversity List, available in the Whitman Undergrad Office or
https://whitman.syr.edu/current-students/undergraduate-resources/advising-resources/pdf/Global%20Diversity.pdf

## Management Introductory Core

**SOM 122: Perspectives of Business and Management.** Introductory course in business and management for students enrolled in Whitman as freshmen.

**LPP 255: Introduction to the Legal System.** The legal system and public policy issues; impact of the legal environment on management decisions. (It is very difficult to find an equivalent of this course at another college or university.)

**ACC 151: Introduction to Financial Accounting.** Financial accounting concepts with an emphasis on interpretation of financial statements.

**ACC 252: Introduction to Managerial Accounting.** Introduction to the role of accounting information systems in management decisions. Prereq: ACC 151.

## Management Integrated Cores

**FIN 256: Corporation Finance:** Principles and foundations of finance: time value of money, capital budgeting techniques, uncertainty and the risk/return trade-off, security market efficiency, cost of capital.

**MAR 255: Principles of Marketing:** Marketing as a major business function and social process. Analysis of market forces. Marketing opportunities. Determination of price, product, distribution, promotion, and organization policies required to control and fulfill planned marketing programs.

**SCM 265: Introduction to Supply Chain Management:** The concepts, issues, and techniques for managing supply chains. Analysis and problems of material and information flows in supply chains. Must be taken with FIN 256 and MAR 255.

**MGT 247: Introduction to Strategic Management.** How a firm's leadership structure guides the strategic management process. Topics covered include the role of the CEO and top management team, internal and external analysis and strategy formulation and implementation.

**MGT 248 Managing and Leading People in Organizations:** Human resources as a source of competitive advantage and financial performance.

**SOM 354: Managing in a Global Setting.** Issues surrounding global business and its impact on management decisions.

### Senior Capstone
**EEE 457: Strategic and Entrepreneurial Management.** Capstone course of the management core, focusing on the skills required to create quality plans for original new venture concepts. (This course cannot be taken at another college or university.)

### Whitman Major
**Major Courses/Whitman.** Typically, fifteen credits of upper-level coursework in a single area. Course options and requirements should be discussed with an adviser. (A maximum of three credits may be transferred from another college or university into major or management elective requirements.)

**iSchool Requirements**

**IST 101: Freshman Forum.** The field of information management and technology. Diverse topics include new and emerging issues in the field. Relevant reading and writing with discussions prompted by current issues in the news.

**IST 233: Introduction to Computer Networking.** Overview of technology, standards, implementation and management of digital computer networks. Wired and wireless local and wide area networks, Internet protocols, telecommunications, and network security. Includes weekly labs.

**IST 256: Applied Programming for Information Systems:** Structured program design, development testing, implementation, and documentation of common information system applications using structured programming languages. Lectures and laboratory.

**IST 335: Introduction to Information-Based Organizations.** Organizational behavior; groups and teams; leadership and management; human resources; organizational development; change management. Interactions between people and technology in work organizations; impacts of information technology on organizational effectiveness.

**IST 346: Information Technology Management and Administration.** Information technology management principles and practices. Administration of computers, operating systems, and applications. Tools and techniques for managing information technology operations. Includes hand-on labs.

**IST 352: Information Analysis of Organizational Systems.** Introduces information flow as basis of organizational work and role of information systems in managing work. Concept of systems decomposition to facilitate analysis. Skills required to decompose, model, and analyze information systems.

**IST 359: Introduction to Database Management Systems.** Data structure, file organization, and principles and concepts of data bases for information retrieval systems. Data analysis, design, models, management, evaluation, and implementation. Pre-requisite: IST 352.

**IST 445: Managing Information Systems Projects.** Project management as a professional discipline in information and communication technology. Introduction to roles, activities, methods, and tools. Critical review and application of principles.

**IST 466: Prof Issues/Info Mgmt. & Tech.** Integration of management strategies, information uses, and information technologies as related to professional conduct, ethics, and career strategies. In-depth review and use of case studies.

**iSchool Elective: Choose two of the following courses.**
**IST 419: Applied Economics for Information Managers.** Economic principles relevant to management of information functions in organizational contexts. Core micro-economic concepts applied to the marketplace for information products and services. Financial tools used for managing information systems and networks.

**IST 443 - Critique of the Information Age**. Effects of information technologies on society: social, cultural, and ethical implications. Multidisciplinary critique of changes in society.

**IST 453 – Telecommunications Regulations.** Regulation at the ITU, FCC, and public utility commissions. Function and operation of regulatory bodies. Political, economic, and legal theories of regulation. Sources of regulatory information. Regulatory history and current status. Current issues.

**IST 456 - Information Policies and Decision Making**. Current and emerging policy issues, policy formulation and conflict, roles and perspectives of major actors in the policy-making process. Privacy, freedom of information, intellectual property rights, information dissemination and access, security classification and restriction, computer crime.

**Additional Requirements:**
**Community Service.** Students are required to apply their management skills and knowledge to community problems. This is realized through completing a course with a service learning component, an internship at a public or non-profit agency, or a Community Service Learning Agreement.

**Internship.** Students must have at least one experience after they acquire junior standing, consisting of substantive and supervised work that complements their academic program. This is accomplished through completing a course that requires internship participation, an independent study for experience credit with a professor, or an Internship Learning Agreement.

## PROGRAM OPTIONS

### 1. 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.

**iSchool:** An internship can vary in length and may or may not be paid. Undergraduate students may earn up to three (3) credits in an *approved* internship or Co-op work experience. 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.

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.

**WHITMAN:** Students must have at least one experience after they acquire junior standing, consisting of substantive and supervised work that complements their academic program. This is accomplished through completing a course that requires internship participation, an independent study for experience credit with a professor, or an Internship Learning Agreement.

### 2. Global Experience and Study Abroad

Students working in the fields of information management, technology, and business 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 iSchool and the Whitman School of Management strongly suggest that students consider an international experience as part of their academic program. Fortunately, *SU Abroad* is an acknowledged leader in international academic programs, providing an array of opportunities to SU students. Many programs are available, ranging from short-duration summer programs to more traditional semester-long programs.

SU Abroad maintains centers in Beijing, Florence, Hong Kong, Istanbul, London, Madrid, Santiago (Chile), and Strasbourg (France). In addition, SU Abroad is affiliated with the World Partners program, which allows students to study abroad in many other geographic locations. The iSchool does not typically offer regular courses in one of the SU Abroad centers. That means you will need to fulfill your IM&T academic requirements while in residence in Syracuse. Provided you plan your academic program in advance, you will be able to make progress on your

degree while studying abroad, taking courses that can be applied to your liberal arts or Whitman requirements. A general description of current SU Abroad programs can be found at their web site at http://suabroad.syr.edu). You may also wish to schedule a time to discuss options through their office at 106 Walnut Place, 443-3471.

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

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

### 3. 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 will take special courses that directly contribute toward the completion of your dual 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).

### 4. Minors in Other Programs

Many students decide to pursue a minor in another academic program on campus. Sometimes, this minor directly complements the dual major. In other cases, the minor is only tangentially related to your program but it allows a student to pursue an interest in another academic discipline. Minors are available in over 90 different areas at SU.

An academic minor is an organized sequence of a minimum of 18 credits taken in another academic area. If you are interested in pursuing a minor, check the web site of the targeted school or college and familiarize yourself with the program requirements. Once you have done so, meet with an academic counselor to map out a course strategy. If you wish to pursue a minor, you need to obtain prior formal permission from that program. It is not uncommon for some course to be restricted to majors and minors. Completion of the minor will be recognized on your final University transcript. For a list of undergraduate minors available at SU, visit the following web page: http://coursecatalog.syr.edu/2011.

### 5. Graduate School Preparation

While the vast majority of iSchool and Whitman 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 and/or counselor to insure 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 academic counselors 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.

**Sample Options:**

A year-by-year portrayal of how the requirements for the dual degree major can be completed is outlined on the next page.  Though this plan should be used to guide your course selection, it cannot incorporate all of the options that are possible in the program or meet all of your particular needs.  It is essential, therefore, that you work closely with your advisors and academic counselors 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 to 3 credits). In order to receive credit, internships must be approved in advance by the internship faculty supervisor and/or the Undergraduate Program Director.
- Internships typically occur after your sophomore year.
- Consider taking an additional iSchool 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 country 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 Whitman 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 will likely increase the number of credits you need to graduate.

**4. Personal and Professional Preparation and Goals**

Students differ considerably in their skills and interests related to information management and technology. For example, some Dual majors arrive on campus as freshmen with significant prior experience in managing information technology while others have less technical experience. This has the following implications for your degree program:

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

- Students with prior technical experience will normally find it beneficial and more academically challenging to register for technology courses like Operating Systems Administration (IST 346) during the fall semester of their sophomore year.

# Rules and Regulations

## School of Information Studies
## Statement on Academic Integrity

### A. Student Performance

### 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, the iSchool, and the Whitman School of Management 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.

This process 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.

Both the School of Information Studies and the Whitman School of Management may impose sanctions for any act of academic dishonesty by any student who is enrolled in IST and WHITMAN 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 12 or more credits with a grade of **"I"** at any one time 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".

**d. Repeated Courses:** The 142 credits required for the dual degree in Information Management & Technology and Management 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 expelled from the program, though appeals are considered if there are exceptional circumstances.

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

### 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 though any class taken as an audit **will not count towards your degree**. Students auditing courses are not responsible for fulfilling all the academic requirements of the course and, therefore, do not receive academic credit for audited courses. Students may audit courses with the approval of the appropriate department and subject to the restrictions made by the instructor. See the *Undergraduate Catalog* for more information about audited courses.

**2.  Pass-Fail Courses:** Courses taken on a P/F basis will not be counted toward your degree requirements. 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 of 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. Courses numbered between 500-599 are designed for seniors and beginning graduate students.

## C.     Other Policies and Procedures

### 1. Petitions

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

# STRATEGIES FOR SUCCESS

## A. Practical Advice

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

1. Attend all classes.

2. Keep instructors and advisors informed of any special circumstances or unavoidable absences ahead of time.

3. Keep duplicate copies of everything submitted (both hard copy and soft copy).

4. It is your responsibility to make certain assignments submitted outside of class actually reach the faculty member.

5. Take very seriously the cautions about academic integrity. Violations can stain your record.

6. Get to know your teachers by talking with them in class and in their offices.

7. Meet with your counselors/advisors at least once per semester to keep him/ her informed of your progress.

8. Check your S.U. e-mail regularly — at least once each day.

9. Do not leave the classroom without understanding what was presented or discussed. If you have any questions or uncertainties, talk to your instructor at the end of class or use that time to schedule an appointment to discuss your concerns.

10. Learn to use your days effectively. It is difficult to get all the studying and class preparation done in the evenings.

11. Strive to get good grades. Not only must you meet the GPA requirements to graduate, but the higher your GPA is, the more likely you will get the job you want, be eligible to participate in special options (such as SU Abroad or internships/co-ops), or be accepted as a transfer student elsewhere.

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

- Succeeding in the freshman year is often the key to succeeding in college. Look to peer advisors and successful friends for advice about being a good student. Improving your time management skills is usually the most effective way to improve 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.

**Sophomores**

- By your sophomore year, you should have a better understanding of what it takes to be successful in college. Poor academic performance is almost always related to a student's decision not to complete the required work.

- You should try to position yourself for an internship during the summer following your sophomore year. That means you should strive for a GPA of 3.0 and you should try to take some courses that will provide you with knowledge and skills that are in demand by 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 counselors/advisors 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**

- Meet with your academic counselors in the fall of your senior year for a ***Senior Check.*** Please be sure to bring a completed "Dual Degree Checklist" form with you to this meeting.

- Seniors are permitted to register for courses at the 500 level. Courses at the 600 level are permitted by petition and with permission of the instructor.

**Part-time Students**

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

**B.      Problems and Concerns**

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

- your advisors, or
- the academic counselors, 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.

**C.      Sources for Additional Information**

**1.  Published Materials**

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

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

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

***Undergraduate Internship Information***.  Go to http://ischool.syr.edu/current/career/internships.aspx to find guidelines and forms for participating in the IST 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 many other helpful bits of advice and information. The Student Government Association and the Office of Student Programs publish it annually. Copies may be obtained at 231 Schine as well as from the information desks in the Schine and Goldstein Student Centers.

## 2.  Personal Advice and Assistance

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

***Faculty Advisor***. Upon admission to the dual program, you will be assigned faculty advisors. Your iSchool faculty advisor will serve as your Freshman Forum instructor and also as a mentor during your time at SU. Your Whitman faculty advisor will be assigned when you declare a major. 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 counselors.

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.

***Peer Advisors and Facilitators.*** 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.

Peer Facilitators are a group of upper-class Whitman students assigned to a team of first year students. Each team of first years will work together during the semester to complete a major industry analysis in the required first year course, SOM 122 *Perspectives of Business and Management*.

***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:

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

***Whitman Career Center.*** The Whitman Career Center (located at 115 Whitman) and the University Center for Career Services (located at 235 Schine) have information about internship opportunities. You can meet with a career advisor to discuss job and internship search strategies, as well as resume and cover-letter writing. They offer many services and resources including: coordination for local and national internships, access to OrangeLink (a web-accessible system used to publicize postings, recruiting events, and related activities), access to alumni, and various workshops.

***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.

***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 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

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|---|---|---|
| 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

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|---|---|---|
| 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 |
| Judicial Affairs | 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)

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|---|---|---|
| Ambulance (S.U.) | 111 Waverly Avenue | 443-4566 |
| Health Services | 111 Waverly Avenue | 443-2666 |
| The Advocacy Center for Sexual and Relationship Violence Services | 111 Waverly Avenue, Suite 006J | 443-7273 |
| Public Safety & Campus EMERGENCY | 005 Sims Hall | 711 |
| | | 443-2224 |