

**Illinois Institute of Technology****Stuart School of Business****Syllabus Addendum**

The Stuart School of Business aims to ensure that all students have access to consistent course, Stuart, and Illinois Tech information and policies. The Course Syllabus is authored by the faculty teaching a specific course, and related questions should be directed to that instructor. Circumstances may necessitate course syllabus modifications at any juncture during the semester. Your instructor will promptly announce any modifications to the syllabus, enabling you to adjust your expectations and schedule accordingly. You must assume responsibility for remembering and adhering to the changes once they are officially communicated.

The following is a standardized selection of required information and policies that is linked within all syllabi at Stuart. Related questions can be directed to Dr. Curt Allee, Assistant

Dean of Academic Enrichment, Career Management, and Student Engagement, at

312.906.6597 or [callee@stuart.iit.edu](mailto:callee@stuart.iit.edu).

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### **Illinois Institute of Technology Land Acknowledgement**

Although our university's contemporary history began in 1940 with the merger of Armour Institute and Lewis Institute, Illinois Tech has recently embarked on a journey of reflecting further on our shared past. This exploration is one rooted in the desire to acknowledge the origins of our physical space and to show gratitude to the original stewards of the land on which we are situated.

According to the Mitchell Museum of the American Indian, the name "Chicago" is commonly accepted as a variant of a word that comes from the Algonquin language: "shikaakwa," meaning "striped skunk" or "onion." According to early explorers, the lakes and streams around Chicago were full of wild onions, leeks, and ramps (also called wild leeks). The land acknowledgement process, therefore, becomes a piece in a larger

framework of a deeper understanding of Chicago's true history and something we felt encouraged to explore as a university.

The Field Museum shares that several original tribes of Indigenous peoples lived and thrived on the land that would come to be called Chicago. Bodéwadmik (Potawatomi), Hoocąk (Winnebago/Ho'Chunk), Jiwere (Otoe), Nutachi (Missouria), and Baxoje (Iowas); Kiasht Matchitiwuk (Menominee); Meshkwahkîha (Meskwaki); Asâkîwaki (Sauk); Myaamiaki (Miami), Waayaahtanwaki (Wea), and Peeyankihšhiaki (Piankashaw), Kiikaapoi (Kickapoo), Inoka (Illini Confederacy), Anishinaabeg (Ojibwe), and Odawak (Odawa) all shared land near the abundant resource that is Lake Michigan. Illinois Tech recognizes that the land we now reside on, including our Mies, Rice and Moffett campuses, is the traditional homeland of many Indigenous nations, and remains home to diverse Indigenous peoples today. We would like to thank the original stewards of the land that Illinois Tech now calls home: Myaamiaki (Miami), Kiikaapoi (Kickapoo), Očhéthi Šakówiŋ, Bodéwadmik (Potawatomi), Peoria, Hoocąk (Winnebago/Ho'Chunk), and Kaskaskia.

Illinois Tech invites you to join us in this journey of exploring our collective past to learn from it and better inform our futures. We call on our community to also recognize and respect Indigenous peoples as the traditional stewards of the land we inhabit and to understand our place within, and impact on, the history of Indigenous nations of Chicago.

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### **Diversity, Equity, and Inclusion**

Illinois Institute of Technology promotes diversity, equity, and inclusion (DEI) inside and outside of the classroom. The instructors will educate themselves about the DEI of their fields and utilize the DEI resources at Illinois Tech to make a good-faith effort to include DEI topics in the course. The instructor will make sure that class materials and lectures are free from unfair and unsupported prejudice against diversity, inclusion, and equity. Both the instructor and students will use inclusive language in both online and in-person settings. The instructor will work with students to enhance the DEI culture in the

classroom. We note that DEI conversations can at times create uncomfortable situations, but together we can handle those and emerge stronger.

- For DEI resources for faculty, contact Amit Thomas, Vice President for Human Resources and Chief Human Resources Officer at (312) 567.3225 or [hr@iit.edu](mailto:hr@iit.edu)
- For DEI resources for students, contact Katherine Stetz, Vice Provost, Student Affairs and Dean of Students at (312) 567-3081 or [dos@iit.edu](mailto:dos@iit.edu)
- Students, Faculty, and Staff can also use the Community Reporting Form to report concerns: [iit.edu/incidentreport](https://iit.edu/incidentreport)

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### **Names and Pronouns**

Professional courtesy and sensitivity are especially important concerning individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationality. Class rosters are provided to the instructor with

the student's legal name and other information provided on their application for admission to Illinois Tech.

Faculty will gladly honor your request to address you by a name other than the one on the roster and use the pronoun you specify. Please advise the faculty of this early in the semester so that they may make appropriate changes to records, and promptly correct and forgive any early transgressions.

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### **Temporary or Long-term Illness or Disability, and Emergencies**

Illinois Tech expects all students to attend courses regularly. Specifically, international students must attend in-person classes to maintain their Visa status. When illness or emergency requires a student to miss an exam/and or more than two days of class, the student must notify the course instructor. In extenuating circumstances, the dean of students can advocate on behalf of the student to request an excused absence. Supporting documentation to verify the absence is required. Please direct students to complete this [form](#) to request an excused absence from the Dean of Students Office. Any questions regarding this form or the student absence policy can be sent to [dos@illinoistech.edu](mailto:dos@illinoistech.edu).

Reasonable accommodations will be made for students with documented disabilities. To receive accommodations, students must obtain a letter of accommodation from the

[Center for Disability Resources](#). The Center for Disability Resources (CDR) can be reached by telephone [\(312\) 567.5744](tel:3125675744) or email [disabilities@iit.edu](mailto:disabilities@iit.edu).

### *Accommodations and Medical Documentation Disclaimer*

New Stuart students are prompted to report any temporary or ongoing accommodation needs during the Stuart Preterm Orientation Program. Afterward, students must proactively submit requests through the official CDR accommodations process with appropriate documentation as soon as possible to ensure the necessary support is in place when needed.

Accepted documentation may include:

- **In-Person Evaluations:** Documentation from in-person assessments by licensed professionals is preferred and often required for certain accommodations.
- **Domestic Telehealth:** Documentation from licensed U.S.-based providers is accepted under some circumstances.

Illinois Tech's [Student Health and Wellness Center](#) (SHWC) provides both telehealth and in-person appointments to address accommodation requests and medical documentation needs. Students enrolled in in-person courses are strongly encouraged to use SHWC or another domestic provider for their medical needs. In certain situations, the documentation provided through International Telehealth consultations may be accepted. These requests must be made on a case-by-case basis. The provided documentation must be in English and include provider credentials and contact information.

Faculty are not required to honor undocumented or informal requests and may deny them at their discretion. Accommodations are not retroactive.

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### **Sexual Harassment and Misconduct Information**

Illinois Tech prohibits sexual harassment by any member of the community. This includes harassment among students, staff, or faculty. Sexual harassment by a faculty member or

teaching assistant of a student over whom they have authority can be particularly serious.

Such conduct may easily create an intimidating, hostile, or offensive environment.

Accordingly, Illinois Tech strives to provide for its students, faculty, and staff an

educational and employment environment free of sexual harassment.

Illinois Tech encourages anyone experiencing sexual harassment to speak with the Office

of Title IX Compliance for information on support options and the resolution process. You

can report sexual harassment electronically at [iit.edu/incidentreport](https://iit.edu/incidentreport) or contact either Title

IX Coordinator Virginia Foster at [foster@illinoistech.edu](mailto:foster@illinoistech.edu), or Title IX Specialist Ryley

Andrews at [randrews2@illinoistech.edu](mailto:randrews2@illinoistech.edu).

To speak with someone confidentially, contact Illinois Tech's Confidential Adviser at

773.275.8340 or a licensed practitioner in Illinois Tech's Student Health and Wellness

Center by emailing [student.health@illinoistech.edu](mailto:student.health@illinoistech.edu) or calling 312.567.7550.

For a comprehensive list of resources, visit the Office of Title IX Compliance website at

<https://www.iit.edu/title-ix/resources>.

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### **Campus Resources**

You can make appointments with any of the following free services, where Illinois Tech faculty, staff, and students are waiting to assist. You are encouraged to seek assistant assistance from these offices, and faculty may recommend that you take advantage of specific help that the university provides.

#### *Office of Technology Services*

If you have a technology issue on or off campus, the Office of Technology Services (OTS)

Support Desk is available to help. Support provided by OTS includes Wi-Fi connectivity,

Canvas issues, MyIIT portal access, etc. Learn more at [ots.iit.edu/](https://ots.iit.edu/).

***Library Research Help Office***

You have a dedicated subject specialist librarian who can assist with research requests, finding and citing sources, information, and tools. You can email directly or schedule a research appointment for individualized assistance. Contact information for Subject Specialists information can be found here [library.iit.edu/subject-specialties](https://library.iit.edu/subject-specialties).

***Stuart Career Management Center***

The Stuart School has a dedicated Career Management Center (CMC) that offers a variety of services designed to help you launch or grow your career. To make an appointment, explore your career options, or learn more about CMC services, please email [careers@stuart.iit.edu](mailto:careers@stuart.iit.edu).

***Office of Academic Affairs and Advising***

At Stuart, you have a dedicated academic advisor providing holistic support, partnering to set academic, professional, and personal goals, and connecting you to Illinois Tech

resources. To make an appointment, explore your curricular options, or learn more about academic services, please email [advising@stuart.iit.edu](mailto:advising@stuart.iit.edu).

### *The Academic Resource Center (ARC)*

The Academic Resource Center offers free peer tutoring, exam reviews, workshops, and computing and printing services for Illinois Tech students. If you would like more information about different services, visit the ARC website at [www.iit.edu/arc](http://www.iit.edu/arc).

### *Academic Coaching*

You can seek the assistance of highly qualified academic coaches. These coaches can assist with general learning strategies and study skills to improve subject understanding, retention, and quickly solving problems. For more information about academic coaching or to make an appointment, please visit [www.iit.edu/elm/team](http://www.iit.edu/elm/team).

### *The Writing Center*

One-on-one consultation, both by appointment and on a limited walk-in basis. Consultants are specifically trained in working with writers for whom English is a second language. If you would like to find out more at [www.iit.edu/humanities/student-resources/writing-center](http://www.iit.edu/humanities/student-resources/writing-center).

### *Additional Resources*

There are many other resources available to support you during your time at Illinois Tech and Stuart School of Business, including Student Health and Wellness, Office of Global Services, Bookstore, and more here [www.iit.edu/student-experience/services-and-resources](http://www.iit.edu/student-experience/services-and-resources).

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**Copyright/Plagiarism/Academic Integrity**

Rules on Plagiarism and Academic Integrity

Plagiarism and other violations of academic integrity are strictly prohibited and subject to penalty as defined by the University. Information about the Illinois Tech Code of Academic

Honesty can be found at:

[iit.edu/student-affairs/student-handbook/fine-print/code-academic-honesty](http://iit.edu/student-affairs/student-handbook/fine-print/code-academic-honesty)

[iit.edu/academic-affairs/academic-honesty-guidelines](http://iit.edu/academic-affairs/academic-honesty-guidelines)

The Code of Academic Honesty is one of several standards outlined in the Illinois Tech student handbook ([web.iit.edu/student-affairs/handbook](http://web.iit.edu/student-affairs/handbook)). Other parts of the handbook contain other rules that apply to all students. Students will be expected to conform to the rules and procedures outlined in the handbook.

*What is Plagiarism?*

Often, there is some confusion as to what constitutes plagiarism. Plagiarism is the act of passing off someone else's work as your own. To assist in providing an understanding of the types of writing that constitute plagiarism, three types are discussed below. Also discussed below is the problem of "string citations." String citations are not plagiarism, but many professors will reject string citations because they are not the student's original work.

Word-for-Word copying: The use of any phrase or excerpt from another source requires the use of quotation marks around the copied material, or if the material is more than a few lines, the copied material should be placed in its own indented paragraph. A citation in proper form is always required to identify the source.

Plagiarizing by Paraphrase: When a writer uses a source, substitutes words and sentences, or even changes the order but keeps the meaning of the original, a citation is

required. In the example given below, the original is on the left. The paraphrase in the right box constitutes plagiarism.

Original: It is not generally recognized that at the same time when women are making their way into every corner of our work-world, only one percent of the professional engineers in the nation are female.

A generation ago, this statistic would have raised no eyebrows, but today, it is hard to believe.

Paraphrase: Few people realize now that women are finding jobs in all fields, that a tiny percentage of the country's engineers are female.

Years ago, this would have surprised no one, but now it seems incredible.

The writer could avoid plagiarism hereby acknowledging the source and providing a proper citation.

Mosaic Plagiarism: The writer lifts phrases and terms from the source and embeds them in his own prose. An example follows in which the lifted phrases are underlined:

The pressure is on to get more women into engineering. The engineering schools and major corporations have opened their gates wide and are recruiting women zealously. Practically all women engineering graduates can find attractive jobs. Nevertheless, at the moment, only one percent of the professional engineers in the country are female.

Mosaic plagiarism is sometimes caused by careless note-taking. However, it looks dishonest and is judged as such. The use of quotation marks around the original wording

and citation avoids the problem of plagiarism. Often, a better approach is to use a paraphrase or to quote directly (with appropriate citations).

Plagiarism can be avoided by providing citations for the sources of any material, including *ideas, phrases, or sentences* that you have used in your paper. Many different systems are available for providing citations. The key to all of them is that the writer must clearly identify for the reader the sources of all material (including ideas) that have come from somewhere else.

String Quotation Problem: Sometimes a student will write a paper consisting of a string of quotations. It is usually much better for a student to provide his or her own analysis and write the paper in his/her own words. Many professors will reject a paper consisting primarily of material quoted from other sources because they do not view such a paper as the student's own work. Before writing your paper, be sure to understand your professor's view concerning string quotations.

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### Artificial Intelligence Writing Tools

Recent leapfrog advances in artificial intelligence (AI) are now available as open-access tools to provide sophisticated, essay-style answers in a very human-like manner. Unless otherwise specified, the use of Automated Writing Tools, such as ChatGPT and similar AI tools, is strictly prohibited in this course. Any work submitted that is found to have been generated by a language model will be considered plagiarism and will result in a grade of zero for that assignment. It is your responsibility to properly cite any sources used in your work, including text generated by language models.

It is important to note that if AI tools are permitted to be used for an assignment, they should be used with caution and proper citation. AI is not a replacement for your own thinking and research. To help ensure compliance with this policy, check your work with text-matching software, such as the anti-plagiarism checker in Canvas.

## Exams and Proctoring

Faculty have the discretion to establish the exam and proctoring policies for their courses.

By enrolling in this course, you are agreeing to adhere to these exam and proctoring procedures unless you have an accommodation arranged via the Center for Disability Resources ([iit.edu/cdr](http://iit.edu/cdr)) that requires otherwise.

Below are explanations of common exam and proctoring procedures, all of which are an attempt to provide every student with a similar experience and an equal opportunity for success:

- Classroom exams are administered in person, on campus, and overseen by a faculty proctor. The faculty proctor may be the individual teaching the course or a

peer from the faculty body. In addition to the faculty proctor, other individuals may be present to assist with exam administration.

- Online exams are administered with or without a proctor via a web-based platform of the faculty member's choosing. When present, the proctor may be the faculty member, their peer designee, a third-party platform or service representative, an artificial intelligence program, or some combination thereof.

Students are expected to follow the faculty or proctor's instructions and adhere to the platform or service provider's requirements. Requirements may include paying a fee to the proctoring service/platform, providing identification, removing unauthorized devices or materials from their work area, or maintaining a live audio and video feed. Students may be recorded while completing the exam and, in the event of a suspected incident of academic dishonesty, excerpts from recordings may be shared with others at the university.

One or more of these requirements may generate privacy concerns for some students

which is understandable. While Illinois Tech does not take any responsibility for third-party

data security, vendors are required to adhere to the [Family Education Rights and Privacy](#)

[Act](#) (FERPA), a federal law, that governs the storage, use, and disclosure of personal

information.

Refusing a reasonable request by the proctor or instructor may be deemed as a suspected

violation of the Illinois Tech [Code of Academic Honesty](#) or [Code of Student Conduct](#).

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### **Code of Student Etiquette**

Students are expected to always respect the following Code of Student Etiquette:

- Electronics. Use of laptops, tablets, cell phones, and related devices in class for non-educational purposes is prohibited. It is distracting to your classmates to sit beside or behind you while you email, text, or browse social media.
  
- Punctuality and Behavior. The class will start on time. Arriving late, leaving early, or going in and out of the room during class is disruptive and, at times, unavoidable. For those who may need to arrive late, leave early, or excuse themselves more frequently, please use discretion and, if feasible, choose a seat nearer to the exit. Classes longer than 1.5 hours typically have a short break in the middle.
  
- Seating. Your assigned seat for the semester will be a seat of your choosing. Faculty may use assigned seats to help learn names and keep track of class discussions, and to know where to direct any visitors to sit.

- Beverages and Snacks. Unless prohibited by classroom policies (e.g. computer labs, etc.), you are welcome to bring and consume beverages and non-disruptive snacks during class. Every attempt should be made to avoid spilling, dripping, etc. Should any clean-up be required, it is your responsibility.

- Attendance. There may or may not be points associated with your class attendance. Regardless, attendance is expected and represents an essential component of the learning experience at Stuart School of Business. If you must be absent because of an emergency or illness, please make every effort to communicate this to me beforehand, if possible, or speak with me about it after the next class.

If you have religious or cultural observances that coincide with this class, please let me know in writing (by e-mail, for example) as soon as is practicable. We strongly encourage you to honor your cultural and religious holidays! However, if faculty do

not hear from you, they will assume that you plan to attend class and any related points will be allocated accordingly.

- Preparation and Participation. Preparation and participation are expected and vital to the learning experience. Class participation is evaluated based on the *quality of participation*, not its "quantity." You should be prepared to provide insights, observations, inferences, or conclusions that not only express your viewpoint but also defend your analysis.

Your comments are to be relevant to the topic at hand and should advance the discussion. An opinion or viewpoint can be valuable with justification. Valuable comments respond to, elaborate on, lend support to, contradict, or correct a comment by one of your classmates. Counter-productive comments include opinions without a justifying argument, pure repetition of previous points, class

interruptions that do not advance the discussion, and vacuous rambling or disparaging comments.

- Academic Integrity. All students are expected to act in good faith with utmost civility and personal integrity; to respect other students' dignity, rights, and property; and to help create and maintain an environment in which all students can succeed through the fruits of their efforts.

Academic integrity includes a commitment to not engage in or tolerate acts of falsification, misrepresentation, or deception. Such acts of dishonesty include cheating or copying, plagiarizing, submitting another person's work as one's own, using sources without citation, having another student take your exam, tampering with the work of another student, and facilitating other students' acts of academic dishonesty. This includes representing a work created in whole or in part by a Generative AI program, such as ChatGPT, as your own writing, using such a

program for any purpose when it is not permitted by the instructor, or assisting another student in using a Generative AI program when it is not permitted.

Sanctions for breaches in academic integrity range from a failing grade in an assignment or test to a failing grade in the course, as well as severe disciplinary sanctions up to and including suspension or expulsion.

### *Online Code of Conduct*

When interacting with fellow students in online discussions and other web-enabled activities, students are further expected to respect the following Online Code of Conduct:

Specifically, for live class sessions

- Ensure possession of a working video-conference camera and microphone for use during class. Many faculty members will expect cameras to be kept on during class.

- Do not dominate any discussion. Instead, allow others the opportunity to join in the discussion, and feel free to use the chat function to express your thoughts.

In chat and discussion board posts:

- Be cautious when using Internet language and emojis - some may have different meanings around the world. Do not capitalize all letters or rely heavily on acronyms.
- Avoid using vernacular and/or slang language. Again, some slang common to you may have different meanings around the world, and this could lead to misinterpretation.
- Proofread your posts and edit as needed before you submit them.

In general:

- Do not use offensive language. Present your ideas appropriately and apologize promptly for any misunderstandings.

- Never make fun of someone's ability to speak, read, or write in English. Instead, offer to assist any of your peers who are having trouble.
- Share tips with other students. Everyone is learning and strategies that work for you may help someone else, too.
- Keep an open mind and be willing to express your opinion. Respect minority opinions. At the same time, ask questions and challenge the ideas of others to help them develop. They will do the same for you.
- Using humor is acceptable just remember to be mindful of sarcasm as it is easily misinterpreted.
- Do not hesitate to ask for feedback. Asking for, receiving, and integrating feedback from others is an important part of what it means to be professional.

Questions or concerns regarding the Illinois Tech [Code of Academic Honesty](#), [Code of Student Conduct](#), Online Code of Conduct, or related [Policies and Procedures](#) may be

directed to Dr. Curt Allee, Assistant Dean of Academic Enrichment, Career Management,  
and Student Engagement, at 312.906.6597 or [callee@stuart.iit.edu](mailto:callee@stuart.iit.edu).