



IT MANAGEMENT

Department of Information Technology

POLICIES AND PROCEDURES

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College of Education and Professional
Studies

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MISSION STATEMENT

The Information Technology Management (ITM) department prepares students for success in high demand careers and job advancement in the modern workforce through industry-driven programs, great teaching, and personal advising.

ITM CORE VALUES

- We believe in quality teaching using hands-on, applied tools that develop and enhance student competencies in leadership, communication, critical thinking, problem solving, and information technology to prepare leaders for the modern workforce.
- We believe in access to a quality education for all types of learners.
- We believe the learning environment should be caring, creative, supportive, and student-centered.
- We believe academic rigor should be balanced with student-centered support.
- We value the benefit of an active and engaged advisory committee to provide input and direction on career ready curriculum.
- We value our faculty and staff and provide support in their teaching, academic advising, curriculum development, scholarly research, professional service, professional development, and community involvement.
- We value service to the University and our professional communities, striving to make contributions with leadership and distinction.
- We believe higher education involves not only preparation for the workforce, but also includes preparation for civic engagement, life-long learning, and personal development.

ITM TEAM - FACULTY AND STAFF

Our faculty are leaders in the field of IT management and comprises a diverse group of experts from industry, public service, and higher education. The IT Management staff is equally important to help provide the best customer service to students and industry stakeholders.

To meet the team – please visit the ITM web site at:

<http://www.cwu.edu/it-management/>

PROGAMS

The IT Management department offers a number of high demand programs to meet your personal and professional needs. For more information on the degree programs, admissions requirements and graduation requirements, please visit <http://www.cwu.edu/it-management/>

BACHELOR OF SCIENCE (BS) INFORMATION TECHNOLOGY MANAGEMENT

- Administrative Management Specialization

- Cybersecurity Specialization
- Data Driven Innovation Specialization
- Information Technology Specialization
- Project Management Specialization

BACHELOR OF APPLIED SCIENCE (BAS) INFORMATION TECHNOLOGY MANAGEMENT

- Administrative Management Specialization
- Cybersecurity Specialization
- Data Driven Innovation Specialization
- Information Technology Specialization
- Project Management Specialization

FLEXIT PACE COMPETENCY BASED PROGRAM

- Administrative Management Specialization
- Cybersecurity Specialization
- Data Driven Innovation Specialization
- Information Technology Specialization
- Project Management Specialization

MS INFORMATION TECHNOLOGY MANAGEMENT

- IT Leadership and Strategic Innovation Specialization
- Cybersecurity Management Specialization
- Structures of Data Analysis Specialization
- Sustainable IT Specialization
- Information Technology Specialization

MINORS AND CERTIFICATES OFFERED

- Administrative Management
- Cybersecurity
- Digital Forensics
- Innovation through AI

- Modern IT Applications
- Project Management
- Structures of Data Analytics
- Sustainable Practices in IT

INTERNSHIP REQUIREMENTS

An internship experience with an approved business or agency is a requirement of all students majoring in the IT Management programs. The goal of the Internship Program is to provide students with the opportunity to apply classroom learning and gain first-hand experience. It is a structured and supervised professional experience for which the student earns academic credit. An acceptable internship placement will involve the skills and knowledge learned in the IT Management major coursework.

For the most current information, please visit <http://www.cwu.edu/it-management/internship-information>.

In order to best prepare students to have a successful Internship experience, students majoring in IT Management programs must complete RMT 379 – Internship Planning prior to enrolling in the Internship course.

To learn more about RMT 379, please visit: <https://www.cwu.edu/academics/it-management/documents/rmt-379-it-management-career-planning1.pdf>

ADVISING

Advising and student success remain essential pillars of the IT Management programs at CWU. Advising is structured through college-based professional advising model, where students are assigned a dedicated academic advisor within the College of Education and Professional Studies. This advisor supports students in both general education planning and progress within their IT Management major. While students are expected to take initiative in exploring academic interests and building course schedules, advisors play a key role in helping interpret degree requirements, registration strategies, and long-term planning.

Final responsibility for academic decisions rests with the student, but advising is designed to be a proactive and collaborative experience that supports student success every step of the way.

The general ITM advising information is posted at <https://www.cwu.edu/academics/it-management/resources/advising-center.php>.

NO SHOW POLICY FOR ALL CLASSES

Students who do not attend face-to-face courses the first two sessions or do not logon to the Canvas learning management system (LMS) for hybrid or 100% online courses will be dropped to accommodate other students on the waitlist. IT Management is a high demand department and classes fill quickly. We recommend registering as early as possible for classes.

IT MANAGEMENT E-MAIL CORRESPONDENCE

1) Every student admitted to CWU has access to a free CWU Microsoft Outlook e-mail account. Outlook is the main e-mail source for CWU students. It is important for the student to check the CWU e-mail on a regular basis and more often depending on your specific IT Management course. IT Management online classes require students check e-mail daily. Note that the CWU Canvas LMS (online learning management system) uses a separate communications process built into the Canvas system. Students should be regularly reviewing both communication tools.

2) Every IT Management student is required to use the CWU e-mail address to which official department communications can be sent. It has been determined that, in the best interest of effective communications management, this address must reside on the University-sponsored CWU Microsoft Outlook e-mail system.

3) Some students may elect to forward their e-mail to an address different from their official account. Any student who elects to forward CWU e-mail to a different e-mail address assumes full responsibility for reading e-mail at the forwarded location.

4) Students are expected to check their CWU e-mail account, or the account to which their University e-mail is forwarded several days a week, and more often depending on your specific IT Management course.

5) Faculty, staff, and students should check and respond to email at least once every 24 hours during the business week. Weekends are subjective to the type of class (e.g. online, hybrid, face-to-face, graduate, undergraduate, DE, FlexIT PACE, etc.) and individual instructor policy on assignments.

USE OF CANVAS TURNITIN

The IT Management Department uses the TurnItIn feature of Canvas to help students learn to use sources and citations appropriately. TurnItIn matches the material in student papers against material on the Internet and in our database of CWU papers. Representing the words or ideas of someone else as your own is a violation of the CWU student conduct code and a serious infraction in this course. If you have questions about appropriate ways to include the words or ideas of other people in your papers, contact the instructor. Papers submitted to TurnItIn are added to the database of CWU papers. Your instructor has the option of what papers and assignments may

be submitted and/or randomly submitted to TurnItIn.

STUDENTS WITH DISABILITIES

Central Washington University is committed to ensuring students with disabilities have equal access to all academic programs, in compliance with ADA and section 504 federal and state laws. To receive academic accommodations, students must register with Disability Services. Students approved for accommodations can use the Disability Services Portal to review current accommodations, request faculty notification letters, and coordinate testing arrangements with Testing Services.

<https://www.cwu.edu/student-life/student-support/disability-services/index.php>

DEPARTMENT PERSONNEL COMMITTEE POLICIES AND PROCEDURES

ITAM uses the CEPS Policies, Procedures and Criteria for its Senior Lectures, Tenure Track and Tenured faculty. These can be found at: <https://www.cwu.edu/academics/colleges/college-education-professional-studies/resources/index.php>. In addition, the DPC has reviewed and approved the following acceptable conference proceedings as A level scholarly activity. Grants can be used as a Level A category if the principal investigator on a successful external grant receives at least \$10,000 and is peer reviewed by experts in the academy or field.

Information Technology and Administrative Management (ITAM), College of Education and Professional Studies (CEPS), Additional Scholarship Criteria

Adopted June 1, 2014

- 1) Must be Peer Review, and able to document Peer Review Process
- 2) Must submit FULL paper for Print (no abstracts)
- 3) Must be approved by the Department in Advance

Association Proceedings	Mission/Rationale	Audience
1) Association for Information Systems - AMCIS, ISIS	The Association for Information Systems (AIS) serves society through the advancement of knowledge and the promotion of excellence in the practice and study of information systems. AIS is the premier professional association for individuals and organizations who lead the research, teaching, practice, and study of information systems worldwide.	AMCIS, National ICIS, International

	<p>The annual Americas' Conference on Information Systems (AMCIS) is viewed as one of the leading conferences for presenting the broadest variety of research done by and for IS/IT academicians in the Western Hemisphere. The annual International Conference on Information Systems (ICIS) is the most prestigious gathering of Information Systems academics and research-oriented practitioners in the world.</p>	
<p>2) Decision Sciences Institute - National and Regional conferences</p>	<p>The Decision Sciences Institute (DSI) is a professional organization of academicians and practitioners interested in the application of quantitative and behavioral methods to the problems of society. Through national, international and regional conferences, competitions, and publications, the Institute provides an international forum for presenting and sharing research in the study of decision processes across disciplines. The Institute also plays a vital role in the academic community by offering professional development activities and job placement services.</p>	<p>DSI, National</p> <p>Western Regional DSI,</p>
<p>3) International Association for Computer Information Systems - Annual Conference</p>	<p>The International Association for Computer Information Systems (IACIS) is dedicated to the improvement of information systems and the education of information systems and computer professionals. The IACIS annual conference gives professors and other information systems professionals the opportunity to meet, discuss timely issues, and participate in the presentation and discussion of research, applications, and other technology-related topics. IIS is the official publication of the IACIS Annual Conference. IIS is a refereed, serial publication of IACIS that is registered with the</p>	<p>International</p>

	US Library of Congress (ISSN 1529-7314) and listed in the Eighth Edition of Cabell's Directory of Publishing Opportunities in Management and Marketing.	
4) Hawaii International Conference on System Sciences	The Hawaii International Conference on System Sciences (HICSS) is one of the longest-standing continuously running scientific conferences. This conference brings together researchers in an atmosphere conducive to free exchange of scientific ideas. HICSS conferences are devoted to the most relevant advances in the information, computer, and system sciences, and encompass developments in both theory and practice. The Australian Government's Excellence in Research project (ERA) has given HICSS an "A" rating, one of 32 Information Systems conferences so honored out of 241 (46-B and 146-C ratings). Data supplied by the Australian Research Council, December 2009 .	International
5) Marketing Educator's Association Conference Proceedings	MEA is the premier international organization for faculty development of the marketing professoriate. The organization's mission is to provide worldwide leadership in promoting the development and sharing of scholarship that enhances marketing education and advances marketing knowledge and practice.	International
6) The Northeastern Association Business, Economics and Technology	NABET is a good one particularly for ITAM since this includes education areas of business, economics, and technology. This is also a good way to establish research partnerships with universities in the East Coast	Regional
7) Academy of International Business (AIB) is the definite association for	Both national and regional conference must be included. AIB has the Journal of International Business Studies (JIBS) which is	International

international business.	the first class journal in this field.	
8) Association for Global Business (AGB) has been very active in the international business field.	AGB has wider coverage than AIB and it has its own journal.	International

This ITM Policies and Procedures Handbook is generated and reviewed by the ITM Personnel Committee. It is intended to support all ITM faculty but in no way conflicts with the policy of CEPS or other University policy. Please contact your mentor, Chair or ITM Personnel Committee members if you have any questions or concerns pertaining to 'personnel' matters. The committee intends that every member of our department succeeds in their career, all of our programs excel, and that all of our students achieve their goals.