

IOWA STATE UNIVERSITY

Ivy College of Business

Ivy Master of Science in Information Systems Student Handbook 2020-2021

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I. Introduction

The Ivy College of Business at Iowa State University launched the Master of Science in Information Systems (MS-IS) in 2000. The MS-IS is designed to provide you with a strong set of technical skills in addition to a broad background in business that will enable you to develop and manage a full spectrum of IT projects. This is a STEM designated program, allowing international students the opportunity to extend their Optional Practical Training (OPT) work permit for up to 36 months after graduation.

IT is a major driving force behind business growth in the modern economy. To best solve business problems and capture business opportunities through creative IT solutions, employers have great demand for trained professionals who are well versed in both cutting-edge technology and business management. Graduates of the MS-IS program are bilingual in IT and business and they are highly sought after by employers.

The learning goals of the Iowa State Ivy MS-IS program are to:

- Teamwork
- Critical thinking
- Ethics
- Written communication
- Oral Communication

We welcome you to the Iowa State University Ivy MS-IS program. We are absolutely committed to providing you with a rewarding and valuable educational experience.

II. Getting Started

Ivy MS-IS Student Orientation

For new students, the Ivy MS-IS experience begins with orientation week. During orientation, you attend informational sessions and social events designed to help you become acquainted with the Ivy MS-IS faculty, staff, and your classmates and to facilitate your transition into the MS-IS classroom.

English Placement Test for Non-native Speakers

Source: Graduate College Handbook, sec. 4.4.3

Graduate students whose native language is not English and who do not have a bachelor's or advanced degree from ISU or a U.S. institution, or do not meet the TOEFL or IELTS exemption score range, must take the English Placement Test at the beginning of their first semester of enrollment. This test is administered by the Department of English. It must be taken in addition to TOEFL (Test of English as a Foreign Language), which is taken as part of the admissions process. A student who does not pass this examination is assigned to one or more courses in the English 99 and 101 series. This coursework must be completed during the first year of study. Registration holds are placed on the student's account if the student does not register for these classes during the first year of study. (There is a developmental course fee for the English 99 course.)

A graduate student whose native language is not English may be automatically exempted if one of the following is met:

1. Student has received a bachelor's, master's, or Ph.D. degree from a U.S. college or university
2. Student has received a bachelor's, master's, or Ph.D. degree from an English-speaking university outside of the U.S. As of 2016, countries outside of the U.S. that ISU considers "English-speaking" are Canada, Great Britain, New Zealand, or Australia.
3. Student has a TOEFL score of 600 or above (paper-based TOEFL) or 100 or above (internet-based TOEFL)
4. Student has a score of 7.5 or above on the IELTS
5. Student has a score of 72 or above on the PTE (Pearson Test of English)

AccessPlus

Iowa State University's AccessPlus <https://accessplus.iastate.edu/frontdoor/login.jsp> is a personalized, secure university information online resource that provides accessibility to confidential student information. You can register for classes and access your class schedule, order textbooks, view your university bill and financial aid information, obtain a grade report and an unofficial transcript, update your student information including address changes, etc. You can login into AccessPlus using your student ID number or Social Security number. You will receive a temporary login password with your admissions letter from Iowa State University.

ISUCard

The ISUCard is your student identification card. Your nine-digit, student ID is the middle set of numbers on your ISUCard. You can obtain your card at the ISUCard Office located in 0530 Beardshear Hall. www.isucard.iastate.edu

CyMail Account

CyMail is Iowa State University's implementation of Google's Gmail system for students. It provides e-mail, calendaring, file sharing, and storage in an integrated environment.

E-mail is the primary means by which both the Ivy MS-IS faculty and staff communicate with you outside the classroom. It is therefore important that you set up a CyMail account at the beginning of your first semester.

CyMail accounts can be set up online at: <https://asw.iastate.edu/cgi-bin/acropolis/register>. (You will need your student identification number.)

You can access your CyMail at: <https://weblogin.iastate.edu/cgi-bin/index.cgi>

Visit www.it.iastate.edu/services/cymail for instructions on setting up CyMail on your mobile device and/or forwarding e-mail messages to another account.

Ivy MS-IS Course Registration

All MS-IS students are responsible for registering for their coursework via AccessPlus.

Textbooks

Textbooks and case packets for MS-IS classes can be ordered through University Book Store by logging into AccessPlus or via the book store website: www.isubookstore.com.

Academic Advising

The Director of Graduate Education (DOGE) serves as the academic adviser for MS-IS students. Academic questions and inquiries should first be directed to the DOGE. Staff in the Graduate Programs Office may also be able to assist MS-IS students.

Career Services

Graduate Business Career Services (GBCS) is dedicated to assisting Ivy MS-IS students with career growth and development, and to helping employers to identify and select highly qualified candidates. GBCS works closely with graduate business students to develop a career management strategy that fits each student's professional goals and unique abilities. At the same time, GBCS staff establish close relationships with companies and hiring managers to ensure that recruiting efforts are maximized.

Ivy professional masters students are the primary stakeholder in the career management process, and with the guidance provided by GBCS, take a proactive role in career development. To that end, GBCS provide a broad range of services to enhance students' employment marketability.

It is important that Ivy MS-IS students take advantage of these career resources beginning at orientation and throughout your graduate studies.

Visit the Graduate Business Career Services website to learn more about the services offered; <https://www.ivybusiness.iastate.edu/masters/graduate-career-services/>

Graduate Assistantships

A limited number of graduate assistantships are available to qualified, full-time MS-IS students on a competitive basis. Graduate assistantships may be teaching, research, or administrative appointments. Most assistantships are offered on a ¼-time basis (10 hours per week). Students may apply for assistantship positions when applying to the MS-IS or by completing the Graduate Assistantship Application available in the Ivy Graduate Programs Office. Students are also encouraged to pursue assistantships throughout the university and associated centers. Do not spam faculty members to solicit assistantship opportunities.

The maximum length of time for which a MS-IS student will be funded with a graduate assistantship is the expected time period for completion of the degree which is three semesters. Additionally, you must satisfactory academic progress and perform satisfactorily in the assistantship duties for renewal of your graduate assistantship appointment.

Students awarded an assistantship will be required to sign a Letter of Intent which lists the terms and conditions of the appointment. Graduate assistantships within the College of Business are typically renewable, semester-length appointments. Students may be required to work during break periods at the discretion of the supervising faculty.

Graduate assistants are required to submit weekly time/activity reports signed by the supervising faculty to the Graduate Programs Office by 5:00 p.m. on the Monday immediately following the reporting week.

Graduate assistants are responsible for maintaining regular communication with their supervising faculty and to perform the duties assigned in a timely manner. Performance evaluation of graduate assistants is conducted each semester. Students who do not perform satisfactorily may jeopardize the renewal of their assistantship appointments.

III. Academic Matters

Ivy MS-IS Degree Requirements

The Ivy MS-IS requires a minimum of 30 credit hours consisting of 15 hours of required MIS core courses. Six credits must be of MIS 501 Management Information Systems and MIS 599 Creative Component for Information Systems. The remaining nine credits are selected from the following list:

- MIS 533 Data Management for Decision Makers
- MIS 536 Business Analytics Foundation
- MIS 537 Project Management
- MIS 538 Business Process Systems

Students must choose 15 credits from the following list of allowable courses, or with DOGE approval.

- Any 500 level MIS course
- Any 500 level Ivy College of Business course, with the preapproval of the DOGE
- MIS 655 Organizational and Social Implications of HCI
- INFAS 530 Network Protocols and Security (Note: only one of MIS 535 or INFAS 530 will count towards graduation)
- INFAS 531 Information Systems Security
- INFAS 532 Information Warfare
- IE 581 E-Commerce Systems Engineering
- IE 583 Knowledge Discovery and Data Mining

Waiver of Iowa State MS-IS required courses is rare requiring special permission from the course instructor. A waived core course requires a replacement elective with the equivalent credit hours.

MS-IS students may also add a Graduate Certificate to their study plan. The Ivy College of Business offers Graduate Certificates in Business Analytics, Enterprise Cybersecurity Management, Entrepreneurship and Innovation, Finance, and Supply Chain Management. Ivy Graduate Certificates require 12 credits of which nine can be applied as MS-IS electives.

Students need to work closely with the DOGE to develop a study plan and to assure degree requirements are being met.

Creative Component

The creative component (MIS599) requires students to commit a good amount of time into performing a supervised research. To ensure that the research can be completed in one semester, students are required to contact the course instructor of MIS599 one semester earlier (e.g., initiating the contact in the fall semester in case one plans to finish MIS599 in the following spring semester). This allows students to get prepared for the research, by learning the related procedures, rules, and timelines.

Independent Study

The pedagogical intent of the Independent Study, 590, course is to provide an individualized project/research experience for MS-IS students guided by a faculty in the Ivy College of Business. Each independent study must generate a research project and a documented academic paper under the direction of the faculty member. It is the faculty member's prerogative to agree or not to serve as a project adviser.

Employment and internships do not constitute in and of themselves a sufficient basis for independent study credit. If the experience generates research project potential, then credit may be negotiated.

To enroll in an independent study, MS-IS students must first complete the Independent Study Request Form available in the Graduate Business Programs Office or at <https://www.ivybusiness.iastate.edu/masters/files/2016/12/Independent-Study-Agreement.pdf>

The completed and signed request form is then submitted to the Ivy Graduate Programs Office to receive course registration information. A maximum of three credits of independent study may be applied toward the MS-IS degree.

Optional Thesis

Ivy MS-IS students can elect to complete a thesis. It is the responsibility of the student to identify and get the approval of a major professor to oversee their thesis work. Students pursuing this option must complete six credits of MIS 699 **and** petition to waive the MIS 599 course. Only students who are seriously considering a PhD in Information Systems or a related field should consider the thesis option. Please contact the DOGE for additional information.

International Study Opportunities

Ivy MS-IS students are encouraged to consider international study as part of their MS-IS experience. International study opportunities provide valuable insights into global business practices and a heightened awareness of cultural diversity. Interested students should contact the DOGE.

Grade Reports

Semester grades typically become available one week following the end of each term. Students can obtain final grades reports on AccessPlus.

MS-IS Transfer Credits

Transfer of MS-IS course credits from other academic institutions to the Ivy MS-IS is limited and requires approval to be included on a student's study plan. The university must have AACSB accreditation in order for transfer credit to be considered. The length of time since the requested transfer courses were taken is also a factor. Generally, transfer credit applies to elective coursework, not the required core courses, within the Ivy MS-IS program.

A final course grade of “B” or higher must be received on all transfer coursework. Even with transferred credits, students in the MS-is program need to complete 22 credits from ISU. An official graduate transcript from the institution from which transfer credit has been approved must be submitted to the Ivy Graduate Programs Office.

MS-IS/MBA Double Degree

Ivy MS-IS students may opt to also pursue the MBA degree. This double degree program combines the comprehensive management education of the Ivy MBA and the in-depth study of management information systems through the MS-IS degree. This program can be completed as a full-time or part-time student.

The MS-IS/MBA double degree requires 60 credit hours and can be completed in two years of full-time study. Students pursuing the double degree would complete the following:

- MBA Core Courses (excluding MIS 501) (27 credits)
- MIS 501 and MIS 599 (6 credits)
- Nine credits from:
 - MIS 533
 - MIS 536
 - MIS 537
 - MIS 538
- Nine MS-IS elective credits (see above for MS-IS elective offerings)
- Nine MBA/MS-IS elective credits
- 60 credits are the minimum required for MS-IS/MBA Double Degree

IV. Progressing through the MS-IS

Academic Progress

Ivy MS-IS students are expected to make satisfactory academic progress during their graduate business studies. Students are placed on academic probation if their cumulative GPA falls below 3.00, and a hold is placed on future class registrations. MS-IS students on academic probation must consult with their DOGE to develop a plan for academic improvement and receive permission for continued enrollment in the program.

MS-IS students must complete all courses listed on their program of study with at least a C grade in each course and have achieved a minimum cumulative GPA of 3.00 in order to graduate.

Degree Completion

Ivy MS-IS students are expected to complete their programs in a timely manner. Students enrolled in the full-time MBA program are expected to complete the program requirements in two semesters.

Full-time MS-IS students need to be aware that prolonging graduation beyond the expected completion time period is unacceptable and will only be granted for valid academic reasons such as a semester co-op or internship experience. Students who plan to extend their studies beyond two academic years must submit a request in writing explaining the rationale for the extension and their expected date of graduation.

Program of Study

Ivy MS-IS students must complete a program of study/committee (POSC) form no later than the semester prior to the expected term of graduation. More details of the graduate school deadlines are available at

<https://www.grad-college.iastate.edu/calendar>.

The POSC lists the courses taken (or will be taken), credit hours, and grades earned to date to fulfill the MS-IS degree requirements. The POSC is reviewed by the DOGE and advising staff to ensure degree requirements have been met. Modifications to the POSC are possible even after it has been reviewed and approved by the Ivy Graduate Programs Office. The POSC form can be found on AccessPlus.

A delay in graduation will occur if the POSC is not forwarded for final approval to the Iowa State University Graduate College by the specified deadline date so timely submission to the Ivy Graduate Programs Office is very important.

Ivy MS-IS students who have questions about their POSC should consult with the DOGE.

Graduation Procedures

The Application for Graduation is due by the end of the first week of the semester you plan to graduate. More details of the graduate school deadlines are available at

<https://www.grad-college.iastate.edu/calendar>.

Your POSC must be approved before submitting an Application for Graduation. The graduation application can be found on AccessPlus.

Ivy MS-IS graduates are asked to complete an employment survey, administered by Graduate Business Career Services, late in the semester of graduation.

Commencement

Graduation is a time of celebration of your academic accomplishments so participation in commencement ceremonies is highly encouraged.

A University graduate commencement ceremony takes place at the end of the fall and spring semesters. Iowa State University does not hold commencement ceremonies in the summer. However, summer graduates may participate in either the previous spring or following fall university commencements.

The Ivy College of Business also holds a convocation ceremony at that end of the fall and spring semesters for bachelor's, master's, and doctoral graduates.

Ivy MS-IS graduates must make their own arrangements for the purchase of the appropriate graduation regalia (i.e., cap & gown, tassel, hood) well in advance of university commencement. Graduation regalia can be purchased at the University Book Store. The Ivy Graduate Programs Office has a limited number of master's graduation hoods which are loaned to graduates on a first-come, first-served basis.

Diplomas are mailed approximately three weeks after graduation to the mailing address information through your AccessPlus account. You may also arrange to pick up your diploma instead in the Graduation Office, 210 Enrollment Services Center.

V. Student Life

Full-time students are expected to be fully immersed in the Ivy MS-IS experience actively engaged within and outside the classroom. Opportunities abound for you to grow both personally and professionally during your graduate business studies.

MIS Club

Ivy MS-IS students are welcome to join the MIS Club. <http://www.mis.stuorg.iastate.edu/>

The MIS Club is the largest student organization in the Ivy College of Business, bringing together those students interested in sharing contemporary issues in information systems management. The club is focused on careers in information systems, networking with professionals in the field, and using and developing current technologies.

Ivy MS-IS students are encouraged to join student organizations and develop their leadership skills by running for officer positions.

Case Competitions

Ivy MS-IS students are encouraged to participate in various case competitions while they stay in the program. Case competitions may take place within the U.S. or abroad. Participants from different universities compete with each to solve business problems that are case-based. These competitions provide a great opportunity for students to showcase, practice, and enhance their skills in problem-solving, teamwork, and communications.

VI. Student Rights and Responsibilities

Class Attendance and Punctuality

Ivy MS-IS students are expected to attend all scheduled class meetings and to arrive for class in a timely manner. Each faculty member sets his or her policy with respect to class attendance, and excused absences are handled between the instructor and you. An excused absence should be arranged prior to the expected missed class, if at all possible. If an emergency situation or illness arises which prevents prior notification, inform the faculty of the reason for the missed class as soon as it becomes feasible. In all cases, communication with the faculty is essential.

Smartphones, Laptops, and other Electronic Devices

Laptops and tablets are permitted in class for note-taking only. Other activities such as checking personal e-mail or browsing the Internet are prohibited. Smartphones and other electronic devices must be turned off (or on vibrate) and hidden from view during class time.

Teamwork

Teamwork is an integral part of the Ivy MS-IS experience. Many courses require teamwork and team projects. Ivy MS-IS students are expected to be an active, contributing member of the team.

Academic Integrity

Academic integrity might best be defined, quite simply, as doing one's own academic work without unauthorized assistance from other persons or resources. More specifically, academic integrity means that students take their coursework seriously and place significant value on learning and engagement in the classroom and while completing assignments and projects. Students are also prohibited from tendering homework or exam information to others, unless it is approved by the course instructors.

Visit the Iowa State University Dean of Students Office website for more information about student conduct: www.studentconduct.dso.iastate.edu/academic-misconduct/armstu

Alleged academic misconduct is subject to Student Disciplinary Regulations: www.policy.iastate.edu/policy/SDR

Plagiarism

Source: Iowa State University e-Library website: <http://instr.iastate.libguides.com/content.php?pid=10314>

“Simply put, plagiarism is making use of other people's ideas, words, creative works and expressions without giving credit or otherwise listing the source of the information. Plagiarism is stealing. Plagiarism is also misrepresentation, and includes handing in someone else's work, ideas, or answers as your own. Regardless of whether it happens inadvertently through sloppy research or on purpose through unethical behavior, it is plagiarism just the same and the person plagiarizing will be held liable.”

Best practices for avoiding plagiarism can be found on the above-referenced website.

Professionalism

Ivy MS-IS students are expected to conduct themselves in a manner that upholds high standards of professionalism. These standards must provide a foundation for your actions inside and outside the classroom. Students committing unprofessional or unethical acts, whether from carelessness, ignorance, or malice, quickly lose the respect of their peers and others.

If you witness unprofessional or unethical acts, you should first address the issue with the individual(s) involved. Acts of a serious nature must be discussed with the DOGE or the Associate Dean for Professional Masters Programs. In all cases, prompt attention to the issue at hand is desired in order to maintain the cohesiveness of the Ivy MS-IS student body and the integrity of the program.

Academic Grievance Procedures (Grades and Instruction)

Source: Graduate College Handbook, sec. 9.5.1

If a graduate student contends that a faculty member, in his or her academic capacity as a course instructor, has behaved unfairly or unprofessionally, a grievance may be reviewed through the procedure described below. This procedure may not be invoked more than one

year following completion of the course. An appeal of a course grade must be initiated by midterm of the semester following the student's completion of the course.

- If the dispute or perceived violation does not directly involve the graduate student's major professor, the graduate student is encouraged to contact his or her major professor.
- The graduate student may contact the Graduate and Professional Student Senate (GPSS) by contacting the senator representing the student's academic unit or the GPSS president. The GPSS will represent the best interests of the student and may serve as a liaison between the student and the appropriate University administration and offices.
- The graduate student may contact Student Assistance staff within the Dean of Student's Office.
- Students may contact the Dean of the Graduate College to pursue informal dispute resolution.
- Graduate students are encouraged to contact the Ombuds Office for unbiased and neutral assessment for informal resolution of a dispute.
- Concerns of discrimination, harassment, and/or sexual misconduct do not fall within these procedures, and instead should be reported to the Office of Equal Opportunity as soon as possible.

Before initiating a formal appeal, the student may wish to discuss the situation informally with a staff member of the Dean of Students Office for advice on how to deal most effectively with the problem.

Academic grievances should be resolved, if at all possible, with the individual instructor involved. If a resolution cannot be reached, the student should discuss the grievance with the instructor's department chair and submit it in writing to him or her. The department chair will discuss the grievance with the instructor involved and/or refer it to a department grievance committee. The department chair should respond in writing to the student within five class days.

If a resolution of the grievance cannot be made with the department chair, the student may appeal in writing to the dean of the instructor's college. In cases involving Graduate College policy or procedure, the appeal should be made to the Dean of the Graduate College. The dean will hear the explanations of the department chair and instructor and should respond in writing within ten class days of receipt of the written notice of appeal.

If the grievance cannot be resolved with the dean, the student may forward a written appeal to the Provost, who will convene a quorum of the Committee to Review Student Grievances to hear the appeal within ten class days. Within five class days following the hearing, the Provost will make a decision regarding the grievance and transmit this decision to the student, dean, department chair, and instructor involved. An appeal of the decision of the Provost may be made to the President of the University.

The time limit specified at each level may be extended by mutual agreement of all parties concerned.

Discrimination and Harassment Policy

The university's policy on discrimination and harassment states, in part, *"Respect is the foundation for interchange of ideas, for learning and for working toward common goals."*

Consequently, Iowa State University is committed to assuring that its programs are free from prohibited discrimination and harassment based upon race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation, gender identity, genetic information, status as a U.S. veteran (disabled, Vietnam, or other), or any other status protected by university policy or local, state, or federal law. Discrimination and harassment impede the realization of the university's mission of distinction in education, scholarship, and service, and diminish the whole community."

A complete text of Iowa State University discrimination and harassment policy can be found at: www.policy.iastate.edu/policy/discrimination/#Statement.

VII. Administration and Contact Information

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**Master of Science in Information Systems (MSIS)
Parttime Program Guide Sheet**

| Semester 1: Fall | Credits | Semester 2: Spring | Credits |
|---|----------------|---------------------------|----------------|
| MIS 501: Management Information Systems | 3 | MIS Core Choice | 3 |
| MIS Core Choice | 3 | Elective | 3 |
| TOTAL | 6 | TOTAL | 6 |

| Semester 3: Summer | Credits |
|---------------------------|----------------|
| Elective | 3 |
| Elective | 3 |
| TOTAL | 6 |

| Semester 4: Fall | Credits | Semester 5: Spring | Credits |
|-------------------------|----------------|---------------------------|----------------|
| MIS Core Choice | 3 | MIS 599 | 3 |
| Elective | 3 | Elective | 3 |
| TOTAL | 6 | TOTAL | 6 |

Program Notes

Total Credits: 30-33 credits

Optional Thesies (6 credits of MIS 699); petition to waive MIS 599 for a total of 33 credits

MIS Core Choice (choose 3): MIS 533, MIS 536, 537, 538

Program can be completed in one year, if student takes 15 credits each semester. The more common pathway is above.

STEM designated program

Optional Practical Training (OPT) work permit for up to 36 months after graduation

Heartland Scholarships of \$5,000 each for Iowa residents who enroll in ISU's full-time MSIS graduate degree program

Electives (*Other courses must be approved by your advisor before registration*)

Any 500 level MIS course

Any 500 level College of Business course, with the preapproval of your advisor

MIS 655 – Organizational and Social Implications of HCI

INFAS 530 – Network Protocols and Security (Note: only one of MIS 535 or INFAS 530 will count towards graduation)

INFAS 531 – Information Systems Security

INFAS 532 – Information Warfare

Industrial Engineering (IE) 581 – E-commerce Systems Engineering

Industrial Engineering (IE) 583 – Knowledge Discovery and Data Mining

Add a Certificate:

Popular certificates are such as Business Analytics and Enterprise Cybersecurity management.

9 credits of the 30-credit MSIS may be used for a grad certificate; take one additional course to earn a 12 credit certificate.