Memorandum

To: College of Business Curriculum Committee
CC: Associate Dean Barbara Pierce and Dean David Steele
From: Judith Barlow
Date: 2/14/2006
Re: Proposed new Information Management undergraduate degree

The proposed Information Management undergraduate major in the College of Business will be phased in to replace the current Management Information Systems (7067) degree. The role and complexity of business technology is constantly evolving and changing. The Data Processing degrees of the 1980s were replaced with the Management Information Systems (MIS) degrees of the 1990s. Today MIS degrees are being replaced with technology and information management degrees. Issues facing MIS graduates today go well beyond the concepts and theory included in an MIS curriculum.

Many companies have moved away from departmentalized computer systems and have adopted Enterprise Resource Planning (ERP) Systems. SAP is the world leader in ERP software. The College of Business joined the SAP University Alliances program in February 2005 and is integrating ERP skills throughout the Business curriculum. ERP technology is used as a tool to help teach business concepts. In addition to studying textbook exercises, students directly interact with real businesses and execute real functions and transactions in a life-like business-to-business environment.

The proposed Information Management undergraduate degree is designed to deliver the skills and experience needed to manage ERP technology in today's complex business environments.

The new Information Management degree includes three new courses:

- BUS 3516 Enterprise Resource Planning Systems\(^1\)
- BUS 3517 Information Assurance and Security\(^2\)
- BUS 4516 Global Strategic Management of Technology\(^2\)

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\(^1\) This course is also required for the proposed e-Commerce Technology degree.
\(^2\) This course is a restricted elective for the proposed e-Commerce Technology degree.
BUS 3516 provides a technical introduction to ERP systems and hands-on experience using SAP to model complex problems in large business enterprises. BUS 4516 builds on material from BUS 3516 and uses ERP software to analyze data and business functional relationships that give managers the information they need to successfully compete in a strategic, global business environment. BUS 3517 focuses on data and information security, particularly as they affect ERP systems.

The new *Information Management* major will provide a mix of business theory and practice as well as proficiency in the latest technical tools that support today’s complex business environments. These skills are in high demand in the marketplace. *Information Management* graduates will not only be grounded in sound business theory, but also have hands-on experience with ERP tools. This will make them especially attractive to employers.
Florida Institute of Technology

ADDING A NEW MAJOR OR MINOR TO THE CURRICULUM

Please provide the following information when requesting a new major or minor (programs and options) to be added to the curriculum. A code will be assigned by the Office of the Registrar and a copy of this form will be mailed to the appropriate department.

COLLEGE/SCHOOL: College of Business

DEPARTMENT

PROGRAM TO BE ADDED

重大: Bachelor of Arts (B.A.)

Bachelor of Science (B.S.)

Bachelor of Business Administration (M.B.A.)

Bachelor of Public Administration (M.P.A.)

Bachelor of Science (M.S.)

Bachelor of Science in Aviation (M.S.A.)

Professional Master of Business Administration (M.B.A.)

Educational Specialist (Ed.S.)

Doctor of Education (Ed.D.)

Doctor of Philosophy (Ph.D.)

Doctor of Psychology (Psy.D.)

SITE(S): Melbourne

CAMPUS(ES)

PROGRAM TITLE (restricted to 30 spaces, including blanks)

Information Management

TERM TO BE INITIATED: Fall 2006

ADVISER FOR NEW PROGRAM: Dr. Judith Barlow

APPROVALS: Upon completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee, and Provost for approval below and forward to Office of the Registrar.

Department Head/Program Chair

Dean or Associate Dean

Chair, Graduate Council

OR

Chair, Undergraduate Curriculum Committee

Provost

Date

Date

Date

Date

REGISTRAR'S OFFICE USE ONLY

FSA ATLAS

SOAXREF

SMAAPE

STVMAR

SOACURR

Major Code Assigned

SOAXCUR

CIPC Code

Operator Initials/Date

Florida Institute of Technology • Office of the Registrar

150 West University Boulevard, Melbourne, FL 32901-6975 • (321) 674-5399 • Fax (321) 674-1827

FGC-400-6041
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Ethics (BUS 3900)</td>
<td>Introduction to ethics in the business environment.</td>
</tr>
<tr>
<td>International Business (BUS 3620)</td>
<td>Study of business practices in international settings.</td>
</tr>
<tr>
<td>Marketing Management (MKT 3500)</td>
<td>Principles of marketing management.</td>
</tr>
<tr>
<td>Information Systems (CIS 3100)</td>
<td>Introduction to information systems.</td>
</tr>
<tr>
<td>Financial Management (FIN 3350)</td>
<td>Principles of financial management.</td>
</tr>
<tr>
<td>Introduction to Database Management (CIS 3310)</td>
<td>Introduction to database management systems.</td>
</tr>
<tr>
<td>Entrepreneurship (ENT 3200)</td>
<td>Principles of entrepreneurship.</td>
</tr>
<tr>
<td>Business Law (BUS 3200)</td>
<td>Introduction to business law.</td>
</tr>
<tr>
<td>Strategic Management (MGT 3200)</td>
<td>Strategic management principles.</td>
</tr>
<tr>
<td>Operations Management (MGT 3100)</td>
<td>Principles of operations management.</td>
</tr>
<tr>
<td>Supply Chain Management (MGT 3300)</td>
<td>Principles of supply chain management.</td>
</tr>
<tr>
<td>Data Analysis (MGT 3400)</td>
<td>Introduction to data analysis.</td>
</tr>
<tr>
<td>Marketing Research (MKT 3150)</td>
<td>Principles of marketing research.</td>
</tr>
</tbody>
</table>

This curriculum is designed to provide a comprehensive understanding of business and management principles, with a focus on practical applications and ethical considerations. The courses are structured to build a strong foundation in various aspects of business, including market analysis, financial management, legal considerations, and strategic planning.
Florida Institute of Technology

ADDITIONAL INFORMATION

This course is available for student registration only after the approval process has been completed.

Subject BUS
Alpha Prefix (e.g., CSE)_________
Course No. 3516
Number Choice (e.g., 1301)_________
Credit Hours 3 Term to be added to the file Fall 2006
(e.g., Fall 2005)

Class Hours 3 Lecture Hours 3 Lab Hours Contact Hours (CEU only)_________
Department: College of Business
(e.g., Computer Sciences) Schedule Type Lecture
(e.g., lecture, lab or special project)

College/School
(Please check appropriate box)☐ College of Aeronautics–23 ☐ College of Psychology and Liberal Arts–25
☐ College of Business–24 ☐ College of Science–26
☐ College of Engineering–01 ☐ University College/SEG–90

Computer Title (restricted to 25 spaces, including blanks) ERP Systems
Catalog Title: Enterprise Resource Planning Systems
Catalog Description of Course (limited to 350 characters, including spaces)
Provides an understanding of enterprise resource planning (ERP), the process-centered organization, integration of enterprise systems, and how ERP supports global business. Focuses on the ERP concept, basic principles of enterprise system software, and the technical issues in applying enterprise systems software in decision-making, using SAP R/3.

In addition, you may attach a course syllabus and/or more detailed description.

Restrictions
☐ Prerequisite (course number)☐ Corequisite (course number)
☐ Prerequisite (course number)
☐ Prerequisite (course number)☐ Corequisite (course number)
☐ Prerequisite (course number)

Grades to be issued
☐ A, B, C, D, F
☐ S, U
☐ P, F
☐ Other ___________

Additional Restriction
(e.g., major, class level, department head approval)

If this course replaces a course currently offered in BANNER, please indicate old course information

Subject Alpha Prefix (e.g., CSE)_________
Course No. (e.g., 1301)_________

APPROVALS
Upon completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for approval below and forward to Catalog Coordinator.

Originauthor __________________________ Date 2/15/06
Chair, Graduate Council Date __________________________

Department Head/Program Chair __________________________ Date 2/23/06
Chair, Undergraduate Curriculum Committee Date __________________________

Dean or Associate Dean __________________________ Date __________________________

CATHALOG COORDINATOR

Catalog Coordinator __________________________ Date __________________________

REGISTRAR'S USE ONLY

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Florida Institute of Technology - Office of the Registrar
150 West University Boulevard, Melbourne, FL 32901-6975 • (321) 674-8136 • Fax (321) 674-7827

RG-131-3551
BUS3516 – Enterprise Resource Planning Systems

Description:
This course provides a comprehensive understanding of Enterprise Resource Planning (ERP) concepts, the process-centered organization, integration of Enterprise Systems, and how ERP supports global business enterprises. The course focuses on the Enterprise Resource Planning (ERP) concept, the basic principles of Enterprise System software and the basic functional and technical issues in applying Enterprise Systems software for decision-making using the market leader in ERP packaged software, SAP R/3.

Prerequisites/Co-requisites:
- BUS3504 (co-requisite)

Textbook:

Course Objectives:
Students successfully completing this course will demonstrate an understanding of:
- Enterprise Information Systems (EIS) and the key role they plan in modern organizations;
- ERP Systems from both a functional (business process) and implementation perspective using SAP R/3 software;
- Supply chain management and customer resource management;
- Corporate wide impacts when data is a central resource in complex global business environments; and
- Managing the role of ERP systems and their impact on global business economies.

Course Requirements:
The course includes lab sessions using R/3 software, homework exercises, reports, presentations, class discussions, exams and lectures. ERP team projects are required.

Grading
- Homework/Reports 20%
- ERP Laboratory assignments 20%
- ERP Team Projects 20%
- Midterm Exam 20%
- Final Exam 20%
## Florida Institute of Technology

**Adding a New Course to the Curriculum**

This course is available for student registration only after the approval process has been completed.

<table>
<thead>
<tr>
<th>Subject</th>
<th>BUS 3517</th>
<th>Course No.</th>
<th>3517</th>
<th>Credit Hours</th>
<th>3</th>
<th>Term to be added to the file</th>
<th>Fall 2006</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Class Hours</th>
<th>3</th>
<th>Lecture Hours</th>
<th>3</th>
<th>Lab Hours</th>
<th>Contact Hours (CEU only)</th>
<th></th>
</tr>
</thead>
</table>

**Department**

- College of Business (e.g., Computer Sciences)

**Schedule Type**

- Lectures (e.g., lecture, lab or special project)

**College/School**

- College of Aeronautics—23
- College of Business—24
- College of Engineering—01
- College of Psychology and Liberal Arts—25
- College of Science—26
- University College/SEG—60

**Computer Title** (restricted to 25 spaces, including blanks)

- Info Assurance/Security

**Catalog Title**

- Information Assurance and Security

**Catalog Description of Course** (limited to 350 characters, including spaces)

Covers information security systems within organizations. Emphasizes systems controls, identifying threats, and techniques for auditing and monitoring access control; and planning, designing, implementing, managing and auditing security including enterprise systems. Covers accidental and intentional breaches of security and disaster recovery.

In addition, you may attach a course syllabus and/or more detailed description.

**Restrictions**

- Prerequisite: BUS 3504
- Corequisite: (course number)

**Grades to be issued**

- A, B, C, D, F
- S, U
- P, F
- Other

**Additional Restriction**

(e.g., major, class level, department head approval)

If this course replaces a course currently offered in BANNER, please indicate old course information.

**Subject**

- Alpha Prefix (e.g., CSE)

**Course No.**

- (e.g., 1301)

### Approvals

Upon completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for approval below and forward to Catalog Coordinator.

- **Organizer:**
  - Signature: ___________
  - Date: 2/15/06

- **Department Head/Program Chair:**
  - Signature: ___________
  - Date: 2/15/06

**Catalog Coordinator**

**Registrar’s Use Only**

<table>
<thead>
<tr>
<th>Catalog Coordinator</th>
<th>Date</th>
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</table>

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130 West University Boulevard, Melbourne, FL 32901-0795 • (321) 674-8136 • Fax (321) 674-7827
BUS3517 – Information Assurance and Security

Description:

This course is designed to develop knowledge and skills for security of information and information systems within organizations and provides an overview and background of information systems security fundamentals and tools. Emphasis is on the role of general and application systems controls in protecting data and computing resources, the identification of threats, and the administrative and technological tools and techniques to audit and monitor access and access control. The course focuses on concepts and methods associated with planning, designing, implementing, managing, and auditing security at all levels and on all systems platforms, including enterprise systems. The course presents techniques for assessing risk associated with accidental and intentional breaches of security as well as disaster recovery planning.

Prerequisites/Co-requisites:
- BUS3504 (pre-requisite)

Textbook:


Course Objectives:

Students successfully completing this course will demonstrate an understanding of:
- The models, the tools, and the techniques for enforcement of security policies;
- Regulatory policy in homeland cybersecurity and government regulation of information technology;
- Information assurance as practiced in computer operating systems, distributed systems, networks and other applications;
- Prevalent network and distributed system attacks, defenses against them, and forensics to investigate the aftermath;
- Security policies (such as authentication, integrity and confidentiality) as well as protocols to implement such policies in the form of message exchanges; and
- Technological infrastructure to support critical legal, societal and management issues.

Course Requirements:

The course includes a variety of technical readings from the web, reports, exams, case studies, student presentations, and lectures. Final projects include a paper describing a computer security breach and an analysis of tools and techniques that can be used to prevent such attacks.
Grading

- Homework 20%
- Class Participation/Case Discussions 20%
- Final Project 20%
- Midterm Exam 20%
- Final Exam 20%
Florida Institute of Technology

ADDING A NEW COURSE TO THE CURRICULUM

This course is available for student registration only after the approval process has been completed.

Subject BUS
Course No. 4516
Credit Hours 3
Term to be added to the file Fall 2005

Class Hours 3 Lecture Hours 3 Lab Hours Contact Hours (CEU only) 

Department College of Business
(e.g., Computer Sciences)
Schedule Type Lecture
(e.g., lecture, lab or special project)

College/School
☐ College of Aeronautics—23
☐ College of Business—24
☐ College of Engineering—01
☐ College of Psychology and Liberal Arts—25
☐ College of Science—26
☐ University College/SEG9—90

Computer Title (restricted to 25 spaces, including blank) Strat Mgmt of Technology

Catalog Title Global Strategic Management of Technology

Catalog Description of Course (limited to 350 characters, including spaces)
Emphasizes technology, strategy and global competitive advantage. Develops the practical tools of strategy, planning and implementation at business and corporate levels. Investigates the strategies of technology-intensive international companies. Requires student teams to develop a five-year strategic plan for a global company or business unit.

In addition, you may attach a course syllabus and/or more detailed description.

Restrictions ☒Prerequisite BUS 3517/Info Assurance (course number)
☐ Corequisite ____________________________

☐Prerequisite BUS 3516/ERP (course number)
☐ Corequisite ____________________________

☐Prerequisite ____________________________
☐ Corequisite ____________________________

Grades to be issued ☒A, B, C, D, F
☐ S, U
☐ P, F
☐ Other ____________________________

Additional Restriction ____________________________
(e.g., major class level, department head approval)

If this course replaces a course currently offered in BANNER, please indicate old course information

Subject Alpha Prefix (e.g., CSE) Course No. (e.g., 1301) ____________________________

APPROVALS
Upon completion of appropriate department approvals, submit form to Chair, Graduate Council,
or Chair, Undergraduate Curriculum Committee for approval below and forward to Catalog Coordinator.

Originator

Chair, Graduate Council

Date

Chair, Undergraduate Curriculum Committee

Date

OR

Department Head/Program Chair

Date

Dean or Associate Dean

Date

CATALOG COORDINATOR

REGISTRAR’S USE ONLY

Catalog Coordinator ____________________________

Date ____________________________

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Operator Init ____________________________

Date ____________________________

Florida Institute of Technology - Office of the Registrar

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RG-34-485i
BUS4516 – Global Strategic Management of Technology

Description:

This course emphasizes the linkage between technology, strategy, and achieving global competitive advantage. The concepts and practical information technology tools of strategy, strategic planning, project management, and implementation both at the business unit and at corporate levels are developed. The strategies of technology intensive international companies are investigated, compared, and evaluated.

Prerequisites/Co requisites:
- BUS3516 – Enterprise Resource Planning Systems (or co-requisite)

Textbook:
- Strategic Management of Technology and Innovation by Robert A. Burgelman, Clayton M. Christensen, and Steven C Wheelwright, 2003

Course Objectives:
Students successfully completing this course should have an understanding of:
- Alternative strategies for effective management of technology in a global economy;
- Managing technology innovation and intellectual properties;
- The process, roles, and rewards of technological innovation;
- Integration of the strategic relationship of technology with project management, strategic planning, marketing, finance, engineering, and manufacturing; and
- Service, societal issues, and international and policy alternatives and their impact on information technology management strategies

Course Requirements:
The course includes a variety of cases, readings, reports, and lectures. Students work in teams to develop a 5-year strategic plan for a global company or business unit of their choice, with a minimum of three strategic alternatives, and recommend the chosen alternative.

<table>
<thead>
<tr>
<th>Grading</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>10%</td>
</tr>
<tr>
<td>In-class Exercises /Class Participation</td>
<td>20%</td>
</tr>
<tr>
<td>Case Studies/Case Discussions</td>
<td>20%</td>
</tr>
<tr>
<td>Team Project</td>
<td>25%</td>
</tr>
<tr>
<td>Research Paper</td>
<td>25%</td>
</tr>
</tbody>
</table>
Florida Institute of Technology

ADDITIONAL COURSE TO THE CURRICULUM

This course is available for student registration only after the approval process has been completed.

Subject: BUS
Alpha Prefix (e.g., CSE) 4585  Credit Hours: 3  Term to be added to the file: Fall 2006
Number Choice (e.g., 1301)  (e.g., Fall 2005)

Class Hours: 3  Lecture Hours: 3  Lab Hours:  Contact Hours (CEU only):

Department: College of Business
(e.g., Computer Sciences)
Schedule Type: Lecture
(e.g., lecture, lab or special project)

College/School
(Please check appropriate box)
☐ College of Aeronautics-23
☒ College of Business-24
☒ College of Engineering-01
☐ College of Psychology and Liberal Arts-25
☐ College of Science-26
☐ University College/SEGS-90

Computer Title (restricted to 25 spaces, including blanks): Information Mgmt Practicum

Catalog Title: Information Management Practicum

Catalog Description of Course (limited to 350 characters, including spaces):
Real-world business experience complements the varied academic disciplines covered in the information management curriculum. Minimum requirements include written and oral presentations, biweekly activity reports, group meetings and 150 work hours at a host employer's location. Must be taken in the final semester before graduation.

In addition, you may attach a course syllabus and/or more detailed description.

Restrictions
☒ Prerequisite: BUS 4753
☐ Corequisite: BUS 4702

☐ Prerequisite
(enter course number)
☐ Corequisite
(enter course number)

Grades to be issued
☒ A, B, C, D, F
☐ S, U
☐ P, F
☐ Other

Additional Restrictions: For Information Management (7468) majors only.
(e.g., major, class level, department head approval)

If this course replaces a course currently offered in BANNER, please indicate old course information.

Subject: BUS
Alpha Prefix (e.g., CSE) 4585
Number Choice (e.g., 1301)  

APPROVALS
Upon completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for approval below and forward to Catalog Coordinator.

Organizer: [Signature]
Date: 1/6/06

Chair, Graduate Council
Date:

Chair, Undergraduate Curriculum Committee
Date:

OR

Registrar's Use Only

SCAROSE
SCAREETL
SCAREQ
SCABASE
Operator Init.
Date:

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RG-134-3051
FLORIDA INSTITUTE OF TECHNOLOGY
College of Business
Course Syllabus

BUS 4585 – Information Management Practicum
Instructor: Dr. David D. Hott
Prerequisite: Senior Standing, BUS 4501, 4701
Telephone: (O) 674-7391
Corequisite: BUS 4702
(H) 724-8263
Spring 2004
E-Mail: dhott@fit.edu

COLLEGE OF BUSINESS OFFICE HOURS POLICY:
Faculty in the College of Business are available a minimum of eight hours each week for
consultation with students outside of classroom time. At least four of these are regularly
scheduled office hours. The remaining time may be requested for E-mail correspondence,
apPOINTments for times other than office hours, and group problem/discussion sessions.

COURSE DESCRIPTION:
This real-world business experience complements the varied academic disciplines covered in
the business curriculum. Minimum requirements include written and oral presentations,
bimonthly activity reports, seven group meetings and 150 work hours (10 hours per week
average time commitment) at your host employer's work location. This is a three (3) credit
course designed to give the student a viable business experience in a real-world environment.

COURSE OBJECTIVES:
The student, by the end of the course, should understand how an organization functions. In
addition, the student should gain insight into the workings of various functional specialties
within an organization and an understanding of the problem solving and decision making
processes, thereby better preparing the student for entry into the workforce.

COURSE REQUIREMENTS:
Students are responsible to thoroughly familiarize themselves with the requirements outlined
in the Practicum Program Handbook. An average of ten (10) hours per week will be spent at
the host organization. A minimum of 150 hours at the host company is required for
satisfactory completion of the course. A minimum of eight (8) hours per week is required
through Friday April 23, 2004 (even if the 150 hour minimum has been reached).

Email address: Each student must have a FIT email address to receive announcements and
assignments. You have the option to automatically forward messages from your FIT account
to another address of your choice. Forward your FIT email address to me at dhott@fit.edu.
Read the new Florida Tech policy using the following link.
https://www.fit.edu/acs/userservices/faqs.htm

Blackboard Account: Each student must have a Blackboard account. You are responsible
Announcements, homework assignments, and other information will be disseminated via e-
mail and Blackboard.

Practicum Reports
A biweekly Practicum report must be submitted to: (1) the instructor; (2) Mr. Tom
Stauffacher; (3) the student's academic advisor and; (4) the host supervisor outlining what
the student accomplished during the period, hours worked during the period, and cumulative
hours worked through the report date. Reports are to be reviewed by the intern's immediate supervisor, who also has the option to provide comments, prior to submission. The name of the individual who performed the review and the date of the review are to be included in the report. If the host supervisor has not reviewed the report by 10:00 AM on Wednesday the intern will forward the report without the supervisor's review. The intern should have the report reviewed as soon as possible and resubmit showing the review date and comments (if any) added by the supervisor.

The report covers a period starting on Saturday and ending on Friday. Reports are to be sent electronically as a Word document (use the Weekly Report template provided) attached to an e-mail. Reports are due by noon Wednesday following the reporting period.

<table>
<thead>
<tr>
<th>Due Dates for Reports</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Group 1</strong></td>
<td><strong>Group 2</strong></td>
</tr>
<tr>
<td>Wednesday, Week 1</td>
<td>Wednesday, Week 2</td>
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<tr>
<td>Wednesday, Week 3</td>
<td>Wednesday, Week 4</td>
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<tr>
<td>Wednesday, Week 5</td>
<td>Wednesday, Week 6</td>
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<td>Wednesday, Week 7</td>
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<td>Wednesday, Week 9</td>
<td>Wednesday, Week 10</td>
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<td>Wednesday, Week 11</td>
<td>Wednesday, Week 12</td>
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<tr>
<td>Wednesday, Week 13</td>
<td>Wednesday, Week 14</td>
</tr>
<tr>
<td>Wednesday, Week 15</td>
<td>Wednesday, Week 16</td>
</tr>
</tbody>
</table>

**Class Meetings**
Each group will have seven class meetings with the Instructor and Mr. Stauffacher.

<table>
<thead>
<tr>
<th>Meeting</th>
<th><strong>Group 1</strong></th>
<th><strong>Group 2</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Friday, Week 1 9:00-10:50 AM</td>
<td>Friday, Week 1 9:00-10:50 AM</td>
</tr>
<tr>
<td>2</td>
<td>Friday, Week 3 9:00-10:50 AM</td>
<td>Friday, Week 4 9:00-10:50 AM</td>
</tr>
<tr>
<td>3</td>
<td>Friday, Week 5 9:00-10:50 AM</td>
<td>Friday, Week 6 9:00-10:50 AM</td>
</tr>
<tr>
<td>4</td>
<td>Friday, Week 7 9:00-10:50 AM</td>
<td>Friday, Week 8 9:00-10:50 AM</td>
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<tr>
<td>5</td>
<td>Friday, Week 9 9:00-10:50 AM</td>
<td>Friday, Week 10 9:00-10:50 AM</td>
</tr>
<tr>
<td>6</td>
<td>Friday, Week 11 9:00-10:50 AM</td>
<td>Friday, Week 12 9:00-10:50 AM</td>
</tr>
<tr>
<td>7</td>
<td>Friday, Week 13 9:00-10:50 AM</td>
<td>Friday, Week 14 9:00-10:50 AM</td>
</tr>
</tbody>
</table>

Meetings one and seven will be in the seventh floor conference room of the Crawford Building. Meetings two through six will be held in the College of Business Q16.

**Final Paper**
The final written report must be received by the course instructor in hard copy, (email attachments are NOT acceptable) by noon on Monday, Finals Week. The final report requirements are delineated in the Practicum Program Handbook. Please follow the report outline exactly as shown in the Handbook.
**Oral Presentation**

A final oral presentation of the Practicum experience is required. Scheduling of the presentation at the host site and invitations to the presentation are to be coordinated by the student. Required invitees are to include: (1) the instructor; (2) your academic advisor; (3) Mr. Tom Stauffacher; and (4) your immediate supervisor. It is suggested that you invite any other host organization attendees and your mentor if you have one. Ask your supervisor at the host company for their policy regarding guests. Presentations for Group1 will be scheduled for the week of April 12, 2004. Presentations for Group2 will be scheduled for the week of April 19, 2004. A copy of the Practicum Oral Presentation Evaluation Form will be distributed at the final group meeting to acquaint you with the basis for the evaluation of your presentation.

**GRADING:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Maximum Points</th>
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<tbody>
<tr>
<td>Content and quality of weekly Practicum reports</td>
<td>20</td>
</tr>
<tr>
<td>Attendance and participation in all seven class meetings</td>
<td>10</td>
</tr>
<tr>
<td>Final oral presentation</td>
<td>10</td>
</tr>
<tr>
<td>Final written report</td>
<td>25</td>
</tr>
<tr>
<td>Fulfilling Practicum Responsibilities and Job Description</td>
<td>15</td>
</tr>
<tr>
<td>Host Company evaluation</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

Your final letter grade will be assigned as follows:

<table>
<thead>
<tr>
<th>%</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100 %</td>
<td>A</td>
</tr>
<tr>
<td>80 - 89 %</td>
<td>B</td>
</tr>
<tr>
<td>70 - 79 %</td>
<td>C</td>
</tr>
<tr>
<td>60 - 69 %</td>
<td>D</td>
</tr>
<tr>
<td>0 - 59 %</td>
<td>F</td>
</tr>
</tbody>
</table>

**Academic Honesty:** Students are responsible for their own work and expected to complete it independently. In cases of cheating or plagiarizing, Florida Tech’s policy will be strictly enforced.
COURSE DESCRIPTION: (3 credits): Real-world business experience complements the varied academic disciplines covered in the information management curriculum. Minimum requirements include written and oral presentations, biweekly activity reports, group meetings and 150 work hours at a host employer's location. Must be taken in the final semester before graduation. For Information Management (7468) majors only. Prerequisites: BUS 4783. Corequisites: BUS 4702.