MSTM New Student Guide

This guide will provide you with important details regarding your academic program for MS in Technology Management. Please familiarize yourself with this information. If you have any questions regarding your academic requirements, please feel free to contact the MSTM staff.

Following your academic program is vital to ensuring your successful completion of the MS in Technology Management program.
MSTM Program Requirements

The MSTM programs follows a lock-step curriculum that consists of Business Core courses and Technology Management courses. The program is designed to be completed in three semesters: Summer, Fall and Spring.

You are required to complete a minimum of 40 credit hours and maintain a minimum GPA of 3.0 in order to graduate. Because of the structured nature of the program, and the timeframe in which it is designed to completed, substitutions are generally not allowed. Any deviation from the course schedule must be approved by your Academic Advisor. Once registration is completed for each semester, a registration hold will be placed on your account to ensure that changes are not made to your schedule without permission. This process is set in place to ensure that all requirements for graduation are met on time and without any unnecessary inconvenience or additional cost on your part.

MSTM Course Structure

**Summer**
- BADM 572 Statistics for Management Decision Making 2 credit hours
- BADM 590 Introduction to Business 4 credit hours
- ESL 505 International Business Communication 0 credit hours (if admitted on limited status for English proficiency)

**Fall**
- ACCY 500 Accounting 4 credit hours
- BADM 508 Leadership and Teams 2 credit hours
- BADM 514 Managing Innovation 2 credit hours
- BADM 520 Marketing Management 2 credit hours
- BADM 525 New Product Development 2 credit hours
- BADM 567 Process Management 2 credit hours
- BADM 590 Entrepreneurship 2 credit hours
- BADM 590 Frontiers in Technology 0 credit hours

**Spring**
- BADM 551 Managing Intellectual Property 2 credit hours
- BADM 543 Technology Strategy 2 credit hours
- BADM 566 Supply Chain Management 2 credit hours
- BADM 574 Simulation & Risk Analysis 2 credit hours
- BADM 589 Project Management 2 credit hours
- BADM 590 Frontiers in Technology 0 credit hours
- BADM 590 Technology Practicum 4 credit hours
- FIN 500 Introduction to Finance 4 credit hours
MSTM Academic Calendar

Summer Semester
MSTM Orientation Week begins  Monday, June 6, 2016
EPT exam  Monday, June 13, 2016
First Day of Instruction  Monday, July 4, 2016
Independence Day Holiday (no classes)  Monday, July 4, 2016
Instruction ends  Thursday, August 4, 2016
Final Exams End  Saturday, August 6, 2016**

**Do NOT schedule of book travel plans before this date

Fall Semester
Fall MSTM Orientation  Wednesday, August 17, 2016*
Team Building Challenge and camping trip  Thursday, August 18 & 19, 2016
Instruction begins  Monday, August 22, 2016
Labor Day (no classes)  Monday, September 5, 2016
Thanksgiving Vacation begins  Saturday, November 19, 2016
Instruction Resumes  Monday, November 28, 2016*
Instruction Ends  Wednesday, December 7, 2016
Final Exams begin  Friday, December 9, 2016
Final Exams end  Friday, December 16, 2016**

*Return to campus by this date
**Do NOT schedule of book travel plans before this date

Spring Semester
Instruction begins  Tuesday, January 17, 2017*
Spring Vacation begins  Saturday, March 18, 2017
Instruction Resumes  Monday, March 27, 2017*
Instruction Ends  Wednesday, May 3, 2017
Final Exams begin  Friday, May 5, 2017
Final Exams End  Friday, May 12, 2017**
Convocation  Sunday, May 14, 2017***
MSTM Graduation Celebration  Sunday, May 14, 2017***

*Return to campus by this date
**Do NOT schedule of book travel plans before this date
***These are tentative dates
MSTM Honor Code

The Illinois MSTM community believes that honesty and integrity are qualities necessary for rewarding academic and professional experiences. The purpose of the Honor Code is therefore to express a commitment to promote principles of honesty, integrity and trust among Illinois MSTM students. Therefore, prior to entering the program, each student is asked to commit to the principles of this Honor Code and, by accepting admission, agrees to abide by the Code.

The Honor Code requires that each student act with integrity in all academic activities and that each student endeavors to hold his or her peers to the same standard.

Examples of violations of the Honor Code include:

- **Lying** - Lying includes knowingly communicating an untruth in order to gain an unfair academic advantage or neglecting to divulge information when under the circumstances a person of integrity would be expected to disclose the matter.

- **Cheating/fraud** – Cheating/fraud includes using unauthorized materials to complete an assignment; copying the work of another student, or representing another's work as one's own work (plagiarism); falsifying one's identity by having another person take an exam; unauthorized providing of materials or information to others during exams; and any other activity which gives a student an unfair academic advantage. All communications, written, oral or otherwise, among students during examinations, are forbidden, as is the use of notes, books, calculators or other written material except when approved by the instructor.

- **Stealing** - Students are required to submit their own work. Ideas, data, direct quotations, paraphrasing, or any other incorporation of the work of others must be clearly referenced. To do otherwise constitute plagiarism, which is using the work of another without giving proper credit.

Upon witnessing a violation of the Honor Code, a student has a moral obligation to inform the student whose conduct is believed to be in violation of the Code that the Code has been violated. The student also has the right to inform a member of the faculty, and/or may submit a written complaint to the Director of the program.

A violation of this agreement is a serious matter that is subject to disciplinary sanctions imposed by the Instructor and the Director of the program.
MSTM Code of Conduct

Students are expected in all of their actions to reflect personal honesty, integrity and respect for others. Moreover, as members of a distinctively academic community, Illinois MSTM students must adhere to the norms of a serious intellectual community. More particularly, an Illinois MSTM student’s responsibilities include:

- a duty to respect the integrity of all members of the Illinois MSTM community by avoiding all forms of force, violence or intimidation, including sexual harassment;
- a duty to respect the property and rights of others; and
- a duty to respect and preserve the quality of academic facilities.

Respect for Others

Students have an obligation to maintain a learning and community environment that is humane, fair, and responsible. This includes behavior that is consistent with equal treatment without regard to age, citizenship status, color, disability, marital or parental status, national origin, sex or sexual orientation, race, or religion. Conduct that interferes with the rights of another or creates an atmosphere of intimidation or disrespect is inconsistent with the environment of learning and cooperation that the program requires. Sexual harassment, which includes all types of inappropriate sexual advances, verbal or physical, will not be tolerated.

Academic Facilities

Students have a responsibility to preserve the quality of classrooms and public space. This responsibility extends, for example, to such things as disposal of one’s food and trash, to reporting problems to the building maintenance manager, to maintenance of appropriate level of noise in study areas, and notification to appropriate security personnel of suspicious persons in the facility.

Computer Facilities

Access to Illinois MSTM computing and networking resources, including hardware, software, computer-based files and data, the College of Business network and other networks reached via College of Business facilities, is limited to authorized users and is for approved purposes only. The copying of software, the unauthorized installation of software, and the unauthorized reconfiguration of systems are forbidden by College policy. Such activity would therefore constitute an example of failure to respect the property and rights of others and is expressly forbidden under this Code.
Each student is expected to use the College of Business’s computing resources in an ethical and legal manner and has the following responsibilities:

• a duty to preserve the quality and cleanliness of computing and networking facilities;
• a duty to utilize the computing resources for the sole purpose of facilitating his or her work as an MSTM student;
• a duty to respect the privacy and reasonable preferences of other users, including the privacy of their accounts and data and any confidential or privileged information to which the student may have access; and
• a duty to maintain the integrity and security of the systems and network, including the safeguarding of passwords, codes and other privileged information.
• a duty to use email communications in a respectful and appropriate manner.

Failure to abide by these rules may result in referral to the Director of the Illinois MSTM program and/or local law enforcement authorities. Conduct that violates the Code may be subject to both program and university discipline and/or public sanctions as circumstances may warrant.
Financials
University Student Financial Services and Cashier Operations
162 Henry Administration Building
506 South Wright Street
Urbana, IL 61801
(217) 333-2180
usfscohelp@illinois.edu

Cashier Operations: Monday – Friday, 9:00 am – 12:00 pm; 1:00 pm - 4:00 pm
Customer Service: Monday – Friday, 9:00 am – 12:00 pm; 1:00 pm - 4:00 pm

Payment Address
University of Illinois Payment Center
Student A/R
28393 Network Place
Chicago, IL 60673-1283

The University Student Financial Services and Cashier Operations Office (USFSCO) is the office that handles student billing for tuition, fees, and other University charges.

Information regarding tuition due dates and payment plan options can be found here, https://paymybill.uillinois.edu/.

Campus Employment
If you are looking for a job on campus the Virtual Job Board is an excellent resource. Check it often as it is real time and positions are posted all the time. https://secure.osfa.illinois.edu/vjb/

Transportation
Champaign-Urbana has an excellent public transit system for travel around the university campus and surrounding community. For information regarding bus routes and schedules, please visit their website: http://www.cumtd.com/

Note: You will be charged a $1 fee per ride until you are issued a University ID Card (I-Card). Once you have your I-Card, this charge will not apply when you present the card; the fee for bus services has been included in your student fees.
Housing

The information provided below does not indicate endorsement of any apartment or property management over others.

The University of Illinois has Graduate Student Residence Halls and University Apartments available to admitted students. To learn more about University Housing please visit http://housing.illinois.edu/. Additionally, apartments and other housing are available in either Champaign or Urbana. The area surrounding campus is called Campustown.

Some resources:
The Place at 117 www.place117.com
The Village www.villagecp.com
One North and One South http://one-illinois.com
Capstone http://capstonequarters.com
JSM Apartments https://apartments.jsmliving.com
Burnham 310 Apartments www.burnham310.com
Professional Property Management http://www.ppmrent.com/
Campustown Rentals www.campustownrentals.com
Tower at 3rd https://www.americancampus.com/student-apartments/il/champaign/tower-at-3rd
Here http://www.herechampaign.com/
Lofts 54 https://www.americancampus.com/student-apartments/il/champaign/lofts54
Terraces on Second http://www.terracesonsecond.com/