Carnegie Mellon University
Australia

Program Handbook	2018 - 2019

Master of Science in Information Technology (MSIT)
- **MSIT (Information Technology Management)**
- **MSIT (Information Technology Management - Information Security specialization)**
- **MSIT (Business Intelligence & Data Analytics)**

Advanced Certificate in Business Intelligence & Data Analytics

Graduate Certificate in Business Intelligence & Data Analytics

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CARNEGIE MELLON UNIVERSITY IN AUSTRALIA

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY
ADVANCED CERTIFICATE IN BUSINESS INTELLIGENCE & DATA ANALYTICS
GRADUATE CERTIFICATE IN BUSINESS INTELLIGENCE & DATA ANALYTICS

POLICIES AND GUIDELINES

1. INTRODUCTION

This handbook provides specific information on the curriculum and program requirements for the Master of Science in Information Technology Program. CMU-A also publishes a separate handbook which details campus-wide policies and procedures pertaining to educational planning, program committee, teaching, scheduling and course credit, performance standards, academic standing, ethics and discipline, student privacy rights and major forms and deadlines. Students should familiarize themselves with both handbooks as they include information that is critical for your success. Both handbooks can be obtained from the CMU-A website.

2. MISSION STATEMENT

The mission of the Master of Science in Information Technology Program (MSIT) is to prepare mid-career IT professionals to lead change in their organizations. Carnegie Mellon's MSIT is an elite graduate degree program that equips students with an integration of information technology and management skills.

Students in the MSIT program should be able to:
- Combine management and technology skills gained in the classroom that can be directly applied in a professional IT environment; and
- Create organizational value through the effective deployment of IT.

We achieve this mission through:
- fine tuning our curriculum and our student selection to optimize our role of being a bridge between technology and management; and
- enhancing the curriculum through the intelligent use of synchronous, distance and part-time learning practices; and
- building and sustaining a culture that prizes entrepreneurship and innovation in information technology and its management and application.

3. CURRICULUM

MSIT (Information Technology Management)

Our MSIT-ITM program features a unique interdisciplinary curriculum of analytical and quantitative studies. Students are empowered to customize their degree by selecting from a variety of course electives carried out via coursework and/or independent study. We are widely recognized for our unique interdisciplinary environment, encouraging work across departmental lines. As a result, our MSIT graduates enter the world with the ability to solve complex problems.

3.1 MSIT (Information Technology Management) 12 month track

Studying full time, you will complete the MSIT (ITM) program in three consecutive semesters. Studying part time, you may take up to five years (15 semesters) to complete the program. The MSIT (ITM) curriculum is structured with a set of core courses and electives.

In order to successfully complete the MSIT (ITM) program, you must complete the following:
- 144 units of course credit which includes:
  - 96 units of core requirements
  - 48 units of electives, and
- Achieve a cumulative quality point average of at least 3.0.
- Attendance of at least five convocations.

Core Course Code	Course Title	Units
94-700	Organizational Design and Implementation	6
94-702	Professional Writing	6
94-718	Strategic Presentation Skills	6
94-866	Design Thinking	6
95-703	Database Management	12
95-705	Telecommunications Management	12
95-712	Object Oriented Programming in Java	12
95-720	Information Systems Project	12
95-730	E-Business Technologies and Management	12
95-733	Internet of Things	6
95-808	IT Project Management	6
Total core		**96 units**
Elective		**48 units**
TOTAL UNITS		**144 units**

Note: students must ensure all required pre-requisites are met prior to enrolment.

3.2 MSIT (Information Technology Management) 21 month track

Studying full time, you will complete the MSIT (ITM) program in five consecutive semesters. The MSIT (ITM) curriculum is structured with a set of core courses and electives.

In order to successfully complete the MSIT (ITM) program, you must complete the following:
- 168 units of course credit which includes:
  - 108 units of core requirements
  - 60 units of electives,
  - 400 hours of internship (spread over 10-12 weeks) and
- Achieve a cumulative quality point average of at least 3.0.
- Attendance of at least eight convocations.

Core Course Code	Course Title	Units
94-700	Organizational Design and Implementation	6
94-702	Professional Writing	6
94-718	Strategic Presentation Skills	6
94-866	Design Thinking	6
95-703	Database Management	12
95-705	Telecommunications Management	12
95-712	Object Oriented Programming in Java	12
95-715	Financial Accounting	6
95-716	Principles of Finance	6
95-720	Information Systems Project	12
95-730	E-Business Technologies and Management	12
95-733	Internet of Things	6
95-808	IT Project Management	6
95-900	Internship (400 hours)	0
Total core		**108 units**
Elective		**60 units**
TOTAL UNITS		**168 units**

Note: students must ensure all required pre-requisites are met prior to enrolment.

3.3 MSIT (ITM – Information Security specialization)

Information Security specialization
Students may choose to complete a specialization offered at CMU-A by completing a selected set of electives listed below. The courses taken for specialization are regarded as part of the elective courses required for the program. You should consult your advisor and plan your course selection very carefully to ensure you can complete the courses (taking into consideration any pre-requisites) within the expected duration of program. Students must not exceed the maximum units of 54 units in each semester.

Please note that you are not required to declare a specialization. Students can complete the MSPPM program without a specialization.

Course requirements for specialization in Information Security
Students wishing to complete a specialization in Information Security while pursuing their degree must complete the following 42 units of courses:

95-752 Introduction to Information Security Management - 12 units
95-758 Network and Internet Security - 12 units
95-748 Software and Security - 6 units
95-755 Information Security Risk Management 1 - 6 units

AND
At least 6 units from the following list:

95-749 Cryptography - 6 units
95-756 Information Security Risk Management 2 - 6 units
95-889 Applied Threat Analysis - 12 units
95-883 Ethical Penetration Testing - 6 units
95-884 Network Defence - 6 units
Any courses not listed above would require approval (from the Director of Programs) prior to enrolment.

MSIT (ITM – Information Security specialization) 12 month track
In order to successfully complete the MSIT (ITM-IS) program, you must complete the following:
- 144 units of course credit which includes:
  - 96 units of core requirements (as per MSIT-ITM program),
  - 42 units of electives from the Information Security specialisation,
  - 6 units of additional electives and
- Achieve a cumulative quality point average of at least 3.0.
- Attendance of at least five convocations.

MSIT (ITM – Information Security specialization) 21 month track
In order to successfully complete the MSIT (ITM-IS) program, you must complete the following:
- 168 units of course credit which includes:
  - 108 units of core requirements (as per MSIT-ITM program),
  - 42 units of electives from the Information Security specialisation,
  - 18 units of additional electives,
  - 400 hours of internship (spread over 10-12 weeks) and
- Achieve a cumulative quality point average of at least 3.0.
- Attendance of at least eight convocations.

3.5 MSIT (Business Intelligence and Data Analytics) 21 month track

Studying full time, you will complete the MSIT (BIDA) program in five consecutive semesters. The MSIT (BIDA) curriculum is structured with a set of core courses and electives. The BIDA degree combines a comprehensive information technology and management curriculum with BIDA courses, a compulsory 400 hours internship program and an industry-based Data Analytics Capstone Project.

In order to successfully complete the MSIT (BIDA) program, you must complete the following:
- 168 units of course credit which includes:
  - 150 units of core requirements
  - 18 units of electives,
  - 400 hours of internship (spread over 10-12 weeks) and
- Achieve a cumulative quality point average of at least 3.0.
- Attendance of at least eight convocations.

Core Course Code	Course Title	Units
94-700	Organizational Design and Implementation	6
94-702	Professional Writing	6
94-718	Strategic Presentation Skills	6
94-866	Design Thinking	6
95-703	Database Management	12
95-705	Telecommunications Management	12
95-712	Object Oriented Programming in Java	12
95-715	Financial Accounting	6
95-716	Principles of Finance	6
95-720	Information Systems Project (Data Analytics Capstone Project)	12
95-730	E-Business Technologies and Management	12
95-733	Internet of Things	6
95-760	Decision Making Under Uncertainty	6
95-791	Data Mining	6
95-796	Statistics for IT Managers	6
95-797	Data Warehousing	6
95-808	IT Project Management	6
95-865	Unstructured Data Analytics	6
95-869	Big Data and Large Scale Computing	6
95-888	Data Focused Python	6
95-900	Internship (400 hours)	0
Total core		**150 units**
Elective		**18 units**
TOTAL UNITS		**168 units**

Note: students must ensure all required pre-requisites are met prior to enrolment.

3.6 Advanced Certificate in Business Intelligence and Data Analytics

Please note this course is only available to domestic students.

Studying part time, you will complete the Advanced Certificate in BIDA program in two years. The Advanced Certificate BIDA curriculum is structured with a set of core courses and electives. Students usually enroll for courses via distance learning (asynchronous). A subset of courses from the certificate will also be available as regular in-class courses and students will have the option of attending regular lectures on campus in Adelaide.

The program also offers a pathway for further learning in the Master of Science in Information Technology – Business Intelligence and Data Analytics (MSIT-BIDA) program.

In order to successfully complete the MSIT (BIDA) program, you must complete the following:
- 96 units of course credit which includes:
  - 66 units of core requirements
  - 30 units of electives, and
- Achieve a cumulative quality point average of at least 3.0.

Core Course Code	Course Title	Units
95-703	Database Management	12
95-720	Information Systems Project (Data Analytics Capstone Project)	12
95-760	Decision Making Under Uncertainty	6
95-791	Data Mining	6
95-796	Statistics for IT Managers	6
95-797	Data Warehousing	6
95-865	Unstructured Data Analytics	6
95-869	Big Data and Large Scale Computing	6
95-888	Data Focused Python	6
Total core		**66 units**
Elective		**30 units**
TOTAL UNITS		**96 units**

Note: students must ensure all required pre-requisites are met prior to enrolment.

3.7 Graduate Certificate in Business Intelligence and Data Analytics

Please note this course is only available to domestic students.

Studying part time, you will complete the Advanced Certificate in BIDA program in one year. The Graduate Certificate BIDA curriculum is structured with a set of core courses and electives. Students usually enroll for courses via distance learning (asynchronous). A subset of courses from the certificate will also be available as regular in-class courses and students will have the option of attending regular lectures on campus in Adelaide.

The program also offers a pathway for further learning in the Master of Science in Information Technology – Business Intelligence and Data Analytics (MSIT-BIDA) program.

In order to successfully complete the MSIT (BIDA) program, you must complete the following:
- 48 units of course credit which includes:
  - 36 units of core requirements
  - 12 units of electives, and
- Achieve a cumulative quality point average of at least 3.0.

Core Course Code	Course Title	Units
95-703	Database Management	12
95-791	Data Mining	6
95-796	Statistics for IT Managers	6
95-797	Data Warehousing	6
95-869	Big Data and Large Scale Computing	6
Total core		**36 units**
Electives		**12 units**
TOTAL UNITS		**48 units**

Note: students must ensure all required pre-requisites are met prior to enrolment.

3.8 Sample Elective Courses

Code	Course Title	Units
90-710	Applied Economic Analysis	12 units
91-843	Power and Influence	6 units
94-802	Geographic Information Systems	12 units
94-803	Consulting Lab	6 units
94-804	Transformational Leadership	6 units
94-806	Privacy in the Digital Age	6 units
94-810	Introduction to Supply Chain Management and Systems	6 units
95-702	Distributed Systems	12 units
95-710	Economic Analysis	6 units
95-715	Financial Accounting	6 units
95-716	Principles of Finance	6 units
95-737	NoSQL Database Management	6 units
95-760	Decision Making Under Uncertainty	6 units
95-774	Business Process Modeling	6 units
95-796	Statistics for IT Managers	6 units
95-799	Linux & Open Source	6 units
95-821	Product Management in Information Technology	6 units
95-837	Global IT Sourcing	6 units
95-865	Unstructured Data Analytics	6 units
95-866	Advanced Business Analytics	6 units
95-888	Data Focused Python	6 units

The electives listed above represent only of a selection of electives previously offered at CMU-A. Elective courses will be offered in a variety of areas related to the technology of business information and communication technology. These courses will be offered by CMU-A faculty as well as by faculty from other CMU campuses through video (synchronous) or asynchronous.

Notes:
Students must ensure all required pre-requisites are met prior to enrolment.
Students are advised to refer to the relevant class schedules for course offerings.

4. IS PROJECT

Project courses are organized around significant management problems, the solution of which requires a mix of technological, organizational, and social skills. As opposed to the traditional classroom setting, project courses are organized as an exercise in group problem solving. During their final semester of study, students are divided into teams guided by faculty.

4.1   Organization of IS Projects

The campus's preference is for students to take their IS project in their fourth semester.

The faculty member who supervises a project maintains relations with the client, directs and critiques the students' work, coaches them for their presentations, and grades the students on their contributions to the projects as well as grading the overall projects.

IS Projects involve both oral and written work. Generally, each project makes at least one oral presentation to the client per semester; this presentation is open to the public and is advertised accordingly. Each student should participate in at least one oral presentation to the client. In addition, groups must produce an interim report and a final report. Each student should write a significant and identifiable section of the report and perform some nontrivial analysis, even if these efforts have to be improved upon by other members of the group before being included in a report to the client. The written report is expected to be of high quality but also produced on time. Each group must submit an electronic and hard copy of the final report to the Director of Programs.

4.2   Development of IS Projects

Typically, in the semester preceding the IS Project, proposals are generated by faculty and by organizations external to the College. Proposals may also be initiated by students with an interest in a particular problem.

4.3   Assignment of Students to Projects

Students are normally assigned to a project that best fits interests. Project groups are formed in the semester preceding the IS Project.

4.4   Grading of IS Projects

Students will receive an IS Project grade based on individual and group performance. In any group project there is an inherent tension between rewarding individual and group performance. This tension is in part by design, as it reflects some of the realities of group staff work in public and private organizations.

Grades in IS Projects are a combination of individual and group considerations. It is generally desirable that students perform multiple roles in projects, and it is recommended that faculty and student evaluations consider these various contributions.

5. INTERNSHIP

5.1 Overview

All 21-month track students are required to undertake a 400 hours internship on a full time basis, usually spread over 10 – 12 weeks. The completion of an internship is a graduation requirement.

The campus' preference is for students to take their internship in their final semester. There are two reasons. First, our part experience is that a number of internships have evolved into employment opportunities. This outcome is by no means guaranteed but it does appear to work better for students than completing their internships at an earlier point in their programs. Second, taking the internship at an earlier point in the program elevates the risk of students not completing the core subjects in time for their scheduled graduation. The university is not in a position to re-schedule core courses for semesters in which they are not currently offered. Students that are unable to take courses in the sequence in which those courses are offered may have their graduation delayed.

Students may intern with a company that: (1) corresponds to a field of interest or specialization area pre-existing within the program and (2) represents a variety of industry sectors including consulting, software companies, finance, and other types. Positions may also vary from IT managers, to security consultants, to business analysts, to applications engineers, and others.

The internship duties must have significant educational value that directly relates to the program. The internship will train students in ways significantly different from classroom instruction. By working in a professional environment, students will solidify mastery of knowledge gained in coursework, refine career interests, and establish personal networks which might lead to later career opportunities. The internship also provides the faculty with feedback about the relevance of the curriculum and the effectiveness of the teaching program.

Students will not receive academic credit for the internship but it will be reflected on their academic transcript as a course with Pass/No Pass grade. The Internship form needs to be approved before the beginning of the internship by CMU-A Programs Office.

5.2 Securing an Internship

Students are responsible for securing a suitable internship. The Career Services team provides assistance through counseling, workshops on resume preparation and interview skills, and listings of potential internships. Students can discuss their situation on a one to one basis and are encouraged to attend workshops that cover the essential skills for finding the right internship.

Before a student begins their internship, they must file an Internship Approval Form with the Career Services team on http://www.heinz.cmu.edu/jobs-and- internships/students/index.aspx and receive approval for the internship. Students will not be permitted to graduate if they accept or begin work at an internship which does not meet the program standards.

Once the internship has been approved, students will be registered for the zero-unit internship course. Students will not receive academic credit for the internship, but it will be reflected on their transcript as a course with P/F grade. If a student plan to exempt the internship, they will need to complete the Petition for Course Exemption.

5.3 Internship Standards

Students must complete an internship as an integral part of the degree program. Minimally, this requires 400 hours (spread over 10-12 weeks) of full time employment that has formal supervision, is professional in nature, includes work that is of importance to the organization, and has significant educational value.

During the course of the internship, the Career Services team will contact the supervisor to discuss students' progress. The Career Services team will also get in touch with a student during their internship to discuss their progress and any problems that arise. Students must notify the Career Services team of any significant changes to the internship, such as length, location, hours of work.

At the end of your internship your Career Services Advisor will request that your supervisor complete an evaluation form about your internship performance. You are also required to complete an evaluation survey as well as a self-reflection statement describing how your internship fulfilled the educational goals of the program. If you do not successfully complete an eligible internship along with your survey and self-evaluation, you will not fulfill your internship requirement necessary for graduation.

Based on the supervisor's evaluation, the contact between the supervisor and the student, and the self-evaluation, the Career Services team will advise the Faculty Committee if a student has satisfactorily completed the internship requirement. If a student does not successfully complete an eligible internship, they will have to complete one before they will be eligible to graduate.

The Career Services team encourages students to advise any job opportunities within the internship organization which might be available for future graduates or interns. These descriptions will be maintained for reference by both first and second year students.

Students are reminded to adhere to the [Students Code of Ethics](#)

6. CONVOCATIONS

Convocation is a regular forum in which students have an opportunity to discuss and learn about a variety of issues. The purpose of CMUA convocation program is to inspire, motivate and open student's thoughts to new ideas and areas. While topics are concentrated in the areas IT and PPM, the university actively seeks leaders that are leaders in their fields and have something to contribute to all-around education for our students from convocations. Sessions feature guest speakers, including those who lead organisations, analyse and develop policy as well as those who innovate in non-traditional ways.

This is a zero-credit course, with no assignments, but required attendance. Full time students should attend five convocations during their first full year and, for those on the 21-month program, another three in their second year. Part-time students should attend at least five convocations over the period of their studies.

7. ACADEMIC INTEGRITY

Students at Carnegie Mellon are engaged in intellectual activity consistent with the highest standards of the academy. The relationship between students and instructors and their shared commitment to overarching standards of respect, honor and transparency determine the integrity of our community of scholars. The actions of our students, faculty and staff are a representation of our university community and of the professional and personal communities that we lead. Therefore, a deep and abiding commitment to academic integrity is fundamental to a Carnegie Mellon education. Honesty and good faith, clarity in the communication of core values, professional conduct of work, mutual trust and respect, and fairness and exemplary behavior represent the expectations for ethical behavior for all members of the Carnegie Mellon community.

Policy Statement

In any manner of presentation, it is the responsibility of each student to produce her/his own original academic work. Collaboration or assistance on academic work to be graded is not permitted unless explicitly authorized by the course instructor(s). Students may utilize the assistance provided by Academic Development, the Global Communication Center, and the Academic Resource Center (CMU-Q) unless specifically prohibited by the course instructor(s). Any other sources of collaboration or assistance must be specifically authorized by the course instructor(s).

In all academic work to be graded, the citation of all sources is required. When collaboration or assistance is permitted by the course instructor(s) or when a student utilizes the services provided by Academic Development, the Global Communication Center, and the Academic Resource Center (CMU-Q), the acknowledgement of any collaboration or assistance is likewise required. This citation and acknowledgement must be incorporated into the work submitted and not separately or at a later point in time. Failure to do so is dishonest and is subject to disciplinary action.

Instructors have a duty to communicate their expectations including those specific to collaboration, assistance, citation and acknowledgement within each course. Students likewise have a duty to ensure that they understand and abide by the standards that apply in any course or academic activity. In the absence of such understanding, it is the student's responsibility to seek additional information and clarification.

Policy Violations

Cheating occurs when a student avails her/himself of an unfair or disallowed advantage which includes but is not limited to:

- Theft of or unauthorized access to an exam, answer key or other graded work from previous course offerings.
- Use of an alternate, stand-in or proxy during an examination.
- Copying from the examination or work of another person or source.
- Submission or use of falsified data.
- Using false statements to obtain additional time or other accommodation.
- Falsification of academic credentials.

Plagiarism is defined as the use of work or concepts contributed by other individuals without proper attribution or citation. Unique ideas or materials taken from another source for either written or oral use must be fully acknowledged in academic work to be graded. Examples of sources expected to be referenced include but are not limited to:

- Text, either written or spoken, quoted directly or paraphrased.
- Graphic elements.
- Passages of music, existing either as sound or as notation.
- Mathematical proofs.
- Scientific data.
- Concepts or material derived from the work, published or unpublished, of another person.

Unauthorized assistance refers to the use of sources of support that have not been specifically authorized in this policy statement or by the course instructor(s) in the completion of academic work to be graded. Such sources of support may include but are not limited to advice or help provided by another individual, published or unpublished written sources, and electronic sources. Examples of unauthorized assistance include but are not limited to:

- Collaboration on any assignment beyond the standards authorized by this policy statement and the course instructor(s).
- Submission of work completed or edited in whole or in part by another person.
- Supplying or communicating unauthorized information or materials, including graded work and answer keys from previous course offerings, in any way to another student.
- Use of unauthorized information or materials, including graded work and answer keys from previous course offerings.
- Use of unauthorized devices.

Submission for credit of previously completed graded work in a second course without first obtaining permission from the instructor(s) of the second course. In the case of concurrent courses, permission to submit the same work for credit in two courses must be obtained from the instructors of both courses.

Procedures for dealing with allegations of these policy violations are detailed in the university's Academic Disciplinary Action Procedures for Undergraduate Students and the Academic Disciplinary Action Procedures for Graduate Students, which are published in The WORD student handbook. Periodic review of these procedures will be overseen by the Dean of Student Affairs or her/his designee in consultation with Faculty Senate and the relevant student governing bodies. Any amendments to these procedures are subject to the approval of Faculty Senate. Additional guidelines and procedures for graduate students may exist at the college/department/program level, in which case they are communicated in the college/department/program graduate student handbook.

If a student fails a course because of an academic integrity violation and then retakes the course, both the failing grade and the new grade will be used in evaluations of academic standing and the calculation of the student's QPA.

Any student who violates the academic integrity policy may not be a Student Representative, Teaching Assistant, Research Assistant, Officer of a student club/organization and cannot graduate from the college with highest distinction or distinction or serve as commencement speaker. All academic integrity violations will be reported to the Heinz College Associate Dean and Carnegie Mellon's Dean of Student Affairs or designee, as well as the Heinz College Office of Academic Services.

Cases of academic integrity violations will be reviewed by the Dean or designee, who may impose additional penalties. Students should understand clearly that such offenses are not tolerated at Carnegie Mellon. A first offense could result in being dropped from your program. In the event of a second offense, you will be dropped from your program.

Students who want to appeal an academic disciplinary action must state in writing to the College Dean their intention to do so within one week of the penalty date in question, and then must present their appeal to the College Dean no later than two weeks after said penalty date. Appeals must be in writing, with appropriate documentation. In cases where an appeal is filed, disciplinary actions will be held until the 2-week moratorium is complete.

If you dispute that your actions violated the University Policy on Academic Integrity or believe that your department did not follow the proper procedure for investigating or reporting a violation, the university has a formal appeal process in place that provides you with the ability to have your case heard before an Academic Review Board. The initial step of that process is writing a letter to the Provost requesting an appeal and you can find more information in the Student Appeals section of the Graduate Academic Disciplinary Actions Overview. Please note that requests for appeal are not granted automatically and the Provost will determine whether the appeal will move forward to a second-level review.

The University policy on Cheating and Plagiarism is posted on Carnegie Mellon's website at: http://www.cmu.edu/student-affairs/theword/acad_standards/integrity.html.

7.1   Additional requirement at Carnegie Mellon University Australia campus

All students enrolling for programs at the campus in Adelaide are required to attend one of the two sessions programmed on Academic Integrity during their Orientation Week. At the end of that session, students will be asked to sign two documents. The first is an acknowledgement that they have attended the session. The second is an acknowledgement that they have understood the information presented on both the definitions of violations of academic integrity and the consequences of those violations.

Questions regarding the graduate policies and/or procedures pertaining to academic integrity violation should be directed to the following staff:

Pixie Yeap, Director of Programs at 08-8110 9953 or pyeap@australia.cmu.edu
Lourdes Almelda, Manager of Graduate Programs at 08-8110 9908 or lalmelda@australia.cmu.edu

7.2   Summary of practical actions

The actions students should take are:
- Make sure you understand the definitions of cheating, plagiarism and unauthorized assistance as set out in this document
- Study carefully the specific requirements of each course instructor as set out in the outline for each course. If in any doubt, raise queries with the instructor at the earliest opportunity
- Familiarise yourself with the consequences of breaches of academic integrity
- Refer any questions of the general policies referred to in this document to staff member from the Programs Office.