

**PADM 5331.060 Information Systems in Public Administration**  
**Fall 2023**  
**Online or Distance Education Format**  
**UT Tyler**

Instructor: **Dr. David Scott**

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Office Hours: By appointment and virtually (Zoom)

Welcome to the class! I welcome you to contact me outside of class and during my student office hours. To leave a message, I prefer you email me. I check my email regularly and will return your emails promptly. I mention **all emails will be returned within 48 hours**, but generally I will respond shortly after I receive the email. You can also call my office or contact the Social Sciences department and leave a message.

**Other Reading Material:**

I will also be providing you additional reading material that is considered “Open Resource Material” (OER). This material will be posting in *Canvas* and you are expected to read the documents as it will facilitate the learning in the classroom. You will also need this material for your reference to other assessments and to be used a possible citation in your final paper.

**Internet Access:**

It is imperative you have reliable internet access. If you do not have it at your residence, you will be required to spend a significant amount of time in the Computer Lab. This is important because there will be important announcements being made in *Canvas* throughout the semester.

**Check Canvas and Your Email Daily:**

I will be making important announcements in *Canvas*—so please check your *Canvas* account daily for announcements and your student email accounts.

**Attendance Policy:**

There will be important information being discussed in class that you will need to ensure your success in this course. It is important you read the reading assignments prior to class and come prepared ready to discuss the material. I recognize extenuating circumstances arise that can make it difficult to attend each and every class session. In other words, life happens! If a serious family emergency occurs, please let me know as soon as the event occurs or within 24 hours.

**Course Overview:**

**Introduction:** Studies the role of information technology when applied to public management. The mission of the course is to provide public managers with a useful framework for understanding the latest technologies in a non-technical way. The focus will be on

opportunities and threats created by rapidly changing information technology. Online sections of this course will have a per credit hour fee. Please see the official University Catalog for current fee amount and details. Prerequisite: Admittance into the Graduate Public Administration program or a related field at the University of Texas at Tyler.

### **Learning Outcome Objectives**

The student will be able to do the following:

1. To understand the contemporary trends in public management and the use of technology.
2. To understand the acts and theories of information systems and people in public administration.
3. To describe what databases, data warehouses, and information systems are and are not, as well as its many expanding dimensions in public sector.
4. To have a general knowledge of the web, social media, e-commerce, and m-commerce.
5. To develop a functional understanding of business intelligence, knowledge management, e-learning, and systems development.
6. To understand the management information systems ethics, privacy, and security.
7. To understand the concept of project management and strategic planning.

### **Tentative Class Schedule:**

<b>WK</b>	<b>Date</b>	<b>Weekly Activity</b>	<b>Weekly Assignment</b>	<b>Due Date</b>
1	8/21/23	Chapter 1 Information Systems and People	Week 1 <ul style="list-style-type: none"> <li>• Class Introductions on <i>Padlet</i></li> <li>• Discussion Questions</li> <li>• Quiz</li> </ul>	8/27/23 Sunday By 11:59 PM CST
2	8/28/23	Chapter 2 Information Systems and Strategy	Week 2 <ul style="list-style-type: none"> <li>• Discussion Questions</li> <li>• Quiz</li> </ul>	9/3/23 Sunday By 11:59 PM CST
3	9/4/23	Chapter 3 Information and Communication Technologies	Week 3 <ul style="list-style-type: none"> <li>• Discussion Questions</li> <li>• Quiz</li> <li>• Research project proposal submission</li> </ul>	9/10/23 Sunday By 11:59 PM CST

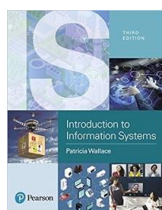
4	9/11/23	<b>Examination Chapters 1-3</b>	<b>Week 4 Examination I (Chapter 1-3)</b>	9/17/23 Sunday By 11:59 PM CST
5	9/18/23	Chapter 4 Databases and Data Warehouses	Week 5 <ul style="list-style-type: none"> <li>• Discussion Questions</li> <li>• Quiz</li> </ul>	9/24/23 Sunday By 11:59 PM CST
6	9/25/23	Chapter 5 Information Systems for the Enterprise	Week 6 <ul style="list-style-type: none"> <li>• Discussion Questions</li> <li>• Quiz</li> </ul>	10/1/23 Sunday By 11:59 PM CST
7	10/2/23	Chapter 6 The Web, Social Media, E- Commerce and M-Commerce	Week 7 <ul style="list-style-type: none"> <li>• Discussion Questions</li> <li>• Quiz</li> <li>• Research Project Check In</li> </ul>	10/8/23 Sunday By 11:59 PM CST
8	10/9/23	<b>Examination II Chapters 4-6</b>	<b>Week 8 Examination II (Chapters 4-6)</b>	10/15/23 Sunday By 11:59 PM CST
9	10/16/23	Chapter 7 Business Intelligence and Decision Making	Week 9 <ul style="list-style-type: none"> <li>• Discussion Questions</li> <li>• Quiz</li> </ul>	10/22/23 Sunday By 11:59 PM CST
10	10/23/23	Chapter 8 Collaborating with Technology	Week 10 <ul style="list-style-type: none"> <li>• Discussion Questions</li> <li>• Quiz</li> </ul>	10/29/23 Sunday By 11:59 PM CST
11	10/30/23	Chapter 9 Knowledge Management and E-Learning	Week 11 <ul style="list-style-type: none"> <li>• Discussion Questions</li> <li>• Quiz</li> </ul>	11/5/23 Sunday By 11:59 PM CST
12	11/6/23	Chapter 10 Ethics, Privacy, and Security  <b>Examination III Chapters 7-9</b>	Week 12 <ul style="list-style-type: none"> <li>• Discussion Questions</li> <li>• Quiz</li> </ul> <b>Examination III Chapters 7-9</b>	11/12/23 Sunday By 11:59 PM CST

13	11/13/23	Chapter 11 Systems Development and Procurement	Week 13 <ul style="list-style-type: none"> <li>• Discussion Questions</li> <li>• Quiz</li> </ul>	11/19/23 Sunday By 11:59 PM CST
14	11/20/23	Thanksgiving Week	No Assigned Work This Week	11/26/23
15	11/27/23	Chapter 12 Project Management and Strategic Planning	Week 15 <ul style="list-style-type: none"> <li>• Quiz</li> <li>• <b>Research Project and Recorded Presentation on <i>Flipgrid</i></b></li> </ul>	12/3/23 Sunday By 11:59 PM CST
<b>16</b>	<b>12/4/23</b>	<b>Final Examination Week Chapters 10-12</b>	<b>Week 16</b> <ul style="list-style-type: none"> <li>• <b>Final Examination (Chapters 10-12 only)</b></li> </ul>	<b>12/8/23 Friday By 11:59 PM CST</b>

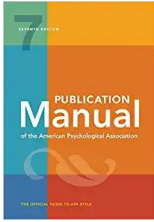
### Required Text:

There is one required textbook, which is available for purchase at the university bookstore or through an on-line bookseller. If purchasing on-line, be sure that it is shipped promptly as readings will begin immediately:

1. **Introduction to Information Systems (3<sup>rd</sup> Edition) by Patrice Wallace.** Pearson Publications. ISBN: 9780134635194



2. **STRONGLY RECOMMENDED** is the 7th Edition of the APA Manual ISBN: 9781433805615



## **Course Requirements**

This is a 16-week course. The student grades for this course will be a function of two examinations (midterm and final examination) and a graduate level research project. Further, each week there will be a reflection article assignment, weekly discussion questions, and a weekly quiz.

### **Discussion Questions (20%):**

- Each week there will be a discussion question(s) from the lecture material and assigned readings. The expectation is that each student will provide a graduate level response always using the 7th Edition APA format.
- The discussion question link will be fully administered on Canvas with students having access from Monday mornings at 12:00 AM (CST) to Sunday nights at 11:59 PM (CST).

### **Quizzes (20%):**

- Each **quiz** will last a maximum of 20 minutes and fully administered on Canvas with students having access from Monday mornings at 12:00 AM (CST) to Sunday nights at 11:59 PM (CST).
- Questions on the quizzes will be formed from the lecture material and the textbook readings. Failure to take a quiz will result in a non-grade (0) for that quiz.
- **There will be no make-up opportunities for missed quizzes regardless of the excuse.**

**Examinations (30%):** Related to the two examinations, their format will consist of essay style graduate level responses.

- There will be four examinations throughout the semester covering 3 chapters at a time.
  - Exam 1 Chapters 1-3
  - Exam 2 Chapters 4-6
  - Exam 3 Chapters 7-9
  - Exam 4 Chapters 10-12

**Research Project:** This is a graduate level course therefore the expectation is that the student will be able to read and synthesize the material provided throughout the semester and in turn generate a graduate level product (research project) that demonstrates the student's ability to think critically and then report his or her solutions to a public administration issue. There will be both a written submission for the project and a recorded presentation component on *Flipgrid*.

- Written product will be 20%
- Oral recorded presentation will be 10%

**Evaluation:**

1. Policy Research Project and Recording	30%
a. Written Project	20%
b. Oral Presentation (Flipgrid)	10%
2. Chapter Quizzes (weekly)	20%
3. Discussion Questions (weekly)	20%
4. Examinations	<u>30%</u>
	<b>100%</b>

Grading Scale:

- A=90% and above
- B=80-89%
- C=70-79%
- D=60-69%
- F=<60%

**Note that 89.99999999999999 is still a B**

Missed Exams/Late Assignments:



**The general rule is I will not accept any late assignments.** Please pay particular attention to the due dates for each assignment.

### **Library Resource:**

Check out the library resource page for assistance with this course and others you are taking within the Social Sciences Department. The resource page can be accessed through <http://libguides.uttyler.edu/sociology>.

### **What is Plagiarism?**

Plagiarism is simply using someone else's work and presenting it as your own. You must avoid this at all costs! Your credibility is on the line. Your work product must be your own. If you are borrowing someone else's facts, ideas or opinions without providing the individual proper credit you are stealing. In the academic world this is referred to as plagiarism and the penalty is severe. If the thought is not your own, you must cite your source to give proper credit. If you are borrowing someone else's words, you must enclose them in quotations as well as citing the source. Plagiarism also includes you borrowing, buying, or stealing someone else's work product and presenting it as your own. DO NOT commit intellectual theft because you will compromise your academic future.



**Are You Still Unsure about Plagiarism? Here is how the University articulates it.**

### **Statement Regarding Academic Dishonesty**

**Academic dishonesty is a violation of university policy and professional standards. If compared to a violation of the criminal law, it would be classed as a felony. Academic dishonesty is defined as cheating, plagiarism, or otherwise obtaining grades under false pretenses. The penalty for academic dishonesty in this class will be no less than immediate failure of the course and a permanent student record of the reason, therefore. In most cases, a written record of academic dishonesty or an instructor's report of same to an agency investigator during a background check will bar an individual from employment by a criminal justice agency as it is considered indicative of subsequent corrupt acts.**

**Many students have an inadequate understanding of plagiarism. Any idea or verbiage from another source must be documented. Anytime the exact words from another author are used they must be enclosed with quotation marks and followed by a citation. However, quotations should only be used on rare occasions. Student papers should be written in the student's own words; therefore, excessive quotations will result in a failing grade.**

**Make-up Tests:** The *University Catalog* does not establish make-ups as a student right. Major tests are forecasted; therefore, no make-up opportunities are contemplated. Opportunities to make-up missed examinations will be provided only for exceptional reasons and must be documented (e.g., hospital records, obituaries). Make-up examinations may be in forms completely different from original examinations and will be scheduled at the convenience of the instructor.

## **Penalties for Cheating**

Should I discover you have cheated on any assessment, you will receive a “zero” for the assessment and not be allowed to make the assignment up. The incident will be reported to the chair of the department and (more importantly) to Student Conduct.

## **Important Information:**

Please refer to the course Canvas site on a frequent basis. You should be referring to the Canvas site prior to each class session because I may post an important announcement. Also, you must check your university email! **I do not tolerate the excuse, “I don’t check my patriots’ email or Canvas, so I never received the course announcement.”** Checking Canvas and your university email is your responsibility as a student.

## **Handguns in the Classroom:**

The University of Texas at Tyler respects the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.

## **UNIVERSITY POLICIES AND ADDITIONAL INFORMATION THAT MUST APPEAR IN EACH COURSE SYLLABUS**

### **UT Tyler Honor Code**

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

### **Students Rights and Responsibilities**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

### **Campus Carry**

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

### **UT Tyler a Tobacco-Free University**

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling,



quit lines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free)

### **Grade Replacement/Forgiveness and Census Date Policies**

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar> . Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

**Failure to file a Grade Replacement Contract** will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

**The Census Date** is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

### **State-Mandated Course Drop Policy**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

**Exceptions to the 6-drop rule may be found in the catalog.** Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

### **Disability/Accessibility Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit

<https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

### **Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second-class meeting of the semester.

### **Student Absence for University-Sponsored Events and Activities**

Revised 05/19 If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

### **Social Security and FERPA Statement**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

### **Emergency Exits and Evacuation**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

### **Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. "Cheating" includes, but is not limited to:
  - copying from another student's test paper;

- using, during a test, materials not authorized by the person giving the test;
  - failure to comply with instructions given by the person administering the test;
  - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
  - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
  - collaborating with or seeking aid from another student during a test or other assignment without authority;
  - discussing the contents of an examination with another student who will take the examination;
  - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
  - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
  - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
  - falsifying research data, laboratory reports, and/or other academic work offered for credit; • taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
  - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

- iv. iv. All written work that is submitted will be subject to review by plagiarism software.

### **UT Tyler Resources for Students**

- UT Tyler Writing Center (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- UT Tyler Tutoring Center (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

These policies are also available on the university website, please click the link <https://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf> to confirm the policies are accurate as the university makes changes to the policies periodically. From experience, changes to these policies have occurred without faculty knowledge to ensure this syllabus is updated at the same time as the university makes policy changes. Thus, please verify through the university website. <https://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf>

**I RESERVE THE RIGHT TO MODIFY THIS SYLLABUS AT ANY TIME.  
THEREFORE, YOUR ATTENDANCE AND ATTENTION TO THE  
ANNOUNCEMENTS IN CANVAS ARE CRUCIAL BECAUSE IT WILL ASSIST  
YOU REMAIN CURRENT ON THE MATERIAL AND KNOW WHEN THE  
SYLLABUS MAY BE MODIFIED.**