

PADM 5331.060 Information Systems in Public Administration
Fall 2024 Semester
Online or Distance Education Format
UT Tyler

Instructor: **Dr. David Scott**

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Office Hours: 8:30 am to 12 pm on Fridays or by appointment virtually.

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 posted on *Canvas*, and you are expected to read the documents as it will facilitate 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 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 of technology.
2. To understand the acts and theories of cybercrime, cyber terrorism, and information warfare in public administration.
3. To describe what computer hardware, computer software, and data resource management are and are not, as well as its many expanding dimensions
4. To have a general knowledge of managing technology telecommunications, e-business, and e-commerce systems in public administration.
5. To develop a functional understanding of how to create and implement supportive decision making in information management.
6. To understand the management information systems security risks and ethical challenges in the public sector.
7. To understand the global management of information technology “the big picture” in both business and the public sector.

Fall Semester 2024 Tentative Class Schedule:

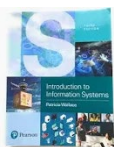
| Week # | Reading Assignment(s) | Weekly Assignment(s) | Due Date |
|------------------------------|---|--|-----------------------|
| Week 1 August 26, 2024 | Chapter 1 Foundation of Information Systems in Business | <ul style="list-style-type: none"> • Class Introductions • Week 1 Reflection Assignment | Sunday by 11:59 PM CT |
| Week 2 September 2, 2024 | Chapter 2 Competing with Information Technology | <ul style="list-style-type: none"> • Week 2 Reflection Assignment | Sunday by 11:59 PM CT |
| Week 3 September 9, 2024 | Chapter 3 Computer Hardware | <ul style="list-style-type: none"> • Week 3 Reflection Assignment | Sunday by 11:59 PM CT |
| Week 4 September 16, 2024 | Examination I (Ch 1-3) Research Proposal due | <ul style="list-style-type: none"> • Examination 1 (Chapters 1-3) • Submit research proposal | Sunday by 11:59 PM CT |
| Week 5 September 23, 2024 | Chapter 4 Computer Software | <ul style="list-style-type: none"> • Week 5 Reflection Question | Sunday by 11:59 PM CT |
| Week 6 September 30, 2024 | Chapter 5 Data Resource Management | <ul style="list-style-type: none"> • Week Reflection Assignment | Sunday by 11:59 PM CT |

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|--------------------------------|---|---|---|
| Week 7 October 7, 2024 | Chapter 6 Telecommunications and Networks | <ul style="list-style-type: none"> Week Reflection Assignment | Sunday by 11:59 PM CT |
| Week 8 October 14, 2024 | Examination II Research Paper Outline due | <ul style="list-style-type: none"> Examination II (Ch 4-6) Research Paper Outline due | Sunday by 11:59 PM CT |
| Week 9 October 21, 2024 | Chapter 7 e-Business Systems | <ul style="list-style-type: none"> Week Reflection Assignment | Sunday by 11:59 PM CT |
| Week 10 October 28, 2024 | Chapter 8 Enterprise Business Systems | <ul style="list-style-type: none"> Week Reflection Assignment | Sunday by 11:59 PM CT |
| Week 11 November 4, 2024 | Chapter 9 e-Commerce Systems | <ul style="list-style-type: none"> Week Reflection Assignment | Sunday by 11:59 PM CT |
| Week 12 November 11, 2024 | Examination III Research Paper Rough Draft | <ul style="list-style-type: none"> Examination III (Ch 7-9) Research Paper Rough Draft due | Sunday by 11:59 PM CT |
| Week 13 November 18, 2024 | Chapter 10 Supporting Decision Making | <ul style="list-style-type: none"> Week Reflection Assignment | Sunday by 11:59 PM CT |
| Week 14 November 25, 2024 | Chapter 11 Developing Business/IT Strategies | <ul style="list-style-type: none"> Week Reflection Assignment | Sunday by 11:59 PM CT |
| Week 15 December 2, 2024 | Chapter 12 Project Management and Strategic Planning Examination III | <ul style="list-style-type: none"> Examination III (Ch 10-12) | Sunday by 11:59 PM CT |
| Week 16 December 9-13, 2024 | Research Paper due Oral Presentation due | <ul style="list-style-type: none"> Research Paper submitted Oral Presentation recorded and uploaded | Friday December 13, 2024, by 11:59 PM CT |

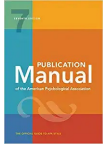
Required Text:

There is only 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 by Patricia Wallace (3rd Edition). ISBN: 9780134635194



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



Course Requirements

This is a **16-week course only for the Fall Semester at UT Tyler**. The student grades for this course will be a function of weekly reflection grades and a graduate level research project with a recorded oral presentation.

NO AI or CHAT GPT work will be accepted for this course. If a student elects to use these tools in lieu of submitting original research the assignment will be counted as a zero and the submission will be submitted to the University's Office of Student Conduct for a proper review of plagiarism. [Chapter 8 of the MOPP](#)

Weekly Reflection 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 using the APA format at all times.
- The Weekly Reflection Question link will be fully administered on Canvas with students having access from Sunday morning at 12:01AM (CST) to the following Sunday night at 11:59 PM (CST).

Research Paper Assignments (20%):

- There will be three milestone assignments for this course regarding your research project for the class.
 - Research Proposal (Research agenda and Research Question)
 - Research Outline (Research question restated and outline on the research steps)
 - Research Rough Draft (Written rough draft of the research for review)

Research Project (30%): 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.

Oral Recorded Presentation (20%)

A prepared and recorded presentation will be uploaded on *Canvas Studio*. This component of the research project will be an 10 minute presentation of your research.

Evaluation:

| | |
|--|-----|
| 1. Weekly Reflections and Research Assignment(s) | 20% |
| 2. Examinations (3 of them) | 30% |
| 3. Oral Research Presentation | 20% |
| 4. <u>Research Paper</u> | 30% |

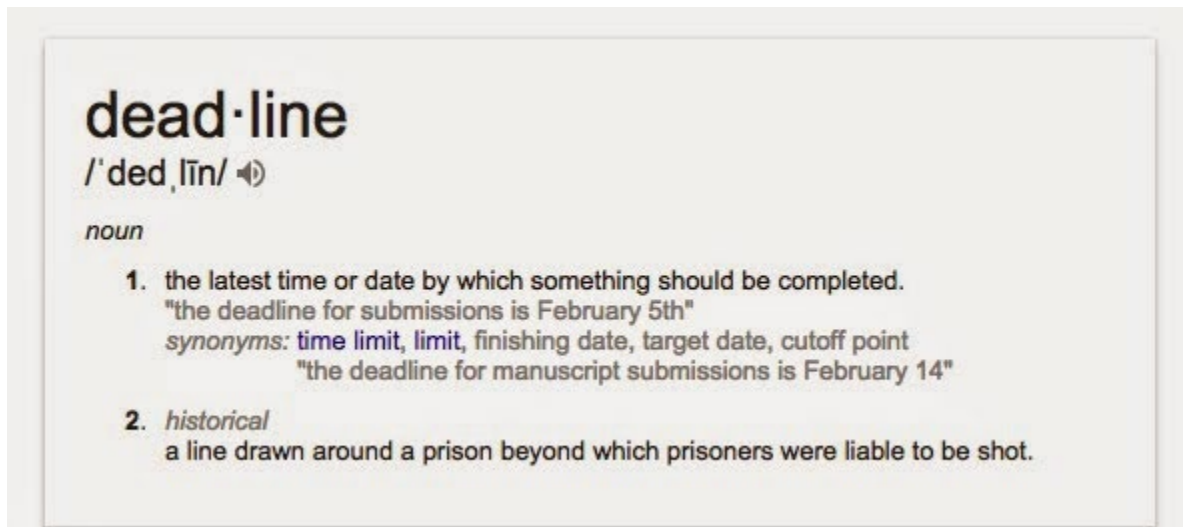
100%

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.

Date to Withdraw Without Penalty: November 4, 2024

Final Exam Period: December 9-13, 2024

Using Canvas for Turning in Assignments

CANVAS will be the tool for communication and turning in assignments. **ALL ASSIGNMENTS WILL OPEN UP AT 12AM each Monday morning AND DUE Sunday night by 11: 59 PM.**

“IT IS YOUR RESPONSIBILITY TO COMMUNICATE WITH TECHNICAL SERVICES TO RESOLVE YOU CANVAS MALFUNCTIONS.”

Student Resources:

Faculty can update student resources to provide additional supports appropriate for each course.

Resources to assist you in the course

- [UT Tyler Student Accessibility and Resource \(SAR\) Office](#) (provides needed accommodations to students with document needs related to access and learning)
- [UT Tyler Writing Center](#)
- [The Mathematics Learning Center](#)
- [UT Tyler PASS Tutoring Center](#)
- [UT Tyler Supplemental Instruction](#)
- [Upswing \(24/7 online tutoring\) - covers nearly all undergraduate course areas](#)
- [Robert Muntz Library](#) and [Library Liaison](#)
- [Canvas 101](#) (learn to use Canvas, proctoring, Unicheck, and other software)
- Digital Support Toolkit (for supported courses only. Students are automatically enrolled in the toolkit for supported courses)
- LIB 422 -- Computer Lab where students can take a proctored exam
- [The Career Success Center](#)
- [UT Tyler Testing Center](#)
- [Office of Research & Scholarship Design and Data Analysis Lab](#)

Resources available to UT Tyler Students

- [UT Tyler Counseling Center](#) (available to all students)
- [MySSP App](#) (24/7 access to Student Support Program counseling through phone or chat and online wellness resources available in a variety of languages)
- [Student Assistance and Advocacy Center](#)
- [Military and Veterans Success Center](#) (supports for our military-affiliated students)
- [UT Tyler Patriot Food Pantry](#)
- [UT Tyler Financial Aid and Scholarships](#)
- [UT Tyler Student Business Services](#) (pay or set up payment plans, etc.)
- [UT Tyler Registrar's Office](#)
- [Office of International Programs](#)
- [Title IX Reporting](#)
- [Patriots Engage](#) (available to all students. Get engaged at UT Tyler.)

University Policies and Information

Withdrawing from Class

Students may [withdraw](#) (drop) from this course using the [Withdrawal Portal](#). Withdrawing (dropping) this course can impact your Financial Aid, Scholarships, Veteran Benefits, Exemptions, Waivers, International Student Status, housing, and degree progress. Please speak with your instructors, consider

your options, speak with your advisor, and visit the One-Stop Service Center (STE 230) or email enroll@uttyler.edu to get a complete review of your student account and the possible impacts to withdrawing. We want you to make an informed decision. UT Tyler faculty and staff are here for you and often can provide additional support options or assistance. Make sure to carefully [read the implications for withdrawing from a course and the instructions](#) on using the [Withdrawal portal](#).

Texas law prohibits students from dropping more than six courses during their entire undergraduate career*. The six courses dropped includes those from other 2-year or 4-year Texas public colleges and universities. Consider the impact withdrawing from this class has on your academic progress and other areas, such as financial implications. We encourage you to consult your advisor(s) and Enrollment Services for additional guidance.

- **CAUTION #1:** Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule](#).
- **CAUTION #2:** All international students must check with the [Office of International Programs](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms.
- **CAUTION #3:** All UT Tyler Athletes must check with the Athletic Academic Coordinator before withdrawing from a course. **CAUTION #4:** All veterans or military-affiliated students should consult with the [Military and Veterans Success Center](#).

* Students who began college for the first time before 2007 are exempt from this law.

Artificial Intelligence Statement

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased.

Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy. *Refer to the About This Course section of the UT Tyler Syllabus Module for specific information on appropriate use of AI in your course(s).*

Final Exam Policy

Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the Dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members must maintain student final examination papers for a minimum of three months following the examination date.

Incomplete Grade Policy

If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in place of a grade *only when all of the following conditions are met*: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all coursework or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor, and (c) the student presents these reasons before the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to meet all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has yet to be assigned within one year, then the Incomplete will be changed to an F, or NC. If the course was initially taken under the CR/NC grading basis, this may adversely affect the student's academic standing.

Grade Appeal Policy

Disputes regarding grades must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade. A grade appeal should be used when the student thinks the final course grade awarded does not reflect the grades earned on assessments or follow the grading scale as documented in the syllabus. The student should provide the rationale for the grade appeal and attach supporting document about the grades earned. The form should be sent via email to the faculty member who assigned the grade. The faculty member reviews the rationale and supporting documentation and completes the instruction section of the form. The instructor should return the form to the student, even if a grade change is made at this level. If the student is not satisfied with the decision, the student may appeal in writing to the Chairperson of the department from which the grade was issued. In situations where there is an allegation of capricious grading, discrimination, or unlawful actions, appeals may go beyond the Chairperson to the Dean or the Dean's designee of the college from which the grade was issued, with that decision being final. The Grade Appeal form is found in the [Registrar's Form Library](#).

NOTE: The Grade Appeal Form is different from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy.

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 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 the Assistant Director Student Accessibility and Resources/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <https://www.uttyler.edu/disability-services>, the SAR office located in the Robert Muntz Library, LIB 460, email saroffice@uttyler.edu, or call 903.566.7079."

Military Affiliated Students

UT Tyler honors the service and sacrifices of our military-affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with your faculty member if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. The [Military and Veterans Success Center \(MVSC\)](#) has campus resources for military-affiliated students. The MVSC can be reached at MVSC@uttyler.edu or via phone at 903.565.5972.

Students on an F-1 Visa

To remain in compliance with Federal Regulations requirements you must do the following:

- Traditional face-to-face classes: Attend classes on the regular meeting days/times.
- Hybrid Classes: Attend all face-to-face classes convened by the instructor according to the schedule set for your specific course.
- Online course: Only one online course can count toward your full-time enrollment. Students are expected to be fully engaged and meet all requirements for the online course.

Academic Honesty and Academic Misconduct

The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) in the Student Manual Of Operating Procedures (Section 8).

FERPA

UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [University Policy 5.2.3](#). The course instructor will follow all requirements to protect your confidential information.

Absence for Official University Events or Activities

This course follows the practices related to [Excused Absences for University Events or Activities](#) as noted in the Catalog

Absence for Religious Holidays

This course follows the practices related to [Excused Absences for Religious Holy Days as noted in the Catalog](#).

Absence for Pregnant Students

This course follows the requirements of Texas Laws SB 412, SB 459, SB 597/HB 1361 to meet the needs of pregnant and parenting students. Part of the supports afforded pregnant students includes excused

absences. Faculty who are informed by a student of needing this support should make a referral to the Parenting Student Liaison. NOTE: Students must work with the Parenting Student Liaison in order to receive these supports. Students should reach out to the Parenting Student Liaison at parents@uttyler.edu and also complete the [Pregnant and Parenting Self-Reporting Form](#).

Campus Carry

We respect 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>.