

THE UNIVERSITY OF TEXAS AT TYLER
DEPARTMENT OF SOCIAL SCIENCES
PADM 5331: INFORMATION SYSTEMS IN PUBLIC ADMINISTRATION
SPRING 2021

Instructor: Dr. J. Howard Baker
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Course Description: 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.

Prerequisite: Social Sciences Research Methods recommended but not required by the professor.

Textbook: Robert A. Cropf, E-Government For Public Managers, 2017, Rowman & Littlefield, ISBN: 9781442261914 (pbk), 9781142261921 (electronic)

A Statement on Course Etiquette: When posting online, your comments should always be professional and you should always be courteous toward other students and the professor. Personal issues and comments about the class (not regarding assignments) should be emailed to the professor. To e-mail the professor directly, use the regular UT Tyler e-mail address at the top of this syllabus or e-mail via Canvas. Response to email messages will normally be within 24 hours of the time the e-mail is sent.

Grading System: Students will be evaluated on the following scale:

Points	Grade
900-1000	A
800-899	B
700-799	C
600-699	D
<60	F

Grades will be determined as follows:

End of Chapter Discussion Questions from the text** (9 chapters @ 50 points each)	450
Video Lecture Discussions (4 @ 50 points each)	200
Weekly Technology Topics Quizzes (10 @ 10 point each)	100
Final Exam covering the 10 Weekly Technology Topics	250

**All nine textbook chapters will be covered. Assigned end of chapter questions/web assignments will be answered in discussion threads as weekly assignments. Four weekly assignments will require viewing four video lectures rather reading assignments in the textbook, then posting answers in discussion threads to questions about the topic presented in the video. PowerPoint slides of all lectures and weekly technology topic presentations will be made available. Some video presentations of weekly technology topics will be labeled in the syllabus as a COSC lecture if it is a video also used in my COSC 3315 course. The videos without a COSC lecture number are unique to this course. There is a final exam covering all ten weekly technology topics at the end of the course. Quiz and final exam questions will be M/C and T/F.

There will be no extra credit given. Semester grades are final, although a final semester letter grade will be raised to the next letter grade if the total points for the semester is within 1 point of the next letter grade.

Late Assignments: There will be a penalty for assignments submitted late without a valid excuse. A penalty of 20% will be given for up to a week late. After that no late work will be accepted. No late work will be accepted after the last regular day of class. **If you need to submit a late assignment, contact the professor via email first for approval and submission instructions.**

Assignment Policy: All assignments are due by the specified date and time. All assignments must be individually and independently completed and must represent the effort of the student turning in the assignment. Should two or more students turn in substantially the same solution (evidence of copying in the judgment of the instructor), the solution will be considered a group effort. Both or all involved in a group homework effort will receive the grade divided among the students for that assignment.

Course Registration: Students must register for this class as soon as possible to be assured of enrollment. Joining the class late will require making up all work within a week of joining the class. All students are expected to acquire the textbook (or e-book).

Withdrawals: Students must officially withdraw from this class; otherwise lack of participation will result in an "F" for the course. Be aware of the final drop date.

University policies:

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, quitlines, and group support. For more information on cessation programs please visit 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.

Important Covid-19 Information for Classrooms and Laboratories

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by [Procedures for Fall 2020 Return to Normal Operations](#). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

Recording of Class Sessions

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

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 01/18)

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. 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

- UT Tyler Tutoring Center (903.565.5964), 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)

Course Learning Objectives:

Course Objectives: By the end of this course students are expected:	
1.	To understand trends in public management of technology
2.	To understand the acts and theories of cybercrime, cyber terrorism, and information warfare
3.	To describe what eGovernment is and is not, as well as its many expanding dimensions
4.	To have a general knowledge of managing technology through project and program management
5.	To develop a functional understanding of broadband, mobile networks, and the Internet
6.	To understand the dangers of social media, cyber bullying, and online victimization
7.	To understand digital laws and legislation, and law enforcement roles and responses
8.	To be able to describe and explain hackers and other digital criminals
9.	To be familiar with issues of privacy, and social trends related to information technology
10.	To understand the concept of "Big Data" analytics, cloud-based solutions, and cryptocurrency

Tentative Class Schedule:

Week #	Days	Weekly Activity	Weekly Technology Topic
Week 1	January 11-17	Register for class, obtain textbook, review Syllabus & Course Objectives, and participate in Student and Professor Introductions via discussion.	None
Week 2	January 18-24	Read the Preface and Chapter 1. Then answer Chapter 1 end of chapter Questions 1&2 and 4&5 and Web 4.	E-Government, E-Democracy, E-Voting, and the Digital Divide (COSC Lecture 07)
Week 3	January 25-31	Read Chapter 2. Then answer Chapter 2 end of chapter Questions 1-5.	Cryptocurrency, Block Chain, and Hash Graph (COSC Lecture 10)
Week 4	February 1-7	Read Chapter 3, then answer Chapter 3 end of chapter Questions 1-5.	STUXNET and Digital Weapons (COSC Lecture 06)

Week 5	February 8-14	Read Chapter 4. Then answer Chapter 4 end of chapter Questions 1-5.	Robots and Autonomous Systems - Part 1 & 2 (COSC Lecture 08)
Week 6	February 15-21	Watch Cybersecurity video lecture and answer Question # 1 and # 2 via discussion.	Society and Artificial Intelligence (COSC Lecture 9)
Week 7	February 22-28	Watch Knowledge Management video lecture and answer Question # 1 and # 2 via discussion.	None
Week 8	March 1-7	Watch Privacy video lecture and answer Question # 1 and # 2 via discussion.	GPS, Tracking and Surveillance
Week 9	March 8-14	Spring Break – no assignment	None
Week 10	March 15-21	Read Chapter 5. Then answer Chapter 5 end of chapter Questions 1-5.	Identity, Anonymity, and Encryption
Week 11	March 22-28	Read Chapter 6. Then answer Chapter 6 end of chapter Questions 1-4 and Web Exercise 1.	Interference
Week 12	March 29- April 4	March 29 Last day to withdraw. Read Chapter 7. Then answer Chapter 7 end of chapter Questions 1-5.	Wi-Fi Security and Virtual Private Networks (VPN).
Week 13	April 5-11	Watch Project Management video lecture and answer Question # 1 and # 2 via discussion.	Disaster Recovery/Continuity Planning.
Week 14	April 12-18	Read Chapter 8. Then answer Chapter 8 end of chapter Questions 1-5.	None
Week 15	April 19-25	Read Chapter 9. Then answer Chapter 9 end of chapter Questions 1-5.	Study for the Final Exam covering only the Weekly Technology Topics.

Week 16	April 26-30	April 26 is Study Day Final Exam TBA	Final Exam covering only the Weekly Technology Topics.
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Topics in this syllabus are subject to change during the semester by the instructor.