PADM 7110 Information Management
Valdosta State University
College of Arts & Sciences
Political Science Department
Public Administration Program
Fall 2013 Syllabus

Instructor
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http://www.valdosta.edu/pa/

Course Description: (3 hours credit)
A survey of the issues and problems of information management. Emphasis is on modern developments in the generation, storage, classification and transmission of information vital to the management of public organizations.

Required Readings

Supplemental readings will be assigned by the instructor.

Individual Meetings/Office Hours
I will arrange to meet students by appointment at the main VSU campus or online. If you need to schedule a meeting, please arrange an appointment time directly with me through BlazeVIEW email.

Access/ADA
Valdosta State University complies fully with the requirements of the Americans with Disabilities Act (ADA). If you believe that you are covered under this act, and if you have need for special arrangements to allow you to meet the requirements of this course, please contact the personnel at the VSU Access Office for Students with Disabilities. Also, please discuss this with the instructor (via e-mail) at the time of the first class. You may contact the office at www.valdosta.edu/access/ or at 229- 245-2498 (voice) or 229-219-1348 (tty).

Detailed Course Description
The purpose of this course is to familiarize students with the ever-changing world of information management and information technology (IM/IT). It will specifically promote understanding in two main areas: technology and information management. With respect to the former, students will gain an understanding of
the most important aspects of information technology including hardware, software, and systems development.

The course will introduce techniques that will allow students to better manage information resources, in terms of human as well as technological assets. An emphasis will be placed on the integration of IM/IT into the strategic planning process in organizations.

The focus of the course is on the management of information resources within the public sector and the role of E-Government at the local, state, federal, and international levels. Throughout the course the advantages and pitfalls of information technology usage will be highlighted.

Course Outcomes
Upon completion of this course students will:

- Identify important trends in hardware and software development.
- Discuss both the benefits and limitations of information technology.
- Recognize, and be able to apply, alternative methods of acquiring and managing information technology.
- Discuss the social, ethical, legal and political implications of information technology.
- Identify trends, successes, and failures in E-Government.
- Conduct research, both traditional and web-based, on the topic of managing information technology.

Supplemental Readings
Some additional readings for the class might be identified in the class BlazeVIEW section. Those readings are available on the Web. We have no control over the external web sites, so the instructor, the PA program, and the university are not responsible for their content. If a participant has difficulty accessing material at one of the identified Web addresses, please contact the instructor ASAP. Additionally, if any material on a web site is found to be objectionable, please contact the instructor.

General Policies
Incomplete Policy: Students must file a request to be considered for an Incomplete Grade. See the Detailed Policy and Process on the VSU site at: http://www.valdosta.edu/academic/RequestforIncomplete.shtml. An incomplete grade (grade I) will only be assigned in cases in which the student had a lengthy illness or an unexpected obligation such as extended military service or jury duty. The grade of I will not be assigned because the student is not satisfied with a low grade. It will only be assigned in cases in which the student could not complete a substantial part of the course work due to factors beyond the student’s control.
**Academic Honesty and/or Misconduct**
Plagiarism is prohibited, and may result in a failing grade for the assignment or for the course, and in extreme cases suspension or dismissal from the program. All assignments must be the original work of the student. If any items are submitted that are not the original work of the student, a failing grade for the assignment and the course will be given. Be sure to access and read all of the information from these pages:

- Academic Honesty at VSU
  http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml

- The importance of Academic Honesty in a University Community
  http://www.valdosta.edu/academic/TheImportanceofAcademicHonestyinaUniversityCommunity.shtml

- Academic Honesty Policies and Procedures at VSU
  http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml

**Evaluation/Grading Policies**
Each student will complete all assignments and participate in projects as outlined below.

**Projects/Assignments Values**

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Research Project</td>
<td>20 percent</td>
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<tr>
<td>Team Project</td>
<td>20 percent</td>
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<tr>
<td>Discussion Threads</td>
<td>60 percent</td>
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**Communication**
We will use BlazeVIEW email for class communication. If a situation arises in which a student cannot access BlazeVIEW it is acceptable to use the regular VSU email to communicate. University policy requires that all official communication be conducted through VSU email accounts and not personal email accounts.

**Seeking Professional Assistance and Working with Others**
If you seek information, assistance, and/or support from others, particularly professionals, always act as a professional would be expected to act. Please be kind. In addition to normal politeness, please send all helpful individuals a thank you letter.
Working Together
Participants are encouraged to cooperate and share ideas, resources, and insights. Make certain the final product reflects your efforts, but help each other out. Learning, like almost everything, is more fun when it is a shared experience.

Discussion Questions
Students will respond to discussion questions related to the unit readings. Responses will only be considered for grading purposes if they are posted within the specified time period. Further details of class discussions will be given in BlazeVIEW. See the grading rubric at the end of this syllabus.

Team Projects
Students will divide into groups to produce team projects. More details on the team projects will be provided in the early part of the class.

Research Project
Students will take part in a research project related to information management and the ways that government agencies utilize the Web. Details on the project and student roles will be explained in more detail in the early part of the class.

Schedule
Assignments will be completed online through BlazeVIEW. Regular contact must be maintained with instructor. The course is scheduled to begin on Aug. 12 and conclude on Dec. 2, 2013.

Due dates of major assignments and details of unit content and discussion questions will be provided early in the course. Students who want to schedule a meeting with the instructor should make direct contact through email and arrange a day and time. Please indicate your preference between online vs. face-to-face for these meetings. The instructor lives in Savannah, but will be on campus in Valdosta a limited number of days during the semester for face-to-face meetings.
Rubric for Grading of Discussion Questions

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<tr>
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<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<tbody>
<tr>
<td>Meet</td>
<td>criteria for a grade of B and in</td>
<td>Post all threaded discussions</td>
<td>Post all threaded discussions</td>
<td>Not evident that readings</td>
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<tr>
<td></td>
<td>addition:</td>
<td>by deadline.</td>
<td>by deadline.</td>
<td>were understood and/or not</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>incorporated into discussion</td>
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<td></td>
<td>Respond to all questions.</td>
<td>Bring in material from readings.</td>
<td>Discussion postings have</td>
<td>comments.</td>
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<td>questionable relation to reading</td>
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<td>Demonstrate ability to analyze</td>
<td>Demonstrate correct factual</td>
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<td></td>
<td>and evaluate material presented</td>
<td>knowledge of concepts and theories</td>
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<td>in readings.</td>
<td>from readings.</td>
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<td></td>
<td>Read and respond to the threaded</td>
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<td></td>
<td>discussions of other students.</td>
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The rubric is derived from similar methods used by Nolan Argyle, Ginger Macheski, and Rosa Hayes with some additions by Bonnie Peterson.

A = 3 points
B = 2 points
C = 1 point
D = 0 points