



Valdosta State University
Department of Political Science
Public Administration Programs

PADM 7110 Information Management
Fall 2008 Moody Air Force Base

- Description:** 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.
- Text:** Stair, R. and Reynolds, G. 2007. *Fundamentals of Information Systems*. Thomson Course Technology. (ISBN 10: 1-4239-0113-4; ISBN 13: 978-1-4239-0113-6 © 2008)
- Instructor:** Gerald A. "Jerry" Merwin Jr., Ph.D. <gamerwin@valdosta.edu> ([Link to contact information.](#))
- Web Site:** <http://www.valdosta.edu/~gamerwin/classes/padm7110/>
- Office Hours:** Tuesday – Thursday 2:00 to 5:30 in 106 West Hall

I will also arrange to meet students at Moody Air Force Base before class times. If you need to schedule a meeting, please arrange an appointment time directly with me.

Expected Outcomes: Participants will demonstrate the following:

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

ADA: Valdosta State University complies fully with the requirements of the Americans with Disabilities Act (ADA). Students requesting classroom accommodations or modifications because of a documented disability must contact the Access Office for Students with Disabilities located in room 1115 Nevins Hall. The phone numbers are 245-2498 (voice) and 219-1348 (tty). Learn more on the VSU web site at: <http://www.valdosta.edu/ssp/> You may also reach them via email at access@valdosta.edu. Also, please discuss this via email with your instructor(s) at the start of each class.

Web Readings: Additional readings for the class have been identified on the class Web site. The readings are available on the Web. We have no control over these 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. Readings may be assigned from additional sources as they are identified.

Assignments

Case Study Project: Students are required to do one case study that evaluates the information management systems for an organization. The details of the case study will be described more fully as the class progresses. The case study should be submitted in MS PowerPoint. Students will submit a proposal outlining the case study project in MS Word. The final case study presentation should be in your own words. All rules covering **plagiarism** are the same for presentations as they are for research papers. Please review the information regarding plagiarism on the "Class Policies" page. Do not copy and paste information from any source without clearing that first with the instructor. Indicate quotes as you would for a research paper. See the **Style Guidelines** on the "Class Policies" page.

Case Project Proposal Due Date: October 10, 2008

Case Project Due: October 27, 2008

Discussion of the Case Study Presentation: Each student will be responsible for managing the discussion on her or his case study. The PowerPoint presentation will be submitted for the professor to review before it is posted on the web. After the presentation is posted on the web, the student will lead a discussion on the case study presentation. We will set up a separate thread for each presentation and have the student handle the questions from other students and help people relate it to their current or future jobs. The instructor will moderate as needed, but the "presenter" will be the primary leader of that thread. Grading for the presentations will be primarily on the management of the discussion that results from the topic.

Weekly Tests/Online Discussion: Students will take part in online discussion threads that will count as tests. Every student is expected to take part in weekly threaded discussions on the WebCT site. The discussions will be based on the course readings and lectures or other information presented online. A topic will be posted in each unit and students are expected to provide insightful commentary. Such analysis is only possible if you read the assigned materials for a given unit. Students should also respond to comments made by other members of the class. Responses to threaded discussion questions must be made during the week that they are posted. Anyone who is confused by this requirement should contact the instructor directly to get more information or clarification.

Presentation on IM Topic: Each student will prepare and deliver a presentation on a topic related to information management. The topics might include those covered in the textbook or from another source (approved by the professor). All topics will be proposed by the student and will require the instructor's approval. More details will be provided in class. **Research Project** Students will take part in a research project related to information management and the ways that government agencies utilize the Web. The details on the project and student roles will be explained in more detail the first week of class. **Submission of Web Sites for Class** Students should submit at least five web sites relevant to the class for the instructor to include in the [Web Links](#). The web links will be worth 5% of the final grade for the course. (See "Evaluation" on the [Class Policies](#) page.)

Project Submission All project files and assignments will be submitted through WebCT Vista as attachments to E-mail and formatted as outlined below (unless another format is negotiated with the instructor). These files will follow the formatting and **file naming conventions** listed and explained below:

- **Text documents** will be formatted as either Microsoft Word or Adobe Acrobat *(PDF) documents.
- **Data files** (if needed) will be Excel files (for spreadsheet data) or Access files (if database information is required).
- **Presentations** will be PowerPoint files.
- **File Names:** For the case proposal, we will use "proposal.doc" as the file name. For the case study projects, we will use "case.ppt" for the project file name.
- **Ownership of files:** to indicate ownership of submissions, **use your first and last names** in the **file name** with an underscore *(_) between the parts. Examples: **gerald_merwin_proposal.doc** and **gerald_merwin_case.ppt**

Class Policies
Fall 2008

Plagiarism: Please read the information on the PA web site regarding plagiarism. Please let the instructor know if you have any questions and we will discuss the topic further.

Evaluation: Participants will be evaluated based on their performance of the following requirements:

Grading Plan	
Case Study on Organization's Information Management	25%
Lead Discussion on Case Study Presentation	15%
Participation in Online Discussions/Tests	30%
Presentation on IM Topic	25%
Web Link Submissions	5%
Total	100%

Group Projects: In some cases two or more participants and the professor may agree that a group project is warranted and either a presentation or the case study requirements will be amended. The primary rationale for a group project will be to address topics that are more complicated than the typical assignment.

Style Guidelines: Participants should employ APSA style for the any research report, including adapting the policies for a presentation.

Communication: We will use WebCT Visa email for this course.

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.

University Attendance Policy from the VSU catalogue: “The University expects that all students shall regularly attend all scheduled class meetings held for instruction or examination. . . . It is recognized that class attendance is essentially a matter between students and their instructors. Instructors must explain their absence policy in the course syllabus. All students are held responsible for knowing the specific attendance requirements as prescribed by their instructors and for the satisfactory make-up work missed by absences. When students are to be absent from class, they should immediately contact the instructor. A student who misses more than 20% of the scheduled classes of a course will be subject to receive a failing grade in the course.”

Language Biases: All participants are expected to employ non biased speech and prose--gender, race, and other. At times we will make mistakes and say or write in a manner which may cause offense. We will help each other to remove biases and offensive aspects from our speech and prose.

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.

Questions/Concerns: If in doubt, please ask! Do not let a little problem grow. The only "stupid" or “silly” question is the one that goes unasked.

Schedule Fall 2008

(Some assignments can be completed online through WebCT Vista.
Regular contact must be maintained with instructor.)

Note: Schedule Change! The schedule that was originally published will be changed. The meetings for this class will occur on the following dates: October 3-4, 2008; October 10-11, 2008; October 31-November 1, 2008

Weeks/Units Assignments/Topics

October 3-4, 2008 Introductions, Review of Syllabus, Policies, etc., Discussion of Projects, Presentations

Find links in our online syllabus to the following topics:

- Discussion of a City Web Site (Model of "Best Practices")
- See the National Policy Research Council's Quiz on E-Gov Best practices
- Government Management Information Sciences (GMIS)

Readings

Unit 1:

Stair Chapter 1: Introduction to Information Systems in Organizations

Stair Chapter 2: Hardware and Software

Unit 2

Stair Chapter 3: Organizing Data and Information

Stair Chapter 4: Telecommunications The Internet, Intranets, and Extranets

October 10, 2008 Case Proposal Due (Submit in a MS Word document by WebCT email.)

October 10-11, 2008

Unit 3

Readings:

Stair Chapter 5: Electronic and Mobile Commerce and Enterprise Systems

Stair Chapter 6: Information and Decision Support Systems

Unit 4

Stair Chapter 7: *Knowledge Management and Specialized Information Systems*

Stair Chapter 8: *Systems Development*

Stair Chapter 9: *The Personal and Social Impact of Computers*

October 27, 2008 Case Study Due (Submit in a MS Word document by WebCT email.)

October 31-November 1, 2008 Case Study Presentations & Discussions