

PADM 9060 Information and Data Management

Valdosta State University
College of Arts & Sciences
Political Science Department
Doctor of Public Administration Program
Spring 2010 Syllabus

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Course Description: (3 hours credit)

An examination of technology and information management, including hardware, software, and systems development. Particular emphasis will be placed on the management of information resources within the public sector and the role of E-Government.

Course Site: <http://www.valdosta.edu/~gamerwin/pa/classes/padm9060/>.

Be sure to access and read information on the course Web site to learn about key issues related to our course. Even though the course is offered online in BlazeVIEW, some information for the course is linked from the course site.

Required Readings Are Provided In BlazeVIEW

Recommended Reading for Students Who Did Not Take PADM 7110 or Do Not Have Graduate-Level Knowledge of Information Management:

- o Stair R. and Reynolds G. 2006. *Fundamentals of Information Systems*. Thomson Course Technology.
- o Garson, G. D., ed. 2003. *Public Information Technology: Policy and Management Issues*. Hershey, PA: Idea Group Press.
- o Pavlichev, A. and Garson, G. D., eds. 2003. *Digital Government: Principles and Best Practices*. Idea Group Press.

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).

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Detailed Course Description:

The purpose of this course is to familiarize students with the ever-changing world of information technology (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.

Students will also gain “hands-on” technological experience through the development of their own web site. With respect to the management of information, the course will introduce techniques that will allow students to better manage such resources, in terms of human as well as technological assets.

Particular emphasis will be placed 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
- Identify the features of a good web site and put these into practice
- 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

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.

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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 linked from our class site and 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>

Note: The links above are provided on our class Web site to make it easier for students to review the important information on Academic Honesty.

SafeAssign

Use Of SafeAssign: This class is part of a pilot project using SafeAssign, a plagiarism prevention software. Students will have the opportunity to submit their written work and have an originality report prepared by SafeAssign before turning in these assignments. SafeAssign will match student papers against a number of databases and provide an originality report; this originality report will identify sections of a student's paper that match with other sources. These matches may be correctly cited quotes, summaries, and paraphrases, or they may be matches that are not correctly documented; the SafeAssign report will give students a chance to correct any errors before submitting the final paper.

Students will need to acknowledge the authorization form in BlazeVIEW about the use of SafeAssign. If students do not wish to use this software for submission of their papers, they will be required to submit copies of all supporting documentation when they turn in their assignments.

Information for students about SafeAssign is available at <http://wiki.safeassign.com/display/SAFE/Home>.

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Submit a SafeAssignment

Follow these steps to submit to a SafeAssignment:

1. From a content area within a course, select the SafeAssignment and click View/Complete.
2. The Upload SafeAssignment page will appear.
3. Complete the page using the table below as a guide and click Submit.

Field	Description
Name	Displays the tile of the SafeAssignment.
Instructions	Displays the instructions for the SafeAssignment.
Comments	Enter any comments for the Instructor in this field.
File to Attach	Click Browse to locate a file to upload as a SafeAssignment.
Global Reference Database	You have the option to volunteer your paper to the Global Database that will allow other papers from other institutions to be checked against yours to protect the originality of your work across institutions.

Course Requirements

Research Proposal: Students write a research proposal on an information management topic relevant to the class. All topics must be approved. Students will submit a one page outline or description of the project.

Team Content Projects: Teams will be formed to create and manage the weekly reading assignments, including discussion questions, and to provide feedback for each student. Feedback from team members will be reviewed by the professor as part of the grading of the course. Details of the projects will be provided in BlazeVIEW and discussed during the DPA Weekend meetings on January 16, 2010.

Discussion Questions: Students will respond to discussion questions related to the weekly 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.

Website: Students will research best practices in Web construction and put them into practice by creating their own web site. Students will post artifacts for the DPA Portfolio on the site. Grading for the site will depend on the logical organization of materials, a requirement that all links work and the navigation is clear and easy to follow.

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Choose either a Book Review or Case Study

Book Review: Student who elect to do a book review will choose from a list of books posted on BlazeVIEW. The instructor's permission is required to review a specific book.

Cases: Students who elect to do a case project will create a specific organizational case presentation related to information management.

Evaluation/Grading Policies - Each student will do assignments 1 through 4 and choose either a case study or book review so that their projects will total 100 points.

Team Projects/Assignments & Options	Values
1 Research Proposal	30
2 Team Content Project	30
3 Discussion Threads	20
4 Web Site Creation	10
5 Case Study or Book Review	10
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	100

Schedule & Topics

Week 1	Introduction to Info and Data Management
Week 2	Historical Perspectives
Week 3	Ethics
Week 4	E-Government
Week 5	IT Security
Week 6	Hardware and Software Management
Week 7	Project Management
Week 8	Human Resources and IT
Week 9	Technology Acquisition
Week 10	Project Presentations
Week 11	Project Presentations
Week 12	Project Presentations
Week 13	Project Presentations
Week 14	Project Presentations
Week 15	Course Wrap-Up