Course Syllabus
PA6318.551.16U
Information Systems in a Policy Environment
The University of Texas at Dallas

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Course Information

Course

Course Number Section	PA6318-551-16U
Course Title	Information Systems in a Policy Environment
Term and Dates	May 23, 2016 – June 28, 2016

Professor Contact Information

Professor	Joe P. Beauchamp
Office Phone	(214) 492-9760
Email Address	Joe.Beauchamp@UTDallas.edu
Office Location	TBD
Online Office Hours	TBD
Other Information	TBD

About the Instructor

I have worked in the field of information technology for over 26 years and in finance/accounting for over six. For the past 10 years my role has been in public sector accounting and information technology. I have managed all aspects of the IT department. Specifically, my area of specialization is enterprise architecture as organizational strategy in support of technology applied to public safety and cyber security.

I have a Bachelor of Science in Accounting and Information Management from UT Dallas and a Master of Science in Computer Information Systems with a concentration in IT Project Management from Boston University. I am also a Certified Government Chief Information Officer, having completed that program through the University of North Carolina and Chapel Hill School of Government. Currently, I am the Chief Information Officer at the City of Rowlett, Texas.

Personally, I feel that the role of IT leadership is changing due to globalization and increasingly complex technology that often must meet federal compliance standards. Leaders in both the private and public sector need to be responsive to the ever constant changing landscape of information technology and how it can significantly enhance organizational operations.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

In addition to a confident level of computer and internet literacy, certain minimum technical requirements must be met to enable a successful learning experience.

Course Description

Public sector organizations are continually challenged to understand, use, and adapt to new information systems and communications technologies as they emerge. We continue to see ways that new information systems and technologies change how public affairs professionals interact, work, and serve the public. How can public sector organizations best harness these systems to provide better public services? What is the role of public policy to regulate issues surrounding the use of these technologies? This course will explore the relationships between information systems and government management, decision making, and public policy. During the semester, students will explore current trends and cutting-edge technologies in real-time.

Student Learning Objectives/Outcomes

- To understand how politics and policies surrounding the use of technology impact public affairs
- To appreciate the benefits and challenges information systems bring to the public affairs arena
- To gain an enhanced understanding of the processes and challenges encountered when implementing and using information systems in public organization settings
- To appreciate how information systems can be used to inform policy decisions
- To be exposed to trends and implications of evolving technology

Required Textbooks and Materials

Required Texts

- None

Required Materials

- None

Suggested Course Materials

Suggested Readings/Texts

- *A Manual for Writers of Research Papers, Theses, And Dissertations*
  Eighth Edition
  Kate L. Turabian
  ISBN-10: 0226816389
  ISBN-13: 978-0226816388

Suggested Materials

- None

Textbooks and some other bookstore materials can be ordered online through Off-Campus Books or the UTD Bookstore. They are also available in stock at both bookstores.

Course Policies

Make-up exams

Please let me know if something significant happens to you during the semester that could interfere with your submitting class assignments on time (death in family, loss of job, etc.) Submitting your work late may be a calculated decision on your part; I certainly understand this. However, if you plan to or choose to submit an assignment late, please let me know. Students should make every effort to submit all final required course assignments by midnight on Sunday of the last week of class as identified in this syllabus.

Late final course assignments should be the exception and will be penalized as "late work" as described herein. Under no circumstances should students submit an assignment for credit after the last day of "final exams" as identified in the official University Academic Calendar for the applicable semester. Any assignment submitted after this day will not receive any credit.

Extra Credit

To be determined

Late Work

All late assignments will receive a deduction of ten percentage points for each week or portion thereof following the due date.

Exceptions may include a mutually agreed arrangement made in advance or bona fide emergencies (be prepared to supply documentation).

Problems with your personal computer (such as computer "crashes"), moving, or sudden loss of internet access at your home do not count as an emergency.

If there are conflicts, please discuss them with me ASAP.

Special Assignments

At this time, there are no special assignments planned for the course.

Class Participation

Students are required to login regularly to the online class site. The instructor will use the tracking feature in eLearning to monitor student activity. Students are also required to participate in all class activities such as discussion board, chat or conference sessions and group projects.

Virtual Classroom Citizenship

The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor.

Policy on Server Unavailability or Other Technical Difficulties

The university is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation.

Students should immediately report any problems to the instructor and also contact the UTD eLearning Help Desk: http://www.utdallas.edu/elearninghelp, 1-866-588-3192. The instructor and the UTD eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

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Technical Requirements

In addition to a confident level of computer and internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements on the Getting Started with eLearning webpage.

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Course Access and Navigation

This course was developed using a web course tool called eLearning. It is to be delivered entirely online. Students will use their UTD NetID account to login at: http://elearning.utdallas.edu. Please see more details on course access and navigation information.

To get familiar with the eLearning tool, please see the Student eLearning Tutorials.

UTD provides eLearning technical support 24 hours a day/7 days a week. The services include a toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service. Please use this link to access the UTD eLearning Support Center: http://www.utdallas.edu/elearninghelp.

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Communications

This eLearning course has built-in communication tools which will be used for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester. For more details, please visit the eLearning Tutorials webpage for video demonstrations on numerous tools in eLearning.

Interaction with Instructor

The instructor will communicate with students mainly using the Announcements and Discussions tools. Students may send personal concerns or questions to the instructor using the course email tool. The instructor will reply to student emails or Discussion board messages within 3 working days under normal circumstances.

One of the most important ways to be successful in this course is to have your questions answered before you submit your assignments. Please contact me if you have a question and this syllabus does not answer it for you.

Option #1: Email – This is likely our best method for communication. Please use the mail feature of our course in eLearning to contact me. I will generally respond to e-mail within 1-2 working days. If our course is not available to you, you may email me at the UT Dallas email address, Joe.Beauchamp@UTDallas.edu.

Option #2: Phone. Feel free to contact me at (214) 492-9760.

Option #3: Skype. Contact me to set up a time.

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Student Resources

The following university resources are available to students:

UTD Distance Learning:
http://www.utdallas.edu/elearning/students/cstudents.htm

McDermott Library:
Distance Learners (UTD students who live outside the boundaries of Collin, Dallas, Denton, Rockwall, or Tarrant counties) will need a UTD-ID number to access all of the library's electronic resources (reserves, journal articles, ebooks, interlibrary loan) from off campus. For UTD students living within those counties who are taking online courses, a Comet Card is required to check out materials at the McDermott Library. For more information on library resources go to http://www.utdallas.edu/library/distance.html.

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Student Assessments

Grading Information

Weights

Class Participation and Discussion Postings (5)	100 (Points)	30%
Reflection Paper 1	100 (Points)	20%
Reflection Paper 2	100 (Points)	20%
Final Essay	100 (Points)	30%
Total	800 (Points)	100%

Grading Scale

Scaled Score	Letter Equivalent
93 - 100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-77	C
Less than 73	F

Accessing Grades

Students can check their grades by clicking "My Grades" on the course menu after the grade for each assessment task is released.

Assignments

Class Preparation, Participation & Discussion Postings (30%)
Students are expected to complete required readings prior to class. Discussions held in class are derived from assigned readings and postings, therefore, it is essential that students be able to demonstrate comprehension of selected topics. Postings and discussions should go beyond simply summarizing the articles. Students are encouraged to discuss current issues and apply their own real-world experience as they may relate to course discussions and topics.

Reflection Papers (40%)
Reflection papers should present your thoughts in a clear and organized way, addressing the particulars of the respective assignment. Papers will be evaluated based on the degree to which the student follows the assignment prompt and demonstrates an understanding of the assigned reading material as well as the implications for public policy and public affairs.

Final Examination (30%)
The final exam is an essay that covers topics presented during the course. Additional details will be announced in class.

Group Projects

None

Assignment submission instructions

Locate the assignment in your eLearning course. You will submit your assignments in the required file format with a simple file name and a file extension. To submit your assignment, click the assignment name link and follow the on-screen instructions to upload and submit your file(s). For additional information on how to submit assignments, view the [Submitting an Assignment video tutorial](#).

Please Note: Each assignment link will be deactivated after the assignment due time. After your submission is graded, you may go to My Grades on the course menu and click the score link to check the results and feedback.

Participation/Discussions

Discussion board forums are graded as "all or nothing." To earn your points, you must address all of the following:

1. Respond to all the weekly discussion prompt(s) with a "main" post (including the guidelines above).
2. Make your first contribution before midnight on Wednesday.
3. Post at least two (2) other robust comments to respond/react to the contributions of your colleagues during the week.
   - Input that addresses all items will receive the allocated points.
   - Input that does not address all items will receive a "0."

Online Tests/Quizzes

While failure to successfully submit some assignments will result in point deductions not shown here, the following are the main components of the course grade:

- Two (2) Reflection Papers (40%)
- Discussion Board Forum Participation (30%)
- Final Essay (30%)
- You can access quizzes/exams by clicking the quiz/exam link on the designated page. Each quiz is timed, and the number of attempts allowed within a scheduled time window will be specified. Please read the on-screen instructions carefully before you click "Begin". After each quiz is graded and released, you may go to My Grades page and click the quiz and the score link of the quiz to view your graded submission.

Final Examination

The final exam is an essay that covers topics presented during the course. Additional details will be announced in class.

Monday June 27, 2016 from 5:00 – 7:45PM

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Academic Calendar

WEEK/ DATES	TOPIC/LECTURE	READING	ASSESSMENT / ACTIVITY	DUE DATE
1 05/24 – 05/26	Course Access and Self-Orientation Your Digital Trail	Module 1 Week 1	Discussion Posting Class Discussion	06/02
2 05/31– 06/02	Information Systems – The Basics…*kind of*	Module 2 Week 2	Discussion Posting Class Discussion	06/02
3 06/07 – 06/09	IT in Public Organizations	Module 3 Week 3	Discussion Posting Class Discussion	06/09
4 06/14 – 06/16	IT in Public Organizations *From Electronic Government to Information Government*	Module 4 Week 4	Discussion Posting Class Discussion	06/16
5 06/21 – 06/23	Code for America Tech Innovation in Gvt	Module 5 Week5	Discussion Posting Class Discussion	06/23
06/27	Final Exam 5:00 PM – 7:45 PM	Final Exam	Final Exam	06/28

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Scholastic Honesty

The University has policies and discipline procedures regarding scholastic dishonesty. Detailed information is available on the UTD Judicial Affairs web page. All students are expected to maintain a high level of responsibility with respect to academic honesty. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced.

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Course Evaluation

As required by UTD academic regulations, every student must complete an evaluation for each enrolled course at the end of the semester. A link to an online instructional assessment form will be emailed to you for your confidential use.

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University Policies

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.

Please go to http://go.utdallas.edu/syllabus-policies for these policies.

These descriptions and timelines are subject to change at the discretion of the professor.

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