



VALENCIA COLLEGE

Course Syllabus **Fall 2016** Online

Course: CGS 2091c **Social, Legal, and Ethical Issues in Information Technology**

CRN: **14623**

Professor: Dr. Colin Archibald (DrA)

Office: West Campus 7-127

E-mail: CArchibald@valenciacollege.edu (Please Use Blackboard email system)

Phone number: (407) 582-1517

Skype ID: Dr.Colin.Archibald

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Office hours: An announcement in Blackboard will show office hours. They are also posted on my office door West Campus 7-127.

Course Description:

An in-depth look at social, legal, and ethical issues related to the advent of computers and computing in modern society. Critical thinking skills will be applied to topics related to the information technology field; for example, privacy vs. access to information, censorship vs. civil liberties, intellectual property, and cyber-crime, as well as less controversial issues such as the impact of information on daily life, and the digital divide.

Required Materials:

WebCam and Free Skype account. The bookstore carries webcams for about \$10, but if you are buying one outside of the bookstore, consider the cheaper Logitech webcams. You don't need anything that is high definition.

There are **two required textbooks** for this course.

Purchase of the two books is NOT optional and all students must purchase the textbooks to remain in the class.

You can buy your books from a source other than the bookstore. However, you must get them on time to turn the first assignment. No extensions will be given for late book shipments.

The West campus bookstore has the books right now and you can purchase them from the Valencia Bookstore online.

1. Ethics in Information Technology, Fifth Edition

Author: George Reynolds

Publisher: Course Technology / Cengage Learning

ISBN: 978-1-285-19715-9

2. Current Topics in Technology: Social, Legal, Ethical and Industry Issues for Computers and the Internet – Third Edition

Authors: Maureen Sheehan Paparella and Eugene Simko

Publisher: Course Technology / Cengage Learning

ISBN: 978-1-4390-3870-3

Important Dates for Fall 2016:

August 29	Classes begin
September 7th	No-Show deadline
November 11th	Withdrawal deadline for W grade

October 6	West campus closed
College Closed	(Classes Do Not Meet): Sept. 5, Nov. 23-27

Attendance Policy:

Even though this is an online class in Blackboard (BB), participation is still required. It is expected that you log in to BB at least 5 times per week. The professor will be logged in daily and many of your classmates will be logged in daily, so in order to keep up with their questions and any announcements, you should try to do the same. I expect all students to participate on the course discussion board and the requirements for this are discussed below. ALL students are expected to read ALL bulletin board posts regularly. This is not optional.

No-Show Procedure:

Any student who does not attend class – or complete the NO-SHOW exercises by the Drop / Refund / No-Show deadline (**September 7th**) will be withdrawn by the instructor as a no-show. This will count as an attempt in the class, and students will be liable for tuition. If your plans have changed and you will not be attending this class, please drop yourself through your Atlas account during the drop period.

Withdrawal Policy:

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of "W". A student is not permitted to withdraw after the withdrawal deadline. See IMPORTANT DATES for the Withdrawal deadline for this course. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F". For a complete policy and procedure overview on Valencia Policy 6Hx28:4-07, please go to: <http://valenciacollege.edu/generalcounsel/policy/>.

If you choose to withdraw from this class, you must withdraw yourself in Atlas by 11:59 PM on **November 11, 2016**, in which case you will receive a grade of W. After the withdrawal deadline, you may not withdraw from the class and I will not withdraw you under any circumstances.

Please note that I will not withdraw students who fail to log in and/or do the coursework. Students who wish to withdraw must withdraw themselves.

Grade Determination:

Letter grades will be determined using points as described below:

40 points – Syllabus Quiz

300 points - Homework (10 Assignments, 30 Points Each)

60 points – Class participation on the course bulletin board (20 posts, 3 points each)

100 points - Final Project

Your grade will be determined as follows:

450 - 500 points A

400 - 449 points B
350 - 399 points C
300 - 349 points D
< 300 points F

“Course Content” Tab in Blackboard:

This is where you will find Weekly Work Modules (all instructions and links for assignments, weekly discussion forum postings and the final project are within the Weekly Work Modules)

You will be expected to do the coursework required each week, every week; this includes the specified readings from your text book(s), posting to the discussion board, specified assignments, and an end of course final project. Within the Blackboard “Course Content” tab you will find the weekly module work folders which contain the instructions regarding what work you need to do for that week (readings, the weekly assignment, discussion board postings), as well as the links to submit the work due, and the due date and time.

There are no quizzes/exams (other than the syllabus quiz), but there is a final project due. The weekly work modules will only appear under the “Course Content” tab only during the week(s) that they pertain to; e.g. Week 11 Module will only be visible to you during week 11 of the course.

Syllabus Quiz:

Please, take the syllabus quiz by 11:59 PM on 9/7/16 to confirm you have read and reviewed this document and are ready to start this class. Any student who does not take the syllabus quiz by that time will be dropped from the course under the No-Show procedure.

The syllabus quiz can be found in the Week 1-2 module when you click on the “Course Content” tab on left-hand side menu in Blackboard.

Homework Assignments Policy:

It is your responsibility to complete all assigned exercises. As a guideline, assignments (excluding the final project), should be ½ page – 1 page, or maybe 300-400 words. All assignments must be turned in via Blackboard by following the instructions given there by midnight on the due date unless otherwise specified. No other form of submissions will be accepted.

Discussion posts should be entered into MS Word so that you will have some help with spelling and grammar.

Late assignments will not be accepted for any reason.

Discussion Board (Class Participation):

Each student is required to post at least 20 substantive course-related posts (worth 3 points each) on the Blackboard Discussion Forums. I’m looking for thoughtful, original, responsive, critical, reflective statements.

Pasting someone else's words in this, or any assignment in the class, will result in a grade of F for the course.

The Icebreaker Forum is due during the first two weeks of the course and that will count as one of the 20 substantive course-related posts; the Icebreaker Forum is mandatory. Late posts will not count, so be sure to post throughout the semester.

Due dates for all the discussion forums are provided at the end of this syllabus (see the chart entitled, "MATERIAL COVERAGE SCHEDULE, ASSIGNMENTS/PROJECT, DISCUSSION BOARD POSTINGS"). Late posts will not count, so be sure to post throughout the semester.

All students are expected to log into Blackboard and read all new discussion posts on an almost daily basis. Students will be held responsible for all material and/or announcements contained in discussion posts. Students who let long periods of time pass between Blackboard sessions do so entirely at their own risk. Students who fail to read all discussion postings in a timely fashion do so entirely at their own risk. Students who wait until the last few days to post on the discussion board for credit do so entirely at their own risk of not getting credit for their last-ditch-effort, non-substantive posts.

Final Project:

There will be a final project in this course instead of a final exam. Failure to complete the final project will result in a grade of F for the course.

The final project will take the form of a debate. Each student will be assigned a topic, and the side of the debate they will be required to defend. Each student will also be required to offer a rebuttal of another student's argument.

The debate will be submitted as a video of you making the case, and the rebuttal will be a written paper where you defend your side against the case of a fellow student. Details will be provided later.

Academic Honesty and Conduct:

Every student is expected to behave appropriately.

Any student caught cheating on homework or letting someone copy his/her homework answers will receive a grade of zero on that work.

In addition, a course grade of "F" will be assigned for plagiarism. A great deal of this class is about ethics. Unethical behavior in a course on ethics is not something that can be tolerated.

Be careful about accidental plagiarism. There is no way to determine if plagiarism was accidental; it is still plagiarism.

Online Course Policies:

This is an online course. All of your learning will take place when you read the book, watch videos, do the assignments, refer to online content, and communicate with the class over the Internet via our online classroom in Blackboard.

Even though the class never meets in person, you are still expected to do the same amount of work as classes that meet 3 hours a week for over the normal 16 week semester, with added time for homework.

All students will use the Blackboard system for their work. All students will complete the online Blackboard training (available from the Course Homepage) if they do not know how to use Blackboard.

For those who do not have access to a computer or are having computer problems, an open lab is available on the West campus. Problems with your computer at home will not grant you an extension on assignments. Be sure to keep backups of your work at all times to avoid losing points should your computer suddenly fail to function or your storage device crash.

It is the student's responsibility to keep track of assignment due dates and to ensure that assignments are turned in on time. No credit will be given for anything turned in beyond the posted due date. Technical computer problems will not be considered an acceptable excuse.

The following common student mistakes will not constitute a valid excuse for turning in late homework and should be avoided by all students (Students should check the correctness of their work before sending):

1. Doing the homework on time but forgetting to submit it via Blackboard by the deadline.
2. Submitting the homework on time but not including the proper homework attachment(s).
3. Logging into Blackboard, accessing the Assignment link, attaching the homework, and forgetting to hit the Submit button.

Course Conduct:

We will be polite, courteous, respectful, and helpful to one another, just as we would be if we were in a classroom together.

Disagreement with other's opinions is encouraged! It is **not** disrespectful to disagree. I expect there to be significant disagreement. It is easy to be polite when you agree, but we will all try our best to be polite and professional when we disagree. When you disagree, you need to state your reason(s) for disagreeing. As a rule of thumb, you should use language online that you would use if you were sitting with your classmates and debating the issues face to face.

There is some grey area here. Some believe that any disagreement or challenge of someone's opinion is disrespectful. It is not. I hope that each of you will find occasion to challenge my opinion. This is very important to bring out the best from your colleagues. Encourage others to challenge you, and challenge each other in a polite and reasoned way. Challenging an opinion requires a reason or a logic; challenging a fact requires a source of information.

OFFICE OF STUDENTS WITH DISABILITIES INFORMATION: Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

East Campus Bldg. 5, Rm. 216 Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222

West Campus SSB, Rm. 102 Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222

Osceola Campus Bldg. 1, Rm. 140A Ph: 407-582-4167 Fax: 407-582-4804 TTY: 407-582-1222

Winter Park Campus Bldg. 1, Rm. 212 Ph: 407-582-6887 Fax: 407-582-6841 TTY: 407-582-1222

STUDENT ASSISTANCE PROGRAM: Valencia College is interested in making sure all our students have a rewarding and successful college experience. Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

Student Feedback:

Each of you will receive an email in Atlas to notify you that the SFI is available. Student Feedback on Instruction is taken very seriously, and every comment is read by at least two people. Your honest, candid feedback is appreciated, and helps the college and the instructor to improve. Be assured that the feedback is entirely anonymous.

Students with Disabilities:

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus SSB 102, ext. 1523). The needs of students with appropriate documentation will always be supported in class.

Note: The instructor reserves the right to alter the syllabus, and students will be notified by email, and a revised syllabus will be posted in Blackboard.

Abbreviation Key:

"Ethics": Ethics in Information Technology (refers to the primary textbook)

"DQ": Discussion Questions (refers to assignment at end of chapter in "Ethics" textbook)

"WWYD": What Would You Do? (refers to assignment at end of chapter in "Ethics" textbook)

“Topics”: Current Topics in Technology: Social, Legal, Ethical and Industry Issues for Computers and the Internet (refers to the secondary textbook)

“TTTA”: Things to Think About (refers to questions at end of Forums in the “Topics” textbook)

ASSIGNMENT WRITING GUIDELINES: ½ page for each DQ, WWYD, and TTTA

MATERIAL COVERAGE SCHEDULE, ASSIGNMENTS/PROJECT, DISCUSSION BOARD POSTINGS

WEEK(S)	DUE DATE (all by 11:59 PM on date below)	READING MATERIAL COVERED (READ LISTED CHAPTERS AND FORUMS)	ASSIGNMENT	DISCUSSION BOARD POSTINGS
1 - 2	9/11	Ethics in IT Chapter 1- Overview of Ethics Current Topics in Technology: Forum 18 pages 84-89	HW #1 Ethics p. 28 DQ #1 Ethics p. 29 WWYD #3 Topics: Forum 18 p. 90 TTTA #1	Icebreaker Forum Week 1 Discussion Week 2 Discussion
3	9/18	Ethics in IT Chapter 2 - Ethics for IT Workers and IT Users Current Topics in Technology: Forum 28 pages 127-130	HW #2 Ethics p. 69 DQ #3 Ethics p. 70 WWYD #1 Topics: Forum 28 p. 131 TTTA #3	Week 3 Discussion
4	9/25	Ethics in IT Chapter 3 – Computer and Internet Crime Current Topics in Technology: Forum 2 pages 7-11	HW #3 Ethics p. 118 DQ #5 Ethics p. 118 WWYD #7 Topics: Forum 2 p. 12 TTTA #2	Week 4 Discussion
5	10/2	Ethics in IT Chapter 4 – Privacy Current Topics in Technology : Forum 19 pages 91-94	HW #4 Ethics p. 164 DQ #10 Ethics p. 165 WWYD #1 Topics: Forum 19 p. 95 TTTA #5	Week 5 Discussion
6	10/9	Ethics in IT Chapter 5 – Freedom of Expression Current Topics in Technology: Forum 13 pages 61-66	HW #5 Ethics p. 202 DQ #2 Ethics p. 203 WWYD #1 Topics: Forum 13 p.67 TTTA #3	Week 6 Discussion
7	10/16	Ethics in IT Chapter 6 – Intellectual Property Current Topics in Technology: Forum 21 pages 99-101	HW #6 Ethics p. 248 DQ #1 Ethics p. 249 WWYD #2 Topics: Forum 21 p.102 TTTA #4	Week 7 Discussion

8	10/23	Ethics in IT Chapter 7 – Software Development Current Topics in Technology: Forum 7 pages 32-34 Current Topics in Technology: Forum 9 pages 42-44	HW #7 Ethics p. 285 DQ #2 Ethics p. 286 WWYD #3 Topics: Forum 7 p. 35 TTTA #4 Topics: Forum 9 p. 45 TTTA #1	Week 8 Discussion
9	10/30	Ethics in IT Chapter 8 – The Impact of Information Technology on Productivity and Quality of Life Current Topics in Technology: Forum 16 pages 76-78 Current Topics in Technology: Forum 23 pages 108-110	HW #8 Ethics p. 322 DQ #5 Ethics p. 322 WWYD #1 Topics: Forum 16 p.79 TTTA #2 Topics: Forum 23 p.111 TTTA #4	Week 9 Discussion
10	11/6	Ethics in IT Chapter 9 – Social Networking	HW #9 Ethics p. 356 DQ #8 Ethics p. 357 WWYD #2	Week 10 Discussion
11	11/13	Ethics in IT Chapter 10 – Ethics of IT Organizations Current Topics in Technology: Forum 20 pages 96-97 Current Topics in Technology: Forum 15 pages 72-74	HW #10 Ethics p. 397 DQ #3 Ethics p. 398 WWYD #1 Topics: Forum 15 p. 75 TTTA #3 Topics: Forum 20 p. 98 TTTA #3	Week 11 Discussion
12-15	12/4	No Readings	Video Debate Due	Week 12 Discussion Week 13 Discussion Week 14 Discussion
16	12/11		Written Rebuttal	