**IT267 Information Technology Ethics and Professional Development**

**Course Information:**

**Meeting Day:**  IT267.56 Monday Time: 5:45PM – 8:25PM Room: N207  
 IT267.16 Thursday Time: 11:25AM – 2:05PM Room: N206  
 IT267.26 Friday Time: 1:15PM – 3:55PM Room: N207

Instructor: Jason Kayarian Email: jkayarian@neit.edu

Office Location: TBA **Office Hours for Winter 2015**

(Check the posting outside the office See Canvas ‘Syllabus’ folder

or the Blackboard web site for

changes in available hours.)

**Course Description**

*3 Class Hours, 3 Credit Hours*

The course will cover the development and need for issues regarding social, legal, privacy and the application of computer ethics to information technology. This course offers extensive and topical coverage of issues such as file sharing, infringement of intellectual property, security risks, Internet crime, identity theft, employee surveillance, privacy, and compliance. Students will gain a foundation in ethical decision-making for current and future business managers and IT professionals. In addition, the student will be exposed to approaches that effective people take to attain fulfillment and learn to methods to build their character and shape their life more deliberately.

**Prerequisites**

None

**Required Texts**

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| ***Ethics in Information Technology, Fifth Edition*** by George W. Reynolds  Course Technology/Cengage Learning; ISBN-13 978-1-111-53412-7 | ***The 7 Habits of Highly Effective People***by Stephen R. Covey  Free Press, ISBN-13 978-7432-6951-3 |

**Course Outcomes**

At the end of this course, as evidenced by responses to readings, case studies, interactive discussion board postings and in-class assignments as well as satisfactory performance on the exams, the student will:

* Define and differentiate between ethics, business ethics, and ethics in information technology
* Describe Computer and Internet Crime, Privacy, Freedom of Expression, and Intellectual Property
* Highlight the importance of understanding the impact and implications of social networking
* Understand the impact of information technology on productivity and quality of life
* Define and describe the importance of the 7 habits of highly effective people as presented by Dr. Stephen Covey

**Assessment of Outcomes**

Objective multiple choice tests and final examination will be used to assess the student’s ability to list, describe, recognize, select and identify appropriate concepts, tools and procedures described in the course objectives.

Homework review questions will be used for student self assessment of the ability to list, order, recognize, select and identify appropriate concepts, tools and procedures described in the course objectives.

**Instructional Strategies / Methodology**

This course utilizes a variety of instructional strategies. Theoretical content is provided through lectures, reading assignments and instructional videos. Lectures may include the use of response clickers for student self-assessment and review. Review questions are assigned to help the student merge the facts and concepts presented by the various content sources into a comprehensive understanding of the material. Quizzes are presented throughout the course to help the student recognize the student’s strengths and weaknesses in each topic area.

Different learning styles are accommodated by offering lectures, readings, videos, hands-on activities, review and self-assessment.

Evaluation and Grading Criteria

The final grade will be based on the instructor’s evaluation of how well the student has mastered the course objectives. The evaluation will be based primarily on a composite of the student’s performance on quizzes, homework assignments, the final exam, and class participation. Weighting of the major criteria is as follows:

Activity Points

Quizzes-Review 30

Assignments 30

Midterm & Final Exam 30

Discussions 10

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Total 100

**Course Policies**

Course policies are set by the instructor and will vary from one instructor to another and from one course to another. Students are encouraged to ask the instructor for clarification of any policy that is not clearly stated.

**Notebook Computers, Cell Phones, Pagers and other Electronic Devices**

Refer to the student handbook for details. Essentially this means that no electronic devices of any kind (notebook computers, PDAs, cell phones, iPods, music players, etc) may be used in the classroom at any time without the expressed consent of the instructor. This policy applies to all class sessions whether lecture or lab.

**Inappropriate Computer Use**

Software such as packet sniffers, key loggers, port scanners or any software that may compromise computer or network security may not be used in the classroom at any time without the knowledge and expressed consent of the instructor. Any violation of this policy will be reported to the Provost’s office for possible disciplinary action.

**Review Question and Practice Quiz Homework**

The course covers a number of specific topic areas, and each topic is accompanied by a set of review questions and practice quizzes Students are required to submit answers to the questions for each section via the Canvas Assignment system before the respective due date for the questions. Practice quizzes must be completed before the actual quizzes for that material are given to the class. Review questions are graded as Complete or Incomplete. Review questions submitted after the due date will receive a score of 50 or less (out of 100).

**Exams / Quizzes**

Quizzes will be given periodically during the course. Approximately 8 quizzes will be given during the quarter. No notes or other aids may be used by the student during any quiz or examination unless specifically authorized by the instructor. If the student is not present when a quiz is given, or arrives late to class while a quiz is being taken, the quiz will have to be made up by special arrangement with the instructor. Quizzes not made up are scored as 0.

The student must receive approval from the instructor to make up any quiz more than one week after the quiz is first given to the class. If a quiz is not made up within one week of the date the quiz is originally given, the highest possible score for the quiz is 80. No more than three quizzes may be made after the date the quizzes are first given to the class.

No makeup quizzes will be accepted after the last scheduled class meeting of Week 9 of the quarter.

The single lowest quiz grade will be dropped before calculating the quiz contribution to the overall course grade.

**Final Exam**

The final exam is cumulative, covering all material presented during the course. It will be given during Week 10 of the term. The final examination may include multiple choice questions, written and hands-on activities. Details about the final examination will be presented in class and on the Blackboard site. The final exam is required.

**Extra Credit and Make-Up Work**

Extra credit projects are available on a voluntary basis. They are in addition to, not substitutes for, the normally required course work.  Detailed project requirements are posted on the class Blackboard site. Only one project per student will be accepted for extra credit. The amount of extra credit awarded will be determined by the instructor based on the quality of the completed work as judged by the instructor. The maximum amount of extra credit for any project is 5 points (out of 100) added to the overall course score before the final letter grade is calculated.

**Attendance and Class Participation**

***Regular attendance is important to successful completion of the course***. Factual material and practical insights will be presented in class in addition to those covered in the required reading assignments. A significant portion of this class is lab work which must be done in class. Absence from class prevents the student from contributing to the class and in benefiting from the contributions of other students. Positive class contributions include asking questions, sharing relevant experiences and helping (when appropriate) fellow students. . Students missing classes, and the work associated with those classes, may jeopardize their ability to pass the course.

***\*Class participation means more than simply being present in class.*** Class participation means coming to class prepared by having read and studied the assigned readings and having completed assigned homework. Participation also means contributing to class discussions and answering questions that arise during the discussion of required material.

***Leaving class early:*** Students who leave class early without completing the current lab assignment and submitting the lab manual for grading will be penalized 10% of the Class Participation portion of the grade for each early departure.

***Arriving at class on time is also important***. Late arrivals not only risk missing important information, but can cause distraction to the class. Being punctual is even more important in the working world, and should be practiced conscientiously in school.

#### COLLEGE POLICIES

#### Academic Honesty Policy

Any project, paper, or examination is expected to be the student's own work, in the student's own words. Academic dishonesty (including but not limited to copying another student's work or allowing one's own work to be copied; using notes or books during an examination without the instructor's advance permission; presenting information or images copied from a book, journal, or online source as one's own) will not be tolerated. See the web site for the full policy)

**Other Policies**

Each student is responsible for accessing the <http://wcb.neit.edu/shandbook/syllabuspolicies.pdf> web site and becoming familiar with all academic policies.

“**The design of this course as outlined in the syllabus requires you to do work outside of class to be successful.”**

**Course Schedule**

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| **Week** | **Topic** | **In-class Activity/Assignment\*** | **Out-of-class Activity/Assignment** | **Due Dates** |
| **One** | **Overview of Ethics** | **Introduction**   * Introduction to the class * Syllabus Review   **Lecture**   1. Reynolds, Chapter 1 2. Who was Stephen R. Covey?   **Class Discussion**   * Topic TBD | **Reynolds:**   1. What would you do? Choose three questions (pp.27-28) 2. Case Study: Choose 1 (pp.28-32) 3. Read Chapter 2   **Covey:**   1. Read Part One, (pp. 7 – 62)   Perform 1 random act of kindness – post to journal in Bb | Week 2 |
|  |  |  |  |  |
| **Two** | **Ethics for IT Workers and Users** | **Review**   1. Week 1 topics   **Lecture**   1. Reynolds, Chapter 2 2. Covey, Part One   **Class Discussion**  Topic TBD | **Reynolds:**   1. What would you do? Choose three questions (pp. 69-70) 2. Case Study: Choose 1   (pp. 70-75)   1. Read Chapter 3   **Covey:** 1. Read Habit 1 (pp. 66-93) | Week 3 |
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| **Three** | **Computer and Internet Crime** | **Review**   1. Week 2 topics   **Lecture**   1. Reynolds, Chapter 3 2. Covey, Habit One   **Class Discussion**  Topic TBD | **Reynolds:**   1. What would you do? Choose three questions (pp. 119-121) 2. Case Study: Choose 1   (pp. 121-126)   1. Read Chapter 4   **Covey:**   1. Read Habit 2 (pp. 96-143) 2. Habit 1 Journal entry | Week 4 |
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| **Four** | **Privacy** | **Review**   1. Week 3 topics   **Lecture**   1. Reynolds, Chapter 4 2. Covey, Habit Two   **Class Discussion**  Topic TBD | **Reynolds:**   1. What would you do? Choose three questions (pp. 175-177) 2. Case Study: Choose 1   (pp. 177-183)   1. Read Chapter 5   **Covey:**   1. Read Habit 3 (pp. 146-179) 2. Habit 2 Journal entry | Week 5 |

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| **Week** | **Topic** | **In-class Activity/Assignment\*** | **Out-of-class Activity/Assignment** | **Due Dates** |
| **Five** | **Freedom of Expression** | **Review**   1. Week 4 topics   **Lecture**   1. Reynolds, Chapter 5 2. Covey, Habit Three   **Class Discussion**  Topic TBD | **Reynolds:**   1. What would you do? Choose three questions (pp. 219-220) 2. Case Study: Choose 1 (pp. 220-225) 3. Read Chapter 6   **Covey:**   1. Read Paradigms of Interdependence (pp. 185-203) 2. Read Habit 4 (pp. 204-234) 3. Habit 3 Journal entry | Week 6 |
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| **Six** | **Intellectual Property** | **Review**   1. Week 5 topics   **Lecture**   1. Reynolds, Chapter 6 2. Covey, Habit Four   **Class Discussion**   1. Topic TBD | **Reynolds:**   1. What would you do? Choose three questions (pp. 267-269) 2. Case Study: Choose 1 (pp. 269-274) 3. Read Chapter 7   **Covey:**   1. Read Habit 5 (pp. 236-259) 2. Habit 4 Journal entry | Week 7 |
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| **Seven** | **Software Development** | **Review**   1. Week 6 topics   **Lecture**   1. Reynolds, Chapter 7 2. Covey, Habit Five   **Class Discussion**   1. Topic TBD | **Reynolds:**   1. What would you do? Choose three questions (pp. 305-307) 2. Case Study: Choose 1 (pp. 307-310) 3. Read Chapter 8 & 9   **Covey:**   1. Read Habit 6 (pp. 262-284) 2. Habit 5 Journal entry | Week 8 |

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| **Week** | **Topic** | **In-class Activity/Assignment\*** | **Out-of-class Activity/Assignment** | **Due Dates** |
| **Eight** | **The Impact of Information Technology on Productivity and Quality of Life and Social Networking** | **Review**   1. Week 7 topics   **Lecture**   1. Reynolds, Chapter 8 2. Reynolds, Chapter 9 3. Covey, Habit Six   **Class Discussion**   1. Topic TBD | **Reynolds:**   1. What would you do? Choose three questions (pp. 340-342) & Case Study: Choose 1 (pp.376-381) 2. What would you do? Choose three questions(pp.375-376) & Case Study: Choose 1 (pp. 342-345) 3. Read Chapter 10   **Covey:**   1. Read Habit 7 (pp. 287-306) 2. Habit 6 Journal entry | Week 9 |
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| **Nine** | **Ethics of IT Organizations** | **Review**   1. Week 8 topics   **Lecture**   1. Reynolds, Chapter 10 2. Covey, Habit Seven   **Class Discussion**   1. Topic TBD | **Reynolds:**   1. What would you do? Choose three questions (pp. 416-418) 2. Case Study: Choose 1(pp. 418-423)   **Covey:**   1. Habit 7 Journal entry | Week 10 |
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| **Ten** | Exam | **Final Exam Due** |  | End of class |

***No work will be accepted for grading after the last scheduled class meeting of Week 10 of the term.***

**Feedback**

Students are encouraged to meet with the instructor outside of class time to discuss the student’s progress in the course and any concerns the student may have regarding the content, pacing and evaluation of the material presented. Appointments may be made to meet with the instructor if the office hours are inconvenient. You do **not** need an appointment to meet with the instructor during posted office hours.

Students are encouraged to send questions or comments via email, if a personal meeting is not convenient. When sending email to the instructor, be sure to use your NEIT email account

Most email is answered within 24 hours (except for holidays and school breaks). If you do not receive a response from the instructor in a timely fashion, assume that the message was not received and resend your message.

**Academic Support Services**

The College offers a variety of support services for the student including the following:

**IT Department**

If you have concerns or questions about IT Department issues please contact

Marty Truchon

Assistant Department Chair

etruchon@neit.edu

739-5000 ext 3651

**Tutoring**

Tutoring can be made available to students who are having difficulty with the course material. Any student in need of tutoring or extra assistance should contact the instructor, the student’s advisor or one of the department chairs for additional information. There is no cost or charge to the student for tutoring.

Students who feel they may need tutoring should seek assistance as early in the quarter as possible.

**Academic Skills Center (ASC)**

The ASC is a resource for students. ASC provides a wide range of personalized services from assessment and placement to academic advising and tutoring.

**Office of Student Support Services (OSSS)**

The main purpose of the OSSS is to ensure that students receive the full benefit of all the services provided at the College. The department’s responsibilities include student counseling, student assistance, student attendance and re-entry of former students.

IT Associates Advisor: Ellyn Scott – escott@neit.edu – 401-739-5000 X3336

**Library - Learning Resources Center (LRC)**

The LRC offers resources (e.g., books, periodicals and videos) and search tools as well as several series of booklets on various subjects to help the student.

**Caveat**

NEIT reserves the right to change the above schedules and requirements without advance notice.

Revised 12/27/2015 – J. Kayarian