



Oklahoma State University
Spears School of Business
Department of Management Science and Information Systems
MSIS 4273 / MSIS 5273 Legal and Ethical Issues in Information Systems
Thursday from 4:30pm to 7:10pm (Central Time) - Stillwater & Tulsa
January 18, 2018 through May 10, 2018

Location:

Stillwater Campus – Math Science Building - Room 310
Tulsa: Main Building - Room 2203
Online (CRN 26827 and 26829)

Faculty:

Instructor: Fred Menge

Contact Information:

Telephone / Text: (918) 605-0789 (anytime between 8am and 10pm)

Email: fred.menge@okstate.edu

Course Site: (Brightspace by D2L): <http://online.okstate.edu> or <http://my.okstate.edu>

Online Learning Support & Technical Assistance for the Online course (CRN 26827 and 26829): Email: spearsonline@okstate.edu

Phone: (405) 744-4048

Course Description:

This course is designed to create an awareness of the legal and ethical issues inherent in our Internet driven society. The course provides an overview of the ethical challenges faced by individuals and organizations in the information age and introduces the complex and dynamic state of the law as it applies to behavior in cyberspace. It is intended to sensitize managers and professionals to the pitfalls and dangers of doing business in an interconnected world, and to familiarize the student with various organizations and materials that can be turned to for assistance in understanding how to ethically and legally operate and use modern computer systems and networks.

The course reviews the current status of information systems law in regard to rights of privacy, freedom of information, confidentiality, work product protection, copyright, security, legal liability, ethical issues, and a range of additional legal and information policy topics. We will investigate the legal difficulties that technological innovations are causing in all of these areas. This is a course in which you are to research the law and ethics as it applies to technology, analyze what you find and share the results with the class.

Course Objectives:

Upon completion of this course, the student should be able to:

Course Objectives	MSIS 4273 Learning Goals	MSIS 5273 Learning Goals
1. Use basic ethical theories to evaluate the fairness of a proposed or existing collection of policies, laws, regulations, guidelines and practices designed to mitigate the risk and punish the misuse of computer systems.	<ul style="list-style-type: none">• Ethical decision making• Business Knowledge and Competency• Critical Thinking	<ul style="list-style-type: none">• Information Assurance Competence• Business knowledge and competency• Critical and creative thinking
2. Analyze and evaluate proposed and existing information security policies, practices and procedures in order to assess, in concert with their organization's legal representatives and advisors, potential legal liabilities that might flow from implementing them.	<ul style="list-style-type: none">• Ethical decision making• Business Knowledge and Competency• Critical Thinking	<ul style="list-style-type: none">• Information Assurance Competence• Business knowledge and competency• Critical and creative thinking
3. Create policies and standard operating procedures for an organization that are ethically, morally and legally sound.	<ul style="list-style-type: none">• Ethical decision making• Business Knowledge and Competency• Critical Thinking• Written communication	<ul style="list-style-type: none">• Information Assurance Competence• Business knowledge and competency• Critical and creative thinking• Communication Skills

Teaching Mode

Presentations will be accompanied by MS PowerPoint slides, Adobe document files, and streaming video. The material is posted on the Brightspace course content section prior to the class meeting. Guest speakers may be included in the program, and all of the material they present is subject to being on an examination or quiz.

Computer Requirements

- A broadband Internet connection
- Windows 7 or Mac OS Mavericks or newer operating system are preferred
- Google Chrome or Mozilla Firefox web browser

Exams

The course consists of several quizzes, a mid-term exam and a final exam:

- Quizzes. There are six quizzes that are given throughout the course.
- Mid-Term. The mid-term exam covers material presented in class through session seven.
- Final Exam. The final exam covers materials from session eight through session sixteen.

The quizzes and exams will consist of True/False, multiple choice, multi-select and other types of questions. You will take the quizzes and exams (un-proctored) on-line via the Brightspace.

To achieve maximum points on the quizzes and exams, it is expected that you attend all classes, read the textbook chapters, and watch the videos and presentations that are presented in class.

Current Events

A “Current Events” assignment is optional for all students and a bonus of up to two points will be added to your final grade if you chose to participate.

To receive credit for the assignment, you must prepare a short (2-4 minute) “talking paper” in word processing format explaining your ‘current event’ item relevant to the course material, along with a link or reference to the primary source. Students are expected to present their findings during the class session.

See the example current event article in the Brightspace course content section. Submit your current event article in the “Current Event Article” dropbox folder any time on or before April 12th.

Special Requests & Excuses

I often receive requests from students asking if they can take missed quizzes, mid-term, final exam, and extra credit assignments after their due date. Unless you have a valid excuse, please do not ask for an extension to these important assignments. If by chance I accept your excuse, I may reduce the assignment grade by 50% or more.

For Students Enrolled in MSIS 5273 Only

A term paper is due in this course for MSIS 5273 students only. Term paper requirements include:

- Minimum of 12 pages (excluding title page and TOC)
- Title page
- Table of contents
- Section headers
- 1.5 line spacing
- 12-point font
- 1.25” margins
- Minimum of five applicable references and citations
- No more than 20% direct quotes (as verified by Turnitin)

I do not consider “*Wikipedia*” as a reliable source for academic research. The paper can be on any topic related to ethics and legal issues in information systems, however, the instructor must approve the subject in advance. A one-page abstract or “executive summary” outlining the topic is due by February 1st. Submit your abstract in the dropbox “Term Paper Abstract” folder. Failure to timely submit the abstract may result in a ten-point reduction in the final paper grade. The final term paper is due on or before April 12th. Submit your final term paper in the dropbox “Final Term Paper” folder. I do not expect to allow any extensions on the due date/time so plan ahead.

Assignment Details

Assignments will require you to have a computer with Internet access. The instructor is not liable for any loss of material submitted. If your assignment is not submitted in the appropriate dropbox folder, then consider it NOT submitted.

Do not submit electronic media that may contain confidential information (e.g., from your employer), since its safety, security against loss, destruction or tampering cannot be guaranteed by the instructor. The student is responsible to take all steps to protect information that you consider to be “mission critical” for yourself.

Attendance

Regular class attendance is expected, and will be vital to learning the material. A roll call will be taken at the beginning of each class period for Stillwater and Tulsa where students physically attend class. If you are not present, my records will indicate that you are absent. Since each part of this course builds on previous material, it is essential that you attend every class period. Class discussions and contributions from class members add depth and interest to class sessions, and you are needed to contribute your share. Material supplemental to the text will be presented in class, and you will be held responsible for it. If you should miss a class, determine what you have missed and take appropriate measures. In the event that your final score is close to a “grade break” I will use your attendance record to possibly (no guarantees) upgrade your final grade.

For classroom students, arrive on time, be awake, interact, ask questions, and be engaged in the class. Turn off your cell phone and other mobile devices as it detracts from the learning experience and may interfere with the classroom audio/visual equipment for our online learning students.

Instructor Response

I will respond to student inquiries within 24 hours. Students will expect grades for assignments to be posted to the Gradebook in the online classroom within one week of turning in the assignment. Grades for Final Term Paper assignments may take a bit longer to grade.

Grading Procedures

	Percentage of Semester Grade	
	MSIS 4273	MSIS 5273
Quizzes	30%	25%
Mid-term examination	35%	25%
Final examination	35%	25%
Term paper (MSIS 5273 only)		25%

Late papers will be accepted at a cost of one letter grade per school day past due. Students missing an exam or quiz without notifying the instructor in advance can expect to receive a zero. Employed students missing an exam or quiz due to business requirements will be evaluated on a case-by-case basis, but typically will take the original exam upon returning.

Points will be subtracted for format errors, spelling errors, and errors in grammar. Use of Standard English will ensure that your points will be both understood and correctly interpreted by all readers – a skill that will be vital to your success after graduation.

Any questions about grades must be brought to the attention of the instructor within three calendar days of receiving the grade. **No grade changes will be considered after three days.**

Semester grades will be based on:

A 90-100% Exceptional grasp and insight

B	80-89%	Substantial grasp, significant insight
C	70-79%	Essential grasp, partial insight
D	60-70%	Minimal grasp, weak insight
F	59% or below	Inadequate grasp or insight

Demonstrated overall effort will be a factor contributing to the grade of all assignments, and points may be deducted when only minimal effort is obvious. The instructor reserves the right to award extra points on any assignment where exceptional effort is evident, or to subtract points in the case of minimal student effort.

Academic Integrity Policy

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration on homework or assignments, plagiarism, multiple submissions of the same assignment, cheating on examinations, fabricating information, helping another person cheat, having unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627. See <http://academicintegrity.okstate.edu> for the current academic integrity policy.

It is expected that all work submitted (papers, analyses, quizzes, examinations, homework, etc.) will be the student's **individual work**. Reference to resources on the Internet (with proper citation) is acceptable, but "copy and paste" **IS NOT acceptable**. If you use or refer to other people's work, including Internet sources or other electronically published sources, you **MUST** provide a citation for those sources. The MLA Handbook for Writers of Research Papers contains complete guidance on how to correctly cite all forms of material. Plagiarism detection software (e.g., TurnItIn) will be employed to ensure compliance.

The English language is important in the information industry, and it is important in this class. Grammar, usage and spelling in all student work will be graded.

Drop Policy

Information about university drop policy and dates is at this website: <https://registrar.okstate.edu/>. To drop this course, contact the Registrar's office, (405) 744-6876, or drop through Banner Self Service, <http://my.okstate.edu>.

Students with Disabilities

According to the Americans with Disabilities Act, it is the responsibility of each student with a disability to notify the University of his or her disability and to request accommodations. If any member of this class feels that he or she has a disability and needs special accommodation of any nature whatsoever, the instructor will work with you and the OSU Office of Student Disability Services to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this class. Please advise the instructor of such a disability and the desired accommodations at some point before, during or immediately after the first scheduled class period.

Attachment from Academic Affairs – Forms a part of this syllabus, and is to be read. See: Spring 2018 Syllabus Attachment:

<https://academicaffairs.okstate.edu/sites/default/files/Spring%202018%20Syllabus%20Attachment.pdf>

Syllabus/schedule changes – The policies and schedule in this syllabus are subject to change at my discretion at any time, upon notice in any form to the class (class announcement, Brightspace, e-mail, or other method).

Textbooks:

The required textbook is:

Ethics in Information Technology, Fifth Edition, George W. Reynolds, ISBN-13: 978-1-285-19715-9 and ISBN-10: 1-25-19715-1.

It is expected that all reading assignments be completed prior to the lecture covering that material.

Other References:

Federal Courts Home Page – <http://www.uscourts.gov/>

Oklahoma Journal of Law and Technology – <http://www.okjolt.org/>

Oklahoma Law Review – <http://adams.law.ou.edu/olr/archive.cfm/>

US Copyright Office – <http://www.copyright.gov/>

Software Piracy – <http://www.spa.org/piracy/faq.asp>

US Patent and Trademark Office – <http://www.uspto.gov/>

Privacy in the European Union – <http://ec.europa.eu/justice/data-protection/>

MSSIS 4273/MSIS 5273 – Legal and Ethical Issues in Information Systems
Tentative Class Schedule, Spring 2018

Note: With the exception of the course start date, these dates are subject to change.

Week	Date	Assignments	Lecture Topics	Study Material
1	Jan 18		<ul style="list-style-type: none"> • Faculty and student introductions • Course overview and syllabus review • Chap 1: Overview of Ethics 	Chapter 1 & Appendix A
2	Jan 25		<ul style="list-style-type: none"> • Chap 1: Overview of Ethics (continued) • Intro to U.S. Law 	Chapter 1 / Appendix A / Video
Jan 27 – Jan 29		Quiz 1	None	Chapter 1 / Appendix A / Video / PPT / Lectures
3	Feb 1	Term Paper Abstract (MSIS 5273 Only)	<ul style="list-style-type: none"> • Ethics for IT workers and IT users • Overview of Certifications 	Chapter 2 PPT / Lecture
4	Feb 8		Computer and Internet Crime	Chapter 3
Feb 10 – Feb 12		Quiz 2	None	Chapters 2 & 3 / Videos / PPT / Lectures
5	Feb 15		<ul style="list-style-type: none"> • Privacy 	Chapter 4
Feb 17 – Feb 19		Quiz 3	None	Chapter 4 / Videos / PPT / Lectures
6	Feb 22		<ul style="list-style-type: none"> • State of Surveillance Video • Freedom of Expression 	Chapter 5
7	Mar 1		<ul style="list-style-type: none"> • Freedom of Expression (continued) • Edward Snowden Video • Mid-Term Review 	Chapter 5
Mar 3 – Mar 5		Mid-Term Exam	None	Chapters 1 thru 5 Videos / PPT / Lectures
8	Mar 8		<ul style="list-style-type: none"> • Federal Rules of Civil Procedure • Hackers 	Video / PPT
9	Mar 15		Intellectual Property, Patents, Trademarks	Chapter 6
10	Mar 22		Software Development	Chapter 7
Mar 24 – Mar 26		Quiz 4	None	Chapters 6 & 7 / Videos PPT / Lectures
11	Mar 29		<ul style="list-style-type: none"> • Impact of IT on Productivity and Quality of Life • Managing Electronic Information From A to Zettabyte 	Chapter 8 / PPT
12	Apr 5		Social Networking	Chapter 9

Apr 7 – Apr 9		Quiz 5	None	Chapters 8 & 9 / Videos / PPT / Lectures
13	Apr 12	Term Paper Due (MSIS 5273 Only) Current Event final turn-in date	<ul style="list-style-type: none"> • Constitution USA Video • Cellphone Forensics 	Video / PPT / Lecture
14	Apr 19		Ethics in IT Organizations	Chapter 10
Apr 21 – Apr 23		Quiz 6	None	Chapter 10/ Video / PPT / Lecture
15	Apr 26		Course Material – To Be Determined	Video / PPT / Lecture
16	May 3		<ul style="list-style-type: none"> • Green Computing • Final Review 	PPT / Video
May 5 – May 7		Final Exam	None	Chapters 6 thru 10 Videos / PPT / Lectures