BABCOCK UNIVERSITY

SCHOOL: MANAGEMENT STUDIES

DEPARTMENT: INFORMATION RESOURCES MANAGEMENT

SEMESTER/SESSION: 2nd SEMESTER 2017/18

COURSE CODE AND TITLE: IRMA 862: INFORMATION ETHICS AND POLICY

DAY OF CLASS: TUESDAY

NO OF UNITS: 2

TEACHER'S NAME: Prof. Rosaline Opeke

VENUE FOR CLASS: ROOM 1, NEW PG SCHOOL

OFFICE ADDRESS: ROOM 310, BLOCK C, BBS

CONSULTATION DAY/HOURS: TUESDAY/ WEDNESDAY 10-12AM OR BY APPOINTMENT

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OUR VISION STATEMENT

A first-class Seventh-day Adventist institution, building servant leaders for a better world

OUR MISSION STATEMENT
Building leadership through Christian education; transforming lives, impacting society for positive change
   To achieve our mission, we are committed to:
- Achieving excellence in our teaching, research program, and service delivery
- Imparting quality Christian education
- Instilling Christ-like character to the members of our Community

OUR CORE VALUES
- Excellence   -Our Culture
- Integrity   -Our Promise
- Accountability   -Our Moral
- Team Spirit   -Our Strength
- Servant Leadership   -Our Dignity
- Autonomy and Responsibility   -Our Passion
- Adventist Heritage   -Our Commitment

OUR PHILOSOPHY

Babcock University's philosophy is anchored on the harmonious development of the intellectual, physical, social, and spiritual potentials of our students, inspiring stable and noble character needed for effective leadership and service in the society.

CORPORATE IMAGE STATEMENT:

A center of excellence for character development and scholarship; a socially responsive, responsible, and accountable institution in matters of commitment and action.

COURSE DESCRIPTION:

Overview of ethical theories and how they inform agency policies and practices; examines selected policy issues relating to information and communication; includes topics such as intellectual property, privacy, censorship, equity of access, freedom of information, human rights e- government.

COURSE CONTENT:

The course will focus on the basics of ethical theory and its application to problems in information policy making and management. It will examine how advances in information technology have created new ethical dilemmas and how the various ethical theories can be applied to ethical situations commonly facing information professionals. It will examine codes of professional ethics and how they guide the profession as our mission evolves with time.

COURSE OBJECTIVES:

At the end of this course, students will be able to:

- develop information policies in the policy arena and in organizations.
- clarify the types of ethical issues that will confront them in information policy making and as information professionals.
- explain and apply the main ethical theories.
- analyze and provide rational responses to ethical dilemmas that arise in information policy formula and management.
- articulate their own values and appreciate the values that guide others in their ethical structuring.

- explain how advances in technology have created new ethical dilemmas in information policy and management.
- discuss important policy issues relating to information.

COURSE REQUIREMENTS:
CLASS ATTENDANCE: -

"Every student is required to attend classes regularly and punctually, unless ill or prevented by some recognized emergency. Students who absent themselves from class for more than three weeks during the semester shall merit an F grade. Authorized leave of absence from campus does not excuse the student from classes, or relieve the student of the required course work'*(BU Academic Bulletin 2012-2015 p.13).*

PARTICIPATION: -

Students are to actively engage in topic discussion and sharing of ideas in class.

TARDINESS/CONDUCT OF STUDENTS IN CLASS: -

Lateness to class is unacceptable; students are not allowed to operate their cell phones, iPods and other electronic mobile gargets during classes, except with the permission of the teacher. Eating and chewing off bubble gums and drinking (water exempted) is also not allowed except with the permission of the teacher. Very importantly, students are required to dress in compliance with the university dress code and wear their identity cards while in class.

SHORT DEVOTIONALS/PRAYER: - Spiritual nurture is a part of whole person development, and team spirit is our strength; thus, every student is required to participate in the devotional exercise and prayer in class.

SUBMISSION OF ASSIGNMENT: Assignments are expected to be submitted on due dates..

LATE ASSIGNMENTS: Assignments could be turned in earlier, but not later than the deadline set by the teacher.

GUIDELINE FOR WRITTEN WORK:

1. Assignments/ seminar papers will be evaluated according to the following criteria:
   - clarity of expression
   - strength of the argument
   - accuracy in the use of concepts and theories in the presentation of the views of others.
   - competencies in doing all the parts of the assignment submitted.
2. Paper shall be written using double- space lines, 12 point font; they shall have abstracts, key words, word count and a reference section that documents all sources used.
3. Papers shall have purpose, which will be clearly stated at the beginning. Structure and layout of the paper will be clear, critically discussing existing knowledge while at the same time, projecting your own thoughts.

REQUIRED TEXTBOOK:

Preer, Jean (2008) Library ethics, Westport, Connecticut, Libraries Unlimited.

FURTHER READINGS:

- Rachels, J. (2012) The Elements of Moral Philosophy, 7[th]ed, Boston, McGraw-Hill.
- Quinn, M.J. (2012) Ethics for the Information Age, 5th ed. Boston, Addison Wesley.
- Brennan, Linda and Johnson, Victoria ed (2004) Social, ethical and policy implications of Information Technology
- Floridi, Luciano (2013) The Ethics of Information ISBN= 9780199641321
- Preisig, Ameli Vallottan, Rosch, Hermann and Stuckelberger Christop ed (2014) Ethical Dilemmas in the Information Society: Codes of Ethics for Librarians and Archivists. ISBN d 9782889310234
- Mason, Richard, Mason, Florence, and Culnan, Mory (1995) Ethics of Information Management ISBN 978083957565
- Greenawalt, Kent (2005) Rationales for Freedom of Speech, in Adam, Moore ed Information Ethics; Privacy; Property and Power, Washington, University of Washington Press.
- Adler Amy M. (2009) Against Moral Rights, California Law Review 97, 263-301.

ACADEMIC INTEGRITY/HONESY

Babcock University has a zero tolerance for any form of academic dishonesty. Morally and spiritually, the institution is committed to scholastic integrity. Consequently, both students and staff are to maintain high, ethical Christian levels of honesty. Transparent honest behavior is expected of every student in all spheres of life. Academic dishonesty include such things as plagiarism, unauthorized use of notes or textbooks on quizzes and examinations, copying or spying the test or paper of another student (formal or take-home), talking to another student during examinations. Academic matter would automatically result in a failing grade for the examination, and suspension, or outright dismissal from the university. Academic dishonesty issues are referred to SPEAM (Senate Panel on Examination and Academic Misconduct) who investigates and makes recommendations to Senate. Penalties for examination and academic misconduct are spelt out in the *student's handbook* and in other regulations as published from time to time" *(BU Academic Bulletin2012-2015 p.18).*

GRIEVANCEPROCEDURE
"Students who believe that their academic rights have been infringed upon or that they have been unjustly treated with respect to their academic program are entitled to a fair and impartial consideration of their cases. They should do the following to effect a solution:

1. Present their case to the teacher(s) concerned

2. If necessary, discuss the problem with the Head of Department

3. If agreement is not reached at this level, submit the matter to the School Dean

4. Finally, ask for are view of the case by the Grievance Committee

5. A fee is charged for remarking of scripts. If a student's grievance is upheld after an external examiner has remarked the script, the grade would be credited to the student. The lecturer will

be given a letter of reprimand and will be asked to refund the fees to the student. If the student's grievance is not sustained, the student will be given a letter of reprimand and the original grade retained" *(BU Academic Bulletin2012-2015 p.18).*

TEACHING/LEARNING METHODOLOGIES:

Lectures, interactive strategies, group work, student class presentations and case studies will be employed; integration of faith and BU core values will also be injected into the learning process.

COURSE ASSESSMENT/EVALUATION
Continuous Assessment:

Class Attendance: 5% }

Quizzes & Tests: 10% }

Assignments: 10% }   =40%

Mid-Semester Exam: 15% }

Final Semester Exam: 60%

GRADING SCALE: Currently, the 5-pointgrading system adopted by the University Senate
Translates as follows:

Grade	Marks	Quality-Definition	Range Points
A	80-100	5.00	Superior
B	60-79	4.00	Above Average
C	50-59	3:00	Average
D	45-49	2:00	Below Average
E	40-44	1:00	Pass
F	0-39	0.00	Fail

INCOMPLETE GRADE: An incomplete grade may only be assigned to a student upon request, due to an emergency situation that occurred within that semester, which prevented completion of an/some assignments, quizzes, or examination. Such a student would complete a contract form, obtainable from the Registrar, after agreement with the teacher. The form must be signed by the teacher, the student, the HOD, the Dean, the Registrar, and the Senior Vice President (SVP) before contract begins. The original copy of the incomplete form will be sent to the Registrar with copies to the teacher, the student, the HOD, the dean, and the SVP. An incomplete grade(I) reverts to the existing grade if contract is not completed by the end of the following semester (including summer semester, except for examinations), *(BU Academic Bulletin 2012-2015 p. 20).*

STUDENTS WITH DISABILITY
"Babcock University seeks to provide a conducive environment for optimal living and learning experience. While the university is working towards facilities that accommodate persons with disabilities, provisions will be made for students with disabilities under the following conditions. Students with disabilities are to:
a. Report to Student Support Services for assessment, and obtain a clearance/recommendation at the commencement of the semester or as soon as disabling incidence occurs
b. Show the clearance/recommendations to relevant university officials at the commencement of the semester or as soon as disabling incidence occurs
c. Maintain ongoing contact with Student Support Services" *(BU Academic Bulletin2012-2015 p. 20).*

WEEKLY SCHEDULE

WEEK	TOPIC	CLASS ACTIVITIES	ASSIGNMENT
1.	Course overview/introd-uction	General discussion of the course outline: questions, comments and expectations; the information society and the mission of the information profession. Theoretical/ philosophical underpinnings of information ethics: what information ethics is and how it relates to other areas of applied ethics; principles of ethics in the information society.	
2.	Features of policy making	Lecture and discussion on developing ethical policies and implementing them; purpose, roles and practices of policy making; challenges and issues in policy making; nature of the policy process. Policy brief writing: styles and presentation styles. Group discussions and presentations	
3.	Ethical approaches	Group work: Analysis of the main features and common reasonings in favour and against the following main groups and ethical theories a) Deontological theories (Kantian) b) Consequentialism (U c) tilitarian) d) Justice e) Virtue f) Rights	Identify and develop into a case a contemporary information ethics dilemma involving various stakeholder perspectives.
4.	Values, ethics and society	Analysis of the character of value in decision making, evaluation and debate of ethical issues applicable in global contexts: ethics and African philosophy, western philosophy, Islamic philosophy Christian philosophy; universal values; causes of unethical behavior; building an ethical climate.	
5.	Professional ethics	Discussion of Codes of Information Ethics: moral standards, codes of conduct, professional ethics and behavior; how professional codes of ethics relate to ethical principles and concepts guarding the preservation and communication of information (particularly) through emerging technologies, conflicts of interest, whistleblowers, organizational values.	Review and analyze two coeds if ethics of information professions.
6.	ICT Policy, Ethics and Society	ICTs and law; analysis of National and International Information policies. Internet - based information and the digital age (cyber ethics).	

7.	Information ethics issues: intellectual property	Analyses of issues in intellectual property; copyright, trademark trade secret, plagiarism, cultural property; legal deposit and right to information. Protection of intellectual property.	
8.	information ethics issues: access to information	Access to public information Principles of fair use protection (notice/ awareness. Choice/consent, access/participation etc); application of principles to children's security and protection.	
9.	Information ethics issue: information privacy and surveillance	Information privacy surveillance, big data.	
10.	Information Ethics Issues: Security	Security: network security, computer security, cyber crime	
11.	Social Computing	Discussion of social computing, social networks, community, identify, virtual world, virtual reality.	
12.	Revision	Questions, comments etc.	