Undergraduate Studies

Program in
Information Technology

CIS 4253
Information Technology
Ethics & Leadership
Sections 521

Summer 2014
3 Credit Hours
Instructor Information

Instructor: Frederic B. “Rick” Walsh

Virtual Office Hours: 24/7 via Telephone, Canvas or Collaborate.

Phone Number: 941-358-2001 Please allow time for 12 “Rings” while switching between a “landline”, cell phone, and finally voicemail.

E-mail: Please use Canvas “Messages” for ALL Course Related communications, and be sure to include the course (CIS 4253) in the subject line so the context of your message or question is clear.

Alternate E-mail: walshf@sar.usf.edu (non-course related communications only)

Course Information

Course Number: CIS 4253

Classroom: Virtual Classroom and Class Recordings

Course Name: Information Technology Ethics and Leadership

Course Description: This course examines the Ethical and Leadership issues which permeate the fields of; Computer Engineering, Computer Science, Information Science, Information Technology, and Management Information Systems. We will be discussing issues and situations often found within these career fields, as well as investigating potential solutions. This course examines fundamental areas of the computer "culture". It is aimed at providing you with an overview of the ethical and moral concepts underlying these technology areas. The course format is seminar style requiring student presentations and participation. It utilizes information from the textbook, as well as ethical issues found in current literature and current events. The sessions will stay general enough to cover an extremely wide variety of ethical issues found in the modern world, resulting from the use
and misuse of Information Technology. Presentations will be student selected from the textbook and/or current events.

**Prerequisites:** Basic Computer skills and familiarity with Web browsing

**Course Sessions** Tuesdays & Thursdays – consult OASIS Schedule for times

**Instructional Methodology:** Student and instructor presentations and discussions, use of Collaborate to conduct and record discussions and presentations

**Assignments:** TWO Powerpoint presentations on separate ethical cases found within the textbook or from real-world events.

**Participation:** At least 35 Course related posting on a combination of the forums.

**Term Paper:** None

**Examinations:** None

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**Grading and Evaluation**

Student performance will be evaluated based on participation and assignments. Grades are assigned using the official University of South Florida grading system including plus & minus grades as described in the USFSM Undergraduate Catalog.

The First Presentation counts as 30% of your grade.
The Second Presentation counts as 35% of your grade.
Participation via Canvas Discussion Forums (35 postings) counts as 35% of your grade.

Late assignments may receive reduced credit. The amount of any credit reduction will be proportional to the “lateness” of the assignment.

Opportunities for Extra Credit will be discussed during class sessions.
Texts and Materials

**Required Texts:**  


**Suggested Reference Materials:**  
WWW and Internet sources of recent and current events

Course Learning Objectives

On completion of this course, students will:

- Be able to apply critical thinking skill to complex issues.
- Be able to apply Ethical frameworks and Leadership skills while analyzing Technology issues and developing possible courses of action.
- Analyze complex real-world issues with respect to current Moral, Ethical, and Leadership standards.
**Important Dates**

<table>
<thead>
<tr>
<th><strong>SUMMER 2013</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>May 12(^{th})</td>
<td><strong>Summer C</strong>: first day of classes</td>
</tr>
<tr>
<td>May 26(^{th})</td>
<td><strong>Memorial Day</strong>, USFSM Closed</td>
</tr>
<tr>
<td>June 28(^{th})</td>
<td><strong>Summer C</strong>: last day to drop with a &quot;W&quot;; no refund, no academic penalty</td>
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<tr>
<td>July 4(^{th})</td>
<td>Independence Day Holiday</td>
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<tr>
<td>July 18(^{th})</td>
<td><strong>Summer C</strong>: last day of classes</td>
</tr>
<tr>
<td>August 15(^{th})</td>
<td>Summer Grades visible on OASIS</td>
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**Canvas and Collaborate Tutorials**

Student Resources including Tutorials:

http://usfsm.edu/information-commons/student-resources/

Technical assistance

- Toll-free Helpline: 866-974-1222
- Live online help: [http://usfsupport.custhelp/app/chat/chat_launch](http://usfsupport.custhelp/app/chat/chat_launch)
Class Attendance Policies

Students in Fully On-line courses are ARE required to comply with the First Day Attendance Policy.

Send a Canvas COURSE MESSAGE by the First Class session indicating whether you will be attending synchronously, asynchronously, or a combination of both modes.

Flex Attendsm Procedures

This class features Flex Attendsm, with each class session being recorded and available online throughout the semester. Students may “attend” Synchronously (online during normal class hours), Asynchronously (by viewing recorded class sessions), or using ANY combination of these.

Educational research has found a strong positive correlation between class attendance and academic success. The student is advised to “attend” all class sessions via any convenient Flex Attendsm mode and not to fall behind in either “attendance”, nor in assignments and participation. It is a student’s responsibility to “attend” all class sessions by utilizing whichever Flex Attendsm modes the student finds convenient.

Attendance records are NOT utilized as a component when determining course grades. NO excuses are ever needed for attendance issues. Flex Attendsm recorded sessions are available for review and makeup of missed classes. Therefore, students who find themselves unable to “attend” any class session(s) for any reason including; religious observances, family obligations, emergencies, or employment, need NOT notify the instructor, nor submit documentation.

Permission is not required for any student to share or sell notes or recordings of class sessions.
Religious Observances

Students who anticipate the necessity of being absent from class due to the observation of major religious observance are **NOT** required to provide notice of their absences, as all class sessions can be “made-up” via the Flex Attend™ recorded mode.

Emergencies

In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to Canvas, Collaborate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor the Canvas site for each class for course specific communication, and the main USFSM, College, and department websites, emails, and MoBull messages for important general information.

Emergency Preparedness

- **1 (800) Hotline:** The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. The hotline can also be operated by staff during an emergency if the situation necessitates that additional information, direction or resources need to be communicated and the personnel can be put in place in advance, such as in the event of a hurricane or ongoing emergency.

- **Fire Alarm Instructions:**
  At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated.
• Contingency Plans
The University requires professors to have a contingency plan for continuing course instruction, if possible, in the event of continued natural disruption (e.g., significant hurricane damage to the area or a pandemic affecting the area). Since all courses at USFSM are supported by Canvas, the most feasible plan would be to move instruction more completely online. Also, advisable would be a plan to extend deadlines as appropriate. http://www.sarasota.usf.edu/Academics/AcadAffairs/Handbook/USFSM_FH_EmergencyGuidelinesAcademicContinuity.pdf

Students with Special Needs

USF is committed to providing reasonable support for students with disabilities. Students with disabilities are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation.

Contact Information: Disability Services Coordinator, 941-359-4714, www.sarasota.usf.edu/Students/Disability/
Academic Dishonesty and Plagiarism

The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. In accordance with university guidelines as found in the USF Student Handbook, anyone found cheating during exams, submitting work that is not their own, plagiarizing or falsifying work that is submitted to represent work they have done, shall receive an “F” grade with numerical value of zero on the item submitted, and the “F” shall be used to determine the final course grade. It is the option of the instructor to assign the student a grade of “F” or “FF” (the latter indicating dishonesty) in the course.

The instructor may use the “Turn It In” software within the Canvas system to access potential plagiarism and the obligation to reference all materials taken from electronic and other sources.

*The University of South Florida has an account with an automated plagiarism detection service which allows instructors and students to submit student assignments to be checked for plagiarism. I reserve the right to 1) request that assignments be submitted as electronic files and 2) electronically submit assignments to SafeAssignment, or 3) ask students to submit their assignments to SafeAssignment through myUSF. Assignments are compared automatically with a database of journal articles, web articles, and previously submitted papers. The instructor receives a report showing exactly how a student’s paper was plagiarized. For more information about SafeAssign and plagiarism, go to [http://www.c21te.usf.edu. Click on Plagiarism Resources. For more information about USF’s plagiarism policies, refer to USF’s Undergraduate Catalog - page 46.](http://www.ugs.usf.edu/pdf/cat0809/cat0809.pdf)

Pursuant to the provisions of the Family Educational Rights and Privacy Act (FERPA), students are requested to maintain confidentiality as a way to keep their personal contact information (i.e. name, address, telephone) from being disclosed to vendors or other outside agencies. By your submission, you are also agreeing to release your original work for review for academic purposes to SafeAssign.

PLEASE REMOVE YOUR NAME FROM THE BODY OF YOUR PAPER AND REPLACE IT WITH YOUR USF ID#. ALSO REMOVE YOUR NAME FROM THE FILE NAME AND REPLACE IT WITH YOUR USF ID# (e.g., “U12345678”) BEFORE SUBMITTING IT TO “Turn It In”.

*University of South Florida – Sarasota/Manatee*
8350 North Tamiami Trail, Sarasota, FL 34243
Telephone: 941-359-4200   Fax: 941-359-4367
SURVIVAL NOTES

Classmates - FYI

BE SURE TO READ ALL ANNOUNCEMENTS

Everyone: Get into the habit of using the "in-course" messaging system (MESSAGES tab) on the left panel of my Canvas classes.

IF you can't see the leftmost panel navigation buttons, it may have collapsed as the default. You are getting into the course, but you may just be seeing the announcements. On the left should be the menu, but if it has collapsed, open it back up. Use the small right facing "->" enclosed in a small TAB which is on the very left edge of the screen, about level with the first sentence of this announcement to expand the navigation menu.

Survival Notes

1. Fully On-Line Classes are NOT EXEMPT from the First Day Attendance Rule.

2. This Class is fully on-line. (i.e. No Classroom)

3. You "attend" class in "real time" via Collaborate during actual class hours (Synchronously) OR later ( hours, days, or weeks! ) by viewing & listening to Collaborate Recordings (Asynchronously) OR "Mix & Match" to fit your job schedule, family obligations, religious holidays, conflicting class times, illnesses, Whatever! Therefore Written Excuses are never needed.

4. Class links become "hot" 1/2 hour before class times.

5. Recordings are created during each class & available throughout the semester, starting an hour or more after class ends, for asynchronous students and/or for review purposes. - N.B. If anyone exits a class without disconnecting properly, it can take up to 24 hours for the recording to appear. Therefore Synchronous students need to DISCONNECT from Collaborate by clicking the plug symbol at lower left of the session screen before exiting your browser!

6. PLEASE Use Canvas's MESSAGES rather than emails.

Do not reply to this Email. Instead, your FIRST ASSIGNMENT is to send me a Canvas "Course Message" confirming your typical attendance plans (synchronous, asynchronous, or both). All course-related communications should be sent via the Canvas Course Messaging system. These messages do not get lost among Spam or filtered and blocked by the USF email filters! I hope this helps to explain why all course related messages need to go through Course Messages (a course-centric communications tool). I don't want anyone to think that I am "prematurely cranky", YET? :o)
Also, Course Messages are routed into the correct course & are saved along with everything else done during the semester, when at the end of the semester the entire course is backed up & saved for 5 years.

Then Why am I sending this to you using the public USF email system? Because, you may not yet have the habit of checking for Course Messages. (hopefully the spam filters will not intercept this message to you!) Get into the habit of checking Course Messages at least daily. I try to read all your Course Messages, Discussion Forums, etc. at least every eight hours - 24/7!

So "get with the program" and send me your attendance plans ASAP via Course Messages.

By replying properly, you are proving you not only know how to read & write, and follow directions, but also know what I mean when I say "Use the Course Messaging system". Have I nagged you enough?

7. To find class & recording links - Click "Collaborate". Pull down "Live Sessions" or Recorded Sessions", and click on the Magnifying Glass symbol, THEN change the “mini-calendar” date to display the correct links. (under the mini-calendar, you can select Today, Week, or Month displays. Sometimes the Sessions/Recordings pull-down interacts with changes to the mini-calendar display and vice versa. Reselect display or Live Sessions/Recorded Sessions as needed.)

TUTORIALS FOR COLLABORATE AND CANVAS

http://www.sarasota.usf.edu/Academics/DE/current_students.php

http://www.sarasota.usf.edu/CampusComputing/Documents/CC_Student_Resources.php

Students needing technical assistance with Canvas to the following resources:

Toll-free Helpline: 866-974-1222

Live online help: http://usfsupport.custhelp.com/cgi-bin/usfsupport.cfg/php/enduser/chat.php

8. Call me 10 min. before any class if you are having trouble logging in. 941-358-2001

9. IF/Whenever WE have technology problems, please keep trying for 30 minutes, and periodically check "Announcements" for "real-time" updates. MESSAGE me or call me if you solve the problem so that I can send Announcements to everyone.

10. N.B. We are all adults. I understand that "Life Happens". Do Yourself a favor! Don't Cheat (You will only be cheating yourself in the long run) AND Don't Lie to me. I can only use the TRUTH when
trying to figure out how to work with you to accommodate your "emergency" or other "Real Life" problem.

11. Remember the motto on the front cover of "The Hitchhiker's Guide to the Galaxy" - "DON'T PANIC"

And remember to have fun with our class.

Here are some additional useful hints.

For fewer problems when using Canvas Links, Don't just click on a link. Right Click then select "open in a new window" or "open in a new tab", then left click. Canvas sometimes vomits pages of numbers if you just left click to follow a link to another page.

**Setup Instructions before using Collaborate**

If this is the first time you will be using Collaborate, you may be prompted to download some software which may take anywhere from 2 to 20 minutes depending upon your Internet connection speed. You can pre-configure your system with the required software by going to the support page located at:

[http://131.247.100.61:80/support.help](http://131.247.100.61:80/support.help) OR go to www.Collaborate.com then click on "Support" on the left hand menu. Then follow steps 1, 2, & 3.

The most critical components for web conferencing systems and distance learning classes (Collaborate, WiZiQ, Skype, etc.) are quality audio devices, which prevent audio feedback, howling and echos, caused by Internet "round trip" delays.

Although a headset with a microphone is the minimum requirement, an echo-canceling speakerphone is much more comfortable and eliminates "Hat Hair". There is a low cost (<$40) echo-canceling USB speakerphone (about the size of a deck of playing cards) which has been tested with the 32 & 64 bit versions of Windows XP, Vista, Windows 7, and Linux. It allows you to conveniently listen and speak while using Collaborate, WiZiQ, Skype, and similar web conferencing systems. Pictures and ordering info can be found in COURSE DOCUMENTS.

**Possible reasons for Whiteboard Inactivity**

The Collaborate session starts automatically up to 30 minutes before the class is scheduled to start, to allow students to log in early and test their equipment or practice with Collaborate. This first part may not exhibit activity or audio content until students or the instructor logs in.

The recording continues for up to a half an hour after the class is scheduled to terminate to allow students to ask questions at the end of the class. These endings may also exhibit inactivity. Inactivity within a course session is usually caused by the class taking a break or other interruptions.

*University of South Florida – Sarasota/Manatee*

8350 North Tamiami Trail, Sarasota, FL 34243
Telephone: 941-359-4200   Fax: 941-359-4367
If the PowerPoint or PDF presentations are too small to read or are missing due to a technical fault, please download your own copy of the presentation slides from the Course Documents folder and continue following along with the lecture audio.

USEFUL INFO
Student Pricing for Software which is not available through our MSDN AA site can be purchased from the USF Computer Store (NOT the bookstore)

IF THE SHOE FITS
http://www.youtube.com/watch?v=lpvgfmEU2Ck&feature=player_embedded

Get used to using a browser with an automatic spell checker. (FireFox, Chrome, etc.)

Copying your text into Word to make sure that you are using the correct "To, Two, or Too", or the correct "Their vs. There", etc.

FREE SOFTWARE
Dreamspark (info sometimes displayed when you log into MyUSF)

and

Open Office & Libre Office (Similar capabilities and file compatible with MS Office)
Lots of tutorials are available on the Internet

http://www.openoffice.org/product/

MSDNAA & VMware SOFTWARE SITE INSTRUCTIONS
Please refer to this COBA website for info & help regarding downloading free software. The instructions are basically the same for IT students.

web.usf.edu/blwarner/msdnaa

The Microsoft DreamSpark Premium webstore is at:

The VMware Webstore is at:

Your invitation email should have arrived or be arriving in a few days.

IT CLUB WEBSITE
WWW.ITNETWORKUSF.com
POWERPOINT NARRATION...

Directions

Record a
narration during a presentation

If you want to capture your own comments, the comments of your audience, or both during your presentation, you can turn on narration before you begin your presentation.

1. In Normal view, select the slide that you want to start the recording on.
2. On the Slide Show tab, in the Set Up group,
   click Record Narration .

3. Click Set Microphone Level, follow the directions to set your microphone level, and then click OK.

4. Do one of the following:
   - To embed (embedded object: Information (object) contained in a source file and inserted into a destination file. Once embedded, the object becomes part of the destination file. Changes you make to the embedded object are reflected in the destination file.) the narration, click OK.
   - To link the narration, select the Link narrations in check box, click Browse, click a folder in the list, and then click Select.

5. If you selected the first slide to begin the recording on, go to step 6.
If you selected a different slide to begin the recording on, the Record Narration dialog box appears. Do one of the following:

- To start the narration on the first slide in the presentation, click First Slide.
- To start the narration on the currently selected slide, click Current Slide.

6. In Slide Show view, add your speaker comments along with any audience comments, and then click the slide to advance to the next slide. Repeat this process for all the slides in your presentation.

**Tip** To pause and resume the narration, right-click the slide, and then on the shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHIFT+F10.), click either Pause Narration or Resume Narration.

7. Click the black Exit screen.
8. The narration is automatically saved, and a message appears asking if you want to save the timings for the presentation as well. Do one of the following:
   - To save the timings, click Save. Your slides appear in Slide Sorter view, with the slide timings shown below each slide.
   - To cancel the timings, click Don't Save.

Record comments on a slide
1. In Normal view, click the slide that you want to add a comment to.

2. On the Insert tab, in the Media Clips group, click the arrow under Sound, and then click Record Sound.

3. To record the comment, click Record, and start speaking.

4. When you are finished recording, click Stop.

5. In the Name box, type a name for the sound, and then click OK.

A sound icon appears on the slide.

Set the slide timings manually

Office PowerPoint 2007 will automatically record your slide timings when you add narration or you can manually set the slide timings to accompany your narrations.

1. In Normal view, click the slide that you want to set the timing for.

2. On the Animations tab, in the Transition To This Slide group, under Advance Slide, select the Automatically After check box, and then enter the number
of seconds that you want the slide to appear on the screen.

Repeat the process for each slide that you want to set the timing for.

**Tip** If you want the next slide to appear either when you click the mouse or automatically after the number of seconds that you enter — whichever comes first — select both the **On Mouse Click** and the **Automatically After** check boxes.

**Turn the slide timings off**

Turning off the slide timings does not delete them. You can turn the timings back on at any time without having to recreate them. However, when the slide timings are turned off, your slides will not automatically advance when you record a narration, and you will need to manually advance the slides.

1. In Normal view, on the **Slide Show** tab, in the **Set Up** group, click **Set Up Slide Show**.
2. Under **Advance slides**, click **Manually**.

**Tip** To turn the timings back on, under **Advance slides**, click **Using timings**, if present.
Course Goals

Moral and Ethical behavior is vital to all areas of modern life, business operations, and information systems. Effective Leadership skills are critical for technical departments and technical organizations.

This Seminar style course encourages critical thinking, analysis, debate, and discussion of real world issues, and understanding the ethical and leadership ramifications.

The course does not focus on one particular Ethical framework, as many situations are too complex to be classified into a single rigid category. Students are encouraged to discuss each issue and where it fits on an ethical and moral scale.

USF Sarasota-Manatee Policies & Procedures

Religious Observances
The University recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes.

Disabilities Accommodation
Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. www.sarasota.usf.edu/Students/Disability/
Contact Information: Disability Services Coordinator 941-359-4714

Academic Dishonesty
The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the catalog, USFSM Undergraduate Catalog or USFSM Graduate Catalog and the USF Student Code of Conduct.
Undergraduate: http://www.sarasota.usf.edu/Academics/Catalogs/
Graduate: http://www.sarasota.usf.edu/Academics/Catalogs/
USF Student Code of Conduct: http://www.sa.usf.edu/srr/page.asp?id=88
**Academic Disruption**

The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the catalog; USFSM Undergraduate Catalog or USFSM Graduate Catalog and the USF Student Code of Conduct.

Undergraduate: http://www.sarasota.usf.edu/Academics/Catalogs/
Graduate: http://www.sarasota.usf.edu/Academics/Catalogs/
USF Student Code of Conduct: http://www.sa.usf.edu/srr/page.asp?id=88

**Contingency Plans**

In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Collaborate, Skype, and email messaging and/or an alternate schedule. It's the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency.

**Emergency Preparedness**

It is strongly recommended that you become familiar with the USF Sarasota-Manatee Emergency Action Plan on the Safety Preparedness site http://www.sarasota.usf.edu/facilities/SafetyPreparedness.php

**Fire Alarm Instructions**

At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated.
Course Schedule

Deviations to the following schedule can be expected in order to properly accommodate and respond to students’ questions, interests, and requests.

<table>
<thead>
<tr>
<th>Weeks</th>
<th>Assignments</th>
<th>Chapters</th>
</tr>
</thead>
</table>
| 1 & 2 | -Course Orientation  
-Student Presentations & Discussions | Read & Review Chapters 1 & 2 | 1 & 2 |
| 3     | -Student Presentations & Discussions | Read & Review Chapters 3 & 4 | 3 & 4 |
| 4     | -Student Presentations & Discussions | Read & Review Chapters 5 & 6 | 5 & 6 |
| 5     | -Student Presentations & Discussions | Read & Review Chapters 7 & 8 | 7 & 8 |
| 6     | -Student Presentations & Discussions | Read & Review Chapters 9 & 10 | 9 & 10 |
| 7     | -Student Presentations & Discussions | Read & Review Chapters 11 & 12 | 11 & 12 |
| 8     | -Student Presentations & Discussions | Read & Review Chapters 7 & 8 |          |
| 9     | -Student Presentations & Discussions | All Participation Posting DUE |          |
| 10    | -Student Presentations & Discussions | All Presentations Due |          |