

School of Information Management

MMIM 571

Legal and Ethical Issues in Information Management

[CRN: 9650]

Trimester 3 2013

COURSE OUTLINE

Names and Contact Details

David Johnstone (Course Co-ordinator), david.johnstone@vuw.ac.nz

Room: RH431, Phone: (04) 463 5877

For appointments, please contact me by email to arrange a time.

Usha Varatharaju (MIM Programme Administrator), usha.varatharaju@vuw.ac.nz

Room RH521, Phone: (04) 463-5309

Course Information

Credits: 15 points

Lectures: Wednesdays, 17:40 – 19:30, in GBG07 (Government Buildings)

Teaching Period: Monday 18 November, 2013 – Friday 14 February, 2014

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before **29th November 2013**.
2. The standard last date for withdrawal from this course is **28th January, 2014**. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an *'Application for Associate Dean's Permission to Withdraw Late'* including supporting documentation. The application form is available from either of the Faculty's Student Customer Service Desks.

Readings

There is no textbook for this course. Materials for assessments and other purposes will be posted as required on Blackboard, though some material may be handed out in class.

Course Delivery

Course delivery is based around lectures, class discussions, presentations, and material presented through Blackboard.

Course Schedule

MMIM 571 – Classes			2013 / 2014
Date	Topic	SPAs	Notes
20 Nov	Course overview. Concepts of ethics		
27 Nov	Evaluating ethical issues – theory & practice	SPA-1	
4 Dec	Privacy	SPA-2	
11 Dec	Equity, access & work	SPA-3	
18 Dec	Community & identity	SPA-4	Article summary & critique due
<u>Mid-Trimester Break</u>			
8 Jan	Moving from ethics to law	SPA-5	Guest: Tony Hooper
15 Jan	Contract law & IT	SPA-6	Guest: Tony Hooper
22 Jan	Computer & internet crime	SPA-7	
29 Jan	Whistleblowing	SPA-8	
5 Feb	Professional ethics (IT-workers, users & organisations)	SPA-9	
12 Feb	Test		

Course Learning Objectives

The course objectives are expressed in the table below.

Objective	On completion of this course, students will be able to:
a	Understand the reciprocal impact of Business Information Systems on legal and ethical issues in organisations and society.
b	Discuss some of the important ethical principles that regulate our relationships and how those influence society's legislative response to information and communications technological developments.
c	Understand a range of legal issues in information management, why they are important, what Information Managers should be doing about them, and what the consequences are for managers in business and government.
d	Evaluate the opportunities and limitations that this legislation places upon managers both within New Zealand and elsewhere.

Assessment Activities

(a) Session Preparation Assignments (SPAs)

Each week, over 9 weeks of the course, students will be provided with a topic highlighting ethical and legal issues – often based on recent events. Typically, students will be given a ‘starter’ reading and a set of questions to answer. Students will be expected to use the Internet to search for additional information. Answers are to be submitted (by email to the Course Coordinator) by 10pm on the Tuesday before the class on Wednesday. Time will be set aside to discuss the questions in class.

(b) Article Summary and Critique

Each student will be assigned an academic paper relevant to the course. The paper is to be summarised (key points) and critiqued, based on a series of questions provided.

(c) Class Test

A reading will be given to students approximately one week before the test, enabling preliminary study into the ethical and legal issues that the reading may introduce. The test will be open book, with questions based mostly on the reading.

Expected Workload

Students are expected to work 150 hours for this course. Times will vary for individuals, but the following breakdown presents one estimate of how that time may be broken down:

Attending classes: 22 hours (2 hours each for 11 sessions)
Preparing SPAs: 45 hours (5 hours each for 9 SPAs)
Preparing article summary & critique: 30 hours
Preparing for class test: 30 hours
General reading, study and class preparation: 23 hours

Assessment Requirements

Assessed item	%	Learning Objectives
Session Preparation Assignments (9 written assignments x 5% + 5% participation in class discussions)	50	a, b, c, d
Article Summary & Critique	20	a, b, c
Class Test	30	a, b, c, d

Quality Assurance Note to Students

Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

Examinations

There is no final examination for this course.

NOTE: In the event of bereavement or prolonged illness affecting your ability to meet a deadline or attend a class assessment, it is essential that you discuss your situation with the Course Coordinator (where possible, before the assessment deadline/class). You must verify your claim, e.g. produce a medical certificate. In doing so, you consent to your supporting documentation being checked by the Course Coordinator.

Mandatory Course Requirements

It is expected that students will attend all classes, where possible. To pass the course, each student must gain a weighted average of at least 50% overall across the combined assessments.

If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

Communication of Additional Information

Face-to-face, email and blackboard are the primary communication devices for this course.

Use of Turnitin

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an on-line plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

For the following important information follow the links provided:

Academic Integrity and Plagiarism

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

General University Policies and Statutes

Find key dates, explanations of grades and other useful information at www.victoria.ac.nz/home/study

Find out about academic progress and restricted enrolment at

<http://www.victoria.ac.nz/home/study/academic-progress.aspx>

The University's statutes and policies are available at www.victoria.ac.nz/home/about/policy, except qualification statutes, which are available via the Calendar webpage at

<http://www.victoria.ac.nz/home/study/calendar.aspx> (See Section C).

Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at

www.victoria.ac.nz/home/about_victoria/avcacademic/default.aspx

AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support

http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx

Faculty of Commerce Office

<http://www.victoria.ac.nz/vbs/studenthelp>

Te Putahi Atawhai: Maori and Pacific Mentoring Programme

<http://www.victoria.ac.nz/tpa/>