INFO I478
Information Governance

Department of Human-Centered Computing
Indiana University School of Informatics and Computing, IUPUI

Fall 2017

Section No: 32436 and 26003  Credit Hours: 3
Time: Online, asynchronous
Location: N/A
First Class: August 21, 2017
Website: Not yet assigned

Instructor: Sara Anne Hook, M.B.A. (Finance), J.D.

- Professor of Informatics/Human-Centered Computing, School of Informatics and Computing, IUPUI
- Adjunct Professor, Center for Intellectual Property Law and Innovation, Robert H. McKinney School of Law, Indiana University
- Adjunct Professor of American Studies, School of Liberal Arts, IUPUI
- Admitted: Indiana (1994), Supreme Court of the United States (2012)

Office Hours: Professor Hook’s office hours are Tuesdays from 2–4 p.m. (in person, by phone or using the Canvas real-time Chat Room feature) and by appointment.

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Indianapolis, IN 46202
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Website: http://soic.iupui.edu/people/sara-hook/

Prerequisites: None
Course Description

This course covers information governance: the structures, policies, procedures, processes, controls, and tools implemented to manage information at an enterprise level to support an organization’s immediate and future regulatory, legal, risk, environmental, and operational requirements.

Extended Course Description

Information governance (IG) encompasses the structures, policies, procedures, processes, technology tools and controls implemented to manage information at an enterprise level to support an organization’s immediate and future regulatory, legal, risk, environmental and operational requirements. Information governance attempts to find the balance point between two potentially divergent organizational goals: extracting value from information and reducing the potential risk posed by information. An organization that can establish a consistent and logical framework for handling information properly through its governance policies and procedures has a strategic advantage in the marketplace. IG is an emerging multidisciplinary field which straddles four domains: information management, information security, information law and ethics and information economics.

IG is also the first step in an electronic discovery process; thus, it is intimately connected with law firms and is essential for any company, organization, hospital, etc. that is handling information in any format that might be potentially relevant evidence for litigation, compliance, auditing, or internal investigation. However, proper information governance should be viewed as proactive rather than reactive. Much as the electronic discovery reference model (EDRM) provides a model process for electronic discovery, information governance as an emerging discipline has now evolved to where it enjoys its own recognized model, the information governance reference model (IGRM). http://www.edrm.net/frameworks-and-standards/information-governance-reference-model/

Yet most organizations are woefully deficient in their information governance policies, procedures, and practices at the same time that there is recognition of information as a strategic asset that must be managed properly throughout its lifecycle with high level oversight in order to be able to effectively use it for organizational decision-making, performance improvement, cost management, and risk mitigation. As indicated on the AHIMA website:

Complementary to the traditional approach and practices of health information management (HIM), which is bottom up, information governance ensures that information is trustworthy and actionable through alignment with organizational strategy and engagement of senior leaders and important stakeholders across the enterprise. In an increasingly connected world, this extends outside the proverbial four walls of an organization to make sure that information is available in the right place and the right time to support health and healthcare.

http://www.ahima.org/topics/infogovernance/igbasics?tabid=overview

Moreover, commentators recognize that there are not enough people with skills in information governance, resulting in a potentially rewarding career opportunity for anyone who does have expertise in IG.

There have been many requests for a course in information governance that would go beyond what is covered in my cybersecurity and electronic discovery courses, particularly with respect to how
to set up an information governance program for a company, law firm, non-profit organization or health care institution and some of the specialized software that is available to support information governance activities. The beauty of delivering the course online through Canvas is that we have the flexibility to learn together and are not bound by what we can accomplish by meeting once a week for a set amount of time. Everything you need—each Module and homework assignment—is delivered via Canvas. I have designed the course to be as simple as possible from a technology standpoint. However, this course does require you to have regular and reliable access to Canvas and the Internet. I am always available to meet with students in person or by telephone. This course is designed to be part of the legal informatics area of specialization and the certificate in legal informatics.

This course was first developed and taught in fall 2015 by Lisa Berry-Tayman, who has nearly 20 years of experience in information governance. She continues to act as a consultant for the course. The course was also designed under the guidance of Lisa DesNoyers, HIM Program Director, so that it meets that program’s requirements.

Required course for the Health Information Management (HIM) undergraduate program. Elective for legal informatics certificate/area of specialization. Elective for undergraduate and graduate informatics and new media degrees and for other programs, including the for-credit and non-credit paralegal programs.

**Textbook**


This textbook is available electronically through the IUPUI University Library: [http://rx8kl6yf4x.search.serialssolutions.com/?V=1.0&L=RX8KL6YF4X&S=JCs&C=TC0001212113&T=marc](http://rx8kl6yf4x.search.serialssolutions.com/?V=1.0&L=RX8KL6YF4X&S=JCs&C=TC0001212113&T=marc). There are two options for access: ProQuest and Books24x7. Thus, students do not have to purchase a textbook for this course.

**Additional Materials**

The course will feature readings from business, health, law, and technology journals, PowerPoint presentations and websites as well as material from software vendors. This material will be uploaded as part of each Module in Canvas. Our textbook author is a recognized expert in information governance, particularly in health care, so I will be drawing from many of his publications.

**Course Coach**

This is my virtual coach for the course. His name is “Tipster,” and he will be helping you throughout the semester with tips, suggestions, and encouragement.

**Course Etiquette**

Please address me as Professor Hook. LinkedIn invitations are not accepted from current students.
# Course Learning Outcomes

**Upon completion of this course, students will be able to:**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>RBT</th>
<th>PUL</th>
<th>PLO</th>
<th>Assessment</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Explain Information Governance (IG) as a recognized methodology for dealing with all forms and formats of information in an organization.</td>
<td>2</td>
<td>3</td>
<td>2, 3</td>
<td>E, DF</td>
</tr>
<tr>
<td>2.</td>
<td>Illustrate how IG works within the framework of an organization’s overall governance structure.</td>
<td>2</td>
<td>3</td>
<td>2, 3</td>
<td>E, DF, CS</td>
</tr>
<tr>
<td>3.</td>
<td>Support the ethical issues related to information governance, particularly as a recognized profession.</td>
<td>5</td>
<td>6</td>
<td>3, 5</td>
<td>E, DF, CS, FP</td>
</tr>
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<td>4.</td>
<td>Standardize the handling of various types of information to meet the needs of the organization.</td>
<td>6</td>
<td>3</td>
<td>3</td>
<td>E, DF, CS</td>
</tr>
<tr>
<td>5.</td>
<td>Compare and contrast IG as it relates to electronic discovery as compared with overall information management.</td>
<td>5</td>
<td>3, 6</td>
<td>3, 5</td>
<td>E, DF</td>
</tr>
<tr>
<td>6.</td>
<td>Advocate for changes in law and policy that will promote more effective information governance, including for better interoperability and to facilitate information exchange.</td>
<td>6</td>
<td>1C, 3, 6</td>
<td>2, 3, 5</td>
<td>DF, CS, FP</td>
</tr>
<tr>
<td>7.</td>
<td>Articulate the differences between IG, data governance, and IT governance.</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>E, DF</td>
</tr>
<tr>
<td>8.</td>
<td>Assess threats to the integrity, validity, and security of information.</td>
<td>5</td>
<td>1C, 3</td>
<td>3</td>
<td>DF, CS, FP</td>
</tr>
<tr>
<td>9.</td>
<td>Develop and implement policies and procedures to ensure information integrity from both inside and outside the organization.</td>
<td>6</td>
<td>1C, 3</td>
<td>2, 3</td>
<td>CS, FP</td>
</tr>
<tr>
<td>10.</td>
<td>Evaluate the implications of IG as it impacts key areas of privacy, security, ethics, law, information technology, and information management.</td>
<td>5</td>
<td>3, 6</td>
<td>3, 5</td>
<td>DF, CS, FP</td>
</tr>
<tr>
<td>11.</td>
<td>Select technology tools for information governance.</td>
<td>5</td>
<td>1C</td>
<td>3</td>
<td>CS, FP</td>
</tr>
<tr>
<td>12.</td>
<td>Apply recognized quality management tools and recognized standards in information governance from a wide variety of industry groups (ARMA, AHIMA, ILTA) and accreditation bodies (NCQA, etc.).</td>
<td>3</td>
<td>1C, 3</td>
<td>3</td>
<td>CS, FP</td>
</tr>
<tr>
<td>14.</td>
<td>Prioritize business considerations and key stakeholders for an IG program.</td>
<td>5</td>
<td>3</td>
<td>3</td>
<td>E, DF, CS</td>
</tr>
<tr>
<td>15.</td>
<td>Perform an information governance risk analysis and assessment using recognized IG principles.</td>
<td>4</td>
<td>1C, 3, 6</td>
<td>3, 5</td>
<td>CS, FP</td>
</tr>
<tr>
<td>16.</td>
<td>Justify information governance as a strategic and proactive activity for an organization.</td>
<td>5</td>
<td>3</td>
<td>2, 3</td>
<td>E, DF, CS, FP</td>
</tr>
<tr>
<td>17.</td>
<td>Devise an IG policy and procedures based on the results of an IG risk assessment.</td>
<td>6</td>
<td>1C, 3, 6</td>
<td>3, 5</td>
<td>CS, FP</td>
</tr>
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<td>18.</td>
<td>Demonstrate the organization’s compliance with information governance policies, procedures, standards and best practices.</td>
<td>3</td>
<td>1C, 3</td>
<td>3</td>
<td>CS, FP</td>
</tr>
<tr>
<td>19.</td>
<td>Predict the future of IG and what types of technology, training, policies and procedures will be needed.</td>
<td>5</td>
<td>1C, 3, 6</td>
<td>3, 5</td>
<td>DF</td>
</tr>
</tbody>
</table>

E = Exam; DF = Discussion Forum; CS = Case Study; FP = Final Project

Revised Bloom’s Taxonomy (RBT):

IUPUI Principles of Undergraduate Learning (PULs)

https://due.iupui.edu/undergraduate-curricula/general-education/principles-of-undergraduate-learning/

Faculty members are required to designate a PUL of Major, Moderate, and Some Emphasis for every course in the undergraduate curriculum. For this course,

- Major Emphasis: 3. Integration and Application of Knowledge
- Moderate Emphasis: 1C. Information Resources Skills
- Some Emphasis: 6. Values and Ethics

Program-level Learning Outcomes (PLO)

The B.S. in Informatics Program-level Learning Outcomes are addressed in the course:

http://soic.iupui.edu/undergraduate/degrees/informatics/learning-outcomes/

Software Used

Software needed for the course will be provided by vendors at no cost to students.

Expectations/Guidelines/Policies

Assignments are due by the stated deadline, although you can certainly submit them earlier if you wish. **If you need an extension, you must have prior approval via email and I reserve the right to deduct points for lateness. PLEASE NOTE: I no longer provide a one-week grace period. Assignments are due by the stated deadline unless you have received an extension. Please use the Canvas email system to communicate with me. I log into Canvas on the weekends, but not regular IU/IUPUI email, so Canvas is the fastest way to contact me.** The Final Project is due on Monday, December 11 at 5:00 p.m.

There is no final examination for this course. Also, there is no opportunity for extra credit in this course. There is no opportunity to revise and submit assignments for a higher grade. Due to time constraints and wanting to be fair to all students, I do not review and provide feedback on assignments prior to submission.

Equipment Needed

Because this is an online course delivered through Canvas, you will need weekly access to a computer and a sufficiently stable network to handle large files. You will need to be able to listen to podcasts, view PowerPoint presentations and short videos, download and print materials and search the Internet and library databases. You will also need to download and use software from various vendors. Since this is an online course, I communicate with you by email, so all students need to have a valid email address. **Please use the Canvas email system to communicate with me – I log into Canvas on the weekends, but not regular IU/IUPUI email, so Canvas is the fastest way to contact me.**

Course Management and Helpful Hints
There are no class meeting times per se for this course. Instead, online courses are conducted “asynchronously,” which means that we will be sending and receiving email messages and sharing our thoughts in “virtual discussions” using Canvas. Please make an effort to participate fully in the course, including submitting your responses to the Discussion Forum questions—not only is this approximately 20% of your grade, but it will also be a much more rewarding course if we all share our thoughts and expertise. Points will be taken off if all questions in a Discussion Forum are not responded to. Responses to Discussion Forum questions are due on Sundays by noon. This is a 3-credit hour course, so you can expect to be just as busy as you would be in a face-to-face format.

The course will be divided into weekly Modules. Each Module will officially begin on Monday, although in many cases I will have the Module content posted by the preceding Friday. Modules will officially end on Sundays, but once I have posted a Module, it will be available throughout the semester in case you want to review.

For each Module, there will be a reading assignment, designated by a book icon. There is no required textbook for the course, so all of the reading assignments will be uploaded to Canvas or a URL will be provided.

For Modules, there will also be a series of online discussion questions, indicated by a computer icon. We will use the Discussion Forums in Canvas to share the responses to these questions. Responses to the Discussion Forum questions are due by Sundays at noon.

For each Module, I will provide a “Fireside Chat” to remind you about deadlines, explain concepts or alert you to new issues. You will use Canvas to access the Fireside Chats.

Each week, I will also provide a mini-lecture or outline of the topic of the Module, designated by the microphone icon. The mini-lecture plus all of the instructions for that Module will be the first item you see in the list of the materials for each Module folder in Canvas.

For many of the Modules, there may also be a PowerPoint presentation, guest lecture or online demonstration, which will be indicated by a movie projector. You will use Canvas to access these materials.

Finally, if you have questions, please do not hesitate to email or call me.
Tipster says, “The most important advice for the course is to stay organized.”

Tipster cannot stress enough the importance of keeping up with the reading assignments and responding to the Discussion Forum questions. He has noticed a direct correlation between responding regularly to the Discussion Forum questions and doing well in the course.

Also, if this is your first online course, please understand that the burden is on you to stay organized, to know what needs to be done each week and to pay attention to the deadlines for assignments. I will use the Announcements feature in Canvas to let you know when Modules are available and to remind you when assignments are due.

**Assignments and Exams**

There are 200 points total in the course.

- **Exam #1 (covers Modules 1-4):** Available from Friday, September 22 at 5:00 p.m. until Sunday, September 24 at 5:00 p.m. 20 points [Corresponds to PULs 1C, 3 and 6]

- **Case Study #1:** Due Friday, September 29 at 5:00 p.m. 25 points [Corresponds to PULs 1C, 3 and 6]

- **Exam #2 (covers Modules 5-7):** Available from Friday, October 20 at 5:00 p.m. until Sunday, October 22 at 5:00 p.m. 20 points [Corresponds to PULs 1C, 3 and 6]

- **Case Study #2:** Due Friday, October 27 at 5:00 p.m. 25 points [Corresponds to PULs 1C, 3 and 6]

- **Exam #3 (covers Modules 8-10):** Available from Friday, November 3 at 5:00 p.m. until Sunday, November 5 at 5:00 p.m. 20 points [Corresponds to PULs 1C, 3 and 6]

- **Exam #4 (covers Modules 11-13):** Available from Friday, December 1 at 5:00 p.m. until Sunday, December 3 at 5:00 p.m. 20 points [Corresponds to PULs 1C, 3, and 6]

- **Final Project:** Due Monday, December 11 at 5:00 p.m. 30 points [Corresponds to PULs 2, 3, and 6]

- **Participation in Discussion Forums:** Multiple due dates (40 points, 2.5 points per Discussion Forum). Correspond to PULs 1C [Information Resources Skills], 3 [Integration and Application of Knowledge] and 6 [Values and Ethics]

Final course grades are calculated by adding up all of the points that you earned in the course and dividing by 200. This will give you a percentage. See the Grading Scale below for the minimum percentage that you need for each grade. I don’t round up the grades, so if you want an A in the course, you need to achieve at least a 93%.

I use the gradebook in Canvas to post grades and I provide a considerable amount of feedback on your assignments, which I hope will be helpful for you.
Grading Scale

A+  97–100%  Professional level work, showing highest level of achievement
A  93–96.99%  Extraordinarily high achievement, quality of work; command of subject
A–  90–92.99%  Excellent and thorough knowledge of the subject
B+  87–89.99%  Above average understanding of material and quality of work
B  83–86.99%  Mastery and fulfillment of all course requirements; good, acceptable work
B–  80–82.99%  Satisfactory quality of work
C+  77–79.99%  Modestly acceptable performance and quality of work
C  73–76.99%  Minimally acceptable performance and quality of work
C–  70–72.99%  Unacceptable work (Course must be repeated for credit)
D+  67–69.99%  Unacceptable work
D  63–66.99%  Unacceptable work
D–  60–62.99%  Unacceptable work
F  Below 60  Unacceptable work

No credit is granted for a grade below C.

Course Schedule

Module 1: Week of 8/21
Topic: Information Governance in the 21st Century
Reading Assignment: Chapters 1 and 2 in Smallwood

Module 2: Week of 8/28
Topic: Information Governance Principles
Reading Assignment: Chapter 3 in Smallwood

Module 3: Week of 9/4
Topic: Information Governance Risk Planning and Management
Reading Assignment: Chapter 4 in Smallwood

Module 4: Week of 9/11
Topic: Strategic Planning and Best Practices for Information Governance
Reading Assignment: Chapter 5 in Smallwood

Module 5: Week of 9/18
Topic: Information Governance Policy Development
Reading Assignment: Chapter 6 in Smallwood

Exam #1 (covers Modules 1-4): Available from Friday, September 22 at 5:00 p.m. until Sunday, September 24 at 5:00 p.m.

Module 6: Week of 9/25
Topic: Business Considerations for a Successful IG Program
Reading Assignment: Chapter 7 in Smallwood

Case Study #1: Due Friday, September 29 at 5:00 p.m.

Module 7: Week of 10/2
Topic: Information Governance and Legal Functions
Reading Assignment: Chapter 8 and Appendix A in Smallwood
Module 8: Week of 10/9
Topic: Information Governance and Records Management
Reading Assignment: Chapter 9 and Appendix B in Smallwood
Exam #2 (covers Modules 5-7): Available from Friday, October 20 at 5:00 p.m. until Sunday, October 22 at 5:00 p.m.

Module 9: Week of 10/16
Topic: Special Considerations for Governance of Health Information
Reading Assignment: To be distributed
Discussion Forum #5: Due Sunday, October 22 at noon

Module 10: Week of 10/23
Topic: Information Governance and Privacy and Security Functions
Reading Assignment: Chapter 11 and Appendix C in Smallwood
Case Study #2: Due Friday, October 27 at 5:00 p.m.

Module 11: Week of 10/30
Topic: Information Governance for Ephemeral Communications
Reading Assignment: Chapters 12-13 in Smallwood
Exam #3 (covers Modules 8-10): Available from Friday, November 3 at 5:00 p.m. until Sunday, November 5 at 5:00 p.m.

Module 12: Week of 11/6
Topic: Information Governance for Mobile Devices
Reading Assignment: Chapter 14 in Smallwood

Module 13: Week of 11/13
Topic: Information Governance for Cloud Computing
Reading Assignment: Chapters 15-16 in Smallwood

Module 14: Week of 11/20
Topic: Preservation for the Long Term
Reading Assignment: Chapter 17 in Smallwood

Module 15: Week of 11/27
Topic: Maintaining an Information Governance Program
Reading Assignment: Chapter 18 in Smallwood
Exam #4 (covers Modules 11-13): Available from Friday, December 1 at 5:00 p.m. until Sunday, December 3 at 5:00 p.m.

Module 16: Week of 12/4
Topic: Remaining Issues and New Trends
Reading Assignment: To be distributed

Week of 12/11
Final Project due Monday, December 11 at 5:00 p.m.

Tipster says, “Welcome to the course!”
EXPECTATIONS, GUIDELINES, AND POLICIES

Attendance:
A basic requirement of this course is that you will participate in all class meetings, whether online or face-to-face, and conscientiously complete all required course activities and assignments. Class attendance is required for classroom-based courses. It entails being present and attentive for the entire class period. Attendance shall be taken in every class. If you do not sign the attendance sheet while in class, you shall be marked absent. Signing the attendance sheet for another student is prohibited. The instructor is required to submit to the Registrar a record of student attendance, and action shall be taken if the record conveys a trend of absenteeism.

Only the following are acceptable excuses for absences: death in the immediate family (e.g., mother, father, spouse, child, or sibling), hospitalization or serious illness; jury duty; court ordered summons; religious holiday; university/school coordinated athletic or scholastic activities; an unanticipated event that would cause attendance to result in substantial hardship to one’s self or immediate family. Absences must be explained with the submission of appropriate documentation to the satisfaction of the instructor, who will decide whether missed work may be made up. Absences that do not satisfy the above criteria are considered unexcused. To protect your privacy, doctor’s excuses should exclude the nature of the condition and focus instead on how the condition impacts your attendance and academic performance.

Missing class reduces your grade through the following grade reduction policy: You are allowed two excused or unexcused absences. Each additional absence, unless excused, results in a 5% reduction in your final course grade. More than six absences result in an F in the course. Missing class may also reduce your grade by eliminating opportunities for class participation. For all absences, the student is responsible for all covered materials and assignments.

Incomplete:
The instructor may assign an Incomplete (I) grade only if at least 75% of the required coursework has been completed at passing quality and holding you to previously established time limits would result in unjust hardship to you. All unfinished work must be completed by the date set by the instructor. Left unchanged, an Incomplete automatically becomes an F after one year. 
http://registrar.iupui.edu/incomp.html

Deliverables:
You are responsible for completing each deliverable (e.g., assignment, quiz) by its deadline and submitting it by the specified method. Deadlines are outlined in the syllabus or in supplementary documents accessible through OnCourse. Should you miss a class, you are still responsible for completing the deliverable and for finding out what was covered in class, including any new or modified deliverable. In fairness to the instructor and students who completed their work on time, a grade on a deliverable shall be reduced 10%, if it is submitted late and a further 10% for each 24-hour period it is submitted after the deadline.
**CODE OF CONDUCT**

All students should aspire to the highest standards of academic integrity. Using another student’s work on an assignment, cheating on a test, not quoting or citing references correctly, or any other form of dishonesty or plagiarism shall result in a grade of zero on the item and possibly an F in the course. Incidences of academic misconduct shall be referred to the Department Chair and repeated violations shall result in dismissal from the program.

All students are responsible for reading, understanding, and applying the *Code of Student Rights, Responsibilities and Conduct* and in particular the section on academic misconduct. Refer to *The Code > Responsibilities > Academic Misconduct* at [http://www.indiana.edu/~code/](http://www.indiana.edu/~code/). All students must also successfully complete the Indiana University Department of Education “How to Recognize Plagiarism” Tutorial and Test. [https://www.indiana.edu/~istd](https://www.indiana.edu/~istd) You must document the difference between your writing and that of others. Use quotation marks in addition to a citation, page number, and reference whenever writing someone else’s words (e.g., following the *Publication Manual of the American Psychological Association*). To detect plagiarism instructors apply a range of methods, including Turnitin.com. [http://www.ulib.iupui.edu/libinfo/turnitin](http://www.ulib.iupui.edu/libinfo/turnitin)

**Academic Misconduct:**

1. **Cheating:** Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.
   a. A student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
   b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.
   c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet.
   d. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student’s individual work.
   e. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
   f. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.
   g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.
   h. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.

2. **Fabrication:** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.
3. **Plagiarism:** Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered “common knowledge” may differ from course to course.

   a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.

   b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
      1. directly quoting another person’s actual words, whether oral or written;
      2. using another person’s ideas, opinions, or theories;
      3. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
      4. borrowing facts, statistics, or illustrative material; or
      5. offering materials assembled or collected by others in the form of projects or collections without acknowledgment

4. **Interference:** A student must not steal, change, destroy, or impede another student’s work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student’s grade or the evaluation of academic performance. Impeding another student’s work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

5. **Violation of Course Rules:** A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.

6. **Facilitating Academic Dishonesty:** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

**OTHER POLICIES**

1. **Administrative withdrawal:** A basic requirement of this course is that you will conscientiously participate in and complete all required course activities and/or assignments. Please notify me via email if you are unable to participate or complete an assignment on time. (See the information in the previous paragraph about requests for extensions and late assignments.) If you miss more than the first 25% of the course without contacting me, you may be administratively withdrawn from the course. Since the course is online and we do not meet, I use the Discussion Forum questions to monitor course participation. If you have not participated in this activity by the stated deadlines, you may be withdrawn. An administrative withdrawal may have academic, financial and financial aid implications. The administrative withdrawal will take place after the full refund period and if you are administratively withdrawn from the course, you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point in the semester, please contact me.

2. **Civility:** To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones,
engagement in private conversations, and other unrelated activities. Cell phones, media players, or any noisy devices should be turned off during a class. Texting, web surfing, and posting to social media are generally not permitted. Laptop use may be permitted if it is used for taking notes or conducting class activities. Students should check with the instructor about permissible devices in class. IUPUI nurtures and promotes “a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides conditions necessary for all campus community members to feel welcomed, supported, included, and valued” (IUPUI Strategic Initiative 9). IUPUI prohibits “discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status” (Office of Equal Opportunity). Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the campus community shall not be tolerated. A violation of this rule shall result in a warning and, if the offense continues, possible disciplinary action.

3. Communication: For classroom-based courses, the instructor or teaching assistant should respond to emails by the end of the next class or, for online courses, within two Indiana University working days, which excludes weekends and holidays. The instructor should provide weekly office hours or accept appointments for face-to-face, telephone, or teleconferenced meetings, and announce periods of extended absence in advance.

4. Counseling and Psychological Services (CAPS): Students seeking counseling or other psychological services should contact the CAPS office at 274-2548 or capsindy@iupui.edu. For more information visit http://life.iupui.edu/caps/.

5. Course evaluations: Course evaluations provide vital information for improving the quality of courses and programs. Students are urged to complete one course and instructor evaluation for each section in which they are enrolled at the School of Informatics and Computing with the following exceptions: (a) The student has withdrawn from the course; (b) fewer than five students are enrolled in the section (in which case maintaining anonymity is difficult); and (c) the section is a laboratory that must be taken with a course having a different section number. Course evaluations are completed at https://soic.iupui.edu/app/course-eval/. Course evaluations are typically open from the eleventh week. Course evaluations are anonymous, which means that no one can view the name of the student completing the evaluation. In addition, no one can view the evaluation itself until after the instructor has submitted the final grades. In small sections, demographic information should be left blank, if it could be used to identify the student.

6. Disabilities policy: All qualified students enrolled in this course are entitled to reasonable accommodations for a disability. Notify the instructor during the first week of class of accommodations needed. Students requiring accommodations register with Adaptive Educational Services (AES) and complete the appropriate AES-issued before receiving accommodations. The AES office is located at UC 100, Taylor Hall (Email: aes@iupui.edu, Tel. 317 274-3241). For more information visit http://aes.iupui.edu.

7. Email: Indiana University uses your IU email account as an official means of communication, and students should check it daily. Although you may have your IU email forwarded to an outside email account, please email faculty and staff from your IU email account.

8. Emergency preparedness: Know what to do in an emergency so that you can protect yourself and others. For more information, visit the emergency management website at
9. **IUPUI course policies:** A number of campus policies governing IUPUI courses may be found at the following link: [http://registrar.iupui.edu/course_policies.html](http://registrar.iupui.edu/course_policies.html)

10. **No class attendance without enrollment.** Only those who are officially enrolled in this course may attend class unless enrolled as an auditor or making up an Incomplete by prior arrangement with the instructor. This policy does not apply to those assisting a student with a documented disability, serving in an instructional role, or administrative personnel. [http://registrar.iupui.edu/official-enrollment-class-attendance.html](http://registrar.iupui.edu/official-enrollment-class-attendance.html) Children may *not* attend class with their parents, guardians, or childcare providers.

11. **Religious holidays:** Students seeking accommodation for religious observances must submit a request form to the course instructor by the end of the second week of the semester. For information visit [http://registrar.iupui.edu/religious.html](http://registrar.iupui.edu/religious.html).

12. **Right to revise:** The instructor reserves the right to make changes to this syllabus as necessary and, in such an event, will notify students of the changes immediately.

13. **Sexual misconduct:** IU does not tolerate sexual harassment or violence. For more information and resources, visit [http://stopsexualviolence.iu.edu/](http://stopsexualviolence.iu.edu/).

14. **Student advocate:** The Student Advocate assists students with personal, financial, and academic issues. The Student Advocate is in the Campus Center, Suite 350, and may also be contacted at 317 274-4431 or [studvoc@iupui.edu](mailto:studvoc@iupui.edu). For more information visit [http://studentaffairs.iupui.edu/advocate](http://studentaffairs.iupui.edu/advocate).

**MISSION STATEMENT**

The Mission of IUPUI is to provide for its constituents excellence in

- Teaching and Learning;
- Research, Scholarship, and Creative Activity; and
- Civic Engagement.

With each of these core activities characterized by

- Collaboration within and across disciplines and with the community;
- A commitment to ensuring diversity; and
- Pursuit of best practices.

IUPUI’s mission is derived from and aligned with the principal components—Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices—of Indiana University’s Strategic Directions Charter.

**STATEMENT OF VALUES**

IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana’s capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community, both to provide educational programs
and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.