# CDS-151: Data Ethics in an Information Society
# CDS-151
# Syllabus and Class Policies for Fall 2021 Semester
*(as of 1/24/2022)*

**Instructor:** Clifton Russ

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**Phone:** 901.351.8942
**Classroom**: https://gmu.zoom.us/j/7691603655

**Office Hours:**

- Virtual office hours will be held by appointment only
    - **https://zoom.us/j/7120706871?pwd=VmJReDhkcFYvNDRzTjZRSjJXMEpPUT09**
    - Message your instructor in advance on the topics of discussion, along with any questions that you might have.

# Course Introduction and Overview

**CDS-151 Overview:**

- CDS-151 is an introductory course in how Ethics is involved in the Information Technology (IT) world both within MASON and outside of MASON. The principles discussed in CDS-151 will be directly applicable in many scientific and business careers.

**CDS-151 Learning Outcomes:**

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

- Describe many of the key ethical, legal and social issues related to information technology and how to interpret and comply with ethical principles, laws, regulations, and institutional policies and appropriately cite resources from digital/electronic media.
- Identify the essential issues related to information security, how to take precautions and use techniques and tools to defend against computer crimes.

**Advice to Succeed in CDS-151:**

- It is strongly recommended that you submit assignments on time. Late assignments are not guaranteed to be accepted.
- Please contact me if you have any questions
- There will be a must an acknowledgement thread that students must read.

**Textbook:  ( Provided) Ethics for the Information Age (6th edition) by Michael J. Quinn**

- All class materials are made available through the class website on Blackboard.
- All materials are available for download and printing

# Course Logistics

This course will use a distance learning format. Course materials will be provided through Blackboard. Meetings will be on Zoom. Office hours will be on Zoom.

- The is no set time for class, but there are deadlines for discussions.
- There will be approximately discussions that will be posted on the blackboard discussion section during the course. All the discussions will also require students to make at least comments on other student comments.

# Grades

Discussion: (50%)

- All initial posts are due on Thursday by 11:59PM EST and all responses are due on Sundays at 11:59PM EST.
- This class discussions are where students will demonstrate their understanding of the material. While there is no word limit, discussions (for the exception of the introduction) are expected to be in detail.

Quiz (0%)

- Due to this course being 1 credit hour, the balance will be made by not having quizzes or formal exams.

Midterm: (25%)

- The midterm and final exam will be a small written paper. The first submission will be the midterm grade. The midterm will be graded more so on the student following instructions and less about grammatical correctness. The intent is to see the *current* writing capability of the student.

Final: 25%

- The second submission will be the final. The final exam will focus more on the student's ability to make corrections from the midterm and provide a more solid paper.

Bonus points MAY be awarded for excellent posts at the instructor's discretion.

# Class Schedule

CDS-151 assignments will be due as scheduled, unless otherwise notified by the instructor.

Part 1: Defining Ethics

1a Introduction to Ethics/ What is Ethics

1b Philosophy 101

1c Honor and Trust

1d Ethics & Law

Part 2: Ethics in data, IT and cybersecurity

2a Data Privacy and Digital foot print

2b Data Security and Ownership

2c Network Security

2d Criminal Privacy

Part 3: Research, the Wrong Way

3a Story telling with Numbers

3b Ethical Interpretation of Data and Statistics

3c Student Research Paper (first round)


Part 4: How to do Research the right way

4a Originality: How to develop an original idea in a popular field. How to avoid plagiarism

4b Paper references and citations: citations, libraries, journals, conferences

4c Apply ethical research for academic purposes (thesis, dissertation, publications)

4c Professional speaking up for Ethics

4d Ethical professional responsibility


Part 5: Conclusions, lessons learned

5a Student presentations (second round)

# Computer Requirements

**CDS-151 is an on-line course.** Students are required to provide their own computer and internet access or be able to use a GMU provided computer with access to the Internet.

**Hardware minimums:**
- Computer with a reliable internet connection
- Calculators are NOT needed for CDS-151.

**Software minimums:**

- MS Office suite (or equivalent) and Adobe Reader required for viewing classroom materials.

    (A free copy of MS Office 365 can be downloaded from GMU IT Services at: **https://its.gmu.edu/service/office-365-proplus/** )
    Adobe Reader can be found at: **https://get.adobe.com/reader/**

- E-mail access to MasonNet e-mail account

- <mark>RESPONDUS Lockdown Browser running on the computer when a quiz, or Final Exam is being taken.</mark> (A free copy of the RESPONDUS Lockdown Browser may be downloaded without charge from GMU/IT Services at: **https://its.gmu.edu/service/respondus-lockdown-browser-monitor/** )

- Scan software. It is recommended to have an app called "Scannable" or an scanner. "Scannable" is available via the App Store for Apple IOS. For Andriod devices, there are 3 similar products: "Adobe Scan", "Microsoft Lens" and "CamScanner."

# Grading

**Final Course Numerical Grade / Final Course Letter Grade Correspondence**

| A+ | > 97.00 | B | 83.00 - 86.99 | C- | 70.00 - 72.99 |
|----|---------|-----|---------------|-----|---------------|
| A | 93.00 - 96.99 | B- | 80.00 - 82.99 | D | 60.00 - 69.99 |
| A- | 90.00 - 92.99 | C+ | 77.00 - 79.99 | F | < 60.00 |
| B+ | 87.00 - 89.99 | C | 73.00 - 76.99 | | |

# Netiquette For Online Discussions[1]

- Class discussions should be collaborative, not combative; you are creating a learning environment, sharing information and learning from one another. Respectful communication is important to your success in this course and as a professional.

- Be positive to others and diplomatic with your words.

# Collaboration, Cheating, Plagiarism, Lying, and Stealing

All members of the Mason community are expected to uphold the principles of scholarly ethics. On admission to Mason, students agree to comply with the requirements of the GMU Honor Code and System.

- <mark>The Honor Code will be rigorously enforced.</mark>
  - The instructor will use several manual and automated means to detect cheating in all work submitted by students.

- All activities within all MASON courses are subject to GMU's Honor Code and IT policies.

- The penalty for cheating, plagiarism, lying, and stealing will be referred to the Office of Academic Integrity (OAI) and may result in course failure and further disciplinary action
- If you have questions about what does/does not constitute an Honor Code violation, contact your instructor for clarification.
- For this course, the following additional requirements are specified:
  - Students are encouraged to discuss course content with other current students; however, all programming assignment submissions must contain only original, individually completed work.
  - Copying material from any source not specifically authorized by your instructor may result in a referral to OAI for misconduct for all students involved.
  - All Exams are closed book/closed notes, RESPONDUS Lockdown Browser MUST be used.
  - NO other electronic equipment (including phones of any type) may be used during any quiz or exam.
  - Students are expressly prohibited from receiving, giving, or showing another student a partial, completed, or graded solution.
  - If work is stolen because of a shared or borrowed computer or storage device, all students involved will be held equally responsible.

If you have any questions on these requirements, please discuss them with your instructor. Any deviation from these requirements is considered a violation.

## Misconduct process

When the instructor for this section makes the determination that misconduct has occurred, the instructor shall report the incident to the Chair of the Computational and Data Sciences Department and the MASON Honor Committee for further punitive disciplinary action.

**Note**: Student cannot receive credit for the course until the MASON Honor Committee process has concluded, regardless of intent to graduate or financial repurcussions. Also, withdrawing from a course will not stop the Honor Committee process or punitive consequences.

**Note**: Additionally, with a students 2nd incident's referral to the MASON Honor Committee from any course during any term, the Honor Committee automatically recommends suspension from MASON. With a student's 3rd referral, the MASON Honor Committee automatically recommends expulsion from MASON.

## Disability Accommodations

Disability Services at George Mason University is committed to upholding the letter and spirit of the laws that ensure equal treatment of people with disabilities. Under the administration of University Life, Disability Services implements and coordinates reasonable accommodations and disability-related services that afford equal access to university programs and activities. Students can begin the registration process with Disability Services at any time during their enrollment at George Mason University.

If you are seeking accommodations for detailed information about the Disability Services registration process.

If you have a documented learning disability or other condition that may affect academic performance students MUST:

- Have the need for accommodation on file with Office of Disability Services, please visit **http://ds.gmu.edu/**
  - Provide the Instructor with a copy of the Office of Disability Services accommodation determination prior to receiving any accommodations. The Instructor will closely protect this information as private and will not share the information with anyone other than the class assistants unless authorized in writing by the student or the Office of Disability Services.

## Diversity and Inclusion

The CDS Department seeks to create a learning environment that fosters respect for people across identities. We welcome and value individuals and their differences, including gender expression and identity, race, economic status, sexual identity, sexual orientation, ethnicity, national origin, first language, religion, age and ability. We encourage all members of the learning environment to engage with the material personally, but to also be open to exploring and learning from experiences different than their own.

## Sexual Harassment, Sexual Misconduct, and Interpersonal Violence

George Mason University is committed to providing a learning, living and working environment that is free from discrimination and a campus that is free of sexual misconduct and other acts of interpersonal violence in order to promote community well-being and student success. We encourage students who believe that they have been sexually harassed, assaulted or subjected to sexual misconduct to seek assistance and support. **University Policy 1202: Sexual Harassment and Misconduct** speaks to the specifics of Mason's process, the resources, and the options available to students.