

**CDS-151: Data Ethics in an Information Society**  
**CDS-151**  
**Syllabus and Class Policies for Fall 2021 Semester**  
*(as of 8/10/2021)*

**Instructor:** James Brian Colchao

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**Classroom:** <https://zoom.us/j/7120706871?pwd=VmJReDhkcFYvNDRzTjZRSjJXMEpPUT09>

**Passcode:** 808

**Office Hours:**

- Virtual office hours will be held on Mondays/Wednesdays/Thursdays from 12PM to 1PM
  - <https://zoom.us/j/7120706871?pwd=VmJReDhkcFYvNDRzTjZRSjJXMEpPUT09>
  - Message your instructor on Slack to notify him that you've entered the Zoom Office hours
- In-person office hours are by appointment only. Students wishing to meet with Professor Colchao are message him on Slack requesting a meeting time.
  - Be sure to list multiple options of when you are available to meet
- Students are to contact the instructor using Slack, not email

## 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.
- Announcements will be posted on Slack

**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 be accepted without prior approval by the instructor.
- Please ask questions whenever you are confused. I am happy to help.

**Textbook: None.**

- 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. **In a typical week:** (See the class schedule for ALL due dates.)

- You will read about 3 articles and watch about 5 short videos
- There will be approximately 9 discussions that will be posted on Slack during the course. Approximately 6 of the discussions will also require students to comment on other student comments.
  - All initial discussions are due on Mondays by 11:59PM and all comments are due on Wednesdays at 11:59PM.
- There will be approximately 8 quizzes during the course and a Final Exam.
  - There is no midterm exam
  - All quizzes and the Final Exam will be done on Blackboard and require using “RESPONDUS.”
- Though the delivery method is different, it should take you the same amount of time for a 1 credit face-to-face course.
  - You should expect to spend approximately 2-3 hours on coursework each week (this includes the time you would have spent in a classroom).
- Activities and assignments will ONLY be accepted until the due date. Late items will NOT be accepted or graded.
- For each week, a weekly module is provided giving links to reading/videos, and activities and assignments to accomplish in that week.
- At the end of each "Weekly Module" is a tab called "What's Due." All assignments/quizzes/exams/... are found under this tab.

## Class Schedule

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

## 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
- **RESPONDUS Lockdown Browser running on the computer when a quiz, or Final Exam is being taken.** (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."

**PLEASE NOTE: There is a folder on the "Weekly Modules" called “Week #0 Computer Check” that will allow students to check their computers to make sure that all of the above hardware and software is installed correctly.**

### Course Recordings

- All CDS-151 materials and class sessions are considered as Intellectual Property and therefore coyrighted by the instructor. Sharing of any recorded, copied, or other class materials without the instructors written permission is STRICTLY prohibited.

### 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		

#### Grading Items:

- “Discussions” (35%):
  - Most weeks will have a Discussion for students to post. Discussions will be due either by Monday evening or Wednesday evening at 11:59pm. Specific due dates are listed on the Class schedule. Late assignments will receive no credit.
  - Unless otherwise specified in the instructions for each discussion:
    - Single Discussions & Part 1 of multipart discussions:
      - Students are required to enter a short answer to answer the question.
      - 4-5 sentences are recommended

- Classmate discussions:
  - Students are to comment on 2 classmate responses to the question of the week
  - 3-4 sentences are recommended
- The grade assigned will be based on quality of the answers
- Bonus points MAY be awarded for excellent posts at the instructor's discretion
- A grading rubric for discussions is provided on Blackboard
  - The Discussion grade for the term will be a sum of the points earned on Discussions divided by the total number of points available for discussions.
- **Quizzes (35%):**
  - Quizzes will be a combination of multiple-choice, fill-in-the-blank, and short answer questions. Specific due dates are listed on the Class schedule. Late quizzes will receive no credit.
  - The Quiz grade for the term will be a sum of the points earned on Quizzes divided by the total number of points available for Quizzes.
- **Final Exam (15%):**
  - The Final Exam will be a combination of multiple-choice, fill-in-the-blank, and short answer questions.
  - Completing the Final Exam after the due date will receive no points.
- **"Participation and Assignments" (15%):**
  - There will be several activities throughout the course which will be mandatory. Completion of these activities will earn participation/assignment points.

### Comments on Grading:

- Semester grades will be computed as a weighted percentage of points earned divided by total points available in each grading category. Grades are mathematically determined and will NOT be curved.
- **Important:** You MUST use the RESPONDUS Lockdown Browser to take all Quizzes and the Final Exam.
  - The RESPONDUS Lockdown Browser software can be downloaded at no cost via the class Blackboard site.
  - If you have any privacy concerns, please contact me within the first week of class.
- **There are no extra credit assignments/projects available for CDS-151.**
  - Extra credit will be available throughout the term in each of the grade categories.

## Netiquette For Online Discussions<sup>1</sup>

- 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.

- **The Honor Code will be rigorously enforced.**
  - 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 repercussions. Also, withdrawing from a course will not stop the Honor Committee process or punitive consequences.

**Note:** Additionally, with a student's 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 3<sup>rd</sup> 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.