INFM 737: Solving Problems in Information Management

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Office Hours: Tuesday 3-4 pm or by appointment

Credit Hours: 3

Course Description:
The capstone project is drawn from an actual information management challenge faced by any of the organizations within any of the sectors of our society including government at all levels, corporations, small businesses, academic institutions, and non-profits. First, you will identify a problem related to any of the different topics that you have studied during your coursework in the MIM program and that is best suited to the individual student’s interests and expertise. This project should enable you to bring together much of what you have learned during your course of study and can thus be a demonstration of what you have learned in the MIM program. You will conduct an in-depth analysis of the problem and develop a recommended solution. Your proposal should address the following questions: why (the selected problem to solve), where (information about the host organization), how (activities, milestones, methodology, resources, etc.), what (expected deliverables), and when (timeline for completing the capstone project). Once approved the proposal, progress reports will be turned in and meetings will be held on a monthly basis. By the end of the semester, you will present the results of your capstone project in both a final report and a brief oral presentation.

Statement of Goals:
Upon completion of this course, you will be able to:
1. Integrate independent work on an information problem.
2. Create, evaluate, and implement as appropriate technological and other solutions to information problems.
3. Communicate the resolution of an information problem orally, in writing, and visually.

Topics to Be Covered:
This course will focus on information issues and problems within specific settings and possibly within specific industries. The issues and problems will be derived from your work during the entire MIM program.

Teaching Methods:
You will work independently on the identified information problem or issue. You are encouraged to discuss the problem or issue with peers, faculty, and other people essential to the project. However, all work that you turn in for this course must be your own. You are encouraged to communicate with practitioners facing similar problems as well as faculty members with relevant expertise.

Grade:
Your grade (S/F) will be based upon completion of a satisfactory proposal, satisfactory completion of the deliverables of the project defined in the proposal, the final oral and written presentations, the use of appropriate principles and methods to the management of information and the use of state-of-the-art tools and techniques to enhance the management of information within businesses and organizations. “Incompletes” will be assigned only in very special cases according to the University’s policies.

Assignments and Meetings:
You will meet individually with the instructor four times during the semester. Assignments will be due prior to each of the last three meetings. These meetings should be helpful as you complete your capstone project. Please note that it is critical for your success in this course that you make sure to meet all deadlines and meeting times.
Course Outline (Required Deadlines Listed in Italics):

Week 1: Read course syllabus and begin considering potential capstone projects.

Week 2: *Meet with the instructor to select a capstone project (February 1-5).*

Week 3: Begin writing the capstone project proposal.

Week 4: Continue writing the capstone project proposal.

Week 5: Complete & submit capstone project proposal (*Due via e-mail by Friday, February 26 @ noon.*)

Week 6: *Meet with the instructor to discuss and revise your capstone project proposal (March 1-5).*

Week 7: Begin working on your capstone project.

Week 8: Spring Break.

Week 9: Continue working on your capstone project.

Week 10: Complete & submit capstone project proposal rough draft (*Due via e-mail by Friday, April 2 @ noon.*)

Week 11: *Meet with the instructor to discuss your capstone project rough draft (April 5-8).*

Week 12: Begin revising and completing your final capstone project.

Week 13: Continue revising and completing your final capstone project.

Week 14: Complete & submit final capstone project (*Due via e-mail by April 30.*)

Weeks 15-16: *Meet with the instructor to formally present your capstone project (May 3-7 & May 10-11).*

Scheduling Meetings:
The instructor will inform you via e-mail of possible meeting times. You will use a Web site to select a meeting time on a first come, first served basis during each required meeting week. A variety of meeting times will be provided, and if none of the available face-to-face meeting times are convenient for you, it may be possible to schedule a phone meeting at a mutually convenient time (however, it is strongly recommended that you select one of the available face-to-face meeting times if at all possible). Each meeting will last 20-30 minutes, except for the last meeting, which will last 45-50 minutes. Please make sure to arrive at the meeting on time as this is a requirement for successful completion of the course (and also a requirement for success in most real-world jobs). If either you or the instructor have extenuating circumstances, one party should inform the other as promptly as possible and you should select another time to meet from the available list (please only reschedule if absolutely necessary, and please try to do so well in advance unless it is a true emergency situation such as a sudden illness or family emergency). Since there are only four meetings for this course, it is critical for your success that you are prompt about scheduling and arriving to each of your meetings and are well prepared for each meeting.

Attendance Policy:
Meetings must occur within the required time periods and will only be delayed in situations following university policy (illness, religious observances, participation in University activities at the request of university authorities, and compelling absences beyond your control) with proper documentation and timely notification (prior to that week for non-emergencies). Excessive tardiness may be considered as an unexcused absence.

Course Readings:
The report that you will build throughout the project requires a summary and a bibliography of the literature relating to the issue or problem that you reviewed during the project. You will work with the instructor as well as other relevant experts to select appropriate reading material for your capstone project.

Capstone Project Proposal (*Due Friday, February 26 @ Noon*):
Your capstone project proposal must discuss why (the selected problem to solve), where (information about the host organization), how (activities, milestones, methodology, resources, etc.), what (expected deliverables), and when (timeline for completing the capstone project). The proposal must be broken into clear sections with between one paragraph to one page of content per section. One-sentence answers to any of these questions will not be satisfactory. Your capstone project proposal should also include a bibliography of 10 references that you will read to help you complete your capstone project and that you will cite in your capstone project rough draft and your final capstone project. Your report and citations must follow APA format, which is explained here: [http://www.liu.edu/CWIS/CWP/library/workshop/citapa.htm](http://www.liu.edu/CWIS/CWP/library/workshop/citapa.htm).
Capstone Project Rough Draft (Due Friday, April 2 @ Noon):
Your capstone project rough draft must be at least 5,000 words in length, must cite at least 15 references, and must be broken into clear and logical sections. Here is a sample outline that you should follow or modify:

- Problem description
- Background information about the organization
- Review of the relevant literature
- Analysis of the problem: methods used to gather and analyze information to understand the problem and define possible solutions (literature research, surveys, interviews, SWOT, competitive analysis, etc)
- Discussion of alternative solutions with emphasis in the new technologies and business practices proposed to solve the information management problem and their potential benefits or risks
- Justification of the selected alternative and the information management tools and techniques used/recommended to solve the problem considering the organization’s constraints and performance
- Description of all activities carried out in the project
- Recommendations about the security, privacy, authenticity, and integrity of information within the organization, and next steps to follow in the project
- Lessons learned and personal contributions
- Bibliography

Final Capstone Project (Due Friday, April 30 @ Noon):
Your final capstone project must include an executive summary, must be 8,000-10,000 words in length, must cite at least 20 references, must incorporate feedback from the outline and rough draft, and must be broken into sections following the sample outline provided above or a slight modification of this outline for your project.

Capstone Project Presentation (May 3-7 and May 10-11):
You must present an overview of your capstone project to the instructor. You should use PowerPoint to formally present your capstone project. Your presentation should last 20-30 minutes, and will be followed with questions and discussion. The overall meeting time for the last meeting will be 45-50 minutes.

Late Assignment Policy:
Late assignments will only be excused in situations following university policy (illness, religious observances, participation in University activities at the request of university authorities, and compelling absences beyond the student’s control) with proper documentation and timely notification (prior to deadlines for non-emergencies). In all other cases, late assignments are unsatisfactory and will affect your grade in the course.

Academic Integrity:
Students are reminded that, as one of a small number of universities with a student-administered Code of Academic Integrity and an Honor Pledge, the University has absolute expectations for academic integrity from every student. The Code strictly prohibits students from cheating on exams, plagiarizing papers, submitting the same paper for credit in two courses without authorization, buying papers, submitting fraudulent documents, and forging signatures. Instances of any suspected academic dishonesty will be reported and handled according to University policy and procedures. For a more detailed description of the University's definition of academic dishonesty, visit http://www.faculty.umd.edu/teach/integrity.html.

The University of Maryland, College Park has a nationally recognized Code of Academic Integrity, administered by the Student Honor Council. This Code sets standards for academic integrity at Maryland for all undergraduate and graduate students. As a student you are responsible for upholding these standards for this course. It is very important for you to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism. For more information on the Code of Academic Integrity or the Student Honor Council, please visit http://www.shc.umd.edu.
**Accommodations for Students with Disabilities:**
The University is committed to providing appropriate accommodations for students with documented disabilities. In order to ascertain what accommodations should be provided to facilitate your learning experience, please be sure to inform the instructor of your needs at the beginning of the semester. The instructor will then contact relevant parties such as the University’s Disability Support Services, who will make arrangements with you to determine and implement appropriate academic accommodations. For more information on the University’s policies, see [http://www.faculty.umd.edu/teach/disabilities.html](http://www.faculty.umd.edu/teach/disabilities.html).

**Emergency Preparedness:**
Information about the status of the campus is available at [http://www.umd.edu/emergencypreparedness/](http://www.umd.edu/emergencypreparedness/). If the campus is closed, please make sure to stay safe. Information about possible rescheduling of course activities will be provided via e-mail once the campus has reopened.

**CourseEvalUM:**
Your participation in the evaluation of courses through CourseEvalUM is a responsibility you hold as a student member of our academic community. Your feedback is confidential and important to the improvement of teaching and learning at the University as well as to the tenure and promotion process. CourseEvalUM will be open for you to complete your evaluations for fall semester courses between Tuesday, April 27 and Wednesday, May 12. Please go directly to the website ([http://www.courseevalum.umd.edu](http://www.courseevalum.umd.edu)) to complete your evaluations starting April 27. By completing all of your evaluations each semester, you will be able to access online, at Testudo, the evaluation reports for the courses for which 70% or more students submitted their evaluations.

**Syllabus Change Policy:**
This syllabus is a guide for the course and is subject to change with advance notice.