iSchool

University of Maryland (College Park)

Information Policy (INST 612) – ML 01 (3 credit hours)

Spring 2019

Completely Online

Syllabus

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COURSE DESCRIPTION

The access, exchange, and management of information have been key recurring issues in the United States and in other countries. This course examines selected information policy questions relating to information and communications, with special attention to complex policy issues that involve value conflicts among information ownership rights, personal privacy rights, and public access rights to information. The course will focus on information policy on all scales, ranging from rules enforced by public and private organizations—voluntary and de facto standards to constitutional principles, statutory provisions, laws and regulations, and federal policies. Topics include access to information laws both in the government and private sector, corporate information policies, e-government, privacy, secrecy, government surveillance, intellectual property, censorship, and international issues. The course aims to provide library and information professionals with a fundamental understanding of the importance and impact of information policy on the information profession.

At the completion of the course, students should be able to:

• Demonstrate a broad understanding of major information and telecommunications policy

• Comprehend cross-disciplinary debates about information policy issues;

• Demonstrate familiarity with significant literature, constitutional and statutory
provisions, domestic laws, regulations and federal policies relating to information and telecommunications policy issues;

• Apply concepts and critiques from information studies perspectives to analyze information and telecommunications policy issues;

• Demonstrate the interrelationships among key information and telecommunications policy issues such as information access rights, universal service, and privacy and among those who make the policies;

• Evaluate both opportunities and risks in new information policy arenas;

• Analyze and propose policy approaches to social challenges in areas such as information access, equity, privacy, and intellectual property;

  • Apply the understanding of information policies in library and information services; and,
  • Evaluate information policies at the international level.

The students will be exposed to a number of policy issues and literature. Given the breadth and depth of a number of these issue areas, it will not be possible to cover all aspects of the issues throughout the course providing an overview of the subject. This course focuses on readings, discussion-based learning approaches, participation and interacting on the discussion board, as well as investigative learning approaches, to information policy. The readings, assignments, project paper, and other activities in the course provide opportunities to apply abstract theories and concepts to real-world information policy challenges. You are encouraged to draw on personal experiences and external literature and resources to support your discussions and project research paper.

There is no required text for the course. All readings will be available to students online accessible through the University's library e-journal/database holdings accessible at http://www.lib.umd.edu.

ASSIGNMENTS & COURSEWORK

Your grade will be based on the following:

A. Critical Analysis (40 points)
Critical Analysis in five areas from the core articles given to you for each area covering a total of 40 points (8 points for each area). You can also add other references through “Google” and UMD Library database searches to strengthen your discussion. You can do this exercise independently or make a group of not more than 3 to learn from each other and collaborate to produce a quality product.

1. Information Policy: Background, Definitions, Evolution of IP, IP Context, and E-Government, Sources (Week 1-3 readings)
2. Information policies in Public and Private Sectors: U.S. Government and its Offices; Other not for profit organizations (including academic institutions); and, Corporations (Week 4-6 readings)
3. Impact of IT and Cybersecurity: Recent developments; Stakeholders; Government Regulations and Standards; E-Government; and Internet Governance (Week 7-10 readings)
4. Information Policy and International Perspective: Similarities (common areas) and Differences (Week 11-12 readings)
5. Information Policy and Library/Information Services: Copyright and Intellectual property; User Needs and Access to Information; Freedom of Information Act; ALA and Fair Use; Open Sources; and, Preservation (Week 13-15 readings)

B. Discussion Board Participation (30 points)

There will be three Canvas discussions on significant information policy issues in the course as pointed out in the schedule. Each discussion will carry 10 points for a total of 30 points on three discussion platforms.

You need to participate actively in all three discussions. All these discussions are threaded discussions. The points you earn for each discussion depends on when you start participating (through posting), continuity of your participation throughout the period, total number of your postings and quality of your postings. You need to have at least 5 quality and substantial postings to be considered for full points. You can treat this as your social media and visit as many times as possible with interaction with other postings. You should also read all postings in the last two days and interact for a holistic learning.

The first discussion deals with the role of Information Policy in the U.S Government and U.S. Corporations

The second discussion will examine the strengths and weaknesses of IT in developing and maintaining Information Policies also covering the area of
cybersecurity

The third discussion will focus on the impact of Information Policies in the Library and Information Services

C. Project: Research Paper (30 points)

Individual or Group Project Paper

Students will undertake an individual project or a group project in the area of Information Policy to produce a quality research paper. The research project will serve as a practical, hands-on, experience in working with information policy issues. Students should submit their project proposals (about 2-3 pages) at the third class meeting. Among others, your proposal should include the following:

- Title of the project
- Rationale for the project
- Clearly stated objectives
- Scope and limitations
- Methodology
- Deliverables
- Beneficiaries

With your proposal, you need to attach a time line graph (Gantt Chart) identifying tasks on the Y axis and completion schedule, milestones and deliverables on the X axis. This will serve as a monitoring tool to keep track of your project. A written report is also due at the last week.

The professor will provide project guidance, review discussions, midpoint corrections, and related support. Students will agree to comply with the confidentiality/disclosure/publication rules of the organization where the study is undertaken, and clear findings with the organization (if necessary) before submitting the report to the instructor.

The final written report of the project is due on the last day of the class.

Course Requirements/Assessment

The course grade will be based on weighted total of scores for the three components as given below:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board: Information Policy Issues (3)</td>
<td>30</td>
</tr>
<tr>
<td>Critical Analysis of Areas (5)</td>
<td>40</td>
</tr>
</tbody>
</table>

Project (Research Paper)
Proposal

Written report of the Project/case study

All written materials for the course should be double-spaced, using 12-point Times New Roman font. The margins should be 1 inch on each side. Citations both in the text and in the references section must conform to the most recent APA style manual. Pages should be numbered and format should be consistent. Please do not submit as a PDF file, as that makes it difficult for your instructor to provide comments and edits electronically! You must conform to the most recent APA style manual. Pages should be numbered and format should be consistent. http://www.lib.umd.edu/ues/guides/citing-apa

Submit all assignments through ELMS/Canvas, unless otherwise specified. If you have any technical issues with ELMS, contact the Help Desk immediately: 301-405-1400 or http://helpdesk.umd.edu.

Late Submissions Policy

Late assignments will be automatically marked down 10% for each day past the due date. Written assignments are due by midnight of the day.

Academic Integrity

Students are reminded that the University of Maryland has absolute expectations for academic integrity from every student. The Code of Academic Integrity strictly prohibits students from cheating on assignments, 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. 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. For a more detailed description of the University’s definition of academic dishonesty, visit http://www.faculty.umd.edu/teach/integrity.html.

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.

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. Please go directly to the website (http://www.courseevalum.umd.edu) to complete your evaluations at the end of the semester.

The participation on the discussion board should be professional and respectful.

Discussions should be based on course readings and critical thinking. Issues of policy can involve strongly held beliefs and current political controversies. Remember: Your classmates may have different perspectives on issues than you, but they still deserve your respect. Open-mindedness and respect are critical to engaging in collegial dialog in an Information Policy course.

1. Be courteous and respectful. The Discussions are a place to bring out healthy debates, but those debates should remain collegial and academic at all times – never personal.

2. Be timely. Submitting your assignments via ELMS on time shows respect for your fellow cohort members, and your instructor, and is crucial to your success in this course.

3. Be open-minded. Information Policy will involve exploring a wide range of federal, local, international, and institution-based policies. Engaging in critical thinking while reading the course materials and developing your assignments will help you gain the most from this course and will ensure a high grade in the class. Don’t be afraid to think from new perspectives and challenge yourself.

Syllabus Change Policy
This syllabus is a guide for the course and is subject to change with advance notice. The class modules and reading assignments will not change in content, nor will the due dates for assignments.

**TOPICS AND READINGS**

**WEEK 1: INTRODUCTION (JAN. 28-Feb. 5)**

A. Introduction to course and discussion of course expectations

B. Overview of topics and concepts to be covered

C. Sources of information policy and locating policy resources


*The field of information policy: 1. Fundamental concepts*

[journals.sagepub.com/doi/10.1177/016555159702300401](journals.sagepub.com/doi/10.1177/016555159702300401)


**WEEK 2: Contexts for Information Policy (Feb. 4-Feb. 10)**

• Government Control of Information Policies

• Information Policy in Information Societies

• Impact of Technology

A. Rules, regulations and standards

B. Constitutional origins of federal information policy

C. Stakeholders in information policy
Issues in information policy: a preliminary overview.

https://www.researchgate.net/.../283471827_Issues_in_information_policy_a_preliminary...


• DISCUSSION # 1 STARTS

WEEK 3: E-GOVERNMENT AND OPEN GOVERNMENT (Feb. 11- Feb. 17)

A. The E-government Act implementation and challenges

B. Open Government (accountability, transparency, collaboration and participation)

C. Open Government goes global (including Open Gov Partnership)


• SUBMIT PROJECT PROPOSALS

CRITICAL REVIEW # 1 DUE

WEEK 4: PRESERVING ACCESS (Feb.18-Feb. 24)

A. Preserving Future Access (including as context for real-life impact of information policy); The peculiar challenges of electronic mail


WEEK 5: FREEDOM OF INFORMATION, ACCOUNTABILITY AND TRANSPARENCY (Feb. 25- Mar. 3)

A. The First Amendment: The idea of Public sphere

B. Freedom of Information Act (FOIA) and Open Government


• US Department of Justice site for basics of FOIA, www.FOIA.gov  

WEEK 6: INFORMATION TECHNOLOGY DESIGN AND POLICY (Mar. 4-Mar. 10)

A. How the design of technology shapes policy and how policy shapes design of technology

B. Universal Service and the interests of Business

C. Internet Governance, Rights of Government


•Internet domain name expansion

Activity:

DISCUSSION # 1 ENDS

DISCUSSION # 2 BEGINS
CRITICAL REVIEW # 2 DUE

WEEK 7: COPYRIGHT and Censorship (Mar.11- Mar. 17)

A. Executive Order

B. Section 108 (library and archives exception)


- Browse the Columbia University Libraries Copyright Advisory Office site, especially the “Copyright Quick Guide”: http://copyright.columbia.edu/copyright/copyright-in-general/copyright-quickguide/


SPRING BREAK: March 17-March 24

WEEK 9: OPEN ACCESS (Mar. 25-Mar. 31)

Open source and creative commons and other “open” issues for libraries and universities


• The Berlin declaration on Open Access to Scientific Knowledge: http://oa.mpg.de/lang/en-uk/berlin-prozess/berliner-erklarung/ Should your institution sign the Berlin Declaration? Why or why not?

WEEK 9: PRIVACY (Mar. 31 – Apr. 6)

A. Information privacy

B. Privacy needs of governments, corporations and individuals

C. US privacy protection and the European model


programs

• Look at the Pew Research Center for the People & the Press, July 26, 2013: http://www.people-press.org/2013/07/26/few-see-adequate-limits-on-nsa-surveillance-

http://www.whitehouse.gov/the-press-office/2013/02/12/executive-order-improving-critical-infrastructure-cybersecurity · Controlled Unclassified Information

CRITICAL REVIEW # 3 DUE

DISCUSSION # 2 ENDS

DISCUSSION # 3 BEGINS

WEEK 10: PRIVACY, SECRECY AND SURVEILLANCE  (Apr. 7-Apr.13)

A. Foreign Intelligence Surveillance Act and the FISA Court --The Need for Legislation and Confidentiality

B. Homeland Security Act and USAPATRIOT Act

C. Congressional oversight of government agencies  D. Role of the telecommunications industry in government surveillance

http://www.wired.com/threatlevel/2012/12/senate-fisa-amendments/


• Watch Frontline, “Spying on the Home Front.” It is divided into parts. http://www.pbs.org/wgbh/pages/frontline/homefront/

WEEK 11: OPEN GOVERNMENT AND BIG DATA (Apr. 7-Apr. 13)

A. Harnessing technology for Open Gov (data.gov, open data, smart disclosure)
B. E-Government services and challenges
C. Competing Principles and Pressures


CRITICAL REVIEW # 4 DUE

WEEK 12: INTERNATIONAL INFORMATION POLICY (Apr. 14-Apr. 20)

A. Comparative issues in information policy

B. Differences in European, Asian, African, South American information policy  C. International issues in information policy including the Open Government Partnership

UNESCO Access to Information Policy | United Nations Educational
www.unesco.org/new/en/member-states/.../unesco-access-to-information-policy/

UNESCO Adopts Policy Concerning Information -
Freedominfo.orgwww.freedominfo.org/2017/05/unesco-adopts-policy-concerning-information/

IFLA -- National Information Policy/ National IT Strategies a Survey
https://www.ifla.org › Activities and Groups › Public Libraries › Publications

World Bank's Access to Information Policy | World Bank Blogs
https://blogs.worldbank.org/taxonomy/term/17399

Access to Information - World Bank Group
www.worldbank.org/en/access-to-information

Policies and Procedures - World Bank Group


WEEK 13: INTELLECTUAL PROPERTY AND INTELLECTUAL FREEDOM (Apr. 22-Apr. 28)

A. Banned Books and Materials Challenges

B. Intellectual Freedom on the Internet


• Watch Off Book (PBS): “Bad Behavior Online: Bullying, Trolling & Free Speech” http://www.youtube.com/watch?feature=player_embedded&v=RVSAFhTjAdc#at=411

CRITICAL REVIEW # 5 DUE

WEEK 14: INFORMATION INSTITUTIONS AS POLICY MAKERS AND WRAP-UP (Apr. 21-Apr. 7)

A. How information institutions set policy

B. Our responsibilities as policy makers

• Shirley, Glennor - Library Services to Disadvantaged User Groups
  http://www.ib.hu-berlin.de/%7Elibreas/libreas_neu/ausgabe6/003shir.htm


SUBMIT FINAL WRITTEN PROJECT REPORTS


