INF 162W: Organizational Information Systems

**University of California, Irvine**

Winter 2019

Professor Melissa Mazmanian

## Syllabus

## Why Organizations and Information Systems?

When you graduate, almost all of you will work in, with, for, or among organizations. Organizations are the primary developers and consumers of computer systems. More importantly, modern organizations depend critically on information and computer systems to function. Information systems and organizations are thoroughly intertwined. Most of the information system design you’re ever likely to be involved in will depend on organizational insights to be effective.

This class explores the relationships between organizations and information systems, and gives you tools for understanding and analyzing these relationships. We’ll spend some time dealing primarily with the structure and analysis of organizations, some time talking specifically about technologies that are especially relevant to organizational life, and some time introducing specific techniques for uncovering and thinking about technology in organizational settings.

### Place in the Curriculum

Informatics 162W is the second course in the ICS Information Systems sequence. Informatics 161 introduced you to the social dimensions of computing technology. Now, you will focus on the organizational aspects of information systems.

162W can be taken to satisfy the UCI upper division writing requirement. Consequently, writing will be stressed in this class, and you will be taught a variety of genres of writing that are helpful as you go into organizations, study them, and so on.

The third course in the Information Systems sequence, Inf163, will be offered in the spring quarter. Inf163 is a projects course that provides a practical experience using the ideas introduced in 161 and 162W.

## Class Meetings

**Lectures:** Tue/Thu, 11:00am – 12:30pm, SE2 1304

**Discussions:**

* Discussion 1: Wednesday, 5:00 pm – 5:50 pm in DBH 1423
* Discussion 2: Wednesday, 6:00 pm – 6:50 pm in DBH 1423
* Discussion 3: Wednesday, 7:00 pm – 7:50 pm in DBH 1423

Everyone is required to attend both lectures and their discussion section. You must attend the discussion in which you are enrolled. Your grade will be affected on your second absence.

## Instructors and Office Hours

|  |  |
| --- | --- |
| **Instructor** | Melissa Mazmanian [m.mazmanian@uci.edu](mailto:m.mazmanian@uci.edu) Office: DBH 5092 |
| **TA** | Marina Fedorova [mfedorov@uci.edu](mailto:mfedorov@uci.edu) |
| **Reader** | TBD |

We will all have office hours by appointment, just drop us an email or catch us before or after class to schedule a time to meet.

## Attendance

This is a lecture-based course with numerous in-class activities. Attendance in lecture and discussion is mandatory. You are allowed one absence from lecture and one absence from discussion without reflection in your final grade. Any additional absences will result in an automatic loss of 3 points for each absence (approximately ½ of a final grade in the course). Because attendance is expected you will not see it reflected in the breakdown of your grade outlined below. Do not contact me or your TA if you are going to be absent. We understand that life is complicated and issues arise – this is why 2 absences are allowed.

We will be taking attendance via individual comments on passed out index cards. On Tuesdays we will be asking for your opinions and feedback on the course. On Thursdays we will be asking 1-3 questions that will act as your quiz for the week.

If you are late 3 times it will be treated as an absence.

## Grading

I generally follow the table below, although I reserve the right to adjust the grading scale at the end of the course.

|  |  |
| --- | --- |
| **Final Score** | **Grade** |
| 98-100 | A+ |
| 94-97 | A |
| 91-93 | A- |
| 88-90 | B+ |
| 84-87 | B |
| 81-83 | B- |
| 78-80 | C+ |
| 74-77 | C |
| 71-73 | C- |
| 68-70 | D+ |
| 64-67 | D |
| 61-63 | D- |
| 60 and below | F |

If you feel an error has been made in grading, you may request that we re-grade your assignment. However, we will re-grade the entire thing, not just part of it, and it is possible that your grade will go down. Re-grade requests must be made within 1 week of receiving the grade.

### Writing Assignments and Peer Critiques (35%)

A major component of your grade will be completing regular writing assignments and constructively critiquing the work of your peers. Each assignment will focus on a different style of writing, and you will use your organizational observations as the basis for this writing. You will learn about and use the style of four “genres” of writing in this class: Project Overview, Case Study, Progress Report, and Executive Summary/PPT presentation.

You will submit these assignments via canvas, read each other’s writings, and write a peer review and individual reflection on canvas. Peer review assignments will be distributed per assignment. The initial submission of writing assignments is NOT graded for writing clarity and content. Rather, your assignment is graded for completion and critiques are graded for quality and content. You will be provided feedback on both the critique and your original submission. You then have a chance to revise your writing assignments before you turn in the final portfolio.

Given the focus on peer review last assignments will not be accepted.

All of your writings will relate to a single observational project you will conduct throughout the term. One of the objectives of the course is to learn and apply the rudiments of qualitative field work that will make it possible to discover what other people experience as a part of an organizational information system. There are no hard and fast rules about how much data you need to collect. I expect a minimum of 10 hours of observation.

In discussion, you will discuss your critiques, the various genres you will be using, and the progress of our observational project.

### Quizzes (20%)

There will be regular in-class quizzes every Thursday on assigned readings and topics from discussion sections.

### Participation (5%)

You will be expected to read the assigned reading before coming to class. I recommend trying to read it twice if you can. We will have both large and small group discussions in class, and so you should be prepared to comment on what you have been reading. I prefer to teach in an informal and interactive manner and expect you to be engaged and contribute to the course.

### Writing Portfolio (40%)

The final component of your evaluation is a writing portfolio and term paper. At the end of the quarter, you will be expected to turn in the writings you completed throughout the quarter. Important: you will be turning in revised versions at this point, based on the feedback you have gathered. This will constitute the bulk of your portfolio. You will then write a short paper that should include references, data and analysis from your fieldwork observations, a summary of the information you gathered from the TA and other students during discussion, and reflection on both those comments and the writing forms\*.

We expect the total of your portfolio to be in the neighborhood of 5,000 to 10,000 words (though these are not strict limits) and to be typed in a reasonable font (Arial, Helvetica, Times New Roman, etc. 11 or 12pt).

You should familiarize yourself with the [upper-division writing assessment rubric](http://www.writing.uci.edu/researchdocs/UDWrubric.pdf) supplied by the writing center. It will serve as the foundation for the specific grading in this class.

### Submitting Assignments

Assignment details can be viewed in Canvas and will also be discussed in class. Check the course schedule for the due dates for the assignments.

Due dates and times (usually 12pm on the due date) are specified for each assignment. No late assignments will be accepted.

### Academic Integrity

I expect you to follow [UCI’s policies on academic integrity](https://aisc.uci.edu/students/academic-integrity/index.php) outlined below:

Academic misconduct, in its most basic form, is gaining or attempting to gain a grade, degree, or other academic accomplishment by any means other than through your own work. No student shall engage in any activity that involves attempting to receive a grade by means other than honest effort, and shall not aid another student who is attempting to do so. For more information, please view UCI's Academic Integrity [Policy](https://aisc.uci.edu/policies/academic-integrity/AcademicIntegrityPolicyApproved-04.23.15.pdf) and [Procedures](https://aisc.uci.edu/policies/academic-integrity/Academic-Integrity-Procedures-06.07.2016.pdf). You may also view a [flowchart](../../policies/academic-integrity/OAISC%20Flowchart.pdf) of the Process for Resolving Violations of Academic Integrity here.

Any evidence of dishonesty will result in a failed assignment and likely an F in the class.

## Readings

Successful learning and in-class discussion depends on everyone having common ground when they arrive in the classroom. We expect that everyone will have completed the readings before coming to class. Each Thursday we will have in-class quizzes about the readings. I have also been known to call on individuals in class to answer questions or say something about the readings.

### Recommended Books

* A Guide to Qualitative Field Research. V2. Carol Bailey.
* Images of Organization. Gareth Morgan.
* Writing for Social Scientists. Howard Becker.
* The Elements of Style. Strunk & White (Or similar grammar/style guide).

All readings will be made available electronically. Links to readings will be posted in the class schedule below.