

## Department of Information Science

### INFO 6610 Information Policy

### Fall 2023

**Course Type:** in person/F2F seminars on Tuesdays from 8:35am-11:25pm in Marion McCain Arts and Social Sciences Building Room 1198

**Cross-list(s) if applicable:** MGMT 4611

**Instructor name/title:** Dr. Jamila J. Ghaddar

**Office:** Kenneth C. Rowe Mangement Building Room 4028

**Contact info (E-mail):** [jghaddar@dal.ca](mailto:jghaddar@dal.ca)

Kindly note that I do not answer emails generally outside of business hours and on weekends, and that it may take me up to 24h to respond during weekdays although usually it is much faster. Please plan accordingly.

**Office drop-in hours:** 12:30pm to 2:00pm on Tuesdays or by appointment

**Course website:** Brightspace, <https://dal.brightspace.com>

The Dalhousie University Senate acknowledges that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People and pays respect to the Indigenous knowledges held by the Mi'kmaq People, and to the wisdom of their Elders past and present. The Mi'kmaq People signed Peace and Friendship Treaties with the Crown, and section 35 of the Constitution Act, 1982 recognizes and affirms Aboriginal and Treaty rights.

We are all Treaty people.

The Dalhousie University Senate also acknowledges the histories, contributions, and legacies of African Nova Scotians, who have been here for over 400 years.

#### **COURSE DESCRIPTION**

Explores, in a graduate seminar setting, a range of issues currently facing information professionals and the effect of these issues on policy development. Discusses the roles of all levels of government, the private and not-for-profit sectors, professional associations, diverse publics and communities, social movements and key individuals in developing policies which effect information creation, control, access and use. Focuses on contemporary Canadian issues through a critical, historically grounded approach that considers international affairs as appropriate to the information society.

#### **COURSE PRE-REQUISITES**

None

#### **LEARNING OUTCOMES**

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

- Learn about key information policies and attendant issues and debates in Canadian and global settings through surveying historical and contemporary policy issues.
- Develop knowledge and aptitude in researching, reading, analyzing, discussing, writing about and the development of information policy and law.
- Assess contemporary information-related policies using tools and techniques associated with critical policy studies and critical theory more generally to interrogate how race, gender, sexuality, class, ableism, power and privilege impact praxis.
- Examine and understand information policy literacy in its public context and in relation to diverse publics.
- Develop research capacity in information studies through 1) research and analysis using a variety of secondary source materials (scholarly, policy, and /or media); and 2) assignment work which demonstrates a clearly enunciated and developed comprehension of the material.

### **TECHNOLOGY REQUIREMENTS**

This course will rely substantially upon digital resources, as well as available and relevant print resources to undertake a detailed study of information policy topics and themes. Brightspace online platform will be used for all interactions. All class slides will be available for review following each Live Class.

### **DESCRIPTION OF CLASS FORMAT**

Students are expected to attend weekly in-person seminar sessions on Tuesdays from 8:35am to 12:25pm ADT. Through assigned readings, students will prepare for and engage in discussion of concepts and ideas presented in the class material and seminar sessions. As a graduate seminar, this course is discussion-based and incorporates interactive elements, class exercises and other experiential learning components.

### **INSTRUCTIONAL METHODS**

This is a graduate-level seminar course that is structured around participation during class meetings. led by the instructor, guest speakers and students, with assigned readings, and the preparation of specific assignments. Students will examine policy documents and undertake their critical evaluation.

### **LEARNING MATERIALS**

The course textbook is: Sara Bannerman (2020) *Canadian communication policy and law*. Toronto, Vancouver: Canadian Scholars.

In addition, we will rely upon an extensive consideration of the available academic and institutional literature to provide students with an understanding of the various topical areas associated with information policy.

All readings materials will be made available through Brightspace. A physical copy of the textbook can also be purchased at the university bookstore, which is completely optional.

### **METHODS OF EVALUATION**

Detailed instructions regarding each assignment will be provided. Assessment of all assignments is directly related to attention to the instructions, clarity of expression and presentation, and evidence of significant analysis and reflection.

Assignments must be uploaded to the relevant course folder (under the Assignment tab) on Brightspace. All written work must be submitted as an MS Word file that is double-spaced, with regular margins and standard fonts. Please make sure your name is on the document.

See also the [SIM Grading Policy](#) (graduate) and the [Grade Scale and Definitions](#) (undergraduate).

COMPONENT	DETAILS	DUE DATE	VALUE/WEIGHT
Participation	Attend class regularly, on time and prepared to participate	In class, ongoing over the semester	25%
Seminar Facilitation	In groups of two, present on and facilitate a class discussion on the contemporary information policy debate topics outlined in the course syllabus.	In class during Weeks 4, 5, 7, 8, 9, 10 or 12 (one per group)	20%
Annotated Bibliography for Policy Brief	Research, analyze and write an annotated bibliography that includes diverse sources on an information policy issue of interest for your policy brief assignment.	Tuesday, October 3 at 11:59pm on Brightspace	15%
Policy Brief	Write a policy brief based on the information policy issue you researched for your annotated bibliography assignment.	Tuesday, November 14 at 11:59pm on Brightspace	20%
Information Policy	Drawing on your annotated bibliography and policy brief assignments, develop a brief (500-1200 words) information policy.	Tuesday, December 12 at 11:59pm on Brightspace	20%

## PARTICIPATION EVALUATION CRITERIA & RUBRIC

CRITERIA	WEIGHTING	INDICATORS
Preparation	40%	The student demonstrates consistent preparation for class; readings are always completed and the student is able to relate readings to each other and to other course material (discussions, presentations, guest speakers, etc.).
Quality of contributions	30%	The student's comments are relevant and reflect understanding of readings and other course material. The student's contributions move the discussion forward. Overall, contributions are expected to be frequent, thoughtful and always respectful of others.

Frequency of participation	10%	The student is actively engaged in the class and/or discussions at all times.
Attendance/Punctuality	20%	The student is always punctual and no unexcused absences.

## INTEGRATION OF [MI Competencies](#)

Your learning experiences in this course will cover the entire spectrum of the [MI competencies](#). Through our readings, discussions, exercises, and assignments, we will examine the development of information professionals' **leadership** competencies in the following areas:

- engaging, developing, analyzing and applying information policies requires information professionals to consult and use **evidence-based practices**, based on an awareness of trends in the profession and scholarly literature, as well as their own efforts to evaluate the policies and their applicability.
- a commitment to **learning** and **adaptation** is crucial to ensuring that RM systems continue to serve their communities effectively.
- **collaboration and communication** with colleagues, stakeholders and a diversity of communities and publics, and an active commitment to **equity, diversity, inclusion, accessibility, and decolonization**, are necessary to ensure that information policy reflects the needs and identities of the people and communities they serve.
- information policy needs to be based on an excellent understanding of **user-centered design**, as well as strong **digital and technological literacy** and **management** competencies to ensure relevance, coherence, and applicability.

## COURSE SCHEDULE

Date & Topic of Class	Assignments
Week 1: September 5  <b>Introduction to the Course</b>	
Week 2: September 12  <b>Defining Information Policy and Policy Concepts</b>	
Week 3: September 19  <b>Introduction to the Canadian Legal &amp; Policy System and Indigenous Data Sovereignty</b>	
Week 4: September 26  <b>Telecommunications Policy in Canada and Digital Inclusion</b>	IP Debate #1: Digital Divide in Canada

Week 5: October 3 <b>Internet and Platform Regulation</b>	IP Debate #2: FTC vs Facebook Annotated Bibliography due Oct. 3
Week 6: October 10 <b>Guest instructor, Dr. Stacy Allison-Cassin</b>	
Week 7: October 17 <b>Privacy</b>	IP Debate #3: Privacy Legislation in Canada
Week 8: October 24 <b>Surveillance, Sousveillance and Facial Recognition Technology</b>	IP Debate #4: Algorithms in the Workplace
Week 9: October 31 <b>Access to Information and Digital Inclusion</b>	IP Debate #5: Open Access Publishing
Week 10: November 7 <b>Focus on Global Policy Issues I: Data / Tech Colonialism</b>	I Debate #6: Net Neutrality & Tech Colonialism – Facebook’s Free Basics in India  Policy Brief due Nov. 14
Week 11: November 21 <b>Focus on Global Policy Issues II: Feminist Perspectives with guest co-instructor, Dr. Danielle Allard</b>	
Week 12: November 28 <b>Course Wrap Up and Children’s Digital Rights</b>	IP Debate #7: Digital Rights  Information Policy due Dec. 12

## CLASS POLICIES

### Attendance

Class attendance is required in all MI courses and is included in the participation mark. Attendance records will be kept by the instructor.

### Citation Style

MI courses use APA as the default standard citation style. Unless the instructor provides alternative written instructions, please use the APA citation style in your assignments to briefly identify (cite) other people's ideas and information and to indicate the sources of these citations in the References list at the end of the assignment. For more information on APA style, consult Dalhousie Library website at <https://libraries.dal.ca/help/style-guides.html> or the APA's Frequently Asked Questions about APA

### **Late penalties for assignments**

A penalty for late assignments will be assessed, unless prior permission has been given by the instructor to submit an assignment late, which normally will be for extended illness, medical, or family emergencies only (see below) Late submissions will be assessed a penalty of five percent per day, including weekends. Assignments will not normally be accepted seven days or more after the due date; in such cases the student will receive a grade of zero.

### **Missed or Late Academic Requirements due to Student Absence:**

Dalhousie University recognizes that students may experience short-term physical or mental health conditions, or other extenuating circumstances that may affect their ability to attend required classes, tests, exams or submit other coursework.

Dalhousie students are asked to take responsibility for their own short-term absences (3 days or less) by contacting their instructor by phone or email prior to the academic requirement deadline or scheduled time **AND** by submitting a completed [Student Declaration of Absence form](#) to their instructor in case of missed or late academic requirements. Only 2 separate Student Declaration of Absence forms may be submitted per course during a term.

### **GRADING POLICY**

A+	90-100	Demonstrates original work of distinction.
A	85-89	Demonstrates high-level command of the subject matter and an ability for critical analysis.
A-	80-84	Demonstrates above-average command of the subject matter.
B+	77-79	Demonstrates average command of the subject matter.
B	73-76	Demonstrates acceptable command of the subject matter.
B-	70-72	Demonstrates minimally acceptable command of the subject matter.
F	<70	Unacceptable for credit towards a Master's degree.

### **ACCOMMODATION POLICY FOR STUDENTS**

The Student Accessibility Centre is Dalhousie's centre of expertise for student accessibility and accommodation. The advising team works with students on the Halifax campus who request accommodation as a result of: a disability, religious obligation, or any barrier related to any other characteristic protected under Human Rights legislation (NS, NB, PEI, NFLD). If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion please contact the Student Accessibility Centre. Please visit [www.dal.ca/access](http://www.dal.ca/access) for more information and to obtain the Request for Accommodation form.

A note taker may be required as part of a student's accommodation. Visit [https://www.dal.ca/campus\\_life/academic-support/accessibility/accommodations-/classroom-accommodation.html](https://www.dal.ca/campus_life/academic-support/accessibility/accommodations-/classroom-accommodation.html) for more details.

Please note that your classroom may contain accessible furniture and equipment. It is important that these items remain in the classroom, undisturbed, so that students who require their use will be able to fully participate.

## **ACADEMIC INTEGRITY**

At Dalhousie University, we are guided in all of our work by the values of academic integrity: honesty, trust, fairness, responsibility and respect. As a student, you are required to demonstrate these values in all of the work you do. The University provides [policies and procedures](#) that every member of the university community is required to follow to ensure academic integrity.

The commitment of the Faculty of Management is to graduate future leaders of business, government and civil society who manage with integrity and get things done. This is non-negotiable in our community and it starts with your first class at Dalhousie University. So when you submit any work for evaluation in this course or any other, please ensure that you are familiar with your obligations under the Faculty of Management's Academic Integrity Policies and that you understand where to go for help and advice in living up to our standards. You should be familiar with the [Faculty of Management Professor and Student Contract on Academic Integrity](#), and it is your responsibility to ask questions if there is anything you do not understand.

Dalhousie offers many ways to learn about academic writing and presentations so that all members of the University community may acknowledge the intellectual property of others. Knowing how to find, evaluate, select, synthesize and cite information for use in assignments is called being "information literate." Information literacy is taught by Dalhousie University Librarians in classes and through Dalhousie Libraries' online [Citing & Writing](#) tutorials.

Do not plagiarize any materials for this course. For further guidance on what constitutes plagiarism, how to avoid it, and proper methods for attributing sources, please consult the University Secretariat's [Academic Integrity](#) page.

Please note that Dalhousie subscribes to plagiarism detection software that checks for originality in submitted papers. Any paper submitted by a student at Dalhousie University may be checked for originality to confirm that the student has not plagiarized from other sources. Plagiarism is considered a very serious academic offence that may lead to loss of credit, suspension or expulsion from the University, or even the revocation of a degree. It is essential that there be correct attribution of authorities from which facts and opinions have been derived. At Dalhousie, there are University Regulations which deal with plagiarism and, prior to submitting any paper in a course; students should read the [Policy on Academic Dishonesty](#) contained in the Calendar.

Furthermore, the University's Senate has affirmed the right of any instructor to require that student assignments be submitted in both written and computer readable format, e.g.: a text file or as an email attachment, and to submit any paper to a check such as that performed by the plagiarism detection software.

As a student in this class, you are to keep an electronic copy of any paper you submit, and the course instructor may require you to submit that electronic copy on demand. Use of third-party originality checking software does not preclude instructor use of alternate means to identify lapses in originality and attribution. The result of such assessment may be used as evidence in any disciplinary action taken by the Senate.

### **Faculty of Management clarification on plagiarism versus collaboration:**

There are many forms of plagiarism, for instance, copying on exams and assignments. There is a clear line between group work on assignments when explicitly authorised by the professor and copying solutions from others. It is permissible to work on assignments with your friends but only when the professor gives you permission in the specific context of the assignment. University rules clearly stipulate that all assignments should be undertaken individually unless specifically authorised.

Specific examples of plagiarism include, but are not limited to, the following:

- Copying a computer file from another student, and using it as a template for your own solution
- Copying text written by another student
- Submitting the work of someone else, including that of a tutor as your own

An example of acceptable collaboration includes the following:

- When authorised by the professor, discussing the issues and underlying factors of a case with fellow students, and then each of the students writing up their submissions individually, from start to finish.

### **UNIVERSITY STATEMENTS**

This course is governed by the academic rules and regulations set forth in the [University Calendar](#) and the Senate.

### **ACCESSIBILITY**

The Student Accessibility Centre is Dalhousie's centre of expertise for matters related to student accessibility and accommodation. We work collaboratively with Dalhousie and King's students, faculty, and staff to create an inclusive educational environment for students. The Centre is responsible for administering the university-wide [Student Accommodation Policy](#) working across all programs and faculties.

### **STUDENT CODE OF CONDUCT**

Everyone at Dalhousie is expected to treat others with dignity and respect. The Code of Student Conduct allows Dalhousie to take disciplinary action if students don't follow this community expectation. When appropriate, violations of the code can be resolved in a reasonable and informal manner—perhaps through a restorative justice process. If an informal resolution can't be reached, or would be inappropriate, procedures exist for formal dispute resolution.

### **DIVERSITY AND INCLUSION**

Every person at Dalhousie has a right to be respected and safe. We believe inclusiveness is fundamental to education. We stand for equality. Dalhousie is strengthened in our diversity. We are a respectful and inclusive community. We are committed to being a place where everyone feels welcome and supported, which is why our Strategic Direction prioritizes fostering a culture of diversity and inclusiveness (Strategic Priority 5.2)



## **INTERNATIONALIZATION**

At Dalhousie, “thinking and acting globally” enhances the quality and impact of education, supporting learning that is “interdisciplinary, cross-cultural, global in reach, and orientated toward solving problems that extend across national borders.”

## **RECOGNITION OF MI'KMAQ TERRITORY**

Dalhousie University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people. For more information about the purpose of territorial acknowledgements, or information about alternative territorial acknowledgements if your class is offered outside of Nova Scotia, please visit <https://native-land.ca/>.

The Elders in Residence program provides students with access to First Nations elders for guidance, counsel and support. Visit the office in the McCain Building (room 3037) or contact the programs at [elders@dal.ca](mailto:elders@dal.ca) or 902-494-6803 (leave a message)

## **FAIR DEALING POLICY**

The Dalhousie University Fair Dealing Policy provides guidance for the limited use of copyright protected material without the risk of infringement and without having to seek the permission of copyright owners. It is intended to provide a balance between the rights of creators and the rights of users at Dalhousie.