

**General Course Information**

CNS 477: Governance Policies in Information Assurance	Winter 2020
<b>Instructor:</b> Thomas Andrew (Andy) Reeder	Email: <a href="mailto:treeder2@cdm.depaul.edu">treeder2@cdm.depaul.edu</a>
CNS 477 801 (22417) - Tu 5:45PM-9:00PM - CDM 00216 CNS 477 810 (22786) ONLIN E0000 CNS 477 860 (26730) - W 5:30PM-8:45PM -TBA-L OOP00	Office hours: Mondays, 4:00p – 5:30p, CDM 635; or contact online by email; online sessions are available
<b>Course homepage:</b> <a href="https://d2l.depaul.edu">https://d2l.depaul.edu</a> Used for presentation materials, supplemental materials, and submission drop boxes	<b>(Optional) - <u>Legal Issues in Information Security</u></b> , 2nd Edition by Joanna Lyn Grama, 2015, Paperback: 550 pages; Publisher: Jones & Bartlett Learning; ISBN-13: 978-1-284-05474-3  Please note the textbook is also available as an eBook at no cost through the DePaul library at the following link: <a href="https://proquestcombo-safaribooksonline-com.ezproxy.depaul.edu/book/networking/security/9780763791858">https://proquestcombo-safaribooksonline-com.ezproxy.depaul.edu/book/networking/security/9780763791858</a>  Other reading materials are provided through URL links or posting to D2L

**Course Description:** This course focuses on governance concepts associated with information security and privacy issues. Areas of focus include an understanding of regulatory compliance and associated laws and frameworks that are used to establish information protection. Legal issues and concepts involving intellectual property are also considered along with topics involving information security threats; risk assessment and mitigation; privacy and breach notification; and other information protection concepts.

The type of instruction for this course is lecture and discussion.

**Prerequisite(s):** CNS 440

**Learning Objectives:** Students will be able to identify and understand

- Risks to the confidentiality, integrity, and availability of information assets
- Components of information security governance, including policy and procedure development
- IT control frameworks used to assure the integrity of information systems
- Approaches to security risk assessment and identification of safeguards to mitigate risk
- Federal and state information protection and breach notification regulatory compliance requirements
- Legal concepts that contribute to privacy and information security controls and regulations

- The role of computer forensics in evidence collection and handling

**Class Schedule/Assignment Schedule**

- ***All assignments are due by Monday at 5p of the week following class***

Week	Topics Covered/Lecture	Assignment Schedule
Pre-Class	<ul style="list-style-type: none"> <li>• Introductions</li> <li>• Pre-class video (see link on D2L)</li> </ul>	D2L Discussion Post – Introductions (Online Class Only)
1	<ul style="list-style-type: none"> <li>• Course Introduction</li> <li>• Information Security Overview and Governance</li> </ul>	Article Journal D2L Discussion Post (Online Class Only)
2	<ul style="list-style-type: none"> <li>• Risk Analysis and Risk Assessment Frameworks</li> <li>• Internal Control Frameworks</li> </ul>	Article Journal D2L Discussion Post (Online Class Only) Lab #1
3	<ul style="list-style-type: none"> <li>• The American Legal System</li> <li>• Criminal Law Issues in Cyberspace</li> </ul>	Article Journal D2L Discussion Post (Online Class Only) Lab #2
4	<ul style="list-style-type: none"> <li>• Intellectual Property Law</li> <li>• The Role of Contracts</li> </ul>	Article Journal D2L Discussion Post (Online Class Only) Lab #3
5	<ul style="list-style-type: none"> <li>• Privacy Overview</li> <li>• State Level Privacy and Breach Notification Laws</li> <li>• International privacy and security controls</li> </ul>	Article Journal D2L Discussion Post (Online Class Only) Lab #4
6	<ul style="list-style-type: none"> <li>• Security and Privacy of Consumer Financial Information and Information Belonging to Children and Students</li> </ul>	Article Journal D2L Discussion Post (Online Class Only) Lab #5 Final Paper Outline
7	<ul style="list-style-type: none"> <li>• Security and Privacy of Health Information</li> </ul>	Article Journal D2L Discussion Post (Online Class Only)

Week	Topics Covered/Lecture	Assignment Schedule
8	<ul style="list-style-type: none"> <li>Federal Government Information Security and Privacy Regulation</li> </ul>	Article Journal D2L Discussion Post (Online Class Only)
9	<ul style="list-style-type: none"> <li>Incident Response and Contingency Planning</li> <li>Computer Forensics, Investigations and e-Discovery</li> </ul>	Article Journal D2L Discussion Post (Online Class Only)
10	<ul style="list-style-type: none"> <li>Careers in Information Security and Privacy</li> </ul>	Article Journal D2L Discussion Post (Online Class Only)
11	<ul style="list-style-type: none"> <li>Final</li> </ul>	Final Paper <a href="https://academics.depaul.edu/calendar/Pages/finals-calendar.aspx">https://academics.depaul.edu/calendar/Pages/finals-calendar.aspx</a>

**Assignments/Grading**

Assignment	Description	Grade Points (Total = 100)
Class Participation	<p><b><i>In Class Students:</i></b> Participation in class discussions will be measured by students actively asking questions and offering comments relevant to the day’s topic or by the instructor asking students to offer comments related to the reading assignments.</p> <p><b><i>Online Students:</i></b> Login to the D2L class lecture each week; Post to D2L by selecting and responding to at least 1 “Question” or “Exercise” (see slide titles) from each section of the week’s lecture (include question selected in the thread) <b><i>and</i></b> respond in D2L to at least one other student post by providing your thoughts/reactions and constructive feedback.</p>	20
Article Journal	<p>Choose an article from a popular or scholarly publication <b><u>related to one of the current week’s</u></b> lecture topics. In D2L, post a reference to the article (see style guide) and an abstract (<b><i>8-10 sentences</i></b>) of what the article addresses.</p>	20

Assignment	Description	Grade Points (Total = 100)
<b>Article Presentations</b>	<p>All students must present a 2-3-minute summary of one of their articles as a class discussion. Supporting materials are encouraged but not required. Only one presentation is required for the Quarter per student; each week's presentation is due by 5p the day of class.</p> <p>Online students will post presentations to the "VoiceThread" folder set-up under the "Article Presentations" thread under "Content". Use of both video and sound recording is encouraged for the online class.</p>	5
<b>Labs</b>	Review each lab, including any case study or online research that is needed. Write answers to the questions asked – fully answer each question in a short statement or paragraph	25
<b>Final Outline</b>	Prepare a 1-2-page outline (single space) of the topic selected for the final paper. Outline must include a description of why the topic was selected; major and minor topics; and list of initial references to be used in writing the paper	5
<b>Final Paper</b>	Write a 5-6-page paper (single space) from a topic selected from a list provided by the instructor. Content should cite 3 – 5 references. Other topics can be considered but must be discussed with the Instructor in advance.	25
<b>Total</b>		<b>100</b>
<b>Extra Credit</b>	<p><b><i>Attend at least one conference; seminar; or professional association chapter meeting focusing on information security, privacy, legal affairs, or a similar topic.</i></b></p> <p>Students should <b>not</b> attend something that costs a fee just for the extra credit. To receive credit – turn in a 1-page summary of the event by posting to D2L and provide a presentation summary to the class.</p>	2
<b>Extra Credit</b>	<p><b><i>Arrange a consultation with the DePaul Writing Center to review a draft of the final paper.</i></b></p> <p>Turn in the comments received from the Writing Center prior to the submission of the final paper. Final papers reviewed by the Writing Center should be turned in only after Writing Center comments are incorporated. Writing Center contact information can be found at: <a href="https://condor.depaul.edu/writing/">https://condor.depaul.edu/writing/</a></p>	2

**Late Submissions:** Late submissions will be permitted past a due date but with a point reduction in the “Timing” rubric for each missed day. Discuss any circumstances with the instructor if a late submission becomes necessary.

**Style Guide**

- For reference citations, use APA (American Psychological Association), Purdue's OWL (Online Writing Lab):  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)
- All written assignments (including the Final Paper) should be single-spaced; 11 or 12-point; Calibri or Times Roman font; include name/date/course number (CNS477) and title of the content at top left of paper; .doc or .docx file type is preferred

**Grading Scale:** (based on 100 points = 100%)

A	95	B-	81	D+	65
A-	91	C+	77	D	61
B+	88	C	73	F	0
B	85	C-	69		

Rubrics will be used in grading based on the following criteria:

“Labs” and “Final Paper”	<ul style="list-style-type: none"> <li>• Clarity (Related to the assigned topic)</li> <li>• Organization (Clearly sequences elements/ideas)</li> <li>• Mechanics (Correctness of grammar and spelling)</li> <li>• Timing (Assignment is submitted by required date)</li> </ul>
“Participation”	<ul style="list-style-type: none"> <li>• Participation</li> <li>• Quality of Discussion</li> <li>• Timing</li> </ul>
“Article Journal”	<ul style="list-style-type: none"> <li>• Number of Articles</li> <li>• Citations</li> <li>• Timing</li> </ul>

**Incomplete Grades**

An incomplete grade is a special, temporary grade that may be assigned by an instructor when unforeseeable circumstances prevent a student from completing course requirements by the end of the term and when otherwise the student had a record of satisfactory progress in the course. All incomplete requests must be approved by the instructor of the course and a CDM Associate Dean. Only exceptions cases will receive such approval. Information about the Incomplete Grades policy can be found at <http://www.cdm.depaul.edu/Current%20Students/Pages/Grading-Policies.aspx>

**Writing Center:** I strongly recommend you make use of the Writing Center throughout your time at DePaul. The Writing Center provides free peer writing tutoring for DePaul students, faculty, staff, and alumni. Writing Center tutors work with writers at all stages of the writing process, from invention to revision, and they are trained to identify recurring issues in your writing as well as address any specific questions or areas that you want to talk about. To schedule a Face to Face, Written Feedback, or Online Realtime Appointment, visit [www.depaul.edu/writing](http://www.depaul.edu/writing). You can also call one of the Writing Center offices: (312) 362-6726 (Loop Office, Lewis Center 1600) or (773) 325-4272 (LPC Office, SAC 212). When possible, the Writing Center accepts walk-in requests, but it's always a good idea to schedule your appointment ahead of time. You may schedule tutorials on an as-needed basis or as weekly standing appointments up to 3 hours per week. You can also request an Appointment Report, in order to confirm your visit to the Writing Center to work on your paper(s) for this course.

**Changes to Syllabus.** This syllabus is subject to change as necessary during the Quarter. If a change occurs, it will be thoroughly addressed during class, posted under News/Announcements in D2L and sent via email.

### **Course Expectations and Guidelines**

**Attitude:** A professional and academic attitude is expected throughout this course. Measurable examples of non-academic or unprofessional attitude include but are not limited to: talking to others when the instructor is speaking, mocking another's opinion, cell phones ringing, emailing, texting or using the Internet whether on a phone or computer. If any issues arise a student may be asked to leave the classroom. The professor will work with the Dean of Students Office to navigate such student issues.

**Internet-Enabled Devices - For Learning Only:** While in the classroom, Internet-enabled devices such as laptops, tablets, smartphones, and smart watches can ONLY be used for learning purposes as required by the instructor. Violation will result in losing the class participation grade.

**Civil Discourse:** DePaul University is a community that thrives on open discourse that challenges students, both intellectually and personally, to be [Socially Responsible Leaders](#). It is the expectation that all dialogue in this course is civil and respectful of the dignity of each student. Any instances of disrespect or hostility can jeopardize a student's ability to be successful in the course. The professor will partner with the Dean of Students Office to assist in managing such issues.

### **Attendance:**

- **In Class:** Students are expected to attend each class and to remain for the duration of the class. Late arrivals or departures should be discussed in advance with the Instructor.
- **Online:** Students are expected to view each week's lecture online and turn in assignments as indicated. Failure to login to the lecture or turn in assignments will count as a class absence.
- **Absences (both in-class and online):** Up to three unexcused absences are permitted whether excused or not. Each additional absence will result in a third-letter grade reduction (plus (+) or (-)). All absences should be discussed with the instructor.

- **Excused Absence.** To petition for an excused absence, students who miss class due to illness or significant personal circumstances should complete the Absence Notification process through the Dean of Students office. The form can be accessed at <http://studentaffairs.depaul.edu/dos/forms.html>. Students must submit supporting documentation alongside the form. The professor reserves the sole right whether to offer an excused absence and/or academic accommodations for an excused absence.
- ***It is not possible for students to informally change enrollment type after the course has started (i.e., online students must attend online and in class students must attend in class). Any request to change enrollment type must be coordinated through Student Affairs.***

**Withdrawal.** Students who withdraw from the course do so by using the Campus Connection system (<http://campusconnect.depaul.edu> ). Withdrawals processed via this system are effective the day on which they are made. Simply ceasing to attend, or notifying the instructor, or nonpayment of tuition does not constitute an official withdrawal from class and will result in academic as well as financial penalty.

**Retroactive Withdrawal.** This policy exists to assist students for whom extenuating circumstances prevented them from meeting the withdrawal deadline. During their college career, students may be allowed one medical/personal administrative withdrawal and one college office administrative withdrawal, each for one or more courses in a single term. Repeated requests will not be considered. Submitting an appeal for retroactive withdrawal does not guarantee approval. College office appeals for CDM students must be submitted online via MyCDM. The deadlines for submitting appeals are the last day of the last final exam for the subsequent Quarter.

## **Additional Policies and Resources**

### **Academic Policies**

All students are required to manage their class schedules each term in accordance with the deadlines for enrolling and withdrawing as indicated in the [University Academic Calendar](#). Information on enrollment, withdrawal, grading and incompletes can be found at:

<http://www.cdm.depaul.edu/Current%20Students/Pages/PoliciesandProcedures.aspx>

**Academic Integrity.** This course will be subject to the university's academic integrity policy. More information can be found at <https://resources.depaul.edu/teaching-commons/teaching/academic-integrity/Pages/default.aspx>

### **Students with Disabilities**

Students seeking disability-related accommodations are required to register with DePaul's Center for Students with Disabilities (CSD) enabling them to access accommodations and support services to assist with their success. There are two office locations: Loop Campus – Lewis Center #1420 – (312) 362-8002; Lincoln Park Campus – Student Center #370 – (773) 325-1677. Students who register with the Center for Students with Disabilities are also invited to contact the Director of the Center privately to discuss assistance in facilitating the accommodations to be used in a course. This is best done early in the term. The conversation will remain confidential to the extent possible. Please see <https://offices.depaul.edu/student-affairs/about/departments/Pages/csd.aspx> for Services and Contact Information.

**Dean of Students Office:** The Dean of Students Office (DOS) helps students in navigating the university, particularly during difficult situations, such as personal, financial, medical, and/or family crises. Absence Notifications to faculty, Late Withdrawals, and Community Resource Referrals, support students both in

and outside of the classroom. Additionally, we have resources and programs to support health and wellness, violence prevention, substance abuse and drug prevention, and LGBTQ student services. We are committed to your success as a DePaul student. Please feel free to contact us at <http://studentaffairs.depaul.edu/dos>

**Online Course Evaluations.** Evaluations are a way for students to provide valuable feedback regarding their instructor and the course. Detailed feedback will enable the instructor to continuously tailor teaching methods and course content to meet the learning goals of the course and the academic needs of the students. They are a requirement of the course and are key to continue to provide you with the highest quality of teaching. The evaluations are anonymous; the instructor and administration do not track who entered what responses. A program is used to check if the student completed the evaluations, but the evaluation is completely separate from the student's identity. Since 100% participation is our goal, students are sent periodic reminders over three weeks. Students do not receive reminders once they complete the evaluation. Please see <https://resources.depaul.edu/teaching-commons/teaching/Pages/online-teaching-evaluations.aspx> for additional information.

**Sexual and Relationship Violence:** As a DePaul community, we share a commitment to take care of one another. Classroom relationships are based on trust and communication. Sometimes, material raised in class may bring up issues for students related to sexual and relationship violence. In other instances, students may reach out to faculty as a source of help and support. It is important for students to know that faculty are required to report information reported to them about experiences with sexual or relationship violence to DePaul's Title IX Coordinator. Students should also know that disclosing experiences with sexual or relationship violence in course assignments or discussion does not constitute a formal report to the University and will not begin the process of DePaul providing a response. Students seeking to report an incident of sexual or relationship violence to DePaul should contact Public Safety (Lincoln Park: 773-325-7777; Loop: 312-362-8400) or the Dean of Students and Title IX Coordinator (Lincoln Park: 773-325-7290; Loop: 312-362-8066 or [titleixcoordinator@depaul.edu](mailto:titleixcoordinator@depaul.edu)). Students seeking to speak confidentially about issues related to sexual and relationship violence should contact a Survivor Support Advocate in the Office of Health Promotion & Wellness for information and resources (773-325-7129 or [hpw@depaul.edu](mailto:hpw@depaul.edu)). More information is available at <http://studentaffairs.depaul.edu/hpw/shvp.html>. Students are encouraged to take advantage of these services and to seek help around sexual and relationship violence for themselves as well as their peers who may need support.

**Preferred Name & Gender Pronouns:** Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the Quarter so that I may make appropriate changes to my records. Please also note that students may choose to identify within the University community with a preferred first name that differs from their legal name and may also update their gender. The preferred first name will appear in University related systems and documents except where the use of the legal name is necessitated or required by University business or legal need. For more information and instructions on how to do so, please see the Student Preferred Name and Gender Policy at <http://policies.depaul.edu/policy/policy.aspx?pid=332>