

General Course Information

CSEC 477: Governance Policies in Information Assurance	Spring 2024
Instructor: T. Andrew (Andy) Reeder	Email: treeder2@cdm.depaul.edu
Locations: 33128 – 901 M 5:45PM-9:00PM LEWIS 01007 33129 – 910 OLASY NCH00	Office hours: Wednesday, 5:00-8:00p – online; contact by email to set up appointment
Course homepage: https://d2l.depaul.edu Used for presentation materials, supplemental materials, and submission drop boxes	<u>Course Materials</u> (Required) – Theory Labs for Legal and Privacy Issues in Information Security (see D2L for JBL Course ID for enrollment) (Optional) Legal and Privacy Issues in Information Security, 3 rd Edition, Publisher: Jones & Bartlett Learning (e-book is preferred) (Optional) U.S. Private-Sector Privacy, Law and Practice for Information Privacy Professionals, Third Edition, Peter Swire, CIPP/US, DeBrae Kennedy-Mayo, CIPP/US, ISBN: 978-1-948771-37-5, Publisher: International Association of Privacy Professionals (IAPP) <u>Ordering Options</u> (ordering from Jones and Bartlett is recommended – use promo code DEPAULCYBR for purchase): https://www.jblearning.com/science-technology/computing/cybersecurity Theory Labs - ISBN: 9781284207828 eBook - ISBN: 9781284241198 eBook w/ Theory Labs - ISBN: 9781284220483 Other reading materials: Provided through URL links or posting to D2L

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.

Contents

Course Information	2
--------------------------	---

Syllabus: CSEC 477: Governance Policies in Information Assurance

Course Description.....	2
Major Instructional Areas	2
Course Objectives	3
Class Schedule/Assignment Schedule.....	3
Assignments/Grading.....	5
Late Submissions.....	7
Style Guide	7
Grading Scale	7
Incomplete Grades.....	8
Writing Center.....	8
Course Expectations and Guidelines.....	8
Attitude and Civil Discourse.....	8
Attendance:.....	9
Withdrawal	9
Retroactive Withdrawal.....	9
Additional Policies and Resources	9
COVID-19 Health and Safety Precautions	9
Academic Policies.....	9
Academic Integrity and Plagiarism.....	10
Resources for Students with Disabilities.....	10
Dean of Students Office	10
Online Course Evaluations	10
Sexual and Relationship Violence	10
Preferred Name & Gender Pronouns	11

Course Information

Course Description

This course offers an overview of the legal processes involved in information security and privacy. You will begin by learning common concepts in information security, privacy, and the law. You will then review several federal and state laws and legal concepts that affect how governments and organizations think about information security. Finally, you will learn how to create an information security program that includes information governance, risk management, and contingency planning, as well as the essentials of investigating security incidents.

Major Instructional Areas

- Legal aspects of information security concepts

Syllabus: CSEC 477: Governance Policies in Information Assurance

- Privacy laws and issues
- The American legal system
- Laws addressing information security and privacy
- Intellectual property rights and cyberspace law
- Risk analysis, incident response, and network forensics investigations

Course Objectives

- Recognize fundamental concepts of information systems security (ISS), privacy, and legal protections.
- Identify the basic components of the American legal system.
- Describe select U.S. federal compliance laws and the legal aspects that affect information security and privacy.
- Describe state legal compliance laws addressing breach notification.
- Analyze intellectual property laws.
- Describe the role of contracts and identify legal issues in cyberspace.
- Examine the principles of information governance within organizations.
- Explain the importance of risk management and contingency planning.
- Explain the importance of proper forensic examination techniques to legal proceedings.

Class Schedule/Assignment Schedule

Week	Topics Covered/Lecture	Assignment Schedule
Pre-Class	Introductions	Post on D2L: <ul style="list-style-type: none">• Introductions• Case Study: “The KGB, the Computer, and Me”• Survey: Making Learning Interesting• Quiz: Syllabus• Review Jones and Bartlett references
1	Course Introduction Information Security Overview Information Security Governance	Article Summary Class Participation Lab
2	Risk Analysis and Risk Assessment Frameworks Internal Control Frameworks	Article Summary Class Participation Lab

Syllabus: CSEC 477: Governance Policies in Information Assurance

Week	Topics Covered/Lecture	Assignment Schedule
3	The American Legal System Criminal Law Issues in Cyberspace	Article Summary Class Participation Lab
4	Intellectual Property Law The Role of Contracts	Article Summary Class Participation Lab
5	Privacy Overview State Level Privacy and Breach Notification Laws International privacy and security controls	Article Summary Class Participation Lab
6	Security and Privacy of <ul style="list-style-type: none"> • Consumer Financial Information • Information Belonging to Children • Information Belonging to Students • Marketing and Advertising Information 	Article Summary Class Participation Lab Outline of Final Paper
7	Security and Privacy of Health Information	Article Summary Class Participation Lab
8	Federal Government Information Security and Privacy Regulation	Article Summary Class Participation Lab
9	Incident Response and Contingency Planning Computer Forensics, Investigations, and e-Discovery	Article Summary Class Participation Lab
10	Careers in Information Security and Privacy	Article Summary Class Participation Lab
11	Final	The process to be used for final assessment is a Final Paper project which will need to be uploaded to D2L

Assignments/Grading

Assignment	Description	Grade Points
Class Participation	<p>Participation in class discussions will be measured by students actively asking questions and offering comments relevant to the lecture's topic.</p> <p>To receive class participation credit students must either participate in class – or - login to D2L each week and post responses to the class discussion section for the week by selecting and responding to at least one slide titled “Question” from the lecture content for the week and responding constructively to at least one other student discussion post.</p>	15
Article Summary	<p>Choose an article from a popular or scholarly publication <u>related to one of the current or past week's</u> lecture topics. In D2L, post to the Articles section a citation to the article (use APA format) and an abstract/summary (<u>10-15 sentences</u>) of what the article addresses. A LinkedIn Learning online lesson or other suitable webinar can be substituted in lieu of a written article.</p> <p><i>Note – an article summary is not needed to be posted for the week when the student provides or posts an Article Presentation</i></p>	20
Article Presentations	<p>All students must present one presentation summary of an article selected during the Quarter. All presentations must be 2 to 3 minutes in length and be recorded and posted to the Presentation VoiceThread folder. Use of video and supplemental materials (e.g., PowerPoint) is encouraged but not required.</p>	5
Labs	<p>Labs are completed on a weekly basis. For each lab, visit the JBLearning site for the purchased Theory Labs to Launch the Labs for the course. Complete the lab in numeric sequence corresponding to the week of instruction (e.g., Week 1 = Lab 1).</p> <p>To complete each lab following these steps:</p> <ul style="list-style-type: none"> • Open Lab Guide • Open and complete Guided Exercises and Challenge Exercises by reviewing and acting on each prompt and then entering results into the editable fields • Click “View Lab Report” – download as .pdf (see icon top right); add your name to the file; and post to the appropriate Lab Submission folder in D2L 	30

Assignment	Description	Grade Points
Outline of Final Paper	<p>Prepare a 1-2-page full sentence outline from one of the suggested topics or a topic approved prior by the instructor. An example of a full sentence outline can be found at https://owl.purdue.edu/owl/general_writing/the_writing_process/developing_an_outline/types_of_outlines.html#:~:text=Full%20Sentence%20Outlines,when%20preparing%20a%20traditional%20essay</p> <p>The Final Paper outline must include:</p> <ul style="list-style-type: none"> • A paragraph description of why the topic was selected (e.g., why was the topic interesting to you; why is it important) • Main points and sub-points in outline format which describe your intended content for the final paper • An initial list of 2-3 references to be used in writing the paper (use APA format) 	10
Final Paper	<p>Prepare and submit a research paper based on the outline that was submitted. Papers must:</p> <ul style="list-style-type: none"> • Be formatted using APA guidelines • Include at least 3-5 references (use APA format) • Be 5-6 (single space) or 10-12 pages (double-space) - title page and endnotes are not part of page count 	20
Total		100
Extra Credit: Professional Development	<p><i>Attend an activity associated with a professional association or conference/seminar/webinar focusing on information security, privacy, legal affairs, or a similar topic</i></p> <p>To receive credit – turn in at least a one (1) page summary of the event by posting to the Extra Credit section in D2L. Students should not attend something that costs a fee</p>	2
Extra Credit: Writing Center – Outline of Final Paper	<p><i>Arrange a consultation with the DePaul Writing Center to review a draft of the outline of the final paper.</i></p> <p>Turn in the comments received from the Writing Center prior to the submission of the outline. Outlines reviewed by the Writing Center should be turned in only after Writing Center comments are incorporated. Writing Center contact information can be found at: https://condor.depaul.edu/writing/</p>	2

Assignment	Description	Grade Points
Extra Credit: Writing Center – Final Paper	<p><i>Arrange a consultation with the DePaul Writing Center to review a draft of the final paper.</i></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: https://condor.depaul.edu/writing/</p>	2

Late Submissions: All assignments are due by 5p the day before class. Late submissions will be permitted past a due date but with a point reduction in the “Timing” rubric for each missed day

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
- All written assignments should be 11 or 12-point; Calibri or Times Roman font; include name/date/course number 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	60 or below
B	85	C-	69		

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

Articles	Citations Applicability Abstract Timing Originality
Discussions	Participation Quality Timing

Labs	Results/Findings Mechanics Timing
Outline/Final Paper	Results/Findings Mechanics Timing Page Count Originality Citations

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. 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 is 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, to confirm your visit to the Writing Center to work on your paper(s) for this course.

Course Expectations and Guidelines

Attitude and Civil Discourse: 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, using mobile phones or laptops for personal business during class. If any issues arise a student may be asked to leave the classroom. 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:

- Students are expected to attend class and login to D2L to view lectures each week. Failure to attend class or login to the lecture or turn in assignments will count as a class absence. **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.
- Late Arrival/Early Departure. Students are expected to be at class on-time and to remain in class for the duration. Late arrivals/Early Departures are disruptive to all students and should be minimized. If a late arrival/early departure is necessary students should notify the instructor in advance of the reason. Unexcused late arrivals of more than 5 minutes or early departures will result in loss of Discussion credit for the class affected..
- **Excused Absence.** To petition for an excused absence, students who miss classes 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 Connect 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

COVID-19 Health and Safety Precautions: Please visit the DePaul Health and Safety Practices site for current Covid safety protocols: <https://resources.depaul.edu/coronavirus/guidance/health-safety-practices/Pages/default.aspx#:~:text=Fully%20vaccinated%20individuals%20who%20are,masks%20by%20the%20general%20public>

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 and Plagiarism: This course will be subject to the university's academic integrity policy. More information can be found on DePaul's [academic integrity website](#). If you have any questions be sure to consult with your professor.

Resources for Students with Disabilities: Students who feel they may need an accommodation based on the impact of a disability should contact the instructor privately to discuss their specific needs. All discussions will remain confidential. To ensure that you receive the most appropriate accommodation based on your needs, contact the instructor as early as possible in the quarter (preferably within the first week of class), and make sure that you have contacted the Center for Students with Disabilities (CSD) by emailing csd@depaul.edu and/or visiting one of the locations below.

Loop Campus

Lewis Center Suite 1420
25 East Jackson Blvd
phone: (312) 362-8002
fax: (312) 362-6544
tty: (773) 325-7296

Lincoln Park Campus

Student Center, Suite #370
2250 N Sheffield Ave
phone: (773) 325-1677
fax: (773) 325-3720
tty: (773) 325-7296

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). 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). 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>