

Texas A&M University-Central Texas

The logo for the College of Business Administration at Texas A&M University-Central Texas. It features a dark blue background with a white outline of the university's seal on the left. To the right of the seal, the text "College of Business Administration" is written in white, with "Business Administration" in a larger, bold font. A red triangle points to the right on the far right side of the banner.

College of Business Administration

***CIS 4341-110, CRN 80098 – IT Security and Risk Management /
COSC 4341-110, CRN 80099 – IT Security and Risk Management***

Fall 2020 rev. 08.15.2020

Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

August 24–December 11, 2020

This is a 100% online asynchronous course.

Course Access

This is a 100% online course and uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>]. The course syllabus, schedule, supplemental readings, class announcements, power point slides, learning modules and other course related documents will be posted on canvas. Each student is responsible for the posted material, and should check canvas at least weekly for updates. The course outline in this syllabus shows the basic schedule for the semester. New weekly assignment instructions will be posted EACH MONDAY morning throughout the semester, and assignments, discussions and quizzes, will have an associated Sunday midnight deadline.

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Dr. Anitha Chennamaneni**Office:** Texas A&M University Central Texas FH 323**Phone:** (254) 519-5463**TAMUCT Email:** anitha.chennamaneni@tamuct.edu**Preferred Email:** Course Canvas Site, Inbox tool.Alternate (if Canvas is down): anitha.chennamaneni@tamuct.edu**Office Hours:** **Monday** 11 am – 1 pm

Wednesday 11 am - 1 pm

Thursday 11 am - 1 pm

Other days and times by appointment only

Student-instructor interaction: Please send all course related email correspondence through Canvas Inbox Tool. Please use TAMUCT email only when Canvas is not available. I check email several times a day during the week and at least once during the weekends. I will respond within 24 hours and within 48 hours on Saturday through Sunday. Please do not hesitate to stop by my office during the scheduled office hours or contact me via phone / Canvas Conversations Tool or *TAMUCT email*, if there are any personal problems or challenges that are hindering your regular progress in the course.

WARRIOR SHIELD - Emergency Warning System for Texas A&M University-Central Texas

Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by [911Cellular \[https://portal.publicsafetycloud.net/Account/Login\]](https://portal.publicsafetycloud.net/Account/Login) to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location

COVID-19 SAFETY MEASURES

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University-Central Texas has adopted policies and practices to minimize virus transmission. All members of the university community are expected to adhere to these measures to ensure their own safety and the safety of others. Students must observe the following practices while participating in face-to-face courses, course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.) and co-curricular programs:

- **Self-monitoring**—Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction. Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities.
- **Face Coverings**— Face coverings must be worn inside of buildings and within 50 feet of building entrances on the A&M-Central Texas Campus. This includes lobbies, restrooms, hallways, elevators, classrooms, laboratories, conference rooms, break rooms, non-private office spaces, and other shared spaces. Face coverings are also required in outdoor spaces where physical distancing is not maintained. The university will evaluate

exceptions to this requirement on a case by case basis. Students can request an exception through the Office of Access and Inclusion in Student Affairs.

- If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office of Student Conduct. Additionally, the faculty member may choose to teach that day's class remotely for all students.
- Physical Distancing—Physical distancing must be maintained between students, instructors, and others in the course and course-related activities.
- Classroom Ingress/Egress—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.
- The university will notify students in the event that the COVID-19 situation necessitates changes to the course schedule or modality.

COURSE INFORMATION

Course Overview and Description

Examine the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. Learn critical security principles and best practices to plan, develop and perform security tasks. Special emphasis on hardware, software, processes, communications, applications, and policies and procedures with respect to organizational IT Security and Risk Management.

Course Objectives

A student successfully completing this course will be able to:

- Describe the fundamental principles of information technology security.
- Explain the concepts of threat, evaluation of assets, information assets, physical, operational, and information security and how they are related.
- Recognize the need for the careful design of a secure organizational information infrastructure.
- Identify both technical and administrative mitigation approaches.
- Demonstrate an understanding of security technologies.
- Discuss the need for a comprehensive security model and its implications for the security manager or Chief Security Officer (CSO).

- Explain basic cryptography, its implementation considerations, and key management.
- Determine appropriate strategies to assure confidentiality, integrity, and availability of information.
- Perform risk analysis and risk management
- Design an organization's security policy.
- Apply risk management techniques to manage risk, reduce vulnerabilities, threats, and apply appropriate safeguards/controls.

Required Textbook

Required Text: Book Title: Principles of Information Security, 6th Edition

Author: Michael E. Whitman, Herbert J. Mattord

ISBN: 978-1-3371-0206-3

Edition: 6th

Note: An electronic version of the book may be available.

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

- **Supplementary Material:** The course textbook will be supplemented with other materials including handouts, oral presentations, industry articles, videos, research paper readings, case studies, power point presentations etc.
- **On-Line References TBA**

Current publications - The campus library contains numerous books and periodicals relating to Computer Science. The student should take advantage of this resource by visiting the library.

COURSE REQUIREMENTS

- **Reading Assignments:** All assigned chapters will be used as basis for class /canvas discussions. Students are expected to study the assigned readings before each class session.
- **Class Participation / Canvas Discussions:** Students are required to participate in the discussions on Canvas throughout the semester. There will be three discussions posts, each worth 25 points. The maximum total for canvas discussions is 75 points. Students are expected to post thoughtful and comprehensive responses to the discussion questions as well as respond on a timely basis to a minimum of two classmates' postings. Failure to do so will result in point loss. Post your initial response to the discussion topic prior to 11.59 pm Wednesday and respond to other student's postings later in the week. Please do not be late in your postings as other students will be waiting on your post to respond to later in the week. Discussion topics, due dates and the grading rubric specific to discussion evaluations

are available in canvas and should be used as a guide when participating in discussions. It is each student's responsibility to accumulate notes from assigned readings, supporting videos, and other sources and reference them in the postings to support one's own arguments, add an insight to classmate's postings and/or challenge classmates' postings. Sources when referenced must be cited in the postings. Follow-up posts need to be meaningful and should promote in depth discussions on a topic at higher level of thinking. A mere cursory response such as "I agree" or "I disagree" or a "good post" without any substantive content to backup would result in point loss. In all postings, students are expected to observe proper rules of netiquette in both oral and written communications and conduct in a professional manner. Late submissions are not allowed for discussion forums.

- **Examinations** - There will be four exams. Each is worth 100 points. Makeup exams will be given ONLY when arrangements have been made PRIOR to the class meeting
- **Quizzes** - There will be 12 quizzes. Each quiz will be worth 10 points. Thus the maximum total for the quizzes will be 120 points
- **Assignments:** There will be 3 homework assignments. If an assignment has multiple files, you will be required to "zip" the files prior to submission via Canvas.
NOTE: Assignments turned in after due date are considered *late*. 5 points will be deducted for each day assignment is late. Special circumstances need to be discussed with the instructor ahead of time when possible.
- **Term Project:** There will be one term project that is worth 200 points. The project requirements and due date will be posted in Canvas. Late submission is not allowed for project. Special circumstances need to be discussed with the instructor ahead of time when possible.

Grading Criteria Rubric and Conversion

Assignment	Points	Percent	My Grade
Exam 1	100 points	10%	
Exam 2	100 points	10%	
Exam 3	100 points	10%	
Exam 4	100 points	10%	
Quizzes	120 points	12%	
Assignments	200 points	20%	
Term Project	200 points	20%	
Class Participation / Canvas Discussions	75 points	7.5%	
Syllabus Acknowledgement	5 points	.5%	
Total	1000 points	100%	

89.5-100%	895-1000 points	A
79.5-89.4%	795-894 points	B
69.5-79.4%	695-794 points	C
59.5-69.4%	595-694 points	D
0-59.4%	0-594 points	F

Posting of Grades:

All student grades will be posted in the Canvas Grade book and students should monitor their grading status through this tool. Grades for weekly assignments, discussions, quizzes and exams will be posted within 7 days following the due date.

CALENDAR

Complete Course Outline

The instructor reserves the right to make changes to this syllabus. Any changes that effect grades or grading will be made in writing.

Week	Dates	Topic	Assignments Due
1	08/24 - 08/30	Intro & Chapter 1	Syllabus Acknowledgement Due Post to Introductory Meet & Greet Discussion forum
2	08/31 - 09/06	Chapter 1 Cont. Chapter 2	Quiz 1 Due Discussion Post 1 Due
3	09/07 - 09/13	Chapter 2 Cont. Chapter 3	Quiz 2 Due Assignment 1 Due
4	09/14 - 09/20	Chapter 3 Cont.	Quiz 3 Due Review Chapters 1 to 3
5	09/21 - 09/27	Chapter 4	Exam 1 covers chapters 1 to 3
6	09/28 - 10/04	Chapter 4 Cont. Chapter 5	Quiz 4 Due Discussion Post 2 Due
7	10/05 - 10/11	Chapter 5 Cont. Chapter 6	Quiz 5 Due Assignment 2 Due
8	10/12 - 10/18	Chapter 6 Cont.	Quiz 6 Due
9	10/19 - 10/25	Chapter 7	Exam 2 covers chapters 4 to 6
10	10/26 - 11/01	Chapter 7 Cont.	Quiz 7 Due

11	11/02 - 11/08	Chapter 8	Quiz 8 Due Discussion Post 3 Due
12	11/09 - 11/15	Chapter 9	Exam 3 covers chapters 7 & 8 Quiz 9 Due
13	11/16 - 11/22	Chapter 10	Assignment 3 Due Quiz 10 Due
14	11/23 - 11/29	Chapter 11	Quiz 11 Due
15	11/30 - 12/06	Chapter 12	Quiz 12 Due Term Project due
16	12/07 - 12/11		Exam 4 covers chapters 9, 10, 11 & 12

Important University Dates:

<https://www.tamuct.edu/registrar/academic-calendar.html>

August 24, 2020 Classes Begin for Fall Semester
 August 26, 2020 Deadline for Add, Drop, and Late Registration for 16-and First 8-Week Classes
 August 31, 2020 Deadline to Drop First 8-week Classes with No Record
 September 7, 2020 Labor Day (University Closed)
 September 9, 2020 Deadline to drop 16-week Classes with No Record
 October 2, 2020 Deadline to Drop First 8-week Classes with a Quit (Q) or Withdraw (W)
 October 16, 2020 Classes End for First 8-week Session
 October 16, 2020 Deadline to Withdraw from University for First 8-Week Classes (WF)
 October 19, 2020 Add, Drop, and Late Registration Begins for Second 8- Week Classes \$25 Fee assessed for late registrants
 October 19, 2020 Classes Begin for Second 8-Week Session
 October 19, 2020 Class Schedule Published for Spring Semester
 October 20, 2020 Deadline for Faculty Submission of First 8-Week Class Final Grades (due by 3pm)
 October 21, 2020 Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
 October 26, 2020 Deadline to Drop Second 8-Week Classes with No Record
 October 30, 2020 Deadline for Graduation Application for Fall Ceremony Participation
 November 1, 2020 Deadline for GRE/GMAT Scores to Graduate School Office
 November 2, 2020 Registration Opens for Spring Semester
 November 6, 2020 Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)

November 11, 2020 Veteran's Day (University Closed)

November 26-27, 2020 Thanksgiving (University Closed)

November 27, 2020 Deadline to Drop Second 8-Week Classes with a Quit

December 11, 2020 Deadline to Withdraw from University for 16- and Second 8-Week Classes

December 11, 2020 Fall Semester Ends

December 11, 2020 Deadline for Applications for Tuition Rebate for Fall Graduation (5pm)

December 11, 2020 Deadline for Fall Degree Conferral Applications to the Registrar's Office \$20 Late Application Fee

December 11, 2020 Fall Commencement Ceremony Bell County Expo 7 pm

December 15, 2020 Deadline for Faculty Submission of 16-Week and Second 8-Week Final Class Grades (due by 3pm)

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Technology Support

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact Dr. Anitha Chennamaneni .

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

Other Technology Support

If log-in problems, students should contact Help Desk Central.

24 hours a day, seven days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

For issues related to course content and requirements, contact Dr. Anitha Chennamaneni.

COURSE AND UNIVERSITY PROCEDURES AND POLICIES

Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

[<https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2Fsubmit%2Fform%2Fstart%2F53b8369e-0502-4f36-be43-f02a4202f612>].

Faculty cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, working with others in an unauthorized manner, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be referred to the university's Office of Student Conduct. Ignorance of the university's standards and expectations

is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html),
[https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0),
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required)
[https://tamuct.instructure.com/courses/717]

Important information for Pregnant and/or Parenting Students.

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring

Tutoring is available to all A&M-Central Texas students, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors will return at the Tutoring Center in Warrior Hall, Suite 111 in the Fall 2020. Student success coaching is available online upon request.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing studentsuccess@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

The University Writing Center

The University Writing Center (UWC) at Texas A&M University—Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Fall 2020 semester, all services will be online as a result of the COVID-19 pandemic. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours online Monday thru Thursday from 6:00-9:00 p.m. The UWC is also offering hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via [WOnline](https://tamuct.mywconline.com/) [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling

University Library

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

For Fall 2020, all reference service will be conducted virtually. Please go to our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index] to access our virtual reference help and our current hours.

A Note about Sexual Violence at A&M – Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/compliance/titleix.html) [https://www.tamuct.edu/compliance/titleix.html].

Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/student-affairs/bat.html) website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

Instructor Policies

The instructor reserves the right to make changes to this syllabus during the course of the semester for the benefit of the students. Any changes that effect grades or grading will be made in writing.

Instructor reserves the right to supplement the material presented in the text with additional material including handouts, oral presentations, industry articles, videos, research paper readings, case studies, power point presentations etc. for the benefit of the students

All work is submitted through Canvas and due on the specified due date/time. Work turned in after due date is considered *late*. 5 points will be deducted for each day the assignment is late. Special circumstances need to be discussed with me ahead of time when possible. Missed assignments, projects, and examinations will receive a grade of zero.

Any work not submitted in the proper format is rejected and receives no credit.

Incidents of violations of academic integrity, such as plagiarism or turning in the work of others as your own work, will result in a cap on the maximum number of points that can be earned in this class. The cap will be 600 points resulting in a best case grade of “D” for the class. Students whose assignment contains plagiarized information i.e., failing to cite and reference the information source in properly applying APA formatting to citations and references, copying and /or using content from unauthorized sources etc. will receive a 0 for the assignment and possibly a referral to Student Affairs.

At all times in the class, please observe proper rules of netiquette in your oral and written communication and conduct yourself in a professional manner

The Operation of the Online Course and Being an Online Student. Online learning requires students to be very self-disciplined and demands regular and consistent participation in the class. Please read the document posted on Canvas on what makes a successful online student. Be sure you understand and are prepared to comply with all required class assignments and deadlines. If you are not able to comply, for any reason, you must contact me immediately.

Copyright Notice.

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.