

Texas A&M University-Central Texas

College of **Business Administration**

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## *CIS 5370-110, CRN 10174 – Foundations of Information Security*

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Spring 2020  
Texas A&M University-Central Texas

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### **COURSE DATES, MODALITY, AND LOCATION**

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Jan 13, 2020 - May 08, 2020

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#### ***Course Access***

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This course is taught in a “blended” or “web enhanced” format with online content and assignments provided in between class meeting times using 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 in canvas. Each student is responsible for the posted material, and should check canvas at least weekly for updates. Attendance is mandatory for on campus-class meetings and any unexcused absences will receive grade point reductions. Campus class meetings for this semester are 8:00 AM - 12:00 PM in Founder's Hall 407 on 01/25, 02/08, 02/29, 03/21, 04/11, 05/02

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### **INSTRUCTOR AND CONTACT INFORMATION**

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**Instructor:** Dr. Anitha Chennamaneni

**Office:** Texas A&M University Central Texas FH 323

**Phone:** (254) 519-5463

**TAMUCT Email:** [anitha.chennamaneni@tamuct.edu](mailto:anitha.chennamaneni@tamuct.edu)

**Preferred Email:** Course Canvas Site, Inbox tool.

Alternate (if Canvas is down): [anitha.chennamaneni@tamuct.edu](mailto: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.

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## COURSE INFORMATION

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### Course Overview and Description

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The course covers the fundamental concepts and principles of information security management and information assurance as they affect modern business operations. Topics covered include security and risk management; business assets security; communication and network security; database security; operating systems security; identity and access control management; physical, technical and operational security measures; security policy and management; issues; trends; and the legal aspects of cyber security.

### Course Objectives

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To ensure students have an understanding of the many areas of Information/Cyber Security.

**Student Learning Outcomes:**

1. Student Learning Outcomes

A student successfully completing this course should demonstrate a firm understanding of the basics of Information Security, covering a wide range of topics as defined by the (ISC)<sup>2</sup> CISSP Objectives:

1.1 Security and Risk Management:

- 1.1.1 Confidentiality, integrity, and availability concepts
- 1.1.2 Security governance principles
- 1.1.3 Compliance
- 1.1.4 Legal and regulatory issues
- 1.1.5 Professional ethic
- 1.1.6 Security policies, standards, procedures and guidelines
- 1.2 Asset Security:
  - 1.2.1 Information and asset classification
  - 1.2.2 Ownership (e.g. data owners, system owners)
  - 1.2.3 Protect privacy
  - 1.2.4 Appropriate retention
  - 1.2.5 Data security controls
  - 1.2.6 Handling requirements (e.g. markings, labels, storage)
- 1.3 Security Engineering:
  - 1.3.1 Engineering processes using secure design principles
  - 1.3.2 Security models fundamental concepts
  - 1.3.3 Security evaluation models
  - 1.3.4 Security capabilities of information systems
  - 1.3.5 Security architectures, designs, and solution elements vulnerabilities
  - 1.3.6 Web-based systems vulnerabilities
  - 1.3.7 Mobile systems vulnerabilities
  - 1.3.8 Embedded devices and cyber-physical systems vulnerabilities
  - 1.3.9 Cryptography
  - 1.3.10 Site and facility design secure principles
  - 1.3.11 Physical security
- 1.4 Communications and Network Security:
  - 1.4.1 Secure network architecture design (e.g. IP & non-IP protocols, segmentation)
  - 1.4.2 Secure network components
  - 1.4.3 Secure communication channels
  - 1.4.4 Network attacks
- 1.5 Identity and Access Management:
  - 1.5.1 Physical and logical assets control
  - 1.5.2 Identification and authentication of people and devices
  - 1.5.3 Identity as a service (e.g. cloud identity)
  - 1.5.4 Third-party identity services (e.g. on-premise)
  - 1.5.5 Access control attacks
  - 1.5.6 Identity and access provisioning lifecycle (e.g. provisioning review)

- 1.6 Security Assessment and Training:
  - 1.6.1 Assessment and test strategies
  - 1.6.2 Security process data (e.g. management and operational controls)
  - 1.6.3 Security control testing
  - 1.6.4 Test outputs (e.g. automated, manual)
  - 1.6.5 Security architectures vulnerabilities
- 1.7 Security Operations:
  - 1.7.1 Investigations support and requirements
  - 1.7.2 Logging and monitoring activities
  - 1.7.3 Provisioning of resources
  - 1.7.4 Foundational security operations concepts
  - 1.7.5 Resource protection techniques
  - 1.7.6 Incident management
  - 1.7.7 Preventative measures
  - 1.7.8 Patch and vulnerability management
  - 1.7.9 Change management processes
  - 1.7.10 Recovery strategies
  - 1.7.11 Disaster recovery processes and plans
  - 1.7.12 Business continuity planning and exercises
  - 1.7.13 Physical security 1.7.14 Personnel safety concerns
- 1.8 Software Development Security:
  - 1.8.1 Security in the software development lifecycle
  - 1.8.2 Development environment security controls
  - 1.8.3 Software security effectiveness 1.8.4 Acquired software security impact.

### **Required Textbook**

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Required Text: *CISSP (ISC)<sup>2</sup> Certified Information Systems Security Professional, 8<sup>th</sup> Ed.*  
James Michael Stewart, Mike Chapple  
ISBN: 9781119475934

Recommended Text: *CISSP (ISC)<sup>2</sup> Official Practice Tests, 2<sup>nd</sup> Ed.*  
Mike Chapple, David Seidl  
ISBN 9781119475927

Note: You can also purchase a Combo Pack with both books using ISBN: 9781119523260 from online retailers

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.

Optional / Reference Text: American Psychological Association. (2009). *Publication Manual of American Psychological Association* (6th ed.). Washington, D.C

Purdue Online Writing Lab for APA: <https://owl.english.purdue.edu/owl/section/2/10/>

- **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.

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## COURSE REQUIREMENTS

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- **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 & In-class Assignments* - Students are required to participate in class and Canvas throughout the semester. Students are expected to post thoughtful and comprehensive responses to the discussion questions in canvas 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.

Additionally, there will be a number of in-class assignments/exercises. These need to be completed in class. Makeups and late submissions are not allowed for in-class assignments. The maximum total for canvas discussion posts and in-class assignments is 200 points.

- **Examinations** - There will be two exams, one midterm and one final exam. Each will be worth 200 points. Makeup exams will be given ONLY when arrangements have been made PRIOR to the class meeting.
- **Homework Assignments** - There will be homework assignments. All assignments are submitted through the Canvas course web site. All assignment submissions require a zipped copy of your assignment that allows me to unzip, open, and view the contents or other documents associated with the assignment. Please include your name and assignment identification in the zip file name (YourName\_ChX.zip). You should also note that archives such as .rar, .gz, .tar, .7z, (among others) are not zip archives. Assignment submissions failing to provide the specified naming, identification, and format will not be accepted for grading. All assignments are due on the specified due date and time. Assignments turned in after due dates are considered late. 5 points will be deducted for each day the assignment is late. Special circumstances need to be discussed with the instructor ahead of time when possible
- **Semester Long Project:** There will be one Team Project where student teams will perform an effective IT security and risk management for an organization to gain real world experience in applying the concepts learned in the class. Please see separate write – up in the canvas for the project details. For the team project, students can self-select into teams of 2 to 3 members. Students must choose their teammates before the end of the second class. Projects turned in after due date are considered *late*. 5 points will be deducted for each day the project is late. Special circumstances need to be discussed with the instructor ahead of time when possible.
- **Team Projects:** Each team will select a leader, and the team will have meetings outside class time either online or face to face. I expect each team member to fully participate on team projects. All team members will receive the same grade for the team projects. However, I reserve the right to make exceptions to that practice as circumstances such as performance imbalance or communication issues warrant. Poor individual contributions to the team project as noted by your team members will result in a poorer individual grade on the team project.
- **Research Paper:** Each student is required to write a major paper on a topic from this course that is of interest to you. Topics must be approved by the professor by the end of fourth week. This paper must be 12 to 15 pages in length (type written and double-spaced, 12 point font with 1 inch margins) excluding bibliography, table of contents, graphics, tabular or illustrative material. References should include current sources and must conform to APA style. The paper is expected to meet graduate-level standards and

be suitable for publication in a professional journal. You should research at least 20 external references such as academic journal /conference papers, trade journals, short videos and relevant websites for your paper. At least 12 of these references must be from peer reviewed journals or conferences only. Use of Wikipedia or the class text as a reference will cause a serious loss of points. References must include the published journal / conference name and information, NOT a URL where paper was found. Research paper is worth 150 points. A grading rubric for research paper is available in canvas and should be used as a guide when completing the paper. Late submissions are not allowed for research paper.

### Grading Criteria Rubric and Conversion

Assignment	Points	Percent	My Grade
Exam 1	200 points	20%	
Exam 2	200 points	20%	
Class Participation: Canvas Discussions / In-class Assignments	200 points	20%	
Homework Assignments	100 points	10%	
Research Paper	150 points	15%	
Team Project	150 points	15%	
<b>Total</b>	<b>1000 points</b>	<b>100%</b>	

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

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#### Complete Course Outline

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

<b>Week</b>	<b>Week of:</b>	<b>On Campus Meeting Dates</b>	<b>Topic</b>	<b>Assignments Due</b>
1	01/13/2020		Course Welcome, Introduction, and Expectations  Chapter 1	Read Syllabus in-depth  Post to Introductory Meet & Greet Discussion forum
2	01/20/2020	01/25/2020  Content coverage includes chapters 1, 2, 3 from the textbook & assigned readings	Chapters 2 - 3	In-Class Exercises / Discussions
3	01/27/2020		Chapters 4 - 5	Research Paper Topic due  Discussion Assignment
4	02/03/2020	02/08/20  Content coverage includes chapters 4, 5, and 6 from the textbook & assigned readings	Chapter 6	In-Class Exercises / Discussions
5	02/10/2020		Chapter 7	Team Project Proposal Due



6	02/17/2020		Chapter 8	Homework Assignment Due
7	02/24/2019	02/29/20 Content coverage includes chapters 7, 8 and 9 from the textbook & other assigned readings	Chapter 9	Discussion Assignment
8	03/02/2020		Chapter 10	<b>Midterm Exam</b>
	03/09/2020	Spring Break		
9	03/16/2020	03/21/2020 Content coverage includes chapters 10, 11, 12 & 13 from the textbook & other assigned readings	Chapter 11	Homework Assignment Due
10	03/23/2020		Chapters 12 - 13	Discussion Assignment
11	03/30/2020		Chapters 14 - 15	Team Project Status Update  In-Class Exercises / Discussions
12	04/06/2020	04/11/2020 Content coverage includes chapters 14, 15, 16 & 17 from the textbook	Chapters 16-17	Discussion Assignment

		& other assigned readings		
13	04/13/2020		Chapters 18 - 19	Research Paper Due
14	04/20/2020		Chapter 20	Team Project Due
15	04/27/2020	05/02/2020 Content coverage includes chapters 18, 19, 20 and 21 from the textbook & other assigned readings	Chapter 21	Team Project Presentations
16	05/06/2020			Final Exam

### Important University Dates:

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Date	Activity
01/13/2020	Classes Begin for Spring Semester
01/15/2020	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
01/20/2020	Martin Luther King, Jr Day (University Closed)
01/21/2020	Deadline to Drop First 8-Week Classes with No Record
01/29/2020	Deadline to Drop 16-Week Classes with No Record
02/21/2020	Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
03/01/2020	Deadline for Teacher Education and Professional Certification Applications
03/06/2020	Classes end for 1st 8-Weeks
03/09/2020	Spring Break (No Classes - Administrative Offices Open)
03/10/2020	Spring Break (No Classes - Administrative Offices Open)
03/11/2020	Spring Break (No Classes - Administrative Offices Open)
03/12/2020	Spring Break (No Classes - Administrative Offices Open)

03/13/2020	Spring Break (University Closed)
03/10/2020	Deadline for Faculty Submission of First 8-Week Final Class Grades (due by 3pm)
03/15/2020	Deadline for Clinical Teaching/Practicum Applications
03/16/2020	Add, Drop, and Late Registration Begins for Second 8-Week Classes
03/16/2020	Classes Begin for Second 8-Week Session
03/16/2020	Class Schedule Published for Summer Semester
03/18/2020	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
03/23/2020	Deadline to Drop Second 8-Week Classes with No Record
03/27/2020	Deadline for Graduation Application for Ceremony Participation
03/30/2020	Registration Opens for Seniors, Post-Bacc, and Graduate Students for Summer
04/03/2020	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
04/06/2020	Registration opens for all students for the Summer and Fall Semesters
04/24/2020	Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
05/08/2020	Deadline for Applications for Tuition Rebate for Spring Graduation (5pm)
05/08/2020	Deadline for Degree Conferral Applications to the Registrar's Office
05/08/2020	Deadline to Withdraw from the University for 16- and Second 8-Week Classes
05/08/2020	Spring Semester Ends
05/09/2020	Spring Commencement Ceremony

## TECHNOLOGY REQUIREMENTS AND SUPPORT

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### Technology Requirements

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#### 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

#### 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

### ***Other Technology Support***

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For log-in problems, students should contact Help Desk Central  
24 hours a day, 7 days a week

Email: [helpdesk@tamu.edu](mailto: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*

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## **UNIVERSITY RESOURCES, PROCEDURES AND GUIDELINES**

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### **Drop Policy**

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If you discover that you need to drop this class, you must complete a [Drop Request Form](#)

[[https://www.tamuct.edu/registrar/docs/Drop\\_Request\\_Form.pdf](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf)].

Professors 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, signed and returned. Once you return the signed 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 the 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**

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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**

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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.**

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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 [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) [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](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) online, 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**

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Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. Tutor.com tutoring **will not offer writing support** beginning August 1, 2019, but will continue to offer other tutoring support.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, 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](mailto: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. Access Tutor.com through Canvas.

### **The University Writing Center**

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Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only 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. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. 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. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. 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 visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or 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](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC and/or need any assistance with scheduling.

## Library Services

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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].

## A Note about Sexual Violence at A&M-Central Texas

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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/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

## Behavioral Intervention

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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, who are exhibiting behaviors that pose a threat to safety, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. You can complete the referral online [[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\\_id=2](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

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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.

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