CIS 5371 – 125, CRN 80397 – Enterprise Cybersecurity

Fall 2023
Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

Aug 28, 2023 – Oct 20, 2023
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 outlined 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 and discussions 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: 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.

Emergency Warning System for Texas A&M University-Central Texas
SAFEZONE. SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the SafeZone website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps*:*
1. Download the SafeZone App from your phone store using the link below:
   o iPhone/iPad: [https://apps.apple.com/app/safezone/id533054756]
   o Android Phone / Tablet
      [https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]
2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

For updates on COVID information, please monitor the University website [https://www.tamuct.edu/covid19/]

COURSE INFORMATION

Course Overview and Description

This course provides students with insight into the cybersecurity issues surrounding an enterprise including securing organizational data, responding to cyber-based security breaches, and emerging technologies, and ensuring a secured computing environment for safeguarding company information. Introduction to cybersecurity & privacy policy frameworks, governance, standards, and strategy. Risk management fundamentals and assessment processes are reviewed, and the methodology for identifying, quantifying, mitigating, and controlling risks.

Student Learning Outcomes

Successful completion of this course should enable the student to

- Understand the ever-changing cyber threat landscape.
- Recognize threats to organizational information assets.
- Describe components of and approaches to effective risk management and assessment in an organization.
- Identify compliance laws, standards, best practices, and policies of risk management.
- Identify cyber defense tools, methods, and components to mitigate attacks.
- Describe appropriate measures to be taken should a system compromise occur.
- Explain principles of cybersecurity and how they should be applied in the development of security mechanisms and policies.
- Understand enterprise level governance of cybersecurity programs.
- Describe the impact of intelligence-based systems and technologies, such as AI, machine learning, and heuristics, on security.
- Analyze possible threats to organizational data & systems and recommend course(s) of action to mitigate cybercrime attacks.
- Create enterprise cybersecurity solutions in support of organizational goals.

Required Textbook

Required Text / Course Materials:

1. Print + Lab: Information Security Management + Cloud Labs, SECOND EDITION Michael Workman, PhD, ISBN: 9781284251470 © 2023
   or
   eBook + Lab: Information Security Management + Cloud Labs SECOND EDITION, Michael Workman, PhD, ISBN:9781284251425 © 2023

2. Harvard Business Review Case Study - Ransomware Attack at Colonial Pipeline Company by Suraj Srinivasan and Li-Kuan Ni - https://store.hbr.org/product/ransomware-attack-at-colonial-pipeline-company/123069

Note: jblearning is offering 15% off your eBook/lab bundle on the JBL website. Discount code is TEXAMCYBR25

Note: To gain access to the labs, you will need to purchase the access code either with the print book bundle, eBook bundle or standalone.

Please see the link below for purchase options:
https://info2.jblearning.com/workman2e-fdoc

Optional / Reference Text: Enterprise Cybersecurity: How to Build a Successful Cyberdefense Program Against Advanced Threats, By Scott E. Donaldson, Stanley G. Siegel, Chris K. Williams and Abdul Aslam

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 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:** 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 a point loss. Post your initial response to the discussion topic before 11.59 pm Wednesday and respond to other students' 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 arguments, add insight to classmates' 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 a higher level of thinking. A mere cursory response such as "I agree" "I disagree" or a "good post" without any substantive content to back up would result in a point loss. In all postings, students are expected to observe proper rules of netiquette in both oral and written communications and conduct professionally. Late submissions are not allowed for discussion forums.
  The maximum total for canvas discussion posts is 50 points.

- **Examinations** - There will be two exams. Each will be worth 250 points. Makeup exams will be given ONLY when arrangements have been made before the class meeting.
- **Lab Assignments** - There will be 5 lab assignments. Labs are designed to provide hands-on training for mastering key course concepts. Instructions for lab assignments are available in canvas. 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.
- **Group Project:** There will be a term project where students will work as a team to analyze a real-world case study pertaining to recent cyber-attacks. See separate write – up in Canvas for complete details. The group project is worth 150 points. Students can self-select into teams of 2 to 3 members using the Canvas team tool. Students must choose their teammates before the end of the second week. Projects turned in after the 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.

  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 in 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.

Grading Criteria Rubric and Conversion

Assignment	Points	Percent	My Grade
Exam 1	250 points	25%	
Exam 2	250 points	25%	
Group Project	150 points	15%	
Canvas Discussions	50 points	5%	
Lab Assignments	300 points	30%	
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	Week of:	Topics	Assignments Due
1	08/28/2023	Course welcome, introduction, and expectations Introduction to Cybersecurity threat landscape, and Security Departments and Roles Assigned readings and selected topics from chapters 1 and 2	Syllabus Acknowledgement Due Post to Introductory Meet & Greet Discussion forum.
2	09/04/2023	Attacks and Countermeasures, and Laws and Policies Assigned readings and selected topics from chapters 3 and 4	Discussion Post1 due
3	09/11/2023	Information Security Management &	Lab Assignment 1 due

		Assessing Threats and Vulnerabilities Assigned readings and selected topics from chapters 5 and 6	
4	09/18/2023	Risk Management, Computer Architecture, and Security Models Assigned readings and selected topics from chapters 7 and 8	Lab Assignment 2 due Exam 1 Due
5	09/25/2023	Security Policies and Cryptography Assigned readings and selected topics from chapters 9 and 10	Lab Assignment 3 due
6	10/02/2023	Network Security, Firewalls, IDS, and SeCM Assigned readings and selected topics from chapters 11	Lab Assignment 4 due Discussion Post 2 due
7	10/09/2023	Intelligent Technologies and Security Assigned readings and selected topics from Chapter 12	Lab Assignment 5 due
8	10/16/2023		Group Project Due Final Exam

Important University Dates:

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

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. We strongly recommend the latest versions of Chrome, Firefox, Edge, or Safari browsers. Canvas will run on Windows, Mac, Linus, iOS, android, or any other device with a modern web browser. **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/] by clicking on the "TAMUCT Online Canvas" tile. You will then log in through our Microsoft portal.

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

Canvas Support

Use the Canvas Help tab, located at the bottom of the left-hand menu, for issues with Canvas. You can search the support articles or use the Email, Call, or Chat buttons at the bottom of the support pop-up to contact the Canvas Help Desk.

For issues related to course content and requirements, contact your instructor.

Online Proctored Testing

Texas A&M University-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 requires use of the Chrome web browser with their custom plug in installed.

Other Technology Support

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

Email: helpdesk@tamu.edu
Phone: (254) 519-5466
Web Chat: [http://hdc.tamu.edu]
Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Warrior Center for Student Success

The Warrior Center for Student Success is a comprehensive academic support department at A&M-Central Texas, dedicated to fostering an environment of excellence and empowerment

among its student body. The center offers a wide range of programs and services to ensure every student reaches their full potential, and is a haven for students seeking guidance, resources, and a strong support network to excel in their educational journey.

ADA Access and Accommodations: Texas A&M University-Central Texas ensures that students with disabilities have equal access to educational opportunities by providing appropriate accommodations and support services. If you believe you have a physical, learning or socio-emotional disability requiring reasonable accommodations, please visit Access and Inclusion [https://www.tamuct.edu/student-affairs/access-inclusion.html] for more details or contact the Office of Access and Inclusion, WH-212; (254) 501-5836. Any information you provide is private and confidential.

Success Coaching and Peer Mentoring: Our experienced Success Coaches work one-on-one with students to develop personalized action plans, set academic goals, and build effective study strategies, time management skills, and resilience. Our Peer Mentors provide a valuable support system, offering guidance, encouragement, and a relatable perspective to help students navigate their academic and personal challenges. For more details call 254-501-5836 or 254-501-5928 or visit Academic Support [https://www.tamuct.edu/student-affairs/academic-support.html]. Click the link to schedule a session (virtual or in-person) with a success coach bit.ly/3q7uB50 or visit WH, 111.

Testing Services: We offer a secure and comfortable environment for students and members of the community to take courses and distance learning exams, as well as placement tests and professional certification exams. Our Testing Service also offers resources and support referrals for testing related challenges (test anxiety, learning disabilities, etc.) and supports all approved ADA accommodations. Call (254) 519-5830 or visit the Testing Center [https://www.tamuct.edu/testing-center/].

Tutoring and Supplemental Instruction Services: Our team of qualified Tutors and Supplemental Instructors assist students in various non-writing subjects, promoting academic comprehension and enhancing learning outcomes. Click the link to schedule a tutoring session with a TAMUCT tutor (virtual or in-person) or view tutor availability bit.ly/43Q6wNz. You may also chat live with a remote tutor 24/7 for a variety of subjects through our partnership with Tutor.com, an online tutoring platform that is free to all TAMUCT students. To learn more please visit Tutoring Services [https://www.tamuct.edu/student-affairs/academic-support.html#tutoring] or call (254) 501-5836 or visit the Tutoring Hub in Warrior Hall, 111.

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. Any deviation by students from

this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Student Conduct Office. 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].

If you know of potential honor violations by other students, you may submit a referral, [https://cm.maxient.com/reporting.php?TAMUCentralTexas].

Drop Policy

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

[https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://eis-prod.ec.tamuct.edu:443/samlsso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43-f02a4202f612].

Faculty cannot drop students; this is always the responsibility of the student. The Records and Admissions Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Records and Admissions 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 Records and Admissions 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.

Pregnant and/or Parenting Students Rights and Accommodations

Texas A&M University-Central Texas supports students who are pregnant, experiencing pregnancy-related conditions, and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Associate Dean in the Division of Student Affairs, (254) 501-5909, can assist students who are pregnant, experiencing pregnancy-related conditions, and/or parenting by provide flexible and individualized reasonable accommodations. Students should seek out assistance as early in the pregnancy as possible through the Pregnancy & Parenting webpage [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. For more information, please visit Student Affairs [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. If you would like to read more about these requirements and guidelines 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 specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions [https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.html].

Students experiencing any form of discrimination due to any of these conditions are encouraged to reach out to the Title IX Coordinator, 254.519.5716, titleix@tamuct.edu, Founders Hall 317B, or the Associate Dean of Student Affairs, 254.501.5909, Warrior Hall 105.

Title IX Rights and Reporting Responsibilities

Texas A&M University-Central Texas is committed to creating a safe and open learning environment for all students. If you or another student has experienced any form of gender discrimination or sexual misconduct, including sexual harassment, sexual assault, dating/domestic violence, and/or sex-based stalking, help and support are available. Our university strongly encourages all members of our campus community to report incidents and seek support for gender discrimination and sexual misconduct through the Title IX Office. You may contact the Title IX Office at 254.519.5716, titleix@tamuct.edu, Founders Hall 317B, or learn more by visiting the Title IX webpage [https://www.tamuct.edu/compliance/titleix.html].

Please be aware that that under Title IX, Texas Senate Bill 212, and System Regulation 08.01.01, [https://policies.tamus.edu/08-01-01.pdf] all university employees are mandated reporters and are required to disclose information about suspected or alleged violations as listed above and defined in System Regulation 08.01.01. If the Title IX Office receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a member of the campus community. Although I have an obligation to report, you will, in most cases, control how your case will be handled. When working with the Title IX Office you will have access to resources and accommodations but also have the opportunity to express if you wish to move forward with an investigation. Our goal is to make sure you are aware of the options available to you as a student. Community members are not required to respond to this outreach.

If you or another student wishes to speak to a confidential employee who does not have this reporting responsibility, you can contact the Student Wellness & Counseling Center, [https://www.tamuct.edu/student-affairs/student-counseling.html], 254.501.5955, or swacc@tamuct.edu, located in Warrior Hall Room 207L or the Student Support Advocate, 254.501.5978 or ssa@tamuct.edu, located in founder Hall Room 317D.

University Library & Archives

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 350 electronic databases containing approximately 1,203,947 eBooks and 134,750 journals, in addition to the 96,879 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 virtually through WebEx, Microsoft Teams or in-person at the library. Schedule an appointment here

[https://tamuct.libcal.com/appointments]. 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 workspaces, 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

[https://tamuct.libguides.com/index]

University Writing Center

Located in Warrior Hall 416 and online, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. The face-to-face hours of operation are from 10:00 a.m.-5:00 p.m. Monday and Thursday in Warrior Hall 416. Online tutoring is available Monday thru Thursday from 10:00 a.m.-5:00 p.m. and from 6:00-9:00 p.m. and on Saturdays from 12:00-3:00 p.m.

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 making an appointment via WCOnline [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, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

OTHER POLICY STATEMENTS

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 Wellness and 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].

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 online

[https://cm.maxient.com/reporting.php?TAMUCentralTexas].

Anonymous referrals are accepted. Please see the Behavioral Intervention Team website for more information [https://www.tamuct.edu/bit]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.

Instructor Policies

The instructor reserves the right to make changes to this syllabus during the semester for the benefit of the students. Any changes that affect 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 the 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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