WKU - Department of Information Systems
CYSA 522: Cyber Security Risk Compliance
Course Syllabus
Spring 2023

Class Times:	TBA
Class Location:	Online
Professor:	Dr. Sean Marston
Office; Email:	Grise Hall 216, sean.marston@wku.edu
Office Hours:	By appointment
Course Website:	E-learning Website (http://blackboard.wku.edu). Please login to the system for class communications, schedule, notes, grades, and updates to this document, etc.
WKU Syllabus Info	http://www.wku.edu/syllabusinfo/
Required Text:	Developing Cybersecurity Programs and Policies, by Omar Santos, (9780789759405).
Hardware Required:	Microphone and Webcam
Software Required:	Zoom and Office 365. You can download MS Office 365 from the WKU IT division: http://www.wku.edu/it/sms/

COURSE GOALS:

Effective security managers must understand how to develop security policies that will be supported by executive management and adopted by all employees. This course examines the steps required in policy development including password protection, acceptable use of organization information technology assets, risk acceptance, identification of internal and external threats, countermeasures, intellectual property, proprietary information and privacy issues, compliance reporting, and escalation procedures. Related topics such as access controls, security standards, and policy implementation are covered.

GRADE COMPOSITION:

Your grade for the course will be determined according to the following scheme:

Event	Percent
Homework	20%
Discussions	20%
Quizzes	20%
Project	20%
Final Exam	20%
Total	100%

The grading scale will be as follows:

Letter Grade	Required Percent
A	≥90%
B	≥80%
C	≥70%
D	≥60%
F	< 60%

January 19, 2023 is the last day to drop this course without a grade.
February 16, 2023 is the last day to drop this course with a "W".

A. Homework and Projects
Homework and Projects will be given during the semesters for students to demonstrate the understanding of the material. Homework must be completed following the given instructions and submitted on time through the correct channel to receive full credit.

B. Discussions
Discussions will be assigned on a weekly basis. Students will be required to participate in all discussion, discussions must be completed following the given instructions and submitted on time to receive full credit.

C. Quizzes
Quizzes will be given for each chapter. All students are required to take the quizzes using the Respondus Lockdown Browser and follow the instructions listed on the quizzes. The lowest quiz grade will be replaced with the second lowest quiz grade. If a student misses one quiz the student will replace the missed quiz score with the second lowest quiz score, however if you miss more than one quiz then a zero will replace a zero.

D. Final Exam
All students are required to take the Final Exam. The Final Exam is comprehensive, closed book, and closed note exam that must be completed using the Respondus Lockdown Browser during the WKU schedule Final Exam week.

F. Grade Disagreement
If you disagree with a grade, then you must contest the grade within one week of it being posted to the grade book. After one week has passed the grades are set and cannot be contested.

CLASS POLICIES:

A. Class Attendance, Participation and Discipline
Since this class is a web-based course, attendance is defined as active participation in course activities. I expect you to maintain the decorum of the class at all times. Specifically, with discussions, please be aware that your actions in the discussion may have negative externalities that can collectively affect the performance of the entire group. Please keep in mind students are expected to respect the rights of their classmates and should never exhibit any behavior that is disruptive to the learning experience of anyone.

B. Academic integrity:
Academic integrity and honesty are essential in the development of a professional. This society is not willing to tolerate dishonest or otherwise unethical professionals. Students must attend to, and follow, the WKU code of student conduct, with special attention to academic integrity and academic honesty. They must never appropriate the ideas and work of others, including both academic sources and fellow students, without appropriate attribution or by claiming others work as their own. They must exercise complete honesty in following the conditions established by the instructor for examinations and other assignments. Finally, they must be honest with one another, be willing to be accountable for their own failures of honesty and integrity, and not tolerate such failures in classmates. Any form of Academic dishonesty will result in an "F" in the class. Additionally, the student may be referred to the Dean of the College of Business and/or the Dean of Students of the University for further Disciplinary Action.

C. Communication
Communication with the students will be done through E-mail, the class website, and face to face in class or during office hours.

E1. Class Website: <u>The Blackboard web site extensively for this class.</u> Please go to http://blackboard.wku.edu and follow the "Login" instructions. Once successfully logged into Blackboard, you should find this class in your list of courses. Blackboard will be used to communicate with you for this course. Please check the site daily for announcements, reading materials, and other supplemental course information.

E2. Email: <u>All students are required to maintain and check an Email account on a regular basis.</u> Students are entitled to an Email account from WKU (http://mail.wku.edu). By default, TopNet and Blackboard treat your WKU email account as your "Preferred Account". If you don't use your WKU email account, you need to log into TopNet/Personal Information/Update E-mail Address(es) and input an address that you do use. Throughout the semester Emails will be sent using Blackboard and you are responsible for receipt of them. Furthermore, make <u>sure that you are not over quota with your WKU mailbox</u>, since in such cases you will not be aware of the latest emails pertaining to this class.

ADA ACCOMMODATION

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

TITLE IX/ DISCRIMINATION & HARASSMENT

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) and Discrimination and Harassment Policy (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

WKU COVID 19 POLICY

All students are strongly encouraged to get the COVID-19 vaccine. In accordance with WKU policy, all students must call the WKU COVID-19 Assistance Line at 270-745-2019 within 4 hours of testing positive for COVID-19 or being identified as a close contact to someone who has tested positive. The COVID Assistance Line is available to answer questions regarding any COVID-19 related issue. This guidance is subject to change based on requirements set forth by federal, state, and local public health entities. Please refer to the Healthy on the Hill website for the most current information, www.wku.edu/healthyonthehill. If you are required to quarantine due to Covid 19, please contact the professor as soon as possible.

WKU COUNSELING AND TESTING CENTER

The university experience should be challenging, but not overwhelming. To this end, the WKU Counseling Center provides a variety of services to help strengthen students' capacity to tolerate distress, form healthy relationships, and seek healthy expressions of their ideals and values. If you would like to speak with someone, you may contact WKU's Counseling and Testing Center at 270-745-3159 or use their Here To Help service at

. If you need immediate help, please visit the Counseling Center in 409 Potter Hall or call the 24-hour emergency help line at 270-843-4357.

WKU TALLEY FAMILY COUNSELING CENTER

The Talley Family Counseling Center provides mental health services free of charge to couples, families, individuals, and groups. Located on Western Kentucky University's campus, the Talley Family Counseling Center is housed within the Department of Counseling and Student Affairs, College of Education and Behavioral Sciences. Graduate students enrolled in counseling programs within the Department of Counseling and Student Affairs provide counseling under supervision of licensed mental health professionals. The Talley Family Counseling Center can be contacted at 270-745-4204 or at https://www.wku.edu/talleycounseling/.

WKU INTERCULTURAL STUDENT ENGAGEMENT CENTER

The Cynthia and George Nichols III Intercultural Student Engagement Center (I.S.E.C.) promotes a culturally inclusive campus environment, cultural awareness and competence, inter-group dialogue, engagement and intercultural interaction, and supports lifelong learning about self and others. The office serves as a hands-on recruitment and retention resource for the many cultural, religious/spiritual, and identity groups reflected within the WKU community. The center provides student support services to foster academic success and sponsors culturally based celebratory events. Staff within I.S.E.C. carry out programmatic initiatives designed to increase the cultural competency of students, faculty, and staff. Additionally, center staff manages respectful spaces for students to learn about themselves and others through meaningful experiences, dialogues, and opportunities for growth. The I.S.E.C can be contacted at isec@wku.edu or https://www.wku.edu/isec/.

WKU MILITARY STUDENT SERVICES

WKU Military Student Services have been serving students in 2011 with the mission to provide personalized support for all our military, veterans and dependents. Their goal is to provide comprehensive support for students to succeed at WKU, from the point of inquiry through graduation and ultimately on to a productive career. They can be contacted at 270-745-2180 or at https://www.wku.edu/veterans/.

REGULAR AND SUBSTANTIVE INTERACTION

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the Regular and Substantive Interaction in Online and Distance Learning webpage.

In this course, regular and substantive interaction will take place in the following ways:

- Description of RSI activity, and
- Description of RSI activity.

Example:

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the Regular and Substantive Interaction in Online and Distance Learning webpage.

In this course, regular and substantive interaction will take place in the following ways:

- Weekly synchronous sessions with faculty and students,
- Faculty participation in weekly discussion boards,
- Weekly announcements, and
- Timely and detailed feedback on assignments provided within one week of submission.
- Note: Your activities may look different from these as they are used solely for the purpose of this example.