

# Syllabus

## Information Assurance INLS 566, Fall 2014

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**Office Hours:** Monday, 5pm-6pm, and by appointment

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This will be a reading intensive class. I will expect that you have read ALL the week's readings. It will also expect that you come to discuss those readings

### **COURSE DESCRIPTION**

This is really a course on Information Assurance. Information Assurance is a broader concept than (computerized) information security. It deals with aspects of data integrity, privacy, paper and human security issues, and security from several perspectives: legal issues, technical tools and methods, social and ethical concerns, and organization's policies and procedures, and standards

### **PRE-REQUISITES AND CO-REQUISITES**

INLS 261 or INLS 461

### **COURSE OBJECTIVES**

This course is a broad introduction to Information Assurance. When you have finished this course, you should expect to be able to:

1. Identify security issues for corporations and non-profit organizations
2. Create appropriate policies and procedures documents for an organization

We may get to do more, but the above is a minimum.

### **WEEKLY READINGS**

The readings from the book will be posted in the Schedule. Other weekly readings will be posted on the course Sakai site. Please keep up with the readings. You are expected to have read all the required (and some of the supplemental) readings by the class meeting of that week.

### **METHOD OF EVALUATION**

#### ***Class Posting***

A large portion of this course will be discussion-based and will rely upon everyone's active participation. The best way to prepare for each week's class session is to thoughtfully engage with the assigned readings. To this end, you will write a brief response to each week's readings in an informal, journal-style format. Post them to the appropriate week in the Questions Section of Discussion and Private Messages of Sakai.

These entries will help you make meaning of the text and readings, clarify your thoughts and opinions, ask questions, and explore your feelings about the week's topic. You will be expected to read your classmates' entries before class each week. You are also encouraged to respond to your classmates' postings.

Your weekly postings should be brief (around 300 words) and should focus on your reactions to and questions about the text and readings. What did you find surprising? What did you agree or disagree with? What connections do you see to your life, the world, or other readings? What questions do you have after reading the text? Please do not summarize the readings or include lengthy quotations from the readings - keep your entries focused on response rather than review. The style of your entries may be informal – citations are not necessary. To allow time for your classmates and me to read and respond to your entries, each week's response will be due 24 hours before class (i.e., 6:00 pm each Sunday). **This assignment will account for 10% of your grade for the seminar.**

NOTE: No written response is required for Session 1, but a forum has been set up in case you want to respond.

### ***Class Attendance***

**You will lose 1 point from your final grade, up to 10 points, for each class you miss.**

### ***Class Participation***

Students will be graded on their participation in class. If students say nothing of substance in (a) class, they will lose class participation credits. It is up to the discretion of the instructor what counts as "substantive". If you have not read the material for class, you obviously cannot ask questions or make observations of substance. This includes the material of the student leading the class that week.

## **Leading Class**

Each person will be responsible for organizing and leading our exploration of one of the following important topics in Information Assurance. This includes identifying 2-3 articles/readings on the topic for the class to read, posting thought-provoking discussion questions for the week of your presentation, providing a 25-30 minute formal presentation on the topic (should be supported by slides), and managing the in-class discussion of the articles (30 minutes).

The articles/readings to be discussed in class must be posted to the appropriate week of the Class Discussion in Discussion and Private Messages of Sakai at least 3 days before (i.e., Friday) the topic is scheduled to be discussed in class.

Evaluation criteria: The presentations will be evaluated in terms of the depth with which you explain the topic, your selection of and analysis of the articles, the clarity with which you present your ideas to the class, and the extent to which you can get the class engaged in the discussion. Thus, you should have a list of questions for the class to address if the discussion “gets slow.”

## **Plan to get employees to abide by security training**

Students will devise a plan to encourage/cajole/force employees to abide by security training. **This will result in a 10-15 minute presentation in Week 11.**

## **Security Policies and Procedures Letter to CEO**

Each of you will be required to write a letter to a CEO of an (real) organization designed to show the CEO the reasons and need for a security policy document and why he/she should actively support the project. You may choose the organization for which it is written. The completed document should be approximately one page and will be due no later than Friday of Week 8. This assignment will account for 60% of your grade for the seminar. Email these letters to me (I will post them).

## **Final Exam**

There will be a final comprehensive exam at the assigned time.

## **GRADING**

Class Posting	10 points
Class Attendance	10 points
Class Participation	10 points
Leading Class	15 points
A plan to get employees to pay attention to training	30 points
Policies and Procedures Letter to CEO	15 points
<u>Final Exam</u>	<u>10 points</u>
Total:	100 points

Standard SILS and UNC grading breakdowns apply. Doing only what is required for each item will get a P for graduates or a B for undergraduates. To get an H or an A, a

student's project must demonstrate that he/she has gone beyond the minimum requirements for the course and that the student has gone over and above the presented material.

## **CLOSING REMARKS**

I will do my best to answer your questions as they come up, but that doesn't mean that you should not disagree with my answer. I am, as I said, a guide, not a dictator. I may not know the answer to a question. In that case I will say, "I don't know" and find the answer for you.

Lastly, please turn in all work on time, having said that, I am not a monster. I have had students who have a death in the family, a diagnosis of breast cancer, going through an ugly divorce (are there any other kind?), so if you have a problem, contact me immediately.

## **HOW TO CONTACT ME**

You have my email address, if you need to contact me quickly, use email. I should be online most days. If you are panicking, contact me and we might arrange to use the phone.

Let me repeat, if you are having problems, CONTACT ME!!!! You are not paying tuition for my good looks, however good they may (or may not) be. If you don't contact me, then please don't complain about your grade. Real education is an interactive process.

## **STUDENTS WITH SPECIAL NEEDS**

If you have any special need, the first place you should check is <http://library.law.unc.edu/students/information/disabilities/default.aspx>. If you have a special need, then get help. Keep me in the loop. I have a special need, too. I am bald and I need a hat in sunny summer days and cold winter ones. You getting help for a special need is no bigger a deal than that for me. Seeking help for a disability is not asking for something extra, it is simply asking for the playing field to be level. I like level. Level is good.

## **CHEATING AND PLAGIARISM**

You are expected to do your own work. Cheating in any form (including using other people's work with out proper citations—i.e. plagiarism) or getting someone or something else (code generators) to do your work will result in the student being given an F for that instrument. The second offense, the student will be given an F for the course.

Having said that, I expect you do search online resources extensively. Just make sure you cite them properly.