



ISM4323

Information Security and Risk Management

School of Information Systems and
Management Information Assurance and
Cybersecurity Management Program

Instructor: Dr. Giti Javidi

Office Location: Sarasota Campus – C217

Office Hours: Virtual hours Tuesdays 2p-3p

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Semester: Fall 2023

Class Meeting Days: Hybrid – See below

Class Meeting Time: Hybrid – See below

Class Meeting Location: Canvas (In class Location TBA)

IMPORTANT DATES:

August 21	Classes begin
August 25	Drop/add ends; fee liability/tuition payment deadline
September 4	Labor Day holiday; no classes
September 18	Fall graduation application deadline
October 2	Midterm grading opens
October 17	Midterm grading closes
October 28	Spring last day to withdraw; no refund & no academic penalty
October 30	Spring/Winter registration begins
November 10	Veterans Day holiday; no classes
Nov. 23-24	Thanksgiving holiday; no classes
Nov. 25–Dec. 1	Test Free Week
December 2	Last day of spring classes
December 2-7	Final Exam Week
December 12	Final grading closes
December 15	Final grades visible on OASIS

MANDATORY IN-PERSON DATES/TIMES:

5:00p-7:45P

August 31, September 28, October 26, and November 30

COURSE PREREQUISITES: ISM3011

COURSE DESCRIPTION: (From Catalog). Introduction to information security and IT risk management in organizations. Covers essential IT general controls and frameworks to assess IT risk in a business environment.

REQUIRED TEXTBOOK:

 Agrawal, Campo and Pierce, Information Security and Risk Management, Wiley, 2014, ISBN 9781118335895

[Information Security and IT Risk Management | Wiley](#)

OPTIONAL TEXTBOOKS:

- 📖 Westerman, George and Richard Hunter, IT Risk: Turning Business Threats into Competitive Advantage, Harvard Business School Press, 2007, ISBN 1422106667
- 📖 Gibson, Darril and Igonor, Andy, Managing Risk in Information Systems, Jones and Bartlett, 2022, 9781284183719

COURSE TOPICS: This course will cover the following content areas:

- System administration
- Information Security model
- Asset identification
- Threats and vulnerabilities
- Encryption controls
- Identity & Access management
- Hardware and software controls
- Shell scripting
- Incident handling
- Incident analysis
- Security policies

COURSE OBJECTIVES:

1. To introduce the importance of information security and related business concern.
2. To make students aware of the major categories of information security threats.
3. To make students aware of the common information security controls.
4. To enable students to implement the basic information security controls.
5. To introduce students to the important legal provisions regarding information security.
6. To make students aware of the methodological implications for information security arising from these legal provisions.
7. To provide students with an understanding of the standard methodologies for complying with legal requirements for IT general controls.
8. To provide basic understanding of IT risk management in organizations.

STUDENT LEARNING OUTCOMES:

Upon completion of this course, students will be able to:

1. Students will demonstrate an understanding of security concerns and issues in organizations.
2. Students will have the ability to identify major categories of information security threats.
3. Students will have the ability to apply various kinds of controls to counter common threats.
4. Students will have the ability to apply best practices related to IT controls to comply with legal requirements.
5. Students will have the ability to provide solutions to mitigate IT risks.

COURSE Structure:

- This course will be delivered through USF's learning management system (LMS), Canvas, as a hybrid course. All course materials will be accessible on Canvas in an asynchronous format. However, it is mandatory for us to meet in person at the Sarasota campus on four specific dates during the Fall 2023 semester: 8/31, 9/28, 10/26, and 11/30, from 5:00 p.m. to 7:45 p.m.
- If you need help learning how to perform various tasks related to this course or other courses being offered in Canvas, please view the following videos or consult the Canvas help guides. You may also contact USF's IT department at (813) 974-1222 or help@usf.edu. The course will

include recorded lectures, reading assignments, tests (midterm and Final), quizzes, discussions and homework (posted on CANVAS).

COURSE LOGISTICS:

1. This is an online course but it is mandatory for us to meet in person at the Sarasota campus on four specific dates during the Fall 2023 semester: 8/31, 9/28, 10/26, and 11/30, from 5:00 p.m. to 7:45 p.m.
2. Students may form groups of three students each to complete projects.
3. Use the phrase “ISM4323” in the subject line of your email (no spaces) to help me filter emails.
4. In all deliverables and communication, please include the names of ALL students involved. This is needed for allocating grades correctly. You will lose credit for not doing so.
5. Readings and assignment deliverables are always scheduled on the Friday of the week.
6. Deliverables are due by the end of day on the due date (usually this means 11:55pm).
7. We will try to manage class time so that as much of the hands-on activity is performed in class as possible.
8. Assignments for each chapter have 5 components – questions, example case, critical thinking, hands-on activities and design case. Critical thinking and example case are worth 0.5% each, the other activities are worth 1% of the credit for the course. These assignments can take time, please plan your time accordingly.
9. The design case is your opportunity to conduct industry research. This is your opportunity to discover issues, concerns, products and solutions not discussed in class and apply them within a coherent framework to solve customer concerns.
10. I will do my best to try and teach you something useful, not merely certify what you already know. This impacts exam preparation too. For example, you should not expect a shortlist of questions to prepare.
11. Subject to availability of time, select groups will be invited to present their designs in class on the last day.

GRADING POLICIES

- **Makeup Exam Policy:** There will be no make-ups for the midterm, or the final exam. Make up opportunities will only be provided for job-related situations and for medical emergencies in the immediate family.
- **Late Submission Policy:** All assigned work are expected to be turned in on time, by 11:59 p.m. of the due date. Late assignments will not be accepted unless prior permission has been granted by your Instructor. It is okay for students to work ahead and complete all assignments, labs and tests if they desire, but no makeups or extra credit will be offered.
- **Exam Retention Policy:** After exams are graded, the instructor will review the examination with the class and collect all exams. The exams will be retained for one semester following the current one, and then they will be destroyed.

GRADING SCALE

USF policy requires that all students receive a graded assignment or examination prior to the semester's drop/withdraw date (please refer to important dates on page 1 of this syllabus). Student performance for this course will be evaluated based on tests, assignments, and quizzes, as detailed below. Below is a summary for the determination of the final grade and an explanation for each component:

Deliverables	Unit weight	Total weight
Assignments (total 4)	10%	40%
Quizzes (total 12)	2%	24%

Midterm Exam	15%	15%
Final Exam	15%	15%
Discussions	6%	6%
Total	100%	

A+ = 97-100; A=94-96; A- =90-93; B+ = 87-89; B=84-86; B- = 80-83;

C+=77-79; C = 74-76; C - + 70-73; D = 60- 69; F = 59 or below

STUDENT EXPECTATIONS

- **Attendance Policy:** There is no live lecture attendance requirement. Everything will be placed on Canvas.
- **Course Hero/Chegg Policy:** The [USF Policy on Academic Integrity](#) specifies that students may not use websites that enable cheating, such as by uploading or downloading material for this purpose. This does apply specifically to Chegg.com and CourseHero.com – any use of these websites (including uploading proprietary materials) constitutes a violation of the academic integrity policy.
- **End of Semester Student Evaluations:** All classes at USF make use of an online system for students to provide feedback to the University regarding the course. These surveys will be made available at the end of the semester, and the University will notify you by email when the response window opens. Your participation is expected and valued.
- **Turnitin.com:** In this course, turnitin.com will be utilized. Turnitin is an automated system which instructors may use to quickly and easily compare each student's assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. Accordingly, you will be expected to submit all assignments in both hard copy and electronic format. After the assignment is processed, as instructor I receive a report from turnitin.com that states if and how another author's work was used in the assignment. For a more detailed look at this process visit <http://www.turnitin.com>. Essays are due at turnitin.com the same day as in class.
- **Note to Students:** All students must review the syllabus and the requirements, including the online terms and video testing requirements, to determine if they wish to remain in the course. Enrollment in the course is an agreement to abide by and accept all terms. Any student may elect to drop or withdraw from this course before the end of the drop/add period.
- **Honorlock for the Exams:** Online exams and quizzes within this course will require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence. To avoid any concerns in this regard, students should select private spaces for the testing. Students with concerns may discuss location of an appropriate space for the recordings with their instructor or advisor. Students must ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns. Students are strictly responsible for ensuring that they take all exams using a reliable computer and high-speed internet connection. Setup information will be provided prior to taking the proctored exam. To use Honorlock, students are required to download and install the [Honorlock Google Chrome extension](#). For additional information please visit the [USF online proctoring student FAQ](#) and [Honorlock student resources](#).

STANDARD UNIVERSITY POLICIES

Policies about disability access, religious observances, academic grievances, academic integrity and misconduct, academic continuity, food insecurity, and sexual harassment are governed by a central set of policies that apply to all classes at USF. These may be accessed at:

<https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx>

WEB PORTAL INFORMATION

Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address. The web portal is accessed at <http://my.usf.edu>.

GENERAL INSTRUCTION FOR STUDENTS

- **Academic Support Services:**

[The Information Commons](#) provides students with individual and group study spaces, computers, printers, and various media equipment for temporary use. The Information Commons is staffed by librarians, learning support faculty, tutors, and technology and e-learning specialists. Students challenged by the rigors of academic writing, mathematics, or other course content are urged to contact their professors early in the semester to chart out a plan for academic success, and/or regularly use the tutoring services provided by Learning Support Services (<http://www.usfsm.edu/academics/academic-resources/information-commons/tutoring.aspx>) which are provided at no cost to students.

- **Career Success Center:**

Students can explore careers through activities such as job shadowing, mentoring, and internships. Whether students will be pursuing graduate school or seeking employment, Career Services can help develop a plan to reach their next destination. Students can prepare professional documents, practice for the interview and attend employer or graduate school information sessions. Access these resources or schedule an appointment with career advisors at www.usfsm.edu/career-services.

LEARNING SUPPORT and CAMPUS OFFICES

Tampa Campus	<p>Tutoring Hub: The Tutoring Hub offers free tutoring in several subjects to USF undergraduates. Appointments are recommended, but not required. For more information, email asctampa@usf.edu</p> <p>Writing Studio: The Writing Studio is a free resource for USF undergraduate and graduate students. At the Writing Studio, a trained writing consultant will work individually with you, at any point in the writing process from brainstorming to editing. Appointments are recommended, but not required. For more information or to make an appointment, email writingstudio@usf.edu</p> <p>Counseling Center: The Counseling Center promotes the wellbeing of the campus community by providing culturally sensitive counseling, consultation, prevention, and training that enhances student academic and personal success. Contact information is available online.</p> <p>Center for Victim Advocacy: The Center for Victim Advocacy empowers survivors of crime, violence, or abuse by promoting the restoration of decision making, by advocating for their rights, and by offering support and resources. Contact information is available online.</p>
St. Petersburg Campus	<p>Student Success Center: The Student Success Center provides free tutoring and writing consultations. Contact information is available online.</p> <p>Wellness Center: The Wellness Center provides counseling and medical services, as well as prevention programs and victim advocacy. Contact information is available online.</p>
Sarasota-Manatee	<p>Tutoring and Writing Support: Learning Support Services provides free tutoring and writing consultations for a variety of courses and subjects such as, Accounting,</p>

Campus	<p>Biology, Chemistry, Finance, Math & Statistics, Physics, and Spanish. Make an appointment online.</p> <p>Counseling and Wellness Center: The Counseling and Wellness Center is a confidential resource where you can talk about incidents of discrimination and harassment, including sexual harassment, gender-based crimes, sexual assault, stalking, and domestic/relationship violence. Call 941-487-4254</p> <p>Victim Advocate: A Victim Advocate is available 24/7 by calling (941) 504-8599. For assistance leave a message with your phone number and your call will be returned as soon as possible. The Victim Advocate is available to assist victims of crime, sexual assault, and partner violence.</p>
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COURSE FAQ

How to communicate with me? You can either (i) send me an email directly or through Canvas, or (ii) call/text me or (iii) set up an appointment to see me in my office. When emailing directly or through Canvas, please write the appropriate subject and include your name at the bottom of the email. The emails should be composed professionally and the language should be courteous and respectful.

How NOT to communicate with me?

1. Please do not email me from a non-USF email account.
2. Please do not submit deliverables to me through email. All deliverables must be submitted through Canvas.
3. Please do not reply to an email that I send to the entire class without changing the subject line, unless your question is about that subject. If you are using the “Reply” button as a means to get my email address in the “To” line, please change the subject line and also delete all previous text from that email, if your email pertains to something else.

How will I communicate with you? I will send announcements through Canvas. The announcements should arrive in your inbox. If you send me an email through Canvas, I will respond back through Canvas. If you send me an email directly, I will respond back to your email address. I will make every attempt to reply to your emails within 24 hours during weekdays. I cannot guarantee a response within 24 hours on weekends. Occasionally emails do tend to go to my Spam Mail folder so if you have not received my response within 24 hours, please either resend your email or call my office phone number and leave a message in case I am not in my office. I will provide feedback on your assignments through Canvas.

How to Succeed in this Class?

- **Check Canvas and emails daily for announcements:** I will periodically send emails and announcements. I encourage you check them daily.
- **Read the syllabus:** It is *a lot of trouble* to prepare so detailed a syllabus. You should assume I had a reason for it. I want to make sure that you understand the course structure and expectations and have your questions answered on the first week. This will help us all have a more productive semester. Please read *every word* in this syllabus by end of the first week and ask me any questions.
- **Complete the reading assignments:** You will get a lot more out of this class if you complete the assigned readings. In my experience, students who don't complete the reading either never complete it or try to cram it all in just before the exams. That doesn't work. Most of the time, unsatisfactory grades are due to procrastination than any other cause. Please give yourself ample time each week to complete the assigned readings for this class.
- **Watch the recorded lectures/external videos:** Some modules will include recorded lectures and LinkedIn Learn videos. The lectures that are prepared by me contain topics that I think are the most important in the course. Please watch them.

- **Do not procrastinate on completing assignments:** You cannot pass the course without doing at least most of the assignments. The homework assignments build upon one another. If you get behind, you will find it very difficult to catch up.
- **Complete the quizzes:** Completing the quizzes will prepare you for the exams. So, I encourage you to complete them by the due dates.
- **The bottom line “Do not procrastinate.”**

