



ISM 4570
Cybersecurity Governance and Planning

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

Instructor: Giti Javidi
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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 30, September 27, October 25, and November 29

COURSE PREREQUISITES: ISM 4323

CATALOG DESCRIPTION:


Investigation of the role of Governance, Risk Management, and Compliance (GRC) in Cybersecurity management process including key functions of cybersecurity policies, management, planning and implementation.

COURSE OBJECTIVE:




The objective of this course is to prepare students to employ the theoretical and conceptual underpinnings of information security and develop security-related skills in practice in the context of private, public, or government enterprises. The course introduces students to effective Cybersecurity Governance, Risk Management, and Compliance (GRC). The course covers key functions of Cybersecurity planning, policies, and

the administration of technologies. The legal and regulatory environments related to local, state, national and international cybersecurity concerns are also discussed.

REQUIRED TEXTBOOK:

-  Ebook Access Security Policies and Implementation Issues with Theory Labs, 3rd edition, Robert Johnson; Chuck Easttom, ISBN: 9781284200041 © 2022

OPTIONAL TEXTBOOKS:

-  Cyber Security Management: A Governance, Risk and Compliance Framework, 1st Edition, Peter Trim and Yang-Im Lee, ISBN-13: 978-1472432094, ISBN-10: 1472432096
-  Management of Information Security, 6th Edition, Michael E. Whitman, Herbert J. Mattord ISBN-10: 133740571X, ISBN-13: 9781337405713 © 2019
-  Rewired: Cybersecurity Governance, Ryan Ellis (Editor), Vivek Mohan (Editor), ISBN: 978-1-118-88821-6 April 2019

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

- Information security laws, policies and frameworks
- Information security governance and compliance
- Business Continuity Management Planning Framework
- IT infrastructures domains
- Implementation and maintenance of IT Security Policy frameworks
- International compliance policies
- Designing, implementing, and maintaining IT security policies

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

1. Identify the role of information systems security policy and governance and their relationships with business drivers
2. Recognize compliance laws and security policy requirements
3. Recognize business challenges within IT infrastructure
4. Explain security policy frameworks, implementation and enforcement issues
5. Understand the process of designing, organizing, implementing, and maintaining IT security
6. Compare and contrast multiple frameworks
7. Apply governance and compliance to real world case studies
8. Identify the best practices for IT policy framework
9. Describe common policies by domain
10. Describe types of security control requirements for IT infrastructure domains
11. Identify risk management policies
12. Describe common data and incident classification techniques
13. Describe the different issues related to defining, tracking, monitoring, reporting, automating, and organizing compliance systems and emerging technologies

COURSE POLICIES:

- **Canvas:** This course will be offered via USF's learning management system (LMS), Canvas. 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), discussions and homework (posted on CANVAS).
- **Recorded videos and instructor notes:** Course participants are not permitted to sell notes or video recording of class lectures.
- **Honorlock:** 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.

COURSE STRUCTURE:

To assist you in your efforts to master the knowledge and competencies necessary to be successful, this course is structured according to the following:

- All course material, including recorded lectures, exams, assignments, discussions, and lab exercises will be available on Canvas. There will be 16 Modules on Canvas, each representing a week. Each module will include the learning objectives of the week, checklist for the tasks to be completed for that week, and all teaching material and deliverables (i.e. assignment, discussion question, etc.) for that week.
- In this course, you will have 1 assignment, 10 lab exercises, 1 final project and weekly quizzes.
- There will be two exams; midterm (Week 7) and final exam (Week 16).
- Please remember that our week starts on Sunday and ends on Sunday. The assigned tasks are always due on the 11:59p on a Sunday. Always go through the checklist for each week on canvas to see if there is anything due on the Sunday of that week. You can also use the course calendar as a checklist.
- There will be weekly reading assignments. The assigned readings for each week are available for each weekly module.
- There will be 14 discussions where students post their thoughts on canvas on a topic and respond to two posts made by peers. All discussion topics will be available on Canvas.
- All students must take the midterm and final exams at the same time at a designated time, no exception. Honorlock will be used to proctor the exams.

GRADING POLICIES

- **Late Work Policy:** All assigned work is expected to be turned in on time, by 11:59 p.m. of the due date. Late assignments will be graded with penalty unless prior permission has been granted by your Instructor. Assignments turned in late will be assessed with penalty of 5 points for each day late. Assignments will not be accepted if overdue by more than five days.
- **Incomplete Policy:** An “I” grade may be awarded to a student only when a small portion of the student’s work is incomplete and only when the student is otherwise earning a passing grade. The time limit for removing the “I” is to be set by the instructor of the course. For undergraduate students, this time limit may not exceed two academic semesters, whether or not the student is in residence, and/or graduation, whichever comes first. For graduate students, this time limit may not exceed one academic semester. “I” grades not removed by the end of the time limit will be changed to “IF” or “IU,” whichever is appropriate.
- **Make-up Exams Policy:** A make-up exam will be given only if the student has notified the instructor in advance that s/he cannot take the exam on the assigned date.

GRADING SCALE

Student performance for this course will be evaluated based on exams, assignments, and discussion participation as detailed below. Below is a summary for the determination of the final grade and an explanation for each component:

Deliverables	Percentage of Grade
Theory Labs	20%
Weekly Quizzes	10%
Exams	30%
Final Project	30%
Class Participation/Discussion	10%
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

COURSE EXPECTATIONS

- **Attendance Policy:** This class is hybrid which means that it will be an asynchronous course but we will have mandatory in-person classes on the Sarasota campus on the last Wednesday of each month: 8/30, 9/27, 10/25 & 11/29.
- **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>.
- **Syllabus Terms:** 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 Campus	<p>Tutoring and Writing Support: Learning Support Services provides free tutoring and writing consultations for a variety of courses and subjects such as, Accounting, 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>

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/labs:** 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.”**