

Bossier Parish Community College
Section Syllabus

Course Prefix and Number: CTEC 279 Information Assurance

Instructor: Chris Rondeau

Email: crondeau@bpcc.edu

Office: G-120

Office telephone: 318-678-6317

Office hours MTWR 8:30-9:30AM / 12:30-2:30PM

F 10-11:30AM / Virtual Advising by appt ONLY Noon-1:30

(Subject to change most updated posted in CANVAS)

Method of Delivery of Instruction:

Depending on the section you signed up for this course will either be delivered via in-class lectures OR Fully online with no scheduled meetings.

Section Requirements: Please see Course Calendar (at bottom of this SIS) for Due Dates and requirements. All Text and labs are through Cengage Mindtap

Work is due by or on the due date.

You will lose one (1) letter grade per day for late work up to four (4) days late.

After which the work will not be accepted and will be recorded as a zero (0).

Please note: Weekends count as part of the point deduction period.

If you receive a grade of zero (0) please click on the score and follow the directions posted.

COVID-19 Protocols:

BPCC is committed to keeping our students, faculty, and staff safe and healthy. To that extent, expectations for students coming to campus and entering classroom buildings are outlined in the COVID-19 Information section of *The Student Handbook*. Requirements for safety protocol are found here: <https://www.bpcc.edu/current-students/student-handbook/covid19>.

Section Grading:

If you notice that you sent the wrong file before it is graded simply email or call me to ask for the attempt to be cleared. If I had already tried to grade and noticed it is the wrong file you will notice a score of (0) for your grade. Simply click on that and follow the directions posted in the comment section. Once I have graded a file the grade stays unless, with the exception of the (0) with a comment, or you can prove an error on my part.

Your average will be graded on a ten-point scale: 90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D

Grades will be calculated by (points earned)/(points possible)=Average

Please Note: Canvas adds attendance as part of your average. The average in Canvas is NOT correct.

Grades posted in Canvas are relative and should not be used as an absolute grade ranking.

Your Final Grade for the course will be recorded on BPCC's LoLa system. The BPCC system is the official place for you to receive your final course grade.

All students are required to take a final exam. Students who are scheduled to graduate during the current semester must inform their instructors and arrange to complete all course requirements, including the final exam, prior to the published deadline for graduates.

Section Attendance Requirements:

For this class, attendance will be taken by the following activities:

Class attendance is regarded as an obligation as well as a privilege, and students are expected to attend all classes regularly and punctually. Failure to do so may jeopardize a student's scholastic standing.

For all modes of delivery, attendance will be reported, with the following guidelines:

- Attendance will be checked every class meeting. Class meetings may come in a variety of forms, including face-to-face class meetings and synchronous online class meetings. Dates and times of such meetings are stated on the academic bulletin and in the class syllabus. For asynchronous online classes, attendance will be checked every week through the submission of assigned work. This assigned work will be outlined in the syllabus and in the course posted in the College's Learning Management System (LMS).
- Any student who ceases to attend a class may be subject to a College-Initiated Withdrawal. A student who wishes to withdraw from a course or resign from the College must do so officially by dropping or withdrawing from courses through LoLA. It is the student's responsibility to contact the Business Office for payment of any remaining balance.
- When a student has missed 15% of a course, the instructor may remove the student by assigning a College-Initiated Withdrawal. As a result of this action, the student will receive a grade of "WN" for the course if action is initiated prior to the last day to drop. **NOTICE: More restrictive attendance requirements may apply in some specialized classes such as laboratory, activity, and clinical courses because of the nature of those courses. Neither the instructor nor the College assumes responsibility for students who are absent from these classes.**
- Students who are absent due to participation in school-sanctioned activities, mandatory military exercises, mandated appearance in a court of law (jury duty or subpoena obligations), or physician documented physical or emotional condition must submit official documentation to the instructor to be eligible for assistance in meeting missed course requirements.
- Students who are receiving any type of financial aid, scholarships or tuition assistance should consult the rules governing that aid before withdrawing from a course or resigning from the College.

I DO NOT REMOVE SUSPENSIONS.

If you are going to miss it is your responsibility to let me know beforehand by phone or email.

*For those in a face-to-face class three (3) tardies are counted as one (1) absent,
also if you leave class early (without a valid reason)
you will be counted absent for the day.*

*Note: Financial Aid Students: Please refer to the Financial Aid Policy regarding attendance and withdrawal at the following link <https://www.bpsc.edu/admissions/financial-aid/index>.

SHOW/NO SHOW: Whether face-to-face, hybrid, or online, students must begin attendance in their classes on the first-class meeting of each session. Students who attend class at the first-class meeting of the session will be considered a “**Show**” for that class in accordance with College policy.

Online classes with scheduled meetings OR Hybrid classes with scheduled meetings (see meeting times and days above): **For students enrolled in online or hybrid courses with regularly scheduled meetings, the first-class meeting will be the first virtually scheduled meeting with the instructor.**

Online classes with no scheduled meetings: **Students who are enrolled in online courses without regularly scheduled meetings will be required to complete an assignment within the first 24 hours of the first day of class.**

NOTE TO ONLINE STUDENTS: Submission of work is required to be listed as a **Show** in LOLA for online courses. Simply logging into a course does not constitute attendance. Online students must actively participate in each academic activity that is due on the official start date of each session. Students enrolling in an online class after the start date must complete the activity within 24 hours of enrolling.

COURSE SPECIFIC INFORMATION FOR ONLINE: To avoid being marked as NO SHOW in the course, students must complete the course introduction assignment in the first week of class

Students who do not officially withdraw or resign and do not attend class in accordance with the published start date of the Class Session will be considered as a “No Show.” **Students who are considered a “No Show” will be responsible for 100% of tuition and fees for each course reported as “No Show.”** All “No Show” students will be removed from class by the Registrar. If a student is reported as a “No Show” in error, the student should contact his/her instructor immediately.

Last day to drop *without* a grade of “W” and *with* a grade of “W”:

Session	Last day to drop without a grade of "W"	Last day to drop with a grade of "W"
Session A	January 27, 2024	April 24, 2024

Students receiving any type of financial aid, scholarships, or tuition assistance should consult the rules governing that aid before withdrawing from a course or resigning from the College. For more information, visit <https://www.bpcc.edu/admissions/financial-aid/index>.

The following should be included for courses offered in an online or hybrid format:

Technology Requirements:

- Access to high speed Internet
- Windows/OS (Latest version including updates)
- Web Browser (Compatible with myBPCC Canvas)
- Other applicable software (Course required software)
- Webcam (for virtual meetings scheduled)
- Microphone (for virtual meetings scheduled)

Resolutions to any problems in the course begin with the instructor of the course. If you have questions or need assistance with technology, please contact the instructor, who may refer you to the appropriate resource for resolution. Technology needs include questions about the device (laptop, Chromebook), software, and ancillaries (microphone, webcam, etc.).

Technology Login Information Guide including LoLA, myBPCC, BPCC Student email, BPCC computers and BPCC Wi-Fi: <https://www.bpcc.edu/computer-services/student-login-information>.

Technical Support Information:

- In myBPCC: click the Help button for phone support or live chat
- Toll free: 844-408-6456 (available 24/7/365)
- myBPCC Administrator email: mybpcc@bpcc.edu
- Phone: BPCC Educational Technology: 318.678.6023 (normal business hours)

Student Support Options for myBPCC (Canvas:)

Learn how to navigate your online, hybrid, or web-enhanced course using myBPCC (Canvas)

Complete the myBPCC (Canvas) Orientation.
<https://mybpcc.instructure.com/courses/222570>

Email Support

Send technical support questions to BPCC Canvas support:
mybpcc@bpcc.edu

Immediate Support (24/7/365)

For phone or chat support with a Canvas technician:
Click the Help link within any myBPCC (Canvas) course (the question mark icon in the navigation menu)

Testing Procedures: Tests will cover the labs and assignments. Tests may be multiple choice, short answer, fill in the blank, matching, and true or false. Tests may be hands-on computer production tests also.

If you must miss a test for any reason, please try to let me know ahead of time. If you miss the test for an unexpected reason, let me know as soon as possible after the test date. I expect you to personally talk to me the day you return to class after missing the test. If you have an unexcused absence on a test day, you will get a zero on that test which will be averaged in with your other

grades. If you have an excused absence for a test day, you will be allowed to take a makeup test in the last week of class. The instructor will be the judge of whether an absence is excused or unexcused. Just because you have a doctor's excuse does not necessarily mean that the absence is excused.

Academic Support:

BPCC is here to assist you with successful completion of this course. If you need assistance, you should contact your instructor.

The BPCC Learning Commons also provides the following support services:

BPCC Learning Commons site: <https://www.bpcc.edu/learning-commons/index>

Library Remote Services

Chat Line	https://libguides.bpcc.edu/chat
Reference Help	https://bpcc.libcal.com/appointments
Library Orientations	https://bpcc.libcal.com/spaces?lid=3571&gid=6004
Email	refdesk@bpcc.edu
Phone	318-678-6275

Tutoring Center Remote Services

Tutoring	https://bpcc.libcal.com/appointments
Writing Support	https://www.bpcc.edu/current-students/writing-lab
Phone	318-678-6059

Proctoring Services

Proctoring Services are offered for students who may be in online courses and have logistical issues with testing or who may need to take a make-up exam. Proctoring will take place in the Library Classroom (Room A-149) on the first floor of the library. If you think you need to use the Proctoring Service in the Learning Commons, contact your instructor to begin setting up a session.

The Library Classroom is unable to accommodate exams that are already being proctored by an electronic service such as ProctorU/Proctorio, due to camera requirements. If you are taking an exam using an electronic proctoring service and need to take it on campus, you may reserve a private study room in the Learning Commons. There are seats available in both the Library and Tutoring Center locations: <https://bpcc.libcal.com/spaces>.

Student Academic Integrity:

Students should be aware of the Student Academic Integrity policy described in the *Student Handbook* (<https://www.bpcc.edu/current-students/student-handbook/index>) and that if the policy is violated, they will be subjected to disciplinary sanctions listed in the *Handbook*.

Due Process:

BPCC affirms the rights of students to fair and judicial resolution of problems which may accompany conditions of their enrollment. Toward this end, the College maintains informal and open access to instructors and administrators as an avenue by which grievances may be discussed. Students are encouraged to discuss concerns first with the instructor and then with the Division Dean. A description of the formal grievance procedure is available in the BPCC Student Handbook, available online at <https://www.bpcc.edu/current-students/student-handbook/index>.

Section 504 and ADA:

All students who may be in need of special accommodations according to the guidelines of Section 504 of the Rehabilitation Act and Title II of the ADA should contact

Angie Cao, Student and Disability Services Specialist
Disability Services, F254, 6220 East Texas Street, Bossier City, LA 71111
318-678-6511
acao@bpcc.edu

To be compliant with ADA accommodations, lectures or course instruction in online classes will be recorded during synchronous class meetings.

Turnaround Time for Grades: Grade posting will usually occur within typically in 36-72 hours.

Netiquette:

This term is used to describe accepted, proper behavior on the Internet. Remember the following when communicating online (messages, discussion board, etc.):

- Never post profanity, racist, or sexist messages
- Be respectful of fellow students and instructors
- Never insult any person or their message content
- Never plagiarize or publish intellectual property
- Do not use text messaging abbreviations or street slang
- Do not type in all CAPS (this is considered online yelling)

Dates to Remember: <https://www.bpcc.edu/admissions/classes-schedules/fall-2023>

HOLIDAYS:

- Martin Luther King, Jr. Day: Monday, January 15, 2024
- Spring Break: March 11-March 15, 2024
- Memorial Day: Monday, May 27, 2024

Caveat Statement

The above schedule and procedures are subject to change.

(A Term Course 16 Week)
Assignment and Test Due Dates

All work is due by Thursday of the week at 11:59PM CST.

(BPCC wants us to have work due before weekend)

The week is Sunday-Saturday. You may work ahead but NO late work is accepted.

Please note there is a recorded lecture for each chapter if you choose to listen to it.

WK	DATES	ASSIGNMENT/TEST DUE
1 & 2	January 7-20	<ul style="list-style-type: none">• Read Getting Started, Course Info, & MindTap modules in Canvas• Register for CAVSalert (new BPCC students)• Pre-Assessment
3	January 21-27	<ul style="list-style-type: none">• Read Module 1 & Work Labs• Module 1 Quiz and Labs DUE
4	January 28 – February 3	<ul style="list-style-type: none">• Read Module 2 & Work Labs• Module 2 Quiz and Labs DUE
5	February 4-10	<ul style="list-style-type: none">• Read Module 3 & Work Labs• Module 3 Quiz and Labs DUE
6	February 11-17	<ul style="list-style-type: none">• Read Module 4 & Work Labs• Module 4 Quiz and Labs DUE
7	February 18-24	<ul style="list-style-type: none">• Read Module 5 & Work Labs• Module 5 Quiz and Labs DUE
8	February 25 – March 2	<ul style="list-style-type: none">• Read Module 6 & Work Labs• Module 6 Quiz and Labs DUE
9	March 3-9	<ul style="list-style-type: none">• Read Module 7 & Work Labs• Module 7 Quiz and Labs DUE
10	March 17-23	<ul style="list-style-type: none">• Read Module 8 & Work Labs• Module 8 Quiz and Labs DUE
11	March 24-30	<ul style="list-style-type: none">• Read Module 9 & Work Labs• Module 9 Quiz and Labs DUE
12	March 31 – April 6	<ul style="list-style-type: none">• Read Module 10 & Work Labs• Module 10 Quiz and Labs DUE
13	April 7-13	<ul style="list-style-type: none">• Read Module 11 & Work Labs• Module 11 Quiz and Labs DUE
14	April 14-20	<ul style="list-style-type: none">• Read Module 12 & Work Labs• Module 12 Quiz and Labs DUE
15	April 21-27	<ul style="list-style-type: none">• Catch up Week
16	April 28 – May 4	<ul style="list-style-type: none">• Post Assessment• DEADLINE for ALL Student Work & Exams April 29th 8AM.• NO EXTENSIONS

Deadline for ALL Student work due by April 29^h 8AM. There are NO extensions

Caveat Statement

The above schedule and procedures are subject to change.