University of Tulsa
Tulsa, Oklahoma
Spring 2016

Management Information Systems
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Course Syllabus
MIS 4073/6073: Information Security (79516)
(9:30-10:45 p.m. T/Th – HELM 315)
Office Hours: 2:00-3:00 p.m. Wednesdays & Thursdays and by appointment

1. About this Course: This course will provide a balanced technical and managerial foundation in Information Technology (IT) security that is suitable for upper division undergraduate Management Information System (MIS) majors and graduate students. The primary goal is to provide students entering the IT workforce with a strong understanding of security threats and risk management. The course will cover details of information security risks, threats, and vulnerabilities faced by modern organizations. Current security tools will be used during the class to help introduce different security threats and some possible protection mechanisms. Additionally, we will review recent relevant IT security news and incidents to identify respective threats, compounding factors, and mitigation efforts.

Prerequisite: MIS 3043 (exceptions with instructor permission)

2. Learning Objectives: Upon completing the course, the student will:
- Understand common information security terminology and threats
- Comprehend the fundamentals of technical protection mechanisms, such as encryption
- Learn about the importance of information security management policy and planning
- Understand the fundamentals of incident and disaster response planning
- Explore information security defensive techniques and mechanisms

3. Textbooks: Managing Risk in Information Systems, 2nd Edition, by Darril Gibson, ISBN: 978-1-284-05595-5.

The instructor may provide additional resources throughout the semester; you are encouraged to explore additional online and print resources to grow your knowledge and appreciation of computer programming.

4. Class Notes and PowerPoint Lecture Slides: This class will incorporate both in-class lectures presented on the white board as well as PowerPoint slides. Lecture slides can be obtained from the course website course website on Harvey (https://harvey.utulsa.edu/). It is the student's responsibility to print any notes / slides and bring them to class for note taking as desired or directed by the instructor.

5. Classroom Decorum: First and foremost, you should realize that you are taking courses at the Collins College of Business with the goal of gaining future employment. Whether you aim to work for the government, a non-profit organization, or a traditional for-profit company, proper business decorum is essential. Think of your MIS classes as a job (hopefully an enjoyable one) and act accordingly. It is the responsibility of students to be prepared, prompt, attentive, and professional in the classroom and to

conform to policies set by the instructor to maintain an academic decorum.

- Behavior that substantially or repeatedly interferes with my ability to teach the class or with other students' ability to benefit from the instructional program will not be tolerated. Students who violate this may be asked to leave the class and may be referred for disciplinary action.

6. Class Procedures: The teaching method for this course will include lecture/discussion, outside assignments, and in-class programming labs. Video and computer demonstrations will be employed where appropriate. Changes to the course schedule are often announced during class. If a class is missed, it is the student's responsibility to find out about any changes.

- Once class has started, please stop your conversations, turn off and put away your cell phones, personal electronics, and other non-class related material and give your complete attention to the class. Please have all your materials out and ready on your desk before class begins so as not to disturb others as you shuffle through papers and get out your books.
- Do not make calls or text message during class.
- Please refrain from packing up your things until class has been dismissed.
- Laptops should be used for taking notes and not to check e-mails or surf the Internet.
- Avoid bringing elaborate meals to class or food items that make a lot of noise when opened or chewed.

7. Class Communication: The primary method of communicating class requirements will be via email and Harvey. It is the responsibility of each student to "browse" the class website and read your school e-mail and check Harvey at least daily to receive course materials and updates. It cannot be stressed enough how important clear and effective communication is in the business world. The following guidelines are provided for class email communication with the instructor:

- Subject line must follow the following format: MIS XXXX (course number) – (descriptive purpose of email) – (your name). Example: MIS 2013 – Request office hours to discuss HW#5 – Jane Doe.
- Short, succinct messages are easier to write and read. Don't fall into the tl;dr trap.
- Put your ask/action items first in the email and make them explicit.
- Make any questions / requests as specific as possible.
- Use "Reply All" only when truly, truly, truly needed. Truly.
- Do not "hijack" an email thread to discuss another topic. Start a new email thread instead, using an appropriate subject line and recipients.
- E-mail communication should be conducted in a professional manner. Please use complete sentences and spell out words (i.e. do not use "ttyl," "u," or "idk"). Do not use profanity.
- Consider careful use of opening/closing statements and signature blocks.

8. Class Participation: You are encouraged to participate in class. However, you should refrain from dominating the discussion or bringing up topics not related to the course content at hand. General rules for courteous classroom behavior include:

- Do not interrupt someone who is speaking.
- Wait to speak until you are called on.
- You are free to take reasoned exception to the data and views expressed in the course and it is okay to disagree with something someone says, but this should be done in a non-harassing manner. Raising your voice or intimidating other people will not be tolerated. Some discussions

which take away from the content at hand may need to be continued after class so that we can cover all the material for that day.

- If you have questions about class format or classroom procedures, please talk to me after class or come by my office unless I ask for feedback. There is a lot of material to cover and we should not take up time critiquing classroom procedures and format during the class period.

9. Attendance & Participation: Attendance will be taken daily and is a core component of the Participation grade category. It is the student's responsibility to attend class. If a class is missed, it is the student's responsibility to obtain assignments, lecture notes, etc. from other students. Office hours are to be used to clarify material covered during class. Office hours are not to be used to "repeat" missed classes. Excessive absences will be noted in TU's Retention Alert system (see below).

Please arrive to class on time and do not leave before the class period has ended. Coming late or leaving early are disruptive behaviors and disturb others in the class. If you have extenuating circumstances and must arrive late, please take a seat as close to the entrance as possible. If you have an extenuating circumstance and must leave early, please let me know before class and, again, sit as close to the exit as possible so as not to disturb others when you leave.

The course schedule includes mandatory group project meeting days. Unauthorized absences from group project meeting days will result in an overall 10% deduction in your course grade.

If I have begun class by the time you enter, you should make sure that I counted you as present by checking with me after class. More than two absences will affect your final grade by 5% per absence, with a maximum penalty of 20%. If you know that you will be absent due to illness or a family emergency, please let me know via email **before** your absence.

I measure class participation based on the following criteria: arriving to class on time; paying attention during lectures; active discussion of current information security events including finding articles to discuss on your own; respectful listening when I or your peers are speaking; your ability to be fully engaged in your learning without texting, checking your phone or email, or participating in other digital distractions; your ability to stay awake, etc. If you are unable to meet the above criteria, I will take away participation points throughout the semester. Keep in mind you start the semester with ALL your points, so don't lose them! If you are distracting others in your lack of participation, you will hear from me via email or in a short face-to-face conference before or after class.

10. Group Information Security Topic Presentation, Information and Action Guide, and Summary Video: Each student will participate in a group presentation in class about a current information security topic assigned by the instructor. Groups will consist of 4 - 5 people, depending on final enrollment. The presentation will consist of a 15-20 slide PowerPoint presentation of 30 minutes (maximum). Each group will develop and submit an information and action guide that introduces their security project problem / issue and provides step-by-step guidelines for readers to take recommended actions. Each individual student will participate in the presentation as well as an equitable portion of the information and action guide. Additionally, each group will develop a five (5) minute YouTube video about your topic linking to your Information and Action guide (storage provided by instructor). The presentation, guide, and video will account for 50% of your total grade.

The final project presentations will be held on Monday, May 2nd, 9:00 – 11:25 a.m.

11. Assignments: There will be numerous programming-related homework assignments given during the semester. These assignments will count for a total of 30% of your grade. The assignments are to be done individually (on your own) with help from the professor, as required. You are encouraged to discuss course material with your classmates. However, it is important for you to develop your own understanding of programming fundamentals – this will not only help your performance on exams, but also build your confidence and capabilities with computer programming.

- Late assignments will result in a 0% grade for that assignment. Exceptions will be determined on a case-by-case basis at the discretion of the professor. Habitually late assignments will not be tolerated.

12. Extra credit: There may be extra credit points available throughout the semester, with a maximum cap of 5% of the total course grade. Extra credit opportunities / assignments will be announced in class and on Harvey in sufficient advance to allow reasonable completion time. There will be no student-specific extra credit; everyone gets offered the same extra credit opportunities.

13. Grades: Grades will be assigned as objectively as possible, according to the following scale:

Participation	200 pts
Assignments	300 pts
Project, Paper, Video	500 pts
Total	1000 pts

900 through 1000 pts A
800 through 899 pts   B
700 through 799 pts   C
600 through 699 pts   D
Below 600 pts   F

14. University Sponsored Activities: Students involved in any university sponsored activity that requires their absence from class must notify the instructor of their absence prior to him/her being gone. Also, all assignments due on the day(s) the student will be absent must be turned in prior to he/she being gone or coordinated with the instructor beforehand.

15. Disabilities Act: Students with disabilities should contact the Center for Student Academic Support (CSAS) to self-identify their needs in order to facilitate their rights under the Americans with Disabilities Act. All students are encouraged to familiarize themselves with and take advantage of services provided by CSAS, including tutoring, academic counseling and developing study skills. CSAS also provides confidential consultations to any students with academic concerns.

16. Student Academic Support: All students are encouraged to familiarize themselves with and take advantage of services provided by the Center for Student Academic Support (CSAS), such as tutoring, academic counseling, and developing study skills. The Center provides confidential consultations to any student with academic concerns as well as to students with disabilities.

17. Retention Alert: The Retention Alert program is designed to aid in identifying students at risk in class based on their performance and to help those students improve. The instructor will submit concerns about student performance (e.g., low test scores, missing assignments, excessive absences) through the Retention Alert system periodically. If you receive a contact from an administrator on campus regarding performance in class, please promptly respond so that you can get back on track and improve your performance.

18. Computing Practices: All students are expected to follow University policies on computer use. Refer to the *Student Handbook* and familiarize yourself with the "Ethics Code and Policy for Computer Use". You can also see the policy online by searching the TU IT homepage or by selecting the below URL
(https://portal.utulsa.edu/offices/it/_layouts/15/start.aspx#/Shared%20Documents/Forms/Policies.aspx) .

19. Academic Misconduct: Academic misconduct includes any conduct pertaining to academic courses or programs that evidences fraud, deceit, dishonesty, an intent to obtain an unfair advantage over other students, or violation of the academic standards and policies of the university. All students are required to follow University policies on honesty and ethical behavior. The document *Policies and Procedures Relating to Academic Misconduct in the Collins College of Business* shall apply to this course
(https://portal.utulsa.edu/colleges/business/SitePages/Academic%20Misconduct.aspx)

The policies and procedures contained in this document will be enforced and penalties for academic misconduct apply. Copies of the document are on reserve in HELM 215 and on the Collins College of Business home page (see above URL). It is in your best interest that you read and heed this very important document. All instances of academic misconduct must and will be reported to the Dean's office for possible further penalties related to the misconduct. At a minimum, any assignment/test/quiz/project in which academic misconduct is identified will result in 0% credit for that graded item.

Graduate students must meet the requirements of the *Policies and Procedures Relating to Academic Misconduct of Graduate Students* located at
https://portal.utulsa.edu/colleges/graduate/CurrentStudentInformation/Graduate%20School%20Academic%20Misconduct%20Policy.aspx

20. Student grade appeals and formal complaints: Formal complaints and grade appeals should be in writing and conducted in accordance with the Collins College of Business policy located at
https://portal.utulsa.edu/colleges/business/Shared%20Documents/AppealPolicy-080715.pdf

21. Additional Graduate Student Requirements: Graduate students enrolled in the MIS 6073 course will fulfill all of the MIS 4073 course requirements. Additionally, each graduate student will coordinate with the instructor to evaluate a number of current information security topics, resulting in an information paper, no less than 20 pages, written for laymen to understand the issue(s) and actions organizations can take to prepare for or recover from related security threats. Additionally, the graduate student(s) will present a portion of this work to the class and/or students and faculty. This requirement will account for 20% of the graduate student(s) work, with the above grade categories decremented by 20%.