Course Number: CIS 4365
Classroom: Online using Elluminate
Class Time: Mondays & Wednesdays, 1:00 – 3:00 pm
Course Name: Computer Security Policies and Disaster Preparedness

Course Description: When an organization is interrupted by disasters, accidents, or natural events, a loss of data and/or productivity occurs. The extent to which this loss affects the health of the organization is determined by how prepared the organization is for dealing with these disruptions. Organizations impacted by this loss span the gamut, including but not limited to agencies, industries, corporations, hospitals and universities. This course prepares students to understand, devise, and implement IT policies, procedures, and continuity plans, uniquely tailored to an organization’s specific needs.

Instructor: Dr. S. Lodwig
Phone: 941-966-1260
e-mail: slodwig@sar.usf.edu

Office Hours: Meetings can be held over the phone, Elluminate, Skype or face-to-face at school - by appointment.
For a fast response, best way to contact me is via email. Please use your Canavs account to send course-related email. Otherwise, it may get buried in the over a 100 emails I receive daily.

Required Materials:

Principles of Incident Response and Disaster Recovery,
2nd Edition
Michael E. Whitman - Ph. D., CISM, CISSP; Herbert J. Mattord - MBA, CISM, CISSP
Thomson Course Technology,


Other Supplementary Materials:  
www.disaster-recovery-guide.com
www.drii.org
www.disasterrecoveryworld.com
Lots of additional material will be shared in class

Prerequisites: CIS 3360

Course Goals: This course provides the student with a foundation in disaster recovery and continuity principles, including preparation of a disaster recovery/continuity plan, assessment of the risks facing the enterprise, development of policies and procedures, understanding the roles and relationships of the various players in an organization, implementation of the plan, testing and rehearsing of the plan, and actually recovering from a disaster, ensuring systems and data are restored and the organization up and running as quickly as possible.

Two key goals of the course, encompassed in a **Term Project** (done in small teams), include:

1. **Understanding the security implications of disaster recovery and business continuity**

   Students will be required to submit a written “plan” of disaster recovery and business continuity including the following topics: risk assessment, downtime estimate, criticality prioritization, backup and fault tolerance, quality of analysis and planning of disaster recovery and business continuity. Students can choose a **real business** to develop this plan for.

2. **Understand the concept and uses of security policies and procedures**

   Students will be required to submit a written short “policies and procedures” on password and account management, privilege management, users education, code of ethics, media controls, disposal/destruction and incident response, quality of analysis and planning on disaster recovery and business continuity.

Performance Objectives: On completion of this course students will be able to:

- Describe how an organization develops a disaster recovery and continuity
planning philosophy as well as a disaster recovery/continuity plan.

• Explain how to organize the disaster planning team.
• State the fundamental building blocks of planning.
• Describe how to prioritize the activities most critical to the organization
• Show how the planning team develops recovery procedures for each facility
  the organization operates.
• List the various agencies an organization needs to work with to recover
  from a disaster, including law enforcement, emergency services, utilities,
  partner organizations, and suppliers.
• Distinguish disasters that can result from cyber attacks and hackers, rather
  than from natural occurrences or accidents.
• Explain how to protect special assets (hazardous materials, controlled
  substances, historic documents, trade secrets) in the event of a disaster.
• Describe how an organization puts its plan into effect, including
  development of an implementation plan, assessing the value of mitigation
  steps, assigning responsibilities for implementation, establishing an
  implementation schedule, and training employees.
• Explain how to develop testing scenarios to evaluate how well disaster
  recovery plans and procedures actually work.
• Describe how to transition into maintenance mode after the plan is
  implemented.
• Define how to capture the knowledge and experience gained during an
  actual disaster.

Instructional Methodology:
Student and instructor presentations, demonstrations, discussions, and hands-
on use of computers to complete exercises and assignments. A Term project will
be assigned to be done in teams.

Attendance Policy:
Since the class is being offered in both a synchronous and asynchronous mode,
class attendance is optional. However, you are very strongly encouraged to
attend each class – listening to a recording is just not the same as participating
in an interactive class. Additionally, the course moves through the material at a
rapid pace, and each topic builds on the ones that preceded it. Getting behind in
an asynchronous mode is easy, and catching up is difficult. Attempting to “cram”
the material will surely lead to failure to adequately grasp it. Some assignments
and the term project are group-based and attending the class facilitates these
group activities. Every team member is expected to pull their weight and anyone
who does not, will receive a lesser grade than their team-mates. Some
assignments require in-class presentations. Hence, all-in-all, you should make
every attempt to attend the class in person.

Students are responsible for submitting assignments on time, whether these be
individual ones or group-based ones. Late assignments will not be accepted. This
rule will be strictly enforced given the short duration of the semester and the
vast content to be covered.

Students with Disabilities: Students with disabilities are responsible for registering with the Office of
Student Disabilities Services in order to receive special accommodations and
services. Please notify the instructor during the first week of classes if a
Grading
Evaluation
Performance
Observances:

Extra 5 succeed, The standards of Academic routes. Honesty work. in instructor and that of academic anyone taking of this grade becomes semester responsibility points from the instructor by the second class meeting.

Student performance will be evaluated based on class attendance and participation, one exam, a few quizzes, exercises and assignments. Each unexcused absence will result in an automatic deduction of 2 percentage points from the Class Attendance grade.

The relative weights for each of these components in determining the final grade are as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Exams (quizzes/final)</td>
<td>20%</td>
</tr>
<tr>
<td>Exercises and Assignments</td>
<td>40%</td>
</tr>
<tr>
<td>Term Project</td>
<td>30%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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A grade will be determined based on the total of possible points earned, as follows: A 90-100; B 80-89; C 70-79; D 60-69; F 0-59.

**Extra Credit:** Some assignments, exams and other activities may have an extra credit component associated with them. Points earned in this manner will be not be included in the assignment or exam grade or in the final course average. These will be considered after course letter grades have been tentatively assigned. Extra credit may result in an increase in your final letter grade, especially in borderline situations, and will never reduce your grade. For this reason, you should take full advantage of extra credit opportunities.

**Incomplete Grade:** An Incomplete grade in the course is reserved for those with good reason for having missed a small amount of work, and are agreed to by the student and instructor during the course, as circumstances require. Otherwise, exams not taken or assignments not turned in will receive a zero for that grade, and the course grade assigned accordingly. **Please note, it is the student’s responsibility to ensure the work is completed before the end of the following semester and the Incomplete changed to a regular grade. If this is not done before the end of the following semester, the Incomplete automatically becomes an F!**

**STATEMENT ON ACADEMIC HONESTY**
The instructor of this course trusts that all students behave in strict compliance with accepted standards of academic honesty. A conscious effort is made to ensure that grading standards are fair, and that anyone who makes an honest and consistent attempt to do well in the course will succeed, as, by this time in your degree program, it is expected that you are capable of doing the work. There will be no tolerance for anyone who attempts to "succeed" by dishonest routes.

Academic honesty includes, but is not limited to:

- Honesty in taking examinations.
• Honesty in completing your assignments yourself. There is no objection to some degree of helpful collaboration in completion of assignments; often a rough spot can be overcome with a helpful word. But assignments passed in for grading must be substantially one person's - the submitter's - work. Please note that in many of the assignments for this course, it will be fairly obvious to the instructor when students have collaborated beyond a reasonable degree (having exactly the same wrong answer, for example, is usually a dead giveaway).

• Honesty in attributing others' work. In all submitted work, including papers and presentations, ideas, concepts and quotations obtained from other persons' works must be properly attributed. Not doing so constitutes theft of intellectual property.

Consequences for violating this trust will be severe. Credit will not be given for any work that does not meet the above criteria. In an extreme violation or repeated violations, a failing grade in the course for reasons of academic dishonesty is an appropriate and reasonable penalty.

**Academic Dishonesty:** In accordance with university guidelines as found in the Student Handbook, anyone found cheating during exams, submitting work that is not theirs, plagiarizing or falsifying work that is submitted to represent work they have done shall receive an “F” with numerical value of zero on the item submitted, and the “F” shall be used to determine the final course grade. It is the option of the instructor to assign the student a grade of “F” or “FF” (the latter indicating dishonest) in the course.

The instructor may use the “Turnitin.com” software to access potential plagiarism and precise obligation to reference all materials taken from electronic sources.

**EMERGENCY PROCEDURES**

In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include but are not limited to: Blackboard, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor Blackboard site for each class for course specific communication, and the main USF, College, and department websites, emails, and MoBull messages for important general information.

**Class Schedule:**

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
<th>Pre-Class Reading*</th>
<th>Assignments/Term Project Deliverables</th>
<th>Exams/ Due Dates</th>
</tr>
</thead>
</table>
| 1    | - Contingency Planning  
- Planning for Organizational Readiness | Chapters 1 and 2 | - Assignment from Chapters 1 & 2  
- Intro & Planning Policy Statement (reasons, goals, resources) | May 25th  
June 1st |
| 2    | Incident Response:  
- Preparation, organization, and Prevention  
- Detection and Decision-making | Chapters 3 and 4 | | |
| 3    | Incident Response:  
- Reaction, Recovery and Maintenance | Chapters 5 and 6 | - Business Impact Analysis (which systems matter?) | June 8th |
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Content</th>
<th>Section</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>Disaster Recovery: - Preparation and Implementation - Operation and Maintenance</td>
<td>Chapter 7 and Chapter 8</td>
<td>June 15th</td>
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<tr>
<td></td>
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<td>- Identify Preventive Controls (can you avoid disaster?)</td>
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<td>5</td>
<td>Midterm Exam (online – based on chapters 1-5) &amp; catch up</td>
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<td>6</td>
<td>Developing Procedures For Special Circumstances</td>
<td>Chapter 8</td>
<td>June 29th</td>
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<td>- Develop Recovery Strategies Assessing the potential damage or impact of an incident or emergency and planning emergency response procedures, crisis management, and crisis communication.</td>
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<td>7</td>
<td>Business Continuity: - Preparation and Implementation - Operation and Maintenance</td>
<td>Chapters 9 and 10</td>
<td>June 29th</td>
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<td>- Exercises from Chapter 8 Restoring the most time-sensitive, essential business operations as quickly as possible, including the transfer of business operations and resources from temporary facilities to permanent facilities.</td>
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<tr>
<td>8</td>
<td>Crisis Management &amp; Human Factors</td>
<td>Chapter 11</td>
<td>July 13th</td>
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<td>Implementing expanded recovery operations for less time-sensitive business operations. Implementing the repair or relocation of the primary site of operations and the restoration of normal business operations at the primary site.</td>
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<tr>
<td>9</td>
<td>Term Project Presentations</td>
<td><strong>DEBRIEFSING:</strong> Reviewing and adjusting disaster recovery plans based on experiences learned.</td>
<td>Debriefing – July 17th Final exam available on CANVAS -7/17 (based on chapters 6-11)</td>
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<tr>
<td>10</td>
<td>Complete Final Exam</td>
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<td>Midnight July 20th</td>
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*Chapters assigned each week should be read prior to the class.*