

School of Computing
Department of Information Technology

SECTION 1 - GENERAL COURSE INFORMATION

Course Title:	Information Technology Policy, Compliance and Legal		
Course Prefix and Number:	ITEC 8120-01		
Course CRN#:	21665		
Semester & Session:	& Session: Spring 2023– Term II		
Campus Location:	Online		
Meeting Days:	Days: This course will be conducted completely online		
Meeting Time:	This is a doctoral-level course and will be conducted completely online in an asynchronous format. Access via D2L Course Shell		

INSTRUCTOR'S INFORMATION

Name:	Dr. Kembley Lingelbach		
E-mail Address:	Kembley.lingelbach@mga.edu		
Office:	PSC 328		
Office Phone Number:	478-471-2077		
Office Hours:	Tuesday, Macon Campus, PSC 328 12:00 pm until 2:00 pm (by Appointment) or Teams Wednesday, Macon Campus, PSC 328, 11:00 am until 2:00 pm (by Appointment) or Teams) Thursday, Macon Campus, PSC 328, 12:00 pm until 2:00 pm (by Appointment or Teams		

COVID-19 STATEMENT

The University System of Georgia recognizes COVID-19 vaccines offer safe, effective protection and urges all students, faculty, staff, and visitors to get vaccinated; however, it is an individual decision to receive the vaccine and will not be required to be a part of our campuses. Everyone is encouraged to wear a mask or face covering while inside campus facilities. Unvaccinated individuals are strongly encouraged to get a vaccine, to continue wearing a face covering, and to continue socially distancing from others when possible. Updated protocols for isolation and quarantine will be in effect this semester in order to mitigate further spread of the coronavirus on our campuses. USG guidance is subject to change based on recommendations from GA DPH. MGA will remain flexible in their planning and be prepared to change course as necessary. MGA will continue to provide updated information at this website: https://www.mga.edu/coronavirus/.

COVID continues to be an evolving situation. Carefully review your syllabus, D2L announcements, or email for details.

Expected Characteristics: The ability to work and think independently is one of the fundamental requirements for studying in the DSc IT degree program. Being independent means that you are confident and highly motivated. You take initiatives and have the ability to take responsibility. You are committed to the program, have good time management and organizational skills. Other vital requirements are curiosity, creativity, discipline and productivity.

Course Prerequisite: Admission to DSc in IT program

Credit Hours: 3

Course Description: This course examines cyber policy, compliance and the law of domestic and foreign

Internet governance essential for IT leaders.

Course Philosophy: The ultimate goal in this course is to think about why proper cybersecurity policy and

governance are required within organizations and that the failure of complying with relevant regulations or proper handling of risks could lead to unnecessary damage. This is designed to have students this about cybersecurity policy and legal issues on the highest strategic level. Students will interact with one another for the final project, but

each student still completes all of their own work.

The course as a whole should be an awakening for most students to realize what they do not already know, never thought of, or did not consider because it was in most

instances beyond their level of responsibility.

Every activity is equally important and thus is weighted as such in the grading. Missing a single activity drops the student from Excellent to Satisfactory. Each activity is required, and students are expected to put forth their best effort throughout.

Student learning outcomes: Upon completion of this course, students will be able to -

- Evaluate information technology policy, compliance, and legal requirements within organizations.
- Analyze contracts and policies to address opportunities and threats
- Classify risks related to information technology policies, compliance and legal issues
- Assess flaws in cyber policies, practices, and capabilities

We will examine the following areas including, but not limited to:

- Compliance Issues
- Contracts
- Cyber Insurance
- Cybersecurity
- Data breach
- E-discovery
- Ethics
- FISMA
- GDPR

Topics:

- GLBA
- HIPAA
- International Issues
- Law
- PCI-DSS
- Policy
- Privacy
- Service-level agreements
- SOX

Required course materials:

Legal and Privacy Issues in Information Security, 3rd Ed. By Joanna Lynn Grama, ISBN-13: 978-1284207804; Publisher: Jones & Bartlett

Technology Requirement:

The following will be used in this course:

- Students are required to have access to a computer and the Internet. All
 assignments, the course schedule, announcements, course syllabus, course
 content, rubrics, and supplemental course materials are posted on the D2L
 Course Shell.
- We may use a computer webcam with a built-in microphone to participate in possible virtual meetings with the instructor and group members.
- Microsoft Office (Word, Excel, & PowerPoint)

Library/Learning Resources:

As a Middle Georgia State University student, you have complete access to GALILEO (Georgia Library Learning Online), a virtual library of licensed commercial databases. It provides access to over 100 databases indexing thousands of periodicals and scholarly journals. There are over 10,000 journal titles available in full text. Additional GALILEO resources include e-books, government documents, reference collections, and video databases. The Middle Georgia State University library also has a core collection with locally purchased resources to support this graduate course. Currently, the exclusive e-holdings for the M.S. in Information Technology graduate courses are as follows: e-Journals = 1,661 and e-books = 4,325. The following are examples of online databases that support this undergraduate course. They are available to you through GALILEO and/or institutionally funded subscriptions:

- ACM Digital Library
- Computer Source
- Computing (ProQuest)
- Academic Search Complete
- Research Library (ProQuest)
- Wilson Omnifile: Full-Text Mega Edition
- Google Scholar

SECTION 3 - COURSE ASSESSMENT INFORMATION

Overview of Grading

Excellent. The quality of work meets the doctoral requirements in both originality and mastery of the material. This is equivalent to an A grade.

Satisfactory. The work meets the minimum requirements. The work is short of excellence, originality, and does not fully demonstrate mastery of the material. This is equivalent to a B grade.

Unsatisfactory: The work is deficient as the minimum requirements have not been. This is equivalent to an F grade. (Anything below a Satisfactory (B-level) is deemed to be a failing grade.)

Your grade for the semester will be determined by the following assessment of completed assignments. The letter grade for this course is based on the total points earned on all assignments.

Grading Breakdown

The grading of the course breaks down as follows:

Module	Weight	Brief Description
1	30%	Discussions (3 @ 10%)
2	75%	Final Project (3 Parts – AB
		(Annotated Bibliography) – 25%,
		Research Paper – 25%,
		Presentation – 25%)
3		Optional Reflection Assignment (10
		extra bonus points)

Letter Grade	Percent
Α	90% - 100%
В	80% - 89%
С	79% - 70%
D	69% - 60%
F	59% or less

Overview of Course Assignments Graded Discussions

A discussion will have a topic related to module objectives. Students are required to discuss the topic with their own thoughts, and they will need to make at least one comment on the peer's discussion.

Final Project

Students will work to find an organization in a specific industry, evaluate IT policies, compliance, and legal requirements within the organization, and assess flaws/issues/problems in their policies, practices, and capabilities. Students may choose to use a case study or use their own organization.

The following point scale will be used to calculate the final course grade. NOTE: A grade of B or higher is required to successfully complete this course:

- A: 90% 100% Excellent Work
- B: 80% 89% Satisfactory Work
- Below 80% Unsatisfactory Work

Overview of Course Assignments

Module Structure

Each Module begins with an **Overview** sections. Next, articles, book chapters, and videos are provided in the Readings and Resources section. Each module culminates with a Learning Activity sections that outlines the tasks for the module. For more information about the specific topics for each of the eight modules, see the Module Planning Table at the end of the document.

Overview

- Introduction: Introduces the module, major concepts, and key terms to be presented
- Readings and Resources: A section of the module that contains background information on concepts presented in the module. The assigned readings are presented and linked with the readings section and on relevant content pages.
- **Learning Activities**: A section of the module content that includes the assigned tasks. Some modules will not have any assignments, only readings.

Module 1 – Cyber and Data Protection Law

Module one will provide a chance to think about why information security is an issue and what cyber and data protections laws are emerging. Students will need to read the first three chapters of Grama (2020) to understand the basic concepts of information security, privacy and law. Then they will read <u>USA: Data Protection Laws and Regulations</u> 2020 that covers common issues related to data protection in the USA.

Complete the Attendance Discussion – Introduce yourself to me.

Module 2 – Privacy and Enterprise Policies

In module two, students will learn about security and privacy issues in various areas including financial institutions, health information, corporation information, and federal information systems. Suggested readings for this module include Chapters 4-9 of Grama (2020).

Module 3 - Compliance

In module three, students explore a wide range of information-related regulations that organizations need to comp0ly with. GLBA, SOX, FISMA, HIPAA and HITECH, FERPA and PCI-DSSS will be covered. Students will learn who needs to comply with each regulations and what is required by reading <u>Governance and Regulatory Compliance</u>. Then students will explore various compliance issues in cloud computing by reading this article <u>A survey of compliance issues in cloud computing</u>.

As a Discussion, students will thoughts on the top challenges in information security compliance & suggested management solutions.

Module 4 – Domestic and Foreign Data Protection Regulation

Module four is about the privacy, data protection, and cybersecurity laws of the US and other countries. Students will need to read two articles The Privacy, Data Protection and Cybersecurity Law Review (4th Edition) and GDPR.

As a discussion question, students will compare the privacy, data protection, and cybersecurity law of the US, EU, and APEC countries.

Project Part I Due- Annotated Bibliography

Module 5 - Contracts and SLA

In module five, the focus is on emerging contract and SLA law issues. Students will need to read Chapter 11 or Grama (2020) and the article <u>7 Issues to Look for in a Service Level Agreement (SLA).</u>

Module 6 – Management of Cybersecurity Risk

Module six focuses on cybersecurity risk management and incident response. Students will need to read Chapter 14 of Grama (2020) and three articles <u>Security Events and Vulnerability Data for Cybersecurity Risk Estimation, Cybersecurity Cost of Quality: Managing the Costs of Cybersecurity Risk Management, and Cybersecurity Incident Handling: A Case Study of The Equifax Data Breach.</u>

As a discussion question, each student will analyze the Equifax Data Breach to examine what happened, why it happened, and how the damage could have been mitigated/avoided by using different approaches.

Module 7 – Cyber Insurance and E-Discovery

Module seven is an opportunity for students to learn about new cybersecurity-related products and services such as Cyber insurance and E-Discovery. Also, they will have a chance to look at legal issues around cloud computing. Students will need to read three articles <u>Insurance beyond digital: The rise of ecosystems and platforms</u>, <u>Cyber Insurance Survey</u>, <u>Big Data and Artificial Intelligence: Implication for E-Discovery's Future</u>.

Module 8 – Evaluation of Cyber Policy, Compliance, and Legal Requirements

In the final module, students will work to find an organization in a specific industry, evaluate IT policies, compliance, and legal requirements within the organization, and assess flaws/issues/problems in their policies, practices, and capabilities.

Project Parts II and III Due (Research Paper and Presentation)

The project assignment will be opened on the first day of class to allow time to complete the project successfully. Each project will consist of three parts: Part I – Annotated Bibliography; Part II – Research Paper; Part III – Presentation Students will need to use the AB to write a comprehensive report and make 5-to-10-minute video about their outcome.

Optional Assignment (Bonus Points) - Reflection Assignment

SECTION 4 - COURSE EXPECTATIONS

EXPECTATIONS

Online courses are not self-paced and regular participation in online courses is required and will be recorded by your instructor. Students are expected to complete all course assessments using D2L.

Online learning assumes an elevated level of maturity and professionalism. It is designed to make learning more convenient but no less rigorous. The lack of a formal meeting schedule in an online course can be liberating. It can also be demanding because you must determine when to make time for class. Self-discipline and good time management skills are necessary when taking an online course.

Please remember that you will spend as much or more time completing an online course as you would taking it in a traditional face-to-face/classroom format. The special circumstances of taking an online course demand regular and consistent participation. Be sure to pace yourself throughout the semester making sure your responses to communications and assignments are timely. If you are not able to participate in any assigned class activities, you must contact your instructor immediately.

The instructor is required to report "no-shows" or students who do not show up on the first day of class. Therefore, all students enrolled in the course must verify their enrollment. This can affect financial aid and you may be dropped from the class. Your instructor will notify you as to how to verify your enrollment before the beginning of the term to ensure that you are not reported as a "no-show."

ATTENDANCE POLICY

Students whose number of absences is more than twice the number of class meetings per week may be assigned a failing grade for the course. Students who have more absences than the number of class meetings per week but less than twice the number of class meetings per week will be penalized on the participation portion of the grade. Students who have absences that are less than or equal to the number of class meetings per week will not be penalized. This policy holds for face-to-face and hybrid courses.

Students that do not submit any work for more than 14 consecutive days in an online course or partially online course may be assigned a failing grade for the course.

The MGA policy on attendance is found in Section 5.04.05 of the Faculty Handbook and in the Academic Catalog (https://mga.smartcatalogiq.com/2020-2021/Undergraduate-Catalog/Academic-Policy-and-Information/Course-Policies/Attendance-Policy).

CLASS BEHAVIOR EXPECTATIONS AND CONSEQUENCES FOR VIOLATIONS

Middle Georgia State University students are responsible for reading, understanding, and abiding by the MGA Student Code of Conduct." Student Code of Conduct, Responsibilities, Procedures, and Rights are found at

http://www.mga.edu/student-affairs/docs/MGA Student Handbook.pdf#page=45.

STUDENT WITHDRAWAL POLICY

Students are encouraged to read the withdrawal policy found at https://www.mga.edu/registrar/registration/drop-add.php before dropping/withdrawing from the class.

Students who wish to withdraw from the University must complete the Withdrawal Form, obtaining the required signature from the advisor, and submitting it to the Office of the Registrar at the Macon campus or the administrative offices at other campuses. Withdrawal is not complete until all withdrawal procedures have been properly executed. https://www.mga.edu/registrar/

Students may withdraw from the course and earn a grade of "W" up to and including the midterm date, which occurs on April 7, 2022. After this date students who withdraw will receive a grade of "WF."

https://www.mga.edu/academics/calendars/index.php POLICY ON ACADEMIC MISCONDUCT

As a Middle Georgia State student and as a student in this class, you are responsible for reading, understanding, and abiding by Middle Georgia State's Student Code of Conduct.

Quoted directly from the Student Handbook, it is important that you recognize and understand the following about plagiarism and cheating:

1. Individuals will fulfill their academic responsibilities in an honest and forthright manner.

Examples of prohibited behavior include but are not limited to: plagiarizing another's work (such as using another's phrasing, concepts or line of reasoning as your own without giving proper credit to the author or creator); submitting course assignments that are not your own; submitting the same paper in different classes without prior approval from both instructors; cheating (the use of any unauthorized means to gain academic advantage on assignments, laboratory reports or examinations); acquiring or using test materials without faculty knowledge; accessing any information, resource, and/or means of communication during an exam or assignment without specific authorization from the professor; failing to follow class policy; obtaining academic benefits through computer fraud or unauthorized access; engaging in academic fraud alone or with others; using material downloaded off Internet without proper citation; illicitly attempting to influence grading; failing to abide by test-taking procedures. The MGA Withdrawal Form, is available

online or in the Office of the Registrar. The entire Student Code of Conduct is included in Middle Georgia State's Student Handbook and is available online at https://www.mga.edu/student-conduct/

The penalty for academic misconduct is a grade of <u>zero</u> for the work involved and will be referred to the Dean of Students. Subsequent academic misconduct results in a failing grade for the course.

PLAGIARISM POLICY

A plagiarism prevention service is used in the evaluation of written work submitted for this course. As directed by the instructor, students are expected to submit or have their assignments submitted through the service to meet the requirements for this course. The papers will be retained by the service for the sole purpose of checking for plagiarized content in future student submissions.

POLICY ON DISABILITY ACCOMMODATIONS

Students seeking academic accommodations for a special need must contact the Middle Georgia State University Office of Disability Services in Macon at (478) 471-2985 or in Cochran at (478) 934-3023. Students may also visit the Disability Services Office in room 266 of the Student Life Center on the Macon campus or in Georgia Hall Lower Level on the Cochran campus. https://www.mga.edu/accessibility-services/index.php

DELAYED OPENING OR CLOSING OF THE UNIVERSITY

If class is unable to occur for an opening or closing of the university, go to the online webpage of the course for additional instructions. If there are no additional instructions provided on the course homepage news section, then just plan to meet at the normal next regularly scheduled meeting for the course.

ONLINE COURSE EXPECTATIONS

- 1. Students must immediately review the tentative course schedule (included as part of the syllabus) for the schedule of discussion activities, assignments, projects, and/or examinations.
- 2. Students are required to have access to a computer and the Internet.
- 3. All course materials (i.e. course syllabus, course content, the assignments, and the schedule of activities, etc.) are posted in Brightspace D2L course/class website.
- 4. Official institutional email (MGA or D2L) is used only for communication between the instructor and students. The instructor will endeavor to reply to your email queries within 12 hours and no more than 24 hours of their receipt, excluding weekends and holidays or during semester breaks. Private email accounts <u>must not</u> be used to communicate between the instructor and students.
- 5. Students must attend class if they are to be well prepared for the workplace. Online courses are no different from oncampus classroom courses in this regard. Therefore, online students are subject to the college's attendance policy. Please see the "Attendance Policy" in the college's catalog. For online classes, participation must be defined in a different manner. Student attendance in online courses is defined as active participation in the course as described in the course syllabus.
- 6. Online courses will, at a minimum, have weekly mechanisms for student participation, which can be documented using any or all the following methods: a graded discussion activity that is integral to student engagement and learning; a graded assignment/project/examination.

Your instructor will begin grading all assessments after the deadline and make the results available to you within one week after the due date for the assessment.

HB 280 CAMPUS CARRY LEGISLATION https://www.mga.edu/police/campus-carry.php

END OF COURSE EVALUATIONS

Student evaluations of faculty are administered online at the end of each term/session for all courses with five or more students. Students will receive an email containing a unique link to a survey for each course in which they are enrolled. All responses are anonymous and completion of evaluations is voluntary.

Students are responsible for reading, understanding, and adhering to all Middle Georgia State University student policies, including those linked on the Syllabus Policy page.

SECTION 5 - INSTRUCTOR-SPECIFIC POLICIES

Graduate Learning.

Graduate online learning assumes a high level of maturity and professionalism. It is designed to make learning more convenient but no less rigorous. The lack of a formal meeting schedule in an online course can be liberating. It can also be demanding because you must determine when to make time for class. Self-discipline and good time management skills are necessary when taking an online course.

Time Commitment.

Please remember that you will spend as much or more time completing an online course as you would taking it in a traditional face-to-face/classroom format. The special circumstances of taking an online course demand regular and consistent participation. Be sure to pace yourself throughout the semester making sure your responses to communications and assignments are timely. If you are not able to participate in any assigned class activities, you must contact your instructor immediately.

General Guidance.

This syllabus is provided for general guidance on course activities and expectations. The instructor reserves the right to modify the syllabus in response to changing student needs or pedagogical circumstances. Changes are announced in class and posted in D2L/Brightspace.

SECTION 6 - TENTATIVE COURSE SCHEDULE AND OUTLINE

The schedule below contains class activities, assignments, and deadlines. Note that the course schedule is 'tentative' and subject to change based on student and/or pedagogical needs. All changes will be announced and posted on the course website.

Modules	Objectives	Readings	Assessments
Week 1 – Cyber	Course Level	Readings	Each student must complete the "I
and Data			am present" assignment before the
Protection Law	Evaluate information	Read Chapter 1, 2 & 3 of Grama (2020)	deadline. This assignment has no
	technology policy, compliance, and legal requirements within	USA: Data Protection Laws and Regulations	points but will be a verification of attendance.
	organizations.	2020	atteridance.
	organizations.	<u>2020</u>	
	Module Level	Why Data Protection and Cybersecurity	
	Cyber and data protection law	Can't Be Separate Functions	
	Emerging legislation and recent		
Week 2 Priveey	cyber laws	Doodings	
Week 2 – Privacy and Enterprise	Course Level Evaluate information	Readings	
Policies	technology policy, compliance,	Read Chapter 4, 5, 6, 7, 8 & 9 of Grama	
	and legal requirements within	(2020)	
	organizations.	,	
	Module Level		
	Acceptable Use Policies (AUP)		
	 Privacy Enterprise policies and legal 		
	Enterprise policies and legal ramifications		
Week 3 -	Course Level	Readings	Discussion #1 – Discuss your
Compliance	Evaluate information technology		thoughts on the top challenges in
	policy, compliance, and legal	Governance and Regulatory Compliance.	information security compliance &
	requirements within		suggested management solutions.
	organizations.	A survey of compliance issues in cloud	
	Module Level	computing.	
	Wodule Level		
	Compliance		

	 GLBA SOX FISMA HIPAA and HITECH FERPA PCI-DSS 			
Week 4 – Domestic and Foreign Data Protection Regulation	Course Level • Evaluate information technology policy, compliance, and legal requirements within organizations. Module Level • International law • GDPR	Readings Grama (2020) -Chapter 1 – Global Overview, Chapter 2 – European Union Overview, Chapter 3 – APEC Overview, Chapter 27 – US The Privacy, Data Protection and Cybersecurity Law Review (4 th Edition) and GDPR.	•	Project Part I - Annotated Bibliography Due Discussion Question #2 — Comparison of EU, APEC, and US privacy and data protection law
Week 5 – Contracts and SLA	Course Level Analyze contracts and policies to address opportunities and threats. Module Level Contracts Service-level agreements	Readings Read Chapter 11 of Grama (2020) 7 Issues to Look for in a Service Level Agreement (SLA).		
Week 6 – Management of Cybersecurity Risk	Course Level Classify risk related to information technology policies, compliance, and legal issues. Assess flaws in cyber policies, practices, and capabilities Module level Risk handling Data breach and reporting	Readings Read Chapter 14 of Grama (2020) Security Events and Vulnerability Data for Cybersecurity Risk Estimation, Cybersecurity Cost of Quality: Managing the Costs of Cybersecurity Risk Management Cybersecurity Incident Handling: A Case Study of The Equifax Data Breach.	•	Discussion Question #3– Equifax (2017): What happened, why it happened, and how the damage could have been mitigated.

Week 7 – Cyber Insurance and E- Discovery	Course Level Assess flaws in cyber policies, practices, and capabilities Module Level Cyber insurance E-discovery Cloud legal issues	Insurance beyond digital: The rise of ecosystems and platforms Cyber Insurance Survey Big Data and Artificial Intelligence: Implications for E-Discovery's Future	Project Part II – Research Paper/Report Due • Each student is required to select an organization/industry and evaluate its cybersecurity policies, compliance, and legal requirements (to include a comprehensive report based on Part I Annotated Bibliography and 5–10-minute video presentation of the
Week 8 – Evaluation of Cyber Policy, Compliance and Legal Requirements	Course Level Evaluate information technology policy, compliance, and legal requirements within organizations Assess flaws in cyber policies, practices, and capabilities.		Project Part III Due (Presentation) Each student is required to select an organization/industry and evaluate its cybersecurity policies, compliance, and legal requirements (to include a comprehensive report based on Part I Annotated Bibliography and 5–10-minute video presentation of the outcome). Optional – Reflection Assignment Due