



COSC 4363 Fall 2024

Course Description

The principles of disaster recovery and business continuity planning, and examines countermeasures that may be used to prevent system failure for an organization. The use of hot sites, warm sites, cold sites, and virtualization technology that allow the organization to continue operations after a disaster will also be covered.

Class Time

Online

Instructor Information

Chris Shaw
Adjunct Lecturer, Computer Science Dept.
cshaw@uttyler.edu

Office Hours

Virtual Office Hours: 8:30AM – 10:00AM; Wednesday
8:30AM – 10:00AM; Friday

Textbook Information

Cengage Principles of Incident Response, 3rd Edition; ISBN – 9780357508367

Course Objectives

The course is designed with the following goals:

- Understanding the principles of disaster recovery
- Understanding the principles of business continuity planning
- Examines countermeasures that may be used to prevent system failure for an organization
- Understanding ethics and chain of command in disaster recovery and business continuity

Computer Account Access

Students will need a Patriot account and password for computer access. This information can be found at <http://www.uttyler.edu/ccs>

Course Documents and Slides

This class will use Canvas for course documents, slides and other class-related materials. Students are encouraged to check the website frequently during the course of the semester to keep up to date about class changes.



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Course Grading

Course evaluation will be based on the following:

Quizzes	20%
Case Studies	25%
Lab Assignments	30%
Class Participation	5%
Final Exam	<u>20%</u>
Total Points	100%

Grading Scale

A	90.0 points or more
B	80.0 to 89.999 points
C	70.0 to 79.999 points
D	60.0 to 69.999 points
F	59.999 points or less

Course Policies

1. Quizzes – Quizzes will be administered each week throughout the semester. They are designed to measure the student’s mastery of the material as well as their ability to use these skills in an efficient manner. Quizzes questions may come in many different formats. Late or absent students (except excused absences) will not be permitted to take the quiz.
2. Case Studies – Throughout the semester, students will be required to complete case study assignments based on a scenario from the module that is being covered.
3. Lab Assignments – Throughout the semester, students will be required to complete various lab assignments each week in a virtual environment, based on the topic being covered.
4. Class Participation –The exact formula of Class Participation points will not be revealed until the end of the semester and the maximum points that can be earned is ten.
5. Final Exam – The final exam will be taken the week of finals. A copy of the final exam date/time schedule can be found by doing a search for “UT Tyler Final Exam Schedule.”
6. Attendance Policy – Attendance is a critical factor for student success. Attendance will be taken every week. If you know that you cannot make it to class, please contact your Instructor PRIOR to class.
7. Late Assignments – Assignments are due by 11:59pm of the date assigned. Assignments that are turned in late will be penalized by 20% for each 24 hour period past the deadline and will receive a zero if turned in more than 5 calendar days late. Electronic assignments are encouraged to be sent electronically.
8. Missed Work: Business professionals must also take responsibility for attending all scheduled meetings and activities. Attendance is absolutely necessary in order to be successful in this class. **Students who miss class are responsible for getting missed materials and lecture information on their own time from their peers.**



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Classroom Lab Rules

1. Please do not surf the Web during class unless instructed to access the Internet.
2. Do not access inappropriate Web sites during class. This behavior will lead to dismissal from the class.
3. Please do not work on other computer assignments during class.
4. Please do not talk to your neighbor during class.
5. Do not use the printer during class.
6. Please do not bring food or an uncovered drink into the computer classroom lab.
7. Do not use your phone during class.

University Policies and Additional Information that Must Appear in Each Course Syllabus (5/17)

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. (For Fall, the Census Date is Sept. 12.) Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>

Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are



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eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university.

For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible disabilities such as learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.



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Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. "Cheating" includes, but is not limited to:
 - copying from another student's test paper;
 - using, during a test, materials not authorized by the person giving the test;
 - failure to comply with instructions given by the person administering the test;
 - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - collaborating with or seeking aid from another student during a test or other assignment without authority;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.



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- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)



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Tentative Course Schedule and Assignments:

Scheduled dates may vary depending on the pace of the class.

Week	Concept	Assignment Due	Due Date
Week 1	Introduction		
Week 2	Overview of Information Security & Risk Management	Ch. 1 Quiz	8/30/24
Week 3	Planning for Organizational Readiness	Ch. 2 Quiz & Case Study	9/6/24
Week 4	Contingency Strategies	Ch. 3 Lab & Quiz	9/13/24
Week 5	Incident Response: Planning	Ch. 4 Quiz	9/20/24
Week 6	Incident Response: Organizing and Preparing the CSIRT	Ch. 5 Quiz	9/27/24
Week 7	Incident Response: Detection Strategies	Ch. 6 Lab & Quiz	10/4/24
Week 8	Incident Response: Detection Systems	Ch. 7 Quiz	10/11/24
Week 9	Incident Response: Response Strategies	Ch. 8 Case Study & Quiz	10/18/24
Week 10	Incident Response: Recovery, Maintenance & Investigations	Ch. 9 Quiz	10/25/24
Week 11	Disaster Recovery	Ch. 10 Quiz	11/1/24
Week 12	Business Continuity	Ch. 11 Case Study & Quiz	11/8/24
Week 13	Crisis Management in IR, DR & BC	Ch. 12 Lab & Quiz	11/15/24
Week 14	Catch-Up Week!!!		
Week 15	Thanksgiving Break!!!(11/25/24 – 11/29/24		
Week 16	Final Exam	Final Exam	12/9/24

This schedule is subject to change!