Instructor Information

Name: Dr. Ali Zarafshani (he/him)

Office Location: E245L (by appointment only), Discovery Park

VIA ZOOM (by appointment only during the summer hours)

Office Hours:

Class	Class Title	Days & Times	Room
Office Hrs with Students	Weekly Meeting	Mon 10:00 AM - 11:00 AM	E245L
Office Hrs with TAs	Weekly Meeting	Mon 11:00 AM - 12:00 PM	E245L
CSCE 3550 - 004	Foundation of Cybersecurity	Mon 2:30 PM - 3:50 PM	K110
Office Hrs with Students	Weekly Meeting	Mon 4:00 PM - 5:00 PM	E245L
CSCE 3550 - 212	Foundation of Cybersecurity (Recitation Led by a TA)	Mon 4:00 PM - 4:50 PM	F243
CSCE 3550 - 211	Foundation of Cybersecurity (Recitation Led by a TA)	Tue 3:30 PM - 4:20 PM	F270
Office Hrs with Students	Weekly Meeting	Wed 9 AM - 11 AM	E245L
CSCE 3550 - 004	Foundation of Cybersecurity	Wed 2:30 PM - 3:50 PM	K110
CSCE 3550 - 003	Foundation of Cybersecurity	Wed 5:30 PM - 8:20 PM	B155
CSCE 3550 - 210	Foundation of Cybersecurity (Recitation Led by a TA)	Wed 4:30 PM - 5:20 PM	F218
CSCE 3550 - 208	Foundation of Cybersecurity (Recitation Led by a TA)	Thu 12:30 PM - 1:20 PM	F270
CSCE 3550 - 209	Foundation of Cybersecurity (Recitation Led by a TA)	Thu 1:30 PM - 2:20 PM	F223
CSCE 5585 - 001	Advanced Network Security	Fri 11:30 AM - 2:20 PM	B157
CSCE 3550 - 002	Foundation of Cybersecurity	Fri 2:30 PM - 5:20 PM	E265
CSCE 3550 - 207	Foundation of Cybersecurity (Recitation Led by a TA)	Fri 1:30 PM - 2:20 PM	F270

Faculty Email: Ali.Zarafshani@UNT.edu

Physical Office Location: E245L (by appointment only)

The preferred contact method is directly through UNT email - you must allow 2-3 business days for us to research what is happening and reply to you. If you cannot contact myself or a TA within 24-48 hours, email me directly at Ali.Zarafshani@UNT.edu

If you email a TA or me through Microsoft, make sure you are using the correct email address through the UNT email system.

DO NOT SEND *ASSIGNMENTS* TO MICROSOFT EMAIL ADDRESSES; these must be turned into CANVAS. These must be turned into the appropriate turn-in locations. You are responsible for what you turn into the assignment folder. If you doubt you turned in the correct paper/project/assignment, it is your responsibility to check it. We can only

grade what you turn in. We are not responsible for chasing you down to let you know you turned in something different from what is expected. If you doubt the assignment before you turn it in, we are happy to discuss.

Grader(s)

TA -

TA#2

TA#3

TA#4

or myself

ALL HOMEWORK MUST BE TURNED INTO THE LECTURE CLASS.

ENSURE YOUR IA/TA COUNTS YOUR ATTENDANCE FOR RECITATION and/or CLASS.

only attendance grades carry over from Recitation to Lecture classes.

Course Description, Structure, and Objectives

This course covers cybersecurity terminology, principles, and technologies and introduces students to security issues related to hardware, software, cryptography, and policy to make better, safer decisions. Topics include cyber threats and vulnerabilities, information security frameworks and policies, cryptography, penetration testing, and defense in depth. Many of the techniques will be demonstrated and practiced using a modern programming language. The goal is to develop a foundation for further study in cybersecurity. This course takes place in-person, and all assignments will be submitted through Canvas.

Course Outcomes

Course outcomes are measurable achievements to be accomplished by the completion of a course. These outcomes are evaluated as part of our ABET accreditation process:

1. Describe basic security terminology and concepts as well as analyze security threats, vulnerabilities, and attacks.

2. Describe the role of computers and networks in a security context.

3. Develop basic organizational security policies.

4. Demonstrate basic principles and concepts of cryptography and general cryptanalysis.

5. Demonstrate various types of penetration testing to measure the security posture.

6. Discuss the legal and ethical issues involved with securing computer systems, networks, and information.

7. Apply security design principles using a modern programming language to solve various cybersecurity problems.

Prerequisites and Co-requisites

Prerequisite(s): None.

Co-requisite(s): CSCE 2110

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](#). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component

(which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.

- The work is not used in its entirety.

- Use of the work does not affect any potential profits from the work.

- The student is not identified.

- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via video conference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.

2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures with the intention of re-using some or all of the recordings for future class offerings must notify students in the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

4. Students may not record meetings without prior written consent, as this may compromise the rights of others in the class.

Required/Recommended Materials

This course has digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System. If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at Learn Anywhere (https://online.unt.edu/learn).

Required materials are the minimum used to be successful in this course, while recommended materials are not completely required but are highly beneficial for successful completion of this course.

Required:

1. **CC Official ISC2 eTextbook 1st Edition**

Citation: **ISC2 (2022). CC Official ISC2 eTextbook 1st Edition. ISC2 - International Information System Security Certification Consortium, Inc..**

Notes: Provided by ISC2 via the ISC2 portal/website and vital shelf.

2. **Elementary Information Security (3rd Edition) by Richard E. Smith (Jones and Bartlett, 2023)**

ISBN 978-1284153040

Citation: Smith, R. E. (2024). Elementary Information Security (3rd Ed). Jones and Bartlett.

https://www.jblearning.com/catalog/productdetails/9781284153040?ss360SearchTerm=Elementary%20Information%20Security%20(3rd%20Edition)

Notes: This will need to be purchased with lab codes (do not buy used).

3. *Publication Manual (OFFICIAL) of the American Psychological Association 7th Edition* by American Psychological Association (Author)

ISBN-10: 1433832178   or   ISBN-13: 978-1433832178

Citation: American Psychological Association. (2025). Publication Manual (OFFICIAL) of the American Psychological Association (7th Edition). American Psychological Association.

Notes: This will need to be purchased (or used as a reference).

4. **US Army Red Team Handbook**:

Available here.
https://home.army.mil/wood/application/files/6115/8222/0759/RedTeamHB.pdf

Citation: University of Foreign Military and Cultural Studies TRADOC G-2 Intelligence Support Activity. (2022). The red team handbook: The army's guide to making better decisions (ver. 9). Retrieved (date) from
https://home.army.mil/wood/application/files/6115/8222/0759/RedTeamHB.pdf

Notes: Provided in class by the instructor.

Recommended (free/online):

Introduction to Computer Security, Matt Bishop Pearson 2005, ISBN 0-321-24744-2

How to Succeed in this Course

Netiquette

Netiquette, or online etiquette, refers to the way students are expected to interact with each other and with their instructors online. Here are some general guidelines:

- Treat your instructor and classmates with respect in email or any other communication.

- Remember that all college-level communication should have correct spelling and grammar (this includes discussion boards).

- Avoid slang terms such as "totes magotes" and abbreviations such as "u" instead of "you."

- Humor and sarcasm are highly encouraged. People who take the world seriously are in for a rough journey.

- Don't lead your emails off with your social security and bank account numbers, password manager master password, home address, credit score, and dental record jpegs. 3 of those will suffice.
  See these Netiquette Guidelines (Links to an external site). for more information.

Communication Expectations

Please send all communication as email first and foremost, if this fails then send from your official student UNT email from (your studentname@my.unt.edu email address) to (Ali.Zarafshani@UNT.edu).

Just like you, I receive a virtual ton of spam to my email address, and if it has *[EXT]* in the subject line, there's a ~95% chance I'm just deleting it. Additionally, I cannot discuss any student issues through external email due to FERPA, i.e. I cannot confirm that I *know* it's *you* I'm conversing with - therefore all email from you must come from your official student email address.

I have a 48 to 72 hrs. to reply policy on all emails, excepting weekends and holidays, as do my TAs/IAs. All grades will be posted promptly after grading has been completed.

Please come to me/us with any issues that arise, send to my TA first, if they cannot resolve it, then come to me - that does not mean I cannot be the first step in an emergency.

If you forgot to turn in your homework, this does not constitute an emergency. Simply email us and attach your work so that we know you missed it - if you are within 15 minutes or so of the assignment closing, we will normally be forgiving (unless it keeps happening). Once we acknowledge this to you, we will allow you to properly submit a matching document into Canvas. If we find the documents are not the same, we will deduct as needed - if they are, you have a little grace.

Sending an email is free, and if I can't resolve it, we can move the issue up the chain.

Subject	the course (e.g., CSCE3550) that you are emailing about and a few words (aka, *the Subject)*
Body	Please include your email with your name and UNT ID number.

This helps me not only help you, but if there are multiple issues with the course (i.e., a module is broken, for instance), I can quickly collate the issues.

ODA

The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to the faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member before implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access](http://www.unt.edu/oda) website (http://www.unt.edu/oda). You may also contact ODA by phone at (940) 565-4323.

Supporting Your Success and Creating an Inclusive Learning Environment

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please stop by my office and let me know. We are all learning together.

Every student in this class should have the right to learn and engage within an environment of respect and courtesy from others. We will discuss our classroom's habits of engagement, and I also encourage you to review UNT's student code of conduct so that we can all start with the same baseline civility understanding ([Code of Student Conduct](https://deanofstudents.unt.edu/conduct)) (https://deanofstudents.unt.edu/conduct)

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustrations that can arise when technology breaks down or does not perform as expected. Here at UNT, we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

[UNT Help Desk (Links to an external site.)](#)

Call: [940-565-2324](#)

Email: [helpdesk@unt.edu](#)

Walk-in: Sage Hall, Room 330

Walk-in Hours: Monday–Friday: 8 am - 5 pm

Telephone Availability:

- Monday–Thursday: 8 am – 9 pm

- Friday: 8 am- 5 pm

- Saturday: 11 am- 3 pm

For additional support, visit [Canvas Technical Help](#)

Laptop Checkouts

The following library service desks provide laptop checkouts during [hours of operation](#). MacBooks are only available at Willis Library.

- **Willis Library:** [The Spark](#), First Floor

- **Sycamore Library:** [Sycamore Service Desk](#)

- **Discovery Park:** [Library Service Desk](#), Room B112

Student Support Services

- [Registrar](#)

- [Financial Aid (Links to an external site).](#)

- [Student Legal Services (Links to an external site).](#)

- [Career Center (Links to an external site)](#).

- [Multicultural Center (Links to an external site).](#)

- [Counseling and Testing Services (Links to an external site).](#)

- [Student Affairs Care Team (Links to an external site)](#).

- [Student Health and Wellness Center (Links to an external site).](#)

- [Pride Alliance (Links to an external site)](#).

Academic Support Services

- [Academic Resource Center (Links to an external site).](#)

- [Academic Success Center (Links to an external site).](#)

- [UNT Libraries (Links to an external site)](#).

- [Writing Lab (Links to an external site)](#).

- [MathLab](#)

Assessing Your Work

Percentages of final grades are approximate and subject to change.

Final Project (1)	20 %
CC Exam Certification by ISC2 (1)	15 %
Weekly Lab Assignments (10) *Lowest 1 dropped*	15 %
Weekly Discussion Questions (16) *Lowest 1 dropped*	15 %
Weekly Homework/Quizzes (15) *Lowest 1 dropped*	10 %
Recitation Participation & Effort	10 %
CC Homework Assignments (5)	5 %
CC Discussion Questions (5)	5 %
Roll Call Attendance	5 %

Grading scale	
Final Grade	**Letter**
89.5 - 100	A
79.5 - 89.49	B
69.5 –79.49	C
59.5 –69.49	D
< 59.49	F
Grades are rounded to the nearest whole integer.	

There is "extra" credit, and it will be sprinkled throughout the semester - this is why I do not grant "extra" points at the end of the semester. You can expect grades to be returned within a reasonable time (within 4 - 5 days after the assignment CLOSES). If you turn in before the assignment closes, expect us not to look at it for grading until it closes for EVERYONE.

Students will be notified by Eagle Alert if there is a campus closing that will impact a class. Policy available at Emergency Notifications and Procedures Policy (PDF) (https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements_supplement.pdf)

The policy for academic integrity is available at Academic Integrity Policy (PDF) (https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements_supplement.pdf).

1. **Final Project or Approved DoDD 8140.01 (formerly DoD 8570.01) IAT Level 1 or 2 Certification (20%)**

A final project is required and must be submitted during finals week via Canvas.

This project builds on the Certified in Cyber training and will be further developed throughout the semester. You are required to create an organizational security plan, consisting of 10 independent security policies. All submissions must be uploaded to Canvas and will be checked for plagiarism and AI usage through TurnItIn.

Project Requirements

A. Each policy must include the following components:

- Purpose and scope

- Policy statement (the actual rule)

- Applicability (who the policy applies to)

- Enforcement (how compliance will be verified and who violations will be reported to)

- Authority (who has the authority to enforce/sign the policy)

Formatting Guidelines

B. Each page should be single-spaced, with less than 25% of any page empty. If it is a two-page policy, the first page MUST be filled with single-spaced content (that makes sense for the policy stated). No inappropriate spaces or gaps - these translate to a policy failure for that policy.

C. Policies will be approximately 2 pages apiece (policies less than 1.75 pages long will not be considered to have met the minimum for the policy). Adjusting line spacing or not using the correct APA page formatting (1 inch all around) will cause a deduction of points in the assigned category.

D. Single-spaced - APA formatting, with no more than a 2nd-level indention/header. **You must include a separate APA-formatted cover page and a properly formatted citations page. You must include a minimum of 5 APA-formatted references (in-text and on the reference page).**

E. You can use AI to start your project but not finish it. No more than 25% AI is allowed for the successful completion of your project. More than 25% AI usage is an automatic 50 (for the Paper), More than 50% AI usage is an automatic "0" for the paper.

F. These are to be created as actual security policies; they are independent of one another but intertwine and overlap to create an organizational security plan.

Summary of formatting

- Single-spaced, 1-inch margins in APA format (no more than second-level headings)

- Each policy must be approximately 2 pages (minimum of 1.75 pages)

- No inappropriate spacing, blank areas, or filler content

- Include a separate APA-formatted cover page and a references page

- Minimum of 5 APA-formatted references (in-text and listed on the reference page)

- AI use is limited to 20%.

    - 20% AI use = automatic grade of 50

    - 50% AI use = automatic grade of 0

These policies should be written as stand-alone documents but should interconnect to form a complete organizational security plan.

Required Policies (minimum of 10):

G. The minimum 10 policies required are:

1. Risk Categorization Policy

2. Data Classification Policy

3. Third Party Risk Management and Vendor Access Policy

4. Access Control for Devices and Data Protection Policy

5. Data Collection, Retention, and Disposal Policy

6. Network Infrastructure Devices Access Policy

7. Bring Your Own Device (BYOD) Policy

8. Client Privacy Policy

9. Employee Acceptable Use Policy

10. WiFi (Wireless Access Usage) Policy

OR

Certification Substitution Option

You may substitute the final project by passing one approved DoD 8570.01 (IAT Level 1 or 2) certification during the semester. To use this option:

- You must notify me before taking the exam

- You must submit the official vendor grade report before the start of final exam week

(I must receive notice that you intend to take the exam before taking the exam, and I must receive the (Vendor) grade report before the end of reading week or before the start of the final exam week.)

- The DoD 8570.01 certifications that are acceptable as substitutions are (only 1 is required). There are no "Free" solutions in the list below.

Acceptable certifications:

EC Council

- CCT (Offers a reduced cost option)
- CND (Offers a reduced cost option)
- CEH (Offers a reduced cost option)

ISC2

- CISSP (Associate) (May offer a reduced cost option)
- SSCP (May offer a reduced cost option)
- CGRC (Formerly CAP) (May offer a reduced cost option)

CompTIA

- Network+ CE
- Security+ CE

2. ***CC Exam Certification by ISC2 - (15%)***

Students are to take the CC exam during the course; it will be a comprehensive coverage of the content up to that point. There will be 2 opportunities to upload the exam results.

Grading is as follows:

CC **(ISC2 offers a no-cost option)** - this is automatically 100 points

Taking the exam twice, but failing to pass it - 60 points

Taking the exam once, but failing to pass it - 50 points

Deciding not to take the exam - 0 points

3. ***Weekly Lab Assignments Policy (15%):***

Labs are an important part of learning concepts when you are entering a new field. They **are also open from day 1 of the semester - and will close the Saturday of the week they are assigned. Because of this, LABS WILL NOT NORMALLY BE ACCEPTED LATE - without**

prior coordination (before the original due date). Labs account for 15% of the course's overall grade.

4. *Participation through Weekly Discussion Questions (15% of Grade):*

- **Weekly Discussion Questions account for 15% of the course's overall grade. These will not be opened after they close (the week the questions are due).**

- **Initial response - Part 1 (Due every Thursday of the even weeks at 23:59): Again, these will not be opened after they close (the week the questions are due). A single discussion question (lowest grade) will be dropped at the end of the semester.**

- All discussion questions for weekly class discussion question credit will require that you provide an initial answer to **ALL** weekly discussion questions by Thursday evening of the assigned week (no later than 23:59). This initial response should equate to 250 words and have a significant contribution to the weekly topic. Initial responses should have 1-3 (in-text) cited sources with a reference section properly formatted in APA 7.0. Y**ou will only receive a notice for the Thursday due date, but it has three components - the Initial response due Thursday, and two peer responses due by Saturday at 23:59.**

- In-text and proper Citation (in APA 7.0 format) counts for 10% of your peer and initial response; incorrect use of, exclusion of, or improper formatting can count up to 10% of your weekly Discussion Question response. Please use the official APA style guide to assist in creating citations; use of a non-APA style guide will not be a reason to relook (or regrade) your posts. Many websites are someone's interpretation of the official style.

- **Peer response - Part 2 (Due by Saturday of the even weeks at 23:59)**

- **You must** complete 2 significant peer responses in addition to the original response per week by Saturday evening at Midnight to receive full credit for the weekly discussion questions (again by 23:59). These peer responses should equal another 250 words. Peer responses should have 1-3 (in-text) cited sources with a reference section properly formatted in APA 7.0.

- **In-text and proper Citation** (in APA 7.0 format) counts for 10% of your peer and initial response; incorrect use of, exclusion of, or improper formatting can count to 10% of your weekly Discussion Question response. **Please use the official APA style guide** to assist in creating citations; use of a non-APA style guide will not be a reason to relook (or regrade) your posts. Many websites are someone's interpretation of the official style.

- If you are experiencing any symptoms of COVID (https://www.cdc.gov/coronavirus/2019-ncov/symptoms testing/symptoms.html),

please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

5. *Weekly Homework/Quizzes Policy (10%):*

Weekly homework is presented in a multiple-choice "quiz" type format - This is to help you prepare for the mid-term and final exams **- and will close on the Saturday of the week they are assigned. Because of this, WEEKLY HOMEWORK WILL NOT NORMALLY BE ACCEPTED LATE - without prior coordination (before the original due date). Weekly Homework accounts for 15% of the course's overall grade.**

6. *Recitation Participation and Effort Policy (10%):*

Recitations are a necessary part of this course - they provide you with an opportunity to ask questions concerning labs, lectures, or life in general (in relation to the course). **Attendance will be taken each week in recitation class; additionally, attendance in class recitation will count to 10% of the course's overall grade. Your assigned IA/TA will provide a listing at the end of the semester, which will be updated and counted as part of your final grade.**

7. **CC Homework Assignments Policy (5%)**

Weekly homework is presented in a multiple-choice "quiz" type format - This is to help you prepare for the mid-term and final exams **- and will close on the Saturday of the week they are assigned. Because of this, WEEKLY HOMEWORK WILL NOT NORMALLY BE ACCEPTED LATE - without prior coordination (before the original due date). Weekly Homework accounts for 15% of the course overall grade.**

8. *CC Discussion Questions (5% of Grade):*

CC Discussion Questions account for 5% of the course overall grade. These will not be opened after they close (the week the questions are due).

Initial response - Part 1 (Due every Thursday of the even weeks at 23:59): Again, these will not be opened after they close (the week the questions are due). A single discussion question (lowest grade) will be dropped at the end of the semester.

All discussion questions for weekly class discussion question credit will require that you provide an initial answer to **ALL** weekly discussion questions by Thursday evening of the assigned week (no later than 23:59). This initial response should equate to 250 words and have a significant contribution to the weekly topic. Initial responses should have 1-3 (in-

text) cited sources with a reference section properly formatted in APA 7.0. Y**ou will only receive a notice for the Thursday due date, but it has three components - the Initial response due Thursday, and two peer responses due by Saturday at 23:59.**

In-text and proper Citation (in APA 7.0 format) counts for 10% of your peer and initial response; incorrect use of, exclusion of, or improper formatting can count to 10% of your weekly Discussion Question response. Please use the official APA style guide to assist in creating citations; use of a non-APA style guide will not be a reason to relook (or regrade) your posts. Many websites are someone's interpretation of the official style.

Peer response - Part 2 (Due by Saturday of the even weeks at 23:59)

You must complete 2 significant peer responses in addition to the original response per week by Saturday evening at Midnight to receive full credit for the weekly discussion questions (again by 23:59). These peer responses should equal another 250 words. Peer responses should have 1-3 (in-text) cited sources with a reference section properly formatted in APA 7.0.

In text and proper Citation (in APA 7.0 format) counts for 10% of your peer and initial response, incorrect use of, exclusion of, or improper formatting can count to 10% of your weekly Discussion Question response. **Please use the official APA style guide** to assist in creating citations, use of a non-APA style guides will not be a reason to to relook (or regrade) your posts, many websites are someone's interpretation of the official style.

If you are experiencing any symptoms of COVID (https://www.cdc.gov/coronavirus/2019-ncov/symptoms testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

9. *Roll Call Attendance Policy (5%):*

Because this course requires collaboration, active participation is essential to your learning. The project-based activities depend on your engagement in both discussions and group work. I understand that tardiness and absences may occasionally occur; if you are running late to class, please email me and/or the TA to explain the situation. If you must miss class, please notify me in advance whenever possible.
Students who are present at the start of class will receive **100%** for that day's attendance. Students who miss roll call but attend class will receive **80%**, and absent students will receive **0%**. **Attendance will be taken each week during class, and in-class participation will count toward 5% of your overall course grade.**

Course Evaluation

Student Perceptions of Teaching (SPOT) is UNT's official course evaluation system. It provides students the opportunity to confidentially offer constructive feedback to instructors and departments in order to improve the quality of the learning experience.

Assignment Policies

Canvas File & Work Submission Policy

All assignments are posted to Canvas and should be submitted to Canvas. Assignments cannot be accepted through email. Students are responsible for submitting the correct assignment to the applicable assignment submission in Canvas. Assignments may require multiple file uploads. Do no archive/compress/zip these into one file: Attach them individually. The only acceptable file type for upload can be previewed automatically by DocViewer in Canvas (https://community.canvaslms.com/t5/Instructor-Guide/What-types-of-files-can-be-previewed-in- Canvas/ta-p/607).

Late Work Policy

No late submissions will be accepted **for any reason** without prior approval from **Dr. Zarafshani** (requests to the IA/TA will not be considered). Please begin working on assignments and quizzes well in advance and ensure you have a reliable internet connection to prevent any delays or technical issues — this is why assignments are made available early. **Please note:** Discussion Questions **will not** be reopened once they close on their scheduled due date.

AI (Artificial Intelligence) with Academic Integrity Policy

Students are expected **not** to use AI tools (such as ChatGPT, GitHub Copilot, Cody, Ghostwriter, etc.) in this course. While I understand some of you may choose to use them anyway, please be aware of the following:

- **Do not rely on AI-generated output as authoritative.** If it produces a fact, number, or solution, assume it is incorrect unless you already know the answer or have verified it with a reliable source. *You* are responsible for any errors, inaccuracies, or omissions.

- **Low-effort prompts produce low-quality results.** Simply asking AI for a solution will rarely result in meaningful or correct answers.

- **Using AI can negatively impact your learning and critical thinking.** If you choose to use it, understand that I (and the TAs) will be able to understand that, and it will be your responsibility.

- **AI is just a tool**—no different from any other tool (and in many cases, less reliable than a common tool like a hammer). Your mind is the most important tool you possess; sharpen it first before relying on anything else.

Please be thoughtful before using AI. These tools often produce incorrect, biased, or misleading information. **You will be held fully accountable for any content submitted, regardless of whether an AI tool was used.**

Screenshot Submission Policy

Some assignments will have you submit screenshots to show you completed the work.

There are three components to a good screenshot:

1. Do not take a photo with your phone.

   o Take a <u>native</u> screenshot with your operating system (https://www.take-a-screenshot.org/).

2. This screenshot should show <u>identifying information</u>.

   o No need to overthink this. The easiest way is just to open a Notepad.exe (Windows) or Stickies (macOS) and enter your EUID, then take the screenshot of the assignment.
   Or you can open your university webmail and have your profile open in the screenshot.

3. Only screenshot what you <u>need</u> for the assignment.

   o If you have a 48" wide monitor, and the assignment only takes up 10% of your screen, please crop down the screenshot to only what is needed and no more.

Examination Policy

You may use the Internet or any printed resources during exams, but please do not rely on this as the exams and quizzes have a time limit and many questions are not easily 'Google-able'. **DO NOT POST quiz questions to any online venue (Quizlet, Chegg, CourseHero, CheatMyDegree, etc.) or share quiz questions with other students (GroupMe, Discord, etc.).** Violation of this policy will result in a zero for the assignment or exam.

Course Schedule/Assignments: 16 Week calendar showing the Semester start date of 18 August, 1 September (Labor Day) Holiday, 24 - 30 November (Fall Holiday), and 6-12 December (Final Exam Week).