

# BCIS 4740 Administration and Policy in Information Security

Instructor: Jordan Bernot

Class Location & Hours: Thursdays 2pm BLB 035

Office Hours: TBD and by appointment

E-mail: [jordan.bernot@unt.edu](mailto:jordan.bernot@unt.edu)

This is an interdisciplinary course in Information Security that covers the various technical, legal, socio-political, administrative, and managerial aspects of security management. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security management, with appropriate intrusion detection and reporting features. Students will be exposed to the spectrum of security management activities including security investigation and analysis, risk management, implementation and maintenance of information assurance, ethical, legal, and professional aspects of information assurance, and others.

Upon successful completion of this course, students will be able to:

- Explain why information security management is so important today for business and management
- Define risk management and discuss the stages in the risk management process.
- Develop the information security planning process.
- Explain the accreditation and certification process for federal information systems.
- Conduct Business Impact Analysis and Cost-Benefit Analysis.
- Develop a plan for the budgeting, hiring, and assignment of information security resources.
- Develop various types of contingency planning.
- Describe the development process of information security policies and guidelines.
- Design a security awareness and education program.

The standards of academic integrity of the University of North Texas will be strictly enforced. Please refer to the information of “Ethical Academic Behaviors in ITDS Classes” and “UNT Student Standards of Academic Integrity Policy” located at <https://policy.unt.edu/policy/06-003>.

By enrolling in this course students agree with the outlined policy and ethical academic standard. Cheating will not be tolerated. Students found cheating will receive a grade of F for the course and subject to further disciplinary action by University of North Texas.

## Textbook

M. Whitman, Principles of Information Security, 7th Edition, Course Technology, 2021, ISBN 13: 9780357506431

Other supplemental materials can be retrieved from the course Canvas.

## Due Dates

Due dates and time periods for any assigned work will be posted in the class Canvas. Students should refer to Canvas as the source of record regarding due dates of all assigned work. This syllabus provides a general guideline for the materials covered throughout the semester, specifics regarding requirements and due dates are detailed in Canvas.

## Assignments

Several individual assignments are designed to help reinforce the material that has been covered in the lecture. Details regarding assignments will be made available in Canvas. Completion of these assignments is crucial to student success in the course.

## Completion of Video Tutorials

Asynchronous online video tutorials covering core security concepts for IT security specialists are assigned. Each student is expected to watch all video tutorials on time. Specifics regarding these videos are posted on the class Canvas.

## Assessments

Modules have assessments (quiz) associated with it on Canvas. Students must complete each assessment prior to the due date. In the event where multiple attempts of an assessment are allowed the highest grade is recorded. In addition, there may be 'pop' quizzes given throughout the semester. These quizzes will be unannounced and not listed in the syllabus. They will be worth any number of points as determined by the instructor. Appropriate time will be provided for students to complete these quizzes.

## Exams

Examinations will be conducted online via Respondus Lockdown Browser. Additional instruction on exam procedures will be posted on the Canvas. Additional information about these tools will be communicated through the course Canvas website. Failure to complete the exam by the due date will result in a zero.

Generally, students will be given a timeframe between 20 and 30 minutes to complete each exam. Each exam will consist of anywhere from 30 to 50 questions. These general guidelines are subject to change and variations of the forementioned are possible.

All exams will be a closed book and closed note and must be completed on the assigned date with the required timeframe. Except for extreme and extenuating circumstances there will be no make-up examinations. Such situations will require documentation of a University excused absence. It is the responsibility of students to arrange for a recognized and official UNT excused absence before the exam. A grade of zero will be assigned for all exams missed without an excused absence.

Should students experience technical difficulties during an exam, please contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324. Immediately send the instructor an email with the nature of the problem and the associated remedy ticket number.

### Late Work

Any work submitted late will be penalized at a rate of 25% per day. Penalties will be assessed immediately after the due date. For example, if an assignment is due at 11:59pm but submitted at 12am (midnight) it will be considered late and receive a 25% penalty.

### Instructor availability

The instructor is available for consultation through various means; online, email, phone, or by appointment. Students should check their UNT email and the Canvas course website frequently. The instructor is not online 24/7 and may not respond immediately. Allow a minimum of two business or working days for any response, this does not include weekends or holidays.

### Communication/Emails

When communicating with the instructors through email use only the listed email address, [Jordan.bernot@unt.edu](mailto:Jordan.bernot@unt.edu). DO NOT use the communication through Canvas. When communicating through email use your official UNT student email account. Emails received from other accounts other than students official email account may be ignored. Include the course number in the subject line. There are many students enrolled in this class and each situation is unique. Students should be precise and clear with communication, providing specific details and screenshots whenever possible. If a student question or concern is complex or very detailed, students may always request an appointment.

Additional tips regarding online communication can be found at the following:

<https://clear.unt.edu/online-communication-tips>

### Instructor's Assessment

Throughout this course students are encouraged to engage in critical thinking. Simple regurgitation of facts and figures from the book has its place but true learning comes with the formulation and abstraction of ideas beyond the literature.

I am strongly committed to your success in this course. The material covered in this course can be highly technical and I hope to provide a learning experience that allows you to master not only the associated technical skills and concepts, but link these to their role and impact within business environments.

I aspire to provide high-quality content and to present that content in an engaging manner. While I attempt to ensure instructions for projects and assignments are clear, I am open to feedback should opportunities exist to improve these resources.

### Attendance & Participation

There is an element of participation in course activities. While these are not required, they are a factor in course grading. Participation may occur during a broad range of times as dictated by the instructor and course schedule.

## Additional Changes

Announcements regarding additional changes to course delivery, including unexpected cancellations will be made through Canvas or via student UNT email. Therefore, students must monitor the course site in Canvas and check UNT emails regularly.

## Rules of engagement

Refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language based on race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.
- See these Engagement Guidelines (<https://clear.unt.edu/online-communication-tips>) for more information.

The topics covered in this course are often highly technical. Success requires significant time and effort investment by students and a willingness to engage with the instructor and classmates to ensure clear understand the course content.

I am committed to your success in my class, within your academic program, and beyond. However, the learning strategies employed in this class are highly collaborative and require your active participation and willingness to seek clarification when topics are not clear. Students are encouraged to ask detailed questions. Students are encouraged to engage with me during office hours for questions which require a lengthier discussion. Students are also always welcome to contact me via email.

Other resources you may find useful during your time at UNT include:

### Student Support Services

- Registration (<https://registrar.unt.edu/registration>)
- Financial Aid (<https://financialaid.unt.edu/>)
- Student Legal Services (<https://studentaffairs.unt.edu/student-legal-services>)
- Career Center (<https://studentaffairs.unt.edu/career-center>)
- Multicultural Center (<https://edo.unt.edu/multicultural-center>)
- Counseling and Testing Services (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- Student Affairs Care Team (<https://studentaffairs.unt.edu/care>)

- Student Health and Wellness Center (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- Pride Alliance (<https://edo.unt.edu/pridealliance>)
- Academic Support Services
- Academic Resource Center (<https://clear.unt.edu/canvas/student-resources>)
- Academic Success Center (<https://success.unt.edu/asc>)
- UNT Libraries (<https://library.unt.edu/>)
- Writing Lab (<http://writingcenter.unt.edu/>)
- MathLab (<https://math.unt.edu/mathlab>)

## Incomplete Grade

According to the university regulations, a grade of Incomplete can only be given if the student is currently passing the course. This is only given when circumstances prevent you from completing the semester. Incomplete grades will not be given once the student has taken the final exam.

## Timeframe for Grading

Students can expect grades to be posted for any graded assignment approximately seven business or working days after the due dates of the assignment. Students who submit an assignment prior to the due date, should not include early days in the day count.

## Group Work

Group or shared work is not allowed in this class for assignments, quizzes, tests, or any other activity.

## Plagiarism and Cheating

Plagiarism is defined as presenting another person's work or ideas as one's own. Cheating is defined as the use of unauthorized assistance in an academic exercise. Plagiarism/cheating includes the use of artificial intelligence chatbots or similar technologies. Students are expected to do their own work on all quizzes/exams/assignments/projects/etc. **Students who engage in plagiarism or cheating of any sort will receive a zero grade for that work and be penalized a minimum of one full letter grade on their final grade.**

Please refer to the links below for the course ground rules and academic honesty policy in detail.  
[http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student\\_Affairs-Academic\\_Integrity.pdf](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf)

## Schedule

Week	Date	Lecture
1	8/18	Course Introduction
2	8/25	Module 1. Introduction to Information Security
3	9/1	Module 2. The Need for Security
4	9/8	Module 3. Information Security Management
5	9/15	Module 4. Risk Management
6	9/22	Module 5. Incident Response and Contingency Planning
7	9/29	Module 6. Legal, Ethical, and Professional Issues in Information Security
8	10/6	<b>Exam 1</b>
9	10/13	Module 8. Security Technology: Access Controls, Firewalls, and VPNs
10	10/20	Module 9. Security Technology: Intrusion Detection and Prevention Systems and Other Security Tools
11	10/27	Module 10. Cryptography
12	11/3	Module 11. Implementing Information Security
13	11/10	Module 12. Information Security Maintenance
14	11/17	<b>Exam 2</b>
15	11/24	<i>Thanksgiving Break – No class</i>
16	12/1	TBD, (Make Up, if needed)
17	12/8	<b>Final Exam</b>

*Note: The course schedule, assignments, quizzes, workload, and outline are subject to change. The instructor reserves the right to make any changes or modifications. Extra Credit may be given at the instructor's discretion. Students should not expect extra credit.*

## Grading Scale

The UNT scale for grading is as follows:

A = 90% or above

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 59% and below

This scale applies to individual assignments as well as the final grade.

## Minimum Technology Requirements

- Computer
- Reliable internet access
- Speakers
- Microphone
- Microsoft Office Suite
- Canvas Technical Requirements  
(<https://clear.unt.edu/supportedtechnologies/canvas/requirements>)

## Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration 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 technical issues.

UIT Help Desk: UIT Student Help Desk site (<http://www.unt.edu/helpdesk/index.htm>)

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

Phone: 940-565-2324

In-Person: Sage Hall, Room 130

Walk-In Availability: 8 am - 9 pm

Telephone Availability: Visit UNT IT Helpdesk (<https://it.unt.edu/helpdesk>) for up-to-date hours and availability. For additional support, visit Canvas Technical Help (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation.

Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

## Grade Appeals

Occasionally mistakes are made during the grading process. If you believe such a mistake has occurred you should:

1. Wait 24 hours and consider whether the grading issue was a mistake or simply disappointment with the grade you received.
  2. If the former, contact the instructor and bring the issue to their attention
- If the instructor agrees that a grading error has occurred, the assignment or exam will be regraded to correct the issue. Grade appeals must be made within 1 weeks of the receipt of the graded deliverable.

Importantly, grade appeals are designed to ensure mistakes do not negatively impact your grade in the course. They are not intended to ensure you receive your desired final grade. Please do not ask for a blanket reconsideration of your graded deliverables in the hope that it will result in an improved outcome in the course overall.

## Academic Dishonesty and Associated Consequences

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. I take academic dishonesty extremely seriously and I highly encourage you to do the same. What may appear to be a relatively minor step outside the bounds of acceptable behavior can have a monumental impact on success within your academic program and beyond.

In this class, unless otherwise stated, individual work should be completed alone and using only resources explicitly outlined in the instructions. Similarly, group work, should be completed only by the members of the group and should utilize only those resources specified in the instructions. While external research may be permitted in assignment instructions, utilizing resources such as Chegg, Course Hero, and similar websites is never appropriate and is expressly forbidden.

A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. In this course, engaging in academic dishonesty will result in a zero on the associated deliverable or exam. A second violation will result in an F in the course. All incidents of academic dishonesty will be reported via departmental, college, and university channels as appropriate and may result in additional penalties.

## ADA Policy

The University of North Texas makes reasonable academic accommodation 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 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 prior to 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 website (<http://www.unt.edu/oda>). You may also contact ODA by phone at (940) 565-4323.

## Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

## Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe



electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior may be referred to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's Code of Student Conduct (<https://deanofstudents.unt.edu/conduct>) to learn more.

### Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: [my.unt.edu](http://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (<https://it.unt.edu/eagleconnect>).

### Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

### Important Notice for F-1 Students Taking Online 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 (<http://www.ecfr.gov/>). 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](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

#### 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.

#### 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 videoconference 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 recordings for future class offerings must notify students on 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.

Example: This course may employ lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

## Emergency Evacuation Procedures for Business Leadership Building

### Severe Weather

In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

### Bomb Threat/Fire

In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

## Enrollment, Excused Absences, and Closures

1. For UNT administrative purposes, we will take online attendance until the 12th-day class rolls are finalized.
2. Family events, weddings, ski trips, car trouble, car wrecks, being sick, etc. are NOT what the University considers a "university authorized absence" or a "state law exception." If you have any questions, check with the UNT DEAN OF STUDENTS before you miss an exam.
3. It is the student's responsibility to execute the proper drop procedures for a grade of 'W' should s/he need to stop attending class. Failure to execute the drop procedure will result in an automatic grade of 'F' which cannot be changed.
4. CAMPUS CLOSURES: Should UNT close campus, it is your responsibility to keep checking your official UNT e-mail account (EagleConnect) to learn if your instructor plans to modify class activities, and how.

## Disabilities

The College of Business Administration complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disability. If you have an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, please contact your instructor as soon as possible.

## Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to

that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- Counseling and Testing Services (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- UNT Care Team (<https://studentaffairs.unt.edu/care>)
- UNT Psychiatric Services (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- Individual Counseling (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

## Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address
- Legal Name

\*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.

## UNT and College of Business Policies and Notices

### RCOB Statement on Academic Honesty

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree and is unacceptable.

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large scale “cutting and pasting” from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote.

Your instructor will specify what materials, if any, may be used on the tests and exams. Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual’s exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student’s participation.

## ETHICAL ACADEMIC BEHAVIOR IN ITDS CLASSES

The ITDS Department expects its students to behave at all times in an ethical manner. There are at least two reasons for this. First, ethical behavior affirms the personal value and worth of the individual. Second, professionals in this field frequently handle confidential information on behalf of their employers and clients. Thus employers of ITDS Department graduates expect ethical conduct from their employees because that behavior is crucial to the success of the organization. Academic dishonesty is a major violation of ethical behavior.

Students are expected to read the UNT Student Standards of Academic Integrity policy. The policy, which defines academic dishonesty and sets out the consequences for unethical academic behavior, is located at <https://policy.unt.edu/policy/06-003>. The most common type of academic dishonesty is cheating. The university's Student Standards of Academic Integrity policy defines cheating as:

The use of unauthorized assistance in an academic exercise, including but not limited to:

1. use of any unauthorized assistance to take exams, tests, quizzes or other assessments;
2. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
3. acquisition, without permission, of tests, notes or other academic materials belonging to a faculty or staff member of the University;
4. dual submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor;
5. any other act designed to give a student an unfair advantage on an academic assignment.

Examples of academic dishonesty in an ITDS class include: copying answers from another person's paper; using unapproved notes during an exam; copying computer code from another person's work; having someone else complete your assignments or take tests on your behalf; stealing code printouts, software, or exams; recycling assignments submitted by others in prior or current semesters as your own; and copying the words or ideas of others from books, articles, reports, presentations, etc. for use as your own thoughts without proper attribution (i.e., plagiarism). It does not matter whether you received permission from the owner of the copied work; claiming the material as your own is still academic dishonesty.

The ITDS Department believes it is very important to protect honest students from unfair competition with anyone trying to gain an advantage through academic dishonesty. Academic dishonesty is not tolerated in ITDS classes, and those who engage in such behavior are subject to sanctions as outlined in the UNT academic dishonest policy. You are strongly encouraged to read the policy carefully so that you are aware of what constitutes academic dishonesty and the consequences of this unethical behavior.

By signing below, I acknowledge my responsibility to read the course syllabus, the UNT academic dishonesty policy and the Student Standards of Academic Integrity; and attest that I have read and understand the statements in this document and agree to behave ethically in this class.

---

Student Name (Print)

---

Student ID No.

---

Student Signature

---

Date