

# BCIS 4760 – Digital Forensics for Business

## Instructor Contact

**Name:** Dr. Vess L. Johnson

**Office Location:** BLB 357-C

**Office Hours:** Monday 1:30-3:30, Tuesday 1:30-2:30

- Others by appointment

**Email:** [vess.johnson@unt.edu](mailto:vess.johnson@unt.edu)

**Communication Expectations:** The primary mode of communication is **email**. Allow up to 48 hours for reply. If you do not receive a reply, please email me again or come to office hours. I will maintain regular office hours and you are also welcome ask questions during that time. The subject of all emails to me should contain the course number (BCIS 5760).

## Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

## Course Description

This course presents an overview of the principles and practices of digital investigation. It addresses forensic techniques used throughout an investigation life-cycle. Students will learn different techniques and procedures that enable them to perform a digital investigation with a focus on complying with legal and regulatory requirements.

## Course Structure

This is a face-to-face class. As such, students are expected to attend class every week. All assignments and exams will be given in class. I will have open **face-to-face** office hours every week. While drop-ins are welcomed, emailing me ahead of time will reserve a time and reduce your potential wait.

## Course Prerequisites or Other Restrictions

There are no required prerequisite UNT classes for this course.

## Course Objectives

By the end of this course, students will be able to:

1. Discuss the rules, laws, policies and procedures that impact digital forensics
2. Describe the steps in performing digital forensics from the initial recognition of an incident through the steps in evidence gathering, preservation and analysis, through the completion of legal proceedings or a corporate review
3. Use one or more common digital forensics tools, such as EnCase, FTK, ProDiscover, Xways.
4. Use one of more common analysis tools to extract evidence, such as Autopsy, Wireshark, Nmap.

## Materials

- Bill Nelson, Amelia Phillips, Christopher Steuart, *Guide to Computer Forensics and Investigations Sixth Edition*. Cengage Learning, 2018, ISBN-13: 978-1-337-56894-4.

- Additional readings **may** be assigned by the instructor during the class.
- Additional demo-software **may** be assigned by the instructor that you will need to download and install.

## Course Technology & Skills

### Minimum Technology Requirements

Please ensure access to the following:

- Computer
- Reliable Internet access
- The Zoom app on laptop/desktop and optionally on your smart phone or other suitable devices.
- Microsoft Office Suite
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

### Computer Skills & Digital Literacy

Course-specific technical skills learners must have to succeed in the course, such as:

- Sending and receiving email
- Creating, sending, and receiving Microsoft Word documents
- Posting to discussion boards
- Printing Word documents **or** opening and printing PDF files, using free Adobe Acrobat Reader
- Navigating Canvas

### 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 technology issues.

**UIT Help Desk:** [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (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:** 8am-9pm

**Telephone Availability:**

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

**Laptop Checkout:** 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (https://community.canvaslms.com/docs/DOC-10554-4212710328)

### Rules of Engagement

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 on the basis of 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) (https://clear.unt.edu/online-communication-tips) for more information.

### Grading:

<b>Assignment</b>	<b>Percentage of Final Grade</b>
<b>Introductory Assignments</b> <ul style="list-style-type: none"> <li>• Signed Syllabus / Ethics Statement (This is required to receive a grade in the class)</li> <li>• Introductions / Meet Your Instructor</li> </ul>	10%
<b>Exams (All exams given in class on the day of the exam)</b> <ul style="list-style-type: none"> <li>• <b>NO COPYING OR USE OF OUTSIDE RESOURCES</b> (e.g., Google, ChatGPT, Class Notes, Book, etc.).</li> <li>• This is considered cheating and will result in a 0 on the exam and may constitute an Integrity Violation.</li> <li>• <b>There will be multiple versions of each exam given. On your exam you will need to put your NAME (as it appears in Canvas) and the letter corresponding to the version of the exam you are taking (e.g., A, B, C, or D). Failure to do this will result in a 0 on the exam.</b></li> <li>• <b>ALL material distributed</b> during the exam must be returned when you finish the exam. Failure to do so will result in a 0 on that exam.</li> <li>• <b>Exams require a PENCIL.</b></li> <li>• There will be 3 exams during the course of the semester <b>plus</b> a comprehensive final exam during exam week (check UNT Exam schedule for date and time). <b>I will drop the lowest of the 4 exams.</b></li> </ul>	60%
<b>Assignments / Pop-quizzes</b> <ul style="list-style-type: none"> <li>• Exercises assigned during the course of the semester</li> </ul>	20%

<ul style="list-style-type: none"> <li>• All work must be your own. Do not plagiarize other people’s work. Use citations where appropriate. When you cite work of other people – I will check the citations.</li> <li>• Do not use a Generative AI tool such as ChatGPT to generate text for you.</li> <li>• Check all citations carefully.</li> <li>• If you cite something that does not exist, I will ask you to provide a copy of the work cited. If you cannot provide the source cited, then you will receive a 0 on the assignment and this may be deemed an Integrity Violation.</li> <li>• If you incorrectly cite a paper (i.e., the source doesn’t say what you claim in your paper), you will receive a 0 on the assignment.</li> <li>• You must be in class to participate in any Pop-Quizzes (unannounced Quizzes). If you are absent, you will receive a 0 on the quiz.</li> </ul>	
<p><b>Attendance / Engagement / Participation in Class / Professionalism</b></p> <ul style="list-style-type: none"> <li>• Punctual (on time) attendance is required.</li> <li>• You are expected to behave in a professional manner at all times <ul style="list-style-type: none"> <li>o Treat the instructor and other classmates with respect.</li> <li>o <b>DO NOT</b> talk with each other while the instructor is lecturing. <ul style="list-style-type: none"> <li>o If you must talk while the instructor is lecturing, leave the room.</li> <li>o Talking is fine if you are contributing to a class discussion or if you have a question for the instructor.</li> </ul> </li> <li>o If you are talking in the classroom while I am lecturing, I will ask you to leave the classroom. <ul style="list-style-type: none"> <li>o You can finish your discussion in the hallway and return when you are finished.</li> <li>o If you refuse to leave when asked and continue disrupting the lecture, I will have you escorted from the room by security and/or you will receive an “F” in the course.</li> </ul> </li> <li>o <b>Each</b> violation of these policies will result in your overall final grade being reduced.</li> </ul> </li> </ul>	10%
<b>Total</b>	<b>100%</b>

Include the grading scale (A-F) along with the point totals/percentages you will use to calculate the final grade. For example:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 50-59%

### Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. The survey will be enabled by the University Administration toward the end of the semester; and will be accessible through your [my.unt.edu](https://my.unt.edu). Please complete it in the time-window provided.

### Course Policies

**ALL work must be submitted via Canvas. I will not accept email, flash drives, shared folders, etc.**

## Assignment & Examination Policy

**No make-up exams, quizzes or assignments** are given without an appropriate University approved excuse.

- If you have a University Approved Excuse, you must meet with the instructor and make a plan to resolve any issues related to exams, assignments, etc. within **1 week** of the assigned due date for that exam, assignment, etc. Failure to do so will result in a 0 for that particular exam, assignment, etc.
- It is your responsibility to complete work on time and follow the submission instructions. If you fail to do this, the work will not be accepted. This applies to both class assignments and extra credit.

**The exams and pop-quizzes will be administered in class. You cannot use any outside resources like Google or third-party websites, Generative AI (e.g., ChatGPT), or person to complete the exam, using it would be considered ethical violation and will result in a 0 on that assignment and possible Integrity Report filed with the University.**

## Late Work

**There are no late submissions.**

## Attendance Policy

**The beginning of classes is defined by the University and can be found on the published University Calendar for the semester. You are expected to be here when classes begin and you are responsible for all work assigned and that work must be turned in by the posted due date.**

**The class will continue until the University posted final exam. The final exam, like all other exams, will be a face-to-face exam given at the designated time/place as define by the University exam schedule.**

Classes will be offered face-to-face. Classroom attendance is expected. You are required to complete the assignments as stated in the course syllabus to achieve your required grade.

Remember all assignments and Exams have strict deadlines and time window, complete them within that time.

## End of Semester Grades

Kindly refrain from sending emails to faculty members or trolling the hallways requesting grade changes without a valid reason. If you have legitimate concerns about your grades (such as a miscalculation in the weighted grade), feel free to reach out to the faculty member.

However, frivolous requests (such as asking for additional points in order to receive a higher letter grade) are unlikely to receive a response. Frivolous requests also include those requesting grade changes due to not getting the desired grade, GPA, scholarships, visa status, etc. It is your responsibility to attend class, participate, and engage in order to earn the grade that you desire.

Engaging in such activities without a legitimate reason will result in a reduction in the professionalism portion of your grade.

## Student Grievances

Any unresolved issue (affecting grade/standing etc.) remaining at the end of the semester may be followed up with me ASAP. This may save initiation of any appeals procedures (though time-consuming, those options are always available to students).

## Syllabus Change Policy

I do not anticipate that any due dates will change. However, I reserve the right to make any changes to the syllabus that I deem necessary.

## UNT Policies

### Academic Integrity Policy

Academic Integrity Standards and 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. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. For this course, the ITDS ethics statement clearly delineates what activities are considered as violation, including some examples. **An academic integrity violation will lead to a "F" grade in this course.**

### ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of 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 accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website](https://disability.unt.edu/) (<https://disability.unt.edu/>).

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 "Act" and would like to request accommodation, please contact the ODA and your instructor (Dr. Johnson) as soon as possible: the instructor's office hours and phone number are in the syllabus.

### Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of 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 in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

## 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 Canvas 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 will be directed to leave the classroom and the instructor may refer the student 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) (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](https://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) (https://it.unt.edu/eagleconnect).

## Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (http://spot.unt.edu/) or email [spot@unt.edu](mailto:spot@unt.edu).

## 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

### 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 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 employs 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.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

## Class Recordings & Student Likenesses

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

## Academic Support & Student Services

### Student Support Services

#### *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) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/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.*

#### *Pronouns*

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

#### *Additional Student Support Services*

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

#### Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)
- [MathLab](https://math.unt.edu/mathlab) (https://math.unt.edu/mathlab)