**COURSE SYLLABUS**

Senior Capstone Project

ISM4914, Section # 3158/3213

Online Instruction

Fall, 2023; Term: 0625

**WELCOME**

All students enrolled in the College of Computer and Information Technology’s (CCIT) Technology Cybersecurity B.A.S degree program are required to enroll in and pass the Senior Capstone Project course. The Senior Capstone course provides the student the opportunity to demonstrate what they have learned from the program overall and then to apply it to solving real cybersecurity problems and evaluating security scenarios. The ideas developed and cultivated in the course itself are intended to provide an enduring perspective that can help students better understand cybersecurity in context.

Some key points about capstone:

* The Senior Capstone Project course is a three credit 8 Week course only taught in the fall or spring semester.
* CCIT recommends that the Senior Capstone Project course, be taken in the last semester of the student’s program as **all Other Program Courses must be completed or being taken simultaneously** in order to be enrolled.
* Students are enrolled in the Senior Capstone Project course by the CCIT office as they must be approved by the Dean or Academic Chair.
* Students will be required to attend a mandatory Capstone Project orientation and the final  Capstone Project presentation on campus or virtually.  Exceptions require a discussion with the professor.  And exceptions may be made based on current COVID19 conditions.

**INSTRUCTOR**

**Name:**  Professor Dawn Ellis

**Email:**  [ellis.dawn@spcollege.edu](mailto:ellis.dawn@spcollege.edu) (please use the my|Courses communication feature to send me emails regarding class)

**Phone:** 727.614.7025

**Office and Online Chat Hours:** Please review my faculty webpage for office hours: <https://web.spcollege.edu/instructors/id/Ellis.Dawn>

**Office Location:** Clearwater Campus, ES Building, Suite 213 Office B

**ACADEMIC DEPARTMENT**

CCIT Dean: Norene Kemp  
Office Location: St. Petersburg/Gibbs Campus, TE117  
Office Phone Number: (727) 341-7176  
Email: kemp.norene@spcollege.edu

CCIT Assistant Dean: John Long  
Office Location: St. Pete/Gibbs Campus, Building TE  
Office Phone Number: (727) 341-4620  
Email: long.john@spcollege.edu

**Website:** [St. Petersburg College, Computer & Information Technology](http://www.spcollege.edu/ccit/)

**COURSE INFORMATION**

**Course Description**

Course Description:

This is the capstone course for the Cyber Security program. This course provides an opportunity for students to demonstrate that they have mastered material covered throughout the program and can apply it in the real world. Using a case study approach the capstone course provides student with an opportunity to develop recommendations for dealing with current security issues. (Note: This course should be taken after completion of all other courses in the Cybersecurity BAS program.

(Please contact the CCIT department for registration.)

**Course Objectives**

Learning Outcomes and Objectives:

1. The student, working individually, will identify contemporary cyber security issues by:
   1. defining a cyber security issue or problem to be solved in an assigned case study
   2. researching the issue, in academic and professional publications, the Internet, library resources, etc
   3. determining a specific approach to take in addressing the issue
   4. completing an in-depth investigation and recommendation based on the issue
2. The student, in collaboration with a group of peers, will demonstrate the successful integration of program skills by:
   1. identifying the core security issue/problem described in an assigned case study
   2. formulating, evaluating, and ranking at least three alternative solutions
   3. researching implementation costs associated with each solution
   4. creating and writing a detailed plan addressed to senior management
3. The student will apply acquired program skills by:
   1. creating a presentation based on the detailed plan suitable for senior management
   2. presenting the plan to the professional community
   3. preparing for and interviewing at least one cyber security professional and documenting the experience

**Course Requirements**

Students should have regular access to a computer that is connected to the Internet. It is strongly recommended that students have a broadband (high-speed) internet connection such as DSL or a cable modem. Students without a stable high-speed internet connection should consider making arrangements to view videos with alternative means (i.e. at one of the St. Petersburg College libraries or a similar facility) where a stable high-speed internet connection is available. Internet Explorer (or Firefox) is the preferred browser to use to access course materials in MYCOURSES. A standard file format has been devised to apply to all classes in order to support file compatibility, sharing, and commenting needs. Students are required to submit all assignments in Microsoft Office formats (Word, Excel and other Microsoft formats). Other formats may have MYCOURSES compatibility issues or instructor feedback in comments may not be viewable by students.

**Executive Interview**

All students are required to complete an information technology Executive interview component in this course. The Executive interviewed should have some responsibility for, and an understanding of, the security issues in in her/his organization.

**Prerequisites**

The student should have completed all other courses in the Cybersecurity BAS Program or permission of the Dean.

**Availability of Course Content**

The course is open so students may work ahead.

**REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION**

A textbook is not required for the course.  However, students will be required to order one case study from Harvard Business Publishing when assigned. The instructor will provide the link following the team selection and setup within MyCourses. This minimizes the cost for this course.

View the [SPC Libraries and Services](http://www.spcollege.edu/libraries/) site.

**LEARNER SUPPORT**

View the [Accessibility Services](http://www.spcollege.edu/accessibility/) site.

View the [Academic Support and Student Success](http://www.spcollege.edu/support/) site.

View the [On Campus and Online Support](http://www.spcollege.edu/tutoring/) site.

View the [Student Services](http://www.spcollege.edu/services/) site.

**IMPORTANT DATES**

[View the Academic Calendar](http://www.spcollege.edu/calendar/)

**Course Dates:** March20 - May 12, 2023

**Drop Date:** See Academic Calendar

**Withdrawal Date:** See Academic Calendar

**Financial Aid Dates:** View the [Financial Aid Dates.](http://www.spcollege.edu/pages/dynamic.aspx?id=800)

**DISCIPLINE-SPECIFIC INFORMATION ATTENDANCE**

View the college-wide attendance policy included in [How to Be a Successful Student.](http://www.spcollege.edu/addendum/)

The policy notes that each instructor is to exercise professional judgment and define "active participation" in class (and therefore "attendance"), and publish that definition in each syllabus.

For this class, attendance is defined as:

Attendance will be taken for the first two weeks of the class to determine if you have been actively participating in the class.  Attendance is determined by participation in the first two discussions in weeks 1 & 2.  If you are not actively participating for the first two weeks, you will be withdrawn from the class with a "W". You will also be denied access to the course on MyCourses.

This is an Online course with one mandatory face-to-face class meeting.  Students must attend an orientation session the first Wednesday evening of class where the course requirements will be described, and teams will be formed. This session will be conducted via Zoom.  The link will be sent prior to the first week of course.

Late assignments will not be accepted, nor credited.

At the 60% point of the class, attendance will be taken for the third time to determine that you have been actively participating. If you are considered not actively participating in the course at the 60% point, you will be withdrawn with a "WF".

This will be determined by the following:

1. Completion of least 70% of work assigned to date.

Students are required to withdraw themselves on or before the 60% point in the course to receive a grade of "W". The final date for voluntary withdrawal is published in the academic calendar.

NOTE - Your instructor will not be able to withdraw you from the class. It is your responsibility.

If a student wishes to withdraw after the 60% point they will receive a "WF" grade.

**\*\*\*If a student retakes the course, the prior submitted assignments will not be graded. You must submit newly completed assignments.\*\*\***

**GRADING**

The point value for the assignments in this course are:

|  |  |
| --- | --- |
| **Title** | **Points** |
| Individual Case Study | 100 |
| Group Project | 100 |
| Presentation | 100 |
| Executive Interview | 50 |
| Discussions | 50 |
| Ransomware Position Paper | 50 |
| Total | 450 |

**Grading Scale\***

90-100% = A

80-89% = B

70-79% = C

60-69% = D

<60% = F

**Grading Criteria**

The written content will be graded according to the following six criteria:

1. Content                                                        40%
2. Organization                                                 20%
3. Format                                                         10%
4. Spelling, Grammar, and Punctuation            10%
5. Clarity and Style                                           10%
6. Discussion Feedback                                   10%

The cases should be organized in accordance with the case study document provided in this course using 12 pt. font, appropriate heading/sub-headings, and double-spacing.  Failure to write professionally and without spelling/grammatical/punctuation errors will result in point deductions.

Presentations will be graded based on the following six criteria:

1. Content                                                         50%
2. Organization                                                 20%
3. Format                                                          10%
4. Spelling, Grammar, and Punctuation            10%
5. Clarity and Style                                           10%

The Executive Interview rubric consists of:

1. Interview                                                        20%
2. Content                                                          30%
3. Format                                                           20%
4. Spelling, Grammar, and Punctuation             30%

How to check your Grades and review feedback:

* [Checking Your Grades](http://mycoursessupport.spcollege.edu/checking-your-grades)
* [Reviewing Dropbox Submissions](http://mycoursessupport.spcollege.edu/reviewing-a-dropbox-submission)

**ASSIGNMENTS**

For specific due dates, see the my|Courses calendar.

All assignments are open from the beginning of the term. You may work ahead in this class.

**STUDENTS' EXPECTATIONS**

* It is the student’s responsibility to follow the schedule of class assignments.
* **Late work will not be accepted, graded, or reviewed unless permission is granted PRIOR to assignment due dates and it is a documented emergency.** In the event an emergency occurs, please contact your instructor regarding college policy for submitting documentation. **Technological issues do not constitute an emergency**, i.e. the Internet went down or my computer didn’t work.
* You will need access to Microsoft Office 2016 for this class. All SPC campus libraries and Learning Support Commons have these programs loaded on its computers.

**INSTRUCTOR'S EXPECTATIONS**

* I will be available to you if you have questions or concerns.
* I will respond to emails within 24 hours. If at any time I anticipate a delay in my 24 hour turnaround time, I will indicate so in an email prior to my absence. Holidays are always an exception.
* I will respond thoughtfully and critically to your comments, questions, and written assignments.
* I will evaluate your coursework in a timely manner and will communicate to you when you should expect your grade on a particular assignment.

**Required Interaction**

This is a 3-credit course conducted over 8 weeks. In order to meet accreditation and learning standards, on average students should expect to spend between 10 - 12 hours per week on course action items. Spending less time could be insufficient for success in this course.

Assignments will be graded and returned within 7 business days unless you are specifically notified otherwise by the instructor.

**Participation, Conduct, and Netiquette**

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in [How to Be a Successful Student.](http://www.spcollege.edu/addendum/)

**Academic Honesty**

View the [Academic Honesty Policy.](http://www.spcollege.edu/academichonesty/)

**Copyright**

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: [www.copyright.gov.](http://www.copyright.gov/)

**STUDENT SURVEY OF INSTRUCTION**

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

**TECHNOLOGY**

**Minimum Technology Requirements**

View the [Technical Requirements for MyCourses.](https://mycoursessupport.spcollege.edu/technical-requirements-for-mycourses)

**Minimum Technical Skills**

Specify the minimum technical skills expected of the learner: general and course-specific learners must have to succeed in the course.

Students should know how to navigate the course and use the course tools. Dropbox-style assignments may require attachments in either Microsoft Word (.doc or .docx) or Rich Text Format (.rtf), so that they can be properly evaluated. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

**Accessibility of Technology**

* [MyCourses (Brightspace by Desire2Learn) Accessibility](https://www.d2l.com/accessibility/)
* [Turnitin Accessibility](http://turnitin.com/en_us/about-us/accessibility)
* [Adobe Accessibility](http://www.adobe.com/accessibility.html)
* [Microsoft Accessibility](https://www.microsoft.com/en-us/accessibility/office)

**Privacy**

* [MyCourses (Brightspace by Desire2Learn) Privacy](https://www.d2l.com/legal/privacy/)
* [Turnitin Privacy](http://turnitin.com/en_us/about-us/privacy)
* [Adobe Privacy](http://www.adobe.com/privacy.html)
* [Microsoft Privacy](https://privacy.microsoft.com/en-us/privacystatement)

**Technical Support**

Technical support is available via the [Technical Support Desk Call Center.](https://mycoursessupport.spcollege.edu/technical-support-desk-call-center)

**INSTRUCTIONAL CONTINUITY PLAN - EMERGENCY PREPAREDNESS POLICY**

The St. Petersburg College website at [www.spcollege.edu](http://www.spcollege.edu/) is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time, and is planning ways our operations can continue following such an emergency.

So, in the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

**Miscellaneous**

Please click here to access the most up-to-date SPC policies and syllabus addendum:

<https://www.spcollege.edu/addendum/>

For Campus Security and Emergency Information, see [http://www.spcollege.edu/campussafety/.](http://www.spcollege.edu/campussafety/)  For an escort to your car or to report an issue on any campus, call 727-791-2560.

Students may also want to review Career Development Services (online) at: <http://www.spcollege.edu/careerservices/>