



DIGITAL FORENSICS
INFORMATION ASSURANCE

Integrated Science & Technology 120

Connections 1 – CT

Course Syllabus

Fall 2015

MW 1:00 – 2:15

Morrow Library 119

Instructor – John Sammons

Office – Weisburg Applied Engineering Complex – WAEC 2003

Office Phone – 304-696-7241

eMail Address – john.sammons@marshall.edu

Office Hours:

Monday 10:00am – 11:00am

Tuesday 2:00pm – 3:00pm

Wednesday 10:00am – 11:00am

Thursday 2:00pm – 3:00pm

Friday 10:00am – 11:00am

Textbook

None

Course Description

“A Critical Thinking course that makes connections among science, technology, and society. Students learn to do research, summarize popular and scientific articles, and design an experimental or observational study.”

Credit

The course earns three (3) credit hours and CT.

Course Learning Objectives

Course Student Learning Outcomes	How students will practice each outcome in this Course	How student achievement of each outcome will be assessed in this Course
Students will make connections and transfer skills and learning among varied disciplines, domains of thinking, experiences, and situations.	Journal Assignments , class discussion	Final HCD Project
Students will outline multiple divergent solutions to a problem, develop and explore risky or controversial ideas, and synthesize ideas/expertise to generate innovations.	Journal Assignments, Group practice	Final HCD project
Students will formulate focused questions and hypotheses, evaluate existing knowledge, collect and analyze data, and draw justifiable conclusions.	Journal assignments, Information Literacy assignment, Group practice	Final HCD Project
Students will scientifically analyze data, evaluate and incorporate relevant research, and describe potential implications.	PowerPoint/Prezi development, peer & instructor review, journal assignments	Project, Presentations, Quiz questions,
Students will develop cohesive oral, written, and visual communications tailored to specific audiences.	PowerPoint/Prezi development, peer & instructor review, journal assignments,	Project, Presentations, Quiz questions, concept map
Students will define and apply the principles of visual and information literacy	PowerPoint/Prezi development, projects, journals, concept maps, quiz	Final HCD Project, quizzes

Blackboard – Unless otherwise stated, ALL assignments must be submitted on time through Bb. It's your responsibility to know how to do this. Late work will not be accepted without a verified or university approved excuse. Should you have some issue that prohibits you from doing meeting the deadline, you should email the assignment to me via my MU email account. This should be before the due date as well. If not, it will not be accepted. You should collect proof that supports your reason for the work being late. Work that is not in Bb will likely not be graded.

Grade Appeals – Should you feel an assignment/test question was graded in error, you may appeal. However, your appeal MUST FOLLOW THIS PROCEDURE and FORMAT. You will submit the appeal through Bb email only.

Appeals sent elsewhere will not receive a response. The subject line MUST say this “APPEAL – Test/Assignment Name.” In the body of the email list the entire question, your answer, and why you think you deserve credit.

Instruction Method

There will be 3 contact hours of classroom instruction per week. Coursework will include classroom lectures, learning journals, quizzes, projects, etc. You are expected to take an active role in your learning. Discussions and writing assignments play significant roles in the conduct of the course.

This course will be taught using active learning methodologies. This means that lectures, as a delivery method will be limited.

Evaluation method

Course grades will be based on a total points system. Your grade will be based on a percentage of the total points possible.

Course Point Distribution

Assignment/Assessment	Points Possible
Project	200 (Approx. Subject to change based on progress)
Assignments	100 (Approx. Subject to change based on progress)
Journals	100 (Approx. Subject to change based on progress)
Quizzes	50 (Approx. Subject to change based on progress)
Peer Assessment	100 (Approx. Subject to change based on progress)
Total	550 (Approx. Subject to change based on progress)

Final letter grades are determined based on the following grading scale:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0 – 59%	F

The instructor reserves the right to change these values depending on the overall class performance and/or extenuating circumstances. Please note that your final grade will be calculated by hand, NOT from the totals/weights that you may see on Bb. Grades will be posted as quickly as possible into Bb. However, please keep in mind that those times will vary.

Policy Statement

My Academic Dishonesty Policy

Academic Dishonesty is defined as any act of a dishonorable nature which gives the student engaged in it an unfair advantage over others engaged in the same or similar course of study and which, if known to the classroom instructor in such course of study, would be prohibited. Academic Dishonesty will not be tolerated as these actions are fundamentally opposed to "assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance" as described in Marshall University's Statement of Philosophy.

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802

You are expected to read the following University Policies: Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

In this course, STUDENTS ARE NOT TO "COPY & PASTE" MATERIAL FROM ANY SOURCE INTO ANY ASSIGNMENT UNLESS SPECIFICALLY AUTHORIZED BY THE INSTRUCTOR.

If you are found cheating on projects or plagiarizing answers from the Internet or other sources, there will be no second chances. Your penalty will be a failing grade for the course. In those cases in which the offense is particularly flagrant or where there are other aggravating circumstances, additional, non-academic, sanctions may be pursued through the Office of Judicial Affairs. Notice of an act of academic dishonesty will be reported to the Department Chair, Dean of the College of Science, and to the Office of Academic Affairs. Please refer to the Marshall University Undergraduate Catalog for a full definition of academic dishonesty.

Your assignments may be analyzed using the anti-plagiarism suite of tools powered by Turnitin. Please visit <http://turnitin.com> for more information.

Assignments: The course includes a number of writing assignments. All assignments are due **by the date and time noted in Bb. NO LATE ASSIGNMENTS WILL BE ACCEPTED.** There are VERY specific cutoff dates/times for submission. Please do not procrastinate. If you wait until the last night to start a writing assignment, chances are, you will fail. All (or the majority of) assignments MUST be submitted through Bb. Should some technical issue arise that makes this impossible, the instructors University email address will serve as the secondary means of submission. Should submission prove to be impossible, students are expected to leave a voice mail on the Instructors office phone. In ALL instances any email or voicemail MUST have a date/time stamp that is BEFORE the due date/time of the assignment. Submissions that do not will be rejected. If you have an extenuating circumstance that prevents you from submitting an assignment by the due date/time you will need to contact the instructor prior to the due date to explain the circumstance and obtain permission for a late assignment. Failure to contact the instructor prior to the due date with result in a zero on the assignment.

File Names: All electronic submissions must follow this file naming convention:
IST120_Last Name_First Initial_Assignment Name.doc ("ist120_sammons_j_researchpaper.doc")

Make-up Quizzes/Assignments and Late Penalty: Make-up exams will not be given except under unusual circumstances and satisfactory written justification. Any student who misses a quiz/assignment due to an unexcused absence will receive a grade of zero with no opportunity for make-up or substitution. Only University excused absences or those

occurring with a good reason (and that reason must be given prior to missing the quiz/assignment) will be accepted. Make up quizzes/assignments must be taken within one week of the original scheduled date. The decision to allow a make-up quiz or accept late work rests with the instructor. Please note, your university excuse MUST be received by me within TWO weeks of the missed assignment/test. Excuses received after that time period will not be accepted.

Attendance Statement

Attendance is very important in this course. If you miss class, it is your responsibility to request missed material from the instructor or classmates. It will not be the responsibility of the instructor to re-teach or re-lecture to you outside of class. Throughout the semester, there will be in-class assignments that are done for a grade. Those assignments cannot be made up without a university excused absence.

You are expected to be in class and ready to begin by the time class starts. While, I understand that unexpected events occur which may make you late on occasion it should not be a repeated occurrence. Repeated tardiness will result in refusal of admittance to the class.

Class Cancellation

There may come a time during the semester when class could be cancelled (illness, weather, etc). Should that occur, I will notify everyone through their official university email and post an announcement on Bb. You are responsible for checking these early and often to ensure that class will be held as scheduled. Should there be some technological issue that prevents me from doing that, a sign should be posted on the classroom door.

Professionalism

In this course you will be treated as professionals and will be expected to behave and perform as such. As professionals, you will be expected to attend class, be on time, complete all of your assignments, meet deadlines, ask questions when you don't understand, and participate. Participating in class means that you are not on your cell phone or surfing the Internet. Once class begins University computers you use are intended for classroom work and not for personal use. This includes checking Facebook, other social media sites, and surfing the Web. If you can't be in class, I expect you to let me know ahead of time. Your classroom language and demeanor should also be professional all times.

When sending correspondence to the instructor it is expected that your language and content of your correspondence be clear, professional and polite. You should view this correspondence as a business communication and not a personal communication. Correspondence that is unclear, rude and unprofessional will not be responded to.

University Holidays & Key Dates

September 7, Monday

Labor Day – University closed

October 12, Tuesday - October 17, Friday

Midterms

November 23, Monday – November 28, Saturday

Thanksgiving/Fall Break – Classes Dismissed

November 26, Thursday – November 27, Friday

Thanksgiving Holiday – University Closed

November 30, Monday

Classes Resume

December 4, Friday

Last Day to Drop

November 30, Monday – December 4, Friday

Dead Week

December 4, Friday

Last Class Day

December 7, Monday – December 11, Friday

Final Exams

December 23, Wednesday – January 1, 2016, Friday

Winter Break – University closed

Expectations

1. Work/Think Hard
2. Participate
3. Act with Integrity
4. Embrace the Challenges
5. Tell Me if You Have a Problem
6. Own Your Mistakes and Shortcomings
7. Help Your Fellow Students
8. Be Willing to Work Outside Your Comfort Zone
9. Have FUN!
10. Treat Everyone with Respect
11. Read the Syllabus
12. Check Bb and Your Email Very Often
13. Check Bb for Due Dates and Assignment Specifics
14. Read All of the Assigned Materials
15. Refrain from personal cell phone and computer use in class.

Technical Competencies

Students are expected to be proficient working with Microsoft Office products or their equivalent. Students are also expected to be proficient using the Blackboard system (submitting assignments, navigating the class space, taking tests, etc).

Topics and Methodology

The following outline delineates the tentative class schedule with topics to be addressed during the course.

It could vary based on class progress and performance.

Week	Dates	Lecture Topics	Reading
1	Aug 24 – Aug 28	Intro	TBD
2	Aug 31 – Sept 4	Visual Literacy	TBD
3	Sept 7 – Sept 11	Visual Literacy	TBD
4	Sept 14 – Sept 18	Critical Thinking	TBD
5	Sept 21 – Sept 25	Critical Thinking/Information Literacy	TBD
6	Sept 28 – Oct 2	Information Literacy	TBD
7	Oct 5 – Oct 9	Design Thinking	TBD
8	Oct 12 – Oct 16	Intro HCD/Hear	34-68
9	Oct 19 – Oct 23	Hear/Create	34-68, 84-108
10	Oct 26 – Oct 30	Spring Break	TBD
11	Nov 2 – Nov 6	Create	84-108
12	Nov 9 – Nov 13	Create	84-108
13	Nov 16 – Nov 20	Create	84-108
14	Nov 23 – Nov 27	Deliver	126-148
15	Nov 30 – Dec 4	Deliver	126-148

Major Due Dates

Final Projects/Peer Reviews – Nov 27, 2015

Final Project Presentations Nov 30, 2015

Every student is responsible for all materials presented in class, including lectures, notes, and handouts. In case you are not present for a class, it is your responsibility to contact the instructor and receive information about the material presented in that class. Class attendance is VERY IMPORTANT.

Effort Required

This course requires significant effort both in and out of class. Outside of class students will be expected to keep pace with the reading/videos and come to class prepared. If you come to class unprepared it will negatively impact your ability to complete the lab exercises. For every one hour in class, the student is expected to put in an effort of at least 3 hours outside the class for studying and completing writing assignments. Depending upon background and preparedness, some students may have to put in additional effort. **DO NOT PROCRASTINATE.** Prioritize, schedule, and take responsibility for your actions and you should do very well in this class. To be successful in this course, you **MUST** take an active role in the learning process.

Blackboard and Module 0

Your first assignment is to complete Module 0. This module is located on Bb. Part of this module is a quiz that you are expected to complete the first week of class. This quiz covers course administration, procedures, rules, policies, etc. Module 0 lays the groundwork for the rest of the semester. You are expected to read and familiarize yourself with all of the material in Bb and its location. You should go through Bb and see what resources and information is available to you. From time to time, you may find assignments, etc. that are leftover from a previous semester. Check the dates. Unless the dates are current, those assignments aren't applicable. You may also ask me for clarification. In regard to due dates, they should be clearly listed in Bb. The date in Bb is the date we will go by. If you need to know when something is due, check Bb. I don't commit to memory every due date for every assignment in all the classes I teach.

Learning Journal

As part of this class, each student must maintain a learning journal. This journal will contain a variety of low/medium stakes assignments, many to be done in class. It is your responsibility to keep it current. It will be turned in at the end of each learning module. The journals are graded **ALL or NONE**. If the journal is complete, formatted correctly, and turned in on time you will receive full credit. Missing, incorrectly formatted, and late entries will result in a 0. You will be responsible for all the entries listed in Bb.

Do NOT procrastinate. You will need your journal during almost every class. It is your responsibility to ensure that it's available and kept safe. You would be wise to make frequent back-ups of your journal. You may want to consider using Dropbox (www.dropbox.com) or Google Drive.

Tests & Readings

The number of quizzes/tests will vary, depending on class progress, participation, and the how well students keep up with assignments, readings, etc. Generally there will be a quiz for each module. Students are expected to keep up with all reading assignments and come to class prepared to discuss the material.

Communication

Private E-mail will be used to make any general announcements, last minute changes, etc. It is **mandatory** that you monitor your email messages at least once a day. PLEASE ONLY USE MY MARSHALL EMAIL ADDRESS FOR CORRESPONDENCE. Messages left on Blackboard will result in delayed or no responses. Please read and follow the guidelines outlined in the "How to Email Your Professor" article. Communication with your instructor needs to be professional and polite. There is a link to it posted on Bb. Using my University email ensures you get a response and the course run smoothly. During periods of inclement weather, check your email and Bb the night before, and the morning of class to see if it has been cancelled.

Note about cell phones and Internet in class

Please set your cell phone ringer to "Vibrate Only" mode (or turn it off) before you enter the classroom. If you need to take an emergency phone call please step out of the classroom. While in class, you will be expected to work on class related materials/assignments. It is not acceptable to surf the web, play online games, or work on assignments from other classes during class time. During tests given in the classroom it is not acceptable to have your phone or laptop out or in use.

Disclaimer

The instructor reserves that right to modify the course schedule and evaluation system should it become necessary for the effective conduct of the course.

Social Networking

I often receive friend requests from students via Facebook. It is my policy however, not to accept these requests from current students. This is absolutely nothing personal, so please do not take it as such. You are welcome to follow me on Twitter and or join my network on Linked-In. Please join us on the MU Digital Forensics Facebook page.

Please participate in our social media channels:

Facebook:: Marshall Digital Forensics & Appalachian Institute of Digital Evidence

Twitter:: @ MUDigForensics & @AppyIDE

Join the student chapter of Appalachian Institute of Digital Evidence - <http://www.appyide.org>