



**Integrated Science & Technology 363 Network  
Administration Course Syllabus**

**Fall 2015  
MWF 10:00 – 10:50  
WAEC 1232**

**Instructor:** Bill Gardner, Assistant Professor  
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**Office Hours:** MWF 2 pm – 3 pm, WF 11 am – Noon, TTH 2 pm – 3 pm

**Course Start Date August 24, 2015  
Course End Date December 4, 2015**

**Course Description:**

This is a three (3) credit course. Students will explore topics in network administration in theoretical and practical ways, study different software platforms, shared resources, administration, security, anti-virus procedures and methodologies. Prerequisite: IST 362

**Instruction Method:**

There will be three (3) contact hours of classroom lecture and discussion per week. Coursework will include classroom lectures, and exams along with in-class discussion using real-world examples and scenarios. You are expected to take an active role in your learning. Discussions and writing assignments play significant roles in the conduct of the course.

**Course Learning Objectives**

<b>Course Student Learning Outcomes</b>	<b>How students will practice each outcome in this Course</b>	<b>How student achievement of each outcome will be assessed in this Course</b>
Students will <b>describe</b> the fundamentals of network administration	In-class lecture and hands on laboratory exercises.	Midterm Exam and Final Exam
Students will <b>identify</b> hardware and software needs for a typical network	In-class lecture and hands on laboratory exercises.	Midterm Exam and Final Exam
Students will <b>differentiate</b> between	In-class lecture and hands	Midterm Exam

operating system requirements, network service requirements, and operational requirements	on laboratory exercises.	and Final Exam
Students will <b>examine</b> the importance of network operational requirements and network operational uptime	In-class lecture and hands on laboratory exercises.	Midterm Exam and Final Exam
Students will <b>explain</b> process of setting up and operating a network	In-class lecture and hands on laboratory exercises.	Midterm Exam and Final Exam

**Textbook:**

Practice of System and Network Administration by Thomas A. Limoncelli, Christina J. Hogan, and Strata R. Chalup, Addison Wesley, ISBN: 0321492668

**Topics and Methodologies:**

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

<b>Week/Reading Assignment</b>	<b>Lecture Topics</b>
1. Chapters 1 and 2	Introduction and Overview
2. Chapters 3 and 4	Workstations and Servers
3. Chapters 5 and 6	Services and Data Centers
4. Chapters 8 and 9	Networks and Namespaces
5. Chapters 10 and 11	Disaster Recovery and Data Integrity, and Security Policy
6. Chapters 12 and 13	Ethics and Helpdesks
7. Chapter 14	Customer Care and Mid-Term Review
8. No Reading Assignment	Midterm (March 5)
9. Chapters 15 and 16	Debugging and Fixing Things Once
10. Chapters 17 and 18	Change Management and Server Upgrades
11. Chapters 19 and 20	Service Conversions and Maintenance Windows

12. Chapters 21 and 22	Centralization and Decentralization and Service Monitoring
13. Chapter 23 and 24	Email Service and Print Service
14. Chapter 25 and 26	Data Storage, and Backup and Restore
15. Chapter 27	Remote Access Service

**Reading Assignments** Students are expected to keep up with all reading assignments and come to class **prepared** to discuss the material.

**Exams:**

There are two exams: the Midterm and the Final. They cover all the course material to that particular point. It is important for you to complete all the assigned readings and Learning Journals entries, and to attend all lectures to properly prepare for these exams.

**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**

Midterm Exam	100 pts
Final Exam	100 pts
Quizzes/In-Class Exercises/Homework	200 pts

**Total Points Possible: 400 points Example:**

**For Example:**

Midterm Exam	89 points
Final Exam	87 points
Quizzes/In-Class Exercises/Homework	168 points

**Total 344 points**

**344 divided by 400 = 0.86 In the example your grade would be 86%**

**Grading Final letter grades will be based on the following scale:**

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

**In the above example your final grade would be 86, which would be a B.**

**Grading Policy:**

Instructor reserves the right to adjust these values based on the overall class performance.

**Absence from Final Exams** Students are required to take all regular examinations. If a student attends a course throughout the semester and is absent from the final examination without permission, the instructor counts the examination as zero and reports the final grade of F. If the absence is the result of illness or some other valid reason beyond the student's control, the instructor reports a grade of I. In all cases, the student must verify the reason for the absence. (See "Incomplete" under Grades and Quality Points).

**Rescheduling of Final Exams** If a student has final exam conflicts or has three or more final exams scheduled for the same day, he/she should follow these steps:

- pick up a "Final Examination Rescheduling Form" from the major department or the college office;
- fill in the top part of the form in which he/she must show his/her complete final exam schedule;
- take this to the dean for verification;
- take the verified form to one of his/her class instructors and attempt to make a rescheduling agreement (date, time, place);
- if the student and instructor reach an agreement, the instructor should sign the form, keep a copy, and send a copy to the dean of the student's college;
- if an agreement cannot be reached, the instructor should note this fact and sign the form. In this case, the student should try to reach an agreement with the

instructor of another class in conflict;

- if no instructors agree to reschedule and the student has all comments and signatures on the form, take the form to the Provost and Senior Vice President for Academic Affairs (OM 110);
- the Provost or designee will determine if an exam should be rescheduled and if so, the time, date, and place—the student and the instructor will receive written notice of any rescheduling;
- the Provost's ruling can only be modified by an agreement between the instructor and the student;
- if the student rejects a ruling by the Provost, he/she thereby agrees to take each exam at the scheduled time.

Note: the Provost will not consider any form submitted less than one week before the first day of finals, or any form that is incomplete. An instructor is not required to reschedule a final exam at the student's request.

### **Undergraduate Attendance Policy**

Students are expected to attend punctually all class meetings, laboratory sessions, and field experiences and to participate in all class assignments and activities as described in the Course Syllabus. Absences are counted from the first class meeting after the student registers. Students registering late are expected to make up all missed assignments in a manner determined by the instructor. Students should be aware that excessive absences, whether excused or unexcused, may affect their ability to earn a passing grade.

The instructor of each class shall establish a policy on class attendance and make-up work, and provide the policy to students in the Course Syllabus. This policy must not conflict with university policies, including this policy. Class attendance may be a criterion in determining a student's final grade in the course if the instructor provides a statement to this effect in the course syllabus.

Students must promptly consult with their instructors about all class absences. Instructors will work with students to identify appropriate documentation and discuss any missed class time, test, or assignments.

Except in the case of University Excused Absences, it is the decision of the instructor to excuse an absence or to allow for additional time to make up missed tests or assignments. A student may not be penalized for an excused absence, provided that the student, in a manner determined by the instructor, makes up the work that has been missed.

Instructors are required to honor valid University Excused Absences and to provide reasonable and equitable means for students to make up work missed as

a result of those absences. Academic obligations that cannot be made up should be addressed by the course instructor in consultation with the student to ensure that continued enrollment is feasible while there is still an opportunity to drop the course within the established withdrawal period.

This policy excludes academic endeavors that require the completion of a specific number of clock hours, such as clinical experiences and internships. For those courses, the department chair or program supervisor will determine the maximum number of absences. This policy does not supersede program accreditation requirements.

This policy also excludes laboratory courses that require significant preparation and monitoring. For such courses, departments will determine the minimum number of laboratories a student must complete to pass the course. If a student cannot complete this number of labs, the instructor may recommend that the student withdraw from the class.

If the instructor believes that the number of absences accrued under the terms of this policy (whether excused or unexcused) is such that a student cannot fulfill the learning experience and mastery that a course requires, the instructor may recommend that the student withdraw from the class.

### **University Excused Absences**

These are addressed by the instructor or the Dean of Student affairs as described in each item. Appropriate documentation is required for each absence.

The Dean of Student Affairs will notify course instructors of his or her actions using the university e-mail system.

1) *University-sponsored activities.* Student participation in authorized activities as an official representative of the university. Such activities include official athletic events, ROTC, student government and student organization activities, regional or national meetings or conferences when endorsed by an academic or organization faculty advisor, performances, debates, and similar activities. The Dean of Student Affairs addresses these absences.

2) *Medical circumstances.*

a) A student who is briefly ill or injured with fewer than three consecutive hours of class (see (b) below), and is therefore unable to attend class, should first consult with his or her course instructor about the absence. If necessary, the instructor may refer the student to the Dean of Student Affairs.

b) The Dean of Student Affairs will address absences of three or more consecutive hours of class. This includes absences of three consecutive one-hour class meetings, one three-hour class meeting, etc.

3) Death or critical illness of an immediate family member. Immediate family is defined as parents, legal guardians, siblings, children, spouse or life partner, grandparents, and grandchildren. The Dean of Student Affairs addresses these absences.

4) *Other official activities.*

a) Short-term military obligations. The Dean of Student Affairs addresses these absences. Students who are subject to federal military activation are covered by a separate policy. Please consult the catalog for this policy.

b) Jury duty, subpoenas for court appearance, religious holidays, and other official activities deemed by the Dean of Student Affairs to warrant an excused absence.

5) *Extreme personal emergencies.*

Examples of such events include house fires, serious crimes, and other grave emergencies deemed by the Dean of Student Affairs to warrant an excused absence

#### **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.

In this course, **STUDENTS ARE NOT TO "COPY & PASTE" MATERIAL FROM A 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 (among other things), there will be no second chance. Your penalty is that you will receive 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.

#### **Class Grade Appeals:**

Should you wish to appeal a grade, test question, etc, you **MUST** follow this procedure. You should send an email to me. The title of the email must read "GRADE APPEAL – Assignment Name" (i.e. Storage Quiz, Mid□Term, etc). The body of the email must include the question, question number, your answer, and why you think you deserve credit. For tests and quizzes in Blackboard, this should be done immediately after completion, before you leave class. You can copy and paste this information to make things simple. I will get back to you as soon as possible.

### **Electronic Submission Format:**

File Names: All electronic submissions must follow this file naming convention: ist363\_Last Name\_First Initial\_Assignment Name.doc Example: ist363\_gardner\_b\_researchpaper.doc

### **Communications**

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:** [gardner62@marshall.edu](mailto:gardner62@marshall.edu). Messages left on Blackboard will result in a delayed response.

**Please read and follow the guidelines outlined in the "How to Email Your Professor" blog post:** <http://mleddy.blogspot.com/2005/01/how-to-e-mail-professor.html>

### **Cell Phones in the Classroom:**

Please set your cell phone ringer to "**Vibrate Only**" mode (or turn it off) before you enter the classroom.

**Computer Use in the Classroom:** Please **do not** use the computers in the classroom to surf social networks or other non-course related sites.

### **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.

### **Policy for Students with Disabilities**

Marshall University is committed to equal opportunity in education for all students, including those with physical, learning and psychological disabilities. University policy states that it is the responsibility of students with disabilities to contact the Office of Disabled Student Services (DSS) in Prichard Hall 117, phone 304-696-2271 to provide documentation of their disability.



Following this, the DSS Coordinator will send a letter to each of the student's instructors outlining the academic accommodation he/she will need to ensure equality in classroom experiences, outside assignment, testing and grading. The instructor and student will meet to discuss how the accommodation(s) requested will be provided. For more information, please visit <http://www.marshall.edu/disabled> or contact Disabled Student Services Office at Prichard Hall 11, phone 304-696-2271.

### **University Holidays and Important Dates:**

<http://www.marshall.edu/calendar/academic/fall2015.asp>

### **Get Involved:**

There are tremendous opportunities to learn and network beyond your coursework. The student chapter of AIDE (Appalachian Institute of Digital Evidence), internships, networking with professionals, and research are just some of the possibilities. Opportunities for extra credit exist for students who get involved in learning activities including conference, student groups, etc. See me for details.

### **Dead Week**

The last five class days of the fall and spring semesters are designated as "dead week." During this period, instructors cannot give exams that count as 15% or more of the final course grade. They can assign major papers and/or projects which count as 15% or more of the final course grade ONLY if the assignment is stated in the course syllabus. Instructors can introduce new material and give make up exams during the Dead Week. Exemptions from this policy include night classes, laboratories, freshman English composition courses, and any classes meeting once a week. Dead Week is not applicable to Intersession or Summer Session.

### **IST Software Store**

The IST department maintains agreements with various software publishers to provide software for its computer labs as well as for its faculty, staff, and students. Students enrolled in IST department courses are eligible to receive a variety of software applications at no cost for use in their academic endeavors. This includes many of the same applications used in IST courses. You can find this information and more on the IST Web site at <http://www.marshall.edu/isat/software/>.

### **Accessing the Store**

Students enrolled in this course will receive an email sent to their Marshall accounts containing information on accessing the store. Students will need to complete their account setup – which includes setting a password and agreeing to the included terms – in order to download the software. Once completed,

students can use their individual accounts to “purchase” the applications. Purchasing an application will provide a license key and a link to download an installer.

**Social Networking:**

Follow me on: Facebook: <https://www.facebook.com/oncee> Twitter: @oncee LinkedIn: [www.linkedin.com/in/304blogs/](http://www.linkedin.com/in/304blogs/)

**Other Twitter accounts to follow:**

Twitter:: @MUDigForensics and @AppyIDE

**Other websites of interest:**

Appalachian Institute of Digital Evidence <http://www.appyide.org> Integrated Science and Technology <http://www.marshall.edu/ISAT/>