



Security Operations: INSS 3349

Fall 2023

CRN: 14214- 14215

Dr. Rebecca Pastrana

E-mail: rapastrana@utep.edu

Instructor Information:

Office: Prospect Hall Rm 222B

Telephone: 915-747-6576

Office Hours: By appointment only

Course Description:

This course focuses on security operations and management in post-9/11 era. Special emphasis is placed on introductory protection concepts and security management principles and practices along with key themes in technological advances. With the need to address synergies in the security arena, attention is given to the roles of security personnel specialists in the areas of natural, man-made, and technological emergencies. Key areas addressed in this course include the security of personnel, critical infrastructure, industrial comma and institution Journal arrest from domestic and global perspectives. This course will also review security operations within the Homeland Security enterprise.

Blackboard: all the courses content will be delivered via the UTEP Blackboard course management system. You can view all materials related to this course on Blackboard (except for the textbook). You can also send emails to your fellow classmates or to me.

Important note: Distance education demands a considerable amount of self-discipline and motivation. You will enjoy the flexibility to work and study at times at fit your personal schedule; however, you must still need weekly course deadlines. If you feel you require the structure of a classroom in order to stay engaged, then this class is not for you. Setting up regular times to sit down and focus your attention on the course materials is essential to success. We realize that you are balancing many issues in your life and have chosen distance learning as an option to fit your individual circumstances and that is why we are pleased to offer this option in the INSS program.

Course Objectives or Expected Learning Outcomes

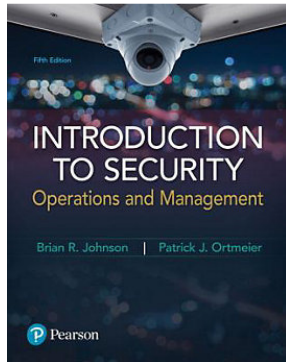
After completion of the course, students will be able to:

- define the role of security in society
- identify the essential functions of security operations and management
- understand security operations and application
- identify solutions based on trend analysis
- understand the relevance of leadership and ethics and security operations
- identify key security risk, vulnerabilities, probabilities comma and criticalities through the risk assessment process
- describe key principles of organizational security management

Course Reading Requirements:

Introduction to Security Operations and Management Author(s): Johnson and Ortmeier (2018)

- **Publisher:** Pearson. **ISBN-13:** 9780134558929



Supplemental videos will be posted to the course.

This is a fully asynchronous online course.

Personal Responsibility:

Please take personal responsibility for your work and your future. You need to take responsibility for working diligently in your classes, planning for assignments and exams, doing your best, and taking responsibility for your performance. This set of expectations is something you should be able to transfer into your future professional world.

Instructor Established Policies:

This course is designed to assist students in becoming active, critical and analytical learners. The nature of the course encourages open-mindedness and recognition of opposing points of view so that students can arrive at reasoned and thoughtful conclusions.

This course is an asynchronous learning course that will be taught totally online using Blackboard. There will be no regular class meetings and no regular scheduled interaction on the Internet. You are expected to do the following:

1. Learn how to use Blackboard and its features if you are not already familiar with

this learning management system.

2. Study this syllabus to learn how the course is organized and presented.
3. Go to the course web page on Blackboard and follow the links to access material in the various modules. The material is arranged in the order it is meant to be read.
4. Read the assigned text and readings for the module under study. You can work out which works best for you, printing out notes and reviewing lectures first (if such materials are part of the course) and then reading the material or the other way around. Neither substitutes for the other. They are mutually supplemental but not the same.
5. After you have engaged the material, submit a commentary on the discussion board. Monitor the subsequent discussion board chat and contribute to it. No contribution to a module means zero points. Remember that participation is often the difference between one grade category and another.

Please remember that this is an accelerated course. You will need to plan on spending the necessary amount of time in order to successfully complete the course. Please be prepared to do so. What constitutes an appropriate amount of time to work on each week's lessons is, of course, an individual decision. Do keep in mind that the course does require a good deal of participation and interaction with the other students in the class as well as preparation for each discussion question.

The instructor has the following expectations of the students:

1. To be willing to participate positively and constructively in class
2. To understand and abide by the procedures, regulations and schedules described in this syllabus
3. To assume ownership of one's ideas, opinions, values, etc.

The students can have the following expectations of the instructor:

1. To be genuinely concerned about the student's ability to perform well
2. To remain faithful to the procedures, regulations and schedules described in this syllabus
3. To provide a class structure to encourage student learning

Netiquette Guide:

- 1. Ask questions.** If you find something confusing or want to know more, do not hesitate to ask questions. Make sure to post your questions in the appropriate thread.
- 2. Participate.** Do not hide in the background; it is not fair to lurk and let others do all the work. Contribute to discussions to get as much as possible from the course and maintain your participation grade.
- 3. Do not dominate a discussion.** Share your knowledge, but not to the point of excluding others. If you have something to offer, please share it, but allow everyone to contribute equally to a discussion.
- 4. Be intellectually rigorous.** Do not excuse sloppy or illogical thinking. Challenge yourself and one another.
- 5. Be tactful.** Be critical of ideas but remember there are other people involved. Be tactful and kind. You can hurt the feelings of a person reading your post.

- 6. Forgive other students' mistakes.** Do not correct others, even if you follow the rules of netiquette and use good manners. Just because you do not agree with a student's post does not mean that he or she is wrong. Instead, offer a different perspective to encourage further discussion.
- 7. Read the whole thread before posting.** Read all the posts in a thread before responding so you don't repeat what others have already said. Try to contribute clarifying information or a new idea to a discussion.
- 8. Be concise.** Do not waste people's time by posting basic, repetitive information. Make your point clearly and quickly.
- 9. Reread and check your posts.** Practice professionalism. Be mindful of how you look online; others will likely judge the tone and quality of your writing. Reread your posts and edit for clarity and mechanics.
- 10. Cite your sources.** If you use a source, cite it properly. Give credit where credit is due. Include links where appropriate.
- 11. Maintain confidentiality.** Respect your classmates' privacy. Do not repeat the personal information that others share. **Report technical problems.** If the platform is not working properly, please let your instructor know as soon as possible.
- 12. For further tips on effective communication refer to the document on effective communication posted to the course.**

Help Desk:

Students enrolled in any course through UTEP can contact the help desk 24 hours a day, seven days a week. To contact the help desk:

- Call 915-747-4357 (HELP)
- E-mail: helpdesk@utep.edu

Course Requirements and Methods of Evaluation:

This course runs for seven weeks. Students will be evaluated on their performance in discussion questions and 7 quiz scores.

Discussion forums will be based on assigned readings, both from the textbooks and supplemental readings or videos. Students are expected to participate in the discussion forum. There are seven discussion questions one per week. Each DQ will be worth 50 points. **7 DQ's will be due by 11:59 p.m. on Thursday of each week's lesson; discussion forums will be open until 11:59 p.m. on Sunday of each week's lesson. The time zone is U.S. Mountain Time.**

There will be seven quizzes based on the assigned reading from the textbook. Each quiz will be worth 100 points. Questions in each quiz will be with either true-false, multiple choice or a combination of both.

Class Calendar:

The instructor reserves the right to make changes in the schedule and assignments based on the needs of the class. For important UTEP dates please, including withdrawal dates, refer to the academic calendar:

<https://www.utep.edu/studentaffairs/registrar/Academic%20Calendars/academic-calendar.html>

MODULE	LEARNING RESOURCES	ASSIGNMENTS DUE
1	Chapters 1-2 Supplemental Articles and Video	One discussion forum Quiz
2	Chapters 3-4 Supplemental Articles and Video	One discussion forum Quiz
3	Chapters 5-6 Supplemental Articles and Videos	One discussion forum Quiz
4	Chapters 7-8 Supplemental Articles	One discussion forum Quiz
5	Chapters 9-10 Supplemental Articles and Video	One Discussion Forum Quiz
6	Chapters 11-12 Supplemental Articles and Video	One discussion forum Quiz
7	Chapter 13- 14– Supplemental Articles and Video	Discussion Forum Final Quiz

Grade Allocation:

Assignment	Point Values	Percent of Total Grade
Forum Discussions (7 @ 50 points each)	350	49%
Introduction	10	1%
Quizzes	700	50%
Totals	1060	100%

Grading Scale:

Letter Grade	Numerical Equivalent	Quality Points
A	90–100%	4.0 per credit hour
B	80–89%	3.0 per credit hour
C	70–79%	2.0 per credit hour
D	60–69%	1.0 per credit hour
F	0–59%	0.0 per credit hour

Late or Makeup Work Policy

The instructor will not accept late DQ'S. Missed quizzes cannot be made up.

Attendance Policy:

For verification of enrollment in this course, students must log in during Week 1 of the term.

All students who have not logged in to the class by the end of the first week of the seven week term will be automatically dropped from the course. All students enrolled in an online course at UTEP must complete one of the following academically related activities within their online course in order to be marked as having attended and actively participated in the online course(s):

1. Introduction.
2. Post original post to a discussion board.
3. Submit a quiz.

Simply logging in to a course and navigating within the virtual classroom will not constitute participation; the student must complete one of the above academically related activities.

All students who have logged in to the course but who have not participated academically by the end of the second week of the term will be automatically dropped from the course.

Drop Policy:

If you drop before the UTEP drop deadline, you will receive a "W." If you drop yourself or are dropped by the instructor after the deadline, you will receive an "F."

Succeeding in Online Courses:

Course materials including written lectures, readings, assignments, exams, quizzes, and presentations are all contained in a learning management system (LMS). Students access their online course via the Internet using a unique login and password. This information is provided to online students through their UTEP e-mail accounts the weekend prior to the start of their course. Using the login information, students access their course(s) and work through a series of seven one-week lessons. Each lesson is self-contained, and all work in that lesson must be completed within that week. Each lesson will contain directions from the instructor regarding requirements and expectations.

One activity used to engage students in each lesson is a forum. Forums are online threaded discussions that require students to respond to a prompt or set of directions posted in the lesson. After posting their initial reflection, students then read classmates' postings and respond with postings that help further the discussion and develop the concepts learned in the lesson. The instructor may also participate in the online discussion, helping to guide students in the development of the topic. Forums allow students to develop and share their thoughts at times that are convenient.

Because online courses span only seven or eight weeks, they are more intense than on campus courses of 15 weeks. This means that students in online courses will spend about twice as much time per week completing work as students in the same courses in the on-campus format. This fast-paced, intense experience requires students to have a number of personal characteristics to ensure success. These include:

- Discipline to complete projects by deadlines. Excellent time management skills are critical.
- Persistence to attend to course assignments at least four days each week. It is helpful to set aside specific times on a routine basis to participate in the course.
- The ability to learn from the printed word. The majority of materials and communication are available through reading and writing.
- Excellent reading and writing skills in the English language.
- Excellent basic computer and e-mail skills.
- Flexibility in dealing with technology problems.

Online courses have technical requirements that most students already have computers to meet. The following items give students the best chance for success in an online course:

- A computer (laptop, desktop, or netbook) that was purchased within the last two years.
- A broadband Internet connection. Dial-up connections will not support the online tools.
- Current version of a media player such as QuickTime or Windows Media Player, which is available online at no cost.
- Current version of Adobe Reader, which is available online at no cost.
- Virus protection software is strongly recommended.
- For further tips and information, see the document on technology posted to the course.

Academic Dishonesty:

Academic dishonesty includes, but is not limited to, the following: 1) the completion or attempted completion of any academic work by means other than those permitted; and 2) The alteration of a document relating to the grading process, including changing an instructor's grade book or changing answers on a test after the time to complete the test is over.

Examples of academic dishonesty include, but are not limited to, unauthorized

collaboration, copying another student's answers, unauthorized aids on a test, using purchased or premade term papers, plagiarism, and destroying another student's work. Plagiarism occurs when an individual presents the ideas, thoughts, or words of another as his or her own. Plagiarism includes, but is not limited to, using phrases, sentences, or ideas from a published source, including the Internet, without citing that source representing another's unpublished work as your own; rewriting or paraphrasing the work of another without giving credit to that person by citation; and submitting a paper as one's own work that has been copied, in whole or in part, from another's work.

Generally, the faculty decides upon sanctions for acts of academic dishonesty. Thus, academic dishonesty may carry specific penalties carried out by the faculty outside of the judicial procedure. For this course the penalties for plagiarism are as follows:

First offense: failure of the assignment and referral to the Office of Student Conduct and Conflict Resolution. (OSCCR)

Second offense: Failure of the course and referral to the OSCCR.

Note that although deference is given to the faculty to handle matters of academic dishonesty, such action does not preclude further disciplinary action under the university judicial procedure. See the Handbook of Operating Procedures, Chapter 1, Section 1.2.2, and Paragraph 1.2.2.1 for details regarding academic dishonesty.

<https://www.utep.edu/hoop/section-2/student-conduct-and-discipline.html>

Students may want to review the Academic Integrity Tutorial for an in-depth presentation on academic integrity issues and research techniques for further information: <https://www.umgc.edu/current-students/learning-resources/academicintegrity/tutorial/index.cfm>

Copyright and Fair Use:

The University requires all members of its community to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you nor assume any responsibility for student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies.

Students with Disabilities:

If you have or believe you have a disability, you may wish to contact the Center for Accommodations and Support Services (CASS) to show documentation of a disability or to register for testing and services. Students who have been designated as disabled must reactivate their standing with the CASS yearly. If you feel that you may have a disability requiring accommodations and/or modifications, contact CASS at 915-7475148. You also can visit the CASS website at <http://sa.utep.edu/cass/> or the CASS office in Room 108 East Union Building.

Student Online Behavior:

- Always consider audience. Remember that members of the class and the instructor will be reading your postings.
- Respect and courtesy must be provided to classmates and to instructor at all times. No harassment or inappropriate postings will be tolerated.
- Do not use inappropriate language. When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- The class learning management system is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space. If students wish to do so, they have the ethical obligation to first request the permission of the writer(s).