Cybersecurity Orientation

ITEC 0000

Room:
Main Building 1111

Office Phone:
801-593-2249

Classroom Phone:
801-593-2473

Advisement Hours:
Before or after classroom hours,
or by appointment

ITEC Program Faculty:

Faculty

https://www.davistech.edu/programs/cybersecurity#faculty

Introduction

Welcome to the Cybersecurity program at the Davis Technical College (Davis Tech)! The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any unclear sections with your instructor or a Career and Academic Advisor. Students may be required to complete courses taught through other Davis Technical College programs; students will be expected to comply with the unique policies and procedures of that program relating to that course. Students should also review college policies on the Davis Tech website (www.davistech.edu) or in Student Services.

Program Description

The Cybersecurity program provides students with the skills required to find employment in the rapidly changing field of Cybersecurity, one of the fastest growing industries in the world. Students have the opportunity to develop, defend, and protect networks and information systems against cyber-attacks while managing hardware, operating systems, local and wide-area networks, enterprise security, computer forensics, vulnerability assessment, security compliance, and information assurance. Once students have developed the foundational Information Technology (IT) skills, students directly apply classroom theory to the hands-on configuration of hardware, including: workstations, servers, virtual servers, switches, routers, VPNs, firewalls and other relevant equipment. Many of the courses prepare students for industry certifications from organizations such as: Microsoft, CompTIA, Cisco, and the Linux Professional Institute. After completing the program, work with one of our placement specialists to get your foot in the door utilizing your newly gained skills and certifications. If you are already employed, enhance your skills with a customized plan developed just for you by working one-on-one with a faculty advisor.

Program Objectives

Students will practice with hands-on experience, instructional videos, reading assignments, information sheets, and competency tests. Upon completion of the Cybersecurity core, students will have received generalized and specialized training in networking, systems hardware, and Cybersecurity leading to completion of the Cybersecurity program. Students will have the opportunity to learn and apply the following while enrolled in the Cybersecurity program:

Approved 07/10/2023

Cybersecurity Core Objectives:
- Communicate effectively in information technology and cybersecurity terminology
- Install, uninstall and configure basic IT hardware and common operating systems
- Build and maintain simple networks and network devices
- Explain the basic steps to follow when creating, maintaining and debugging websites, databases, and shell script programs
- Identify and implement principles of security at a workstation and basic network level

Cybersecurity Elective Objectives:
- Install, uninstall configure enterprise hardware and operating systems
- Build, maintain, and secure local and wide-area networks and network devices
- Identify, explain, and operate in basic project management framework
- Identify and implement principles of security for business class and enterprise systems and networks

General Information

You can access this orientation on the Davis Tech program web site, as well as current information on the following items:
- Admission Requirements
- Classroom Availability
- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Gainful Employment Disclosures
- Estimated Cost (*tuition, fees, program and course materials*)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification

Advisement

Each student is assigned a Cybersecurity program faculty mentor who will be their advisor at Davis Tech. The faculty mentor will help students establish training and career objectives, select courses and establish an overall plan for progressing through the program, evaluate performance and progress toward program completion, locate institutional resources available to help students meet their training objectives, plan for any special programs like work-based learning, and overcome academic challenges related to their Cybersecurity program studies.

Students are expected to meet with their advisor on a regular basis; however, if your advisor is unavailable for any reason, you may meet with another program faculty member. These meetings are used for you and the instructor to accomplish the following tasks:

- Update contact information in Northstar, the Student Information System
- Review performance and attendance
- Define and clarify training and career goals
- Select appropriate courses according to interest and aptitude
- Select courses that achieve program completion requirements
- Discuss professional work ethic in performance, attendance, attitude, dress, behavior, and communication
- Discuss challenges with referral to appropriate institutional support systems that can help improve your success

Competency-Based Project Management

Davis Tech provides competency-based education in an open-entry, open-exit course-based environment, which is consistent with Project Management methodologies and practices that are commonplace in the IT and Cybersecurity professional workplace. As you progress through each course in the Cybersecurity program, you will complete "Course Timelines," track module progress, monitor course and program progress, and check resource utilization such as time and attendance. These activities will prepare you to work in the fast-paced, outcomes driven, project-based IT industry environment.

As part of our commitment to building skills necessary for the workforce and IT industry, you will need to complete the proper completion forms and completion meetings with your instructor at the end of each course module. These components are not optional, and you should treat them just as you would the requirements of a job.

Campus Technology

Each time that you attend class, you will log in to and out of the Northstar Classroom Login Station using your 10-digit student number. You were given this number when you completed the Davis Tech enrollment process. You will use your student number to access the Student Portal as well. Your instructor will provide you with information on Canvas access.

You can access Canvas from any internet-connected computer at the following URL: https://davistech.instructure.com/login . If you have problems logging in to Canvas, please see your instructor or email online.support@davistech.edu . If you encounter technical problems while in Canvas, use the Help button in Canvas and the "Report a Problem" link. A general orientation to Canvas can be found in the New Student Orientation, but faculty will also offer an orientation specific to technology in your program on your first day of class.

Due to the enhanced security requirements of the Cybersecurity program, you will need a Cybersecurity Program User-ID and Password in order to access your Davis Tech email, Student Portal and Canvas accounts from the Cybersecurity classroom and associated networks. These credentials will be provided to during your Cybersecurity Program Orientation. If you have problems logging in to the Cybersecurity systems or networks, please see a classroom instructor.

Learning Resources

Student Resource Center
The classroom includes a Student Resource Center where you will find industry publications,

periodicals, manuals, media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications that are currently being used in industry.

Electronic Student Resources

Your Canvas orientation course contains electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

Students with Disabilities

If you have a disability that may require accommodations, contact and work through the counseling service located in Student Services. More information can be found at: https://www.davistech.edu/disability-services .

Attendance

Attendance must be maintained at 67 percent or better to be eligible for financial aid. The Cybersecurity program prefers 80 percent minimum attendance to ensure students can stay on track for timely completion of each course. Attendance is calculated using the number of scheduled hours versus the number of hours you are present in the classroom. To meet this requirement, you must be in class on the days and times that you are scheduled. Your attendance requirement may be higher depending on any sponsorship or financial aid stipulations that apply to you. You must log in and out of Northstar each time you attend class, so your attendance is documented.

Talk to your instructor when an absence is necessary. Excused absences will be given for job interviews, Davis Tech sponsored activities, major illness and or major life events, off-site training, or high school activities. If you require an extended absence from the program, consult with your instructor prior to the absence. If necessary, a counselor in Student Services may assist you in this process.

Students are expected to attend class for the hours they are scheduled. If you are absent for ten consecutive scheduled days, you will be withdrawn from Davis Tech. Per the College Student Records Policy, student attendance information may be released to potential employers.

Progress

Progress is calculated by the number of scheduled hours versus the amount of coursework completed. Program progress must be maintained at 67 percent or better to be eligible for financial aid. It is recommended that progress be maintained at 80 percent or better. This will ensure that you can complete the program in a timely manner. If you have difficulty meeting 80 percent progress, please meet with your instructor. If you do not complete a course by the end date, you will have to pay for the course again (adult students only), and a faculty member will help create a Student Success Plan to ensure your success on a second attempt.

Academic Performance & Discipline

If you do not meet Davis Tech or Cybersecurity program standards, you may be subject to academic discipline. Reasons for academic discipline include but are not limited to: violations of Davis Tech or

program policies and procedures, violations of academic integrity, failure to maintain minimum attendance standards, failure to maintain progress standards, repeating a course and violating the Davis Tech or Cybersecurity program Acceptable Use Policy. Your success in this program is important to us. We will work with you to help you succeed, but if we feel that you are not meeting the minimum standards as described in this orientation, we are committed to taking appropriate actions to help you improve.

High school students must meet minimum standards in grading, progress, and attendance before transitioning into a place in the program as an adult student. These standards are established by the program and may differ across the college. In the Cybersecurity program, a high school student, who will become an adult student, should meet the following minimum standards:

Attendance: 80 percent   Progress: 80 percent   Grade: 80 percent

Student Success Plan

If your course progress is less than 80 percent by your scheduled end date, you will be required to repeat a course, and placed under a Student Success Plan. This plan will focus on addressing any student challenges and create a plan to ensure students' success, it will also outline increased student-faculty engagement. A third enrollment in the course with less than 80 percent progress will invite participation of Student Services and the program director in the Student Success Plan.

If you successfully complete the course, you will no longer be on the plan. **Failure to maintain program standards by the end of the third plan period will result in being placed on formal academic probation.**

Formal Academic Probation

If you are placed on formal academic probation, you will receive a Notice of Academic Probation. In order to continue with your studies, you will be required to meet with your student advisor and a college counselor to modify and further define any student improvement plan, develop a formal a academic improvement plan, or recommend other educational options; up to and including a Davis Tech committee review to determine continued enrollment.

If you are placed on academic probation, you may lose federal financial aid, scholarship eligibility, or sponsorship and benefits as determined in accordance with College Financial Aid requirements and Department of Education regulations.

You will remain on academic probation for at least three complete courses or until program completion (if fewer than three courses).

If you successfully complete the terms of probation, you will be off of probation at the end of the contract date. If you fail to meet the conditions of formal academic probation, violate Davis Tech or program policies while on formal academic probation, or fail to appear for the academic probation meeting, you will be scheduled for a committee review to determine continued enrollment.

Grading

You will be graded on both assignments and exams, each of which will be weighted differently according to the course. You must earn a minimum score of 80% on each graded assignment, exam to be deemed competent. Some activities have a maximum number of attempts; failure to reach

competency within the required number of attempts will result in the assignment of an Alternative Competency Exercise (ACE). Acceptable completion of these ACE assignments will be allow you to demonstrate competence, and receive the required minimum score of score of 80%.

If any exam is taken more than once, the exam scores will be averaged. Final grades for all courses will be based on the following scale:

100% to 94%	= A	93% to 90%	= A-	89% to 86%	= B+	85% to 83%	= B
82% to 80%	= B-	79% to 76%	= C+	75% to 73%	= C	72% to 70%	= C-
69% to 66%	= D+	65% to 63%	= D	62% to 60%	= D-	59% and Below	= F

Students who have completed IT, Computer Science, Cybersecurity, or other relevant courses at another institution must present their transcripts and other documentary evidence to instructors for evaluation of required course competencies before Davis Tech credit can be given. The Cybersecurity department requires a minimum grade of 'B' for any outside coursework submitted for Davis Tech credit.

Grading – High School
High School students are evaluated on two factors when calculating the final term/semester grade:
- 85 percent of the grade is based on progress. Progress is calculated for the current course at the end of the grading period, or the previous course, if the current course started within a short time of the end of the grading period. Progress does **not** roll over. It starts over at the beginning of each course.
- 15 percent of the grade is based on Attendance. Attendance is calculated from the first day of the grading period (semester or mid-term) to the last day of the grading period. Absences cannot be made up. Absences may be excused with prior instructor approval or by written petition on a case-by-case basis. School related absences are automatically excused. Note: excused absences DO NOT add time to your course schedule, but will not be counted against your grade.

Citizenship – High School
High School students also receive a citizenship mark at the end of each grading period. All students are expected to abide by Davis Tech and Cybersecurity program policies and procedures including but not limited to the Acceptable Use policy. Students who are exceeding the expectations of the Cybersecurity program will receive an "H". Students who are meeting the expectations of the Cybersecurity program will receive an "S". Students that are continually off task during class time or found abusing the Davis Tech or Cybersecurity program policies will receive an 'N' or a 'U', which may result in academic discipline and ineligibility for future enrollment.

The High School citizenship marks used in the Cybersecurity program are as follows:

H – Honorable   S – Satisfactory   N – Needs Improvement   U – Unsatisfactory

Testing

Canvas based Chapter, Section, or Lesson Quizzes are open book and designed to give you constant feedback on your progress. You may take quizzes at your desk; except any quiz, exam, or test requiring access codes. Access code required testing, such as Module exams and Final exams are closed book and require a score of 80 percent or better to pass. Exams must be taken on designated testing computers in the classroom (Testing Row). You may take exams up to three times, but there is a 24-hour wait period between each attempt.

Failure to acceptably pass any assignment within the required number of attempts will result in an Alternative Competency Exercise (ACE); through which, you will be allowed to demonstrate competence.

Many of the Cybersecurity courses have an industry certification test as their final examination. Industry Certifications are closed-book, closed-notes and are taken in the Testing Center in Student Services. If you cannot take this professional examination, you must talk to your student advisor as soon as possible to receive additional instructions on how to proceed. Industry certification tests must be scheduled, completed, and passed before the scheduled end-date of the course. Students should schedule their exam with the testing center at least one week prior to their test date.

Program Safety

- Good posture should be maintained at workstations.
- Avoid long periods of repetitive motion or immobility.
- Do not lift computers and printers.
- Food and Drinks can cause electrical mishaps and are not allowed unless Instructor approved.
- Washing hands before and after using community keyboards and mouse are recommended. Hand sanitizer is provided in the Cybersecurity class rooms and lab.
- Caution must be used when working with hardware and testing equipment to avoid injuries. Some essential information to remember when working in the lab is as follows:
  - When in doubt in anyway or at any time, see an instructor for help.
  - When working inside a computer or equipment case, unplug the device and keep it unplugged at any time you are working on the hardware.
  - Never open a power supply case or perform powered-on unless you're experienced working with line voltages and AC electricity.
  - Use caution when working with monitors. The energy stored in a monitor is high enough to be dangerous. Even when the electricity is disconnected, capacitors in the monitor can hold a harmful amount of electrical charge.

Work-Based Activities

The Cybersecurity training program aggressively pursues internship/externship opportunities for Cybersecurity students. This is an opportunity for students to get real-world experience and make inroads to a job/career. Davis Tech credit of up to 120 hours may be given for internships/externships. Please contact your student advisor for detailed information on pre-requisite courses and enrollment details.

Student Policies and Procedures

You may find further information on institutional student policies and procedures here: https://www.davistech.edu/policies-and-procedures .

Instructor Response Time

Your instructor will respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule.

Placement Services

Placement services are available to you when you complete your program. These services include resume review, interviewing skills and job placement assistance.

Student Follow-up

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify us of your employment status. If you are already employed, become employed, or if your employment status changes, please notify your instructor. You may also report current military service, the pursuit of additional education, or indicate reasons that may prevent you from completing your program or finding employment. If we don't receive a response from you, a Davis Tech employee will contact you to request your employment status.

Cyberscurity Code of Conduct

Academic Integrity and Professionalism

Each student attending Davis Tech is expected to hold themselves to the highest standard of academic integrity. Any student caught violating testing protocols or caught cheating in any form is subject to academic discipline. This includes, but is not limited to, the use of unauthorized certification test preparation materials, using another student's work as your own, copying information from the Internet without giving the owner proper citation, and/or receiving information about exam questions prior to exams, etc.

You are expected to conduct yourself as you would in the workplace. Conversations should be in a quiet tone of voice or held outside of the classroom. Please show the proper respect for your peers and your instructors. Foul or abusive language will not be tolerated. Disruptive behavior will not be tolerated.

Violations of academic integrity or professionalism may result in academic discipline, or suspension or termination from the program.

Clean-up

You are required to clean your desk area when leaving. All tools and equipment must be put away and the lab area cleaned following the completion of lab exercises.

Children/Visitors in the Classroom

Children are not allowed in the classroom. Visitors to the classroom or lab must be approved in advance by an instructor or by Student Services.

Cell Phone / Smart Device Use

Cellular Phones and similar devices must be kept on silent, vibrate, or turned off when in the classroom. You must place or receive calls outside of the classroom.

Students are expected to be productively working on coursework throughout each scheduled period; use of any device or software which interferes with a student's productivity may be banned at any time from the classroom on either an individual case-by-case basis, or as a matter of classroom management. Non-curriculum use of Davis Tech networks may constitute a violation of Acceptable Use Policy(s).

Classroom Printers
Printers are for school work only. Please do not print personal projects, photos, e-mails, etc. on the classroom printers.

Test Preparation Material
Only authorized test preparation material provided by the Cybersecurity program and material specified in the syllabi or provided with the textbooks may be used. Any other material must be approved in advance by an instructor. Use or possession of "test cheats" or other unauthorized material may result in your suspension from the Cybersecurity program and/or from Davis Tech.

Program Information
Computer Sign-on
The computers in the Cybersecurity classroom and lab are on an internal network. You will be given a unique username and password to access these computers. The Cybersecurity network is accessible only from the classroom. You may use a personal laptop or other mobile device to connect to the Cybersecurity networks provided you accept and comply with Acceptable Use Policy and Instructor guidelines and directives.

Course Evaluations
At the end of each course, your curriculum will guide you to an online evaluation with questions about instructional content and your primary instructor. We appreciate and value your feedback. Although you will be asked to enter your student number, this is simply to verify the evaluation is completed only once per student. Feedback is used for program improvement and professional development.

Acceptable Use Policy
You are expected to abide by all Davis Tech policies found on the Davis Tech website on the *Students* tab, *Student Services, Student Policy* including the Student Attendance Policy and Procedures, Student Code of Conduct, and the Student Grading and Progress Policy and Procedures. In addition, you are expected to abide by the following Cybersecurity Acceptable Use Policy:

Classroom equipment will be used for classroom purposes. All software, images, videos and any other intellectual property used in the curriculum and in the classroom are under license to the Davis Tech and are not to be taken off campus without prior approval.

Student accounts can and will be audited on a regular basis by instructors and Davis Tech IT personnel.

Use of social networking sites, online gaming sites, or any other non-curriculum-related sites or

programs is not permitted in the classroom or lab.

Any students found abusing this policy may be marked as non-productive for the day, have their computer privileges revoked, receive academic discipline, or result in immediate suspension or termination from the program. Such actions may impact enrollment, citizenship and/or final grade for the current course/term, their eligibility for financial aid and their eligibility for future enrollment.

Educational Software Programs

The Cybersecurity program participates in a number of industry sponsored educational software annual membership programs for departments that teach and utilize technology such as Computer Science, Engineering, and Cybersecurity. These memberships provide a cost-effective solution to keep academic labs, students and faculty on the leading edge of technology.

The Cybersecurity program receives numerous benefits as part of their membership:

- Latest set of VMware and Microsoft platforms, servers and developer tools via download
- License to provide the software to students taking courses that lead to credit or a certificate within the department, so they can load the software on their personal computers for use in coursework and personal projects
- Electronic software distribution to students through e-academy License Management Systems (ELMS)

To qualify for student access to these programs, you must fulfill all of the following requirements:

- Currently enrolled at Davis Tech in a STEM-related program (Cybersecurity qualifies)
- Not on academic discipline
- Actively involved in the program and upholding required program standards
- Completed a minimum of 150 hours of course work