

<b>Course</b>	SECR 6000 Integrated Studies in Security Management
<b>Term</b>	Summer 2007 ( May 29 - July 27 )
<b>Instructor</b>	Darryl Thibault, JD, CPP
<b>Catalog Description</b>	The student is expected to synthesize and integrate the learning experiences acquired in security management and to evaluate the research and current topics relative to this major. Techniques used to accomplish those goals may vary. Prerequisite: completion of all other required courses in this major.
<b>Prerequisites</b>	Participants should have completed all SECR coursework. Exceptions may be granted to those who have one or two courses remaining for graduation with the concurrence of the Instructor. This course is designed for participants to document their understanding for the security industry and business.
<b>Course Level Learning Outcomes</b>	<ol style="list-style-type: none"> <li>1. write a two to three page research project proposal detailing a security project or research report which is applicable to a real-life situation.</li> <li>2. write a comprehensive security report on an organizational problem using appropriate research methodologies, intervention strategies and effective communication techniques or write a comprehensive, conventional research paper utilizing both primary and secondary research.</li> <li>3. present and defend their project and/or research with a 30 minute presentation, supported by PowerPoint slides, of their research.</li> <li>4. assess the effectiveness of their solutions by quantitatively or qualitatively measuring their results against theory-based criteria and standards of performance.</li> <li>5. utilize themselves as scholar-practitioners, capable of creatively synthesizing intellectual understanding of security models with methodological competencies and experience-based perceptual skills and judgment.</li> </ol> <p>Students selecting the “project report” methodology of completing this course will also:</p> <ol style="list-style-type: none"> <li>6. creatively construct and implement moderately complex Business and Organizational Security Management solutions to real organizational problems using frameworks procedures, and methods derived from the individual security disciplines of Legal and Ethical Issues in Security Management, Security Administration and Management, Business Assets Protection, Emergency Planning, Information Systems Security, and Behavioral Issues in Security Management.</li> <li>7. apply the important terminology, facts, concepts, principles and theories in the field of Business and Organizational Security Management to analyze simple to moderately complex factual security situations.</li> </ol>
<b>Materials</b>	<p>There is no primary textbook for this course. However, the following texts are suggested for reference:</p> <p>American Psychological Association. (1995). Publication manual of the American Psychological Association (5th edition). Washington, DC: Author. (ISBN: 1557987912)</p> <p>Edwards, J. E., Thomas, M. D., Rosenfeld, P., &amp; Booth-Kewley, S. (1997). How to conduct organizational surveys. Thousand Oaks, CA: Sage Publications. (ISBN 0-8039-5513-8)</p>

	<p>Leedy, P.D. (1997). Practical research: Planning and design (6th ed.). Upple Saddle River, NJ: Merrill/Prentice Hall.(ISBN 0-13-241407-4)</p>																												
<p><b>Grading</b></p>	<p>Course Grades</p> <p>Your course grade will be based on your scores the following course components. These different components will be weighted as follows:</p> <ul style="list-style-type: none"> <li>• Written Assignments: 5%</li> <li>• Class Discussions and Participation: 10%</li> <li>• PowerPoint Slide Presentation: 10%</li> <li>• Final Research Project: 75%</li> </ul> <p>Letter grades will be assigned pursuant to the following scores based on the percent of the total possible points (weighted according to the scale above) that you earned in the course.</p> <table border="0"> <tr><td>100 –</td><td>93.4%</td><td>.....</td><td>A</td></tr> <tr><td>93.3 --</td><td>90.0%</td><td>.....</td><td>A-</td></tr> <tr><td>89.9 –</td><td>86.7%</td><td>.....</td><td>B+</td></tr> <tr><td>86.6 –</td><td>83.4%</td><td>.....</td><td>B</td></tr> <tr><td>83.3 –</td><td>80.0%</td><td>.....</td><td>B-</td></tr> <tr><td>79.9 –</td><td>70.0%</td><td>.....</td><td>C</td></tr> <tr><td>69.9 –</td><td>0%</td><td>.....</td><td>F</td></tr> </table> <p><b>The GRADUATE catalog provides these guidelines and grading options:</b></p> <ul style="list-style-type: none"> <li>• <b>A/A–</b> Superior graduate work</li> <li>• <b>B+/B/B–</b> Satisfactory graduate work</li> <li>• <b>C</b> Work that is barely adequate as graduate-level performance</li> <li>• <b>CR</b> Work that is performed as satisfactory graduate work (B– or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses.</li> <li>• <b>F</b> Work that is unsatisfactory</li> <li>• <b>I</b> Incomplete work</li> <li>• <b>ZF</b> An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal.</li> <li>• <b>IP</b> In progress</li> <li>• <b>NR</b> Not reported</li> <li>• <b>W</b> Withdrawn from the course</li> </ul>	100 –	93.4%	.....	A	93.3 --	90.0%	.....	A-	89.9 –	86.7%	.....	B+	86.6 –	83.4%	.....	B	83.3 –	80.0%	.....	B-	79.9 –	70.0%	.....	C	69.9 –	0%	.....	F
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<p><b>Activities</b></p>	<p><b>Approaches to Meet Course Objectives</b></p> <p>This course allows the student two options to fulfill the course requirements. The first option is for the student to create a "Project Report". With this option, the student acts as a security consultant to an organization, researches security issues within the organization, and prepares a report outlining the student's findings along with recommendations.</p> <p>The second option a student could choose to fulfill the course requirements is to do a conventional research paper, utilizing both primary and secondary research. Both options are explained below.</p>																												

**Approach One- "Project Report"**

The first approach is best defined as a "Project Report". The outcome of this approach is for the student to research and create a report based on real life security situation or problem. This would typically be a security survey or similar type of report. The requirements of this type of the "Project Report" are:

- Two to three page research project proposal detailing the project and experimental design or plan of attack.
- Written approval of the research proposal from the Security 6000 Instructor.
- Written approval of the research proposal from an official representing the institution or organization with which the project or report deals.
- Comprehensive enough to encompass all components required of the project and a minimum of 30 pages in length, excluding cover pages, divider pages, or any pre-published information that would warrant being included in the report.

Project must include both primary and secondary research. Primary research should include either 100% of the population being surveyed, or at least 30 surveys if a random sampling is conducted. Secondary research is to follow the current addition of the Publication manual of the American Psychological Association.

Upon completion of the report, the student is expected to create a PowerPoint presentation, articulating the need and purpose for the project, the methodology used, results of the project, and finally, recommendations that can be made from the report. It is hoped that students selecting to do a project type report will make a presentation to the organization studied.

**Project Report Format**

This document outlines the general format for Project Reports. While strict adherence to this format is not required, the reason for any deviation should be readily apparent to the reader. Deviations are to be approved by the 6000 instructor.

Title: Name of the report, generally including the name of the organization involved in the report. EXAMPLE: Information Systems Security Assessment of the Los Alamos Facility of the Atomic Energy Commission.

Acknowledgements: A place for the author to thank anyone deserving of an acknowledgement. EXAMPLE: Special thanks to our un-named informant who occasionally resides in the copy room.

Table of Contents: Need more be said? Follow APA format.

Situational Analysis: Describe the situation your project will explore. It should begin with a broad general description of the industry, organization involved, culture, the environment, or other issues to be explored. The middle section of the analysis should narrow to the specific subject you wish to explore. The final section of the analysis should focus on why the specific

details of your topic should be researched. NOTE: The situation analysis should be written in the present tense.

**Research Methodology:** This section tells what research methodology was used in the conduct of the study and reflects both primary and secondary methods. This description should allow officials of the organization under study and instructor to evaluate the appropriateness of the method and the reliability and validity of results. This section should be detailed enough to allow an experienced researcher to replicate the study. This section often has three subsections labeled participants, apparatus, and procedure. Specific details concerning these subsections can be found in the Publication Manual of the American Psychological Association, 5th edition. NOTE: The applied research methodology section should be written in the past tense.

**Literature Review and Findings:** In this section the student logically presents all actions and considerations of the study. This section would usually begin with a transitional phrase from the final statement in the situation analysis section. Consideration of other studies and findings should be reflected in this section. Significant findings from the literature review should be logically reflected in this section. When reflecting on this material the student should do so in the historic present tense. It is essential that all findings in the study be accurately reported in this section. It should be stated in enough depth and detail that another researcher can review the findings and draw their own conclusions. Presentation of data summary information and statistical outcomes should be reported in this section. Raw tables in general should be presented in the appendices. NOTE: The literature review and findings should be reflected in the past tense.

**Findings and Conclusions:** The findings logical conclusions of the study should be reflected in this section. NOTE: The findings and conclusions section is reported in the past tense.

**Recommendations:** This section contains the recommendations of the researcher for the organization under study. It sold include enough information for officials from the organization under study to understand the problems being addressed, and appropriate actions for them to take. Costs associated with the recommendations are generally included with the recommendations.

**Definitions:** A list of terms and their definitions used in the project report that would not generally be known to the average reader.

**References:** List of sources used and cited in the report. Follow APA format.

**Appendices:** As required, generally raw data, survey copies, permission letters, etc.

### **Approach Two-"Conventional Research Paper"**

The approach is best defined as a "conventional research paper". The outcome of this approach is for the student to research and create a paper based on a topic that would assist someone in the security field, on making a major decision regarding a real life security situation or problem. This would typically be research information that is needed by the student or officials at an institution or organization. The requirements of this type of research paper are:

- Creation of a premise statement, problem statements, and definitions of terms used in the premise statement.
- Written approval of the premise statement, problem statements, and definitions from the Security 6000 Instructor.
- Written approval from an official representing the institution or organization with which the project or report deals and from which primary research will be obtained
- Comprehensive enough to be a minimum of 30 pages in length, excluding cover pages, divider pages, or any pre-published information that would warrant being included in the report.

Areas expected to be included in the research report are:

- Abstract
- Situational Analysis
- Premise with Problem Statements and Definitions
- Applied Research Methodology with participants, apparatus and procedures being covered.
- Literature Review and Findings.
- Conclusions
- Premise assessment
- Recommendations for Future Studies
- Recommendations for the Institution or Organization being studied
- References
- Appendices as appropriate

Project must include both primary and secondary research. Primary research should include either 100% of the population being surveyed, or at least 30 surveys if a random sampling is done. Secondary research is to follow the current addition of the Publication manual of the American Psychological Association.

Upon completion of the report, the student is expected to create a PowerPoint presentation, articulating the need and purpose for the project, the methodology used, results of the project, and finally, recommendations that can be made from the report.

### **Conventional Research Paper Format**

This document outlines the general format for Conventional Research Papers for Security 6000. While strict adherence to this format is not required, the reason for any deviation should be readily apparent to the reader. Deviations are to be approved by the 6000 instructor.

#### **Abstract**

The abstract is the first section of the report. It is written to summarize the purposes, findings, and recommendations included in the report.

General considerations. The abstract should be written in the past tense; informative, not descriptive; not more than 250 words; and turned in to the instructor by the eighth class session. The first line of the abstract begins at the far left margin. Do not indent. The abstract is one single paragraph. It should be written in the following order:

1. Nature of the problem is stated.
2. Premise of the study is stated.
3. Procedures are summarized.

4. Results are summarized.
5. Conclusions are summarized.
6. Recommendations are summarized.

**Situation Analysis**

Describe the situation your project will explore. It should begin with a broad general description of the industry, organization involved, culture, the environment, or other issues to be explored. The middle section of the analysis should narrow to the specific subject you wish to explore. The final section of the analysis should focus on why the specific details of your topic should be researched.

General considerations. The situation analysis should be written in the present tense and should be completed by the second week of class.

**Premise**

Present a positive paragraph on what you propose to substantiate by the completion of research. It should be a natural outflow of the justification provided in the situation analysis for your research.

General considerations. The premise should be written in the future tense and should be completed by the second week of class. This must be approved before any primary research starts.

**Problem statements/Hypothesis**

There should be between four and twelve problem statements or hypotheses. Contained in them should be at least one that is primarily addressed by secondary research and one addressed by primary research. Research students should gain knowledge and skills in how to find and use related information from studies that apply to the premise. The hypothesis testing or primary research should give the research student experience and understanding as to the facts that are measurable and will produce results from which conclusions can be reached.

General considerations. These should be approved by the instructor and completed by the second week of class. Remember, the more problem statements, the longer the paper.

**Definitions**

Terms in the integrated studies paper that are specific to the content must be defined. This includes all technical terms, legal terms, descriptive subject terms, and any other terms that your instructor for the course would need to be familiar with. (Example: Human relations training will improve productivity. The definitions in this statement should explain what is meant by productivity, improved, and human relations training.)

General considerations. Definitions should be turned in with the premise statement.

**Study Limitations**

Because the student realistically can deal with only limited variables, there should be statements of other variables not entertained in the study, which could distort results or findings. (Example: The impact of unexpected massive layoffs.)

General considerations. Study limitations should be written in the past tense, and should be completed by the second week of class.

**Applied Research Methodology**

This section tells what research methodology was used in the conduct of the study and reflects both primary and secondary methods. This description should allow officials of the organization under study and instructor to evaluate the appropriateness of the method and the reliability and

validity of results. This section should be detailed enough to allow an experienced researcher to replicate the study. This section often has three subsections labeled participants, apparatus, and procedure. Specific details concerning these subsections can be found in the Publication Manual of the American Psychological Association, 4th edition.

General considerations. The applied research methodology section should be written in the past tense should be completed by the third week of class..

#### **Literature Review and Findings**

In this section the student logically presents all actions and considerations of the study. This section would usually begin with a transitional phrase from the final statement in the situation analysis section. Consideration of other studies and findings should be reflected in this section. Significant findings from the literature review should be logically reflected in this section. When reflecting on this material the student should do so in the historic present tense. It is essential that all findings in the study be accurately reported in this section. It should be stated in enough depth and detail that another researcher can review the findings and draw their own conclusions. Presentation of data summary information and statistical outcomes should be reported in this section. Raw tables in general should be presented in the appendices.

General considerations. The literature review and findings should be from 20 to 30 pages in length, reflected in the past tense, and turned in to the instructor by the eighth class session.

#### **Conclusions**

The logical conclusions of the study should be reflected in this section.

General considerations. The conclusions section is reported in the past tense, and should be completed by the eighth week of class.

#### **Premise Assessment**

The information reflected in the conclusions section is compared to the premise and described in this section. Students should understand that good research may disprove the original premise and not be discouraged if this happens.

General considerations. The premise assessment should be written in the past tense and should be completed by the eighth week of class.

#### **Recommendations for Future Studies**

As students complete their research they usually identify other areas or considerations for study. These are to be reflected in this section.

General considerations. This section should be reflected in future tense and should be completed by the eighth week of class.

#### **Recommendations for the Unit Studied**

This section is the appropriate place to present implementation of findings. Here the research student has the opportunity to explain how improvement in the current organization can be implemented and what positive outcomes should be realized.

General Considerations. This section is reflected in the future tense and should be completed by the eighth week of class.

**References** References should be complete and reflected as outlined in the Publication Manual of the American Psychological Association, 5th edition. Sources listed in the references should be only those used for documentation of sources in the content of the research paper.

	<p><b>Student Presentations</b> Students are to complete a PowerPoint presentation and make a 20 to 30 minute oral presentation. This presentation should be an overview of their project or paper. NOTE: Students completing a security project are encouraged to give their presentation to the management of the host organization.</p>
<p><b>Policy Statements: University Policies</b></p>	<p><b>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</b></p> <p><b>Academic Honesty</b></p> <p>The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p><b>Drops and Withdrawals</b></p> <p>Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p><b>Special Services</b></p> <p>If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p><b>Disturbances</b></p> <p>Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p><b>Student Assignments Retained</b></p> <p><i>From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</i></p> <p><b>Contact Hours for this Course</b></p> <p><i>It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</i></p>
<p><b>Course</b></p>	<p>Final papers are due at the conclusion of week nine class. Students failing to turn in their</p>

<b>Policies</b>	papers at that time may receive either an F or <i>Incomplete grade</i> .
<b>Weekly Schedule</b>	<p><b>WEEK 1:</b> Students need to select their approach to this course, select either a project or research topic and submit the topic to the instructor for approval. Research methodology and course requirements will be discussed.</p> <p><b>WEEK 2:</b> If the student selects a conventional "Research Paper", research topics are due with draft premise statement, problem statements, definitions as well as any study limitations. If a "Project Report" approach is selected, a draft of the research proposal is due.</p> <p><b>WEEK 3:</b> Applied Research Methodology is due for both approaches to the course. Survey instruments and/or apparatus to be used are due for approval.</p> <p>Also due is written approval from an approved official of any organization that is to be involved in either class projects or reports.</p> <p><b>WEEK 4:</b> Students are to be working on their projects or reports. Students that are conducting surveys are to bring their survey to class for discussion. Students will need to bring enough copies for the entire class.</p> <p><b>WEEK 5:</b> Students are to submit a proposed bibliography (references) that will be used to support their projects or research.</p> <p><b>WEEK 6:</b> Students are to be working on their projects or reports. Students are to find and bring to class web links or sites that the student feels would be of value to professionals in the security field. Students are to have prepared a handout on each web link or site and be prepared to give to classmates in class.</p> <p><b>WEEK 7:</b> Students are to be working on their projects or reports. No other assignments or discussions are scheduled for this week. However, PowerPoint presentations on student projects or research are due next week. Students may choose to start working on this assignment. A sample presentation will be made to the class. If possible, this presentation will be by a former student.</p> <p><b>WEEK 8:</b> Students are to complete a PowerPoint presentation and make a 20 to 30 minute oral presentation. This presentation should be an overview of their project or paper.</p> <p>NOTE: Students completing a security project are encouraged to give their presentation to the management of the host organization.</p> <p><b>WEEK 9:</b> Complete student presentations. Final projects and/or research papers are due.</p> <p>If a project was selected for this course, students are expected to deliver a finished copy of their work to the host organization, as well as offer to make a presentation to appropriate personnel regarding their project. The instructor reserves the right to contact the host organization to see if these items have been delivered and/or offered to the host organization.</p>