



School of Criminal Justice and Social Sciences SYLLABUS

ENF240 – 01 – Critical Infrastructure Protection

Spring - 2024

Tuesday – 6:30 – 9:15 pm – Main 11

Faculty Contact:

Professor Name: Dr. David Selnick

Office Hours: Tuesday/Thursday: 9:00-11:00 am; Wednesday: 9:00-10:00 am

Office Location: No office. Contact me by e-mail to arrange meeting times and locations.

Office Phone: (419) 448-3325

E-mail Address: selnickdj@tiffin.edu

Course Description:

This course provides a broad perspective of the Critical Infrastructure Protection (CIP) effort in the United States. The overall mission of CIP is to protect and ensure the continuity of the critical infrastructure of the US that is essential to the nation's security, public health and safety, economic vitality, and way of life against debilitating disruption or destruction from man-made or natural incidents. Students will explore the importance of the National Infrastructure Protection Plan, the eighteen critical infrastructure sectors and their related challenges for protection.

Course Learning Outcomes

At the end of the course, students should be able to:

1. Define critical infrastructure protection;
2. Understand the evolution of critical infrastructure in the United States and analyze key legislation, presidential directives, and the approach to assessing infrastructure;
3. Understand the federally identified sectors of the national infrastructure;

4. Identify and explain the concept of "all hazards" and the four pillars of homeland security (prevent, prepare, respond, and recover); and
5. Demonstrate a working knowledge of critical infrastructure and resilience in preventing, mitigating, and responding to malevolent acts and natural disasters.

Required Text(s)

Readings will be provided by the professor.

Assignments and Grading

Grading Criteria

When calculating your final grade for the course, grades which are less than 1 point from the next higher letter grade will be rounded up. For example, a grade of 89.2 will be rounded up to 90 (A-); however, a grade of 88.9 will not be rounded and will be recorded as a B+.

No extra credit -- DO NOT ASK.

Total Points for the Course

100

Grading Scale

A+ = 97-100%
A = 94-96%
A- = 90-93%
B+ = 87-89%
B = 84-86%
B- = 80-83%
C+ = 77-79%
C = 74-76%
C- = 70-73%
D+ = 67-69%
D = 64-66%
D- = 60-63%
F = 0-59%

Major Class Assignments

Detailed rubrics for all assignments will be provided at the time they are assigned.

Attendance – Reference the Attendance section of this syllabus for additional information. Grade will be calculated by taking the number of class sessions the student attended or for which they had an excused absence and dividing it by the total number of class sessions in the semester (typically, 30). For example, if a student attends 26 sections, has one excused absence, and has three unexcused absences, the student will get credit for attending 27 sessions. The grade would then be calculated: $27/30 = 0.9 = 90\%$. As the attendance portion of the grade is worth 10 points, this student would receive 9 points. **10 points**

Individual Presentation – The in-class presentation will consist of a 10-15 minute discussion of a current event of your choice relevant to the class topic. This presentation will be completed no later than the 13th week of class. Students will be graded on the topic's relevance to the course's subject matter, the thoroughness of the research, their knowledge of the subject, and their ability to answer questions from the class and the instructor. Visual aids, including PowerPoint slides, may be used, but are not required. Feedback on presentation style will be given, but **you will not be graded on your presentation ability. This is to alleviate any concerns that fear of public speaking may affect your grade; it will not.** However, in the professional world, you will be required to give briefings and other presentations. Therefore, it is better to get used to that now in a safe environment, as opposed to waiting until you have to give a presentation on the job. A detailed rubric will be provided for this assignment. **15 points**

Federal Courses (online) – You will be given the ability to take short, online courses provided by the US federal government. (You must be a US citizen to take these courses. If you are not a US citizen, contact me and we will arrange an alternative assignment for you to complete.) These courses will not only meet the objectives of this course, but you can also place them on your resumé/CV, which will give you a potential competitive advantage in seeking a job in the field. **10 points**

Site Survey and Threat Evaluation, Protection Plan, and Continuity of Operations (COOP) Plan – Each student will select a piece of critical infrastructure. They will analyze potential threats against this infrastructure, develop a protection plan, and a COOP plan for this infrastructure. Additional guidance and rubrics will be provided in class.

- **Site Survey and Threat Evaluation - 10 points**
- **Protection Plan – 10 points**
- **COOP Plan – 10 points**

Exam(s)

3 Unannounced ("Pop") Quizzes – 5 points each – 15 points

Midterm – No midterm exam, but you must attend class that week.

Final – Comprehensive for the entire semester - 20 points

IMPORTANT: The exam will be given on the date/time as assigned in the TU final exam schedule. Do not plan to depart campus before that, as I will not allow you to take the final at any other time unless there is a bona fide emergency.

Instructor's Expectations

Preparation and Active Class Participation:

This is an experiential class, and your active participation is expected. This is not going to be a class where you sit back and listen to the instructor lecture for 75 minutes. We will be tailoring the class to your individual needs and preferences, so active participation is crucial. The more you put into this course, the more you (and everyone else!) will receive out of it. In order to actively participate, you must have done the necessary preparatory work (readings, research, etc.).

If you are truly anxious about participating in class (asking questions or making comments in class, standing in front of the class, etc.), please contact the professor and we can explore alternatives.

Reading assignments will be assigned in advance of the class session in which we will address certain topics. **It is extremely important that you complete these assignments, as I will not lecture from the readings. If you have questions about the readings, I will be happy to address them in class or during office hours (if you don't feel comfortable asking questions in class). However, unless someone asks about the readings, in most instances, you will hear nothing about them in class.** This does not mean that the readings are unimportant. The material is testable, and, more importantly, must be understood to appreciate the subjects we will discuss in the classroom. This is because we need to use our in-class time as efficiently as possible, and me reiterating the material you already read is not the best use of any of our time.

Attendance:

Regular attendance is expected and is incorporated as part of your grade. If you have an excused absence for athletic or arts events, please be sure to inform me yourself (do not rely on your director/coach to do it). Also, if you are placed in quarantine or isolation, it is your responsibility to inform me. If you as an individual are quarantined/isolated or if we are required to move the entire class to remote learning during the semester, your active engagement in the class (logging into the Moodle shell at least twice per week, posting things to Moodle fora, turning in assignments on-time, exchanging e-mails with the instructor, etc.) at least twice per week will count as attendance for the week.

Attendance is worth 10% of your grade. At the end of the semester, I will count the number of days of class you attended, taking into account excused absences. I will divide that number by the number of possible class sessions to get a percentage. Because I do not want to get into a disagreement with a student over whether or not they attended class, you must sign the class log at the beginning of each class session. This becomes the authoritative record of whether or not you attended a particular class session. You may only sign for yourself. Signing for someone else will be considered an act of academic dishonesty on the part of the both the student who was not present and the student who signed for them.

Tardiness – Showing up on time is part of your responsibility as a professional. You must treat this classroom the same as you would your place of employment. If tardiness becomes a recurring issue, the instructor reserves the right to collect the sign-in sheet immediately upon beginning class and latecomers will not be allowed to sign. While occasional lateness is understandable, routine tardiness will not be accepted and will result in late students being counted as absent. If you have a legitimate reason which prevents you from coming to class on time, such as a child you must drop off at daycare/school, you live far away and may have trouble driving in inclement weather, etc., please discuss it with me and we can come to some reasonable arrangement.

Academic Honesty

Everybody makes honest mistakes, but intentional lying or cheating will not be tolerated. **I take integrity very seriously. The careers in homeland security and national security for which we are preparing you potentially invest you with significant power. You may be allowed to access sensitive or classified information, to carry weapons, to detain people against their will, etc. Therefore, if you cannot be trusted to complete a school assignment without integrity problems, you cannot be trusted with these other responsibilities. Accordingly, even a single violation of academic integrity will result in FAILURE OF THE COURSE.** Therefore, if there is even the slightest question as to

whether something you are writing might constitute plagiarism, it is in your best interest to ask me about it before you turn it in. I will not accept the excuse of "I didn't understand that was plagiarism" after you turn in the assignment. Refer to the Academic Bulletin for explanations of what constitutes plagiarism and other forms of academic dishonesty. For additional guidance on avoiding plagiarism, upon request, I can recommend numerous resources for your use.

Communication

As a student at Tiffin University, you are expected to use your Tiffin email account for all communication with your professor. If you fail to check your Tiffin email account, you may be missing information regarding this course, and you will be held responsible for this.

If class is canceled, the meeting location is changed, etc., I will inform you via your Tiffin e-mail account. Particularly if you are commuting from a long distance, please check your e-mail prior to leaving home to ensure no changes have been made.

Additionally, **please do not send any e-mail to me without signing your name.** When you reply to messages I sent through Moodle, the system does not always reflect the name of the sender. Placing your name in the e-mail will ensure I know from whom the e-mail comes. Remember, effective communication is part of being a professional; start practicing good communication skills now. This means not sending e-mails that say, "Hey, professor, can we meet?" Address me properly, explain why you want to meet, and suggest a time. Then, sign your name.

Technology in the Classroom

Cell phones and other electronic devices are permitted in the classroom as long as they are in "silent" mode and so long as their use does not create a distraction for the other students or the instructor. I will be the final arbiter on what constitutes a distraction. Please refrain from non-class related messaging, e-mailing, surfing, etc. unless specifically permitted to do so. Refusal to comply with these expectations will result in removal from the class session. Repeat offenses will result in removal from the course. If the student wishes to discuss being asked to leave, he or she may do so outside the classroom environment by scheduling an appointment with me. In the meantime, the student is expected to comply with the request to leave.

Other Expectations

Make-Up Assignments, Quizzes, and Exams:

No make-up assignments, quizzes, or exams will be allowed unless you have a valid "University excuse" and provide documentation to corroborate your absence. I accept that it is not always possible to know in advance that you will miss a class, but please notify me in advance if at all possible. I will use the "reasonable person" test to determine if you should have told me ahead of time when deciding whether or not to allow you to make up a quiz or exam. Essentially, if you could have reasonably been expected to know ahead of time that you were going to miss a class and did not inform me ahead of time, you will not be permitted to make up any assignment, quiz, or exam and will receive zero credit for it. Only excused absences will justify allowing you to make up an assignment, etc. If you are not feeling well on the day an assignment is due, you will be asked to produce evidence of medical treatment for illness or other emergency when requesting a make-up. Finally, if you do not make your request known to me by the very next class session following the missed presentation or exam, you will not be allowed to take a make-up (e.g., do not wait until the last week of class to request a make-up of something we did on week #2). Also, please note that sending me an e-mail five minutes after class has begun to tell me you are ill and cannot make it to class/turn in an assignment/etc. does not count. If you knew you were ill five minutes after class was scheduled to begin, you also probably knew it an hour before class, and could/should have informed me then.

*******EXTREMELY IMPORTANT*******

Under no circumstances is any student ever authorized to break any international, federal, state, regional, local, or tribal law, nor is the student to do anything against any Tiffin University policy. Finally, the student is not to do anything immoral. Participation in this class is not license to do anything you are not already allowed to do as a private citizen of, or visitor to, this country. If you do not understand any of these statements, or if you are unsure whether an action you are contemplating constitutes an illegal or immoral act, contact the instructor before taking that action!

Also, **DO NOT BRING MATERIAL STAMPED WITH ANY CLASSIFICATION MARKINGS INTO CLASS**, irrespective of where you obtained the material and regardless of whether the markings are genuine or not. This includes things stamped with "Law Enforcement Sensitive," as well as national security classifications. Do not submit them as part of any assignment. Ensure images, charts, etc. are also free of classification markings. Including a classification mark in an assignment will result in a zero grade for that assignment.

Where to Find Technical Support

For Moodle support, either email moodlesupport@tiffin.edu or call the 24/7 Technical Support Call Center at 855-664-1200 (3430, Option 2, from on-campus). For non-Moodle support, contact the Tiffin University ITS helpdesk at the number above or submit a support ticket at <https://www.tiffin.edu/its/help>

Course Structure

Note: *The Course Structure below is a GUIDE, and may be adjusted at the Instructor's or University's discretion to best meet the needs of students/course outcomes.*

Topic 1: What is Critical Infrastructure?

Topic 2: Physical Infrastructure

Topic 3: Personnel Assets and Infrastructure

Topic 4: Cyber Infrastructure

Topic 5: Risk Assessment Methodologies

Topic 6: External and Internal Threats

- Foreign and Domestic Terrorism
- International Organized Crime
- State and Non-State Armed Conflict
- Natural Disaster
- Internal Threats

Topic 7: COOP

Topic 8: Crisis Management ("fighting through")

Topic 9: Exercises

IMPORTANT DATES:

- **April 9** – All university classes will be held online; a Zoom link will be provided by e-mail
- **May 1** – Final exam – 6:00-8:00 pm – **Do not plan to leave campus prior to this date, as I will not allow anyone to take the exam at any other time unless they have a bona fide emergency situation. Documentation of the emergency will be required.**

University Policies

E-mail Communication

As a student at Tiffin University, you are expected to use your Tiffin email account for all communication with your professor. If you fail to check your Tiffin email account, you may be missing information regarding this course, and you will be held responsible for this.

Classroom Lecture Capture

Notice of video recording and permissible use.

This course, including your participation, may be recorded on video and available to students in the course for viewing remotely after each session. Except for captured original student work within the video, course videos belong to your instructor.

Do not download, copy, or share any course or student materials or videos.

All recorded lectures, presentations, and class discussions are for viewing by members of this class section only. Students who have access to authorized recorded lectures may use such recordings ONLY for personal or group study. Downloading, recording, or sharing any lecture capture video or portions of a lecture capture video with anyone not enrolled in this class section is not permissible and subject to the [Student Conduct Policy](#), [Technology Acceptable Use Policy](#) and/or including other punishments up to dismissal from the university. Students violating these rules will be referred to the Office of Student Conduct for disciplinary action and possible legal action.

Viewing Lecture Capture Videos does not replace class attendance.

Lecture Capture Videos are intended to be temporary supplements to the core educational experience and are not considered to be inherent to the delivery of the course learning outcomes. These recordings are not meant to replace the classroom experience and may not be duplicated or redistributed without appropriate consent. Recordings do not replace attendance or in-person requirements of an instructor (see attendance policy in this document) and should be used to review class content and/or to supplement excused absences.

Your likeness will not be used outside of this class without your consent.

If Tiffin University or your professor plan to utilize recorded lectures for educational purposes beyond this class you will be notified of the nature of intended use and your *written consent will be required*. Video Capture usage data may be viewed by the instructor or may be

collected for Quality Improvement/Educational Outcomes Assessment and data to be reported in aggregated non-identifying ways.

Attendance by Athletes

Athletes may not miss a class for practice in any sport. If an athlete misses a class due to a game, it is completely understood that the athlete is responsible for all the work covered in that class (to include lecture notes, readings and any additional information distributed in class). The appropriate information from the Athletic Director or coach must be submitted to the professor prior to missing class due to an athletic event. Failure to do so is against athletic policy. Please follow all policies as written in the 2023 - 2024 Student Handbook.

Academic Honesty Statement

Academic institutions have the responsibility to promote and instill the highest standards of ethics among students. Therefore, Tiffin University places the highest value on academic honesty. Any act of academic dishonesty, including plagiarism, committed by an undergraduate student may be penalized with an "F" for the assignment or for the course in question at the discretion of the instructor. If warranted, acts of academic dishonesty may also attract more severe sanctions, such as suspension or dismissal.

University Statement on Artificial Intelligence

We, the faculty, staff, and administration of Tiffin University will continue to transform lives through education. Generative AI tools (GAI) have fundamentally changed how we must execute our mission to educate students by linking knowledge to professional practice. We believe that AI will rapidly alter almost every aspect of work and education over the coming decades, and that the most important thing we can do for students is to ensure they graduate with the ability to think critically, demonstrate creativity, and evaluate information. Tiffin University will embrace Generative AI Tools (GAI) as teaching tools and resources for student learning based on the following guideposts:

- AI can enhance the global competencies and 21st century skills of our students
 - AI can be used as a tool that hones students' higher order thinking skills
 - AI can be a catalyst for reexamining the relevance, authenticity, and effectiveness of our assignments and assessments
 - AI can support and strengthen students' communication in academic settings
- Tiffin University has an obligation to prepare students for the ethical and legal use of AI in their professional, academic, and personal lives

FERPA

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which is designed to protect the student's rights with regard to educational records maintained by the institution. Under this Act, a student has the following rights:

- The right to inspect and review educational records maintained by the institution that pertain to the student;
- The right to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights; and
- The right to control disclosures from the educational records with certain exceptions.

Tiffin University, in accordance with FERPA, has designated the following categories of information about students as public or directory information: name, address, email address, telephone numbers (home and work), major, participation in officially-recognized activities, dates of attendance, degrees and awards received (including honors), and most recent previous educational institution attended.

Any student has the right to have directory information withheld from the public by indicating so on the admission application or by notifying the Office of Registration and Records in writing.

A written policy detailing how Tiffin University will comply with the provisions of the Act is on file in the Office of Registration and Records. Students also have the right to file written complaints with The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave. SW, Washington, DC 20202-4605, regarding alleged violations of the Act.

From the Office of Equity, Access, and Opportunity

Nondiscrimination Policy

Tiffin University is committed to a policy of non-discrimination and equal opportunity for all students, applicants for admission, and is committed in policy and practice to ensuring equal access to educational opportunities for all regardless of the person's race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law.

The Tiffin University faculty are committed to creating a safe learning environment for all members of our community, free from discrimination. Please note that Tiffin University's Equal Opportunity, Harassment, and Nondiscrimination Policy designates all faculty members, including teaching assistants, as "Mandated Reporters." Under this policy, all "Mandated Reporters" must report all disclosures of possible policy violations including but not limited to discriminatory and sexual harassment to Tiffin University's Title IX Coordinator. Following a report, the Title IX Coordinator will reach out to the impacted person(s) to provide resources, support, and information. It is not required for the impacted person to respond to the Title IX Coordinator; however, no response may limit the ability for Tiffin University to provide resources and remedies.

Reports should be submitted to Javier Solorzano Parada, M.A., Assistant Vice President for Intercultural and Community Engagement/Title IX Coordinator, at solorzanoparadaj@tiffin.edu or (419) 448-3421. You can also file an online report by visiting the EAO web page: <https://www.tiffin.edu/about/title-ix/>.

If you wish to speak with someone confidentially, please contact Juli Huston, the EAO Advocate at advocacy@tiffin.edu. For more information regarding Tiffin University's Title IX procedures, how to report an incident, or about support measures, please visit <https://www.tiffin.edu/about/title-ix/>.

Disability Services

The Office of Disability Services supports the institutional commitment to diversity by providing educational opportunities for qualified individuals with disabilities through accessible programs and services in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA) of 1990. If you need reasonable accommodations due to a documented disability, contact Juliene Huston, Coordinator for Disability Services at hustonjr@tiffin.edu or (419) 448-3021.

Veterans

The Veteran and Military Resource Center assists veterans, active Military, and spouses of current service members in utilizing their education benefits. VMRC provides information regarding benefit processes and procedures, as well as support in navigating the transition from military to academic life by facilitating connections with the appropriate support services on campus. Contact Cassie Bump, at (419) 448-3314 or at Bumpcl@tiffin.edu. Veteran and Military Resource Center can be found at <http://www.tiffin.edu/va>.