

MIS 5201 – IT Audit Process Fall 2020

Instructor

Liang Yao

Office: Online via Zoom

Office Hours via [Zoom Meeting](#): by appointment only

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Class Format: Hybrid - In person and Online

Class Meetings: Every Monday, 5:30 – 8:00 PM

Where: [Zoom Meeting](#) (Passcode: TBD) & Alter Hall 0A035

Website (Canvas & Community site): TBD

Course Description

In this course, students will learn the IT auditing life cycle, from information gathering, planning, testing, reporting and issue tracking, etc. Students will also learn the overall IT audit framework and methodology and how IT audit fits into the overall internal audit function. Students will also learn how to develop and implement risk-based IT audit strategies and objectives in compliance with generally accepted audit standards to ensure that the organization's IT assets are adequately controlled, monitored, and assessed, and are aligned with its business objectives. Students will be introduced to basic audit techniques such as sampling methodology and approach, testing procedure developing, evidence gathers, finding analysis and write-ups, communication and escalation.

Course Objectives

1. Develop and implement a risk-based approach in compliance with IT audit standards ensuring that key areas of IT are included.
2. Design specific IT audits to verify whether information systems are protected, controlled and provide value to the organization.
3. Obtain and assess audit evidence that is sufficient, competent, relevant and useful in achieving audit objectives.
4. Analyze the information gathered to identify reportable conditions.
5. Report the results of the audit to key stakeholders and make recommendations; effect change when necessary.
6. Conduct follow-ups and prepare status reports to ensure that appropriate and timely actions have been taken by management.

Credit Hours: 3

Textbook and Readings

Text book	Auditor's Guide to IT Auditing, 2 nd Edition, by Richard E. Cascarino (available online at TU library)	
	IT Auditing Using Controls to Protect Information Assets, 3 rd Edition, by Mike Kegerreis, Mike Schiller, and Chris Davis	
	ISACA Review Manual 27 th Edition, Chapter One – Information System Audit Process	
ISACA	IT Auditing Framework (ITAF) 3 rd Edition http://www.isaca.org/Knowledge-Center/Research/ResearchDeliverables/Pages/ITAF-3rd-Edition.aspx	
	IT Audit Programs: https://www.isaca.org/knowledge-center/research/pages/audit-assurance-programs.aspx?cid=1003563&appeal=pr	
	ISACA Journal Archives: <u>IT Audit Foundation:</u> IS Audit Basics: The Core of IT Auditing https://www.isaca.org/resources/isaca-journal/past-issues/2014/is-audit-basics-the-core-of-it-auditing IS Audit Basics: Innovation in the IT Audit Process https://www.isaca.org/resources/isaca-journal/issues/2018/volume-2/is-audit-basics-innovation-in-the-it-audit-process Seven Tips for New IT Auditor https://www.isaca.org/resources/news-and-trends/isaca-now-blog/2017/seven-tips-for-new-it-auditors <u>IT Audit Planning:</u> IS Audit Basics: Developing the IT Audit Plan Using COBIT 2019 https://www.isaca.org/resources/isaca-journal/issues/2019/volume-3/developing-the-it-audit-plan-using-cobit-2019 IS Audit Basics: Helping Auditees Prepare for an IS/IT Audit https://www.isaca.org/resources/isaca-journal/issues/2015/volume-4/is-audit-basics-helping-auditees-prepare-for-an-is-it-audit <u>IT Risk Assessment:</u> IS Audit Basics: Elements of an IS/IT Audit Strategy, Part 1 https://www.isaca.org/resources/isaca-journal/issues/2016/volume-4/is-audit-basics-elements-of-an-is-it-audit-strategy-part-1 IS Audit Basics: Elements of an IS/IT Audit Strategy, Part 2 https://www.isaca.org/resources/isaca-journal/issues/2016/volume-4/is-audit-basics-elements-of-an-is-it-audit-strategy-part-2 IS Audit Basics: Auditing IS/IT Risk Management, Part 1 https://www.isaca.org/resources/isaca-journal/issues/2016/volume-2/is-audit-basics-auditing-is-it-risk-management-part-1 IS Audit Basics: Auditing IS/IT Risk Management, Part 2 https://www.isaca.org/resources/isaca-journal/issues/2016/volume-3/is-audit-basics-auditing-is-it-risk-management-part-2 IS Audit Basics: Auditing IS/IT Risk Management, Part 3 https://www.isaca.org/resources/isaca-journal/issues/2016/volume-3/is-audit-basics-auditing-is-it-risk-management-part-3 <u>IT Audit Reporting:</u> IS Audit Basics: The Components of the IT Audit Report https://www.isaca.org/resources/isaca-journal/issues/2020/volume-1/is-audit-basics-the-components-of-the-it-audit-report IS Audit Basics: Enhancing the IT Audit Report Using COBIT 2019 https://www.isaca.org/resources/isaca-journal/issues/2020/volume-4/enhancing-the-it-audit-report-using-cobit-2019 IS Audit Basics: Providing Audit Committee Guidance https://www.isaca.org/resources/isaca-journal/issues/2019/volume-5/providing-audit-committee-guidance <u>Other</u> ISACA Whitepaper: A Global Look at IT Audit Best Practices (https://www.isaca.org/bookstore/bookstore-whit_papers-digital/whppl free download for ISACA Members) Inherent Risk in Adopting RPA and Opportunities for Internal Audit Departments https://www.isaca.org/resources/isaca-journal/issues/2019/volume-6/inherent-risk-in-adopting-rpa-and-opportunities-for-internal-audit-departments	
	<u>Other</u> ISACA Whitepaper: A Global Look at IT Audit Best Practices (https://www.isaca.org/bookstore/bookstore-whit_papers-digital/whppl free download for ISACA Members) Inherent Risk in Adopting RPA and Opportunities for Internal Audit Departments https://www.isaca.org/resources/isaca-journal/issues/2019/volume-6/inherent-risk-in-adopting-rpa-and-opportunities-for-internal-audit-departments	
	GTAG	Global Technology Audit Guide (GTAG) 3 – Continuous Auditing (available online for free downloading) Global Technology Audit Guide (GTAG) 4 – Management of IT Auditing (available online for free downloading) Global Technology Audit Guide (GTAG) 11 – Developing the IT Audit Plan (available online for free downloading) Global Technology Audit Guide (GTAG) 16 - Data Analysis Technologies
	Case Study	Arthur Andersen Case Societe Generale TheRogueTrader Liberty Bell Hospital TBD – HBP Course Pack link
	Mis.	Gartner Articles

Schedule of class topics:

	ISACA Topics	Coverage	Notes/Reading/Assignment
Week 1 (8/24) Online (Zoom)	Technology and Audit	<ul style="list-style-type: none"> • Class Introduction • Explain Syllabus • IT and IT Risks Overview <ul style="list-style-type: none"> ○ Infrastructure ○ Applications 	Auditor's Guide – Chapter 1 IT Auditing – Chapter 1
Week 2 (8/31) Online (Zoom)	Introduce to Audit Function	<ul style="list-style-type: none"> • Announce team memberships • Internal & External Audit Function Overview <p>Case Study #1</p> <ul style="list-style-type: none"> • Ethic Matters: Arthur Anderson Case Discussion: ethic and code of conduct 	Auditor's Guide – Chapter 2 & Appendix A Ethics and Standards for the IS Auditor IT Auditing – Chapter 1 CISA Review Manual <i>1.2 Business Process</i> <ul style="list-style-type: none"> • 1.2.1 IS Internal Audit Function • 1.2.2 Management of the IS Audit Function IS Audit Basics: The Core of IT Auditing https://www.isaca.org/resources/isaca-journal/past-issues/2014/is-audit-basics-the-core-of-it-auditing Seven Tips for New IT Auditor https://www.isaca.org/resources/news-and-trends/isaca-now-blog/2017/seven-tips-for-new-it-auditors Gartner it_audit_standards_framework_234810 IIA_modelcharter.pdf Internal audit charter.pdf
Week 3 (9/7) In-person		Labor Day – No Class	
Week 4 (9/14) Online (Zoom)	Introduce to Audit Function (cot.)	<ul style="list-style-type: none"> • IT Organizational Chart • IT Engagements • Audit Methodology Overview • IT Audit and C.I.A Triad 	Auditor's Guide – Chapter 2 IT Auditing – Chapter 1

		<ul style="list-style-type: none"> • ITAF – A Professional Practice Framework for IT Audit • CISA Worldwide • IT Audit responsibilities • IT Audit Proficiencies and Certifications • IT Audit Phases • Effect of Laws and Regulations on IS Audit <p>Video: Basic IT Controls:</p> <p>https://youtu.be/XHuPkkIi6HA</p> <p>Case study #2: Societe Generale: consequence of inadequate internal controls</p> <p>Quiz#1 – Audit Charter & AC</p>	<p>GTAG <i>GTAG 4 - Managing IT Audit</i></p>
<p>Week 5 (9/21)</p> <p>In - person</p>	<p>IT Risk Assessment Using Business Processes and Applications as Examples</p>	<ul style="list-style-type: none"> • Types of Risks • IT Risk Category • Risk Rating • Risk Rating Sample • COSO Framework Introduction <p>Quiz# 2 Risk Assessment</p> <p><u>Group Assignment #1:</u> Business Process/Application Risk Assessment (RAM) (Due 9/28) - Conducting a risk assessment for a public cloud computing environment and developing a Risk and Control Matrix (RAM)</p>	<p>Auditor’s Guide – Chapter 3 & 6 IT Auditing – Chapter 21</p> <p>CISA Review Manual</p> <p><i>1.4 Risk Based Audit Planning</i> <i>1.4.1 Audit Risk and Materiality</i> <i>1.4.2 Risk Assessment</i> <i>1.4.3 Risk Assessment Techniques</i> <i>1.4.4 Risk Analysis</i></p> <p><u>IT Risk Assessment:</u></p> <p>ISACA Whitepaper: Conducting an IT Security Risk Assessment: https://www.isaca.org/bookstore/bookstore-wht_papers-digital/whpcit</p> <p>IS Audit Basics: Elements of an IS/IT Audit Strategy, Part 1 https://www.isaca.org/resources/isaca-journal/issues/2016/volume-4/is-audit-basics-elements-of-an-isit-audit-strategy-part-1</p> <p>IS Audit Basics: Elements of an IS/IT Audit Strategy, Part 2 https://www.isaca.org/resources/isaca-</p>

			journal/issues/2016/volume-4/is-audit-basics-elements-of-an-isit-audit-strategy-part-2 IS Audit Basics: Auditing IS/IT Risk Management, Part 1 https://www.isaca.org/resources/isaca-journal/issues/2016/volume-2/is-audit-basics-auditing-isit-risk-management-part-1 IS Audit Basics: Auditing IS/IT Risk Management, Part 2 https://www.isaca.org/resources/isaca-journal/issues/2016/volume-3/is-audit-basics-auditing-isit-risk-management-part-2 IS Audit Basics: Auditing IS/IT Risk Management, Part 3 https://www.isaca.org/resources/isaca-journal/issues/2016/volume-3/is-audit-basics-auditing-isit-risk-management-part-3
Week 6 (9/28) Online (Zoom)	IT Auditing Standards and Guidelines & Internal Controls	<ul style="list-style-type: none"> • IIA Standards • ITAF • COSO & COBIT • Types of IT Controls • IT Control Samples • Control Implementation • Control Assessment • COBIT Overview <p><u>Group Assignment #1 in class presentation – RAM & APM</u></p> <p>Quiz# 3 Evidences</p>	Auditor’s Guide – Chapter 4 & 5 IT Auditing – Chapter 19 & 20 <i>CISA Review Manual</i> <i>1.1 IS Audit Standards, Guidance and Code of Ethics</i> <ul style="list-style-type: none"> • ISACA Audit and Assurance Standards • ISACA Audit and Assurance Guidance • ISACA Code of Professional Ethics • ITAF <i>1.3 Types of Controls</i> <i>1.3.1 Control Objectives and Control Measures</i> <i>1.3.2 Evaluation of the Control Environment</i> <i>1.3.3 General Controls</i> <i>1.3.4 IS-Specific Controls</i>
Week 7 (10/5)	IT Audit Planning	<ul style="list-style-type: none"> • IT Audit Planning Process • IT Audit Universe and Entities 	Auditor’s Guide – Chapter 7 & 8

<p>In - Person</p>		<ul style="list-style-type: none"> • Audit Annual Planning Process • Understanding Audit Cycle • Audit Plan Execution • IT Audit Team Roles and Responsibilities • IT Audit Planning Documentation <p>Quiz #4 Evidences (part 2)</p> <p><u>Group Assignment #2:</u></p> <p>Prepare a cloud computing audit scope memo to Internal Audit Senior Managers for challenge and approval (leverage Group Assignment #1RAM) – Due 10/12</p>	<p><i>CISA Review Manual</i></p> <p><i>1.2.2 Management of the Audit Function</i></p> <p><i>1.2.3 Audit Planning</i></p> <p><i>1.2.4 Effect of Laws and Regulations on IS Audit Planning</i></p> <p><i>1.4.2 Internal Controls</i></p> <p><i>1.4.3 IS Control Objectives</i></p> <p><i>1.4.5 General Controls</i></p> <p><i>1.4.6 IS Specific Controls</i></p> <p><i>1..5 Types of Audits and Assessment</i></p> <p><i>1.6 Audit Project Management</i></p> <p><i>1.6.1 Audit Objectives</i></p> <p><i>1.6.2 Audit Phases</i></p> <p><i>1.6.3 Audit Programs</i></p> <p>IS Audit Basics: Developing the IT Audit Plan Using COBIT 2019 https://www.isaca.org/resources/isaca-journal/issues/2019/volume-3/developing-the-it-audit-plan-using-cobit-2019</p> <p>IS Audit Basics: Helping Auditees Prepare for an IS/IT Audit https://www.isaca.org/resources/isaca-journal/issues/2015/volume-4/is-audit-basics-helping-auditees-prepare-for-an-isit-audit</p> <p><i>IS-Auditing-Tools-and-Techniques-Creating-Audit-Programs.pdf</i></p> <p>GTAG <i>GTAG 11_Developing IT Audit Plan</i></p>
<p>Week 8 (10/12)</p> <p>Online (Zoom)</p>	<p>Class Presentation I</p>	<p><u>Class Presentation #1:</u> <i>Prepare an audit scope presentation to Internal Audit Senior Managers for challenge and approval</i></p> <p>Guests Panel Challenging</p>	
<p>Week 9</p>	<p>Control Testing</p>	<ul style="list-style-type: none"> • IT Audit Fieldwork Overview 	<p>Auditor’s Guide – Chapter 9</p>

(10/19) In-person		<ul style="list-style-type: none"> • IIA and ITAF Performance Standards • Use PII in Conducting Engagement • IT Control Testing Techniques • Leadsheets Walkthrough • Sample Approach and Sample Methodology <p>Quiz# 5 Planning</p> <p><u>Group Assignment # 3</u> Prepare flow chart for a business cycle and identify key controls (business and IT) – due 10/26</p>	<p><i>CISA Review Manual</i></p> <p><i>1.2.5 Business Process Applications and Controls (Overview)</i></p> <p><i>1.2.6 Using the Services of Other Auditors and Experts</i></p> <p><i>1.6.4 Audit Workpaper</i></p> <p><i>1.6.5 Fraud, Irregularities and Illegal Acts</i></p> <p><i>1.7 Sampling Methodology</i></p> <p><i>1.7.1 Compliance vs. Sustentative Testing</i></p> <p><i>1.7.2 Sampling</i></p> <p><i>1.8 Audit Evidence Collection Techniques</i></p> <p><i>1.8.1 Interview and Observation Personnel in Performance of Their Duties</i></p>
Week 10 (10/26) Online (Zoom)	IT Controls and Business Processes	<p>In class room case illustration (Group Assignment #2): Business Process and IT controls (purchasing, payroll, A/P and A/R, wire transfer...etc.)</p> <p>Guest Speaker – Life at public accounting firm</p> <p><u>Case Study #3:</u> - Liberty Bell Hospital: importance of internal controls to mitigate the fraud risk within an organization</p> <p><u>Group Presentation #2</u> business/IT process flow chart presentation</p> <p>Quiz# 6 Sampling</p>	<p>ISACA Whitepaper: A Global Look at IT Audit Best Practices (https://www.isaca.org/bookstore/bookstore-wht_papers-digital/whpgl free download for ISACA Members)</p>
Week 11 (11/2) In - person	Audit Reporting and Issue Tracking	<ul style="list-style-type: none"> • IIA & ITAF Reporting Standards • Key Reporting Contents • Audit Committee Reporting • Common Audit Report Issues 	<p>Auditor’s Guide – Chapter 10</p> <p><i>CISA Review Manual</i></p> <p><i>1.10 Reporting and Communication Techniques</i></p> <p><i>1.10.1 Communicating Audit Results</i></p>

		<ul style="list-style-type: none"> • Issue Development • Issue Tracking Procedures and Approach <p>Quiz# 7 Audit Findings</p>	<p><i>1.10.2 Audit Report Objectives</i> <i>1.10.3 Audit Report Structure and Contents</i> <i>1.10.4 Audit Documentation</i> <i>1.10.5 Follow up Activities</i> <i>1.10.6 Types of IS Audit Reports</i></p>
<p>Week 12 (11/9) Online</p>	<p>QA/QC and Control Self-assessment</p>	<ul style="list-style-type: none"> • Audit Quality Assurance and Quality Control • Control Self-Assessment Objectives • CSA Pros. And Cons. • Auditors’ Role in CSA process <p><u>In classroom Case Study #3:</u> <i>Liberty Bell Hospital: A Case Study In Employee Information Systems Fraud</i></p> <p>Quiz# 8 Audit Reporting</p>	<p><i>CISA Review Manual</i></p> <p><i>1.11 Quality Assurance and Improvement of the Audit Process</i> <i>1.11.1 Control Self-Assessment</i> <i>1.11.2 Integrated Auditing</i> <i>1.7 Control Self-assessment</i></p>
<p>Week 13 (11/16) In - person</p>	<p>Continue Auditing & CAATs</p>	<ul style="list-style-type: none"> • What is CAATs? • Why use CAATs? • CAATs Capabilities • CAATs and Data Analytics • Precaution of using CAATs • Sample Data Source for CAATs • CAATs tool and IT audit • CAATs Sample – ACL • Continuous Monitoring and Auditing <p>Quiz #9 CAATs_QA</p> <p><u>Group Assignment #4:</u> Document IT audit findings related to the cloud computing audit (11/30)</p>	<p><i>CISA Review Manual</i></p> <p><i>1.9 Data Analytics</i> <i>1.9.1 Computer-Assisted Audit Techniques</i> <i>1.9.2 Continuous Auditing and Monitoring</i> <i>1.9.3 Continuous Auditing Techniques</i></p> <p>IS Audit Basics: Innovation in the IT Audit Process https://www.isaca.org/resources/isaca-journal/issues/2018/volume-2/is-audit-basics-innovation-in-the-it-audit-process</p> <p>Inherent Risk in Adopting RPA and Opportunities for Internal Audit Departments https://www.isaca.org/resources/isaca-journal/issues/2019/volume-6/inherent-risk-in-adopting-rpa-and-opportunities-for-internal-audit-departments</p> <p><i>GTAG 16 Data Analysis Technologies</i> <i>GTAG 3 - Continuous Auditing Implications for Assurance_ Monitoring_ and Risk Assessment</i></p>
<p>Week 14 (11/23)</p>		<ul style="list-style-type: none"> • Fall Break – No Class 	

Week 15 (11/30) Online Zoom	Class Presentation II	Class Conclusion Group Presentation #3 Mock audit exit meeting to present audit finding to IT management	
Week 16 (12/7) Online Zoom		Study Week or <u>Final Exam</u>	

Evaluation and Grading

Item	Weight
Class Participation	15%
Group Assignments	20%
Case Study	10%
Presentations	20%
Quizzes	15%
Final Exam	20%
	100%

Grading Scale			
94 – 100	A	73 – 76	C
90 – 93	A-	70 – 72	C-
87 – 89	B+	67 – 69	D+
83 – 86	B	63 – 66	D
80 – 82	B-	60 – 62	D-
77 – 79	C+	Below 60	F

Grading Criteria

The following criteria are used for evaluating assignments. You can roughly translate a letter grade as the midpoint in the scale (for example, an A- equates to a 91.5).

Criteria	Grade
The assignment consistently exceeds expectations. It demonstrates originality of thought and creativity throughout. Beyond completing all of the required elements, new concepts and ideas are detailed that transcend general discussions along similar topic areas. There are no mechanical, grammatical, or organization issues that detract from the ideas.	A- or A
The assignment consistently meets expectations. It contains all the information prescribed for the assignment and demonstrates a command of the subject matter. There is sufficient detail to cover the subject completely but not too much as to be distracting. There may be some procedural issues, such as grammar or organizational challenges, but these do not significantly detract from the intended assignment goals.	B-, B, B+
The assignment fails to consistently meet expectations. That is, the assignment is complete but contains problems that detract from the intended goals. These issues may be relating to content detail, be grammatical, or be a general lack of clarity. Other problems might include not fully following assignment directions.	C-, C, C+
The assignment constantly fails to meet expectations. It is incomplete or in some other way consistently fails to demonstrate a firm grasp of the assigned material.	Below C-

Participation between and during class

Student is expected to attend all classes for this course. It will be the students' responsibility to catch up in case he or she misses a class. To make up the missed class, students should reach out to classmates, check the class blog, find out the homework and team project, etc.

Soft skill sets such as written and oral communication skill is imperative to auditors. Therefore, students are strongly encouraged to participate the classroom discussion and to post thoughts and comments on the class blog for related topics each week.

Reading materials, projects and assignments are selected by instructors to bring the real-world IT audit scenario into the classroom to facilitate the instruction and illustrate the core concepts.

Class Participation

Fifteen percent of the course grade is allocated to the participation. Students will be evaluated based on class attendance, level of preparation, understanding of the core concepts, case study preparation, professionalism and team work. To be specific, students are expected to (a) preview the class materials before the class, familiar with the topics that will be discussed during the class every week. (b) participate the class discussion; demonstrate the understanding of the material and key concepts; show respect by paying attention while other students present their work (c) use the class blog to post your thoughts and comments regarding the assignments and reading material between the class. You are also required to comments on other students' blog entries.

Classroom Ground Rules:

- Arrive on time and stay till the end of the class
- No cell phone calls and texting in the class room
- Respect your classmates using commonsense
- Preview the reading assignment before attending the class
- Bring in questions and make contribution to your team

Group Assignments

Students will form groups to conduct a mock IT Operation audit and present the audit report to the Senior Management and the Board. Details of this project will be provided in the class. Students will also be evaluated how effectively contribute to group assignments. Students are expected to actively participate the group assignments, complete the assigned portion of the write-ups and comments on others deliverables. **Twenty percent** of the grade will be allocated to the group or team project and its presentation.

We will study a few cases related to IT service and delivery in real world. Details will be provided during the class. **Ten percent** of the course grade will be assigned to your participation and responses to questions related to case studies.

Presentation(s)

Students will be asked to present specific topics either individually or in group during the class. Detail requirements will be provided during the class. The most important presentation is at the end of the semester, which each group will select an emerging technology and assess the risks and controls associated with this technology while implementing it. **Twenty percent** of the grade will be allocated to those presentations.

Quizzes

To facilitate the CISA examination review, students will take a short quiz using CISA examination preparation questions on weekly basis except for a few weeks during the semester. Students are allowed to miss or drop one quiz during the semester. Additional missed quiz will receive a grade of zero. The average quiz score over the semester will be the grade for quizzes and weighted **Fifteen percent** of the total grade.

Final Exam

The final exam will use all multiple-choice CISA practice examination questions. The exam will be comprehensive and cover everything during the semester. **Twenty percent** of the grade will be allocated to the final exam. Missed finals are in principle not allowed to have make-ups.

Late Assignment Policy

An assignment is considered late if it is turned in after the assignment deadlines stated above. No late assignments will be accepted without penalty.

- The project management simulation and individual report will be assessed a 20% penalty each day they are late. No credit is given for assignments turned in over five calendar days past the due date.
- Case analyses cannot be submitted late under any circumstances. If you miss the deadline, you'll need to choose another case study to submit.
- You must submit all assignments, even if no credit is given. If you skip an assignment, an additional 10 points will be subtracted from your final grade in the course.

- Plan ahead and backup your work. Equipment failure is not an acceptable reason for turning in an assignment late.

University Policies

TEMPLE AND COVID-19

Temple University's motto is Perseverance Conquers, and we will meet the challenges of the COVID pandemic with flexibility and resilience. The university has made plans for multiple eventualities. Working together as a community to deliver a meaningful learning experience is a responsibility we all share: we're in this together so we can be together.

Attendance Protocol and Your Health

Instructors are required to ensure that attendance is recorded for each in-person or synchronous class session. The primary reason for documentation of attendance is to facilitate contact tracing, so that if a student or instructor with whom you have had close contact tests positive for COVID-19, the university can contact you. Recording of attendance will also provide an opportunity for outreach from student services and/or academic support units to support students should they become ill. Faculty and students agree to act in good faith and work with mutual flexibility. The expectation is that students will be honest in representing class attendance.

Video Recording and Sharing Policy

Any recordings permitted in this class can only be used for the student's personal educational use. Students are not permitted to copy, publish, or redistribute audio or video recordings of any portion of the class session to individuals who are not students in the course or academic program without the express permission of the faculty member and of any students who are recorded. Distribution without permission may be a violation of educational privacy law, known as [FERPA](#) as well as certain copyright laws. Any recordings made by the instructor or university of this course are the property of Temple University. Any unauthorized redistribution of video content is subject to review by the Dean's office, and the University Disciplinary Committee. Penalties can include receiving an F in the course and possible expulsion from the university. This includes but is not limited to: assignment video submissions, faculty recorded lectures or reviews, class meetings (live or recorded), breakout session meetings, and more.

Code of Conduct Statement for Online Classes Online Behavior

Students are expected to be respectful of one another and the instructor in online discussions. The goal is to foster a safe learning environment where students feel comfortable in discussing concepts and in applying them in class. If for any reason your behavior is viewed as disruptive to the class, you will be asked to leave and you will be marked absent from that class. Please read the university policy concerning disruptive behavior:

The disruptive student is one who persistently makes inordinate demands for time and attention from faculty and staff, habitually interferes with the learning environment by disruptive verbal or behavioral expressions, verbally threatens or abuses college personnel, willfully damages college property, misuses drugs or alcohol on college premises, or physically threatens or assaults others. The result is the disruption of academic, administrative, social, or recreational activities on campus.

Online Classroom Etiquette

The expectation is that students attending online courses will behave in the same manner as

if they were in a live classroom. Be courteous and professional in your location, attire and behavior. Specifically, your location should reflect a clean and professional appearance - not a bedroom, crowded conference room, loud restaurant/bar, etc. Your attire should mirror what you might wear to a live classroom. We expect that students will not disrupt class through visuals or verbal outbursts, such as but not limited to, conversations with other people in the room, engaging in inappropriate behavior while you are in class or distracting the class in any other way. In addition, students should refrain from doing something in their online class that they would not do in a live classroom. which includes eating large meals, drinking alcohol, vaping, getting up often and leaving the online class (not staying at their computer). You should arrive on time and leave when the class is over. If there is an emergency of some kind, notify your faculty member via email or the chat function in Zoom.

Online exam proctoring

Proctorio or a similar proctoring tool may be used to proctor exams or quizzes in this course. These tools verify your identity and record online actions and surroundings. It is your responsibility to have the necessary government or school issued ID, a laptop or desktop computer with a reliable internet connection, the Google Chrome and Proctorio extension, a webcam/built-in camera and microphone, and system requirements for using Proctorio or a similar proctoring tool. Before the exam begins, the proctor may require a scan of the room in which you are taking the exam.

Student and Faculty Academic Rights & Responsibilities

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The University has a policy on Student and Faculty Academic Rights and Responsibilities (Policy #03.70.02) which can be accessed at policies.temple.edu.

Inclement Weather Policy

Please be advised that while Temple University campuses may close for inclement weather, online courses are not on-campus and therefore are still expected to meet. Your instructor will contact you regarding any adjustments needed in the event of a power outage or severe circumstances. Should you have any questions, please contact the professor.

Academic Honesty

Learning is both an individual and a cooperative undertaking. Asking for and giving help freely in all *appropriate* setting helps you to learn. **You should represent only your own work as your own.** *Personal integrity* is the basis for intellectual and academic integrity. Academic integrity is the basis for academic freedom and the University's position of influence and trust in our society. University and school rules and standards define and prohibit "academic misconduct" by all members of the academic community including students. You are asked and expected to be familiar with these standards and to abide by them. A link to Temple's Policy on Academic Dishonesty can be found at the following link: <https://grad.temple.edu/resources/policies-procedures>

Disability Statement

Any student who has a need for accommodations based on the impact of a documented disability or medical condition should contact Disability Resources and Services (DRS) in 100 Ritter Annex (drs@temple.edu; 215-204-1280) to request accommodations and learn

more about the resources available to you. If you have a DRS accommodation letter to share with me, or you would like to discuss your accommodations, please contact me as soon as practical. I will work with you and with DRS to coordinate reasonable accommodations for all students with documented disabilities. All discussions related to your accommodations will be confidential.

Temple University's Technology Usage Policy

This site includes information on unauthorized access, disclosure of passwords, and sharing of accounts. <https://secretary.temple.edu/sites/secretary/files/policies/04.71.11.pdf>