Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety & Security
X	New Course (Parts II, IV)	College	Justice & Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	HLS 310
	Hybrid Course ("S," "W")	*Course Title (30 character limit)	Personnel Security
	New Minor (Part III)	*Program Title	Homeland Security
	Program Suspension (Part III)		
	Program Revision (Part III)	*Provide only the information relevant to the proposal.	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)

Proposal Approved by:	Date		Date
Departmental Committee	01/21/2014	Council on Academic Affairs	
College Curriculum Committee	02/06/2014	Faculty Senate**	NA
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: Institute new course HLS 310 Personnel Security.

A. 2. Proposed Effective Academic Term: Fall 2014

A. 3. Effective date of suspended programs for currently enrolled students: NA

B. The justification for this action: HLS 310 replaces SEC 250 Personnel Security. The separate Security Management (SEC) Program (minor and certificates) is being cancelled and the new HLS 310 will continue as a Homeland Security (HLS) elective which is also a required course in the Homeland Security Program minor and certificate in Security Management. HLS 310 was upgraded to an upper-division course so it can serve as an HLS upper division elective. This course is offered primarily online in an 8-week format.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None—new HLS 310 is already being taught as SEC 250.

Operating Expenses Impact: None.

Equipment/Physical Facility Needs: None.

Library Resources: None.

Part II. Recording Data for New, Revised, or Dropped Course
   (For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and <u>underlines</u> for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text
(*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

<u>HLS 310 Personnel Security. (3) A.</u> <u>Examines employee and contractor integrity through background screening, security awareness, ethics programs, and audits. Analyzes special programs to protect key personnel, employees in high risk environments and workplace violence mitigation. Formerly SEC 250.</u>

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Revised* Program Text
(*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions.)

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Academic Term (Example: Fall 2012)	College/Division:	Dept. (4 letters)*
HLS	310	Fall 2014	AS ____ HS ____ BT ____ JS X ED ____ UP ____	LPRV (needs updated code)

Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. NA
3	Lecture 3 Laboratory ____ Other ____		Cip Code (first two digits only) 43

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N		
B	3	N	FR _____	JR _____
T	3	N	SO _____	SR _____
W	3	Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable		
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum		

CoRequisites and Prerequisites   **See definitions on following page**

Co-Requisite(s):   (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s):   (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D ˉ.)

Course Prefix and No.	None
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit will not be awarded for both…; or formerly…)

Course Prefix and No.	SEC 250
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B				

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		Integrated A&H(6)				

SYLLABUS
HLS 310 Personnel Security
CRN
3 Credits
Semester

Instructor:
Office:
Mailing Address:
Office Phone:
Email:
Class Period:
Office Hours:

COURSE DESCRIPTION:

Examines employee and contractor integrity through background screening, security awareness, ethics programs, and audits. Analyzes special programs to protect key personnel, employees in high risk environments and workplace violence mitigation.

TEXTS:

National Industrial Security Program Operating Manual, (NISPOM) Feb 2006, Chapter 2 including the most recent changes and Industrial Security Letters (ISL). Available at http://www.dss.mil/isp/fac_clear/download_nispom.html

The Safe Hiring Audit – The Employer's Guide to Implementing a Safe Hiring Program, (2008), Lester S. Rosen with Michael Sankey, Tempe, AZ: Facts on Demand Press. **ISBN- 13: 978-1-889150-51-2**

The Art of Executive Protection. (1997). Oatman, Robert L., Arnold, Md., Noble House. **ISBN 1-56167-384-6**

Course readings may also include handouts and Internet materials identified in the **Weekly Lessons** tab. Students who are unable to access an assigned Internet site shouldnotify the instructor as the web links are subject to change.

STUDENT LEARNING OBJECTIVES:

Through readings, discussions, writings, and independent research, students will be able to :

1. **Explain** policies, guidelines and standards that govern personnel security (*Comprehension)*
2. **Describe** in detail how to investigate and adjudicate new personnel (*knowledge*).
3. **Explain** how to conduct employee appraisals and prepare proper written documentation and oral counseling of employees evaluated (*comprehension*).
4. **Assess** how to constructively discipline employees and properly terminate employees for cause (*evaluation*).
5. **Explain** how to manage the performance of contract employees and contractors (*comprehension*).
6. **Describe** how to prevent and respond to workplace violence incidents (*knowledge*).
7. **Articulate** how to **develop** a training program for personnel (*knowledge/application*).
8. **Analyze** costs and benefits associated with a good personnel security program (*analysis*).
9. **Describe** the requirements for executive protection and for protection of all personnel during international travel (*knowledge*).
10. **Employ** advanced critical thinking skills in assessing course readings and in preparation of course assignments (*analysis*).

11. **Employ** written and oral communication skills in developing individual papers on topics in personnel security *(knowledge/application)*.

COURSE METHODOLOGY:

This is an online course using EKU's Blackboard Learning System. This class will consist of weekly readings, discussion board participation, and written assignments as detailed under the **Weekly Lessons** and **Assignments** sections. Students are expected to complete all assigned readings from the texts and other related assigned materials, submit assignments on dates due, and be fully prepared to discuss salient points in the Discussion Board. Students should have an adequate working knowledge of Blackboard.

COURSE CORRESPONDENCE POLICY:

Any email correspondence regarding the course must include the specific course ID (HLS 310) as the first letters of the subject line.

The course ID (HLS 310) should be followed by a space and a distinctive subject (e.g., HLS 310 Written assignment for week X).

You are required to use your EKU assigned email address. This will ensure that you receive all course information in a timely manner. If you choose to use another email address, it is your responsibility to make sure that you receive all course information. Use of an email address other than the EKU assigned email address is not recommended.

ASSIGNMENT LOCATION:

All assignments that need to be completed and submitted during the course are detailed in the **Weekly Lessons** or **Assignments** sections. Once you have completed each assignment task you will submit your work to the instructor. If you have any trouble downloading documents or video lessons, please let your facilitator know as soon as possible. You will also find several supplemental texts and resources in the Blackboard **Course Documents** section.

VIRTUAL OFFICE:

The Blackboard **Virtual Office** discussion forum is used to post questions to the instructor about the course. It is also a means of notifying the Course Technical Advisor of technical problems. Posting them here will allow others who might have similar questions to see responses. Your instructor will be checking the Virtual Office frequently to answer any questions that may have been posted. In many cases your classmates may be able to provide assistance. Nothing in the Virtual Office will be graded.

CLASS LOUNGE:

The Blackboard **Class Lounge** discussion forum is a place to get to know your classmates and introduce yourself to others who are taking this course. Nothing in this discussion board will be graded. It is analogous to the student center on campus: a place to socialize with other students.

DISCUSSION BOARD PARTICIPATION:

A significant part of your grade in this course comes from the Discussion Board participation. You are expected to read assignment materials, view the class video assignments and be prepared to discuss the material in the Discussion Board. As a minimum, you will be required to provide a detailed discussion on the questions asked and respond to at least three (3) of your fellow students' discussions with substantive comments. That is a minimum of four (4) posts for each **DB.** The latest you may post your primary posting for a week is 10:00 pm on Thursday of that week. Your three (3) response posts must be made no later than 10:00 pm Sunday. For Discussion Board purposes, the week runs from Monday through 10:00 pm Sunday. You may respond with more than the four (4) required posts. Although making a comment such as "Good post." is appreciated by the student, a post with a minimal comment such as that with no additional, substantive discussion will not be counted as one of your three (3) required responses/posts. Your Discussion Board comments provide the instructor an indication of your understanding of the course material. You will find a Discussion Board Grading Rubric in the Course Documents tab.

WRITTEN ASSIGNMENTS:

Students will complete five (5) written assignments due at various times during the course as indicated in the **Weekly Lessons** and **Assignments** sections. These assignments place you in the role of a corporate or public sector Senior Security Officer. The

individual assignments must be free of typographical, spelling and grammatical errors. Each individual assignment will be evaluated based on the assignment quality and compliance with individual assignment requirements. You will find a Grading Rubric for papers in the Course Documents tab.

COURSE SCHEDULE:

Week	Topics	Assignments Due	Readings
Week 1	• Course Introduction • Importance of Personnel Security • Setting Policies, Practices & Procedures	• Discussion Board Postings	• NISPOM Chapter 2 • The Safe Hiring Audit, Chapters 1, 2, & 3
Week 2	• Application Process • Interview Process • Past employment & Educational Credentials	• Discussion Board Postings • Prepare 2 to 3 page Hiring Procedure	• The Safe Hiring Audit, Chapters 4, 5, & 6
Week 3	• Relevant Criminal Records • Restrictions & Legal use of Criminal Records • Use of BI data to determine access to sensitive company data.	• Discussion Board Postings • Prepare 1 to 2 page paper with guidelines for company use of criminal records	• The Safe Hiring Audit, Chapters 7 & 8
Week 4	• Implementing Screening and pre-employment background investigations and checks	• Discussion Board Postings • Mid-term Exam	• The Safe Hiring Audit, Chapters 9, 10, & 11
Week 5	• Threat Assessment • Executive Protection Philosophy • Executive Protection Specialist & Principal Relationship	• Discussion Board Postings • Prepare 1 to 3 page paper identifying top four individuals to be protected and provide rationale	• The Art of Executive Protection, Chapters 1, 2, & 3
Week 6	• Automobile, Residence, and Office Security for Principals • Domestic and international travel programs	• Discussion Board Postings • Prepare a 2 to 3 page paper establishing a Corporate Travel Program	• The Art of Executive Protection, Chapters 5, 6, & 7
Week 7	• Workplace Violence Threats/risks • Workplace Violence mitigation actions	• Discussion Board Postings • Prepare a 3 to 4 page Workplace Violence mitigation paper	• The Art of Executive Protection, Chapter 8
Week 8	• Resources available supporting Executive Protection and Workplace Violence Mitigation Strategies	• Discussion Board Postings • Final Exam	• The Art of Executive Protection, Chapter 9

The instructor reserves the right to alter the above course schedule and the contents of the weekly lessons in order to accomplish the course objectives.

COURSE REQUIREMENTS:

1. Discussion Board Participation (8 @ 50 points each)   400 points 44.4%
2. Written Assignments (5 @ 50 points each)   250 points 27.8%
3. Mid-term Exam   100 points 11.1%
4. Final Exam   150 points 16.7%

Total Points: 900 points

GRADING SCALE:

A = 810 - 900 points   100-90%
B = 720 - 809 points   89-80%
C = 630- 719 points   79-70%
D = 540 - 629 points   69-60%

VIEWING YOUR GRADE IN BLACKBOARD:

You may view your grades under the **Tools** button on Blackboard in the **My Grades** Link.

IMPORTANT DATES:

Course Begins:
Drop/Add Deadline:
Withdraw Period:
      75 % Tuition Refund:
      50% Tuition Refund:
      25% Tuition Refund:
Last Date to Withdraw:

Course Ends:

ACADEMIC HONESTY POLICY:

Students are advised that EKU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

STUDENTS WITH DISABILITIES:

If you are registered with the Office of Services for Individuals with **Disabilities, please obtain your accommodation letters from the OSID and** present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

STUDENT CONDUCT:

Preparation: Students are expected to be properly prepared for all classes.

Submission of Assignments: Assignments must be submitted by the date indicated in the Weekly Lessons or Assignments section. If there are circumstances that may prevent the timely submission, you must inform me in advance and I will make a determination whether that is acceptable. A **minimum of 10%** will be deducted for any assignment submitted late without previous notification to the instructor.