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**Golisano** College of  
Computing and  
Information Sciences

**Department of  
Computing  
Security**

**Bachelor of Science in Computing Security**



2020-2021 Student Handbook

## Academic Advisor Contact Information

### *Bachelor of Science in Computing Security*

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## Appointment Information

Email works best for brief questions. For students with requiring more in-depth information can schedule appointments with an academic advisor. Appointments can be made between the hours of 8:30 AM and 4:30 PM, Monday thru Friday. Students can make an appointment by calling (585) 475-2963, by visiting our Student Services & Academic Advising Center located in building GOL, room 2120, or online via Starfish.

There is currently no ABET accreditation standards for degrees in computing security disciplines however RIT and the Computing Security BS degree has been designated an Academic Center of Excellence for Information Assurance Education. To earn this designation our degree is reviewed by the National Security Agency and the Department of Homeland Security under the National Centers of Academic Excellence in Information Assurance Education Program. You can read more about this designation at the following website: <https://www.nsa.gov/resources/students-educators/centers-academic-excellence/>.

### **For more information contact:**

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# 01. The Curriculum

## Graduation Requirements

[RIT Policy D12.0](#) (Graduation Requirements) details all of the graduation requirements and policies that affect undergraduates. Students typically must meet degree requirements in effect during the catalog year (often known as the requirement term) in which they entered the program whose degree they are completing. One key element is that students will not be certified for their degree unless their cumulative GPA is 2.00 (a “C” average) or higher, even if they have completed all degree requirements. Were a student to actually complete all of their courses and find that their cumulative GPA was below 2.00, they would have to take one or more additional courses in order to raise their cumulative GPA. It would be up to the student as to whether they took courses they had never taken before or whether they took courses previously taken (see [RIT Policy 5.0](#) (Grades), Section VI (Repeating Courses to Raise Low Grades)).

### Major Requirements (59 Credit Hours)

#### Core (41 credit hours)

The core courses provide the foundation of your major. Included in the core are one-year of the Computer Science programming sequence; C programming; the fundamentals of computing security, computer systems, networking (the fundamentals and Routing & Switching), Network Services, and System Administration; as well as course work in databases, cryptography, security policies, authentication and security models, and a capstone project course.

#### Advanced Electives (18 credit hours)

A matriculated student in the B.S. in Computing Security needs to take 6 elective courses. It is required to take 3 courses from one of the clusters below, and 3 courses from the approved Advanced Electives. If the course has \* next to it, that course is required if it is in your chosen cluster. If a course has \*\* next to it, that course is a graduate level course, and will require additional approval to take.

Students can create customized clusters for their special interests provided compositions of clusters are vested by one faculty, one student academic advisor, and approved by the department chair. Courses in a customized cluster should be on the list of approved advanced elective courses of Computing Security. To be counted as a cluster course, a GCCIS course not on the list of advanced elective courses of Computing Security needs to be approved by the undergraduate director on a case by case basis, or simply such a course can be counted as a free elective for students.

#### ***Network and System Security:***

- \*CSEC 461 Computer System Security
- \*CSEC 462 Network Security and Forensics
- CSEC 465 Network & System Security Audit
- CSEC 469 Wireless Security
- CSEC 471 Penetration Testing Frameworks & Methodologies
- CSEC 473 Cyber Defense Techniques
- CSEC 520 Cyber Analytics and Machine Learning

- CSEC 559 Usable Security and Privacy

***Forensics & Malware:***

- \*CSEC 464 Computer Systems Forensics
- \*CSEC 476 Malware Reverse Engineering
- CSEC 462 Network Security and Forensics
- CSEC 465 Network & System Security Audit
- CSEC 467 Mobile Device Security and Forensics
- CSEC 470 Covert Communications (WI-GE)
- CSEC 520 Cyber Analytics and Machine Learning

***Software Security:***

- \*SWEN 261 Introduction to Software Engineering
- \*SWEN 331 Engineering Secure Software
- CSEC 467 Mobile Device Security and Forensics
- CSEC 468 Risk Management for Information Security
- CSEC 559 Hacking for Defense
- CSEC 559 Usable Security and Privacy
- \*\*CSEC 731 Web Server and Application Security Audits
- \*\*CSCI 622 Data Security and Privacy
- \*\*CSCI 642 Secure Coding
- SWEN 567 Hardware Software Co-Design for Cryptographic Applications

***Security Management and Evaluation:***

- \*CSEC 468 Risk Management for Information Security
- \*CSEC 477 Disaster Recovery Planning and Business Continuity
- CSEC 465 Network & System Security Audit
- CSEC 471 Penetration Testing Frameworks & Methodologies
- CSCI 531 Introduction to Security Measurement
- CSCI 532 Introduction to Intelligent Security Systems
- CSEC 520 Cyber Analytics and Machine Learning
- CSEC 559 Hacking for Defense
- CSEC 559 Usable Security and Privacy

***Electives:***

- CSCI 455 Principles of Computer Security
- CSCI 464 Xtreme Theory
- CSCI 531 Introduction to Security Measurement
- CSCI 532 Introduction to Intelligent Security Systems
- \*\*CSCI 622 Data Security and Privacy
- \*\*CSCI 642 Secure Coding
- \*\*CSCI 762 Advanced Cryptography
- CSEC 461 Computer System Security
- CSEC 462 Network Security and Forensics
- CSEC 464 Computer Systems Forensics

- CSEC 465 Network & System Security Audit
- CSEC 466 Introduction to Malware
- CSEC 467 Mobile Device Security and Forensics
- CSEC 468 Risk Management for Information Security
- CSEC 469 Wireless Security
- CSEC 471 Penetration Testing Frameworks & Methodologies
- CSEC 473 Cyber Defense Techniques
- CSEC 470 Covert Communications (WI)
- CSEC 476 Malware Reverse Engineering
- CSEC 477 Disaster Recovery Planning and Business Continuity
- CSEC 520 Cyber Analytics and Machine Learning
- CSEC 559 Hacking for Defense
- CSEC 559 Usable Security and Privacy
- \*\*CSEC 731 Web Server and Application Security Audits
- SWEN 261 Introduction to Software Engineering
- SWEN 331 Engineering Secure Software
- SWEN 567 Hardware Software Co-Design for Cryptographic Applications

### **Math and Science Requirements (25 credits)**

#### Math

MATH-181 Project based Calculus I (4 credits)\* (Math sequence is based on their MPE score, please refer to the Math Departments website: <https://www.rit.edu/science/math-placement-exam> or contact your advisor with questions.)

MATH-182 Project based Calculus II (4 credits)

MATH-190 Discrete Mathematics for Computing (3 credits)

MATH-251 Probability and Statistics I (3 credits)

MATH-241 Linear Algebra (3 credits) or MATH-252 Probability and Statistics II (3 credits)

#### Science (Choice of one of the following sequences):

BIOL-101/103 General Biology I or BIOG 101/103 Explorations in Cellular Biology & Evolution (4 credits)

BIOL-102/104 General Biology II or BIOG 102/104 Explor. In Animal & Plant Anatomy & Physi. (4 credits)

(BIOG 101/103 may be paired with BIOL 102/104 OR BIOL 101/103 with BIOG 102/104)

CHMG-141/145 General & Analytical Chemistry I (4 credits)

CHMG-142/146 General & Analytical Chemistry II (4 credits)

PHYS-211 University Physics I (4 credits)

PHYS-212 University Physics II (4 credits)

### **Liberal Arts Requirements (27 credits)**

This block of courses is the standard Liberal Arts curriculum for almost all Bachelor of Science degrees at RIT. The College of Liberal Arts sets this curriculum and they maintain their own advising center on the second floor of the Liberal Arts Building across from the Wallace Library. If you have any questions about liberal arts transfer credits, course substitutions, or anything else in this block of courses you need to discuss this with the Liberal Arts advisors.

Briefly, this block consists of the following requirements from the College of Liberal Arts:

- First Year Writing (3 credits)
- PUBL-363 Cyber Policy & Law (3 credits)
- Ethical Perspective (3 credits)
- Global Perspective (3 credits)
- Artistic Perspective (3 credits)
- Social Perspective (3 credits)
- A three-course advanced immersion (9 credits)

### Liberal Arts Immersion & Liberal Arts Minors

The College of Liberal Arts offers students two options for completing upper-level liberal arts requirements. They must complete a liberal arts immersion or they may enhance it by completing a liberal arts minor. It is important to note that the perspective liberal arts requirements (core requirements) remain the same regardless of whether a student elects to complete an immersion or a minor.

A liberal arts immersion is a cohesive set of three upper-level courses (9 credits) meeting RIT's general education requirements. Immersions may be disciplinary or interdisciplinary, and some may require prerequisite course work. Students who prefer greater depth in the humanities and social sciences may elect to complete a liberal arts minor. Minors require the completion of 5 upper-level courses (15 credits) in a designated liberal arts area. Liberal arts minors may be disciplinary or inter-disciplinary; some may require prerequisite courses.

For advising on liberal arts immersions and minors go to the Office of Student Services located in LBR-2210. Office hours are: Monday through Thursday, 8:30 am to 4:30 pm, and Friday 8:30 am to 4:30 pm. Phone: 585/475-2444. Immersions: <https://www.rit.edu/study/immersions>

To declare an immersion, log in to SIS, click on the My Academic Link to the left, select the link that says Declare/Change Immersion.

### **Ethics Elective (3 credits)**

Ethics is a branch of philosophy dealing with what the proper course of action is to take in any given situation. Computing security students will gain knowledge during their course of study that gives them great technological power. Students with this knowledge base need to understand the ethical expectations that come with this technological power. Therefore, computing security students are required to choose one of the following courses as their ethics elective:

PHIL-102 Introduction to Moral Issues  
PHIL-202 Foundations of Moral Philosophy  
PHIL-306 Professional Ethics

### **Free Electives (12 credits)**

Students may choose 12 credits of electives from any program at RIT. The intent of these electives is to enable students to develop expertise in a domain where they wish to apply their skills in computing security. Ideally these selections will enable the student to gain insight into the culture, standards, and practices of their future career environment. The free electives can also be used to

complete minors. Students who want to gain greater depth in computing security may use some or all of these course slots to take additional advanced courses in computing security.

### **Wellness Activity Requirement (2 courses)**

Students are required to complete two *different* activity courses during their time at RIT. Credit is not given for these courses, but completion of these courses are required for graduation. Each course does have an activity fee that will vary depending on the course.

### **Co-op Requirement (2 blocks)**

Students are required to complete two co-op experiences (minimum of 12 weeks each). Co-op is short for *cooperative education*, and is an opportunity in which the student gains real-life work experience. Students will be paid for the job, but more importantly will gain on-the-job experience that is valuable when they graduate and begin to search for a full-time position. To help facilitate finding a co-op position the Co-op and Career Services Office at RIT maintains job listings from companies that are looking for co-op students to work for them. Students may find co-op employment anywhere in the US and Internationally.

To be eligible for co-op, students must have completed their freshman and sophomore year course requirements, and must have completed CSEC-99 Co-op Seminar. Transfer students usually must complete one year of academic work at RIT and CSEC-99 before becoming eligible to go out on co-op. Exceptions will be considered on a case by case basis.

Co-op allows a student to gain work experience, apply concepts taught in class, and bring lessons learned from the workplace back into the classroom thereby enriching their educational experience. Therefore, you should complete both co-op blocks prior to entering your senior year. You must complete all of your co-op requirements *before* you finish your last term of classes. Another way of stating this is that you cannot “end on a co-op.”

One final consideration: since most students are on co-op for the summer term, the summer course offerings are sparse, particularly in the advanced study courses. With that in mind you should ideally go out for your first co-op experience the summer after your sophomore year and plan for the second block the summer after your junior year.

### **Additional Options**

#### Minors

Many students choose to “minor” in an academic area away from their major. This is particularly appropriate in for students in the Computing Security Department as their skills are in demand throughout all segments of society. Many students use a minor to gain more depth in a specific domain in which they intend to work. This domain knowledge can be very attractive to many employers and RIT transcripts record any completed minors along with the student’s major.

A minor is a collection of at least five courses (15 credits hours) taken in a specific area away from the major and defined by the sponsoring department. For example, the College of Liberal Arts has a vast selection of five-course minors available which use the three-course Liberal Arts immersion course slots and two Free Elective slots. Minors are emerging in areas other than Liberal Arts such as Business and Engineering. These minors may be pursued by using the four Free Elective course



slots. For information on all minors currently available at RIT visit the following website: <https://www.rit.edu/study/minors>. If you are interested in pursuing a minor, please meet with your academic advisor for assistance in laying out your plan.

### *Dual Degrees and Double Majors*

A dual degree is available to RIT students who are matriculated baccalaureate candidates who wish to complete two bachelor degrees concurrently. The second undergraduate degree must be in a different programmatic area and must require at least 30 semester credit hours beyond the first baccalaureate degree. (i.e., one BS degree and one BFA degree). The BS/MS degree is another form of a dual degree.

A double major is available to RIT students wishing complete two different majors, but receive only one baccalaureate degree. The double major must satisfy the graduation and accreditation requirements from both degrees, and be of the same degree type (i.e., both BS degrees).

Both of the options require the approval of the unit heads of both degree programs and require careful consideration and planning. This is accomplished by meeting with your academic advisor to develop your amended course of study prior to pursuing either option.

### *BS/MS in Computing Security*

The BS/MS in the Computing Security program is for undergraduate students who wish to earn both a BS and MS in Computing Security. A student accepted into this program will take up to three graduate courses (9 credits) in Computing Security and apply them to both the BS and MS degree requirements. These courses would take the place of three of the advanced security electives in the undergraduate degree and will be considered electives in the graduate degree. This three-course overlap will give students the opportunity to complete both degrees in five years given careful planning and execution.

To be considered for admission into this program, students will need:

1. Student must attend either an information session or meet with our BS/MS academic advisor one-on-one.
2. Students must have a minimum cumulative GPA of a 3.25.
3. Student must be at least third year standing.
4. Students must complete 20 semester credits of computing coursework before applying.
5. For students whose BS curriculum requires co-op, a minimum of 1 co-op must be completed before applying.
6. Students must complete a brief statement outlining why they are interested in the BS/MS program and what area of focus they think they are interested in pursuing.
7. Students must provide one letter of recommendation from a GCCIS Professor explaining your potential for the BS/MS program.

It should be noted that a student will not receive their Bachelor's degree until the requirements for both the BS and the MS degrees have been completed.

## **Independent Study**

The department encourages students to consider working on independent study projects. Such projects typically involve work that is different from, or an extension of, existing course offerings. Independent study projects require a faculty member who serves as a sponsor and who assigns a grade (and academic credit) for the completed work. The department has established a policy that permits Computing Security majors to apply no more than 6 semester units earned through independent study to count toward Advanced CSEC elective in their B.S. degree requirements.

Undergraduate students may consider doing independent study projects in areas other than Computing Security for Free Elective or Gen Ed credit.

## **Transfer Credits**

If you are a matriculated student at RIT and are considering taking courses at another college or university you should consult your academic advisor in the Computing Security office ***before*** registering for the course. RIT has established course equivalencies for those courses that will be taken outside of the university. Your advisor can assist you with determining if a course equivalency has been established for the course and outside university you plan to enroll in. Forms may be needed for the course to transfer back to RIT. Once you complete the course you must request to have an official transcript sent to the RIT Office of the Registrar (address below). Refer to RIT's transfer credit policies: <http://www.rit.edu/academicaffairs/registrar/transfer-credit>

Rochester Institute of Technology  
27 Lomb Memorial Drive  
Rochester, NY 14623-5603

## 02. Academic Resources

### Academic Advising

Students matriculated in the undergraduate Computing Security degree program are assigned an academic advisor. The professional academic advisor guides students through the curriculum, helping them develop their academic plan by taking into consideration program requirements, pre-requisites, course sequences, and course availability. They also help students by interpreting institutional policies, referring students to other resources on campus, and discussing issues of concern regarding their academic progress. Students are expected to be responsible for making their own decisions based on the information and advice their advisor offers. All incoming students will have a mandatory meeting with their assigned advisor before they register for their second term courses.

### Advising Syllabus

#### Academic Advisors:

#### Undergraduate A-Q



Lynn Wildman  
Academic Advisor  
[mmwics@rit.edu](mailto:mmwics@rit.edu)

#### Undergraduate R-Z



Betty Hillman  
Academic Advisor  
[echics@rit.edu](mailto:echics@rit.edu)

**How to Contact Your Advisor:** Your advisor should be your first point of contact for assistance and advising.

- Appointments can be made between the hours of 8:30am and 4:30pm, Monday - Friday
- Call the Student Services office at 585-475-2963, stop by the office (GOL-2120), or use Starfish to set up an appointment

- No same day appointments, speak with the front desk in the case of an emergency
- Walk-in appointments vary by advisor each semester

Advisors are also available via email to answer questions. Advisors use your RIT email account as the primary means of contacting students. If you use another email, you should forward all your RIT mail to the account you check regularly.

**Communication with Family and Others:** In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your parents and other third parties do not have access to your records, and your advisor will not discuss details of your records without your written permission. For this reason, your advisor will refer others to communicate directly with you concerning academic issues. You should assume responsibility for your education and any transactions with the University. For more information regarding FERPA regulations, please visit the following link:

<https://www.rit.edu/fa/legalaffairs/content/frequently-asked-questions>

### **GCCIS Advising Philosophy:**

The Golisano Advising Team is committed to the success of all students within the college. In tandem with the University Advising Office, we utilize a student-centered approach that enriches learning and facilitates student development in preparation for success within a diverse, global society. Academic advisors empower students to make decisions that enhance their educational, personal, and professional growth and development. Through consistent interactions, advisors build strong relationships with students. We believe academic advising is driven by students. Academic advisors guide students on how to navigate through the overall college experience.

### **Academic Advisor Responsibilities- What you can expect of us:**

- Be knowledgeable about and effectively communicate the curriculum, graduation requirements, and University/department policies and procedures.
- Guide you in defining and developing clear and realistic educational goals, while encouraging you to take responsibility for your education plans, decisions and achievements.
- Be accessible to answer your questions through in-person, electronic, and phone appointments.
- Offer a safe environment for you to ask questions and express concerns where your individual values and choices are respected.
- Evaluate your progress towards degree completion and communicate any concerns.
- Collaborate with you to create an appropriate response or recovery plan to address obstacles you may encounter as you progress toward degree completion.
- Provide you with information about and strategies for utilizing the available resources and services on and off campus.

### **Advisee Responsibilities- What we expect of you:**

- Become knowledgeable about your degree requirements and University/department policies and procedures.
- Accept responsibility for your decisions, your actions, and/or your inactions that affect your educational progress and goals.
- Meet regularly with your advisor during your RIT career, especially if issues or challenges arise.
- Plan ahead and come prepared to office hours and advising meetings with questions or issues for discussion.
- Define and clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities.
- Be honest, open, and willing to receive and act upon recommendations from faculty and advisors.

- Keep a personal record of your progress towards meeting your goals.
- Be an active learner by participating fully in the advising experience and being proactive rather than reactive to obstacles you may encounter. Explore and utilize campus and community resources.
- Make a good faith effort to look for answers to your questions prior to asking for assistance.
- Demonstrate academic integrity and ethical behavior at all times.

### **RIT Resilience**

Success in this program depends heavily on your personal health and wellbeing. Recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. Your instructors and advisors strongly encourage you to reframe challenges as an unavoidable pathway to success. Reflect on your role in taking care of yourself throughout the term, before the demands of exams and projects reach their peak. Please feel free to reach out about any difficulty you may be having that may impact your performance in your courses or campus life as soon as it occurs and before it becomes too overwhelming. In addition to your academic advisor, you are strongly encouraged to contact the many other support services on campus that stand ready to assist you.

### **Assistance with Issues Involving Disabilities:**

Rochester Institute of Technology is dedicated to providing equal opportunity and access for every student. It is important that if you believe you need accommodations for a learning or physical disability that you make us aware of your needs. In some cases, we may refer you to the Disability Services Office, The Academic Support Center or other student support services. These offices provide a broad range of support services in an effort to ensure that the needs of each student are met. Through active involvement with all areas of the University, these offices are able to monitor conditions relevant to students with disabilities and provide help with decisions affecting their quality of life.

### **Degree Audit (and Certification)**

RIT continues to develop and enhance an advising tool known as degree audit. This tool is available students as well as academic advisors, faculty members, and RIT administrators. Degree audit serves multiple purposes, but its primary purpose for students is to help them track their progress toward degree completion. Given the number of variables to consider when mapping any individual student's record to their specific degree requirements as well as the overall complexity associated with a project of this scope and magnitude, it is not surprising that some information reported via degree audit may not be completely accurate for a given student! Students are warned not to view degree audit reports as equivalent to official transcripts. While students should regularly review their own degree audit report as well as their unofficial transcript, they should also regularly consult with their academic advisor to confirm their understanding of what degree requirements they have completed and what degree requirements they still have remaining.

Certification, the official process used at RIT to confirm that a student has completed their degree requirements at RIT is a complex process conducted by the Office of the Registrar and multiple academic departments throughout the academic year.

## 03. Resources

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Students have a variety of resources available to them during their time at RIT. Advisors frequently refer students to the following RIT resources for additional support or information. We encourage you to visit their websites in order to learn more about their services!

<https://www.rit.edu/academicaffairs/advising/student-resources>

CSEC Lab and Tutor Hours:

<https://csec-labops.igm.rit.edu/public/display/?id=32>

ISTE Lab and Tutor Hours:

<https://www.istlabs.rit.edu/>

## 04. Policies & Procedures

RIT as well as the Department of Computing Security set policies or specific procedures that apply to numerous situations. It would be unusual for one student to encounter every one of the following, but it is not unreasonable to expect that every student will deal with some of them. When in doubt about how to proceed or what your options are, be sure to check with your academic advisor.

### **Academic Accommodations**

RIT fully supports each and every student with an environment that is conducive to helping students achieve academic success. [RIT Policy C12.0](#) (Americans with Disabilities Act (ADA) Information) provides a link for students who seek to request course accommodations, such as extended test taking time. The link effectively takes students to the RIT Disability Services Office (DSO) [website](#).

### **Academic Alert (and Student Success)**

RIT and most instructors want students to succeed and they are willing to reach out to students when they notice indicators that suggest otherwise (for example, when students miss a number of classes, fail to participate in class discussions, or do poorly on an assignment or exam). Some instructors will reach out to students via email about such matters and others will try to speak to students just before or after class. RIT also provides instructors with a software system known as Starfish Academic Alert and some instructors will use this software to notify students of concern. This often comes with recommendations for resources or other positive steps that a student can take to improve. While RIT encourages instructors to make use of the Academic Alert System, its use by instructors is voluntary. Some instructors may also use this system to let students know when they are doing particularly well. These messages are frequently also copied to a student's academic advisor who in turn may then reach out to the student. Academic alert messages may be sent at any time throughout the term, although there are several standard time periods throughout a term (referred to as progress surveys) in which instructors are specifically asked to review all students in their classes and to inform those students who seem to be struggling in the class or perhaps in need of additional help.

### **Academic Actions (Probation and Suspension)**

In order for undergraduate students to remain in good academic standing, they must maintain a cumulative GPA of 2.0 or higher. In order to warn students who may be experiencing academic difficulty in a timely fashion, RIT departments conduct a review of student academic achievement at the end of fall, spring, and summer terms. This review involves looking at both term and cumulative GPAs, leading to academic actions in which students may be placed on probation or even suspended from RIT. [RIT Policy D05.1](#) (Academic Actions and Recognitions) provides more details. The department contacts students who are affected by these actions. Students will want to respond promptly when contacted and with a sense of urgency to the recommendations provided by the department, especially when suspension is indicated.

## **Undergraduate Academic Suspension in the Computing Security Department**

The Department of Computing Security takes academics and a student's standing within the department very seriously. Academic probation and suspension within the department is in line with university policy, [D05.1 Academic Actions and Recognitions](#).

If a student is eligible for academic suspension, their academic advisor and the Undergraduate Program Director will review their standing and academic record at the end of the semester. In this meeting, there will be a discussion of three options, and which is the correct for the student.

- Academic Suspension
- Academic Contract
- College Restoration Program (CRP)

A student has the right to appeal the decision of the Undergraduate Program Director within a week of the decision. They will need to schedule a meeting with the Undergraduate Program Director. If after this meeting, they are not satisfied with the results and wish to continue to move the appeal forward, they must schedule a meeting with the Department Chair.

**Academic Suspension-** refers to the action taken when a student is not permitted to enroll in courses at the university for a minimum period of one academic year. At the end of that one year suspension, if the student wishes to return to the university, the student is required to reapply to the degree program of choice through the Undergraduate Admissions Office. Readmission to the student previous program is not guaranteed. It is strongly recommend that the student pursue courses at a local community college or pursue relevant work experience during the time they are away from the university. This will assist in showing that they are ready to come back to the program and be academically successful.

**Academic Contract-** This option is used in rare and specific situations. When a student is placed on an academic contract, their suspension is waived for the upcoming academic semester. In the contract the Undergraduate Program Director and academic advisor will state requirements that the student must meet and/or complete in their next academic semester. These requirements often, but not limited to, Term GPA and course grade requirements, Academic Advisor meetings, and course enrollment requirements.

**College Restoration Program (CRP)-** is a specialized academic intervention program based on the belief that a student's academic performance is the result of more than native intelligence. Academic performance is also a reflection of the student's learning skills, self-awareness, attitude, study strategies, organization, and time management. Some students in serious academic difficulty can significantly improve their performance with the appropriate training and support. Even if the department refers a student to CRP, acceptance into this program is not guaranteed. First, after being referred, a student must fill out the CRP application. Additionally, there are a limited number of seats in the program.



When a student joins the CRP program, they must complete a change of program into CRP. This change of program is for one semester, and they are then required to apply to their major of choice that the end of that next academic semester. This can be back into the major they were originally in prior to CRP, or may be to a new major that is a better fit for their future career path. If the student is not accepted into a new major at the end of the CRP program, they will be academically suspended from the university.

In addition to the university policy, the Computing Security Department will take academic action in the following situations:

**Return from Academic Suspension or CRP-** If a student is readmitted to the computing security program after an academic suspension or returning from CRP will remain under review by the department for the duration of their academic career. By under review, we want students to know that if at any time they were to fall back under a 2.0 in a future academic semester they will be automatically up for academic suspension from the program.

**Conditional Change of Program-** In rare cases, the department might accept a student that is borderline on the academic requirements for a change of program into the Computing Security program. In this situation, a student would be accepted into the program on an academic contract. If a student does not meet the terms of the contract at the end of the first semester in the major, they will be eligible for academic suspension. This is regardless of whether they are below a 2.0 for term or CUM GPA.

**Insufficient Progress towards Academic Degree-** In the case where a student has been deemed by the department as not making sufficient program in the program, they will be placed on an academic contract. This student may be doing well or moderately well academically, but has been pursuing classes that will not apply to the program for a few academic semesters. The student could also be taking classes in the major, but be in good academic standing due to a large number of course withdrawals or incomplete grades. In the case where a student is deemed to not be making sufficient progress, an academic contract will likely be very specific to what classes can be pursued, or that no W or I grades can be earned.

## **Leave of Absence/Return from Leave of Absence/University Withdrawal**

[RIT Policy D02.1](#) (Leave of Absence and University Withdrawal Policy). Some students do completely withdraw from RIT (perhaps to transfer to another institution), this is considered a University Withdrawal. There are also situations that can occur in which a student voluntarily seeks to leave RIT for a specified period of time and still retain their active student status because they intend to return, a Leave of Absence. A leave of absence may not exceed three consecutive terms (fall and spring semesters, as well as summer session, is included in this definition). If a student shows no registration activity for three consecutive terms, they will lose their active status and they will be withdrawn from RIT. Finally, there can also be situations in which the university imposes an involuntary leave of absence on a student.

There are numerous implications associated with both university withdrawal and leave of absence and both actions are further complicated due to numerous federal regulations. In addition to possible financial adjustments, both actions may also affect financial aid, access to University services, a

student's ability to attend further classes or to continue living in University housing. Students considering taking either a leave of absence or university withdrawal are strongly advised to contact their academic advisor. In addition to reviewing implications for both actions, academic advisors can also assist students in understanding other options that might be available or feasible. If students do decide to withdraw from the university or take a leave of absence, academic advisors can assist students in completing the appropriate form. The academic unit can either approve or deny a student's request for a leave of absence. If the leave of absence is approved, the student's academic advisor will assist the student in developing a re-entry plan.

When a student is ready to return to the University (prior to the 4<sup>th</sup> term of inactivity, while leave is still in place), they must contact their academic advisor to complete the Return from Leave of Absence form, for the student to be able to enroll in courses.

## **Course Withdrawal**

At the beginning of each term, RIT permits students to add and drop classes from their schedule. Once add/drop period ends, it is an instructor's responsibility to assign a grade to each student who is officially enrolled in their section (see [RIT Policy D05.0](#) (Grades)). The official RIT academic calendar identifies the last date within a term by which a student may make an online request using the student information system to be withdrawn from a class (this option may not be used to avoid charges of academic dishonesty). The withdrawal period for summer session(s) varies depending on which summer session is involved – consult the official [RIT academic calendar](#) for specifics. While a student can choose to take this action completely on their own, before doing so, we highly encourage students to speak with both their instructor as well as their academic advisor. We want students to make sure they accurately understand their status in the class and also to understand any implications this action may have for them. If a student does withdraw from a course, then the course does not count toward a student's residency requirement nor does it affect the GPA calculation for the student. A notation of 'W' will appear next to the course on the student's transcript.

After the official date for student requested course withdrawal through the last official class day of a term, a student may request a late course withdrawal in writing. Approval of such requests is not automatically granted. The student must sign and complete a form and specify a reason or reasons for the request. The form must also be signed by the course instructor, the student's home department head (or designee), and the student's home college dean (or designee). If any one of these individuals oppose the request or decline to sign the form, the request will not be accepted. Students should consult their academic advisor for more details.

## **Grades**

Students will find that RIT computes and maintains two forms of grade point average (GPA) calculation. Each term the university computes the term GPA which reflects the average for all courses attempted during that term. In addition, there will be a cumulative GPA that reflects all courses taken at RIT. Much more information regarding grades, how they are used at RIT, and various special cases (such as grade exclusion when students change programs or repeating courses to raise low grades) may be found in [RIT Policy D05.0](#) (Grades).

RIT instructors use a Refined Grading System (RGS) ("also known as the Plus/Minus Grading System") to assess student performance in their classes. Under the RGS, instructors can assign one

of ten possible grades, as shown in the following table. In addition, some faculty or departments may opt to make use of only a portion of the capability provided by the RGS. Finally, individual faculty determine for themselves how numeric grades map into letter grades. Thus, it is important for students at the start of a term to make sure they fully understand, in each course they take, how the instructor plans to assign grades. Old Grading System RGS (New Grading System) Grade Description Quality Points Grade Description Quality Points A Excellent 4.00 A Excellent 4.00 A- 3.67 B+ 3.33 B Above Average 3.00 B Above Average 3.00 B- 2.67 C+ 2.33 C Satisfactory 2.00 C Satisfactory 2.00 C- 1.67 D Minimum Passing Grade 1.00 D Minimum Passing Grade 1.00 F Failure 0.00 F Failure 0.00

Refines Grading System		
Grade	Description	Quality Points
A	Excellent	4.00
A-		3.67
B+		3.33
B	Above Average	3.00
B-		2.67
C+		2.33
C	Satisfactory	2.00
C-		1.67
D	Minimum Passing Grade	1.00
F	Failure	0.00

## Change of Program

A student can initiate a request to change from their current program to a different program by completing a Change of Program/Plan Form available from the [Registrar](#) and submitting the form to their home department. Before doing so, a student should discuss their situation with their academic advisor and should strongly consider meeting with a representative from the program they are attempting to change into. There is no RIT requirement that a department or program must accept a student who requests to change into that program. Each program at RIT makes these decisions independently and may apply their own criteria for whether they decide to accept or reject a student. These criteria can take into account student grades and also reflect current resources or conditions within the program.

A “special” case consists of students who may have been previously suspended. These students may have left RIT for a period of time or in some cases, may have been referred to and enrolled in the College Restoration Program (or CRP). CRP describes itself as “an intensive one semester only, academic intervention program for students facing academic suspension or probation.” After students complete one semester at RIT in the CRP program, they must be accepted into a degree-granting program in order to remain at RIT. Students previously suspended by Computing Security who seek to come back to Computing Security will be evaluated on a case by case basis. For those suspended students who did complete the CRP program, the decision as to whether or not to accept the student back into Computing Security is determined by the reentry criteria established when the student was first referred to CRP. Students previously suspended by a program other than Computing Security who seek to enter Computing Security will also be evaluated on a case by case basis.

## **Honor Code**

The [RIT Honor Code](#) (RIT Policy P3.0) is really an umbrella term that encompasses not only specific policies (such as [RIT Policy D8.0](#) (Student Academic Integrity Policy)), but also a variety of other matters that deal with character and behavior. Taken collectively, the policies and procedures referred to under the honor code apply not only to students, but faculty, staff, and administrators as well.

## **Academic Dishonesty Policy**

The Department of Computing Security does not condone any form of academic dishonesty. Any act of improperly representing another person's work as one's own (or allowing someone else to represent your work as their own) is construed as an act of academic dishonesty. These acts include, but are not limited to, plagiarism in any form or use of information and materials not authorized by the instructor during an examination or any assignment.

If a CSEC faculty member judges a student to be guilty of any form of academic dishonesty, the student will receive a failing grade for the project or even the course. Academic dishonesty involving the abuse of RIT computing facilities may result in the pursuit of more severe action. If the student believes the action by the instructor to be incorrect or the penalty too severe, the CSEC faculty member will arrange to meet jointly with the student and with the CSEC faculty member's immediate supervisor. If the matter cannot be resolved at this level, an appeal may be made to the GCCIS Academic Conduct Committee.

If the CSEC faculty member or the faculty member's immediate supervisor feels that the alleged misconduct warrants more severe action than failure of the project or the course, the case may be referred to the GCCIS Academic Conduct Committee. The Academic Conduct Committee can recommend further action to the dean of the student's college including academic suspension or dismissal from the University.

The following definitions will be used to clarify and explain unacceptable conduct. This is not intended to be an exhaustive list of specific actions, but a reasonable description to guide one's actions. They are taken from the Universities policy D08.0 Student Academic Integrity Policy.

- A. Cheating: Cheating is any form of fraudulent or deceptive academic act, including falsification of data, possessing, providing, or using unapproved materials, sources, or tools for a project, exam, or body of work submitted for faculty evaluation.
- B. Duplicate Submission: Duplicate submission is the submitting of the same or similar work for credit in more than one course without prior approval of the instructors for those same courses.
- C. Plagiarism: Plagiarism is the representation of others' ideas as one's own without giving proper attribution to the original author or authors. Plagiarism occurs when a student copies direct phrases from a text (e.g. books, journals, and internet) and does not provide quotation marks or paraphrases or summarizes those ideas without giving credit to the author or authors. In all cases, if such information is not properly and accurately documented with appropriate credit given, then the student has committed plagiarism.

Whenever there is any question as to whether a particular action is considered academic dishonesty, the instructor should be consulted. For RIT's university policy about academic dishonesty and integrity please refer here: <https://www.rit.edu/academicaffairs/policiesmanual/d080>

## **Expectations for Professional Behavior**

In addition to core technical education to be a computing security professional, it is exceedingly important to focus on the “softer” side that makes us successful—respectful and professional interactions with others. Employers have told us time and time that they hire RIT students for their soft skills—employers already are calibrated to student capabilities technically.

In the same way you cannot just turn on work ethic, respectful and professional interactions need to be learned and practiced. Additionally, due respect must be given to your colleagues and managers who you inevitably will work with, while still working alongside these individuals on teams in a productive way. That practice starts with interactions with your faculty, staff, and classmates right here in the department and on campus. Remember that it is exceedingly important for you to represent the Computing Security Department well by the application of your skills and your behavior, as it affects your ability to secure co-ops and increases the value of your degree through our reputation.

In this spirit, here are our expectations for professional behavior for all students in their interactions with ALL faculty and staff:

1. Emails will be respectful and professional. Start with a heading and end with a closing. Language should not be demanding and should convey a tone that is respectful. State your case, and ask for guidance or help.
  - Faculty and staff have been encouraged to return emails to you that are not viewed as respectful/professional, with a reminder for you to resubmit your email with the appropriate language.
2. You will practice good classroom etiquette
  - If you are doing something that you would not want others to do to you, do not do it.
  - Be respectful to your professors, always! Do not disrupt classes with outbursts about class policies and procedures, or the way something is being taught. Certainly ask qualifying questions, and meet with professors outside of class if there are other concerns. No one likes to feel like they are being attacked.
  - You will adhere to classroom policies set out by the instructor (e.g., no electronic devices etc.), and will discuss with them in advance if there is some accommodation needed.
3. You will treat all university staff and faculty with respect in public and in private conversations.
  - Debate is encouraged, but it cannot go over the line.
  - You need to recognize that we are effectively your “managers” so our decisions need to be respected. You may not always agree, but we do our best to justify why we are doing what we are doing.
  - If you want to appeal a decision, you always have to opportunity to meet with the Department Chair and discuss the situation.

Practice the Golden Rule in your interactions—It is a great guide to help you navigate the best way to treat a new situation and remain professional and respectful. Treat others in a way you would like to be treated (put yourself in others shoes!)

## **Course Evaluations**

RIT currently uses an online system known as SmartEvals for course evaluations. Most faculty value constructive comments made by students and such comments go a long way toward helping them make courses more effective. Each term students are invited to complete a short survey for each course in which they are registered. These announcements are sent to students via email and the evaluation period typically occurs toward the latter part of the term. The system will send several reminders to students over the evaluation period, but once students complete an evaluation for a specific course, no further reminders for that course will be sent. Students should complete course evaluations honestly and thoughtfully and need to understand that results from course evaluations are not made available to faculty until after a term ends and course grades have been posted.

## **Final Exam Policy**

While RIT endeavors each term to produce a conflict-free final exam schedule, situations do arise in which a student has two finals scheduled at the same time. In addition, students may elect not to take three or more final exams in one day if that's what their schedule shows. While [RIT Policy D11.0](#) (Final Examination Policies) describes how to address various situations, students who find themselves with these kinds of problems should notify their instructors as well as their academic advisor early in a term so that appropriate accommodations can be made.

# 05. Co-op

## What is Co-op?

Cooperative Education, or co-op, gives you the opportunity to gain meaningful work experience before you graduate! Co-op is the keystone to RIT's experiential education options. It will help you further define your career path and fully realize the value of what you are learning in the classroom. The Computing Security Bachelor's degree requires satisfactory completion of two co-ops.

Cooperative education at RIT is full-time (35 hours or more per week), paid employment directly related to your field of study. The length of a co-op can be a single term or 2 consecutive terms. Visit the [Co-op Schedule](#) page for more details. Co-op begins after you have completed the first two years of coursework in your academic program, in most cases. Additionally, students must complete CSEC 99 Co-op Seminar prior to going out on co-op. Most students complete co-op in the summer after their second and third year. However, students are able to go on a co-op during the fall or spring academic semester. It is just recommended that students speak with their academic advisors to note any potential impacts this could create.

Cooperative education is a unique kind of education. It is different from summer employment, and different from an internship. Co-op employment is:

- Related to your field of study
- Full-time, productive work
- Paid
- Increases in complexity and challenge according to your academic level
- Includes formal evaluation and documentation of your performance

### Co-op gives you the opportunity to:

- Apply much of the theory you are learning in your course work
- Experience a typical work day and focus your career choice
- Earn a reasonable salary which will help you finance your education
- Take a breather away from your "grind" as a student
- Develop additional technical skills and enhance vital personal skills such as judgment, written and oral communication, teamwork
- Make contacts (network) that may be helpful when you seek full-time employment
- Be a more attractive candidate for full-time employment after graduation and probably obtain a higher starting salary than students without co-op experience

### Employers benefit from co-op in a number of ways:

- Co-op students are flexible, highly motivated, technical employees who join the work force at relatively low cost to the employer.
- Your presence can free up an employee's time for long-range projects.
- Your abilities and potential for permanent employment can be assessed on the job.
- Your new ideas and enthusiasm are often professionally stimulating to full-time employees.

- You serve as the employer's "good will ambassador" to other RIT students and faculty, facilitating recruiting and other relationships.

### **How Financial Aid Works While You Are On Co-op**

RIT does not charge tuition for enrollment in cooperative education. With the exception of the federal Pell Grant, most forms of financial aid are not awarded for semesters of co-op employment. Financial aid includes federal and private alternative loans as well as grants and scholarships. If you have concerns pertaining to your living expenses during your co-op term, please contact your Financial Aid Counselor to discuss some various strategies as to how to cover these costs.

If you are a Pell grant recipient, the grant will credit to your student account after the drop/add period for the term. You must report your co-op, go to: <https://ocecsprod.ad.rit.edu/Forms/Coop/>. Log in and complete form. After your co-op has been verified, the Computing Security department will enroll you in CSEC 499 in SIS.

Your co-op earnings will not negatively impact your eligibility for federal student aid in the subsequent year. You are asked on the Free Application for Federal Student Aid (FAFSA) to report earnings from a co-op. The reported co-op earnings will automatically be excluded from your adjusted gross income when calculating your expected family contribution (EFC).

If you have any questions regarding your co-op earnings and financial aid, please contact your Financial Aid Counselor.

### **Housing During and After Co-op**

Students who co-op in Rochester may stay in RIT housing. Students who co-op out of town are typically responsible for finding their own housing near the employer's location. Some companies provide housing assistance in the form of subsidies or housing allowances, or space in locations they own or rent for this purpose. Most employers will at least provide a list of apartments or housing options to assist students.

Students who return from co-op are guaranteed on-campus housing, **if they were in RIT housing prior to leaving for co-op**, however, preferences are not guaranteed. RIT Housing Operations communicates with students via email and provides information on how to apply for housing when you return to campus.

### **International Students**

International students need work authorization from RIT International Student Services and cannot co-op until after two consecutive full-time academic terms of study have been completed, minimally.

Co-op is considered Curricular Practical Training. Curricular Practical Training (CPT) must be in your field of study and an integral part of an established curriculum. To be eligible for curricular practical training you must have F-1 status, and have completed at least two terms of full-time study in the U.S. If you have any questions, please contact our CSEC Co-op Coordinator in the co-op office for clarification.

As soon as an offer of employment is accepted, but at least one week before employment begins:



- Notify the Office of Career Services and Cooperative Education. You will need to complete and submit the [Report Your Co-op online form](#) and provide the information requested.
- Work with the CSEC to have your co-op registered in SIS (we will need to wait for the co-op office to verify the co-op, typically takes 24-48 hours after you report the co-op).
- Make an appointment to see an international student advisor to obtain work authorization. Bring your I-20 and offer of employment to the appointment. Make sure your offer letter clearly states a start and end date as well as the address where you will be working.

You may be authorized for whatever amount of curricular practical training your degree requires; however, you will be ineligible for optional practical training at the end of your studies if the number of authorized CPT days exceed 364 days.

### **Eligibility**

Undergraduate Students must be in good academic standing, completed their first two years of academics, and CSEC 99 Co-op Seminar. Students must complete their required two co-ops prior to their last year of academic coursework.

### **Frequently Asked Questions**

**Q: Are students guaranteed a co-op job?** No. Students are not placed into a co-op position, but rather they apply and go through the same hiring process they will when they look for a job after graduation (which is great practice). But, remember the Office of Career Services and Cooperative Education does guarantee we will help students in any way we can with your search. By being flexible on their expectations and fully utilizing the resources available, students will become skilled in successfully conducting their job search.

**Q: Do students receive credit for co-op?** Standard academic credit is not given for co-op. However, the Computing Security department does assign a grade of "S" when/if a student has met all of their requirements and have successfully completed their co-op assignment. Two enrolled co-ops with a grade of "S" is required to graduate from the B.S. in Computing Security.

**Q: Do students pay tuition for co-op?** Students do not pay tuition or any university fees while on co-op even though you remain eligible to utilize all the facilities and services of the university.

**Q: How do students let RIT know where they will be working?** Students [report your co-op online](#) to the Office of Career Services and Cooperative Education. Click on the "Report Your Co-op/Internship" link. Students also need to be register for co-op in SIS. For Computing Security students, their home department will enroll them after they report their co-op and we have verified they meet all the requirements to be enrolled.

**Q: How much do students get paid?** It is ultimately up to the employer, but they often base it upon comparable co-op salaries and a candidate's experience. There may be room for negotiation. The employer also determines eligibility for benefits, if any. Check the Co-op Office's website for the latest co-op salary data.

**Q: What type of work qualifies for co-op?** An acceptable co-op position is defined as:

- Related to your field of study
- Full-time, productive work
- Paid

- Increases in complexity and challenge according to your academic level
- Includes formal evaluation and documentation of your performance

**Q: What is the length of a co-op?** A single co-op block is the same length as an academic term. Students may, in fact, work longer -- depending on their exam schedule the preceding term and on their employer's needs. A double block is two consecutive terms of work, without a break in between. Many students are scheduled for double blocks, others may choose to double block. (To see if/how a double block could impact their graduation timeline, students need to check with their academic advisors before committing to a double block). The student and the employer negotiate the start date and the expected end date of the work period.

**Q: Can a student stay in Rochester?** Maybe. Some co-op jobs are located in the Rochester area. Depending upon the student's program, there may be many or very few positions in Rochester. Competition for these positions can be very high. It is not advisable to limit one's job search to any one specific area. The student will enhance their chances of landing a professionally rewarding position if they are geographically flexible. They should seriously consider all co-op opportunities in their career field for which they qualify, regardless of location.

**Q: Where will the student live if they leave Rochester?** Many out-of-town employers provide some help in finding temporary housing. The assistance varies: some companies will provide a list of possible apartments and room rentals; some will pay for a hotel for a few days while the student is looking; some have co-op housing already arranged. It is a good idea to check with the colleges in the area because residence hall space is frequently available, especially in the summer. It is appropriate to discuss your housing concerns with an employer once an offer has been made.

**Q: Can a student work overseas?** Yes, but start early! Visit the Co-op Office's [International Experience](#) page for more information.

**Q: Will the employer pay their relocation expenses?** Maybe. Some employers, especially those located out of state, will pay for all or part of a student's relocation expenses. It is important to have a clear understanding of the student's obligation before accepting a co-op position if extensive travel expenses are anticipated.

**Q: Do students have to pay taxes on what they earn?** Yes. According to the U.S. Internal Revenue Service salaries/wages paid to co-op students are fully subject to applicable federal income taxes. They are also subject to applicable state income taxes. Any type of personal income should be assumed taxable unless IRS regulations specifically declare it to be "excludable" (i.e., tax-exempt). There is no exclusion of co-op wages in current regulations.

International students are required to pay federal and state income taxes but not FICA (social security tax). It should be understood that the above information/advice is provided only as a convenience for students and is not legally binding. Students seeking further info should contact the Internal Revenue Service.

**Q: Can I collect unemployment insurance?** Once a student's co-op employment with a company has ended, they are not eligible to collect unemployment insurance benefits.

**Q: What if student do not get a co-op job?** Students should see their career services coordinator as soon as they feel anxious about their co-op job search. We can evaluate their search, make suggestions, and provide additional service that will assist them in meeting their goal.

**Q. Can a student co-op after they graduate?** No. Once a student has completed all their degree requirements they are no longer eligible for RIT's co-op program. Co-op is part of their experiential education while they are studying at RIT. Additionally, a student must complete their two required co-ops before their last academic semester at RIT.

## CSEC Cooperative Education Agreement

The following summarizes the expectations for Computing Security students seeking a co-op as part of their program requirements. It is your responsibility to read, understand, and uphold your responsibilities as both a RIT and Computing Security student.

1. You are responsible for obtaining an *acceptable co-op position*\* since the university is prevented on legal, ethical, and educational grounds from “placing” individuals into work assignments.  
\*Acceptable position is:
  - Full-time and paid
  - While ideally both co-ops are Computing Security related, the first co-op is a bit more flexible. The first co-op can focus more in the areas of Networking/Systems Administration, Programming, or Software Engineering. The second co-op **MUST** be Computing Security focused. If you are unsure, you will need to seek approval from the department.
  - Co-ops that are a Helpdesk position, are self-employed, or supervised by a family member **will not** be accepted.
2. You will conduct yourself in an ethical manner consistent with accepted business ethics and practices.
3. You will complete both co-op requirements prior to your final academic semester of enrollment at RIT. To end on a co-op, you would need to seek special approval based on extreme circumstances.
4. You will follow all established procedures for reporting your co-op through the Office of Career Services and Cooperative Education website, and will complete all the necessary work reports and faculty meeting upon the completion of each co-op.
5. You will honor your commitment once you have accepted a co-op position (verbally or written) and will work as long as your services are required and were agreed upon. Accepting an offer of employment is a contract between you and your employer. This is regardless of any statements in the employer’s contracts about being able to revoke or terminate acceptance of a co-op.
  - Failure to complete the co-op, or breaking your agreement, may be grounds for failure of a co-op or other academic repercussions.
  - If you feel that the company misled them or was unethical in their process, they must come and speak with the Undergraduate Program Director and their Co-op Advisor.

6. You acknowledge that wages earned while on co-op are subject to state and federal income taxes where applicable, and in the State of New York, co-op students are not eligible by law for Unemployment Insurance Benefits resulting from their co-op work experience.
7. You must notify the Office of Career Services and Cooperative Education of any change in your academic or employment status or of any problems associated with your job search or co-op experience. Students on Leave of Absence or Suspension from RIT may not participate in co-op.

## **CSEC Co-op Responsibilities and Ethics**

The following requirements have been established by the Computing Security Department in conjunction with the Office of Career Services and Cooperative Education.

Co-op employers and the CSEC department expect its students to operate according to accepted business ethics and standards. RIT and our department expect that a student's behavior at all times, whether on campus or off, be in accordance with the standards articulated in the RIT Students Rights and Responsibilities Handbook and the Office of Career Services and Cooperative Education's Co-op Students Agreement.

### **CSEC Co-op Student Expectations**

8. Accept primary responsibility for obtaining an acceptable co-op position. An acceptable co-op position is defined as:
  - o Full-time and paid
  - o While ideally both co-ops are Computing Security related, the first co-op is a bit more flexible. The first co-op can focus more in the areas of Networking/Systems Administration, Programming, or Software Engineering. The second co-op **MUST** be Computing Security focused. If you are unsure, you will need to seek approval from the department.
  - o Co-ops that are a Helpdesk position, are self-employed, or supervised by a family member will not be accepted.

If a student is unsure if a co-op is acceptable, they should contact the Undergraduate Program Director by email with the Company Name, Job title, and Job Description. The student should cc the co-op coordinator to the email.

9. Regularly (i.e at least twice a week) check co-op job postings and on-campus interviews listed in Handshake (RIT's career platform/job database), and outside job search engines.
10. Give serious consideration to appropriate co-op employment when offered by employers even though the position may not be your first choice for either type of work or geographic location of the assignment.
11. Upon receiving all required information from your company, after accepting an offer, you must report your co-op. This should be done within three days of acquiring all necessary information. Report your assignment with the Co-op office using the "Report Your Co-op/Internship" on the student main page of our site.
12. To be registered for CSEC 499 Co-op in the Student Information System (SIS), students must report their co-op here: <https://www.rit.edu/emcs/occe/student-home>. Under *Co-op/Internship Reporting and Evaluations* click "Report Your Co-op/Internship." Upon approval of both the co-op office and the CSEC department, the student will be enrolled in

- SIS. The department will verify that the student has completed CSEC 99 co-op seminar prior to enrolling a student in co-op.
13. If you have not reported your co-op to the Co-op Office's website by the end of Add/Drop for the term you are on co-op, you will not be enrolled in co-op for that semester. It is important that you report your co-op in a timely manner.
  14. Obtain approval in advance by both the Office of Career Services and Cooperative Education and CSEC department should you wish to participate in a co-op assignment longer than two consecutive terms. You may not register for a third consecutive term without this approval.
  15. The Computing Security department requires that all CSEC students must complete two terms of co-op. All co-op work assignments must be completed prior to your final two academic terms of enrollment at RIT.
  16. Once you have accepted a co-op position, written or verbal, you are required to complete the duration of the co-op with this employer. This is regardless of any statements in the employer's contracts about being able to revoke or terminate acceptance of a co-op.
    - o Failure to complete the co-op, or breaking your agreement, may be grounds for failure of a co-op or other academic repercussions.
    - o If a student feels that the company mislead them or was unethical in their process, they must come and speak with the Undergraduate Program Director and their Co-op Advisor.
  17. Acknowledge that wages earned while on co-op are subject to state and federal income taxes and that, in the State of New York, co-op students are not eligible by law for Unemployment Insurance Benefits resulting from their co-op work experience.
  18. For a student seeking co-op credit for "Previous Work or Co-op Waiver based on Previous Experience," must complete the required waiver paperwork. Student should speak with their academic advisor for this form and the appropriate steps that are required. This form will be submitted to your academic advisor, and given to the Undergraduate Program Director for approval.
  19. Conduct yourself in an ethical manner consistent with accepted business ethics and practices and the RIT Handbook of Student Rights and Responsibilities.
  20. Notify the Office of Career Services and Cooperative Education of any change in your academic or employment status or of any problems associated with your job search or co-op work experience. Students on a Leave of Absence or Suspended from the University may not be enrolled in co-op.

Failure to comply with this Agreement may affect the awarding of your degree.

### **Interview Ethics**

- Interview only when sincerely interested in a position with the employer.
- Provide accurate information on your qualifications and interests. Never falsify data such as GPA, academic major, coursework completed or extracurricular activities on a resume or during an interview.
- Acknowledge invitations for on-site interviews promptly, whether you accept or reject them. Accept such invitations only when seriously considering a position.
- Notify employers well in advance if you must postpone or cancel an interviews.

### **Ethics of Accepting / Rejecting an Offer**

Once you accept a co-op job offer, even verbally, you must not back out, or renege on the job, to work for another employer. RIT and the Computing Security department do not allow a student to back out of an offer, even if the employer allows it in their contract. If you have any questions/concerns about this, discuss with your career services coordinator before taking action!

Good employer relations are vital to the success of our co-op program, and you, the student, are a critical link in this relationship. Therefore, consider carefully before accepting a co-op position.

- Discuss offers thoroughly with employers so you understand the terms and reach a mutually acceptable date to respond to their offer.
- Request extensions from employers if you need more time to consider other offers. Do not ignore deadline dates you have agreed upon.
- Notify employers that you are accepting or rejecting an offer as soon as you make your decision - never later than the arranged date.
- Once you accept a job offer, immediately inform other employers who have offers pending. Honor your acceptance of an offer as a contractual agreement with the employer.
- Cancel any other scheduled interviews or on-site visits.

### **Responsibilities after Accepting a Job**

Accurate records are as vital to our co-op program as are good employer relations. You are expected to comply with the following:

21. As soon as a student makes an agreement with an employer for cooperative employment, to be registered for CSEC 499 Co-op in the Student Information System (SIS), students must report their co-op here: <https://www.rit.edu/emcs/occe/student-home>. Under *Co-op/Internship Reporting and Evaluations* click "Report Your Co-op/Internship." Upon approval of both the co-op office and the CSEC department, the student will be enrolled in SIS. The department will verify that the student has completed CSEC 99 co-op seminar prior to enrolling a student in co-op. If you locate a job on your own, it is wise to check its acceptability for co-op with the CSEC Undergraduate Program Director and career services coordinator before accepting the position.
- It is important that students let the Co-op Office know what their salary will be. This information is confidential and is used to compile average co-op salaries for the CSEC department. Aggregate data is available to CSEC students and to employers in helping establish competitive salaries for co-op positions.
  - If students are placed on academic suspension while working in a co-op position, that block and subsequent blocks cannot be considered as official co-ops. Students are obligated to explain their change of status to their employer. Please be advised that the Office of Career Services and Cooperative Education will inform the student's employer that the student is no longer a student at RIT; it's better if the student does it first. No evaluation form will be sent for the work experience. Talk to the CSEC department if there are questions regarding academic suspension.
  - If a student is returning to their previous co-op job, they are expected to contact their co-op employer at least one month prior to the start of a scheduled work period to make all arrangements necessary for the start of a new assignment.
  - A student may not change employers/jobs after accepting or agreeing to working for them.
  - If you are permanently or temporarily laid off, notify your career services coordinator immediately.

- For a student seeking co-op credit for “Previous Work or Co-op Waiver based on Previous Experience,” must complete the required waiver paperwork. Student should speak with their academic advisor for this form and the appropriate steps that are required. This form will be submitted for approval of the Undergraduate Program Director.

# 06. Getting Involved

## Involvement Opportunities

In addition to your coursework, we strongly recommend getting involved in computing related activities. Here are some options for students looking for more than just the classroom experience:

### Guest Speakers

Throughout the academic year you will have the opportunity to go to many guest lectures or panel discussions. These come in a variety of forms including but not limited to the Dean's lecture Series, Co-op and Career Services speakers, and guests brought in by your professors to speak specifically to your class.

### Clubs and Activities

Studies have shown that students who are actively involved in extracurricular activities on campus are more likely to receive higher grades and report a higher level of satisfaction with their college experience. For this reason, RIT has put a great amount of effort in supporting students clubs and activities. Student Government Clubs and Organizations exist to bring students of similar interest together and provide them with opportunities to become effective leaders. These groups enhance the quality of student life by fostering social interaction, leadership development, school spirit and an affinity to RIT. Clubs and Organizations promote activities, diversity, service and learning outside of the classroom.

Currently there are approximately 320 active clubs, Student Organizations, Greek Organizations on campus. RIT welcomes and embraces all of its unique, student operated clubs and organizations. To find out more about what clubs and organizations are available on campus, go to <https://www.rit.edu/studentaffairs/campuslife/>

### Women in Computing

Women in Computing (WiC) at RIT is comprised of a group of students, faculty, and staff who are committed to the success and advancement of women in computing. This spans all computing disciplines from traditional computer science, to the emerging disciplines of game design, information assurance and security. Our purpose is to support existing and new creative, academic, professional, and community-based micro-cultures for women in computing and to bring those communities together when opportunities arise. We also strive to increase awareness of our disciplines by promoting the field of computing to area school-age girls and boys. For more information about our organization please visit us at <http://women.rit.edu/>.

### <RITSEC>

RITSEC is a student-run organization dedicated to educating and preparing RIT students to compete in security-related competitions, as well as showcasing RIT student talent in the current world of security today.



Whether you're new to competitive cybersecurity or a veteran, RITSEC has a place for you.

We believe security is for anyone who wants to learn and center our activities around live individual and team-based security exercises covering a wide variety of areas in computing security, including: penetration testing, Windows and Linux server hardening, web security, network services and more! Regularly scheduled meetings are held Fridays from 12-4 pm. <https://www.ritsec.club/>