



COURSE OUTLINE		
TERM: Fall 2024	COURSE NO: LAW 376	
INSTRUCTOR:	COURSE TITLE: Cybersecurity for Legal Professionals	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 3.0
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Liłwat7úl (Lil'wat), x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), shíshálh (Sechelt), Sḵw̓xwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) people on whose territories our campuses are located.

## COURSE FORMAT

This course will be offered in a synchronous or asynchronous online format or a synchronous in-person format, four hours per week for a 15-week semester (or equivalent), including two weeks (or equivalent) for final exams. For either synchronous or asynchronous online format, the instructor will provide weekly readings, and students will complete exercises and discussions. Three of the four instructional hours will be completed with lectures, and a fourth hour will consist of at-home and online work supported through eLearn.

## COURSE PREREQUISITES

LAW 101, LAW 110, and LAW 210; OR 45 credits of 100-level or higher coursework

## CALENDAR DESCRIPTION

Law firms continue to face cybersecurity attacks. Paralegals are uniquely positioned to act as intermediaries among IT professionals, third-party vendors and other legal professionals. Since the first line of defence against cyberattacks is training, this course introduces paralegals to information governance, cybersecurity threats and vulnerabilities, risk management assessments and reporting requirements, data governance principles, privacy, security and prevention practices within a law firm environment.

## REQUIRED TEXTS AND/OR RESOURCES

- Thomas, G. (2020). [Issues of professionalism concerning the ethical hacking of law firms](#).
- Bandler, J., & American Bar Association. Section of Science & Technology Law, issuing body. (2017). *Cybersecurity for the home and office: the lawyer's guide to taking charge of your own information security* / John Bandler. ABA, Section of Science & Technology Law.

## COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

1. Define the key terms and concepts of information governance and cybersecurity fundamentals.
2. Identify and understand common cybersecurity risks that arise in legal environments.
3. Distinguish between cybersecurity threats and vulnerabilities.
4. Understand the role of a paralegal in cybersecurity threat prevention and resolution.
5. Analyze security infrastructure and conduct a cybersecurity risk assessment.
6. Develop a cybersecurity incident response plan specific to legal environments.
7. Evaluate the security implications and considerations of remote work in law firms and using third-party vendors.
8. Evaluate the impact of emerging technologies on cybersecurity in the legal domain.
9. Apply knowledge acquired in the course to analyze and solve practical cybersecurity challenges.

## COURSE CONTENT

WEEK	CONTENT
1	Cybersecurity Fundamentals
2	Threats and vulnerabilities (ethical hacking)
4	Identification, authentication, and authorization concepts
5	Security Controls
6	Fundamentals of virtualization, cloud computing, and cloud security
7	<b>MIDTERM</b>
8	Mobile device security
9	Data privacy solutions
10	Data loss prevention
11	Cybersecurity Incident Response and Reporting
12	Risk Management
13	Law firm data security, remote work considerations
14-15	<b>FINAL EXAM PERIOD</b>

## EVALUATION PROFILE

Mid-Term Exam	20-30%
Quizzes	20-35%
Participation	5-10%
Assignments*	<u>25-40%</u>
<b>TOTAL</b>	<b>100%</b>

### Assignments

This course will include practical assignments relating to course content and a final, real-world project incorporating principles learned in the course. **\*No one assignment will be assessed at more than 35% without prior approval of the Dean.**

### Participation

Participation is allocated to the consistency, quality, and frequency of contributions to class discussions, weekly activities, and class presentations. Consistency means attending every class and actively contributing to discussions on a regular basis. Quality means demonstrating respect for peers and their contributions, listening attentively during lectures and when other students are speaking, and participating in all activities with an open and inquisitive mind.

### Mid-term Exam

There will be a mid-term exam in Week 7 covering Weeks 1-6 of the materials. The format of the exam will be determined by the instructor and may include a combination of true/false, multiple choice, matching, short answer, and essay questions. There is no final exam in this course.

### GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

### Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when students request extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible for determining from the instructor the outstanding requirements of the course.

### Late Assignments

Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

### Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or tests are given at the instructor's discretion. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

\*\*\* Accommodations can be made to honour community needs and traditional practices.

### Attendance

Students are expected to attend all classes and associated activities.

### English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

**Electronic Devices**

Students may use electronic devices during class for notetaking only.

**Online Communication**

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

**UNIVERSITY OPERATIONAL DETAILS****Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-services/>

**Capilano University Security: download the [CapU Mobile Safety App](#)**

**Policy Statement (S2009-06)**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

**Academic Integrity (S2017-05)**

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information:

<https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

### **Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.