



Electronic Discovery for Digital Forensics Professionals (CIS 6206) Fall 2022 Syllabus

Instructor:

Dan Purcell, Daniel.Purcell@ucf.edu

Course Description:

The Electronic Discovery for Digital Forensics Professionals course will introduce digital forensics students to legal and practical issues regarding electronic discovery, including legal requirements, technical solutions, and practical aspects. This course entails reading articles, federal and state laws, case law, and other materials along with several written assignments. *This course does not entail any practical or hands-on assignments (forensic examinations of digital evidence) at present, so please be aware of this from the onset. With that said, the course does incorporate scenarios to apply the learning concepts.*

Matthew C. Koning created the content and regularly instructed this class over the years. In 2021, I gained access to the course materials created by Mr. Koning, and I will be delivering the materials that he created, researched, and delivered for many years with a number of course refinements and enhancements. I will always give credit where credit is due, and Mr. Koning certainly deserves credit for the materials and layout of this course.

Course Overview:

This course will provide students an overview of electronic discovery from a legal and applied perspective. The primary goal is to provide students in the Master of Science in Digital Forensics Program with enough legal and practical knowledge to enable them to assist in electronic discovery matters in their professional careers.

A weekly schedule has been created for this course, and the “flow” is straight forward. Weeks begin on Monday at 12:00 AM (Eastern Time) and end on Sunday at 11:59 PM (Eastern Time). In general, topics will span a one or two week periods. You will have adequate time to complete the readings and complete assignments, along with any required discussion topics, exams or quizzes.

Topics and Learning Objectives:

Topics and learning objectives include the following:

- The definition and meaning of e-Discovery
- Court rules associated with e-Discovery



- Information governance
- Legal holds and early case assessment
- Discovery and collection (including cloud and mobile devices)
- FRCP 30(b)(6) Depositions
- Data: review, processing, production
- Cross-border e-Discovery & e-Discovery failures

Required Text:

There is no textbook for this course. Reading materials will be assigned from a variety of publicly available sources, particularly, The Sedona Conference and EDM resources.

Course Policies:

Attendance: There are no live or scheduled lectures or traditional class times in this course. The course is all online and available to you 24/7. Attendance means that you log in to the course regularly, stay on track, turn in assignments by the deadlines, and remain engaged.

Late Work: Assignments/quizzes and discussions are due by listed deadline. **Late work will not be accepted unless there is a qualified emergency or unforeseen situation.** Please turn your work in on time!

Writing Requirements: You are expected to write at a graduate level. Attention to proper grammar and spelling coupled with logical structure is a must in this class. Proper formatting within documents (ex: Word documents) submitted is also expected to be professional and free from errors.

Incomplete Grade: A grade of "I" (Incomplete) may be assigned by me when a student is unable to complete a course due to extenuating circumstances, and when all requirements can be completed in a short time following the end of the term. The student is responsible to arrange with the instructor for the completion of the requirements of the course.

Ethics: Computers and related technology are very powerful tools in our lives and in this class. If you use a computer or related technology to conduct an unethical or illegal act, you will receive an immediate "F" for the course - no questions asked! If you cheat, plagiarize, or perform any unethical conduct, you will receive an immediate "F" for the course - again, no questions asked. If you opt to conduct yourself in this manner, be prepared to face the consequences. I use "TurnItIn" software via WebCourses to identify plagiarism. I can't be any clearer or direct on this topic. Everyone is expected to remain professional and courteous at all times. Flaming, profanity, or otherwise acting unprofessional will result in dismissal from this course.



Communications:

For communications directly with me, I prefer that you use the email option in WebCourses. If you have a private or urgent matter, you can email me at daniel.purcell@ucf.edu. There will be an “Ask the professor” discussion thread for technical, assignment, or related questions. Please post your questions in the discussion thread so everyone can view the question and answer. I do not want to answer the same question in separate emails to each of you.

Modules: Units and Assignments

At the onset of the assignment period, you will be presented with access to the reading or multimedia materials in the Modules area of WebCourses. Each Unit is titled with a number and topic name. Review the reading and multimedia materials first. Each Unit will have an accompanying assignment. Review the assignment instructions and submit the appropriate document upon completion to the Assignments area of WebCourses. There is one required discussion in this class, and that will occur on the first week of class where you will introduce yourself to the class. This discussion is graded as “complete” or “incomplete” and is required.

Assignments/Tests/Quizzes/Exams:

Each assignment is graded on a scale of 0-100, and the assignments account for 80% of your final grade. The final exam is 20% of your grade. You will receive more direction on the exam as we get to the end of the course. Previously, there were a few periodic quizzes/exams in this course, but I removed all of them except for the final exam. The grade weighting was also changed to place emphasis on your assignments.

Grading Policies:

<u>Requirement</u>	<u>Weight</u>	<u>Grading Scale:</u>	
Assignments	80%	90 - 100 = A	60 - 60.99 = D
Final Examination	20%	80 - 89.99 = B	0 - 59.99 = F
		70 - 79.99 = C	

Notable Dates:

For a complete list of holidays that UCF observes along with important academic dates, please visit <https://calendar.ucf.edu/2022/fall> for details.



General Course Schedule

Week	Dates	Topic	Readings	Module & Assignment	Due By
1	8/22/2022 – 8/28/2022	Course Introduction	Course Syllabus	Class familiarization & student introduction discussion post	8/28/2022
2	8/29/2022 – 9/11/2022	Unit 1: Intro to E-Discovery	Assorted in Module (Unit 1)	Read or watch each resource (1.1 to 1.5), Complete Unit 1 Assignment	9/11/2022
3	8/29/2022 – 9/11/2022	Unit 1: Intro to E-Discovery	Assorted in Module (Unit 1)	Read or watch each resource (1.1 to 1.5), Complete Unit 1 Assignment	9/11/2022
4	9/12/2022 – 9/25/2022	Unit 2: Court Rules Associated with e-Discovery	Assorted in Module (Unit 2)	Read or watch each resource (2.1 to 2.4), Complete Unit 2 Assignment	9/25/2022
5	9/12/2022 – 9/25/2022	Unit 2: Court Rules Associated with e-Discovery	Assorted in Module (Unit 2)	Read or watch each resource (2.1 to 2.4), Complete Unit 2 Assignment	9/25/2022
6	9/26/2022 – 10/9/2022	Unit 3: Information Governance	Assorted in Module (Unit 3)	Read or watch each resource (3.1 to 3.6), Complete Unit 3 Assignment	10/9/2022
7	9/26/2022 – 10/9/2022	Unit 3: Information Governance	Assorted in Module (Unit 3)	Read or watch each resource (3.1 to 3.6), Complete Unit 3 Assignment	10/9/2022
8	10/10/2022 – 10/23/2022	Unit 4 Legal Holds	Assorted in Module (Unit 4)	Read or watch each resource (4.1 to 3.6), Complete Unit 4 Assignment	10/23/2022
9	10/10/2022 – 10/23/2022	Unit 4 Legal Holds	Assorted in Module (Unit 4)	Read or watch each resource (4.1 to 4.6), Complete Unit 4 Assignment	10/23/2022
10	10/24/2022 – 10/30/2022	Unit 5 Discovery and Collection	Assorted in Module (Unit 5)	Read or watch each resource (5.1 to 5.3), Complete Unit 5 Assignment	10/30/2022
11	10/31/2022 – 11/6/2022	Unit 6 30(b)(6) Depositions	Assorted in Module (Unit 6)	Read or watch each resource (6.1 to 6.3), Complete Unit 6 Assignment	11/6/2022
12	11/7/2022 – 11/20/2022	Unit 7 Data Review, Processing, and Production	Assorted in Module (Unit 7)	Read or watch each resource (7.1 to 7.3), Complete Unit 7 Assignment	11/20/2022
13	11/7/2022 – 11/20/2022	Unit 7 Data Review, Processing, and Production	Assorted in Module (Unit 7)	Read or watch each resource (7.1 to 7.3), Complete Unit 7 Assignment	11/20/2022
14	11/21/2022 – 12/4/2022	Unit 8 Cross Border e-Discovery and e-Discovery Failures	Assorted in Module (Unit 8)	Read or watch each resource (8.1 to 8.5), Complete Unit 8 Assignment	12/4/2022
15	11/21/2022 – 12/4/2022	Unit 8 Cross Border e-Discovery and e-Discovery Failures	Assorted in Module (Unit 8)	Read or watch each resource (8.1 to 8.5), Complete Unit 8 Assignment	12/4/2022
16	12/5/2022 – 12/11/2022	Final Exam	Final Exam	Final Exam	12/11/2022



About Dan Purcell:

I am a fulltime law enforcement officer with the Seminole County Sheriff's Office in Central Florida. I have served in various enforcement and investigative assignments in my career, both as a practitioner and supervisor. I have served on or regularly assisted several state and federal task forces such as the FBI's Innocent Images Task Force, United States Secret Service Electronic Crimes Task Force, and Internet Crimes Against Children Task Force. I was previously sworn as a United States Special Deputy Marshal for the U.S. Secret Service Electronic Crimes Task Force. I have participated in, managed, and led a number of task force programs, the SCSO computer/digital forensics program, the Child Sexual Predator Program and other grant program initiatives, and other high-tech crime initiatives/programs. I have testified as an expert witness in the field of computer/digital forensics in both state and federal courts.



I have served in various leadership capacities at the Sheriff's Office to include the ranks of Sergeant, Lieutenant, Captain, and Chief. Currently in my 27th year of fulltime law enforcement service, I presently lead the Department of Law Enforcement, which is comprised of uniformed patrol, special operations (Aviation, K9, SWAT, etc.), Communications (911 Center), Forensic Laboratory, Judicial Services, and Probation. I am a graduate of the Federal Bureau of Investigation (FBI) National Academy, 254th Session. The FBI National Academy, held in Quantico, VA, is regarded as the most prestigious law enforcement executive leadership training program in the world. I am also a graduate of the FBI Florida Executive Development Seminar and the FDLE Chief Executive Seminar programs.

In 2000, I attend my first computer forensics course through the International Association of Computer Investigative Specialists (IACIS) and achieved the Certified Forensic Computer Examiner (CFCE) certification. Since that period, I have attended numerous basic, intermediate, advanced, and expert level courses in computer forensics and related investigations. I also have a B.A. in Criminal Justice Administration, Graduate Certificate in Computer Forensics (UCF), and a Master's of Science in Digital Forensics (UCF). I was one of five graduates in the first graduating class for the MSDF program here at UCF. I have also achieved and/or currently maintain the following certifications:

- Certified Forensic Computer Examiner (CFCE)
- EnCase Certified Examiner (EnCE)
- Certified Electronic Evidence Seizure Specialist (CEECS)
- Digital Forensics Certified Practitioner (DFCP)



I have been instructing computer/digital forensics and related investigative courses since 2001. I've instructed law enforcement, military, government, and private sector students in the field of computer/digital forensics on numerous skills levels (basic to expert/advanced levels). Since 2010, I have been the primary instructor for the Operating Systems and File System Forensics course at the University of Central Florida. I have also instructed portions of The Practice of Digital Forensics (CIS 6207) course in the past, and in 2020, I assumed the lead for the entire course. I now teach Electronic Discovery for Digital Forensic Professionals (CIS 6206) at UCF.

Finally, I volunteered for the International Association of Computer Investigative Specialists (IACIS) from 2000 to 2015. I have served as a coach/mentor, regional manager, division administrator, and chairman in the IACIS Certification Committee. I served on the IACIS Board of Directors from 2009 to 2015 in the capacities of Director of Certification (2009-2010), Vice President (2010-2011), and Chairman of the Board (2011 to 2015). In 2015, I was honored with the prestigious designation as a Lifetime Member of IACIS. I have also developed course material and managed course development for IACIS. I led efforts to achieve accreditation as a certifying body, and in March of 2012, IACIS was approved by the Forensic Specialties Accreditation Board as an accredited certifying body, one of the first in the world. I still attend annual training events when IACIS hosts in Orlando, FL. For the Florida FBI National Academy Associates, I serve on the board as an area representative and will be the incoming Treasurer for the organization in January of 2023.

Finally, if you are on LinkedIn, please consider connecting with your classmates and me. Networking and collaboration is key in the world of digital forensics.

<https://www.linkedin.com/in/danpurcell/>