



Dunlap-Stone University

Course Syllabus

TRD-319

Managing Disclosures

Credit Hours 3

Course Length 6 weeks

Course Description This course examines the legal, procedural, and strategic aspects of both voluntary and directed disclosures under U.S. export control laws, including the International Traffic in Arms Regulations (ITAR), the Export Administration Regulations (EAR), and other applicable frameworks. Students will analyze government expectations, enforcement trends, and organizational risks related to disclosure events. Through case studies and regulatory guidance, students will develop practical strategies for identifying potential violations, preparing disclosures, and managing investigations. The course culminates in a position paper in which students apply course concepts to design or evaluate a disclosure process for a real or hypothetical organization.

Course Outcomes By the end of this course, students will be able to:

- TRD-319-1: Distinguish between voluntary and involuntary disclosures under ITAR and EAR, including timing, content, and procedural requirements.
- TRD-319-2: Analyze the legal and business risks associated with export violations and disclosure decisions.
- TRD-319-3: Interpret U.S. government guidance and enforcement practices related to disclosures.
- TRD-319-4: Develop an organizational strategy for identifying, preparing, and managing disclosures.
- TRD-319-5: Apply disclosure regulations and best practices in the design of a position paper that supports compliance accountability.

Prerequisites None

Required Materials All materials are posted in the classroom.

Syllabus Acknowledgement Statement	Students are responsible for reading and understanding the syllabus. Continued participation in the course implies agreement to abide by the expectations, timelines, and academic integrity standards outlined herein.		
Learning Resources	Students should utilize library resources provided at the main level of the classroom to support their learning and to master the course learning objectives.		
	 LIRN Library Resources Portal		
Course Format	Each week in the course begins on Thursday and runs through Wednesday. Each new week's material will open on Wednesday. Please complete all of the required activities within the week. Late submissions may have deductions or may not be accepted.		
Grading Scale	92-100 A	79-81 B-	65-68 D+
	89-91 A-	75-78 C+	62-64 D
	85-88 B+	72-74 C	<62 F
	82-84 B	69-71 C-	
Grading Criteria	Grades in this course are based on the quality, completeness, and clarity of your work in relation to the assignment instructions and stated learning outcomes. Each assignment is evaluated using a grading guide or rubric that outlines expectations for content, analysis, structure, and engagement with course materials. These are posted with each assignment. How Your Work Is Evaluated In general, you will earn full credit when your work: • Directly addresses all parts of the assignment prompt • Demonstrates critical thinking and a clear understanding of course materials • Is well-organized, clearly written, and free of significant grammar or spelling errors • Properly cites sources when appropriate Points may be deducted for: • Incomplete or off-topic responses • Failure to apply course concepts or reference materials • Weak organization, unclear writing, or frequent mechanical errors • Missing components, such as citations or required sections Grades for each assignment are posted in the Moodle gradebook. Review grading rubrics before you begin each assignment and again before submission. Be sure to save a copy of all submissions and review returned feedback carefully.		
Instructor Expectations	Faculty members may post additional materials, requirements or make changes to this syllabus. Please contact your instructor with questions about specific criteria.		
Learning Environment	This course is delivered fully online using distance education best practices. Students are expected to actively engage with their peers and instructor at least five (5) days each week. All courses are offered in English to students who meet the minimum entrance requirements and meet any published prerequisite requirements or program admission.		

Technical Support	The classroom is accessed through the Moodle platform. Technical support is available during business hours by calling 602.648.5750.
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Discussion and Participation	Active participation is essential to your success in this course and is a core component of Dunlap-Stone University's online learning model. All students are expected to engage meaningfully in weekly discussions to demonstrate their understanding of course concepts, apply critical thinking, and interact respectfully with peers and faculty.
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Weekly Discussion Requirements

To earn full credit each week, you must complete both of the following:

- Direct Response Posts (4 total)
 - Respond directly to the weekly discussion prompts.
 - Submit one discussion question post per day, on at least four separate days of the week.
 - Each response should demonstrate thoughtful engagement and cite assigned readings or relevant external sources as appropriate.
- Participation/Peer Responses (5 total)
 - Reply meaningfully to posts made by classmates or the instructor.
 - Submit one peer response per day, on at least five separate days of the week.
 - Responses should advance the conversation by asking questions, offering new perspectives, or connecting to course materials.

Minimum total posts per week: 9

Minimum days of participation per week: 5

What Counts as a Substantive Post?

A substantive post should:

- Be at least 100–150 words
- Refer to course readings, lectures, or external resources
- Offer analysis, reflection, or application (not just agreement or summary)
- Use respectful, academic language

Participation Tips

- Spread your posts out throughout the week to meet the minimum day requirement.
- Log in early in the week to read discussion prompts and plan your responses.
- Review your classmates' contributions and refer back to previous posts in your replies.
- If you're unsure what to post, ask a question, connect with your own experience, or cite the lecture or textbook.

Late or Incomplete Participation

- Posts submitted after the weekly deadline may not be eligible for full credit.
- Failure to meet the minimum number of posts or days may result in a deduction.
- If you experience an emergency, contact your instructor or advising team as soon as possible.

Academic Integrity & Student Identity Verification

Dunlap-Stone University is committed to upholding the highest standards of academic integrity. As a student, you are expected to complete your own work, cite all sources accurately, and maintain honesty in all academic interactions. Academic integrity is not only a core institutional value—it is essential to your credibility and success as a professional. Carefully review the Academic Integrity Policy .
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What Violates Academic Integrity?

Examples of academic dishonesty include (but are not limited to):

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- Submitting work that is not your own, including assignments generated by AI or purchased from third parties
 - Copying or paraphrasing another source without proper citation
 - Using unauthorized assistance on quizzes or exams
 - Falsifying data, citations, or academic records
 - Submitting the same work in more than one course without prior approval

Your Responsibilities

By accessing the online classroom using your unique login credentials, you affirm that:

- You are the individual enrolled in the course
- All submitted work is your own, unless collaboration is explicitly permitted
- You will uphold DSU's academic integrity standards throughout your studies

Students are encouraged to review and apply proper citation practices, ask questions if unsure, and seek support early to avoid unintentional violations.

Consequences

Violations of academic integrity are taken seriously and may result in:

- A reduced grade or zero on the assignment
- Failing the course
- Academic probation or dismissal from the university

All violations are documented and reviewed according to DSU's official policy.

Intellectual Property Notice

Unless otherwise noted, materials within the classroom belong to the noted copyright holder. There is no expectation of privacy or ownership of the posting of the students or faculty members. Please use good judgment when posting within the classroom. In some courses, you may wish to carefully consider what information you choose to disclose about your organization or your organization's activities. Contact your organization's legal representation for more information about your company's intellectual property and disclosure rules. Refer to the catalog for more information about the expectations of student behavior.

Study Suggestions and Estimated Time to Complete Work

Depending on the level of this course and the number of credit hours assigned for this course, the estimated time to complete work varies. Each credit hour assigned in this course has been designed to represent 15 hours of direct engagement with course materials and 30 hours of preparation. This course is three credit hours in length and therefore represents 45 hours of engagement and 90 hours of preparation. **In a six week course, you should spend about 7.5 hours working in the classroom and about 15 hours in preparation.** You may need more or less time to complete this course.

Preparation can be classified in a number of ways. Reading assignments are based on the number of pages you are expected to read each week and the level of complexity of those reading materials (whether they contain a large number of technical terms or difficult concepts). Written assignments are generally based upon the number of pages you are expected to produce as noted in the assignment description. Studying for exams is estimated by the number of hours you would be expected to spend reviewing materials.

Direct engagement includes reviewing websites, posting and participating in discussion forums, reading materials, listening to audio content, and taking exams.

Student Success Strategies

Please carefully review the following information. Please reach out to your advisor or faculty member with any questions.

Week 1:



General

Under the “General” heading, review this syllabus thoroughly and make sure you understand the course expectations and how to navigate the classroom. Note the course learning outcomes and the link to Library services. Additional supplementary materials may be posted in this section.



Please post your bio here

Post a brief introduction and biographical information introducing yourself to your peers and instructor.



News forum

Review any posts from your instructor or announcements in the News Forum.

Weekly:

You may wish to review your personal and professional obligations each week and designate what times you can schedule to complete the week’s coursework.



Week 1: Reading Assignment and Lecture

Review the “Reading Assignment and Lecture” section of the classroom for the week and plan your activities for the week.

1. Week 1 Reading Assignments

2. Week 1 Lecture

Reading the lecture, textbook, and supplemental materials. Review the required and supplemental readings for the week. This may include a textbook, articles, videos, additional documents, a lecture, etc. Confirm that you have all of the assigned readings and can access any supplemental materials noted.



Week 1 Discussion Forum

Participate in discussion forums. To meet the discussion question and participation requirements for this course, you should answer the designated number of questions completely, referencing your reading whenever possible. Be sure to read each of your classmates’ post, commenting meaningfully whenever possible and review your instructor’s posts within the discussion questions as well. This is an opportunity to bring in your experiences and demonstrate your understanding of the course materials.

Affirming Participation and Discussion Question Completion

Each week, you will affirm your completion of at least 4 direct posts to discussion questions and participation over at least 5 days.

 Week 1 Discussion Grade

 Week 1 Participation Grade

Click on the corresponding assignment, then attest in the text box your compliance and submit.

Completing and submitting assignments. Assignments are submitted through the Moodle assignment description.

 Week 1 Assignment

Before submitting your assignment, carefully review the assignment and any rubrics that are included for grading. Read through your submission carefully, checking for errors in grammar or spelling and to ensure that the content fully addresses the assignment. Give yourself extra time for a thorough review. Most assignments are due no later than midnight on Wednesday at the end of each week.

 End of Course Survey

Complete the end of course survey in your final week.

Learning Outcomes Alignment	U-C Critical Thinking: Competency in critical analysis and reasoning includes the ability to arrive at reasoned and supportable conclusions using sound research techniques, including inference, analysis and interpretation.
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Important Policies	• Academic Integrity Policy • Student Code of Conduct • Student Bill of Rights • Student Complaint and Grievance Policy • Accessibility and ADA Accommodations Policy • Non-Discrimination and Title IX Policy • Student Records and Privacy (FERPA) Policy
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DSU Contact Information	Dunlap-Stone University 16165 N 83rd Ave, Ste 200 Peoria AZ 85382	602.648.5750 info@dunlap-stone.edu www.dunlap-stone.edu
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Course Matrix

Week 1	TRD-319-1a: Define voluntary and involuntary disclosures within the context of U.S. export regulations. TRD-319-1b: Identify key regulatory sources governing disclosure under ITAR and EAR.	Post your bio Read lecture and assigned readings Participation (5 points) Discussion Questions (4 points) Assignment 1 (15 points)	24 points
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	TRD-319-1c: Compare the purpose, process, and consequences of voluntary versus directed disclosures. TRD-319-1d: Draft an initial section of a disclosure handbook that clearly outlines definitions and potential triggering scenarios.		
Week 2	TRD-319-2a: Identify common risk indicators and red flags for potential export violations. TRD-319-2b: Explain internal roles and responsibilities in identifying and reporting violations. TRD-319-2c: Interpret government guidance on when a potential violation may require disclosure. TRD-319-2d: Draft a risk identification and escalation process tailored to an organizational context.	Read lecture and assigned readings Participation (5 points) Discussion Questions (4 points) Assignment 1 (15 points)	24 points
Week 3	TRD-319-3a: Identify the core components and required content of a voluntary self-disclosure under ITAR and EAR. TRD-319-3b: Compare the procedural guidance provided by BIS and DDTC for voluntary disclosures. TRD-319-3c: Develop a checklist or internal procedure for preparing and reviewing a VSD. TRD-319-3d: Draft a practical handbook section that guides staff through initiating and assembling a VSD.	Read lecture and assigned readings Participation (5 points) Discussion Questions (4 points) Assignment 1 (15 points)	24 points
Week 4	TRD-319-4a: Explain how export control investigations are initiated and conducted by U.S. regulatory agencies. TRD-319-4b: Describe the differences between a voluntary disclosure and a directed or compelled disclosure. TRD-319-4c: Identify internal procedures and roles necessary to respond to agency inquiries or subpoenas. TRD-319-4d: Draft a practical handbook section outlining how to respond to a directed disclosure or investigation.	Read lecture and assigned readings Participation (5 points) Discussion Questions (4 points) Assignment 1 (15 points)	24 points
Week 5	TRD-319-5a: Interpret enforcement case outcomes to identify key risk and compliance trends. TRD-319-5b: Evaluate how disclosure strategy can reduce penalties or improve regulatory outcomes. TRD-319-5c: Extract lessons from enforcement actions to inform organizational policy. TRD-319-5d: Draft a handbook section summarizing enforcement insights and guiding future disclosure decisions.	Read lecture and assigned readings Participation (5 points) Discussion Questions (4 points) Assignment 1 (15 points)	24 points

Week 6	TRD-319-6a: Synthesize disclosure regulations, agency guidance, and enforcement insights into a cohesive compliance resource. TRD-319-6b: Align escalation, reporting, and decision-making procedures within an organizational framework. TRD-319-6c: Demonstrate practical readiness to manage export control disclosures. TRD-319-6d: Reflect on how disclosure procedures can be effectively introduced, maintained, and improved over time.	Read lecture and assigned readings Participation (5 points) Discussion Questions (4 points) Assignment 1 (25 points)	34 points
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