Capstone Course in Emergency Management
EADP 4080 (001)

Instructor: Dr. Laura Siebeneck
Office Location: Chilton 122F
Semester: Spring 2018
Office Hours: Tuesday 10-2
Course Schedule: M 6:00-8:50
Course Location: Wooten Hall 115
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Prerequisites: EADP 3010, 3035, 3045. Students should be in the last 2 semesters of the program.

Course Description:
This course provides a synthesis of emergency and disaster management concepts and perspectives covered in the core EADP classes. Case studies of disasters are emphasized to provide real-world examples of applied principles. This class will include readings and discussions related to the current theoretical approaches and trends in the field. Students will be expected to creatively analyze these theories and trends in order to make informed and thoughtful contributions to classroom discussion. Specific topics covered in this course include policies that have significance on the day-to-day operations of emergency management organizations, decision-making and ethics in the field and current challenges the new generation will face in their careers.

Course Objectives:
1. Students will be expected to demonstrate a comprehensive understanding of the current and emerging issues related to the field of emergency management.
2. Apply basic principles of emergency management to topical issues confronting the field.
3. Develop and refine skill sets essential to enter and contribute to the emergency management profession.
4. Possess the skills and confidence necessary to their roles and responsibilities in the field of emergency management.

Course Readings
All readings for this course will be posted on Blackboard. A list of weekly readings is provided at the end of the syllabus. Any changes to the readings will be noted in class.

Readings
Students are expected to complete all required readings prior to the corresponding topic’s class period. In other words, come to class appraised and prepared to discuss the readings.

Grading Scale
A: ≥90%  B: 89-80%  C: 79-70%  D:69-60%  F <60%
Grading
25% Quizzes
15% Policy / Program Training
20% Research Article Summary and Presentation
20% Midterm Exam
20% Final Exam
Total: 100%

Quizzes
Throughout the semester, 10 quizzes will be given at random to ensure you are keeping up with the readings and class discussions. I will only count your 8 highest scores, thus dropping the 2 lowest scores. Because of this, no make-up quizzes will be allowed. These quizzes will be open notes, open readings, but use of the Internet is now allowed during quiz time (e.g. googling answers, communicating via Facebook, social media, text, etc.)

Policy Training
In teams of two, each student will lead the class in one mini-training session over a policy or program relevant to the field of emergency management. Students will sign up for a policy and presentation date the first and second weeks of class. More details about this assignment are included at the end of the syllabus.

Research Article Summary
Each students is required to prepare and submit a two-page summary of a scholarly research article that identifies (1) the primary research question/s, (2) describes the methodology, (3) summarizes major findings, (4) discusses the major strengths and weaknesses of the article, and (4) offers ideas into how the findings of this study could inform practice in the field. Example of scholarly journals include International Journal of Mass Emergencies and Disasters, Journal of Contingencies and Crisis Management, Natural Hazards, Natural Hazards Review, Journal of Emergency Management, Risk Analysis and many others. Each written summary should be 12 pt, single spaced, 1, inch margins all around and no cover page. The article summary is due March 26. On that day, students will deliver a brief 5-7 minutes presentation in class. Depending on time, we may extend into April 2. The presentations should follow the structure of the research summary. The evaluation sheet for this assignment will be provided in blackboard before the presentation date.

Late papers will be accepted up to 1 week past the original deadline at a penalty of 5% per day, including weekends. Additionally you must deliver your presentation on the scheduled date. Changes to the presentation schedule may be made only for valid excuses and with prior notification.

Midterm and Final Exam
To encourage you to keep up with the readings, lectures, and documentaries, a midterm and final exam will be given. The midterm exam is scheduled for March 5th and the final exam will be May 7th from 6:00 to 8:00 p.m. These exams will consist of a combination of true/false, multiple-choice, short answer, and short essay questions. The final exam will be cumulative. Exams must be completed on the scheduled exam date. Exam make-ups and rescheduled exams will be limited to special circumstances (e.g. illness, death in the family, etc.) and with prior notification only. Make-up exams, if granted, will be different than the one given in class.
Attendance and Participation
Attendance is expected. Students are expected to arrive at class on time and to stay the entire class. This class meets only once a week and students should be aware that a significant number of absences will make it difficult to pass the course. If you have to miss class for any reason, please arrange to get notes from a fellow classmate. All material covered in class is important.

Students are also expected to come to class prepared for discussion. You will be expected to provide thoughtful contribution in both smaller discussion groups and class discussion.

E-Mail
Students are welcome – and encouraged – to contact me using e-mail if they have any questions or would like make an appointment to see me outside of scheduled office hours. I generally respond to e-mails within 24 hours of receiving them, however, I may take more time to reply during weekends or holidays.

All students are REQUIRED to have a UNT e-mail address. All e-mailed notifications pertaining to this class will be sent through those channels. In other words, if you do not have an account set up at UNT, you may miss out on important information. It is the responsibility of the student to have this account set up.

Students are expected to maintain a high level of professionalism when writing e-mails. E-mails should include a proper salutation, use complete sentences, and conclude with the sender’s signature. Also please indicate what class and section you are in. E-mails should not resemble a text message (i.e. C U L8 R). Students are training to be emergency management professionals who will one day represent UNT and the EADP program. Any e-mails that are informal or unprofessional will not receive a response.

Department Mailbox
If you need to turn in an assignment outside of class time, you may bring the assignment to the EMDS located in Room 122 in Chilton Hall during regular office hours (9-5). Please ask the assistant at the front desk to time stamp the assignment and to place it in the mailbox. It is also a good idea to e-mail me to confirm that I received the assignment. If the assignment is not time stamped and is turned in late, points will be deducted based on the day I retrieve it from the mailbox.

Cheating and Plagiarism
As future emergency management officials, it is imperative to maintain the upmost level of integrity and honesty. Your actions are not only a reflection of your character, but the reputation of this program and university. Cheating and plagiarism will not be tolerated. The UNT definition and policy on cheating and plagiarism is found at the end of the syllabus. Plagiarism.Org, expands this definition to include:

- Turning in someone else’s work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of the quotation
- Changing words by copying the sentence structure
• Copying so many words or ideas from a source that it makes up the majority of the work, whether you give it credit or not (i.e. copying and pasting from a variety of sources and calling it your own, even if you use citations.)

At a minimum, any student caught cheating or plagiarizing on any assignment or exam will receive a zero and a full letter grade reduction in the course. The instructor also reserves the right to assign the student an automatic F in the course. All instances of cheating or plagiarism will be reported to the Department and University for further disciplinary action. Cheating and plagiarism are serious offenses and are unbecoming of future emergency managers and leaders of our communities. Engaging in this behavior not only reflects poorly on the student, but the department and University as well. There are no second chances. Please, if you have any questions about whether you are citing sources correctly or if you are unsure whether you are plagiarizing or not, come see me before you hand in the assignment. I am more than happy to help.

Student Behavior
All students are expected to conduct themselves in a professional manner at all times. Students are expected to be respectful to the instructor, fellow classmates, and guest speakers. Any behavior that is disruptive or disrespectful – including but not limited to – talking when the instructor or fellow classmate is speaking, listening to your i-pod, surfing the internet, checking Facebook, texting, talking on your cell phone, sleeping, etc. – will not be tolerated and the student will be asked to correct the behavior and/or asked leave the class. Additionally, no tobacco use of any form is permitted in class. Repeated offenses will result in a meeting with our program director and/or reporting to the College and University.

UNIVERSITY AND DEPARTMENT POLICIES

End of the Semester Evaluations

Required: The dates students can complete the Student Evaluation of Teaching Effectiveness are November 18 - December 8. This is your opportunity to evaluate the instructor. Students can complete the on-line course evaluation at my.unt.edu

RELEVANT POLICIES TO THIS COURSE

CHEATING AND PLAGIARISM
Academic integrity emanates from a culture that embraces the core values of trust and honesty necessary for full learning to occur. As a student-centered public research university, the University of North Texas promotes the integrity of the learning process by establishing and enforcing academic standards. Academic dishonesty breaches the mutual trust necessary in an academic environment and undermines all scholarship. UNT Policy 06.003 defines cheating as “the use of unauthorized assistance in an academic
exercise” and plagiarism as the “use of another’s thoughts or words without proper attribution in any academic exercise, regardless of the student’s intent.” Cases of academic dishonesty will be handled in accordance with UNT Policy 06.003 Student Standards of Academic Integrity and in accordance with the process outlined by the Office of Academic Integrity (http://facultysuccess.unt.edu/academic-integrity).

**DISABILITY ACCOMMODATION**
The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class.

Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323.

**ACCEPTABLE STUDENT BEHAVIOR**
Student behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu

**PORTABLE ELECTRONIC DEVICES IN THE CLASSROOM**
When used appropriately, certain technologies, such as laptop computers, tablets, and smartphones, can enhance the university classroom experience. They also increasingly play a role in promoting campus safety by allowing students to receive severe weather alerts and other important risk information. However, when used inappropriately those same technologies can become a distraction to the individual user, other students, and the instructor. Thus, while students may use portable electronic devices for taking class notes, searching the web for class-related content and resources, and receiving risk warnings and alerts, they may not be used for conducting personal communications (e.g., texting and e-mailing), accessing social media, or any other non-academic purposes. In the event that a student’s use of portable electronic devices causes a distraction, he or she will first be asked to refrain from such use, and, if the problem persists, will be asked to leave the classroom.
TENTATIVE COURSE SCHEDULE

Below is a tentative schedule for the course. Every effort will be made to adhere to this schedule; however, the schedule may change depending on the needs of the class. Any changes to the schedule will be addressed in class.

January 22
- Introduction to the Course and Students
- Review Principles of Emergency Management
- Skills: How to conduct training.

January 29
- Emergency Management Core Competencies (Old and New)
- The Professionalization of the Field

February 5
- Bridging the Gap between Research and Practice.
- How to Read a Journal Article
- Guest Speaker: Mr. Lavern “Bullett” Young. Regional Operations Chief, FEMA Region 6.

February 12
- Higher Education and Emergency Management Graduate School Programs – What to Look For?
- Benefits of Conferences

February 19
- Emergency Management Law and Policy
- Guest Speaker: Mr. William Gribble, J.D. and EADP Alumn

February 26
- Principles of Project Management

March 5th
- Midterm Exam

March 12th
- Spring Break -- No Class 😊

March 19
- Vulnerability and Resilience in EM
- Guest Speaker: Ben Buchannan. Hazard Mitigation Community Planner, FEMA Region 6.
March 26  Research Article Presentations

April 2  Decision-Making in Crises and Disasters

April 9  Topic TBD

April 16  Black Swan Events- Planning for Low Probability/High Impact Events
          Guest Speaker: Ms. Tiffany Reid. Emergency Management Specialist, City of Dallas.

April 23  Climate Adaptation and its Emerging Role in Emergency Management
          Guest Speaker: Ms. Charla Marchuk, Floodplain Management and Insurance Specialist, FEMA Region 6.

April 30  Changing Demographics and Diversity in Emergency Management
          Course Review

May 7    **Final Exam** 6:00-8:00 Wooten Hall 117
Policy and Program Training:

Each student will lead the class in one mini-training session over a policy or program relevant to the field of emergency management. Students will sign up for a policy and presentation date the first week of class. Each training session should be 10-12 minutes long and will include:

1) A description of the policy. In other words, what is the policy?
2) A brief background about the policy. What lead to this policy being implemented?
3) What impact does this policy have on mitigation, preparedness, response, and/or recovery?
4) How does this policy impact the day-to-day functions in the field of emergency management?
5) What are the strengths and weaknesses (praises / criticisms) of this policy?

Students will also be required to provide a minimum 1 page handout covering the material included in your mini-training session to the entire class. This means you will need to bring 38 copies of the handout. I am happy to print the handout for you; however, I will need a digital copy of the handout no later than 12 pm on the day of your scheduled presentation. This handout should include a description of the policy and highlight the major components of the policy. You should remember to cite the sources you used to gather information for your presentation and handout. This should be a handout you create – not one re-printed from EMI, FEMA, DHS, etc.

Feel free to be creative when planning your training session. In addition to the handout, you can give the class a quiz, facilitate discussion, lead an activity, etc. It’s your stage for 15 minutes. Just be sure you meet the five objectives noted above.

Your grade will be calculated on the quality of your presentation (60%) and the quality of your handout (40%). A grading rubric for the presentation will be posted on Blackboard.

You must present on your scheduled day. Changes may be made only for valid excuses and with prior notification.

If you miss a classmate’s presentation, you will be responsible for tracking down any extra handouts. Please do not wait until the last minute to do this.
Reading Schedule

Below is are the readings assigned for this course. Any updates to the reading schedule will be communicated in class and on Blackboard.

January 22 - None

January 29 - Original and Updated Competencies in Emergency Management (FEMA Higher ED)


February 19 - TBD


March 5 – None

March 19 - TBD

March 26 – None


April 9 - TBD


April 23 - TBD