Course Syllabus Spring 2015

**Technology in Emergency Management**

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| **Instructor**: Dr. Ron Timmons**Office**: CH 204H**Phone**: 940-565-2213**Email**: Ronald.Timmons@unt.edu**Office Hours**: 2PM-4PM Wednesdays at CH 204H | **Course Number:** EADP 4060**Section:** 001**Day: Tuesday****Time:** 2:00 PM to 4:50 PM**Location:** Wooten 215 |

**Course Description**

An examination of the use of technology and computers in emergency management. Topics include software, hardware, information management, communication equipment and future innovations. This course will provide a background for understanding how technology is being applied in emergency preparedness, response, recovery and mitigation. Examples of current and emerging technology applications will be illustrated along with an explanation of critical issues associated with these technology applications.

**Course Objectives**

* To clarify the nature and extent of current and emerging technology and its use in emergency management
* Incorporate technological theories and concepts into real world applications associated with disaster management
* To demonstrate technology applications and their role in emergency planning, response, recovery and mitigation
* Enhance understanding of the challenges and opportunities inherent in technology tools for emergency management professionals

**Course Text and Reference Materials**

Technology in Emergency Management, by John C. Pine; Hoboken, NJ: Wiley, ©2007, ISBN 0471789739 or 9780471789734, will be referenced regularly in class. It is not a required text, but periodic access will enhance your understanding of basic course principles.

Required readings will be available on the course Blackboard site. Readings have been selected from various professional journals and government publications. Students should be prepared to discuss the materials during class.

A portion of classes will be dedicated to the discussion of current events related to the field of emergency management. Students should monitor the media and come prepared to discuss relevant events.

**Lectures:** Lectures will cover a variety of material including the assigned readings. If you miss a class you are responsible for obtaining missed notes from your classmates.

**GENERAL COURSE POLICIES**

**Syllabus Changes:** This syllabus may be modified as needed to enhance the learning process. Students will be given advanced notice of the changes.

# Course Structure, Requirements, and Grading Criteria: A combination of lecture, discussion, and classroom activities will be utilized for the class sessions. Pertinent subject matter will be introduced and tied with the various readings on a topic, but you will be expected to actively participate in discussions. You are expected to complete all required reading assignments prior to attending class.

**Reading Assignments:** Reading assignments should be completed in advance and class members should be prepared to participate in class discussions. Material from reading assignments will be incorporated into exams even if the material is not directly covered during a lecture.

**Assignments:** All assignments will be submitted at the beginning of the class on the assigned due date. Assignments submitted after the due date will be reduced by one letter grade per day for a maximum of four days. Individual exceptions to this policy may be considered, but only if an exception is requested in advance, is legitimate, and is well documented.

**Attendance and Promptness:** Students are expected to attend class and partici­pate in course discussions. Attendance includes arriving on time and remaining for the entire class period. Students are expected to be prepared for class to begin at the appointed time. Regular attendance and active participation will provide the margin of difference for students on the borderline between final grades.

**Email Communications:** All email correspondence should be directed to the instructor’s primary email address (**Ronald.Timmons@unt.edu**). Information regarding grades may only be sent via a UNT email address. Blackboard messaging will be used to disseminate information but not for routine or time sensitive email communication.

**Blackboard:** The course Blackboard site will be used to post the syllabus, course materials, readings, and changes in class schedule. Students are encouraged to check the Blackboard website on a regular basis. The Blackboard email tool will be used for official class announcements.

**Respect for fellow students, the field, and the instructor:** Although some of the issues covered can be controversial and may evoke an emotional response, please treat other students respectfully. When a lecture is underway or a student question is being addressed, your full attention is expected. This means no side conversations or in any way distracting the class from the lecture/discussion. Please wait your turn if you would like to contribute to the discussion.

**Computers and Electronic Devices:** Technology use must enhance our classroom experience and not distract from it. Use of a computer or other personal wireless device during class must be restricted to taking notes or following the posted presentation. Please do not surf the web, update your Facebook status, tweet, answer emails, or view entertainment programs or sporting events during class. This conduct is very distractive to other students. Violations of this policy will result in the student being restricted from using a computer during class and/or a grade deduction.

**Food and beverages:** Please do not bring food into the classroom. Drinks are allowed but must be in closed containers. If you spill something please clean it up immediately.

**East Classroom Building Policy:** The East Classroom Building (ECB) may be used occasionally as a lab for this class. The building is normally not occupied and is locked and alarmed unless a lab is scheduled.

**Evacuation Procedures**: In the event it is necessary to rapidly vacate the ECB due a threat (i.e. fire, bomb threat, weather, etc.) students will immediately evacuate the building and move to the parking lot to the north of the building (between the ECB and the Speech and Hearing Clinic Building). If Wooten Hall is evacuated, meet in the ground level of the Highland Street Garage (taller of the two nearby garages.)

**GRADING STRUCTURE**

The weighting of the course elements for the semester grade is as follows:

* Class Attendance and Participation 10 pts
* FEMA Independent Study Courses 10 pts
* Quiz(zes) 10 pts
* Mid-Term Exam 25 pts
* Final Exam 20 pts
* Project Paper 25 pts

 Total 100 pts

A point scale will be used for grading (i.e. 90 – 100 = A; 80 - 89 = B; 70 - 79 = C; 60 - 69 = D; below 60= F). The right to alter this grading scheme is reserved should the need arise. Any alterations will however be discussed with the class.

**Specific Course Requirements**

1. **Attendance and Participation:** Attendance is mandatory and will be documented. Students are to advise the instructor by email during the first four weeks of the semester regarded anticipated, unavoidable, planned absences for the whole semester. Unexcused absences will result in the reduction of points for attendance.
2. **Exams:** A mid-term exam and a final exam will be administered during the course. The time of the final exam is listed on the schedule. The exams questions will be based upon material and information introduced during lectures, readings, and assigned reference materials. The exams may include true/false, multiple choices, short answer, and essay questions. Make-up examinations will only be approved under emergency circumstances. If you must miss an exam due to an emergency, the instructor must be notified by email or phone prior to the exam. Make up exams will be composed of questions different from the regular exam.
3. **FEMA Independent Study Certifications and Briefings**

You will be required to complete the two specific FEMA online independent study courses during this semester. Certificates of completion must be submitted by the dates indicated.

1. **Project Paper:**

Each student will prepare a six to eight page research project paper on a topic relevant to the course and give a six minute class presentation. This assignment provides an opportunity to select a topic of personal interest and research it to determine the present state of the technology, and the potential future applications, opportunities and issues. Topic examples could be: *Use of Drones in Emergency Management, WebEOC in Texas, Future Weather Monitoring Technologies, Technical Applications Aiding Disaster Relief, Social Media Pitfalls and Opportunities, or Wireless Applications for Disaster Relief and Recovery*. You are free to propose other relevant topics in your research proposal. The student is to provide the instructor an electronic copy as well as a paper copy to turn in.

The project paper has three important milestones:

1. Written research proposal and outline, due February 17 – a one page document stating the title of your paper and an outline, including at least five broad categories or chapters for your paper.
2. The research paper itself is due April 28, at the start of class. Late submission will be penalized.
3. A six minute presentation to the class on or after April 28, summarizing your major findings and updating your classmates on the topic you studied.

Grading will be based on the completeness and quality of your written product and oral presentation.

The text must be in the six to eight page-range, excluding cover page and bibliography.

Writing Requirements

1. Use standard English; write succinctly and professionally. Use 12 point Times New Roman font. Double space the paper using 1 inch margins. Provide stapled pages without hard cover.
2. Avoid long quotation passages. No more than 20 percent of the content is to be from external sources, even if properly cited. This assignment is about you summarizing the present state of the topic and interjecting what you think about the given subject, based on your research. Simply restating, rearranging and/or editing the words of others is not sufficient in a college research paper.
3. Proofread your papers. This doesn’t simply mean spell check. Words that otherwise exist but do not belong in the context of a passage are common errors. Also, ask someone else to proofread your paper before you hand it in.
4. Acronyms, and there are a bunch of them in our field – spell out the first time used followed by the acronym in parenthesis. You can then use the acronym in the remainder of the paper.
5. Too much capitalization. Emergency management should not be capitalized. Titles are not capitalized unless used before a name. Ex. President Bush created the Department of Homeland Security (DHS) following 9/11 would be correct. This restructuring meant that the Federal Emergency Management Agency (FEMA) was placed under DHS and no longer reported directly to the president as a cabinet agency.
6. In general, single digit numbers such as “one” should be spelled out. Larger numbers such as 22 do not need to be spelled out. There are variations to this such as consistency within a sentence. For example: FEMA was only one of twenty-two agencies placed within DHS.
7. Refereed journals provide the best sources– that means it is from a scholarly journal that is peer reviewed before articles are published. Periodicals such as news magazines, newspapers, and blogs are not refereed journals, and therefore should be used sparingly.
8. Use of web sites – much of the same principle applies as that with refereed journals. Official government websites can provide information but there are many websites out there that have no quality control mechanisms in place for material that is on the site. Be wary of using such sites and limit them in your bibliography. You must provide the specific web address for the material you are using as a reference. Make sure it works. The reader should be able to type in the address and find the same page(s) you were looking at for the information for your paper.
9. Cite references within the text using the (author, date) style of referencing. Page numbers are not necessary for a reference in the text unless it is a quote. At a minimum be consistent in the referencing style you use. If you need examples of citation styles, use an emergency management journal to provide examples.
10. Alphabetize the bibliography as a separate page(s) at the end of your paper.
11. Include a title page with your name on it. Do not use headers or footers in the paper other than for page numbers. Do not number the title page; the first page of text begins with 1. Put the page numbers at the bottom of the page, center or right margin.

**Class Schedule and Lectures (May be adjusted as needed)**

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| **January 20** | **Welcome & Introductions** |
| Class requirements and expectationsAmeriCorps National Civilian Community Corps |
| **January 27** | Emergency Management Support SystemsSituational awareness -Web Cams 911/Computer Aided Dispatch (CAD) |
| Reference: Pine, chapter 1 |
| **February 3** | Internet, Social Media, Remote SensingCollege Research Overview |
| Reference: Pine, chapter 2 |
| **February 10** | Data Mining-Fusion, Data recovery |
| Reference: Pine, chapter 3 |
| **February 17** | GIS, GPS* FEMA Independent Study Certification due: IS-922, Applications of GIS for Emergency Management
* Written research proposal and outline (one page), due
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| Reference: Pine, chapter 4 |

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| **February 24** | Weather RADAR |
| Reference: Pine, chapter 5 |
| **March 3** | Incident Communications, Ad Hoc Scene Communications, Alternative Communications |
| Reference: Pine, chapter 6 |
| **March 10****(March 17** | **Mid Term Exam** |
| **Spring Break)** |
| **March 24** | E-Plan, ALOHA Modeling |
| Reference: Pine, chapter 7 |
| **March 31** | Public Alerting**FEMA Independent Study Certifications** **due**: IS-247.a: Integrated Public Alert and Warning System (IPAWS) |
| Reference: Pine, chapter 8 |
| **April 7** | Incident Management, WebEOC, Digital Sandbox, Damage assessment  |
| Reference: Pine, chapter 9 |
| **April 14** | Backup Systems, Disaster Recovery |
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| **April 21** | Future, Drones, Robotics |
| Reference: Pine, chapter 10 |
| **April 28** | Project Paper PresentationsProject Paper Due – Email to Instructor, plus hardcopy |
| **May 5** | Project Paper Presentations |
| **May 12** | **Final Exam,** special time: 1:30 p.m. - 3:30 p.m., Wooten 215 |

*University of North Texas*

Department of Public Administration

**Emergency Administration and Planning**

**UNIVERSITY AND DEPARTMENT POLICIES**

**Disability Accommodation**

The Emergency Administration and Planning Program, in cooperation with the Office of Disability Accommodations (ODA), complies with the *Americans with Disabilities Act* in making reasonable accommodations for qualified students with disabilities. **Please present your written accommodation request to the instructor within the first two weeks of the semester.** Students registered with the ODA may present the Special Accommodation Request from that office in lieu of a written statement.

## *Cheating and Plagiarism*

***Definitions***

The UNT Code of Student Conduct and Discipline defines cheating and plagiarism “as the use of unauthorized books, notes, or otherwise securing help in a test; copying others’ tests, assignments, reports, or term papers; representing the work of another as one’s own; collaborating without authority with another student during an examination or in preparing academic work; or otherwise practicing scholastic dishonesty.”

***Penalties***

Normally, the minimum penalty for cheating or plagiarism is a grade of “F” in the course. In the case of graduate department exams, the minimum penalty shall be failure of all fields of the exam. Determination of cheating or plagiarism shall be made by the instructor in the course, or by the department faculty in the case of departmental exams.

Cases of cheating or plagiarism on graduate departmental exams, problem papers, theses, or dissertations shall automatically be referred to the departmental Curriculum and Degree Program[s] Committee. Cases of cheating of plagiarism in ordinary course work may, at the discretion of the instructor, be referred to the Curriculum and Degree Program[s] Committee in the case of either graduate or undergraduate students. This committee, acting as an agent of the Department, shall impose further penalties, or recommend further penalties to the Dean of Students, if they determine that the case warrants it. In all cases, the Dean of Students shall be informed in writing of the case.

#### Appeals

Students may appeal any decision under this policy by following the procedures laid down in the UNT Code of Student Conduct and Discipline.

**Policy on Student Behavior in the Classroom**

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 Center for Student Rights and Responsibilities 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.unt.edu/csrr](http://www.unt.edu/csrr).

**EADP POLICIES**

**PLAGIARISM:**

Professors in the EADP Program will not tolerate any form of academic dishonesty among students in the major. According to the 2005-06 UNT Undergraduate Catalogue (p. 107):

“The term ‘plagiarism’ includes, but is not limited to:

1. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement; and
2. the knowing or negligent unacknowledged use of material prepared by another person or agency engaged in the selling of term papers or other academic materials.”

**Examples of plagiarism include:**

* purchasing term papers from Internet sources and turning them in to meet assignment requirements
* **downloading or copying material from the Internet and presenting it as your own work**
* using sentences, quotes, statistics or other information from books or journals without citing the source(s) in papers
* incorporating novel ideas, concepts or phrases into papers without giving credit to the original author
* having someone else write a paper for you

Failure to comply with this policy on plagiarism may result in a failing grade on the assignment or paper, a failing grade in the class, dismissal from the program, and expulsion from the university.

**When in doubt about what constitutes plagiarism, contact your professor or provide citations!**

**LAPTOPS AND CELL PHONES IN THE CLASSROOM:**

The classroom setting at an institution of higher learning is intended to serve as a venue that permits the transfer of knowledge and facilitates the sharing of ideas. As such, it is imperative that any distractions from these stated objectives be avoided and kept to a minimum. Potential disruptions include modern electronic devices such as laptop computers and cell phones.

Students are allowed to take notes on personal laptop computers to enhance the learning process, but they should not activate their internet browsers during class or use computers for non-academic purposes (as this diverts attention from the lecture/discussion for both the student using it and others nearby). Students should also avoid using cell phones to search the Internet or text while class is in session. All devices must be kept in the silent or vibrate mode to avoid classroom disruption.

Exceptions to this policy will be at the discretion of the faculty only and may occur if searching the Internet is necessary to find additional information or facts related to the subject being covered on that particular day.