

WEST TEXAS A&M UNIVERSITY  
DEPARTMENT OF POLITICAL SCIENCE AND CRIMINAL JUSTICE

**EMA 3310 Introduction to Emergency Management**  
**Web-Based**  
**Fall 2020**

**Instructor:** Dr. Ming Xie (*She | Her | Hers*)

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*NOTE:* I will respond to messages within 24 hours, excluding weekends, holidays, and breaks.

**Office Hours:** Tuesday-Thursday 12:00pm-3:00pm or by appointment

**Required Text:**

Phillips, B. D., Neal, D. M., & Webb, G. R. (2016). *Introduction to emergency management* (2nd ed.). Boca Raton, FL: CRC Press. ISBN: 978-1-4822-4506-6

Additional Readings will be available on WTCClass under the “Readings” tab/folder.

**Course Description:**

Introduction of the basic principles, stakeholders, research, and practical issues associated with risk, emergency, and incident management. Students will gain a comprehensive understanding of the key terms, disaster phases, current challenges, popular myths, and practical solutions.

**Students in the course will have a range of different perspectives based on their previous study and their personal experiences, and people with different perspectives are especially encouraged to contribute to our discussions.** The readings are designed to encourage critical thinking while also providing the basis for an initial understanding of emergency management.

**Course Objectives:**

Upon completion of the course, students should gain knowledge of:

- The components of emergency management
- Different “risks” in emergency management and other disciplines
- The evolution of incidence management

**Program Learning Outcomes:**

Students are expected to have the knowledge base for higher-level EMA courses and be ready for analytic, critical, and philosophical discussions in the program.

## Course Requirements:

- **Weekly Discussions (25%)**

This course is structured around weekly tasks that involve reading a chapter of the textbook, viewing the lectures, and participating in ten (10) discussions with your classmates in the expectation your workload will remain relatively constant throughout the semester. Each week's materials will be posted on WTCClass at the beginning of the week.

There are 10 discussion board questions posted throughout the semester. Each student will answer the question and then respond to at least 3 posts written by classmates.

- **Current Events (15%)**

These assignments require that each student cite a newspaper, magazine, or online article about an Emergency Management topic. For the assignment, include a brief, typed summary of the article, and how it pertains to what we are learning in class. Discuss relevant points contained within the article and how it applies to Emergency Management as well as a reaction. Students will also respond to at least 3 classmates' posts. There are 3 Current Event assignments.

- **Disaster Project (20%)**

For the disaster project students will identify a disaster area in Emergency Management that they would like to learn more about. Chapter 2 in the textbook provides many options to choose from. Here are some examples: Natural disasters, pandemics/epidemics, chemical/radiological/nuclear hazards, terrorism/bioterrorism/cyberterrorism, natechs, hazards from outer space, solar flares etc. Students will complete an outline for the presentation and finally submit a PowerPoint or Prezi presentation.

- **Exams (40%)**

Two exams are given to determine understanding of the course material. Exams will cover all aspects of the course such as readings, lectures, videos, handouts, discussions, and any other course materials uploaded to WTCClass. The course exams consist of multiple-choice, true-false and short answer questions. All students must take all course exams in the week it is posted.

**Exam attempts are timed and each student will only get one attempt to complete the exam.** Typically, there is plenty of time built into the exam for the student to complete all questions. No make-up exams are allowed unless prior arrangements are made. These exams will assess the student's knowledge of textbook and lecture material. Please note that exam questions and answers (after submission) will not be returned to the student.

## Evaluation

Students should be aware that the instructor grades assignments according to the description in the WTAMU Catalog. An A is reserved for those students that have excelled or mastered the material or activity. A B is reserved for those students that have met all required areas and went beyond them with, perhaps, a few mistakes. A C is reserved for those students that met the required elements of the assignment with appropriate effort and went no further. A D is reserved for those students that almost met all of the required elements of the assignment, but with

additional effort would have met them all. Finally, an F is reserved for those students that did not meet the required elements and, obviously did not put forth the required effort.

Every effort is made to make the grading system and rubrics as transparent and fair as possible. You may contest a grade up to one week after it is returned. If you believe that there has been an error on your assignment or exam, please wait 24 hours after receiving the grade. After that period, please submit a written description of the error you believe occurred along with the assignment or exam to the instructor for re-grading. Clerical errors and outright mistakes will be corrected; decisions about the amount of partial credit to give for an answer will not be revisited. Please note that your grade could increase, decrease, or remain the same upon reconsideration.

- **Grading System**

<u>Task</u>	<u>Points</u>
Discussion Questions (10 x 25 points each)	250
Current Events (3 x 50 points each)	150
Disaster Project	200
Exams (2 x 200 points)	400 points
<b>Total</b>	<b>1000 points</b>

- **Grading Scale**

<u>Percentage</u>	<u>Letter Grade</u>
90.0 - 100	A
80.0 - 89.9	B
70.0 - 79.9	C
60.0 - 69.9	D
0 - 59.9	F

### **CoVid 19 Restrictions and Rules**

Current University Requirements: Beginning July 1, unless a health-related exception exists, wearing a face covering is required for all individuals (faculty, staff, students, and visitors) on the campus of West Texas A&M University and campus facilities in the following areas:

- Indoor public areas on campus, including all non-private office or residential spaces, such as lobbies, restrooms, common spaces in residence halls, conference rooms, break rooms, elevators, and related campus-community areas; and
- Outdoor spaces where six feet or more of physical distancing is challenging to maintain reliably. Students will be required to wear a face covering in all classrooms and teaching/research laboratories; however, faculty will not be required to wear face coverings in explicit learning spaces to facilitate clear instruction.

**Current Faculty Senate Statement:** The WT Faculty Senate places the highest priority on the health and safety of our university's students, faculty, and staff. In cooperation and consultation

with Academic Affairs and Dean's Council, Faculty Senate strongly supports that everyone in the WTAMU campus community abide by the provisions, both present and future, set out by system and university administration to maintain health and safety during the COVID-19 pandemic. Further, Faculty Senate calls upon WT faculty to set an example for others by consistently and correctly wearing masks or face coverings while on campus, or at WT-sponsored events, as well as maintain at least six feet of physical distance.

### **Course Policies and Responsibilities**

You will be responsible for assigned readings, quizzes, class lectures/discussions, participation in-class and other assignments.

- **Attendance**

Attendance is important to succeed in this and any course in college. Your attendance is measured by your participation and completion of online activities.

- **Late Work**

Late assignments will automatically be penalized 10% if they are submitted after the due date. Assignments will not be accepted if they are more than 24 hours late without making prior arrangements with the instructor. For example: if an assignment is due on Friday at 11:59 PM turned in on Saturday at 1:00 PM, a B paper would be dropped to a C. If the student does not submit the paper until Monday at 07:00 AM, no credit will be given for the assignment. Please note: The Late Policy does NOT apply to course exams. There are no make-up exams allowed in this course unless prior arrangements are made.

- **Retakes**

If an assignment is returned to the student to be redone, it will be assessed a 15% penalty each time it must be redone. It is in the student's best interest to read/listen to assignment directions carefully so as to complete the assignment correctly the first time.

- **Extra Credit**

Each exam will offer 5 extra credit questions worth 3 points each. This allows for a total of 30 possible extra credit points throughout the semester. No other extra credit will be given on an individual basis.

### **Academic Integrity**

All work must be completed individually unless otherwise stated. Commission of any of the following acts shall constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the exam is given in any subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so. For more information, see the [Code of Student Life](#).

### **Acceptable Student Behavior**

Classroom behavior should not interfere with the instructor's ability to conduct the class or the ability of other students to learn from the instructional program (Code of Student Life).

Unacceptable or disruptive behavior will not be tolerated. Students engaging in unacceptable behavior may be instructed to leave the classroom. Inappropriate behavior may result in disciplinary action or referral to the University's Behavioral Intervention Team. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.

### **ADA Statement**

West Texas A&M University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with [Student Disability Services](#) (SDS) and to contact faculty members in a timely fashion to arrange for suitable accommodations. Contact Information: Student Success Center, CC 106; phone (806) 651-2335.

### **Title IX Statement**

West Texas A&M University is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. Harassment is not acceptable. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:

- WTAMU Title IX Coordinator Richard Webb – Old Sub, **or** call 806.651.3199
  - WTAMU Counseling Services – Classroom Center 116, **or** call 806.651.2340
  - WTAMU Police Department – 806.651.2300, **or** dial 911
  - 24-hour Crisis Hotline – 800.273.8255, **or** 806.359.6699, **or** 800.692.4039
- <https://www.notalone.gov/>

For more information, see the Code of Student Life.

### **Evacuation Statement**

If you receive notice to evacuate the building, please evacuate promptly but in an orderly manner. Evacuation routes are posted in various locations indicating all exits, outside assemble area, location of fire extinguishers, fire alarm pull stations and emergency telephone numbers (651-5000 or 911). In the event an evacuation is necessary: evacuate immediately do not use elevators; take all personal belongings with you; report to outside assembly area and wait for further information; students needing assistance in the evacuation process should bring this to the attention of the instructor at the beginning of the semester.

### **WT Attendance Policy for Core Curriculum Classes**

For the purposes of learning assessment and strategic planning, all students enrolled in Core Curriculum courses at West Texas A&M University must swipe their Buff Gold cards through the card reader installed in the classroom/lab for each class/lab meeting.

## FALL 2020 COURSE CALENDAR

The schedule is tentative and subject to change. Each exam will test students' knowledge of the material that was taught up until 1 week prior to the exam. The Midterm Exam covers chapters 1-6, the Final Exam covers chapters 7-12. However, the applications of knowledge for the Disaster Project will involve applying concepts learned throughout the entire semester, so please don't throw away your notes after the Midterm Exam!

### *Week 1, 08/24 - 08/30: Introduction & the History and Current Status of Emergency Management*

- Introduction to EMA 3310
- Read Chapter 1
- Discussion Question 1 (25 points)
  - Due Monday 8/31 by 11:59pm

#### Learning Objectives:

1. Review and understand the syllabus and course deadlines
2. Review the history of emergency management
3. Think about the underlying debate(s) over emergency management

### *Week 2, 08/31 - 09/06: Working in Emergency Management*

- Read Chapter 2
- Discussion Question 2 (25 points)
  - Due Monday 9/07 by 11:59pm

#### Learning Objectives:

1. Describe the work of an emergency manager
2. Identify and begin to pursue core competencies in EM practice
3. Discuss the types of jobs in which emergency managers typically work

### *Week 3, 09/08 - 09/13: Key Concepts, Definitions, and Perspectives*

- 09/07 Labor Day- No classes
- Read Chapter 3
- Current Event 1 (50 points)
  - Due Monday 9/14 by 11:59pm

#### Learning Objectives:

1. Distinguish among emergency, disaster, and catastrophe
2. Identify the different research traditions in EM and be able to distinguish between them
3. Use the main theories often used to describe and explain human behavior in disaster

### *Week 4, 09/14 - 09/20: Research Methods and the Practice of Emergency Management*

- Read Chapter 4
- Discussion Question 3 (25 points)

- Due Monday 9/21 by 11:59pm

Learning Objectives:

1. Describe the stages of the research process and understand the value of research-based knowledge
2. Provide examples of contributions made by researchers in various fields and scientific disciplines
3. Identify the various methods used to gather data on disasters and provide examples of how they might be used

*Week 5, 09/21 - 09/27: Preparedness*

- Read Chapter 5
- Discussion Question 4 (25 points)
  - Due Monday 9/28 by 11:59pm
- Disaster Project Topic due (entire project worth 200 points)
  - Due Monday 9/28 by 11:59pm

Learning Objectives:

1. Define preparedness and understand its relationship to response, recovery, and mitigation
2. Identify common types of preparedness activities
3. Provide examples of preparedness initiatives at the state, national, and international levels

*Week 6, 09/28 - 10/04: Planning*

- Read Chapter 6
- Discussion Question 5 (25 points)
  - Due Monday 10/05 by 11:59pm

Learning Objectives:

1. Recognize that planning is a process
2. Discover that the planning process creates important social networks
3. Explain why evidence-based planning works

*Week 7, 10/05 - 10/11: Midterm Exam*

- Complete Midterm Exam (Chapters 1-6) (200 points)
  - Due Monday 10/12 by 11:59pm

*Week 8, 10/12 - 10/18: Response*

- Read Chapter 7
- Current Event 2 (50 points)
  - Due Monday 10/19 by 11:59pm

Learning Objectives:

1. Understand the response phase in the context of comprehensive emergency

- management
2. Define the response phase of disasters
  3. Identify some of the major activities of response
  4. Discuss various myths about how individuals, organizations, and communities actually respond to disasters

*Week 9, 10/19 - 10/25: Recovery*

- Read Chapter 8
- Discussion Question 6 (25 points)
  - Due Monday 10/26 by 11:59pm

Learning Objectives:

1. Identify and define various ways to understand recovery
2. List and illustrate common recovery challenges
3. Outline steps in the process of recovery planning
4. Be familiar with the types of social capital available for recovery

*Week 10, 10/26 - 11/01: Mitigation*

- Read Chapter 9
- Discussion Question 7 (25 points)
  - Due Monday 11/02 by 11:59pm
- Disaster Project Outline due (entire project worth 200 points)
  - Due Monday 11/02 by 11:59pm

Learning Objectives:

1. Distinguish between and give examples of structural and nonstructural mitigation
2. Discuss the advantages and disadvantages of various kinds of mitigation measures
3. Link mitigation to a more resilient community that rebounds from disasters
4. Walk through a series of steps in basic mitigation planning

*Week 11, 11/02 - 11/08: Public and Private Sectors*

- Read Chapter 10
- Discussion Question 8 (25 points)
  - Due Monday 11/09 by 11:59pm

Learning Objectives:

1. Describe the role of local, state, and federal government in disaster
2. Illustrate the importance of the private sector's capability to deal with disasters before, during, and after an event
3. Demonstrate that the private and public sectors must work together before, during, and after disasters

*Week 12, 11/09 - 11/15: International and Humanitarian Disaster Relief*

- Read Chapter 11
- Current Event 3 (50 points)

- Due Monday 11/16 by 11:59pm

Learning Objectives:

1. Define culture and understand why cultural sensitivity increases the effectiveness of international disaster relief
2. Identify the key components of culture including language, values, symbols, and norms
3. Illustrate the different kinds of disasters that international sectors, such as pandemics, famines, droughts, or conflicts
4. Understand the differences between disasters of consensus and disasters of conflict

*Week 13, 11/16 - 11/22: The Next Generation of Emergency Managers*

- Read Chapter 12
- Discussion Question 9 (25 points)
  - Due Monday 11/23 by 11:59pm

Learning Objectives:

1. Discuss the future of the profession of emergency management
2. Identify personnel needs within emergency management
3. Articulate reasons for why continuing professional development is essential in this field
4. Know where to look for career opportunities and job openings

*Week 14, 11/23 - 11/29: Disaster Project Week*

- Discussion Question 10 (25 points)
  - Due Monday 11/30 by 11:59pm
- Disaster Project Presentation due (200 points)
  - Due Friday by 11:59pm

*Week 15, 11/30 - 12/05: Final Preparation*

- No assigned material

*Week 16, 12/07 - 12/11: Finals Week*

- Complete Final Exam (Chapters 7-12) (200 points)
  - Due Wednesday 12/09 by 11:59pm