Course Description

Students demonstrate knowledge and understanding of the history, evolution and theoretical concepts, and technologies used in emergency planning and management. Students differentiate disasters and hazards and apply knowledge of the four stage response to disaster preparedness, emergency planning, mitigation response, and recovery. Students demonstrate comprehension of theory and practice in the public sector by writing up a final emergency management policy.

Course Textbook


Course Learning Outcomes

Upon completion of this course, students should be able to:

1. Explain the importance and usefulness of ICS and NIMS in emergency management.
2. Describe what the role of a Public Information Officer is, who this should be, how he or she can be used, and why he or she are important in disaster situations.
3. Develop an after action report and understand the evolution of emergency management policy.
4. Appraise what crisis decision making is, know what to look for, and how to address these situations.
5. Identify and explain the key points in disaster management technology such as GIS, social media, etc.
6. Describe the four stages of emergency management and understand the cyclical nature of these stages.
7. Summarize the importance of including critical thinking and flexibility in emergency management when writing EM policy.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Unit Learning Outcomes:** Each unit contains Unit Learning Outcomes that specify the measurable skills and knowledge students should gain upon completion of the unit.
2. **Unit Lesson:** Each unit contains a Unit Lesson, which discusses lesson material.
3. **Reading Assignments:** Each unit contains Reading Assignments from one or more chapters from the textbook. Suggested Readings are provided in Unit I-VIII Study Guides to aid students in their course of study. The readings themselves are not provided in the course, but students are encouraged to read the resources listed if the opportunity arises as they have valuable information that expands upon the lesson material.
4. **Learning Activities (Non-Graded):** These non-graded Learning Activities are provided in Units I, II, III, V, VI, and VIII to aid students in their course of study.
5. **Unit Assignments:** Students are required to submit for grading Unit Assignments in Units I-VIII. Units I, IV, and VI have two Assignments. Specific information and instructions regarding these assignments are provided below. Grading rubrics are included with all Assignments. Specific information about accessing these rubrics is provided below.
6. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.

7. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

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**CSU Online Library**

The CSU Online Library is available to support your courses and programs. The online library includes databases, journals, e-books, and research guides. These resources are always accessible and can be reached through the library webpage. To access the library, log into the myCSU Student Portal, and click on “CSU Online Library.” You can also access the CSU Online Library from the “My Library” button on the course menu for each course in Blackboard.

The CSU Online Library offers several reference services. E-mail (library@columbiasouthern.edu) and telephone (1.877.268.8046) assistance is available Monday – Thursday from 8 am to 5 pm and Friday from 8 am to 3 pm. The library’s chat reference service, *Ask a Librarian*, is available 24/7; look for the chat box on the online library page.

Librarians can help you develop your research plan or assist you in finding relevant, appropriate, and timely information. Reference requests can include customized keyword search strategies, links to articles, database help, and other services.

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**Unit Assignments**

**Unit I Scholarly Activity**

**Research Paper Outline**

For this assignment you need to create an outline for the end of course Research Paper you will be submitting in Unit VIII. Your Research Paper should involve concepts surrounding disaster operations, emergency management, crisis mitigation, or a similar topic of interest to you related to the course objectives.

Your outline should have a basic introduction, at least three main points, three real-life examples of your topic in action, and should include some preliminary research on your topic with three peer-reviewed articles. Each article should be a one paragraph summary of the source and related to each main point in your outline.

While this may seem like quite a bit of work, it will greatly assist you in the long run as most of your leg work is accomplished in the earlier stages. By the time you look to finish up your paper, all you will need to do is fill in the areas where you may need supporting information.

There is no minimum requirement for this outline, but it should be properly delineated so your professor can understand your ideas and see where your train of thought is going. This will allow your professor to better assist you if you have questions down the road.

This outline should use Times New Roman, 12 pt. font, and be double spaced. Any sources should be appropriately cited using APA style writing.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit I Essay**

For this assignment, explain what emergency management leadership means to you and how you plan to apply it in your future employment.

Your response should be a minimum of two pages. Format your essay using APA style. Use your own words, and include citations and references as needed to avoid plagiarism.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.
Unit II Scholarly Activity

Reference Assignment

For this assignment, you are to perform research on 10 scholarly, peer-reviewed articles that will lend to your Research Paper. You can use the CSU Online Library, Google Scholar, or another website with peer-reviewed articles.

Each reference should be cited using APA style writing and contain a one-to-two sentence summary on what the source is about.

These references should be relevant to emergency management and your Research Paper.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

Unit III Annotated Bibliography

For this assignment, you are to perform an Annotated Bibliography using the Reference Assignment you created in Unit II as the foundation.

An Annotated Bibliography is a list of citations with a brief descriptive and evaluative paragraph (about 150 to 250 words) on the source. The purpose is to provide an informative summary of the relevance and quality of the cited article.

For this assignment, you need to choose five references from the Reference Assignment you wish to expound upon. Provide the source citation in APA format with the paragraph directly beneath it. The summary should include the main arguments, the intended audience, and its application to the field of disaster operations/emergency management.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

Unit IV Research Paper Proposal

The final project for this course involves writing a Research Paper on a topic of interest surrounding disaster operations and decision making and your role as an Emergency Manager. By now, you should have created an outline of your Research Paper, performed some preliminary research, and expanded upon your research through an Annotated Bibliography. For this assignment, you will need to submit a proposal of your paper to your instructor; this will allow your professor to see what you have done so far with your research and will be a chance to make early changes if necessary. Your proposal should include the following items:

1. topic of interest;
2. a brief three paragraph summary of your research and how it benefits/supports your topic;
3. any pertinent examples/case studies related to your topic and how it fits into your research;
4. a concluding paragraph on what you know, what you want to know, and what you think you will learn from this process.

There is not a minimum length for this assignment, but any quoted research should be appropriately cited using APA style writing.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

Unit IV-VII Article Critiques

For this assignment, choose a peer-reviewed article to critique related to Disaster Operations, Emergency Management, or a concept/topic covered in this unit. You may also use one of the references from your Outline or Annotated Bibliography. Use the databases within the CSU Online Library, or use another source that contains peer-reviewed articles. The purpose of this assignment is for you to practice reviewing articles that contribute to the industry. The authors of these articles are researchers and professionals who have shared or experimented with ideas that demonstrate potential to improve the industry. As a professional in the industry, it is in your best interest to review the literature and trends. This provides you with the opportunity to read about what was successful and how it was accomplished. Plus, it allows you to analyze what was unsuccessful, how you can improve it, or at least how you can avoid repeating the mistakes of others. Use these skills to contribute to Research Papers and other scholarly writings. If you have not already, hopefully, you will contribute to the industry by publishing an article and sharing with your community of peers.
As you read the article you choose for this assignment, consider the following questions: How could the topic of this article apply to your personal or professional life? How could it apply to an organization you have observed?

The article you choose must meet the following requirements:
- be peer reviewed;
- relate to the concepts within this course; and
- be at least ten pages in length.

The writing you submit must meet the following requirements:
- be at least two pages;
- identify the main topic/question; and
- identify the author’s intended audience.
- Critique the article and share your thoughts—what appears to be valid and invalid?
- Do you agree with the author’s assertions? Why, or why not?

Format your Article Critique using APA style. Use your own words, and include citations and references as needed to avoid plagiarism.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit VI Essay**

Imagine that you are the Public Information Officer for your city and a disaster just struck the area. What information would you provide to the media?

Remember to consider and include detail on the event, as well as an overview of the available resources that are available to survivors (include such information as voluntary organizations, where people may evacuate, resources for food, water, and medical attention).

Your response should be a minimum of two pages. Format your essay using APA style. Use your own words, and include citations and references as needed to avoid plagiarism.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit VIII Research Paper**

In a minimum of 10-15 pages, conforming to APA format, your goal is to write a Research Paper dealing with emergency management and operations during a disaster. You should use the concepts learned in this course to convey your research and knowledge surrounding emergency management.

The specific topic of choice is yours, but should fall under the umbrella of emergency management. Your Research Paper should contain a minimum of 10 scholarly resources. These may include books, journal articles, newspaper articles, dissertations, etc.

Your paper should be appropriately cited using APA style writing, be double spaced with Times New Roman 12 pt. font.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**APA Guidelines**

The application of the APA writing style shall be practical, functional, and appropriate to each academic level, with the primary purpose being the documentation (citation) of sources. CSU requires that students use APA style for certain papers and projects. Students should always carefully read and follow assignment directions and review the associated grading rubric when available. Students can find CSU’s Citation Guide in the myCSU Student Portal by clicking on the “Citation Resources” link in the “Learning Resources” area. This document includes examples and sample papers and provides information on how to contact the CSU Success Center.
Grading Rubrics

This course utilizes analytic grading rubrics as tools for your professor in assigning grades for all learning activities. Each rubric serves as a guide that communicates the expectations of the learning activity and describes the criteria for each level of achievement. In addition, a rubric is a reference tool that lists evaluation criteria and can help you organize your efforts to meet the requirements of that learning activity. It is imperative for you to familiarize yourself with these rubrics because these are the primary tools your professor uses for assessing learning activities.

Rubric categories include: (1) Assessment (Written Response) and (2) Assignment. However, it is possible that not all of the listed rubric types will be used in a single course (e.g., some courses may not have Assessments).

The Assessment (Written Response) rubric can be found embedded in a link within the directions for each Unit Assessment. However, these rubrics will only be used when written-response questions appear within the Assessment.

Each Assignment type (e.g., article critique, case study, research paper) will have its own rubric. The Assignment rubrics are built into Blackboard, allowing students to review them prior to beginning the Assignment and again once the Assignment has been scored. This rubric can be accessed via the Assignment link located within the unit where it is to be submitted. Students may also access the rubric through the course menu by selecting “Tools” and then “My Grades.”

Again, it is vitally important for you to become familiar with these rubrics because their application to your Assessments and Assignments is the method by which your instructor assigns all grades.

Communication Forums

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

Once you have completed Unit VIII, you MUST unsubscribe from the forum; otherwise, you will continue to receive e-mail updates from the forum. You will not be able to unsubscribe after your course end date.

Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.

Ask the Professor

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

Student Break Room

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.
Grading

Essays (2 @ 5%) = 10%
Article Critiques (4 @ 8%) = 32%
Unit I Scholarly Activity = 7%
Unit II Scholarly Activity = 8%
Unit III Annotated Bibliography = 8%
Unit IV Research Paper Proposal = 5%
Unit VIII Research Paper = 30%
Total = 100%

Course Schedule/Checklist (PLEASE PRINT)

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

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<thead>
<tr>
<th>Unit I</th>
<th>Leading in a Crisis</th>
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<tr>
<td>Review:</td>
<td>Unit Study Guide</td>
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<td></td>
<td>Learning Activities (Non-Graded): See Study Guide</td>
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<tr>
<td>Read:</td>
<td>Chapter 1: The Emergency Manager: Leading in a Crisis</td>
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<td>Suggested Reading: See Study Guide</td>
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<td>Submit:</td>
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<td>Essay</td>
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<td>Learning Activities (Non-Graded): See Study Guide</td>
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<th>Decision Graphics: The Green Light System</th>
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| Review: | □ Unit Study Guide  
|         | □ Learning Activities (Non-Graded): See Study Guide |
| Read:   | □ Chapter 4: Decision Graphics: The Green Light System  
|         | □ Suggested Reading: See Study Guide |
| Submit: | □ Article Critique  
|         | □ Research Paper Proposal |

| Notes/Goals: |

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| Review: | □ Unit Study Guide  
|         | □ Learning Activities (Non-Graded): See Study Guide |
| Read:   | □ Chapter 5: The Emergency Operations Center  
|         | □ Suggested Reading: See Study Guide |
| Submit: | □ Article Critique |

| Notes/Goals: |

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| Review: | □ Unit Study Guide  
|         | □ Learning Activities (Non-Graded): See Study Guide |
| Read:   | □ Chapter 6: The Press, Friend and Foe  
|         | □ Chapter 8: Technology and Social Media  
|         | □ Suggested Reading: See Study Guide |
| Submit: | □ Article Critique  
|         | □ Essay |

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<td>Read:</td>
<td>Chapter 7: The National Incident Management System and the Incident Command System</td>
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<td>Submit:</td>
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<td>Learning Activities (Non-Graded): See Study Guide</td>
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<tr>
<td>Read:</td>
<td>Chapter 9: Building the Team: The Core Liaison Group</td>
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<td>Chapter 10: Training the Team</td>
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<td>Suggested Reading: See Study Guide</td>
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<td>Submit:</td>
<td>Research Paper</td>
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