Summer 2023 Course Syllabus: CRIJ 3317.500 – Emergency Management

This is the course syllabus and it contains important information. Be sure to read the entire syllabus and contact me if you have difficulty understanding what is required for the successful completion of this course. This syllabus and the accompanying course calendar contain specific due dates for assignments. These documents should be read in their entirety and maintained for reference.

Instructor
Dr. George R. Franks, Jr., Ph.D.
Associate Professor of Government
Office: Liberal Arts North, Room 109
Office Phone: 936.468.1188
AT&T Cellular: 936.554.8626 (See Virtual Hours)
E-mail: franksgr@sfasu.edu

Campus Office Hours
No regular on-campus office hours are offered this term, although I will occasionally be on campus.

Virtual Office Hours
Available by SFA E-mail, or ATT Cellular (Text before you call for confirmation of availability), or ZOOM (through prearrangement). Do Not send me email through D2L. I am also available by appointment in the evenings to accommodate working students.

Best Contact and Guidelines
The best way to contact me is by SFA regular email at the address above or by text. Please note, there are no emergencies in academia that require calling or texting at unreasonable hours. You should not text or call during weekends, or any day before 8:00 a.m. or after 7:00 p.m., you may email anytime. Nothing we do in academia requires urgency. Do Not send me email through D2L.

Course Protection and Intellectual Property
My personal work contained in this syllabus, the course calendar, and all handouts and assignments created by me are my intellectual property and are protected by law. You do not have authorization to duplicate any part of the work without my written permission.

Classroom Meeting Schedule and Location
This coursework is completely online. Please be sure to complete the Administrative Quiz by June 7, at 11:30 p.m. In addition, there are three Zoom sessions scheduled for 6:00 p.m. on Wednesdays, May 31, June 7, and June 14.

Participation in the Zoom sessions will assist you in being successful in the coursework. Students unable to participate in the active sessions should contact me to arrange alternatives. The Zoom sessions scheduled are clearly indicated in the calendar associated with this document. The Zoom connection will be emailed to you and posted prominently in the courseroom.
Course Description
This course is intended to prepare students to actively engage in emergency management through developing a sound understanding of the national response framework, the variety of natural and manmade hazards impacting public safety, and the development of emergency operations plans.

Course Calendar
A complete course calendar is a part of this syllabus, you are expected complete online assignments as detailed in this document and the courseroom modules.

Justification of Credit Hours and Course Work Expectations
You are expected to spend an equivalent amount of time actually working in D2L as would normally be spent in the classroom. In addition, you are expected to spend time each week reading the required course materials, including the textbook and handouts provided in class or online in the courseroom. You should plan on spending a minimum of six hours preparatory time in addition to at least three hours online participation for each module.

Course Related E-mail Guidelines
All e-mails to me concerning class issues should include your name and course number reference (CRIJ-3327). All e-mails made to you concerning class issues will be directed to your SFASU e-mail address. You are individually responsible for checking your assigned SFASU e-mail in-box for messages.

Likewise, your e-mails should be made to me through the SFASU e-mail system – Do Not send me email through D2L. Any attachments to e-mails must be in a Word Document format, unless directions specifically state otherwise. You are responsible for reading all announcements, course documents and e-mails relating to this course. You are also responsible for making sure emails are read.

Text required for Course
The assigned textbook for this course is Introduction to Emergency Management, Seventh Edition, by George Haddow, Jane Bullock, and Damon Coppola. I do not enforce the concept of one book per student, so sharing is an option. You will be responsible for the assigned readings. If you encounter an early edition, the conversion is relatively easy if the numbers do not line up with the course; look for the similar chapter title, if confused, contact me. You will have additional readings for FEMA-EMI courses, but these are provided.

Program Learning Outcomes Addressed in this Course
This course fulfills general learning outcomes for the Criminal Justice Undergraduate Program.

Course Specific Student Learning Outcomes
The student will be able to demonstrate understanding emergency management in our society through discussion. The student will be able to demonstrate an understanding of the theories of emergency management through discussion.

Desired Competency
You will demonstrate your understanding of the scope of emergency management in our society and the proper application of effective strategies in responding to emergencies.
Special Accommodations and Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Mental Health
SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support student’s mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
SFASU Counseling Services • www.sfasu.edu/counselingservices
Health and Wellness Hub (corner of E. College and Raguet) • 936-468-2401

SFASU Human Services Counseling Clinic • www.sfasu.edu/humanservices/139.asp
Human Services Room 202 • 936-468-1041

Crisis Resources:
Burke 24-hour crisis line 1(800) 392-8343
Suicide Prevention Lifeline 1(800) 273-TALK (8255)
Crisis Text Line: Text HELLO to 741-741

SFA Student Food Bank Availability - Lumberjack Food Pantry
The primary purpose of the Lumberjack Food Pantry is to lead the way in the reduction of food insecurity on the SFA campus. We identify and raise awareness of campus-specific needs and collaborate with campus departments and student organizations.

Distribution: Current SFA students are eligible to receive food distribution. Students who live off campus are eligible to receive two boxes of food per month, while students who live on campus may receive one box of food per month.

Donation and Distribution Location and Hours: Donations and item distributions occur at the Health and Wellness Hub during regular office hours noted at the bottom of this page. For more information, contact the hub at 936.468.4008 or email thepantry@sfasu.edu.
Contact the Health and Wellness Hub
936.468.4008
thehub@sfasu.edu

Office Hours: 8 a.m. to Noon & 1 p.m. to 5 p.m. Monday through Friday
Closed during university holidays.

Physical Address:
Tucker Building - Southeast corner of Raguet and East College streets
**Student Responsibility**
You retain the responsibility to follow the guidelines of the course syllabus; comply with university regulations; read all assigned material and postings specific to this course; comply with due dates, submission guidelines, and my directions.

Do not abuse the privilege of having access to my cellphone number – please refer to **Best Contact and Guidelines** on page 1 of this syllabus.

You are an adult and retain the responsibility of regulating your behavior in a manner that will be conducive to learning and attaining a passing grade for the course. You are expected to comply with the following general rules of civility:

You are expected to participate in courseroom regularly and complete all activities in a timely manner, demonstrating clear evidence of your effort.

You are to actively participate in courseroom discussions, and while you are free to express your personal views, you must also respect the views of others. I maintain the right to censor any discussion that is becoming disruptive to the learning process.

You retain the responsibility to make notification of special needs and/or circumstances to the University, Department Chair, and to me.

Because you are an adult, it is inappropriate to have your parents calling on your behalf requesting special consideration, complaining about workload, or about course content.

The course syllabus is not a menu and you do not have the option of choosing what items to complete and tasks to perform. Failure to submit required material may result in your failure of the course.

You are participating in a course designed to prepare you for a career as a public servant. The U.S. Supreme Court has repeatedly upheld higher standards for those involved in public service, particularly those professions related to criminal justice. You are expected to read carefully and to fully comply with the academic honesty policy contained in this syllabus.

Be sure to read the policy contained in the missed examinations section, and please do not ask me to deviate from the policy. Again, you are an adult and should be responsible in your approach to this course – this should reflect how you will behave in your career workplace.

Violations of the rules of Student Responsibility may result in a student conduct complaint being filed with the SFA Office of Student Rights and Responsibilities.

**Withheld Grades Semester Grades Policy (A-54)**
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. Please note that my personal policy is that I will exercise my discretion and not allow grades of WH for this course.
Assessment Methods
There are a total of 100 quality points (QP) available in this class. The course breakdown of the final grade is made in the following manner:

Module Forums/Discussions = 20 QP
Block Assignments = 70 QP (Note: All Block Assignments must be completed!)
Final Examination = 10 QP

This course does not offer a menu selection – you are expected to perform all of the work assigned. Failure to submit work will result in a grade assignment of “F”.

The course grade will be based as follows:
90 QP and above = A
80 QP to 89 QP = B
70 QP to 79 QP = C
60 QP to 69 QP = D
Below 60 QP = F

Module Work Due Dates
All work required in the module must be completed by 11:30 p.m. of the assigned due date in order to receive credit.

Administrative Quiz & Discussions
Please be sure to complete the Administrative Quiz by June 7, at 11:30 p.m. The Administrative Quiz is designed to measure your reading comprehension and understanding of the syllabus and associated guidance information and course requirements to successfully complete the work. The discussions are designed to introduce yourself and to establish a base of understanding and context relating to emergency management knowledge.

Module Discussions
Note that the module discussions are detailed in the included Course Module Schedule, the last page of this document. There are a total of ten graded responses in this course. The schedule includes details of the prescribed reading assignments and includes a work due date. All things detailed for that assignment must be completed by the work due date, including your primary response to the discussion prompt. Your response to prompts should be between 150 and 300 words and no peer responses are required. You may read the primary postings of other students and respond, but you are not required to do so – only a primary response is required. Primary responses posted after the work due date will not be considered for credit.

Module Discussion Grading
As a general practice, I read the postings, but do not respond to them publicly. If I see a major issue with something being posted, I will respond privately in feedback to the specific learner through email. The reason for this is that once I state a position, other postings will follow my lead, and we do not get a true discussion thread based on student insight, or responders may suppress their thoughts in fear of grade retribution. The grade is determined by calculating the total points for all discussions, averaging to a percentage, and multiplying this by the available points. Discussions are graded generally within a week of the due date.

You are required to post a primary response for each discussion prompt. Any response not meeting the minimum word count requirement will be deemed a “nonresponse” and no credit will be awarded.
In making your primary response, you may draw from the text, and from recent events to develop your submission. These responses are usually assigned an expected number of words, with the intent of getting a substantive statement from you.

Caution! Failure to keep current in discussion postings can fail you in this course!

Assignments
The associated document titled CRIJ 3317.500: FEMA EMI Courses details the eight block assignments of this course. Documentation for completion of Block Assignment 1 will be made through the Administrative Quiz. Documentation for completion of Block Assignments 2 – 8 will be made through the Dropbox portal of D2L.

Block Assignment completion will be documented by completing all of the required courses assigned for the Block and submitting the Certificate of Completion issued by FEMA-EMI into the respective folder of Dropbox. For instance, in Block 2, you will need to complete IS-230.e and IS-700.b. When you receive the two completion certificates from FEMA-EMI, they will be in separate emails as PDF attachments. You will download the attachments to your computer, then submit them to Dropbox in the courseroom.

You must save your FEMA-EMI Certificate PDF with your information in the following format: LastName_FEMA-EMI Course Number. As an example, if I completed IS230.D, I would save the file as: Franks_IS230 – do not include the hyphen or additional letters. Failure to properly submit a certificate will be deemed a failed submission, and no credit will be awarded.

Block Assignment due dates are provided in the Course Module Schedule, which is a part of this syllabus. However, the submission portals area is always accessible, because full submission of all FEMA/EMI courses are required to pass the course.

Final Examination
There will be only the Final Examination which must be taken with the parameters assigned and is cumulative of all modules. The Final Examination will be online from 8:00 a.m., Thursday, June 29th until 5:00 p.m., Friday, June 30th.

Warning: Do not wait until the last moment to enter the exam, the closing time is firm, and the exam will end at the closing time posted. A missed final exam will not be rescheduled.

Missed Examination
Generally, the examination must be completed as scheduled. However, in the event of a missed examination, I reserve the right to review the circumstances and allow an alternative one. Only in the case of extreme adversity will a rescheduled exam be allowed.

Course Module Schedule
A Course Module Schedule is a part of this syllabus.

Academic Integrity (A-9.1)
Academic integrity is the responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

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Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp
## Course Calendar & Module Schedule

Please be sure to complete the Administrative Quiz by June 7, at 11:30 p.m.

<table>
<thead>
<tr>
<th>Module</th>
<th>Module Available</th>
<th>Module Due Date</th>
<th>EMI Block Due</th>
<th>Reading Assignments &amp; Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>May 30</td>
<td>June 14</td>
<td>Block 1</td>
<td><strong>Zoom Session: Wednesday Evening, May 31st, 6:00 p.m.</strong> Access the FEMA EMI Courses Document and Perform Block 1. Complete Module Discussions.</td>
</tr>
<tr>
<td>2</td>
<td>May 30</td>
<td>June 14</td>
<td>Block 2</td>
<td><strong>Zoom Session: Wednesday Evening, June 7th, 6:00 p.m. &amp; Admin Quiz by June 7, 11:30 p.m.</strong> Read Haddow et al. Chapter 1. Access the FEMA EMI Courses Document and Perform Block 2. Complete Module Discussions.</td>
</tr>
<tr>
<td>3</td>
<td>May 30</td>
<td>June 14</td>
<td>Block 3</td>
<td><strong>Zoom Session: Wednesday Evening, June 14th, 6:00 p.m.</strong> Read Haddow et al. Chapters 2 &amp; 3. Access the FEMA EMI Courses Document and Perform Block 3. Complete Module Discussions.</td>
</tr>
<tr>
<td>Final Exam</td>
<td>June 29</td>
<td>June 30</td>
<td></td>
<td>Complete Final Examination by 5:00 p.m., June 30th.</td>
</tr>
</tbody>
</table>

* The Final Examination will be online from 8:00 a.m., Thursday, June 29th until 5:00 p.m., Friday, June 30th.

This course closes at 5:00 p.m., July 30th!

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