



**WAYLAND BAPTIST UNIVERSITY**  
**SCHOOL OF BEHAVIORAL & SOCIAL SCIENCES**  
**VIRTUAL CAMPUS**

**Wayland Mission Statement:** Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

**Course Title, Number, and Section:** PUAD 5307 VC-01 – Emergency Management

**Term:** Winter 2018 (November 12, 2018 – February 16, 2019)

**Instructor:** Dr. Joseph Holloway

**Office Phone Number:** 912.722.0070 & **WBU Email Address:** [joseph.holloway@wayland.wbu.edu](mailto:joseph.holloway@wayland.wbu.edu)

**Office Hours, Building, and Location:** By Appointment Only

**Class Meeting Time and Location:** Asynchronous via the Online Blackboard Discussion Board

**Catalog Description:** Introduction to policies and management practices intended to prepare for, respond to, recover from, and mitigate the damage done by natural disasters, hazards, industrial accidents and terrorist attacks in the United States.

**There is no prerequisite for this course**

**Required Textbook(s) and/or Required Material(s):**

**Text:** *Introduction to Emergency Management*

**Author(s):** Haddow, G. D., Bullock, J. A., & Coppola, D. P.

**ISBN:** 9780124077843 **ISBN-13:** 978-0124077843

**Edition / Copyright:** 6<sup>th</sup> – Current Edition

**Publisher:** Butterworth-Heinemann

**Recommended Material:**

**Book:** Publication Manual of the American Psychological Association

**Author(s):** American Psychological Association

**ISBN:** 1-4338-0561-8 **ISBN-13:** 978-1-4338-0561-5

**Edition / Copyright:** 6<sup>th</sup> – Current Edition

**Publisher:** American Psychological Association

**Optional Materials:** Instructor will post extra materials and writing aids during the course.

**Course Outcome Competencies:** At the conclusion of this course the student will be able to demonstrate an understanding of the key components of Emergency Management:

- Identify what differentiates events, hazards, disasters, and catastrophes, and why this differentiation matters.
- Understand the social, political, and economic context of disaster policy
- Understand the meaning of common terms in the field, such as mitigation, preparedness, response, and recovery

- Understand the relationships between policies intended to address natural disasters and those intended to address terrorism
- Understand the inter-organizational and intergovernmental managerial challenges inherent in disaster and crisis policy and management
- Participate in the development of crisis and management plans for public, private, and nonprofit organizations

### **Attendance Requirements:**

#### Virtual Campus

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given term is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

Per university policy, students are expected to attend all scheduled classes. There will be an activity each week that must be completed and attendance will be taken. This is especially important for week 1 as I must submit an attendance report. Should a situation develop that precludes timely completion of requirements, please contact the instructor immediately.

**Statement on Plagiarism and Academic Dishonesty:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765. Documentation of a disability must accompany any request for accommodations.

### **Course Requirements and Grading Criteria:**

<b>Item</b>	<b>Points</b>	<b>Date Due</b>	<b>Remarks</b>
Discussion Questions	21	On Weeks indicated – Per Syllabus	Multiple posts weekly for full credit (One initial post and one reply to another student)
One page paper requesting Midterm topic	3	Due 11:59 CST 12/16	Post to blackboard – Click on course content and scroll all the way down until you find the assignment
Midterm Examination Power Point	33	Due 11:59 CST 1/13	Post to blackboard – Click on course content and scroll all the way down until you find the assignment

One page paper requesting Final Research Project topic	3	Due 11:59 CST 1/20	Post to blackboard – Click on course content and scroll all the way down until you find the assignment
Final Research Project	40	Due 11:59 CST 2/10	Post to blackboard – Click on course content and scroll all the way down until you find the assignment
Total	100		

### Instructor Notes on Written Assignments

All assignments will be prepared in APA format (6<sup>th</sup> ed.).

### Specifics of the Final Research Project

- A Title Page that includes a RUNNING HEAD with Page Numbers, The title of your paper, and Your name
- Abstract
- An introduction section with a brief interlude into what your paper is about
- The body of your paper
- A conclusion
- References Page(s)

The length of the paper is eight-pages. This does not include the Title Page, Abstract Page, or References Page(s). Please be sure to demonstrate proper usage of APA format (6<sup>th</sup> ed.).

### Late Assignments

Assignments are due at **11:59 PM US CST** on their due date (see tentative schedule below for due dates). Late assignment submissions will not be accepted unless prearranged (before the day due) or there is a medical emergency.

### The University has a standard grade scale:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term or within the last two days of a micro term to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student's control. A grade of "incomplete" is changed if the work required is completed prior to the last day of the next long (10 to 15 weeks) term, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

### Student grade appeals:

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

### **Tentative Schedule: November 12, 2018 – February 16, 2019**

Session	Assignments	Notes/Reading	Additional Information
Week 1 (11/12 – 11/18)	Post to DQ 1	Chapter 1	
<b>No Classes or Assignments due the Week of November 19<sup>th</sup> – November 25<sup>th</sup></b>			
Week 2 (11/26 – 12/2)	Post to DQ 2	Chapters 2 & 3	
Week 3	Post to DO 3	Chapter 4	

(12/3 – 12/9)			
Week 4 (12/10 – 12/16)	No discussion board activity – written assignment due – 1 page paper as noted	Chapter 5	Prepare a 1-page paper in APA requesting Midterm Topic. Students may select any topic as long as the topic deals with course subject matter.  <b>Due 11:59 CST 12/16</b>
<b>No Classes or Assignments due the weeks of December 17<sup>th</sup> – December 30<sup>th</sup></b>			
Week 5 (12/31 – 1/6)	Post to DQ 4	Chapter 6	
Week 6 (1/7 – 1/13)	No discussion board activity – written assignment due Midterm PPT as noted		The Midterm is a PowerPoint Presentation (PPT) that is to be between 20 to 25 slides. Student selects a topic that pertains to the material presented in the course text. PPT is prepared in APA format – Cover Slide, Abstract Slide, reference slide(s), and speaker notes.  <b>Due 11:59 CST 1/13</b>
Week 7 (1/14 – 1/20)	No discussion board activity – written assignment due – 1 page paper as noted	Chapter 7	Prepare a 1-page paper requesting their topic for the Final Research Paper. Students need to explain why they have chosen this topic and why it should be researched. Any topic will suffice as long as it deals with course subject matter. You cannot; however, repeat information presented in the midterm PPT.  <b>Due 11:59 CST 1/20</b>
Week 8 (1/21 – 1/27)	Post to DQ 5	Chapter 8	
Week 9 (1/28 – 2/3)	Post to DQ 6	Chapter 9	
Week 10 (2/4 – 2/10)	No discussion board activity – written assignment due.		The Final Examination is an eight-page research paper.  <b>Due 11:59 CST 2/10</b>
Week 11 (2/11 – 2/16)	Post to DQ 7	Chapter 10	Computation and Upload of Final Grades to Registrar

**Note: The instructor reserves the right to add, delete, or revise segments of this course syllabus, including course schedule and assignments.**

**Additional Information:**

Instructor's policy on Academic Dishonesty: Plagiarism will not be tolerated; students will receive an F on that assignment for presenting another's work as their own. Cheating on an exam will result in a zero on the exam.