

**Upper Iowa University**  
**External Degree Program**  
**PA 306-08 Principles of Emergency Management**

**COURSE DESCRIPTION:**

This course introduces students to the field of emergency management. Learners will analyze various aspects of terrorism and emergency management and the responsibilities of public administrators for emergency management and preparedness in a variety of situations. Procedures and requirements for emergency management, including identification of hazards and response capabilities in both government and the private sector, will be examined. Three semester credits.

**COURSE OBJECTIVES:**

Recognize the historical, organizations, and legislative evolution of emergency management.

1. Identify and define key concepts of emergency management within the four disciplines of emergency management.
2. Explain federal, state, and local emergency management programs and international disaster management.
3. Delineate how and why communications in emergency management is critical to emergency management agencies, the public and the media.
4. Analyze emergency management organizational and policy changes in light of the new terrorist threat.
5. Examine the future of emergency management in the Department of Homeland Security.
6. Analyze an already developed emergency plan to identify strengths and weaknesses of the plan.
7. Recognize inherent problems and special issues associated with multi-level jurisdictional planning and response.

**REQUIRED COURSE MATERIALS:**

1. Haddow, J. (2008). *An Introduction to Emergency Management (3<sup>rd</sup> ed.)*. New York: Butterworth Heinemann.
2. Syllabus.

**Optional materials:**

1. FEMA website: <http://www.fema.gov>
2. Department of Homeland Security website: <http://www.dhs.gov/dhspublic/>

You may purchase your textbook through MBS Direct by calling their toll free number at:





Mechanics: Spelling, grammar, punctuation, sentence syntax, APA Citations, Reference Page, etc. **50 Points**

Development of the Four Disciplines of Emergency Management and how they relate to the incident. **50 Points**

Student's critique of FEMA and/or the Department of Homeland Security relating to this specific incident. **50 Points**

Student's analysis on what could be implemented to improve emergency management planning in this particular incident and in future incidents. **50 Points**

**GRADING:**

The discussion questions answered for each chapter will count towards class participation points. Each question answered for each chapter will be worth 20 points for a total of 100 points. The proctored Mid-term and Final exams will be worth 150 points each. The analytical paper will be worth 200 points each. Overall, there are 700 points possible for the course. (Unit One is worth 250 points and Unit Two is worth 250 points and the paper is worth 200 points.) Grades will be awarded according to the following final point breakdown:

630-700 points	A	90-100%
560-629 points	B	80-89%
490-559 points	C	70-79%
420-489 points	D	60-69%
0-419 points	F	0-59%

**Upper Iowa University uses a standard grading system:**

**A** = All work is excellent, shows exceptional understanding of materials; logical, clear, and insightful written and oral work, incorporates knowledge from other sources and moves easily to the next level of understanding, works well beyond minimum requirements.

**B** = Understanding of material is good to very good, demonstrates good grasp of material, good oral and written skills, produces more than the minimum requirements, quality of all work is high.

**C** = Satisfactory understanding of the material, submits only the minimum requirements, communicates adequately in oral and written formats, displays an adequate understanding of all basic concepts.

**D** = Quality and quantity of written and oral work is below average and barely acceptable.

**F** = Quality and quantity of written and oral work is unacceptable.

## **WRITING STANDARDS:**

Proper American Standard English is required for all assignments. Correct grammar, punctuation, sentence structure, and spelling are also mandatory. Please note that UIU requires the use of the APA publication manual for all assignments (5<sup>th</sup> ed.). Government documents can be more difficult to cite than books and journal articles. Be sure to visit the following website if you are using government documents in your paper  
<http://www.columbia.edu/cu/lweb/indiv/usgd/citation.html>

## **LIBRARY RESOURCES:**

As a student of Upper Iowa University, you have access to the resources of the Henderson-Wilder Library on the Fayette campus. If travel to the campus is not feasible, you can access the library through the University's website. Go to: [www.uiu.edu](http://www.uiu.edu) and click on the Library option located on the left side of the home page. If you would like to use InfoTrac, please contact the UIU Library staff at [library@uiu.edu](mailto:library@uiu.edu).

## **SUBMITTING YOUR WORK FOR GRADING:**

### **SUBMITTING YOUR WORK BY MAIL:**

If you are submitting your work by mail, be sure to ***SUBMIT YOUR WORK FOR GRADING AS ONE COMPLETE UNIT, NOT ONE ASSIGNMENT AT A TIME. IN OTHER WORDS, YOU SHOULD HAVE TWO SUBMISSIONS. UNIT ONE AND UNIT TWO.*** You should attach an assignment cover sheet to each unit's answers and submit them. Assignment cover sheets are included in this syllabus. As you are submitting your work you shall be responsible for submitting study questions for each chapter and the analytical paper. You can send your work to the following address:

Kelly Meggers  
P.O. Box 2669  
Cedar Rapids, Iowa 52406

### **SUBMITTING YOUR WORK BY EMAIL:**

If you are submitting your work by email, please follow the guidelines included in the course packet, titled Email Course Submission Procedures. Send your email submissions to the following email address: [kmmeggers@netzero.net](mailto:kmmeggers@netzero.net)

- Take note, there are two m's in my email address. Sometimes people miss this and then their messages are lost in cyberspace.
- Also, I will send you confirmation that I've received your submission. If you don't get anything from me within two days, saying I've received your work, it is your responsibility to contact me and make sure that I received your work.
- Finally, please submit your work the same as you would for mailing. Send me one unit upon its completion. You should have two submissions – unit one and unit two.

**REGARDLESS OF HOW YOU SUBMIT YOUR COURSEWORK, PLEASE MAKE SURE TO MAKE A COPY FOR YOURSELF BEFORE SENDING IN YOUR ASSIGNMENTS.**

**OTHER HELPFUL WEBSITES:**

**Bartleby.com:** [www.bartleby.com/reference](http://www.bartleby.com/reference). This site has excellent references, such as *American Heritage Dictionary*, *Roget's Thesaurus*, *Elements of Style* and *Bartlett's Quotations*.

**Britannica.com:** [www.britannica.com](http://www.britannica.com). Plug in any subject, get articles and related Web sites.

**Google:** [www.google.com](http://www.google.com). This site is a great all-purpose search engine on the Web.

**The Internet Public Library:** [www.ipl.org](http://www.ipl.org). A great site to start research and has references, newspaper, and magazine links. Also contains archives of academic papers and tutorials on how to improve writing.

**CHEATING, ACADEMIC DISHONESTLY AND PLAGIARISM:**

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender's own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,
- the copying of other students' work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,
- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person's work without permission,
- providing false or incomplete information on an academic document,
- changing student records without approval.
- obtaining and using texts intended for instructor use only.

Plagiarism includes, but is not limited to:

- the presentation of another's published or unpublished work as one's own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection services.

Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service.

Cheating, academic dishonesty and plagiarism infractions are tracked by the Dean of the Extended University, and cumulative evidence collected from multiple incidents will be considered when making suspension or dismissal decisions.

Extended University Catalog 2007/08 page 97.

[http://www.uiu.edu/catalogs/eu/html/univ\\_policies.html#cheating](http://www.uiu.edu/catalogs/eu/html/univ_policies.html#cheating)

### **ATTENDANCE:**

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to complete and send in units. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

### **WITHDRAWAL:**

If you wish to withdraw prior to the last day of the enrollment period, you must contact the External Degree office by phone or in writing. After your original six month enrollment period, you no longer have the option to withdraw from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

### **SPECIAL NEEDS:**

If you require accommodation for special needs, please provide documentation to: Director of External Degree.

**This syllabus is tentative and subject to change.**