



Syllabus for Leadership 3990: Leadership in Crises

Course Information

College: Liberal Arts
 Department: Political Science
 Course title: Leadership in Crises
 Semester: Fall 2021
 Course number: LEAD 3990
 CRN: 17453
 Building and Classroom: LAS 175
 Meeting Day/Time: F 5-9, S 9-5, U 1-5; October 22-24, 2021

Instructor Information

Instructor name: Dr. Alyssa L. Provencio
 Office location: Liberal Arts Building – North 100B, Political Science suite, Box 165
 Student hours: By appointment anytime during regular business hours (M-F, 9 AM-5 PM) via Zoom by request.
 Email (*the BEST way to get ahold of me!*): aprovencio@uco.edu
 I will respond as soon as possible, within 24 hours, as long as it's during regular business hours (M-F, 9 AM-5 PM); I cannot guarantee any responses outside of those hours.
 Campus telephone: (405) 974-5537
 Personal Google Voice phone number: (405) 896-0906 – This number forwards to my cell phone; I cannot receive text messages at this number.
 Teaching Philosophy: I aim to be inclusive and participatory in the pursuit of equity and justice in the public sphere.

Course Description and Objectives

Course Description

This course is designed to provide future and current public sector and nonprofit leaders with the information and skills needed to engage in effective crisis management.

Prerequisites

None

Course Objectives

- To learn about the nature of crisis management in a public sector context
- To understand the dynamics and processes that impact decision making and leadership in times of crisis
- To examine personal tendencies and capacities in crisis situations
- To participate in a crisis management simulation, incorporating lesson learned from the course content

Textbook Information

All materials used will be provided via D2L free of charge.

Course Outline, Requirements & Assignment Weights, and Grading

Course Outline

Day	Theme	Description
Friday	What the what?	We will discuss crisis management definitions and frameworks. We will complete round 1 of the simulation.
Saturday	Leadership, Decision-making, and Communication	We will discuss the theme, engage in activities, and conduct round 2 of the simulation.
Sunday	Case Study	You will work on your case study analysis.

Course Requirements & Assignment Weights

More information about the following assignments will be provided in class.

% of Grade	Assignment Name	Description	Due Date
50%	Participation	This will be a cumulative grade of attendance and classroom engagement.	No due date.
20%	Simulation	Participate in the in-class virtual simulations.	
10%	Simulation Debrief	Complete a debrief of the virtual simulation based on the outcomes and your personal experience. Answer the following questions: 1. What went well? 2. What didn't go well? 3. What evidence of good leadership did you observe? 4. What would you recommend for improvement?	
20%	Case Study Analysis	Select a crisis, emergency, or disaster event. In 1,000 words, do the following: 1) Give an overview of the event. 2) Describe evidence of good/bad leadership. 3) Evaluate the response based on decision-making and communication. 4) Give recommendations for how it might be better approached if they had a "do-over".	Due at 11:59 PM on Sunday, Oct. 24, 2021.

Grade Scale

A 90-100

B 80-89.9

C 70-79.9

D 60-69.9

F 0-59.9

Class Policies

Grading Policies

Scale

A 90-100

B 80-89.9

C 70-79.9

D 60-69.9

F 0-59.9

Grading Response Times

Grades will be posted in the D2L grade book within two weeks of the due date unless otherwise communicated via the News Board or D2L email.

Late Work Policy

Assignments are due by the times and days listed in the schedule. Assignments may be uploaded to D2L after the deadline with an automatic 5% off per day it is late (example: 2 days late = 10% off). The final paper will not be accepted after the deadline during finals week. Any other circumstances will be handled on a case-by-case basis.

Missing Class & Make-Up Assignments

You are all adults and should make decisions accordingly. It is your responsibility to obtain the information you missed in class and to keep up with any changes in the course outline. That being said, in-class activities cannot be made up. If you need to miss a class due to illness, family emergency, death in your immediate family, or any other grave matters, please email, phone, or talk to me in person before with justification, if possible. If one of the above circumstances affects your ability to turn in an assignment, please email/phone/talk to me in person before with justification, if possible, before the due date. If it is not possible to contact me before the missed class or due date, please contact me as soon as you can.

Contesting Grades

If you have received a grade on an assignment that you see as unfair, you have the right to contest the grade with a written explanation sent to me by email. I will consider it, but I reserve the right to give the grade initially given with an explanation of why your request was denied. Final grades will NOT be changed. You will have had ample opportunity to contest your grades on assignments and/or exams. For example, while figuring final grades, if I find you are one point away from the next highest grade, you will receive the lower grade. If you are .1 point from the next highest grade, you will receive the lower grade. I will NOT raise your grade at the end of the semester if you are one or two points away from the next higher grade. What you earned is what you get. If I do it for one person, I will have to do it for all.

Classroom Expectations

Participation

The success of a student's performance is directly related to the quantity and quality of preparation for and participation in classes. I fully expect participation and active engagement during class sessions.

Behavior

I expect appropriate class behavior. The classroom is a learning environment and a preparation for your entry into the workforce, continuation up the workforce ladder, and/or additional higher education. I want you to come to class, exchange ideas, think, have fun, and challenge other students and me intellectually. Arriving to class late, leaving class early, interruption, sleeping in class, reading, listening to music, and displaying other inappropriate behavior are not conducive to a learning environment. If you do not want to be in my class, please don't come. As this class is participatory, I expect that we will be sharing our own ideas/opinions. These ideas/opinions may not always be that of your colleagues. Please be respectful! I take discrimination very seriously. Racist or sexist remarks will be considered a violation of classroom expectations and I reserve the right to refer the offender to the Office of Student Conduct. If you are being disruptive, I will ask you to leave. If this occurs twice during the semester, you will not be allowed to return to class and you will be referred to the Office of Student Conduct.

Technology

Please bring a laptop, tablet, or internet-capable phone to class – we will use it for in-class activities. Use it well! Please don't text during class. If you need to have a cell phone ringer on (e.g., if you are an emergency responder, expecting an important call, and/or going through a family emergency), please set your phone on vibrate and inform me in advance; otherwise, please set your phone to silent.

D2L

You all will have access to the online-based instruction program Desire2Learn (D2L). I will use D2L in several ways, including emailing the whole class on updates and information, posting course documents (including any updates to the course outline), using it as an assignment submission tool, and for other activities. We will discuss the use of D2L more in class. You must understand how to use D2L, as it is essential to your success in class. If you have any questions, please see me for help.

Zoom

We might be using Zoom as a contingency plan. The link to the class session would be located in D2L.

Email

All course emails will be sent to your UCO email address; check your emails regularly! When emailing me, I ask that you please include LEAD 4910 and a short descriptor of what your email is about; for example, POL 4393/5393: Question about Assignment.

Recording Policy

Due to limitations on the disclosure of personally identifiable information under certain federal privacy laws, students are not permitted to record class sessions or allow non-students to view online class sessions. Students registered with the UCO office of Disability Support Services may request accommodation of the prohibition and must present a copy of the DSS letter to the instructor.

Fine Print

Illness

If you are ill/contagious, out of respect for your classmates and me, I request that you do not come to class. If this is the case, please let me know via email. Please refer to "Missing Class & Make-Up Assignments" for further details on how sick days will be handled.

Incompletes

All students are expected to complete course requirements by the end of the semester. In those rare circumstances in which completion by the semester's conclusion is not possible, I may decide to either submit a final grade based on the work completed or submit a grade of "I" along with a default grade based on work completed. In no case will an "I" grade be submitted unless at least 50% of the required work has been completed by the end of the semester. If an "I" grade is provided, the student will be allowed no more than one year from the end of the semester to complete course requirements; else, the "I" grade will convert to the default grade.

Academic Integrity

I seek to uphold equity and fairness in my classroom. Cheating of any kind will not be tolerated in consideration of your fellow students. I abide by UCO's Academic Dishonesty Policy, which is available in the syllabus attachment.

Usability, Inclusivity and Design

I am committed to creating a course that is inclusive in its design. If you encounter barriers, please let me know immediately so that we can determine if there is a design adjustment that can be made or if an accommodation might be needed to overcome the limitations of the design. I am always happy to consider creative solutions as long as they do not compromise the intent of the assessment or learning activity.

ADA Statement Regarding Special Accommodations

The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations must make their requests by contacting Disability Support Services, at (405) 974-2516. The DSS Office is located in the Nigh University Center, Room 305. Students should also notify the instructor of special accommodation needs as soon as possible. Per Title IX of the Education Amendments of 1972 ("Title IX"), pregnant and parenting students may request adjustments by contacting the Title IX Coordinator, at (405) 974-3377 or TitleIX@uco.edu. The Title IX Office is located in the Lillard Administration Building, Room 114D.

Office of Academic Affairs COVID-19 Syllabus Statement - Fall 2021

Consistent with Centers for Disease Control (CDC) guidance for areas of substantial or high COVID-19 transmission as of August 1, 2021, the University of Central Oklahoma recommends that all individuals wear a mask covering the mouth and nose when in public indoor spaces such as classrooms, laboratories, studio spaces, the library, the Nigh University Center, enclosed athletic facilities, and other shared indoor spaces on campus. While mask wearing is not required, the university encourages all members of the university community to follow the guidelines issued by the CDC based on conditions in Oklahoma County. This guidance may be revised at any point during the semester.

As detailed in the Student Code of Conduct, students are expected to be familiar with the UCO Coronavirus webpage, www.uco.edu/coronavirus and are expected to follow the recommendations and guidance published on that page. Because the recommendations and guidance are subject to change, students should check back often for updated information and requirements. Students who follow these guidelines will not be penalized for class absences provided they follow their instructor's directions for making up missed assignments in a timely fashion, in conformity with the requirements and expectations outline in the class's syllabus. Instructors shall provide reasonable opportunities, consistent with the structure and objectives of the class, for students who are following these guidelines to participate in and to keep up with the work of the class.

As the conditions on campus and in the community evolve, events may occur that necessitate a change in the procedures, course schedule or modes of delivery. The information provided on www.uco.edu/coronavirus will be updated throughout the academic year. Procedure changes on this webpage and communicated via official correspondence from the university will supersede any prior guidance.

UCO Policies

Transformational Learning Objectives

This course supports the following tenets of transformative learning:

- Discipline Knowledge
- Leadership
- Global and Cultural Competency
- Problem Solving (Research, Scholarly, and Creative Activities)
- Service Learning and Civic Engagement
- Health and Wellness

Other University Policies

University policies cover any topic not included here. Additionally, the [UCO Information Sheet](#) covers many important topics and applies to all courses at UCO.