



## Syllabus for Political Science 5383: Fundamentals of Emergency Management

### Course Information

College: Liberal Arts  
Department: Political Science  
Course title: Fundamentals of Emergency Management  
Semester: Spring 2021  
Course number: POL 5383  
CRN: 25586  
Building and Classroom: n/a; WWW (online)  
Meeting Day/Time: n/a; WWW (online)

### Instructor Information

Instructor name: Dr. Alyssa L. Provencio  
Instructor title: Assistant Professor  
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. I am not holding any face-to-face meetings.  
Email (*the BEST way to get ahold of me!*): [aprovencio@uco.edu](mailto: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 – This number will forward to my cell phone when I am not on campus.  
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

An overview of the history and philosophy of the current emergency management systems. Concepts, issues, and programs associated with emergency management agencies will be explored. Local, state, and federal government, as well as non-profit and private organizations', roles and responsibilities for preparing for, responding to, recovering from, and mitigating against natural and man-made disasters will be discussed.

#### Prerequisites

None

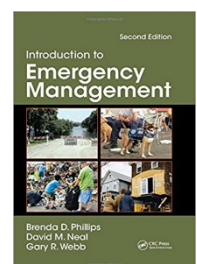
#### Course Objectives

##### Students will...

- Recognize the difference between an emergency and disaster.
- Understand the key components of an all-hazards approach to the emergency management cycle.
- Explore the emergency management cycle including preparedness, response, recovery, and mitigation.
- Analyze the roles and responsibilities in emergency management – this includes local, state, and federal government, the private sector, and non-governmental organizations.
- Investigate the global environment of emergency management.
- Be exposed to special topics in emergency management such as resilience, vulnerable populations, disaster mental health, crisis communication, and corporate social responsibility.

#### Textbook Information

Phillips, B.D., Neal, D.M., Webb, G. R. (2017). *Introduction to emergency management*. New York: CRC Press. ISBN: 9781482245066 (Make sure you get the second edition with the green cover!)  
Any additional text or materials used will be provided via D2L free of charge.



## Course Outline, Requirements & Assignment Weights, and Grading

### Course Outline

See Appendix A.

### Course Requirements & Assignment Weights

Orientation (5%) - Students will complete a syllabus quiz and an introduction post on D2L.

Weekly Reading Reflection (20%) - Each week you will be required to submit a 1-page reflection responding/reacting to the chapter reading. I do NOT want a summary of the reading; rather, I want to read what you thought about the content. What feelings do you have? What does it remind you of? Do you have a personal experience related to it? I'm open to reading pretty much anything but a direct summary.

Weekly Applied Activities (30%) - Each week you will use the knowledge gained and apply it to a real-world problem in emergency management.

Completion of FEMA Independent Study courses (20%) – You will need to register for a free FEMA SID Number before you can complete these free independent studies. These “courses” are the basic requirements for any emergency manager to have. You do not need to be a U.S. Citizen to register for a FEMA SID or to complete the courses. You will upload your completion certificate to Assignments in D2L for credit.

FEMA IS-100.c Introduction to the Incident Command System

FEMA IS-200.c Basic Incident Command Systems for Initial Response

FEMA IS-700.b An Introduction to the National Incident Management System

FEMA IS-800.c National Response Framework, An Introduction

Research Proposal and Paper (25%) - Please see the "Final Project" module under Content in D2L for more details.

### Grade Scale

A 90-100

B 80-89.9

C 70-79.9

D 60-69.9

F 0-59.9

### Class Policies

#### Assignments and Extensions

Assignments are expected to be turned in on time. An automatic 5% per day will be deducted for any late assignment. Deadline extensions will only be granted under special, confirmable (documented) circumstances. Discussions cannot be made up, all other assignment are at the discretion of the instructor. Requests made prior to the deadline are most appreciated. For example, if you are observing a religious holiday that is in conflict with an assignment or exam deadline, it is your responsibility to notify the instructor prior to the assignment or exam deadline of any difficulty completing the assignment or exam on time due to your religious observance.

#### 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 the course. It is possibly even more important in order to be successful in the online classroom. I fully expect participation and active engagement throughout the semester. I also expect that every student will be respectful of other students’ ideas and experiences; this is not to say that constructive critique can’t be used, only that it be done with tact and regard.

##### D2L

You all will have access to the online-based instruction program Desire2Learn (D2L). I will use D2L a number of ways, including e-mailing the whole class on updates and information, posting course documents (including any updates to the course outline), using it as an assignment submission tool, to post grades, and other activities. It is vital that you understand how to use D2L as it is essential to your success in class. If you have questions, please see me for help.

### *E-mail*

All course e-mails will be sent to your UCO e-mail address; check your e-mails regularly! In addition, when e-mailing me, I ask that you please include POL 5053 and a short descriptor of what your email is about; for example, POL 5383: Missing Assignment.

### Fine Print

#### Illness

If you are not feeling well, please refer to “Missing Class & Make-Up Assignments” for further details on how sick days will be handled. Because you have a week to complete your assignments, it is assumed you will be able to complete the assignments. This does not apply to more extreme diagnoses, such as COVID-19. Please email me if you have a condition requiring more extreme accommodations.

#### Incompletes

All students are expected to complete course requirements by the end of the semester. In those rare circumstances in which completion by semester’s end is not possible, I may decide either to 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 submitted, 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.

#### 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](mailto:TitleIX@uco.edu). The Title IX Office is located in the Lillard Administration Building, Room 114D.

#### COVID-19 Considerations

##### *Interaction*

Because this is an online class, I will conduct all class-related matters via email, D2L, and Zoom.

##### *Other Resources*

If you need any further information about UCO’s COVID-19 re-opening plan, policies, or resources, please visit the [UCO Coronavirus website](#).

### 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.

Appendix A – Course Outline

Week	Module	Theme	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			18-Jan	19-Jan	20-Jan	21-Jan	22-Jan	23-Jan	24-Jan
<b>Week 1</b>		Orientation (due Jan 25)		MLK Jr. Day					
			25-Jan	26-Jan	27-Jan	28-Jan	29-Jan	30-Jan	31-Jan
<b>Week 2</b>	Module 1	History and Current Status of Emergency Management	Orientation Syllabus Quiz and Introduction Post			Reading Reflection 1 Due			
			1-Feb	2-Feb	3-Feb	4-Feb	5-Feb	6-Feb	7-Feb
<b>Week 3</b>	Module 2	Working in Emergency Management	Applied Activity 1 Due			Reading Reflection 2 Due			
			8-Feb	9-Feb	10-Feb	11-Feb	12-Feb	13-Feb	14-Feb
<b>Week 4</b>	Module 3	Key Concepts, Definitions, and Perspectives	Applied Activity 2 Due			Reading Reflection 3 Due			
			15-Feb	16-Feb	17-Feb	18-Feb	19-Feb	20-Feb	21-Feb
<b>Week 5</b>	Module 4	Research Methods and Practice in Emergency Management	Applied Activity 3 & FEMA IS 100 Due			Reading Reflection 4 Due			
			22-Feb	23-Feb	24-Feb	25-Feb	26-Feb	27-Feb	28-Feb
<b>Week 6</b>	Module 5	Preparedness	Applied Activity 4 Due			Reading Reflection 5 Due			
			1-Mar	2-Mar	3-Mar	4-Mar	5-Mar	6-Mar	7-Mar
<b>Week 7</b>	Module 6	Planning	Applied Activity 5 & Research Proposal Due			Reading Reflection 6 Due			
			8-Mar	9-Mar	10-Mar	11-Mar	12-Mar	13-Mar	14-Mar
<b>Week 8</b>	Module 7	Response Pt. 1	Applied Activity 6 & FEMA IS 200 Due			Reading Reflection 7 Due			
			15-Mar	16-Mar	17-Mar	18-Mar	19-Mar	20-Mar	21-Mar
<b>Week 9</b>	Module 8	Response Pt. 2	Applied Activity 7 Due			Reading Reflection 8 Due			
			22-Mar	23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	28-Mar
<b>Week 10</b>	Module 9	Recovery	Applied Activity 8 Due			Reading Reflection 9 Due			
			29-Mar	30-Mar	31-Mar	1-Apr	2-Apr	3-Apr	4-Apr
<b>Week 11</b>	Module 10	Mitigation	Applied Activity 9 & FEMA IS 700 Due			Reading Reflection 10 Due			

Appendix A – Course Outline

			5-Apr	6-Apr	7-Apr	8-Apr	9-Apr	10-Apr	11-Apr
<b>Week 12</b>	Module 11	Local and State Government	Applied Activity 10 Due			Reading Reflection 11 Due			
			12-Apr	13-Apr	14-Apr	15-Apr	16-Apr	17-Apr	18-Apr
<b>Week 13</b>	Module 12	Federal Government	Applied Activity 11 Due			Reading Reflection 12 Due			
			19-Apr	20-Apr	21-Apr	22-Apr	23-Apr	24-Apr	25-Apr
<b>Week 14</b>	Module 13	Private Sector	Applied Activity 12 & FEMA IS 800 Due			Reading Reflection 13 Due			
			26-Apr	27-Apr	28-Apr	29-Apr	30-Apr	1-May	2-May
<b>Week 15</b>	Module 14	International and Humanitarian Relief	Applied Activity 13 Due			Reading Reflection 14 Due			
			3-May	4-May	5-May	6-May	7-May	8-May	9-May
<b>Week 16</b>		Final Project	Applied Activity 14 Due		Final Paper Due				