



Syllabus for Political Science 5793: Managing Public Sector Crises

Course Information

College: Liberal Arts
Department: Political Science
Course title: Managing Public Sector Crises
Semester: Fall 2023
Course number: POL 5793
CRN: 12789
Building and Classroom: WWW
Meeting Day/Time: WWW

Instructor Information

Instructor name: Dr. Alyssa L. Provencio
Office location: Liberal Arts Building – North 100A, 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 48 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 planning (CMP), implementation, communication, and evaluation.

Prerequisites

None

Course Objectives

Students will:

- Explain the nature of crisis management in a public sector context,
- Summarize types of crises and why they occur,
- Discuss the dynamics and processes that impact decision making and leadership in times of crisis,
- Analyze the politicization and communication tactics during crises,
- Discuss how accountability and post-crisis learning contributes to success in future crises,
- Explain the importance of self-care and care for others during crises,
- Interpret crisis management simulation, incorporating lesson learned from the course content; and,
- Research a crisis management issue framed by classroom concepts and present the findings to the class.

Textbook Information

Students will be required to purchase access to the simulation, which will cost \$15/student. Otherwise, all materials used will be provided via D2L free of charge.

Disaster Management Certificate

The Department of Political Science offers students the option of receiving a Certificate of Disaster Management. This 12-hour specialized course of study offers students focused instruction on dealing with emergency situations and disasters.

The Certificate of Disaster Management program is designed to enhance analytic skills and emphasize the social, political, and administrative aspects of disaster management. With human and economic asset exposures and vulnerabilities increasing, reducing the impact of emergencies and disasters is crucial to societal well-being and sustainability in the 21st century.

The certificate can be earned as embedded through the MPA program or as a standalone certificate. For more information, please talk to/email Dr. P.

Required Courses: 12 Hours

- POL 5053, Public Administration Dynamics
- POL 5193, Public Financing and Budgeting (can substitute with POL 5123 Budgeting for Cities and States)
- POL 5383, Fundamentals of Emergency Management
- POL 5793, Managing Public Sector Crises

Course Outline, Requirements & Assignment Weights, and Grading

Course Outline - See Appendix A

Course Requirements & Assignment Weights

More information about the following assignments will be provided in class and via D2L.

% of Grade	Assignment Name	Description	Due Date
20%	Weekly Memos	Students should prepare a half-page, single-spaced memo on each week's readings. The memo should respond to issues or questions raised by the texts; these may refer to concerns related to the texts themselves or their relevance to the student's research concerns. At the bottom of every memo, each person should include two questions they have about the readings.	Weekly - these should be posted to D2L by 11:59 PM each Thursday
20%	Weekly Applied Activities	Each week you will use the knowledge gained and apply it to a real-world problem.	Weekly - these should be posted to D2L by 11:59 PM each Sunday
10%	FEMA Independent Study Courses	You will need to register for a free FEMA SID Number before you can complete these free independent studies. 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. IS-241.C: Decision Making and Problem Solving IS-240.C: Leadership and Influence	Due by 12-Dec-23
15%	Case Study Analysis	Select a case study from the case study options. Do additional research on the case, if necessary. Complete an analysis and address issues within the context of the class concepts. More information will be provided.	Selection due by 1-Oct-23 Analysis due by 5-Nov-23
10%	Simulation	Participate in a virtual simulation. More information will be provided.	Due by 26-Nov-23
10%	Simulation Debrief	Complete a debrief of the virtual simulation based on the outcomes and your personal experience. More information will be provided.	
15%	Case Study Presentation	Using the information gleaned in your case study analysis, develop a creative presentation for your classmates. This presentation must be viewable asynchronously. More information will be provided.	Due by 12-Dec-23

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. All assignments will be graded within two weeks. 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 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. 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 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

Module	Due Date	Themes	Readings (Found on D2L)	Weekly Assignments	Semester Assignments
Orientation	21-27 Aug	Orientation			
Module 1	28 Aug-3 Sep	Nature of Crises	Readings will be posted on D2L.	Weekly Memo #1 & Applied Activity #1	
Module 2	4-10 Sep	Crisis Typology		Weekly Memo #2 & Applied Activity #2	
Module 3	11-17 Sep	Equity and Justice in Crises		Weekly Memo #3 & Applied Activity #3	
Module 4	18-24 Sep	Sense Making		Weekly Memo #4 & Applied Activity #4	
Module 5	25 Sep-1 Oct	Decision Making in Crises		Weekly Memo #5 & Applied Activity #5	Case Study Selection Due by 1-Oct-23
Module 6	2-8 Oct	Crisis Leadership		Weekly Memo #6 & Applied Activity #6	
Module 7	9-15 Oct	Crisis Politicization		Weekly Memo #7 & Applied Activity #7	
Module 8	16-22 Oct	Crisis Communication		Weekly Memo #8 & Applied Activity #8	
Module 9	23-29 Oct	Crisis Accountability		Weekly Memo #9 & Applied Activity #9	
Module 10	30 Oct-5 Nov	Post-Crisis Learning		Weekly Memo #10 & Applied Activity #10	Case Study Analysis Due by 5-Nov-23
Module 11	6-12 Nov	Care in Crises		Weekly Memo #11 & Applied Activity #11	
Module 12	13-19 Nov	Future Issues		Weekly Memo #12 & Applied Activity #12	
Module 13	20-26 Nov	Simulation		Complete Simulation Due by 26-Nov-23	
Module 14	27 Nov-3 Dec	Final Wrap Up		Written Simulation Debrief Due by 3-Dec-23	
Module 15 – Finals Week	Final Case Study Presentation and Independent Study Certificates Due by 12-Dec-23 by 11:59 PM.				