

University of North Texas

**Department of Emergency Management
and
Disaster Science**

Emergency Administration and Planning Program

**EMERGENCY ADMINISTRATION
AND PLANNING**



UNIVERSITY
of
NORTH TEXAS

EADP STUDENT HANDBOOK

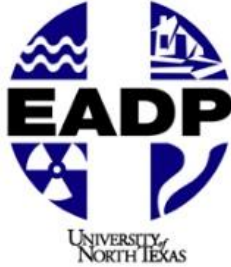
**Academic Year
2016-17**

Emergency Administration and Planning Program
Student Handbook
Academic Year 2016-2017
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This Student Handbook is intended as a guide and resource tool for our EADP students. The information contained inside is **subject to change**. Please consult your academic advisor or a faculty member before making decisions that may affect your degree program.

EMERGENCY ADMINISTRATION
AND PLANNING



Department of Emergency Management
and
Disaster Science

EMERGENCY ADMINISTRATION AND PLANNING PROGRAM

MISSION STATEMENT

The Emergency Administration and Planning Program at the University of North Texas sets the standard in preparing students for emergency management (and related careers in the public, private, and non-profit sectors) by delivering competency-based education that integrates theory and practice in a multi-disciplinary and comprehensive approach.

The EADP mission parallels the University of North Texas' mission in several areas including:

- preparing students for careers through excellence and innovation in teaching;
- creating an environment where students have continuing opportunities for intellectual and professional growth through multi-disciplinary classes that stress theory and practical competence;
- enhancing the application of knowledge by fostering research and creative activities that integrate new technologies and skills for the benefit of the student, the university, and society.

In summary, both the EADP program and the University of North Texas strive to create an educational institution where students can become knowledgeable, productive, successful, and contributing members of society.

FACULTY

Emergency Administration and Planning

Department of Emergency Management and Disaster Science

University of North Texas

<http://public-administration.pacs.unt.edu/programs/undergraduate/emergency-administration-and-planning>

eadp@unt.edu

Mary Nelan

Mary.Nelan@unt.edu - Chilton Hall 122C; 940/369-7466

Assistant Professor

B.A. University of Texas, Austin

M.A. University of Texas, El Paso

Ph.D. University of Delaware

Dr. Nelan is an assistant professor in the Department of Emergency Management and Disaster Science. Prior to joining the faculty at UNT, she obtained her Ph.D. in Sociology at the University of Delaware and worked for 3 years as a research assistant at the Disaster Research Center (DRC) at the university. During her time at the DRC, Dr. Nelan participated in fieldwork research following Hurricane Sandy and the 2013 Oklahoma Tornadoes as part of a research project funded by the National Science Foundation.

Dr. Nelan has also participated in relief work as a disaster volunteer following multiple events, including the 2010 Haiti Earthquake, Hurricane Sandy, and the May 2013 Oklahoma tornadoes. Her area of expertise is in disaster response and humanitarian logistics, specifically focusing on the convergence of personnel and materials in the aftermath of a disaster. She has been published in the International Journal of Mass Emergencies and Disasters, and has contributed to book chapters in Social Vulnerability to Disasters and Learning and Calamities: Practices, Interpretations, Patterns.

Ronald Schumann

Ronald.Schumann@unt.edu – Chilton Hall 122E; 940/565-2996

Assistant Professor

B.S. University of South Alabama

M.A. University of North Carolina, Charlotte

Ph.D. University of South Carolina, Columbia

Dr. Schumann is an assistant professor in the Department of Public Administration's Emergency Administration and Planning program. Before joining the faculty at UNT, he worked as a research associate with the Hazards and Vulnerability Research Institute documenting housing reconstruction after Hurricane Katrina in Mississippi and Hurricane Sandy in New Jersey. He also has experience as a special programs coordinator and researcher with non-profit historical societies across the southeast and as a Geographic Information Systems (GIS) technician with the engineering firm AECOM.

Dr. Schumann's research interests include disaster recovery, resilience, environmental perception, participatory GIS, and cultural geography. His research examining local knowledge on long-term community recovery received a Doctoral Dissertation Research Improvement grant from the National Science Foundation. His publications have appeared in Weather, Climate and Society, Southeastern Geographer, Journal of Extreme Events, and Risk, Hazards & Crisis in Public Policy.

Laura Siebeneck

Laura.Siebeneck@unt.edu – Chilton Hall 122F, 940/565-4893

Assistant Professor, EADP Program Coordinator

B.S. Physical Geography, Texas State University

M.S. Geography, University of Utah

Ph.D. Geography, University of Utah

Dr. Siebeneck is an associate professor in the Department of Emergency Management and Disaster Science. A geographer by training, she has taught EADP courses such as Hazard Mitigation and Preparedness, Capstone in Emergency Management, Images of Disaster in Film and Media, International Disasters, and Intro to Emergency Management. Her teaching and research interests include hazards, evacuation and return-entry processes, risk perception and risk communication, emergency management, Geographic Information Science (GIS) and spatial analysis. Currently, she is working on projects examining geographic and temporal dimensions of risk perception, communication and household behavior during the evacuation and return-entry process. Additionally, as part of a multi-institutional research collaboration, she recently received funding from the National Science Foundation to examine issues pertaining to disaster return-entry, recovery, and resilience following Hurricane Sandy. She has recent research published in Risk Analysis, Natural Hazards, Natural Hazards Review, International Journal of Mass Emergencies and Disasters, GeoJournal, and Journal of Emergency Management.

Ronald Timmons

Ronald.Timmons@unt.edu – Chilton Hall 122B, 940/565-2213

Lecturer, Internship Coordinator, EOC Lab Coordinator

B.A. State University of New York

M.A. Naval Postgraduate School

M.P.A. State University of New York

Ph.D. University of Texas at Dallas

Dr. Timmons started his public service career in western New York State as a police dispatcher, and then served several years as a firefighter, emergency medical technician, and fire chief. With a desire to serve people in need, along with a drive to share what he learned in the field, he served concurrently for thirteen years as an adjunct assistant professor at public safety college programs in the Rochester, New York area. In 2001, he relocated to Texas to join the public safety team at the city of Plano, serving as department head for 84 people in the 9-1-1 call center and public safety radio communications department. While leading various emergency management functions, including designation as the emergency management coordinator for Plano's 270,000 people, Ron also led a staff of six emergency management professionals delivering a comprehensive and robust emergency management program.

Dr. Timmons' experiences as a first responder and leader were informed and supplemented by a variety of post-graduate accomplishments, including a master's degree in Public Administration from the State University of New York, a master's degree in Homeland Security and Defense from the Naval Postgraduate School, and a Ph.D. in Public Affairs from the University of Texas at Dallas.

Gary Webb

Gary.Webb@unt.edu - Chilton Hall 122D; 940/369-5815

Professor

B.S. University of North Texas

M.S. University of North Texas

Ph.D. University of Delaware

Dr. Gary Webb is Professor and Chair of the Department of Emergency Management and Disaster Science. Prior to coming to UNT, he was a faculty member in the sociology department and the Center for the Study of Disasters and Extreme Events at Oklahoma State University. He has also held research positions at the University of Delaware's Disaster Research Center. Dr. Webb has conducted extensive research on organizational preparedness for and response to numerous disasters in the United States and abroad. His research has been supported by various agencies, including the U.S. National Science Foundation, and it has appeared in a variety of professional journals, including the International Journal of Mass Emergencies and Disasters, International Journal of Emergency Management, Environmental Hazards, Natural Hazards Review, and the Journal of Contingencies and Crisis Management. Most recently, he co-authored Introduction to Emergency Management, 2nd edition (Forthcoming, CRC Press). His research has also been featured in national media outlets, including the Los Angeles Times, Newsday, and Christian Science Monitor, and he has been invited to teach or present his research to international audiences in Denmark, France, South Korea, The Netherlands, and Turkey. Dr. Webb has received multiple teaching awards, including the 2011 Oklahoma State University Regents Distinguished Teaching Award.

Adjunct EADP Instructors

Ed Hall, Eddie.Hall@unt.edu

Director, Community and Families Resilience Initiative
B.A. East Texas State University (Texas A&M, Commerce)

Mr. Hall serves as Director of Communities and Families Resilience Initiative, an emergency management consulting firm specializing in assessment, mitigation, disaster preparedness and response and recovery. A Texas native, Mr. Hall began emergency management in the U.S. military as a telecommunications specialist serving with the 1st and 4th Mobile Communications teams; rapid response teams organized for global deployment following natural, technological and conflict disasters. During these years the 1st and 4th responded to tornados, earthquake, typhoon and volcano hazards as well as aircraft accidents, search and rescue missions, civil unrest and nation-state conflicts. In 2004 following twenty years in the defense department and private sector business, Mr. Hall returned to emergency management leading Disaster Strike Teams nationally in response to hurricanes, tornados, wildfires and flooding, and later Mass Care Operations, Government and Community Liaison and Operations Management as command staff. Since 2004 Mr. Hall has responded and provided management for thirty-six state and national disaster relief operations. Today Mr. Hall continues to provide consulting services to public, private and non-profit sectors supporting at-risk families, businesses and communities. He has taught at the UNT since January 2015.

Karen McCormick, McCormick.Karen@epa.gov

Section Chief, Marine and Coastal Protection
Water Quality Protection Division
US Environmental Protection Agency - USEPA
B.S., University of North Texas (EADP Program)

April 2010, Ms. McCormick became the Marine and Coastal Protection, Section Chief, for the Water Quality Protection Division. She manages nine personnel and has the following programs in her section - The Marine Protection Research and Sanctuaries Act ["MPRSA," aka the "Ocean Dumping Act" (ODMDS) and Beneficial Use; the National Estuary Programs (NEP), and Coastal Wetlands Planning, Protection and Restoration Act (CWPPRA).

She serves as the CWPPRA Technical Committee Advisory and the Health and Safety Coordinator for the Water Division. She continues to serve as the Region 6 Representative for the National Critical Incident Stress Management (CISM) Team Representative. During the recent DWH 252 Oil Spill, she was appointed as the Point of Contact (POC) for the Water Division for all water, sediment, toxicity, and dispersant sampling efforts and the liaison officer for the Regional Emergency Operations Center (REOC) for the Emergency Response Branch.

As a prior Federal On-Scene Coordinator (FOSC) of the Preparedness and Emergency Response Branch, Ms. McCormick's work involved responding to oil, chemical, biological and radiological emergency responses and removal clean-up activities. She has responded to many high profile responses such as 9/11 - World Trade Center, NASA Columbia Shuttle Disaster, Phillips 66 2000 Explosion in Pasadena, Texas; Oklahoma City 1999 Tornadoes; Macdona, Texas and Eunice, Louisiana Union Pacific Train Derailments, 2005 British Petroleum Texas City Explosion, HF Explosion at Wynnewood Refinery, and most recently Hurricane Katrina and Ike. While she was a FOSC, her duties included the Exercise/Training Coordinator; conducting multi-media inspections such as Spill, Prevention, Control, and Countermeasures (SPCC) and Federal Response Plan (FRP) under the Oil Pollution Act of 90 and Risk Management Plans (RMP) under the Clean Air Act.

(Continued next page)

Luis Tapia, Luis.Tapia@unt.edu
CEM, CBCP
Sr. Business Continuity & Disaster
Recovery Specialist, J.C.Penney
B.A.A.S. University of North Texas

Manager (CEM) and Certified Business Continuity Professional (CBCP). He currently serves as a Business Continuity and Disaster Recovery planner for JCPenney in Plano, TX. Prior to these positions, he was a Business Resiliency Manager at CoreLogic, an Emergency Management Coordinator at the University of North Texas and an Emergency Planner for the Dallas Area Chapter of the American Red Cross. Mr. Tapia has also been a consultant and subject matter expert for emergency management and homeland security course curriculum development, and consulted as a grant peer reviewer for emergency management grants administered by both the U.S. Department of Education and U.S. Department of Homeland Security. Mr. Tapia has also been an EADP internship coordinator and mentored more than 25 EADP students over the past several years. Mr. Tapia is annually invited to speak at professional conferences such as the Texas Homeland Security Conference, International Association of Emergency Managers Conference, Texas School-Based Law Enforcement Conference, and CPM West.

EMERGENCY ADMINISTRATION AND PLANNING
Department of Emergency Management and Disaster Science
University of North Texas

Curriculum

The EADP major courses provide the student with the theoretical basis, technical expertise, and skills necessary to succeed in the emergency management field. Some courses are required for the degree (Table 1), while others are electives for the major (Tables 2 and 3). In addition to seven required courses (EADP 3010, 3035, 3045, 3055, 3080 *(or PADM 3020)*, 4080 and PADM 3410), up to 6 hours of EADP 4800 and/or 4810 (Internship Preparation/Internship Practicum in Emergency Management) are required of students with no prior relevant professional experience. The remaining hours for the major may consist of choices from other EADP courses (Table 2) or up to six hours from complementary disciplines including public administration, biology, community service, geography, sociology, management, and insurance (Table 3). In choosing from these different fields of study, each student has the opportunity to tailor his/her degree for any sector of emergency management (public, private, non-profit) or level of government (local, state federal). Faculty encourage students to choose these courses based on each student's career goals.

Degree Requirements

Candidates for the Bachelor of Science with a major in emergency administration and planning must meet the following requirements:

Hours for the degree: Completion of a minimum of 120 semester hours; 42 must be advanced.

Major Requirements:

21-27 hours of EADP core courses

3 hours of TECM 2700

3 hours of Natural Lab Science (must either be Biology 1132, Geography 1710 or Geology 1610)

15 hours of electives

42-48 Total Hours* (see below for credit waiver for work experience)

Minor Requirements: A minor of at least 18 hours; 6 must be advanced.

Credit Waiver for Work Experience:

- Students with no professional work experience, no credit waiver: 48 hours in the major
- Students with professional work experience, but not in the EADP field: 45 hours in the major
 - Not required: Internship Preparation (EADP 4800)
 - Required: Internship Practicum (EADP 4810) and a 240 hour internship

Waiver must be requested from Dr. Ronald Timmons, the EADP Internship Coordinator (Chilton Hall 204J)

- Students with professional work experience in Emergency Management: 42 hours in the major
 - Not required: Internship Preparation (EADP 4800)
 - Not required: Internship Practicum (EADP 4810) and a 240 hour internship

Waiver must be requested from Dr. Ronald Timmons, the EADP Internship Coordinator (Chilton Hall 204J)

Other Requirements: A grade of 'C' or better and a minimum GPA of 2.5 on all courses in the major.

A student majoring in the EADP program must complete all EADP core course requirements in the Department of Emergency Management and Disaster Science at UNT. A student may take or transfer a maximum of six hours of credit as EADP additional elective courses, including FEMA courses (a student seeking to transfer on-line credit hours must have the approval of the EADP academic advisor and/or the EADP program coordinator).

University Electives: 18 hours, or minimum hours required to complete degree. Courses may be selected from any offered at UNT that the student and the adviser deem appropriate to the degree.

REQUIRED COURSES FOR THE MAJOR

TABLE 1

Course No.	Course Title	Course Description
EADP 3010	Intro to Emergency Mgmt.	3 hours. Introduction to the theory, principles, phases and processes of emergency and disaster management. Topics include hazard, risk, vulnerability and comprehensive emergency management. Course also examines alternative career paths, the past evolution of the field and its future outlook.
EADP 3035	Hazard Mitigation and Preparedness	3 hours. Theoretical examination and practical application of pre-disaster management activities including hazard and vulnerability analysis, structural and non-structural mitigation, capability assessment, planning, training, exercises and public education. Development planning, political advocacy and networking are heavily stressed.
EADP 3045	Disaster Response and Recovery	3 hours. Theoretical examination and practical application of post-disaster management activities including human behavior in emergency situations, warning, evacuation, sheltering, triage, damage assessment, disaster declaration, debris removal, media relations, crisis counseling, individual and public assistance, and other relevant functions. Decision making, incident command, EOC operations, coordination and service delivery strategies are also discussed.
EADP 3055	EOC Design and Operations	3 hours. Emphasizes the principles of the design and operation of Emergency Operations Centers. In addition to standard EOC functions established in the scholarly literature, course material covers the selection and arrangement of suitable space and equipment, the acquisition and deployment of appropriate communications and information-management technology, crisis decision-making, and the integration of multiple organizations into an emergency management system.
EADP 3080 or--	Leadership and Organizational Behavior	3 hours. Study of interpersonal relationships and organizational behavior as they apply to the field of emergency and disaster management. Topics include leadership, management, conflict resolution, influence and motivation.
<i>PADM 3020</i>	<i>Public Management</i>	<i>3 hours. An introduction to organization and management theories and practices as they concern federal, state and local governments.</i>
EADP 4080	Capstone course in Emergency Mgmt.	3 hours. Synthesis of emergency and disaster management concepts and perspectives. Case studies of disasters are emphasized to provide real-world examples of applied principles. Discussion of current theoretical approaches and future trends in the field. Topics include sustainable development, resistance, resilience and vulnerability.
PADM 3410	Financial Aspects of Govt.	3 hours. Politics and management of taxation, budgeting, grant-in-aid and municipal bonds. Conflicts among politicians, managers, and analysts in developing policy and financing programs.
EADP 4800*	Emergency Mgmt. Internship Preparation	3 hours. Enrollment in this course is required for pre-career EADP students. Recommended to be taken the semester before the student serves their internship. Course prepares students for an internship. Periodic seminars cover career counseling, resume development, professionalism and interview skills.
EADP 4810*	Emergency Mgmt. Internship Practicum	3 hours. Enrollment in this course is required for pre-career EADP students. Provides practical experience in a supervised emergency management setting geared toward the integration of theory and practice. Requires a minimum of 240 contact hours within the practicum setting, plus attendance at scheduled classes. Enrollment is restricted to EADP majors who have completed EADP 4800, EADP 3010, 3035, 3045 & 3 additional hours of EADP coursework. Application for approval of the practicum site occurs in the semester prior to enrollment in this course.

*Up to 6 hours of EADP 4800 and/or 4810 is required of students with no prior relevant professional experience.

EADP ELECTIVES FOR THE MAJOR

TABLE 2

Course Number	Course Title	Course Description
EADP 2700	Images of Disasters in Film and Media	3 hours. Examination of the popular culture pertaining to disasters that result from portrayals of catastrophic events in film and by the media. Discussion of what can be done to alter myths about human behavior in emergency and disaster situations.
4000	Hazardous Materials Planning & Management	3 hours. Planning for and management of hazardous materials incidents. Attention is given to environmental regulations as they relate to hazardous materials. Defensive strategies for hazardous materials response are identified.
4010	Public Health and Disasters	3 hours. Discussion of the changing and unique role of the public health field in emergency management, paying special attention to epidemiology, integration with emergency services, medical/first responders, public safety, bio-terrorism preparedness and public/professional community education.
4015	Flood Plain Management	3 hours. Identification and assessment of flood related hazards and vulnerabilities. Evaluation of the merit and necessity of implementing various structural and non-structural approaches to reduce flood related disasters. Includes discussion about mapping, containment devices, land use planning, early warning systems and insurance.
4020	The Federal Government and Disasters	3 hours. Historical review of how the Cold War, disasters and legislation have resulted in the creation of the Federal Emergency Management Agency. Examination of roles and inter-organizational relationships among FEMA and other federal agencies.
4030	Private Sector Issues	3 hours. Study of business continuity and the role of businesses in emergencies and disasters. Topics include business impact analysis, recovery planning and multi-organizational coordination.
4040	International Disasters	3 hours. Exploration of issues pertinent to international disasters, including the susceptibility of poor countries to natural disasters, the nature of complex emergencies, and the actors involved in humanitarian activity across national borders. Special attention is given to the social, political and economic barriers that perpetuate the vicious cycle of vulnerability as well as the need for long term solutions that promote beneficent forms of development.
4050	Special Populations and Disasters	3 hours. Identification and examination of special populations in disaster. Discussion of their needs and service delivery strategies. Emphasis on relevant response agencies and programs.
4060	Technology in Emergency Management	3 hours. Examination of the use of technology and computers in emergency management. Topics include software, hardware, information management, communication equipment and future innovations.
4065	Disaster Exercise Design	3 hours. Study in designing and implementing successful disaster exercise programs. Types of disaster exercises and their purpose are examined. Process of designing exercises is explored in depth. Methods of conducting and evaluating exercises are discussed and analyzed. Each student participates in producing, conducting and evaluating a disaster exercise.
4090	Terrorism and Emergency Management	3 hours. In depth investigation into the ideology forces and groups involved in terrorist activity. Analysis of the effects of terrorism, including the similarities and differences to other types of disasters. Attention is given to weapons of mass destruction and the unique challenges to prevent, prepare for, respond to, and recover from terrorist attacks.
4980	Experimental Course	3 hours. Topics of interest of EADP instructors offered on an experimental basis.

ADDITIONAL ELECTIVES FOR THE MAJOR, OUTSIDE EADP**

TABLE 3

Course Number	Course Title	Course Description
PADM 3000**	Public Administration	3 hours. Organizations and management in executive departments, and national, state and municipal governments; bureaucracy; administrative theory; budgeting; personnel and administrative leadership.
PADM 3700**	Issues in Public Administration	3 hours. In-depth investigation of a contemporary issue of concern to public managers. Possible topics include managing nonprofit organizations, public-private partnerships and ethics in government.
PADM 4130**	American Intergovernmental Relations	3 hours. Federal system; constitutional and theoretical bases of federalism; national/state/local government conflict and cooperation; regional arrangements; political centralization; impact upon American traditions; future prospects.
PADM 4450**	Public Policy Analysis	3 hours. Policy making, impact of public policy and factors that place specific problems on the public agenda.
BIOL 3160**	Biological Resource Conservation and Mgmt.	3 hours. Principles and values relating to natural biological resources; ecological concepts applied to resource management and protection of aquatic organisms, rangelands, forests and wildlife. Prerequisite(s): 6 hours of biological sciences.
GEOG 2180 **	Geosystems, Environment and Society	3 hours. Examines the physical and human dynamics associated with topics such as earthquakes, landslides, volcanoes, coastal processes, streams and flooding, soils, ground water, mineral extraction/processing, air pollution, energy production, water resources, and waste disposal. Discuss contemporary environmental issues and events, including some of the key environmental issues in North Texas.
GEOG 3500**	Intro to Geographic Information Systems	3 hours. Introduces the concepts and applications of computer-based spatial data handling, known as geographic information systems (GIS) technology. Illustrates the essential methods of GIS and its applications in fields including geography, business, administration, planning and environmental science. Students gain application skills via a series of practical exercises illustrating problem solving strategies using up-to-date software packages.
GEOG 4050**	Cartography and Graphics	3 hours. Construction and interpretation of topographic maps; thematic mapping of geographically referenced data; field mapping and surveying techniques; introduction to global positioning systems and computer cartography.
GEOG 4120**	Medical Geography	3 hours. Locational aspects of disease and health care, spatial patterns of diseases, health facilities, health care policies and problems. Prerequisite(s): GEOG 2110, GEOG 2170, GEOG 3190 and GEOG 3500, or consent of department.
GEOG 4170**	Map-Air Photo Analysis	3 hours. Evaluation and interpretation of aerial photography and satellite images from the most common sensing devices. Digital processing of satellite data on microcomputer. Prerequisite(s): GEOG 2180 or consent of department.
GEOG 4240**	Meteorology	3 hours. Weather elements and controls; air masses and upper air wind flow; emphasis on atmospheric storm systems. Prerequisite(s): GEOG 2110 and GEOG 2180, or consent of department.
GEOG 4400**	Introduction to Remote Sensing	3 hours. Principles of remote sensing technology, including the physical principles of remote sensing, aerial photography, airborne and space-borne multispectral and hyperspectral imaging, and thermal and microwave imaging. Analytical techniques and applications of remotely sensed data in geography and other fields. Teaches skills for handling both analog and digital remote sensing data through visual interpretation and computer-based digital image processing. Prerequisite(s): GEOG 2110, GEOG 2180, and GEOG 3190, or consent of department.
MGMT 4180**	Workplace Health and Safety	3 hours. Problems of occupational safety and health (OSHA) workers' compensation, unemployment compensation, industrial security and environmental risk management.

****Students may take, or transfer in, a maximum of six hours of credit from courses anywhere outside the major, including FEMA courses.**

ADDITIONAL ELECTIVES FOR THE MAJOR, OUTSIDE EADP**

TABLE 3, continued

Course Number	Course Title	Course Description
PACS 3000**	Pathways to Civic Engagement	3 hours. Promotes an understanding of self in relation to the theory and practice of civic engagement. Topics include the history of civic engagement and civil society, earning and spending social capital, voluntary sector engagement, trends in civic engagement in the U.S., and social issues. This course has a service learning requirement.
PACS 4210**	Intro to Philanthropy and Fundraising	3 hours. Provides an overview of financial planning and fundraising practices in non-profit organizations from the perspective of the giver. Students learn to assess the financial health of organizations, understand the duty of fiscal responsibility and develop and implement fundraising strategies.
PACS 4220**	Proposal Writing and Grants Administration	3 hours. Basic steps in researching funding ideas, including how to use the Internet as a fundamental tool and the detailed steps required for preparing funding applications. Focus on the skills and tools needed to monitor funds once grants have been awarded.
PACS 4230**	Social Evolution of Contemporary Volunteerism	3 hours. Analysis and review of the social evolution of contemporary volunteerism from revolutionary times to the present. Study of the current issues, definitions, and trends in the field of professional management. Introduction to social systems supporting or limiting volunteerism and volunteerism resources on the Internet. May not be repeated at the graduate level as COMS 5100
PACS 4240**	Volunteer Mgmt Concepts & Applications	3 hours. Analysis and review of day-to-day applications of management principles to the administrative and operating practices of contemporary volunteer programs in the public, not-for-profit, and for-profit sectors. Focuses on volunteer program management and organization, including targeting, recruiting, training, supervising, motivating, counseling, retaining and recognizing volunteer workforces. May not be repeated if credit has been received for it at the graduate level
PACS 4250**	Community Resource Mapping and Collaboration	3 hours. Analyzes systems that measure community assets and resources. Explores the means of identifying and approaching potential collaborative community partners, and focuses on the development of joint proposals and/or business plans. Provides an overview of the role of volunteer managers and agency leadership of community organizations that provide resources in the development of a collaborative, capacity building community. An ecological approach is used to analyze the full range of human service agency services: health, social, educational, diagnostic, enrichment, religious, civic and legal. Students have an opportunity to do field work with agency staff on assigned community projects.
PACS 4260**	Volunteer Program Planning and Evaluation	3 hours. Seminar designed to provide students with the basic skills necessary to systematically design and plan volunteer programs, and evaluate their effectiveness. Special emphasis is given to measuring program outcomes. Same as HSML 4700. May not be repeated if credit has been received for it at the graduate level.
RMIN 4600**	Risk Management	3 hours. Study of financial effects of pure risk on businesses and not-for-profit institutions; policy, goals, objectives, organization of effort, identification and evaluation of risk; selection of risk treatment/financing tools; implementation and review of tools used; probability analyses of data and financial evaluation of alternative tools.
SOCI 3550**	Collective Behavior	3 hours. Human behavior in sporadic and unstructured situations; theories and case studies of rumors, crowds, panics, riots, disasters, fads and crazes; links among collective behavior episodes, social movements and social change. Prerequisite(s): SOCI 1510 or equivalent.
SOCI 3560**	Sociology of Disasters	3 hours. Introduction to the study of human response to disaster events, including political and economic factors influencing vulnerability. Case studies of major disasters are used to explore topics such as the impact of gender, class, ethnicity and age on vulnerability, response, and impacts; the effects of larger political and economic systems on disaster response; and the relationship of disasters to social change. Prerequisite(s): SOCI 1510 or equivalent.

****Students may take, or transfer in, a maximum of six hours of credit from courses anywhere outside the major, including FEMA courses.**

EMERGENCY ADMINISTRATION AND PLANNING COURSES
(Calendar of course offerings is *subject to change*)

Rev 9/16

Course No.	Course Title	Prerequisite	Fall	Sp	MM	S-I	S-II
EADP 2700	Images of Disaster in Film & Media	n/a	Y				
EADP 3010	Intro to Emergency Management	n/a	Y	Y			
EADP 3035	Hazard Mitigation/Preparedness	3010	Y	Y			
EADP 3045	Disaster Response/Recovery	3010	Y	Y			
EADP 3055	EOC Design and Operation	3010, 3035, and 3045	Y	Y			
EADP 3080 or	Leadership & Org. Behavior	3010 or consent of dept.		Y		Y	
PADM 3020	<i>Public Management</i>	n/a		Y		Y	
EADP 4000	Hazardous Materials Planning	3010 or consent of dept.	Y				
EADP 4010	Public Health and Disasters	3010 or consent of dept.		Y			
EADP 4015	Flood Plain Management	3010 or consent of dept.					Y
EADP 4020	Federal Govt. and Disasters	3010 or consent of dept.		Y			
EADP 4030	Private Sector Issues	3010 or consent of dept.				Y	
EADP 4040	International Disasters	3010 or consent of dept.	INET		SA		
EADP 4050	Special Populations and Disasters	n/a	Y				
EADP 4060	Technology in Emergency Mgmt.	3010 or consent of dept.		Y			
EADP 4065	Disaster Exercise Design	3010, 3035, and 3045	Y				
EADP 4080	Capstone Course	Enrollment is restricted to EADP majors who are in the final 2 semesters of their degree program.	Y	Y			
EADP 4090	Terrorism and Emergency Mgmt.	3010 or consent of dept	Y	INET			
EADP 4800	Emergency Mgmt. Internship Preparation	Restricted to EADP majors with completion of EADP 3010, 3035, and 3045 and consent of the internship coordinator.	Y	Y	8w1		
* EADP 4810	Emergency Mgmt. Internship Practicum	Majors who have completed fifteen hours of EADP course work, including EADP 3010, 3035, 3045, 4800, plus 3 additional hours of EADP coursework. Application for approval of the practicum site occurs in the semester prior to enrollment in this course.	Y	Y	Sum		
PADM 3410	Financial Aspects of Gov't	n/a	Y	Y		Y	

* 4810- Application for approval of the practicum site occurs in the semester prior to enrollment in this course.

Academic Advising

The following list contains common questions and answers pertinent to academic advising (e.g. transfer of credits, grading, degree requirements, graduation process, academic advising, etc.). Please contact Tonya Riley, the EADP academic advisor, for additional or more specific information, as degree plans vary with the year of your enrollment. The advisor is located in **Chilton Hall 289** or can be reached at tonya.riley@unt.edu or 940/565-4115.

Transfer of Credits

Q. Can I transfer in coursework from other schools or universities?

A. Yes, but you will need to send in a transcript from the other schools that you have attended; we have no way of knowing whether or not the courses have been completed without a transcript.

Q. Where do students send transcripts in order to obtain credit for work from other universities?

A. You must request that a transcript be sent to UNT. The transcript must be sent to the **UNT Registrar's Office**, not the advising office.

Q. Can I transfer in an associate's degree as my minor?

A. Yes, in some cases. Students with an associate's degree in fire science, paramedicine, nursing, occupational health and safety, environmental science, or a similar field that has been approved by the EADP Program, are exempt from the minor requirement. EADP will accept up to 18 hours from the approved field of study in the associate's degree in lieu of the minor.

Q. Does past work experience count toward the degree?

A. University credit hours are **never** given for work experience. In some cases, relevant work experience will result in all or part of the internship requirement being waived. For more information concerning Internship Waivers, please consult the EADP Internship Coordinator.

Q. I want to take courses at another school at the same time as I am taking courses at UNT, what do I need to do?

A. You will need to see your advisor in order to verify that the course will count for credit at UNT. Then a **concurrent enrollment form** must be on file with the Registrar's Office for your transcript to be accepted. **Students MAY NOT take classes concurrently in the semester they plan to graduate.**

Q. Does any class at another college or university count toward hours at UNT?

A. Not all courses will count to complete requirements. Please meet with your advisor before taking courses at another school.

Q. Can I transfer in FEMA Independent Study Courses?

- A. Yes, but only **up to six hours**. In accordance with university policy, all transfer of credit from outside UNT **must be completed prior** to the final semester. Complete FEMA course and obtain course certificate. Transfer the course to Fredrick Community College, Frederick, MD. Finally, transfer the credits from Fredrick Community College to the University of North Texas. There is no cost for the FEMA courses, but you will have to pay Fredrick Community College to obtain credit. Be aware that the entire process may take **two months** to complete. For course information, please see the FEMA website: <http://training.fema.gov/IS> / and click on ‘College Credits,’ or follow ‘FEMA Independent Study’ link on the Current Student page at the EADP Website (www.padm.unt.edu). **Please refer to the handout from the advisor for FEMA courses that qualify.**

Note that there are **residency restrictions** on how many credits may be transferred to UNT during your last few semesters. Also, be aware that transferring these hours will **disqualify** you from eligibility for the \$1000 Texas tuition rebate.

Q. What is the Residency Requirement?

- A. A minimum of 25% of degree hours from UNT, or 30 hours for EADP students. (24 hours advanced from UNT with 12 advanced in the major.)

Q. Can I take courses at another college or university during my last semester?

- A. No, if you take a course at another university during your last semester you will not be eligible for graduation until the next graduation term.

Q. If I just transferred to UNT and only need 27 hours, is that all that I have to take to graduate?

- A. No, you must complete **at least 33** semester hours of coursework and **24 advanced** hours to meet the Residency Requirement.

Grades

Q. If I made a D in ENGL 1310, ENGL 1320 or TECM 2700 will these courses count toward my degree?

- A. No, you must make a **C or better** in English courses or take the Student Use of English Language Test in order to satisfy this requirement.

Q. I made a D in one of my EADP classes; can I still count it toward graduation?

- A. No, you must make **at least a C** in EADP courses. If you make a D you must duplicate the course and earn a C or better. Please note that if you make a D in an EADP course during your last semester, you will have to wait for the next time that the course is being offered. This could result in a considerable delay to your graduation.

Q. I failed a course a few semesters ago and I want to duplicate it for another grade. What do I do to make sure that happens?

- A. You may duplicate a course for a second grade; however, the second grade will be permanent on your transcript. If, by chance, you failed the course the first semester and feel like you may fail it on the second attempt, please drop immediately. Otherwise you will have a permanent F on your transcript. If you are duplicating a course that you made a D in and you

make an F on the second attempt, you will have an F on your transcript and the D will have never existed. Once you decide you are going to duplicate a course you can go by the Office of Student Services and meet with your advisor or you can fill out the form on your own in the Records Department of the Registrar's Office. **Duplications do not happen automatically.**

Q. What does my grade point average have to be in order to graduate?

A. In order to graduate, or apply to graduate you must have a **2.0 GPA at UNT and overall** (considering all universities or colleges attended). Plus, you must also have a **2.5 GPA in your EADP courses** in order to graduate. If you do not have the required GPA you will not be eligible for graduation. NOTE: Only your UNT GPA appears on your semester report cards.

Q. Under what circumstances is a grade of "Incomplete" issued?

A. University policy stipulates that an **I** (incomplete) grade can only be awarded "during the last one-fourth of the semester, and **only if** a student (1) is **passing** the course, (2) has justifiable reason why the work cannot be completed on schedule; **and** (3) arranges with the instructor to complete the course at a later date (not to exceed one year after taking the course) by completing specific requirements which the instructor must list on the grade sheet." The decision to award a grade of I is made solely at the discretion of the instructor and is only given in rare circumstances where, due to unavoidable reasons, a student is unable to complete the course requirements on time.

Degree Requirements

Q. If I am ready to complete the internship requirement, what do I need to do?

A. Before you can begin an internship for academic credit:

- you must complete the prerequisite courses as listed in the course catalog,
- you must complete the Internship Preparation Course (EADP 4800) and
- the Internship Coordinator must approve your internship.

If you have questions, please contact the EADP Internship Coordinator, Dr. Ronald Timmons at Ronald.Timmons@unt.edu

Q. What are the requirements for the EADP degree?

A. Students must take various courses so that they obtain a strong general education and theoretical grounding and technical training in the field of emergency management.

Requirements include:

- University Core –42 hours
- Major Required Courses – 21-27 hours
 - EADP 3010 Introduction to Emergency Management
 - EADP 3035 Hazard Mitigation and Preparedness
 - EADP 3045 Disaster Response and Recovery
 - EADP 3055 EOC Design and Operations
 - EADP 3080 Leadership and Organizational Behavior (*or PADM 3020 Public Mgmt*)
 - PADM 3410 Financial Aspects of Government
 - EADP 4080 Capstone in Emergency Management
 - EADP 4800 Internship Preparation*
 - EADP 4810 Internship Practicum*

- Major Electives – 15 hours (See list of approved electives on pages 7-9)
If you wish to replace these courses with other electives, you must first receive approval from the EADP Coordinator.
- Minor – 18 hours (6 must be advanced)
- University Electives – minimum hours required to complete 120 hour degree.
**Students with approved relevant work experience may apply to be waived from all or part of the Internship requirement.*

Q. Does EADP have specific requirements for the university ‘core’ curriculum?

A. Yes, EADP has tailored the university curriculum to improve your education in emergency management. Students are required to take at least 4 of the 8 hours of laboratory science in either **GEOL 1610** (Intro Physical Geology) or **GEOG 1710** (Earth Science) or **BIOL 1132** (Environmental Sci). Students must also take **English 1310** (College Writing I) *and* **TECM 2700** (Technical Writing). Students must also have a minor of at least 18 hours.

Q. What are the requirements for this major if I am looking for a second degree?

A. As long as you meet the University’s Core Curriculum and Free Elective Requirements, you will only need to meet the Major and Elective requirements to obtain a Bachelor of Science in Emergency Administration and Planning. A student must meet all *current* catalog requirements for the 2nd degree. See your appropriate catalog (Academics Section) for details.

Q. What are the requirements if I already obtained a degree from the University of North Texas in the past?

A. The requirements for this scenario are very similar to the requirements for those who are seeking a second degree. In other words, as long as you meet the University’s Core Curriculum and Free Elective Requirements, you will only need to meet the Major and Elective requirements to obtain a Bachelor of Science in Emergency Administration and Planning. Note: be aware that the university and major requirements change each year.

Graduation Process

Q. How do I make sure that I graduate on time?

A. At the beginning of the semester that you intend to graduate you **MUST apply for graduation**. Students can complete the application for graduation process entirely in the Advising Office (Chilton 289). The graduation application deadline is printed in the Schedule of Classes (see Academic Calendar) every semester. If you change or drop courses after your application has been completed, you should speak with your advisor immediately.

Academic Advising

Q. How often do I need to meet with my advisor?

A. You do not necessarily have to meet with your advisor once you have set up a degree plan if you make sure that you follow the plan outlined by the advisor. However, it is *recommended* that you meet with the advisor at least once every other semester to make certain that you are

completing your degree requirements, and are on schedule. (Note: Several required courses are offered only once or twice a year.)

Q. When is the best time to meet with my advisor?

A. During the semester when there is less traffic in the Office of Student Services. If you wait until the last minute before a semester begins, you will almost certainly have to wait in line to meet with your advisor.

Q. How do I set up an appointment to speak with my advisor?

A. Call the College of Public Affairs and Community Service (PACS) Advising Office at **940/565-4115** to request an appointment with Tonya Riley, the EADP advisor, or email her at tonya.riley@unt.edu . If you need an appointment at a special time or day, please make that request with your call.

Q. If I just have one question for my advisor how can I contact him?

A. Even questions that seem straightforward and simple need the advisor's full attention so that there are no misunderstandings. Please be aware that it may take up to two days to get a response if it is during orientation or registration periods.

Scholarship and Tuition Exemption Opportunities

Q. Does the Emergency Administration and Planning Program offer any scholarships?

A. Yes, EADP offers a **\$1,000** scholarship. The **Tom Joslin Memorial Scholarship in Emergency Administration and Planning** has an application deadline of **March 1st**. This is a competitive scholarship and is offered only once a year. Information and application forms can be found on the EADP website at: www.padm.unt.edu/eadp. Scroll down to Financial Support.

Q. Are Paid Firefighters eligible for the State of Texas Tuition Exemption?

A. Yes; paid firefighters are eligible to claim a tuition exemption for any EADP course. The student will need to complete an exemption form and present a letter from his/her employer each semester that certifies he/she is employed as a paid firefighter. (The specific requirements for the letter will be listed on the exemption form.) The exemption will cover tuition (state, board designated and graduate) for any course within the following areas at UNT: Emergency Management, Emergency Medicine, or Public Administration. The student will be required to pay the mandatory fees, and will not be exempted from paying tuition and course fees for other courses in which they are enrolled outside of the three areas listed. For further information and the exemption form, please contact the **Student Accounting Office, 940-565-3225**.

EADP home page:

<http://public-administration.pacs.unt.edu/programs/undergraduate/emergency-administration-and-planning>

INTERNSHIPS

EADP 4800 – Emergency Management Internship Preparation **EADP 4810 – Emergency Management Internship Practicum**

Overview

There are three categories for internships.

1. STUDENTS WITH NO PROFESSIONAL WORK EXPERIENCE: 48 hours in major

- Required: Internship Preparation (EADP 4800)
- Required: Internship Practicum (EADP 4810) and a 240 hour internship

2. STUDENTS WITH PROFESSIONAL WORK EXPERIENCE (BUT NOT IN THE EADP FIELD): 45 hours in major

- Not required: Internship Preparation (EADP 4800)
This change must be approved. Please see Dr. Ronald Timmons, EADP Internship Coordinator (Chilton Hall 122B), to request a **waiver** for EADP 4800.
- Required: Internship Practicum (EADP 4810) and a 240 hour internship

3. STUDENTS WITH PROFESSIONAL WORK EXPERIENCE IN EMERGENCY MANAGEMENT: 42 hours in major

- Not required: Internship Preparation (EADP 4800)
- Not required: Internship Practicum (EADP 4810) and a 240 hour internship.
This change must be approved. Please see Dr. Ronald Timmons, EADP Internship Coordinator (Chilton Hall 122B) to request a **waiver** for EADP 4800/4810.

Notes:

- The faculty may approve a waiver of the internship for students with emergency management experience. Because the internship is an important element of the program, the faculty will approve a waiver only if there is compelling justification and if the faculty determines that the student will gain no benefit from the internship.
- If you are on the 42 hour degree plan, you may not complete an internship for credit.
- **EADP 4810** is a *restricted enrollment* course and requires a **restriction code** for registration. You must contact the Internship Coordinator **prior** to registration in order to enroll in this course. It is best to acquire your code at least two weeks prior to your registration date. Do NOT wait until the day you are scheduled to register to try to obtain your registration code.

Internship Preparation – EADP 4800

- Enroll in Internship Preparation at least one semester **before** beginning an internship.
- Topics covered in this course include: career counseling, resume development, professionalism and interviewing skills.
- Pre-requisites: restricted to EADP majors with completion of EADP 3010, 3035, and 3045 and consent of the internship coordinator.

During Internship Preparation, students will meet with the internship coordinator to begin arranging their internship. The internship coordinator will assist the student in securing a practicum, but the final responsibility for finding an internship rests with the student.

Internship Practicum – EADP 4810

- Internship Coordinator must approve internship prior to beginning internship. **If it is not approved, it will not count.**
- Pre-requisites: Enrollment is restricted to EADP majors who have completed EADP 4800, EADP 3010, 3035, 3045, plus 3 additional hours of EADP coursework. Three hours of credit will be awarded for this class once the student has completed **240 hours** of internship and has turned in all required documentation.
- Students will maintain weekly contact with the Internship Coordinator throughout the duration of the internship. This allows the Coordinator to monitor progress and resolve issues in a timely manner. Students must submit weekly activity reports and work with their internship supervisors to assure the completion of required evaluation documents. There will be one class meeting at the end of the semester. Students will complete an internship presentation during this class.

How to obtain an internship:

Internship opportunities are available with a variety of public agencies and departments, as well as at various levels of government. Students may also serve as interns in the private and nonprofit sectors. Internships complement coursework in the major field with practical, hands-on knowledge. Students gain a better understanding of emergency management principles while also obtaining experience, credentials and professional identity in the field. EADP internships, therefore, serve a very important step in the student's career preparation and development.

When anticipating an internship, you should begin by thinking about the type of work experience you would like to complete. For example, consider whether you hope to work in the public, private or nonprofit sector. Then, narrow the choice further by specific organization (e.g. municipal, state or federal government) and functional area (e.g. planning or response). The internship preparation course will also help to identify student's strengths and areas of professional interest. Students may find an internship searching opportunities posted on the Eagle Network, through networking, and searching other online resources. To qualify for course credit, the 240 hour internship ***must be approved*** by the Internship Coordinator ***prior to beginning the internship***, be related to Emergency Administration and Planning, and supervised by a professional in the field.

If you have any questions on internship requirements or procedure, please contact Dr. Ronald Timmons, EADP Internship Coordinator, in Chilton Hall 122B or at Ronald.Timmons@unt.edu.

Internship Practicum in Emergency Management

The EADP Program provides internships for those students who have no prior emergency management experience. Internship opportunities are available with a variety of public agencies and departments, as well as at various levels of government. Students may also serve as interns in the private and non-profit sectors. Listed below are examples of what past EADP students have done to complete their internship requirement, as well as their thoughts about the experience.

EADP homepage: <http://public-administration.pacs.unt.edu/programs/undergraduate/emergency-administration-and-planning>

I really enjoyed my internship with the American Red Cross, Denton Branch. I learned more about myself and how I can improve certain skills that will make me more hireable in the job hunting world. I learned that I have to be patient to know and understand the next step to a project. I really enjoyed working in a diverse environment where there is lots to learn from different kinds of people.
~ Cathryn M.

I interned with a wetland restoration team that is part of the Engineering Research and Development Center with the Army Corps of Engineers. Some of the opportunities I experienced as part of this internship were: funding, GIS mapping, sampling, cultivation, and restoration. I was involved with sustainable wetlands as part of flood control including the Dallas Floodway Extension. Part of what I did was help to create a sustainable ecosystem at the floodwater retention ponds. In many cases we regulated water levels through pump systems, established aquatic plants and animals, and sampling/recording necessary information. I loved the internship and hope to continue in this field.
~David H.

My responsibilities for Aidmatrix were grant writing and I also implemented a Continuity of Operations plan for Aidmatrix. I wrote grants to foundations in request for funds, which included researching the information. I also worked on the National Donations Management Network (NDMN). I met with Voluntary Organizations Active in Disasters (VOAD) in North Texas that allowed me to make contacts with non-profits in the area. I enjoyed my experience because it exposed me to the non-profit side of emergency management and I also got to work on the state, local and regional levels. I also have a great contact list available, due to the wide range of work involved.
~Ryan C.

I completed my internship for emergency management at Naval Medical Center San Diego (NMCS D). The NMCS D is unique because it is not only a hospital, but a Navy base as well. Due to the fact that it is both of these, I not only had to learn Emergency Management for hospitals, but also for the military. NMCS D is the most technologically advanced Navy medical treatment facility. I independently completed 3 Standard Operation Plans (SOP), which were then added to the Emergency Operation Plan (EOP). The 3 SOPs developed were: Release of Patient Information, Sheltering Pets, and Evacuation Assistance. Working on these plans pulled together the knowledge that I learned at UNT and put it into day-to-day functioning. This internship with NMCS D and my education through UNT has prepared me to work in the world of emergency management. Everyone was more than willing to teach and help me understand things. I have developed friendships with civilians and military throughout the enlisted and officer ranks.
~Carolyn W.

At the North Texas Tollway Authority, I have had numerous experiences with emergency management roles and functions. My duties have included updating the emergency management business continuity plans, creating training materials, conducting research on a various number of topics, special event planning and mitigation planning. Two large projects I worked on were updating the emergency management business continuity plan and also wrong-way driver mitigation. Updating the emergency management plan included looking for errors and adding detail where items needed to be explained more fully. With wrong-way driver mitigation I looked into various techniques regarding preventing wrong way entries onto the highway and met with vendors, other jurisdictions, and our newly created wrong-way driver task force.

~Jason J.

I completed my internship for the Emergency Administration and Planning Program with Texas Health Presbyterian Plano Hospital. Completing my internship with the hospital turned out to be a valuable experience where I obtained information I can take with me on my career path in the field of emergency management. During my internship, I obtained knowledge and understanding of the Hospital Incident Command System. I was able to see firsthand the role of the hospital (healthcare industry) as a private sector in emergency management. In addition to learning the hospital's role, I became familiar with the grant funding process with hospitals and homeland security. I attended many meetings in the hospital that pertained to emergency management which allowed me to network and gain valuable knowledge of the industry.

~Karen L.

Overall, my experiences with the American Red Cross, Dallas Area Chapter were great! I had the opportunity to work with some very talented people and I learned a great deal from each of the staff members. The responsibilities that I maintained included monitoring tropical weather, and providing situational awareness regarding weather issues across the State of Texas. Additionally, I worked as a member of the chapter support unit. As part of this team, I took notes and created Situational Reports to provide awareness to national headquarters and to the Texas Division of Emergency Management. During this internship, I had the opportunity to play a key role in the operation of an agency that has state response authority. Being able to help so many people over such a large spectrum made this internship very enjoyable for me.

~Jonathan K.

As a forthcoming graduate of the EADP program here at UNT, I would have to say that my internship at FEMA was the highlight of my college career. My internship gave me the opportunity to put into practice all the key concepts of emergency management that I had learned in my classes at UNT. My internship duties allowed me to sharpen my communication skills, technical writing skills, and problem solving abilities. I learned how to set achievable goals, allocate my time wisely, and interact with others in the workplace. I gained valuable knowledge about the technical side of Continuity of Operations (COOP) from the ground-up by working with the Regional Continuity Manager in the Region VI COOP Program. I assisted in a cross-walk of the Region VI COOP Plan, assisted in the preparation of a COOP Exercise, and participated in the bi-annual FEMA HQ Assessment.

~Catherine F.

Being a Disaster Program Coordinator Intern at the Medical Center of Arlington was a rewarding experience. I enjoyed it because I was able to see, in real life, what I had learned throughout the courses at UNT and was able to view this knowledge with a different, more applicable perspective. I am more of a hands-on, visual type learner, so the internship added clarity to everything that I had learned at UNT. During the first week of my internship, I was an exercise observer for a full-scale disaster exercise. This experience alone tied everything together that I had learned at UNT regarding disaster exercises and it enabled me to put a realistic picture on it. It's like you have this wealth of knowledge in your mind that you have been studying and building for years, without ever having to use it for any 'real' purpose, then through the internship you get to see how this essential piece of the puzzle fits into the whole picture, making the photo understandable and complete.

~Cyrus C.

Academic Resources

The Emergency Administration and Planning Program gathers resources for students to learn more about emergency management and other relevant disciplines and professions. EADP continually purchases materials for Willis Library at the University of North Texas. Available emergency management journals include:

- American Society of Professional Emergency Planners
- Australian Journal of Emergency Management
- Contingency Planning and Management
- Disasters
- Disaster Prevention and Management
- Disaster Recovery Journal
- Environmental Hazards
- International Journal of Mass Emergencies and Disasters
- Journal of Contingencies and Crisis Management
- Journal of Emergency Management
- Journal of Homeland Security and Emergency Management
- Natural Hazards
- Natural Hazards Review

Related journals are also available in Sociology and Public Administration. Books are also ordered for the library and include important works such as "Disasters by Design," "Living with Hazards-- Dealing with Disasters," "Crucibles of Hazard," "Disaster-Induced Employee Evacuation," "The Angry Earth," "Disaster Planning and Recovery," "The Gendered Terrain of Disaster," "Recovering from Disaster," "Development in Disaster Prone Places," "Communicating Risk in Multiethnic Communities," "The Social Roots of Risk," *etc.*

University of North Texas
Tom Joslin Memorial Scholarship
in Emergency Administration and Planning
Up to \$1,000 Award

Background

In 1994, friends and alumni of the Emergency Administration and Planning (EADP) program at the University of North Texas established the Tom Joslin Memorial Scholarship in honor of one of the program's early faculty members. Following a career with the Federal Emergency Management Agency, Mr. Joslin joined the UNT faculty and worked tirelessly until his death in 1993 to promote the EADP program and enhance the professionalization of emergency managers. Established as an endowed scholarship, the Tom Joslin Memorial Scholarship is annually given to carry forward his vision for the EADP program and profession. Interest from the endowment provides a scholarship for tuition and fees for undergraduate study at UNT. *The award is up to \$1,000, payable in two installments (1/2-amounts in both the fall and spring semesters).* Under current state policies, the Joslin Scholar, if enrolled full-time, qualifies for in-state tuition.

Selection criteria

- at least a sophomore at the time the award is made;
- overall grade point average of 3.00 on all coursework (including transfer work);
- evidence of a commitment to a career in emergency management such as participation in appropriate professional development opportunities (seminars, workshops, professional meetings) and membership in relevant professional associations (such as the International Association of Emergency Managers-Student Chapter);
- ability to demonstrate leadership qualities and involvement in community service activities;
- completion of the Tom Joslin Memorial Scholarship Application form.

Application deadline: March 1, 2017

Send applications to: **Scholarship Committee**
Emergency Administration and Planning
University of North Texas
1155 Union Circle, #310617
Denton, TX 76203-5017

Or email materials to Kimberly Roy, the EADP Administrative Assistant, at kimberly.roy@unt.edu .

Link to online application:

<http://public-administration.pacs.unt.edu/students/scholarships/emergency-administration-and-planning>

Other Scholarship and Assistance Opportunities

College of Public Affairs and Community Service Scholarships.

Please see the PACS' Scholarships Opportunities link at: <http://pacs.unt.edu/current-students/scholarships>

Department of Homeland Security Undergraduate and Graduate Scholarships

Please view the fellowship and scholarships available by going to the homepage for the Dept. Of Homeland Security: <https://www.dhs.gov/> and searching for either fellowships or scholarships. Many different opportunities exist in the following categories: Computer and Information Science; Civil, Computer, Electrical, Materials, Engineering; Bio, Chemical, Mechanical, Aerospace Engineering; Life Sciences; Mathematical Sciences; Physical Sciences; Psychology; Social Sciences.

State of Texas \$1,000 Tuition Rebate

ATTENTION EADP STUDENTS. Very Important!

Taking the web-based FEMA credit courses and having them transferred to UNT will DISQUALIFY you from this tuition rebate. Students must have completed all of their hours from Texas schools to qualify. See your EADP academic advisor for eligibility information.

The University of North Texas notifies all first-time freshman students of the tuition rebate program through notice in the university catalog and in its graduation materials. **You may be eligible for the \$1000 rebate if all of the following requirements apply to you:**

- I have not been enrolled in an institution of higher education before fall 1997.
- I understand that it is my responsibility to notify UNT of my intention to apply for the tuition rebate.
- I am requesting a rebate for coursework related to a first baccalaureate degree, all coursework of which has been completed at a Texas public university.
- I understand that I can only receive a tuition rebate for tuition that I have actually paid. If I received scholarships or grants that reduced my total tuition to less than \$1,000 during **all** of my undergraduate study, I am only eligible for a rebate of the money I have actually paid. I also understand that the tuition rebate for which I am applying will be applied to any student loans (including emergency loans) that I have not yet repaid.
- I have been a resident of Texas, attempted all coursework at a Texas public institution of higher education, and have been entitled to pay resident tuition at all times while pursuing my degree.
- I have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete my degree, under the catalog from which I am graduating. *Hours attempted include transfer credits, courses that are dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be*
- *totally beyond the control of the student shall not be counted.*

To apply for the \$1,000 Tuition Rebate please visit the UNT Registrar's Office and request an application.

Emergency Management Student Organization

IAEM-SC

*International Association of Emergency Managers
University of North Texas Student Chapter*

IAEM-SC is the International Association of Emergency Managers-Student Council. The IAEM-SC chapter at UNT was created by students interested in advancing the field of Emergency Management through the experience of practical education and the promotion of academic standards. IAEM-SC is a valuable networking resource for both students and Alumni. We strive to provide opportunities for education, training, and experiences outside the regular curricula that enhance students' learning and understanding in the classroom and prepare them to enter the field. IAEM-SC events have included:

- Guest speakers from local, state, federal, and private sector emergency management
- Site visits to FEMA Region 6 Headquarters, area Offices of Emergency Management/Emergency Operations Centers, public safety training facilities
- Professional conferences, including IAEM-USA and the Texas Division of Emergency Management conferences

Although IAEM-SC is a professional organization, we like to have fun!
Joining IAEM-SC is easy. Contact us through email at UNTIAEMSC@gmail.com

Fall 2016 Officers

President:	Riley Metzler
Vice President:	Bonnie Gunter
Secretary:	Dalton Wood
Treasurer:	Yvonne Valdez
Outreach Liaison:	Samantha Pickett
Public Information Officer:	Kevin Eagon

UNTIAEMSC@gmail.com
Find us on Facebook! UNT IAEM-SC
Follow us on Twitter! @UNT_IAEM_SC

Employment for EADP Graduates

Career Advising

If you are interested in discussing career choices and opportunities in emergency management, please see one of our faculty, as designated. Students may, of course, consult another professor if their interests correspond.

Students whose last names begin with:	Should schedule an appointment with:
Letters A-F	Dr. Laura Siebeneck CH 122F siebeneck@unt.edu 940/565-4893
Letters G-K	Dr. Ron Timmons CH 122B ronald.timmons@unt.edu 940/565-2165
Letters L-R	Dr. Ronald Schumann CH 122E ronald.schumann@unt.edu 940/565-2996
Letters S-Z	Dr. Mary Nelan CH 122C mary.nelan@unt.edu 940/369-7466

Letters of Recommendation

When listing a faculty member as a reference, **always** verify the person's willingness to provide a recommendation. If you are asking for a general letter of reference from the EADP program, rather than a recommendation from a particular professor, please direct your request according to the alphabetic designation above. **In any case, please do not expect letters to be written *immediately* upon request; allow at least one week after your request for your letter to be written.**

Employment

The field of emergency management is evolving into an important and recognized profession. Recent disasters indicate that there are many opportunities in the public, private, and non-profit sectors, at both the domestic and international levels. In the public sector, you might work as a city or county emergency manager, a state disaster recovery liaison, or a FEMA program manager. There are also opportunities with the Department of Defense, The Department of Transportation, the Environmental Protection Agency, OSHA, USAID, United Nations, Organization for American States, the European Union, etc. In the private sector, there are jobs as business continuity specialists, risk managers, hospital disaster planners, airline incident managers, etc. In the non-profit sector there are jobs with the Red Cross, Salvation Army, CARE, Church World Services, Oxfam, etc. Since the program's founding in the early 1980's, over 1,000 students have graduated and obtained employment in the public, private, and non-profit sectors.

What Do Our Grads Do?

The field of Emergency Management has evolved into an important and well recognized profession. Hazards such as hurricanes, flooding, wildfire, and terrorism reinforce the need for emergency managers. Career options in Emergency Management are available in the public, private, and non-profit sectors, both domestically and internationally. Public sector opportunities exist at the municipal, county, state, and federal levels of government. Graduates will find options within local fire departments, state offices of emergency management, and FEMA. The field of Business Continuity Management (BCM) is rapidly emerging as a career choice for students seeking employment in the private sector. Organizations such as hospitals, banks, insurance companies, retailers, and transportation have hired graduates to support their business continuity programs. Students wishing to pursue a career option in the non-profit sector will find opportunities with various organizations such as the Red Cross and the Salvation Army. Below is a small sampling of the choices of some of our recent graduates. You can also visit the online EADP Alumni Directory which shows the variety of employment opportunities for our grads: <http://public-administration.pacs.unt.edu/alumni/eadp/directory>

Emergency Management Coordinator, City of Plano, TX
Chief of Preparedness Bureau, New Mexico Department of Homeland Security & Emergency Management, Albuquerque, NM
Environmental Protection Agency (EPA), On-Scene Coordinator, Dallas, TX
Emergency Planning Specialist, American Red Cross, Dallas Area Chapter, Dallas, TX
Emergency Management Director, City of Arlington, TX
Domestic Preparedness Programs Instructor, General Physics Corporation, Pine Bluff, AR
Emergency Management Coordinator, City of Fort Worth, Office of Emergency Management
Homeland Security Consultant, Tetra Tech Inc., Houston, TX
Homeland Security Planner, Permian Basin Regional Planning Commission, Midland, TX
International Security Representative, Lockheed Martin Aeronautics Co, Ft. Worth, TX
Emergency Preparedness Program Director, North Central Texas Council of Governments, Arlington, TX.
Sr. Planning Coordinator, Fort Bend County Office of Emergency Management, Richmond, TX
Program Specialist, Incident Response Section, FEMA Washington D.C.
Business Continuity Analyst, Federal Reserve Bank, Dallas, TX

University of North Texas
Department of Emergency Management and Disaster Science
Emergency Administration and Planning

UNIVERSITY AND PROGRAM POLICIES

Disability Accommodation

The Emergency Administration and Planning Program, in cooperation with the Office of Disability Accommodations (ODA), complies with the *Americans with Disabilities Act* in making reasonable accommodations for qualified students with disabilities. **Please present your written accommodation request to the instructor within the first two weeks of the semester.** Students registered with the ODA may present the Special Accommodation Request from that office in lieu of a written statement.

Cheating and Plagiarism

Definitions

The UNT Code of Student Conduct and Discipline defines cheating and plagiarism “as the use of unauthorized books, notes, or otherwise securing help in a test; copying others’ tests, assignments, reports, or term papers; representing the work of another as one’s own; collaborating without authority with another student during an examination or in preparing academic work; or otherwise practicing scholastic dishonesty.”

Penalties

Normally, the minimum penalty for cheating or plagiarism is a grade of “F” in the course. In the case of graduate department exams, the minimum penalty shall be failure of all fields of the exam. Determination of cheating or plagiarism shall be made by the instructor in the course, or by the department faculty in the case of departmental exams.

PLAGIARISM:

Professors in the EADP Program will not tolerate any form of academic dishonesty among students in the major. According to the 2005-06 UNT Undergraduate Catalogue (p. 107):

“The term ‘plagiarism’ includes, but is not limited to:

- a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement; and
- b. the knowing or negligent unacknowledged use of material prepared by another person or agency engaged in the selling of term papers or other academic materials.”

Examples of plagiarism include:

- purchasing term papers from Internet sources and turning them in to meet assignment requirements
- **downloading or copying material from the Internet and presenting it as your own work**
- using sentences, quotes, statistics or other information from books or journals without citing the source(s) in papers
- incorporating novel ideas, concepts or phrases into papers without giving credit to the original author
- having someone else write a paper for you

Failure to comply with this policy on plagiarism may result in a failing grade on the assignment or paper, a failing grade in the class, dismissal from the program, and expulsion from the university.

When in doubt about what constitutes plagiarism, contact your professor or provide citations!

Appeals

Students may appeal any decision under this policy by following the procedures laid down in the UNT Code of Student Conduct and Discipline.

POLICY ON STUDENT BEHAVIOR IN THE CLASSROOM

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr.

LAPTOPS AND CELL PHONES IN THE CLASSROOM:

The classroom setting at an institution of higher learning is intended to serve as a venue that permits the transfer of knowledge and facilitates the sharing of ideas. As such, it is imperative that any distractions from these stated objectives be avoided and kept to a minimum. Potential disruptions include modern electronic devices such as laptop computers and cell phones.

Students are allowed to take notes on personal laptop computers to enhance the learning process, but they should not activate their internet browsers during class or use computers for non-academic purposes (as this diverts attention from the lecture/discussion for both the student using it and others nearby). Students should also avoid using cell phones to search the Internet or text while class is in session.

Exceptions to this policy will be at the discretion of the faculty only and may occur if searching the Internet is necessary to find additional information or facts related to the subject being covered on that particular day.

EADP Citation Style

The format to be used for papers in the EADP program conforms to the style of the **International Journal of Mass Emergencies and Disasters**.

In the text, give credit for ideas, paraphrasing and direct quotes in the following ways:

- a. Kreps (1985) states . . .
- b. Research reveals (Trost 1978, p. 42; Perry 1981, p. 74) . . .
- c. Disasters are undoubtedly social problems (Smith, Jones and Wilson 1991, pp. 7-9).

The reference list should include all citations in alphabetical order. Citations will vary slightly depending on the source:

- a. Books with one or multiple authors:

Drabek, Thomas E. 1986. *Human System Responses to Disaster*. New York: Springer-Verlag.

Perry, Ronald W., Michael K. Lindell, and Marjorie R. Greene. 1981. *Evacuation Planning in Emergency Management*. Lexington, MA: Lexington Books.

- b. Books and chapters in books that have been edited:

Dynes, Russell R. and Carlo Pelanda (eds.). Forthcoming. *Sociology of Disasters: Contribution of Sociology to Disaster Research*. Gorizia, Italy: Franco Angeli.

Wettenhall, R.L. 1980. "The Response of Government to Disasters: A Study of Fragmentation." Pp. 261-295 in *Response to Disaster*, edited by John Oliver. Townsville, Queensland, Australia: Centre for Disaster Studies, James Cook University of North Queensland.

- c. Journal articles with one or multiple authors:

Kreps, Gary. 1985a. "Disaster and the Social Order." *Sociological Theory* 3: 49-64.

Hirose, Hirotada and Tomoichi Ishizuka. 1983. "Causal Analysis of Earthquake Concern and Preparing Behavior in the North Izu Peninsula." *Japanese Psychological Research* 25: 103-111.

- d. Newspaper and Internet format:

Diamond, Stuart. 1985. "The Disaster in Bhopal: Lessons for the Future." *New York Times* (3 February): A7.

FEMA. 2004. "Homeland Security Under Secretary Provides Nearly \$50 Million Grant For Debris Removal." December 16 press release accessed at <http://www.fema.gov/news/newsrelease.fema?id=15759> on January 4, 2005.

Adapted from the *International Journal of Mass Emergencies and Disasters*. See journal at Willis Library for additional details about headings, spacing, etc.

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