

104-UNM

Submit original with signatures + 1 copy + electronic copy to UAF Governance.  
See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

**TRIAL COURSE OR NEW COURSE PROPOSAL**

**SUBMITTED BY:**

Department	Emergency Management Program	College/School	School of Management
Prepared by	C. Carlson	Phone	474-6537
Email Contact	cdcarlson@alaska.edu	Faculty Contact	C. Carlson

**1. ACTION DESIRED (CHECK ONE):**

Trial Course	<input type="checkbox"/>	New Course	<input checked="" type="checkbox"/>
--------------	--------------------------	------------	-------------------------------------

**2. COURSE IDENTIFICATION:**

Dept	HSEM	Course #	301	No. of Credits	3
------	------	----------	-----	----------------	---

Justify upper/lower division status & number of credits:	The course is designed to build upon lower division courses in order to provide the operations management portion of the emergency management curriculum. Contact hours and course structure are consistent with other nationally recognized programs.
--	--

**3. PROPOSED COURSE TITLE:** Principles of Emergency Management & Homeland Security

**4. CROSS LISTED?** YES/NO  No  If yes, Dept:  Course #   
(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

**5. STACKED?** YES/NO  No  If yes, Dept.  Course #

**6. FREQUENCY OF OFFERING:** Fall or Spring  (Every or Alternate) Fall, Spring, Summer — or As Demand Warrants

**7. SEMESTER & YEAR OF FIRST OFFERING (if approved)** Spring 2011 *2012*

**8. COURSE FORMAT:**

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

**COURSE FORMAT:** (check one)  1  2  3  4  5  6 weeks to full semester

**OTHER FORMAT (specify)** \_\_\_\_\_  
**Mode of delivery (specify lecture, field trips, labs, etc)** \_\_\_\_\_

**9. CONTACT HOURS PER WEEK:** 3 LECTURE hours/weeks LAB hours /week PRACTICUM hours /week

Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See <http://www.uaf.edu/uafgov/faculty/cd/credits.html> for more information on number of credits.

**OTHER HOURS (specify type)** \_\_\_\_\_

**10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):**

**HSEM 301 Principles of Emergency Management & Homeland Security:** The course provides a foundational perspective as to how our present federal emergency management and homeland security structure emerged with emphasis placed on the characteristics, functions, and resources of its integrated systems. This course additionally focuses on the principles and practices of homeland security and emergency management at the local, state and federal levels.

**11. COURSE CLASSIFICATIONS:** (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

H = Humanities  N = Natural Science  S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core?  YES  NO

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6  W = Writing Intensive, Format 7  Natural Science, Format 8

**12. COURSE REPEATABILITY:**

Is this course repeatable for credit?  YES  NO

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit?  TIMES

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?  CREDITS

**13. GRADING SYSTEM:**

LETTER:

PASS/FAIL:

Revised 1/21/2011 - jbh

**RESTRICTIONS ON ENROLLMENT (if any)**

**14. PREREQUISITES** MATH 107X or 161X or STAT 200X and upper division standing

These will be required before the student is allowed to enroll in the course.

**RECOMMENDED**

Classes, etc. that student is strongly encouraged to complete prior to this course.

**15. SPECIAL RESTRICTIONS, CONDITIONS**

**16. PROPOSED COURSE FEES**

\$

Has a memo been submitted through your dean to the Provost & VCAS for fee approval?  
Yes/No

**17. PREVIOUS HISTORY**

Has the course been offered as special topics or trial course previously? Yes/No

If yes, give semester, year, course #, etc.:

**18. ESTIMATED IMPACT**

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

None; Faculty member is already in place.

**19. LIBRARY COLLECTIONS**

Have you contacted the library collection development officer (ffklj@uaf.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No  Yes

**20. IMPACTS ON PROGRAMS/DEPTS**

What programs/departments will be affected by this proposed action?  
Include information on the Programs/Departments contacted (e.g., email, memo)

None

**21. POSITIVE AND NEGATIVE IMPACTS**

Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.

Positive impact: course/curriculum changes will result in recognition by the Emergency Management Institute's Higher Ed Project as an "approved" program for endorsement and promotion by FEMA and

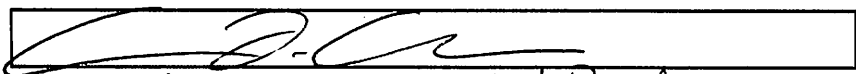
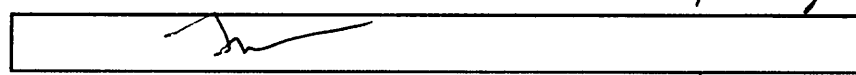
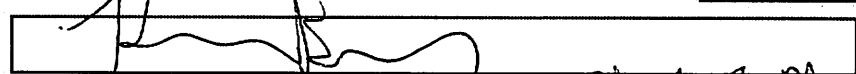
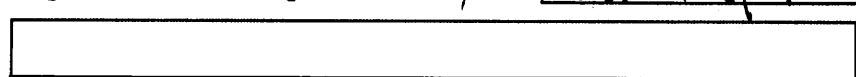
the Department of Homeland Security.

**JUSTIFICATION FOR ACTION REQUESTED**

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

The addition of this course to the current Bachelor of Emergency Management curriculum supports the academic needs of the students within the program and changes taking place within the field of Emergency Management and Homeland Security.

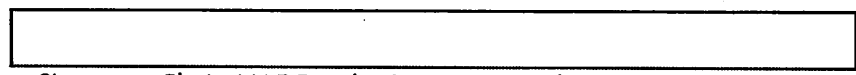
**APPROVALS:**

	Date	25 Oct 2010
Signature, Chair, Program/Department of:	Director, Emergency Management Program	
	Date	26 Oct 2010
Signature, Chair, College/School Curriculum Council for:	Chair Sam Linnick	
	Date	
Signature, Dean, College/School of:	School of Management	
	Date	


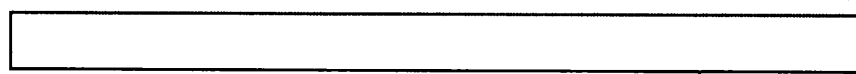
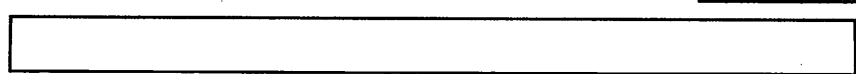
Signature of Provost (if applicable)

Offerings above the level of approved programs must be approved in advance by the Provost.

**ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE**

	Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		

**ADDITIONAL SIGNATURES: (if required)**

	Date	
Signature, Chair, Program/Department of:		
	Date	
Signature, Chair, College/School Curriculum Council for:		
	Date	
Signature, Dean, College/School of:		

## **Course Syllabus: HSEM 301**

### **Principles of Homeland Security & Emergency Management --3 credits**

#### **Instructor – Cameron Carlson**

Director, Emergency Management & Homeland Security Program  
School of Management, University of Alaska Fairbanks

Office: 219 F Bunnell  
Office Hours: TBD  
Telephone: 474-6537  
e-mail: [cdcarlson@alaska.edu](mailto:cdcarlson@alaska.edu)

**Prerequisites:** Math 107X or 161X or Stat 200X Revised 1/21/2011

**Location:** Bunnell xxx and upper division standing.

**Time TBD 0:00 – 0:00** (Take out STAT F200X)

#### **Course Description**

The course provides a foundational perspective as to how our present federal emergency management and homeland security structure emerged with emphasis placed on the characteristics, functions, and resources of its integrated systems. This course additionally focuses on the principles and practices of homeland security and emergency management at the local, state and federal levels.

#### **Course Objectives**

Upon completion of the course students should have a firm grasp of homeland security & emergency management processes and issues. Emphasis will be placed on students developing a greater understanding of the complexities of the Department of Homeland Security and the Federal Emergency Management Agency and those skills sets required to integrate the major supporting services (health, fire, law enforcement, Hazmat etc.) Students will leave the course with a strong understanding of the terminology used by emergency managers.

#### **Instructional Method**

The course format includes lecture, class discussions, reading assignments, internet-based Blackboard assignments, guest speakers, and a tabletop/functional EOC exercise (depending upon class size and EOC availability).

Recommended preparation: 2 hours weekly beyond class instruction

Quizzes will account for 10% of the overall grade. (True-False, Fill in the blank, Multiple choice, Short answer)

A Mid Term will account for 25%. (Essay)

Weekly Reviews/Discussion Management 15%. (Students are required to turn in a review of the assigned weekly readings at the beginning of each class. The review is to be two pages (typed), font 11—double spaced. Additionally, students will be prepared to lead discussions/contribute to the lecture.

Blackboard will be used to cover special topic and case study presentations (10%) for use during the course. Each student team will be responsible for developing their own special topic, soliciting input from other students via Blackboard (interest in the topic, relevance to the course etc.), and for the development of a 15 minute presentation via power point or other suitable delivery tool.

A Group Project consisting of both a table top exercise and a functional exercise will constitute 15% of the class.

A Final will account for the remaining 25% of the overall grade. (Essay)

Quizzes = 10%

Mid Term = 25%

Weekly Reviews/Discussion Management (Participation) = 15%

Special Topics Presentation = 10%

Group Project Table Top and Functional Exercise = 15%

Final = 25%

A= 90-100%

B= 80-89%

C= 70-79%

D= 60-69%

F= 59 % or less

### **Textbooks - Required**

Introduction to Emergency Management / George D. Haddow, Jane A. Bullock, Damon P. Coppola—3<sup>rd</sup> ed., 2008 (Hardcover) Elsevier

Homeland Security: An Introduction to Principles and Practice / Charles P. Nemeth. 2010 (Hardcover) Taylor & Francis Group

### **Additional Reading**

Selected articles as needed will be posted either on Blackboard or provided in class.

### **Course Policies**

Students are expected to attend and participate in both the class and discussions generated. Students will be penalized for the late submission of class assignments and for non—attendance (outside of emergency or mutually agreed upon circumstances).

Plagiarism on assignments and cheating on exams will not be tolerated. Students caught plagiarizing or cheating will be disciplined according to the appropriate University of Alaska guidelines.

### **Support Services:**

Students are encouraged to utilize the UAF Writing Center in 801 Gruening, ph 474-5314 as needed to assist in the development and refinement of their written products. Please contact me as required should you need to contact other subject matter support services relevant to the development of your leadership or classroom projects/topics.

### **Students with Disabilities:**

Students with learning or other disabilities who may need classroom accommodations are encouraged to make an appointment with the Office of Disability Services (Phone # 474-7043). Please inform me of your needs and if I need to meet with the Office of Disability Services to provide the appropriate accommodations and support to assist you in meeting the goals of the course.

### **Class Schedule**

<b>Class Date</b>	<b>Topic</b>
Week 1	Course Overview Syllabus / Blackboard Review
Week 2	Historical Context of EM Chp 1 (Haddow et al.) The Idea and Origin of Homeland Security Chp 1 (Nemeth)

<p>Week 3</p>	<p>Terror, Threat, and Disaster Post 9/11: A New Paradigm Chp 2 (Nemeth) Emergency Management and the New Terrorist Threat Chp 9 (Haddow et al.)</p>
<p>Week 4</p>	<p>Natural and Technological Hazards Chp 2 (Haddow) Risk Management, Threats and Hazards Chp 4 (Nemeth)</p> <p>FEMA <u>Introduction to Incident Command System</u> IS-100 Independent Study Course Complete—Certificate due</p>
<p>Week 5</p>	<p>Homeland Security Law, Regulations, and Budgeting Chp 3 (Nemeth) Selected Readings from Blackboard</p>
<p>Week 6</p>	<p>Disciplines of Emergency Management: Mitigation Chp 3 (Haddow et al.)</p> <p>Disciplines of Emergency Management: Response Chp 4 (Haddow et al.)</p> <p>FEMA: <u>National Incident Management System (NIMS) An Introduction</u> IS-700a. Independent Study Course Complete—Certificate due</p>
<p>Week 7</p>	<p>Disciplines of Emergency Management: Preparedness Chp 6 (Haddow et al.) Disciplines of Emergency Management: Recovery Chp 5 (Haddow et al.)</p> <p>Mid Term Review</p>
<p>Week 8</p>	<p>Mid Term</p> <p>FEMA: <u>National Response Framework, An Introduction</u> IS-800b. Independent Study Course Complete—Certificate due</p>

Week 9	<p>Training and Exercises in Homeland Security Chp 5 (Nemeth)  Emergency Operations Center Overview  Roles and Responsibilities of Command Staff</p> <p>Tabletop Exercise Overview</p>
Week 10	<p>FEMA Response and Recovery Chp 7 (Nemeth)</p> <p>Special Topic: Public Health Blackboard  Homeland Security and Public Health Chp 11 (Nemeth)</p>
Week 11	<p>Special Topics: Continuity of Operations (COOP) Blackboard</p>
Week 12	<p>Emergency Operations Center Overview  Communication  EOC Exercise Development</p>
Week 13	<p>Student directed Special Topics Discussion</p>
Week 14	<p>DHS Challenges: National vs. State and Local, National Security vs. Homeland Security Chp 6 (Nemeth)</p>
Week 15	<p>EOC Operations Center Exercise  Final Review</p>
Week 16	<p>Final Exam</p>