

Submit original with signatures + 1 copy + electronic copy to Faculty Senate (Box 7500). See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/> for a complete description of the rules governing curriculum & course changes.

TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:

Department	Homeland Security and Emergency Management	College/School	School of Management
Prepared by	Anita Hughes	Phone	Ext. 4266
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1. **ACTION DESIRED**
(CHECK ONE): Trial Course New Course

2. **COURSE IDENTIFICATION:**

Dept	HSEM	Course #	F405	No. of Credits	3
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Justify upper/lower division status & number of credits: **Topics will be chosen and courses developed that require upper division level critical thinking and analysis at depth. It is not a survey course.**

3. **PROPOSED COURSE TITLE:** **Contemporary Topics in Emergency Management**

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

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

6. **FREQUENCY OF OFFERING:** **As Demand Warrants**
Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) – or As Demand Warrants

7. **SEMESTER & YEAR OF FIRST OFFERING**
(AY2011-12 if approved by 3/1/2012; otherwise AY2012-13) **Fall 2014**

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 all that apply) 1 2 3 4 5 6 weeks to full semester

OTHER FORMAT
(specify)

Mode of delivery
(specify lecture, field trips, labs, etc) **Lecture**

9. **CONTACT HOURS PER WEEK:** **3/15** LECTURE hours/week 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-senate/curriculum/course-degree-procedures-/guidelines-for-computing-/> for more information on number of credits.

OTHER HOURS (specify type)

10. COMPLETE CATALOG DESCRIPTION including dept., number, title, credits, credit distribution, cross-listings and/or stacking (50 words or less if possible):

HSEM F4⁰⁵xx Contemporary Topics in Emergency Management 3 credits

This course will focus on current topics and issues in Emergency Management. Topics might include subjects such as disaster mitigation and planning, incident command system and emergency operations management, and critical infrastructure protection. These topics will develop as the field of emergency management progresses in both importance and prevalence in our society. Students may take the class twice for credit when the topic changes. (3+0)

11. COURSE CLASSIFICATIONS: Undergraduate courses only. Consult with CLA Curriculum Council to apply S or H classification appropriately; otherwise leave fields blank.

H = Humanities S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? If YES, attach form. YES: NO: 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).

Emergency Management is a broad field that cannot be covered in one course. Topics can vary widely and students should have the opportunity to study more than one.

How many times may the course be repeated for credit?	1	TIMES
If the course can be repeated for credit, what is the maximum number of credit hours that may be earned for this course?	6	CREDITS
If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?	<input type="checkbox"/>	CREDITS

13. GRADING SYSTEM: Specify only one. Note: Later changing the grading system for a course constitutes a Major Course Change.

LETTER: PASS/FAIL:

RESTRICTIONS ON ENROLLMENT (if any)

14. PREREQUISITES HSEM F301 or permission of instructor

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

15. SPECIAL RESTRICTIONS, CONDITIONS

16. PROPOSED COURSE FEES \$

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

17. PREVIOUS HISTORY

Has the course been offered as special topics or trial course previously? N

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

18. ESTIMATED IMPACT

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

Classrooms will have to be scheduled (space); Field experts will likely be brought in as adjuncts to teach (budget); and the workload of the HSEM faculty (one person, the director) will be impacted.

19. LIBRARY COLLECTIONS

Have you contacted the library collection development officer (kljensen@alaska.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

Materials come from white papers, summary reports and experts in the field and not from library collections.

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 on programs besides the HSEM program.

21. POSITIVE AND NEGATIVE IMPACTS

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

This course adds to what can be offered to HSEM students. HSEM is a growing program covering a number of major topics to study. It will be offered only as new topics present themselves so while there is some competition for classroom space, it will not be every semester.

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.

Emergency Management is a growing field and fits within the HSEM umbrella as disasters affect infrastructure and the ability to maintain security. There is interest in formal coursework being expressed by professionals around the country. UAF is uniquely positioned, with the BEM already in place and online, to add course offerings to students who have varied backgrounds. Much is being written about disaster planning and recovery as the reality of the impacts of manmade, technological and natural disasters are felt. The body of work is growing and available to use as resources and there are many lessons learned that can be written into case-based courses.

APPROVALS: Add additional signature lines as needed.

Signature, Chair, Program/Department of: HSEM Program Date 17 Sep 13

Signature, Chair, College/School Curriculum Council for: Date 10/24/2013

Signature, Dean, College/School of: Date 10/24/13

Signature of Provost (if applicable) Date

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	
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Signature, Chair

Faculty Senate Review Committee: ___ Curriculum Review ___ GAAC

___ Core Review ___ SADAC

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)

	Date	
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Signature, Chair,
Program/Department of:

	Date	
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Signature, Chair, College/School Curriculum
Council for:

	Date	
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Signature, Dean, College/School
of:

HSEM F493

Special Topics: Introduction to Emergency Mgmt. Exercise Design (3 Credits)

Prerequisites: HSEM 301 or permission of instructor

Location: Bunnell 216

Classroom Hours: Tues/Thurs 3:40 pm - 5:10 pm

Instructor Information

Instructor: Hans Odegard

Office Hours: Mon/Wed 2:00 - 3:00 pm & Tues/Thurs 1:00 - 3:00 pm (or by appointment)

Office Location: Bunnell 208 A

Work Telephone: (907) 474-6673; Cell: (907) 244-0333

E-mail: hpodegard@alaska.edu

Teaching Assistant: Amber Lammers

Office Hours: By appointment only

Office Location: TBD

Telephone: (907) 750-2698

E-mail: allammers@alaska.edu

Course Description

This 3 credit course examines exercise design, evaluation and development. This course will teach you how to write an HSEEP compliant exercise, and will enable you to design and participate in a real discussion based table-top exercise. You will also be required to complete FEMA self-study courses on exercise design and evaluation.

Course Objectives

The major objectives of this course are to:

- Develop an understanding of the HSEEP exercise design and evaluation process.
- Understand how to develop and conduct tabletop exercises for an approved agency.
- Design and Participate in an exercise for the class or an identified Emergency Preparedness Department or University.

Instructional Method

The course format includes reading assignments, internet-based Blackboard assignments, case study analysis and FEMA independent study courses. In addition, lectures, case studies, small group activities, student presentations and open and directed discussions will be used to actively involve each student in the learning process. When possible and practical, learning activities will be processed to include not only "what" was learned, but the "so what" and "now what" in order to complete the learning cycle.

Grading

Students will earn points through participation, homework (including FEMA courses), weekly quizzes, term papers and a final exam. Please note the following breakdown:

Participation	15%
Homework/Quizzes	20%
Term Papers	20%
FEMA Certification	15%
<u>Final Exam</u>	<u>30%</u>
Total points	100%

A standard scale will be used for grading (90% - 100% = A; 80% - 89% = B; 70% - 79% = C; 60% - 69% = D; 59% and below = F).

Participation – 15%

Each student is expected to attend the class and participate in the classroom debates. Additionally, each week a student will complete a 5 minute “brief out” to the class on a current event affecting Emergency Management.

Homework/Quizzes – 20%

There will be homework assignments due on a bi-weekly basis, and in-class bi-weekly quizzes given to test student knowledge of the assigned readings.

Term Papers – 20%

There will be two term papers assigned (3 pages in length) regarding the progress on the final project utilizing HSEEP.

FEMA certifications – 15%

IS-120.a	Introduction to Exercises
IS-130	Exercise Evaluation and Improvement Planning
IS-139	Exercise Design

Final Exam – 30%

The final will consist of the completed tabletop exercise and the after action report. In addition, there will be a 4-6 page paper discussing the exercise and its findings. The paper should include a cover page and utilize APA style writing.

Textbooks – Required

McCreight, Robert. (2011). *An Introduction to Emergency Exercise Design and Evaluation*. Government Institutes.

Green, Walter Guerry III. (2000). *Exercise Alternatives for Training Emergency Management Command Center Staffs*. First Edition. Universal Publishers.

Course Policies

Students are expected to be present and fully participate in all discussions generated. Students will be penalized for the late submission of class assignments and for nonattendance (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, 474-5314 as needed to assist in the development and refinement of their written products. Please contact me should you need contact information for other 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 # 907-474-5655). Please inform me of your needs and I can meet with the Office of Disability Services to provide the appropriate accommodations and support to assist you in meeting the goals of the course.

Weekly assignments

Week 1	Introduction to HSEEP and Exercise Foundation Complete your HSEEP online application Complete IS-120.a	Chapter 1
Week 2	Exercise planning process and planning team Complete IS-130 Homework #1 Due	Chapter 2
Week 3	Design and development Complete IS-139 Quiz #1	Chapter 3
Week 4	Design and Development (Cont) Homework #2 Due	Chapter 4
Week 5	How to conduct an Exercise Term paper #1 Due Quiz #2	Chapter 5
Week 6	How to conduct an Exercise (Cont) Present ideas for Table top exercise Homework #3 Due	Chapter 6
Week 7	How to deliver different types of briefings Gain access to HSEEP Quiz #3	Chapter 7
Week 8	Confirm access to HSEEP HSEEP walkthrough Homework #4 Due	Chapter 8
Week 9	Continue to develop exercise on HSEEP Identify three objectives for your exercise Quiz #4	Chapter 9
Week 10	Develop exercise script and presentation Term Paper #2 Due Homework #5 Due	Chapter 10
Week 11	Participate in an actual table top Complete AAR with class Quiz #5	Chapter 11/12
Week 12	Present Table top exercises Complete AAR	Presented by Students
Week 13	Present Table top exercises Complete AAR	Presented by Students
Week 14	Game theory and why we do exercises	
Week 15	Final Project Due	