

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
Email Contact	Alhughes2@alaska.edu	Faculty Contact	Cameron Carlson, cdcarnson@alaska.edu

1. ACTION DESIRED (CHECK ONE):

Trial Course	<input type="checkbox"/>	New Course	<input checked="" type="checkbox"/>
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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: **Introduction to Emergency Management Exercise Design**

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

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/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-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 F405 - Introduction to Emergency Management Exercise Design (3 Credits)
 This course examines exercise design, evaluation, and development. The course will focus on developing the knowledge and skills that are imperative to implementing a Homeland Security Exercise Evaluation Program (HSEEP) compliant exercise. The class will also design and develop a table top exercise to be executed as a class project at the end of the semester. Lastly, the course will emphasize the importance of incorporating emergency exercise planning to effectively prepare and respond to disasters of all types and magnitudes.

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:

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 for credit, what is the maximum number of credit hours that may be earned for this course? 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? 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
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?
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.
A classroom will have to be scheduled, and the workload of the current HSEM faculty members will increase by one course. The additional course will not impact the budget.

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 **The library has been contacted and access to the Homeland Security Digital Library from the Naval Postgraduate School has been coordinated.**

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, beyond 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.

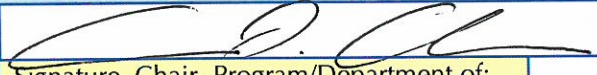
This course adds to the list of options HSEM students have for their 400 level courses. HSEM is a growing program with various topics of study, and we would like to allow students the ability to choose a focused area of study. We have broken the areas of study into two distinct groups – students will be able to choose to focus their studies in homeland security, or focus on emergency management.

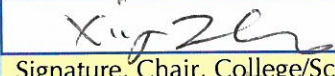
JUSTIFICATION FOR ACTION REQUESTED


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.

Homeland Security and Emergency Management is a growing field. As disasters are becoming more frequent, the development of HSEEP compliant exercises to test preparedness and readiness of responding organizations is becoming increasingly important. This class gives students a hands-on opportunity to develop an exercise that allows organizations to test their competencies in responding to an incident. As a result of this hands-on experiential learning experience, students are better prepared to start their careers in the emergency management field.

APPROVALS: Add additional signature lines as needed.

 Date 17 Feb 2014
Signature, Chair, Program/Department of: HSEM Program

 Date 02/25/2014
Signature, Chair, College/School Curriculum Council for: _____

 Date 2/25/14
Signature, Dean, College/School of: SOM

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
Faculty Senate Review Committee: ___Curriculum Review ___GAAC
___Core Review ___SADAC

Introduction to Emergency Mgmt. Exercise Design

HSEM F405

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 & Tue 1:00 - 3:00 pm (or by appointment)

Office Location: Bunnell 218 C

Work Telephone: (907) 474-6673

E-mail: hpodegard@alaska.edu

Course Reading

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

*Additional readings from journals, articles, or websites may be assigned throughout the semester, and if so will be distributed in class.

Course Description

This course examines exercise design, evaluation, and development. The course will focus on developing the knowledge and skills that are imperative to implementing a Homeland Security Exercise Evaluation Program (HSEEP) compliant exercise. The class will also design and develop a table top exercise to be executed as a class project at the end of the semester. Lastly, the course will emphasize the importance of incorporating emergency exercise planning to effectively prepare and respond to disasters of all types and magnitudes.

Course Goals

The goals of this course are to understand the HSEEP exercise design and evaluation process, as well as how to conduct discussion-based exercises for organizations in both the public and private sectors. Students will also learn the importance of the exercise development and implementation process in effectively preparing for, and responding to, disasters.

Student Learning Outcomes

- Develop an understanding of the HSEEP exercise design and evaluation process.
- Examine the differences between discussion-based and operational-based exercises.
- Understand how to develop and conduct tabletop exercises.
- Design and participate in an exercise for the University of Alaska Fairbanks in consultation with the emergency manager of the campus.

Instructional Methods

Instructional methodologies, including 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.

This course requires a computer with internet access, as we will be utilizing a few of the applications within Blackboard. Additionally, students will need internet access for assigned discussions involving online research, as well as access to their UA email accounts and a PowerPoint viewer.

Class Schedule

	Introduction to course objectives	
Week 1	Emergency Exercises: Objectives and Purpose Guest Speaker – Chief Schrage Complete IS-120.a Due	Chapter 1
Week 2	Essential Exercise Design Elements and Steps Assign Term Paper #1	Chapter 2
Week 3	Issues in Exercise Design	Chapter 3
Week 4	Exercise Organization and Structure Complete IS-139	Chapter 4
Week 5	Exercise Control and Management Term Paper #1 Due (A status report will be given in class during this week) Assign Term Paper #2	Chapter 5
Week 6	Exercise Evaluation Principles Complete IS-130 Due	Chapter 6
Week 7	Exercise Evaluation Issues	Chapter 7
Week 8	Summing it up	Chapter 8
Week 9	Spring Break – No Classes or Assignments	
Week 10	Term Paper #2 Due (Exercise project update will be conducted as part of the class during this week)	
Week 11	Final Project Prep - Refine Scenario with supporting agency	

	Review HSEEP guidelines for exercise - Start Exercise Evaluation Outline - Devise Exercise Structure and Schedule	
Week 12	Final Project Prep - Develop Master Scenario Event List	
Week 13	Final Project Prep - Develop Scenario Taskers/Injects - Develop Expected Outcomes/Actions/Metrics	
Week 14	Final Project Prep - Conduct Exercise Rehearsal	
Week 15	Tentative Date for TTX Facilitation - Develop written After Action Review (AAR)	
Week 16	Individual Final Project Due	

Course Policies

Students are expected to remain up to date with the scheduled lesson plans on a weekly basis. Students will be penalized for the late submission of class assignments or should they fall behind by more than two weeks (outside of emergency or mutually agreed upon circumstances). Each late assignment will be docked 10% for every day it is late. If you miss an exam, due to an excused absence, you will have one week to schedule a make-up during the instructor's office hours. Additionally, each student is expected to attend class and participate in the classroom debates. If you have more than 3 unexcused absences throughout the semester you will lose 15% of your final grade.

Students are expected to observe academic honesty. Dishonest practices including giving or receiving assistance in any manner or form during an examination, unauthorized possession of exam questions, and plagiarism (willfully presenting another person's writings, opinions or thoughts as one's own, without proper credit and documentation) will not be tolerated. Violations of the UAF Student Code of Conduct will be referred to the appropriate authority for possible disciplinary actions including removal of violator from this course.

Evaluation

Participation – 15% (150 Points)

Each student is expected to attend class and participate in the classroom discussion. Students will be assigned weekly topics for discussion participation credit. Topics will be evaluated based on content, research and formatting.

FEMA certifications – 15% (150 Points)

IS-120.a Introduction to Exercises

IS-139 Exercise Design

Term Papers – 20% (200 points)

Students will be required to utilize materials learned in class to write two term papers (4 pages in length). These papers will serve as status reports on the progress of the final project. Students will also be required to brief the class on their findings and their contribution to the final project. The papers should include a cover page and utilize APA style writing. Rubrics for these papers will be handed out as the papers are assigned.

Final Project – 50% (500 points)

The final will consist of the completed tabletop exercise, and an after action report discussing the exercise and its findings. The after action report will be completed as an individual effort and will be no less than 10 pages in length. The specific details of what needs to be covered in the paper will be outlined in the rubric. The paper should also include a cover page, a reference page, and utilize APA style writing.

Please note the following breakdown in points:

Participation	150
FEMA Certification	150
Term Papers	200
Final Project	500
<hr/> Total	<hr/> 1000

- A= 90-100% (900-1000 points)
- B= 80-89% (800-899 points)
- C= 70-79% (700-799 points)
- D= 60-69% (600-699 points)
- F= 59 % or less (599 points or less)

Support Services

Students are encouraged to utilize the UAF Writing Center in 801 Gruening (Phone # 474-5314) as needed to assist in the development and refinement of their written products. Students are also encouraged to use the UAF Speaking Center for coaching and practice. The Center is located in 507 Gruening. Call 474-5470 for Speaking Center hours and to schedule an appointment. Please contact me as required should you need to contact other subject matter support services relevant to the development of your leadership or class projects/topics.

Disabilities Services

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 to assist you in meeting the goals of the course.