

EDMG498

Course Summary

Course : EDMG498 **Title :** Senior Seminar in Emergency & Disaster Mgmt.
Length of Course : 16 **Faculty :**
Prerequisites : N/A **Credit Hours :** 3

Description

Course Description:

This senior capstone course allows students majoring in emergency and disaster management to analyze specific program related issues and problems using the knowledge and understanding gained by completing the required courses in the program and a significant number of the major courses. (Prerequisite: Completion of a minimum of 106 hours towards your program)

Course Scope:

Students will apply the knowledge and theory from previous classes in a simulated disaster event spanning 12 weeks, with 4 weeks of reflection afterward, for a total of 16 weeks. Students will roleplay collaboratively as Emergency Operations Center (EOC) staff for the fictional town of Bobsville as they respond to a disaster.

Week 1 will include an orientation on the course structure, and students will get to know each other and choose EOC roles. The disaster will reveal itself in the Discussions area over the next 11 weeks with short, daily events, which students will respond to in their EOC roles, giving and receiving information and commands to each other as appropriate. Students will document the event and their actions using FEMA ICS forms according to their roles, which they will submit each week as Status Update assignments. A transfer of command will occur midway through the event in which students can change roles.

After the simulated event concludes, students will analyze and evaluate their own performance, as well as that of the EOC team. The entire class will then complete a group assignment where they create an After-Action Report and Improvement Plan for the fictional town. Grading on the capstone is based somewhat on individual performance but mostly on effective reflection.

Objectives

PROGRAM OBJECTIVES

PO1: Identify the goals of disaster management from prevention/reduction of loss due to hazards, disasters, and emergencies.

PO2: Differentiate between response strategies for the various emergency and disaster incidents.

PO3: Examine the phases of the cycle of disasters.

PO4: Compare and contrast the roles and responsibilities of the individuals and agencies in an emergency and disaster incident.

PO5: Analyze factors and coping strategies involved in emergencies and disasters.

PO6: Demonstrate emergency and disaster preparedness from planning to recovery.

COURSE OBJECTIVES

CO1: Act in the role of a member of an Emergency Management team. (PO4, PO6)

CO2: Collaborate with other members of an Emergency Management team. (PO4, PO6)

CO3: Analyze actions taken during response to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5)

CO4: Evaluate personal and team effectiveness in responding to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5, PO6)

CO5: Provide recommendations for improvement to Emergency Management stakeholders based on outcomes of a simulated emergency event. (PO1, PO2, PO3, PO4, PO5, PO6)

LEARNING OBJECTIVES

LO1: Obtain, maintain, and disseminate relevant information regarding the nature and extent of the incident, the status of critical infrastructure systems, any cascading effects, and the response status, to develop a common operating picture focused on saving lives. (CO1, CO2)

LO2: Establish and maintain a scalable Incident Command System (ICS) structure based on operational requirements. (CO1, CO2)

LO3: Establish and maintain communications internal and external to coordinate response operations. (CO1, CO2)

LO4: Establish a process to develop, approve, and disseminate public information messaging to internal and external stakeholders. (CO1, CO2)

Outline

Week 1: Choose EOC Roles

Overview

Organizing students as Emergency Operations Center (EOC) staff using the standard Incident Command System (ICS) structure. This is all in preparation for the simulated incident that will begin next week in the class.

Course Objectives

CO1: Act in the role of a member of an Emergency Management team. (PO4, PO6)

CO2: Collaborate with other members of an Emergency Management team. (PO4, PO6)

LO2: Establish and maintain a scalable Incident Command System (ICS) structure based on operational requirements. (CO1, CO2)

Assignments

Welcome Discussion

EOC Role Request (LO2, CO1, CO2)

Week 2: Simulation Begins

Overview

Collaborative roleplaying discussions begin, lasting Weeks 2-12. The simulation will consist of daily event updates in the Discussions area. Act authentically in your role, and communicate with your team in the

Discussions, giving and responding to commands. You are not required to post each day if your role requires no action. You are required to post what actions you would be taking, and respond to requests. Your daily check in posts are not intended to take more than 15 minutes.

You will use the FEMA ICS documents to record the events that occurred and the actions that you took according to your role. At the end of each week you will submit these as Status Update assignments to the instructor. While you are to use any forms as appropriate to your responsibilities, this week we are requiring all students to fill out the ICS structure assignments to help you memorize who is acting in each role.

Course Objectives

CO1: Act in the role of a member of an Emergency Management team. (PO4, PO6)

CO2: Collaborate with other members of an Emergency Management team. (PO4, PO6)

CO3: Analyze actions taken during response to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5)

LO1: Obtain, maintain, and disseminate relevant information regarding the nature and extent of the incident, the status of critical infrastructure systems, any cascading effects, and the response status, to develop a common operating picture focused on saving lives. (CO1, CO2)

LO2: Establish and maintain a scalable Incident Command System (ICS) structure based on operational requirements. (CO1, CO2)

LO3: Establish and maintain communications internal and external to coordinate response operations. (CO1, CO2)

LO4: Establish a process to develop, approve, and disseminate public information messaging to internal and external stakeholders. (CO1, CO2)

Assignments

Scenario Discussion Activity

Scenario Status Update

Week 3: Simulation

Overview

The event continues this week. You should be getting in the habit of checking the daily event updates in the Discussions area and responding as appropriate. Continue to use the FEMA ICS documents to record the events that occurred and the actions that you took according to your role. At the end of each week you will submit these as Status Update assignments to the instructor. Each EOC Section will be submitting their documentation to a group assignment Incident Briefing in Week 6 during the transfer of command.

Course Objectives

CO1: Act in the role of a member of an Emergency Management team. (PO4, PO6)

CO2: Collaborate with other members of an Emergency Management team. (PO4, PO6)

CO3: Analyze actions taken during response to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5)

LO1: Obtain, maintain, and disseminate relevant information regarding the nature and extent of the incident, the status of critical infrastructure systems, any cascading effects, and the response status, to develop a common operating picture focused on saving lives. (CO1, CO2)

LO2: Establish and maintain a scalable Incident Command System (ICS) structure based on operational

requirements. (CO1, CO2)

LO3: Establish and maintain communications internal and external to coordinate response operations. (CO1, CO2)

LO4: Establish a process to develop, approve, and disseminate public information messaging to internal and external stakeholders. (CO1, CO2)

Assignments

Scenario Discussion Activity

Scenario Status Update

Week 4: Simulation

Overview

The event continues this week. You should be getting in the habit of checking the daily event updates in the Discussions area and responding as appropriate. Continue to use the FEMA ICS documents to record the events that occurred and the actions that you took according to your role. At the end of each week you will submit these as Status Update assignments to the instructor. Each EOC Section will be submitting their documentation to a group assignment Incident Briefing in Week 6 during the transfer of command.

Course Objectives

CO1: Act in the role of a member of an Emergency Management team. (PO4, PO6)

CO2: Collaborate with other members of an Emergency Management team. (PO4, PO6)

CO3: Analyze actions taken during response to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5)

LO1: Obtain, maintain, and disseminate relevant information regarding the nature and extent of the incident, the status of critical infrastructure systems, any cascading effects, and the response status, to develop a common operating picture focused on saving lives. (CO1, CO2)

LO2: Establish and maintain a scalable Incident Command System (ICS) structure based on operational requirements. (CO1, CO2)

LO3: Establish and maintain communications internal and external to coordinate response operations. (CO1, CO2)

LO4: Establish a process to develop, approve, and disseminate public information messaging to internal and external stakeholders. (CO1, CO2)

Assignments

Scenario Discussion Activity

Scenario Status Update

Week 5: Simulation

Overview

The event continues this week. You should be getting in the habit of checking the daily event updates in the Discussions area and responding as appropriate. Continue to use the FEMA ICS documents to record the events that occurred and the actions that you took according to your role. At the end of each week you will

submit these as Status Update assignments to the instructor. Each EOC Section will be submitting their documentation to a group assignment Incident Briefing in Week 6 during the transfer of command.

Course Objectives

CO1: Act in the role of a member of an Emergency Management team. (PO4, PO6)

CO2: Collaborate with other members of an Emergency Management team. (PO4, PO6)

CO3: Analyze actions taken during response to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5)

LO1: Obtain, maintain, and disseminate relevant information regarding the nature and extent of the incident, the status of critical infrastructure systems, any cascading effects, and the response status, to develop a common operating picture focused on saving lives. (CO1, CO2)

LO2: Establish and maintain a scalable Incident Command System (ICS) structure based on operational requirements. (CO1, CO2)

LO3: Establish and maintain communications internal and external to coordinate response operations. (CO1, CO2)

LO4: Establish a process to develop, approve, and disseminate public information messaging to internal and external stakeholders. (CO1, CO2)

Assignments

Scenario Discussion Activity

Scenario Status Update

Week 6: Transfer of Command

Overview

This week we are pausing the simulation for a Transfer of Command and a new operational period. Each EOC Section will be completing their portion of a group assignment ICS201 Incident Briefing. As part of the Transfer of Command, you have the option to request a different EOC role.

Course Objectives

CO1: Act in the role of a member of an Emergency Management team. (PO4, PO6)

CO2: Collaborate with other members of an Emergency Management team. (PO4, PO6)

CO3: Analyze actions taken during response to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5)

LO1: Obtain, maintain, and disseminate relevant information regarding the nature and extent of the incident, the status of critical infrastructure systems, any cascading effects, and the response status, to develop a common operating picture focused on saving lives. (CO1, CO2)

LO2: Establish and maintain a scalable Incident Command System (ICS) structure based on operational requirements. (CO1, CO2)

LO3: Establish and maintain communications internal and external to coordinate response operations. (CO1, CO2)

LO4: Establish a process to develop, approve, and disseminate public information messaging to internal and external stakeholders. (CO1, CO2)

Assignments

ICS201 Briefing Group Assignment

Optional: Request a different EOC role

Week 7: Simulation Resumes

Overview

The event begins again this week, and will consist of daily event updates in the Discussions area. You should be in the habit of checking the daily event updates in the Discussions area and responding as appropriate. Continue to use the FEMA ICS documents to record the events that occurred and the actions that you took according to your role. At the end of each week you will submit these as Status Update assignments to the instructor.

Course Objectives

CO1: Act in the role of a member of an Emergency Management team. (PO4, PO6)

CO2: Collaborate with other members of an Emergency Management team. (PO4, PO6)

CO3: Analyze actions taken during response to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5)

LO1: Obtain, maintain, and disseminate relevant information regarding the nature and extent of the incident, the status of critical infrastructure systems, any cascading effects, and the response status, to develop a common operating picture focused on saving lives. (CO1, CO2)

LO2: Establish and maintain a scalable Incident Command System (ICS) structure based on operational requirements. (CO1, CO2)

LO3: Establish and maintain communications internal and external to coordinate response operations. (CO1, CO2)

LO4: Establish a process to develop, approve, and disseminate public information messaging to internal and external stakeholders. (CO1, CO2)

Assignments

Scenario Discussion Activity

Scenario Status Update

Week 8: Simulation

Overview

The event continues. You should be in the habit of checking the daily event updates in the Discussions area and responding as appropriate. Continue to use the FEMA ICS documents to record the events that occurred and the actions that you took according to your role. At the end of each week you will submit these as Status Update assignments to the instructor.

Course Objectives

CO1: Act in the role of a member of an Emergency Management team. (PO4, PO6)

CO2: Collaborate with other members of an Emergency Management team. (PO4, PO6)

CO3: Analyze actions taken during response to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5)

LO1: Obtain, maintain, and disseminate relevant information regarding the nature and extent of the incident, the status of critical infrastructure systems, any cascading effects, and the response status, to develop a common operating picture focused on saving lives. (CO1, CO2)

LO2: Establish and maintain a scalable Incident Command System (ICS) structure based on operational requirements. (CO1, CO2)

LO3: Establish and maintain communications internal and external to coordinate response operations. (CO1, CO2)

LO4: Establish a process to develop, approve, and disseminate public information messaging to internal and external stakeholders. (CO1, CO2)

Assignments

Scenario Discussion Activity

Scenario Status Update

Week 9: Simulation

Overview

The event continues. You should be in the habit of checking the daily event updates in the Discussions area and responding as appropriate. Continue to use the FEMA ICS documents to record the events that occurred and the actions that you took according to your role. At the end of each week you will submit these as Status Update assignments to the instructor.

Course Objectives

CO1: Act in the role of a member of an Emergency Management team. (PO4, PO6)

CO2: Collaborate with other members of an Emergency Management team. (PO4, PO6)

CO3: Analyze actions taken during response to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5)

LO1: Obtain, maintain, and disseminate relevant information regarding the nature and extent of the incident, the status of critical infrastructure systems, any cascading effects, and the response status, to develop a common operating picture focused on saving lives. (CO1, CO2)

LO2: Establish and maintain a scalable Incident Command System (ICS) structure based on operational requirements. (CO1, CO2)

LO3: Establish and maintain communications internal and external to coordinate response operations. (CO1, CO2)

LO4: Establish a process to develop, approve, and disseminate public information messaging to internal and external stakeholders. (CO1, CO2)

Assignments

Scenario Discussion Activity

Scenario Status Update

Week 10: Simulation

Overview

The event continues. You should be in the habit of checking the daily event updates in the Discussions area and responding as appropriate. Continue to use the FEMA ICS documents to record the events that occurred and the actions that you took according to your role. At the end of each week you will submit these as Status Update assignments to the instructor.

Course Objectives

CO1: Act in the role of a member of an Emergency Management team. (PO4, PO6)

CO2: Collaborate with other members of an Emergency Management team. (PO4, PO6)

CO3: Analyze actions taken during response to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5)

LO1: Obtain, maintain, and disseminate relevant information regarding the nature and extent of the incident, the status of critical infrastructure systems, any cascading effects, and the response status, to develop a common operating picture focused on saving lives. (CO1, CO2)

LO2: Establish and maintain a scalable Incident Command System (ICS) structure based on operational requirements. (CO1, CO2)

LO3: Establish and maintain communications internal and external to coordinate response operations. (CO1, CO2)

LO4: Establish a process to develop, approve, and disseminate public information messaging to internal and external stakeholders. (CO1, CO2)

Assignments

Scenario Discussion Activity

Scenario Status Update

Week 11: Simulation

Overview

The event continues. You should be in the habit of checking the daily event updates in the Discussions area and responding as appropriate. Continue to use the FEMA ICS documents to record the events that occurred and the actions that you took according to your role. At the end of each week you will submit these as Status Update assignments to the instructor.

Course Objectives

CO1: Act in the role of a member of an Emergency Management team. (PO4, PO6)

CO2: Collaborate with other members of an Emergency Management team. (PO4, PO6)

CO3: Analyze actions taken during response to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5)

LO1: Obtain, maintain, and disseminate relevant information regarding the nature and extent of the incident, the status of critical infrastructure systems, any cascading effects, and the response status, to develop a common operating picture focused on saving lives. (CO1, CO2)

LO2: Establish and maintain a scalable Incident Command System (ICS) structure based on operational requirements. (CO1, CO2)

LO3: Establish and maintain communications internal and external to coordinate response operations. (CO1,

CO2)

LO4: Establish a process to develop, approve, and disseminate public information messaging to internal and external stakeholders. (CO1, CO2)

Assignments

Scenario Discussion Activity

Scenario Status Update

Week 12: Simulation Ends

Overview

The event concludes this week. You should be in the habit of checking the daily event updates in the Discussions area and responding as appropriate. Continue to use the FEMA ICS documents to record the events that occurred and the actions that you took according to your role. At the end of each week you will submit these as Status Update assignments to the instructor.

Course Objectives

CO1: Act in the role of a member of an Emergency Management team. (PO4, PO6)

CO2: Collaborate with other members of an Emergency Management team. (PO4, PO6)

CO3: Analyze actions taken during response to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5)

LO1: Obtain, maintain, and disseminate relevant information regarding the nature and extent of the incident, the status of critical infrastructure systems, any cascading effects, and the response status, to develop a common operating picture focused on saving lives. (CO1, CO2)

LO2: Establish and maintain a scalable Incident Command System (ICS) structure based on operational requirements. (CO1, CO2)

LO3: Establish and maintain communications internal and external to coordinate response operations. (CO1, CO2)

LO4: Establish a process to develop, approve, and disseminate public information messaging to internal and external stakeholders. (CO1, CO2)

Assignments

Scenario Discussion Activity

Scenario Status Update

Week 13: Self Evaluation

Overview

You will use the FEMA ICS documents you submitted each week, and analyze the actions that you took according to your role in relation to the events that occurred. You will submit a self-evaluation that will be viewed only between you and the instructor. Quite a bit of your grade hinges on this assignment, which is based on your individual performance throughout the simulation prior.

Course Objectives

CO3: Analyze actions taken during response to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5)

CO4: Evaluate personal and team effectiveness in responding to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5, PO6)

LO1: Obtain, maintain, and disseminate relevant information regarding the nature and extent of the incident, the status of critical infrastructure systems, any cascading effects, and the response status, to develop a common operating picture focused on saving lives. (CO1, CO2)

LO2: Establish and maintain a scalable Incident Command System (ICS) structure based on operational requirements. (CO1, CO2)

LO3: Establish and maintain communications internal and external to coordinate response operations. (CO1, CO2)

LO4: Establish a process to develop, approve, and disseminate public information messaging to internal and external stakeholders. (CO1, CO2)

Assignments

Individual Self-Evaluation (Exercise Evaluation Guides & ICS 225)

Week 14: Group Evaluation

Overview

Now that you have analyzed your own performance, it is time to share your thoughts on how the class as a whole did. This is your chance to point out who worked well, and where there was difficulties. Your comments will only be viewed by the instructor--your peers will not see them.

Course Objectives

CO3: Analyze actions taken during response to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5)

CO4: Evaluate personal and team effectiveness in responding to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5, PO6)

LO1: Obtain, maintain, and disseminate relevant information regarding the nature and extent of the incident, the status of critical infrastructure systems, any cascading effects, and the response status, to develop a common operating picture focused on saving lives. (CO1, CO2)

LO2: Establish and maintain a scalable Incident Command System (ICS) structure based on operational requirements. (CO1, CO2)

LO3: Establish and maintain communications internal and external to coordinate response operations. (CO1, CO2)

LO4: Establish a process to develop, approve, and disseminate public information messaging to internal and external stakeholders. (CO1, CO2)

Assignments

Group Peer Evaluation (Exercise Evaluation Guides)

Week 15: After Action Review / Improvement Plan

Overview

Now that you have privately analyzed the group's performance, it is time to share your thoughts with each other on how the class as a whole did, and come up with a plan on how to improve. There may have been times when there was confusion, difficulty, or bad decisions made. Remember that this is a simulated exercise, and the majority of your grade is not based on your performance in the event, but rather your ability as a group to candidly and respectfully reflect on what occurred and come together in deciding on how things could be made better in the future.

Course Objectives

CO3: Analyze actions taken during response to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5)

CO4: Evaluate personal and team effectiveness in responding to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5, PO6)

CO5: Provide recommendations for improvement to Emergency Management stakeholders based on outcomes of a simulated emergency event. (PO1, PO2, PO3, PO4, PO5, PO6)

LO1: Obtain, maintain, and disseminate relevant information regarding the nature and extent of the incident, the status of critical infrastructure systems, any cascading effects, and the response status, to develop a common operating picture focused on saving lives. (CO1, CO2)

LO2: Establish and maintain a scalable Incident Command System (ICS) structure based on operational requirements. (CO1, CO2)

LO3: Establish and maintain communications internal and external to coordinate response operations. (CO1, CO2)

LO4: Establish a process to develop, approve, and disseminate public information messaging to internal and external stakeholders. (CO1, CO2)

Assignments

After Action Report Collaboration Discussion

Week 16: After Action Review / Improvement Plan

Overview

Now that you have privately analyzed the group's performance, it is time to share your thoughts with each other on how the class as a whole did, and come up with a plan on how to improve. There may have been times when there was confusion, difficulty, or bad decisions made. Remember that this is a simulated exercise, and the majority of your grade is not based on your performance in the event, but rather your ability as a group to candidly and respectfully reflect on what occurred and come together in deciding on how things could be made better in the future.

Course Objectives

CO3: Analyze actions taken during response to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5)

CO4: Evaluate personal and team effectiveness in responding to a simulated emergency event. (PO1, PO2, PO3, PO4, PO5, PO6)

CO5: Provide recommendations for improvement to Emergency Management stakeholders based on outcomes of a simulated emergency event. (PO1, PO2, PO3, PO4, PO5, PO6)

LO1: Obtain, maintain, and disseminate relevant information regarding the nature and extent of the incident, the status of critical infrastructure systems, any cascading effects, and the response status, to develop a common operating picture focused on saving lives. (CO1, CO2)

LO2: Establish and maintain a scalable Incident Command System (ICS) structure based on operational requirements. (CO1, CO2)

LO3: Establish and maintain communications internal and external to coordinate response operations. (CO1, CO2)

LO4: Establish a process to develop, approve, and disseminate public information messaging to internal and external stakeholders. (CO1, CO2)

Assignments

After Action Report Group Submission

Hotwash Feedback Discussion

Evaluation

This course is different than many in that it is based primarily around short, daily discussion roleplay responses. The simulated event is intended to imitate the intensity and incessant nature of a live event, while still giving the flexibility needed by working adults to fit their schooling into their schedules.

Students will volunteer for different EOC roles, which will be confirmed by the instructor by the end of Week 1. The EOC will be staffed entirely by students, including the EOC Manager and all Section Chiefs; the instructor will act as an advisor, as well as manage any needed story events based on creative student actions.

Beginning in Week 2, the event will begin to unfold daily in short event segments. Students are expected to respond to read each day's event and respond in their role if appropriate. Your discussion grade each week will be based on whether you took an active role in responding to the event as it relates to your role, as well as to responding to direct requests to yourself. Discussion posts are not needed each day if your role would not be taking an action based on the event.

Students will document the event and their actions using FEMA ICS forms according to their roles, which they will submit each week as Status Update assignments.

After the simulated event concludes, students will analyze and evaluate their own performance, as well as that of the EOC team. The entire class will then complete a group assignment where they create an After-Action Report and Improvement Plan for the fictional town. Grading on the course is based somewhat on individual performance but mostly on effective reflection.

Grading:

Name	Grade %
Scenario Discussions	10.00 %

Week 1: Introduction & EOC Role

Week 2: Simulation

Week 3: Simulation

Week 4: Simulation

Week 5: Simulation

Week 6: Transfer of Command Group
Briefing Assignment

Week 7: Simulation

Week 8: Simulation

Week 9: Simulation

Week 10: Simulation

Week 11: Simulation

Week 12: Simulation
 Week 15: After Action Review /
 Improvement Plan Group
 Collaboration
 Week 16: After Action Review /
 Improvement Plan Group
 Collaboration
 Week 16: Hotwash Feedback

Scenario Status Updates	10.00 %
Week 2: Simulation	
Week 3: Simulation	
Week 4: Simulation	
Week 5: Simulation	
Week 6: Transfer of Command Group Briefing Assignment	
Week 7: Simulation	
Week 8: Simulation	
Week 9: Simulation	
Week 10: Simulation	
Week 11: Simulation	
Week 12: Simulation	

Self Performance Evaluation (EEG- ICS225)	30.00 %
Group Performance Evaluation (EEG)	20.00 %
After Action Report / Improvement Plan	30.00 %

Materials

Book Title: Various resources from the APUS Library & the Open Web are used. Please visit <http://apus.libguides.com/er.php> to locate the course eReserve.

Author: No Author Specified

Publication Info:

ISBN: N/A

FEMA EOC course material

FEMA ICS Forms <https://training.fema.gov/icsresource/icsforms.aspx>

Course Guidelines

This course requires a time management plan and the self-discipline to follow it. You are responsible for managing your time, completing assignments on time, completing the readings, and making inquiries as needed to complete the course effectively. This is a 16-week course, which requires dedication and

diligence on the part of each student.

Students will follow the American Psychological Association Style Guide (APA 6th Edition) as the sole citation and reference style used in written work submitted as part of this course. Specifically, the parenthetical citations-reference list style method, which includes in-text citations with an adjoining reference list, will be utilized. Additional information concerning this writing style can be found within the APUS Library.

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals, I understand you must manage competing demands on your time. If you find that you need additional time to complete an assignment, please contact me before the due date so we can discuss the situation and determine an acceptable resolution. Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade.

Communications

Student Communication

Use the Q&A Discussion in the classroom to ask questions to the instructor about the course itself and how to do things, or what is required. Please restrict all writing in the daily event discussions to roleplaying with other students.

To reach the instructor privately, please communicate through the MyClassroom email function accessible from the Classlist of the Course Tools menu, where the instructor and students email addresses are listed, or via the Office 365 tool on the Course homepage.

- In emails to instructors, it's important to note the specific course in which you are enrolled. The name of the course is at the top center of all pages.
- Students and instructors communicate in Discussion posts and other learning activities.
- All interactions should follow APUS guidelines, as noted in the [Student Handbook](#), and maintain a professional, courteous tone.
- Students should review writing for spelling and grammar.
- [Tips on Using the Office 365 Email Tool](#)

Instructor Communication

The instructor will post announcements on communications preferences involving email and Instant Messaging and any changes in the class schedule or activities.

- Instructors will periodically post information on the expectations of students and will provide feedback on assignments, Discussion posts, quizzes, and exams.
 - Instructors will generally acknowledge student communications within 24 hours and respond within 48 hours, except in unusual circumstances (e.g., illness).
 - The APUS standard for grading of all assessments (assignments, Discussions, quizzes, exams) is five days or fewer from the due date.
 - Final course grades are submitted by faculty no later than seven days after the end date of the course or the end of the extension period.
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University Policies

Consult the [Student Handbook](#) for processes and policies at APUS. Notable policies:

- [Drop/Withdrawal Policy](#)
- [Extension Requests](#)

- [Academic Probation](#)
- [Appeals](#)
- [Academic Dishonesty / Plagiarism](#)
- [Disability Accommodations](#)
- [Student Deadlines](#)
- [Video Conference Policy](#)

Mission

The [mission of American Public University System](#) is to provide high quality higher education with emphasis on educating the nation's military and public service communities by offering respected, relevant, accessible, affordable, and student-focused online programs that prepare students for service and leadership in a diverse, global society.

Minimum Technology Requirements

- Please consult the catalog for the minimum hardware and software required for [undergraduate](#) and [graduate](#) courses.
- Although students are encouraged to use the [Pulse mobile app](#) with any course, please note that not all course work can be completed via a mobile device.

Disclaimers

- Please note that course content – and, thus, the syllabus – may change between when a student registers for a course and when the course starts.
- Course content may vary from the syllabus' schedule to meet the needs of a particular group.

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.