

# EADP 3020: Methods in Emergency Management

## Instructor Information

**Instructor:** Dr. Elyse Zavar

**Pronouns:** she/her

**Office Hours:** Thursday 9-10:30am or by appointment

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**Teaching Assistant:** Zoey Stormes (ZoeyStormes@my.unt.edu)

**Pronouns:** she/her

**Communication Expectations:** Canvas is our learning management system and all assignments, lectures, grades and course-related material will be communicated through Canvas. Email is the best contact method and I generally respond within 24-hours during the week (48-hours on the weekend). Graded materials are typically returned within one to two weeks following the due date depending on the length of the assignment. Check your UNT email regularly for updated course information. When sending an email, include a subject line, greeting, the course number, and sign it with your name. By practicing your email communication with your instructors and fellow classmates now, you'll be more prepared for your career after college. Check out these links for help with [Writing Professional Emails](#) or [Online Communication Tips](#).

## Course Description, Structure, and Objectives

### Course Description

Survey of practical management methods in which students should be familiar upon entering the field of emergency management. The methods covered include basic risk and vulnerability assessment methodology, project management, grants management, data collection and basic analysis, and survey design. *No Prerequisites.*

### Course Structure

This course will be delivered face to face. Each week you will have lectures, activities and/or assignments to complete for that week's module. There is a total of 15 modules as outlined on the course calendar. The modules progressively build on each other, moving through the stages of research design, data acquisition, data analysis/management, and dissemination of knowledge.

### Course Objectives

By the end of the course, successful students will be able to:

- Demonstrate abilities in critical thinking and intellectual synthesis.
- Develop a comprehensive understanding of research methods in an interdisciplinary context.
- Be able to identify, integrate and critically interpret the relevant scholarly literature.
- Develop adequate presentation and dissemination skills for the proposal stage of a research project.
- Develop an awareness and sensitivity to ethical issues that may/will arise in the research process.

## Required Materials

All assigned readings are required and posted in Canvas (there is not a textbook to purchase); due dates are listed on the course calendar. Portions of the required readings are meant to augment, not mirror, the lectures and class discussions- that means keep up with the readings regardless of how much time is devoted to them on any one lecture/activity. All readings are required and posted on Canvas. Readings are fair game for class quizzes.

## Teaching Philosophy

I strongly believe research methods is best taught through experience; therefore, this class embraces a hands-on approach to learning. Students will work through weekly modules ground in real-world applications. Students will first read and/or engage in a lecture on the topic before practicing the concept in an activity. The lab activities are graded for accuracy and students are encouraged to reach out to the instructor and TA for help. Students are also encouraged to form working peer groups with classmates to help with assignments (details on the difference between co-peer learning and cheating are outlined in the academic honesty section). Over the course of the semester, students will also earn research-related certificates, recognized in the field of Emergency Management and Disaster Science, which students can highlight on their resumes as having received training on the topic.

## Supporting Your Success and Creating an Inclusive Learning Environment

Every student in this class should have the right to learn and engage within an environment of respect and courtesy from others. We will discuss our classroom's habits of engagement and I also encourage you to review UNT's student code of conduct so that we can all start with the same baseline civility understanding ([Code of Student Conduct](https://deanofstudents.unt.edu/conduct)) (<https://deanofstudents.unt.edu/conduct>)

## Assessing Your Work

### Grading Scale

A: 90% or greater

C: 70-79.9%

F: 0-59.9%

B: 80-89.9%

D: 60-69.9%

Your grades in this course are earned, at the end of the semester I only report earned credit. I will **not** add any points or tenths of a point to your grade. *I will not respond to any emails at the end of the semester asking for unearned points to boost your grade or extra credit opportunities.*

## Course Requirements/Schedule

### Course Requirements

Lab Activities (8 total): 40%

Quizzes (5 total): 25%

I Survived Activity: 20%

Optional Final Exam: 15%

### Lab Activities

Incorporated into the course are eight lab activities (equal weight) which reflect various themes related to the research process. These activities offer applied, hand-on experience for you to practice the associated skills. The intention is for each lab activity to serve as a future reference guide on that topic. Themes and due dates are posted on the course calendar. Lab activities will be posted as a Microsoft Word document unless otherwise stated. Please save your responses to the lab on your personal computer/cloud and submit the completed lab via Canvas Assignments as either a Word document or

PDF. Lab activities will be accessible in the week's module; you will begin the lab assignment in class and finish outside of class before the following week's due date (see calendar for exact due dates per assignment).

### **Quizzes**

Over the course of the semester there will be unannounced quizzes on the assigned reading material and lecture notes; stay up-to-date on all readings. Only the five highest quiz grades will count towards your final grade; therefore, quizzes cannot be made up.

### **I Survived Activity**

Translating complex research into easily digestible formats for the everyday user is a skill just as identifying reliable sources of information. Lauren Tarshis's "I Survived" young adult book series, is told from the perspective of a child living through historic and recent disaster events such as the 1964 Alaska Earthquake or the 2018 California Wildfires; this series explores causes of disaster and their impacts, immediate response and elements of recovery, and the importance of resilience. In this assignment, you will examine these books to identify how fictionalized stories portray information about disaster preparedness, recovery strategies, and hazard risk to a lay audience using content analysis and thematic coding. Next, you will evaluate how accurate these books convey such hazards and recovery through their storytelling. Each student will select from one of "I Survived" stories provided by the instructor. The assignment will be divided into three parts: a coding activity, content analysis, and historical accuracy (see calendar for exact due dates per assignment).

### **Final Exam**

Material for OPTIONAL exam will be taken from lecture presentations, class discussions, readings, and activities. This cumulative final exam is open notes and conducted in Canvas. The format resembles the activities completed in class and will be a mix of short answer, multiple choice, graphing, table creation, etc. See calendar for final exam schedule.

### **Technical Assistance**

At UNT we have a [Student Help Desk](#) that you can contact for help with Canvas or other technology issues including technology disruptions. In the event of any unexpected server outage or any unusual technical difficulty, which prevents students from completing a time sensitive assessment activity, I will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk:

- helpdesk@unt.edu
- 940-565-2324
- In Person: Sage Hall, Room 130 Walk-In Availability: 8am-9pm
- Laptop Checkout: 8am-7pm

For additional support, visit Canvas Technical Help (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

### **Course Calendar**

(subject to change with warning-- Note students will be notified by Eagle Alert if there is a campus closing that will impact a class [Emergency Notifications and Procedures Policy \(PDF\)](#))

### **Week 1 (Jan 16): Introduction to Research Methods**

- Course overview
- Key concepts and vocabulary

Activities due for next week:

- Read Syllabus and Phillips, Neal, & Webb 2017
- Know vocab list for quiz (words in *italics* in the Philips et al. 2017 reading)

### **Week 2 (Jan 23): The Research Process & Getting Started**

- Vocab quiz (from Philips et al. 2017 reading)
- Steps to conducting research
- Literature review & critical reading

Activities due for next week:

- Gaultney and Peach (2016)-How to Read Research Article
- *Lab 1: Reading peer reviewed article worksheet*

### **Week 3: (Jan 30): Research Ethics**

- IRB & protecting research subjects/participants

Activities due for next week:

- *Lab 2: Complete online (1) Converge Institutional Review Board (IRB) & (2) Procedures and Extreme Events Research and IRB training; turn in copies of both certificates*

### **Week 4 (Feb 6): Data Collection- Participant Observation**

- Watch the movie Kitchen Stories (2003) & discussion on good observation
- Select *I Survived* book in class

Activities due for next week:

- *Lab 3: Participant Observation*

### **Week 5 (Feb 13): Data Collection: Survey Design**

- What makes a good survey?
- Qualitative vs Quantitative Surveys
- Designing questions

Activities due for next week:

- Read Hoddinott and Bass (1986)- Dillman's Total Design Method
- Start reading *I Survived*
- *Lab 4: Survey questions*

### **Week 6 (Feb 20): Data Collection: Interview Protocol**

- Designing interview questions
- Interview best practices
- Mock interview activity

Activities due for next week:

- *Lab 5: Interview questions*
- Read Gillham (2000)- Interviewing
- Finish reading *I Survived*

### **Week 7 (Feb 27): Data analysis: Qualitative**

- Coding, Interpretation, and Triangulation

- *I Survived Activity Part I: Coding*

Activities due for next week:

- Read LeCompte (2000)- Analyzing Qualitative Data
- Work on *I Survived Activity*

**Week 8 (Mar 5): Data analysis: Mixed Methods**

- *Qualitative and Quantitative content analysis*
- *I Survived Activity Part II: Content Analysis*

Activities due for next class:

- Complete *I Survived* Assignment (parts I-III) due Mar 19.

**Week 9 (Mar 12): Spring Break**

**Week 10 (Mar 19): Data analysis: Quantitative**

- Statistics introduction

Activities due for next week:

- Read Montello & Sutton (2013)- Research Concepts (especially Empirical Concepts pg 27-33)

*Lab 6: Descriptive Statistics & the Census*

**Week 11 (Mar 26): Introduction to Database Management**

- Excel basics & stats
- Excel part I- start *Lab 7*

Activities due for next week:

- Read Wirtz et al. 2014
- *Lab 7: Excel Activities*

**Week 12 (Apr 2): Continuing Database Management**

- Excel outputs – more than just tables
- *Lab 7* part II

Activities due for next week:

- Read Wirtz et al. 2014
- *Lab 7: Excel Activities*

**Week 13 (Apr 9): Library Activity- Online databases**

- Historic newspaper collection
- Sanborn Maps
- Start *Lab 8*

Activities due for next week:

- Read Joo and Choi (2015)- Selecting library resources

**Week 14 (Apr 16): Library Visit – No class meeting this week**

- Complete library scavenger hunt

Activities due for next week:

- *Lab 8: Library Resources*

**Week 15 (Apr 23): How to (re)present data**

- Accurately representing data (or lack thereof)- Tables, graphs, & maps

- Visually representing data & Formats- Powerpoints, posters, and other visuals aids

Activities due for next week:

- Read Montello & Sutton (2013)- Oral presentations
- Read Gaultney and Peach (2016)-Tables & Figures

### **Week 16 (April 30): REMOTE: Revise, Resubmit, & Review Week**

- Any lab assignment that you scored 75% on or lower, you can revise & resubmit for half credit. All resubmits are due in Canvas by April 30 11:59pm.

### **May 7: REMOTE: Final Exam- Optional**

- *Final Exam opens in Canvas May 7 at 12:01 am and is due by 11:59 p.m (note: you have two hours to complete the exam in Canvas).*

### **Attendance Policy**

Students are expected to regularly check email/Canvas announcements and participate in the weekly course modules. Please stay current with the module, the material moves quickly and it is difficult to catch up once you fall behind.

### **Attendance and Participation**

Research has shown that students who attend class are more likely to be successful; however, I recognize that issues may arise especially given the on-going pandemic. If you run into challenges that require you to miss a class, please contact me and our TA. There may be some flexibility we can offer to support your academic success including virtual class attendance. Please email the instructor and TA as soon as possible. Emails sent within two hours prior to class time may not be received in time to accommodate virtual attendance. Students are expected to regularly check email/Canvas announcements. Please stay current with the module, the material moves quickly and it is difficult to catch up once you fall behind.

### **Attendance and health:**

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community. If you are experiencing any [symptoms of COVID](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

### **Department Policies**

#### **End of the Semester Evaluations**

**Required:** The dates students can complete the SPOT assessment are **the final two weeks of the semester**. This is your opportunity to evaluate the instructor. Students can complete the on-line course evaluation at [my.unt.edu](http://my.unt.edu)

### **Cheating and Plagiarism Policy and Definitions**

Department and University regulations regarding academic honesty will be strictly enforced. The UNT Code of Student Conduct and Discipline ([www.unt.edu/csrr](http://www.unt.edu/csrr)) defines cheating and plagiarism “as the use of unauthorized books, notes, or otherwise securing help in a test; copying other’s 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 departmental 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 departmental faculty in the case of departmental exams.

Cases of cheating or plagiarism on graduate departmental exams, papers, theses, or dissertations shall automatically be referred to the departmental Curriculum and Degree Programs Committee. Cases of cheating or plagiarism in ordinary course work may, at the discretion of the instructor, be referred to the Curriculum and Degree Programs Committee in the case of either graduate or undergraduate students. This committee, acting as an agent of the Department, shall impose further penalties, or recommend further penalties to the Dean of Students, if they determine that the case warrants it. In all cases, the Dean of Students shall be informed in writing of the case.

Cheating and plagiarism will not be tolerated in this course. A student caught cheating or plagiarizing, or knowingly assisting, will receive a zero on the assignment and an “F” for the course. I also will report the student(s) to the Office of Academic Integrity for further review.

### **Appeals**

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

### **POLICY ON DISABILITY ACCOMMODATION**

The Department of Emergency Management and Disaster Science in cooperation with the Office of Disability Accommodation, complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request during regular office hours before the 12th class day of regular semesters (4th class day of summer sessions).

### **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](http://www.unt.edu/csrr).

## UNT Policies

### **Academic Integrity Policy**

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

### **ADA Accommodation Statement**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access](http://www.unt.edu/oda) website (<http://www.unt.edu/oda>). You may also contact ODA by phone at (940) 565-4323.

- To connect with the [Office of Disability Access](http://www.unt.edu/oda) to begin the registering process visit: <https://studentaffairs.unt.edu/office-disability-access>

### **Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)**

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

### **Emergency Notification & Procedures**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

### **Retention of Student Records**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written



consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### **Acceptable Student Behavior**

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 Dean of Students 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. Visit UNT's Code of Student Conduct (<https://deanofstudents.unt.edu/conduct>) to learn more.

### **Access to Information - Eagle Connect**

Students' access point for business and academic services at UNT is located at: [my.unt.edu](http://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (<https://it.unt.edu/eagleconnect>).

### **Student Evaluation Administration Dates**

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (<http://spot.unt.edu/>) or email [spot@unt.edu](mailto:spot@unt.edu).

### **Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

## **Academic Support & Student Services**

### **Mental Health**

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or

its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- Counseling and Testing Services (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- UNT Care Team (<https://studentaffairs.unt.edu/care>)
- UNT Psychiatric Services (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- Individual Counseling (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

#### **Additional Student Support Services**

- Registrar (<https://registrar.unt.edu/registration>)
- Financial Aid (<https://financialaid.unt.edu/>)
- Student Legal Services (<https://studentaffairs.unt.edu/student-legal-services>)
- Career Center (<https://studentaffairs.unt.edu/career-center>)
- Multicultural Center (<https://edo.unt.edu/multicultural-center>)
- Counseling and Testing Services (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- Pride Alliance (<https://edo.unt.edu/pridealliance>)
- UNT Food Pantry (<https://deanofstudents.unt.edu/resources/food-pantry>)

#### **Academic Support Services**

- Academic Resource Center (<https://clear.unt.edu/canvas/student-resources>)
- Academic Success Center (<https://success.unt.edu/asc>)
- UNT Libraries (<https://library.unt.edu/>)
- Writing Lab (<http://writingcenter.unt.edu/>)