

EADP 4900
PRACTICAL METHODS IN EMERGENCY MANAGEMENT

Instructor: Dr. Elyse Zavar

Class Meetings: Tuesday 2:00-4:50pm in ECB 120

Office Hours: Tue & Wed 11:00 am-12:30 pm or by appointment

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Teaching Assistant: Jasmine Garibay (JasmineGaribay@my.unt.edu)

Course Overview

Survey of practical management methods in which students should be familiar upon entering the field of emergency management. The course focuses on the research process as well as research dissemination. Among the methods covered include basic risk and vulnerability assessment methodology, project management, grants management, data collection and basic analysis, and survey design.

Course Objectives

Successful students will:

- 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 due dates are listed on the course calendar. Portions of the required readings are meant to augment, not mirror, the lectures and class discussions- which means keep up with the readings regardless of how much time is devoted to them on any one class day. All readings are required and posted on Blackboard.

- Please bring a flash drive or other portable storage device to class. We will often begin lab assignments in class and you'll need to save the assignments and work on them outside of class time.

Course Policies

Professional behavior is expected from all students, which includes silenced electronic devices for the duration of class, arriving to class on time, staying through the duration of class, and being respectful to your fellow classmates, instructor, and guests. Any disruptive behavior such as side conversations, reading, sleeping, or inappropriate electronic device use (i.e. texting), will not be tolerated.

Email is the best contact method and I generally respond within 24-hours during the week. Check your UNT email regularly for updated course information. When sending an email, include a subject line, greeting, the course, section 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 careers after college. For help with writing professional emails, visit <http://writingcenter.unc.edu/handouts/effective-e-mail-communication>.

If necessary, you can turn in an assignment outside of class time by bringing it to the EMDS department located in Chilton Hall 122 during regular office hours (9am-5pm). The assignment must be timestamped by the assistant at the front desk and placed in my mailbox. To avoid losing points for a late submission, the assignment must be timestamped; otherwise, I will mark the assignment based on the day I receive it from my mailbox.

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.

Grading

Lab Activities (7 total): 35%

Quizzes (4 total): 20%

Research Presentation Review: 10%

Final Exam: 25%

Attendance & Participation: 10%

Lab Activities

Incorporated into the course are seven lab activities (5% each of the total grade) which reflect various themes related to the research process. These activities offer applied, hand-on experience for you to practice the associated skills. The activities will begin during class time and you must complete any unfinished work by the following week. 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 on Blackboard. Late work will incur a 10% per 24-hour period deduction.

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 four highest quiz grades will count towards your final grade. Quizzes cannot be made up due to absence.

Research Presentation Critique

The best way to learn about research methods is to see research in action, especially research presentations. For this assignment, you will select a research presentation (on or off campus) on any topic and critically analyze it. You will share your analysis at the end of the semester through a PowerPoint presentation as well as demonstrate your understanding of excellent data presentation skills. To help identify a research talk, check out the UNT calendar of events: <http://calendar.unt.edu>. Late work is not accepted.

Final Exam

Material for exams will be taken from lecture presentations, class discussions, readings, and activities. This cumulative final exam is open notes and allows you to utilize previous activities and quizzes to demonstrate your acquired knowledge from the semester. The format will resemble the activities completed in class and will be a mix of short answer, multiple choice, graphing, table creation, etc.

Missed exams can only be made-up with appropriate documentation (*i.e.* doctor's note) and an acceptable reason (*i.e.* illness, death in the family, university-sponsored travel). Unexcused missed exams will result in a grade of zero.

Attendance & Participation

Attendance is necessary for your success in this course. This course moves quickly and it is difficult to catch up once you begin to fall behind. Built into the grade is an expectation for student participation in activities. I expect you to arrive to class prepared and on time. I will deduct points for late arrival, early departure, lack of preparedness, or minimal participation.

If you miss a class, it is your responsibility to obtain lab assignments and get notes from a classmate as all material covered in class is important.

UNIVERSITY AND 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

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) 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.

Course Calendar

(Subject to change with warning)

Week 1 (Jan 16): Introduction

- Course overview
- Key concepts and vocabulary

Due next class: Read Syllabus; Phillips, Neal, & Webb 2017

Know vocab list for quiz (words in *italics* Philips et al. 2017 reading)

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

- Vocab quiz
- Steps to conducting research
- Literature review & critical reading

Due next class: Read Stoecker (2013)-Ethics; Gaultney and Peach (2016)-Read Research Article; Zimbardo- Stanford Prison Experiment

Lab 1: Reading peer reviewed article worksheet

Week 3 (Jan 30): Research Ethics

- Citations, paraphrasing, and other concerns
- IRB & protecting research subjects/participants

Due next class: Read Gaultney and Peach (2016)-Plagiarism

Lab 2: Complete online IRB training and turn in printed copy of certificate

Week 4 (Feb 6): Library Research & Data sources

- Library visit
- Resources available & Hazard databases

Due next class: Read Hoddinott and Bass (1986)- TDM; Dillman and Smyth (2007)- Visual Design Survey; Creswell (2009)- Survey

Lab 3: Library Databases & Research Resources

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

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

Due next class: Read Gillham (2000)- Interviewing

Lab 4: Survey questions

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

- Designing interview questions
- Interview best practices

Due next class: Read Creswell (2009)- Qualitative Procedures

Lab 5: Interview questions

Week 7 (Feb 27): Data Collection: Interview Basics

- Practice interviewing skills
- Interviews vs. Focus Groups

Due next class: Read Creswell (2009)- Qualitative Procedures

Week 8 (Mar 6): Data analysis: Qualitative

- Coding, Interpretation, and Triangulation
- Qualitative software programs

Due next class: Read Montello & Sutton (2013)- Research Concepts (especially Empirical Concepts section pg 27-33)

Week 9 (Mar 13): Spring break- no class

Week 10 (Mar 20): Data analysis: Quantitative (NEEDS conference)

- SPSS software tutorial

Week 11 (Mar 27): Database Management I

- Excel basics
- Descriptive Statistics

Due next class: Read Wirtz et al. 2014

Week 12 (Apr 3): Database Management II

- Data sources & limitations
- Excel outputs- more than just tables

Due next class: Read Zavar & Hagelman (2018)

Lab 6: Excel worksheet

Week 13 (Apr 10): Library Activity- Special databases (AAG conference)

- Historic newspaper collection
- Introduction to Sanborn Fire maps

Due next week: Read Gaultney and Peach (2016)-Tables & Figures

Week 14 (Apr 17): Tables & Figures

- Visually representing data & Formats
- Accurately representing data (or lack thereof)

Due next week: Huff (1954)- Stats; Monmonier (1996)- Data Maps

Lab 7 Sanborn Fire Insurance Maps Activity

Week 15 (Apr 24): How to (re)present data

- Tables, graphs, & maps
- Powerpoints, posters, and other visuals aids

Due next class: Read Montello & Sutton (2013)- Oral presentations
Research Critique Presentations

Week 16 (May 1): Presentations

- Present Research Presentation Critique
- Review

Final Exam: Tuesday, May 8, 2018 from 1:30 - 3:30 p.m.