METHODS IN EMERGENCY MANAGEMENT
Fall 2022 SYLLABUS

EADP 3020-001
Classroom: CHIL 240
Class Meetings: Mon 2:00PM - 4:50PM

Instructor: Prof. H. Tristan Wu
Email: tristan.wu@unt.edu

TA: Ruxton Kelly
Email: ruxton.kelly@unt.edu

Office Hours: by appointment (In-person or via Zoom: https://unt.zoom.us/my/tristan.wu)
Office Location: 308 C Chilton Hall

Course Description & Objectives:
Research 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.

By the end of this course, 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.

Course Prerequisites or Other Restrictions:
There are no prerequisites for this course.

Instruction Methods:
This course will consist of lectures, readings, and media. Grades are assigned based on Lab Activities, Quizzes, Final Presentation, Final Exam, and Attendance/Participation. Lectures do not always come directly from the readings. I will discuss concepts and issues from assigned readings, but will also provide additional information, which makes lectures imperative for success. Each student’s initiative to take notes, engage in discussions, and read the readings provided by the instructor will have a tremendous impact on your success in the course. Readings are outlined in the course schedule and should be read by the class that they are assigned. It is extremely important
that the student pay attention to the weekly readings as they will be discussed in the lecture. Students who do not read the readings or take copious notes will have difficulty joining the discussions.

**Canvas**
All course materials will upload to Canvas. The course is 16 weeks in length, and each module corresponds to a single week.

**E-mails**
Email is our preferred method of contact. All course emails will be sent to your UNT e-mail address. Thus, it is highly recommended that you check your unt.edu email address on a regular basis. If you have your unt.edu emails forwarded to another e-mail provider, you may not get e-mails from me. I will not use any other e-mail address for you, do not ask. e-mail is the easiest way to contact me, but please do not inundate my e-mail box with unnecessary/unimportant e-mails containing questions that can be answered in the syllabus.

Please remember that I may not see your e-mail immediately and in some cases, the e-mails may require a reasonable amount of time before a response can be sent out. This will obviously cause a slight delay in you receiving a response, but please be patient as all e-mails needing a response will receive such in an appropriate amount of time. If you contact me and do not receive a response within two business days, please send a follow up email. A gentle nudge is always appreciated.

All e-mails must include the following in the subject line, or it will likely be ignored as spam: EADP 3020 (your name). Thus, if your name was Luke Skywalker and your email was (luke.skywalker@unt.edu) then your email to me should be as follows:

To: tristan.wu@unt.edu  
From: luke.skywalker@my.unt.edu  
Subject: EADP 3020 (Luke Skywalker)

**Office Hours:**
Office hours offer you an opportunity to ask for clarification or find support with understanding class material. Come and visit me! Or Schedule a Zoom meeting! I encourage you to connect with me and/or my TA for support. Additional office hours, in person and virtually, will be offered as the semester concludes. Your success is our goal.

**Textbook/Reading:**
- Required Text: N/A  
- Suggested Text: *How to do Research* by Jane F. Gaultney and Hannah D. Peach  
- Readings for the course will be posted in Canvas under the corresponding module.

**Course Technology & Skills:**
Minimum Technology Requirements  
- Computer with Microsoft Office (i.e., Word, Excel, PowerPoint), SPSS (https://aits.unt.edu/software/spss), and internet browser installed  
- Computer/device must meet Canvas technical requirements
Computer Skills & Digital Literacy
To succeed in the course, students must be able to:
• Use Canvas – including discussion, inbox, and assignment submission features
• Use email with attachments
• Use Zoom – including chat and share screen features
• Convert, save, or print documents as Adobe PDF files

Technical Assistance:
Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UNT Help Desk: UNT Student Help Desk site (http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu
Phone: 940-565-2324
In Person: Sage Hall, Room 130 Walk-In Availability: 8am-9pm Telephone Availability:
• Sunday: noon-midnight
• Monday-Thursday: 8am-midnight
• Friday: 8am-8pm
• Saturday: 9am-5pm
Laptop Checkout: 8am-7pm

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

Grading:
Grades in this course will be based on your Lab Activities, Quizzes, Research Presentations Review, Final Exam, and Attendance/Participation. Students are expected to read the materials assigned in conjunction with class lectures, participate in lab activities, discussions, and demonstrate their comprehension of the material in quizzes and exams. NO LATE WORK WILL BE ACCEPTED unless you have a legitimate reason. You must provide proof for a reason you are submitting late work (e.g., doctor’s note, etc.)

Please make sure you can complete your Quizzes before the due dates. Please do not wait until the last minutes to complete your Quizzes, you might experience technical/internet difficulties when submitting your assignments one minute/second before the deadline.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage of Final Grade</th>
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</thead>
<tbody>
<tr>
<td>Lab Activities (7 total)</td>
<td>35%</td>
</tr>
<tr>
<td>Quizzes (5 total)</td>
<td>25%</td>
</tr>
<tr>
<td>Final Presentation</td>
<td>10%</td>
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<tr>
<td>Final Exam</td>
<td>25%</td>
</tr>
<tr>
<td>Attendance &amp; Participation</td>
<td>5%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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</table>
Final Grades will NOT be curved. If you are one point away from the next highest grade, you will receive the lower grade. PLEASE DO NOT call, e-mail, or come and see me at the end of the semester and ask me to raise your grade because you were only one or two points away from the next higher grade. What you earned is what you get. There are no borderline cases. I add your points up, look at the grading scale (shown above), and assign a grade.

No extra credit will be offered. Please make sure you can receive your desired grade for each assignment.

Attending class and “trying hard” does not assure that you will make a passing grade in this course. Your grade is determined by how well you master the material associated with the course, as demonstrated by your exam scores and report.

Lab Activities
Incorporated into the course are 7 lab activities (5% each of the total grade) that reflect different themes related to the research process. These activities offer applied, hands-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 Canvas. Late work will incur a 10% per 24-hour period deduction.

Quizzes (Online)
Over the course of the semester, there will be five online quizzes on the assigned reading material and lecture notes; stay up-to-date on all readings. Quizzes cannot be made up due to absence.

Final Presentation (Research Critique)
For this assignment, you will be reviewing the article that you selected for Lab 1. You will share your analysis at the end of the semester through a PowerPoint presentation as well as demonstrate your understanding of the article. Late work will incur a 10% per 24-hour period deduction. Please see an additional document posted on Canvas for details on how to do the presentation.

Final Exam (Online)
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.

You should attend every class unless you have a university excused absence such as active military service, a religious holy day, or an official university function as stated in the Student Attendance and Authorized Absences Policy (PDF) ([https://policy.unt.edu/sites/default/files/06.039_StudAttnandAuthAbsence.Pub2_.19.pdf](https://policy.unt.edu/sites/default/files/06.039_StudAttnandAuthAbsence.Pub2_.19.pdf)).

If you cannot attend a class due to an emergency, please let me know. Your safety and well-being are important to me.

**Final Grades:**
Course grades will be calculated according to the following scale: A = 90 points or more; B = 89 to 80 points; C = 79 to 70 points; D = 69 to 60 points; F = 59 point and less.

**Course Evaluation:**
Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. I welcome feedback and suggestions via SPOT and have used them to improve this course over time. SPOT is available via email the final 2 ½ weeks of the semester up until Reading Day.

**Course Policies:**

*Rules of Engagement*
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Listen to your peers. This course provides a forum for discussing relevant societal issues that may be sensitive and/or personal. Practice social responsibility by keeping dialogue cordial and constructive.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” in emails or discussion posts.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.
See these Engagement Guidelines (https://clear.unt.edu/online-communication-tips) for more information.

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please stop by my office and let me know. We are all learning together.

**Attendance Policy**

**COVID-19 Impact on Attendance**
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) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or 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 for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

**Policy on Cheating and Plagiarism**

**Definitions**
The UNT Code of Student Conduct and Discipline 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. Determination of cheating or plagiarism shall be made by the instructor in the course. 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.
Students may appeal any decision under this policy by following the procedure laid down in the UNT Code of Student Conduct and Discipline.

**Policy on Disability Accommodation**
The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (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 see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323.

**Syllabus Change Policy**
Any changes to the syllabus, course information, course schedule, or due dates will be posted in Canvas under the Syllabus tab. I will also make an Announcement regarding any of these changes.

**Instructor Responsibilities and Feedback:**
I am committed to providing a supportive class environment to foster shared learning and personal growth. I aim to make both instructions clear to help students understand how they will be assessed on their work. Students should expect feedback on submitted assignments within 2-3 weeks after the due date. I use the feedback window in Canvas to provide a score and a justification for the score. It does take time to read each of your assignments and thoughtfully respond. This feedback is intended to advance your writing skills, so please take note, and use the feedback to improve future papers. In terms of discussion posts, the TA and I aim to provide responses when it is necessary.
Appendix 1: 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. [Insert specific sanction or academic penalty for specific academic integrity violation.]

ADA Policy
UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of 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 accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website (https://disability.unt.edu/).

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](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](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/](http://spot.unt.edu/)) or email 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 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 or at (940) 565 2759.

**Important Notice for F-1 Students taking Distance Education Courses**

**Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

**University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

**Student Verification**

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).
Use of Student Work
A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student’s permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student’s written permission.

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses
1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.

2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

   Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

   No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

Class Recordings & Student Likenesses
Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes.
Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

**Academic Support & Student Services**
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
- Counseling and Testing Services
- UNT Care Team
- UNT Psychiatric Services
- Individual Counseling

**Chosen Names**
A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.
- UNT Records
- UNT ID Card
- UNT Email Address
- Legal Name

*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

**Pronouns**
Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns.
You can [add your pronouns to your Canvas account](https) so that they follow your name when posting to discussion boards, submitting assignments, etc.
Below is a list of additional resources regarding pronouns and their usage:
- What are pronouns and why are they important?
- How do I use pronouns?
- How do I share my pronouns?
- How do I ask for another person’s pronouns?
- How do I correct myself or others when the wrong pronoun is used?

**Additional Student Support Services**
- Registrar ([https://registrar.unt.edu/registration](https://registrar.unt.edu/registration))
- Financial Aid ([https://financialaid.unt.edu/](https://financialaid.unt.edu/))
- Student Legal Services ([https://studentaffairs.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/)
### Appendix 2: Course Outline

| Week 1: | 8/29  | Course Orientation  
1. Reading: Syllabus |
| Week 2: | 9/5   | Labor Day |
| Week 3: | 9/12  | The Research Process  
1. Reading: Subramanyam (2013) - Art of reading a journal article  
1. Lab 1: Reading peer reviewed article worksheet |
| Week 4: | 9/19  | Research Ethics  
2. Readings:  
   - Mukherji, Ganapati and Rahill (2014) - Field Research in Disaster Settings  
   - Zimbardo (2007) - Stanford Prison Experiment  
1. Lab 2: Complete online IRB training and turn in a printed copy of the certificate |
| Week 5: | 9/26  | Data Collection: Survey Design  
2. Reading: Hoddinott and Bass (1986) - Dillman's Total Design Method  
3. Lab 3: Survey Questions |
| Week 6: | 10/3  | Data Collection: Design of Experiment  
1. Reading: Wu et al. (2014) - Hurricane information search  
Data Analysis: Quantitative  
| Week 7: | 10/10 | Data Collection: Interview Basics and Protocol  
1. Readings:  
   - Gillham (2000) - Interviewing*  
   - Wilson (2012) - Research Methods- Interviews |
| Week 8: | 10/17 | Data Analysis: Qualitative  
1. Reading: LeCompte (2000) - Analyzing Qualitative Data  
2. Lab 4: Interview Questions |
| Week 9: | 10/24 |  
1. Library Activity: UNT Library Resources  
2. Reading: Joo and Choi (2015) - Selecting library resources  
3. Lab 5: Sanborn Activity |
| Week 10: | 10/31 | Database Management I: Organizing SPSS Data  
1. Lab 6: Descriptive Statistics |
| Week 11: | 11/7  | Database Management II: Statistical Test of Means  
1. Reading: Wirtz et al. 2014  
2. Lab 7: Hypothesis Testing |
| Week 12: | 11/14 | How to (re)present data  
1. Readings: |
<table>
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<tr>
<th>Week 13:</th>
<th>11/21</th>
<th>Submit your Presentation (Online Meetings)</th>
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</table>
| Week 14: | 11/28   | Presentations I  
|          |         | 1. Present Research Presentation Critique |
| Week 15: | 12/5    | Presentations II  
|          |         | 1. Present Research Presentation Critique Reading Day (No Classes)  
|          |         | 2. Compete SPOT survey |
| Week 16: | 12/12   | Final Exam, Due Monday, 12/12, 2022, 11:59PM |

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