

COURSE SYLLABI

Capstone Course in Emergency Management

Fall 2025 - EADP 4080.001

Instructor: Karen McCormick, Adjunct Professor

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Office Hours: by request only

Class Time: Monday 6:00 – 8:50 pm

Location: Chilton Hall 255

Class Dates: August 18 – December 12

Course Description

The Capstone Course in Emergency Management (EADP 4080) at the University of North Texas (UNT) serves as a culminating experience for students in the Emergency Administration and Planning (EADP) program. It's designed to bring together the students in applying their knowledge to practical applications. UNT emphasizes skill development under the all-hazards approach; creative problem-solving; critical thinking; interpersonal communication and more which is needed to succeed as professionals in emergency management.

This course will synthesize the emergency management concepts which our students have learned in their core classes and provide the skills students need to be gainfully employed in the field. Specific topics covered in this course include policies that have significance in the day-to-day operations of emergency management organizations, decision-making, ethical scenarios, current challenges and trends that will affect our students as they embark on their careers.

Course Structure

This course is in-person face-to-face 16-week course. All assignments are due on designated Saturdays no later than 11:59 PM (CST), except Module 6.

- All modules and assignments are available at the beginning of the course semester.
- All assignments are found in Canvas.
- There is a total of six assignments.
- Each assignment which includes due dates, rubric and other requirements are found in each assignment's designated area within Canvas.

Course Objectives

The goal of this course is to equip students with the skills and experience needed to succeed as professionals in emergency management. Upon completion of the course students should: opportunities.

Integration and Application Knowledge:

- The ability to synthesize program knowledge and skills acquired throughout their emergency management program into a practical, real-world application.
- The ability to demonstrate their understanding when applying emergency management principles, including risk assessment, mitigation, response and recovery across all phases of the emergency life cycle.

Development of Professional Skills:

- Students will develop and refine their leadership skills by designing effective communication through classroom exercise and assignments.
- Explore ethical considerations requiring students to demonstrate a professional code of ethics

Critical Thinking and Problem-Solving:

- Through cases studies, assignments and guest speakers, the students will be challenged to critically analyze real-life management examples and identify potential problems and develop creative solutions.

Evaluation and Improvement:

- Students have an opportunity to assess their own strengths and weaknesses and apply their findings to improve both their technical and interpersonal skills.

Prerequisites

Prerequisites for the Capstone course include completion of EADP 3010, EADP 3035, and EADP 3045. Students typically enroll in the course during their final two semesters of the EADP degree program.

Required Materials

All required materials will be posted in the designated weekly modules.

Active & Timely Participation:

Expectations

As an advanced, culminating course in the EADP program, this class will be conducted in a manner that combines traditional lectures with extensive in-class discussions and activities. Canvas modules will provide an overview of that topics lessons. Students will engage both in small and large-group discussions to explore the topic in greater detail and report their findings and insights back to the larger class.

Thus, to be successful, students must regularly attend class meetings, actively participate in classroom discussions and activities, and fully engage with the course content. Participation grades are based on the instructor's evaluation of the extent and quality of student

contributions to in-class discussions and activities and are subject to the following limitations based on each student's attendance level:

Attendance/Absences Maximum Possible Points Earned for Participation

Regular/Minimal (0-2)	50
Inconsistent/Frequent (3-4)	35
\Rare/Excessive (5+)	20

Late Work:

Should you have issues with **CANVAS** students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Submitting work on time is crucial to receiving timely feedback. Since all assignments are available throughout the semester, no late work will be accepted unless you have a legitimate excuse. UNT recognizes excused absences for active military service, certain religious observances, or official university functions. In these cases, or if you receive training mandates that conflict with class, please see me in advance so we can make alternate arrangements. For extenuating circumstances (e.g., severe medical issues requiring hospitalization or extended treatment), please report these to the Dean of Students. I am happy to work with both you and the Dean of the Students' Office to come up with an alternate plan to complete the course requirements. For more information, see the [Student Attendance and Authorized Absences Policy 06.039 \(PDF\)](#).

Early & Open Communication:

Open communication with me is key to doing well in the course. Don't be afraid to email me or use Canvas inbox to ask a question about the course. This is one means of letting us know that something is unclear. If additional communication is needed, I will arrange a meeting via zoom with a date/time that we both can agreed upon.

Finally, I also encourage you to contact me soon as possible if you have extenuating circumstances that I should know about. Please communicate with me early, especially if you anticipate an absence in advance. I appreciate that many students are balancing work and family with school, so that will do our best to work with you and accommodate challenging circumstances. There may be some flexibility I can offer to support your academic success.

Competencies Rules of Engagement

Respect for Your Peers & Instructor:

Some of the subject matter in this course potentially can be controversial and for the present, no solution is forthcoming. It is expected that students will respect the views of others and

treat others with dignity. At this level of your education, it is assumed you can talk about and debate issues of controversy without insulting or demeaning others.

Student Code of Conduct:

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 students apply to all instructional forums, including University and electronic classrooms, labs, discussion groups, field trips, etc. Visit [UNT's Code of Student Conduct](#) to learn more.

Ensuring Accessibility for All:

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 accommodation 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 website (<https://studentaffairs.unt.edu/office-disability-access>). You may also contact ODA by phone at (940) 565-4323.

Course Requirements

Usage of Artificial Intelligence for your Assignments:

Artificial Intelligence (AI) is a great tool in the emergency response toolbox. But it comes with its own risks, ethics and accountability. I will have a speaker who will talk on Ethical AI practices as well as how AI is being used today in the field of emergency management to assist first responders in assessing flood and hurricane damages. Therefore, AI does offer a promising benefit within the emergency management field.

In this course I realize that AI can significantly speed up the process and homing in the topic areas for your assignments. Just be mindful of the following when using AI:

- Do not solely rely on AI
- Don't overlook the ethics of using AI
- Don't trust unverified claims

- Don't just cut and paste...use your critical thinking
- Don't underestimate the risk
- Do not use AI to write your assignments
- Most importantly ---- you will be held accountable for your findings. **NOTE: Use Only Verified Sources**

Just remember IA when used effectively as a tool is only there to augment, not replace, critical thinking and careful research. Be mindful of this when doing your Assignments.

Assignments #1-6 Overview

NOTE: Detailed information, due dates, rubric and other important instructions are in its designated area in Canvas.

Assignment #1 – Personality Analysis

Knowing your personality type will offer valuable insights into your personal growth, career choices, how you relate to others and how you will manage. You will take the 16-personality test and present your findings to the class and report your findings to the class.

Assignments #2, #3 and #4 – Podcast Summary

Emergency management podcasts can offer valuable insights and updates in a disaster all-hazards approach to all phases of emergency management. It also provides a convenient way to learn from experts, stay informed about current trends, and improve personal or community resilience. Whether you are a student or professional in emergency management, podcasts can enhance your understanding of emergency management principles and practices.

Assignment #5: Memorandum

Following the devastating flash floods in Central Texas on July 4, 2025, questions arose about the adequacy of warnings issued to residents, with some officials pointing fingers at the National Weather Services (NWS) while others blamed local officials. For this assignment, you will develop a Memorandum to request additional Outdoor Warning Sirens (OWS) for your community.

Assignment #6: Guest Speaker(s) Summary Paper

You will have an opportunity in this class to be introduced to several guest speakers. The guest speakers will offer invaluable insights into the practical realities of emergency management and reinforce the theoretical knowledge gained during undergraduate studies. This assignment provides an opportunity to reflect on key takeaways from these speakers and analyze how their experiences validate or augment your learning.

Grade Breakdown

Note: specific rubric requirements found in Canvas

Personality Analysis	50 pts.
Assignment #1: PowerPoint Presentation on your Personality Analysis Findings	50 pts.
Podcast Summary	150 pts.
Assignment #2: Podcast Summary Episode	50 pts.
Assignment #3: Podcast Summary Episode	50 pts.
Assignment #4: Podcast Summary Episode	50 pts.
Memorandum	150 pts.
Assignment #5: Memorandum: Two Additional OWS	150 pts.
Guest Speaker(s) Summary	100 pts.
Assignment 6: Guest Speaker(s) Summary <i>[Note: at least 2 guest speakers must be summarized]</i>	100 pts.
Total	450 pts

Note: Once the total points are finalized from students' completion of Assignment 1-6. The points for below will be added at the end of the semester to your Assignment points to give you an over grade for this class.

Attendance/Absences Maximum Possible Points Earned for Participation

Regular/Minimal (0-2)	50
Inconsistent/Frequent (3-4)	35
Rare/Excessive (5+)	20

Course Grading:

A = 90-100% (Outstanding, excellent work. The student performs well above the minimum criteria)

B = 80-89% (Good, impressive work. The student performs above the minimum criteria)

C = 70-79% (Solid, college-level work. The student meets the criteria of the assignment)

D = 60-69% (Below average work. The student fails to meet the minimum criteria)

F = 59 and below (sub-par work. The student fails to complete the assignment)

Grading Scale

A	100% - 90%	500 - 450
B	89%-80%	449 - 400
C	79%-70%	399 - 350
D	69%-60%	349 - 200
F	59% or below	200 or below