Principles of Emergency Management

2026 Spring Semester
January 12 – May 4, 2026
EADP 3010 – 001
Mondays and Wednesdays, 11 a.m. until 12:20 p.m.
Chilton 240

Instructor: Adjunct Professor Michael A. Penaluna, Lifetime CEM®
Office Hours: Before or after class, or by appointment
Office: Chilton 240
Email: Michael.Penaluna@unt.edu or message me through Canvas

Course Reading:

Required Text: Phillips, B. D., Neal, D. M., & Webb, G. R. (2022). *Introduction to emergency management and disaster science*. Routledge.

Library Guide: https://guides.library.unt.edu/EADP3010

Course Overview

This course introduces the theory, principles, phases, and processes of emergency and disaster management. Topics include hazards, risk, vulnerability, and comprehensive emergency management. The course also examines alternative career paths, the field's past evolution, and its future outlook.
Prerequisite(s): None.

Length: 1 hour and 20 minutes, two times a week (Mondays and Wednesdays).

Course Objectives
The primary objective of this course is to introduce students to the field of emergency management. Course material will facilitate that introduction by:
1. Exploring the history of the profession of emergency management and the field of disaster research.
2. Introducing students to the all-hazards approach to emergency management and sensitizing them to society's wide range of threats.
3. Introducing students to comprehensive emergency management and the four phases of disasters: preparedness, response, recovery, and mitigation.
4. Exploring future challenges and opportunities in the field of emergency management.

Course Requirements

Students must read the textbook, attend class, and actively participate in discussions to be successful in this course. Students will earn their grades based on their performance on three exams and additional course activities, as follows:

There will be **three** exams in this class. Each exam will have <u>twenty-five questions</u> (multiple-choice, short-answer/paragraph, true/false, fill-in-the-blank, or similar types). Each question is worth <u>four points</u>.

During an exam period, students may leave the room only after they have completed their exam. If a student leaves the room during an exam period before finishing, they must submit an incomplete exam.

The schedule is as follows:

Exam 1: February 9. This exam covers chapters 1-4, presentations, and discussions.
Exam 2: March 23. This exam covers chapters 5-8, presentations, and discussions.
Exam 3: May 4. This exam covers chapters 9-12, presentations, and discussions.

Community Service Project:

The class will be divided into two groups. Each group will plan, organize, and implement an emergency management-related community service project. While any community service project is eligible, extra consideration will be given to those teams that find ways to serve or better the local community. The instructor will approve the projects before proceeding.

As you collaborate with your team members, you should rely on each other in selecting, designing, and conducting a community service project.

<u>Each team member</u> must *participate* in at least one (or more) of the following areas:

1. Developing the idea for the project.
2. Organizing and conducting the project.
3. Writing the paper.
4. Conducting the group presentation.

Your final write-up should be a minimum of three pages, double-spaced (excluding cover page and any references).

The paper should include the following information:

1. What is the project? What does it involve?
2. Why did you decide on the project?
3. How did you implement the project?
4. How does it benefit the organization and/or community?
5. Lessons learned from designing and conducting the project.
6. Last paragraph – List each team member by name and what area(s) they participated in based on the four participation categories listed above.

Each group will develop a PowerPoint presentation and deliver a 10-12 minute presentation on their project.

Professional Development Series Course:

Students are required to complete <u>one</u> FEMA online Professional Development Series (PDS) course. **During the semester, you will be assigned which course to take**.

The courses can be found at https://training.fema.gov/is/searchis.aspx?search=pds.

You must pass the <u>assigned</u> course and upload the completion certificate to Canvas. This is an individual and not a group project. Cheating or sharing answers will not be tolerated and may result in an F grade for the course.

If you do not already have one, you must obtain a FEMA Student Identification (SID) number before taking the course at https://cdp.dhs.gov/femasid/register.

Learning Opportunities:

Learning opportunities include <u>five</u> short assignments, quizzes, reading and discussion, chapter questions, group activities, and other areas reinforcing course material. Students can prepare for these actions by reading the weekly chapter lesson and coming to class prepared.

Attendance Expectations and Consequences:

This is an in-person course. To be successful, students must attend class, read the chapters and other preparatory material, and actively participate in discussions. Attendance expectations and policy can be found at:
06.039 Student Attendance and Authorized Absences

Course Grades:

Your grade for the course is determined as follows:

Three Exams	60% (20% for each exam)
FEMA PDS Course	5%
Community Service Project & Presentation	10%
Learning Opportunities	10%
Attendance/Participation	<u>15%</u> (each class is ½ point)
Total:	100%

A	90% and above
B	80% - 89%
C	70% - 79%

D	60% - 69%
F	0 – 59%

Your grades in this course are earned. At the end of the semester, I only report earned credit. *I will not respond to emails at the semester's end asking for unearned points to boost your grade.*

Late Assignments:
I only accept assignments on time before the due date.

Missed Exams
Exams may only be made up in the event of extenuating circumstances (including family crisis, illness, or injury that is documented by a doctor, a university-accepted excuse, a university-sponsored event on the day of the exam that requires the student to be away from campus, or other similar reasons *beyond* the student's control). Notice through email or in person must be given to the instructor before the exam.

Course Format

The course combines assigned readings, lectures, guest speakers, field trip(s), completing a FEMA PDS online course, an Community Service Project PowerPoint, and presentation, and learning opportunities. Students are expected to participate actively in class and complete all required reading assignments *before* attending class. A portion of the class may be dedicated to discussing current events related to emergency management.
Students should monitor the media following major worldwide catastrophes and come prepared to discuss relevant events. Attendance is mandatory for the entire class period and will be recorded. Students must advise the instructor by UNT email regarding anticipated, unavoidable, and planned absences during the semester. Unexcused absences will result in a reduction of points for attendance and participation.

The course syllabus may be modified as needed to enhance the learning process. Students will be provided with advanced notice of any changes. Students are encouraged to check Canvas regularly for any updates.

Mutual respect for everyone in the class and a collegial learning environment are necessary. In fairness to all, private conversations and distracting phone and computer use (including, but not limited to, working on coursework from other classes) will not be tolerated. Guest speakers have taken time from their busy schedules to address the class and share their knowledge and experiences. Please pay attention and provide them with the respect they deserve. Thank you! Use only the instructor's UNT email address (Michael.Penaluna@unt.edu) from your UNT email account. Information regarding grades may only be sent via a UNT email address. Canvas messaging will be used to disseminate information, but not for routine or time-sensitive email communication.

ADA Accommodation Statement

UNT makes reasonable academic accommodations 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 at Office of Disability Access | University of North Texas.

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 the UNT Learning Management System (LMS) for contingency plans for covering course materials.

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. The full policy can be found at: Student Academic Integrity | University Policy Office.

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 Blackboard 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. The Code of Student Conduct can be found at [Dean of Students | University of North Texas](#).

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: 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: eagleconnect.unt.edu/

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 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) 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 at spot.unt.edu or email spot@unt.edu.

Survivor Advocacy

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.

Importance of Reading the Syllabus

Email michael.penaluna@unt.edu by February 8, at 11:59 pm with UNT Lucky Squirrel in the subject line for an extra four points on your first exam.

Course Schedule (Subject to change at the professor's discretion):

Week 1 – January 12 and 14
Welcome! Introduction to the course. Review the syllabus and expectations.
Required Reading: Chapter 1 - History and Current Status of Emergency Management and Disaster Science.

Week 2 – January 21
<mark>Note: Monday, January 19, is Martin Luther King, Jr. Holiday (campus closed)</mark>
Required Reading: Chapter 2 - Emergency Management Careers

Week 3 – January 26 & 28
Required Reading: Chapter 3 - Key Concepts, Definitions, and Perspectives

Week 4 – February 2 & 4
Required Reading: Chapter 4 - Advancing Emergency Management through Disaster Science
Exam Review

Week 5 – February 9 & 11
<mark>**Exam #1 – February 9 (Chapters 1-4)**</mark>

Week 6 – February 16 & 18
Required Reading: Chapter 5 – Preparedness

Week 7 – February 23 & 25
Required Reading: Chapter 6 – Planning

Week 8 – March 2 & 4
Required Reading: Chapter 7 – Response

Week 9 – March 9 & 11
Spring Break (campus closed)

Week 10 – March 16 & 18
Required Reading: Chapter 8 – Recovery
Exam Review

Week 11 – March 23 & 25
<mark>**Exam #2 – March 23 (Chapters 5-8)**</mark>

Week 12 – March 30 & April 1
Required Reading: Chapter 9 – Mitigation

Week 13 – April 6 & 8
Required Reading: Chapter 10 – Public and Private Sectors

Week 14 – April 13 & 15
Required Reading: Chapter 11 - International Humanitarian Disaster Management

Week 15 – April 20 & 22
Required Reading: Chapter 12 - The Next Generation of Emergency Managers and Disaster Scientists

Week 16 – April 27 & 29
Community Service Project Group Presentations
PowerPoints are due on April 29 by 11 a.m.
Exam Review

Week 17 – May 4
Finals Week
Exam #3 – May 4 (Chapters 9-12), 11 a.m., in Chilton 240

Have a great winter break! Go Mean Green!

Many, if not most, job listings in the emergency management career field require completion of the four basic **Incident Command System (ICS) and National Incident Management System (NIMS)** online courses:
ICS-100: Introduction to the Incident Command System
ICS-200: Basic Incident Command System for Initial Response
IS-700: National Incident Management System, An Introduction
IS-800: National Response Framework, An Introduction

You can complete three of these online courses for extra credit by following the instructions below:

For an extra five points on the exams, you may complete the following:

1. For Exam #1, complete the following online course:
   ICS-100: Introduction to the Incident Command System (2 hour course)
   https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c&lang=en
   E-mail me a copy of the completion certificate for documentation. The course must be completed this semester and submitted to me *before* the first exam.

2. For Exam #2, complete the following online course:
   IS-700: National Incident Management System, an Introduction (3.5 hour course)
   https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b&lang=en
   E-mail me a copy of the completion certificate for documentation. The course must be completed this semester and submitted to me *before* the second exam.

3. For Exam #3, complete the following online course:
   IS-800: National Response Framework, an Introduction (3 hour course)
   https://training.fema.gov/is/courseoverview.aspx?code=IS-800.d&lang=en
   E-mail me a copy of the completion certificate for documentation. The course must be completed this semester and submitted to me *before* the third exam.

NOTE: If you do not already have one, you must obtain a **FEMA Student Identification (SID)** number before taking the courses at https://cdp.dhs.gov/femasid/register.