

EADP 4800 INTERNSHIP PREPARATION
Syllabus – Fall 2025

Instructor: Dr. Ron Timmons
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Office Hours: Wednesdays 11 AM - 1 PM
or by Zoom (verify by email prior)

Classes: 12 noon-2:50 PM in CH-240
Class Meets: 9/5, 9/26, 10/17, 11/14
**Because of the limited class sessions, all students must attend all sessions.

Course Description:

EADP 4800 prepares EADP students for an internship with information and research on careers in emergency management, resume and interviewing preparation, and discussions of professional conduct and ethics. Because there are only a few class meetings scheduled and a successful experience depends on full participation, attendance is required for every class meeting. Students will receive three hours of credit for completing class work.

GRADING: EADP 4800 and 4810 students will receive a letter grade, standard scale:
90 – 100% = A; 80 – 89% = B; 70 – 79% = C; 60 – 69% = D; 59% and below = F

Class attendance and participation 25%
Mock Interview 25%
Resume and cover letter 10%
Elevator Speech Assignment 5%
Career requirements sample 5%
LinkedIn Quiz 5%

Skills Inventory 5%
Career paper 20%
Total 100%

Absences will result in whole letter grade(s) penalty.

The instructor reserves the right to amend this syllabus as necessary. All amendments will be distributed to the class on Canvas.

Course Evaluation

The Student Perceptions of Teaching (SPOT) survey will be conducted later in the semester. You are encouraged to participate. You are also welcome to submit any course enhancement suggestions to the instructor anytime.

ASSIGNMENTS

- 1. Career Requirements Samples;** hardcopy of two emergency management-related job notices, brought to the September 26 class. You will be called upon to give the title and a summary of the positions.
- 2. Resume and cover letter,** upload a copy of each for the September 26 class, and bring to the mock interview.
- 3. Mock Interview,** at the Career Center on the October date assigned. Sign-up instructions will be provided. Notify the instructor if you do not complete a mock interview in October. You must be dressed professionally and bring your cover letter and resume. You may reference an actual job you are pursuing, or one you have found on-line.
- 4. Skills Inventory:** develop a list of the EADP courses you have completed, indicating two marketable skills you learned during the coursework for each class. Upload to Canvas by October 17.
- 5. EADP Career Paper,** due Tuesday, November 18, in Word format, uploaded to the Canvas gradebook.

Career Paper Assignment:

Research three careers in the public safety, emergency management or business continuity field that are of interest to you. Your paper is to have four distinct sections (three careers, plus your personal plan).

Paper elements:

- You must conduct three actual interviews. The paper requires in-person interviews with three professionals in the field. You must receive prior permission from the instructor, by email, if any of your interviews will not be in person. In addition to the three careers highlighted, you must include a fourth section for your own career plans, including one-three-five year milestones.
- Organize your paper with a separate section for each highlighted career.
- Describe the typical duties associated with the position. How do these match up with your previous job, volunteer or school experiences? What advice do the professionals have for you?
- What are the experience, education and certification requirements for each career?
- In section four of the paper, choose a possible career for you and chart how you will get there. Set one year, three year and five year career goals. Where do you intend to live and what is the job market for the chosen career?
- References: Cite at least three references per career. (If conducted, the interview itself [name, title, location and date].) Use in-text, author-date style citations. Avoid long passages of quotations from other sources. No more than 10 percent of the content is to be verbatim from other sources.
- Write in formal college composition style, using well-composed sentences and paragraphs. Your paper must include: a cover page, six-seven page report (double-spaced, max. 12 point font), page numbers at the bottom (starting at "1" for the first page of text,) and an alphabetized reference page for the minimum of nine citations required. Any pictures and diagrams must be in an appendix, and do not count toward the page count. Paraphrase- do not paste content in directly from external sources. No bulleted sections; no pasted job descriptions permitted.

CLASS SCHEDULE:

September 5

- Introductions and syllabus review
- Purpose and goals of the EADP internship program
- Resumes, cover letters
- Interview skills, and professionalism

September 26

- Career requirements samples: find and print hardcopy of two job notices to submit
- Internship presentations
- Career Advice
- Career options in emergency management

October 17

- Your personal image, reputation, and security clearances
- Securing an internship, required online forms, and activity reporting
- Workplace realities
- Private sector opportunities

November 14

- Internship options and supervisor review criteria
- Professional ethics
- Listen to final presentations by others

UNIVERSITY AND DEPARTMENT POLICIES

Disability Accommodation

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 website (<http://www.unt.edu/oda>). You may also contact ODA by phone at (940) 565-4323.

Please present your written accommodation request to the instructor within the first two weeks of the semester. Students registered with the ODA may present the Special Accommodation Request from that office in lieu of a written statement.

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 others’ 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 department 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 department faculty in the case of departmental exams.

Cases of cheating or plagiarism on graduate departmental exams, problem papers, theses, or dissertations shall automatically be referred to the departmental Curriculum and Degree Program[s] Committee. Cases of cheating or plagiarism in ordinary course work may, at the discretion of the instructor, be referred to the Curriculum and Degree Program[s] 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.

Appeals

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

POLICY ON STUDENT BEHAVIOR IN CLASS

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 class 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, online, etc. The Code of Student Conduct can be found at www.unt.edu/csrr.

EADP POLICIES

PLAGIARISM:

Professors in the EADP Program will not tolerate any form of academic dishonesty among students in the major. According to the 2005-06 UNT Undergraduate Catalogue (p. 107):

“The term ‘plagiarism’ includes, but is not limited to:

- a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement; and
- b. the knowing or negligent unacknowledged use of material prepared by another person or agency engaged in the selling of term papers or other academic materials.”

Examples of plagiarism include:

- purchasing term papers from Internet sources and turning them in to meet assignment requirements
- **downloading or copying material from the Internet and presenting it as your own work**
- using sentences, quotes, statistics or other information from books or journals without citing the source(s) in papers
- incorporating novel ideas, concepts or phrases into papers without giving credit to the original author
- having someone else write a paper for you

Failure to comply with this policy on plagiarism may result in a failing grade on the assignment or paper, a failing grade in the class, dismissal from the program, and expulsion from the university.

When in doubt about what constitutes plagiarism, contact your professor or provide citations!