

EADP 4810 INTERNSHIP PRACTICUM

Syllabus Spring 2025

Instructor: Dr. Ron Timmons, Chilton- 308H
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Office Hours: Wednesdays 11 AM - 1 PM

Class Meets: Friday, November 14, only: 12 noon
Students delivering final presentations earlier
in the semester are excused.

Classroom: Chilton 240

Course Description:

Provides practical experiences geared toward the integration of theory and practice in a supervised emergency management setting. Requires a minimum of 240 contact hours within the practicum setting and an oral presentation at the scheduled class.

During EADP 4810, students will actually work in the field of emergency management. Internships involving emergency management are typically available with local, state, federal, and non-profit agencies. Students interested in a career in the private sector may also pursue internship opportunities in Business Continuity.

Prerequisite(s): [EADP 4800](#) , 15 hours of EADP course work including [EADP 3010](#) , [EADP 3035](#) and [EADP 3045](#) , and consent of the internship coordinator.

Commitment:

Our internship host site personnel extend considerable professional courtesy and effort in providing a meaningful experience for our students. The decision on your part to start an internship must come after frank self-reflection on your sincerity to apply yourself, and your availability to honor the commitment. Failed internship attempts block other students from access to your position and wastes the time of our supporting workplaces, burdening them with issues they do not deserve. The reputation you earn during the internship will spread among our vast network of alumni serving in many agencies.

All sequenced provisions and requirements of the Career Center and EADP must be followed for successful course completion. This link, and the links imbedded within, contain critical information:

<https://hps.unt.edu/emds/internships.html>

You must first receive approval for the internship from the instructor before starting. Once approved by the instructor, you must then register the internship within the Career Center Eagle Careers' on-line website.

All attendance and review paperwork goes directly to the Career Center from you and the employer, using the email addresses registered within the Eagle Careers form. It is not necessary to provide manual hardcopy to the instructor.

Grading: EADP 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

- Documented Internship Success 32%
- Completion of Required Steps 30%
- Internship Presentations 30%
- Final Presentation Upload 8%

Total 100%

The evaluations provided by the internship site supervisor, along with your attendance record at the internship will reflect heavily in your final grade. It is your responsibility to notify the course instructor immediately if you are encountering unresolved difficulties in the workplace, and/or you stop attending the internship for any reason.

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

Course Evaluation

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

Class Schedule:

**Send the instructor an email as you approach midpoint (120 hours), and before the completion of 240 hours.

There is the only one formal class meeting; full attendance is mandatory. Students completing presentations earlier in the semester are excused.

Required EADP 4810 student internship presentation:

Each student EADP 4810 internship must deliver a ten minute presentation to an EADP 4800 class.

Develop a PowerPoint presentation (or equivalent) to enhance your verbal report, but time constraints must be honored. Keep slides very basic and consider including photos. Upload your presentations to the Canvas gradebook.

The presentation must address the following:

- Describe your host agency (e.g. organization type and purpose, length of existence, number of staff, operating budget, goals and agencies with whom it interacts).
- Describe your responsibilities and accomplishments: factors empowering you in completing your assigned tasks; what you learned from the experience; what you applied from classroom knowledge; who you worked with; other comments or feedback about the internship.

Career Center Rules and Regulations –

- Intern host must provide a safe working environment and immediately report any student accidents or injuries to the internship coordinator.
- Range of Experience - The internship should involve work with different departments or organizational sub-units. This could be accomplished by rotation between departments or assignment to projects requiring interaction with different sub-units or task functions. It is especially important that students get exposure to the four phases of emergency management: preparedness, response, recovery and mitigation.
- Intensity of Experience - Over time, the student should be assigned a major administrative responsibility which takes a substantial amount of time to complete (development through implementation and evaluation).
- Supervisor and Mentor Responsibilities - Students need to be assigned both a supervisor to oversee projects and a mentor. The mentor should take an interest in the student and give professional advice, encourage professional development, and be available for informal conversations about what is going on in the work environment.
- Opportunities for Professional Development - The EADP program is committed to developing professionals in emergency management. Thus, it is important that our students value and be given professional growth opportunities. If possible, internships should provide students the chance to attend professional meetings.
- Evaluation and Feedback - The internship supervisor will be provided with electronic forms to assess the student's performance. The interim evaluation should be completed approximately 120 hours into the internship and the final evaluation should be completed toward the end of the 240-hour internship. The intern is to be evaluated in a timely and straightforward manner. Supervisor feedback is one of the most important components of the internship experience. Delays in evaluations may also lead to delays in assigning student grades.
- At the host's request, the internship coordinator may counsel the student on job performance. It is at the intern supervisor's discretion to reassign, continue or terminate the intern at any point for unsatisfactory job performance. The internship coordinator may conduct site visits.
- Work Schedules - The employer, in conjunction with the student, establishes work schedules. Any agreed upon work schedule is acceptable, as long as it does not jeopardize academic performance.
- The intern needs to keep some form of informal log to track internship activities and hours by date. Any personal calendar system will be sufficient. Review the content periodically with your supervisor to verify the information. It is not necessary to submit written logs; the final evaluation serves as certification of 240 hours completed.

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. Determination of cheating or plagiarism shall be made by the course instructor.

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:

Instructors 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:

- obtaining 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
- copying text from external sources and then rearranging words, or substituting synonyms
- 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 instructor, or provide citations.

COMPUTERS AND CELL PHONES IN CLASS:

EADP classes serve as a venue permitting the transfer of knowledge and facilitates the sharing of ideas. As such, it is imperative that any distractions from these stated objectives be avoided and kept to a minimum. Potential disruptions include electronic devices such as computers and cell phones.

ONLINE CONTENT:

Any video sessions in this course will be recorded and may, at the sole discretion of the instructor, be occasionally provided 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.