EADP 4800 INTERNSHIP PREPARATION
Syllabus – Fall 2021

Instructor: Dr. Ron Timmons
Office Location: Chilton 308H
Phone: 940-565-2213
Office Hours: Wednesdays 11 AM - 1 PM
(verify by email prior to visit)

E-mail: Ronald.Timmons@unt.edu
Classes: 12 noon -2:50 PM
Class Meets: 9/3, 9/24, 10/22, 11/12 in CH-240

**Because of the limited class sessions, all students must attend all of each session.

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 all of every class meeting. Excused absences are only in rare, verified circumstances, with notification by email, prior to class. Students impacted by COVID-19 should follow the guidance at the end of this syllabus.

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%
Create a personal ePortfolio 5%
Career paper 20%

Total 100%

Unexcused absences will result in whole letter grade(s) penalty.

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 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 the top page of two emergency management-related job notices; uploaded for the September 24 class. You will be called upon to give the title and a summary.

2. Resume and cover letter, upload a copy of each for the October 22 class.

3. Mock Interview, by October 22. Instructions will be provided. You must be dressed professionally and provide your cover letter and resume. You may reference an actual job you are pursuing, or one you have found on-line.

4. Develop a personal UNT Career Connect ePortfolio by November 12. Later, upload your career paper as a project by the November 12 paper deadline. Instructions provided on Canvas.

5. EADP Career Paper, due November 12, in Word format. Provide hardcopy in class, and uploaded to both the Canvas gradebook and ePortfolio.
Career Paper Assignment:

Interview three emergency management professionals. The professionals may be from a broad spectrum of public safety, emergency management or business continuity fields. Your paper is to have four distinct sections (three careers, plus your personal plan).

Paper elements:

- You must conduct three actual, direct, one-on-one interviews. The paper highlights and describes in-person interviews with three professionals in the field. With the permission of the instructor, you may conduct interviews by phone or email instead, if in-person is impossible. 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 associate with the position. What advice do the professionals have for you? What did they do to succeed? How do these match-up with your previous job, volunteer or school experiences? 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. The interview itself [name, title, location and date] must be included in the bibliography. 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 3
- Introductions and syllabus review
- Purpose and goals of the EADP internship program
- Resumes, cover letters
- Interview skills, and professionalism

September 24
- Career requirements samples: find and print hardcopy of two job notices to submit
- Internship presentations
- Career Advice
- Career options in emergency management

October 22
- Your personal image, reputation, and security clearances
- Securing an internship, required online forms, and activity reporting
- Workplace realities
- Private sector opportunities

November 12
- Internship options and supervisor review criteria
- UNT Career Connect ePortfolio Foliotek system
- Professional ethics
UNIVERSITY AND DEPARTMENT POLICIES

Disability Accommodation
The Emergency Administration and Planning Program, in cooperation with the Office of Disability Accommodations (ODA), complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. 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 instructor of the course.

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.”

EADP 4800 Syllabus, p. 3
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.

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Special Syllabus Content Regarding COVID-19

Face Coverings
UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

Symptomatic
If you are experiencing any symptoms of COVID-19 (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.

Course Materials for Remote Instruction
Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a webcam and microphone to participate in fully remote portions of the class. Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn