

EADP 4800 INTERNSHIP PREPARATION  
Syllabus - Spring 2019

**Instructor: Dr. Ron Timmons**  
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**Office Hours: Wednesday, 2:30-4:30 PM**

**Classes: ECB-120, 12 noon-2:50 pm**  
**Class Meets: 1/25, 2/22, 3/29, and 4/26/19 only**  
**\*\*Because of the limited class sessions, all students must attend at least three and a half of the four classes**

**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	15%
● Career requirements sample	5%
● Create a personal ePortfolio	5%
● Career paper	<u>25%</u>
<b>Total</b>	<b>100%</b>

The instructor reserves the right to amend this syllabus as necessary. All amendments will be distributed in class and 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 two emergency management-related job notices; submitted at the February 22 class. You may be called upon to give the title and a summary of one position.
- 2. Resume and cover letter**, turn in a copy at the February 22 class, and bring a set to your mock interview.
- 3. Mock Interview**, at the Career Center, by March 28. Please make your appointment with La'Wanda Maxwell through Handshake. Do not call the Career Center for the appointment, instead use this link: [www.unt.joinhandshake.com](http://www.unt.joinhandshake.com); appointment must be made by February 8. 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. Develop a personal UNT Career Connect ePortfolio.** <http://careerconnect.unt.edu> by April 25. Upload your career paper as a project.
- 5. EADP Career Paper**, due at the April 26 class.

## 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:

- Interview one professional, in person, for each career that you are researching, for a total of three interviews. In rare circumstances, a phone or email interview with one of the three professionals may be granted, with instructor approval during the first month of the course. Organize your paper with a separate section for each interview.
- 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. (Maximum of one per career from internet, the interview itself [name, title, location and date] must be listed as a reference, plus one from a journal or textbook) Use in-text, author-date style citations.
- 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 a works cited/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.

### CLASS SCHEDULE:

#### January 25

- Introductions and syllabus review
- Purpose and goals of the EADP internship program
- Public sector career options in emergency management
- Resumes, cover letters

#### February 22

- UNT Career Connect ePortfolio Foliotek system
- Securing an internship, required online forms, and activity reporting
- Internship options and supervisor review criteria
- Career requirements samples: find and print hardcopy of two job notices to submit

#### March 29

- Your personal image, reputation, and security clearances
- Workplace realities
- Private sector opportunities

#### April 26

- Internship presentations
- Professional ethics
- Interview skills, and professionalism

## Emergency Administration and Planning

### 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. 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 THE CLASSROOM**

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 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, etc. The Code of Student Conduct can be found at [www.unt.edu/csrr](http://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!**

### **LAPTOPS AND CELL PHONES IN THE CLASSROOM:**

The classroom setting at an institution of higher learning is intended to serve as a venue that permits 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 modern electronic devices such as laptop computers and cell phones.

Students are allowed to take notes on personal laptop computers to enhance the learning process, but they should not activate their internet browsers during class or use computers for non-academic purposes (as this diverts attention from the lecture/discussion for both the student using it and others nearby). Students should also avoid using cell phones to search the Internet or text while class is in session. All devices must be kept in the silent or vibrate mode to avoid classroom disruption.

Exceptions to this policy will be at the discretion of the faculty only and may occur if searching the Internet is necessary to find additional information or facts related to the subject being covered on that particular day.