

EADP 4800 INTERNSHIP PREPARATION
Syllabus – Summer 2021

Instructor: Dr. Ron Timmons
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Office Hours: By appointment

Classes: 10 AM -12:50 PM
Class Meets on Zoom: May 10-12;
plus in-person on May 13 in CH-240
****Because of the limited class sessions, all**
students must attend all sessions.

Note: To promote involvement and engagement, students must have their cameras on with a view of their face, without background distractions, throughout a majority of the Zoom class 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%

Create a personal ePortfolio 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; uploaded for the May 11 class. You will be called upon to give the title and a summary of one position.
- 2. Resume and cover letter**, upload a copy of each for the May 12 class.
- 3. Mock Interview**, through the Career Center over Zoom, by May 31 (by appointment only). Make an appointment request to Ms Janice Lader; the appointment must be requested by May 17. You must be dressed professionally and simulate presentation of 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 May 17. Later, upload your career paper as a project by the June 16 paper deadline. Instructions provided on Canvas.
- 5. EADP Career Paper**, due June 16, in Word format, uploaded to the Canvas gradebook.

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 associated 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. 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:

May 10

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

May 11

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

May 12

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

May 13

- Internship options and supervisor review criteria
- UNT Career Connect ePortfolio Foliotek system
- Professional ethics

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 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!

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:

Synchronous (live) 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.