I. INTRODUCTION

A. This course is an overview of the Emergency Management System and the concepts of emergency management and its integration of systems, basic definitions, identification of hazards, role of the local emergency manager, including interaction among various government entities. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G230 and G610.

B. This course is a required course in the Homeland Security – Emergency Management Associate of Applied Science Degree.

C. This course is occupationally related and serves as preparation for careers in: Homeland Security and Emergency Management.

D. Prerequisite(s): None

II. LEARNING OUTCOMES

Upon successful completion of this course, Introduction to Homeland Security the student will:

A. Understand the basic types of hazards threatening the United States.
B. Examine the role of the many players involved in emergency management.
C. Learn how to build an effective emergency management organization.
D. Explore how people perceive the risks of environmental hazards and the actions they can take to protect themselves from those hazards.
E. Assess the pre-impact conditions that produce disaster vulnerability within communities.
F. Understand what mitigation is, how it fits in with the other phases of emergency management, and widely used mitigation strategies.
G. Dispel common myths about behavior in disasters.
H. Prepare to react effectively to threats from the environment.
I. Examine the functions of the community emergency response organization.
J. Understand the activities that take place during disaster recovery.
K. Recognize the importance of performance appraisals for individuals and evaluations of the local emergency management agency.
L. Explore future directions in emergency management.
III. INSTRUCTIONAL MATERIALS

The instructional materials identified for this course are viewable through www.ctcd.edu/books

IV. COURSE REQUIREMENTS:

A. Class preparation:
   Students are required to prepare for class in advance according to the schedule presented in the syllabus. Students should read about the next lesson and come to class ready to enhance that knowledge. In-class time should be spent with the instructor to get as much help and to ask as many questions as possible pertaining to the lesson that was already prepared for at home. Students should ask the instructor questions in class, before or after class, during office hours, or by making an appointment. Students are also strongly encouraged to E-mail the instructor if time is of the essence.

B. Reading Assignments:
   Students are required to read the assigned lessons from the textbook. There will be a written quiz on each lesson. Vocabulary from each lesson will be used in oral conversation during the class following the assignment.

C. Assignments: Will be assigned on a regular basis and students are expected to complete it in a timely fashion. The instructor is under no obligation to accept overdue homework assignments.

D. Project: Students may be required to submit one individual and one collaborative project. Everything submitted to your instructor is graded accordingly and therefore contributes in the outcome of your final grade.

E. Class Performance:
   If a class is missed, it is students’ responsibility to obtain the information missed during the class. The teacher will not repeat instructions or lessons for the classes the student misses. It is the student’s responsibility to make arrangements to take an exam early if he or she will not be able to attend class on one of those days. Failure to notify the instructor will result in a grade of zero on that test/quiz. There are no make-up quizzes.

F. Class Participation:
   The percentage of students grades are based on attendance and participation. The student will practice conversation with a partner during part of each class and will be graded on the effort put into these exercises.

V. EXAMINATIONS

A. There will be a total of two exams: Midterm & Final, and both exams are non-proctored.

B. A student must be present for all examinations. No make-up examinations will be given. Students who know in advance they will be absent from an examination due to valid reasons, must arrange to take an early examination if allowed by the instructor. Unexpected absences due to illness or extenuating circumstances require the student to see the instructor about individual make-up work in lieu of the missed examination. One exam maximum per semester may be allowed to be made due to valid reasons.

C. Students without excused absences will be given a zero for the examination missed. Quizzes will not be allowed to be made up under any circumstances.
VI. SEMESTER GRADE COMPUTATIONS

It is the student’s responsibility to complete the course requirements as defined within the syllabus.

The final grade for this course will consist of the following:

<table>
<thead>
<tr>
<th>Grade Components</th>
<th>Possible Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>320 points</td>
<td>32%</td>
</tr>
<tr>
<td>Discussion Boards</td>
<td>240 points</td>
<td>24%</td>
</tr>
<tr>
<td>Course Review Project</td>
<td>90 points</td>
<td>9%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>150 points</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200 points</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000 points</strong></td>
<td><strong>100 %</strong></td>
</tr>
</tbody>
</table>

Grading will be done on a straight scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>900-1000</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>800-899</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>700-799</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>600-699</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
<td>0-599</td>
</tr>
</tbody>
</table>

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

A. Course Withdrawal: It is the student's responsibility to officially drop a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file an Application for Withdrawal or an Application for Refund. The withdrawal form must be signed by the student. Application for Withdrawal will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is as follows: 11-week session Friday of the 8th week; 8-week session Friday of the 6th week; 5½-week session Friday of the 4th week. The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin. Students who officially withdraw will be awarded the grade of "W", provided the student's attendance and academic performance are satisfactory at the time of official withdrawal.
B. Students must file a withdrawal application with the college before they may be considered for withdrawal. A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

C. Administrative Withdrawal: Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the registrar.

D. Incomplete Grade: The College catalog states, "An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course..." Prior approval from the instructor is required before the grade of "I" is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an "F" for the course.

E. Cellular Phones and Beepers: Students who receive cellular calls and pages during class disrupt the normal classroom learning environment. To avoid this disruption, students must turn off all cellular phones, pagers, and beepers when entering the classroom. Not applicable to online students.

F. Students are expected to initiate outside help if needed. It is the student’s responsibility to monitor feedback provided by the instructor. There are various possibilities for obtaining outside help. Always see your instructor first for guidance.

G. American’s with Disabilities Act (ADA): Disability Support Services provides services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

H. Instructor Discretion: The instructor reserves the right of final decision in course requirements.

I. Civility: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

VIII. COURSE OUTLINE

A. Lesson 1

Chapter 1: The Historical Context of Emergency Management

a. Learning Activities:
   Complete Lesson 1 Discussion Board.
   Complete Lesson 1 Assignment
B. Lesson 2
   Chapter 2: Natural and Technological Hazards and Risk Assessment
      a. Learning Activities:
         Complete Lesson 2 Discussion Board.
         Complete Lesson 2 Assignment.

C. Lesson 3
   Chapter 3: The Disciplines of Emergency Management: Mitigation
   Chapter 4: The Disciplines of Emergency Management: Preparedness
      a. Learning Activities:
         Complete Lesson 3 Discussion Board.
         Complete Lesson 3 Assignment.

D. Lesson 4
   Chapter 5: Communications
      a. Learning Activities:
         Complete Lesson 4 Discussion Board.
         Complete Lesson 4 Assignment.

   MIDTERM - Ch. 1-5

E. Lesson 5
   Chapter 6: The Disciplines of Emergency Management: Response
   Chapter 7: The Disciplines of Emergency Management: Recovery
      a. Learning Activities:
         Complete Lesson 5 Discussion Board.
         Complete Lesson 5 Assignment.

F. Lesson 6
   Chapter 8: International Disaster Management
      a. Learning Activities:
         Complete Lesson 6 Discussion Board.
         Complete Lesson 6 Assignment.

G. Lesson 7
   Chapter 9: Emergency Management and the Terrorist Threat
      a. Learning Activities:
         Complete Lesson 7 Discussion Board.
         Complete Lesson 7 Assignment.

H. Lesson 8
   Chapter 10: The Future of Emergency Management
      a. Learning Activities:
         Complete Lesson 8 Discussion Board.
         Complete Lesson 8 Assignment.

   COURSE REVIEW PROJECT

   FINAL EXAM - Ch. 1-10