

**MONTGOMERY COLLEGE**  
Emergency Preparedness Management Program

**SYLLABUS**

**EMGT 105 – Hazard Mitigation and Preparedness (3 Credits)**

**Fall Semester 2018**

**I. Instructor Information**

Instructor: Kathleen Dayton, MA, NRP  
Dept Office: Room PE245 (Rockville Campus)  
Email: [Kathy.dayton@montgomerycollege.edu](mailto:Kathy.dayton@montgomerycollege.edu)  
Phone: 240-567-7580  
Office Hrs: Online – Mondays 10:00 – 12:00;  
On campus - Tuesdays, 1:00 – 3:30 or by appointment

**II. General Course Information**

EMGT 105 – Hazard Mitigation and Preparedness

*Catalog Description:* Introduces the major principles involved in preparing for and mitigating the impacts of hazards in the context of emergency management. Examines the role of the federal, state and local governments in developing and carrying out hazard mitigation and preparedness policies, as well as the role that the private sector can play in protecting economic vitality. Characteristics of various hazards, both natural and manmade, that can affect our communities are investigated. Prerequisites: EMGT101 or consent of the department. Three hours each week. 3 semester hours.

**III. Specific Outcomes**

By the end of the course, the student will be able to:

- o Analyze why there are more and bigger disasters
- o Distinguish between hazards and disasters
- o Explain the concepts of mitigation and recovery
- o Discuss the potential costs of a disaster scenario
- o Identity potential biases in risk perception
- o Identify methods and sources that support determination of risk and vulnerability
- o Evaluate the effectiveness of proposed hazard mitigation measures.

**IV. Texts and Supplies**

Required text: *Hazard Mitigation and Preparedness: An Introductory Text for Emergency Management and Planning Professionals, 2nd ed.*, Schwab, Sandler, and Brower. CRC Press, 2016, ISBN: 9781466595569

**Required:** Internet access for emails and coursework. This course utilizes a Blackboard site.

**V. Grading**

A. Course Grading

Chapter Assignments - 650 points  
Discussions – 375 points  
Research Paper - 150 points

Chapter Assessments (650 points)

There are fourteen (13) assignments that follow the chapters in the textbook. Assignments will consist of short-answer questions. The assignments have specific due dates (listed in Course Schedule).

Discussions (375 points)

Each chapter has a 'Discussion' in which there is a question or questions posed. Students will post a reply. Discussions will be due by the deadline posted and can be found in the learning modules or under the "Discussions". You are expected to participate fully in each discussion, by posting an original entry of at least 200 words and responding to at least two other student's posts with at least 50 words each.

There is also an Introductory Discussion and a Final Discussion. Each has criteria listed.

Research Paper (150 points)

Students will complete a research paper on a topic suggested in the assignment or one proposed by the student and approved by the instructor. All references must be documented. Refer to writing guidelines.

B. Standards

Final grades will be determined by percentage of total points accumulated:

90% - 100%	A
80% - 89.99%	B
70% - 79.99%	C
60% - 69.99%	D
Up to 59.99%	F

C. Make-up Policy

No make ups (assignments or tests) will be given. If an emergency occurs, you must contact the instructor within 24 hours of the assignment due date (via phone or email). You must have documentation for missing the assignment (car repair bill, police report, proof of major illness, etc). No late submissions will be accepted without the proper documentation.

D. Late Policy

Late assignments will not be accepted.

E. Audit Policy

Students who audit the class are normally exempted from tests. However, to obtain the full benefit of the course, students should do all assignments.

F. Incompletes

A grade of I (incomplete) may be assigned only upon request of the student and agreement of the course instructor.

To receive an "I" (incomplete) grade, students must obtain a contract form from the instructor and negotiate a formal agreement with the course instructor specifying the work done and the remaining work needed to complete the course and earn a grade.

Students are required to complete the work agreed upon during the following semester. If a final grade has not been submitted after four weeks into the next semester, the "I" automatically reverts to a failing grade (F).

For additional information regarding incompletes, please refer to the college P&P.

## VI. Classroom policies

### A. Attendance

Attendance does not apply to online courses; however, students need to participate weekly and should be checking into the Blackboard system several times a week. *Withdrawal from the course is the responsibility of the student.* In addition, this class is designed to be interactive and you must be willing and able to express your views on the topics discussed in the course and willing to interact with other students in an online environment.

### B. Academic Honesty

All students are expected to achieve their goals with academic honesty. Cheating, plagiarism, and/or other forms of academic dishonesty or misconduct, examples of which are to be found in the Student Code of Conduct in the Student Handbook, are not tolerated. Students caught violating the code of conduct will receive a grade of zero for that assignment/test. A second incident will result in a failing grade for the class and referral to the Dean of Students. All students responsible for the information located in the student code of conduct and should complete the plagiarism tutorial at <http://www.montgomerycollege.edu/library/plagiarismintro.htm>.

### C. Classroom (Online) Conduct

Students are expected to be respectful of other people. The discussion boards should not be used as a way of attacking other people in the class. Any emails sent between students that are deemed inappropriate may result in the student(s) being dropped from the class. If an issue does arise with another student, contact the Instructor as soon as possible. Please refer to the *Montgomery College Academic Regulations and Student Code of Conduct*.

### D. Support Services

Any student who may need an accommodation due to a disability, please make an appointment to discuss with the Instructor. A letter from Disability Support Services (122CB) authorizing accommodations will be needed.

### E. Cancellation of Classes

If classes are cancelled due to inclement weather or for any other reason, you are still responsible for the material, and should continue to follow the schedule provided in the syllabus for reference. If there are any foreseeable changes in the schedule it will be announced on Blackboard.

F. Tobacco Use Policy (for students while on-campus)

Montgomery College has a Smoke and Tobacco Free Policy which **prohibits smoking and the use of other tobacco products (as well as “vapor” type products)** on any of its campuses or other property. Students who smoke or use tobacco products will be considered in violation of the student conduct code and their behavior will be reported to the Dean of Student Development’s office for the appropriate disciplinary action including probation, suspension, or dismissal. If you have any questions about this policy, please contact the Vice President and Provost’s Office, the Office of the Dean of Student Development or the Campus Security Office.”

G. Writing Guidelines

All papers submitted must include a title page (with your name), utilize page numbers, have 1” margins, use 12 point Arial, Verdana, or Times Roman font, and be double spaced. Please see the “Writing Guidelines” document available in Start Here in Blackboard for helpful tips and overall expectations.

**VII. Contacting Your Instructor**

Preferred communication is through email in the Blackboard system; however, if it is unavailable, you may use the one listed at top of syllabus. Please ensure that you have a working email address and in the “Subject” line you reference EMGT105 Class. Unknown emails will be automatically deleted and/or held up in junkmail.

**Student Email**

All Montgomery College students have been assigned an email address. Students can check their email through MyMC. The format for your email address is: [MyMCID@montgomerycollege.edu](mailto:MyMCID@montgomerycollege.edu). Your email password will be the same as your My MC password. It can be changed within MyMC.

Your email account will be an official means of communication between you and Montgomery College. It is recommended that you check this account several times a week for official communication from the college

*You can auto forward e-mail to an external account. Click on the “help” link in your email window for more information on account forwarding. Just make sure that you log back into the MC email system when replying to any emails.*

**VIII. Additional Information**

**Blackboard – Technical Issues:**

If during the course you experience a technological problem with Blackboard, you need to follow the procedures below. Following these procedures **may** allow you to re-submit an online assessment or be granted an extension to a course deadline (if necessary) depending on the circumstances and approval of your professor.

1. Call the IT Service Desk at 240-567-7222 to report your problem.
2. Write down the work order number received from the IT Service Desk.

3. Send an email to your professor identifying: the date and time of the phone call, the work order number, the nature of the problem, the steps to resolution suggested by Blackboard and the outcome of the phone call. This email must be sent within 1 hour of contacting the IT Service Desk.

\*If in doubt, contact the IT Service Desk if you are experiencing a problem. Students who do not follow the instructions above will not be able to resubmit work due to technical errors.

#### **Important Student Information Link**

In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information. The link below provides information and other resources to areas that pertain to the following: student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College Alert System, and finally, how closings and delays can impact your classes. If you have any questions, please bring them to your professor. As rules and regulations change they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them.

**By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies.**

<http://cms.montgomerycollege.edu/mcsyllabus/>

**EMGT 105 – Hazard Mitigation and Preparedness  
Course Schedule  
Fall 2018**

<b>Topic</b>	<b>Assignment Due By 1159 pm</b>
<b>Class Start Date – 9/10</b>	
<b>1</b> – Go to <b>Start Here</b> on the Home Page of Blackboard. Print out the documents. <b>2</b> – Introduce yourself to the class on the Discussion Board.	<b>9/14</b>
<b>Module 1 – Hazards and Disasters</b> <i>Assignments</i> <b>1</b> – Read Chapter 1 and watch the videos in the Module. <b>2</b> – Module 1 Assignment <b>3</b> – Module 1 Discussion	<b>9/16</b>
<b>Module 2 – Preparedness, Hazard Mitigation and Climate Change Adaptation</b> <i>Assignments</i> <b>1</b> – Read Chapter 2 and watch the videos in the Module. <b>2</b> – Module 2 Assignment <b>3</b> – Module 2 Discussion	<b>9/23</b>
<b>Module 3 – Meteorological and Hydrological Hazards</b> <i>Assignments</i> <b>1</b> – Read Chapter 3 and watch the videos in the Module. <b>2</b> – Module 3 Assignment <b>3</b> – Module 3 Discussion	<b>9/30</b>
<b>Module 4 – Geological Hazards</b> <i>Assignments</i> <b>1</b> – Read Chapter 4 and watch the videos in the Module. <b>2</b> – Module 4 Assignment <b>3</b> – Module 4 Discussion	<b>10/7</b>
<b>Module 5 – Human-Made Hazards</b> <i>Assignments</i> <b>1</b> – Read Chapter 5 and watch the videos in the Module. <b>2</b> – Module 5 Assignment <b>3</b> – Module 5 Discussion	<b>10/14</b>
<b>Module 6 – The Role of the Federal Government in Disaster Management</b> <i>Assignments</i> <b>1</b> – Read Chapter 6 and watch the videos in the Module. <b>2</b> – Module 6 Assignment <b>3</b> – Module 6 Discussion	<b>10/21</b>
<b>Module 7 – Mitigating Hazards at the State Level</b> <b>1</b> – Read Chapter 7 and watch the videos in the Module. <b>2</b> – Module 7 Assignment <b>3</b> – Module 7 Discussion	<b>10/28</b>
<b>Module 8 – Local Government Powers</b> <i>Assignments</i> <b>1</b> – Read Chapter 8 and watch the videos in the Module. <b>2</b> – Module 8 Assignment <b>3</b> – Module 8 Discussion	<b>11/4</b>

<b>Topic</b>	<b>Assignment Due By 1159 pm</b>
<b>Module 9 – Community Resilience and the Private Sector</b> <i>Assignments</i> 1 – Read Chapter 9 and watch the videos in the Module. 2 – Module 9 Assignment 3 – Module 9 Discussion	<b>11/11</b>
<b>Module 10 – Risk Assessment</b> <i>Assignments</i> 1 – Read Chapter 10 and watch the videos in the Module. 2 – Module 10 Assignment 3 – Module 10 Discussion	<b>11/18</b>
<b>Module 11 – Preparedness Activities</b> <i>Assignments</i> 1 – Read Chapter 11 and watch the videos in the Module. 2 – Module 11 Assignment 3 – Module 11 Discussion	<b>11/25</b>
<b>Module 12 – Hazard Mitigation Activities</b> <i>Assignments</i> 1 – Read Chapter 12 and watch the videos in the Module. 2 – Module 12 Assignment 3 – Module 12 Discussion	<b>12/2</b>
<b>Module 13 – Disaster Resilience</b> <i>Assignments</i> 1 – Read Chapter 13 and watch the videos in the Module. 2 – Module 13 Assignment 3 – Module 13 Discussion	<b>12/9</b>
<b>Final Assignments</b> <i>Assignments</i> 1 – Final Discussion 2 – Research Paper	<b>12/13</b>

Due dates for assignments subject to change.

Class schedule subject to change. Changes will be announced on Blackboard.