

**MONTGOMERY COLLEGE**  
Emergency Preparedness Management Program

**SYLLABUS**

**EMGT240 – Leadership in Emergency Management (3 Credits)**

**Fall Semester 2018**

**I. Instructor Information**

Instructor: **Kathleen Dayton, MA, NRP**  
Dept. Office: Room PE245  
Email: kathy.dayton@montgomerycollege.edu  
Office Hours: by appointment

**II. General Course Information**

EMGT240 – Leadership in Emergency Management

*Catalog Description:*

Capstone course that provides an introduction to leadership and organizational theory in the context of emergency management. Students examine and develop a range of skills in a number of interpersonal areas--conflict management, use of power, group dynamics, and leadership and influence. PREREQUISITES: EMGT 101 **and** consent of department. Three hours each week.

**III. Specific Outcomes**

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

- Assess their own styles of exercising leadership and power as they relate to their roles in emergency management.
- Integrate knowledge about the different styles of leadership and influence and understand their impact on behavior in an emergency management context.
- Articulate the theoretical base of leadership and organizational behavior.
- Discuss various decision-making models and to communicate the implications of these for emergency management.
- Assess personal characteristics associated with various leadership styles in yourself and others.
- Recognize individual differences in personal values and styles and form generalizations about their impact on leadership behavior in emergency management situations.
- Develop solutions for organizational problems in terms of work motivation and group dynamics.

**IV. Texts and Supplies**

**Required text:**

*Introduction to Leadership: Concepts and Practice, 4th ed.* (2017). Northouse. Sage Publications. ISBN: 978-1506330082

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

V. **Grading**

A. **Course Grading**

Independent Study Projects - 300 points

Chapter Assignments – 650 points

Leadership Paper – 100 points

Internship or Project Report – 300 points

Personal Portfolio - 250 points

**Independent Study Projects** (300 points)

Each student will be required to complete three Federal Emergency Management Agency Independent Study Courses. A certificate of completion must be submitted by the due date and time as listed on the course schedule in order to receive credit. (Email it to yourself and then forward to the instructor).

IS-240.b Leadership & Influence

(<http://training.fema.gov/EMIWeb/IS/is240b.asp>)

IS-241.b Decision Making and Problem Solving

(<http://www.training.fema.gov/EMIWeb/IS/is241b.asp>)

IS-242.b Effective Communication

(<http://www.training.fema.gov/EMIWeb/IS/is242b.asp>)

**Chapter Assignments** (650 points)

Each chapter in the textbook has assignments. Complete and submit on Blackboard.

**Leadership Paper** (100 points)

What is Leadership? What are the characteristics of an effective leader? Investigate a person who showed leadership during a crisis or disaster. What characteristics do they exhibit? Paper should be 5 – 7 pages long, following Writing Guidelines. A cover page (author name and topic) and a reference page are to be included.

**Internship/Project** (300 points)

Student will participate in a mini-internship or complete a project related to Emergency management. If the student chooses an Internship, there is an internship contract. If it is a project, student must submit a proposal to the Instructor before starting. Upon completion, student will prepare a report about what specific things were learned in the internship or project.

**Personal Portfolio** (250 points)

Students will develop a personal portfolio that will include but not limited to the following items presented in the order listed below:

1. Resume (based on Emergency Management)
2. A formal business letter, addressed to the instructor, stating the following:
  - a. Reasons for selecting EPM as a major.
  - b. Career expectations in the field of Emergency Management.
3. A professional and career development plan with no fewer than three professional goals in each of the following categories:
  - a. One-year
  - b. Five-year
  - c. Ten-year
4. Documentation of all training courses and experiences presented in chronological order including:
  - a. Emergency Management Institute (EMI) course certificates
  - b. All other training certificates.

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 test or assignment (via phone or email). For tests, you must have documentation for missing the test (car repair bill, police report, proof of major illness, etc.). No makeup tests will be given 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 six 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.

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 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 (including electronic cigarettes)** 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 new 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. Note: Papers must include citations (both within the paper and a works cited).

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 EMGT240 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 MyMC 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. In addition, if you need to send an email to the professor, you must send it through this email address. Any communication sent from a personal email (i.e. Gmail) may be deleted from the instructor's inbox or sent to the spam filter.

## 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/>

**EMGT240 – Leadership in Emergency Management  
Course Schedule  
Fall 2018**

<b>Topic</b>	<b>Assignment Due By 1159 pm</b>
<p>Course Begins 8/27/18</p> <p>Go to <b>Start Here</b> on the Home Page of Blackboard. Print out the documents.</p> <p>Submit Internship Contract/Project Proposal</p>	9/4
<p><b>Module 1 – Independent Study Projects</b></p> <p>IS-240.b Leadership &amp; Influence IS-241.b Decision Making and Problem Solving IS-242.b Effective Communication</p>	9/16
<p><b>Module 2 – Introduction to Leadership</b></p> <p>Assignments from Textbook – <i>Introduction to Leadership, 4th</i></p> <ul style="list-style-type: none"> <li>◆ Chapter 1</li> <li>◆ Chapter 2</li> <li>◆ Chapter 3</li> <li>◆ Chapter 4</li> <li>◆ Chapter 5</li> <li>◆ Chapter 6</li> <li>◆ Chapter 7</li> <li>◆ Chapter 8</li> <li>◆ Chapter 9</li> <li>◆ Chapter 10</li> <li>◆ Chapter 11</li> <li>◆ Chapter 12</li> <li>◆ Chapter 13</li> </ul>	<p>9/23</p> <p>9/23</p> <p>9/30</p> <p>9/30</p> <p>10/7</p> <p>10/7</p> <p>10/14</p> <p>10/14</p> <p>10/21</p> <p>10/21</p> <p>10/28</p> <p>10/28</p> <p>11/4</p>
<p><b>Module 3 – Personal Leadership</b></p> <p><b>1</b> – Leadership Paper <b>2</b> – Personal Portfolio <b>3</b> – Internship Report or Project Report</p>	<p>11/25</p> <p>12/2</p> <p>12/9</p>

Due dates for assignments subject to change.

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