## TRIAL COURSE OR NEW COURSE PROPOSAL

### SUBMITTED BY:

<table>
<thead>
<tr>
<th>Department</th>
<th>Homeland Security and Emergency Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by</td>
<td>Anita Hughes</td>
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<tr>
<td>Email</td>
<td><a href="mailto:Alhughes2@alaska.edu">Alhughes2@alaska.edu</a></td>
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<tr>
<td>College/School</td>
<td></td>
</tr>
<tr>
<td>School of Management</td>
<td>Cameron Carlson, <a href="mailto:edcarlson@alaska.edu">edcarlson@alaska.edu</a></td>
</tr>
<tr>
<td>Phone</td>
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<td>Ext.</td>
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<tr>
<td>Faculty Contact</td>
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### 1. ACTION DESIRED

(CHECK ONE):
- Trial Course
- New Course
- XX

### 2. COURSE IDENTIFICATION:

<table>
<thead>
<tr>
<th>Dept</th>
<th>HSEM</th>
<th>Course #</th>
<th>F405</th>
<th>No. of Credits</th>
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<tbody>
<tr>
<td></td>
<td>ISEM</td>
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<td>F405</td>
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Justify upper/lower division status & number of credits:

Topics will be chosen and courses developed that require upper division level critical thinking and analysis at depth. It is not a survey course.

### 3. PROPOSED COURSE TITLE:

Contemporary Topics in Emergency Management

### 4. To be CROSS LISTED?

YES/NO

(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

If yes, Dept:

Course #

### 5. To be STACKED?

YES/NO

(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

If yes, Dept:

Course #

### 6. FREQUENCY OF OFFERING:

As Demand Warrants

Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) – or As Demand Warrants

### 7. SEMESTER & YEAR OF FIRST OFFERING

(AY2011-12 if approved by 3/1/2012; otherwise AY2012-13)

Fall 2014

### 8. COURSE FORMAT:

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT:
(check all that apply)

- 1
- 2
- 3
- 4
- 5
- XX

6 weeks to full semester

OTHER FORMAT (specify)

Mode of delivery
(specify lecture, field trips, labs, etc)

Lecture

### 9. CONTACT HOURS PER WEEK:

<table>
<thead>
<tr>
<th>3/15 LECTURE hours/week</th>
<th>LAB hours/week</th>
<th>PRACTICUM hours/week</th>
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Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-6000 minutes of internship=1 credit. This must match with the syllabus. See [http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/guidelines-for-computing/] for more information on number of credits.

OTHER HOURS (specify type)
HSEM F4xx Contemporary Topics in Emergency Management 3 credits

This course will focus on current topics and issues in Emergency Management. Topics might include subjects such as disaster mitigation and planning, incident command system and emergency operations management, and critical infrastructure protection. These topics will develop as the field of emergency management progresses in both importance and prevalence in our society. Students may take the class twice for credit when the topic changes. (3+0)

11. COURSE CLASSIFICATIONS: Undergraduate courses only. Consult with CLA Curriculum Council to apply S or H classification appropriately; otherwise leave fields blank.

H = Humanities   S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? If YES, attach form.

YES: [ ] NO: [ ]

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6   W = Writing Intensive, Format 7

Natural Science, Format 8

12. COURSE REPEATABILITY:

Is this course repeatable for credit? [ ]

Yes [ ] No [ ]

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

Emergency Management is a broad field that cannot be covered in one course. Topics can vary widely and students should have the opportunity to study more than one.

How many times may the course be repeated for credit? 1 TIMES

If the course can be repeated for credit, what is the maximum number of credit hours that may be earned for this course? 6 CREDITS

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course? 

13. GRADING SYSTEM: Specify only one. Note: Later changing the grading system for a course constitutes a Major Course Change.

LETTER: [XX]  PASS/FAIL: 

14. PREREQUISITES

HSEM F301 or permission of instructor

These will be required before the student is allowed to enroll in the course.

15. SPECIAL RESTRICTIONS, CONDITIONS

16. PROPOSED COURSE FEES

$  

Has a memo been submitted through your dean to the Provost for fee approval? Yes/No

17. PREVIOUS HISTORY

Has the course been offered as special topics or trial course previously? N

Yes/No

If yes, give semester, year, course #, etc.: 
18. ESTIMATED IMPACT
WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.
Classrooms will have to be scheduled (space); Field experts will likely be brought in as adjuncts to teach (budget); and the workload of the HSEM faculty (one person, the director) will be impacted.

19. LIBRARY COLLECTIONS
Have you contacted the library collection development officer (klijensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No ☒ Yes ☐

Materials come from white papers, summary reports and experts in the field and not from library collections.

20. IMPACTS ON PROGRAMS/DEPTS
What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

None on programs besides the HSEM program.

21. POSITIVE AND NEGATIVE IMPACTS
Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.

This course adds to what can be offered to HSEM students. HSEM is a growing program covering a number of major topics to study. It will be offered only as new topics present themselves so while there is some competition for classroom space, it will not be every semester.

JUSTIFICATION FOR ACTION REQUESTED
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

Emergency Management is a growing field and fits within the HSEM umbrella as disasters affect infrastructure and the ability to maintain security. There is interest in formal coursework being expressed by professionals around the country. UAF is uniquely positioned, with the BEM already in place and online, to add course offerings to students who have varied backgrounds. Much is being written about disaster planning and recovery as the reality of the impacts of manmade, technological and natural disasters are felt. The body of work is growing and available to use as resources and there are many lessons learned that can be written into case-based courses.

APPROVALS: Add additional signature lines as needed.

Signature, Chair; Program/Department of: [Signature] Date: 17 Sep 13

Signature, Chair, College/School Curriculum Council for: [Signature] Date: 10/24/13

Signature, Dean, College/School of: [Signature] Date: 10/24/13

Signature of Provost (if applicable)
Offerings above the level of approved programs must be approved in advance by the Provost.
ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

<table>
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<tr>
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<th>Date</th>
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Faculty Senate Review Committee:  
___Curriculum Review  ___GAAC  
___Core Review  ___SADAC

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)

<table>
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<th>Signature, Dean, College/School of:</th>
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HSEM F493
Special Topics: Introduction to Emergency Mgmt. Exercise Design (3 Credits)
Prerequisites: HSEM 301 or permission of instructor
Location: Bunnell 216
Classroom Hours: Tues/Thurs 3:40 pm - 5:10 pm

Instructor Information

Instructor: Hans Odegard
Office Hours: Mon/Wed 2:00 - 3:00 pm & Tues/Thurs 1:00 - 3:00 pm (or by appointment)
Office Location: Bunnell 208 A
Work Telephone: (907) 474-6673; Cell: (907) 244-0333
E-mail: hodegard@alaska.edu

Teaching Assistant: Amber Lammers
Office Hours: By appointment only
Office Location: TBD
Telephone: (907) 750-2698
E-mail: allammers@alaska.edu

Course Description

This 3 credit course examines exercise design, evaluation and development. This course will teach you how to write an HSEEP compliant exercise, and will enable you to design and participate in a real discussion based table-top exercise. You will also be required to complete FEMA self-study courses on exercise design and evaluation.

Course Objectives

The major objectives of this course are to:
• Develop an understanding of the HSEEP exercise design and evaluation process.
• Understand how to develop and conduct tabletop exercises for an approved agency.
• Design and Participate in an exercise for the class or an identified Emergency Preparedness Department or University.

Instructional Method

The course format includes reading assignments, internet-based Blackboard assignments, case study analysis and FEMA independent study courses. In addition, lectures, case studies, small group activities, student presentations and open and directed discussions will be used to actively involve each student in the learning process. When possible and practical, learning activities will be processed to include not only "what" was learned, but the "so what" and "now what" in order to complete the learning cycle.
Grading

Students will earn points through participation, homework (including FEMA courses), weekly quizzes, term papers and a final exam. Please note the following breakdown:

| Participation       | 15%  
|---------------------|------
| Homework/Quizzes    | 20%  
| Term Papers         | 20%  
| FEMA Certification  | 15%  
| Final Exam          | 30%  
| **Total points**    | **100%**  

A standard scale will be used for grading (90% - 100% = A; 80% - 89% = B; 70% - 79% = C; 60% - 69% = D; 59% and below = F).

**Participation – 15%**
Each student is expected to attend the class and participate in the classroom debates. Additionally, each week a student will complete a 5 minute “brief out” to the class on a current event affecting Emergency Management.

**Homework/Quizzes – 20%**
There will be homework assignments due on a bi-weekly basis, and in-class bi-weekly quizzes given to test student knowledge of the assigned readings.

**Term Papers – 20%**
There will be two term papers assigned (3 pages in length) regarding the progress on the final project utilizing HSEEP.

**FEMA certifications – 15%**
- IS-120.a Introduction to Exercises
- IS-130 Exercise Evaluation and Improvement Planning
- IS-139 Exercise Design

**Final Exam – 30%**
The final will consist of the completed tabletop exercise and the after action report. In addition, there will be a 4-6 page paper discussing the exercise and its findings. The paper should include a cover page and utilize APA style writing.

**Textbooks – Required**


Course Policies

Students are expected to be present and fully participate in all discussions generated. Students will be penalized for the late submission of class assignments and for nonattendance (outside of emergency or mutually agreed upon circumstances).

Plagiarism on assignments and cheating on exams will not be tolerated. Students caught plagiarizing or cheating will be disciplined according to the appropriate University of Alaska guidelines.

Support Services

Students are encouraged to utilize the UAF Writing Center in 801 Gruening, 474-5314 as needed to assist in the development and refinement of their written products. Please contact me should you need contact information for other support services relevant to the development of your leadership or classroom projects/topics.

Students with Disabilities

Students with learning or other disabilities who may need classroom accommodations are encouraged to make an appointment with the Office of Disability Services (Phone # 907-474-5655). Please inform me of your needs and I can meet with the Office of Disability Services to provide the appropriate accommodations and support to assist you in meeting the goals of the course.
<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment Details</th>
<th>Chapter</th>
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</table>
| Week 1 | Introduction to HSEEP and Exercise Foundation  
Complete your HSEEP online application  
Complete IS-120.a                                                                 | Chapter 1 |
| Week 2 | Exercise planning process and planning team  
Complete IS-130  
Homework #1 Due                                                                     | Chapter 2 |
| Week 3 | Design and development  
Complete IS-139  
Quiz #1                                                                                     | Chapter 3 |
| Week 4 | Design and Development (Cont)  
Homework #2 Due                                                                                     | Chapter 4 |
| Week 5 | How to conduct an Exercise  
Term paper #1 Due  
Quiz #2                                                                                  | Chapter 5 |
| Week 6 | How to conduct an Exercise (Cont)  
Present ideas for Table top exercise  
Homework #3 Due                                                                                     | Chapter 6 |
| Week 7 | How to deliver different types of briefings  
Gain access to HSEEP  
Quiz #3                                                                                     | Chapter 7 |
| Week 8 | Confirm access to HSEEP  
HSEEP walkthrough  
Homework #4 Due                                                                                     | Chapter 8 |
| Week 9 | Continue to develop exercise on HSEEP  
Identify three objectives for your exercise  
Quiz #4                                                                                     | Chapter 9 |
| Week 10| Develop exercise script and presentation  
Term Paper #2 Due  
Homework #5 Due                                                                                     | Chapter 10|
| Week 11| Participate in an actual table top  
Complete AAR with class  
Quiz #5                                                                                     | Chapter 11/12|
| Week 12| Present Table top exercises  
Complete AAR                                                                                     | Presented by Students |
| Week 13| Present Table top exercises  
Complete AAR                                                                                     | Presented by Students |
| Week 14| Game theory and why we do exercises                                                                 |           |
| Week 15| Final Project Due                                                                          |           |