

Arkansas Tech University

Adjunct Faculty Guide

August, 2007

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## ACKNOWLEDGMENT

I have received a copy of the Arkansas Tech University Adjunct Faculty Guide (update 2007) and will familiarize myself with the information therein. I understand that the Adjunct Faculty Guide, along with the Arkansas Tech University Faculty Handbook (update 2007), constitutes the general policies and procedures of Arkansas Tech University. All policies, procedures, and guidelines are subject to review, revision, and modification during any academic year.

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(Signature)

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(Please Print Name)

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(Date)

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PLEASE SIGN AND RETURN THIS FORM TO THE ACADEMIC AFFAIRS OFFICE, ROOM 200, ADMINISTRATION BUILDING. THIS SIGNED FORM WILL BE RETAINED AS PART OF YOUR PERMANENT RECORD.

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## GENERAL INFORMATION

Welcome to Arkansas Tech University. This adjunct guide is designed to assist all non-regular, part-time faculty in the application of their instruction. Arkansas Tech University (ATU) is an institution dedicated to teaching: “The primary function of the University is teaching. Scholarly research and other professional activities of the faculty, continuing education, and community service are encouraged, promoted, and supported (ATU Faculty Handbook, page 2)”. This guide acquaints part-time faculty with the goals of ATU, introduces various offices on the Tech Campus, and provides significant instructional guidelines from The Office of Academic Affairs, School Deans, The ATU Faculty Handbook (FH), and Student Handbook (SH). The guide will also introduce faculty to the ATU E-mail system and Blackboard.

Adjunct faculty are an integral part of a University whose mission is to provide quality instruction to both undergraduate and graduate students. Through quality leadership and instruction, ATU continues in its pursuit of excellence in degree programs and instruction:

**“The present mission of Arkansas Tech University is:**

Arkansas Tech University, founded in 1909, is a multi-purpose, state-supported institution of higher education dedicated to providing an opportunity for higher education to the people of Arkansas and to serving the intellectual and cultural needs of the region in which it is located. The University offers a variety of programs committed to excellence in undergraduate and graduate studies. These programs are designed to prepare students to meet the demands of an increasingly competitive and intellectually challenging future by providing opportunities for intellectual growth, skill development, and career preparation. The institution monitors student mastery of general education and specialized studies, retention and graduation rates, and quality of teaching and academic programs to verify and facilitate demonstrable improvements in student knowledge and skills between entrance and graduation” (FH, page 1).

## FACILITIES AND CONTACTS

There are many offices on the ATU campus that adjunct faculty need to become familiar with. Each administrative office manages a variety of functions. A few are listed below with applicable information to assist adjunct faculty. The first is the Office of Academic Affairs.

### **Academic Affairs**

Administration Building, Room 200  
1509 N Boulder Ave.  
Phone: 479-968-0319

Faculty must provide Official Transcripts of all college course work and degrees to the Office of Academic Affairs, located in the Administration Building. A completed, signed Faculty Record form, along with a current resume must also be submitted. The form is located at <http://www.atu.edu/acad/acadserv/aa/facultyrecordinstructions.htm>

### **Human Resources:**

“The Office of Human Resources provides management and oversight of employee services, benefits, and personnel policies and procedures and facilitates long-range programs and services which support faculty and staff in providing a quality learning environment for students”( <http://hr.atu.edu/AboutHumanResources.htm>).

Faculty are required to complete a hire packet supplied by Human Resources that includes information requests. Complete these forms and return them to the Human Resources Office. Also included in the hire packet is an adjunct faculty identification (ID) card which is to be used at ATU for identification purposes, such as to obtain a Library card.

Assistance is available from the departmental secretary in the completion of any forms and packets required by the University.

### **Human Resources**

Bryan Hall, 1<sup>st</sup> Floor West  
105 W. “O” Street  
Phone: 479-968-0396  
Fax: 479-968-0693  
e-mail: [amber.tennison@atu.edu](mailto:amber.tennison@atu.edu)

Offices hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.; the office is closed during the noon hour from 12:00 – 1:00 p.m.

**Payroll:**

The payroll office is located in Bryan Hall. “The Payroll Services Manager is responsible for the processing of University payrolls, employment tax reporting, non-resident alien taxation, and compliance with related employment regulations.” (<http://payroll.atu.edu/AboutPayroll.htm>).

Adjunct faculty are normally paid in four equal installments each fall or spring semester. For the fall semester, installments are paid at the end of September, October, and November, with the final installment due to the faculty member on the last working day of December prior to the Christmas break. During spring, installments are paid at the end of February, March, April, and May. For summer terms, the first summer term payment is made at the end of June, and the second summer term payment is made at the end of July. Classes with unusual beginning or ending dates may necessitate a different payment schedule from that described above, which would be noted on the “Notice of Appointment” (i.e., contract).

Adjunct faculty will receive their disbursement on the last working day of the month, or they may choose Direct Deposit. A Direct Deposit authorization form is included in the Human Resources hire packet. Contact Brooke Southard with any payroll questions.

**Payroll**

Bryan Hall

105 W. O Street

Phone: 479-968-0696

Fax: 479-356-2098

E-mail: [bsouthard@atu.edu](mailto:bsouthard@atu.edu).

Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Computer Services:**

All technology access is controlled by the Computer Services Department. Each adjunct faculty member is provided with an e-mail account upon employment. The username and password for the e-mail account provides access to library search and many other campus technology resources.

Most adjunct faculty will find they do not need computer access beyond the standard Banner Self-Service for faculty that is automatically applied to your role as a faculty member. However, if you should find that you are in need of additional access such as Internet Native Banner, or if you need to manage one or more budgets and therefore have a need for Banner Finance access, please contact your department head. The department head will be able to help you decide what access you truly need and will direct you in filling out a Banner Data Access Request Form. For security reasons, access to university systems other than those accessed by the e-mail account, are based on a demonstrated need for the service and must be approved by the Department Head.

For help related to computer services, contact Angela Linden, Campus Support Administrator, in Pendergraft, Room 322.

## **Computer Services**

Angela Linden

Campus Support Administrator

Pendergraft, Room 322

305 West Q Street

Phone: 479-968-0646

Fax: 479-964-0580

e-mail: [tech.support@atu.edu](mailto:tech.support@atu.edu)

[angela.linden@atu.edu](mailto:angela.linden@atu.edu)

Beginning August 22<sup>rd</sup>, Campus Support Center hours will be Monday through Friday, 7:30 a.m. – 11:00 p.m. Additional hours may be available at a later time.

Ken Wester,  
Assistant Director of Computer Services  
for Networked Systems

RPL, Room 326

Phone: 479-964-0567

Fax: 479-964-0565

e-mail: [ken.wester@atu.edu](mailto:ken.wester@atu.edu)

Steve Milligan,  
Network Analyst

RPL, Room 113

Phone: 479-964-0564

e-mail: [steve.milligan@atu.edu](mailto:steve.milligan@atu.edu)

## **Public Safety:**

Check with Public Safety to obtain an ATU Parking Hangtag. Adjunct faculty will be issued a free yellow hangtag. If the adjunct faculty member wishes to “upgrade” to a red hangtag, they may return the yellow one, go to Student Accounts to prepay for a \$30 red hangtag, and take the receipt to Public Safety to receive the red hangtag.

To report a crime or emergency call Public Safety. They are located between Bryan Hall and the Tomlinson Building.

## **Public Safety Department**

1511 N. Boulder

Phone: 479-890-6914 non-emergency

479-968-0222 or on-campus 911 – emergency

e-mail: [upd@atu.edu](mailto:upd@atu.edu)

**Student Accounts:**

For those adjunct faculty wishing to purchase a red hangtag, the Student Accounts Office will collect the \$30 fee and issue a receipt to be taken to Public Safety.

**Student Accounts**

Marilyn Johnson, Business Manager and Director of Student Accounts

Doc Bryan Student Services Center

Room 133

1605 Coliseum Drive

Phone: 479-968-0271

Fax: 479-968-0322

e-mail: [marilyn.johnson@atu.edu](mailto:marilyn.johnson@atu.edu)

Office Hours are Monday through Friday, 8:00 a.m. – 4:00 p.m.

**The Ross Pendergraft Library and Technology Center (RPL):**

Visit the library and encourage students to do the same. Apply for a library card at the Circulation Desk, or place on reserve selected library holdings, such as periodicals, documents, or books that are of interest to your classes. The multimedia reserves are located in the Music Lab on the second floor. Faculty can check out multimedia items, so visit the Music Lab.

Each fall semester, the library offers orientation sessions of approximately forty-five minutes in length for Composition classes, or new students or faculty who are unfamiliar with the Library. These introductory sessions will orient new students and faculty with the Web, will acquaint them with the on-line catalog, and more. Contact Christine Kelly, Public Services Librarian ([christine.kelly@atu.edu](mailto:christine.kelly@atu.edu)), for additional information.

**The Ross Pendergraft Library and Technology Center**

William A. Parton, Director

305 W. Q. Street

Phone: 479-968-0289

479-964-0568

e-mail: [bill.parton@atu.edu](mailto:bill.parton@atu.edu)

Library hours are Sunday, 2:00 p.m. – 11:00 p.m.

Monday through Thursday, 7:30 a.m. – 11:00 p.m.

Friday, 7:30 a.m. – 6:00 p.m.

Saturday, 10:00 a.m. – 6:00 p.m.

**Academic Advising Center:**

The Academic Advising Center serves a variety of functions, from assisting students in the selection of a major to working with high school and transfer students. The Advising Center advises students who are undeclared majors or entering freshmen. They strive to increase student success and retention through their Early Warning Program ([early.warning@atu.edu](mailto:early.warning@atu.edu)) which is designed to assist faculty in locating and resolving student attendance matters. The office sends an Early Warning Program reminder to all faculty at the beginning of the semester. Contact Linda Clarke, Director, for further information.

**Academic Advising Center**

101 Bryan Hall Lobby

Phone: 479-964-0843

Fax: 479-890-8091

e-mail: [linda.clarke@atu.edu](mailto:linda.clarke@atu.edu)

For additional information or questions about policies and procedures pertaining to adjunct faculty at ATU, see the Department Head or School Dean. An ATU map has been included in this guide for your convenience (Appendix B).

## Other Contacts

### Deans:

School of Business  
Thomas P. Tyler, Dean  
Corley 111  
479-968-0490  
[tom.tyler@atu.edu](mailto:tom.tyler@atu.edu)

School of Community Education &  
Professional Development  
Mary Ann Rollans, Dean  
Lake Point Conference Center  
479-356-2013  
[maryann.rollans@atu.edu](mailto:maryann.rollans@atu.edu)

School of Education  
C. Glenn Sheets, Dean  
Crabaugh 212  
479-964-3217  
[glenn.sheets@atu.edu](mailto:glenn.sheets@atu.edu)

School of Liberal and Fine Arts  
Georgena D. Duncan, Dean  
Witherspoon 240  
479-968-0274  
[georgena.duncan@atu.edu](mailto:georgena.duncan@atu.edu)

School of Physical & Life Science  
Richard R. Cohoon, Dean  
McEver 45  
479-968-0498  
[richard.cohoon@atu.edu](mailto:richard.cohoon@atu.edu)

School of System Science  
John W. Watson, Dean  
Corley 112  
479-968-0353  
[john.watson@atu.edu](mailto:john.watson@atu.edu)

Graduate School  
Eldon Clary, Jr., Dean  
Tomlinson Hall 108  
479-968-0398  
[eldon.clary@atu.edu](mailto:eldon.clary@atu.edu)

## INSTRUCTIONAL RESPONSIBILITIES

All faculty have the responsibility of upholding the University's mission statement and high standard of instruction. Since many non-regular faculty are not on campus on a regular basis, it is imperative that a timely system for communication, including the use of e-mail and faxes, is used. When departments request the return of a form, textbook request, etc., or when deadlines are set for reporting of class attendance or grades, please respect the deadline given and comply as early as possible. Departments shall provide information to adjunct faculty as soon as possible so that he or she is given adequate time to reply to any request that is made.

The Dean of each School is responsible for the curriculum and quality of instruction; therefore, Deans request that the following guidelines be adhered to. Both web courses and classroom courses must be taught in a consistent manner to ensure the highest level of instructional quality and integrity.

### **Course Syllabi:**

Course syllabi must be prepared according to the template which is required by Academic Affairs and submitted for approval to the department head at the beginning of each semester. The syllabus should contain specific information regarding the evaluation process and how the instructor will assign grades.

“The Deans' Council in August, 1999, approved guidelines for creating and distributing course syllabi. Syllabi should be distributed in each class during the first week of the semester. For electronically delivered classes, syllabi should be posted when the course is developed. The following information should be included for both face-to-face and electronic course delivery:

- A. Course number (e.g., HIST 1503)
- B. Course title
- C. Name of instructor, office hours, contact information (telephone, e-mail)
- D. Catalog description
- E. Text required for course
- F. Bibliography (supplemental reading list)
- G. Justification/rationale for the course
- H. Course objectives
- I. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in the undergraduate catalog)
- J. Assessment methods (include grading policy with specific equivalents for A, B, C)
- K. Policy on absences, cheating, plagiarism, etc.
- L. Course content (outline of material to be covered in course).”

Note: A sample Course Syllabus is included in Appendix A.

**Utilization of Class Time:**

Adjunct faculty should maintain the course schedule and time slated for each class period. If faculty need assistance in the preparation of materials for instruction, they should talk to the department head or faculty supervisor:

“Faculty members are to meet their classes at the time and for the period scheduled. Early dismissals or absences for legitimate purposes should be considered only after consultation and approval of the Department Head or School Dean” (FH page 74).

**Textbooks:**

Department Heads will obtain and distribute the instructor’s textbooks or request forms used for each course. Textbook selection is completed as soon as the schedule for each semester is finalized; therefore, any specific requests for textbooks must be submitted to chairpersons promptly so that the ATU Bookstore can order and receive the books in a timely manner.

**Grade Books:**

As stated in the Faculty Handbook, “It is the responsibility of the instructor to maintain class books and adequate records necessary for class attendance control and grading. At the beginning of each semester it is important that faculty members check attendance and immediately notify the Registrar concerning students on class rolls who have not reported to class. For electronically delivered classes, the faculty member must ascertain that students logged in to the course at least once prior to the 5th class day of summer terms or the 11th class day of spring and fall semesters to verify attendance/participation. For purposes of attendance accounting, logging in to the course at least once before the 5th class day for summer terms or the 11th class day for regular terms constitutes attendance. Instructors in all courses are accountable for accurate record keeping regarding attendance. Attendance accounting must be completed prior to the 11<sup>th</sup> day of class during the fall and spring semesters and prior to the 5<sup>th</sup> day of class during summer terms. Attendance accounting is required to fulfill a federal requirement regarding financial aid disbursement and to determine whether a student must be dropped for non-attendance or non-payment. Attendance accounting will be completed electronically in the new Banner system. Details on the new procedure will be provided to all faculty prior to the beginning of the fall semester. Class rolls and records are the property of the instructor and are retained by the faculty member. Grade books are available at no expense to the instructor.” (FH page 65).

**Class Attendance:**

**“Faculty:** Any time that a faculty member must miss a class, the students are entitled to advance notice or, if the absence is due to a last minute emergency, to notification at the time they report to class. Absence by a faculty member must have the prior approval of the Department Head or the Dean of the School, as appropriate.”

**Students:** The policy of the University in regard to class absences may be stated as the considered belief that regular class attendance is essential to the maximum growth and development of the student, and that students, in their own interest, are therefore responsible for attending all classes for which they are enrolled. For electronically delivered classes, where physical attendance is not a reasonable requirement, equivalent on-line interaction must be documented in lieu of attendance. Absence/participation policies and procedures are applicable both to the regular terms and to the summer sessions.

The procedure for implementation of this policy (as adopted by the faculty on September 9, 1966, and as amended by the Faculty Senate on September 27, 1990) is as follows:

1. Control of class attendance is vested in the teacher who has the responsibility for clearly defining in each course, early in the semester, the standards and procedures in regard to regularity and punctuality of class attendance.
2. Students will not be penalized by their instructors for class absences that result from participation in officially sanctioned University activities. It is the responsibility of students to present to their instructors notice and verification of authorized participation in such activities. Individual instructors retain the authority to determine how students in their classes will avoid academic penalties for the resulting absences.
3. Before invoking the most severe penalty for unsatisfactory class attendance--dropping a student from a course with a grade of "FE"(i.e., F for excessive absences; formerly F\*)--the instructor is obligated to notify the student, in writing, that an additional absence would result in this penalty.
4. A student accumulating an excessive number of unjustifiable absences in an audited course may be administratively withdrawn at the request of the instructor.
5. The action of dropping a student from a course for excessive absences becomes final when the instructor reports this action in writing to the Vice President for Academic Affairs. The student who chooses to protest such action as unjustified has recourse through the grievance procedure for appeal of an academic grade as outlined beginning on page 72 of the ATU Faculty Handbook.

The following comments and suggestions may be of some value to the faculty in the discharge of their responsibility for student class attendance:

1. Individual instructors have the option, and may find it advisable in some cases, to prescribe different class attendance requirements for different classes; i.e., between freshman and upper-level classes, or between class and laboratory requirements for a single course.
2. Certain departments may find it desirable to establish uniform absence policies within the department, particularly in those departments with multi-section courses.
3. In general, students who miss classes should be held responsible for making up the work through written reports or other appropriate means.
4. Each instructor is fully justified in requiring student promptness and in barring from class any student who persists in being tardy” (FH pages 66-67).

**Grading:**

1. Instructors must have regular interaction with the students and provide timely feedback on assessments, papers, assignments, etc. This is especially critical with web courses. The student should be able to determine what grade they have in a course based on this feedback and the evaluation methods as outlined in the syllabus.
2. It is always best to have several types of assessments rather than relying on one major exam or paper to determine a student's grade. This is particularly important when assigning mid-term grades to freshmen. They need to have feedback that presents an indication of their ability to complete the course with a satisfactory grade; otherwise, this is a time when they may decide to drop the course. (Mid-term grades are recorded for freshmen only) Please have some objective measurements for determining the mid-term grade rather than giving a "blanket" grade to all the students.
3. Grade books must be maintained for each class with details for each student. The grade book should document percentages or points as outlined in the syllabus for determining the final grade assigned.
4. If the course is on Blackboard, the electronic grade book must be retrieved and saved by the instructor since the courses may be archived and unavailable after the course is completed.
5. The course instructor is responsible for keeping the grade book on file in the event of an appeal or question. If the course instructor will not be available after the semester ends, he or she must give the department head a current address, phone number, and if applicable e-mail, so that when such a matter arises, the Department Head may more easily resolve any such questions.
6. Grades are reported using an on-line grading system.
7. If faculty encounter any difficulties in the instruction of their classes, he or she should discuss these with the Department Head or faculty supervisor.

**Plagiarism:**

Should faculty encounter cases of academic dishonesty, they may refer to the ATU Faculty Handbook for Student Academic Conduct Policies and Procedures:

"Plagiarism is stealing the ideas or writing of another person and using them as one's own. This includes not only passages, but also sentences and phrases that are incorporated in the student's written work without acknowledgement to the true author. Any paper written by cutting and pasting from the Internet or any other source is plagiarized. Slight modifications in wording do not change the fact that the sentence or phrase is plagiarized. Acknowledgment of the source of ideas must be made through a recognized footnoting or citation format. Plagiarism includes recasting the phrase or passage in the student's own words of another's ideas that are not considered common knowledge. Acknowledgement of source must be made in this case as well" (FH page 69).

## **Examinations**

\*At the end of each fall and spring semester approximately one week is set aside for examination week. Examination week is established as a time to administer end-of-course examinations. For laboratory, internship, and other special courses approved by the school dean, examination week will be the last week of classes. For all other courses, examination week will be the week after the last day of classes. The end-of-course examination schedule is published by the Academic Affairs office. It is Arkansas Tech University policy that each full-time and each part-time faculty member will administer, at the assigned time, an end-of-course examination appropriate for each course assigned to the faculty member. Failure to administer an end-of-course examination, at the assigned time, may be considered an act of insubordination. Any deviation from the end-of-course examination schedule must be approved by the school dean. Instructors who wish to administer a single test to multiple sections of a course should submit such a request to the Academic Affairs office at least two months before examination week. In the summer terms there is no separate schedule of examinations-instructors give the end-of-course examinations the last day of the summer term.

Within a semester instructors may schedule a test for multiple sections, normally early in the evening, by submitting such request to the Dean of the School not later than the end of the third week of a semester. For each test the request will specify the number of students involved, the classroom desired, the dates (preferably with alternate dates), and the hours for beginning and ending the test. The appropriate school dean has the responsibility of synchronizing the scheduling of these tests, for checking against activities and with others who may be involved, and for publishing an official schedule of these tests in order that others concerned may plan accordingly.

Any student who has a justifiable reason for missing a test scheduled in the late afternoon or at night is to be excused by the instructor from the test and is to be given the privilege of taking a comparable examination at another time which is suitable to the student and to the instructor.

\*Amended Board of Trustees 10/18/07

**Sexual and Gender Harassment:**

As is stated in the Faculty Handbook, “It is the policy of Arkansas Tech University to maintain the University community as a place of work and study for staff, faculty, and students free of harassment, including sexual and gender harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the University is concerned and prepared to take action to prevent and correct such behavior.”(FH page 20).

**Disability Services for Students:**

“Arkansas Tech is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Disabilities Coordinator serves as the coordinator for these federal programs. The Disabilities Coordinator is located in the University Testing Center in Bryan Hall, Suite 103, and may be contacted by calling (479) 968-0302, (479) 968-0308 (TDD), (479) 968-0375 (FAX), or by e-mail at [disabilities@atu.edu](mailto:disabilities@atu.edu)” (FH page 62).

**Consensual Relations**

As stated in the Faculty Handbook, “Sexual relations between students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students.” (FH page 20D)

## TECH E-MAIL

### Tech e-mail:

Arkansas Tech University's e-mail can be accessed by simply using an internet browser and/or you can download mail into an e-mail program such as Microsoft Outlook.

To access a TECH e-mail account from any location, simply open up OneTech from <http://onetech.atu.edu/>. The OneTech page will appear as pictured below.



### How to Log-in:

Your OneTech ID will be used to login to most, if not all of the systems on campus, including computer systems, the OneTech portal, Blackboard, and e-mail. Your OneTech ID will be your first initial combined with your last name. If you have a common last name, then your ID might end in a number as well. For example, if your OneTech ID is jdoe, your e-mail address would be [jdoe@atu.edu](mailto:jdoe@atu.edu). You would also log into campus computers using jdoe as your username. For more information on using OneTech go to the OneTech resource page located at <http://cservices.atu.edu/onetech/>.



## Teaching Web Courses with Blackboard™

Arkansas Tech University has adopted Blackboard as the course management system platform for the delivery of distance education and for web-enhanced face-to-face instruction on campus. The system is supported by a Blackboard administrator and a staff of highly trained network specialists who maintain the software and hardware necessary for success. The Blackboard system has built-in help functions and the Blackboard administrator is available through email and by telephone. eTECH can be accessed at <http://etech.atu.edu>.

Faculty are provided with technology training as needed or requested to allow them to effectively use the technology to support course objectives. Help is available for faculty and adjuncts at <http://etech.atu.edu/faculty.htm>. eTech includes pages such as an eLearning Brochure (<http://elearn.atu.edu/elearning-brochure.htm>), a set of frequently asked questions for students (<http://elearn.atu.edu/studentfaq.htm>), a set of frequently asked questions for faculty (<http://elearn.atu.edu/facultyfaq.htm>), and many other items that provide information about technical requirements, computer use policies, manuals, etc.

### **Blackboard Help Desk:**

RPL 328

Phone 479-968-0646

e-mail: [bbsystem@atu.edu](mailto:bbsystem@atu.edu)

Appendix A  
Sample Course Syllabus

## Emergency Administration and Management

**COURSE NUMBER:** EAM-3043-TC1  
**COURSE TITLE:** The Politics of Disaster  
**INSTRUCTOR:** Dr. Ken Rogers  
Office Hours: MWF 10:00am/2:00pm  
By appointment  
Office: Witherspoon 257  
Phone: 479-968-0447  
E-mail:ken.rogers@atu.edu

### CATALOG DESCRIPTION

This course presents concepts and basic descriptive information about the political system within the context of disaster policy: including an overview of the executive and legislative political issues, and the Federal Emergency Management Agency's organization and types of personnel.

### REQUIRED TEXTS

Schneider, Sandra K. *Flirting with Disaster: Public Management in Crisis Situations* (Armonk, NY: M.E. Sharpe, 1995)

Sylves, Richard, T. and William L. Waugh, Jr., eds. *Disaster Management in the US and Canada*, 2<sup>nd</sup> ed., (Springfield, IL: Charles C. Thomas Publishers, 1996)

### SUPPLEMENTAL READING

#### ***Required Reading:***

Office of the Vice President, *Creating a Government that Works Better & Costs Less*, National Performance Review: FEMA (Washington DC: GPO, 1994). Hereafter referred to as NPR (1994). (***Available: Blackboard course site under Reading Assignments and on reserve in the TECH Library.***)

#### ***Recommended Reading:***

Anderson, James E. *Public Policy Making: An Introduction*, 3<sup>rd</sup> ed. (Boston: Houghton-Mifflin, 1997)

## JUSTIFICATION/RATIONALE FOR COURSE

The policy process associated with disaster management is complex as competing interests vie for influence and resources. Thus, in order to fully understand disaster management, one must better understand the American political system, and the interrelationships of the actors in the policy making process. Thus, this course seeks to provide students with a foundation of the politics associated with disaster management by focusing on the political and policy environment in which emergency management is practiced.

## COURSE OBJECTIVES

The course objectives are to:

- understand the basic terms and concepts associated with the politics of disaster management;
- improve knowledge and understanding of the process associated with the formulation and implementation of disaster management policy making;
- develop an understanding of the actors involved in disaster policy, their power and limits to power;
- provide an opportunity to improve critical thinking and analytical skills.

## HOW COURSE MEETS GENERAL EDUCATION OBJECTIVES

The General Education curriculum is designed to enable students to analyze problems, arrive at intelligent conclusions and make reasoned choices. Moreover, one of the General Education curriculum objectives is to understand “the development and change of American social, political and economic systems.” In support of these objectives, this course is designed to improve analytical and critical thinking skills; as well as improve knowledge and understanding of policy process of disaster management.

## COURSE ASSESSMENT

Tests (2 @ 100 points).....	200 points
GRADE CATEGORIES: 90-100% = A	
Homework Assignments (essays/chronology/interview)...	450 points
80-89% = B	
Portfolio.....	150 points
70-79% = C	
Final.....	<u>200 points</u>
60-69% = D	
Total	1000 points
≤59% = F	

## COURSE POLICIES

**BOOK ORDERING:** available at the Arkansas Tech University Book Store or on-line through Amazon.com.

**HOMEWORK ASSIGNMENTS:** Homework assignments for each lesson will be graded and applicable assignments must be either e-mailed as attachments or dropped off at my office *by the due date* (late assignments will be penalized 10%/day). **Point values for homework assignments:** six two-page essays @ 50 points each; interview with local/state emergency planning/disaster response official, 50 points; chronology of history of U.S. disaster assistance policy, 50 points; two one-page essays @ 25 points each.

**PORTFOLIO:** It is *required* for students to develop a course portfolio so that it can be used as a reference guide for future EAM courses. A well-organized, well-presented, professional looking portfolio is worth 150 points. The portfolio *must* contain a copy of the syllabus, unit lesson cover sheets, applicable homework assignments (filed in order as indicated in the lesson plan), and separated according to the unit lessons. Either mail (FedEx, UPS, or U.S. Mail) or hand deliver the completed portfolio to the professor by the due date (late portfolios will be penalized 10%/day). Portfolio grading will be as follows: 17 paragraphs @ 5 points each; 50 download/print assignments @ 1 point each; overall portfolio appearance 15 points=150 points total.

**ACADEMIC MISCONDUCT:** University policy will be followed. At a minimum, the student (and any student caught assisting in the misconduct) will be given an **automatic** “F” for the test/assignment in question and possibly an “F” for the course. **Note:** Students are required to document properly all sources used in academic work. Failure to do so could involve the student in a charge of *plagiarism*. Plagiarism is defined as repeating another's sentence as your own, paraphrasing someone else's argument as your own, or even presenting someone else's line of thinking (to include other students) in the development of a thesis as though it were your own. Discussions and exchanges of ideas among students on class projects and papers are acceptable; however, students should credit appropriate sources for both ideas and words. For example, you must use quotation marks when citing someone's exact words, and you must document quotes and paraphrases. When outside sources are used, a Bibliography or a Works Consulted page must be included. Discussion of material with others is part of a legitimate learning experience that should be encouraged in a policy relevant course. Nevertheless, the final project or paper must be the student's own properly documented work. A student charged with plagiarism will receive (at a minimum) **zero** points for the assignment. Subsequent cases of plagiarism will result in a minimum of one letter grade course reduction for each incident. In addition, any student who aids another student in plagiarism (e.g., provides a completed homework assignment to another student for submission) will be treated as also being involved in plagiarism and appropriate penalties will apply. Egregious cases of plagiarism (i.e., large sections copied from another source) will result in an automatic “F” for the course.

ACKNOWLEDGMENT: Much of the information contained in this course has been derived from the Federal Emergency Management Agency, Emergency Management Institute, *The Political and Policy Basis of Emergency Management: Instructor Guide*, July 1998 (Richard T. Sylves).

**COURSE CONTENT (Note: assignments are structured for a 16 week semester) (Sample excerpts for illustration purposes only)**

UNIT	TOPIC	ASSIGNMENT
1	Introduction/Administration The Fundamentals of Emergency Management	Review Syllabus/View video Schneider Ch 1 pp. 3-8 Unit 1 Reading
2	The President and Emergency Management	Sylves/Waugh Ch 2 pp.26-45 Unit 2 Reading  <b>Homework assignment due 9/2. . .</b>
6	<b>EXAM #1</b>	<b>Review for exam 9/30. . .</b>
9	Emergency Management for the New Millennium	NPR (1994) pp. 5-27 Schneider Ch 15 pp. 150-166 Sylves/Waugh Ch 16 pp. 344-359
10	<b>EXAM #2</b> <b>PORTFOLIO DUE 12/2</b>	<b>Review for exam 10/28</b> <b>Homework assignment due 12/2</b>
16	<b>FINAL EXAM 12/9</b>	

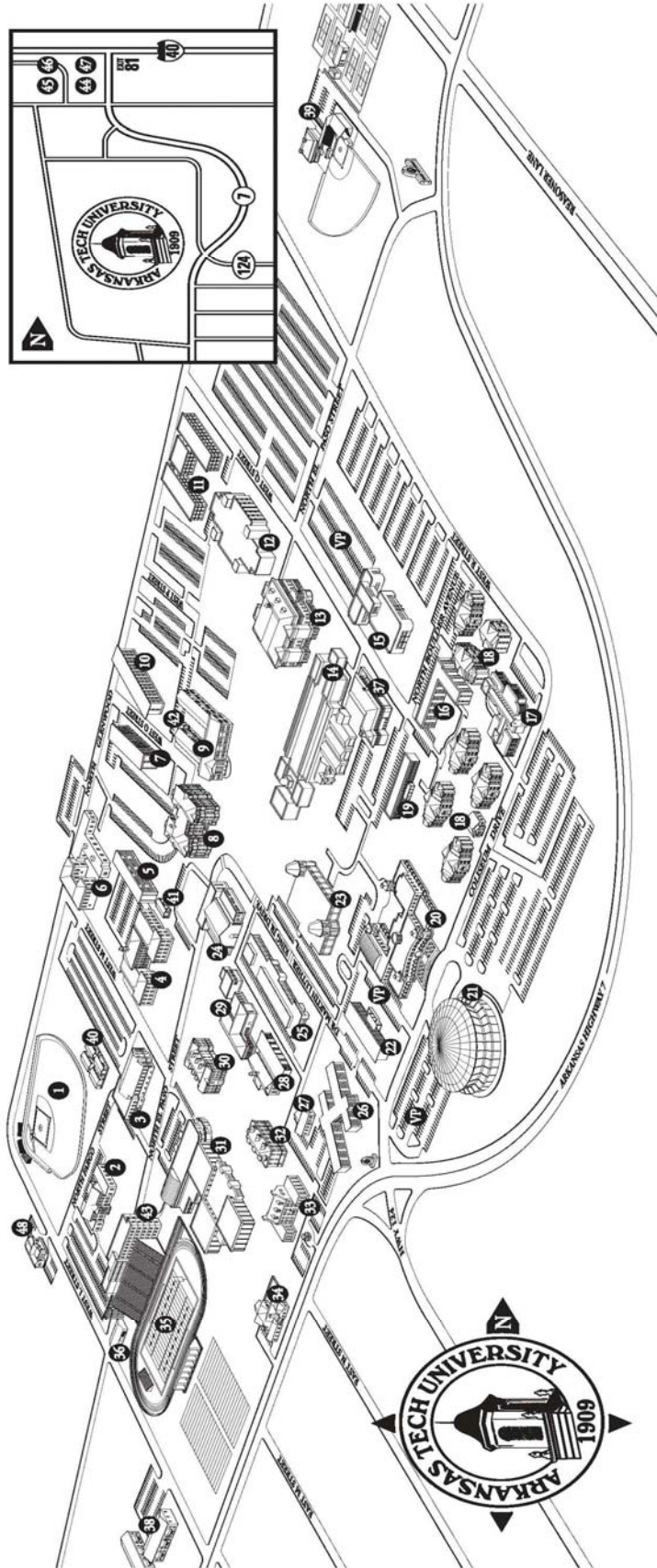
**COURSE POINT TOTALS/HOMEWORK ASSIGNMENTS**

Unit	Pts	Assignment
1	4	download/print assignments
2	50	2-page essay
3	50	chronology of history of U.S. disaster assistance policy 5 paragraph
	2	download/print assignments
4	50	2-page essay
	4	download/print assignments
5	5	paragraph. . . . .

Portfolio=150 (17 paragraphs @ 5 points each, 50 download/print assignments @ 1 point each, 15 points for overall appearance)  
Final=200

## Appendix B

- |  |                                |   |
|--|--------------------------------|---|
| 1. Baseball Field                                  | 17. Energy Center              | 33. Caraway Residence Hall                  |
| 2. Williamson Building                             | 18. University Commons         | 34. Alumni House                            |
| 3. Stroupe Building                                | 19. Roush Residence Hall       | 35. Buerkle Field                           |
| 4. Wilson Hall                                     | 20. Doc Bryan Student Services | 36. Visiting Team Dressing Facility         |
| 5. Tucker Hall                                     | 21. Tucker Coliseum            | 37. Norman Hall                             |
| 6. Critz Building                                  | 22. Massie Residence Hall      | 38. Stadium Suites Student Housing          |
| 7. Brown Residence Hall                            | 23. Chambers Cafeteria         | 39. Chartwells Athletic Complex             |
| 8. Summit Hall                                     | 24. Techionery                 | 40. Temporary Buildings #1-4                |
| 9. Dean Building                                   | 25. W.O. Young Building        | 41. Temporary Building #5                   |
| 10. Turner Residence Hall                          | 26. Bryan Hall                 | 42. Temporary Building #6 (Nursing)         |
| 11. Paine Residence Hall                           | 27. Public Safety              | 43. Baswell Residence Hall                  |
| 12. Witherspoon Building                           | 28. Tomlinson                  | 44. Crabaugh House                          |
| 13. Ross Pendergraft Library and Technology Center | 29. Administration Building    | 45. Tech Farm                               |
| 14. McEver Science Building                        | 30. Crabaugh Building          | 46. Fisheries, Wildlife and Engineering Lab |
| 15. Corley Building                                | 31. Hull Building              | 47. Animal Science Teaching Lab             |
| 16. Jones Residence Hall                           | 32. Art Building (Old)         |   |



- Administration Building - 29
- Alumni House - 34
- Animal Science Teaching Lab - 47
- Art Building - 37
- Baseball Field - 1
- Baswell Residence Hall - 43
- Brown Residence Hall - 7
- Bryan Hall - 26
- Buerhle Field - 35
- Caraway Residence Hall - 33
- Chambers Cafeteria - 23
- Chartwells Athletic Complex - 39
- Corley Building - 15
- Crabough Building - 30
- Crabough House - 44
- Critz Building - 6
- Dean Hall - 9
- Doc Bryan Student Services Building - 20
- Energy Center - 17
- Fisheries, Wildlife and Engineering Lab - 46
- Hull Building - 31
- Jones Residence Hall - 16
- Massie Residence Hall - 22
- McEver Science Building - 14
- Old Art Building - 32
- Paine Residence Hall - 11
- Public Safety - 27
- Ross Pendergraft Library and Technology Center - 13
- Rough Residence Hall - 19
- Stadium Suites Student Housing - 38
- Stroupe Building - 3
- Summit Residence Hall - 8
- Tech Farm - 45
- Technician - 24
- Temporary Buildings #1-4 - 40
- Temporary Building #5 - 41
- Temporary Nursing Building - 42
- Tomlinson Building - 28
- Tucker Coliseum - 21
- Tucker Hall - 5
- Turner Residence Hall - 10
- University Commons Apartments - 18
- Visiting Team Dressing Facility - 36
- W.O. Young Building - 25
- Williamson Building - 2
- Wilson Hall - 4
- Witherspoon Building - 12