Arkansas Tech University
REQUEST FOR COURSE ADDITION

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Emergency Management**
DATE SUBMITTED:	2-4-16

Title	Signature	Date
Department Head	*Sandy M Smith*	2-5-16
Dean	*(signature)*	5 Aug 16
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	*(signature)*	8/8/16
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)	Effective Term:
EMHS	~~6XX3~~ 6133	○ Spring ● **Summer I**

Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Ethical, Legal, and Political Considerations in Emergency Management & Homeland Security

Banner Title: (limited to 30 characters, including spaces, capitalize all letters — this will display on the transcript)

ETHICAL/LEGAL CONSIDERATIONS

Will this course be cross-listed with another existing course? If so, list course subject and number.

○ Yes ● No

Will this course be cross-listed with a course currently not in the undergraduate or graduate catalog?
If so, list course subject and number. ○ Yes ● No

Is this course repeatable for additional earned hours? ○ Yes ● No How many total hours?

Grading: ● Standard Letter ○ P/F ○ Other

Mode of Instruction (check appropriate box):

● 01 Lecture ○ 02 Lecture/Laboratory ○ 03 Laboratory only

○ 05 Practice Teaching ○ 06 Internship/Practicum ○ 07 Apprenticeship/Externship

○ 08 Independent Study ○ 09 Readings ○ 10 Special Topics

○ 12 Individual Lessons ○ 13 Applied Instruction ○ 16 Studio Course

○ 17 Dissertation ○ 18 Activity Course ○ 19 Seminar ○ 98 Other

Does this course require a fee? ○ Yes ● No	How Much?	Select Fee Type

If selected other list fee type:

☐ Elective   ☑ Major   ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

If course is required by major/minor, how frequently will course be offered?

every Spring

For the proposed course, attach a syllabus in Word format that includes: **(Items a. through d. should be entered as they should appear in the catalog)**

a. Course subject
b. Course number
c. Catalog course title
d. Catalog description
    1. Arkansas Course Transfer System (ACTS) course number, if applicable
    2. Cross-listing
    3. Offered (e.g., Fall only, Spring only. Do not enter if offer course fall and spring)
    4. Prerequisites
    5. Co-requisites
    6. Description
    7. Notes (e.g., information not in description such as course may be repeated for credit)
    8. Contact Hours if different than lecture (e.g., Lecture three hours, laboratory three hours)
    9. Fees (e.g., $36 art fee)
e. Section for Name of instructor, office hours, contact information (telephone, email)
f. Text required for course
g. Bibliography (supplemental reading list)
h. Justification/rationale for the course
i. Course objectives
j. 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 undergraduate catalog)
k. Assessment methods (include grading policy with specific equivalents for A, B, C)
l. Policy on absences, cheating, plagiarism, etc.
m. Course content (outline of material to be covered in course).

Will this course require any special resources such as unusual maintenance costs, library resources, special software, distance learning equipment, etc.? No.

Will this course require a special classroom (computer lab, smart classroom, or laboratory)? No.

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

<div align="center">**Course Syllabus**</div>

COURSE NUMBER:
EMHS 6XX3 6133

COURSE TITLE:
Ethical, Legal, and Political Considerations in Emergency Management and Homeland Security

COURSE TIME:
Tuesday/Thursday 9:30-10:50am
Dean Hall 206

INSTRUCTORS:
Dr. Sandy Smith/Professor Beth Gray
Dean Hall 110
356-2092
Ssmith107@atu.edu/Egray3@atu.edu
*Best way to reach your instructors is by text or phone; expect a response to email typically during the next set of office hours.

OFFICE HOURS:
Monday/Wednesday/Friday 9:00-11:00
Tuesday/Thursday by appointment
*Office hours are subject to change; changes will be posted on blackboard and office door

CATALOG DESCRIPTION:
This course examines and applies Ethical, Legal, Political, and Social Issues in Emergency Management and Homeland Security.

REQUIRED TEXTS:
There is no required text for this course. Journal articles and other materials will be provided.

SUPLEMENTAL READING LIST:
It is expected that students will take the initiative to do their own search and find appropriate peer reviewed materials for class discussion.

JUSTIFICATION:

Emergency managers interact with people during some of their most vulnerable times, which can lead to a number of ethical dilemmas, legal challenges, political concerns, and social considerations. This course explores and applies ethical, legal, political, and social issues in emergency management and homeland security and provides students with the opportunity to apply foundational concepts regarding ethical, legal, political, and social contexts for making sound decisions.

COURSE OBJECTIVES:

By the end of this course, the student should be able to:

- Identify and apply ethical, legal, political, and social contexts to the practice of emergency management and homeland security.
- Discuss legal principles pertinent to emergency management and homeland security.
- Demonstrate coordination skills within legal and political contexts.
- Analyze and evaluate ethical, legal, political, and social contexts.

COURSE ASSESSMENT:

Point Accumulation		Grade Scale		
Assignments	Points	Accumulated Points	Percent	Grade
Class Participation	50			
Assignments & Quizzes	250	900-1000	90-100	A
Presentation	300	800-899	80-89	B
Case Study Outline	100	700-799	70-79	C
Case Study Paper	300	600-699	60-69	D
Total Points	**1,000**	599<	0-59	F

COURSE CONTENT:

Topics to Cover Include (but are not limited to):

- The ethical, legal, political, and social contexts of Emergency Management and Homeland Security
- Ethical Principles and Theories
- Legal Principles
- The Challenges of ethical, legal, political, and social decision making
- Disaster Case Studies

Subject to Change

> The course content is subject to change should the instructor determine such change would better meet the student's educational needs.

Effort and Substance

> The effort put forth by the student and the substance of the student's answers will be considered in all work submitted for the course.

> If you find that a question cannot be answered straight from the assigned reading material, the intent is for you to take what you have learned from the reading and extrapolate from it. The question may be answered based on a concept from the reading rather than a verbatim example, or it may require some outside research.

> The purpose is for the student to develop thinking skills – intellectual activity versus memorization or regurgitation. Throughout the course the student will be asked to use critical, practical, and creative thinking, which will be significantly

more beneficial than memorizing or copying material and forgetting it shortly thereafter.

COURSE POLICIES:

Assignment Completion

Students must complete their assignment within the timeframe specified by the instructor.

Late Work

Work must be received by the due date and time as given by the instructor.

E-Mail Correspondence

In all e-mails to the instructor, list the course number and section number. And, if applicable, list the name or number of the assignment in the "Subject Line" of the e-mail. Also, be sure your name is somewhere on the email and on any attached assignment.

All students must give prompt attention to communications from faculty and staff members of the University. Most communications will be sent to your official Tech e-mail address. University policy dictates that electronic communications to your instructor must be sent from your official Tech e-mail address.

Excessive Unexcused Absences

If, at any time during the semester, you have unexcused absences or fail to complete and submit assignments, you may be referred to the Tech Early Warning Program. If you are unresponsive to contact attempts, you may be dropped from the course by your instructor with an "FE" for excessive absences or non-performance. It is your responsibility to contact the instructor directly when you cannot attend class; however, excused absence is not guaranteed.

Campus policy outlines the dates for dropping a course with a "W". If you have a failing score and do not drop before the stated deadline, you will receive an "F" on your transcript for the course; therefore, it is in your best interest to monitor your status in the course and take advantage of the opportunity to withdraw with a "W" rather than remaining in the course and receiving an "F."

You are responsible for explaining to the instructor the reason for absences due to sickness, accident, or death in the family. The instructor is entitled to request verification. For absences which make it difficult for you to contact the instructor, such as an emergency, you should contact the Student Services Office, Doc Bryan Student Services Center, Room 233, (479-968-0239) to have the instructor notified.

Academic Misconduct

Academic misconduct concerns a student's inappropriate behavior in a class regardless of the class format and delivery. Such behavior includes interacting with the professor and other students in a manner that disrupts the learning environment of a class. Examples include but are not limited to: a) engaging in a discussion with other students that is not beneficial to the class or acceptable to the professor; b) interrupting class unnecessarily; c) attempting to monopolize the professor's time and attention; d) being chronically late to the class; and e) failing to engage in a class in a manner that is required by the professor, such as chronically late submission of assignments. Misconduct also covers verbal or nonverbal harassment and threats in relation to classes. Student behavior must not infringe on the rights of other students or faculty during a class, including the online environment.

Course, Department, and University policies will be followed in handling academic misconduct.

A student will be notified when his or her conduct is inappropriate. If the student does not respond to the notification and/or the inappropriate conduct continues, the student will be removed from the classroom and/or Blackboard. If the student subsequently engages in misconduct, the student will be removed from the course. If the student continues to engage in misconduct, he or she may be removed from the program entirely; and the professor may begin university procedures for removal from the university.

Please note - In egregious cases of misconduct, such as verbal or written abuse or threats, the student may immediately be removed from the classroom and/or Blackboard, from the course, and from the program entirely. In such cases, the professor may begin university procedures for removal from the university.

Academic Dishonesty

Academic dishonesty refers to the various categories of cheating and plagiarism in a class, regardless of the class format and delivery.
1. Cheating on an examination, quiz, or homework assignment involves any of several categories of dishonest activity. Examples include but are not limited to: a) copying from an examination, quiz, or any other assignment of another student; b) utilizing notes, messages, or crib sheets in any format which gives the student extra help on an exam or quiz, and which were not approved by the professor of the class; c) obtaining advance copies of exams or quizzes by any means; d) hiring a substitute to take an exam or bribing any other individual to obtain exam or quiz questions; e) buying term papers or other assignments from the Internet or any other source; and f) using the same paper

to fulfill requirements in several classes without the consent of the professors teaching those classes.

2. 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 or oral work without acknowledgement to the true author. Any assignment, including but not limited to lab work, report, paper, presentation, or discussion board, written by copying or cutting and pasting from the Internet or any other source is plagiarized. Slight modifications in wording do not change the fact 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.

Course, Department, and University policies will be followed in handling academic dishonesty.

At a minimum, the student (and any student caught assisting in the dishonesty) will be given an *automatic* "F" for the test/assignment in question and possibly an "F" for the course. Subsequent cases of plagiarism or cheating will result in a minimum of one letter grade course reduction for each incident or an "F" for the course. If the student continues to engage in any academic dishonesty, he or she will be removed from the program entirely.

In addition, any student who aids another student in academic dishonesty (e.g., answers or provides a paper or a completed homework assignment to another student for submission) will be treated as also being involved in the dishonesty 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. THIS MEANS NO COPYING & PASTING IN ANY ASSIGNMENT.

Professionalism, Communication, & Respect

It is the policy and expectation of the Department of Emergency Management that students will conduct themselves in a professional manner that is guided by respect, collegiality, honesty, and ethical behavior in all of their interactions and communication with university faculty, staff, each other, and the community. Students are expected to maintain the highest ideals of academic and social conduct and are responsible for knowing the published policies and standards. Students also are expected to respect the views and personal dignity of other members of the university community, though this does not require that you must agree with others' views. The purposes of this policy are to promote excellence and integrity in all of our activities; to ensure that all persons are treated with

respect, dignity, and courtesy; and to promote constructive communication and collaborative teamwork.

DISABILITY SERVICES:

Arkansas Tech University is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Contact information for the Office of Disability Services: Doc Bryan, Suite 171, 1605 N. Coliseum Dr., Russellville, AR 72801; phone: (479) 968-0302; TTY (479) 964-3290.
Detailed information, including accommodations, is available at:
http://www.atu.edu/disabilities

Students choosing to utilize their accommodation plan are responsible for meeting with their instructors to discuss their accommodation plan. In no instance is a student required to share the nature of their disability with anyone other than Disability Services.

TECHNICAL ASSISTANCE:

Technical support, including Blackboard support, is available online, via email, or by phone: Telephone Support: (479) 968-0646; 1-866-400-8022; Email
Support: campussupport@atu.edu
Additional information may be found at: https://ois.atu.edu/
Hours of Operation:
24 hours a day - 7 days a week ** Excluding holidays **
When the library is closed, there will only be email and telephone support available.

Updated: February 5, 2016.

Arkansas Tech University

Course Addition

Assessment Form

EMHS 6133

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. How does this course fit with the university mission? **This course will provide students with an educational foundation in ethical, legal, political, and social issues which is an integral part and necessary for life-long learning in the field of Emergency Management and Homeland Security.**
b. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **NOT APPLICABLE**
c. Provide up to three student learning outcomes students will achieve after completing this course? **By the end of this course, the student should be able to:** **(1) Identify and apply ethical, legal, political, and social contexts to the practice of emergency management and homeland security.** **(2) Discuss legal principles pertinent to emergency management and homeland security.** **(3) Demonstrate coordination skills within legal and political contexts.** **(4) Analyze and evaluate ethical, legal, political, and social contexts.**
d. What assessment tool or measure will you use to assess student learning? (1) Identify and apply ethical, legal, political, and social contexts to the practice of emergency management and homeland security. **ASSIGNMENT** (2) Discuss legal principles pertinent to emergency management and homeland security. **ASSIGNMENT** (3) Demonstrate coordination skills within legal and political contexts. **ASSIGNMENT** (4) Analyze and evaluate ethical, legal, political, and social contexts. **PAPER**
e. What will students demonstrate, represent, or produce to provide evidence of their learning? **Students will produce a paper as evidence of their learning.**

f.	Provide an example or examples of student learning assessment evidence which supports the addition of this course. **This is to align the curriculum with the core competencies for the program. In order to be able to assess the core competencies as measured by our accrediting body, the course addition is being made.**
g.	How does this course fit in the current state of the discipline? Include Arkansas institutional comparisons. If Arkansas educational institutions do not have the course or program provide comparative examples from regional educational institutions. **There are not any Arkansas institutional comparisons or regional educational institutions in Emergency Management and Homeland Security (ASU-J offers a Disaster Preparedness MS degree which does not have a Homeland Security Component; however they do require an Ethics and Legal Considerations course). The FEMA Emergency Management Higher Education Institute has been developing mission areas by which to validate programs. In an attempt to meet these recommendations, we are making changes. These changes are based upon our accrediting body's guidelines and not other institutional comparisons.**

Arkansas Tech University
REQUEST FOR COURSE CHANGE

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Emergency Management**
DATE SUBMITTED:	2-4-16

Title	Signature	Date
Department Head	Sandy M Smith	2-5-16
Dean		3 Ary 16
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar		8/8/16
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)
EMHS	**6033**

Is this course cross-listed with another existing course? If so, list course subject and number.

◯ Yes　◉ No

Official Catalog Title:

Foundations of Leadership

Request to change: (check appropriate box):

☐ Course Number　　　☑ Title　　　　☑ Course Description

☐ Cross-Listing　　　　☑ Prerequisite　　☐ Co-requisite

☐ Grading　　　　　　☐ Fee

☑ Other | Required

NOTES: These changes will become effective in the Summer I Term of the new catalog year.
If this course is cross-listed, a prerequisite/co-requisite, or included in the course description of other courses, a Course Change must be submitted to address all changes in related courses.

New Course Number: (e.g., 1003)

New Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Leadership and Management

Banner Title: (limited to 30 characters, including spaces, capitalize all letters - this will display on the transcript)

LEADERSHIP AND MANAGEMENT

New Course Description:

This course is designed to provide the student with the basic principles and elements of leadership and management. Leadership theories and leadership development will be explored. Additionally, the impact of communication on leadership and management will be examined.

New Cross List:

☐ Adding Cross-Listing   ☐ Changing Cross-Listing   ☐ Deleting Cross-Listing

If adding or changing cross-listing, indicate course subject and number
(detail the difference in undergraduate and graduate course below, if appropriate)

New Prerequisite (list all, as you want them to appear in the catalog):

Prerequisites: EMHS 6063, EMHS 6093, and EMHS 6103 or consent of Graduate Program Director or Department Head.

New Co-requisite (list all, as you want them to appear in the catalog):

☐ Elective   ☑ Major   ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Arkansas Tech University

Course Change

Assessment Form

EMHS 6033

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **NOT APPLICABLE**
b. Provide an example or examples of student learning assessment evidence which supports the course change. **We are making EMHS 6033 a required class. The FEMA Emergency Management Higher Education Institute has been developing mission areas by which to validate programs. In an attempt to meet these recommendations, we are making changes. These changes are based upon our accrediting body's guidelines and not other institutional comparisons.**

Arkansas Tech University
REQUEST FOR COURSE CHANGE

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Emergency Management**
DATE SUBMITTED:	2/4/2015

Title	Signature	Date
Department Head	*Sandy M Smith*	2-5-16
Dean	*[signature]*	5 Aug
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	*[signature]*	8/8/16
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)
EMHS	**6053**

Is this course cross-listed with another existing course? If so, list course subject and number.

○ Yes   ◉ No

Official Catalog Title:

Legal Issues in Emergency Management

Request to change: (check appropriate box):

☐ Course Number   ☑ Title   ☑ Course Description

☐ Cross-Listing   ☑ Prerequisite   ☐ Co-requisite

☐ Grading   ☐ Fee

☐ Other

NOTES: These changes will become effective in the Summer I Term of the new catalog year.
If this course is cross-listed, a prerequisite/co-requisite, or included in the course description of other courses, a Course Change must be submitted to address all changes in related courses.

New Course Number: (e.g., 1003)

New Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Advanced Legal Issues in Emergency Management and Homeland Security

Banner Title: (limited to 30 characters, including spaces, capitalize all letters - this will display on the transcript)

Advanced Legal Issues in EMHS

New Course Description:

This course involves research, analysis, and discussion of laws that affect emergency management and homeland security. Emphasis will be placed on the legal obligations of the emergency management or homeland security professional.

New Cross List:

☐ Adding Cross-Listing   ☐ Changing Cross-Listing   ☐ Deleting Cross-Listing

If adding or changing cross-listing, indicate course subject and number
(detail the difference in undergraduate and graduate course below, if appropriate)

New Prerequisite (list all, as you want them to appear in the catalog):

6133

Prerequisites: EMHS 6xx3 (Ethical, Legal, and Political Considerations in Emergency Management and Homeland Security) or consent of Graduate Program Director or Department Head.

New Co-requisite (list all, as you want them to appear in the catalog):

☐ Elective   ☐ Major   ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Arkansas Tech University

Course Change

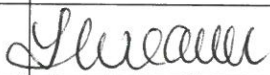**Assessment Form**

EMHS 6053

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **NOT APPLICABLE**
b. Provide an example or examples of student learning assessment evidence which supports the course change. **We are changing EMHS 6053 to clarify the name, description, and to add 6XX3 Ethical, Legal, and Political Considerations in Emergency Management as a prerequisite of EMHS 6053.**

Arkansas Tech University
REQUEST FOR COURSE CHANGE

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Department of Emergency Management**
DATE SUBMITTED:	02/03/2016

Title	Signature	Date
Department Head	*Sandy M Smith*	2-5-16
Dean	*[signature]*	9Aug16
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	*[signature]*	8/8/16
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)
EMHS	**6063**

Is this course cross-listed with another existing course? If so, list course subject and number.

◯ Yes ● No

Official Catalog Title:

Principles of Hazard and Emergency Management

Request to change: (check appropriate box):

☐ Course Number   ☑ Title   ☑ Course Description

☐ Cross-Listing   ☐ Prerequisite   ☐ Co-requisite

☐ Grading   ☐ Fee

☐ Other

NOTES: These changes will become effective in the Summer I Term of the new catalog year.

New Course Number: (e.g., 1003)

New Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Principles of Emergency Management

Banner Title: (limited to 30 characters, including spaces, capitalize all letters - this will display on the transcript)

Principles of EM

New Course Description:
This course provides an overview of issues related to emergency management including the history of emergency management, key policy, natural and technological hazards, comprehensive emergency management, and current issues. It examines the role of public, private, and non-governmental organizations in emergency management, future direction of the field, and discusses several practical considerations for emergency managers pertaining to preparedness, response, recovery, and mitigation.

New Cross List:

☐ Adding Cross-Listing   ☐ Changing Cross-Listing   ☐ Deleting Cross-Listing

If adding or changing cross-listing, indicate course subject and number
(detail the difference in undergraduate and graduate course below, if appropriate)

New Prerequisite (list all, as you want them to appear in the catalog):

New Co-requisite (list all, as you want them to appear in the catalog):

☐ Elective   ☐ Major   ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Arkansas Tech University

Course Change

Assessment Form

EMHS 6063

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

	Provide an answer for each question. Your answers are to be typed single spaced.
-	Change course title and course description for EMHS 6063, Principles of Hazards and Emergency Management.
a.	If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **Not Applicable**
b.	Provide an example or examples of student learning assessment evidence which supports the course change. **The existing course title and course description for EMHS 6063, Principles of Hazards and Emergency Management, does not incorporate the variety of subject matter covered in the class. Based on the faculty discussion pertaining to the course title and description, the change in the course title and description will reflect the course objective, and provide the students a better picture about the variety of topics covered in the course.**

Arkansas Tech University
REQUEST FOR COURSE CHANGE

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Emergency Management**
DATE SUBMITTED:	2-22-16

Title	Signature	Date
Department Head	*Sandy M Smith*	2-22-16
Dean	*[signature]*	8 Aug 16
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	*[signature]*	8/8/16
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)
EMHS	**6413**

Is this course cross-listed with another existing course? If so, list course subject and number.

☐ Yes ☉ No

Official Catalog Title:

Capstone Research Practicum II

Request to change: (check appropriate box):

☐ Course Number ☑ Title ☐ Course Description

☐ Cross-Listing ☑ Prerequisite ☐ Co-requisite

☐ Grading ☐ Fee

☐ Other

NOTES: These changes will become effective in the Summer I Term of the new catalog year.
   If this course is cross-listed, a prerequisite/co-requisite, or included in the course description of other courses, a Course Change must be submitted to address all changes in related courses.

New Course Number: (e.g., 1003)

New Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Capstone Research

Banner Title: (limited to 30 characters, including spaces, capitalize all letters - this will display on the transcript)

New Course Description:

New Cross List:

☐ Adding Cross-Listing   ☐ Changing Cross-Listing   ☐ Deleting Cross-Listing

If adding or changing cross-listing, indicate course subject and number
(detail the difference in undergraduate and graduate course below, if appropriate)

New Prerequisite (list all, as you want them to appear in the catalog):

New Co-requisite (list all, as you want them to appear in the catalog):

☐ Elective   ☑ Major   ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.) Remains a major course required for non-thesis research

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Office of Assessment and Institutional Effectiveness (2015)

Arkansas Tech University

Course Change

Assessment Form

EMHS 6413

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **Not applicable**
b. Provide an example or examples of student learning assessment evidence which supports the course change. **Requesting a name change and prerequisite for EMHS 6413. This request is being made for clarification purposes since all EMHS students will take EMHS 6933 Research I and 6413 Capstone Research is for non-thesis students. Additionally, the request of the prerequisite is to update the prerequisites to match the program change.**

Arkansas Tech University
REQUEST FOR COURSE CHANGE

TO:	Select Appropriate Committee	
FROM (Initiating Department):	**Emergency Management**	
DATE SUBMITTED:	2/2/2016	

Title	Signature	Date
Department Head	*Xardy M Smith*	2-5-16
Dean	*[signature]*	8/4/16
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	*[signature]*	8/8/16
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)
EMHS	**6423**

Is this course cross-listed with another existing course? If so, list course subject and number.

◯ Yes ⦿ No

Official Catalog Title:

Internship for Professional Practice

Request to change: (check appropriate box):

☐ Course Number   ☐ Title   ☑ Course Description

☐ Cross-Listing   ☑ Prerequisite   ☐ Co-requisite

☐ Grading   ☐ Fee

☑ Other | Required for Non-Thesis Option

NOTES: These changes will become effective in the Summer I Term of the new catalog year.
If this course is cross-listed, a prerequisite/co-requisite, or included in the course description

of other courses, a Course Change must be submitted to address all changes in related courses.

New Course Number: (e.g., 1003)

New Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Banner Title: (limited to 30 characters, including spaces, capitalize all letters - this will display on the transcript)

New Course Description:
This course provides students the opportunity to participate in an approved, supervised, professional experience.

New Cross List:

☐ Adding Cross-Listing ☐ Changing Cross-Listing ☐ Deleting Cross-Listing

If adding or changing cross-listing, indicate course subject and number
(detail the difference in undergraduate and graduate course below, if appropriate)

New Prerequisite (list all, as you want them to appear in the catalog):

EMHS 6063, EMHS 6093 (Fundamentals of Homeland Security), EMHS 6103 or Consent of Graduate Program Director or Department Head

New Co-requisite (list all, as you want them to appear in the catalog):

☐ Elective ☑ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.) **Required for Non-Thesis Option ONLY**

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Arkansas Tech University

Course Change

Assessment Form

EMHS 6423

Our Mission
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Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **NOT APPLICABLE**
b. Provide an example or examples of student learning assessment evidence which supports the course change. **We are making EMHS 6423 a required class for the non-thesis option, allowing students who complete the non-thesis (practicum) option to receive practical, hands-on experience in the field. This is comparable to the University of North Texas that offers a Public Administration degree with a specialization in Emergency Management. UNT requires pre-career students to complete an internship course.**

Arkansas Tech University
REQUEST FOR COURSE CHANGE

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Emergency Management**
DATE SUBMITTED:	2/2/2016

Title	Signature	Date
Department Head	*Sandy M Smith*	2-5-16
Dean	*[signature]*	8 Aug 16
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	*[signature]*	8/8/16
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)
EMHS	**6513**

Is this course cross-listed with another existing course? If so, list course subject and number.

◯ Yes ⦿ No

Official Catalog Title:

Technology for Comprehensive Emergency Management

Request to change: (check appropriate box):

☐ Course Number	☐ Title	☑ Course Description
☐ Cross-Listing	☑ Prerequisite	☐ Co-requisite
☐ Grading	☐ Fee	

☑ Other | Required

NOTES: These changes will become effective in the Summer I Term of the new catalog year.
   If this course is cross-listed, a prerequisite/co-requisite, or included in the course description

of other courses, a Course Change must be submitted to address all changes in related courses.
New Course Number: (e.g., 1003)
New Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)
Banner Title: (limited to 30 characters, including spaces, capitalize all letters - this will display on the transcript)
New Course Description: This course introduces emerging technologies with application to emergency management and homeland security.
New Cross List: ☐ Adding Cross-Listing   ☐ Changing Cross-Listing   ☐ Deleting Cross-Listing   If adding or changing cross-listing, indicate course subject and number   (detail the difference in undergraduate and graduate course below, if appropriate)
New Prerequisite (list all, as you want them to appear in the catalog):   Prerequisites: EMHS 6063 and EMHS 6093 or consent of Graduate Program Director or Department Head.
New Co-requisite (list all, as you want them to appear in the catalog):
☐ Elective   ☑ Major   ☐ Minor   (If major or minor course, you must complete the Request for Program Change form to add course to program.)
Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/
If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Arkansas Tech University

Course Change

Assessment Form

EMHS 6513

Our Mission
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Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **NOT APPLICABLE**
b. Provide an example or examples of student learning assessment evidence which supports the course change. **The FEMA Emergency Management Higher Education Institute has been developing mission areas by which to validate programs. In an attempt to meet these recommendations, we are making changes. These changes are based upon our accrediting body's guidelines and not other institutional comparisons. Therefore, we are making EMHS 6513 a required course.**

Arkansas Tech University
REQUEST FOR COURSE CHANGE

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Emergency Management**
DATE SUBMITTED:	2/2/2016

Title	Signature	Date
Department Head	_Sandy M Smith_	2-5-16
Dean	_(signature)_	8Aug16
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	_(signature)_	8/8/16
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)
EMHS	**6543**

Is this course cross-listed with another existing course? If so, list course subject and number.

○ Yes ● No

Official Catalog Title:

Advanced Digital Technology Applications in EM

Request to change: (check appropriate box):

☐ Course Number   ☑ Title   ☑ Course Description

☐ Cross-Listing   ☑ Prerequisite   ☐ Co-requisite

☐ Grading   ☐ Fee

☐ Other

NOTES: These changes will become effective in the Summer I Term of the new catalog year.
    If this course is cross-listed, a prerequisite/co-requisite, or included in the course description

of other courses, a Course Change must be submitted to address all changes in related courses.

New Course Number: (e.g., 1003)

New Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Geographic Information Systems in Emergency Management and Homeland Security

Banner Title: (limited to 30 characters, including spaces, capitalize all letters - this will display on the transcript)

GIS in EMHS

New Course Description:

This course emphasizes both the theoretical and practical aspects of database management, Geographic Information Systems (GIS) modeling and spatial analysis, and decision support systems in emergency management and homeland security. This course aims to integrate these advanced technologies into situational awareness fusion products.

New Cross List:

☐ Adding Cross-Listing   ☐ Changing Cross-Listing   ☐ Deleting Cross-Listing

If adding or changing cross-listing, indicate course subject and number
(detail the difference in undergraduate and graduate course below, if appropriate)

New Prerequisite (list all, as you want them to appear in the catalog):
None

New Co-requisite (list all, as you want them to appear in the catalog):

☐ Elective   ☐ Major   ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Arkansas Tech University

Course Change

Assessment Form

EmHS 6543

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **NOT APPLICABLE**
b. Provide an example or examples of student learning assessment evidence which supports the course change. **The title and description of the course are being changed to clarify and reflect what has been taught in the course.**

Arkansas Tech University
REQUEST FOR COURSE CHANGE

TO:	Select Appropriate Committee		
FROM (Initiating Department):	**Emergency Management**		
DATE SUBMITTED:	2-4-16		

Title	Signature	Date
Department Head	*Sandy M Smith*	2-5-16
Dean	*[signature]*	8/Aug/16
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	*[signature]*	8/8/16
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)
EMHS	**6933**

Is this course cross-listed with another existing course? If so, list course subject and number.

☐ Yes ☒ No

Official Catalog Title:

Research I

Request to change: (check appropriate box):

☐ Course Number   ☐ Title   ☒ Course Description

☐ Cross-Listing   ☒ Prerequisite   ☐ Co-requisite

☐ Grading   ☐ Fee

☒ Other | Required

NOTES: These changes will become effective in the Summer I Term of the new catalog year.
If this course is cross-listed, a prerequisite/co-requisite, or included in the course description of other courses, a Course Change must be submitted to address all changes in related courses.

New Course Number: (e.g., 1003)

New Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Banner Title: (limited to 30 characters, including spaces, capitalize all letters - this will display on the transcript)

New Course Description:

This course will require students to produce a literature review regarding an approved topic related to emergency management/homeland security. The literature review will be developed into a research proposal or term paper. The topic and design is developed with the approval of a supervising professor.

New Cross List:

☐ Adding Cross-Listing   ☐ Changing Cross-Listing   ☐ Deleting Cross-Listing

If adding or changing cross-listing, indicate course subject and number
(detail the difference in undergraduate and graduate course below, if appropriate)

New Prerequisite (list all, as you want them to appear in the catalog):

EMHS 6103 or Consent of Graduate Program Director or Department Head

New Co-requisite (list all, as you want them to appear in the catalog):

☐ Elective   ☑ Major   ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Arkansas Tech University

Course Change

Assessment Form

EMHS 6933

Our Mission
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Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **NOT APPLICABLE**
b. Provide an example or examples of student learning assessment evidence which supports the course change.   **EMHS 6933 has been required as the first class in the Thesis sequence. Students who elected to complete the non-thesis option took EMHS 6403. Both 6403 and 6933 have similar deadlines and outcomes. After many semesters, it has been determined that students are not prepared to make the decision of thesis vs non-thesis route at the beginning of the course. The course has be redesigned to allow students to complete a literature review (as was in both courses) and make the track determination during the course. This eliminates the need for two separate courses; thus is a cost savings to ATU. EMHS 6933 will be required as the first class in both the thesis and non-thesis option sequences.**

Arkansas Tech University
PROPOSAL FOR CHANGE IN PROGRAM

TO:	Graduate Council
FROM (Initiating Department):	**Department of Emergency Management**
DATE SUBMITTED:	2-22-16

Title	Signature	Date
Department Head	Sandy M Smith	2-22-16
Dean	Day M Fuller	1 July 16
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	Herman	8/8/16
Vice President for Academic Affairs		

Program Title: Emergency Management and Homeland Security	Requested changes will be effective Summer I for next catalog year

Outline change in program: (e.g., list changes in program such as (1) delete three hours of elective and (2) add three hours of approved major electives)

(1) Delete required course EMHS 6043 Contemporary Issues
(2) Add new required course EMHS 6093 Foundations of Homeland Security
(3) ~~Delete 6 hours of electives~~
(4) ~~Delete 3 hours of EMHS electives~~
(5) Add required course EMHS 6033 Foundations of Leadership
(6) Add new required course EMHS ~~6XXX~~ 6133 Ethical, Legal, and Political Considerations in Emergency Management and Homeland Security
(7) Add required course EMHS 6513 Technology for Comprehensive Emergency Management
(8) Delete "Professional Component," "Methods Component," "Applied Research Component," and "Interdisciplinary Component"
(9) ~~Add~~ "Required Core (~~15 hours~~)" **will be 18 hrs**
(10) Add "Thesis Option" and "Non-Thesis Option" (9 hours)
(11) Add **EMHS** "Electives (9 hours)"

For Non-Thesis Option
(12) Add EMHS 6933 Research I
(13) Add EMHS 6423 Internship for Professional Practice
(14) Add EMHS 6413 Capstone Research

For Thesis Option
(15) Add EMHS 6933 Research I

(16)	**Add EMHS 6123 Applied Data Analysis**
(17)	**Add EMHS 6943 Research II**

What impact will the change have on staffing, on other programs and space allocation?
This will increase the number of sections of graduate courses offered by the department by 3 courses per semester. As always, additional classroom space will be requested as DEM only has DN 102 designated.

Attach the Change in Program Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

In the attached matrix, include requested changes in the matrix and include course number and title.

Curriculum Matrix for Catalog Curriculum in Emergency Management and Homeland Security (enter title for program changing)	
1st Fall Semester **Add/Change:** EMHS 6063 Principles of Emergency Management EMHS 6093 Introduction to Homeland Security EMHS 6103 Research Design and Methods **Delete:** EMHS 6043 Contemporary Issues Total Hours: 9 hours	1st Spring Semester **Add/Change:** EMHS 6933 Research I **6133** EMHS ~~6XX3~~ Ethical, Legal, and Political Considerations in Emergency Management and Homeland Security EMHS 6033 Leadership and Management **Delete:** Total Hours: 9
2nd Fall Semester **Add/Change:** EMHS 6513 Technology for Comprehensive EM EMHS 6123 Applied Data Analysis (THESIS) -OR- EMHS 6423 Internship (NON-THESIS) EMHS Elective (3 hours) **Delete:** Total Hours: 9	2nd Spring Semester **Add/Change:** EMHS 6943 Research II (THESIS) -OR- EMHS 6413 Capstone Research (NON-THESIS) EMHS Electives (6 hours) **Delete:** Total Hours: 9

Arkansas Tech University

Proposal for Change in Program

Assessment Form

EMHS

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

	Provide an answer for each question. Your answers are to be typed single spaced.
a.	How does the program change fit with the university mission? **This program change will provide students with a better educational foundation in Emergency Management and Homeland Security (EM/HS).**
b.	If this change in the program is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **NOT APPLICABLE**
c.	How will the program change impact learning for students enrolled in this program? **This program change will help to ensure students have a well-rounded understanding of the core competencies related to EM/HS.**
d.	What will students demonstrate, represent, or produce to provide evidence of their learning once they complete the program? **Students will demonstrate their understanding of the core competencies through the completion of a thesis OR comprehensive exam.**
e.	Provide an example or examples of student learning assessment evidence which supports the changes in the program. **This is to align the curriculum with the core competencies for the program. In order to be able to assess the core competencies as measured by our accrediting body, the requested course additions and requirements are being made.**
f.	How does this course fit in the current state of the discipline? Include Arkansas institutional comparisons. If Arkansas educational institutions do not have the course or program provide comparative examples from regional educational institutions. **There are not any Arkansas institutional comparisons or regional educational institutions. The Emergency Management Higher Education Institute has been developing mission areas by which to validate programs. In an attempt to meet these recommendations, we are making changes. These changes are based upon our accrediting body's guidelines and not other institutional comparisons.**

g. Attach a detailed assessment plan including three to five specific program student learning outcomes, means or instructional measures to assess each outcome, identify program courses where learning will be assessed, and performance standards or criteria for success which demonstrate student learning for each outcome. (Examples for assessment plans/curriculum mapping can be found at the Office of Assessment and Institutional Effectiveness web page.)

DETAILED ASSESSMENT PLAN

Competency	Description	Courses	Measure
Theory, Practical Application, and Research	Emergency Management and Homeland Security (EM/HS) is a discipline of theory and practice – theory informs practice and practice informs theory. EMHS students study the discipline's existing body of knowledge; practice the discipline based upon that knowledge; and in turn, contribute to the body of knowledge through theoretical and applied research.	EMHS 6103 - Research Design and Methods (I) EMHS 6933 - Research I (R) EMHS 6943/6413 (M)	Final Paper Final Paper Final Paper/ Comprehensive Exam
Comprehensive Emergency Management	Comprehensive emergency management and the doctrine and policy on which it is based is foundational for emergency managers. The goal of comprehensive emergency management is to achieve security and resilience from the local to global levels, using the capabilities required across the whole community to prevent, protect against, mitigate for, respond to, and recover from the threats and hazards that pose the greatest risk.	EMHS 6063 - Principles of EM	Assignment (I) Assignment (R) Final Paper (M)
Homeland Security	Homeland security is a concerted national effort to ensure a homeland that is safe, secure, and resilient against terrorism and other hazards, including protection of the critical infrastructure. EM/HS professionals prepare for and respond to the potential threat to communities, by engaging in programs and activities to improve the security and safety of our nation.	EMHS 6093 - Fundamentals to Homeland Security	Assignment (I) Assignment (R) Final Paper (M)
Legal and Political Contexts	Emergency management and homeland security (EM/HS) are situated and operate within various constraining and enabling circumstances particularly within legal, political and organizational contexts. With any EM/HS endeavor, legal and political considerations must be made.	EMHS 6093 (HS) EMHS 6XX3 – Ethical, Legal, Political Considerations	Assignment (I) Assignment (R) Paper (M)

Competency	Description	Courses	Measure
Ethical and Social Contexts	EM/HS professionals must consider the whole community within ethical and social contexts. With any EM/HS endeavor, ethical and social considerations must be made. EM/HS professionals must practice and insist on ethical behavior toward all members of a community and must understand and operate with consideration of social aspects of emergency management, including social vulnerability reduction.	EMHS 6063 - Principles of EM EMHS 6XX3 - Ethical, Legal, Political Considerations	Assignment (I) Assignment (R) Paper (M)
Leadership, Management, and Decision Making Skills	The ability to lead, analyze, and make informed, reasoned, ethical decisions is vital to the success of any endeavor in EM/HS. Decisions need to be made with the understanding of their consequences. With lives and property at stake, it is critical for professionals to efficiently collaborate with, and direct the efforts of, others. Additionally, management and coordination skills equip professionals to deal effectively with people and projects in non-emergency and emergency situations across multiple sectors and in a team environment.	EMHS 6063 - Principles of EM EMHS 6033 – Leadership & Management	Assignment (I) Assignment (R) Paper (M)
Communication Skills	Professionals in EM/HS must be able to communicate with a high degree of proficiency both orally and in writing. Excellent communications skills are important for emergency managers on a day-to-day basis, particularly the ability to communicate effectively under pressure.	EMHS 6063 - Principles of EM EMHS 6033 – Leadership & Management	Assignment (I) Assignment (R) Assignment (M)
Technological Systems, and Standards	The identification, application, and interpretation of emergency technologies are essential for emergency managers – from the most basic computer usage to problem formation and solution, mapping and modeling in Geographic Information Systems (GIS), and emergency planning and management technologies.	EMHS 6093 (HS) EMHS 6513- Technology for Comprehensive EM	Assignment (I) Assignment (R) Paper (M)

EMHS Core Competencies

1. Theory, Practical Application, and Research
Emergency Management and Homeland Security (EM/HS) is a discipline of theory and practice – theory informs practice and practice informs theory. EMHS students study the discipline's existing body of knowledge; practice the discipline based upon that knowledge; and in turn, contribute to the body of knowledge through theoretical and applied research.

2. Comprehensive Emergency Management
Comprehensive emergency management and the doctrine and policy on which it is based is foundational for emergency managers. The goal of comprehensive emergency management is to achieve security and resilience from the local to global levels, using the capabilities required across the whole community to prevent, protect against, mitigate for, respond to, and recover from the threats and hazards that pose the greatest risk.

3. Homeland Security
Homeland security is a concerted national effort to ensure a homeland that is safe, secure, and resilient against terrorism and other hazards, including protection of the critical infrastructure. EM/HS professionals prepare for and respond to the potential threat to communities, by engaging in programs and activities to improve the security and safety of our nation.

4. Legal and Political Contexts
Emergency management and homeland security (EM/HS) are situated and operate within various constraining and enabling circumstances particularly within legal, political and organizational contexts. With any EM/HS endeavor, legal and political considerations must be made.

5. Ethical and Social Contexts
EM/HS professionals must consider the whole community within ethical and social contexts. With any EM/HS endeavor, ethical and social considerations must be made. EM/HS professionals must practice and insist on ethical behavior toward all members of a community and must understand and operate with consideration of social aspects of emergency management, including social vulnerability reduction.

6. Leadership, Management, and Decision Making Skills
The ability to lead, analyze, and make informed, reasoned, ethical decisions is vital to the success of any endeavor in EM/HS. Decisions need to be made with the understanding of their consequences. With lives and property at stake, it is critical for professionals to efficiently collaborate with, and direct the efforts of, others. Additionally, management and coordination skills equip professionals to deal effectively with people and projects in non-emergency and emergency situations across multiple sectors and in a team environment.

7. Communication Skills
Professionals in EM/HS must be able to communicate with a high degree of proficiency both orally and in writing. Excellent communications skills are important for emergency managers on a day-to-day basis, particularly the ability to communicate effectively under pressure.

8. Technological Systems, and Standards
The identification, application, and interpretation of emerging technologies are essential for emergency managers – from the most basic computer usage to problem formation and solution, mapping and modeling in Geographic Information Systems (GIS), and emergency planning and management technologies.

Old Program

Master of Science
Emergency Management and Homeland Security

Dr. Sandy Smith, Head
Dean Hall, Room 110
(479) 498-6039
ssmith107@atu.edu

The Department of Emergency Management (EM) at Arkansas Tech University offers a solid background in emergency management and homeland security skills such as preparedness, mitigation, response, recovery, prevention, protection, and strategic collaboration. There is a growing demand for professionals educated in emergency management for the private business sector, education, and various government agencies and organizations at all levels-local, state, regional, national, and international.

This program may be completed online.

This degree offers a specialized program both for existing career professionals in the discipline and for those seeking the diverse employment opportunities available in this evolving career field. The curriculum applies a multidisciplinary approach targeting the principles of emergency management along with state-of-the-art technologies. The EMHS Program Director acts as faculty advisor to each student admitted to the EMHS degree program.

Unconditional Admission

Students are eligible to apply for unconditional admission to the Master of Science degree program in Emergency Management and Homeland Security (EMHS) if they meet all of the following requirements. Additionally, all application credentials are examined by a faculty committee from the EM Department in determining admission status.

1. Applicants must meet the admission requirements for the Graduate College.
2. Applicants must have a minimum undergraduate cumulative grade point average of 3.00.
3. Applicants must provide statement of intent which addresses career goals, interests in Graduate College and emergency management, and research interests. (500 word minimum)
4. Applicants must provide a resume or vitae.
5. Approval from the Program Director.

Conditional Admission

Conditional admission may be possible when the grade point average is between 2.5 and 3.0. In addition, all application credentials are examined by a faculty committee from the EM Department to determine admission status. If a student was admitted conditionally based on grade point average, the condition will be met if upon completion of twelve (12) semester hours a cumulative grade point average of 3.00 or better is achieved.

After completion of the Research Design and Methods course, the Program Director will assist the student in picking a thesis advisor and thesis committee. The Program Director will assist the student in designing a curriculum of study leading to the fulfillment of degree requirements. Additionally, the academic advisor and the Graduate College will monitor the student's progress. Ultimately, it remains the student's responsibility to understand and to satisfy all degree requirements.

Late Admission

Priority deadline date for fall admission is March 1 and spring admission is October 1. Any student requesting admission for any academic term must have their documentation material processed for admission to the program as required by the Department of Emergency Management by the first day of the term requested. Documentation includes undergraduate transcript(s), a Statement of Intent and either a Resume or a Vitae. If processing cannot be completed, and approval given by the Program Director, the student will be rejected for admission for that term and must wait to enter the next academic term.

Degree Requirements

1. The completion of 36 semester hours of graduate work is required, of which 18 semester hours must be at the 6000 level. The 36 hours are taken with four component areas: Professional Component, Methods Component, Applied Research Component, and Interdisciplinary Component.

Professional Component (18-21 hours)

Most courses have the prerequisite or acceptable equivalencies of EMHS 6043, EMHS 6063, and EMHS 6103, or the consent of the instructor.

Methods Component (3-6 hours)

EMHS 6103 Research Design and Methods
EMHS 6123 Applied Data Analysis

Applied Research Component (6 Hours)

EMHS 6403 Action Research Practicum I
EMHS 6413 Action Research Practicum II
EMHS 6423 Internship for Professional Practice
EMHS 6933 Research I
EMHS 6943 Research II

Interdisciplinary Component (6 hours)

Elective EMHS or non-EMHS graduate courses tailored to each student's interests and career objectives.

2. A cumulative grade point average of a 3.00 or better must be achieved in all graduate work attempted at Arkansas Tech University, with a maximum of six (6) hours of "C" grades. A student receiving more than six (6) hours of "C" or grades lower than "C" should refer to the section of the catalog on Academic Probation and Dismissal.
3. The master's degree program must be completed within six (6) years from the time of admission to the graduate program.
4. A minimum of 27 semester hours of graduate coursework completed in residence at Arkansas Tech University.

Candidacy

Graduate students admitted unconditionally must apply for candidacy to the selected degree program upon completion of twelve (12) graduate credit hours. Students admitted conditionally cannot apply for candidacy until all conditions assigned at the time of admission to graduate study have been removed.

Upon the completion of twelve (12) graduate hours, a hold will be placed on the students' record until a candidacy form has been approved by the Graduate Dean. Failure to apply for candidacy will result in the hold remaining on the students' record, and an inability to register for subsequent coursework.

Students who have filed a candidacy form but do not enroll or receive graduate credit for one (1) academic year must submit a new candidacy form upon being readmitted into the same graduate program. If admitted into a different academic program, students are not required to submit a new candidacy form until twelve (12) graduate credits have been accumulated within the new program.

Application for Graduation

In addition to satisfying all degree requirements, a candidate for a degree must file an Application for Graduation online or at the Registrar's Office. Students must apply for graduation upon completion of twelve (12) graduate credit hours.

Special Conditions of Graduate Credit

Graduate Credit Taken Prior to Admission to Arkansas Tech University

A maximum of nine (9) semester hours of graduate credit with a grade point average of "B" or better may be transferred from an accredited graduate school if deemed appropriate to the graduate program by the head of the student's major department and the Graduate College Dean. Students must send a written request to the head of their major department to petition an acceptance of the transfer credit prior to requesting admission to candidacy to the graduate program. Graduate credit earned six (6) years prior to the completion date of all degree requirements may not be applied toward the degree without the approval of the appropriate program director and the Graduate College Dean. Credits earned by correspondence courses or for remedial purposes will not apply toward the graduate degree. No undergraduate course may be repeated for graduate credit.

Graduate Credit Taken After Admission to Arkansas Tech University

If after admission to graduate study, a student wishes to take a course at another institution to count toward degree requirements at Arkansas Tech University, the student must, in advance of enrollment, obtain written approval from the program director and the Graduate College Dean.

New Program

Master of Science
Emergency Management and Homeland Security

Dr. Jamie Earls, Program Director
Dean Hall, Room 107c
(479) 880-4046
jearls@atu.edu

The Department of Emergency Management (EM) at Arkansas Tech University offers a solid background in emergency management and homeland security including preparedness, mitigation, response, recovery, prevention, protection, and strategic collaboration. There is a growing demand for professionals educated in emergency management and homeland security for the private business sector, education, and various government agencies and organizations at all levels-local, state, regional, national, and international.

This program may be completed online.

The entire program is offered both online and in the classroom. This degree offers a specialized program both for existing career professionals in the discipline and for those seeking the diverse employment opportunities available in this evolving career field. The curriculum applies a multidisciplinary approach targeting the principles of emergency management, including homeland security, along with state-of-the-art technologies.

Unconditional Admission

Students are eligible to apply for unconditional admission to the Master of Science degree program in Emergency Management and Homeland Security (EMHS) if they meet all of the following requirements. Additionally, all application credentials are examined by the Program Director in determining admission status.

1. Applicants must meet the admission requirements for the Graduate College.
2. Applicants must have a minimum undergraduate cumulative grade point average of 3.00.
3. Applicants must provide statement of intent which addresses career goals, interests in Graduate College and emergency management, and research interests. (500 word minimum)
4. Applicants must provide a resume or vitae.
5. Approval from the Program Director.

Conditional Admission

Conditional admission may be possible when the grade point average is between 2.5 and 3.0. In addition, all application credentials are examined by a faculty committee from the EM Department to determine admission status. If a student was admitted conditionally based on grade point average, the condition will be met if upon completion of twelve (12) semester hours a cumulative grade point average of 3.00 or better is achieved.

Late Admission

Priority deadline date for fall admission is March 1 and spring admission is October 1. Any student requesting admission for any academic term must have their documentation material processed for

admission to the program as required by the Department of Emergency Management by the first day of the term requested. Documentation includes undergraduate transcript(s), a Statement of Intent and either a Resume or a Vitae. If processing cannot be completed, and approval given by the Program Director, the student will be rejected for admission for that term and must wait to enter the next academic term.

Academic Advisors

The Program Director will serve as academic advisor and will assist the student in designing a curriculum of study leading to the fulfillment of degree requirements. Additionally, the academic advisor and the Graduate College will monitor the student's progress. Ultimately, it remains the student's responsibility to understand and to satisfy all degree requirements. The Program Director will assist students in choosing the Thesis or Practicum Option and in choosing a thesis advisor and committee if applicable.

Degree Requirements

The student seeking the Master of Science degree in Emergency Management and Homeland Security must complete the following:

1. A minimum of 36 semester hours at the graduate level (5000-6000). Eighteen (18) hours of required courses and nine (9) hours of electives shall be completed. Additionally, nine (9) hours shall be completed for the thesis option or the non-thesis option. A minimum of 18 hours must be at the 6000 level.

Required Courses (18 hours)

EMHS 6063 Principles of Emergency Management
EMHS 6093 Fundamentals of Homeland Security
EMHS 6103 Research Design and Methods
~~6133~~ EMHS ~~6XX3~~ Ethical, Legal, and Political Considerations in EMHS
EMHS 6033 Leadership and Management
EMHS 6513 Technology for Comprehensive Emergency Management

Non-Thesis Option (9 Hours)

EMHS 6933 Research I
EMHS 6423 Internship for Professional Practice
EMHS 6413 Capstone Research ~~Practicum II~~

Thesis Option (9 Hours)

EMHS 6933 Research I
EMHS 6123 Applied Data Analysis
EMHS 6943 Research II

Electives (9 hours)

EMHS 5003 Principles and Practice of Disaster Relief and Recovery
EMHS 5043 Disaster and Emergency Management Ethics
EMHS 5053 Community Management of Hazardous Materials
EMHS 5991, 5992, 5993 Special Problems and Topics
EMHS 6003 Design and Management of Preparedness and Mitigation Systems
EMHS 6023 Risk and Vulnerability Assessment for Business and Industry
EMHS 6043 Contemporary Issues in Emergency Management
EMHS 6053 Advanced Legal Issues in Emergency Management
EMHS 6073 Introduction to Terrorism
EMHS 6083 Business Continuity Project Management
EMHS 6203 Crisis Communications
EMHS 6243 Intelligence in Emergency Management and Homeland Security
EMHS 6253 Information Security for Public Managers
EMHS 6543 Geographic Information Systems in EMHS
EMHS 6563 Situational Awareness of Environmental Threats
EMHS 6891, 6892, 6893 Independent Study

2. The successful completion of an oral defense of the completed thesis or comprehensive examination.
3. A cumulative grade point average of a 3.00 or better must be achieved in all graduate work attempted at Arkansas Tech University, with a maximum of six (6) hours of "C" grades. A student receiving more than six (6) hours of "C" or grades lower than "C" should refer to the section of the catalog on "Academic Probation and Dismissal."
4. The master's degree program must be completed within six (6) years from the time of admission to the graduate program.

Candidacy

Graduate students admitted unconditionally must apply for candidacy to the selected degree program upon completion of twelve (12) graduate credit hours. Students admitted conditionally cannot apply for candidacy until all conditions assigned at the time of admission to graduate study have been removed.

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