Readings—As Assigned by Instructor

(Note: Readings may be accessed through available subscriptions of the FSU Library System or Course Library where indicated. The instructor reserves the right to change the content of the syllabus during the course of the semester. Any changes will be posted in the announcement section on BlackBoard. Students should regularly log in to check announcements.)

Course Objectives:
After completing the course, students will be able to:

- Describe the main characteristics of the Third sector
- Discuss the role of the Nonprofits and NGOs in Disaster Risk Management
- Identify and describe partnership relations between Government and the Private Sector.
- Discuss and exemplify the role of the Third Sector in the context of US case studies.
- Describe and provide examples of the functions of the NGOs in International context.
- Identify best practices in Humanitarian Aid and Refugee coordination.
- Discuss the role of the Third Sector in War, Conflict and Security situations.
- Elaborate on the necessary actions for effective volunteer management considering responsibilities and safety issues.
- Describe and provide examples of management of resources for NGO activities in Disaster Management

Course Description:
This course is designed to introduce students to the fundamental concepts, theories, principles and practices in emergency management.

Course Structure:
This class will consist of slide presentations, discussion board participation, case studies, papers, quizzes, exams, and homework assignments.

Course Expectations:
The class sessions will be interactive, therefore participation and completion of assigned readings are very important. In addition to discussion boards, there will be individual presentations that will require you to provide feedback to your fellow students in the form of comments and/or questions. In order to fully participate, you will be expected to have an e-mail account (free to Florida State University students) and access to the internet. If you do not have an Internet account, please see us so that we can assist you in getting signed up. This online class will take place on the Blackboard Conferencing System Web Board: http://campus.fsu.edu

Students are expected to do their own original work. Any student caught cheating, including using papers, reports, or tests from other students will be penalized to the full extent allowed by the Student Handbook.

Academic Honor Policy:
The Florida State University Academic Honor Policy outlines the University’s expectations for the integrity of students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and
faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "...be honest and truthful and...[to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at [http://fda.fsu.edu/Academics/Academic-Honor-Policy](http://fda.fsu.edu/Academics/Academic-Honor-Policy))

SafeAssign or Turnitin.com:
All papers will be submitted through Blackboard’s SafeAssign or Turnitin.com applications. These systems ensure the originality of the student’s work by allowing us to easily detect plagiarism. You must be certain that your paper follows APA guidelines in regards to quotations and source citations. Note: Copying work from other sources without appropriate citations will be considered plagiarism and is punishable under the academic honor code.

Wikipedia Policy: You may not cite Wikipedia as an original source. However, you are encouraged to scroll down to the references section of a given Wikipedia page. There, you will find the original sources for the information you may wish to use in your research. You should look up, read these sources, and then properly reference these sources for your class assignments.

Attendance Policy:
Excused absences include documented illnesses, deaths in the immediate family and other documented crises, call to active military or jury duty, religious holy days, and official University activities. Accommodations for these excused absences will be made and will do so in a way that does not penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

Americans with Disabilities Act:
Students with disabilities needing academic accommodation should: (1) register with and provide documentation to the Student Disability Resource Center; and (2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class. This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the: Student Disability Resource Center 874 Traditions Way 108 Student Services Building Florida State University Tallahassee, FL 32306-4167 (850) 644-9566 (voice) (850) 644-8504 (TDD) sdrc@admin.fsu.edu [http://www.disabilitycenter.fsu.edu](http://www.disabilitycenter.fsu.edu)

Free Tutoring from FSU: On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services’ comprehensive list of on-campus tutoring options at [http://ace.fsu.edu/tutoring](http://ace.fsu.edu/tutoring) or contact tutor@fsu.edu. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

Syllabus Change Policy: Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.

### Grading and Assignments:

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<thead>
<tr>
<th>Assignment</th>
<th>Points Each</th>
<th>Total Points Possible</th>
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<tbody>
<tr>
<td>1 General Assignment</td>
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<tr>
<td>2 Exams</td>
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<td>40</td>
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<tr>
<td>5 Discussion Board Assignments</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>3 Video/Reading Quizzes</td>
<td>5</td>
<td>15</td>
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<tr>
<td>1 FEMA Independent Study</td>
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**Grade Scale:**

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<td>80-82</td>
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<td>D-</td>
<td>60-62</td>
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<tr>
<td>F</td>
<td>Below 60</td>
</tr>
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**Late Work**

Unless discussed with the instructor prior to assignment deadline, any assignment submitted past its deadline will be docked 25% of the total possible grade. An additional 25% of the grade will be deducted from each assignment for every week it is late.
Assignments:

General Assignment
Specific Instructions will be provided in the Course Library on BlackBoard.

FEMA Independent Study:
Homework Instructions:
An independent study course is required to be completed as supplemental preparation for this course. This homework assignment has been included to help provide a background in practitioner perspectives. Students will find a direct link to the course below and in the Course Library. At the end of the course, students will be required to complete a quiz on the material in the course. A certificate will be emailed to students upon successful completion of the course. This certificate should be placed in SafeAssign in order to receive credit for these homework assignments. It takes between 24-48 hours for a certificate to be emailed to students. You must account for this in completing the course in time to meet the due date.

Required Independent Study Course:
Independent Study Course IS-244.a Developing and Managing Volunteers:
This independent study course offered by the Federal Emergency Management Agency (FEMA) illustrates the emergency management process as well as elements of the emergency management program to individuals new to the field. The course can be found at: http://training.fema.gov/EMIWeb/IS/is244a.asp Course length will vary slightly according to reading styles.

Reading & Video Quizzes:
There are three Reading &/or Video Quizzes (worth 5 points each) throughout the semester. These quizzes are designed to test your comprehension on the assigned reading or video materials. The quiz format will include multiple choice, short answer, essay, true/false, and fill in the blank questions.

5 Discussion Board Assignments
Participation is determined by the discussion board contributions in the threaded discussion area. These discussions must show that students understood the material they are discussing and that they were thoughtful in the posting they make. The instructor will be participating and monitoring these discussions to guide and facilitate. Detailed instructions will be provided in the course folder for the weeks the assignments are due.

2 Exams
There will be two (2) exams over the course of the semester. The exams will only cover the material provided in the slides and the videos/mini-lectures. Exam #2 is not comprehensive and will only cover the slides and the videos/mini lectures provided since Exam #1. The exams are located in the Assignments Folder on BlackBoard and will be made available the week they are due.

Syllabus Schedule:

WEEK 1/May 12-16: Introduction to Staff, Course, Syllabus and Assignments
- View Welcome Videos.
- Read through course syllabus.
- Complete First Day Survey – Due Thursday, 5/15 by 11:59 pm – Required for first day attendance verification.

WEEK 2/May 19-23: Understanding the Nonprofit Sector; History & Development of the Sector
- Watch VIDEO “Introduction to Week 2”.
- View SLIDES: What is a Nonprofit?”
- Complete Assignment: “What is a Nonprofit”. Due by 11:59 pm on Sunday, 5/25.

WEEK 3/May 27-30 (May 26th- Memorial Day Holiday): Nonprofits Leadership Structure; Role of a Board of Directors
- Watch VIDEO “Introduction to Week 3”.


WEEK 4/June 2-6. 3 Role of NPOs in Disaster Operation and Risk Reduction Response & Preparedness

- Read ARTICLE "Dependence on Non-Profits During Major Disaster Relief" by McCurry
- Watch Introduction to Week 4 Video
- View SLIDES Week 4: Role of NPOs in disaster operations
- In Discussion Board – write a posting about the slides “Dependence on Non-Profits during Major Disaster Relief”. Due by Thursday, 6/5 at 11:59 pm. In addition to your posting, comment thoughtfully on at least two other postings by your classmates. Due by Sunday, 6/8 at 11:59 pm.

WEEK 5/June 9-13. Partnerships – Working with the Government & the Private Sector, Voluntary Organizations Active in Disaster

- Read ARTICLE: “Government & Nonprofits in the Modern Age” by Smith
- Watch Video, Week 5
- View SLIDES, Week 5 VOAD
- Watch Guest Speaker Video “Robby Powers”
- On Discussion Board – writing one thoughtful posting about what you learned from the Smith Article and one thoughtful posting about what you learned by watching the Robby Powers Video. Due by Friday, 6/13 by 5:00 p.m. In addition, comment on two other postings. Due by Sunday, 6/15 at 11:59 pm.

WEEK 6/June 16-20: Case Studies: Lessons Learned

- WATCH Video, Week 7
- WATCH ALL THREE OF THE FOLLOWING VIDEOS:
  - The story of JP/HRO
    http://www.youtube.com/watch?v=sRyrsqvYuwg&list=UULKeNNZBAsSyN3n1SHYGDnw&index=15&feature=plcp
  - Heroes of Hope
    http://www.youtube.com/watch?v=7oR_DDtChRE
  - St. Bernard Project: New Orleans
    http://www.youtube.com/watch?v=RiLZNFPQYVw
- On Discussion Board, write one thoughtful posting about each of the 3 videos. Due by Wednesday, 6/18 at 11:59 p.m. In addition, comment on 2 of the other students’ postings. Due by Sunday, 6/22 by 11:59 p.m.

WEEK 7/ June 23-27: Preparation and Planning – protecting and sustaining your NPO

- Watch Video with Guest Speaker Alfredo Cruz
- Read Article: “The Resilient Organization: A guide for Disaster Planning & Recovery”
- Read Continuity of Operations Plan (Miami)
- Reading Quiz due by Sunday, 6/29 at 11:59 p.m.
- EXAM #1 covering weeks 2-6 due by Sunday, 6/29 at 11:59 p.m.

WEEK 8/June 30-July 3 (July 4 Holiday): International NGOs; how they are different than NPOs; Roles & Key Players

- Watch Mini Lecture by Dr. Dilling
- VIEW slides “International NGO’s Roles & Key Players” by Dr. Dilling
- READ article “the Politics of Risk in the Philippines: Comparing State and NGO perceptions of Disaster Management”
- READ article :NGOs & Disaster Risk Reduction: A Preliminary Review of Initiatives & Progress Made

WEEK 9/July 7-11: Humanitarian Aid & Refugees, Food, Water, Shelter and Medical

- Watch Mini Lecture by Dr. Dilling
- VIEW slides “Humanitarian Aide & Refugees” by Dr. Dilling
- READ "Humanitarian trends and dilemmas"
- READ "Understanding Emergencies and Disaster affected populations"
On Discussion Board – writing a thoughtful posting about what you learned from the Trends & Dilemmas article. Due by Friday, 7/11 by 11:59 p.m. In addition, comment on two other postings. Due by Sunday 7/13 by 11:59 pm

WEEK 10/July 14-18: War & Conflict, Security

- Watch Mini Lecture by Dr. Dilling
- VIEW slides “War & Conflict, Security” by Dr. Dilling
- READ “Understanding Response to Conflict: International Intervention and Aid”
- READ “NGOs & the Dynamics of Conflict & Peacebuilding”
- Reading Quiz due by Sunday, 7/20 by 11:59 p.m.

WEEK 11/July 21-25: The Third Sector in the Developing World

- View Mini Lecture by Dr. Brower on “Mainstreaming Disaster Risk Reduction in the Philippines”
- View slides for “Big River Rising” from the work of the NGO Christian Aid
- Read article “A Third Way in the Philippines,” by Brower and Magno
- Read chapters one and two in Citizen-Based and Development-Oriented Disaster Response.
- Reading Quiz due by Friday, 7/25, at 11:59 pm.

WEEK 12/ July 28-Aug 1: Volunteer Management & Liability Issues

- WATCH Video with Guest Speaker Jeri Bush
- SLIDES, Week 12 Volunteers
- Complete FEMA independent study, IS 244.a “Developing and Managing Volunteers” found at: http://training.fema.gov/EMIWeb/IS/is244a.asp Due by Wednesday, 7/30 by 11:59 p.m.
- EXAM #2, on weeks 7-12 due Friday, Aug 1, by 11:59 p.m.