



**School of Public and Environmental Affairs  
SPEA-J 524 Crisis Management for Public Safety**

**General Description:**

This course is designed to improve critical thinking skills and the development of concepts and techniques to manage crises. The course will examine the National Response Plan, National Incident Management System, organizing for response, managing the response organization, managing in a turbulent environment, crisis decision making and communications which can be used in dealing with emergencies and disasters. An examination of current approaches to crisis identification, issue management, and crisis management through a mix of discussion, lecture, and presentation by applying research, theory, and case examples to situations with a goal of developing crisis, contingency, and incident management plans along with issue identification and strategic response sets to crisis situations.

**Course Objectives**

At the conclusion of the course students will be conversant with current disaster management doctrine and will have demonstrated, through discussions, quizzes, exam, and practical exercises, the acquisition of the knowledge, skills and abilities to:

- Be aware of the National Response Plan(NRP) and National Incident Management System(NIMS)
- Effectively use the Incident Command System (ICS)
- Positively contribute to a disaster management team
- Contribute in the emergency planning process
- Effectively engage in leadership activities
- Emulate the attributes of an effective decision maker
- Efficiently communicate in an emergency
- Understand the key tasks involved in working with other public safety agencies, non-government organizations (NGO's), volunteers and citizens
- Participate in a formal critical infrastructure hazard risk assessment activity
- Actively participate in the process of developing a hazard risk mitigation plan
- Assist in the development and presentation of realistic, risk based lectures, training programs and exercises to protect vulnerable civilian populations from a cataclysmic event

**Texts and Readings**

Worst-Case Scenarios by Cass R. Sunstein. Harvard University Press, 2007.

The National Response Plan, the National Incident Management System, and the National Critical Infrastructure Protection Plan are required documents. Additional reading will include articles and reports addressing a variety of applications of crisis management, leadership, and case studies. A required text is TBD.

## **Course Requirements**

**Group Project:** Students will be required to conduct a threat analysis and develop a comprehensive protection plan. Students will be required to co-produce a paper and co-present the work to the class. The project work (50 points), paper (50 points) and presentation (50 points) will be worth 150 points total.

**Final Paper:** Students will complete a final paper involving research and writing a paper on the application of crisis management in a public safety context. Proposals for other types of papers or projects will be considered and may be pursued with the authorization of the instructor. Final paper is worth 200 points.

**Examinations:** Midterm and final examinations covering crisis management concepts, techniques, strategies and public safety applications. Each examination is worth 100 points.

Your grade is calculated as follows:

Group project 150 points

Exams 200 points

Final paper 200 points

Total 550 points. Grades will be calculated as follows: .93-1.00=A, .85-.92=B, .77-.84=C, .70-.76=D, <.70=F.

**Course Schedule:** TBD

## SPEA 2009 Policies Syllabus Addendum

### Academic Misconduct

Students are responsible for upholding and maintaining academic and professional honesty and integrity (*IUPUI Code of Student Rights, Responsibilities, and Conduct*, available at <http://www.iupui.edu/code/>, Part II Student Responsibilities, G). All faculty have the responsibility of fostering the “intellectual honesty as well as the intellectual development of students” and part of this responsibility means that faculty must investigate cases of potential academic misconduct promptly and thoroughly. Faculty members also have the responsibility of taking appropriate action when academic misconduct occurs. The penalties for academic misconduct include but are not limited to lowering a grade on an assignment, lowering a course grade, or failing a student for a course. Significant violations of the *Code* can result in expulsion from the University.

SPEA faculty take their responsibilities seriously and do not tolerate cheating, plagiarism, or any other form of academic misconduct. If you have not done so, you should read about your responsibilities in the *IUPUI Code of Student Rights, Responsibilities, and Conduct* to ensure that you understand what these terms mean and what penalties can be issued for academic misconduct.

Plagiarism is the most common academic misconduct violation, and some students, who have been disciplined for plagiarism, have said they were not aware that they had plagiarized their work. Be aware that ‘not knowing’ does not excuse academic misconduct – every student is responsible for knowing the rules. The IU School of Education’s ‘How to Recognize Plagiarism’ is an on-line tutorial that can help you avoid plagiarism. It can be accessed at <http://www.indiana.edu/~istd/>. If you have any questions about what constitutes academic misconduct for a course you are taking, be sure to ask the instructor for an explanation.

The *IUPUI Code of Student Rights, Responsibilities, and Conduct* defines four areas of academic misconduct: cheating, fabrication, plagiarism, and interference. The prohibited activities and actions include the following:

1. **Cheating.** A student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise, including, but not limited to, the following:

- a. A student must not use external assistance on any "in-class" or "take-home" examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, and calculators.
- b. A student must not use another person as a substitute in the taking of an examination or quiz.
- c. A student must not steal examinations or other course materials.
- d. A student must not allow others to conduct research or to prepare work for him or her without advance authorization from the instructor to whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or from files of papers prepared by other persons.
- e. A student must not collaborate with other persons on a particular project and submit a copy of a written report which is represented explicitly or implicitly as the student's individual work.
- f. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on field work.
- g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor to whom the work is being submitted.
- h. A student must not alter a grade or score in any way.

2. **Fabrication.** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.

3. **Plagiarism.** A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge an indebtedness whenever he or she does any of the following:

- a. Quotes another person's actual words, either oral or written;
- b. Paraphrases another person's words, either oral or written;
- c. Uses another person's idea, opinion, or theory; or
- d. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

4. **Interference.**

- a. A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
- b. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

### **Whistleblower Policy**

President Herbert has recently approved a whistleblower policy which clarifies the protections available to individuals who in good faith report suspected wrongdoing. The policy:

- requires individuals to disclose violations of law or university policy
- informs individuals how allegations of wrongful conduct may be disclosed
- protects individuals from reprisal as a result of disclosing wrongful conduct
- provides individuals a complaint process to seek relief from retaliatory acts

The full policy can be reviewed at: [http://www.hra.iupui.edu/Policy\\_Manual/policy/5\\_10.html](http://www.hra.iupui.edu/Policy_Manual/policy/5_10.html).

### **Classroom Etiquette and Disorderly Conduct**

SPEA, which is a professional school, expects students to conduct themselves in a courteous and civil manner in interactions with professors and fellow students. Examples of discourteous behavior during class include reading the newspaper, working crossword puzzles, listening to headphones, talking or laughing with other, arriving late, using computers to surf the web, allowing cell phones to ring or sending text messages, or other non-class activities. These behaviors are distracting to the instructor

and to classmates, and SPEA faculty will address these problems as they arise either in class or on an individual basis.

Disorderly conduct that interferes with teaching, research, administration, or other university or university-authorized activity will not be tolerated and will be reported immediately to the Office of the Dean of Students for disposition, which may result in disciplinary action, including possible suspension and/or expulsion from the university. Students should read the *IUPUI Code of Student Rights, Responsibilities, and Conduct*, which can be accessed at <http://www.iupui.edu/~sidweb/dos/> in order to understand your responsibilities as a student.

### **Communication between Faculty and Students**

In order to verify the identity of all parties involved, effective September 1, 2004, all email communication from current SPEA students to SPEA staff must originate from an Indiana University email account. For email communication with SPEA faculty, current SPEA students should refer to course syllabi for instructors' preferences (Oncourse, Webmail, etc.). This policy applies to current students only. Instructions for forwarding your IUPUI email to another account can be found at <http://uits.iu.edu/scripts/ose.cgi?berh.def.help>

### **Course Withdrawals**

Students who stop attending class without properly withdrawing from the class will receive a grade of F. It is important to withdraw from a course within specified timeframes (see chart below). Note that withdrawals after Week 12 of a regular session or Week 4 of a summer session are rarely granted. **Poor performance in a course is not grounds for a late withdrawal.**

Withdrawal forms will not be processed in the Office of the Registrar after the last day of classes. Any requests for a late withdrawal after the last day of classes must go through the grade appeal process, but each student should remember that in accordance with campus policy, SPEA does not permit a student to withdraw from a course if he/she has completed the course requirements. Grade replacement should be used in this case. See the Office of the Registrar's website at <http://registrar.iupui.edu/withdraw.html> for more information. To withdraw, obtain a withdrawal slip (DROP/ADD Form) from the SPEA Student Services window. Instructions for completing it are given on the form.

| Withdrawal Deadlines   |  |
|--|--|
| Course deleted from record, no grade assigned, 100% refund<br>(Advisor signature <b>IS NOT</b> required) | Week 1 (last day)  |
| Withdrawal with automatic grade of W<br>(Advisor signature <b>IS</b> required)                           | Week 2– Week 7 (regular session)<br>Week 2 – Week 3 (summer session)   |
| Withdrawal with grade of W or F<br>(Advisor and instructor signatures <b>ARE</b> required)               | Week 8 – Week 12 (regular session)<br>Week 3 – Week 4 (summer session) |

### Incompletes

A grade of incomplete (I) indicates that a 'substantial portion' of the work in a course has been satisfactorily but not entirely completed by the student as of the end of the semester. The incomplete can be given to a student facing a hardship such that it would be unjust to hold the student to the established time limits for completing the work. To be eligible for the incomplete in a SPEA course, the student's work must be of passing quality, and the student must have completed 75% of the course requirements. **Poor performance in a course is not grounds for an incomplete.** SPEA follows the campus guidelines, which may be accessed at the Office of the Registrar's website at <http://registrar.iupui.edu/incomp.html>, in awarding incompletes. Incompletes must be removed within a time period not to exceed one year after the semester in which the student was enrolled in the course. The incomplete will revert to an 'F' if the work is not completed within the allotted timeframe established by the instructor.

### Grade Changes

Under certain circumstances, students can seek grade changes for previously taken courses if they believe that a grade has been calculated or assigned incorrectly. A student who is seeking a grade change must first contact the instructor and ask for the grade change. In the event the instructor does not change the grade, the student can file a Change of Grade Petition with the Registrar's Office. **In SPEA, a student has 90 days after the conclusion of a course to appeal a grade.** In cases of extenuating circumstances, SPEA may consider petitions filed after this date. SPEA will review the request and make a final decision on a case-by-case basis. The Change of Grade petition form is located at the Office of the Registrar's website at <http://registrar.iupui.edu/grdfm.html>.

### Final Exam Schedule

If a final exam is given, it must be held on the day and time set in the final exam schedule. If an instructor has changed the final exam date, the student should first consult with the instructor. Students who have more than three final exams in one day or insufficient time to get from one exam to another should consult with their instructors to resolve these conflicts. Exams may not be given in the week before the final exam week. If a student is not able to resolve a final exam problem with the instructor, the student may report the problem to the Director of Undergraduate or Graduate programs. See the Office of the Registrar's website at <http://registrar.iupui.edu/accal.html> for the final exam week schedule.

### **Students Called to Active Duty**

SPEA encourages any student who is in the Indiana Military Reserves and is called to active duty to finish his/her coursework if at all possible. Students who cannot complete their courses have the option of withdrawing with 100% fee refund, but this request must be made within one week of being called to active duty. Students who are called to active duty may qualify for an incomplete (provided that all the above criteria have been met). For further information, please see the Office of the Registrar's website at <http://registrar.iupui.edu/activeduty.html>.

### **Adaptive Education**

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or denied the benefits of university services, programs, or activities. Reasonable accommodations shall be afforded to the known physical or mental limitations of otherwise qualified individuals. *IU Policy on Equal Opportunity, IUPUI All-Campus Bulletin, 2006-08, p. 20.*