

**AUSTIN COMMUNITY COLLEGE**  
**Department of Public and Social Services**  
**Hazard Mitigation and Debris Management**

**Instructor Information:**

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**Course Information:**

1. Course Name: Hazard Mitigation and Debris Management

**Course Description:**

Students will gain a basic understanding of the principles of mitigation, various measures taken to mitigate risks and the principles of debris management.

**Prerequisite:**

None

**Terminal Learning Objectives:**

Upon successful completion of this course, students will

1. Demonstrate knowledge of the basic principles of debris management planning
2. Demonstrate knowledge of the basic principles of mitigation planning and preparation
3. List common procedures and best practices for hazard mitigation
4. Explain how FEMA supports hazard mitigation and how to take full advantage of their resources
5. Explain how FEMA supports debris management and how to take full advantage of their resources

**Course Requirements, Evaluation Methods, and Grading Criteria:**

Students will be graded on a scale of 0-100

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 & below

The final grade will consist of:

Component	Possible Points/Percentage
Participation	40%
Midterm	15%
Case Study	20%
Completion of FEMA <a href="#">IS-632.A</a>	5%
Final	25%

### **Required Textbook & Resources:**

- *Hazard Mitigation in Emergency Management* by Tanveer Islam and Jeffrey Ryan
- *The Texas City Disaster, 1947* by Hugh W. Stephens
- [FEMA Pub 325](#) (click here)
- Access to Internet and a reliable computer
- Microsoft Word and PowerPoint

### **Course Requirements and Policies**

1. Students must complete ALL assignments on time or receive a zero for that assignment. Exceptions will be made only with approval from the professor which will only be given under the most extreme circumstances.
2. The Participation grade (40% of your total grade) will be based on completion of weekly posting on assigned and optional readings and comments on the postings of your fellow students.
3. Discussions should be started early in the week, as each person has to respond to other class members. The **first discussion response is due by Wednesday evening** of the week it is due and **all secondary responses are due by Saturday evening at 11:59pm.**
4. Final grades will be based on the percentages listed above. All grades are final.
5. Your Final will be a essay written during the final class meeting. The week prior to the exam I will post a list of theses from which you may choose in order to begin your research. No notes or materials will be allowed into the classroom on the day of the exam.

6. I reserve the right to withdraw you if your performance clearly suggests a lack of sincere concern or interest in this course.
7. Papers must conform to the standard MLA format: 1-inch margins and 12 point font, your name, a title, and double-spacing. Papers must be word processed and typed in Times New Roman font. All papers/assignments must be attached as Word documents.
8. I will try to respond to email within a 24 hour time period (excluding any holidays/breaks). Please allow me time to respond to your email before you send a second email.
9. Students who call should leave a message with name, number, and question. In the same manner, texts should include a name and question.
10. Students will receive feedback in a timely manner; students will not receive formal feedback on discussions unless I see reasons for concern about their ability to meet course requirements or I see that a student is doing an exceptionally good job.
11. Students should register for Blackboard IM in order to attend online office hours and see when professor is online and available for questions. See email (sent to STC account) for directions and link.
12. Students are expected to use Standard American English and proper grammar in emails, as well as on discussions.
13. Cheating and plagiarism are not acceptable. Such activities will earn you a zero on the assignment, and I will report you to Judicial Affairs.
14. All submitted/attached files should include your name and the name of the assignment in the file title.
15. Grades will only be discussed via email in Blackboard or in person. Grades will not be discussed over phone or via text.
16. After the semester is ended, I will no longer respond to cell phone calls/texts. Any final questions should be submitted through email via my STC account.
17. Students are encouraged to call, or text during office hours.

### **Attendance and Participation:**

Attendance and Participation score will be based upon the following components:

Discussion Response Time (discussions should be started early in the week for a strong conversation)

Quality Discussions that meet provided guidelines.

Ability to meet deadlines

**Attendance Policy:** As in any class, I expect you to be online, prepared and willing to participate. In order to succeed in this course, you need to meet your discussion and reading requirements and attend all four of our face to face class meetings. Because we have only four class meetings, the last of which is the final, it is essential that you attend all of our class meetings. Exceptions will be granted only in extreme cases. Permission to miss an online assignment or after the fact justifications are even less likely to be approved. i.e. If your justification does not include words and phrases such as “death,” “coma” or “extended hospitalization” it is unlikely to be approved.

**Email Etiquette:** All email correspondence should be written in standard English with an appropriate salutation and closing. You should address me as Ms. Cather or Professor Cather and include your name on all correspondence. Shortcuts and abbreviations commonly used in texting are not appropriate. I will not respond to emails from students who are, or appear to be, using someone else's email account, and I will only discuss grades or class performance via email if you email me from your Blackboard account.

### **Plagiarism Statement:**

You may receive an “F” for the semester if you commit or assist someone else in committing plagiarism.

Plagiarism is the theft of words, phrases, sentence structures, ideas, or opinions.

Plagiarism occurs when any such information is taken from any source or person and—intentionally or unintentionally—presented or “borrowed” without mention of the source. Plagiarism also occurs when materials from cited sources are reproduced exactly or nearly exactly but are not put in quotation marks.

Copied work of any kind or cheating in any other fashion will not be tolerated.

**PLAGIARISM:** If you are caught plagiarizing on assignment, you will earn a **zero** on that assignment. Also, the incident will be recorded on your academic record. Do not plagiarize; you don’t need to. With your cooperation, I can take you successfully through this process.

### **What is Plagiarism?**

Copying someone else’s work word for word and not using quotation marks or an in-text citation

Paraphrasing someone else’s work and not giving an in-text citation

Using someone else’s *ideas* without giving that person credit for it

Having someone else write the paper for you

### **What is Considered Cheating?**

Receiving any outside help while taking a test/quiz. This includes receiving answers from friends via phone, text, email, in person, etc.

Having someone else complete your essays, or discussions exercises.

Using someone else’s work and pretending it is your own. (See the section on plagiarism above).

**Statement of Equal Opportunity:** No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, gender, disability, genetic information, or veteran status.

**Title IX Statement:** Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

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## Citation Formats

One of the requirements for your Case Study is to cite sources correctly; you must show your readers that you have taken words or ideas from an outside source. There are many different documentation formats used in colleges and universities, but the two most common formats used at the undergraduate level are MLA (developed by the Modern Language Association) and APA (developed by the American Psychological Association).

APA is most often used in psychology, education, nursing, and other social science courses, and will be the standard required for this course.

Your instructor will most likely focus on one of these formats, but it is important that you understand how both of them work since you will most likely need to use both at some point in your college career.

Below is a brief overview of the differences between MLA and APA. Whichever one your instructor chooses to emphasize this semester, you can use this guide to help you use the other format should another one of your instructors require it.

The following information is taken from the seventh edition of the *MLA Handbook for Writers of Research Papers* and the sixth edition of the *Publication Manual of the American Psychological Association*.

### Parenthetical (or In-Text) Citations

All in-text citations require **context**; you should transition into information that is not your own rather than simply dropping it into the paper. There are multiple ways to transition; the examples below give you some ideas of how to accomplish this.

You should also **explain** the relevance of the information to your readers.

Parenthetical Citations	APA
<b>All parenthetical citations:</b>	Author's last name, year of publication, and page number.
<b>Direct quote (one author):</b>  Whatever is enclosed in quotation marks must be an exact replica of the original text; changes may not be made without indicating that you have done so.	Veeder (2007) argues that "the impact on the environment cannot be overstated" (p. 52).  OR One author posits that "the impact on the environment cannot be overstated" (Veeder, 2007, p. 52).
<b>Direct quote (two authors):</b>  	Veeder and Murdoch (2008) believe that "consumption at current rates cannot be sustained" (p. 265).  OR Current studies indicate that "consumption at current rates cannot be sustained (Veeder & Murdoch, 2008, p. 265).
<b>Summary/paraphrase (one author):</b>  Summaries and paraphrases are in your own words entirely; any "borrowing" of language from the original text	Veeder (2007) states that this policy will have a profound and significant environmental effect (p. 52).  OR One author believes that this policy will have a profound

constitutes plagiarism.	and significant environmental effect (Veeder, 2007, p. 52).
<b>Summary/paraphrase (two authors):</b>	Veeder and Murdoch (2008) contend that we cannot keep using natural resources like we are at present (p. 265).  OR Scientists have concluded that we cannot keep using natural resources like we are at present (Veeder and Murdoch, 2008, p. 265).

### Bibliographic Information

The last page of your paper contains the list of works you have used in your research. You will present information about each work according to what type of work it is (a book, an article, etc.). If what you need is not found below, there are numerous sources that the APA citation format. Try the Online Writing Lab (OWL) at Purdue University (<http://owl.english.purdue.edu>).

This page is double-spaced throughout (no single spacing) and uses hanging indentation.

<b>Bibliographic Information</b>	<b>APA</b>
Title of bibliography page	References
Book with one author:	Hacker, D. (2003). <i>A writer's reference</i> (5 <sup>th</sup> ed.). Boston: Bedford.
Magazine article (also shows two authors):	Garza, J. & Simms, M.C. (2007, November 23). The next stop in education. <i>Time</i> , 79, 25-28.
Newspaper article (also shows no author):	Border issues: The new hot topic. (2008, July 14). <i>The Washington Post</i> , p. B10.
Journal article:	Sellers, P. (2006). Humor in the American workplace. <i>Journal of Social Psychology</i> , 121(5), 96-112.

Article from STC database (this shows a journal article; if you have a newspaper or magazine, adjust the format accordingly).	Velazquez, J. (2004). Higher education: At what cost? <i>Education</i> , 35(8), 145-167. Retrieved September 14, 2009, from Academic Search Complete database.
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### Document Appearance

Consult your textbook or handbook for examples of what an academic paper should look like.

Below are the formatting details you should follow:

Document Appearance	APA
Title Page?	Required. Include: Paper title Your name Your institution Optional: The date Your instructor's name (Ask your instructor for his/her preference)
Abstract?	Required. This is a short summary of your argument. Title it "Abstract" and place it on page 2.
Margins	One inch
Heading	Not required.



Running head (This is in the upper right corner of each page of your paper. It is in the header space, not the normal text space.)	A shortened version of your title and the page number.
Long quotes	Indent a quote if it is longer than 40 words.