Developing Volunteer Resources and Decision Making (EMAP 2300)

Credit: 3 semester credit hours

Prerequisite/Co-requisite: None

Course Description

Management of volunteer services. Emphasizes decision-making, problem solving, and effective donation management planning and implementation. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G241 and G288.

This course examines the establishment, role and function of volunteers within an emergency response setting. It will also provide an onverview in the decision making process utilized in emergency management.

Required Textbook and Materials

1. There is no textbook required for this course. All materials will either be provided in Blackboard, or a link will be listed where the materials are available free of charge.

2. All students must register with FEMA and obtain a Student Identification Number (SID; https://cdp.dhs.gov/femasid/register).

Course Objectives

Upon completion of this course, the student will be able to:
1. Describe the volunteer's role in emergency management
2. Identify the liability issues when dealing with volunteers
3. Develop a needs analysis
4. Describe the positive and negative impact volunteers have on an emergency management system during a disaster
5. Demonstrate various management principles through the use of group decision making.
6. Understanding the decision making process as it applies to emergency management
7. Explain the process for developing and managing volunteers
8. Understand the problems associated with spontaneous volunteers, and how best to utilize them during an emergency response

Course Outline

A. Welcome to the Course
   1. Introduction of faculty and students
   2. Instructor Resume and Experience
   3. Overview of this course
   4. Comments

B. SECTION 1: Decision making and Problem Solving (IS-241

Approved 2/2020

EMAP 2300
Course Syllabus

1. How we make decisions
2. Group decision making
3. Crisis decision making
4. Ethical decision making and problem solving

C. SECTION 2: Volunteer Roles in Emergency Management (IS-288)
   1. Overview and history of voluntary organizations
   2. Roles and services of voluntary organizations
   3. Collaboration and partnerships
   4. Evolving trends of the voluntary sector

D. SECTION 3: Developing and Managing Volunteers (IS-244)
   1. Introduction and course overview
   2. Role of the volunteer coordinator

3. Developing a volunteer program
4. Working with NGO's and the private sector
5. Managing spontaneous volunteers
6. Course summary

E. SECTION 4: Management of Spontaneous Volunteers in Disasters
   1. Introduction to volunteering
   2. Building the network
   3. Elements of spontaneous volunteer management plan
   4. Best practices for effective management of spontaneous volunteers
   5. Introduction to VRC
   6. Implementing the spontaneous volunteer management plan
   7. Transition to recovery

Grade Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

Course Evaluation
Final grades will be calculated according to the following criteria:

1. Unit Tests   50%
2. Course Project   25%
3. Course Assignments   25%

Course Policies
1. You must log onto Blackboard and access this course a minimum of three times per week.
2. Cheating of any kind will not be tolerated.
3. If you wish to drop a course, the student is responsible for initiating and dropping the course. If you stop logging-in to the course and do not complete the course drop process, then you will receive an "F" grade for the course
4. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.

5. Additional class policies as defined by course instructor.

Technical Requirements

The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at: https://help.blackboard.com/en-us/Learn/9.1_2014_04/Student/015_Browser_Support/015_Browser_Support_Policy. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources.

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building. You may also visit the online resource at http://www.lit.edu/depts/stuserv/special/defaults.aspx

Student Code of Conduct Statement

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu or obtained in print upon request at the Student Services Office. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

Starfish

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.