



**LAMAR INSTITUTE
OF TECHNOLOGY**

Emergency Management Internship (FIRT 2288)

INSTRUCTOR CONTACT INFORMATION

Instructor: Nicole Mitchell
Email: nmmitchell@lit.edu
Office Phone: 409-247-5086
Office Location: Technology Center (TC) – Room 116
Office Hours: BY APPOINTMENT

CREDIT

3 Semester Credit Hours (0 hours lecture, 0 hours lab)

MODE OF INSTRUCTION

Various

PREREQUISITE/CO-REQUISITE:

None

COURSE DESCRIPTION

Practical exposure to a formal jurisdictional or organizational Emergency Management program. Orientation of application of emergency management principles and activities.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to

1. Understand the relevance of the Incident Command System and Emergency Operation Center precepts with application to a active emergency management program
2. Identify departments and agencies involved in emergency management
3. Recognize the role of the emergency manager
4. Appreciate the whole community approach to emergency management
5. Outline the collaborative nature of emergency management

REQUIRED TEXTBOOK AND MATERIALS

1. **All students must register with FEMA and obtain a Student Identification Number (SID; <https://cdp.dhs.gov/femasid/register>).**
2. **All students must provide sufficient information for a basic background review to enable exposure to emergency management program information at the jurisdictional level**

ATTENDANCE POLICY

- 1.

- 1. 192 hours of program participation tailored to the Student and assignment coordination.
- 2. Introductory assignments to include completion of two online FEMA courses to give a foundation for understanding practical assignments. FEMA course hours count toward the total program hours..

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the [Academic Calendar](#). If you stop coming to class and fail to drop the course, you will earn an “F” in the course.

STUDENT EXPECTED TIME REQUIREMENT

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1	Introduction and assignment(s) coordination	<ul style="list-style-type: none"> • FEMA IS-100 • FEMA IS-2200 	<ul style="list-style-type: none"> • Post by May 10 • Post by May 10
Week 1-16	Practical application and collaboration	<ul style="list-style-type: none"> • N/A 	192 total hours by May 10

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- 1. Submission of FEMA Independent Study course completion certificates (pass/fail)
- 2. Participation in the assigned Emergency Management program in a manner satisfactory to the assigned program supervisor/manager.

GRADING SCALE

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

LIT does not use +/- grading scales

ACADEMIC DISHONESTY

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at <http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty>.

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

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. 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.

ADDITIONAL COURSE POLICIES/INFORMATION

1. All students must register with FEMA and obtain a Student Identification Number (SID; <https://cdp.dhs.gov/femasid/register>).
2. Pre-course coordination will be conducted between instructor and student to assign placement.
3. There are two FEMA Independent Study courses covered in this class, IS-2200 and IS-100c. Upon submission of a FEMA certificate indicating successful completion of the online course, I will add 5 points to the individual test score over that section of the course.
4. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.
5. Additional class policies as defined by the individual course instructor.
6. Specific program policies and requirements will necessarily be commensurate with the assigned organization
7. Work hours, assignments and documentation will be coordinated between the student and assigned program supervisor/manager

Course Outline

1. Introduction
 - a. Introduction of faculty, students and assigned program supervisor/manager
 - b. Review of syllabus and course expectations
2. FEMA IS-2200 Basic Emergency Operation Center Functions
 - a. Introduction and Course Overview
 - b. EOCs and Multiagency Coordination
 - c. Activating the EOC
 - d. EOC Staffing and Organization
 - e. EOC Operations
 - f. Transition to Recovery and Deactivation
 - g. Scenario Based Application Activity
 - h. Course Summary
3. IS-100c: An Introduction to the Incident Command System, ICS 100

Course Overview

ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). The Emergency Management Institute developed its ICS courses collaboratively with: National Wildfire Coordinating Group (NWCG); U.S. Department of Agriculture; United States Fire Administration's National Fire Programs Branch

Course Objectives:

At the completion of this course, you should be able to:

Explain the principles and basic structure of the Incident Command System (ICS).

Describe the NIMS management characteristics that are the foundation of the ICS.

Describe the ICS functional areas and the roles of the Incident Commander and Command Staff.

Describe the General Staff roles within ICS.

Identify how NIMS management characteristics apply to ICS for a variety of roles and discipline areas.