

Developing Volunteer Resources and Decision Making (EMAP 2300)



**LAMAR INSTITUTE
OF TECHNOLOGY**

INSTRUCTOR CONTACT INFORMATION

Instructor: Vernon Clay
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Office Phone: 409-790-1631
Office Location: Virtual
Office Hours: By appointment

CREDIT

3 Semester Credit Hours (Lec hours lecture, Lab hours lab)

MODE OF INSTRUCTION

Online

PREREQUISITE/CO-REQUISITE:

None

COURSE DESCRIPTION

Volunteer resources are a valuable asset that can be utilized by any organization to accomplish goals with a minimal investment. Within an emergency management setting volunteers can relieve paid staff from duties that require minimal training to free them up to address more complex tasks. At the start of the course we will explore the decision making process to fully understand the benefits and shortfalls of different styles dependent upon the situation. This skill alone will transfer into any career or environment. We will then identify the types of volunteer resources that are available, and how they can best be utilized during a disaster or planned event. Finally we will address the issue of spontaneous volunteers and how they can be organized, controlled and put into use to become part of the solution rather than a hindrance.

COURSE OBJECTIVES

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

1. Understand the decision-making process as it applies to emergency management.
2. Describe the role of volunteers in emergency response.
3. Explain the process for developing and managing volunteers.
4. Understand the problems associated with spontaneous volunteers, and how best to utilize them during an emergency.

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. Each student will be required to register with FEMA to obtain a Student Identification Number (SID) in order to take the required tests.

ATTENDANCE POLICY

Attendance will be based on on-line activity. You are expected to log into the course a minimum of three times per week to ensure participation and that announcements are received.

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

WEEK	TOPIC	DISCUSSIONS (Due on this Date)	ASSIGNMENTS (Due on this Date)
1	Intro – Discussion 1	08/26/2023	
2	IS-241		09/02/2023
3	Discussion 2	Initial Post 09/06/2023 Final Post 09/09/2023	
3	IS -241 TEST		TEST 09/10/2023
4	IS - 288		09/16/2023
5	Discussion 3	Initial Post 09/20/2023 Final Post 09/23/2023	
5	IS – 288 TEST		TEST 09/24/2023
6	IS – 244; Units 1,2&3		09/30/2023
7	Discussion 4	Initial Post 10/04/2023 Final Post 10/07/2023	
8	IS – 244; Units 4,5&6		10/14/2023
9	Discussion 5	Initial Post 10/18/2023 Final Post 10/21/2023	
9	IS – 244 TEST		TEST 10/22/2023
10	G – 489: Units 1,2&3		10/28/2023
11	Discussion 6	Initial Post 11/01/2023	

		Final Post 11/04/2023	
12	G – 489: Units 4,5&6		11/11/2023
13	Discussion 7	Initial Post 11/15/2023 Final Post 11/18/2023	
14	G -449 TEST		TEST 11/26/2023
15	Course Project		12/03/2023

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

1. Tests 50%
2. Discussion Posts 25%
3. Course Project 25%

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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. Late assignments will be assessed a 10-point penalty for the first week, then a grade of zero will be assessed.
3. Attendance Policy. Attendance will be monitored through activity on Blackboard.
4. Additional class policies as defined by course instructor.