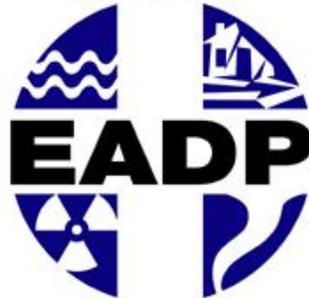


University of North Texas

**Department of Emergency Management and
Disaster Science**

Emergency Administration and Planning Program

**EMERGENCY ADMINISTRATION
AND PLANNING**

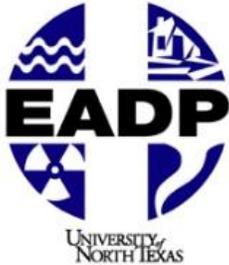


UNIVERSITY of
NORTH TEXAS

EADP STUDENT HANDBOOK

**Academic Year
2020-2021**

EMERGENCY ADMINISTRATION
AND PLANNING



**Department of Emergency Management and
Disaster Science**

**EMERGENCY ADMINISTRATION
AND PLANNING PROGRAM**

MISSION STATEMENT

The Emergency Administration and Planning Program at the University of North Texas sets the standard in preparing students for emergency management (and related careers in the public, private, and non-profit sectors) by delivering competency-based education that integrates theory and practice in a multi-disciplinary and comprehensive approach.

The EADP mission parallels the University of North Texas' mission in several areas including:

- preparing students for careers through excellence and innovation in teaching;
- creating an environment where students have continuing opportunities for intellectual and professional growth through multi-disciplinary classes that stress theory and practical competence;
- enhancing the application of knowledge by fostering research and creative activities that integrate new technologies and skills for the benefit of the student, the university, and society.

In summary, both the EADP program and the University of North Texas strive to create an educational institution where students can become knowledgeable, productive, successful, and contributing members of society.

FACULTY
Emergency Administration and Planning
Department of Emergency
Management and Disaster Science
University of North Texas
<https://emds.hps.unt.edu/>
eadp@unt.edu

Mary Nelan

Mary.Nelan@unt.edu - Chilton Hall 308K 940/369-7466

Assistant Professor

B.A. University of Texas, Austin

M.A. University of Texas, El Paso

Ph.D. University of Delaware

Dr. Nelan is an assistant professor in the Department of Emergency Management and Disaster Science. Prior to joining the faculty at UNT, she obtained her Ph.D. in Sociology at the University of Delaware and worked for 3 years as a research assistant at the Disaster Research Center (DRC) at the university. During her time at the DRC, Dr. Nelan participated in fieldwork research following Hurricane Sandy and the 2013 Oklahoma Tornadoes as part of a research project funded by the National Science Foundation. Dr. Nelan has also participated in relief work as a disaster volunteer following multiple events, including the 2010 Haiti Earthquake, Hurricane Sandy, and the May 2013 Oklahoma tornadoes. Her area of expertise is in disaster response and humanitarian logistics, specifically focusing on the convergence of personnel and materials in the aftermath of a disaster. She has been published in the International Journal of Mass Emergencies and Disasters, and has contributed to book chapters in Social Vulnerability to Disasters and Learning and Calamities: Practices, Interpretations, Patterns.

Ronald Schumann

Ronald.Schumann@unt.edu – Chilton Hall 308G; 940/565-2996

Assistant Professor B.S. University of South Alabama

M.A. University of North Carolina, Charlotte

Ph.D. University of South Carolina, Columbia

Dr. Schumann is an assistant professor in the Department of Emergency Management and Disaster Science.. Before joining the faculty at UNT, he worked as a research associate with the Hazards and Vulnerability Research Institute documenting housing reconstruction after Hurricane Katrina in Mississippi and Hurricane Sandy in New Jersey. He also has experience as a special programs coordinator and researcher with nonprofit historical societies across the southeast and as a Geographic Information Systems (GIS) technician with the engineering firm AECOM. Dr. Schumann's research interests include disaster recovery, resilience, environmental perception, participatory GIS, and cultural geography. His research examining local knowledge on long-term community recovery received a Doctoral Dissertation Research Improvement grant from the National Science Foundation. His publications have appeared in Weather, Climate and Society, Southeastern Geographer, Journal of Extreme Events, and Risk, Hazards & Crisis in Public Policy.

Laura Siebeneck

Laura.Siebeneck@unt.edu – Chilton Hall 308F, 940/565-4893

Associate Professor, Undergraduate Coordinator, EADP

B.S. Physical Geography, Texas State University

M.S. Geography, University of Utah

Ph.D. Geography, University of Utah

Dr. Siebeneck is an associate professor in the Department of Emergency Management and Disaster Science. A geographer by training, she teaches Hazard Mitigation and Preparedness, Capstone in Emergency Management, Images of Disaster in Film and Media, International Disasters, and Intro to Emergency Management. Her teaching and research interests include hazards, evacuation and return-entry processes, risk perception and risk communication, emergency management, Geographic Information Science (GIS) and spatial analysis.

Currently, she is working on projects examining geographic and temporal dimensions of risk perception, communication and household behavior during the evacuation and return-entry process. Additionally, as part of a multi-institutional research collaboration, she recently received funding from the National Science Foundation to examine issues pertaining to disaster return-entry, recovery, and resilience following Hurricane Sandy and Hurricane Harvey. She has research has been published in a variety of professional journals including Risk Analysis, Natural Hazards, Natural Hazards Review, International Journal of Mass Emergencies and Disasters, GeoJournal, and Journal of Emergency Management.

Ronald Timmons

Ronald.Timmons@unt.edu – Chilton Hall 308H, 940/565-2213

Lecturer, Internship Coordinator, EOC Coordinator

Ph.D. University of Texas at Dallas

M.P.A. State University of New York

M.A. Naval Postgraduate School

B.A. State University of New York

Dr. Timmons started his public service career in western New York State as a police dispatcher, and then served several years as a firefighter, emergency medical technician, and fire chief. With a desire to serve people in need, along with a drive to share what he learned in the field, he served concurrently for thirteen years as an adjunct assistant professor at public safety college programs in the Rochester, New York area. In 2001, he relocated to Texas to join the public safety team at the city of Plano, serving as department head for 84 people in the 9-1-1 call center and public safety radio communications department. While leading various emergency management functions, including designation as the emergency management coordinator for Plano's 270,000 people, Ron also led a staff of six emergency management professionals delivering a comprehensive and robust emergency management program.

Dr. Timmons' experiences as a first responder and leader were informed and supplemented by a variety of post-graduate accomplishments, including a master's degree in Public Administration from the State University of New York, a master's degree in Homeland Security and Defense from the Naval Postgraduate School, and a Ph.D. in Public Affairs from the University of Texas at Dallas.

Gary R. Webb

Gary.Webb@unt.edu – 308D; 940/369-5815

Professor, EMDS Department Chair

B.S. University of North Texas

M.S. University of North Texas Ph.D. University of Delaware

Dr. Gary Webb teaches in the undergraduate Emergency Administration and Planning Program (EADP) and in the Masters and PhD programs in Public Administration. Currently, he is serving as the Interim Chair of the Department of Public Administration. Prior to coming to UNT, he was a faculty member in the sociology department and the Center for the Study of Disasters and Extreme Events at Oklahoma State University. He has also held research positions at the University of Delaware's Disaster Research Center. Dr. Webb has conducted extensive research on organizational preparedness for and response to numerous disasters in the United States and abroad. His research has been supported by various agencies, including the U.S. National Science Foundation, and it has appeared in a variety of professional journals, including the International Journal of Mass Emergencies and Disasters, International Journal of Emergency Management, Environmental Hazards, Natural Hazards Review, and Rural Sociology. Most recently, he co-authored Introduction to Emergency Management (2012, CRC Press). His research has also been featured in national media outlets, including the Los Angeles Times, Newsday, and Christian Science Monitor, and he has been invited to teach or present his research to international audiences in Denmark, France, South Korea, The Netherlands, and Turkey. Dr. Webb has received multiple teaching awards, including the 2011 Oklahoma State University Regents Distinguished Teaching Award.

Tristan Wu

Tristan.Wu@unt.edu –308C; 940/891-6719

Associate Professor

B.S. Chinese Culture University, Taiwan

M.A. Ming Chung University, Taiwan

Ph.D. Texas A&M University

Dr. H-C. Tristan Wu is an Associate Professor of Emergency Management and Disaster Science. He is also the co-editor of the *International Journal of Mass Emergencies and Disasters*. Prior to coming to UNT, he was a faculty member in the Fire and Emergency Management Administration Program and the Center for the Study of Disasters and Extreme Events at Oklahoma State University. He has also held research positions at Texas A&M's Hazard Reduction and Recovery Center.

Dr. Wu's research examines the connections between hazard risk and individuals' disaster preparedness/response behavior. His primary research has focused on the mental model of disaster risk information search, information content and protective action decision making. His projects have been supported by the U.S. National Science Foundation and other agencies. His work has been published, or is forthcoming, in journals including *Risk Analysis*, *Behavior Research Methods*, *Natural Hazards*, *Natural Hazard Review*, *International Journal of Disaster Risk Reduction*, and others. Dr. Wu has received multiple research awards, including the 2018 Western Social Science Association Outstanding Emerging Scholar Award.

Elyse Zavar

Elyse.Zavar@unt.edu -- 302E; 940/565-2574

Assistant Professor

B.A. Geology, College of Wooster

M.A. Geography, University of California, Los Angeles

Ph.D. Environmental Geography, Texas State University

Dr. Elyse Zavar is an assistant professor in the Department of Emergency Management and Disaster Science. Prior to joining the faculty at UNT, she was an assistant professor in the Department of the Environment, Geography & Marine Science at Southern Connecticut State University. An internship with a local government's emergency management office sparked her career in hazard geography, which has also included work as a flood insurance map analyst.

Earning her Ph.D. from Texas State University's Department of Geography, Dr. Zavar's scholarship explores hazard mitigation and themes of land use/landscape change following disaster. Of particular interest are non-structural hazard mitigation projects, such as flood buyouts or property acquisition. Her research is published in a variety of peer-reviewed journals including *Natural Hazards Review*, *Land Use Policy*, *Environmental Hazards*, and *Disaster Prevention and Management*.

Adjunct EADP Instructors**Brian Martin,**

Brian.Martin@unt.edu

Director of Facilities Management, Medical City Healthcare Plano

M.P.A. Argosy University

B.S. EADP, University of North Texas

Karen McCormick,
McCormick.Karen@epa.gov
Section Chief, Marine and Coastal Protection
Water Quality Protection Division
US Environmental Protection Agency – USEPA

B.S., University of North Texas (EADP Program)

April 2010, Ms. McCormick became the Marine and Coastal Protection, Section Chief, for the Water Quality Protection Division. She manages nine personnel and has the following programs in her section - The Marine Protection Research and Sanctuaries Act ["MPRSA," aka the "Ocean Dumping Act" (ODMDS) and Beneficial Use; the National Estuary Programs (NEP), and Coastal Wetlands Planning, Protection and Restoration Act (CWPPRA). She serves as the CWPPRA Technical Committee Advisory and the Health and Safety Coordinator for the Water Division. She continues to serve as the Region 6 Representative for the National Critical Incident Stress Management (CISM) Team Representative. During the recent DWH 252 Oil Spill, she was appointed as the Point of Contact (POC) for the Water Division for all water, sediment, toxicity, and dispersant sampling efforts and the liaison officer for the Regional Emergency Operations Center (REOC) for the Emergency Response Branch. As a prior Federal On-Scene Coordinator (FOSC) of the Preparedness and Emergency Response Branch, Ms. McCormick's work involved responding to oil, chemical, biological and radiological emergency responses and removal clean-up activities. She has responded to many high profile responses such as 9/11 - World Trade Center, NASA Columbia Shuttle Disaster, Phillips 66 2000 Explosion in Pasadena, Texas; Oklahoma City 1999 Tornadoes; Macdona, Texas and Eunice, Louisiana Union Pacific Train Derailments, 2005 British Petroleum Texas City Explosion, HF Explosion at Wynnewood Refinery, and most recently Hurricane Katrina and Ike. While she was a FOSC, her duties included the Exercise/Training Coordinator; conducting multi-media inspections such as Spill, Prevention, Control, and Countermeasures (SPCC) and Federal Response Plan (FRP) under the Oil Pollution Act of 90 and Risk Management Plans (RMP) under the Clean Air Act.

Luis Tapia,
Luis.Tapia@unt.edu
CEM, CBCP
Sr. Business Continuity & Disaster Recovery Specialist, JCPenney
B.A.A.S. University of North Texas

Manager (CEM) and Certified Business Continuity Professional (CBCP). He currently serves as a Business Continuity and Disaster Recovery planner for JCPenney in Plano, TX. Prior to these positions, he was a Business Resiliency Manager at CoreLogic, an Emergency Management Coordinator at the University of North Texas and an Emergency Planner for the Dallas Area Chapter of the American Red Cross. Mr. Tapia has also been a consultant and subject matter expert for emergency management and homeland security course curriculum development, and consulted as a grant peer reviewer for emergency management grants administered by both the U.S. Department of Education and U.S. Department of Homeland Security. Mr. Tapia has also been an EADP internship coordinator and mentored more than 25 EADP students over the past several years. Mr. Tapia is annually invited to speak at professional conferences such as the Texas Homeland Security Conference, International Association of Emergency Managers Conference, Texas School-Based Law Enforcement Conference, and CPM West.

Nick Sloan,

James.Sloan@unt.edu

Director of Emergency Management for Baylor Scott & White Health
University of North Texas – Bachelors, Emergency Administration and Disaster Planning
Texas A&M University – Graduate Certificate, Homeland Security
Texas A&M University – Graduate Certificate, International Affairs and Intelligence
Baylor University – Master of Business Administration

Nick Sloan is the Director of Emergency Management for Baylor Scott & White Health. In this capacity Nick provides strategic guidance for all Baylor Scott & White Hospitals in matters involving homeland security, emergency management, public safety, and public health. Nick represents BSWH on multiple committees and boards locally, statewide, and nationally. Locally, Nick is currently a member of the North Central Texas Council of Governments Regional Emergency Preparedness Advisory Committee as well as the Dallas County, Tarrant County, and Collin County Medical Operation Centers. Nick also represents BSWH and the healthcare sector as member of the SMU George W. Bush Presidential Center Security Council. Nick is a past board member of the North Central Texas Trauma Regional Advisory Council; as well as Chair of the Regional Emergency Preparedness Committee. At the State level Nick is a past member of the Governor's EMS and Trauma Advisory Disaster Committee, as well as the Governor's Private Sector Advisory Council where he represented the health and medical sector. At the federal level Nick is a member of the Department of Homeland Security Healthcare and Public Health Sector Coordination Council. Nick also serves as Sector Chief for the FBI-Infragard Health and Medical Sector in North Texas and is a member of the Infragard national committee focusing healthcare cyber security. Prior to working for BSWH Nick served 8 years in the US Marine Corps as an Infantry Platoon Sergeant for a weapons platoon. He has been recognized for his hard work numerous times receiving multiple awards for his innovation and leadership from organizations such as the International Association of Emergency Managers, North Central Texas Council of Governments, and the FBI Infragard. Nick has received the prestigious Regional Service Excellence Award also known as the "Hot Stuff award" four times in the last 5 years. Nick was also recognized by the FBI Infragard Board as "Sector Chief of the Year" for his efforts in leading the Health and Medical Sector for the North Texas Infragard Chapter. Outside of his full-time employment Nick is an Adjunct Professor at the University of North Texas for the Emergency Management and Disaster Science Department where he teaches a course on Public Health and Disasters.

Emergency Administration & Planning

2020-2021 Catalog Year

The Emergency Administration and Planning (EADP) degree was the first of its kind in the United States. Students in the EADP program learn the causes, consequences of natural, technological, and conflict disasters. The program also prepares students to work as emergency managers at the local, state and federal levels; risk managers or continuity planners for businesses and corporations; and as disaster specialists for the American Red Cross and other non-profit organizations. Students may also work in the homeland security or several humanitarian organizations. Check out the program's web site at www.emds.hps.unt.edu for information about the degree requirements, curriculum, internships and upcoming events. The HPS Office of Student Services assists students with degree planning.

The Bachelor of Science degree in Emergency Administration and Planning from the University of North Texas consists of 120 college credit hours. The degree requires 42 hours of general academics, 48 hours in the major, a required 18-hour minor and 12 or more hours of general elective hours to complete the minimum degree requirements.

Opportunities in Emergency Management:

- Emergency Manager
- Crisis Management
- Public Health
- Red Cross Chapter Director
- Consequence
- Loss Prevention
- Disaster Engineering
- Insurance Companies
- Risk Management
- Urban Planning
- Utility Management
- Federal Emergency Management Agency
- Public Safety Administrator
- Business Continuity Planners
- Nonprofit Organizations
- Public Management in Federal, State or Local Government

MAJOR REQUIREMENTS

EADP Required Courses (33 Hours)

(2.50 GPA is required in the major with each course having a 'C' or better in order to apply for Graduation)

EADP 3010	Introduction to Emergency Management (<i>Prior to or concurrently w/ other EADP courses</i>) Mitigation and Preparedness	EADP 3020	Practical Method in Emergency Mgmt. Social Vulnerability in Emergency Mgmt. Capstone Course
EADP 3035	Preparedness	EADP 4050	Vulnerability in Emergency Mgmt. Capstone Course
EADP 3045	Disaster Response and Recovery	EADP 4080	Course
EADP 3055	EOC Design and Operations	EADP 4800	Internship Preparation
TECM 2700	Technical Writing	EADP 4810	Internship Practicum
		GEOG 1710	Or GEOL 1610 or BIOL 1132

EADP Electives (15 Hours, 9 Hours must be EADP, only 6 hours may be taken outside the major) (Consult the EADP website for elective choices outside the major)

EADP 2020	Images of Disasters in Film and Media Issues	EADP 4030	Private Sector Issues
EADP 2700	In Emergency Management Hazardous Materials	EADP 4040	International Disasters
EADP 4000	Materials	EADP 4060	Technology in Emergency Management
EADP 4010	Public Health and Disaster	EADP 4065	Disaster Exercise Design
EADP 4015	Flood Plain Management	EADP 4090	Terrorism and Emergency Management Topics in EADP (may be repeated)
EADP 4020	Federal Government and Disaster	EADP 4980	

Required Minor (Consult UNT Undergraduate Catalog for Specific Requirements)

Suggested Minors: Anthropology, Business, Chemistry, Criminal Justice, Geography, International Studies, Nonprofit Leadership Studies, Physics, Public Administration, Public Health, Risk and Insurance, Sociology, Urban Policy and Planning.

Academic Advising

The following list contains common questions and answers pertinent to academic advising (e.g. transfer of credits, grading, degree requirements, graduation process, academic advising, etc.). Please contact Rachel Rachel, the EADP academic advisor, for additional or more specific information, as degree plans vary with the year of your enrollment. The advisor is located in **Chilton Hall 112** or can be reached at rachel.rachel@unt.edu

Transfer of Credits

Q. Can I transfer in coursework from other schools or universities?

A. Yes, but you will need to send in a transcript from the other schools that you have attended; we have no way of knowing whether or not the courses have been completed without a transcript.

Q. Where do students send transcripts in order to obtain credit for work from other universities?

A. You must request that a transcript be sent to UNT. The transcript must be sent to the **UNT Registrar's Office**, not the advising office.

Q. Can I transfer in an associate's degree as my minor?

A. Yes, in some cases. Students with an associate's degree in fire science, paramedicine, nursing, occupational health and safety, environmental science, or a similar field that has been approved by the EADP Program, are exempt from the minor requirement. EADP will accept up to 18 hours from the approved field of study in the associate's degree in lieu of the minor.

Q. Does past work experience count toward the degree?

A. University credit hours are **never** given for work experience. In some cases, relevant work experience will result in all or part of the internship requirement being waived. For more information concerning Internship Waivers, please consult the EADP Internship Coordinator.

Q. I want to take courses at another school at the same time as I am taking courses at UNT, what do I need to do?

A. You will need to see your advisor in order to verify that the course will count for credit at UNT. Then a **concurrent enrollment form** must be on file with the Registrar's Office for your transcript to be accepted. **Students MAY NOT take classes concurrently in the semester they plan to graduate.**

Q. Does any class at another college or university count toward hours at UNT?

A. Not all courses will count to complete requirements. Please meet with your advisor before taking courses at another school.

Q. What is the Residency Requirement?

A. A minimum of 25% of degree hours from UNT, or 30 hours for EADP students. (24 hours advanced from UNT with 12 advanced in the major.)

Q. Can I take courses at another college or university during my last semester?

A. No, if you take a course at another university during your last semester you will not be eligible for graduation until the next graduation term.

Q. If I just transferred to UNT and only need 27 hours, is that all that I have to take to graduate?

A. No, you must complete **at least 33** semester hours of coursework, which includes **24 advanced** hours to meet the Residency Requirement.

Grades

Q. If I made a D in ENGL 1310, ENGL 1320 or TECM 2700 will these courses count toward my degree?

A. No, you must make a **C or better** in English courses or take the Student Use of English Language Test in order to satisfy this requirement.

Q. I made a D in one of my EADP classes; can I still count it toward graduation?

A. No, you must make **at least a C** in EADP courses. If you make a D you must duplicate the course and earn a C or better. Please note that if you make a D in an EADP course during your last semester, you will have to wait for the next time that the course is being offered. This could result in a considerable delay to your graduation.

Q. I failed a course a few semesters ago and I want to duplicate it for another grade. What do I do to make sure that happens?

A. You may duplicate a course for a second grade; however, the second grade will be permanent on your transcript. If, by chance, you failed the course the first semester and feel like you may fail it on the second attempt, please drop immediately. Otherwise you will have a permanent F on your transcript. If you are duplicating a course that you made a D in and you make an F on the second attempt, you will have an F on your transcript and the D will have never existed. Once you decide you are going to duplicate a course you can go by the Office of Student Services and meet with your advisor or you can fill out the form on your own in the Records Department of the Registrar's Office. **Duplications do not happen automatically.**

Q. What does my grade point average have to be in order to graduate?

A. In order to graduate, or apply to graduate you must have a **2.0 GPA at UNT and overall** (considering all universities or colleges attended). Plus, you must also have a **2.5 GPA in your EADP courses** in order to graduate. If you do not have the required GPA you will not

be eligible for graduation. NOTE: Only your UNT GPA appears on your semester report cards.

Q. Under what circumstances is a grade of “Incomplete” issued?

- A. University policy stipulates that an I (incomplete) grade can only be awarded “during the last one-fourth of the semester, and **only if** a student (1) is **passing** the course, (2) has justifiable reason why the work cannot be completed on schedule; **and** (3) arranges with the instructor to complete the course at a later date (not to exceed one year after taking the course) by completing specific requirements which the instructor must list on the grade sheet.” The decision to award a grade of I is made solely at the discretion of the instructor and is only given in rare circumstances where, due to unavoidable reasons, a student is unable to complete the course requirements on time.

Degree Requirements

Q. If I am ready to complete the internship requirement, what do I need to do?

- A. Before you can begin an internship for academic credit:
- you must complete the prerequisite courses as listed in the course catalog,
 - you must complete the Internship Preparation Course (EADP 4800) and
 - the Internship Coordinator must approve your internship.

If you have questions, please contact the EADP Internship Coordinator, Dr. Ronald Timmons at Ronald.Timmons@unt.edu

Q. What are the requirements for the EADP degree?

- A. Students must take various courses so that they obtain a strong general education and theoretical grounding and technical training in the field of emergency management.

Requirements include:

- University Core –42 hours
- Major Required Courses – 21-27 hours
 - EADP 3010 Introduction to Emergency Management
 - EADP 3020 Practical Methods in Emergency Management
 - EADP 3035 Hazard Mitigation and Preparedness
 - EADP 3045 Disaster Response and Recovery
 - EADP 3055 EOC Design and Operations
 - EADP 4050 Social Vulnerability in Emergency Management
 - EADP 4080 Capstone in Emergency Management
 - EADP 4800 Internship Preparation*
 - EADP 4810 Internship Practicum*
- Major Electives – 15 hours (9 hours must EADP, only 6 hours may be taken outside the major)
If you wish to replace these courses with other electives, you must first receive approval from the EADP Coordinator.
- Minor – 18 hours (6 must be advanced)
- University Electives – minimum hours required to complete 120 hour degree.

***Students with approved relevant work experience may apply to be waived from all or part of the Internship requirement.**

Q. Does EADP have specific requirements for the university 'core' curriculum?

A. Yes, EADP has tailored the university curriculum to improve your education in emergency management. Students are required to take at least 4 of the 8 hours of laboratory science in either **GEOL 1610** (Intro Physical Geology) or **GEOG 1710** (Earth Science) or **BIOL 1132** (Environmental Sci). Students must also take **English 1310** (College Writing I) *and* **TECM 2700** (Technical Writing). Students must also have a minor of at least 18 hours.

Q. What are the requirements for this major if I am looking for a second degree?

A. As long as you meet the University's Core Curriculum and Free Elective Requirements, you will only need to meet the Major and Elective requirements to obtain a Bachelor of Science in Emergency Administration and Planning. A student must meet all *current* catalog requirements for the 2nd degree. See your appropriate catalog (Academics Section) for details.

Q. What are the requirements if I already obtained a degree from the University of North Texas in the past?

A. The requirements for this scenario are very similar to the requirements for those who are seeking a second degree. In other words, as long as you meet the University's Core Curriculum and Free Elective Requirements, you will only need to meet the Major and Elective requirements to obtain a Bachelor of Science in Emergency Administration and Planning. Note: be aware that the university and major requirements change each year.

Graduation Process

Q. How do I make sure that I graduate on time?

A. At the beginning of the semester that you intend to graduate you **MUST apply for graduation**. Students can complete the application for graduation process entirely in the Advising Office (Chilton 289). The graduation application deadline is printed in the Schedule of Classes (see Academic Calendar) every semester. If you change or drop courses after your application has been completed, you should speak with your advisor immediately.

Academic Advising

Q. How often do I need to meet with my advisor?

A. You do not necessarily have to meet with your advisor once you have set up a degree plan if you make sure that you follow the plan outlined by the advisor. However, it is *recommended* that you meet with the advisor at least once every other semester to make certain that you are completing your degree requirements, and are on schedule. (Note: Several required courses are offered only once or twice a year.)

Q. When is the best time to meet with my advisor?

A. During the semester when there is less traffic in the Office of Student Services. If you wait until the last minute before a semester begins, you will almost certainly have to wait in line to meet with your advisor.

Q. How do I set up an appointment to speak with my advisor?

A. Call the College of Health and Public Service (HPS) Advising Office at **940/565-4115** to request an appointment with Rachel Rachel, the EADP advisor. If you need an appointment at a special time or day, please make that request with your call.

Q. If I just have one question for my advisor how can I contact him?

A. Even questions that seem straightforward and simple need the advisor's full attention so that there are no misunderstandings. Please be aware that it may take up to two days to get a response if it is during orientation or registration periods.

Scholarship and Tuition Exemption Opportunities

Q. Does the Emergency Administration and Planning Program offer any scholarships?

A. Yes, EADP offers two **\$1,000** scholarships. The **Tom Joslin Memorial Scholarship in Emergency Administration and Planning** and the **Michael A. Penaluna Endowed Scholarship** have an application deadline of **March 1st**. This is a competitive scholarship and is offered only once a year. Information about the application process can be found on the EADP website at: **www.emds.hps.unt.edu**. Scroll down to Financial Support.

Q. Are Paid Firefighters eligible for the State of Texas Tuition Exemption?

A. Yes; paid firefighters are eligible to claim a tuition exemption for any EADP course. The student will need to complete an exemption form and present a letter from his/her employer each semester that certifies he/she is employed as a paid firefighter. (The specific requirements for the letter will be listed on the exemption form.) The exemption will cover tuition (state, board designated and graduate) for any course within the following areas at UNT: Emergency Management, Emergency Medicine, or Public Administration. The student will be required to pay the mandatory fees, and will not be exempted from paying tuition and course fees for other courses in which they are enrolled outside of the three areas listed. For further information and the exemption form, please contact the **Student Accounting Office, 940-565-3225**.

EADP home page:
<http://emds.hps.unt.edu>

INTERNSHIPS

EADP 4800 – Emergency Management Internship Preparation EADP 4810 – Emergency Management Internship Practicum

Overview

There are three categories for internships.

1. STUDENTS WITH NO PROFESSIONAL WORK EXPERIENCE: 48 hours in major

- Required: Internship Preparation (EADP 4800)
- Required: Internship Practicum (EADP 4810) and a 240 hour internship

2. STUDENTS WITH PROFESSIONAL WORK EXPERIENCE (BUT NOT IN THE EADP FIELD): 45 hours in major

- Not required: Internship Preparation (EADP 4800)
This change must be approved. Please see Dr. Ronald Timmons, EADP Internship Coordinator (Chilton Hall 308H), to request a **waiver** for EADP 4800.
- Required: Internship Practicum (EADP 4810) and a 240 hour internship

3. STUDENTS WITH PROFESSIONAL WORK EXPERIENCE IN EMERGENCY MANAGEMENT: 42 hours in major

- Not required: Internship Preparation (EADP 4800)
- Not required: Internship Practicum (EADP 4810) and a 240 hour internship.
This change must be approved. Please see Dr. Ronald Timmons, EADP Internship Coordinator (Chilton Hall 308H) to request a **waiver** for EADP 4800/4810.

Notes:

- The faculty may approve a waiver of the internship for students with emergency management experience. Because the internship is an important element of the program, the faculty will approve a waiver only if there is compelling justification and if the faculty determines that the student will gain no benefit from the internship.
- If you are on the 42 hour degree plan, you may not complete an internship for credit.
- **EADP 4810** is a *restricted enrollment* course and requires a **permission code** for registration. You must contact the Internship Coordinator **prior** to registration in order to enroll in this course. It is best to acquire your code at least two weeks prior to your registration date. Do NOT wait until the day you are scheduled to register to try to obtain your registration code.

Internship Preparation – EADP 4800

- Enroll in Internship Preparation at least one semester **before** beginning an internship.
- Topics covered in this course include: career counseling, resume development, professionalism and interviewing skills.
- Pre-requisites: restricted to EADP majors with completion of EADP 3010, 3035, and 3045 and consent of the internship coordinator.

During Internship Preparation, students will meet with the internship coordinator to begin arranging their internship. The internship coordinator will assist the student in securing a practicum, but the final responsibility for finding an internship rests with the student.

Internship Practicum – EADP 4810

- Internship Coordinator must approve internship prior to beginning internship. **If it is not approved, it will not count.**
- Pre-requisites: Enrollment is restricted to EADP majors who have completed EADP 4800, EADP 3010, 3035, 3045, plus 3 additional hours of EADP coursework. Three hours of credit will be awarded for this class once the student has completed **240 hours** of internship and has turned in all required documentation.
- Students will maintain weekly contact with the Internship Coordinator throughout the duration of the internship. This allows the Coordinator to monitor progress and resolve issues in a timely manner. Students must submit weekly activity reports and work with their internship supervisors to assure the completion of required evaluation documents. There will be one class meeting at the end of the semester. Students will complete an internship presentation during this class.

How to obtain an internship:

Internship opportunities are available with a variety of public agencies and departments, as well as at various levels of government. Students may also serve as interns in the private and nonprofit sectors. Internships complement coursework in the major field with practical, hands- on knowledge. Students gain a better understanding of emergency management principles while also obtaining experience, credentials and professional identity in the field. EADP internships, therefore, serve a very important step in the student's career preparation and development.

When anticipating an internship, you should begin by thinking about the type of work experience you would like to complete. For example, consider whether you hope to work in the public, private or nonprofit sector. Then, narrow the choice further by specific organization (e.g. municipal, state or federal government) and functional area (e.g. planning or response). The internship preparation course will also help to identify student's strengths and areas of professional interest. Students may find an internship searching opportunities posted on the Eagle Network, through networking, and searching other online resources. To qualify for course credit, the 240 hour internship **must be approved** by the Internship Coordinator **prior to beginning the internship**, be related to Emergency Administration and Planning, and supervised by a professional in the field.

If you have any questions on internship requirements or procedure, please contact Dr. Ronald Timmons, EADP Internship Coordinator, in Chilton Hall 308H or at Ronald.Timmons@unt.edu.

University of North Texas
Tom Joslin Memorial Scholarship
in Emergency Administration and Planning
Up to \$1,000 Award

Background

In 1994, friends and alumni of the Emergency Administration and Planning (EADP) program at the University of North Texas established the Tom Joslin Memorial Scholarship in honor of one of the program's early faculty members. Following a career with the Federal Emergency Management Agency, Mr. Joslin joined the UNT faculty and worked tirelessly until his death in 1993 to promote the EADP program and enhance the professionalization of emergency managers. Established as an endowed scholarship, the Tom Joslin Memorial Scholarship is annually given to carry forward his vision for the EADP program and profession. Interest from the endowment provides a scholarship for tuition and fees for undergraduate study at UNT. ***The award is up to \$1,000, payable in two installments (1/2-amounts in both the fall and spring semesters).*** Under current state policies, the Joslin Scholar, if enrolled full-time, qualifies for in-state tuition.

Selection criteria

- at least a sophomore at the time the award is made;
- overall grade point average of 3.00 on all coursework (including transfer work);
- evidence of a commitment to a career in emergency management such as participation in appropriate professional development opportunities (seminars, workshops, professional meetings) and membership in relevant professional associations (such as the International Association of Emergency Managers-Student Chapter);
- ability to demonstrate leadership qualities and involvement in community service activities;
- completion of the Tom Joslin Memorial Scholarship Application form;
- completion of an essay explaining (1) career interests and goals and (2) sources of funding for the applicant's undergraduate education, and (3) effect receipt of scholarship will have on completing your education at UNT.
- Completion of the Tom Joslin Memorial Scholarship Application form
-

Application deadline: March 1st

All applications must be submitted through the UNT Student Financial Aid and Scholarships portal found at: <https://financialaid.unt.edu/how-apply-scholarships>

University of North Texas
Michael A. Penaluna Endowed Scholarship
in Emergency Administration and Planning
Up to \$1,000 Award

Background

The Michael A. Penaluna Endowed Scholarship in Emergency Administration and Planning is open to emergency management students with a 3.0 GPA or above enrolled fulltime in the College of Health and Public Service Department of Emergency Management and Disaster Science. Established by Michael A. Penaluna, a career emergency management professional, 1988 graduate of the Emergency Administration and Planning (EADP) program at the University of North Texas and strong supporter of UNT and its EADP program, the scholarship is open to students who demonstrate eligibility for need-based financial assistance as determined by completion of the Free Application for Federal Student Aid (FAFSA). Recipients also must join and be active members of the International Association of Emergency Managers Student Chapter.

This scholarship may be awarded to a previous recipient on an annual basis if the recipient reapplies and continues to meet eligibility requirements.

Application deadline: March 1st

All applications must be submitted through the UNT Student Financial Aid and Scholarships portal found at: <https://financialaid.unt.edu/how-apply-scholarships>.

Emergency Management Student Organization

IAEM-SC

*International Association of Emergency Managers
University of North Texas Student Chapter*

IAEM-SC is the International Association of Emergency Managers-Student Council. The IAEM-SC chapter at UNT was created by students interested in advancing the field of Emergency Management through the experience of practical education and the promotion of academic standards. IAEM-SC is a valuable networking resource for both students and Alumni. We strive to provide opportunities for education, training, and experiences outside the regular curricula that enhance students' learning and understanding in the classroom and prepare them to enter the field. IAEM-SC events have included:

- Guest speakers from local, state, federal, and private sector emergency management
- Site visits to FEMA Region 6 Headquarters, area Offices of Emergency Management/Emergency Operations Centers, public safety training facilities
- Professional conferences, including IAEM-USA and the Texas Division of Emergency Management conferences

Although IAEM-SC is a professional organization, we like to have fun!
Joining IAEM-SC is easy. Contact us through email at UNTIAEMSC@gmail.com

UNTIAEMSC@gmail.com
Find us on Facebook! UNT IAEM-SC
Follow us on Twitter! @UNT_IAEM_SC

Employment for EADP Graduates

Letters of Recommendation

When listing a faculty member as a reference, **always** verify the person's willingness to provide a recommendation. **In any case, please do not expect letters to be written *immediately* upon request; allow at least one to two weeks after your request for your letter to be written.**

Employment

The field of emergency management is evolving into an important and recognized profession. Recent disasters indicate that there are many opportunities in the public, private, and non-profit sectors, at both the domestic and international levels. In the public sector, you might work as a city or county emergency manager, a state disaster recovery liaison, or a FEMA program manager. There are also opportunities with the Department of Defense, The Department of Transportation, the Environmental Protection Agency, OSHA, USAID, United Nations, Organization for American States, the European Union, etc. In the private sector, there are jobs as business continuity specialists, risk managers, hospital disaster planners, airline incident managers, etc. In the non-profit sector there are jobs with the Red Cross, Salvation Army, CARE, Church World Services, Oxfam, etc. Since the program's founding in the early 1980's, over 1,000 students have graduated and obtained employment in the public, private, and non-profit sectors.

UNT Career Center

The UNT Career Center provides a full range of services to support students and alumni at all points along the employment path, from their freshman year to post-graduation. Some of the programs and support they offer students and alumni are listed below. For more information, check out the UNT Career Center webpage at: <https://careercenter.unt.edu/>

Career and Internship Advising. Career Coaches are assigned to specific colleges and are available for one-on-one career advisement. Internship Coordinators are assigned to specific colleges to support students as they navigate the internship process. Programs such as career planning workshops, job shadowing opportunities, resume writing, mock interviews, and internship and job search strategies are offered.

Events, Career Fairs, and More. Programs such as career planning workshops, job shadowing opportunities, resume writing, mock interviews, and internship and job search strategies are offered. The Career Center is a liaison between students and employers representing education, business, industry, government and public service that seek to fulfill their hiring needs. Special events such as career fairs and industry receptions provide the opportunity to interact with employers and network with professionals. Handshake, UNT's online job posting system, provides access to part-time and full-time employment opportunities.