

York University - Toronto, Ontario, Canada  
Faculty of Liberal Arts and Professional Studies

Fall Term 2020  
School of Administrative Studies

*Disaster and Emergency Management Programs Undergraduate*

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Academic Year 2020-2021

Course Outline

Dated September 14, 2020 (First Day of Term)

**AP/DEMS 1701 Disasters: Case Studies of Causes and Impact**

Term F, Section A – Cat # R38R01 (AP DEMS) & Cat # V80F01 (AP ADMS) – 3 Credit Hours

**Due to the COVID-19 Pandemic this Course is Delivered on an Emergency Remote Teaching Basis**

**There is no in-person on-campus activity related to any aspect of this course  
Have no expectation of any face-to-face in person interaction with the professor during this term  
All interactions will be computer-mediated**

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Course Outline Narrative

**Course director information**

Jack L. Rozdilsky, Ph.D.,  
Associate Professor, Disaster and Emergency Management Program  
York University

Office: No in-person office availability during fall term 2020 due to COVID-19 closures

Email: rozdilsk@yorku.ca  
Important – to contact the professor for this course in the subject line of your email  
type DEMS 1701

Telephone Office phone not staffed during fall term 2020

Consultation hours: See notations in this document for details

**Calendar description / prerequisite / co-requisite**

**AP/DEMS 1701: Disasters: Case Studies of Causes and Impacts**

This course is an introductory one for students interested in emergencies and disasters. It overviews the history of disasters, examines their causes, and analyzes their impacts. A series of case studies will be used to illustrate how nature, the built environment, and society interact to create them. The course is lecture based but will use media where possible to illustrate the concepts discussed in class. Course credit exclusions: ADMS 1701 3.00

This course outline is organized with two parts:

1. The narrative contains the numerous sections of detailed information on salient topics.
2. The addendum contains information specific to the AP/DEMS 1701 Course for Fall Term 2020

**Narrative contents (alphabetically listed)**

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**Academic accommodation for students with disabilities (Senate policy)**

The nature and extent of accommodations shall be consistent with and supportive of the integrity of the curriculum and of the academic standards of programs or courses. Provided that students have given sufficient notice about their accommodation needs; instructors shall take reasonable steps to accommodate these needs in a manner consistent with the guidelines established hereunder. For more information, please visit the Counselling and Disability Services website at

WEB PAGE → <http://www.yorku.ca/dshub/>

York's disabilities offices and the Registrar's Office work in partnership to support alternate exam and test accommodation services for students with disabilities at the Keele campus. For more information on alternate exams and tests please visit:

WEB PAGE → <http://www.yorku.ca/altexams/>

Please alert the Course Director as soon as possible should you require accommodations.

### **Academic honesty**

In this course, we strive to maintain academic integrity to the highest extent possible. Please familiarize yourself with the meaning of academic integrity by completing SPARK's Academic Integrity module at the beginning of the course.

WEB PAGE → <https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/>

Breaches of academic integrity range from cheating to plagiarism (i.e., the improper crediting of another's work, the representation of another's ideas as your own, etc.). All instances of academic dishonesty in this course will be reported to the appropriate university authorities and can be punishable according to the Senate Policy on Academic Honesty.

WEB PAGE → <https://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>

Penalties of violation of academic honesty standard can range from a score of zero for the item in question to a failing score for the entire course.

### **Accommodation Procedures**

LA&PS students who have experienced a misfortune or who are too ill to attend the final examination in an ADMS course should not attempt to do so; they must pursue deferred standing. Other students should contact their home Faculty for information. For further information, please visit:

WEB PAGE → <http://ds.info.yorku.ca/academic-support-accomodations/>

### **ADMS application for deferred standing**

To apply for deferred standing, students must register at

WEB PAGE → <http://apps.eso.yorku.ca/apps/adms/deferredexams.nsf>

Followed by handing in a completed DSA form and supporting documentation directly to the main office of the School of Administrative Studies (282 Atkinson) and add your ticket number to the DSA form. The DSA and supporting documentation must be submitted no later than five (5) business days from the date of the exam. These requests will be considered on their merit and decisions will be made available by logging into the above-mentioned link. No individualized communication will be sent by the School to the students (no letter or e-mails).

Students with approved DSA will be able to write their deferred examination during the School's deferred examination period. No further extensions of deferred exams shall be granted. The format and covered content of the deferred examination may be different from that of the originally scheduled examination. The deferred exam may be closed book, cumulative and comprehensive and may include all subjects/topics of the textbook whether they have been covered in class or not. Any request for deferred standing on medical grounds must include an Attending Physician's Statement form; a "Doctor's Note" will not be accepted.

*Please contact the main office of the School of Administrative Studies for information as to COVID-19 adaptations to existing administrative procedures.*

### **ADMS deferred exams**

Deferred standing may be granted to students who are unable to write their final examination at the scheduled time or to submit their outstanding course work on the last day of classes. Details can be found at

WEB PAGE → <http://myacademicrecord.students.yorku.ca/deferred-standing>

Any request for deferred standing on medical grounds must include an Attending Physician's Statement form; a "Doctor's Note" will not be accepted.

### **ADMS DSA Form**

To obtain a ADMS DSA form visit:

WEB PAGE → [http://www.registrar.yorku.ca/pdf/deferred standing agreement.pdf](http://www.registrar.yorku.ca/pdf/deferred%20standing%20agreement.pdf)

### **Audio-visual recording on Zoom**

Zoom-based cloud recording will be used for the formal lectures. Regarding these recordings:

- The recording of the formal lectures will be used for educational purposes only as a means of enhancing student accessibility
- Students do not have permission to duplicate, copy and/or distribute the recordings outside of the class as these acts can violate not only copyright laws but also the Ontario Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31 (a.k.a. or FIPPA)

WEB PAGE → <https://www.ontario.ca/laws/statute/90f31>

- All recordings will be destroyed after the end of classes

### **Cancellation Policy**

Class may be cancelled by the University of the professor for a variety of reasons ranging from pandemic emergency to inclement weather to the professor being unable to attend class.

York University's class cancellation schedule will be followed (for example, if the university closes due to inclement weather).

In the rare event the professor determines on his own accord that it is necessary to cancel class, a mass email will be sent from Moodle to all students. Also, at the top of the Moodle Page, a course status announcement of "cancellation" will be clearly posted.

*During this term as previously stated, due to COVID-19 conditions the term is delivered on a remote basis hereby voiding inclement weather closures until further notice.*

### **Content Fair Warning**

Please be aware that when studying topics related to disaster and emergency management depictions of human suffering, anti-social behaviors, and the consequences extreme events are within the realm of the subject matter covered in class. Such depictions may contain course language, graphic images, and material considered controversial, offensive, and/or disturbing to some persons.

Please consider this statement as 'fair warning' concerning the possibility of such content.

Contact the course director if you have any concerns or requests for accommodation.

### **Disruption of classroom activities and threatening behavior – Zero tolerance**

This professor has zero tolerance for any form of disruption threatening classroom safety.

Weapons are prohibited in the classroom.

Anti-social behaviors, intimidation, and terroristic threats are discouraged and not tolerated.

If the safety of the classroom is threatened in any way, the Professor reserves the rights to:

1. Take actions to secure the classroom environment
2. Ask the offender to leave the classroom
3. Make immediate reports to security/law enforcement
4. Make secondary reports to relevant campus units
5. Provide a score of zero points to any course grading activities the offender is engaged in at the time of the offense
6. Start procedures to have the offender removed from class and banned from campus activities
7. Request law enforcement monitoring of the classroom.

*Under COVID-19 conditions, the zero-tolerance policy also applies to the virtual classroom.*

## **Enhanced course description and objectives**

### ***Enhanced course description:***

AP/DEMS 1701 is intended to be an introductory-level undergraduate course focusing on theoretical and practical aspects of disaster and emergency management. As referenced in the title of the course, the pedagogical tool of case studies will be applied to illustrate concepts in disaster and emergency management. Disaster and emergency management is a field which balances scholarship and practice, and the aims of emergency management higher education include producing and transmitting practical knowledge of how to practice the profession. Study of cases of disasters can illustrate basic principles, epitomize problems, and create an environment to consider new solutions to re-occurring problems. Therefore, examples of disasters originating from natural, technological, and social environments will be explored during this term.

This course is primarily designed for undergraduate students (1<sup>st</sup> and 2<sup>nd</sup>) who are planning to enter into the Disaster and Emergency Management at York University. The course will cover the “emergency” portion of emergency management.

For more advanced disaster and emergency management students enrolling, new knowledge may be gained on detail of specific disaster events, however portions of the course may be duplicative with respect to other more advanced emergency management courses one has already taken.

This course is open for enrollment to all undergraduate majors, but please note this course is disaster and emergency management focused. For those students who are not disaster and emergency management majors, this course can provide a general introduction to the disaster and emergency management profession and prepare students to consider the wider implications of threats posed by different types of disasters to society.

## **Evaluation, University Language**

The Senate Grading Scheme and Feedback Policy stipulates the following:

WEB PAGE → <https://secretariat-policies.info.yorku.ca/policies/grading-scheme-and-feedback-policy/>

- The grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) be announced, and be available in writing, within the first two weeks of class. *The grading scheme is hereby provided on day one of this course with syllabus.*
- Under normal circumstances, graded feedback worth at least 15% of the final grade for Fall term courses, and 30% for full-year courses shall be received by students in all courses prior to the final withdrawal date from a course without receiving a grade (see the policy for exceptions to this aspect of the policy). The last date to drop a course without receiving a final grade is November 6, 2020 for Fall term courses, and February 5, 2021 for full-year courses.
- Please note that an exam or term test worth more than 20% of the final grade may not be given during the final two weeks of classes. It must be scheduled in the formal exam period, even if it will be completed online. The formal Fall examination period will run between December 9 to 23, 2020. *This course does not have an exam or term test worth more than 20% of the final grade during the last two weeks of class.*

### **Important dates for Fall 2020 / Winter 2021**

- For both full-year (Y) and Fall-term (F) courses, classes will start on September 9, 2020. Winter-term (W) classes will start on January 11, 2021.
- Reading Week will occur between October 10 and 16, 2020 in the Fall term, and between February 13 and 19, 2021 in the Winter term.
- The last date to submit term work is December 9 in the Fall term, and April 13 in the Winter term. December 9 is also a Fall Study Day.
- The formal exam period in the Fall will run from December 9 to 23, 2020. The Winter exam period will run from April 14 to 28, 2021.

### **Online proctoring**

Certain courses use online proctoring for examinations.

*At the time of writing of this course outline, this course does not plan to employ online proctoring.*

### **Organization of the course**

This course has both synchronous and asynchronous elements. It is best described as blended course.

A consistent pattern of delivery has been established as outlined in detail in the addendum to this course outline narrative.

### **Outside of classroom activities**

At the time of writing, there are no planned outside events related to the operations of this course scheduled for times outside of normal class meeting hours. If any relevant outside events become available, the terms of those activities will be clearly outlined prior to such events.

*Under COVID-19 restrictions, until further notice, there will be no outside of classroom activities.*

### **Photography, Video, and Audio Recording Prohibited**

Due to privacy reasons of the professor and students, video and audio recording of class activities and photography of people in the classroom is prohibited. Unauthorized recording of class in any format, in person or electronic, can violate the Ontario Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31 (a.k.a. FIPPA).

WEB PAGE → <https://www.ontario.ca/laws/statute/90f31>

Such policy also applies to electronically delivered content in a virtual classroom.

## **Policies**

Course policies on grading, assignment submission, tests and makeup tests, lateness penalties, etc. are specified in the terms and conditions listed addendum to this course outline.

## **Posted Legal Notices of Copyright Protection**

### NOTICE OF USE OF COURSE MATERIAL ON THE LMS (Learning Management System) FOR AP/DEMS 1701

- Students are hereby notified to respect Canadian Copyright law.
- Electronic content for this course is created and delivered exclusively for non-commercial educational use.
- The instructor does not grant permission to students to reuse or repost any material related to this course.
- The instructor does not grant permission for students to resell in whole or in part any electronic materials related to this course. Violators will be prosecuted to the extent of the law.
- In use of the LMS, each student should confirm that he or she will respect the university's copyright guidelines or copyright guidance for students and will not post on the LMS works that infringe copyright.

### INTELLECTUAL PROPERTY NOTICE

These course materials are designed for use as part of this electronic teaching material at York University and are the intellectual property of the instructor unless otherwise stated. Third party copyrighted materials (such as book chapters, journal articles, music, videos, etc.) have either been licensed for use in this course or fall under an exception or limitation in Canadian Copyright law.

Copying this material for distribution (e.g. uploading material to a commercial third-party website) may lead to a charge of misconduct under York's Code of Student Rights and Responsibilities and the Senate Policy on Academic Honesty and/or consequences for violation of copyright law, if copyright law has been violated.

### COPYRIGHT NOTICE FOR INDIVIDUAL WORKS

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These course materials are designed for use as part of this electronic teaching material at York University and are the intellectual property of the instructor unless otherwise stated. Unless a user's right in Canada's Copyright Act covers the particular use, you may not publish, post on an Internet site, sell, or otherwise distribute this work without the instructor's express permission. Failure to abide by these restrictions may constitute grounds for academic misconduct proceedings and/or legal action against you.



## **Readings**

The primary course reading is the textbook, which is:

Valcik, Nicolas A. and Tracy, Paul E. (2017). *Case studies in disaster response and emergency management*. (2nd edition.) New York, NY: Routledge.

International standard book numbers

978-1-4987-8851-9 (hbk)

978-1-315-45937-0 (ebk)

Information is provided in the addendum to this course outline narrative regarding obtaining the book electronically.

Other topic focused readings may also be assigned and or provided through the course Moodle page.

The specific reading schedule will be announced once the course begins.

## **Reappraisals**

Students may, with sufficient academic grounds, request that a final grade in a course be reappraised (which may mean the review of specific pieces of tangible work). Non-academic grounds are not relevant for grade reappraisals; in such cases, students are advised to petition to their home faculty. Students are normally expected to first contact the course director to discuss the grade received and to request that their tangible work be reviewed. Tangible work may include written, graphic, digitized, modeled, video recording or audio recording formats, but not oral work. Students need to be aware that a request for a grade reappraisal may result in the original grade being raised, lowered or confirmed. For reappraisal procedures and information, please visit the Office of the Registrar site at:

WEB PAGE → <http://myacademicrecord.students.yorku.ca/grade-reappraisal-policy>

## **Religious accommodation**

York University is committed to respecting the religious beliefs and practices of all members of the community and making accommodations for observances of special significance to adherents. For more information on religious accommodation, please visit:

WEB PAGE → <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs>

## **Schedule is tentative**

The course schedule depicts what the professor intends to cover during this term.

In the event there are pandemic related disruptions, inclement weather cancellations, time variations in topic coverage, illness or unexpected absences of the professor, etc. the schedule may change. If any schedule changes become necessary during the term, announcements will be made on Moodle and by email.

## **Teaching methods**

Per York University Senate Executive Communication language dated May 6, 2020,

WEB PAGE → <https://secretariat.info.yorku.ca/files/May-6-Communication.pdf?x35424>

Several platforms will be used in this course (e.g., Moodle, Zoom, etc.) through which students will interact with the course materials, the course director/TA, as well as with one another. Please review this syllabus to determine how the class meets (in whole or in part), and how office hours and presentations will be conducted.

Students shall note the following:

- Zoom is hosted on servers in the United States
- This includes recordings done through Zoom
- If you have privacy concerns about your data, provide only your first name or a nickname when you join a zoom session.
- The system is configured in a way that all participants are automatically notified when a session is being recorded. In other words, a session cannot be recorded without you knowing about it.

Please review the technology requirements and FAQs for Moodle.

WEB PAGE → <https://lthelp.yorku.ca/95440-student-faq>

To participate fully participate in this course, it is expected that:

- Students can participate in video conferencing
- Students will appear on video (e.g., for tutorial/seminar discussion, and office hours meetings)
- Students will need a stable, higher-speed Internet connection
- Students will need a computer with webcam and microphone, and/or a smart device with these features.

Here are some useful links for student computing information, resources and help:

Student Guide to Moodle

WEB PAGE → <https://lthelp.yorku.ca/student-guide-to-moodle>

Zoom@YorkU Best Practices

WEB PAGE → <https://uit.yorku.ca/wp-content/uploads/sites/5/2020/04/Zoom@YorkU-Best-Practicesv2.pdf>

Zoom@YorkU User Reference Guide

WEB PAGE → <https://uit.yorku.ca/wp-content/uploads/sites/3/2012/02/Zoom@YorkU-User-Reference-Guide.pdf>

Computing for Students Website

WEB PAGE → <https://uit.yorku.ca/student-services/>

Student Guide to eLearning at York University

WEB PAGE → <http://elearning-guide.apps01.yorku.ca/>

To determine Internet connection and speed, there are online tests, such as Speedtest, that can be run.

WEB PAGE → <https://www.speedtest.net/>

### **Times and Locations**

This course will be remotely delivered. There will be no in-person interactions or activities on campus.

Refer to the addendum in the course outline narrative for time, date, and mode of delivery information.

### **Turnitin**

To promote academic integrity students are in some cases required to submit their written assignments to Turnitin (via the course Moodle) for a review of textual similarity and the detection of possible plagiarism. In so doing, students will allow their material to be included as source documents in the Turnitin.com reference database, where they will be used only for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin service are described on the Turnitin.com website.

*While the professor reserves the right to use such systems, at the time of writing of this course outline, this course does not plan to employ Turnitin.*

### **Virtual office hours**

Virtual office hours information is provided in the in the addendum to this course outline narrative.

Email the professor at:

rozdilsk@yorku.ca

to request office hours consultation on a virtual basis. In your email type in the subject line: DEMS 1701

### **Webpage**

Use your York University computer ID and password to log into the Moodle for the course's webpage.

### **York University attending physician's statement form**

The form for an attending physician's statement can be found at:

WEB PAGE → <http://registrar.yorku.ca/pdf/attending-physicians-statement.pdf>

- ❖ This narrative section of the course outline is now closed.
- ❖ See the following pages of the addendum in the course outline narrative for more term specific course information.

York University - Toronto, Ontario, Canada  
Faculty of Liberal Arts and Professional Studies

Fall Term 2020  
School of Administrative Studies

*Disaster and Emergency Management Programs – Undergraduate*

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Academic Year 2020-2021

Course Outline

Dated September 14, 2020 (First Day of Term)

**AP/DEMS 1701 Disasters: Case Studies of Causes and Impact**

Term F, Section A – Cat # R38R01 (AP DEMS) & Cat # V80F01 (AP ADMS) – 3 Credit Hours

**Due to the COVID-19 Pandemic this Course is Delivered on an Emergency Remote Teaching Basis**

**There is no in-person on campus activity related to any aspect of this course  
Have no expectation of any face-to-face in person interaction with the professor during this term  
All interactions will be computer-mediated**

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Course Outline Addendum

1. Fall 2020 AP/DEMS 1701: Calendar
2. Fall 2020 AP/DEMS 1701: Calendar nomenclature with terms & conditions
3. Fall 2020 AP/DEMS 1701: Emergency remote teaching statement
4. Fall 2020 AP/DEMS 1701: Evaluation, course specific information
5. Fall 2020 AP/DEMS 1701: Options for obtaining textbook electronically

## Schedule for Fall Term 2020 Course AP/DEMS 1701 Disasters: Case Studies of Causes and Impacts Dated 14 Sept 2020

Professor: Jack L. Rozdilsky, Ph.D. ♦♦ Copyright © 2020 By Jack L. Rozdilsky, All Rights Reserved

**Blended Delivery Format Under Emergency Remote Teaching Conditions Due to COVID-19 ♦♦ No Campus-Based Face-to-Face Interactions are Planned**

<i>Week</i>	<i>Date</i>	<i>Synchronous During Class Time</i>	<i>Asynchronous During Week</i>	<i>Due Dates</i>
1	Mon-14-Sept	- Formal Lecture #1 at 11:30 ** REQUIRED ZOOM MEETING **	- Do Readings in Set #1	
2	Mon-21-Sept		- Do Readings in Set #2 - Watch Video Lecture #1	
3	Mon-28-Sept	- Informal Seminar at 11:30 * Optional Zoom meeting * - Office hours by Appt. at 12:45 – 2:30	- Watch Video Lecture #2 - Write Comment #1 for Forum	Fri-2-Oct - Post Comment #1 to Moodle
4	Mon-05-Oct	- Take Quiz #1 Between 11:30 & 2:30 ** REQUIRED MOODLE ACTIVITY **	- Write Essay Assignment #1	Fri-9-Oct - Upload Essay #1 to Moodle
n/a	Mon-12-Oct	Reading Week – No Scheduled Activities		
5	Mon-19-Oct	- Formal Lecture #2 at 11:30 ** REQUIRED ZOOM MEETING **	- Do Readings in Set #3	
6	Mon-26-Oct		- Do Readings in Set #4 - Watch Video Lecture #3	
7	Mon-02-Nov	- Informal Seminar #2 at 11:30 * Optional Zoom meeting * - Office hours #2 by Appt. at 12:45 – 2:30	- Watch Video Lecture #4 - Write Comment #2 for Forum	Fri-6-Nov - Post Comment #2 to Moodle
8	Mon-09-Nov	- Take Quiz #2 Between 11:30 & 2:30 ** REQUIRED MOODLE ACTIVITY **	- Do Readings in Set #5 - Write Essay Assignment #2	Fri-13-Nov - Upload Essay #2 to Moodle
9	Mon-16-Nov		- Do Readings in Set #6 - Watch Video Lecture #5 - Write Comment #3 for Forum	Fri-20-Nov - Post Comment #3 to Moodle
10	Mon-23-Nov	- Take Quiz #3 Between 11:30 & 2:30 ** REQUIRED MOODLE ACTIVITY **	- Watch Video Lecture #6	
11	Mon-30-Nov	- Informal Seminar #3 at 11:30 * Optional Zoom meeting * - Office hours #3 by Appt. at 12:45 – 2:30	- Write Essay Assignment #3	Fri-04-Dec - Upload Essay #3 to Moodle
12	Mon-07-Dec	- Formal Lecture #3 at 11:30 ** REQUIRED ZOOM MEETING **		

- Synchronous activities that require actions during the scheduled class time are shaded in grey
- Asynchronous Activities can be completed at any time during a given week, but be mindful of associated due dates with these activities
- All class activities take place between Mon-14-Sept and Mon-07-Dec, there is not a final exam during the exam period
- Due to COVID-19 conditions, potential technology issues, etc. this schedule is tentative, if any changes become necessary announcements will be made.

Calendar Nomenclature and Terms & Conditions Related to Schedule and Assignments  
for  
**Synchronous Tasks**

- **Synchronous tasks** are actions that need to be taken at a specified time and date
- For this term, class time for synchronous activities is defined as:
  - **Fall Term 2020 – AP/DEMS 1701 – Mondays at 11:30 to 14:30 Eastern Time**
- There are four types of synchronous tasks associated with this course:
  - **Formal Lectures**
    - Take place during specified class times in the Eastern Time Zone (Toronto time)
    - **A Required Activity**
    - Students are responsible for digesting and studying the material presented
    - Notice – These zoom meetings will be recorded for the purpose of review by students
    - Objective – Professor delivers information to students
      - ✓ Primarily a one-way information flow: Professor to Student
    - If a student misses a formal lecture
      - ✓ A recording will be posted on Moodle for two weeks following the lecture
  - **Quizzes**
    - Take place during specified class times in the Eastern Time Zone (Toronto time)
    - **A Required Graded Activity**
    - Quizzes must be taken during specified class times
    - If a student misses a quiz
      - ✓ No make-ups
      - ✓ Quizzes not taken during specified class time are scored as zero
      - ✓ Strictly applied excused absence protocols only
  - **Informal Seminars**
    - Take place during specified class times in the Eastern Time Zone (Toronto time)
    - **Optional Attendance, no associated graded activity takes place at informal seminars**
    - Seminars are an informal, semi-structured, online tutorial session
    - No new material on which grades are based will be presented
    - Notice - These zoom meetings will not be recorded
    - Notice - Informal Seminars are public zoom meetings open to all class members
    - Notice - Please reserve topics to be discussed privately for office hours
    - Objective - A semi-structured zoom meeting for questions and discussion
      - ✓ Primarily two-way interactions between Students and Professor
    - If a student misses an informal seminar
      - ✓ These are one-time only seminars
      - ✓ Students do not need to attend, if they do not want to
  - **Office Hours**
    - Take place during specified class times in the Eastern Time Zone (Toronto time)
    - **Optional, you are not required to meet with the Professor during office hours**
    - Notice - These zoom meetings will not be recorded
    - To request an office hours meeting
      - ✓ Email rozdilsk@yorku.ca and request an office hours meeting
      - ✓ Important – Use the text “DEMS 1701” as the subject line
      - ✓ You will then receive a Doodle Poll from which to choose a time

Calendar Nomenclature and Terms & Conditions Related to Schedule and Assignments  
for  
**Asynchronous Tasks**

- **Asynchronous tasks** are actions not tied to listed class times, they are actions that can be taken anytime within a specified time period
- While the time at which you complete the task is flexible, be mindful of associated due dates
- There are four types of asynchronous tasks associated with this course:
  - Readings
    - The task of reading material related to the class
    - Can consist of assigned readings from the textbook
    - Can consist of assigned readings from the Moodle site
    - If a student misses or does not do the assigned readings
      - ✓ One will do poorly in class
  - Streaming Lectures
    - The task of watching a pre-recorded lecture
    - Streaming video from the Moodle site in MP4 format
    - Can be viewed at a time of your own choosing
    - Will be posted according to the schedule of specified course topics
    - Any times associated with this task will be listed as the Eastern Time Zone (Toronto time)
    - If a student misses or does not view the streaming lectures
      - ✓ One will do poorly in class
  - Discussion Forum Postings
    - The task of posting a comment to a Moodle discussion form
    - **A Required Graded Activity**
    - Action can be taken anytime within a defined time frame and it will have a due date
    - Task will open on a specific time and date and close on a specific time and date
    - Any times associated with this task will be listed as the Eastern Time Zone (Toronto time)
    - If a student misses discussion forum posting
      - ✓ No make-ups
      - ✓ Comments not posted within the time period by the deadline will be scored as zero
      - ✓ Strictly applied excused absence protocols only
  - Essay Assignments
    - The task of completing an essay assignment and uploading it to the Moodle site
    - **A Required Graded Activity**
    - Action can be taken anytime within a defined time frame and it will have a due date
    - Task will open on a specific time and date and close on a specific time and date
    - Any times associated with this task will be listed as the Eastern Time Zone (Toronto time)
    - If a student misses an essay assignment
      - ✓ Turned in on time means uploaded to the Moodle Site by the due date and time
      - ✓ Late essay assignments are accepted with the following penalties
        - Late assignments will be accepted with a 10% penalty per calendar day
        - If no paper is turned in after eleven days late, the score is zero
        - No late work accepted after the last day of the teaching term



**Emergency Remote Teaching Statement**  
for  
**Fall Term 2020 Courses**

- **COVID-19**

In many ways, this term will be successful if we complete it with no students or professors becoming infected with COVID-19, and that is not a given.

Should the professor become infected with COVID-19 during this term, the expectation is that class will shift to Plan B, where the schedule will be altered to a minimum operational standard and/or a designee may step in for the Professor. Clear notifications will be provided to students should such a situation develop.

- **Continuity of Operations**

An old adage in emergency management is “**plan for the best but prepare for the worst**”.

The professor has made arrangements for continuity of operations for the few elements of this course which remain under his span of control. A majority of the elements needed for this course to run on a remote basis are beyond the span of control of the professor.

Also, note that the professor is operating remotely, without the full complement of campus office infrastructure that was used to support past iterations of this course.

Also, note that the successful operation of this course depends on many systems functioning as operational. Should the internet, multiple university-based systems, and/or third-party internet-based platforms go down, this class will temporarily lose functionality, and any fix will be well beyond the span of control of the professor.

Going into this term, have the expectation that technical difficulties will occur as we all muddle through a term with emergency remote teaching and learning.

Therefore, the professor requests your courtesy of flexibility and patience during this term.

- **Technological Failures**

Factors such as power outages, internet outages, excessive system demands, and cyber-attacks, etc. do occur and such problems may impact multiple systems on which operation of this remote course depends.

In the event there is a technology failure during a synchronous class activity, the following protocol will be implemented:

1. Please wait on stand-by for 15 minutes to see if the system comes back on
2. **If the system does not come back online in 15 minutes – the class cancelled for the day**
3. If possible, let the professor know of the problem at rozdilsk@yorku.ca
4. Don't expect an email response immediately
5. Realize the professor is likely facing the same issue, simultaneously
6. Once the situation is stabilized, expect a group email from the professor with further instructions

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Please note the professor has only a very limited ability to address any technical problems you may face on the individual level.

- **Communication Standards**

With the onset of COVID-19, the volume of email received by the professor has increased drastically, necessitating the use of sorting filters.

Do not have the expectation that email is a real-time communication method. Email responses will be triaged based on time sensitivity and reasonable availability of the professor between 8am and 6pm on weekdays. Do not expect email availability of the professor after 6pm, on weekends, or holidays.

Important . . . to keep you email from getting lost

To contact the Professor for this class **AP/DEMS 1701 Fall Term 2020**

1. Email the professor at rozdilsk@yorku.ca
2. In the subject line type: DEMS 1701
3. In the email, at a minimum you will need to state your first and last name along with the message
4. In the email, please provide your student number, if possible

### Evaluation, Course Specific Information

Itemized Evaluation as Depicted by Due Date and Raw Score Value in Percentage

Item #	Assessment	Due date	Value (% of final grade)	Value (points)
1	Forum Post #1	Friday Oct. 2	04	40
2	Quiz #1	Monday Oct 5	10	100
3	Essay Assignment #1	Friday Oct 9	20	200
4	Forum Post #2	Friday Nov 6	03	30
5	Quiz #2	Monday Oct 9	10	100
6	Essay Assignment #2	Friday Nov 13	20	200
7	Forum Post #3	Friday Nov 20	03	30
8	Quiz #3	Mon Nov 23	10	100
9	Essay Assignment #3	Fri Dec 4	20	200
			100%	1000

Overall Final Grade Evaluation as Depicted by Category and Point Value

Assessment	Points
Three Forum Posts @ various each	100
Three Quizzes @ 100 each	300
Three Essays @ 200 each	600
*ADMS Mandated Grade Distribution	+ / - ? Points
	1000

#### \*ADMS Mandated Grade Distribution Statement

For a 1000-level course in the School of Administrative Studies instructors are directed to evaluate the final raw scores with respect to the range for the expected mean / median grades, which is C to B for this course. In the event, calculated raw scores deviate from prescribed range the instructor may be required to adjust scores by adding or subtracting points in order to meet this school requirement. Adjustments are applied to all students on an equal basis. Therefore, if an adjustment was required it is possible a that a student's final grade may not exactly match the raw score value as calculated in percentage.

### Undergraduate Letter Grading System

For a 1000-level course, the range for the expected mean/median grades will be C (60 min ) to B (74 max.)

<b>AP / DEMS &amp; AP / ADMS Undergraduate Letter Grading System</b>	
<b>Letter Grade</b>	<b>Percentage Range</b>
A+	90-100
A	80-89
B+	75-79
B	70-74
C+	65-69
C	60-64
D+	55-59
E	40-49
F	00-39

**Obtaining the Textbook in Electronic Format**  
for  
**AP/DEMS 1701**

- **The Textbook**

Valcik, Nicolas A. and Tracy, Paul E. (2017). *Case studies in disaster response and emergency management*. (2nd edition.) New York, NY: Routledge.

International standard book numbers

978-1-4987-8851-9 (hbk)

978-1-315-45937-0 (ebk)

- **Options**

The following options to obtain the textbook electronically are presented.

This information is provided by the professor as a courtesy and does not imply endorsement of any specific vendor or method of textbook use.

- **York University Bookstore**

- WEB PAGE →
  - <https://bookstore.yorku.ca/>

- **Routledge/CRC Press**

- WEB PAGE →
  - <https://www.routledge.com/Case-Studies-in-Disaster-Response-and-Emergency-Management/Valcik-Tracy/p/book/9781498788519>
- Available as an e-book

- **Textbook at Google Books**

- WEB PAGE →
  - <https://books.google.ca/books?id=aGzCDgAAQBAJ>
- Available as an e-book

- **Textbook at Google Play e-books**

- WEB PAGE →
  - [play.google.com/store/books/details?id=aGzCDgAAQBAJ&rdid=book-aGzCDgAAQBAJ&rdot=1&source=gbs\\_vpt\\_read&pcampaignid=books\\_booksearch\\_viewport](https://play.google.com/store/books/details?id=aGzCDgAAQBAJ&rdid=book-aGzCDgAAQBAJ&rdot=1&source=gbs_vpt_read&pcampaignid=books_booksearch_viewport)
- Available as an e-book

- **Textbook at Amazon.ca**

- WEB PAGE →
  - [https://www.amazon.ca/Disaster-Response-Emergency-Management-Administration-ebook/dp/B0718ZY7S5/ref=sr\\_1\\_fkmr0\\_2?dchild=1&keywords=Case+Studies+in+Disaster+Response+and+Emergency+Management+Front+Cover+Nicolas+A.+Valcik+%2C+Paul+E.+Tracy&qid=1598245534&sr=8-2-fkmr0](https://www.amazon.ca/Disaster-Response-Emergency-Management-Administration-ebook/dp/B0718ZY7S5/ref=sr_1_fkmr0_2?dchild=1&keywords=Case+Studies+in+Disaster+Response+and+Emergency+Management+Front+Cover+Nicolas+A.+Valcik+%2C+Paul+E.+Tracy&qid=1598245534&sr=8-2-fkmr0)
- Available as a Kindle Edition