

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

Fall Term 2021
School of Administrative Studies

Disaster and Emergency Management Programs Undergraduate

Academic Year 2021-2022

Course Outline

Dated September 8, 2021 (First Day of Term)

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

Term F, Section B – Cat # F81J01 (AP DEMS) & Cat # W28R01 (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 remotely computer-mediated**

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 2021 due to COVID-19 Limits
Office hours availability by Zoom Meetings

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 2021 as office is Limited – Use email

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 2021

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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 may on occasion be used for 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 e-class to all students.

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 (1st and 2nd) 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).
- 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. *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 2021

- Fall term 2021 starts on September 8, 2021.
- The first meeting for DEMS 1701 is Monday September 13 at 11:30am by Zoom Meeting
- Reading Week will occur between October 11 and 15, 2021
- The last day of class and final assignment are due on Monday, December 6, 2021
- The last date to submit term work is Tuesday December 7, 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 a remote 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 e-class 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 will be using Turnitin for this class.

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 2021
School of Administrative Studies

Disaster and Emergency Management Programs – Undergraduate

Academic Year 2021-2022

Course Outline

Dated September 8, 2021 (First Day of Term)

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

Term F, Section B – REMT 01– Cat # F81J01 (AP DEMS) & Cat # W28R01 (AP ADMS) – 3 Credit Hours

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

**Remote Meetings by Zoom Teleconference on Specified Monday Mornings at 11:30am
between September 13 and December 06**

**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**

Course Outline Addendums

1. Fall 2021 AP/DEMS 1701: Calendar – Version 01 dated 08 September 2021
2. Fall 2021 AP/DEMS 1701: Evaluation, course specific information
3. Fall 2021 AP/DEMS 1701: Calendar nomenclature with terms & conditions for coursework
4. Fall 2021 AP/DEMS 1701: Emergency remote teaching statement
5. Fall 2021 AP/DEMS 1701: Book Information, Available Electronically

Schedule for Fall Term 2021 Course AP/DEMS 1701 Disasters: Case Studies of Causes and Impacts Dated 08 September 2021

Professor: Jack L. Rozdilsky, Ph.D. ♦♦ Copyright © 2021 By Jack L. Rozdilsky, All Rights Reserved

Version 01 09.08.2021 – Course Outline Schedule for Course DEMS 1701 Outline Dated 08 September 2021

<i>Week</i>	<i>Date</i>	<i>Topics Synchronous During Class Time</i>	<i>Topics Asynchronous During Week</i>	<i>Due Dates Quizzes</i>	<i>Due Dates Papers</i>
1	Mon-13-Sept	Zoom Meeting #1 for 13 Sept at 11:30	1. Unit 1A Course Opening		
2	Mon-20 Sept	Zoom Meeting #2 for 20 Sept at 11:30	2. Unit 1B Technological Hazards Case		
3	Mon-27-Sept	No Zoom Meeting – Asynchronous Work **Office Hours by Appt - 8 slots 11:00 – 15:00	3. Unit 1C Technological Hazards Case	Quiz #1 Due Fri-01-Oct	
4	Mon-04-Oct	Zoom Meeting #3 for 4 Oct at 11:30	4. Unit 1D Technological Hazards Case		Paper #1 Due Fri-08-Oct
5	Mon-11-Oct	No Zoom Meeting – Fall Reading Week	No activity		
6	Mon-18-Oct	No Zoom Meeting – Asynchronous Work	1. Unit 2A Social Hazards Case	Quiz #2 Due Fri-22-Oct	
7	Mon-25-Oct	Zoom Meeting #4 for 25 Oct at 11:30	2. Unit 2B Social Hazards Case		
8	Mon-01-Nov	No Zoom Meeting – Asynchronous Work **Office Hours by Appt - 8 slots 11:00 – 15:00	3. Unit 2C Social Hazards Case	Quiz #3 Due Fri-05-Nov	
9	Mon-08-Nov	Zoom Meeting #5 for 08 Nov at 11:30	4. Unit 2D Social Hazards Case		Paper #2 Due Fri-12-Nov
10	Mon-15-Nov	Zoom Meeting #6 for 15 Nov at 11:30	1. Unit 3A Natural Hazards Case		
11	Mon-22-Nov	No Zoom Meeting – Asynchronous Work	2. Unit 3B Natural Hazards Case	Quiz #4 Due Fri-26-Nov	
12	Mon-29-Nov	No Zoom Meeting – Asynchronous Work **Office Hours by Appt - 8 slots 11:00 – 15:00	3. Unit 3C Natural Hazards Case		
13	Mon-06-Dec	Zoom Meeting #7 for 06 Dec at 11:30	4. Unit 3D Natural Hazards Case		Paper #3 Due Mon-06-Dec

- Synchronous activities are activities that take place during the scheduled class time on Mondays at 11:30am
- Asynchronous activities can be completed at home during any time of a given week
- All class activities take place between Mon-13-Sept and Mon-06-Dec, there is not a final exam during the exam period
- This schedule is consistent with York's 20% rule stating no tests or exams worth more than 20% will not be held in last two weeks of class.
- Due to COVID-19 conditions, potential technology issues, etc. this schedule is tentative, if any changes become necessary announcements will be made.

Evaluation, Course Specific Information

Fall Term 2021

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

Item #	Assessment	Due date / Time online	Value (% of final grade)	Value (points)
1	Quiz #1	Fri-01-Oct at 11:59pm	10%	100
2	Quiz #2	Fri-22-Oct at 11:59pm	10%	100
3	Quiz #3	Fri-05-Nov at 11:59pm	10%	100
4	Quiz #4	Fri-26-Nov at 11:59pm	10%	100
5	Paper #1	Fri-08-Oct at 11:59pm	20%	200
6	Paper #2	Fri-12-Nov at 11:59pm	20%	200
7	Paper #3	Mon-06-Dec at 11:59pm	20%	200
		<i>Sum of Values</i>	100%	1000

- The last assignment is due online on the final day of class on Monday December 6
- There is no “midterm exam” or “final exam” for this course

Overall Final Grade Evaluation as Depicted by Category and Point Value

Assessment	Points
Four Quizzes @ 100 each	400
Three Papers @ 200 each	600
*ADMS Mandated Grade Distribution (if needed)	+ / - ? 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.)

AP / DEMS & AP / ADMS Undergraduate Letter Grading System	
Letter Grade	Percentage Range
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

Calendar Nomenclature and Terms & Conditions Related to Schedule and Assignments
for
Remote Class Operation

- **Times:**
 - All times listed for the North American Eastern Time Zone Toronto Time. If you are operating from a different time zones, please make the necessary adjustments.
- **Synchronous Tasks**
- 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 2021 – AP/DEMS 1701 – Mondays at 11:30 to 14:30 Eastern Time**
- Class will not meet in a synchronous format every week; a schedule will be released indicating which weeks meet on Monday at 11:30am by Zoom Teleconference
- **Office Hours**
 - Open office hours for questions and answers regarding class will take place during three specified class period with eight 30-minute spots by appointment for each period
 - Optional, you are not required to make an office hour appointment
 - Notice - These office hours zoom meetings will not be recorded
 - To request an office hours meeting slot
 - Email rozdilsk@yorku.ca and request an office hours meeting on a specified date
 - Important – Use the text “DEMS 1701 [student name] ‘subject’ as the subject line
- **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 associate 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
 - **Quizzes**
 - Take place during a specified time period
 - **A Required Graded Activity**
 - If a student requires an accommodation related to time needed for a quiz, please notify the Professor early in the term.
 - If there is a technical problem where you cannot access the quiz, please contact the Professor
 - If a student misses a quiz
 - ✓ No make-ups
 - ✓ Quizzes not taken during specified times are scored as zero
 - ✓ Strictly applied excused absence protocols only
 - **Streaming Video Lectures**
 - The task of watching a pre-recorded lecture
 - Streaming video from the e-class 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
- If a student misses or does not view the streaming video lectures
 - ✓ One will do poorly in class
- **Paper Assignments**
 - The task of completing an essay assignment and uploading it to the eClass site
 - **A Required Graded Activity**
 - Action can be taken anytime within a defined time frame and it will have a due date
 - You can turn in the paper prior to the due date
 - Task will open on a specific time and date and close on a specific time and date
 - If a student misses an essay assignment
 - ✓ Turned in on time means uploaded to the eClass 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 ten days late, the score is zero

Emergency Remote Teaching Statement
for
Fall Term 2021 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.

During the Fall Term 2021, the greater Toronto area is in its second year of coping with the pandemic with wave-4 and beyond. The Professor implores you not to take any personal actions that result in increased COVID-19 risk during the term.

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.

Your courtesy is requested for both flexibility and patience during the Fall Term 2021, as you can assume that due to technology difficulties and overwhelming amounts of email received by the Professor not all activities related to this course will run as smoothly as desired.

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 as numerous inquiries will come in simultaneously
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

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 continuation of COVID-19, and the shift of most university-related business from an office to the home, the volume of email received by the professor has increased drastically, at times beyond the limit of capabilities. Have the expectation that email responses from the Professor may not be as rapid as expected under regular pre-pandemic conditions.

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 2021**

1. Email the professor at rozdilsk@yorku.ca
2. In the subject line type: DEMS 1701 [Your name] 'subject title'
3. If the subject line does not meet #2, the email may not be read as it may get lost in the volume
4. In the email, at a minimum you will need to state your first and last name along with the message
5. In the email, please provide your student number, if possible

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
- 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
- Available as a Kindle Edition

Course Outline Additional Information

School of Administrative Studies Language

August 19, 2021.

RELEVANT UNIVERSITY/LA&PS/SCHOOL REGULATIONS

Applicable to all ADMS and DEMS courses

Deferred Final 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. Students are not required to submit a doctor's note or an Attending Physician's Statement in support of requests for deferred standing for courses impacted by the COVID-19 situation. Details can be found at <http://myacademicrecord.students.yorku.ca/deferred-standing>

DSA Form: http://www.registrar.yorku.ca/pdf/deferred_standing_agreement.pdf

In order to apply for deferred standing, students must register at:

<http://sas-app.laps.yorku.ca>

Followed by handing in a completed original Deferred Standing Agreement (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. **During this time of remote learning, you will be required to submit the forms via email to apsas@yorku.ca.** 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. **Deferred exams might take place during the regular exams period or in subsequent weeks depending on the course;** precise dates are known when the Office of the Registrar publishes the final exam schedule of the term. 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.

Academic Honesty: The Faculty of Liberal Arts and Professional Studies considers breaches of the Senate Policy on Academic Honesty to be serious matters. The Senate Policy on Academic Honesty is an affirmation and clarification for members of the University of the general obligation to maintain the highest standards of academic honesty. As a clear sense of academic honesty and responsibility is fundamental to good scholarship, the policy recognizes the general responsibility of all faculty members to foster acceptable standards of academic conduct and of the student to be mindful of and abide by such standards. Suspected breaches of academic honesty will be investigated and charges shall be laid if reasonable and probable grounds exist.

Students should review the York Academic Honesty policy for themselves at:

<http://www.yorku.ca/secretariat/policies/document.php?document=69>

Students might also wish to review the interactive on-line Tutorial for students on academic integrity, at: <https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/>

Grading Scheme and Feedback Policy: The grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) shall be announced, and be available in writing, within the first two weeks of class,

and, under normal circumstances, graded feedback worth at least 15% of the final grade for Fall, Winter or Summer Term, and 30% for 'full year' courses offered in the Fall/Winter Term be received by students in all courses prior to the final withdrawal date from a course without receiving a grade, with the following exceptions:

Note: Under unusual and/or unforeseeable circumstances which disrupt the academic norm, instructors are expected to provide grading schemes and academic feedback in the spirit of these regulations, as soon as possible. For more information on the Grading Scheme and Feedback Policy, please visit: <http://www.yorku.ca/univsec/policies/document.php?document=86>

In-Class Tests and Exams - the 20% Rule: For all Undergraduate courses, except those which regularly meet on Friday evening or on a weekend, tests or exams worth more than 20% will not be held in the two weeks prior to the beginning of the official examination period. For further information on the 20% Rule, please visit: <http://secretariat-policies.info.yorku.ca/policies/limits-on-the-worth-of-examinations-in-the-final-classes-of-a-term-policy/>

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

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: <http://ds.info.yorku.ca/academic-support-accommodations/>

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

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 Student Accessibility Services (formerly known as Counselling and Disability Services) website at <https://accessibility.students.yorku.ca>

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 <http://www.yorku.ca/altexams/>

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