

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

Winter Term 2022  
School of Administrative Studies

*Disaster and Emergency Management Programs Undergraduate*

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Academic Year 2021-2022

Course Outline

Dated Monday, January 10, 2022 (First Day of Term)

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

Term W, Section N – REMT 01– Cat # S40Q01 (AP DEMS) & Cat # Y87C01 (AP ADMS) – 3 Credit Hours

**This Course is Delivered as a Remote Course**

Remote Meetings by Zoom Teleconference on Specified Monday Mornings at 11:30am  
between January 10 and April 4

**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 Winter Term 2022 – This is a remote course –  
Remote office availability with Zoom Meetings will be provided

Email: rozdilsk@yorku.ca

Telephone Office phone not staffed during Winter Term 2022 due to COVID-19 Closures

Consultation hours: Weekly Zoom Meeting Open Office Hours as scheduled, see e-class site 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 three parts:

1. Section A - The School of Administrative Studies Language on Course Operations
2. Section B - Additional Points on Course Operation from the Professor
3. Section C - Addendum with information specific to the AP/DEMS 1701 course for this term.

## SECTION A

### School of Administrative Studies Language

December 14, 2021

### RELEVANT UNIVERSITY/LA&PS/SCHOOL REGULATIONS

Applicable to all ADMS and DEMS courses

### **RELEVANT UNIVERSITY REGULATIONS**

Should there be any updates to these regulations, you can review the most recent Faculty of Liberal Arts and Professional Studies regulations, which are used by SAS (the School of Administrative Studies) at:

<https://www.yorku.ca/laps/sas/academic-resources/common-course-policies/>

**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. Details can be found at <http://myacademicrecord.students.yorku.ca/deferred-standing>

DSA Form: [http://www.registrar.yorku.ca/pdf/deferred\\_standing\\_agreement.pdf](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. 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).

**IMPORTANT NOTE:** Any request for deferred standing on medical grounds must comply with University regulations. At the time of writing of this outline, the requirement for APS forms had been suspended due to COVID-19. If it resumes, the University will inform you of such resumption, and you would include an Attending Physician's Statement form; a "Doctor's Note" will not be accepted.

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-accomodations/>

**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.

## SECTION B

### **Additional Points of Course Operation from the Professor**

1. Cancellation policy
2. Content fair warning
3. Disruption of classroom activities and threatening behavior   Zero tolerance
4. Grade Distribution Policy
5. Posted legal notices of copyright protection
6. Readings – Textbook
7. Schedule is Tentative
8. Teaching Methods and Use of Technology
9. Office Hours

## **1. Cancellation Policy**

Class may be cancelled by the University or 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 group email announcement will be sent from e-class to all students.

*During this term Winter 2022 term, as this is a remote course inclement weather closures and campus-based physical closures do not apply.*

## **2. 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 of 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 professor if you have any concerns or requests for accommodations related to this matter.

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

The 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.

*In the virtual course setting, similar procedures apply to the virtual environment. It is asked that students facing anxiety and stress seek appropriate help and do not use Zoom meetings as opportunities to vent their frustrations in inappropriate ways. Disruptive and aggressive behaviours will not be tolerated in virtual classrooms during Zoom Meetings.*

For student's needing coping assistance please see the York University mental health and wellness site at <https://mhw.info.yorku.ca/>

#### **4. Grade Distribution Policy**

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.

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

##### NOTICE OF USE OF COURSE MATERIAL ON THE LMS (Learning Management System, or e-class) 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 in use of the LMS he or she will respect the university's copyright guidelines policies 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, fall under public domain or fair-use provisions, 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

Copyright © 2022 by Jack L. Rozdilsky

These course materials are designed for use as part of delivery of a remote course at York University and are the intellectual property of the instructor unless otherwise stated. Unless a users' 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.

## **6. Readings -Textbook**

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)

## **7. 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 and communicated by email and on the e-class site.

## **8. Teaching methods and Use of Technology**

Several platforms will be used in this course starting from the e-class learning management system. Please review this syllabus and the e-class page to determine how the class meets (in whole or in part), and how office hours will be conducted.

For York University's e-class help centre see,

<https://lthelp.yorku.ca/moodle>

Students shall note the following:

- Zoom is hosted on servers in the United States
- If you have privacy concerns about your data, provide only your first name or a nickname when you join a zoom session. Use of cameras and microphones is at your discretion while on zoom.
- 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.
- The recording of specific portions of the course will be used for administrative purposes.
- Students do not have permission to duplicate, copy and/or distribute course-based or independently made recordings outside of the class as these acts can violate not only copyright laws but also violate privacy protections.

For information on Zoom security and privacy see,

<https://infosec.yorku.ca/2020/03/zoom-privacy-and-security-guidance/>

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

- Students can participate in Zoom meetings
- Students will interact with and/or appear on Zoom 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.

For Zoom@YorkU see,  
<https://yorku.zoom.us/>

For a Zoom@YorkU Quick Start Guide see,  
<https://uit.yorku.ca/wp-content/uploads/sites/5/2020/04/Zoom@YorkU-Quick-Start-New2.pdf>

To promote academic integrity, the Turnitin application will be used in relation to the e-class site. The purpose is a review of textual similarity and the potential detection of plagiarism. The terms that apply to the University's use of the Turnitin service are described on the Turnitin.com website.

## **9. Office Hours**

Semi-public virtual open office hours using Zoom Meetings will be held on a weekly basis. Private 1:1 Office hours using Zoom Meetings can also be scheduled with the professor. More Information is provided on the e-class site.

### **SECTION C**

The addendum with information specific to the AP/DEMS 1701 course for this term is appended to this document.

- ❖ 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

Winter Term 2022  
School of Administrative Studies

*Disaster and Emergency Management Programs – Undergraduate*

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Academic Year 2021-2022

Course Outline

Dated January 10, 2022 (First Day of Term)

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

Term W, Section N – REMT 01– Cat # S40Q01 (AP DEMS) & Cat # Y87C01 (AP ADMS) – 3 Credit Hours

**This Course is Delivered as a Remote Course**

**Remote Meetings by Zoom Teleconference on Specified Monday Mornings at 11:30am  
between January 10 and April 4**

**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 Addendums**

1. Winter 2022 AP/DEMS 1701: Calendar – dated 10 January 2022
2. Winter 2022 AP/DEMS 1701: Evaluation, course specific information
3. Winter 2022 AP/DEMS 1701: Calendar nomenclature with terms & conditions for coursework
4. Winter 2022 AP/DEMS 1701: Remote Teaching Statement
5. Winter 2022 AP/DEMS 1701: Book Information, Available Electronically

**Schedule for Winter Term 2022 Course AP/DEMS 1701 Disasters: Case Studies of Causes and Impacts Dated Mon-10-Jan-2022**

Professor: Jack L. Rozdilsky, Ph.D. ♦♦ Copyright © 2022 By Jack L. Rozdilsky, All Rights Reserved

**Remote Course for Entire Winter Term 2022 ♦♦ No In-Person, On-Campus Activities on the York University Campus**

<i>Week</i>	<i>Topics</i>	<i>Synchronous Week w/ Briefing Slides</i>	<i>Asynchronous Week w/ Video Lectures</i>	<i>Quiz Due</i>	<i>Paper Due</i>	<i>W22 Date</i>
1	Instructional	Remote Class #1 (1) Remote Learning				Mon-10-Jan
2	Instructional	Remote Class #2 (2) Use of APA Citations				Mon-17-Jan
3	Case Study		Video Lectures Atomic Bomb Problem	Quiz #1 Jan. 24	*Extra Credit* Jan. 24	Mon-24-Jan
4	Disaster Types	Remote Class #3 (3) Existential Disasters & Doomsday				Mon-31-Jan
5	Case Study		Video Lectures Florida Building Collapse		Paper #1 Feb. 7	Mon-07-Feb
6	Disaster Types	Remote Class #4 (4) Technological Disasters		Quiz #2 Feb. 14		Mon-14-Feb
7	Reading Week	No Activities	No Activities			Mon-21-Feb
8	Disaster Types	Remote Class #5 (5) Terrorism Disasters		Quiz #3 Feb. 28		Mon-28-Feb
9	Case Study		Video Lectures September 11		Paper #2 Mar. 7	Mon-07-Mar
10	Disaster Types	Remote Class #6 (6) Social Disasters				Mon-14-Mar
11	Case Study		Video Lectures Hurricane Katrina	Quiz #4 Mar. 21		Mon-21-Mar
12	Disaster Types	Remote Class #7 (7) Natural disasters				Mon-28-Mar
13	Instructional	Remote Class #8 (8) Closing Comments			Paper #3 Apr. 4	Mon-04-Apr

- Synchronous activities are classes by zoom meetings on selected Mondays at 11:30am
- Asynchronous activities are made available during certain weeks, to complete at a time of your own choosing
- Due dates are on Mondays at 11:59pm with works to be completed by or submitted to the e-class site
- All class activities take place between Mon-10-Jan-2022 and Mon-04-Apr-2022, there is not a final exam during the exam period
- If any changes become necessary announcements will be made, schedule is tentative

**Evaluation, Course Specific Information  
 DEMS 1701**

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	Mon-24-Jan at 11:59pm	10%	100
2	Extra Credit	Mon-24-Jan at 11:59pm	05% (optional)	50 (optional)
3	Paper #1	Mon-07-Feb at 11:59pm	20%	200
4	Quiz #2	Mon-14-Feb at 11:59pm	10%	100
5	Quiz #3	Mon-28-Feb at 11:59pm	10%	100
6	Paper #2	Mon-07-Mar at 11:59pm	20%	200
7	Quiz #4	Mon-21-Mar at 11:59pm	10%	100
8	Paper #3	Mon-04-Apr at 11:59pm	20%	200
		<i>Sum of Values</i>	100%	1000

- The last paper assignment is due on e-class on the final day of class on Monday April 04
- 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 Raw Score	400
Three Papers @ 200 each Raw Score	600
*ADMS Mandated Grade Distribution (if needed)	+ / - ? Points
	1000

\*ADMS Mandated Grade Distribution Statement

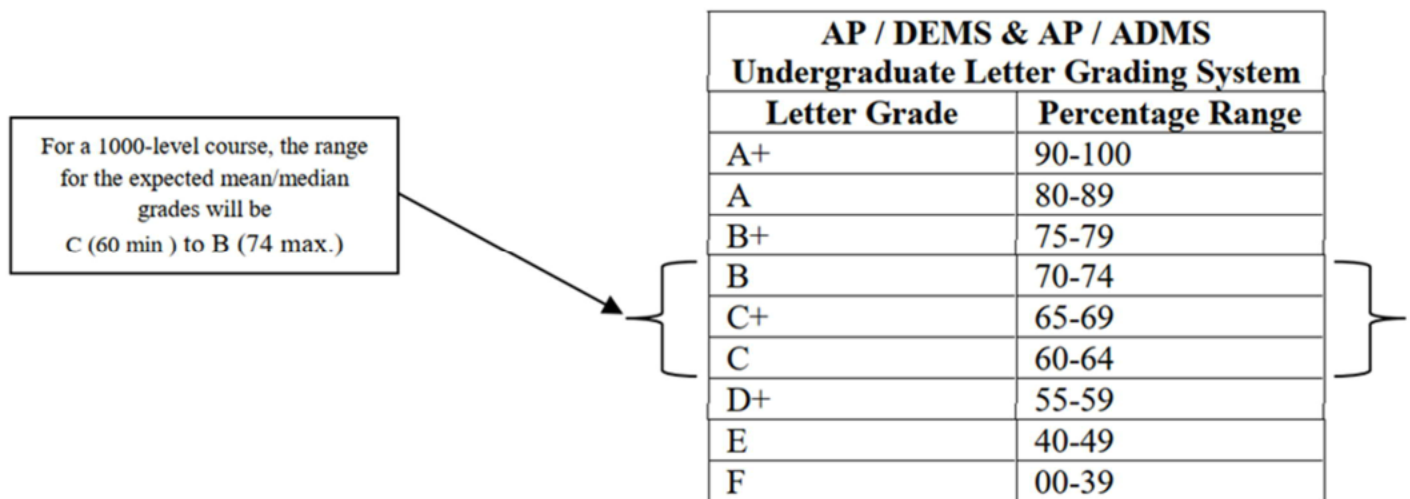
For a 1000-level course in the School of Administrative Studies instructors are directed to evaluate the final raw scores with respect to the range for the expected mean / median grades, which is C to B for this course. In the event, calculated raw scores deviate from prescribed range the instructor 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.

Score Calculation Sheet

Item #	8 Assessment Items	Total Possible	Your Raw Score
1	Extra Credit	50	=
2	Quiz #1	100	=
3	Quiz #2	100	=
4	Quiz #3	100	=
5	Quiz #4	100	=
6	Paper #1	200	=
7	Paper #2	200	=
8	Paper #3	200	=
	<i>Sum of Values</i>	<i>1000*</i>	Sum of 8 scores =

- *In the event all scores are perfect with extra credit the added total sum is 1050 / 1000 for 105%*

Undergraduate Letter Grading System



Please note your raw score should be interpreted as an indicator of your overall performance in the course.

Your raw score may differ from your reported score at the end of the term, due to the ADMS/LAPS grade distribution requirements. On an item-by-item basis (with the exception of extra credit items), if the average score for all course members on a graded assessment item falls outside of the expected mean range of 60 to 74, a consistent method will be applied equally to all students to make a grade adjustment to conform to university standards.

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:
  - **Winter Term 2022 – AP/DEMS 1701 – Mondays at 11:30 to 14:30 Eastern Time**
- **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 and Slides**
    - Task of reviewing slides posted to the e-class site
    - Task of completing readings posted to the e-class site associated with topics
    - Task of completing textbook based readings
    - If a student does not review the slides 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 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 lectures
      - ✓ One will do poorly in class
  - **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
  - **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 timeframe, 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 e-class 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
        - Last paper assignment is due on the last day of class – Extensions no later than three days after last day of class

- Extra Credit
  - Takes place during specified class times in the Eastern Time Zone (Toronto time)
  - An OPTIONAL ACTIVITY that is graded
  - As extra credit is optional, no time extensions apply to these work items
  - Completing the extra credit and doing well on it can increase your overall class score
  - Not completing the extra credit or doing poorly in it will not decrease your overall class score

## Winter Term 2022 Remote Teaching Statement

- **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.

- **Remote Class**

This course has been designated as a remote course by York University.

**From January to April 2022 this remote course will operate with no in-person, on-campus activities related to any aspect this course. This course will remain remote for the entire term, it will not pivot back to in-person delivery at any point in the term.**

However, should you be on campus for any reason please observe the following:

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“As part of York’s Community of Care Commitment, all members of the York community share in the responsibility of keeping others safe on campuses. In this class, as elsewhere on campus, students must comply with all University health and safety protocols, including:

- Self-screening using the YU Screen tool prior to coming to campus for any in-person activities
- Not attending in-person activities at any of York University’s campuses/locations when you are feeling unwell or if you answer YES to any of the screening questions.
- Wearing masks or face coverings that completely cover the mouth, nose and chin while on campus
- Avoiding eating and drinking in classrooms, research and in shared spaces, where eating is explicitly not permitted (e.g., Libraries)
- Engaging in good hand hygiene
- Following instructions in designated spaces, as they pertain to giving space to one another and/or protocols for entry to and exit from classrooms, instructional and other shared spaces (e.g., Libraries), when applicable.

Information about COVID-19 health and safety measures can be found on the Better Together website. The Senate Executive Committee’s Principles to Guide 2021-2022 Course Planning encourage us to uphold compassion, kindness, empathy, and a sense of responsibility towards one another. We all have a duty to uphold professional and respectful interactions with one another.”

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- **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 as there will be periods when access to campus is limited due to the continuation of COVID-19 protocols into Winter 2022.

Also, note that the successful operation of this course depends on many systems functioning as operational. Should the internet, multiple university-based systems such as e-class, 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.

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

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

- **Communication Standards**

Contacting the Professor The professor's e-mail is rozdilsk@yorku.ca

Email is the primary point of contact for the professor. It should work well most of the time, but not all of the time.

The professor will attempt to respond to email on a timely basis. In most circumstances, based on volume limitations, an email response will be possible within a few days. The professor asks you to understand that since the onset of the pandemic, the amount of email traffic has expanded exponentially making email less efficient than in pre-pandemic times. Please adjust your expectations to not expect to receive immediate replies to your emails.

In the event you do not receive a response to an email but do need to contact the professor, please make use of weekly open office hours on Zoom as an alternative mode of interaction with the professor should email not work well.



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