



COURSE AND CONTACT INFORMATION

Class Location:

- ONLINE

Class Duration:

- 1/16/2018-5/11/2018

Office Hours: FH 217M/W 12:15-2:15, T 10:00-12:00, or by appt.

Email:

- tammy.bracewell@tamuct.edu
 - Please direct all email communication through this email.
 - When emailing, always identify yourself and what course you are in. In general, when communicating electronically you should use complete sentences and be very clear about what you are asking or saying to avoid miscommunication.
 - I check my email several times a day. I check Canvas at least once a day. These are the two best ways to reach me. If you need to talk to me outside of office hours please email or message me.
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MODE OF INSTRUCTION AND COURSE ACCESS

This course is a 100% online course and uses the TAMUCT Canvas Learning Management System:[<https://tamuct.instructure.com>]

Students can access Canvas on the Texas A&M-Central Texas website: www.tamuct.edu. Log in with your TAMUCT issued ID and your password. If you have difficulty using Canvas, contact Help Desk Central 24/7 by phone at (254) 519-5466 or live chat at <http://hdc.tamu.edu>.

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

Technology Support.

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

For issues with **Canvas**, select “chat with Canvas support,” submit a support request to Canvas Tier 1, or call the Canvas support line: 1-844-757-0953, links to all are found inside of Canvas using the “Help” link.

For issues related to course content and requirements, contact your instructor.

STUDENT-INSTRUCTOR INTERACTION

This is an online class. Most communication between the instructor and students will be via Canvas and email and all students are able to schedule a telephone conference or meet with me during office hours.

I will check and reply to student emails on a daily basis – students should expect a response within 24 hours. Any deviations from this will be announced on Canvas. Checking Canvas frequently is important as this is where any class announcements will be posted.

It is HIGHLY recommended that you go into your “settings” in Canvas, select “notifications”, and elect to receive emails when announcements are made. You are responsible for obtaining information in a timely manner.

My preferred method of electronic student interaction is via Canvas. All students should identify the class they are in, use proper salutations and signatures, identify a question, be succinct, and maintain professionalism in any correspondence. Deviations from these guidelines will likely not receive a response. Additionally, students should check the syllabus before asking questions that are likely answered in the syllabus. If the answer is in the syllabus, that is what the response email will reference.

Copyright Notice.

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas’ Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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911 Cellular:

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text

message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

Course Description: This course presents an in-depth study of strategic, legal, policy, operational, and organizational issues associated with the defense of the U.S. homeland from foreign and domestic terrorist threats. Topics include psychology of mass movements, terrorists' ideology, religion and terror, legal issues in Homeland Security, weapons of mass destruction, effective interfacing between local, state, and federal agencies, emergency management operations and dealing with mass casualties.

Course Level Student Learning Outcomes:

- Demonstrate an applied knowledge of Homeland Security through evidence based certifications.
- Relate the core concepts of Homeland Security.
- Demonstrate proficiency in the language, concepts, and theories of Homeland Security. CJK 340.110 – Spring 2016 2

Required Textbook and Supplemental Materials

Martin, G. (2016). *Understanding Homeland Security, Second Edition*. Thousand Oaks, CA: Sage Publications.

Recommended Reading

American Psychological Association. (2010). Publication manual of the American Psychological Association (6th ed.). Washington, DC: APA.

Struck, W., & White, E. B. *The elements of style*. (Any edition will do.)

NOTE: The student is expected to have an adequate knowledge of the essentials of grammar and writing style and of the guidelines for paper organization and referencing in accordance with the APA Manual. If the student does NOT have adequate knowledge in these areas, then the purchase and use of the two Recommended Textbooks is highly recommended. Failure to provide written work in accordance with the essentials of acceptable, English writing style and APA guidelines will result in poor grades.

REQUIRED COURSE WORK

I. Discussions (8 at 25 points each=200 points)

These journal entries are a modification of a discussion question. Each student will respond to the prompt. Please read the directions for each entry at the beginning of the week. Some require you to watch videos while some require you to find things on your own. Your response will be posted to where the entire class can view the response. HOWEVER, you cannot view ANY responses until you post. This avoids getting answers from another student's post. I do want all students to benefit from the entries of their classmates. You will be able to respond to each other's entries. You will not directly be graded on the responses. However, you should note that if your response is not adequate, any additional information you give responding to other entries and questions posted to your response can add points to your grade. No posts after the due date will be considered for grading purposes. It is likely that responding to other students will improve your journal grade.

A. Journal Response

Students are expected to read the assigned materials and complete any other work for the week *prior* to responding to the journal prompts. Your response should reflect your familiarity with the readings and other materials assigned. The student should inspect the Course Calendar and see what readings are assigned for that week. *This response should be at least a half page in length (about 300 words). A response that is not at least a half page in length will not be accepted for credit. A half page response is the minimum requirement and will be graded accordingly.* Responses should have substance beyond the student's agreement with a statement or the mere expression of his opinions. The student should support his responses in some way with references to the reading that was assigned. Under no circumstances should a student quote from the textbooks; instead, he should express himself in his own words. Quotations will not be accepted for credit. It is also unnecessary for the student to cite sources using APA guidelines for the information that he is presenting. **So remember: no formal citations and no quotations.** This ill-advised practice merely adds clutter to the discussion process and is inappropriate for our purposes. **Your initial responses must be posted by Friday at 11:59pm, Central Time.**

There are no makeups for journals, because we have moved on to the next topic after the deadlines. Each week we will have a new topic to discuss, and there will be no one left to read your post.

Points are awarded to students, based on the quality of response. Quality pertains to a student's responding in relevant, meaningful ways, based upon the assigned readings for that week.

Netiquette: All students are expected to follow rules of common courtesy and professionalism in all correspondence and assignments. Students may wish to refer to the Student Handbook (located under Student Affairs/Student Conduct on the Texas A&M University-Central Texas website) for further information along these lines. Inappropriate or offensive messages or remarks will not be tolerated and may result in expulsion from the course.

You earn points for your journal entries according to the following:

✓	you completely answer the question. Failing to answer any portion of the question results in zero points.
✓	you are able to critically think about the issue discussed and support your answers with material from the text.
✓	your writing is average or above average.

****Note:** I encourage you all to reply to your classmate's posts. Doing so will encourage discussion. Additionally, it will likely enhance your grade. **Response posts are due by 11:59 PM on Sundays.** It is highly unlikely that you will obtain the maximum number of points without engaging in discussion with your peers.

*******PLEASE TAKE NOTE OF DUE DATES AND TIMES...EVERY SEMESTER STUDENTS LOSE POINTS FOR NOT POSTING ON TIME*******

II. Online FEMA Course Certifications (100 pts)

The student will earn four certificates from the FEMA Emergency Operations training website (<http://training.fema.gov/IS/NIMS.aspx>), each valued at 25 points. Each of the links below allow you to complete a lesson and test. When you have achieved a passing grade, FEMA sends you a certificate in pdf format. Simply attach the certificate to the correct assignment tab in Canvas. Your attachment name should include your name and indicate FEMA1, FEMA2, FEMA3, or FEMA4.

FEMA1: <http://emilms.fema.gov/IS800B/indexMenu.htm>

FEMA2: <http://emilms.fema.gov/IS700aNEW/indexMenu.htm>

FEMA3: <http://emilms.fema.gov/IS100b/indexMenu.htm>

FEMA4: <http://emilms.fema.gov/IS200b/indexMenu.htm>

These certificates may be added to one's CV or resume as well.

III. Exams (200 points)

The student will complete 2 exams, each valued at 100 points. Check the course calendar to see the exact days in which you may access the exams. All readings

assigned are subject to exam questions. The exams will consist of essay questions. The exams will be posted on Canvas for 3 days (a 72-hour period) during the week. Once a student has begun taking the exam, he will have two hours to complete it. The exam may be taken from midnight (12:00 am) on the first day until 11:59 pm CST on the third day. So, the student basically has a 72-hour period in which to take each exam. Each exam is comprehensive, meaning that the student will need knowledge of preceding work in order to answer questions adequately.

OTHER INFORMATION REGARDING THE COURSE

I. Late assignments: Late assignments will not be accepted.

II. Supplementary Material: Additional information may be given that supplement the topics to be addressed. This supplementary material is designed to broaden the educational experience and create more variety to the usual lecture/discussion format of class presentations. You are responsible for all information in the supplementary material.

III. Extra Credit: Extra credit is not available in this class.

IV. Note: I will ONLY accept assignments that are submitted properly: through Canvas. Do not email or send me a message with an attachment. You MUST submit the assignment in the appropriate location within the assignments section. Additionally, if you have questions....ASK! Do not delay, if you are receiving low grades on your discussions and do not know why....ASK!

V. Posting of Grades: All student grades will be posted in the Canvas grade book and students should monitor their grading status through this tool.

VI. Grading Criteria Rubric and Conversion:

Final course grades will be assessed on the following scale:

Assignment	Points	My Grade
Exam 1	100 points	
Exam 2	100 points	
FEMA	100 Points	
Journals	200 Points	
Total	500	
448-500 points	A	
398-447 points	B	
348-397 points	C	
298-347 points	D	
<298 points	F	

At the end of the semester there will be NO curve and no extra points given. It is up to YOU to ensure you have the grade you want.

COURSE CALENDAR

Subject to revision, if necessary, during the semester

*******Note: additional reading assignments may be assigned throughout the semester, you will be notified via instructor announcements*******

Week	Reading	Assignment	
1/17	Syllabus Ch 1	Introduction Journal Entry	
1/22	Ch 2	Journal Entry 1	
1/29	Ch 3	Journal Entry 2	
2/5	Ch 4	Fema 1 due	
2/12	Ch 5	Journal Entry 3	
2/19	Ch 6	Journal Entry 4	
2/26		Fema 2 due/review	
3/5		Exam 1 Available 3/9-3/11	
3/12	Spring Break		
3/19	Ch 7	Journal Entry 5	
3/26	Ch 8	Journal Entry 6	
4/2	Ch 9	Fema 3 Due	
4/9	Ch 10	Journal Entry 7	
4/16	Ch 11	Journal Entry 8	
4/23	Ch 12	Fema 4 Due	
4/30	Ch 13	Review	
5/7	<i>Final Exam</i>	<i>Available 5/5-5/7</i>	

*****this calendar is a guide and is subject to changes by the instructor...any changes will be announced to the class and posted on Canvas*****

Important University Dates:

January 2018

January 2, (Tuesday) Winter Break Ends

January 2, (Tuesday) Priority Deadline for Admissions applications

January 5, (Friday) VA Certification Request Priority Deadline
January 11, (Thursday) Convocation
January 12, (Friday) Tuition and Fee payment deadline (16 week & 1st 8 week)
January 15, (Monday) Martin L. King Jr. Day
January 16, (Tuesday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (16 week & 1st 8 week)
January 16, (Tuesday) Classes Begins
January 18, (Thursday) ADD/DROP/LATE REGISTRATION ENDS (16 week & 1st 8 week)
January 23, (Tuesday) Last day to drop 1st 8-week classes with no record
January 31, (Wednesday) Last day to drop 16 week classes with no record

February 2018

February 2, (Friday) Priority Deadline to Submit Graduation Application
February 9, (Friday) Last day to drop a 1st 8-week class with a Q or withdraw with a W
February 15, (Thursday) Last day to apply for Clinical Teaching
February 23, (Friday) Student End of Course Survey Opens (1st 8-Week Classes)

March 2018

March 1, (Thursday) Deadline to submit application to Teacher Education Program
March 2, (Thursday) Deadline to Submit Graduation Application for Ceremony Participation
March 9, (Friday) 1st 8 week classes end
March 9, (Friday) Deadline for Admissions applications
March 11, (Sunday) Student End of Course Survey Closes (1st 8-Week Classes)
March 12, (Monday) Spring Break Begins
March 12, (Monday) 1st 8-week grades from faculty due by 3pm
March 15, (Thursday) Tuition and Fee Payment Deadline (2nd 8-week classes)
March 16, (Friday) Spring Break Ends
March 19, (Monday) 2nd 8 week begins
March 19, (Monday) Summer Advising Starts
March 19, (Monday) Class Schedule Published
March 19, (Monday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (2nd 8-week classes)
March 21, (Wednesday) ADD/DROP/LATE REGISTRATION ENDS (2nd 8-week classes)
March 27, (Tuesday) Last day to drop 2nd 8-week classes with no record
March 30, (Friday) Last day to drop a 16-week course with a Q or withdraw with a W

April 2018

April 1, (Sunday) GRE/GMAT scores due to Office of Graduate Studies
April 2, (Monday) Scholarship Deadline
April 2, (Monday) Registration begins
April 5, (Thursday) Priority Deadline for International Student Admission Applications
April 13, (Friday) Last day to drop a 2nd 8-week class with a Q or withdraw with a W*
April 13, (Friday) Deadline for submission of final committee-edited theses with committee approval signatures to Office of Graduate Studies
April 27, (Friday) Student End of Course Survey Opens (16 Week and 2nd 8-Week Classes)

May 2018

May 7-11, Finals Week

May 11, (Friday) Last day to file for Degree Conferral (Registrar's Office)(\$20 Late Application Fee applies)

May 11, (Friday) Spring Term Ends

May 11, (Friday) Last day to withdraw from the university (16 week and 2nd 8 week classes)

May 11, (Friday) Last day to apply for \$1000 Tuition Rebate for Spring graduation (5pm)

May 12, (Saturday) Commencement Ceremony Bell County Expo Center 7:00 p.m.

May 13, (Sunday) Student End of Course Survey Closes (16 Week and 2nd 8-Week Classes)

May 14, (Monday) Minimester begins

May 15, (Tuesday) Last Day to clear Thesis Office

May 5, (Tuesday) Final grades due from faculty by 3pm (16 week & 2nd 8 week)

May 21, (Monday) Priority Deadline for Admissions applications

May 25, (Friday) VA Certification Request Priority Deadline

May 28, (Monday) Memorial Day

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy.

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity.

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance

of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

Academic Accommodations.

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender – including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Division of Student Affairs at 254-501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

University Writing Center: Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library Monday-Thursday from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) at [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

University Library.

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these

resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

