

# EMGT 4990-001: Emergency Management Capstone

Emergency Management and Disaster Science  
University of Nebraska at Omaha

Spring 2022

**Instructor:** Dr. Thomas Jamieson

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**Office:** CPACS 114D

**Seminars:** Mondays & Wednesdays, 2.30-3.45pm, Allwine Hall 312

**Student Hours:** Mondays & Wednesdays 12-1pm on Zoom or by appointment

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## Course Description

This course fulfills the Emergency Management Capstone senior project demonstrating expertise on a specific issue area and/or problem in emergency management. The student will be required to construct and execute a research project analyzing a contemporary operational, economic, or managerial issue within emergency management utilizing an appropriate research or analytical methodology. A written report will be presented as part of the course requirements.

Research is something that takes practice and work – it is much more difficult to apply concepts to an original research project than it is to read and critique other research. The course is structured around practicing and developing your research skills so that you can find your own voice, your own argument, and accurately execute your Capstone project.

## Course Information

- The course is worth 3 credit hours
- This course is intended for upper-division Emergency Management majors and students completing concentrations and their undergraduate studies.
- The prerequisite for this course is completion or concurrent enrollment of PA 3000 / CRCJ 3000; EMGT 3040, EMGT 3080, EMGT 4060; Writing in the Discipline course; all with a C- or better; Instructor's Permission Required, and junior or senior standing.
- This class requires an adequate computer with Microsoft Word and PowerPoint (or equivalents), and access to reliable online web service provision.

## Course Purpose, Goals and Objectives

- Perform rigorous analysis of a contemporary issue in Emergency Management and Disaster Science through use of acceptable methodology.

- Demonstrate ability to use technical resources, including the library, and emergency management databases.
- Show familiarity with contemporary emergency management issues.
- Use critical thinking skills and interpersonal skills throughout the course.
- Demonstrate competency in technical writing through the preparation of a formal project research paper.

## COVID-19

### UNO Campus Mask Guidance

Keeping our campus safe and healthy requires us all to do our part. It also requires our campus to be nimble, including updating policies as needed to slow the spread of the disease, which is why we are issuing an update to our existing COVID-19 policies.

To preserve our in-person learning opportunities and out of abundance of care for the community, **all University of Nebraska at Omaha students, faculty, staff, and visitors are required to wear masks indoors due to an increase in the regional transmission of COVID-19 in the Omaha community and recommendations from the UNO Office of Health Security.**

Face masks must be used in all indoor settings on campus, even in situations where individuals remain more than six feet away.

This preventative measure will allow in-person learning, teaching, and working activities to continue safely and limit the potential for a need to move to remote operations. Mask guidance is subject to change as the UNO Office of Health Security monitors trends and receives guidance from local, state, and federal health officials.

### Get Your Vaccine and Booster Shots

All UNO students, faculty, and staff are strongly encouraged to receive a COVID-19 vaccine in order to help limit the spread of the virus on campus and in the Omaha community. Being fully vaccinated and getting a booster shot is the most effective way to keep our campus safe, keep our community healthy, limit the spread of the virus, and help prevent further mutation of this virus. When you get your vaccination and booster shots, it shows that you care for others.

The Nebraska Medicine UNO Health Center is offering Pfizer vaccinations and booster doses, which can be scheduled by calling 402.554.2374. There are also a variety of community locations where you can access a vaccination. Douglas County Health Department mobile vaccination clinics will also be returning to campus.

### Get Support If You Test Positive for COVID-19

If you test positive for COVID-19 at any point, please report it to the UNO Office of Health Security using the UNO COVID-19 Reporting Form. You will be contacted with next steps and provided with support. COVID-19 testing options are listed on UNO's Maverick COVID Response website.

## CDC Isolation and Quarantine Updates

During our holiday break the U.S. Centers for Disease Control and Prevention (CDC) announced two important updates to their COVID-19 isolation and quarantine guidance:

**Isolation Guidance:** The amount of time individuals should isolate when they have tested positive for COVID-19 has been shortened from 10 days to five days if they are not showing symptoms, or if symptoms have resolved (without fever for 24 hours). The CDC also recommends following up with five days of wearing a mask while around others to minimize the risk of infecting others.

**Quarantine Guidance:** The amount of time vaccinated individuals should quarantine if they have been exposed to COVID-19 has been shortened from 10 days to five days. For individuals who are unvaccinated or are more than six months out from their second Pfizer or Moderna vaccine dose or 2 months for Johnson & Johnson and have not yet received a booster shot, the CDC now recommends quarantining for five days followed by strict mask use for an additional five days following exposure.

As we have done from the beginning of our pandemic response, UNO will closely monitor this evolving situation and adjust our operations as needed.

## Taking Care of Ourselves

This is an extraordinary time. Unfortunately it is likely that during the semester some or all of us will be affected, directly or indirectly, by the ongoing COVID-19 pandemic. At all times, **your health and wellbeing is the priority**, and coursework falls a distant second. **If at any time you would like more time to work on an assignment or if there's anything I can do to help, please don't hesitate to let me know and we will work something out.**

It is also a difficult balance to maintain between properly preparing students for a career in Emergency Management and focusing on current threats that might prompt sadness, anxiety and/or fear. COVID-19 will likely be used as an example in class, but we will also discuss natural hazards and disasters throughout the semester. Please let me know if you would like more or less material about COVID-19 and I will do my best to accommodate your wishes.

## Accommodations

Requests from faculty and staff for accommodations related to COVID-19 will be handled through the University's existing Americans with Disabilities Act (ADA) accommodations process. Please contact Kristina Hoffmann at [kristinahoffmann@unomaha.edu](mailto:kristinahoffmann@unomaha.edu).

If you have a COVID-19 workplace accommodation question or request, more information about this process can be found on the UNO Americans with Disabilities Act webpage. Additional information is available for enrolled students with disabilities that qualify for accommodation under Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (1990).

## Diversity Statement

There must be a clear respect for diversity maintained in the class. This includes respect for people related to gender, sexual orientation, religious identity, disability, age, socio-economic status, ethnicity, race, culture and other differences. All of us have something to offer, and together, we can cultivate a classroom environment where individuals of varying opinions, experiences, and backgrounds are able to learn in a supportive and inclusive setting.

## Recommended Texts

There are no required textbooks for the course because helpful books and journal articles will largely depend on your research design.

However, required readings for several weeks come from the following books, and I strongly recommend all of them irrespective of the nature of your project:

- Llaudet, E. & Imai, K. *Data Analysis for Social Science: A Friendly Introduction*. Princeton, NJ: Princeton University Press, forthcoming.
- Phillips, B. D. (2014). *Qualitative Disaster Research: Understanding Qualitative Research*. New York, NY: Oxford University Press.
- Schwartz-Shea, P. & Yanow, D. (2012). *Interpretive Research Design: Concepts and Processes*. New York, NY: Routledge.
- Smith, L. T. (2012). *Decolonizing Methodologies: Research and Indigenous Peoples* (2nd ed.). London; New York, NY: Zed Books.
- Trochim, W. M. K. & Donnelly, J. P. (2006). *The Research Methods Knowledge Base* (3rd ed.). Mason, OH: Atomic Dog.

All readings will be made available online through Canvas ahead of each week, but please be aware I may update readings to reflect the state of knowledge at the time of instruction.

## Course Instructional Methods

This course will be delivered through seminars on Mondays and Wednesdays, and all course materials will be distributed through Canvas. Help can be found via the HELP link in Canvas.

## Written Communication Skills Component

The American Psychological Association (APA) Manual of Style (6th ed.) is the uniform standard for citation of sources for the Emergency Management and Disaster Science Program.

## Computer and Technology Component

It is important that students are able to utilize computer technology to succeed at the university and in the Emergency Management and Disaster Science career field. Students will use word processing software for assignments; quantitative software for some assignments and the paper depending on your research methods, e-mail for communication and assignments, including sending and receiving file attachments; and conduct library database searches. Students may utilize the UNO Computer Labs on campus for assignments.

## Policies and Expectations

### Attendance

Attendance is important to succeed in this and any course in college. Your attendance is measured by your participation and completion of course activities, including attending seminars.

## Late Work

At all times, **your health and wellbeing is the priority**, and coursework falls a distant second. **If at any time you would like more time to work on an assignment or if there's anything I can do to help, please don't hesitate to let me know and we will work something out.**

If you are unable to submit an assignment on time due to circumstances outside your control, please contact me **prior to the deadline** and we can discuss accommodations.

## Retakes

If an assignment is returned to the student to be redone, it will be assessed a 15% penalty each time it must be redone. It is in the student's best interest to read/listen to assignment directions carefully so as to complete the assignment correctly the first time.

## Extra Credit

The course will offer one opportunity for extra credit, worth 25 points. All students will receive 25 points of extra credit if at least 80% of the class completes automated course evaluations.

No other opportunities for extra credit are currently scheduled, but this is subject to change — students will be notified if additional opportunities arise.

## Academic Integrity

### Important Values for Future Emergency Management and Disaster Science Professionals

Academic integrity is a serious issue in higher education and will be treated as such by the Emergency Management and Disaster Science Faculty. The nature of the Emergency Management and Disaster Science requires core values be instilled in its future professionals. The industry, and thus the Faculty, place a strong emphasis on such values as integrity, ethics, honesty, respect, accountability, and honor. To prepare future industry professionals who demonstrate these characteristics, the Faculty of the Emergency Management and Disaster Science Program enforce a "Zero Tolerance" policy regarding violations of academic integrity.

### UNO and Emergency Management and Disaster Science

The UNO Academic Integrity policy outlines many infractions of academic integrity, as well as the academic and disciplinary sanctions for violations. The policy can be found in the UNO Undergraduate Catalog and on-line at: <https://catalog.unomaha.edu/undergraduate/>. All students must comply with this policy. This policy also specifies that an academic unit may have additional standards of conduct. Supplementary violations for all Emergency Management and Disaster Science courses include, but are not limited to: 1) Lying to misrepresent a situation; 2) Submitting one's own work, in whole or in part, more than once for academic credit; 3) Cheating or copying from another person on assignments, quizzes, or exams; 4) Dishonesty in recording attendance; and 5) Plagiarism.

### Penalties for Violations

The instructor will determine course consequences for violations of academic integrity. The penalty may range from awarding zero (0) points for the exam, quiz, or assignment, to a failing grade for the course. The instructor will document the instance and forward it to the Undergraduate Committee of the School. The Undergraduate Committee will consider all violations of academic integrity for two purposes: 1) To track repeat activity which will receive the most severe penalties; and 2) To make a recommendation to the

Vice Chancellor regarding university disciplinary action, including suspension or expulsion from UNO. The documentation will be retained.

## **Accessibility Accommodations**

It is my goal that this class be an accessible and welcoming experience for all students. The Accessibility Services Center (ASC) works specifically with students who have a documented disability, including students who are at an increased risk for severe illness due to certain underlying medical conditions as defined by the Center for Disease Control (CDC). On receipt of valid documentation from a qualified healthcare provider, ASC will determine eligibility and appropriate COVID-19 related accommodations. Please note: it will be necessary for most students to provide specific documentation from a qualified healthcare provider to assist in determination of eligibility for accommodations. For more information, contact ASC (Location: H&K 104, Phone: 402.554.2872, Email: [unoaccessibility@unomaha.edu](mailto:unoaccessibility@unomaha.edu)).

## **Cell Phones, Mobile Devices & Laptops**

Students are welcome to use cell phones, mobile devices, and/or laptops in class provided they are used for academic purposes such as note taking, accessing course materials, or researching course concepts and their use does not disrupt fellow classmates. Please silence devices if at all possible. If you should receive a phone call or text, please step outside to respond. DO NOT take pictures or video during class.

## **Counseling and Psychological Services (CAPS)**

Counseling and Psychological Services (CAPS) are free and confidential for enrolled students. CAPS provides confidential counseling and mental health services to help students manage personal challenges that impact emotional or academic wellbeing. For more information, contact CAPS at 402.554.2409, H&K 102, Monday – Friday, 8am - 5p.m. Please also visit the website: [caps.unomaha.edu](http://caps.unomaha.edu) to learn more.

## **Criss Library**

UNO's Criss Library offers a wide variety of resources that support student learning. Subject specialist librarians have in-depth knowledge of researching within specific disciplines and can give you guidance specifically for your area of study. Students are encouraged to explore customized resources featured on their website: <http://www.unomaha.edu/criss-library/research-and-instruction/subject-librarians.php>.

## **Emergency Preparedness**

The University of Nebraska at Omaha is prepared for a wide range of emergencies. Students should familiarize themselves with procedures and assistance available at <http://www.unomaha.edu/emergency/index.php>. If travel to campus is not feasible due to a declared emergency, a combination of Canvas, teleconferencing, and other technologies will be used to facilitate academic continuity. I will notify students of procedures through Canvas course site announcements and email as appropriate.

## **Inclement Weather**

In the event of inclement or threatening weather, students should use his/her best judgment regarding travel to and from campus. If you cannot get to class because of adverse weather conditions, contact me as soon as possible. Similarly, if I am unable to reach our class location, I will notify you of any cancellation or change as soon as possible (by approximately 1 hour before class starts and by posting an announcement to our course site in Canvas). If you cannot get to class because of weather conditions, I will make allowances relative to attendance policies as well as any scheduled tests, quizzes, or other assessments.

## Incompletes

An incomplete grade will not be normally issued for this course. However, documented circumstances beyond a student's personal control may warrant one (extended illness, major surgery, death in immediate family). Each instance will be handled based on the circumstances, provided the instructor receives written documentation.

## Interim Policy on Recordings of Classroom Activities

Students may not make audio or video recordings of, or livestream, any classroom activity, including lectures, without express prior written consent from the course instructor or if a student has an approved accommodation that requires recording. Details may be found at: <https://www.unomaha.edu/campus-policies/interim-policy-recording-of-classroom-activities.php>

## Math Science Learning Center (MSLC)

The Math-Science Learning Center offers peer assisted, independent study in the form of peer tutoring, facilitated study groups and supplemental instruction. The MSLC is here to help all UNO students studying math and science free of charge. Students wishing to work with a peer-tutor simply need to drop in - no appointment is necessary for most courses. Students interested in joining a facilitated study group can sign up simply by visiting the MSLC website. For assistance, please visit the MSLC at 107 Durham Science Center, <http://www.unomaha.edu/MSLC> or call 402-554-3534.

## Maverick Food Pantry

UNO's Maverick Food Pantry aims to contribute to UNO's culture of caring by providing resources to those in immediate need and connecting them with additional resources in the greater Omaha area for long-term support. The Maverick Food Pantry offers food and personal hygiene products to UNO faculty, staff members, and currently-enrolled students by providing healthy, organic, and culturally sensitive items. Requests for food packages can be submitted through an easy online form twice a week.

## Preferred Name & Preferred Gender Pronouns

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Class rosters are provided to the instructor with the student's legal name. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the semester so that I may make appropriate changes to my records.

## Reporting Sexual Misconduct & Related Resources at UNO

Title IX of the Education Amendments Act of 1972 states that "No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance." The University of Nebraska at Omaha (UNO) seeks to provide an environment that is free of bias, discrimination, and harassment.

If you have been the victim of harassment, misconduct, or assault, we encourage you to report this. If you report sexual assault, sexual misconduct or sexual harassment to a UNO faculty or staff member, by law she or he must notify UNO's Title IX Coordinator, Charlotte Russell (402-554-3490) about the basic facts of the incident. Students wishing to have a confidential conversation with a designated campus representative may contact UNO Counseling Services (402-554-2409) or UNO Ombudsperson, Dr. Shereen

Bingham (402-554-4857). For more information about campus resources at UNO, please go to the UNO Student Safety Website at: <http://www.unomaha.edu/student-life/student-safety/index.php>

## **Social Science Research Commons (SSRC)**

The Social Science Research Commons (SSRC) is a space for students, faculty, and community members to build opportunities & support networks for interdisciplinary research. Located in Arts & Sciences Hall (ASH) 304, the SSRC is an initiative of the social sciences to promote academic partnership and collaboration by offering a network of support for UNO/UNMC students and faculty as they work to master critical research tools and methodologies.

The SSRC currently offers: 1) Open lab hours in which students and faculty can consult with Sociology Graduate Assistants and/or the Social Sciences Librarian, Omer Farooq (e.g., about SPSS, survey design, research question development); 2) Monthly methodological workshops (e.g., on Qualtrics, Social Network Analysis, working with big data); 3) A network of research methods/statistics professors/experts is being created through the SSRC to both support student research and develop interdisciplinary connections among faculty; and 4) A meeting space for classes and research/instructional groups who need a computer lab.

## **Speech Center**

The UNO Speech Center provides free consulting and coaching services to all UNO students, faculty, and staff in preparing oral presentations. The Speech Center Consulting Room can help you with presentation preparation, outlining, effective delivery techniques, along with any other presentational needs. Speech consulting will help at any stage in the speech-making process, whether you are just starting to develop topic ideas or nearly finished with preparing a presentation. For more information about their services or to schedule an appointment, go to [unomaha.edu/speechcenter](http://www.unomaha.edu/speechcenter) or visit them in Arts and Sciences Hall, Room 185.

## **Student Safety**

A variety of resources are available to support student safety and security. If you have experienced or are experiencing a difficult personal situation, consult the resources available from the Division of Student Affairs at <http://www.unomaha.edu/student-life/student-safety/index.php>.

## **Technical Support**

Technical support for common university systems, including Canvas and email, is available from Information Technology Services Technical Support located in 104 Eppley Administration Building. The help desk may also be contacted via email to [unohelpdesk@unomaha.edu](mailto:unohelpdesk@unomaha.edu) or via phone at 402-554-4357.

## **Technology Requirements**

Students will be expected to have access to a computer frequently, as all writing assignments used will be typed out and not handwritten. The software you use to write your assignments is irrelevant, as long as you follow my writing guidelines outlined later in my syllabus. I recommend to have access to a computer weekly. If you do not own a computer, there are computers accessible to you on the UNO campus. Consult the Web pages of Information Technology Services (<https://www.unomaha.edu/information-technology-services/labs-and-classrooms/labs-and-kiosks.php>) and the Criss Library (<https://www.unomaha.edu/criss-library/library-services/computers-and-equipment.php>) for more information on equipment availability.



## Writing Center

The UNO Writing Center offers free one-on-one consultations with trained consultants to all students, faculty, and staff. Their goal is to help writers improve their writing skills and confidence in all types of writing, in all subject areas, and at all stages of the writing process. For more information about their hours and locations or to schedule an appointment, go to [writingcenter.unomaha.edu](http://writingcenter.unomaha.edu) or visit them at their main location in Arts and Sciences Hall, Room 150.

## Workload

For classroom courses, the expectation associated with a 3 credit hour class includes 3 hours of in-class work each week, and an additional 6 hours of outside-the-classroom work each week. Students not prepared to devote the required effort to this course should consider dropping prior to the university withdrawal date.

## Assignments and Course Content

### Weekly Tasks

The course is structured around weekly tasks that involve completing the assigned readings, attending the lectures, completing weekly homework assignments, and working on the research paper in the expectation your workload will remain relatively constant throughout the semester. Each week's materials will be posted on Canvas at the beginning of the week.

### Readings

Each week, please complete the assigned readings each week. Please note that additional readings may be assigned each week.

### Seminars

Lectures will be presented in Allwine Hall 312, with slides also made available via Canvas.

## Assignments

### Homework Assignments

Homework assignments will be administered to apply student knowledge of course materials to an element of the Capstone project. These tasks will hone your skills and develop your knowledge that will help you better execute your research project. These will be due by 11.59pm on the Friday evening each week.

No.	Homework Assignment
1	IRB Training
2	Topic Outline
3	Measurement Strategy
4	Literature Review
5	Data Collection Strategy
6	Interpretation of Findings
7	Quantitative Analysis
8	Full Draft Paper

## Research Design

The research design involves describing in detail how you will collect data and analyze that data to answer your research question. A good research design helps solve a lot of problems before they appear later on in the empirical analysis. A guide will be provided on Canvas to help you develop your research design.

## Peer Review

Every student's paper will be circulated to two randomly-selected members of the class, and they will provide anonymous feedback to the student as would-be peer reviewers. The Professor will also provide feedback at this stage, so everyone will receive feedback from three people to help them revise their paper. Further instructions about peer review and how to conduct these reviews will be made available on Canvas ahead of the due date.

## Student Presentations

Students will construct slides and present their results to the class to get feedback ahead of submitting the full draft version of the paper.

## Final Paper

Finally, the final 15-30 page paper will be submitted by May 1. Specific instructions and rubrics will be discussed in class and posted on Canvas during the semester.

# Evaluation

## Grading System

<b>Task</b>	<b>Points</b>
<i>Weekly Tasks</i>	
Homework Assignments (8 x 40 points each)	320 points
<i>Assignments</i>	
Research Design	200 points
Peer Review	80 points
Student Presentations	100 points
Final Paper	300 points
<b>Total</b>	<b>1000 points</b>

Every effort is made to make the grading system and rubrics as transparent and fair as possible. You may contest a grade up to one week after it is returned. If you believe that there has been an error on your assignment or exam, please wait 24 hours after receiving the grade. After that period, please submit a written description of the error you believe occurred along with the assignment or exam to the instructor for re-grading. Clerical errors and outright mistakes will be corrected; decisions about the amount of partial credit to give for an answer will not be revisited. **Please note that your grade could increase, decrease, or remain the same upon reconsideration.**

Percentage	Letter Grade
98.5 - 100	A+
93.0 - 98.4	A
90.0 - 92.9	A-
87.0 - 89.9	B+
83.0 - 86.9	B
80.0 - 82.9	B-
77.0 - 79.9	C+
73.0 - 76.9	C
70.0 - 72.9	C-
67.0 - 69.9	D+
63.0 - 66.9	D
60.0 - 62.9	D-
0 - 59.9	F

## Important Information

### Grading Philosophy

Students should be aware that the instructor grades assignments according to the description in the UNO Catalog.

An A is reserved for those students that have excelled or mastered the material or activity. To receive a grade in the "A" range, you need to demonstrate that you have gone well beyond the criteria of acceptable quality undergraduate work in all aspects of the assignment. The quality of your writing must be polished and professional, your analysis must be of such outstanding quality that I am impressed with your comprehension of the material, your insights on the issues, and the recommendation you present. You must demonstrate that you have far exceeded the expectations of resources used for your projects.

A B is reserved for those students that have met all required areas and went beyond them with, perhaps, a few mistakes. A grade in the "B or B+" range represents acceptable quality undergraduate level work. To earn a grade in this range, your written material must be clearly written, easy to follow, free of spelling and grammatical errors, and formatted according to an accepted style manual. Your analysis should reflect a good understanding of the course material and your ideas and recommendations should follow logically from your analysis and evaluation.

A grade of "B-" or below indicates work that is below undergraduate quality. These grades would be awarded if *either* the material submitted is not well written *or* the analysis presented is too superficial *or* not all required issues are addressed. Grades of C+ or below apply when more than one of the above weaknesses is present.

All written work must be typed or word-processed. Handwritten work will be accepted only on assignments or exercises completed in class. Students are expected to submit assignments that meet professional standards in both content and style. Professional content requires thorough research and the demonstrated ability to articulate logical and insightful arguments and critical thinking skills. Professionalism in style demands that written assignments be professional in appearance, clearly written, and free of grammatical, spelling, and syntax errors.

### How to Succeed in This Course and In Your Career

Attendance, participation, and effort will determine your success in this course. Emergency Management and Disaster Science is an industry that commands utmost professionalism and little margin for error.

## **Areas of Concern for the Industry**

The instructor will endeavor to include activities, which foster the development of these critical skills as identified by the industry:

### **Critical Thinking Skills**

Problem analysis, problem solving, judgment and decision making (including resource identification and management)

### **Interpersonal Skills**

Oral and written communication, conflict management, conflict resolution, team building, team maintenance, individual accountability

### **Values and Attitudes**

Ethical standards, integrity, flexibility, versatility, openness to change, curiosity, imagination, creativity, motivation, passion, dedication

## **Policies and Procedures for EMDS Courses**

### **University Policies**

University policies as published in the Undergraduate Catalog will be strictly followed and enforced. It is the policy of the University of Nebraska system to not discriminate on the basis of sex, sexual orientation, disability, race, color, and religion, national or ethnic origin in its educational programs. If a student feels that some form of discrimination has been directed at them, please contact the instructor immediately.

### **Instructor Role in the Course**

- To stimulate thinking, provide enthusiasm, be responsive to students and well prepared for the class.
- To develop and actively protect a class environment in which respect must be shown to everyone in order to facilitate and encourage the expression, testing, understanding, and creation of a variety of ideas and opinions.
- To create and maintain a learning environment that encourages active participation.
- To grade fairly and explain and clarify subject material.

### **Instructor Contact Information**

Every effort will be made to respond to emails within 24 hours during the week. Any contact made after 5pm on Friday will be returned the following Monday. Please note that weekly assignments are due by the end of Friday evening — please ensure that you review the assignments earlier rather than later.

### **Periodic Course Assessments by Students**

In addition to the students being evaluated, instructors are also evaluated. The primary means is through a course evaluation instrument at the end of the semester. Other forms of assessment may include the TABS assessment of teaching, a peer teaching evaluation, informal requests for feedback in class regarding a specific activity or speaker, or other means.

## Student Role in the Course

In order to benefit from a course, both in pursuit of knowledge and grades, regular attendance is required. Students who do not attend class will miss important discussions, assignments, and group interactions. Each student is expected to be prepared for each class, having read any assignments prior to class.

To receive full participation points, the student must communicate with the instructor by meeting appropriate deadlines and conforming with all requirements as stated in the syllabus. Students are expected to be familiar with all academic policies outlined in the UNO catalog, student handbook, and major area handbook.

Students will not participate in disruptive behavior. This includes, but is not limited to, receiving beeper or cell phone calls during class, leaving class early or coming to class habitually late, eating in class, talking out of turn, doing assignment for other classes, reading materials other than those required for this course, sleeping, and engaging in other activities that detract from the classroom learning experience. Infringing on rights of others, that is, anything that disrupts the professor or other students is unacceptable and will result in dismissal from class. For online courses, please view the netiquette guidelines outlined in "Pages."

All students must use their gmav e-mail account. This is necessary to maintain an important notice distribution list for each class.

Students not making satisfactory progress at the mid-term should consider dropping the course. However, the instructor would prefer students consult with them at a scheduled appointment to see if completion of the course is possible.

Assignment deadlines will be communicated to the class through the class schedule and through announcements made in class. Students are expected to attend all classes to receive these important communications. Not all work will be returned; students should make copies of any assignments they wish to keep.

## Academic Dishonesty

Academic dishonesty includes the usual kinds of cheating on exams and quizzes, as well as dishonesty in recording attendance. Plagiarism includes not only presenting someone else's work from a source as one's own, but also giving one's work to someone else so that he or she can present it as their own work.

Students are encouraged to work together, exchange notes, discuss ideas presented in the seminars and texts, or give each other feedback, but the final work you submit and/or write on an exam or quiz must be your own interpretation or summation of the material based on your own work — it cannot simply be a repetition of something that you and several others jointly worked on and produced.

Taking credit for someone else's work, or submitting essays and writing exams on material which you did not read, study, or think about, is academically dishonest and constitutes plagiarism. Also, submitting your own work more than once for academic credit is also considered academic dishonesty. If a student violates any of these policies, it is the instructor's discretion to determine the consequence. The penalty could range from awarding zero (0) points for that exam, paper, quiz, or assignment, to giving a failing grade for the course. This is a serious issue in higher education and will be treated as such by the instructor.

## Calendar

All classes will observe the UNO Prep Week policy. Prep week is the week prior to final examinations. No exam constituting more than 20% of the final course grade will be scheduled (except make-up exams, tests in self-paced or distance courses, or lab exams). However, a course paper, project, or presentation that constitutes 20% or more of the course grade may be due during dead week if it is assigned more than 2 weeks in advance.

## UNO Computer Labs

Computer and Data Communication Labs are located throughout the UNO campus with variable hours for student convenience.

## Spring 2022 Course Calendar

The schedule is tentative and subject to change.

### Approaches to Research

#### Week 1, 01/24 - 01/28: Introductions & Positivist Research: Cause and Effect

- Read EMGT 4990 syllabus
- Read chapters 1-3 of Trochim and Donnelly (2006)
- Attend seminars

#### Week 2, 01/31 - 02/04: Qualitative Research: Description and Detail

- Read chapters 1 & 2 of Phillips (2014)
- Read Roglà (2021)
- Attend seminars
- Complete Homework Assignment #1: IRB Training (40 points)
  - Due Friday by 11.59pm

#### Week 3, 02/07 - 02/11: Interpretivist & Decolonizing Research: Subjectivity, Meaning, Knowledge Production and Power

- Read chapters 1 & 2 of Schwartz-Shea and Yanow (2012)
- Read chapters 1 & 2 of Smith (2012)
- Attend seminars
- Complete Homework Assignment #2: Topic Outline (40 points)
  - Due Friday by 11.59pm

### Refining Project Topic and Scope

#### Week 4, 02/14 - 02/18: Planning the Capstone Project

- One-on-one meetings to discuss Capstone Project - please email me to set up a time

**Week 5, 02/21 - 02/25: Planning the Capstone Project**

- One-on-one meetings to discuss Capstone Project - please email me to set up a time
- Complete Homework Assignment #3: Measurement Strategy (40 points)
  - Due Friday by 11.59pm

**Week 6, 02/28 - 03/04: Literature Review**

- Read Knopf (2006)
- Attend seminars
- Complete Homework Assignment #4: Literature Review (40 points)
  - Due Friday by 11.59pm

**Week 7, 03/07 - 03/11: Research Design**

- Attend seminars
- Complete Research Design Assignment (200 points)
  - Due Friday by 11.59pm

**Week 8, 03/14 - 03/18: Spring Break**

- NO CLASS

**Data Collection**

**Week 9, 03/21 - 03/25: Data Collection Strategy**

- Attend seminars
- Complete Homework Assignment #5: Data Collection Strategy (40 points)
  - Due Friday by 11.59pm

**Analysis**

**Week 10, 03/28 - 04/01: Qualitative & Interpretive Analysis**

- Read chapters 3 & 4 of Phillips (2014)
- Attend seminars
- Complete Homework Assignment #6: Interpretation of Findings (40 points)
  - Due Friday by 11.59pm

**Week 11, 04/04 - 04/08: Quantitative Analysis**

- Reading TBA
- Attend seminars
- Complete Homework Assignment #7: Quantitative Analysis (40 points)
  - Due Friday by 11.59pm

## Presenting & Revising

### Week 12, 04/11 - 04/15: Student Presentations

- Student presentations (100 points)
  - Provide a brief presentation of your Capstone project

### Week 13, 04/18 - 04/22: Write Up

- Read chapter 15 of Trochim and Donnelly (2006) & chapter 5 of Phillips (2014)
- Attend seminars
- Complete Homework Assignment #8: Full Draft Paper (40 points)
  - Due Friday by 11.59pm

### Week 14, 04/25 - 04/29: Peer Review

- Read Mitchell (2015); Alvarez (2015); Berk, Harvey, and Hirshleifer (2017); Leeper (2016); Miller, Povehouse, Rogowski, Tingley, and Wilson (2013)
- Attend seminars
- Complete 2x peer reviews (80 points)
  - Due Friday by 11.59pm

### Week 15, 05/02 - 05/06: Revise & Submit Final Paper

- One-on-one meetings to discuss final paper (optional) - please email me to set up a time
- Revise paper according to feedback received from peers and Professor
- Final paper due (300 points)
  - Due Friday by 11.59pm

## References

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