 <b>FLORIDA ATLANTIC UNIVERSITY</b>	<b>NEW COURSE PROPOSAL</b> <b>Graduate Programs</b>		UGPC Approval _____ UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	<b>Department – Management Programs</b>  <b>College – College of Business</b>  <i>(To obtain a course number, contact erudolph@fau.edu)</i>		
<b>Prefix -- MAN</b>  <b>Number -- 6926</b>	<i>(L = Lab Course; C = Combined Lecture/Lab; add if appropriate)</i> <b>Lab Code</b>	<b>Course Title</b>  Field Project	
<b>Credits</b> <i>(Review Provost Memorandum)</i>  3 credits	<b>Grading</b>  <i>(Select One Option)</i>  <b>Regular - X</b>	<b>Course Description</b> <i>(Syllabus must be attached; see Guidelines)</i>  The Field project is an applied study conducted within or outside the US using meta-data analysis and/or actual “on-the-ground” information from an actual event or simulation exercise. Students will also learn to develop “hands on” exercises.	
<b>Effective Date</b>  <i>(TERM &amp; YEAR)</i>  <b>Fall 2018</b>			
<b>Prerequisites</b>  Accepted into either the MBA or MHA Programs in the Crisis & Disaster Management Concentration; accepted into the Crisis & Disaster Management Certificate, or accepted as a Non-degree-seeking student at FAU.		<b>Corequisites</b>	<b>Registration Controls</b> <i>(Major, College, Level)</i>  MBA or MHA student in the College of Business’ Concentration in Crisis and Disaster Management, FAU graduate student or Non-degree- seeking student who has taken one course of either MAN 6707 or MAN 6708.
<b>Prerequisites, Corequisites and Registration Controls are enforced for all sections of course</b>			
<b>Minimum qualifications needed to teach course:</b> Member of the FAU graduate faculty and has a terminal degree in the subject area (or a closely related field); teaches similar subject area at other accredited Universities.		<b>List textbook information in syllabus or here</b>  Available in syllabus	

GRADUATE COLLEGE

NOV 28 2017

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<p><b>Faculty Contact/Email/Phone</b></p> <p>Mantha Mehallis, Ph.D.</p> <p><a href="mailto:mehallis@fau.edu">mehallis@fau.edu</a></p> <p>561-297-3654</p>	<p><b>List/Attach comments from departments affected by new course</b></p> <p>Worked with Schmidt College of Medicine, School of Public Administration, College of Nursing, and the new International Center for Emergency Management and Field Hospital Deployment to develop the multidisciplinary approach to the Concentration/Certificate. Letters of Support are attached.</p>
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<b>Approved by *Original Signatures provided to UGPC Chair &amp; Graduate College Dean.</b>	<b>Date</b>
Department Chair _____	_____
College Curriculum Chair _____	_____
College Dean _____	_____
UGPC Chair _____	_____
Graduate College Dean _____	_____
UFS President _____	_____
Provost _____	_____

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<b>Faculty Contact/Email/Phone</b>  Mantha Mehallis, Ph.D.  <a href="mailto:mehallis@fau.edu">mehallis@fau.edu</a>  561-297-3654	<b>List/Attach comments from departments affected by new course</b>  Worked with Schmidt College of Medicine, School of Public Affairs, and Executive Programs Office to develop the multidisciplinary approach to the Concentration.
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<b>Approved by</b>	<b>Date</b>
Department Chair <i>Phil E. Neal</i>	<i>11/1/17</i>
College Curriculum Chair <i>William B. McDaniel</i>	<i>11/1/2017</i>
College Dean <i>Ken H. ...</i>	<i>11/1/17</i>
UGPC Chair <i>...</i>	<i>12/13/07</i>
Graduate College Dean <i>Abraham Floyd</i>	<i>12-15-17</i>
UFS President _____	_____
Provost _____	_____

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**NOV 28 2017**

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Florida Atlantic University

MAN 6926 – 001 -- CRN XXXXX

Field Project

Fall 2018

**Professor:** (Graduate faculty member who can oversee an Master's level applied field project and the development of crisis and disaster field exercises.)

**Office:** FAU Boca Raton, Executive Programs Office, OD 201

**Email:** [xxxxxx@xxx.edu](mailto:xxxxxx@xxx.edu) (preferred contact)

**Phone:** Faculty's cell phone for direct contact

**Office Hours:** TBA by graduate faculty

**Required Textbook and Materials:**

1. PAHO. [Guidelines for Developing Emergency Simulations and Drills](#) (2 MB)
2. PAHO. Damage Assessment and Needs Analysis in the Health Sector during Disaster Situations. [http://www.paho.org/disasters/index.php?option=com\\_content&view=article&id=1637%3Aguidelines-for-developing-emergency-simulations-and-drills&Itemid=807&lang=en](http://www.paho.org/disasters/index.php?option=com_content&view=article&id=1637%3Aguidelines-for-developing-emergency-simulations-and-drills&Itemid=807&lang=en)

***Course description:***

The Field Project will involve students' learning to develop "hands on" exercises to use with employees, customers, community members, etc. The proposal for a field project to be approved by the professor and its execution will be written as a final report and presented to the class. The final field project can be a study conducted within or outside the US using meta-data analysis and/or actual "on-the-ground" information from an actual event or simulation exercise.

**Course Prerequisites and Credit Hours and Class Time Commitments:**

**Official prerequisites:** Student must be officially accepted and enrolled either in the Executive MBA or the Executive MHA Programs.

**Credit hours:** 3

**Class Time Commitments:** According to Florida State Statute 6A-10.033, students must spend a minimum 2,250 minutes (37.5 hours) of in class time during a 3-credit course. Additionally, students enrolled in a 3-credit course are expected to spend a minimum of 4,500 minutes (75 hours) of out-of-class-time specifically working on course-related activities (i.e., reading assigned pieces, completing homework, preparing for exams and other assessments, reviewing class notes, etc.) and fulfilling any other class activities or duties as required.

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## **Objectives of the course:**

Upon successful completion of this course, a student will be able to:

1. Propose a disaster management final field project to obtain approval. This will be, for example, a project within the student's organization or analysis of an actual "real world" disaster response. The proposal can be submitted prior to the semester in which the course is taken.
2. Execute a disaster management final field project and present the actual results in a written report and a verbal presentation.
3. Demonstrate the ability to develop "hands-on" exercises for private and public organizations to establish objectives, use scenarios, develop plans documented in manuals, evaluate results, and define actions to be implemented as the follow-up to feedback results (i.e., "closing the feedback loop");

Four primary interdisciplinary threads will be carried throughout this course:

- Business/Economy Issues
- Health/Medical Issues
- Psychological, Social, and Behavioral Issues
- Communication.

## **Course Evaluation Method (Grading Scheme)**

Short papers and special exercises	25%	A =92% + A-=90% - 91.9%
Group Case Presentation and Group's Discussion Board thread dialog	25% presenting group	B+=88%-89.9%
Class Participation in-class plus Discussion Boards including any additional contributions	20%	B =82% - 87.9% B- =80% - 81.9% C+=78% - 79.9%
Major Paper	30%	C =72% - 77.9% C-=70% - 71.9% D+=68% - 69.9% D=62-67.9% F=below 62



## Additional Course Policies

**Missing Exams:** This is an MBA course where your critical thinking, analysis, and identification of possible solutions is important. As such, course material is focused on conducting research, thinking, analyzing, coming up with solutions, and writing, so there are no exams in the course.

**Late Assignments:** IF late assignments are accepted, 5 points are deducted for each day they are late.

**Attendance Policy:** Students are expected to attend all classes during the Executive Programs Saturday/Sunday schedules, approximately every three weeks, as designated on the class schedule.

If you are ill and have a verifiable written doctor or hospital excuse, you will be given the opportunity to complete the work at a later date. If there is a religious holiday or other verifiable reason, the faculty member will decide if work can be completed at a later date on a case-by-case basis.

### **Etiquette and/or Netiquette Policy:**

Students who are disrespectful and/or threatening to the Faculty or other students during the class or outside of class by means of communication, such as face-to-face in-person, phone calls, phone messages, emails, texts, or other communication devices, will be asked to remove themselves from wherever the incident takes place (including online) and to stop any further communication. They will be immediately reported to the Dean of Students and any other appropriate authorities, and dropped from the course with an F grade. Any disrespectful, threatening, or disruptive behavior will not be tolerated.

### **Anti-plagiarism Software and Academic Integrity:**

Written components of any assignment or project may be submitted to anti-plagiarism software to evaluate the originality of the work. Any students found to be submitting work that is not their own will be deemed in violation of the University's honor code discussed below. In this course, the any papers may be required to be submitted through the Turnitin software. The Academic Integrity Code defines academic integrity, plagiarism, etc.

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the University mission to provide a quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see the Code of Academic Integrity in the University Regulations at [http://www.fau.edu/regulations/chapter4/4.001\\_Code\\_of\\_Academic\\_Integrity.pdf](http://www.fau.edu/regulations/chapter4/4.001_Code_of_Academic_Integrity.pdf).

Check with your respective Business Communications instructors to determine how any papers and /or videos which are being used for certification from this course should be submitted.

### **Course Outline**

The course outline schedule appears at the end of the syllabus.

## **Selected University and College Policies**

### **Code of Academic Integrity Policy Statement**

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).

### **Student Accessibility Policy Statement**

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS)—in Boca Raton, SU 133 ([561-297-3880](tel:561-297-3880)); in Davie, LA 131 ([954-236-1222](tel:954-236-1222)); or in Jupiter, SR 110 ([561-799-8585](tel:561-799-8585))—and follow all SAS procedures. Their web site is: <https://fau.edu/sas>

### **Religious Observance Accommodation**

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices, observances, and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments. For further information, please see FAU Regulation 2.007 at: <http://www.fau.edu/regulations/chapter2/Reg%202.007%208-12.pdf>

Students who wish to be excused from course work, class activities, or examinations must notify the instructor in advance of their intention to participate in religious observation and request an excused absence. The instructor will provide a reasonable opportunity to make up such excused absences. Email any requests for accommodation to your faculty member.

### **College of Business Minimum Grade Policy Statement**

The minimum grade required for graduate courses in the College of Business is a “B”. This includes all courses that are a part of the pre-business foundation, business core, major program, and concentration.

### **Incomplete Grade Policy Statement**

A student who is passing a course, but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete (“I”). The assignment of the “I” grade is at the discretion of the instructor, but is allowed only if the student is passing the course.

The specific time required to make up an incomplete grade is at the discretion of the instructor. However, the College of Business policy on the resolution of incomplete grades requires that all work required to satisfy an incomplete (“I”) grade must be completed within a period of time not exceeding one calendar year from the assignment of the incomplete grade. After one calendar year or whatever amount of time was initially designated by the faculty member, the incomplete grade automatically becomes a failing (“F”) grade.



### **Withdrawals**

Any student who decides to drop is responsible for working with their contact in the Executive Programs Office and completing the proper paper work required to withdraw from the course.

### **Grade Appeal Process**

A student may request a review of the final course grade when s/he believes that one of the following conditions apply:

- There was a computational or recording error in the grading.
- Non-academic criteria were applied in the grading process.
- There was a gross violation of the instructor's own grading system.

The procedures for a grade appeal may be found in [Chapter 4 of the University Regulations](#).

### **Disruptive Behavior Policy Statement**

Disruptive behavior is defined in the FAU Student Code of Conduct as "... activities which interfere with the educational mission within classroom." Students who behave in the classroom such that the educational experiences of other students and/or the instructor's course objectives are disrupted are subject to disciplinary action. Such behavior impedes students' ability to learn or an instructor's ability to teach. Disruptive behavior may include, but is not limited to: non-approved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive; or, other violations of an instructor's expectations for classroom conduct. This applies to student presentation group work outside of the course as well.

### **Faculty Rights and Responsibilities**

Florida Atlantic University respects the right of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions which do not impede their exercise. To ensure these rights, faculty members have the prerogative:

- To establish and implement academic standards
- To establish and enforce reasonable behavior standards in each class, including online courses
- To refer disciplinary action to those students whose behavior may be judged to be disruptive under the Student Code of Conduct.

### **Course Requirements and Grading**

This section will define course requirements in terms of types of assignments and explain the grading scale which will be applied for each type of assignment. These assignments will be established by the individual faculty teaching the course in order to provide adequate assessment that the learning objectives of the course have been met when the student successfully completes it.

The assignments may consist of Short Papers and Special Exercises, Case Analyses, Individual Presentations, Group Case Presentations, Videos, Threaded Discussion Boards, Major Papers, Research, Reports, Plans, Simulations, etc. which will be specified by the course assignments and grading schema.

### **Course Schedule**



Please note that exact dates for each weekend meeting appear in the Schedule along with the assignments for that weekend, indicated specifically for Saturday or Sunday. You will need to adapt your work schedule so it best fits your lifestyle. All reading assignments must be completed prior to the day of the class meeting so that students can participate in issue discussions and apply the reading materials to the class activities.

### Tentative MAN 6926 Semester 2019 COURSE SCHEDULE

**\*\*Semester Schedule – May be changed at any time based on the Professor’s discretion\*\***

Unit – Meeting Weekend

Topics: Sat/Sun In-class Activities

\*Assignments

(All TBA by faculty)

Unit 1 – Weekend #1	<p>Introduction to the Field Project</p> <p>How to write a proposal</p>	
Unit 2 – Weekend #2	<p>Propose a disaster management final field project to obtain approval. This will be, for example, a project within the student’s organization, or analysis of an actual “real world” disaster response. This may include “on the ground” work in Latin American or the Caribbean</p> <p>Discussion/critique of the proposals</p>	
Unit 3 – Weekend #3	<p>Execute a disaster management final field project</p> <p>Participate in “hands-on” disaster management exercises for both public and private organizations; critique them; &amp; learn how to develop them in various scenarios.</p>	
Unit 4 – Weekend #4	<p>Critique “hands-on” disaster management exercises; &amp; learn how to develop them in various scenarios; case studies</p>	
Unit 5 – Weekend #5	<p>Demonstrate the ability to develop “hands-on” exercises for private and public organizations to establish objectives, use scenarios, develop plans documented in manuals, evaluate results, and define actions to be implemented as the follow-up to feedback results (i.e., “closing the feedback loop”);</p>	

Unit 6 – Weekend #6

Presentation of field project actual results in a written report and a verbal presentation.

(If changes are necessary, students will be informed and assignment deadlines changed accordingly.)

**\*All assignments should be read/completed PRIOR to the class meeting.**



November, 2017

To whom it may concern:

This letter is to unequivocally endorse the pursuit of full approval, at the highest levels of our Florida State's university system, the four courses listed below. These courses will constitute the Crisis and Disaster Management concentration in the Executive and Professional MBA programs, the Executive MHA program, and a Graduate Certificate in Crisis and Disaster Management at Florida Atlantic University's College of Business.

1. MAN 6707 Crisis, Contingency, and Continuity
2. MAN 6708 Disaster Management for Sustainable Resilience
3. MAN 6709 Technology and Innovation in Disaster Management
4. MAN 6926 Field Project

Having already been unanimously approved by the Management Programs Department faculty and the College of Business Graduate Council, we hope this letter serves to assist in the approval process at the University Graduate Council, the FAU Faculty Senate, and then, finally, via our Registrar's office for Tallahassee course-number determination.

As Chairman of the Advisory Board for the International Center for Crisis Management and Field Hospital Deployment (the "Center"), I join my colleagues from the Schmidt College of Medicine, the Christine E Lynn College of Nursing, and the School of Public Administration in full support of these courses and what they constitute – degree-seeking concentration courses as well as a Graduate Certificate.

As Chief Program Officer for the Center, I fully support and endorse these four courses and what they bring to our academic program offerings via the Center. The ability to offer a concentration and a Graduate Certificate for our students enrolled in our eMBA, eMHA and pMBA programs only strengthens our pursuit to offer the finest academics in Emergency Management, a major component of the Center.

Sincerely,

Ira J. Gelb, MD, FACC  
Chairman, Board of Advisors  
561.301.9274

Rebekah Dickinson  
Chief Program Officer  
404.217.4331





School of Public Administration  
777 Glades Road, SO 202  
Boca Raton, FL 33431  
tel: 561-297-2330  
fax: 561-297-4172  
web: [www.fau.edu/spa](http://www.fau.edu/spa)

MEMORANDUM

DATE: November 22, 2017

TO: Mantha Mehallis, Department of Management Programs, College of Business

FROM: Steven C. Bourassa, Director, School of Public Administration


A handwritten signature in black ink, appearing to read 'S. Bourassa', is written over the printed name.

SUBJ: Proposed Crisis and Disaster Management MBA Concentration and Certificate Program

I am writing in support of the College of Business's proposal to establish a four-course MBA concentration and certificate program in Crisis and Disaster Management. The School of Public Administration offers an undergraduate specialization in Disaster Management in the Bachelor of Public Safety Administration program as well as an interdisciplinary minor in Disaster Management. We have no plans to offer this subject at the graduate level, but may expand our undergraduate program in the future. Given that the College of Business proposal is for courses at the graduate level, the new programs will complement rather than compete with what we are doing in the College for Design and Social Inquiry.

## MEMORANDUM

TO: Dr. Deborah Floyd  
Graduate Council

FROM: Marlane C. Smith   
Dean and Helen K. Persson Eminent Scholar  
Christine E. Lynn College of Nursing

SUBJECT: Support for the MBA and MHA Concentrations and the Graduate Certificate  
In Crisis and Disaster Management

DATE: November 14, 2017

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I am in full support of the Crisis and Disaster Management concentrations proposed for the MBA and the MHN degree programs as well as the Graduate Certificate program in Crisis and Disaster Management. I have reviewed the overview of the four interdisciplinary courses that form the foundation of these concentrations/certificates and agree that these courses can provide students with a unique set of knowledge and competencies that are needed for the 21<sup>st</sup> century.

I am willing to support the certificate program by sharing information about the program with faculty and students.



Charles E. Schmidt College of Medicine  
777 Glades Road  
Boca Raton, FL 33431  
tel: 561.297.4341  
fax: 561.297.0914  
[www.med.fau.edu](http://www.med.fau.edu)

November 13, 2017

Deborah L. Floyd, Ed.D.  
Dean of the Graduate College and Professor

RE: MBA Concentration and Graduate Certificate in Crisis and Disaster Management

Dear Dean Floyd,

The Charles E. Schmidt College of Medicine has been an active participant in the development of the interdisciplinary curriculum for the MBA Concentration and Graduate Certificate in Crisis and Disaster Management within the College of Business. The curriculum was developed by Dr. Mantha Mehallis in the Department of Management Programs in collaboration with Dr. Lee Learman, Professor and Senior Associate Dean for Graduate Medical Education and Academic Affairs in the College of Medicine.

The MBA Concentration features 4 interdisciplinary threads including Health & Medical Issues, as well as a field project involving hands-on simulation in venues such as the College of Medicine Clinical Skills Simulation Center. We strongly support this initiative and look forward to participating in its implementation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Phillip M. Boiselle', written over a white background.

Phillip M. Boiselle, MD  
Dean and Professor