

Graduate College Curriculum Committee

New Graduate Course Proposal Form

I. Course Developer Contact Information

Name	Chris Stream
College or Division	Public Policy & Leadership
Academic Organization	Urban Affairs
E-Mail Address	chris.stream@unlv.edu

II. Catalog Information

Section A			
Course Prefix	ECEM	Course Number	710
Will this be an experimental (x) course?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Experimental (x) courses can only be used for the first occurrence of either two course offerings or two years.			
Has this course number been used previously as an Experimental (X) course?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, X-Course Prefix	N/A	X-Course Number	N/A
Program(s) impacted by this new course	ECEM Cyber Security Certificate		
Detail the changes to the program catalog entry required due to the creation of this course. <i>For example, will this course count towards degree requirements in current programs? Substantive changes will necessitate a Program Change form be submitted.</i>	This program will count towards the Emergency Crisis Management Cyber Security Certificate (New Certificate Program has been submitted).		
Section B			
Long Course Title (100 character max)	Crisis and Emergency Management		
Short Course Title (30 character max)	Crisis Management		

Catalog Description (50 words max)		Distinguish the principles behind effective approaches for prevention, planning, risk, mitigation, response, and recovery strategies. Recognize the major elements of technical and operational disasters by learning to implement emergency strategies that reduce vulnerabilities.			
Tips <ul style="list-style-type: none"> • avoid the use of the words <i>student</i>, <i>course</i>, and <i>covers</i> • incomplete sentences are ok • avoid repeating the course title 					
Number of Words in Catalog Description		33			
Section C					
Credits are	<input checked="" type="checkbox"/> Fixed	3	<input type="checkbox"/> Variable		t o
May course be repeated for credit?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, the maximum number of credits that may be earned is					
Grading System <input checked="" type="checkbox"/> Letter Grade <input type="checkbox"/> S/U <input type="checkbox"/> S/F <input type="checkbox"/> Thesis/Dissertation					
Is this a Special Topics course?		<input type="checkbox"/> Yes (If yes, complete rest of section) <input checked="" type="checkbox"/> No (If no, go to Section D)			
Sub-topic(s) (Please list at least one)					
Are topics repeatable?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, number of credits		
Section D					
Prerequisites (if any)		N/A <i>*Graduate standing is the default prerequisite built into the system for all graduate-level courses.</i>			
Co-requisites (if any)		N/A			
Anti-requisites (if any)		N/A			
Does this course have additional non-credit components?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, indicate component(s)		<input type="checkbox"/> Clinical <input type="checkbox"/> Discussion <input type="checkbox"/> Field Studies <input type="checkbox"/> Independent Study		<input type="checkbox"/> Internship <input type="checkbox"/> Laboratory <input type="checkbox"/> Lecture <input type="checkbox"/> Practicum <input type="checkbox"/> Research <input type="checkbox"/> Seminar <input type="checkbox"/> Supervision <input type="checkbox"/> Thesis Research	
Will course be the cross-listed with another course (e.g., 400/600)?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Note that 400/600 courses must have the same title and course description. The syllabus must include graduate student requirements.					

If yes, specify course prefix and number		
<i>Instructional Modes</i> Indicate the instructional modes that should be available for scheduling		
<input type="checkbox"/> In Person Supplemental Web	<input type="checkbox"/> Independent Study <input type="checkbox"/> In Person <input type="checkbox"/> Television	<input checked="" type="checkbox"/> Web-based <input type="checkbox"/> Web-based w/ on/off campus meeting
<input type="checkbox"/> Field Study <input type="checkbox"/> Hybrid		

III. Evaluation of Library Resources

This section is completed by course developer
Please indicate library resources that will be needed to support students taking this course Core journals The Journal of Contingencies and Crisis Management; The Journal of Homeland Security and Emergency Management; Disasters Journal Core books (not required texts) Emergent Collaboration Infrastructures: Technology Design for Inter-Organizational Crisi Management, Authors: Christian Reuter. Electronic resources (e.g., databases, videos, media, etc.) NIST, DHS, Disaster Recovery
This section is completed by the librarian.
Library Comments Note The Library does not attempt to block new courses because needed resources are not owned locally. It is critical that core journals and electronic resources are listed so the Library can track gaps in collections and pursue opportunities to obtain missing items.

IV. Routing and Approval Process

1. Course developer completes this form and syllabus
2. Developer requests a Graduate College and Registrar technical review via the [Curriculum Change Portal](#).
3. The Graduate College will complete a technical review of the form and syllabus to ensure that it conforms to all relevant policies and guidelines.
4. The documents will then be returned to the person submitting the request for routing through the department and college for approval.
5. The form and syllabus will be submitted to the [Curriculum Change Portal](#) by the college or school designee (typically the Associate Dean of Academic Affairs).
6. Item will be placed on the agenda of the Graduate College Curriculum Committee (GCCC). Course developers will be notified and asked to attend.

	Name	Email Address	Date
Course Developer	Chris Strem	chris.stream@unlv.edu	02/22/2017
Graduate College and Registrar Technical Review			

Technical Review Comments			
Dept. Chair or Grad. Coordinator			
If Cross-Listed, Chair of Cross-Listing Department			
College Curriculum Committee Chair			
Academic Dean <u>Submit for Approval</u>			
Librarian		librarycdm@unlv.edu	
Graduate College Curriculum Committee Chair	Travis Olson	GCCC@unlv.edu	5-0471
Graduate College Interim Dean	Kate Korgan	GCCC@unlv.edu	5-4070
Registrar's Office	Katie Humphries	curriculum@unlv.edu	5-0892

V. Syllabus

A syllabus in Word or PDF format must accompany this form.

Graduate syllabi must meet the minimum criteria as required by the Provost's office (See Semester Memo under Executive Vice President and Provost Policies and Forms <http://www.unlv.edu/policies>). Graduate courses that are linked to undergraduate courses (300/500 and 400/600 level joint courses) must clearly state in the syllabus how the class experience and expectations are different for graduate students, what additional requirements students enrolled in the graduate level course must fulfill, and how the grading scale will be applied to graduate students.



Emergency Crisis Management

Full Course Title: Crisis & Emergency Management

Instructor: TBD

Course Location: Online

Course Duration: 8 Weeks

Course Introduction: In this course students will learn to communicate technical and non technical aspects of cyber security to employees, upper management, and executives. This final required course for the certificate cumulates the knowledge and skills developed from the previous core courses in order to make students effective leaders and communicators in cyber security for both technical and non-technical individuals.

Objectives:

- Respond to threats, attacks, and risks
- Carry out policy
- Provide clear communication (technical and nontechnical)
- Predict organization needs
- Summarize cyber security operations to executives

Tentative Schedule:

Week	Date	Subject
week 1	(01/16/2018-01/19/2018)	- Information Security Risks
week 2	(01/22/2018-01/26/2018)	- Cyber Security Crisis
week 3	(01/29/2018-02/02/2018)	- Preparing for a Cyber Crisis/Incident
week 4	(02/05/2018-02/09/2018)	- Prevention & Mitigation Program
week 5	(02/09/2018-02/16/2018)	- Crisis Response
week 6	(02/20/2018-02/23/2018)	- Business Continuity/Data Recovery
week 7	(02/26/2018-03/02/2018)	- Roles of Government and nonprofits
week 8	(03/05/2018-03/09/2018)	- Continual improvement

Assignments & Readings:

- NIST Managing Information Security Risk
- Crisis Response Journal
- Cyber Crisis Management Readiness, Response and Recovery
- Technical and Insurance Controls for Enterprise - Level Security
- Strategic Crisis Management
- Disaster Recovery
- DHS Preventing and Defending Against Cyber Attacks
- Cyber Denial, Deception and Counter Deception (Text Book Chapter)

Deliverables: Case study written reports (x8) and Summarized Report.

Textbook: Emergent Collaboration Infrastructures - Technology Design for Inter-Organizational Crisis Management, Authors: Christian Reuter.

Core Journals: The Journal of Contingencies and Crisis Management; The Journal of Homeland Security and Emergency Management; Disasters Journal

Electronic Resources: NIST, DHS, Disaster Recovery

Additional Course and University Policies

Academic Misconduct – Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV’s function as an educational institution.

An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the *Student Academic Misconduct Policy* (approved December 9, 2005) located at: <http://studentconduct.unlv.edu/misconduct/policy.html>.

Copyright – The University requires all members of the University Community to familiarize themselves and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: <http://provost.unlv.edu/copyright/>.

Incomplete Grades - The grade of I – Incomplete – can be granted when a student has satisfactorily completed all coursework up to the withdrawal date of that semester/session but for reason(s) beyond the student’s control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. A student who receives an I is responsible for making up whatever work was lacking at the end of the semester. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.

Disability Resource Center (DRC) – The Disability Resource Center (DRC) determines accommodations that are “reasonable” in promoting the equal access of a student reporting a

disability to the general UNLV learning experience. In so doing, the DRC also balances instructor and departmental interests in maintaining curricular standards so as to best achieve a fair evaluation standard amongst students being assisted. In order for the DRC to be effective it must be considered in the dialog between the faculty and the student who is requesting accommodations. For this reason faculty should only provide students course adjustment after having received this "Academic Accommodation Plan." If faculty members have any questions regarding the DRC, they should call a DRC counselor.

UNLV complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The DRC is located in the Student Services Complex (SSC-A), Room 143, phone (702) 895-0866, fax (702) 895-0651. For additional information, please visit: <http://drc.unlv.edu/>.

Religious Holidays Policy – Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor no later than the last day of late registration of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. This policy shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship on the instructor or the university which could have been avoided. For additional information, please visit: <http://catalog.unlv.edu/content.php?catoid=4&navoid=164>.

Tutoring – The Academic Success Center (ASC) provides tutoring and academic assistance for all UNLV students taking UNLV courses. Students are encouraged to stop by the ASC to learn more about subjects offered, tutoring times and other academic resources. The ASC is located across from the Student Services Complex, #22 on the current UNLV map. Students may learn more about tutoring services by calling (702) 895-3177 or visiting the tutoring web site at: <http://academicsuccess.unlv.edu/tutoring/>.

UNLV Writing Center – One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance.

Appointments may be made in person or by calling 895-3908. The student's Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: <http://writingcenter.unlv.edu/>

Rebelmail – By policy, faculty and staff should e-mail students' Rebelmail accounts only. Rebelmail is UNLV's Official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students' e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu.

