

## Emergency Management Internship (FIRT 2288)

### CREDIT

2 Semester Credit Hours (0 hours lecture, 12 hours lab)

### MODE OF INSTRUCTION

Various

### PREREQUISITE/CO-REQUISITE:

NONE

### COURSE DESCRIPTION

Practical exposure to a formal jurisdictional or organizational Emergency Management program. Orientation of application of emergency management principles and activities.

### COURSE OBJECTIVES

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

- Understand the relevance of the Incident Command System and Emergency Operation Center percepts with application to an active emergency management program.
- Identify departments and agencies involved in emergency management.
- Recognize the role of the emergency manager.
- Appreciate the whole community approach to emergency management.
- Outline the collaborative nature of emergency management.

### INSTRUCTOR CONTACT INFORMATION

Instructor: Trazarra Stelly

Email: [tnstelly@lit.edu](mailto:tnstelly@lit.edu)

Office Phone: 409-247-5224

Office Location: Technology Center (TC) #212

Office Hours: In Person or Virtual Appointments available by appointment only.  
Monday – Friday (Flexible Times) Schedule in STARFISH.

### REQUIRED TEXTBOOK AND MATERIALS

All students must provide sufficient information for a basic background review to enable exposure to emergency management program information at the jurisdictional level.

All students must register with FEMA and obtain a Student Identification Number (SID);  
<https://cdp.dhs.gov/femasid/register>



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### ATTENDANCE POLICY

Students are required to report to their internship site punctually, adhering to the schedule established by their supervisor. Completing the full 128 internship hours is mandatory; failure to complete these required hours will result in an automatic failing grade for the course.

### DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

### COURSE CALENDAR

| DATE       | TOPIC                                            | READINGS<br>(Due on this Date)                  | ASSIGNMENTS<br>(Due on this Date)<br>Initial Discussions due on Wednesdays and<br>Replies due on Saturday.<br>ALL Submission Deadlines are due<br>before 10:00 PM |
|------------|--------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Week 1     | Introduction and duties given by working agency. | Instructions given by Onsite employer.          | August 24, 2026                                                                                                                                                   |
| Week 1- 16 | Practical application and collaboration.         | Onsite working/Essay written on job experience. | 128 total hours by December 2 <sup>nd</sup> , 2026.                                                                                                               |

### COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- Essay written on experience/what was learned.
- Participation in the assigned Emergency Management program in a manner satisfactory to the assigned program supervisor/manager

### GRADE SCALE

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

### TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

## **DISABILITIES STATEMENT**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email [specialpopulations@lit.edu](mailto:specialpopulations@lit.edu). You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](https://www.lit.edu/specialpopulations).

## **STUDENT CODE OF CONDUCT STATEMENT**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu). Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

## **ARTIFICIAL INTELLIGENCE STATEMENT**

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses

## **STARFISH**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

## **ADDITIONAL COURSE POLICIES/INFORMATION**

1. All students must register with FEMA and obtain a Student Identification Number (SID; <https://cdp.dhs.gov/femasid/register>).
2. Pre-course coordination will be conducted between instructor and student to assign placement.

3. There are two FEMA Independent Study courses covered in this class, IS-2200 and IS100c. Upon submission of a FEMA certificate indicating successful completion of the online course, I will add 5 points to the individual test score over that section of the course.
4. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.
5. Additional class policies as defined by the individual course instructor.
6. Specific program policies and requirements will necessarily be commensurate with the assigned organization.
7. Work hours, assignments and documentation will be coordinated between the student and assigned program supervisor/manager.

### **Course Outline:**

1. Introduction
  - a. Introduction of faculty, students and assigned program supervisor/manager
  - b. Review of syllabus and course expectations
2. FEMA IS-2200 Basic Emergency Operation Center Functions
  - a. Introduction and Course Overview
  - b. EOCs and Multiagency Coordination
- c. Activating the EOC
  - d. EOC Staffing and Organization
  - e. EOC Operations
  - f. Transition to Recovery and Deactivation
- g. Scenario Based Application Activity
  - h. Course Summary
3. IS-100c: An Introduction to the Incident Command System, ICS 100

### **Course Overview:**

ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). The Emergency Management Institute developed its ICS courses collaboratively with: National Wildfire Coordinating Group (NWCG); U.S. Department of Agriculture; United States Fire Administration's National Fire Programs Branch

### **Course Objectives:**

At the completion of this course, you should be able to:

Explain the principles and basic structure of the Incident Command System (ICS).

Describe the NIMS management characteristics that are the foundation of the ICS.

Describe the ICS functional areas and the roles of the Incident Commander and Command Staff.

Describe the General Staff roles within ICS.

Identify how NIMS management characteristics apply to ICS for a variety of roles and discipline areas.