

## EMG325 Hazard Mitigation

**Credit Hours:** 3

**Contact Hours:** This is a 3-credit course, offered in accelerated format. This means that 16 weeks of material is covered in 8 weeks. The exact number of hours per week that you can expect to spend on each course will vary based upon the weekly coursework, as well as your study style and preferences. You should plan to spend 14-20 hours per week in each course reading material, interacting on the discussion boards, writing papers, completing projects, and doing research.

### Faculty Information



Faculty contact information and office hours can be found on the faculty profile page.

### Course Description and Outcomes



#### Course Description:

This course provides the student with a basic understanding of the principles of hazard and disaster mitigation. The course explores potential hazards, including natural, health-related, and chemical, biological, radiological, nuclear, and explosive (CBRNE) hazards. Actions to reduce or eliminate long-term disaster risk are emphasized, including both structural and non-structural disaster mitigation approaches. Issues related to the local adoption of disaster mitigation measures are considered. Students learn to measure and assess hazards and to understand legal and ethical issues pertaining to disaster mitigation.

#### Course Overview:

Mitigation is any activity or action taken that reduces or eliminates hazard risks to citizens and property. The primary objective of a mitigation program is to prevent disasters from occurring. It is an ongoing phase in which communities continually pursue mitigation efforts through thoughtful planning and effective leadership. When natural disasters are prevented or human behavior is changed, the impact of natural disasters is greatly reduced. While most natural disasters are impossible to prevent, changing human behavior can prevent loss of life and damage to property. Mitigation activities include planning, strategizing, and implementation of action items before an incident occurs. Module 1 presents the mitigation framework for the remaining modules.

#### Course Learning Outcomes:

1. Categorize environmental, health-related, technologic, and human-induced hazards.
2. Illustrate the relationship between hazard mitigation, sustainability, and disaster resilience.
3. Examine the cost, benefit, value, and effectiveness of mitigation projects and identify key stakeholders in mitigation efforts.
4. Explain the rationale for mitigation planning and develop integrated disaster mitigation plans.

5. Implement a disaster mitigation planning process.

## Participation & Attendance



Prompt and consistent attendance in your online courses is essential for your success at CSU-Global Campus. Failure to verify your attendance within the first 7 days of this course may result in your withdrawal. If for some reason you would like to drop a course, please contact your advisor.

Online classes have deadlines, assignments, and participation requirements just like on-campus classes. Budget your time carefully and keep an open line of communication with your instructor. If you are having technical problems, problems with your assignments, or other problems that are impeding your progress, let your instructor know as soon as possible.

## Course Materials



### Required:

Islam, T., & Ryan, J. (2016). *Hazard mitigation in emergency management*. Oxford, UK: Butterworth-Heinemann. ISBN: 9780124201347

### Suggested:

**NOTE:** All non-textbook required readings and materials necessary to complete assignments, discussions, and/or supplemental or required exercises are provided within the course itself. Please read through each course module carefully.

## Course Schedule



### Due Dates

The Academic Week at CSU-Global begins on Monday and ends the following Sunday.

- Discussion Boards: The original post must be completed by Thursday at 11:59 p.m. MT and Peer Responses posted by Sunday 11:59 p.m. MT. Late posts may not be awarded points.
- Opening Exercises: Take the opening exercise before reading each week's content to see which areas you will need to focus on. You may take these exercises as many times as you need. The opening exercises will not affect your final grade.
- Mastery Exercises: Students may access and retake mastery exercises through the last day of class until they achieve the scores they desire.
- Critical Thinking: Assignments are due Sunday at 11:59 p.m. MT.

Week #	Readings	Assignments
1	<ul style="list-style-type: none"> <li>• Chapters 1 &amp; 2 in <i>Hazard Mitigation in Emergency Management</i></li> <li>• Federal Emergency Management Agency. (2015). <i>Hazard mitigation</i></li> </ul>	<ul style="list-style-type: none"> <li>• Discussion (25 points)</li> </ul>

	<p><i>planning</i>. Retrieved from <a href="https://www.fema.gov/hazard-mitigation-planning">https://www.fema.gov/hazard-mitigation-planning</a></p> <ul style="list-style-type: none"> <li>Federal Emergency Management Agency. (2015). <i>Hazard mitigation planning process</i>. Retrieved from <a href="https://www.fema.gov/hazard-mitigation-planning-process">https://www.fema.gov/hazard-mitigation-planning-process</a></li> </ul>	<ul style="list-style-type: none"> <li>Opening Exercise (0 points)</li> <li>Mastery Exercise (10 points)</li> <li>Critical Thinking (120 points)</li> </ul>
2	<ul style="list-style-type: none"> <li>Chapters 3 &amp; 4 in <i>Hazard Mitigation in Emergency Management</i></li> <li>Federal Emergency Management Agency [FEMA]. (2011). <i>A whole community approach to emergency management: Principles, themes, and pathways for action</i>. Retrieved from <a href="http://www.fema.gov/media-library-data/20130726-1813-25045-0649/whole_community_dec2011__2_.pdf">http://www.fema.gov/media-library-data/20130726-1813-25045-0649/whole_community_dec2011__2_.pdf</a></li> <li>Federal Emergency Management Agency [FEMA]. (2013). <i>Local mitigation planning handbook</i>. Retrieved from <a href="http://www.fema.gov/media-library-data/20130726-1910-25045-9160/fema_local_mitigation_handbook.pdf">http://www.fema.gov/media-library-data/20130726-1910-25045-9160/fema_local_mitigation_handbook.pdf</a></li> <li>Federal Emergency Management Agency [FEMA]. (2015). <i>Hazard mitigation assistance</i>. Retrieved from <a href="https://www.fema.gov/hazard-mitigation-assistance">https://www.fema.gov/hazard-mitigation-assistance</a></li> <li>Federal Emergency Management Agency [FEMA]. (2015). <i>Hazard mitigation planning</i>. Retrieved from <a href="https://www.fema.gov/hazard-mitigation-planning">https://www.fema.gov/hazard-mitigation-planning</a></li> <li>Nicolas, R., Pierre, D., &amp; Catrinel, T. (2015). Rethinking vulnerability analysis and governance with emphasis on a participatory approach. <i>Risk Analysis: An International Journal</i>, 35(1), 129-141.</li> </ul>	<ul style="list-style-type: none"> <li>Discussion (25 points)</li> <li>Opening Exercise (0 points)</li> <li>Mastery Exercise (10 points)</li> <li>Portfolio Milestone (10 points)</li> </ul>
3	<ul style="list-style-type: none"> <li>Chapter 5 in <i>Hazard Mitigation in Emergency Management</i></li> <li>Federal Emergency Management Agency [FEMA]. (2011). <i>Local mitigation plan review guide</i>. Retrieved from <a href="http://www.fema.gov/media-library-data/20130726-1809-25045-7498/plan_review_guide_final_9_30_11.pdf">http://www.fema.gov/media-library-data/20130726-1809-25045-7498/plan_review_guide_final_9_30_11.pdf</a></li> <li>Federal Emergency Management Agency [FEMA]. (2013). <i>Local mitigation planning handbook</i>. Retrieved from <a href="http://www.fema.gov/media-library-data/20130726-1910-25045-9160/fema_local_mitigation_handbook.pdf">http://www.fema.gov/media-library-data/20130726-1910-25045-9160/fema_local_mitigation_handbook.pdf</a></li> </ul>	<ul style="list-style-type: none"> <li>Discussion (25 points)</li> <li>Opening Exercise (0 points)</li> <li>Mastery Exercise (10 points)</li> <li>Critical Thinking (120 points)</li> </ul>
4	<ul style="list-style-type: none"> <li>Chapter 6 in <i>Hazard Mitigation in Emergency Management</i></li> <li>Federal Emergency Management Agency [FEMA]. (2015). <i>Integrating manmade hazards into mitigation planning</i>. Retrieved from <a href="http://www.fema.gov/media-library/assets/documents/4528">http://www.fema.gov/media-library/assets/documents/4528</a></li> </ul>	<ul style="list-style-type: none"> <li>Discussion (25 points)</li> <li>Opening Exercise (0 points)</li> <li>Mastery Exercise (10 points)</li> <li>Portfolio Milestone (20 points)</li> </ul>

5	<ul style="list-style-type: none"> <li>• Chapters 7 &amp; 8 in <i>Hazard Mitigation in Emergency Management</i></li> <li>• Cigler, B. (2009). Post-Katrina hazard mitigation on the Gulf Coast. <i>Public Organization Review</i>, 9(4), 325-341. doi:10.1007/s11115-009-0095-6</li> <li>• Department of Homeland Security. (August, 2013). <i>Threat and hazard identification and risk assessment guide: Comprehensive preparedness guide (CPG) 201</i> (2nd ed.). Retrieved from <a href="http://www.fema.gov/media-library-data/8ca0a9e54dc8b037a55b402b2a269e94/CPG201_htirag_2nd_edition.pdf">http://www.fema.gov/media-library-data/8ca0a9e54dc8b037a55b402b2a269e94/CPG201_htirag_2nd_edition.pdf</a></li> </ul>	<ul style="list-style-type: none"> <li>• Discussion (25 points)</li> <li>• Opening Exercise (0 points)</li> <li>• Mastery Exercise (10 points)</li> <li>• Critical Thinking (130 points)</li> </ul>
6	<ul style="list-style-type: none"> <li>• Chapters 9 in <i>Hazard Mitigation in Emergency Management</i></li> <li>• Federal Emergency Management Agency [FEMA]. (2011). <i>Local mitigation planning handbook</i>. Retrieved from <a href="http://www.fema.gov/media-library-data/20130726-1910-25045-9160/fema_local_mitigation_handbook.pdf">http://www.fema.gov/media-library-data/20130726-1910-25045-9160/fema_local_mitigation_handbook.pdf</a></li> <li>• Federal Emergency Management Agency [FEMA]. (2013). <i>Hazard Mitigation Act of 2000</i>. Retrieved from <a href="https://www.fema.gov/media-library/assets/documents/4596">https://www.fema.gov/media-library/assets/documents/4596</a></li> <li>• Federal Emergency Management Agency [FEMA]. (2013). <i>Integrating hazard mitigation into local planning</i>. Retrieved from <a href="http://www.fema.gov/media-library-data/20130726-1908-25045-0016/integrating_hazmit.pdf">http://www.fema.gov/media-library-data/20130726-1908-25045-0016/integrating_hazmit.pdf</a></li> <li>• Federal Emergency Management Agency [FEMA]. (2015). <i>State mitigation plan review guide</i>. Retrieved from <a href="http://www.fema.gov/media-library-data/1425915308555-aba3a873bc5f1140f7320d1ebabd18c6/State_Mitigation_Plan_Review_Guide_2015.pdf">http://www.fema.gov/media-library-data/1425915308555-aba3a873bc5f1140f7320d1ebabd18c6/State_Mitigation_Plan_Review_Guide_2015.pdf</a></li> </ul>	<ul style="list-style-type: none"> <li>• Discussion (25 points)</li> <li>• Opening Exercise (0 points)</li> <li>• Mastery Exercise (10 points)</li> <li>• Portfolio Milestone (20 points)</li> </ul>
7	<ul style="list-style-type: none"> <li>• Chapter 10 in <i>Hazard Mitigation in Emergency Management</i></li> <li>• Courbage, C., &amp; Mahul, O. (2013). Promoting better understanding on sustainable disaster risk management strategies. <i>The Geneva Papers</i>, 38, 401-405. doi:10.1057/gpp.2013.20. Retrieved from <a href="http://siteresources.worldbank.org/EXTDISASTER/Resources/8308420-1342531265657/8764015-1381297960161/ATTYXWY1.pdf">http://siteresources.worldbank.org/EXTDISASTER/Resources/8308420-1342531265657/8764015-1381297960161/ATTYXWY1.pdf</a></li> <li>• Federal Emergency Management Agency [FEMA]. (2013). <i>National mitigation framework</i>. Retrieved from <a href="http://www.fema.gov/media-library-data/20130726-1914-25045-9956/final_national_mitigation_framework_20130501.pdf">http://www.fema.gov/media-library-data/20130726-1914-25045-9956/final_national_mitigation_framework_20130501.pdf</a></li> <li>• Federal Emergency Management Agency [FEMA]. (2015). <i>Integrating manmade hazards into mitigation planning</i>. Retrieved from <a href="http://www.fema.gov/media-library/assets/documents/4528">http://www.fema.gov/media-library/assets/documents/4528</a></li> </ul>	<ul style="list-style-type: none"> <li>• Discussion (25 points)</li> <li>• Opening Exercise (0 points)</li> <li>• Mastery Exercise (10 points)</li> </ul>
8	<ul style="list-style-type: none"> <li>• Chapters 11 &amp; 12 in <i>Hazard Mitigation in Emergency Management</i></li> <li>• Federal Emergency Management Agency [FEMA]. (2013). <i>National mitigation framework</i>. Retrieved from <a href="http://www.fema.gov/media-library-data/20130726-1914-25045-">http://www.fema.gov/media-library-data/20130726-1914-25045-</a></li> </ul>	<ul style="list-style-type: none"> <li>• Discussion (25 points)</li> <li>• Opening Exercise (0 points)</li> </ul>

9956/final\_national\_mitigation\_framework\_20130501.pdf

- Federal Emergency Management Agency [FEMA]. (2014). *Mitigation planning toolkit: Hazard mitigation planning*. Retrieved from [http://www.fema.gov/media-library-data/20130726-1826-25045-3194/reg4\\_rm\\_toolkit.pdf](http://www.fema.gov/media-library-data/20130726-1826-25045-3194/reg4_rm_toolkit.pdf)
- Federal Emergency Management Agency [FEMA]. (2015). *Plan integration: Linking local planning efforts*. Retrieved from [http://www.fema.gov/media-library-data/1440522008134-ddb097cc285bf741986b48fdcef31c6e/R3\\_Plan\\_Integration\\_0812\\_508.pdf](http://www.fema.gov/media-library-data/1440522008134-ddb097cc285bf741986b48fdcef31c6e/R3_Plan_Integration_0812_508.pdf)
- Wang, J. (2012). Integrated model combined land-use planning and disaster management. *Disaster Prevention and Management*, 110-123.

points)

- Mastery Exercise (10 points)
- Portfolio (300 points)

## Assignment Details



This course includes the following assignments/projects:

### Module 1

#### **CRITICAL THINKING ASSIGNMENT (120 points)**

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

##### **Option #1: Hazard Mitigation**

Identify the components of a Hazard Mitigation Plan in Chapter One of the textbook and discuss how they were applied to the Hurricane Sandy in 2012.

Your well-written paper should meet the following requirements:

- Make your paper 3-4 pages, not including the title or reference pages.
- Format your document according to the CSU-Global Guide to Writing and APA.
- In addition to the textbook, cite at least three scholarly sources.

##### **Option #2: FEMA Course Certification: IS-393—An Introduction to Hazard Mitigation**

Career Builder: FEMA course #1. You will complete a FEMA course from the following website:

<https://training.fema.gov/is/crslist.aspx>. For this module you must complete the following certification course: IS-393—An Introduction to Hazard Mitigation. Upon completion of the FEMA course, FEMA will send you a certificate of completion. Submit a copy of the certificate to the Grade Book for credit. You may only select to complete each FEMA course for credit one time.

Save a copy of the FEMA certificate to your computer, print a hard copy for your files, and add it to your resume for additional training.

Note: There are three Critical Thinking Assignments, with two options each. Each of the three Critical Thinking Assignments has a FEMA course option. However, each student is only allowed to choose the FEMA course option two times as a Critical Thinking Assignment. If you have completed this certification at any time prior to enrolling in EMG325, you must complete the Critical Thinking Assignment, Option 1 in this module.

### Module 2

#### **PORTFOLIO PROJECT MILESTONE OPTIONS 1 & 2**

##### **Topic Selection (10 points)**

For the final Portfolio Project assignment, select a natural (Option 1) or manmade (Option 2) disaster that required a Federal Disaster Declaration. In preparation for your Portfolio Project, write a paragraph that identifies the hazard and describes the benefits of developing a mitigation plan for the community.

### Module 3

#### **CRITICAL THINKING ASSIGNMENT (120 points)**

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

##### **Option #1: Hazard Mitigation**

Choose a major disaster caused from a natural hazard and discuss how a business can apply risk assessment strategies (p. 116) to develop a business continuity plan for resiliency.

Your well-written paper should meet the following requirements:

- Make your paper 3-4 pages, not including the title or reference pages.
- Format your document according to the CSU-Global Guide to Writing and APA.
- In addition to the textbook, cite at least three scholarly sources

##### **Option #2: FEMA Course Certification: IS-318—Mitigation Planning for Local and Tribal Communities, or IS-328—Plan Review for Local Mitigation Plans**

Career Builder: FEMA course #1. You will complete a FEMA course from the following website: <https://training.fema.gov/is/crslist.aspx>. For this module you must complete one of the following certification courses: IS-318—Mitigation Planning for Local and Tribal Communities, or IS-328—Plan Review for Local Mitigation Plans. Upon completion of the FEMA course, FEMA will send you a certificate of completion. Submit a copy of the certificate to the Grade Book for credit. You may only select to complete each FEMA course for credit one time.

Save a copy of the FEMA certificate to your computer, print a hard copy for your files, and add it to your resume for additional training.

Note: There are three Critical Thinking Assignments, with two options each. Each of the three Critical Thinking Assignments has a FEMA course option. However, each student is only allowed to choose the FEMA course option two times as a Critical Thinking Assignment. If you have completed this certification at any time prior to enrolling in EMG325, you must complete the Critical Thinking Assignment, Option 1 in this module.

### Module 4

#### **PORTFOLIO PROJECT MILESTONE OPTIONS 1 & 2**

##### **Annotated Bibliography (20 points)**

From the CSU Library, locate a minimum of five research articles for your final Portfolio Project. Write an annotated bibliography that succinctly discusses the sources, why they were selected, and how they support the main premise of the Portfolio Project paper. Submit the annotated bibliography to the Mod 4: Portfolio Milestone. Each article must be cited correctly according to the CSU-Global Guide to Writing and APA.

Note: The CSU Librarian can assist you in obtaining these articles.

### Module 5

#### **CRITICAL THINKING ASSIGNMENT (130 points)**

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

##### **Option #1: Hazard Mitigation**

Communities use the Threat and Hazard Identification and Risk Assessment (THIRA) process to identify and prioritize the hazards and threats, targets, and resource requirements. Use the FEMA worksheet to identify the targets in your community. Write a 3-4 page paper that applies the four-step THIRA process (on page 256 of the textbook) to the community. Format your document according to the CSU-Global Guide to Writing and APA.

#### References

Federal Emergency Management Agency [FEMA]. (2003). *Asset identification checklist worksheet—Chapter/section number: Worksheet #2*. Retrieved from <http://www.fema.gov/media-library/assets/documents/4528>

#### **Option #2: FEMA Course Certification: IS-271.a—Anticipating Hazardous Weather & Community Risk, 2<sup>nd</sup> Edition, or IS-914—Surveillance Awareness: What You Can Do**

Career Builder: FEMA course #1. Complete a FEMA course from the following website:

<https://training.fema.gov/is/crslist.aspx>. For this module you must complete one of the following certification courses: IS-271.a—Anticipating Hazardous Weather & Community Risk, 2<sup>nd</sup> Edition, or IS-914—Surveillance Awareness: What You Can Do. Upon completion of the FEMA course, FEMA will send you a certificate of completion. Submit a copy of the certificate to the Grade Book for credit. You may only select to complete each FEMA course for credit one time.

Save a copy of the FEMA certificate to your computer, print a hard copy for your files, and add it to your resume for additional training.

Note: There are three Critical Thinking Assignments, with two options each. Each of the three Critical Thinking Assignments has a FEMA course option. However, each student is only allowed to choose the FEMA course option two times as a Critical Thinking Assignment. If you have completed this certification at any time prior to enrolling in EMG325, you must complete the Critical Thinking Assignment, Option 1 in this module.

## **Module 6**

### **PORTFOLIO PROJECT MILESTONE OPTIONS 1 & 2**

#### **Portfolio Project Outline (20 points)**

In preparation for the Portfolio Project, submit an outline for your paper that identifies the following:

- Introduction: Identify Hazard and Community for Evaluation
- Phase 1: Organize Community Support
- Phase 2: Assess Risks
- Phase 3: Develop a Mitigation Plan
- Phase 4: Implement the Plan and Monitor Progress
- Conclusion: Discuss the Benefits of the Mitigation Plan

Submit the Portfolio Project outline to the Mod 6: Portfolio Milestone.

## **Module 8**

### **PORTFOLIO PROJECT (300 points)**

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

#### **Option #1: Mitigation Plan for a Natural Disaster**

For the final Portfolio Project assignment, select a natural disaster that required a Federal Disaster Declaration. Apply the four phases from the FEMA “Integrating Manmade Hazards into Mitigation Planning” to develop a mitigation plan for the hazard. Discuss the benefits of the mitigation plan. See the project requirements below:

- Introduction: Identify hazard and community for evaluation
- Phase 1: Organize Community Support
- Phase 2: Assess Risks
- Phase 3: Develop a Mitigation Plan
- Phase 4: Implement the Plan and Monitor Progress
- Conclusion: Discuss the benefits of the mitigation plan

#### Reference

Federal Emergency Management Agency [FEMA]. (2015). Integrating manmade hazards into mitigation planning. Retrieved from <http://www.fema.gov/media-library/assets/documents/4528>

Your mitigation plan should meet the following requirements:

- The paper should be 8-10 pages, not including the title and reference page.
- The plan should properly reference and include at least five research articles from peer-reviewed, scholarly journals in addition to the textbook. Do not use unverifiable sources such as articles without a credible author or institution (e.g., blogs, etc.).
- Format your documentation and attribution according to the CSU-Global Guide to Writing and APA.

The following preliminary Portfolio Project deliverables are due throughout the course. See each week's folder for more details and the final Portfolio Project rubric in the Week 8 folder for more details.

- Module 2 Portfolio Milestone: Topic selection
- Module 4 Portfolio Milestone: Annotated bibliography (five references)
- Module 6 Portfolio Milestone: Outline of the paper

#### **Option #2: Mitigation Plan for a Manmade Disaster**

For the final Portfolio Project assignment, select a manmade disaster that required a Federal Disaster Declaration. Apply the four phases from the FEMA "Integrating Manmade Hazards into Mitigation Planning" to develop a mitigation plan for the hazard. Discuss the benefits of the mitigation plan. See the project requirements below:

- Introduction: Identify hazard and community for evaluation
- Phase 1: Organize Community Support
- Phase 2: Assess Risks
- Phase 3: Develop a Mitigation Plan
- Phase 4: Implement the Plan and Monitor Progress
- Conclusion: Discuss the benefits of the mitigation plan

#### Reference

Federal Emergency Management Agency [FEMA]. (2015). Integrating manmade hazards into mitigation planning. Retrieved from <http://www.fema.gov/media-library/assets/documents/4528>

Your mitigation plan should meet the following requirements:

- The paper should be 8-10 pages, not including the title and reference page.
- The paper should properly reference and include at least five research articles from peer-reviewed, scholarly journals in addition to the textbook. Do not use unverifiable sources such as articles without a credible author or institution (e.g., blogs, etc.).
- Format your documentation and attribution according to the CSU-Global Guide to Writing and APA.

The following preliminary Portfolio Project deliverables are due throughout the course. See each week's folder for more details and the final Portfolio Project rubric in the Week 8 folder for more details.

- Module 2 Portfolio Milestone: Topic selection
- Module 4 Portfolio Milestone: Annotated bibliography (five references)
- Module 6 Portfolio Milestone: Outline of the paper

## Course Policies



### Course Grading

20% Discussion Participation  
 0% Opening Exercises  
 8% Mastery Exercises  
 37% Critical Thinking Assignments  
 35% Final Portfolio Paper and Milestones

### Grading Scale and Policies

A	95.0 – 100
A-	90.0 – 94.9
B+	86.7 – 89.9
B	83.3 – 86.6
B-	80.0 – 83.2
C+	75.0 – 79.9
C	70.0 – 74.9
D	60.0 – 69.9
F	59.9 or below

### In-Classroom Policies

For information on late work and incomplete grade policies, please refer to our [In-Classroom Student Policies and Guidelines](#) or the Academic Catalog for comprehensive documentation of CSU-Global institutional policies.

### Academic Integrity

Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Academic dishonesty includes cheating, fabrication, facilitating academic dishonesty, plagiarism, reusing /re-purposing your own work (see *CSU-Global Guide to Writing and APA Requirements* for percentage of repurposed work that can be used in an assignment), unauthorized possession of academic materials, and unauthorized collaboration. The CSU-Global Library provides information on how students can avoid plagiarism by understanding what it is and how to use the Library and Internet resources.

### Citing Sources with APA Style

All students are expected to follow the *CSU-Global Guide to Writing and APA Requirements* when citing in APA (based on the APA Style Manual, 6th edition) for all assignments. For details on CSU-Global APA style, please review the APA resources within the CSU-Global Library under the “APA Guide & Resources” link. A link to this document should also be provided within most assignment descriptions in your course.

### Disability Services Statement

CSU–Global is committed to providing reasonable accommodations for all persons with disabilities. Any student with a documented disability requesting academic accommodations should contact the Disability Resource Coordinator at 720-279-0650 and/or email [ada@CSUGlobal.edu](mailto:ada@CSUGlobal.edu) for additional information to coordinate reasonable accommodations for students with documented disabilities.

### Netiquette

Respect the diversity of opinions among the instructor and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance

with the student code of conduct. Think before you push the Send button. Did you say just what you meant? How will the person on the other end read the words?

Maintain an environment free of harassment, stalking, threats, abuse, insults or humiliation toward the instructor and classmates. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the online classroom.

If you have concerns about something that has been said, please let your instructor know.