



Douglas A. Ducey
GOVERNOR

STATE OF ARIZONA
DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS

5636 East McDowell Road
Phoenix, Arizona 85008-3495
(602) 267-2700 DSN: 853-2700



Major General Michael T. McGuire
THE ADJUTANT GENERAL

Division of Emergency Management Virtual Learning Policy
November 5, 2020

In an effort to ensure the continuation of learning in Arizona for State, County, Tribal and Private Sector partners, the Arizona Department of Emergency and Military Affairs (DEMA) has established the capability of distance learning. Creating a virtual learning environment allows students to continue vital learning in a non-congregate setting.

An important virtual learning goal is that students will interact with each other in much the same way they would in a classroom setting. Students will be encouraged to engage the instructors and their peers to establish professional relationships. DEMA will continue to offer courses in a classroom setting when able, but the use of a virtual learning system ensures the continuity of valuable training to those who need it.

DEMA will maintain its high standard of adult education whether the training is conducted in person or virtually. Please refer to the Acadis Student Portal (website) for a full list of available courses and details on student expectations.

For questions regarding this policy, please contact the DEMA Training Branch at training@azdema.gov or 602-464-6225.

A handwritten signature in blue ink that reads "Katherine S. Hassett".

Kathy Hassett, Training Branch Manager
Emergency Management/Training Branch
Arizona Department of Emergency and Military Affairs (DEMA)
5636 E. McDowell Road, Phoenix, AZ 85008

(w) (602) 464-6264 | (c) (480) 440-2128
katherine.hassett@azdema.gov | dema.az.gov



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General Guidelines

- Software used for virtual training coordinated by DEMA will be Microsoft (MS) Teams.
- Virtual courses offered by DEMA will be identified with a preface code of “V”.
- Students and Instructors must set up a free Microsoft account prior to the course starting, and provide that email to the DEMA Training Branch prior to the course start date.
- All courses will have a minimum of two instructors. When one instructor is presenting, the other instructor will monitor attendance and the chat area. DEMA Training Coordinators may also assist instructors during trainings.
- All Courses will start and end on time according to the times provided.
- Prior to each course there will be a 30-minute check in and troubleshooting time for students to ensure they are able to access materials and interact with the instructor. *(For instance, if a class is from 8am-4pm there will be a check in and troubleshooting period from 7:30-8am and class will begin promptly following that)*
- The DEMA Training Coordinator responsible for the course will be available at the start of each course to assist students and instructors
- DEMA training staff will periodically attend parts of trainings to ensure that instructors are teaching courses to the expectations of DEMA and to assist as needed with MS Teams navigation and course facilitation.
- If you have questions prior to a course, please contact the DEMA Training Coordinator responsible for the course you are enrolled in:
 - Becky Scott at 602-464-6398 or becky.scott@azdema.gov
 - Robert Campa at 602-464-6210 or Robert.campa@azdema.gov
 - DEMA Training Branch at 602-464-6225 or training@azdema.gov

Instructor Expectations

- Instructors must be authorized to teach through the DEMA Training Branch.
- Instructors are required to use an electronic device that has a speaker, microphone and camera.
- Instructors are expected to be proficient in virtual instruction and the use of MS teams.
- Instructors are expected to have a reliable internet connection capable of presenting and streaming video and audio.
- Instructors will coordinate with each other prior to each class to ensure the instructional units are divided up and assigned appropriately
- Instructors will conduct student attendance checks when not instructing. However, in case of a disruption each instructor should be prepared to cover for the other instructor.



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- Complete the daily roster. Upon course completion, ensure that both instructors validate with electronic signature and send the sheet to the DEMA Training Coordinator via email. If you have additional notes about the course, please include those comments/feedback in the email with attendance sheet attached.
- Passing score for courses with written examinations is 75% unless otherwise noted in the curriculum. For students who do not receive a passing score on an exam, the instructor is expected to go over the missed items with the student. If, in the instructor's professional opinion, the student does in fact comprehend the material, the instructor may use their discretion to either re-administer the test or give the student the minimum passing score. If after sufficient review of the material the instructor does NOT feel the student's comprehension has improved, the instructor is to mark the student as "failed" in Acadis.

Student Expectations and Virtual Learning Policy

This information is also posted on the Acadis Student Portal.

- Students and Instructors are required to use an electronic device that has a speaker, microphone and camera, as well as internet connection capable of streaming video and audio.
- Each student must have their own electronic device; students are not permitted to share a device with another student at the same location and receive credit for attending the course. Only the individual with the MS Teams account logged in will receive credit.
- Students should familiarize themselves with the layout and compilation of learning materials prior to the course start time.
- Students are expected to be present for no less than 90% of the course.
- Students are expected to mute their microphones and cameras when not participating.
- Students are expected to use appropriate backgrounds in MS Teams.
- Students are expected to be fully dressed for the duration of the class.

Student Attendance

Students must attend at least 90% of the training to receive credit. A roster will be provided to all instructors prior to the course commencing. Instructors will use the roster provided by the Training Coordinator to take attendance. To ensure students are actually in attendance of the course, there will be an AM and a PM student check and after breaks as necessary.

Instructors will also periodically check in with students during trainings to ensure the student is in attendance and participating. If a student is not available during check in the instructors will make note and follow up with the student. Students can still step away for bathroom breaks or phone calls as they normally do for in-person courses.



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Course Learning Materials

The course materials will be available to students who have been approved to attend through the Acadis Student Portal. Students will be able to download the course materials prior to the course. The materials will also be made available in the files section of the team meeting. Printed materials will not be supplied.

Students should make themselves familiar with the layout and compilation of learning materials prior to the course starting

Testing

Many of the courses offered by DEMA require that a student pass a final test with a 75% or better score. Tests will be provided online to students. Unless other guidance is provided by the instructor all exams will be closed book and electronic devices other than the device the student is using to complete the exam should be turned off.

Exams will be graded immediately, and students will receive their grade upon completion of the exam.

Course Completion

Upon course completion, students will be provided a link to an online course evaluation. This information will be used to improve the experiences of future students. Surveys will be anonymous and not linked to any student.

Student Certificate of Completion

Upon completion of the class, the DEMA Training Coordinator will verify attendance and successful completion of the exam. Once that is confirmed and the course process has been completed, a certificate will be generated and will be available to print from the Training section of the student's account within the Acadis Student Portal. Certificates will not be mailed or emailed to students.