



Master of Science in Emergency Management

EMGT 693: Field Experience Practicum

Student Field Experience Practicum Manual

Table of Contents

Section 1		
	Description, purpose, and options for the field experience practicum	Pages 3-4
Section 2		
	Course Requirements	Page 5
Section 3		
	Evaluation Process	Pages 6-7
Section 4		
	Roles and Responsibilities	Pages 8-9
Appendix		
	Forms	Pages 10-16
	Field Experience Practicum Proposal Form	Page 17
	Affiliation Agreement	Pages 18-21

Section 1

Description and Purpose of Field Practicum EMGT 693

The field practicum experience course offers a unique opportunity to help you integrate academic learning from the emergency management curriculum in an applied setting. Please see below for options that you may choose for your field practicum experience (EMGT 693).

Course Description and Structure: EMGT 693

The emergency management professional is expected to be able to continually keep up to date with best practices. This requires a demonstrated desire and ability to keep up to date as well as to critique and apply best practices in the development of preparation, planning, responding, recovering, and mitigating disasters. This capstone experience is designed to provide you with an opportunity to demonstrate mastery of the program objectives and, in particular, the articulated desire and ability to use best practices. It is intended to provide integration of prior learning and to create a transferable knowledge and performance base. The course will provide you with the opportunity to participate in supervised emergency management work activities, or focused research, that provide experiential and research-based learning in the application and integration of the theory and skills acquired in earlier coursework. Online, weekly seminar-style meetings are a required component of this course.

Course Objectives

At the completion of this course the student will be able to:

- I. Demonstrate mastery of the MSEM program objectives.
- II. Provide an illustration of their expertise pursuant to applying for either promotion or a new emergency management position.
- III. Demonstrate a professional code of ethics.
- IV. Demonstrate a personally active involvement with the emergency management community.
- V. Access, digest and implement knowledge gained from the research literature.

Options for Field Practicum Experience

- I. Expanded Role: For current emergency manager professionals: develop a new emergency management role within your current career that will provide you with a different perspective and expand your learning and comprehension of best practices of the emergency management field. This project and/or role cannot be a component of your assigned job duties.
- II. Volunteer Work: obtain a volunteer or intern position in an emergency management setting (example: local emergency management office, local Red Cross office, etc.). The appropriate number of hours to be spent in this position per week will be determined in conjunction with the field experience practicum instructor and the volunteer organization.
- III. Research Project or Paper for publication: With permission of the MSEM Program Coordinator and practicum instructor, a student may complete a research

project focused on a topic in emergency management. The research project shall be an emergency management related project previously approved by the program coordinator. The student shall complete a paper that overviews the project upon completion of the project. The research paper, upon completion, should result in a paper suitable for publication in a peer-reviewed journal in emergency management or a closely related field.

a. Research Project/Paper Progress Report

Students will give weekly updates on their project to the Field Practicum Instructor, which will advise the Instructor on the current progress, problems, and issues with the research project or paper. This written online report is accomplished in the weekly journal report.

b. Research paper requirements

1. Paper should be ready for submission to a peer-reviewed journal
2. Paper length should be 20-25 pages
3. Paper should have a minimum of 20-30 different reference citations
4. Paper should start with a research goal
5. Paper should include a literature review
6. Paper must be submitted a minimum of two week before the final class meeting to provide time for review and corrections.

c. Research Project

1. Project will be approved by program coordinator and practicum instructor
2. Project will be based upon an emergency management-related topic.

Requirements for registering for the Field Experience Practicum

Students entering the Master of Science in Emergency Management program should begin to analyze their goals and options for completing the Field Experience Practicum as soon as possible. With the assistance of the program coordinator and field experience practicum instructor, students can plan their experience option. The options are listed above:

- I. Consult with the MSEM Program Coordinator, Dr. Yalda, and Course Instructor, Dr. Hagelgans on your plans prior to registering for EMGT 693. Dates for consultation and approval are listed on the Field Experience Practicum proposal form, page 18 of this document.
- II. After consultation and approval of the proposed idea, complete and submit the Field Experience Practicum proposal form, page 17 of this document, prior to the designated date on the form that relates to the desired semester for registering for EMGT 693.
- III. Prior to registering for the Field Experience Practicum, EMGT 693, you must complete a minimum of 24 credits in the MSEM program and have approval of the MSEM Program Coordinator.

Section 2

Course Requirements

- I. Field Journal

The field journal will be based on the field experience, research project or research paper. Field journals should be submitted online to the practicum instructor every week through the discussion board. The field journal should include a log of activities for tracking progress and learning. Care must be taken to maintain confidentiality in the journals.

 - a. Format:
 - i. Hours of work
 - ii. Learning goals
 - iii. Current progress, issues and accomplishments
 - iv. Any problems encountered and how the problems were resolved
 - b. Review
 - i. Each member of the cohort will review the weekly discussion boards of the entire cohort
 - ii. Each member will assist other members of the cohort as necessary

- II. Online Cohort Meetings (per practicum instructor's discretion)

Practicum instructor will determine when and how often the class will meet online to discuss progress. During these course meetings, each student will report his/her current progress, issues, problems, problems solved and areas for improvement.

- III. Timeline, Goals and Objectives

The timeline, goals and objectives will be part of the first assignment for students. These items will be posted on the discussion board for review by the practicum instructor and the other students in the course. These items will be utilized as the roadmap for the duration of the practicum experience. Adjustments may be made with the permission of the practicum instructor.

 - a. Timeline: At the beginning of the practicum, the student shall establish a realistic timeline for completion of goals and objectives of the practicum. Students in a volunteer service capacity, such as an internship at the Red Cross, will need to coordinate this with their practicum instructor and onsite supervisor. Students completing research projects should establish a timeline for accomplishing and completing goals and objectives.
 - b. Goals and Objectives: Within the first week of the course, the student will establish a list of goals and objectives that he/she wants to accomplish during the duration of the practicum.

- IV. Grading Policy

The field practicum instructor will be responsible for assigning the final grade for the course. Field supervisors will assign a satisfactory or unsatisfactory grade. Grading will also be based on the field journal, participation in online discussions, for Options III: quality and outcome of project, research and/or paper) and other requirements as explained by the course syllabus provided by the field practicum instructor.

Section 3 Evaluation Process

Performance Evaluations:

The practicum instructor evaluates student performance through a variety of mechanisms, including online class meetings and field instruction evaluations. The practicum instructor may also directly observe students in Option I or II of the field practicum.

I. Student

a. Goal Setting

i. Options I & II (Practical Experience)

Following initial orientation the field supervisor and student develop and complete the *Learning Goals Plan, Form A, page 11*. The field supervisor will assist the student in identifying academic and theoretical learning that can be brought into the placement experience.

ii. Option III (Research)

The student completes this plan on their own with the assistance of the FEP instructor, if necessary.

b. Assignments

i. Options I and II

After orientation and establishment of learning goals, the field supervisor will begin assigning actual "assignments" or learning "work" assignments. Students may share in the responsibility of a complex issue with a staff member. Working on assignments is a way to learn policies, procedures, and forms. Keep in mind that the student is not being trained to work for the specific field agency alone but is there to learn generic emergency management skills that could be applied to various settings. Students can have experiences beyond those performed by staff. The student will also complete all the other related assignments that will be outlined in the learning management system for the course.

ii. Option III

The student will work on the project or research paper for publication following the student established timeline. The student will consult with the practicum instructor during the course of the semester on progress and any related issues. The student will also complete all the other related assignments that will be outlined in the learning management system for the course.

c. Evaluations

i. Options I & II

Performance evaluation is an ongoing process that starts with the student's first day of the field practicum and culminates in a final written evaluation at the end of the practicum. Ongoing evaluation of the student's progress is a built-in aspect of supervision.

Part of the final evaluation discussion might be a review of the kind of reference that might be given for the student if requested.

ii. Option III

The student will submit their final paper, project or overview of their project for evaluation by the practicum instructor. Research papers for publication must be submitted at least two weeks before the end of the semester to allow time for review and corrections.

d. Mid-Term Evaluation

i. Options I & II

Mid-term is the time to begin preparing for the end of the placement by explicitly discussing the knowledge and skills developed and strengthened during the first part of the practicum, as well as an assessment of the needs and goals of the student for the remaining part of the experience

ii. Option III

The mid-term is the time to evaluate the time line, goals and objectives and begin to make any necessary adjustments.

II. Field Supervisor (Options I & II):

a. Field Practicum Instructor/Field Supervisor Conference

The practicum instructor **may** schedule a conference with field supervisors and is responsible for scheduling meetings as needed.

b. Mid-Term Evaluation

The purpose of this meeting is:

To review the midterm evaluation of the student's performance using the *Field Experience Practicum Performance Evaluation, Form B, pages 11-14*, completed by the field supervisor and discussed with the student.

c. Final Evaluation

The purpose is to review the contents of the final evaluation, which is an extension of the form that was completed at the mid-term, *Field Experience Practicum Performance Evaluation, Form B, pages 11-14*. The original is given to the practicum instructor and the field supervisor, and the student will retain copies of these forms.

Section 4 Roles and Responsibilities

Clarification of Role Expectations

The purpose of this statement is to clarify the reciprocal roles and responsibilities among the Millersville University Master of Science in Emergency Management Program, the field supervisor, and the student, in order to effectively facilitate the educational experience. This document is reviewed and discussed by the field supervisor and student prior to the field practicum.

Instructor and Supervisor: Definitions and Roles for the Field Practicum

There will be a *field practicum instructor* to evaluate the progress of the field practicum experience for all three options. Additionally, the field practicum instructor will be responsible for:

- a. Facilitating the online seminar meetings
- b. Review of field practicum journal and time logs
- c. Review of weekly discussion board postings
- d. Review of timelines, goals, and objectives

Depending on the focus of the practicum there may be an *external field supervisor*, in addition to the practicum instructor, that will participate in the evaluation and supervision of the practicum, and will work with the practicum instructor to ensure coherence throughout the practicum experience.

- a. If you already hold a position in emergency management or a related field:
The field practicum instructor will be your direct supervisor (in some cases you may also have a field supervisor)
- b. If you do not currently hold a position in emergency management or a related field:
The field practicum instructor will work with an external field supervisor at the specific organization
- c. If you are undertaking a research project:
The field practicum project will be assigned a supervisor based upon the project prior to the beginning of the research project.

Responsibilities of the Field Supervisor are to:

- a. Provide the practicum instructor with a description of the activities planned for the orientation and for the practicum, this may be accomplished through the student.
- b. Prior to the student's arrival, arrange adequate working space and equipment necessary for the student to complete assigned tasks.
- c. Arrange for the student's orientation.
- d. Provide the student one hour of regularly scheduled supervision each week.
- e. Be available at other times for consultation with the student as necessary.
- f. Suggest appropriate reading materials for student to facilitate a deeper understanding.
- g. Assign the student guided professional direct emergency management experiences tailored to student's individual needs and abilities and the agency's program. The experiences should stress generalist practice principles and, as such, provide as broad a variety of emergency management work as possible within the framework of agency purposes and structure.

- h. Submit written evaluations of the student's performance by completing the forms provided by the program. Discuss the evaluation with the student prior to submission and discussion with the practicum instructor, if necessary
- i. Take responsibility to communicate promptly with the student and the Masters of Emergency Management faculty regarding any problems.
- j. In situations where an injury occurs to a student, a formal Incident Report, Form D, pages 15-16, is to be completed and submitted to the practicum instructor as soon as possible.

Responsibilities of the field practicum student are to:

- a. Attend Field Experience Practicum online orientation (takes place during the first online meeting) and subsequently scheduled weekly online meetings.
- b. Contact the practicum instructor if problems arise.
- c. Complete all the necessary forms.
- d. Arrange a weekly schedule of fieldwork cooperatively with the agency adjusting the hours to allow for mutual needs.
- e. Complete a minimum of 120 hours of work. Millersville University does not require students to do field work during fall or spring break, and the final exam week. Exceptions in the scheduling of hours for the block placement can be made only with written permission by the practicum instructor in consultation with the field supervisor.
- f. Students in Option III will be required to still maintain a “regular schedule” of work and the required hours as indicated in the course guidelines.
- g. Take responsibility for reporting to work at the appointed times and notifying the appropriate person at the agency promptly if for any reason the student cannot get to work on time, or will be unable to report to work. A pattern of repeated irresponsible tardiness and/or absence will result in removal from placement.
- h. Demonstrate satisfactory work habits in relation to agency assignments.
- i. Observe the rules and policies that guide the agency program and operation, including confidentiality of material, promptness, reliable and responsible general conduct and appropriate dress.
- j. Read literature assigned by the field supervisor.
- k. Take responsibility for inquiring and learning from involvement in the actual delivery of services within the assigned setting.
- l. Prepare questions and topics to discuss at regularly scheduled conferences with the field supervisor.
- m. Accept and use constructively the supervision provided by the field supervisor. Other persons may provide supervision in cases of emergency when the field supervisor is not available or when the field instructor delegates task supervision to another staff member.
- n. Keep a weekly journal to be submitted to the practicum instructor on a regularly scheduled basis. Any hours not logged in the journal will not count toward the 120 hour requirement.