

# **Bachelor of Science in Emergency Management**

## **EHEM 393: Field Experience Practicum**

### **Student Field Experience Practicum Manual**

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## Section 1

### Description and Purpose of Field Practicum EHEM 393

The field practicum experience offers a unique opportunity to help you integrate academic learning from the professional emergency management curriculum. Ideas learned as abstractions in the program require action in field practice. The BSEM program is a non-Thesis program. Please see below options that you may consider for your field practicum experience.

#### **Course Description: EHEM 393**

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 disaster. *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 researched-based learning in the application and integration of the theory and skills acquired in earlier coursework.

#### **Requirements for registering for the Field Experience Practicum:**

- I. Consult with Program Coordinator, and Course Instructor, on your plan for registering for EHEM 393.
- II. After consultation and approval of the proposed idea, complete and submit the Field Experience Practicum proposal form, page 18 of this document.
- III. Prior to registering for the Field Experience Practicum, EHEM 393, you must complete a minimum number of credits, have approval of the Program Coordinator and be a minimum of Junior standing.

#### **Options for Field Practicum Experience:**

- I. Expanded Role: For current emergency managers: work on a new emergency management role within your current career that will give you new perspective and expand your learning and comprehension of best practices of the emergency management field. This project and/or role cannot be your normally assigned job duties.
- II. Volunteer Work: Working in a volunteer position (ex.—your local emergency management office, local Red Cross, 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: With permission of the Program Coordinator and practicum instructor, a student may complete an emergency management related research project.
- IV. Research Manuscript: In coordination with the Program Coordinator and practicum instructor, a student may do research that is relevant to a current issue in emergency management. The research, upon completion, will result in a

manuscript that should be suitable for publication in a peer-reviewed journal for emergency management or a closely related field.

### **Course Objectives**

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

- I. Demonstrate mastery of the BSEM 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.

### **Overview of Process**

Students entering the Bachelor 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, as listed in this document.

## **Section 2**

## Course Requirements

- I. Field Journal

The field journal will be based on the field experience, special project or research manuscript. 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 solved
  - 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)

Normally the instructor will have recorded briefings for the students and will also coordinate online opportunities for discussion of the Practicum.
  
- 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 Field Experience Practicum. These items will be the roadmap for the duration of the practicum experience. Adjustments can 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 Field Experience Practicum, 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 & IV: quality and outcome of research) 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 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. **Options III and IV(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. **Options III and IV**

The student will work on the project or manuscript 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. **Options III & IV**

The student will submit their final manuscript, project or overview of their

project for evaluation by the practicum instructor. Manuscripts must be submitted at least two weeks (as defined in the course content) 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. **Options III and IV**

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

e. Options III & IV

Research Project and Manuscript Progress Report

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

i. Manuscript 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 one week before the final class meeting to provide time for review and corrections.

ii. Research Project

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

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 12-15*, completed by the field supervisor and discussed with the student and

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 mid-term, *Field Experience Practicum Performance Evaluation, Form B, pages 12-15*. 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 Bachelor of Science in Emergency Management Program, the field supervisor, and the student, in order to facilitate the educational experience. This document is reviewed and discussed by the practicum instructor, 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 four options. Additionally, the field practicum instructor will be responsible for:

- a. Facilitating the online course materials
- 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 reading materials for student which will 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 on the forms provided by the Bachelor of Emergency Management program. Discuss the evaluation with the student prior to submission and discussion with the practicum instructor.

- i. Take responsibility to communicate promptly with the student and the Bachelor of Emergency Management faculty as problems appear in the field experience practicum. In situations where personal or potential injury occurs, a formal Incident Report is to be completed and submitted to the practicum instructor as soon as possible.
- j. Submit Form C, pages 16-17, if there are any incidents or accidents involving the student to the practicum instructor.

**Responsibilities of the field practicum student are to:**

- a. Attend Field Experience Practicum online orientation (a recorded session for the student to review) and subsequent weekly online discussions and opportunities.
- b. Contact the practicum instructor if problems arise in field.
- c. Complete any forms necessary to the practicum
- d. Arrange a weekly schedule of fieldwork cooperatively with the agency, adjusting the hours to allow for mutual needs.
- e. Students are required to complete a minimum of 120 hours of work. Millersville University does not require students to do field work during Spring break or Final Exam week. In no case may the student end their practicum (even if 120 hours have been completed) before the Thursday of the last week of the semester. 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 and IV will be required to still maintain a “regular schedule” of work and the required hours per the Field Experience Practicum 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 for orientation to the agency program or to deepen understanding required for delivering the agency's services.
- k. Take responsibility for inquiring and learning from involvement in the actual delivery of services within the assigned setting.
- l. Prepare agendas of 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.
- o. Complete monthly updates papers for submission to the course instructor.

**APPENDIX**

**FORM A**

ORIENTATION GOAL PLAN REPORT  
(Field Instruction Manual)

Students: please return to field practicum instructor  
PLEASE CHECK COMPLETED GOALS

- \_\_\_\_\_ 1. Obtain information about agency function, structure, funding, policies, procedures, and population.
- \_\_\_\_\_ 2. Learn about relevant community resources and the community in which agency is located.
- \_\_\_\_\_ 3. Meet agency staff and become familiar with the facility.
- \_\_\_\_\_ 4. Observe supervisor and other staff providing a continuum of services and how they interact together.
- \_\_\_\_\_ 5. Begin a supervisory relationship, establishing a schedule and meeting format.
- \_\_\_\_\_ 6. Develop a beginning understanding of the role and responsibilities of the student with the agency.
- \_\_\_\_\_ 7. Develop satisfactory work habits within the agency setting.
- \_\_\_\_\_ 8. Determine the appropriateness of the agency/student match.
- \_\_\_\_\_ 9\*. Establish learning goals for Field Experience Practicum

\* Students completing Options III and IV must only complete step 9.

**FORM B\*\***

**EHEM 393: FIELD EXPERIENCE PRACTICUM  
MIDTERM AND FINAL PERFORMANCE EVALUATIONS\*\***

*Note: Form to be completed by field supervisor and student in preparation for coordinator midterm and final teleconference.*

Student's Name \_\_\_\_\_

Mid-Term Evaluation Date: \_\_\_\_\_ Final Evaluation Date: \_\_\_\_\_

Agency \_\_\_\_\_

Department \_\_\_\_\_

Field Supervisor's Name \_\_\_\_\_

Field Supervisor's Position \_\_\_\_\_

Description of the student's assignments and learning experiences for **midterm** evaluation:

Description of the student's assignments and learning experiences for **final** evaluation:

**\*\* Only for students completing Options I and II**

**FORM B\*\***

## PERFORMANCE RATING SCALE

Please evaluate the student's skill level pertaining to each learning objective using the numbers (1-5) and abbreviation (NA) corresponding to the following scale.

1 = Poor: Performance well below expectations.

2 = Fair: Performance below expectations.

3 = Satisfactory: Performance meets expectations.

4 = Very Good: Performance exceeds expectations.

5 = Outstanding: Performance far exceeds expectations.

NA=Not Applicable: Student has not had the opportunity to learn this skill.

### PARTICIPATION IN THE LEARNING/TEACHING PROCESS

	Mid	Final
1. Participates in identifying clear, specific appropriate learning goals.	_____	_____
2. Consistently and objectively evaluates progress on learning goals.	_____	_____
3. Participates and uses supervisory meetings appropriately.	_____	_____
4. Uses feedback for constructive growth and change.	_____	_____
5. Demonstrates understanding of the role of professional supervision.	_____	_____

Midterm comments:

Final comments:

### PROFESSIONAL RELATIONSHIP SKILLS

	Mid	Final
1. Analyzes impact of own personal issues, values, and attitudes in job situations.	_____	_____
2. Works well within system.	_____	_____
3. Treats others with respect and dignity.	_____	_____
4. Develops working relationships with agency staff.	_____	_____
5. Develops working relationships with collaterals in the community.	_____	_____
6. Maintains ethical standards in practice.	_____	_____

Midterm comments:

Final comments:

**\*\* Only for students completing Options I and II**

**FORM B\*\***

## WORK PERFORMANCE

	Mid	Final
1. Completes work in a timely manner.	_____	_____
2. Complies with record keeping requirements.	_____	_____
3. Makes productive use of time.	_____	_____
4. Contributes to positive work environment	_____	_____
5. Works responsibly and dependably within system and with others.	_____	_____
6. Does all required work in logging time, activities in journal	_____	_____
7. Works well independently on assignments	_____	_____

Midterm comments:

Final comments:

## COMMUNICATION SKILLS

	Mid	Final
1. Expresses self clearly in verbal communication.	_____	_____
2. Expresses self clearly in written communication.	_____	_____
3. Asks appropriate questions.	_____	_____
4. Provides feedback appropriately.	_____	_____
5. Presents purposeful discussion and maintains a clear focus.	_____	_____
_____		
6. Adapts language to various situations and audiences.	_____	_____

Midterm comments:

Final comments:

**\*\* Only for students completing Options I and II**

**FORM B\*\***

## PLANNED CHANGE PROCESS

**A. DATA COLLECTION SKILLS**

- 1. Shows purposefulness and selectivity in gathering facts.
- 2. Demonstrates ability to organize facts.
- 3. Shows ability to record data in a clear and concise manner.
- 4. Demonstrates strong personal organizational skills

<b>Mid</b>	<b>Final</b>
_____	_____
_____	_____
_____	_____
_____	_____

**B. ASSESSMENT SKILLS**

- 1. Identifies the major systems involved with problems of problem solving.
- 2. Judges the degree of urgency involved in requests for service.
- 3. Demonstrates understanding of the complexity of emergency preparedness.

<b>Mid</b>	<b>Final</b>
_____	_____
_____	_____
_____	_____

**C. PLANNING SKILLS**

- 1. Prioritizes problems.
- 2. Facilitates identification and exploration of alternative courses of action.
- 3. Sets goals with reasonable task and time expectations.
- 4. Establishes and maintains contracts with others working on projects.

<b>Mid</b>	<b>Final</b>
_____	_____
_____	_____
_____	_____
_____	_____

Midterm comments:

Final comments:

**Final Summary** (Student’s major strengths and specific learning needs for future.)

\_\_\_\_\_  
 Field Practicum Instructor’s Signature Date      BSEM Student’s Signature\*\*\* Date

\_\_\_\_\_  
 Field Supervisor’s Signature                      Date

\*\*\*Student’s signature indicates that the student has read the evaluation. Students may add comments on new sheet

\*\* Only for students completing Options I and II

**FORM C**

**INCIDENT REPORT**

Field Supervisors: Please report immediately any incidents in which injuries or potential injuries of the student occur (to the field coordinator). Give completed Incident Report to the field coordinator within 5 working days.

Student \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_

Field Supervisor \_\_\_\_\_

Phone # \_\_\_\_\_

Date of incident: \_\_\_\_\_

Describe incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe injury, if any. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FORM C**

Describe treatment of student and/or response of agency to incident, if any.



Steps taken to prevent similar incidents:

\_\_\_\_\_  
Field Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Field Practicum Instructor

\_\_\_\_\_  
Date

**I. TO BE COMPLETED BY STUDENT.**

\_\_\_\_\_

