

Master of Science in Emergency Management

EMGT 693: Field Experience Practicum

Student Field Experience Practicum Manual

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

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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

Section 3

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.

