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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

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.

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

to the practicum instructor, and the field supervisor and the student will retain

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

- 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	_____	_____

Steps taken to prevent similar incidents:

Field Supervisor

Date

Student

Date

Field Practicum Instructor

Date

I. TO BE COMPLETED BY STUDENT.

M Number Last Name First Name MI

E-mail Address: _____

Anticipated Degree Completion Date: _____

Number of credits completed: _____

Semester for course enrollment: Fall Spring Summer Year: _____

Select the appropriate box and fill in the blanks below: (consult Practicum guide)

Option I Option II Option III Option IV

Topic/Internship, provide a brief description of the proposed paper, internship or project:

If internship or project, name of business or organization and Supervisor's Name:

Supervisor's Contact Information: _____

II.