

RINKER SCHOOL OF CONSTRUCTION MANAGEMENT
UNIVERSITY OF FLORIDA
Fire and Emergency Services Program
Course Syllabus

Course Name: Emergency Management Internship
Course Number: FES2941
Credit hours: 3
Instructor: Jeffrey Lindsey, PhD, PM, EFO
Office: Rinker 336
Office Hours: Varies; contact professor through email
Contact Info:
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Prerequisites: None
Material and Supply Fee: None
Textbook: None
Software: N/A
Readings: N/A

Purpose:

The emergency management professionals are expected to continually keep up to date with best practices to identify and apply best practices in the development of preparation, planning, responding, recovering, and mitigating disasters. This course is for those individuals who have no experience with the emergency management field and wish to transfer into the FES program's Emergency Management track and lack any experience or undergraduate course work.

Course Description:

The field internship experience course offers a unique opportunity to help students gain experience from the emergency management curriculum in an applied setting. It is intended to provide students with the opportunity to participate in supervised disaster management work activities that provide experiential learning in emergency management so students have the necessary foundation in the field to complete their course work.

Attendance:

As arranged with Advisor. Requirements for attendance at place of internship and other work in this course are consistent with university policies that can be found at:
<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

Course objectives:

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

- Provide a summary of the emergency management profession.

- Explain the role of emergency management.
- Demonstrate a professional code of ethics.
- Demonstrate a personally active involvement with the emergency management community including involvement in IAEM organization.
- Completion of the FEMA NIMS courses 100, 200.

Field Internship Experience:

Obtain a volunteer or intern position in an emergency management setting (example: local emergency management office, local Red Cross office, UF EM, County EM 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. You must have a minimum of 8 hours per week and accumulate a total of 240 work hours for the semester at affiliated agency. This is required for admission into FES program for students with no previous experience.

Field Journal:

The field journal will be based on the field experience. Field journals should be submitted online to the professor 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. 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 internship instructor and the other students in the course. These items will be utilized as the roadmap for the duration of the internship experience.

Adjustments may be made with the permission of the instructor.

- Timeline: At the beginning of the internship, the student shall establish a realistic timeline for completion of goals and objectives of the internship. Students in a volunteer service capacity, such as an internship at the Red Cross, the State of Florida EM program, etc., will need to coordinate this with their instructor and onsite supervisor.
- 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 internship.

Grading:

The final grade will be an S/U option. In order to successfully complete the course the student must:

- Meet the minimum hours of 240 in one semester.
- Complete and submit the field journal.
- Provide a summary of the emergency management profession including the explanation of the role of emergency management in an academic paper 750-1000 word long. This paper will be graded based on the rubric for written assignments. A 70% or higher is the minimum base point.
- Demonstrate a professional code of ethics without any negative reporting from the agency they are interning with.
- Demonstrate a personally active involvement with the emergency management community including joining the Gainesville IAEM student organization.
- Submission of certificates of completion of the FEMA NIMS courses 100 and 200.

A grade of S is equal to a C (2.0) or better. Grades earned under the S-U option do not carry grade point values and are not computed in the University of Florida grade point average. Courses with a grade of S will count as credits earned in a degree program. Such grades are included in your permanent academic record and are reflected on the transcript.

Accommodations:

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Evaluations:

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>."