Course Syllabus

Syllabus: FES 6940

Course: Practicum in Fire & Emergency Services

Course & Section: FES 6940

Credit Hours: 3

Session: Fall 2019

Course Format: Web-based Distance Learning

Instructor: Dr. Chris Reynolds, CEM

Office Hours: Mon 9am-10am, Wed 9am-10am (through scheduled appointment). You can email me at any time.

Required Text: None

Course Communications: There is a general discussion tab that can be used, or send me an email through the course email. Urgent messages can be sent to me directly chris.reynolds@ufl.edu.

Additional Resources: Use resources on the course site: https://dcp.ufl.edu/rinker/academics/fes-course-descriptions/

Course Description

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

The disaster 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 disaster 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.

Prerequisite Knowledge and Skills: Permission from Advisor and Director of Masters Programs.

Purpose of Course: The course provides the concepts of marketing, public relations and communication to the community.

Course Goals and/or Objectives: By the end of this course, students will:

1. Demonstrate mastery of the MSFES program objectives.
2. Provide an illustration of expertise pursuant to applying for either promotion or a new emergency management position.
3. Demonstrate a professional code of ethics.
4. Demonstrate a personally active involvement with the emergency management community.
5. Access, evaluate, and implement knowledge gained from the research literature.

Options for Field Practicum Experience

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.

Volunteer Work

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.

Research Project or Paper for Publication

With permission of the MSFES Program Coordinator, a student may complete a research project focused on a topic in disaster management. The research project shall be a disaster 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.

1. Research paper requirements.
2. Paper should be ready for submission to a peer-reviewed journal.
3. Paper length should be 20-25 pages.
4. Paper should have a minimum of 20-30 different reference citations.
5. Paper should start with a research goal.
6. Paper should include a literature review.
7. Paper must be submitted a minimum of two week before the final class meeting to provide time for review and corrections.
8. Research Project.
9. Project will be approved by program coordinator and practicum instructor.
10. Project will be based upon an emergency management-related topic.

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 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.

1. Format:
    a. Hours of work.
    b. Learning goals.
    c. Current progress, issues and accomplishments.
    d. Any problems encountered and how the problems were resolved.
    e. Review.
    f. Course Meetings.

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

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.

1. **<u>Timeline</u>**: 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.

2. **<u>Goals and Objectives</u>**: 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.

How This Course Relates to the Student Learning Outcomes in the Fire & Emergency Services program: Demonstrate strong verbal and written communication skills for leadership in fire and emergency services.

Teaching Philosophy: I am looking for students to demonstrate a working knowledge of the subject. You need to be creative when you complete your assignments but maintain a professional appearance of your work. Your work needs to be complete and in such a manner that someone can pick up your document and understand what you are trying to convey. Most of your work needs to be supported with research and cited in properly in APA format.

Instructional Methods: The course is designed for individual and group interactivity. It is important to post and respond to discussion questions in the course within the time frame allotted. This provides a learning environment by networking with other students in the course. The assignments are individual base to give you the opportunity to do a variety of activities, in

many cases, similar to what you will be doing in role as a leader in the emergency services profession.

Course Policies

Attendance Policy: The course is designed in module format. You should check the site at least once a week. You are required to complete the assignments including discussion questions within the time period designated on the module. There will be meetings set up throughout the course. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

Instructor Response: I will respond to all student inquiries within 24-48 hours. If it is urgent, please contact me immediately.

Quiz/Exam Policy: There is a final project for this course. There are no exams or quizzes.

Make-up Policy: You must contact me if you are going to be late on any assignment to receive credit.

Assignment Policy: All assignments have a due date. Please be sure to check the date and time it is due in each module.

Course Technology: The course resides in the web-based Canvas learning management system, requiring access to the internet. Class meetings will require a web camera and mic/audio. If you are not able to use a web camera you will need to at least provide audio/mic, you can call in on a phone also.

UF's Honesty Policy: UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (http://regulations.ufl.edu/wp-content/uploads/2018/05/4.040_18_revised2.pdf specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor of in this class.

Technical support: If you experience difficulties with accessing components of the site, including lectures, quizzes or tests, contact the UF help desk immediately. **(352) 392-HELP (4357) |** *helpdesk@ufl.edu*

If they are not able to resolve your problem, contact Dr. Lindsey with your help desk ticket number and a description of the problem and steps taken to resolve it. Extensions for due dates will be granted for documented technical problems, as needed.

UF Policies

University Policy on Accommodating Students with Disabilities: Students requesting accommodation for disabilities must first register with the Dean of Students Office https://www.dso.ufl.edu/drc/ . The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

University Policy on Academic Misconduct: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at http://regulations.ufl.edu/wp-content/uploads/2018/05/4.040_18_revised2.pdf specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor of in this class.

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Netiquette: Communication Courtesy: All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. [Describe what is expected and what will occur as a result of improper behavior] http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf

Getting Help

For issues with technical difficulties for E-learning in Canvas, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- https://lss.at.ufl.edu/help.shtml

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Other resources are available at http://www.distance.ufl.edu/getting-help for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Should you have any complaints with your experience in this course please visit http://www.distance.ufl.edu/student-complaints to submit a complaint.

Course Schedule

Read Syllabus and review course content

Class Introductions DUE at the end of WEEK 1

Module 1 Week 2 Journal 1: Your Practicum

Assignment Upload: Answer the following questions:

Week 2

1. Why type of practicum are you going to accomplish (Expanded Role, Volunteer Work, Research Project, or Paper for Publication)?
2. What do you hope to accomplish in this practicum?
3. What are your specific goals (Provide at least five (5) measurable goals)?
4. What are your expectations for this experience?
5. What is going to be your biggest challenge in this practicum?

Module 2 - Week 4 Forum: Your Practicum

Discussion Forum:

The purpose of a practicum is to expand one's capabilities by experiences new opportunities. To that end, please post information about your practicum:

Week 4

1. Why type of practicum are you going to accomplish (Expanded Role, Volunteer Work, Research Project, or Paper for Publication)?
2. What do you hope to accomplish in this practicum?
3. What are your specific goals (Provide at least five (5) measurable goals)?
4. What are your expectations for this experience?
5. What is going to be your biggest challenge in this practicum?

Provide a substantive reply to a fellow student.

Module 3 - Week 6 Forum: Status Report

Discussion Forum:

Week 6

Post a practicum status update. Be sure to include any significant events to include:

1. Current Status.
2. Significant events that have occurred.
3. At least three (3) learning events.
4. Any deltas (negative events) you have experienced

Provide a substantive reply to a fellow student.

Module 4 Week 8 Journal 2: Your Practicum Update

Assignment Upload:

We are at the midpoint in the semester and should be well on your way to achieving the goals that you outlined in Journal 1. Please provide the following:

Week 8

1. What goals have you met so far? What goals do you still need to meet? Have you changed any of your goals?
2. How has your perception of the practicum changed since you started the class?
3. What steps have you taken to address the challenges and disappointments that you identified in your early journal entries?
4. What is surprising you about this practicum?
5. What have you learned from the practicum so far?

Module 5:

Module 5 - Week 10 Forum: Status Report

Discussion Forum:

Week 10

Post a practicum status update. Be sure to include any significant events to include:

1. Current Status.
2. Significant events that have occurred.
3. At least three (3) learning events
4. Any deltas (negative events) you have experienced.

Provide a substantive reply to a fellow student.

Module 6 Week 12 Forum: Status Report

Discussion Forum:

Post a practicum status update. Be sure to include any significant events to include:

1. Current Status.
2. Significant events that have occurred.
3. At least three (3) learning events.
4. Any deltas (negative events) you have experienced

Provide a substantive reply to a fellow student.

Module 7 Week 14 Journal 3: End of Practicum

Assignment Upload:

You spent that last several weeks working on your practicum. Throughout the semester, you have participated in an experiential learning collaboration experience that provided practical insight into the Fire and Emergency Services career field. This is your final journal entry. In this journal, you need to answer the following questions:

1. How did you accomplish your goals for this experience?
2. What did you learn about yourself through this experience?
3. Were your expectations for this experience realistic? Why or why not?
4. What was your biggest success in this practicum?
5. How did you change as a result of this experience?
6. How are you different than you were when you started this experience?
7. What did you learn from your challenges in this experience?
8. What recommendations would you give to other students interested in completing a practicum?

Module 8 Week 15 Forum: Reflection

Discussion Forum:

Week 12

Week 14

| Week 15 | Please post a 500-word reflection on your practicum experience. Please share what you have learned over the last 15 weeks. |

Grading Policies

The final grade will be an S/U

Grading will be based on the field journal, participation in online discussions, quality and outcome of project, research and/or paper and other requirements as explained above.

<u>Satisfactory/Unsatisfactory</u>: Grades of S and U are the only grades awarded in courses numbered 6940 (Practicum).

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.

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