

Emergency Medical Services Management

M. E. Rinker, Sr., School of Construction Management
Certificate Assessment Plan

A. Rationale

The certificate provides a cross-section of courses that serve as a foundation for non-degree seeking students. It is designed for working professionals seeking to expand their knowledge in executive fire and emergency services. The goal is to help students develop management and communication skills necessary for advancement in their career field.

B. Mission

Aligning with the mission of the M.E. Rinker, Sr. School of Construction Management, the certificate promotes professional and ethical behavior in education and practice and educates individuals in principles, knowledge and skills required to be successful in their professional careers. This mission is achieved by fostering a culture of value and quality. It directly supports the College of Design, Construction and Planning's strategic plan of 2016 with respect to adding capabilities for Distance Education offerings, which in turn supports the teaching mission of the University of Florida.

C. Student Learning Outcomes (SLOs)

1. Critique application of safety, health, and environmental regulations as applicable to emergency medical services management.
2. Describe and appraise leadership skills in emergency medical services.
3. Produce effective verbal and written communication skills in emergency medical services management.

D. Assessment Timeline – Undergraduate Certificates

Program: Fire & Emergency Services _____

College: DCP _____

| SLOs | Assessment 1 | Assessment 2 | Assessment 3 |
|------|-------------------------|-------------------------|-------------------------|
| #1 | Final paper FES 4244 | | |
| #2 | | Final paper FES 3284 | |
| #3 | | | Final paper FES 3720 |

E. Assessment Cycle Chart - Undergraduate Certificates

Program: Fire & Emergency Services _____

College: DCP _____

| SLOs | Year | 17-18 | 18-19 | 19-20 | 20-21 | 21-22 |
|------|------|-------|-------|-------|-------|-------|
| #1 | | X | X | X | X | X |
| #2 | | X | X | X | X | X |
| #3 | | X | X | X | X | X |

F. Methods and Procedures

SLOs are assessed in three different courses.

Direct Assessments primarily occur in the format of short and long writing assignments, projects, and presentations. Each course and instructor conducts some combination of these assessments. The assessments may vary from course to course as well as year to year since instructors are encouraged to develop and revise syllabi and course delivery to better achieve SLOs.

Since this is an asynchronous distance program that enrolls primarily working emergency services personnel with variable schedules, student progress is an issue. We seek to maintain student engagement in order to achieve a degree completion rate. For our indirect assessment we track the number of students on the inactive list. The target is not to increase the number of students on the inactive list.

SLO Assessment Matrix

| 2017-18 Student Learning Outcome | Assessment Method | Measurement Procedure |
|--|-------------------------|--|
| NOTE: This has been completed to the extent possible for all programs. | | |
| #1 | Final paper FES 4224 | 70% or students will obtain a 70% or higher passing score on final paper |
| #2 | Final paper FES 3284 | 70% or students will obtain a 70% or higher passing score on final paper |
| #3 | Final paper FES 3720 | 70% or students will obtain a 70% or higher passing score on final paper |

SLO Assessment

Assessment tool: Final Paper

Rubric:

Grading Rubric

| Criteria | Ratings | | Pts |
|------------------------------------|--|---|----------|
| Content Addresses Depth | Addresses all aspects of assignment in sufficient depth 20.0 pts | Does not address most aspects of assignment and/or fails to do so in sufficient depth 10.0 pts | 20.0 pts |
| Content Components | Includes all components of the assignment 20.0 pts | Includes some components of the assignment 10.0 pts | 20.0 pts |
| Content Application of Information | Demonstrates understanding and application of information 30.0 pts | Does not demonstrate understanding or application of information 10.0 pts | 30.0 pts |
| Organization Introduction | Introduction – is clear and understandable 3.0 pts | Introduction – is not clear and understandable 0.0 pts | 3.0 pts |
| Organization Conclusion | Conclusion and recommendations follow logically from the body of the plan and bring closure to the plan 3.0 pts | Conclusion and recommendations do not follow logically from the body of the paper nor do they bring closure to the paper 0.0 pts | 3.0 pts |
| Organization Sections | Subsequent sections are labeled and complete 2.0 pts | Some sections are labeled and complete 0.0 pts | 2.0 pts |
| Organization Structure | Structure is clear, logical, and easy to follow; smooth transition between paragraphs which help maintain the flow of thought 2.0 pts | Sometimes the structure clear, logical, and easy to follow; seldom includes smooth transitions between paragraphs to help maintain the flow of thought 0.0 pts | 2.0 pts |
| Readability and Style Length | Meets appropriate length 1.0 pts | Does not meet appropriate length 0.0 pts | 1.0 pts |

| | | | | |
|--|--|--|--|---------|
| Readability and Style Spelling and Grammar | No major errors in spelling, punctuation, and grammar 5.0 pts | | Numerous errors in spelling, punctuation, and grammar 0.0 pts | 5.0 pts |
| | | | | |
| | | | | |
| Readability and Style Layout | Paper is laid out effectively—uses headings and other reader-friendly tools 2.0 pts | | Paper is not laid out effectively; fails to use headings and other reader-friendly tools 0.0 pts | 2.0 pts |
| | | | | |
| | | | | |
| Readability and Style Appearance | Paper is professional in appearance and demonstrates attention to detail; tone of voice is appropriate to the audience, content, and assignment 2.0 pts | | Paper is not professional in appearance and demonstrates a lack of attention to detail; tone of voice is inappropriate to the audience, content, and assignment 0.0 pts | 2.0 pts |
| | | | | |
| | | | | |
| Format and References Title Page | Title page complete 2.0 pts | | Title page incomplete or inaccurate 0.0 pts | 2.0 pts |
| | | | | |
| | | | | |
| Format and References Number of References | References required number of sources 4.0 pts | | Does not include references to outside sources 0.0 pts | 4.0 pts |
| | | | | |
| | | | | |
| Format and References Cited Properly | All references cited correctly 4.0 pts | | References not cited correctly 0.0 pts | 4.0 pts |
| | | | | |
| | | | | |
| Total Points: 100.0 | | | | |

Rubric used to assessed final paper

G. Assessment Oversight

| Name | Department Affiliation | Email Address | Phone Number |
|--------------------------------|---|--|--------------|
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