

Cover Sheet: Request 11819

Emergency Management Internship

Info

Process	Course New Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	Sallie Schattner sallieas@ufl.edu
Created	9/1/2017 1:35:39 PM
Updated	12/21/2017 1:42:37 PM
Description of request	New course for the FES degree program for students to gain experience in emergency management.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	DCP - Construction Management 011503000	Sallie Schattner		9/7/2017
log form for EM internship course.docx					9/1/2017
College	Recycled	DCP - College of Design, Construction and Planning	Sallie Schattner	Please revise number of credit hours based on the comments from the DCP curriculum committee and resubmit.	12/6/2017
No document changes					
Department	Approved	DCP - Construction Management 011503000	Sallie Schattner		12/21/2017
Syllabus FES2XXX Internship.docx					12/21/2017
College	Approved	DCP - College of Design, Construction and Planning	Sallie Schattner		12/21/2017
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			12/21/2017
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|New for request 11819

Info

Request: Emergency Management Internship

Description of request: New course for the FES degree program for students to gain experience in emergency management.

Submitter: Sallie Schattner sallieas@ufl.edu

Created: 12/21/2017 12:03:56 PM

Form version: 3

Responses

Recommended PrefixFES

Course Level 2

Number XXX

Category of Instruction Introductory

Lab Code None

Course TitleEmergency Management Internship

Transcript TitleEM Internship

Degree TypeBaccalaureate

Delivery Method(s)4137,4139Off-Campus, UF Online - Please attach a letter of support from the Director of the UF Online program

Co-ListingNo

Effective Term Summer

Effective Year2018

Rotating Topic?No

Repeatable Credit?No

Amount of Credit3

S/U Only?Yes

Contact Type Directed Individual Studies

Weekly Contact Hours 40

Course Description Students are given the opportunity to gain experience in an emergency management situation to identify and apply best practices in the development of preparation, planning, responding, recovering, and mitigating disasters and the opportunity to participate in supervised disaster management work activities that provide experiential learning in emergency management.

Prerequisites None

Co-requisites None

Rationale and Placement in Curriculum This course is a requirement for any student wishing to transfer into the FES program in Emergency Management Track that does not have experience or required undergraduate coursework in order to enter the program.

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 in the emergency services industry.

Demonstrate a professional code of ethics.

Demonstrate a personally active involvement with the emergency management community.

Course Textbook(s) and/or Other Assigned ReadingNone

Weekly Schedule of Topics 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. You must have a minimum of 8 hours per week.

Internship:

- Work 240 hours for the semester at affiliated agency
- Required for admission to transfer into FES if 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:

- Hours of work
- Learning goals
- Current progress, issues and accomplishments
- 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.

a. 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.

b. 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.

Links and Policies 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>

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/>

Grading Scheme 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.

Satisfactory/Unsatisfactory: 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.

Instructor(s) Dr. Jeffrey Lindsey

Syllabus

Course: Emergency Management Internship

Course & Section: FES2XXX

Instructor:

Credit hours: 3

Office Rinker School of Construction Management

Office Hours:

Prerequisites:

Material and Supply Fee: Based on project

Textbook: None

Software: N/A

Readings: N/A

Requisite: 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 you gain experience from the emergency management curriculum in an applied setting.

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 identify and apply best practices in the development of preparation, planning, responding, recovering, and mitigating disasters. It is intended to provide you with the opportunity to participate in supervised disaster management work activities that provide experiential learning in emergency management so you have the necessary foundation in the field to complete your 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 objective:

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 ExperienceVolunteer 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. You must have a minimum of 8 hours per week.

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- 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

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b. 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

Grading will be based on the field journal, completion of course objectives.

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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Approved or Revised	Date	Document Name or list Revisions or Comments
CM Undergraduate Committee Approval	8/15/17	
CM Faculty Approval	8/17/17	
Return for Revision from College		
Reviewed by undergraduate Committee/BCN Faculty or faculty revises document		