

Emergency 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 management.
2. Describe and appraise leadership skills in emergency management.
3. Produce effective verbal and written communication skills in emergency management.

D. Assessment Timeline - Undergraduate Certificates

Program: Fire & Emergency Services _____

College: DCP _____

SLOs	Assessment 1	Assessment 2	Assessment 3
#1	Final paper FES 3822		
#2		Final paper FES 4014	
#3			Final paper FES 4884

E. Assessment Cycle Chart - Undergraduate Certificates

Program: Fire & Emergency Services _____

College: DCP _____

SLOs	Year	16-17	17-18	18-19	19-20	20-21	21-22
#1		X	X	X	X	X	X
#2		X	X	X	X	X	X
#3		X	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 3822	70% of students will obtain a 70% or higher passing score on tests and assignments
#2	Final paper FES 4014	70% of students will obtain a 70% or higher passing score on tests and assignments
#3	Final paper FES 4884	70% of students will obtain a 70% or higher passing score on tests and assignments

SLO Assessment

Assessment tool: Final Paper

Rubric used to assess final paper

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			

G. Assessment Oversight

Name	Department Affiliation	Email Address	Phone Number
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