AP/DEMS3705 A - Emergency Management: Field Experience (Winter 2021)

Pre-requisites: AK/ADMS3700 3.00 and AK/ADMS3701 3.00
Open to: Open only to those students enrolled in the Emergency Management Certificate or BDEM.

Course Director: Ali Asgary

Disaster & Emergency Management

School of Administrative Studies

York University, Toronto, Ontario

Email: asgary@yorku.ca

1. Course Description

This course provides students with the opportunity of working in various organizations to observe professional Emergency Managers, and to apply theoretical knowledge in the field. Students will have taken two of the core courses as pre-requisites (ADMS 2700 and ADMS 3701)which will provide the foundational knowledge about the four pillars of mitigation, preparedness, response and recovery, as well as the assessment of risk. Students will relate this knowledge to projects or situations in the field and will critically reflect on the integration of both theory and experience in in-vivo situations. Pedagogically, the course design is based on the principles of experiential education.

The field experience fosters the deepening of learning through reflection on the theory-experience dynamic. Additionally, students acquire experience that may benefit them in terms of future academic work or in terms of career preparation.

Students are responsible for finding their own placements, which must be suitable to the university as a positive learning environment for the student.

Students are expected to work 12 hours per week for 11 weeks (132 hours) with the host institution.

2. Course Evaluation

Items	Marks	Due Date
Questionnaire #1	5%	Second week of placement
Questionnaire #2:	5%	Middle of the placement
Work Term Report:	40%	December 16
Organization evaluation:	50%	December 16

3. Work Term Report Contents

Please submit a field experience report by no later than December 16.
The report should be a professional report covering the following items:
1. Introduction (about yourself before going to the field experience course- courses taken, 1 page)
2. About the Field Experience Organization (Maximum 1 page)
3. About the Field Experience Office and Supervisor (Maximum 1 page)
4. About your time schedule in the organization (Maximum 1 page)
5. About the projects that you were involved in (Minimum 6 pages)
6. Relationship between what you leaned in the program with the project you were involved in the field experience (2 pages) 5. Lessons learned (2 pages maximum)
6. Issues and challenges (1 page maximum)
7. Conclusion (1 page maximum)
8. Appendices (as needed- sample of works if shareable, photos if shareable, etc.)

4. Organization evaluation

Students upon completion of their work download and provide an evaluation form to their host organization's supervisor. He/she complete the form and send it to the course director by email at asgary@yorku.ca. It is up to the supervisor to share or not to share the evaluation form with the student.

Please give the attached evaluation form to your supervisor at the end of your work. He/She need to fill it in and either email it directly to me or give it to you to download it in Moodle.

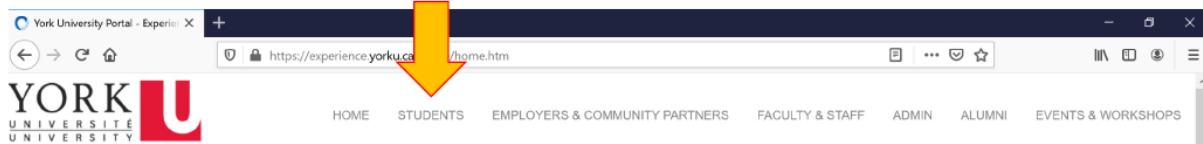# DEMS 3705 Student Placement Paperwork Tutorial

After securing your placement, you will need to sign into Orbis to complete the rest of your placement paperwork.

Step 1:

Go to experience.yorku.ca:
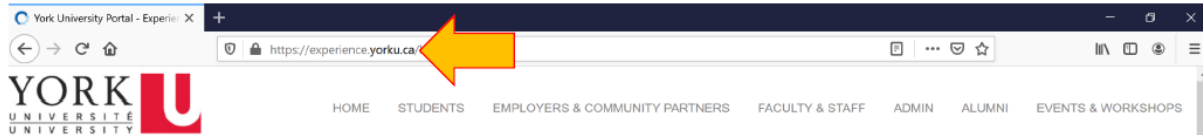
Click STUDENTS button at the top:

Sign in with your PPY:

Username: [   ]

Password: [   ]

Login

Step 2:
1. After you log in, click on 'Liberal Arts & Professional Studies' from the left-hand menu bar.
2. Click on 'Placement Courses'
3. Click on 'View' under Current Experiences. This will take you to your Placement Course Module.

Step 3:
Click into your placement course module. You will only be able to see the module of the placement course you are enrolled in.

*If you don't see your course listed here, please send an e-mail to eelaps@yorku.ca with your full name and student number.

Step 4:
From here, click on Accept Terms and Conditions to read over the terms and conditions for placement students:

Please make sure to read the following terms and conditions listed below.

By clicking accept you agree that you have read over the full terms and conditions for your placement and agree to all terms of service.

Terms and Conditions

SECTION 1
Unpaid Placement:
a) Maintain status as a registered student of the University;
b) Adhere to the University student Code of Conduct during the placement;
c) Maintain the privacy of the clients, residents and/or other persons in all instances and to respect the confidential nature of the information to which they are exposed;
d) Act in accordance with the Learning Site's regulations, rules, policies, and procedures including appropriate laws as they apply to the Learning Site;
e) Obtain all security clearances, immunizations, and tests required by the Learning Site before commencing the course required placement (CRP);
f) Meet with representative(s) of the Learning Site and the Faculty of Liberal Arts & Professional Studies to arrange, before or at the beginning of the CRP, the nature of the learning experience including hours, days, responsibilities, and meeting schedule with the staff supervisor;
g) Provide a copy of the Learning Plan, including learning objectives to the Learning Site and the Faculty of the Liberal Arts & Professional Studies early in the CRP (normally by the 2nd week); and
h) Agree to fulfill the obligations listed above as part of the course required placement;
i) I understand that WSIB or private insurance coverage will be provided through the Ministry of Colleges and Universities while on placement as arranged by the University as part of my program of study. I understand the implications and have had any questions answered to my satisfaction.

SECTION 2
Paid Placement:
I acknowledge and understand that as a paid employee of the Placement Centre, I am not eligible for WSIB for unpaid learning sponsored by the Ministry of Colleges and Universities. Further, I acknowledge and understand that as a paid employee of the Placement Centre there is no coverage under the University general liability and malpractice liability insurance. I agree that York University shall not be liable for any injury, loss or damage to my property during the placement.

By clicking accept you agree that you have read over the full terms and conditions for your unpaid or paid placement and agree to all terms of service.

Accept

Step 6:

Once you click 'accept', you will automatically be redirected to the main page of the module.

Student Action: Click on Create a Placement Record to upload your placement information for the EE Office.

PLACEMENT

You haven't been placed yet.

STEPS

This experience has 4 step(s). You've completed 1 of the 4 required step(s).

✅ **Terms and Conditions**   ⌄

Current Step

Placement Information & Agreement Check   ⌃

Submit your placement information by clicking 'Create Record'

Please note that you cannot start your placement until a Placement Agreement is in place. During peak periods (beginning of each term), new agreements may take longer than usual and could delay your placement start date.

Your next steps will unlock once the placement agreement is complete.

Any questions can be sent to eelaps@yorku.ca (*please include your student number).
Thank you.

Create Placement Record

③ **Placement Agreement In Progress**   ⌄

④ **Health & Safety Checklist**   ⌄

A pop-up will appear, click on Create a Record:

Create Placement Record   ✕

Once the Record is created, you will no longer be able to search for opportunities. Select 'Create Record' to proceed, or 'Close' to not create the record.

Create Record

Step 7:

Fill out all the following fields with your placement information. If you do not have a job title for your placement, you can put N/A.

PLACEMENT DETAILS

Placement position title	
* Placement Organization Name	
* Placement Address	
* Placement City	
* Placement Province	
* Placement Postal Code	
* Placement Country	
* # of Placement Hours	
* Will your placement take place on-site? Virtually? Mix?	-select-
* Paid? Unpaid?	-select-

Scroll down to the bottom and you will also need to submit your supervisor information. Once you have filled out all the fields, please click 'Save'.

SUPERVISOR INFORMATION

|	
* Supervisor #1 First & Last Name	
Supervisor #2 First & Last Name (if applicable)	
* Supervisor Title	
* Supervisor Email	
* Supervisor Phone	

Save

Once you click save, you will be shown a summary of your placement information. If you made a mistake, you can edit the record by clicking the blue button at the bottom right of the screen and click 'Edit'. If you do not need to edit the information, you can click 'Back to'→ 'Student Experiential Progress' at the top left of the screen to return to the main module.
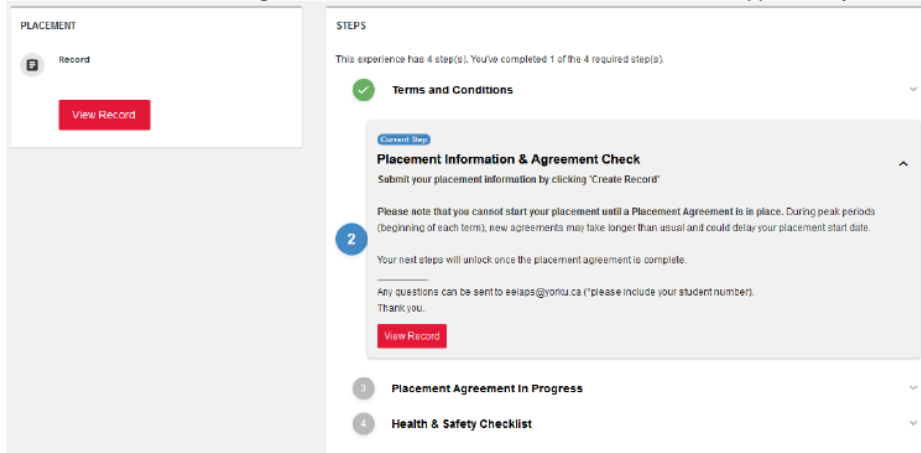
To Edit:
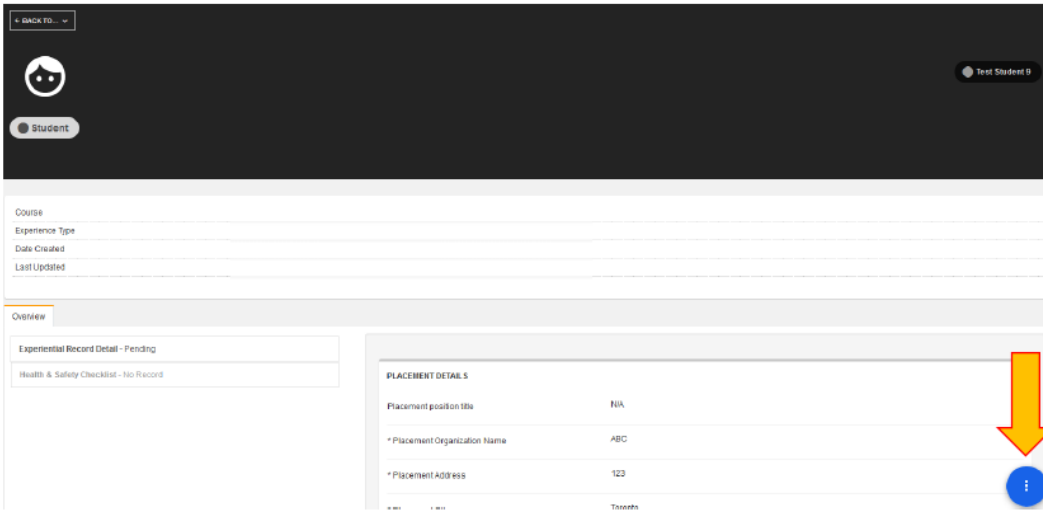
To return to the main module:
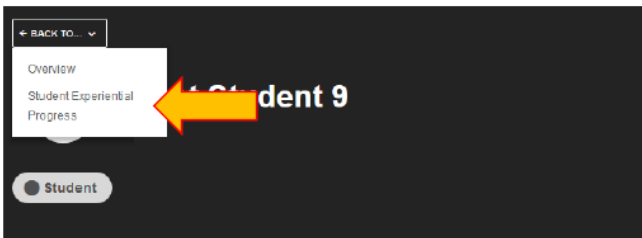
When you click 'Back to' → 'Student Experiential Progress', you will be redirected to the main page module. Your status will stay on Placement Information & Agreement Check until the details are reviewed and approved by the EE Office.


Now all you need to do is wait. The EE Office will review your placement information and if all the appropriate information has been submitted, the EE Office will send out a Placement Agreement to the placement organization. Once we send out a placement agreement, you will move into step 3 and the module will look like this:
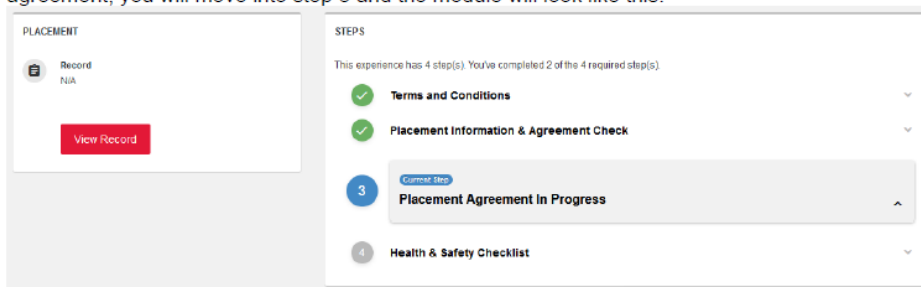
Once the Placement Agreements are complete, you will receive an e-mail indicating that you can start your placement and the final step in the module will unlock. Please remember that placement agreements need to be in place before you can start your placement.

Step 8:

Click on the Health & Safety Checklist link to download/print. You will need to fill out the checklist with your supervisor on your first day of placement. You can use Adobe to complete and sign the form electronically if you are working remotely. Once you have completed the form with your supervisor, click on 'Submit Health and Safety Checklist'
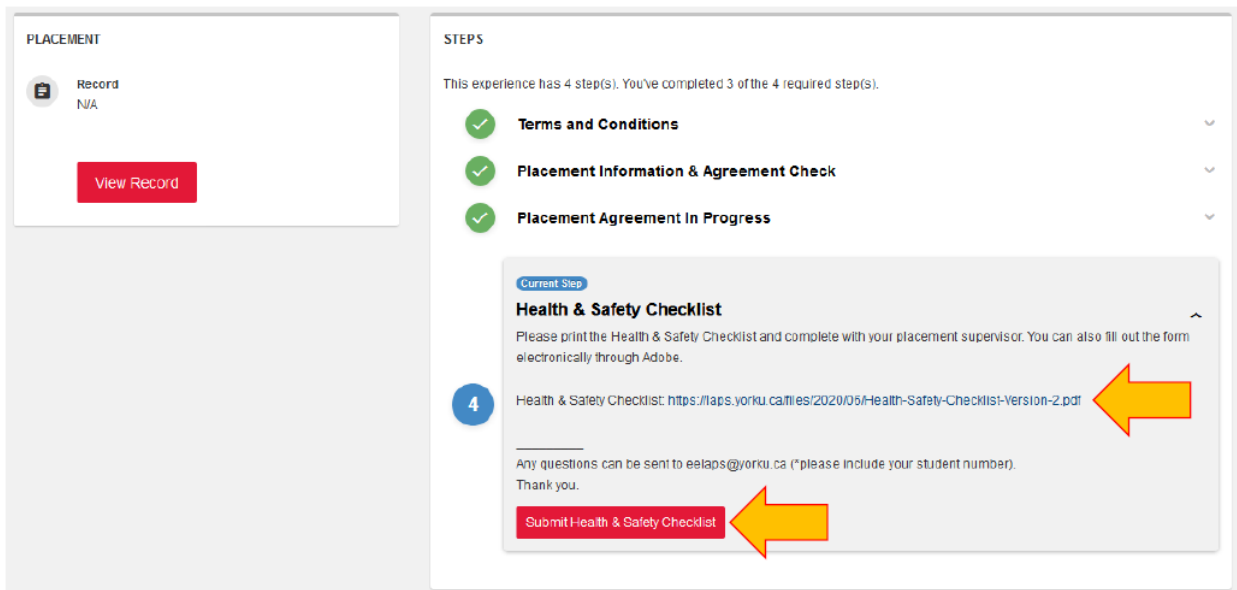
To submit your completed Health & Safety Checklist:

Click on 'Submit Health & Safety Checklist' → 'Upload New File'

Choose the completed Health & Safety Checklist from your files → Click 'Submit

NEW CATEGORY

* Submit your Health & Safety Checklist

Upload New File

Submit

All steps complete! Thank you for accepting all terms & services for placement students and completing the Health & Safety Checklist.
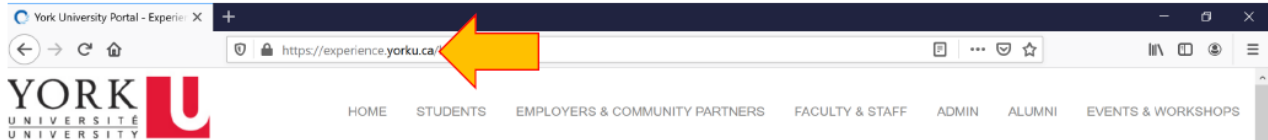
If you have any questions, please e-mail: eelaps@yorku.ca (include your full name and student number in the e-mail).

DEMS 3705 Viewing Placement Records

Course Directors can check which students have submitted their placement records on Orbis by following the steps below:

Step 1:
Go to experience.yorku.ca:

Step 2:
Click FACULTY & STAFF button at the top:
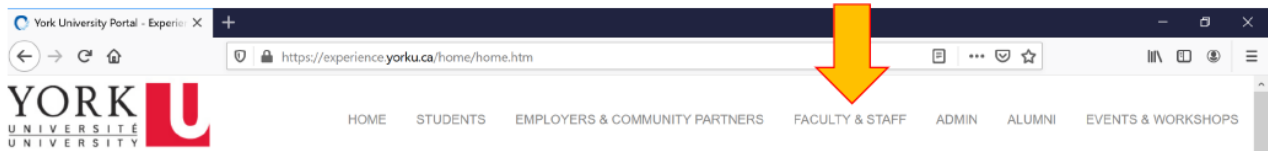
Step 3:
Sign in with your YorkU e-mail address and password (will send password in separate e-mail):

Login

If you are posting On-Campus, Research at York (RAY), or Work/Study (for faculty and research units only) positions, please register using the Employer tab above.

LOGIN

PASSWORD

SUBMIT

Step 4 (optional, but recommended):

If you would like to change your password:

On the main dashboard, you will see 'My Account'.

Type in your new password twice and click save.

Step 5:

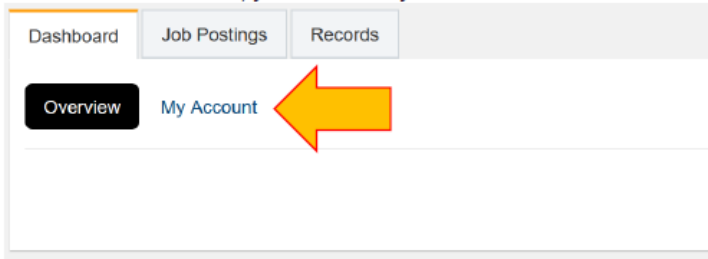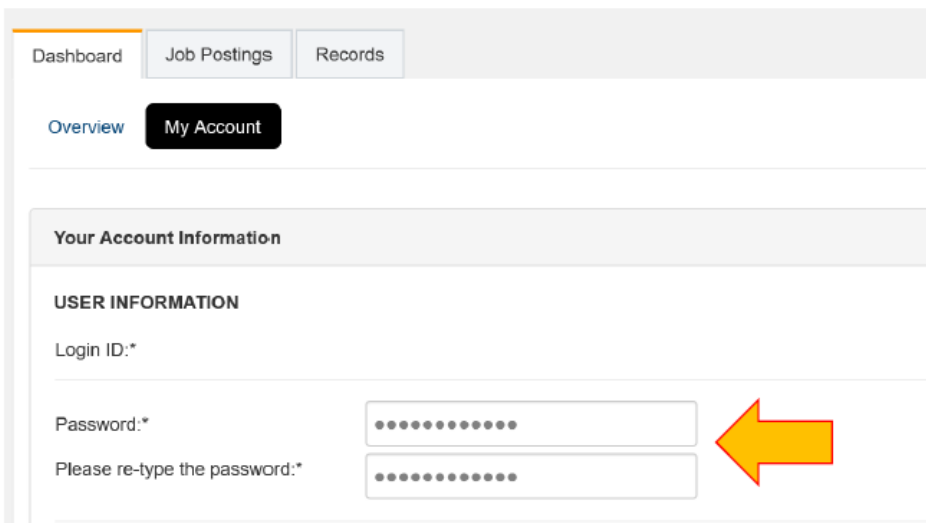1. From the main page, click on 'Liberal Arts & Professional Studies' from the left-hand menu bar.
2. Click on 'Placement Courses' - this will bring you to your Placement Course Dashboard. This dashboard will show your placement course and provides an overall summary of how many students have submitted their placement information, how many students have not submitted their placement information, and how many students have completed all their required paperwork.
3. To check student statuses, click on the 'Placed', 'Unplaced', 'Completed' tiles.

*Student Enrollment: Before courses begin, the EE Coordinator will enroll students into the module based on data from SIS. If your students require permission to enroll in the course, please reach out to iseo@yorku.ca with a list of students who will be enrolling that term.

When you click into 'Placed', select 'View' to access the student's placement information:

	Student		Experience						
	Name	Username	Status	Course/Program	Code	Section	Term	Experience Type	Date Enrolled
view	Test Student 9	Student9@noemail.com	In Progress			W	2021 - Winter		12/09/2020 02:43 PM

Click on 'View Record'

PLACEMENT

📋 **Record**
N/A

View Record
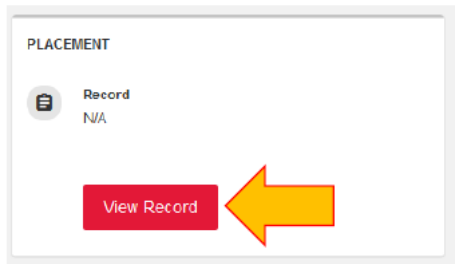
You will then be able to view the placement and supervisor information of the student:

PLACEMENT DETAILS	
Placement position title	N/A
* Placement Organization Name	ABC
* Placement Address	123
* Placement City	Toronto
* Placement Province	ON
* Placement Postal Code	1A2 B3C
* Placement Country	Canada
* # of Placement Hours	120
* Will your placement take place on-site? Virtually? Mix?	Virtual
* Paid? Unpaid?	Unpaid

SUPERVISOR INFORMATION	
* Supervisor #1 First & Last Name	Supervisor 1
Supervisor #2 First & Last Name (if applicable)	
* Supervisor Title	Supervisor
* Supervisor Email	super@visor.ca
* Supervisor Phone	416-555-5555

To view the other students, scroll up and click 'Back To' at the top left and choose 'Overview' to return to the main screen shown in Step 5:
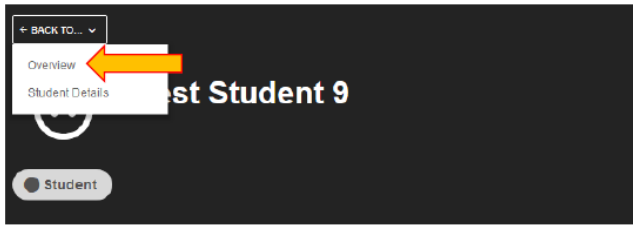
To view students who have completed all placement steps including the health & safety checklist, click 'Completed'. You can also view the students who have yet to submit their placement information by clicking 'Unplaced'.
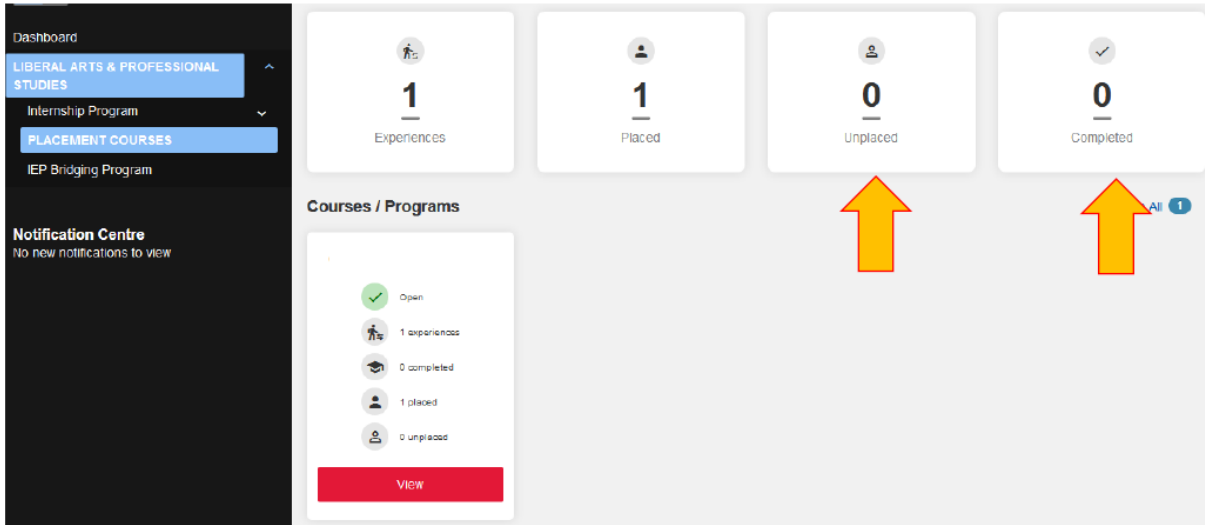
RELEVANT UNIVERSITY/LA&PS/SCHOOL REGULATIONS

Applicable to all ADMS and DEMS courses

Deferred Final Exams: Deferred standing may be granted to students who are unable to write their final examination at the scheduled time or to submit their outstanding course work on the last day of classes. Details can be found at http://myacademicrecord.students.yorku.ca/deferred-standing

Any request for deferred standing on medical grounds must include an Attending Physician's Statement form; a "Doctor's Note" will not be accepted.

DSA Form: http://www.registrar.yorku.ca/pdf/deferred_standing_agreement.pdf

Attending Physician's Statement form: http://registrar.yorku.ca/pdf/attending-physicians-statement.pdf

In order to apply for deferred standing, students must register at:

http://sas-app.laps.yorku.ca

Followed by handing in a completed original Deferred Standing Agreement (DSA) form and supporting documentation directly to the main office of the School of Administrative Studies (282 Atkinson) and add your ticket number to the DSA form. **During this time of remote learning, you will be required to submit the forms via email to** apsas@yorku.ca. The DSA and supporting documentation must be submitted no later than five (5) business days from the date of the exam. These requests will be considered on their merit and decisions will be made available by logging into the above-mentioned link. No individualized communication will be sent by the School to the students (no letter or e-mails).

Students with approved DSA will be able to write their deferred examination during the School's deferred examination period. **Deferred exams might take place during the regular exams period or in subsequent weeks depending on the course**; precise dates are known when the Office of the Registrar publishes the final exam schedule of the term. No further extensions of deferred exams shall be granted. The format and covered content of the deferred examination may be different from that of the originally scheduled examination. The deferred exam may be closed book, cumulative and comprehensive and may include all subjects/topics of the textbook whether they have been covered in class or not.

Academic Honesty: The Faculty of Liberal Arts and Professional Studies considers breaches of the Senate Policy on Academic Honesty to be serious matters. The Senate Policy on Academic Honesty is an affirmation and clarification for members of the University of the general obligation to maintain the highest standards of academic honesty. As a clear sense of academic honesty and responsibility is fundamental to good scholarship, the policy recognizes the general responsibility of all faculty members to foster acceptable standards of academic conduct and of the student to be mindful of and abide by such standards. Suspected breaches of academic honesty will be investigated and charges shall be laid if reasonable and probable grounds exist.

Students should review the York Academic Honesty policy for themselves at:

http://www.yorku.ca/secretariat/policies/document.php?document=69

Students might also wish to review the interactive on-line Tutorial for students on academic integrity, at:https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/

Grading Scheme and Feedback Policy: The grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) shall be announced, and be available in writing, within the first two weeks of class, and, under normal circumstances, graded feedback worth at least 15% of the final grade for Fall, Winter or Summer Term, and 30% for 'full year' courses offered in the Fall/Winter Term be received by students in all courses prior to the final withdrawal date from a course without receiving a grade, with the following exceptions:

Note: Under unusual and/or unforeseeable circumstances which disrupt the academic norm, instructors are expected to provide grading schemes and academic feedback in the spirit of these regulations, as soon as possible. For more information on the Grading Scheme and Feedback Policy, please visit: http://www.yorku.ca/univsec/policies/document.php?document=86

In-Class Tests and Exams - the 20% Rule: For all Undergraduate courses, except those which regularly meet on Friday evening or on a weekend, tests or exams worth more than 20% will not be held in the two weeks prior to the beginning of the official examination period. For further information on the 20% Rule, please visit: http://secretariat-policies.info.yorku.ca/policies/limits-on-the-worth-of-examinations-in-the-final-classes-of-a-term-policy/

Reappraisals: Students may, with sufficient academic grounds, request that a final grade in a course be reappraised (which may mean the review of specific pieces of tangible work). Non-academic grounds are not relevant for grade reappraisals; in such cases, students are advised to petition to their home Faculty. Students are normally expected to first contact the course

director to discuss the grade received and to request that their tangible work be reviewed. Tangible work may include written, graphic, digitized, modeled, video recording or audio recording formats, but not oral work. Students need to be aware that a request for a grade reappraisal may result in the original grade being raised, lowered or confirmed. For reappraisal procedures and information, please visit the Office of the Registrar site at: http://myacademicrecord.students.yorku.ca/grade-reappraisal-policy

Accommodation Procedures: LA&PS students who have experienced a misfortune or who are too ill to attend the final examination in an ADMS course should not attempt to do so; they must pursue deferred standing. Other students should contact their home Faculty for information. For further information, please visit: http://ds.info.yorku.ca/academic-support-accomodations/

Religious Accommodation: York University is committed to respecting the religious beliefs and practices of all members of the community and making accommodations for observances of special significance to adherents. For more information on religious accommodation, please visit:
https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs

Academic Accommodation for Students with Disabilities (Senate Policy)

The nature and extent of accommodations shall be consistent with and supportive of the integrity of the curriculum and of the academic standards of programs or courses. Provided that students have given sufficient notice about their accommodation needs, instructors shall take reasonable steps to accommodate these needs in a manner consistent with the guidelines established hereunder. For more information, please visit the Student Accessibility Services (formerly known as Counselling and Disability Services) website at https://accessibility.students.yorku.ca

York's disabilities offices and the Registrar's Office work in partnership to support alternate exam and test accommodation services for students with disabilities at the Keele campus. For more information on alternate exams and tests please visit http://www.yorku.ca/altexams/

Please alert the Course Director as soon as possible should you require special accommodations.