

AP/DEMS3705 A - Emergency Management: Field Experience (Fall 2026) Disaster & Emergency Management School of Administrative Studies York University, Toronto, Ontario

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 Instructor: Ali Asgary

Email: asgary@yorku.ca

Office Hours & Location: By appointment, Room 232 Atkinson Building

Class Location: Field Placement Agency

Course Time & Days: Field Placement Agency (No scheduled class for this course)

Land Acknowledgment

York University recognizes that many Indigenous Nations have longstanding relationships with the territories upon which York University campuses are located that precede the establishment of York University. York University acknowledges its presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek Nation, the Haudenosaunee Confederacy, and the Huron-Wendat. It is now home to many First Nation, Inuit, and Métis communities. We acknowledge the current treaty holders, the Mississaugas of the Credit First Nation. This territory is subject of the Dish with One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region ([LA&PS Land Acknowledgement](#)).

Course Description

This course offers students the chance to work in various organizations, observe professional Emergency Managers, and apply theoretical knowledge in real-world settings. Students will have completed two core courses as prerequisites (ADMS 2700 and ADMS 3701), which provide foundational knowledge about the four pillars of mitigation, preparedness, response, and recovery, as well as risk assessment. They will relate this knowledge to projects or situations in the field and critically reflect on how theory and experience integrate in real-life scenarios. Pedagogically, the course design is rooted in the principles of experiential education.

Field experience enhances learning through reflection on the theory-experience dynamic. Additionally, students gain experience that may benefit them in future academic work or career preparation.

Course Learning Objectives

By the end of this course, students will be able to:

- Learn how emergency management works in practice
- Enhance administrative and professional skills in an emergency management workplace
- Learn how to communicate professionally and work as a team in an EM professional context
- Apply academic learnings in practical projects and activities
- Prepare yourself for emergency career
- Examine emergency management workplaces

Course Format and Organization

Students can use the list of organizations that have previously accepted our students to see if they are interested in hosting field placement students. You can find other agencies. Once the initial

agreement made between the agency and student, student can go to the <https://experience.yorku.ca/home/home.htm> to start the formal process.

Course Communication Plan and Office Hours

- All communications about this course will be made through course announcements via eClass and emails
- Students are encouraged to use the eClass forum discussion to communicate with each other and share experiences
- If you have questions or need additional information or help with this course feel free to post your questions to the eClass forum.
- While most of this course will be done in the field placement organization, course instructor would be happy to meet in person or online by appointment in case you need help or have questions.

Course Expectations

- 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.
- Students are expected to follow the host organizations roles and requirements during their field work.
- Students are expected to take regular notes on their daily activities as they will be needed for final report.

Course Evaluation

Items	Marks	Due Date
Interim Report	15%	The first month after the placement
Work Term Report:	30%	December 13
Final Oral Presentation (Final Exam):	15%	During the Final Exam Period
Field Placement Supervisor Evaluation:	40%	December 20 or earlier

A. Interim Report Students & Forum Participation

Students write a two-page report after completing their first month of the field placement by answering some specific questions related to the field placement activities. Question will be posted in the first half of September.

B. Work Term Report Contents

Students submit a field experience report by stated due date.

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/tasks that you were involved in (Minimum 6 pages). Explain the projects goals and objectives, components , stakeholders, your role in the project, etc*
 - 6. Relationship between what you learned in the program with the projects that you were involved in the field experience (2 pages)*
 - 7. Lessons learned (2 pages maximum)*
 - 6. Issues and challenges (1 page maximum)*
 - 7. Conclusion (1 page maximum) and suggestions for future students. 8.*
- Appendices*

*a Complete daily work schedule (Date, Location, Activity, Supervisor, Outcome) b
Other appendices (as needed- sample of works if shareable, photos if shareable, etc.)*

C. Final Presentation

Students prepare a presentation based on their report and present it to the class at a time and date specified during the final exam period by the registrar office. Depending on the class size each student will be provided up to 10 minutes to present her/his Field Placement experience to other students in the class and in the BDEM program. This session may be online or in person.

D. Field Placement Supervisor Evaluation

Students upon completion of their work download and provide an evaluation form to their host organization's supervisor. He/she completes 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.

You should provide a copy of the "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.

Submitting Assignments

All reports for this course will be submitted electronically through eClass. Assignments must be received within the timeframe specified for the assignment and are to be submitted via eClass assignment section.

Late Work Policy

Students are expected to submit all course related reports and assignment on due date. A penalty of 5% per day will be implemented to late assignments. If late submission is due to the nature of the field placement organization or supervisor, student should inform the course instructor in advance to avoid late penalties.

Grading

The grading scheme for this course conforms to the 9-point system used in undergraduate programs at York University. For a full description of the York grading system, visit the York University [Academic Calendar](#).

GRADE	GRADE POINT	PERCENT RANGE	DESCRIPTION
A+	9	90-100	Exceptional

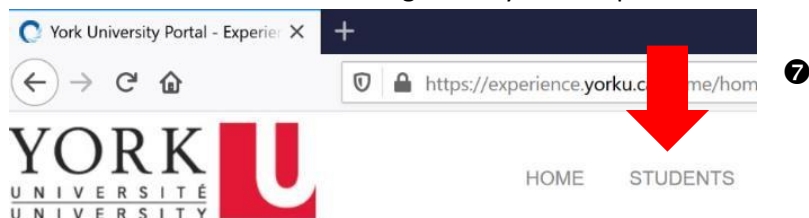
A	8	80-89	Excellent
B+	7	75-79	Very Good
B	6	70-74	Good
C+	5	65-69	Competent
C	4	60-64	Fairly Competent
D+	3	55-59	Passing
D	2	50-54	Marginally Passing
E	1	(marginally below 50%)	Marginally Failing
F	0	(below 50%)	Failing

Field Placement Application Process

DEMS 3705 3.00 ORBIS TUTORIAL – STUDENT

Step 1:

- Go to experience.yorku.ca
- Click on STUDENTS and login with your Passport York Username and Password:



Username:

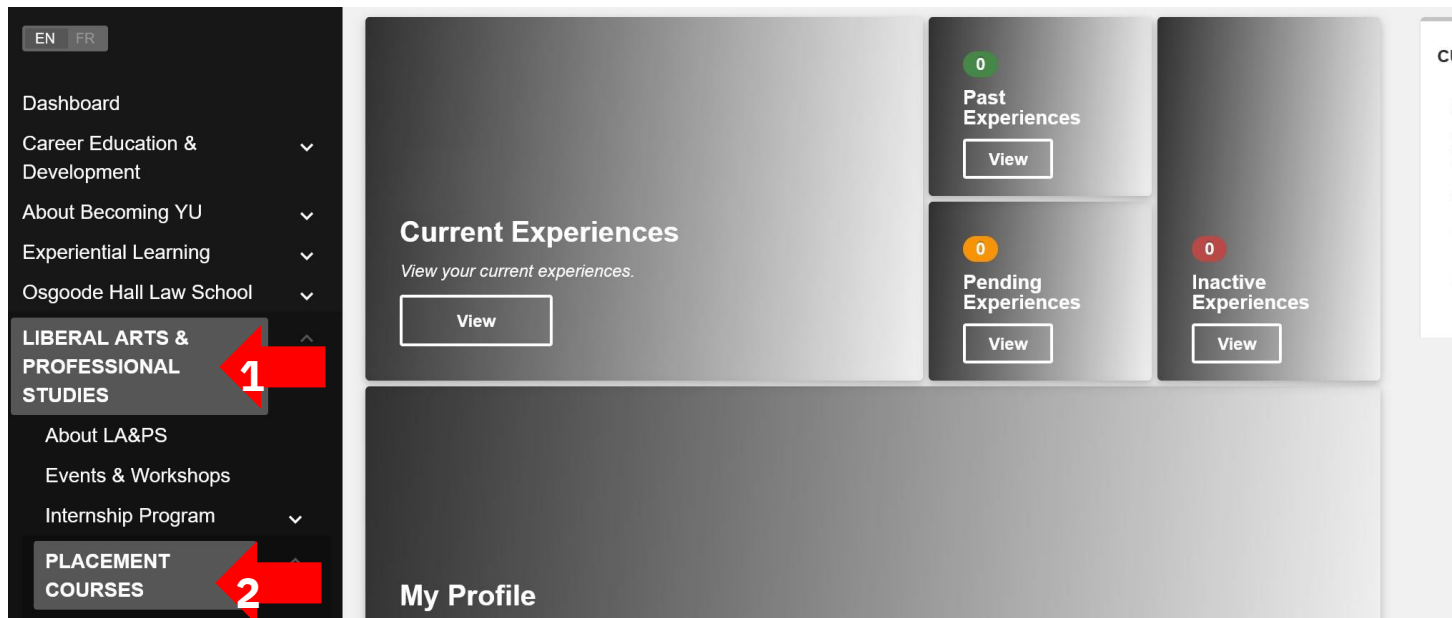
Password:

Login

S

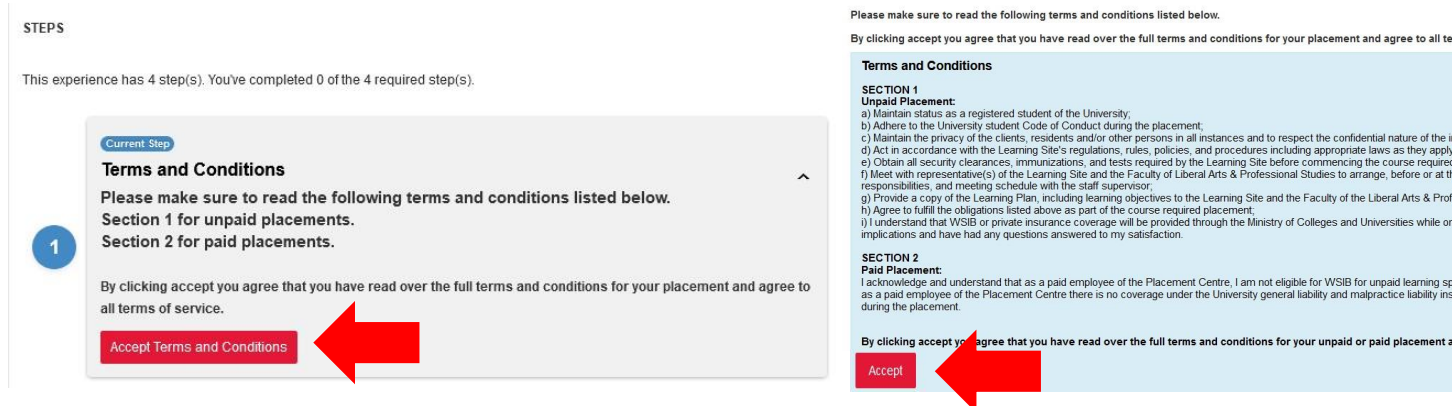
- After you login, click on **Liberal Arts & Professional Studies (1)** from the left-hand menu (what you see as soon as you sign in):
- Click on **Placement Courses (2)**
- Under Current Experiences, you will see your course listed. **Click to access your placement course module (3).**

* If you're enrolled in a placement course but do not see your course listed here, please e-mail eelaps@yorku.ca with your name and student #.



Step 3:

Once you're in the module, click on **Accept Terms and Conditions** in step 1 to read over the terms and conditions for placement students. After you read over the terms that apply to you, click **Accept**.



Step 4:

Once you click accept after reading the terms and conditions, you will be brought back to the main page of the module. From here, click on **Create Placement Record** in step 2. A pop-up will appear, click on **Create Record**:

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

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Create Placement Record

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



Step 5:

Fill out all the fields under **Placement Information** and **Supervisor Information**. Once finished, click **Save** (or Save as Draft if you need to complete it later):

PLACEMENT INFORMATION

* Placement Organization Name

* Placement Organization Address

* City

* Province

* Postal Code

* Country

* Placement Type

* Number of Placement Hours

* Estimated Placement Start and End Date

SUPERVISOR INFORMATION

* Supervisor First and Last Name

If applicable 2nd Supervisor First and Last Name

* Supervisor Title

* Supervisor E-mail

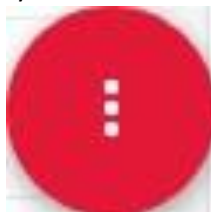
* Supervisor Phone Number



Submit

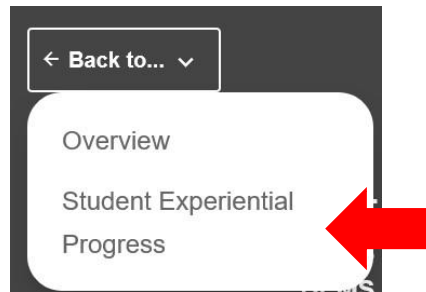
Save as Draft

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 round 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



When you click **Back to→ Student Experiential Progress**, you will be redirected to the main page of the module. You will stay on step 2 until your placement details have been 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.

STEPS

This experience has 4 step(s). You've completed 2 of the 4 required step(s).



Terms and Conditions



Placement Information & Agreement Check



Current Step

Placement Agreement In Progress



Health & Safety Checklist

Once we send out a placement agreement, you will move into step 3. When 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 completed before you can start your placement.

Step 6:

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 complete and sign the form electronically if you are working remotely.

Once you have completed the form with your supervisor, click on **Answer Questionnaire** then click on **Upload New File**. Choose the completed Health & Safety Checklist from your files and click **Submit**:

Current Step

Health & Safety Checklist

Please print the Health & Safety Checklist and complete with your placement supervisor. You can also fill out the form electronically through Adobe.

Health & Safety Checklist: https://www.yorku.ca/laps/wp-content/uploads/sites/44/2021/11/Health-Safety-Checklist_upd.pdf

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

Answer Questionnaire

* Health & Safety Checklist

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).

Course Policies

All students are expected to familiarize themselves with the following information:

- [Student Rights & Responsibilities](#)
- [Academic Accommodation for Students with Disabilities](#)

Please also review the following course policies:

Academic Integrity

As a student at York University, you have a responsibility to both understand and uphold the integrity of the academic experience. The Faculty of Liberal Arts & Professional Studies supports the International Center for Academic Integrity's [definition of academic integrity](#). That is, you will be committed to acting in all academic matters, even in the face of adversity, with honesty, trust, fairness, courage, respect and responsibility. Here is how you can demonstrate academic integrity in the completion of this course:

- **Respect the ideas of others:** Your course work should represent your own knowledge and ideas. [You should not falsely claim credit for ideas that are not your own, by presenting another's work as yours](#). If you are quoting, paraphrasing, or summarizing another person's work in order to support your own ideas, identify the work and the author through proper citation practices. For more information about how to cite properly, use the [Student Papers and Academic Research Kit \(SPARK\)](#). You can improve your writing, research, and personal learning abilities through the [Learning Commons](#), or by visiting the [Writing Centre](#) or [ESL Open Learning Centre](#).
- **Respect your peers:** [Know when you are allowed to collaborate](#). Ask your instructor about what group work entails when it comes to the [sharing of work](#). In test situations and assignments, don't steal or give answers to your peers, whether in-person or online (e.g., in group chats and/or on [third-party content-sharing websites](#), such as Chegg, Course Hero, etc.). Both cheating

and aiding in a breach of academic honesty are violations of York University's academic honesty policy.

- **Respect your course instructor(s):** Understand what your instructors are asking of you in class, as well as on assignments, tests and/or exams. If you are unsure, ask your professor or teaching assistant. They are committed to making you feel supported and want to assess you fairly and with integrity. Please do not submit the same piece of work for more than one course without your instructor's permission. That can be considered an act of cheating.
- **Respect yourself:** When you act with integrity, you know that your work is yours and yours alone. You do not allow others to take tests for you. [You do not buy or otherwise obtain term papers or assignments](#). You do the work. As a result, you know that you *earned* the grades that you receive, so you can be proud of your York degree. By acting with integrity in your course work, you are also practising a valuable professional skill that is important in all workplaces.
- **Take responsibility:** If you have acted in an academically dishonest way, you can demonstrate courage and take responsibility for your mistake. You can admit your mistake to your course instructor as soon as possible.

Students who engage in academic dishonesty can be subject to disciplinary action under the [Senate Policy on Academic Honesty](#). Your lack of familiarity with the Senate Policy does not constitute a defense against its application. Some academic offences can also constitute offences under the [Criminal Code of Canada](#), which means that you may also be subject to criminal charges.

Using Generative Artificial Intelligence in this Course

[Please include a written policy on whether students are allowed to use generative AI tools, such as ChatGPT, in your course. For sample language, please consult the [note on student uses of generative AI on page 1 of this template](#).]

Turnitin

[This is only required if Turnitin will be used in your course.]

To promote academic integrity in this course, students will normally be required to submit their written assignments to Turnitin (via the course's eClass site) for a review of textual similarities and the detection of possible plagiarism. In so doing, students will allow their material to be included as source documents in the Turnitin.com reference database, where they will be used only for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin service are described on the Turnitin.com website. York students may opt out of using Turnitin. If you wish to opt out, you should contact your instructor as soon as possible.

Accessibility

While all individuals are expected to satisfy the requirements of their program of study and to aspire to achieve excellence, the University recognizes that persons with disabilities may require reasonable accommodation to enable them to perform at their best. The University encourages students with disabilities to register with [Student Accessibility Services](#) to discuss their accommodation needs as early as possible in the term to establish the recommended academic accommodations that will be communicated to Course Directors through their Letter of Accommodation (LOA).

Please let your instructor know as early as possible in the term if you anticipate requiring academic accommodation so that we can discuss how to consider your accommodation needs within the context of this course. Sufficient notice is needed so that reasonable steps for accommodation can be discussed. Accommodations for tests/exams normally require three (3) weeks (or 21 days) before the scheduled test/exam to arrange.

Religious Observance Accommodation

York University is committed to respecting the religious beliefs and practices of all members of the community, and making reasonable and appropriate [accommodations to adherents for observances of special significance](#). Should any of the dates specified in this syllabus for course examinations, tests, or deadlines conflict with a date of religious significance, please contact the instructor within the first three (3) weeks of class. If the date falls within the formal examination periods, you must complete and submit a [Religious Accommodation for Examination Form](#) at least three (3) weeks before the start of the exam period.

Intellectual Property

Course materials are designed for use as part of this particular course at York University and are the intellectual property of the instructor unless otherwise stated. Third-party copyrighted materials (such as book chapters, journal articles, music, videos, etc.) have either been licensed for use in this course or fall under an exception or limitation in Canadian copyright law. Students may not publish, post on an Internet site, sell, or otherwise distribute any course materials or work without the instructor's express permission. Course materials should only be used by students enrolled in this course.

Copying this material for distribution (e.g., uploading material to a commercial third-party website) may lead to a charge of misconduct according to York's [Code of Student Rights and Responsibilities](#), the [Senate Policy on Academic Honesty](#), and/or legal consequences for copyright violations.

Student Conduct in the Learning Environment

York University is committed to fostering teaching and learning environments that are free of disruptive and/or harassing behaviour, are physically safe, and conducive to effective teaching and learning. Students and instructors are expected to maintain a professional relationship characterized by courtesy, civility, and mutual respect and to refrain from actions disruptive to such a relationship. Individuals who fail to adhere to such standards and who violate University or public law may be subject to disciplinary action by the University.

For more information, see the policies on [Disruptive and/or Harassing Behaviour in Academic Situations](#) and [Student Conduct and Responsibilities](#), as well as the [Code of Student Rights & Responsibilities](#).

Netiquette for eClass and Online Learning

Students and instructors have a joint responsibility to create and maintain a welcoming and inclusive learning environment. All students are expected to conduct themselves in accordance with the [Code of Student Rights and Responsibilities](#). Please review and familiarize yourself with behaviours that support "netiquette" in virtual classrooms by consulting the [Student Guide to eLearning](#).

Student Notice of Recording for Online Teaching and Learning

Activities for this course involve recording, in partial fulfillment of the course learning outcomes. Images, audio, text/chat messaging that have been recorded may be used and/or made available by the University to students enrolled in the course and those supporting the course for the purpose of materials review, for assessment, etc. Recordings will be managed according to the University's Common Record Schedule and will be securely destroyed when no longer needed by the University. Your personal information is protected in accordance with York University's [Guidelines on Access to Student Records and Protection of Privacy](#) and the [Freedom of Information and Protection of Privacy Act](#). Access to online materials, including recordings or live meetings, is subject to York University's [Senate Policy on Computing and Information Technology Facilities](#).

The University will use reasonable means to protect the security and confidentiality of the recorded information, but cannot provide a guarantee of such due to factors beyond the University's control, such as recordings being forwarded, copied, intercepted, circulated, disclosed, or stored without the University's knowledge or permission, or the introduction of malware into computer system which could potentially damage or disrupt the computer, networks, and security settings. The University is not responsible for connectivity/technical difficulties or loss of data associated with your hardware, software, or Internet connection.

By engaging in course activities that involve recording, you are consenting to the use of your appearance, image, text/chat messaging, and voice and/or likeness in the manner and under the conditions specified herein. In the case of a live stream recording, if you choose not to have your image or audio recorded, you may disable the audio and video functionality. If you choose to participate using a pseudonym instead of your real name, you must disclose the pseudonym to your instructor in advance to facilitate class participation.

You are not permitted to disclose the link to/URL of an event or an event session recording or copies of recording to anyone, for any reason. Recordings are available only to authorized individuals who have been directly provided the above instructions/link for their use. Recordings for personal use, required to facilitate your learning and preparation of personal course/lecture notes, may not be shared with others without the permission of the instructor or event coordinator, and may not be published, posted, linked to, or otherwise made available online, including on social media feeds, even if those feeds are private.

Hyflex Course Policy

[This section applies only to HYFLX courses.]

Hyflex sessions are digitally transmitted and may be recorded to support teaching and learning in the classroom. As a result, York University may collect your image, voice, name, personal views and opinions, and course work under the authority of The York University Act, 1965, and for use in related educational purposes. Students who participate in a Hyflex session are consenting to have their video or image transmitted and/or recorded. In addition, students who participate orally are consenting to have their voices, personal views and opinions transmitted and/or recorded. If you have concerns regarding the digital transmission or recording of your image or voice, please communicate with your instructor; you

may be referred to the Associate Dean or Information and Privacy Office. Students are not permitted to use any third-party software or application to record a transmitted Hyflex session.

Recordings of Hyflex course sessions will be retained along with other posted course materials in accordance with York's Common Record Schedule. Access to any recordings should be limited to the instructor, the TA(s), and the students enrolled in the course. Instructors, TA(s) and students may not post, share, or otherwise publish recorded materials outside of the Hyflex course. Student access will be removed following the end of each term. Instructors are not to keep a copy of the recorded Hyflex session or store a copy locally on their own device or in a cloud-based service other than eClass. Recordings that include student images or audio may not be used for a subsequent offering of the course.

As always, if you have any questions about the collection or use of your personal information, please contact your instructor or the Privacy Office at info.privacy@yorku.ca.

Student Support and Resources

To help you succeed academically, York University offers a wide range of resources and services. Everything from writing workshops and peer mentorship to wellness support and career guidance is available to fulfill our LA&PS students' needs. Explore the links below to access these on-campus resources:

- [Academic Advising](#) is available to provide students support and guidance in making academic decisions and goals.
- [Student Accessibility Services](#) are available for support and accessibility accommodation when required.
- [Student Counselling, Health & Wellbeing](#) offers workshops, resources, and counselling to support your academic success.
- [Peer-Assisted Study Sessions \(PASS\) Program](#) provides student study sessions for students to collaborate and enhance their understanding of course content in certain courses.
- [Student Numeracy Assistance Centre at Keele \(SNACK\)](#) supports students in courses involving math, stats, and Excel.
- [The Writing Centre](#) provides multiple avenues of writing-based support including drop-in sessions, one-to-one appointments, a Multilingual Studio, and an Accessibility Specialist.
- [ESL Open Learning Centre \(OLC\)](#) supports students with building proficiency in reading, writing, and speaking English.
- [Learning Skills Services](#) provides tips for time management, effective study and learning habits, keeping up with coursework, and other learning-related supports.
- [Learning Commons](#) provides links to supports for time management, writing, study skills, preparing for exams, and other learning-related resources.
- [Roadmap to Student Success](#) provides students with timely and targeted resources to help them achieve academic, personal, and professional success.
- [Office of Student Community Relations \(OSCR\)](#) is responsible for administering the [Code of Student Rights & Responsibilities](#) and provides critical incident support.

- [goSAFE](#) is staffed by York students and can accompany York community members to and from any on-campus location, such as the Village Shuttle pick-up hub, parking lots, bus stops, or residences.

For a full list of academic, wellness, and campus resources visit [Student Support & Resources](#).