

5.1 STUDENT HANDBOOK FOR THE EMERGENCY RESPONDER ADMINISTRATION PROGRAM



1. PURPOSE

- 1.1 Your success in the program is our priority and is purpose behind this student handbook. Guidelines and general information for student success are presented here to assist you in achieving your educational goal – a graduate of the Bachelor of Technology in Emergency Responder Administration (BT-ERA) program.

2. SCOPE

- 2.1 This handbook is for all students currently admitted into the BT-ERA program.

3. NEW STUDENTS IN THE PROGRAM

- 3.1 Adjusting to bachelor level course work takes some time. You are encouraged to visit the following OSU-OKC resources before the start of courses.
 - 3.1.1 *Student Success and Opportunity Center* at <http://www.osuokc.edu/ssoc/>
 - 3.1.2 *Fuel Your Intelligence (FYI)* at <http://www.osuokc.edu/FYI/>
 - 3.1.3 *New Student Orientation: Online Campus Orientation* at <http://www.osuokc.edu/orientation/>
 - 3.1.4 *OSU-OKC eCampus: SmartMeasure* at <https://osuokc.smartermeasure.com/>
 - 3.1.5 *OSU-OKC Online College: Frequently Asked Questions* at <http://www.osuokc.edu/onlineclass/faq.aspx>
- 3.2 The BT-ERA program must be designed to meet federal regulations and state educational standards. This means the concepts, theories, practical applications, etc. must be robust to meet the 3000- and 4000-level course intent.
- 3.3 The BT-ERA program is a fully online program. Inherent to online programs is the characteristic of being writing intensive. This point needs to be highlighted an emphasized because the online classroom is asynchronous and discussions typically held in person are held via written communication.
- 3.4 The American Psychological Association (APA) writing style and guidelines is the style of choice in the BT-ERA program. You should purchase the APA manual during your first semester and keep a copy handy for each course.

4. O-KEY ACCOUNT SERVICES

- 4.1 During the admissions process, students are given a Campus Wide Identification (CWID) number, an e-mail account, and student information services access.
- 4.2 The student information services include Orange Key (O-Key) credentials to access all aspects of the OSU online system. This includes access to enrollment, Bursar, transcripts, e-mail, online classroom, etc.
- 4.3 Students need to be cognizant of the type of e-mail account they set up (i.e., Cowboy Mail versus Orange Mail). It is the responsibility of the student to monitor the correct e-mail account for information concerning courses, enrollment, and the general status of being a student at OSU-OKC.

5. ENROLLMENT

- 5.1 Students are responsible for self-enrolling in courses. You are highly encouraged to meet with an academic advisor each semester to update your academic plan.
- 5.2 Be diligent in selecting the correct Course Reference Number (CRN), especially when multiple sections of the same course are offered. You should receive a “Web Registered” message if your enrollment is successful.
- 5.3 Students will be notified via the okstate e-mail system if a course in which they are enrolled is canceled.

6. STUDENT SERVICES

- 6.1 OSU-OKC provides a broad array of services to students to enhance their educational experience and promote retention and completion in programs. Students need to take the initiative and use these services.
 - 6.2 **Academic Advising.**
 - 6.3 It is the responsibility of each student to meet with an academic advisor before enrolling for the first time, while in the program to ensure matriculation and degree requirements for graduation are met.
 - 6.4 Students should maintain a current degree audit form and work with an advisor to ensure course sequencing guidelines are followed.
 - 6.5 Degree audits are not official until approved by the Office of the Registrar.

6.6 Honors/Graduation with Distinction.

6.6.1 Students wanting to participate in the Honors program should visit <http://www.osuokc.edu/honors/> to learn of the eligibility and completion requirements. It is the student's responsibility to ensure compliance with all requirements of the Honors program.

6.6.2 Primary course instructors will support a request of Honors participation made by a student.

6.6.3 Graduation with Distinction shall be available to eligible students as outlined in the OSU-OKC Catalog under Graduation Requirements. The levels of distinction include Summa cum laude, Magna cum laude, and Cum laude.

6.7 Service Learning/Community Engagement.

6.7.1 Students wanting to participate in service learning shall contact the Service Learning Office at <http://www.osuokc.edu/servicelearning/>

6.8 Tutoring/Student Success and Opportunity Center.

6.8.1 Students wanting tutoring services shall contact the Student Success and Opportunity Center at <http://www.osuokc.edu/ssoc/> to receive assistance with 1) The Writing Lab; 2) The Math Lab; 3) The Study Skills Workshop; 4) The Computer Lab; or 5) General Tutoring in human anatomy, chemistry, principles of biology, or math.

6.8.2 Students should visit the FYI: Fuel Your Intelligence website at <http://www.osuokc.edu/FYI/> to learn about a variety of student success strategies.

6.9 Library.

6.9.1 Students should visit the OSU-OKC on-campus library to receive a variety of assistance that includes inter-library loans, access to the Reference Section where BT-ERA textbooks are available for in-library use, access to public safety journals and magazines, or assistance with research.

6.9.2 Students have access to an online database system, which can be found at <http://www.osuokc.edu/library/>

6.10 Disability Services.

6.10.1 Students in need of assistance from the Disability Services Office should visit <http://www.osuokc.edu/disability/>

6.10.2 Students shall forward all reasonable accommodation approval letters to their primary course instructor(s).

6.10.3 Primary course instructors shall support reasonable accommodation approvals as noted on the approval letter. Special access adjustments can be entered in the online classroom.

6.11 Insurance.

6.11.1 The OSU System offers a Student Health Insurance Plan for eligible students. Information on student health insurance is available at <https://hr.okstate.edu/student-health-plan>

6.11.2 Liability insurance is provided for students. Please ask the ERA Department Head for the current liability insurance document.

6.12 Financial Aid.

6.12.1 Students wanting financial aid assistance should visit <http://www.osuokc.edu/financialaid/resources.aspx> for further information.

6.12.2 Students wanting to request an OSU-OKC campus fee waiver should visit <http://www.osuokc.edu/download/scholapp.pdf> for specific criteria and application procedures.

6.12.3 Students wanting to request a divisional fee waiver should contact the ERA Department Head.

7. STUDENT SUCCESS STRATEGIES

7.1 To be successful in the BT-ERA program, students should be active participants in all aspects of their education. This is *your* education and you should make it a priority in dedicating time to your studies. Good time management is a must. Get assignments submitted early – do not wait until the due date to complete and submit assignments. This can quickly lead to missed assignments, poor performance, and an overall dissatisfaction with *your* education.

7.2 Being an active participant means you are in the online classroom several times each week, complete assignments as instructed, communicate with your instructors and academic advisor regularly, be self-motivated in putting in the time for your studies, and staying informed (e.g., read e-mails, course news items, looking for changes in the weekly course material, etc.).

7.3 Here are some strategies and tips to student success in the BT-ERA program:

7.3.1 Implementing a good time management system that includes dedication to in-class and out-of-class obligations. The Code of Federal Regulations states that students attend the correct number of credit hours per course and dedicate two to three times this for out-of-class study and practice. This is *your* education and by enrolling in courses you are accepting the obligation of a student. Plan the appropriate amount of time for your studies in each course. The minimum number of hours per course is 40 hours in-class and 80-120 hours for out-of-class work.

7.3.2 Students need to establish good communication with each instructor. Students are responsible for ensuring they understand course requirements. If something is not clear or there is conflicting information, the student needs to take the initiative to ask the instructor for clarification.

- 7.3.3 Students need to know which okstate e-mail account they have (i.e., Cowboy versus Orange Mail) and check this e-mail account every few days. Specific course materials, updates, or other information may come in the form of an e-mail. Do not communicate with your instructor or academic advisor via a personal e-mail account. All communication must be from your okstate e-mail account.
- 7.3.4 Students need to look and act professionally at all times. Students need to follow the rules of the institution, program, and course. Ignorance is no excuse. It is the student responsibility to know the expectations of them and work diligently to excel in all areas. Also, common courtesy goes a long way in demonstrating professional behavior. Go out of your way for others at every opportunity.
- 7.3.5 Attend every class session. By enrolling in a course, you are stating your education in a priority. Do not schedule conflicts with your education.
- 7.3.6 Complete all assignments. Your instructor has designed a course to help you succeed. It is up to you to take this information as the foundation for learning and expand on it. Expand your knowledge, skills, and abilities beyond this foundation to demonstrate your professional approach to your education.

8. CREDIT FOR PRIOR LEARNING/ADVANCED STANDING

- 8.1 Consideration of credit for prior learning is an evidence based process and shall meet the policy set forth by the Oklahoma State Regents for Higher Education (OSRHE). This policy requires validation of prior learning for credit by an acceptable option (see OSRHE 3.16). Work experience is not acceptable as evidence of learning or competency.
- 8.2 The Department Head of the BT-ERA is the point of contact to submit any prior learning credits, certificates, or other consideration for evaluation of prior learning.
- 8.3 Awarding of advanced standing for any BT-ERA course shall be evidence-based and follow the OSRHE policy and the OSU-OKC policy and procedure process.

9. COURSE SYLLABUS

- 9.1 Students will be provided a course syllabus on the first day of each course, are responsible for reading the syllabus and understanding all course requirements.
- 9.2 Students shall complete a course and syllabus agreement during the first week of each course.

10. ASSESSMENT OF STUDENT LEARNING

- 10.1 Assessment of student learning is embedded in all aspects of the BT-ERA program.
- 10.2 Assessment is achieved with formative and summative assessment points throughout each course in the program. Each assignment in each course assesses student learning.
- 10.3 Students play an active role in assessment through the completion of self-assessments, self-reflections, and an ePortfolio.
- 10.4 Assessment of student learning in a capstone course includes several written assignments that is followed by an assessment center. The assessment center includes an oral defense of student learning, and presentations of their written work. Students will be graded in the assessment center by a panel of public safety experts, advisory board members, or OSU-OKC faculty and/or staff, or a combination of these.

11. ATTENDANCE AND PARTICIPATION

- 11.1 The BT-ERA degree program offers courses online only.
- 11.2 Attendance is determined by student participation in a course.
- 11.3 Students not meeting the attendance guideline of the syllabus may be administratively withdrawn from a course, or may not be eligible for a passing course grade.
- 11.4 Students should also be knowledgeable of the Code of Federal Regulations Title 34 – Subpart A: Section 600 and 668. These regulations stipulate how a credit hour is defined and calculated. Each course in the BT-ERA program follows this standard.

12. STUDENT CODE OF CONDUCT

- 12.1 Students are responsible for understanding the OSU-OKC *Student Code of Conduct* policy and the *General Student Disciplinary Policies*. These policies are available in the online classroom. Students should also review the information available at <http://www.osuokc.edu/studentconduct/>
- 12.2 Communication.**
 - 12.2.1 All communication from the student to faculty or staff at OSU-OKC shall be professional. Any communication that is threatening, demeaning, abusive, abrasive, or otherwise unprofessional will be referred to the Student Conduct Officer and/or the Safety and Security Office.
- 12.3 Plagiarism.**

- 12.3.1 Plagiarism in any form will not be tolerated. Students must cite and reference all source material used in any assignment. Formatting of citations and references should follow the APA writing style and guidelines.

13. CERTIFICATION, LICENSURE, OR PROFESSIONAL DESIGNATION

- 13.1 There are no certification, licensure, or professional designation requirements in the state of Oklahoma for employment in public safety. Any BT-ERA course with an external entity certification test shall meet the guidelines of that entity. The only required certification exam is the Federal Emergency Management Agency (FEMA) *Professional Development Series* certificate in elective course ERA 4223 *Emergency Responder Professional Development*.

13.2 **Certification.**

- 13.2.1 FEMA Independent Study (IS) courses are free and used to support learning in certain BT-ERA courses. It is not mandatory students take any FEMA IS courses, except as stated above in 13.1; however, they are pertinent to the student learning outcomes and public safety work.

- 13.2.2 Emergency management personnel should visit the Certified Emergency Manager website at <https://iaem.com/page.cfm?p=certification/getting-started> for certification information.

13.3 **Licensure.**

- 13.3.1 There are no licensure recommendations for students in the BT-ERA program.

13.4 **Professional Designation.**

- 13.4.1 Students are encouraged to seek out professional designations that enhance their opportunity for professional growth. Fire service personnel should visit the Center for Public Safety Excellence website at <http://cpse.org/credentialing/> for professional credentialing information.

14. PUBLIC SAFETY STUDENT ASSOCIATION

- 14.1 Students are encouraged to participate in the Public Safety Student Association (PSSA). The PSSA is a student run organization promoting student engagement on campus.

15. GRADUATION

- 15.1 Students are responsible for applying for graduation when enrolled in the final semester of the BT-ERA program. Application for graduation dates are posted on the academic calendar.
- 15.2 Students are responsible for scheduling a meeting with an academic advisor prior to the final semester in the program to ensure matriculation and graduation requirements are met. These requirements are set forth by the OSRHE (see OSRHE Policy 3.15).

16. DEFINITIONS

- 16.1 Terms and definitions:

Education: refers to attendance in college courses where completion is documented with grades on a college transcript. Academic degrees satisfy educational requirements for jobs.

Training: refers to attendance at a class where certificates of attendance or testing are granted.

License: refers to the documentation for the right to practice in a specific field. Authorization is granted by a recognized entity that regulates the entrance and removal from a field of practice. Common licensures include medical, legal, real estate, common trades, and accountant.

Certificate: refers to the documentation of attendance, participation, or testing process from a training class.

Certification: refers to a specific document granting by an official entity recording the successful completion of a testing process. A certificate is then recognized by employers, educational programs, or other training programs. Certifications satisfy specific employment training requirements.

Code of Federal Regulations (CFR): refers to regulations set forth and enforced by the United States Department of Education (see list below).

Oklahoma State Regents for Higher Education (OSRHE): is the state of Oklahoma regulatory agency for all postsecondary higher education institutions.

17. RELATED LEGISLATION AND DOCUMENTS

International Fire Service Accreditation Congress – Degree Assembly:

- *Criteria for Degree Accreditation.*

Oklahoma State Regents for Higher Education

- Academic Affairs Procedures Handbook
 - Policy 3.19 *Academic Calendar*
- Chapter 3 Academic Affairs Policy
 - Policy 3.15 *Undergraduate Degree Requirements*
 - Policy 3.16 *Credit for Prior Learning*
 - Policy 3.19 *Academic Calendars*

United States Department of Education

- 34 CFR 600 *Institutional Eligibility Under the Higher Education Act of 1965, as amended*
- 34 CFR 600 – Chapter VI *Office of Postsecondary Education, Department of Education – Subpart A General*
- 34 CFR 600.2 *Definitions*
- 34 CFR 668 *Student Assistance General Provisions*
- 34 CFR 668.8(k) and (l) *Eligible Program*

The following consensus standards have not been formally adopted by OSU-OKC; and therefore, remain as a guideline to providing the best academic program possible.

- National Fire Protection Association ® 1021 *Standard for Fire Officer Professional Qualifications.*

APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	BT-ERA Advisory Board
Administrator	Department Head of Emergency Responder Administration
Next Review Date	DD/09/2023

Approval and Amendment History	Details
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Amendment Authority and Date	None.
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18. APPENDICES

None.