

BAS ESA 400 Portfolio Assignment

Overview

Select students in the BAS ESA program have field and/or experience readily translating to college credit. Students who lead and manage personnel have the potential to show how their professional and field experience directly translates to the course learning outcomes in ESA 400, Personnel Management in Emergency Service Administration Agencies, as shown below in the assignment requirements. BAS ESA 400 Portfolio Assignment applicants will complete the following steps.

Requirements

This portfolio assignment is designed to reflect your prior learning and field knowledge, understanding, and experience for BAS ESA 400, Personnel Management in Emergency Service Agencies

- Resume (must include relationship to course learning outcomes)
- Portfolio Assignment
- Completed PLA Student Agreement Form for Portfolio:
<https://apps.pgcc.edu/sign/Records/PLAPortfolio>

Instructions:

The questions within this portfolio assignment directly correlate with ESA 400's course learning outcomes.

This is a pass/fail portfolio assignment, graded on an ESA General Assignment Rubric. To pass, students must achieve 70% or better.

Your assignment is to explain what you know about each course learning outcome and/or how you now apply or have applied it in your professional experience.

Assignment:

1. Review the BAS ESA 400 Course Description below for context in relation to each portfolio question.
2. Review and comply with the BAS ESA General Rubric below.
3. On a Word document, answer each question in no less than 250 words.
 - a. Explain the optimal role of human resources within an emergency service agency. (CLO 1)
 - b. Explain how leadership and human resources work together to support the organizational goals during the hiring process, disciplinary actions, and the termination of employment. (CLO 2)
 - c. Evaluate the legal basis for current developments in discrimination in employment in the areas of race, color, sex, national origin, religion, age, and handicap. (CLO 3)

- d. Examine common practices in hiring that support organizational goals while following state and federal laws. (CLO 4)
 - e. Using your understanding of various performance evaluation systems, identify the purpose they are best suited for and determine the best system for an agency of interest. (CLO 5)
 - f. Explain the components of an annual professional development plan illustrating available training resources for emergency service personnel. (CLO 6)
 - g. Describe optimal personnel management skills related to performance evaluation, counseling, suspension, and termination. (CLO 7)
 - h. Evaluate the components necessary for an optimal written performance warning. (CLO 8)
 - i. Describe the components of a disciplinary process. (CLO 9)
 - j. Explain the process of negotiation related to a hiring contracting situation. (CLO 10)
 - k. Describe the elements of an optimal exit interview. (CLO 11)
4. Create and include an APA cover page to include:
 - a. Title: Portfolio Assignment: BAS ESA 400, Personnel Management in Emergency Service
 - b. Student's Name
 - c. Pikes Peak Community College
 - d. Instructor's Name
 - e. Date
 5. Edit for accuracy and thoroughness.
 6. Submit

BAS ESA General Rubric

Criteria	Excellent	Good	Sufficient	Insufficient	Criterion Score
Thoroughness and original thought found in examination and evaluation of questions	8 points Examines and evaluates all of the required questions completely	6 points Examines and evaluates most of the required questions most of the time.	4 points Examines and evaluates some of the required questions some of the time.	1 point Lacks in examining and evaluating the required questions most of the time.	/ 8
Organization of Responses	6 points Responses show high degree of attention to a logical structure and reasoning that clearly leads the reader/user in usable content application	4 points Responses show an enhanced degree of attention to a logical structure and reasoning that leads the reader/user in usable content application	2 points Responses show a moderate degree of attention to a logical structure and reasoning that doesn't really lead the reader/user in usable content application	1 point Responses do not show attention to a logical structure and reasoning that would lead the reader/user in usable content application	/ 6
Supporting Details and Synthesis	5 points Provides a significant amount of relevant details with examples and synthesis of concepts	3 points Provides a good amount of relevant details with examples and synthesis of concepts	2 points Provides some amount of relevant details with some examples and synthesis of concepts	1 point Provides insufficient amount of relevant details lacking in examples and synthesis of concepts	/ 5
Grammar, Mechanics, Spelling, and Sentence Structure (APA) Academic Word Choice and Tone	3 points Written products are highly polished; no grammar or spelling errors. Strong academic word choice and tone.	2 points Written products are mostly polished; minimal grammar or spelling errors. Good academic word choice and tone.	1 point Written products have numerous grammar or spelling errors. Some academic word choice and tone.	0 points Written products have excessive grammar or spelling errors. Lacks academic word choice and tone.	/ 3

**Course Description for
ESA 400 Personnel Management in Emergency Service Agencies**

Credits: 3

Contact Hours: 45

Lecture

Description:

Focuses on personnel management and human resources as it applies to emergency service agencies in accordance with local, state, and federal laws. Areas of concentration include personnel planning, staffing, supervision, discipline, labor relations, affirmative action, equal employment opportunity, productivity, and compensation. Additionally, it provides training in employee motivation, performance evaluations, contract negotiations, and conducting exit interviews.

Learning Objectives (Competencies):

1. Determine the role of human resources within an emergency service agency.
2. Demonstrate how leadership and human resources work together to support the organizational goals during the hiring process, disciplinary actions, and the termination of employment.
3. Review the legal basis for current developments in discrimination in employment in the areas of race, color, sex, national origin, religion, age and handicap.
4. Examine the common practices in hiring that support the organizational goals while following state and federal laws.
5. Analyze performance evaluation system, identify the purpose they are best suited for, and determine the best system for an agency of interest.
6. Compose an annual development plan illustrating available training resources for emergency service personnel.
7. Integrate personnel management skills in scenario situations related to performance evaluation, counseling, suspension and termination.
8. Prepare samples of written warnings.
9. Apply both positive and negative discipline and the components of a full disciplinary process in simulated exercises.
10. Plan and lead a negotiation related to a contracting situation.
11. Conduct a simulated exit interview.