

Submit originals (including syllabus) and one copy and electronic copy to the **Faculty Senate Office**  
 See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/> for a complete description of the rules governing curriculum & course changes.

**CHANGE COURSE (MAJOR) and DROP COURSE PROPOSAL**  
*Attach a syllabus, except if dropping a course.*

**SUBMITTED BY:**

Department	Emergency Services: Fire Science	College/School	CRCO – CTC
Prepared by	John George	Phone	907-455-2853
Email Contact	jgeorge@alaska.edu	Faculty Contact	John George

**1. COURSE IDENTIFICATION: As the course now exists.**

Dept  Course #  No. of Credits

**COURSE TITLE**

**2. ACTION DESIRED: Changes to be made to the existing course.**

Change Course  If Change, indicate below what change. Drop Course

<b>NUMBER</b>	<input type="text"/>	<b>TITLE</b>	<input checked="" type="checkbox"/>	<b>DESCRIPTION</b>	<input checked="" type="checkbox"/>
<b>PREREQUISITES</b>	<input type="text"/>	<b>FREQUENCY OF OFFERING</b>		<input type="text"/>	
<b>CREDITS (including credit distribution)</b>	<input type="text" value="2+0"/>	<b>COURSE CLASSIFICATION</b>		<input type="text"/>	
<b>CROSS-LISTED</b>	<input type="text"/>	Dept.	<input type="text"/>	(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)	
<b>STACKED (400/600)</b> <i>Include syllabi.</i>	<input type="text"/>	Dept.	<input type="text"/>	Course #	<input type="text"/>
<b>OTHER (please specify)</b>	<input type="text" value="Revise curriculum to match wildfire industry request."/>				

**3. COURSE FORMAT**

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council and the appropriate Faculty Senate curriculum committee. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

**COURSE FORMAT:**  1  2  3  4  5  6 weeks to full semester  
 (check all that apply)  
**OTHER FORMAT (specify all that apply)**  
 Mode of delivery (specify lecture, field trips, labs, etc)

**4. COURSE CLASSIFICATIONS: (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)**

H = Humanities  S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core?  YES  NO

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6 also submitted  W = Writing Intensive, Format 7 submitted  Natural Science, Format 8 submitted

**5. COURSE REPEATABILITY:**

Is this course repeatable for credit?  YES  NO

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit?  TIMES

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?  CREDIT S

6. **CURRENT CATALOG DESCRIPTION AS IT APPEARS IN THE CATALOG:** including dept., number, title and credits

**FIRE F161 Wildland Fire Logistics Function**

3 Credits

Offered Fall Even-numbered Years

Overview of the support and service branches of the logistics function within the incident command system. Emphasis on entry-level positions of ordering manager, receiving and distribution manager, base camp manager, equipment manager and medical unit leader.  
Prerequisites: FIRE F151 or permission of instructor. (3+0)

7. **COMPLETE CATALOG DESCRIPTION AS IT WILL APPEAR WITH THESE CHANGES:** (Underline new wording strike through old wording and use complete catalog format including dept., number, title, credits and cross-listed and stacked.)  
**PLEASE SUBMIT NEW COURSE SYLLABUS.** For stacked courses the syllabus must clearly indicate differences in required work and evaluation for students at different levels.

**FIRE F161 ~~Wildland Fire Logistics Function~~ Incident Logistics Function**

~~3~~ 2 Credits

Offered Fall Even-numbered Years

Overview of the support and service branches of the logistics function within the incident command system. Emphasis on entry-level positions of ordering manager, receiving and distribution manager, base camp manager, equipment manager, incident communications manager, security manager and radio operator medical unit leader. Prerequisites: ~~FIRE F151 or permission of instructor.~~ This course is based on a number of individual National Wildfire Coordinating Group (NWCG) job aids. Successful course completion combined with national age, physical fitness requirements, and appropriate experience as outlined by NWCG may qualify the student for an interagency fire qualification.  
(~~3~~2+0)

NWCG Courses for F161 include:

J-252 Ordering Manager

J-253 Receiving and Distribution Manager

J-254 Base/Camp Manager

J-255 Equipment Manager

J-257 Incident Communications Manager

J-259 Security Manager

J-158 Radio Operator

8. **IS THIS COURSE CURRENTLY CROSS-LISTED?**

YES/NO  No

If Yes, DEPT

NUMBER

(Requires written notification of each department and dean involved. Attach a copy of written notification.)

9. **GRADING SYSTEM:** Specify only one

LETTER

PASS/FAIL:

**10. ESTIMATED IMPACT**

*WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.*

No impact. Course update only.

**11. LIBRARY COLLECTIONS**

*Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.*

No   Yes  No library resources required

**12. IMPACTS ON PROGRAMS/DEPTS:**

*What programs/departments will be affected by this proposed action?  
Include information on the Programs/Departments contacted (e.g., email, memo)*

No additional impact. Course update only.

**13. POSITIVE AND NEGATIVE IMPACTS**

*Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.*

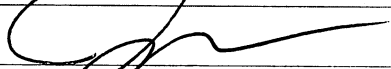
This update should allow more students to transfer credit in to UAF and to see a pathway between the AAS Wildfire Control and a career in wildland fire.

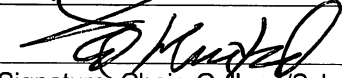
**JUSTIFICATION FOR ACTION REQUESTED**

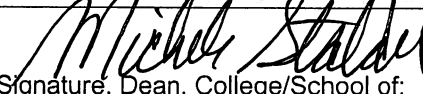
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you ask for a change in # of credits, explain why; are you increasing the amount of material covered in the class? If you drop a prerequisite, is it because the material is covered elsewhere? If course is changing to stacked (400/600), explain higher level of effort and performance required on part of students earning graduate credit. Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the course is not compromised as a result.

Updating this course will bring this course back in line with how the wildland fire industry offers National Wildfire Coordination Group (NWCG) courses. Some of the prior material offered in this course is no longer applicable to how courses are delivered within the NWCG. This change was requested by the wildland fire industry task force during their review of the AAS Wildland Fire Control degree.

**APPROVALS:** (Additional signature blocks may be added as necessary.)

 Date 10/4/12  
Signature, Chair, Program/Department of: Emergency Services and Public Safety

 Date 11-19-12  
Signature, Chair, College/School Curriculum Council for: \_\_\_\_\_

 Date 11/19/12  
Signature, Dean, College/School of: CTC

\_\_\_\_\_  
Date \_\_\_\_\_

Signature of Provost (if applicable)

**Offerings above the level of approved programs must be approved in advance by the Provost.**

**ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE.**

\_\_\_\_\_  
Date \_\_\_\_\_

Signature, Chair, UAF Faculty Senate Curriculum Review  
Committee

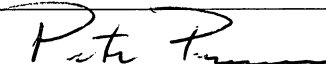
**ADDITIONAL SIGNATURES:** (As needed for cross-listing and/or stacking)

\_\_\_\_\_  
Date \_\_\_\_\_

Signature, Chair, Program/Department of: \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

Signature, Chair, College/School Curriculum Council for: \_\_\_\_\_

 Date 12/3/12

Signature, Dean, College/School of: \_\_\_\_\_

CRCS

**University of Alaska Fairbanks  
Community and Technical College  
Emergency Services Program  
FIRE 161 – Incident Logistics Function  
2.0 (2+0) Credits  
Course Syllabus**

**Course Description:**

Overview of the support and services branch of the logistics function within the Incident Command System. Emphasis on the entry level positions of Ordering Manager, Receiving and Distribution Manager, Base/Camp Manager, Equipment Manager, Incident Communications Manager, Security Manager, Staging Area Manager and Radio Operator. This course is based on the content of a number of National Wildfire Coordinating Group (NWCG) job aids.

NWGC Job Aids included: J-252 Ordering Manager  
J-253 Receiving and Distribution Manager  
J-254 Base/Camp Manager  
J-255 Equipment Manager  
J-257 Incident Communications Manager  
J-259 Security Manager  
J-236 Staging Area Manager  
J-158 Radio Operator

Offered Fall Even-numbered Years

**Course Goals:**

Successful course completion combined with national age, appropriate experience, and physical fitness requirements as administered by a federal or state wildland fire agency will qualify the student for interagency qualifications.

**Prerequisites:**

None

**Student Learning Outcomes:**

The successful student will be able to:

- ❖ Establish ordering procedures
- ❖ Receive written requests for supplies and resources; place orders through ordering channels;
- ❖ Organize a supply area
- ❖ Establish procedures for issuance and tracking of supplies

- ❖ Coordinate establishing and maintaining incident facilities
- ❖ Compliance with health and safety regulations
- ❖ Determine needed equipment and supplies; safety measures;
- ❖ Maximize use of equipment; dispatch equipment accordingly
- ❖ Maintain equipment use records;
- ❖ Establish areas for service, repair and fueling
- ❖ Establish an incident communications center
- ❖ Clarify the authority and jurisdiction of the security group
- ❖ Prepare a security plan document
- ❖ Process and transfer information
- ❖ Use communications equipment and understand basic functions/capabilities
- ❖ Follow established emergency situation protocols
- ❖ Brief and supervise assigned personnel

**Methods:**

The course is primarily lecture with visuals. Group discussion is strongly encouraged. Lectures will be aided by demonstrations and group exercises. Homework assignments, periodic quizzes and unit finals will document student progress.

**Instructor Qualifications:**

Lead instructor should be a qualified unit leader within the logistics section. Unit leaders should be qualified for the position they are instructing.

**Location and Meeting Times:**

Room X, University Park Center, 1000 University Avenue  
Date 1 through Date 2, Day of the week(s), Start Time – End Time

**Grading Policy:**

Average Score	Letter Grade
90 and above	A
80 to 89.99	B
70 to 79.99	C
60 to 69.99	D
0 to 59.99	F

Attendance and Participation:	20%
Homework and Quizzes:	40%
Examinations:	40%

**Policies:**

Attendance is required at all sessions with individual participation expected. Homework is due on specified dates. Late work will be accepted with penalty. Individual needs may be discussed. Academic integrity is expected and plagiarism is unacceptable.

### **UAF Honor Code**

The public holds emergency services personnel accountable to the highest standards of ethics. The credibility of our degree program requires that we meet those expectations in every way possible. As a UAF student, you are subject to the Honor Code. The University assumes that the integrity of each student and the student body as a whole will be upheld. Honesty is a primary responsibility of you and every other UAF student. It is your responsibility to help maintain the integrity of the student community including the reporting any observed violations to the Instructor or Program Coordinator. UAF's Honor Code is as follows:

1. Students will not collaborate on any quizzes, in-class exams, or take-home assignments that will contribute to their grade in a course, unless permission is granted by the course instructor. Only those materials permitted by the instructor may be used to assist in quizzes and exams. The use of study groups is encouraged.
2. Students will not represent the work of others as their own. A student will attribute the source of information not original with himself or herself (direct quotes or paraphrases) in compositions, theses and other reports. (Specifically prohibited for this course are reports composed by other students from previous course offerings and any Internet sources.)
3. No work submitted for one course may be submitted for credit in another course without the explicit approval of both instructors. Students may use the same report topic and references from other courses if the Instructor is provided with a graded copy of any similar submissions to show that an identical report has not been submitted for credit twice.

Violations of the Honor Code will result in a failing grade for the assignment and for the course in which the violation occurred. Violations of the Honor Code may result in suspension or expulsion.

### **Disability Services:**

The Office of Disability Services implements the Americans with Disability Act (ADA), and insures that UAF students have equal access to the campus and course materials. Your instructor will work with the Office of Disabilities Services (208 WHIT, 474-5655) to provide reasonable accommodation to student with disabilities.

### **Student Texts and Supplies:**

NFES 001968	*	J-158 Radio Operator
NFES 001555	*	J-252 Ordering Manager
NFES 001244	*	J-253 Receiving and Distribution Manager
NFES 001532	*	J-254 Base/Camp Manager
NFES 001558	*	J-255 Equipment Manager
NFES 001533	*	J-257 Incident Communications Center Manager
NFES 001246	*	J-259 Security Manager

\*all Job Aids are available at: <http://www.nwccg.gov/pms/pms.htm>

**Suggested Readings:**

NFES 000065                      Fireline Handbook PMS 411

There may also be assigned readings from the internet and class handouts.

Students should come to class prepared for discussion and note taking.

**Course Calendar** with Readings and Work Assignments:  
(Subject to variation as the class progresses.)

**Session 1**

0800-1200    J-158 Radio Operator  
1200-1300    Lunch  
1300-1700    J-236 Staging Area Manager

**Session 2**

0800-1200    J-252 Ordering Manager  
1200-1300    Lunch  
1300-1700    J-253 Receiving and Distribution Manager

**Session 3**

0800-1200    J-254 Base/Camp Manager  
1200-1300    Lunch  
1300-1700    J-255 Equipment Manager

**Session 4**

0800-1200    J-257 Incident Communications Center Manager  
1200-1300    Lunch  
1300-1700    J-259 Security Manager

*Schedule for 32 hours (4 days)*

**Instructors:**

Instructor #1 Name



Contact Information:

- e-mail
- Office
- Home
- Cell

Instructor #2 Name

Contact Information:

- email:
- Office
- Home
- Cell