

Submit original with signatures + 1 copy + electronic copy to Faculty Senate (Box 7500).
 See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/> for a complete description of the rules governing curriculum & course changes.

TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:

Department	Emergency Services: Fire Science	College/School	CRCD/CTC
Prepared by	Tylan Martin	Phone	907-347-8386
Email Contact	Tjmartin5@alaska.edu	Faculty Contact	John George

1. ACTION DESIRED (CHECK ONE):
 Trial Course New Course

2. COURSE IDENTIFICATION: Dept Course # No. of Credits

Justify upper/lower division status & number of credits:

3. PROPOSED COURSE TITLE:

4. To be CROSS LISTED? YES/NO If yes, Dept: Course #

(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

5. To be STACKED? YES/NO If yes, Dept: Course #

6. FREQUENCY OF OFFERING:
 Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) — or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING (AY2011-12 if approved by 3/1/2012; otherwise AY2012-13)

8. 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. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT: (check all that apply) 1 2 3 4 5 6 weeks to full semester

OTHER FORMAT (specify)
 Mode of delivery (specify lecture, field trips, labs, etc)

9. CONTACT HOURS PER WEEK: LECTURE hours/weeks LAB hours /week PRACTICUM hours /week

Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-guidelines-for-computing/> for more information on number of credits.

OTHER HOURS (specify type)

If yes, give semester, year, course #, etc.:

[Empty box]

18. ESTIMATED IMPACT

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

No anticipated additional impact

19. 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. Library was contacted on 3/6/2012

20. 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)

School of Management - Bachelors of Emergency Management

21. POSITIVE AND NEGATIVE IMPACTS

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

Positive impact: Provides additional credit opportunity for students to meet the BEM requirement of 30 credits from an AAS Fire Science degree.
Negative impact: None anticipated

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. Use as much space as needed to fully justify the proposed course.

This course has been recommended by our wildland fire task force to meet the current industry needs for wildland fire. The course is composed of preexisting NWCG courses and realigns the degree and curriculum to match industry presentation methods.

APPROVALS: Add additional signature lines as needed.

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

Signature, Chair, College/School Curriculum Council for: [Signature] Date: 11-19-12
CTC

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

Signature of Provost (if applicable) Date:

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	
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Signature, Chair

Faculty Senate Review Committee: Curriculum Review GAAC
Core Review SADAC

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

	Date	
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Signature, Chair, Program/Department of:

	Date	
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Signature, Chair, College/School Curriculum Council for:

	Date	12/3/12
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Signature, Dean, College/School of:

CRCO

**University of Alaska Fairbanks
Community and Technical College
Emergency Services Program
FIRE 170 – Incident Information
2.0 (2+0) Credits
Course Syllabus**

Course Description:

The purpose of this course is to provide students with the skills and knowledge needed to serve as entry-level public information officers (PIOF) on an incident or event. The course covers establishing and maintaining an incident information operation, communicating with internal and external audiences, working with the news media, handling special situations, and long term planning and strategy. This course is based on a National Wildfire Coordinating Group (NWCG) course.

NWCG Course included: S-203 Introduction to Incident Information

Offered as Demand Warrants

Course Goals:

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

Prerequisites:

FIRE 151 or Instructor's permission

Student Learning Outcomes:

The successful student will be able to:

Demonstrate the skills and knowledge of a public information officer (PIOF).

Methods:

The course is interactive lecture with visuals. Group discussion is strongly encouraged. Lectures will be aided by demonstrations, exercises and simulations. Homework assignments, examinations and a final simulation will document student progress.

Instructor Qualifications:

Lead instructor must be a NWCG qualified Type 2 public information officer.

Unit instructors must be NWCG qualified as public information officers.

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%
Final Simulation:	50%
Examinations:	30%

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 002915 S-203 Student Workbook

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

Session 1

0800-0930	Unit 0 - Introduction
0930-1200	Unit 1 – The Roles and Responsibilities of Public Information Officers
1200-1300	Lunch
1300-1400	Unit 2A – Initial Stages: Mobilization
1400-1500	Unit 2B – Initial Stages: Action
1500-1630	Unit 3 – Incident Information Operations

Session 2

0800-1030	Unit 4 – Gathering and Assembling Information
1030-1200	Unit 5A – Working with the News Media: Media 101
1200-1300	Lunch
1300-1430	Unit 5B – Working with the News Media: Fostering Good Media Relations
1430-1700	Unit 5C – Working with the News Media: Media Interview Exercise

Session 3

0800-1200 Unit 5C (continued)
1200-1300 Lunch
1300-1430 Unit 6A – Working with Other Key Audiences: Community Relations
1430-1600 Unit 6B – Working with Other Key Audiences: Internal Audiences
and Cooperators
1600-1700 Unit 7 – Long-Term Planning and Strategy

Session 4

0800-1230 Unit 8 Incident Simulation
1230-1330 Lunch
1330-1430 Review
1430-1700 Final Exam

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