

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	CRCD - CTC
Prepared by	Tylan Martin	Phone	907-455-2853
Email Contact	tjmartin5@alaska.edu	Faculty Contact	John George

1. COURSE IDENTIFICATION: As the course now exists.

Dept	FIRE	Course #	F254	No. of Credits	3.0
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COURSE TITLE	FIRE F254 Wildland Fire Finance Function
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2. ACTION DESIRED: Changes to be made to the existing course.

Change Course	<input checked="" type="checkbox"/>	If Change, indicate below what change.	Drop Course	<input type="checkbox"/>
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NUMBER	TITLE	X	DESCRIPTION	X
PREREQUISITES			FREQUENCY OF OFFERING	
CREDITS (including credit distribution)	1.5		COURSE CLASSIFICATION	
CROSS-LISTED	Dept.		(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)	
STACKED (400/600) Include syllabi.	Dept.		Course #	
OTHER (please specify)	Revise curriculum to match wildland fire 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: (check all that apply)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 6 weeks to full semester
OTHER FORMAT (specify all that apply)						
Mode of delivery (specify lecture, field trips, labs, etc)	Lecture					

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	<input type="checkbox"/>	NO	<input type="checkbox"/>
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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 F254 Wildland Fire Finance Function

3 credits
Offered Fall

Fire business management objectives, including duties and responsibilities of a fire finance section relating to management practices and programs. Procedures required in various finance positions including financial management of a large complex wildland fire.
Prerequisites: FIRE F151; FIRE F153; 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 F254 ~~Wildland Fire~~ Incident Finance Function and Administration

~~3~~1.5 credits
Offered Fall

~~Fire~~ Incident business management objectives, including duties and responsibilities of ~~a fire~~ the Incident Command System (ICS) ~~finance/administration~~ section relating to management practices and programs. ~~Procedures required in various finance positions including financial management of a large complex wildland fire.~~ Parts of this course are presented blended learning. This course is based on National Wildfire Coordinating Group (NWCG) courses. Prerequisites: FIRE F151, FIRE F153, or permission of instructor. (3+0)
None. (1.5+0)

NWCG Courses Included: S-260 Interagency Incident Business Management

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 X 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 X 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 to UAF and to see a pathway between the AAS Wildfire Control and a career in wildland fire.

JUSTIFICATION FOR ACTION REQUESTED

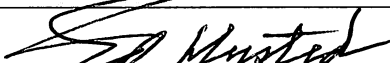
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. 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 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.)

<SEE SIGNATURE ON NEXT PAGE> Date

Signature, Chair, Program/Department of:

 Date 11-19-12

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

 Date 11/19/12

Signature, Dean, College/School of: CTC

Signature of Provost (if applicable) Date

Signature of Provost (if applicable)

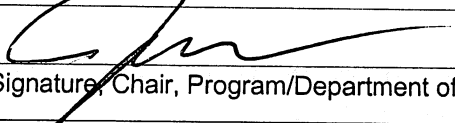
Offerings above the level of approved programs must be approved in advance by the Provost.

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

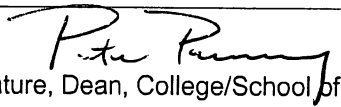
Signature, Chair, UAF Faculty Senate Curriculum Review Committee Date

Signature, Chair, UAF Faculty Senate Curriculum Review Committee

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

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

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

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

**University of Alaska Fairbanks
Community and Technical College
Emergency Services Program
FIRE 254 – Incident Finance and Administration
1.5 (1.5 + 0) Credits
Course Syllabus**

Course Description:

Incident business management objectives, including duties and responsibilities of the Incident Command System (ICS) finance/administration section relating to management practices and programs. Parts of this course are presented blended-learning. This course is based on National Wildfire Coordinating Group (NWCG) courses.

NWGC Courses included: S-260 Interagency Incident Business Management

Offered Fall

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:

None

Student Learning Outcomes:

The successful student will be able to:

Given the Interagency Incident Business Handbook and/or the Fireline Handbook, students will locate and apply the appropriate regulations, established interagency procedures, and necessary forms for each of the following incident management areas:

- Application of conduct and ethics in incident support
- Recruitment, classification, pay provisions and timekeeping/recording, commissary, injury compensation, and travel
- Acquisition
- Managing and tracking government property
- Interagency coordination and cooperation
- Investigation and reporting of accidents
- Investigating, documenting, and reporting claims
- Containing incident costs

- All risk

Methods:

The format is a mix of exercises, facilitated group discussions, and lecture supported by PowerPoint presentations. Portions are presented through blended-learning with online lessons supplemented by classroom lecture. Homework assignments, periodic quizzes and unit finals will document student progress.

Instructor Qualifications:

The lead instructor must be a NWCG qualified finance/administration section chief type 2 or an administrative officer, or an assistant with incident business management experience.

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%
Unit Quizzes:	40%
Final Examination:	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 002788	S-260 Student Workbook
NFES 002160	Interagency Incident Business Management Handbook, PMS 902-1
NFES 001037	Amendment 1 to Interagency Incident Business Management Handbook
Alaska DOF	Alaska Incident Business Handbook

Additional Readings:

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

0800-0830 Unit 0 – Introduction

0830-0915 Unit 1 – Application of Conduct and Ethics for Incident Support

0915-1100 Unit 2A – Recruitment and Classification of Casuals

1100-1200 Unit 2B – Pay Provisions and Timekeeping/Recording

1200-1300 Lunch

1300-1530 Unit 2B – Pay Provisions and Timekeeping/Recording (continued)

1530-1700 Unit 2C – Commissary

Session 2

0800-0930 Unit 2D – Compensation for Injury/Illness

0930-1030 Unit 2E – Travel

1030-1200 Unit 3 – Acquisition

1200-1300 Lunch

1300-1430 Unit 3 – Acquisition (continued)

1430-1530 Unit 4 – Property Management

1530-1700 Unit 5 – Interagency Coordination

Session 3

0800-0930 Unit 6 – Accident Investigation and Reporting

0930-1045 Unit 7 – Claims (1 hour)

1045-1130 Unit 8 – Containing Incident Cost

1130-1200 Unit 9 – All Risk

1200-1300 Lunch

1300-1400 Final Examination

Schedule to provide 21 contact hours

Instructors:

Instructor #1 Name

Contact Information:

e-mail

Office

Home

Cell

Instructor #2 Name

Contact Information:

email:

Office

Home

Cell