

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
 (Attach copy of syllabus)

SUBMITTED BY:

Department	Homeland Security & Emergency Management	College/School	School of Management
Prepared by	Anita Hughes	Phone	Ext 4622
Email Contact	<u>Alhughes2@uaf.ecu</u>	Faculty Contact	Cameron Carlson, <u>cdcarlson@alaska.edu</u>, ext 6537

1. ACTION DESIRED (CHECK ONE):

Trial Course	<input type="checkbox"/>	New Course	<input checked="" type="checkbox"/>
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2. COURSE IDENTIFICATION:

Dept	HSEM	Course #	F439	No. of Credits	3
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Justify upper/lower division status & number of credits: **This course is for a concentration within the BEM degree. It requires a 300-level course as a prerequisite and 400-level status is appropriate.**

3. PROPOSED COURSE TITLE: **Supervising Emergency Services**

4. To be CROSS LISTED? YES/NO

No	If yes, Dept:	Course #
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NOTE: Cross-listing requires approval of both departments and deans involved. Add lines at end of form for additional required signatures.

5. To be STACKED? YES/NO

No	If yes, Dept.	Course #
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How will the two course levels differ from each other? How will each be taught at the appropriate level?:

* Use only one Format 1 form for the stacked course (not one for each level of the course!) and attach syllabi. Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi (undergraduate and graduate versions) will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered); 2) are undergraduates being overtaxed?; 3) are graduate students being undertaxed? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online - see URL at top of this page.

6. FREQUENCY OF OFFERING: **As Demand Warrants**

Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) - or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING (Effective AY2015-16 if approved by 3/31/2015; otherwise AY2016-17)

TBD

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)	<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)						
Mode of delivery	Lecture					

(specify lecture, field trips, labs, etc)

9. CONTACT HOURS PER WEEK:

3/15

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)

10. COMPLETE CATALOG DESCRIPTION including dept., number, title, credits, credit distribution, cross-listings and/or stacking (50 words or less if possible):

Example of a complete description:

FISH F487 W, O Fisheries Management
3 Credits Offered Spring
Theory and practice of fisheries management, with an emphasis on strategies utilized for the management of freshwater and marine fisheries. Prerequisites: COMM F131X or COMM F141X; ENGL F111X; ENGL F211X or ENGL F213X; ENGL F414; FISH F425; or permission of instructor. Cross-listed with NRM F487. (3+0)

HSEM F439 Supervising Emergency Services
3 credits Offered As Demand Warrants

This course is intended for upper division students not yet working in the emergency services field as well as seasoned fire officers seeking a structured examination of issues relating to supervision of firefighters and emergency workers. Participants should be familiar with the emergency services working environment. Topics include a review of federal laws; labor relations, coaching, counseling and disciplinary action, managing conflict, motivation, stress management, time management and group dynamics. The course will be conducted in seminar format using a flipped classroom approach, in which most content is presented between class sessions and synthesis of information occurs during facilitated class discussions. This course aligns with the National Fire Academy Fire and Emergency Services Higher Education model core curriculum. Prerequisites: HSEM F301 or permission of instructor. (3+0)

11. COURSE CLASSIFICATIONS: Undergraduate courses only. Consult with CLA Curriculum Council to apply S or H classification appropriately; otherwise leave fields blank.

H = Humanities S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? If YES, attach form. YES: NO:

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

O = Oral Intensive, Format 6 W = Writing Intensive, Format 7 X = Baccalaureate Core

11.A Is course content related to northern, arctic or circumpolar studies? If yes, a "snowflake" symbol will be added in the printed Catalog, and flagged in Banner.

YES NO XX

12. COURSE REPEATABILITY:

Is this course repeatable for credit? YES NO XX

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 for credit, what is the maximum number of credit hours that may be earned for this course? CREDITS

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

CREDITS

13. **GRADING SYSTEM:** Specify only one. Note: Changing the grading system for a course later on constitutes a Major Course Change - Format 2 form.

LETTER: XX

PASS/FAIL:

RESTRICTIONS ON ENROLLMENT (if any)

14. **PREREQUISITES**

HSEM F301 or permission of instructor

These will be required before the student is allowed to enroll in the course.

15. **SPECIAL RESTRICTIONS, CONDITIONS**

16. **PROPOSED COURSE FEES**

\$

Has a memo been submitted through your dean to the Provost for fee approval?

Yes/No

17. **PREVIOUS HISTORY**

Has the course been offered as special topics or trial course previously?

Yes/No

Yes

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

Fall 2014, HSEM F493

18. **ESTIMATED IMPACT**

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

This course is primarily taught in a hybrid online/in class format so that the small HSEM classroom will be utilized. Adjunct faculty have taught the course and will continue to do so.

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

XX

Yes

Fire service materials will generally be used. In the event that other library materials will be needed, they will be contacted.

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)

There will be no impact on other departments. HSEM students are specifically drawn to this course.

21. **POSITIVE AND NEGATIVE IMPACTS**

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


There are no negative impacts. This course offers more options for HSEM BEM students to specialize in their chosen field.

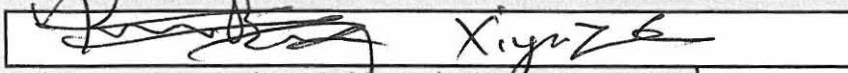
JUSTIFICATION FOR ACTION REQUESTED

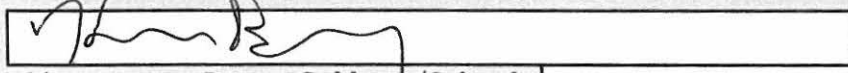
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory.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

This is a new course designed to provide specific material to those BEM students who are already in the fire service and wishing to advance or to those new students who might be looking for their first career jobs. It provides more choices for BEM students and may expose some to a field they might never have thought about.

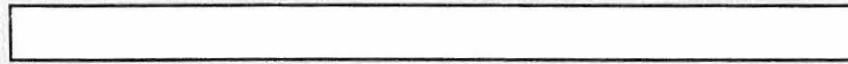
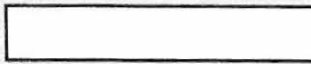
APPROVALS: Add additional signature lines as needed.

 Date 6 Nov 2014
Signature, Chair,
Program/Department of: HSEM

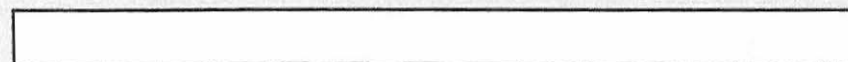
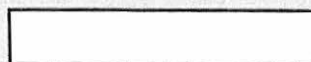
 Date 11/10/2014
Signature, Chair, College/School
Curriculum Council for: School of Management

 Date 11/10/2014
Signature, Dean, College/School
of: Management

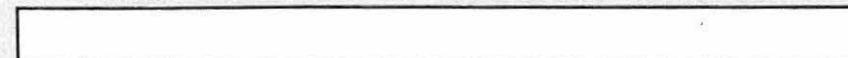
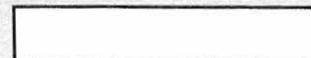
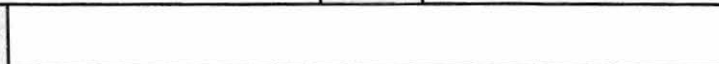
Offerings above the level of approved programs must be approved in advance by the Provost.

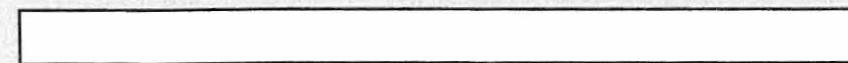
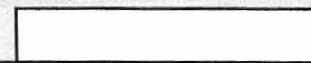

 Date 
Signature of Provost (if above level of approved programs)


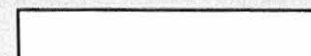
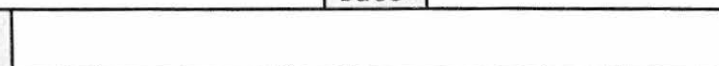
ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

 Date 
Signature, Chair
Faculty Senate Review Committee: Curriculum Review GAAC
 Core Review SADAC

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 
Signature, Dean, College/School
of: 

Proposed Syllabus

Course Information

Title: Supervising Emergency Services
Course No.: HSEM F439
Credits: 3
Prerequisites: HSEM 301 or permission of instructor
Location: TBD
Meeting Time: TBD

Instructor Information

Name: Douglas Schrage, MS
Office Location: 201 Whitaker Building
Office Hours: TBD
Telephone: (907) 474-7681
E-Mail Address: drschrage@alaska.edu

Course Reading Materials

Antonellis Jr, Paul J. Labor Relations for the Fire Service. Pennwell, 2012. (Required)

Trauernicht, Nathan J. Human Resource Management for the Fire Service. Jones & Bartlett, 2013. (Required)

Case studies, journal articles, and other resources as assigned.

Course Description

The course is intended for upper division students not yet working in the emergency services field as well seasoned fire officers seeking a structured examination of issues relating to supervision of firefighters and emergency workers. Participants should be familiar with the emergency services working environment. Topics include a review of federal laws; labor relations; coaching, counseling and disciplinary action; managing conflict; motivation; stress management; time management; and group dynamics. The course will be conducted in seminar format utilizing a flipped classroom approach, in which most content is presented between class sessions and synthesis of information occurs during facilitated class discussions. This course aligns with the National Fire Academy Fire and Emergency Services Higher Education model core curriculum.

Course Goals

Students in this course will gain fundamental knowledge of personnel management and supervision issues necessary for a current or aspiring fire chief to succeed in today's public safety environment.

Proposed Syllabus

Student Learning Objectives

1. Identify and explain contemporary personnel management issues.
2. Explain potential personnel management issues.
3. Classify the collective rules, procedures, laws, and policies that relate to personnel management issues.
4. Analyze simple/complex personnel management issues from recruitment to retirement.
5. Formulate recommendations and solutions to personnel management issues.
6. Explore organizational development and leadership styles and how they relate to personnel relationships.

Instructional Methods

This course is offered in a traditional classroom format involving face-to-face interaction between and among the students and the instructor. In addition, students may participate on-line in real time or via asynchronous (recorded) collaboration. Activities will include reading assignments, lectures, facilitated and open discussions, case studies, on-line discussion boards, and student presentations. Students are required to have ready access to a computer with Internet access.

Course Calendar (Tentative)

Week 1

Introduction, Context and Overview

Week 2

Leadership, Management, and Supervision

Week 3

Federal Laws Affecting Personnel

Week 4

Coaching, Counseling, and Disciplinary Action

Week 5

Labor Relations

Week 6

Managing Conflict

Week 7

Midterm

Week 8

Motivation

Proposed Syllabus

Week 9

Interpersonal Communications

Week 10

Group Dynamics

Week 11

Critical Stress Management

Week 12

Time Management

Week 13

Final Project Presentations

Week 14

Final Project Presentations

Course Policies

Students are expected to remain up to date with the scheduled lesson plans on a weekly basis. Students will be penalized for the late submission of class assignments or should they fall behind by more than two weeks (outside of emergency or mutually agreed upon circumstances). Each late assignment will be docked 10% for every day it is late. If you miss an exam, due to an excused absence, you will have one week to schedule a make-up during the instructor's office hours. Additionally, each student is expected to attend class and participate in the classroom debates. If you have more than 3 unexcused absences throughout the semester you will lose 10% of your final grade.

Students are expected to observe academic honesty. Dishonest practices including giving or receiving assistance in any manner or form during an examination, unauthorized possession of exam questions, and plagiarism (willfully presenting another person's writings, opinions or thoughts as one's own, without proper credit and documentation) will not be tolerated. Violations of the UAF Student Code of Conduct will be referred to the appropriate authority for possible disciplinary actions including removal of violator from this course.

Evaluation

There are 1,000 points possible in this course. Your final grade will be based on the sum of points achieved.

Proposed Syllabus

Quizzes (10)	15 points each	150
Discussion board contributions (10)	25 points each	250
Presentations (10)	25 points each	250
Class participation (live) or Annotated lesson outline	10 points each	100
Final project	250 points	<u>250</u>
		1,000

900 – 1,000 points	= A
800 – 899 points	= B
700 – 799 points	= C
600 – 699 points	= D
< 600 point	= F

Assignments will be accepted up to one week late with a ten percent penalty.

Support Services

Students are encouraged to utilize the UAF Writing Center in 801 Gruening (Phone # 474-5314) as needed to assist in the development and refinement of their written products. Students are also encouraged to use the UAF Speaking Center for coaching and practice. The Center is located in 507 Gruening. Call 474-5470 for Speaking Center hours and to schedule an appointment. Please contact me as required should you need to contact other subject matter support services relevant to the development of your leadership or class projects/topics.

Disabilities Services

Students with learning or other disabilities who may need classroom accommodations are encouraged to make an appointment with the Office of Disability Services (Phone # 474-7043). Please inform me of your needs and if I need to meet with the Office of Disability Services to provide the appropriate accommodations to assist you in meeting the goals of the course.