

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.

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
Discussion Board #1
Quiz #1

Week 2

Leadership, Management, and Supervision
Discussion Board #2
Quiz #2

Week 3

Federal Laws Affecting Personnel
Discussion Board #3
Quiz #3

Week 4

Coaching, Counseling, and Disciplinary Action
Discussion Board #4
Quiz #4

Week 5

Labor Relations and Collective Bargaining
Discussion Board #5
Quiz #5

Week 6

Managing Conflict
Negotiation Process and Impasse
Discussion Board #6
Quiz #6

Week 7

Mid Term

Week 8

Motivation
Disciplinary Action
Discussion Board #7
Quiz #7

Week 9

Interpersonal Communications
Discussion Board #8
Quiz #8

Week 10

Group Dynamics
Discussion Board #9
Quiz #9

Week 11

Critical Stress Management
Discussion Board #10
Quiz #10

Week 12

Final Project Presentations (Start)

Week 13

Final Project Presentations (End)

Week 14

Final

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.

Quizzes (10)	15 points each	150
Discussion board contributions (10)	25 points each	250
Mid Term and Final	100/150	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 # 474-5655).

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.