

## **Advanced Principles of Fire Service Administration**

**HSEM F440**

**3 Credits**

**Prerequisites: HSEM 301 or permission of instructor**

**Location: TBD**

**Meeting Time: TBD**

### **Instructor Information**

Instructor: Douglas Schrage, MS

Office Hours: TBD

Office Location: Whitaker Building

Work Telephone: (907) 474-7681

E-mail: [drschrage@alaska.edu](mailto:drschrage@alaska.edu)

### **Textbook**

Graner, Ron (2007). The Fire Chiefs Tool Box. Fire Engineering Books and Videos.

Jones, Clayton (Editor) (2006). Chief Fire Officer's Desk Reference. Jones and Bartlett Publishers.

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

### **Course Description**

The content will build a strong base of knowledge for upper division students not yet working in the emergency services as well as appeal to seasoned chief fire officers. Topics include community risk management, strategic planning, labor relations, leadership and visioning, managing change, politics, organizational culture, and data analysis. This course aligns with the United States Fire Administration (USFA) Fire and Emergency Services Higher Education curriculum.

### **Course Goals**

This course is intended to provide the student with advanced knowledge of contemporary issues necessary for a current or aspiring fire chief to succeed in today's public safety environment.

### **Student Learning Outcomes**

- Describe the role of the fire/emergency medical services department as a part of the community government and comprehensive plan.
- Explain the importance of a good working relationship with public officials and the community as a whole.
- Identify local, state, and national organizations that will be beneficial to your department.

- Assess ways to create a positive climate for change and introduce new ideas within the organization.
- Describe how an organization can respond to current or emerging events or trends.
- Explain the benefits of employee involvement in departmental decisions.
- Develop a clear understanding of the national assessment models and their respective approaches to certification.

### **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 Outline**

#### **Week 1**

Leadership and Followership  
Discussion Board #1

#### **Week 2**

Politics and Relationships  
Persuasion and Influence  
Discussion Board #2

#### **Week 3**

Personnel Management  
Labor Relations  
Discussion Board #3

#### **Week 4**

Budgeting and Resource Management  
Communication and Public Access  
Case Study #1 Due

#### **Week 5**

Organization and Culture  
Management Dynamics  
Discussion Board #4

#### **Week 6**

Decision making Strategies and Methods  
Building Consensus  
Discussion Board #5

**Week 7**

Policy Development and Implementation  
Implementing External Mandates  
Test #1

**Week 8**

Project Management  
Information Technology  
Case Study #2 Due

**Week 9**

Strategic Planning  
Anticipating Change  
Discussion Board #6

**Week 10**

Operational Planning  
Standards of Cover  
Discussion Board #7

**Week 11**

Change Management  
Social and Cultural Considerations  
Discussion Board #8

**Week 12**

Planning for a Sustainable Organization  
Discussion Board #9

**Week 13**

Community Risk Dynamics  
Risk Assessment and Planning  
Economic Development and Emergency Planning  
Discussion Board #10

**Week 14**

Professional & Personal Development  
Test #2  
(Final Project Presentations Due)

**Week 15**

Final Project Presentations (Start presentations)

**Week 16**

Final Project Presentations (Complete 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**

**20% Case Study #1 and #2 Research Paper and Presentation (200 points):** Each student will conduct two case study analyses and develop papers and presentations based on a selected case study from the list provided. The paper will consist of a double spaced, 3-5 page paper not including the cover page. The presentation will be between 7-10 minutes in length and consist of no more than 12 slides.

**30% Tests (300 points):** There will be 2 tests given throughout the semester. Each test will be worth 150 points and have a combination of multiple choice, true/false, and essay questions.

**10% Participation (100 points):** 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.

**10% Discussion Board/ Student led discussions, Small group activities (100 points):** Participation is important in this class. Student led discussions will be assigned and conducted on a weekly basis. There will also be small group activities used to supplement the discussions through the use of group/individual research and analysis.

**30% Final Project (300 points):** Individuals (assigned in week 4) are to develop and deliver, through independent research, a final paper and a presentation. The paper, which will be developed in consultation with the instructor, needs to be between 8 and 10 pages in length with an accompanying presentation (between 10 to 15 minutes in length). This project will be due in week 14 to provide the necessary time for presentations. More information will be provided during week 4.

Please note the following breakdown in points:

Tests	300
Case Studies	200
Participation	100
Discussion and Activities	100
Final Project	300
Total	1000

A= 90-100% (900-1000 points)

B= 80-89% (800-899 points)

C= 70-79% (700-799 points)

D= 60-69% (600-699 points)

F= 59 % or less (599 points or less)

### **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.