**FSM 421 Syllabus**

**Fire and Emergency Services Professional Development**

**FSM 421**

**Course Syllabus**

<table>
<thead>
<tr>
<th>Course No:</th>
<th>FSM 421</th>
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<tbody>
<tr>
<td>Instructor:</td>
<td>William Schultz</td>
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<tr>
<td>Class Times:</td>
<td>8:00am – 4:50 pm</td>
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<td>Class Dates:</td>
<td>In Class: Jan 9, 10, 30, 31, Feb 20 &amp; 21</td>
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<tr>
<td></td>
<td>On-line: Jan 16, 17, 23, 24, Feb 6, 7, 13, 14, 27, 28</td>
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<tr>
<td>Course Location:</td>
<td>Chicago Fire Academy</td>
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**FACULTY CONTACT:**
The telephone number listed above is my office number with voice mail. You may call that number at anytime and I will return your call as soon as possible. If you need to contact me during the evening or on the weekends, you may call my cell phone at the aforementioned number.

I read my e-mail twice a day on Mondays through Fridays. If you would like to send me a message using e-mail please remember that you will most likely not get an answer on the weekends. I am also available before and after each class in the classroom area.

**FSM MISSION STATEMENT**
The mission of the Fire Service Management Program (FSM) is to provide you, the fire service professional with highly trained and qualified instructors within the various fields of study in the FSM program. We are committed to the enhancement and advancement of fire service professionals through higher education.

**COURSE DESCRIPTION:**
The purpose of this course is to provide students who are pursuing a Baccalaureate Degree in Fire Service Management with the knowledge, tools, and skills necessary for professional development and career advancement. The course will cover topics that include career goal assessment, job search techniques, personal portfolio development, and hiring/promotional methodologies.

**PREREQUISITE:** None

**PREREQUISITE TO:** None

**REQUIRED TEXTBOOK:** *Mastering the Fire Service Assessment Center*

Anthony Kastros - Penn Well Publishing Company, (ISBN: 978-1-59370-077-5) Park 80 West, Plaza 2 Saddle Brook, NJ 07663. The instructor will also be providing various handout materials including additional information on the Assessment Centers.
**COURSE OUTCOMES/OBJECTIVES:**

Outcome #1: Identify the aspects of professional development and career goal establishment.

Outcome #2: Demonstrate various techniques for researching and locating job opportunities.

Outcome #3: Demonstrate the ability to assemble a professional, personal portfolio package.

Outcome #4: Identify the components of the typical hiring/promotional process.

Outcome #5: Demonstrate the skills necessary for successfully completing the hiring/promotional process.

Outcome #6: Identify the criteria needed to conduct job comparisons.

**METHOD of INSTRUCTION**
Lecture, class discussion, audiovisual, practical application by students, and on-line assignments.

**COURSE REQUIREMENTS:**

A. Attendance (3%)/Participation(5%) 8%

B. Assignment #1 - Job Research Materials 2%

C. Assignment #2 – Leadership Video Questionnaire 5%

C. Assignment #3 – Leadership Brief 5%

D. Assignment #4 - Personal Portfolio Project 50%
   1. Cover Letter 10%
   2. Job Application 10%
   3. Resume 10%
   4. References/Salary Hx 10%
   5. Dossier 10%

D. Final Examination 30%

**TOTAL** 100%
**GRADING CRITERIA:**

- A  90 – 100 %
- B  80 – 89 %
- C  70 – 79 %
- D  60 – 69 %
- F  59 % or less

**ATTENDANCE:**

The faculty of Southern Illinois University affirms the importance of prompt and regular attendance on the part of all undergraduate students. Quality instruction clearly depends upon active student participation in the classroom. Student attendance at all scheduled class hours is mandatory.

- **A.** Students who are absent from more than one-third (1/3) of the course’s instructional hours will seriously jeopardize their grade for the course. One third (1/3) equates to a student missing one full class meeting day or a total of 400 minutes.
- **B.** Students who are absent from scheduled class hours but who do not exceed the limits stated in the paragraph “A” above will have 2 points deducted from their course grade for the absence from class. Absences (regardless of circumstances or reasons) will be forgiven by the instructor when the student provides prior notification to the instructor and upon satisfactory completion of classroom work assigned by the instructor.
- **C.** Students who stop attending or never attend a class without officially dropping that class will be awarded a grade of WF for the class. The WF grade is designed for students who enroll in a course but don’t attend or quit attending and do not drop the course. When awarding the WF grade the last date of attendance or non-attendance must be reported along with the grade.

Items submitted late will be graded down automatically by 25%.

**Academic Dishonesty Policy**
Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

**ADA Statement for Students Requiring Special Accommodations**
As per Section 504 of the Vocational Rehabilitation Act of 1973 and the American Disabilities Act (ADA) of 1990, if accommodations are needed, inform your instructor as soon as possible.
**Safety Instructions**

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. If you are located on a military installation, and depending on the type emergency a senior military member may take control of the situation and direct you on the action to take. Please follow their instructions and do as asked. Similarly, if you are at a community college, their security personal may arrive and take control of a situation, please follow their instructions as well.

**Topic, Reading, & Assignment Schedule**

Each assignment listed must be completed prior to coming to class. The reading assignments will be discussed on the class dates listed. *NOTE: All assignment handouts sheets are available on Blackboard for student access and printing. Students need to bring all assignment handouts to the first week of class for instructions/discussion by the Instructor.*

**Week # 1 (In-Class)**

**Topics:** Career Goals, Professional Development; Job Searches/Research (Computer Lab); and Hiring/Promotional Processes  
**Assignments Due:** Goals & Professional Development Assessment worksheet (Handout available on Blackboard) – bring to class

**Week # 2 & 3 (On-line)**

**Topics:** Job Research Materials (Assignment#1 – Handout available on Blackboard) research and preparation; Leadership Brief (Assignment #3 – Handout available on Blackboard) research and preparation; and “Schwarkopf” Leadership video  
**Assignments:** Watch video and answer Leadership Video Questionnaire (Assignment #2 – Handout available on Blackboard); Reading of Preparing for Fire Service Assessment Centers handout (provided by the Instructor) pages 5 – 32 in preparation for discussion during Week #3.

**Week # 4 (In-Class)**

**Topics:** Resume Writing & Cover Letters; Part I – Assessment Center Processes  
**Assignments Due:** Assignments #1, 2, and 3 are due this week

**Week # 5 & 6 (On-Line)**

**Topic:** Personal Portfolio Project (Assignment#4 – Handout available on Blackboard) development  
*Instructor will be available via contact methods to answer questions and provide assistance with project development. **Assignments:** Reading of Preparing for Fire Service Assessment Centers handout pages 33- end and Chapter 9 of Mastering the Fire
Service Assessment Center (provided/purchased by the student) in preparation for discussion during Week #5. Review course materials in preparation for Final Exam during Week#5.

Week #7 (In-class)  **Topic:** Part II-Assessment Centers; Scenarios; Job Comparisons; and Final Exam  
**Assignments:** Assignment #4 *Personal Portfolio Project* due

Week #8 (On-line)  **Topic:** Assignment completions & Informational Review

*Note: All assignments must be submitted by the deadlines noted in the syllabus in order to receive full credit. No assignments will be accepted after the conclusion of the final class meeting date.*