FSM-PSM 425 COURSE SYLABUS
Southern Illinois University
Fire Science (Public Safety) Management
University Center College of Lake County, Room TBD
March 5/6, March 19/20, April 16/17, 2016
Credit Hours: 3 Hours

FSM-PSM 425 – Fire and Emergency Services Governance and Administration
Lindsay Laycoax MPA
Fire Chief (Retired)
Fire Science (Public Safety) Management
Southern Illinois University
(815) 280-2270 (office)
Regular Office Hours: Monday & Wednesday 0800 – 1700 hrs.
Laycoax@siu.edu;

FACULTY CONTACT:
I have listed my office number which is also forwarded to my cell phone with voice mail. You may call that number at anytime and I will return your call as soon as possible. I always read my e-mail on a daily basis and should be able to respond within a day or two. I am also available before and after each class in the classroom area.

FSM-PSM MISSION STATEMENT:
Fire Science Management classes are part of a broad based upper level fire management educational program designed to augment and develop managerial skills necessary for a career in public safety or continued advancement within the field.

COURSE DESCRIPTION:
The role of upper level fire and emergency services managers with a focus on the significant areas of fire and emergency department management. Emphasis is placed on an understanding of major issues facing fire and emergency services managers and the management theories, concepts, and practices that apply to these issues.

PREREQUISITE: None

REQUIRED TEXTBOOK:
(Book is required. Fifth Edition is out both will work for this class)

REFERENCE:

**METHOD OF INSTRUCTION**
Lecture, class discussion led by instructor.

**ALL ATTACHMENTS WILL REQUIRE A COVER PAGE (APA Formatted).**

**COURSE OUTCOMES/OBJECTIVES:** please read this as GOALS and TOPICS.

**Outcome #1:** Demonstrate the ability to recognize the varying management functions in the fire service.

**Outcome #2:** Demonstrate an understanding of the use of management/leadership guidelines. Discuss the use of different levels of guidelines in accomplishing the management goals.

**Outcome #3:** Demonstrate the ability to recognize organizational structures relative to community needs. Identify the various functions of emergency service and areas of responsibility.

**Outcome #4:** Demonstrate ability to select strategic issues in solving local fire safety issues using nationally recognized fire codes.

**Outcome #5:** Identify how fire demand zones, historical data, and current issues will be used in developing plan for creating new fire codes.

**Outcome #6:** Identify the various alternatives and required resources when developing an annual budget.

**Outcome #7:** Identify how to prepare a presentation package for the local council or board of elected officials.

**Outcome #8:** Demonstrate an understanding of the purpose and process of using training as a management function. Identify the benefits of using Standard and Professional Qualifications.

**EVALUATION METHOD:**

ALL WRITTEN ASSIGNMENTS WILL BE DONE IN A WORD FORMAT AND SUBMITTED THROUGH PROFESSORS EMAIL Laycoax@SIU.EDU. FAILURE TO FOLLOW THIS PROCEDURE WILL RESULT IN THE DEDUCTION OF POINTS FROM THE ASSIGNMENT. THE REPORT WILL BE SUBMITTED TO THE SOUTHERN ILLINOIS UNIVERSITY PLAGERISM PREVENTION SOFTWARE PROGRAM.

**REMEMBER!**
A = Outstanding achievement; available only for the highest accomplishment  
B = Praiseworthy performance; definitely above average  
C = Average; awarded for satisfactory performance...
The bottom line is this:

- "A's" are reserved for exemplary performance that goes beyond expectations.
- "B's" are reserved for noteworthy performance that catches the professor’s attention.
- "C's" are reserved for those that complete all of the assignments with attention to: course objectives, assignment descriptions, attended all of the classes, participate each day, and listens to the direction of the instructor.

**GRADING CRITERIA:**

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>91 – 100%</td>
<td>A</td>
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<tr>
<td>81 – 90%</td>
<td>B</td>
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<tr>
<td>71 – 80%</td>
<td>C</td>
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<tr>
<td>60 – 70%</td>
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**LATE WORK SUBMISSION POLICY:**

All items are due by 11:59 pm on Sunday night of the assigned weekend or specific day/date. Items submitted late will be graded down automatically by 25%, then I will be reviewing the material according to the above EVALUATION METHOD... please review the part under the REMEMBER section.

FAIR WARNING: You are assigned reading assignments and papers due by 11:59 pm of the first weekend.

All grades must be submitted in a timely manner so NO work will be accepted for grades after the NOON on the first Tuesday after the last weekend of class.

**SIU POLICY ON “INCOMPLETE” as a Course Grade:**

An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within a time period designated by the instructor but not to exceed one year from the close of the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, not to exceed one year, or graduation, whichever comes first, the incomplete will be converted to a grade of F and the grade will be computed in the student's grade point average. Students should not reregister for courses in which an INC has been assigned with the intent of changing the INC grade. Re-registration will not prevent the INC from being changed to an F.

**EXIT COMPETENCIES**

Upon completion of this course the student will be able to:

1. Research and relate aspects of Fire Service Management.
   a. Written Assignments 1, 2 & Final.
2. Identify and relate components of the Management/Leadership Guidelines.
   a. Individual Learning Project.
   b. Lecture
   c. Reading from the text
3. Breakdown components of the Management functions and discuss aspects.
   a. Lectures
   b. Final.
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. Each teaching day at off-campus locations is scheduled to include eight fifty-minute instructional periods from 8:00AM to 4:50PM. Each day’s schedule also includes times for short breaks and a lunch period. Student attendance at all scheduled class hours is mandatory.

A. Students who are absent FOR MORE THAN sixteen of the scheduled class hours (each hour includes instructional time and break time) prior to the end of the second teaching weekend (forth teaching weekend for Public Safety Management programs) and who have not officially withdrawn from the University or have not dropped the course shall be assigned a grade of "WF". The "WF" will be counted in the student's grade point average calculation as a failing grade. Neither make-up work nor other absence excuses will be accepted to avoid assigning this grade.

B. Students who are NOT absent from more than sixteen of the scheduled class hours up to and including the entire second teaching weekend (second teaching forth weekend of class for Public Safety Management programs) but whose TOTAL ABSENCES FOR ALL weekends exceeds sixteen of the scheduled class hours shall be assigned a grade of "F". Neither make-up work nor other absence excuses will be accepted to avoid assigning this grade.

C. Students who are absent from scheduled class hours but who do not exceed the limits stated in the paragraphs "A" and "B" above will have 2 points deducted from their course grade for each absence from class. Absences (regardless or 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.

UNIVERSITY POLICY ON ACCOMMODATING RELIGIOUS STUDENTS See SIU 2015-2016 Undergraduate Catalog.

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. Statement on Academic Honesty/Plagiarism – See the Morris Library Guide on Plagiarism (http://libguides.lib.siu.edu/plagiarism)

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.

Notice: If you have any type of special need(s) or disability for which you require accommodations to promote your learning in this class, please contact me as soon as possible. The Office of Disability Support Services (DDS) offers various support services and can help you with special accommodations. You may wish to contact DDS at 453-5738 or go to Room 150 at Woody Hall to verify your eligibility and options for accommodations related to your special need(s) or disability.
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.

Classroom management practices including the rules of engagement for the classroom. I.e., cell phones will be turned off or on vibrate; unless you are on call or standby no calls will be taken during the lecture and please step out of the classroom to take the call.

As with any public forum, the classroom is a shared space where consideration and compassion for others are not negotiable. These are a must! To learn the interpersonal and professional skills offered in the course requires that, as with a sport or any instrument, we practice them daily. We will make this class what it becomes. A positive attitude, a willingness to listen and learn, and an embrace of differences as well as similarities . . . these are just a few of the dynamics we will strive to practice.

DETAILED TOPIC, READING, & ASSIGNMENT SCHEDULE: Class Preparation:
Each reading assignment, power point review and written assignment must be completed prior to coming to class. The reading assignments will be discussed on the class dates listed.

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<tr>
<th>Week # 1</th>
<th>Deadline date for below: Sunday March 6, 2016, 17:00 pm</th>
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<tbody>
<tr>
<td>• Introductions of Instructor and Students</td>
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<td>• Cover expectations in syllabus</td>
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<td>• Syllabus review</td>
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<td>• Discuss use of D2L for work for week assignment</td>
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<tr>
<td>• Lecture on Chapters 1 through 6</td>
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Written Assignment # 1 (20% includes class participation) The student will submit a paper on two current issues that significantly influence the operation and/or administration of their respective department. The student should define each of the issues and describe how each affects their department. (If a student is not a member of a department, the student should select an appropriate department for this report) The report should be a minimum of two pages in length for each issue reported. These topics will serve as the basis for many of the course discussions. The report will be done in current APA format following the university’s guidelines. The paper will be done in a word document format and submitted via email Laycoax@siu.edu; as well as bring a copy of each to class. ALL WRITTEN ASSIGNMENTS MUST HAVE A COVER PAGE.

• Paper Due March 04
• Presentation Due March 05-06, 2016
Week #2, #3 & #4 Deadline date for below: Sunday March 20, 2016, 17:00 pm

- Reading assignment due: NFPA chapters 1 through 6 and Appendix A1 and C. (just A1 and C).
- Review Power point presentation 1 & 2 chapters 1 through 6.

Written Assignment # 2 (20% includes class participation) The student will read the document: NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments. This document may be available from your department, local library, or the Internet at http://www.pcpages.com/fireman02169/1710.pdf

The student will be prepared to discuss the impact of this document on the students department’s operations and administration. (If a student is not a member of a department, the student should select an appropriate department for this report.) In addition, the student should discuss how this Standard will potentially impact smaller rural departments. The student will produce and submit their report totaling 4-6 pages outlining their findings. The report will be done in current APA format following the university’s guidelines. The paper will be done in a word document format and submitted via email to Laycoax@siu.edu; as well as bring a copy to class. Student will also be prepared to discuss their findings during a 10-15 minutes presentation on any future class as time permits.

ALL WRITTEN ASSIGNMENTS MUST HAVE A COVER PAGE.

Week #4, # 5, #6 & 7 Deadline date for below: Sunday April 17, 2016 17:00 pm

- Reading Assignment Due: NFPA Chapters 7-12, Appendix A2, A3, and A5 B and D.
- Review Power point presentation 3 & 4 chapters 7 through 12.

Final Project – Final Project: Learning Individual Paper and Presentation (40% includes class participation) Student will research whether they are able to become a candidate for their specific type of government and if elected, is able to be seated and serve in that capacity. The student should review their own State’s Laws and Validate their ability to be a candidate. Illinois students should review the Local Governmental Employees Political Rights Act. Wisconsin students should review Summary of Changes in Election Law 2003 Wisconsin Acts. Those students living on other states will be required to do the research based on current standards.
Emphasis should be placed on the effect of the topic in the department and possible impacts to your department from this issue. The report will be 6-10 pages in length. Quality of the report is more important than quantity. The reports should be made with a 15-20 minute in class presentation on the student’s research. The report will be done in current APA format following the university’s guidelines. Students are encouraged to use visual aids in association with their presentation.

**ALL WRITTEN ASSIGNMENTS MUST HAVE A COVER PAGE.**

**Week # 8 Deadline date for below: Sunday April 24, 2016 17:00 pm**

Weekend Eight: All Deliverables Due by 17:00 PM Sunday, I will not accept any assignments after April 24, 2016 at 17:00pm. All items are due by 17:00 pm on Sunday night of the assigned weekend or specific day/date. Items submitted late will be graded down automatically by 25%.

If there are any issues with this, please contact me.

**Students will follow these procedures for preparing reports:**

1. Research a current topic of interest that relates to the course content through the aid of a current periodical or internet source.
2. Attach a copy of the reference material used in the report
3. Reports shall be typed or word processed and double-spaced.
4. Students will bring the report to the assigned class and be prepared to discuss in-depth their researched topic.
5. The instructor will evaluate and comment on both the paper and presentation of the researched report. The assignment will be graded.

*Should you have questions regarding the assignments, please contact the instructor.*