I. **PSM Mission Statement:**
Public Safety Management is a broad based management educational program designed to augment and develop managerial skills necessary for a career in public safety or continued advancement within the field.

II. **Course Description:**
Introduces students to the various elements involved in obtaining a position in their chosen fields. Topics included are: personal inventories, placement services, employment agencies, interviewing techniques, resumes, letters of application, references, and employment tests. Each student will develop a portfolio, including personal and professional information related to career goals. Not for graduate credit.

III. **Prerequisite:**
Fire Science major or consent of department

IV. **Text, Reference Material, and Supplies:**

**Required:**
Mastering the Fire Service Assessment Center, Anthony Kastros, Penn Well Pub.

**BIBLIOGRAPHY:**


V. Course Content:

**Outcome #1:**

**Cognitive Objective:** Identify life and career values personally important in selecting an occupation.

**Outcome #2:**

**Cognitive Objective:** Develop a resume and letter of transmittal.

**Outcome #3:**

**Cognitive Objective:** Identify major job acquisition skills used in job interviews.

**Outcome #4:**

**Cognitive Objective:** Identify major interpersonal skills used in maintaining a job and gaining promotions.

**Outcome #5:**

**Cognitive Objective:** Develop a list of employer contacts that would increase the students' job acquisition skills.

**Outcome #6:**

**Cognitive Objective:** Identify and apply career decision making skills.
**Outcome #7:**

**Cognitive Objective:** Identify areas for professional development to maintain and improve technical and professional skills.

**Outcome #8:**

**Cognitive Objective:** Identify and apply an appropriate professional code of ethics.

**TOPICAL OUTLINE:**

I. Self Appraisal
   A. Career goals
   B. Career values and selection
   C. Leadership style
   D. Job satisfaction

II. External Job Prospects
   A. Job search planning
   B. Employer contacts
   C. Sources of information and assistance

III. Job Search/Interviewing
   A. Resumes, briefs, and letters
   B. Job interviewing

IV. Adjusting to the World of Work
   A. Transition from student to professional
   B. Professionalism
   C. Ethics

V. Professional Development
   A. Maintaining certifications
   B. On-going technical training
   C. Professional journals
   D. Short and long range professional goals
   E. Communication skills