PSM 425 COURSE OUTLINE
Southern Illinois University
Off Campus Programs – Public Safety Management
PSM 425 Public Safety Management Governance and Administration

Credit Hours: 3 Hours

Faculty:

FACULTY CONTACT:

PSM MISSION STATEMENT:
Public Safety Management classes are part of a broad based upper level public 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 public safety managers with a focus on the significant areas of management. Emphasis is placed on an understanding of major issues facing public safety managers and the management theories, concepts, and practices that apply to these issues.

PREREQUISITE: None

REQUIRED TEXTBOOK:
**REFERENCE:**


**METHOD OF INSTRUCTION**
Lecture, class discussion led by instructor, audiovisual, demonstration, other illustrations, and practical application by students.

**Desire 2 Learn**
The online service provider ‘D2L’ will be used in this class. Please make sure that you check the syllabus, lectures, discussions, and assignments on this program.

**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 public safety.

Outcome #2: Demonstrate an understanding of the use of a management/leadership guidelines within public safety. 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 public safety issues using nationally recognized codes.

Outcome #6: Identify the various alternatives and required resources when developing an annual budget for your public safety services organization.

Outcome #7: Identify how to prepare a presentation package for the local council or board of elected officials that oversee public safety service.

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 within the public safety field.

EVALUATION METHOD:
Attendance and Participation - 20 pts Max for each class Day 60 pts.
Written Assignment #1 30 pts
Written Assignment #2 30 pts
Discussion Topic #1 with two peer review posts (5 points per posting) 25 pts
Written Assignment #3 40 pts
Written Assignment #4 30 pts
Discussion Topic #2 with two peer review posts (5 points per posting) 25 pts
Final Project: Learning Individual Presentation #7 60 pts
Comprehensive Final #8 100 pts
Total 400 pts

Final Comprehensive Examination consists of 20 questions relating to the previous week’s class discussion referencing the following sources:

- Class discussions
- Required Text
- Presented class materials to include handouts.

Final Project – Students will deliver comprehensive briefing to the class relative to an issue or topic selected from the class text. TOPIC TO BE PRE-APPROVED BY INSTRUCTOR

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
Final consists of 20 questions relating to the previous week’s class discussion referencing the following sources:

- Class discussions
- Required Text
- Presented class materials to include handouts

**GRADING CRITERIA:**

- 400 – 360 pts – A
- 359 – 320 pts – B
- 319 – 280 pts – C
- 279 – 240 pts – D
- 239 and below - 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 & 3.
2. Identify and relate components of the Management/Leadership Guidelines as they relate to fire and emergency services.
   a. Individual Learning Project.
   b. Lecture
   c. Reading from the text
3. Breakdown components of the Management functions of fire and emergency services 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.

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 (third teaching weekend for Fire Science Management programs at the College of Lake County, Triton and Parkland College) 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 whose TOTAL ABSENCE 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 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.

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.

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. **Computers in the classroom…allowed if I feel they are a distraction the students will be directed to cease distraction.**
**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.

**Week # 1**
- Reading assignment due: NFPA chapters 1 through 5 and Appendix A1 and C. (just A1 and C).
- Also view Reading Tips document in Learning Modules.
- Introductions of Instructor and Students
- Cover expectations
- Syllabus review
- Discuss use of D2L for work for 2nd week assignment
- Lecture on Chapters 1 through 6

**Week #2**
- **Written Assignment #1**, Create an APA formatted coversheet on a 2 page paper (include Abstract) on:
  1. How one could utilize the Management Guidelines in a local fire department (use a fire department you are familiar with…)
  2. The pro’s and con’s of each of the Management Guidelines in the text, p. 6-7.
- **Written Assignment #2**, Write a one page formal memo on describing how you would improve your fire department, shift, working group… using the management/leadership guidelines in the text, p. 6-7.
- **Discussion Questions 1**: Write two paragraphs or an APA style abstract on the text definition of Participation (p. 14) and how it applies in your work, then conduct a peer review of 2 other students’ submissions. Include a strength and weakness in your peer review and/or ask probative questions that reflect your knowledge of the text.
- See reading assignment for Week 3.

**Week # 3**
- Reading Assignment Due: NFPA Chapters 6-10, Appendix A2, A3, and A5.
- Discussion on Individual Project
- Discuss submissions and clarify expectations of Blackboard work such as completion of posting assignments and peer review.
- Discussion on Written Assignment #3
- Discussion on Written Assignment #4.
- Lecture on reading assignment.
- Discuss Individual Presentations. Using Appendix F – 3C’s Model, develop a management strategy for your ideal fire department. 5 minutes of delivery. Outline due by week 4.
Week # 4

- **Written Assignment #3:** Write on the similarities of that Chapter 7’s Management of Physical Resources and Chapter 8 Management of Financial Resources.
- **Written Assignment #4:** Write on the importance of Chapter 7 Personnel Management when taking into account Chapter 8’s Employee Relations.
- **Discussion Questions 2:** Write two paragraphs or an APA style abstract on the importance of training to standards, professional qualifications and best practices and how it applies in your work, then conduct a peer review of 2 other students’ submissions. Include a strength and weakness in your peer review and/or ask probative questions that reflect your knowledge of the text.
- **Email outline of individual presentation. (tomhardin4@siu.edu)**
- **See reading assignment due on week 5.**

Week # 5

- **Reading Assignment Due:** Chapters 11, 12, Appendix B and D.
- **Lecture on same Chapters**
- **Presentations**
- **20 question Comprehensive Final Exam**