

Basic Course Information

Semester	Winter 2015		
Course Title & #	Fire Management I - FIRE 224	Email	kenneth.herbert@imperial.edu
CRN #	CRN: 15043	Webpage (optional)	
Room	El Centro Fire Station 3	Office	By appointment
Class Dates	1/6/15 – 2/6/15	Office Hours	By appointment
Class Days	Monday, Tuesday, Wednesday	Office Phone #	760-554-5265
Class Times	6:00pm-9:15pm	Office contact if student will be out or emergency	Message or text to 760-554-5265
Units	2.5		

Course Description

A course designed for the transition from Firefighter to Fire Officer by presenting the skills and responsibilities required for the first level supervisors. This course provides an overview of supervision, management, and leadership concepts, practices and theories. The topics emphasize basic supervisory, management, and leadership skills required in decision making, delegating, personnel motivation, communication, time management, resources management, record keeping, team building, disciplinary functions, and dealing with change and stress. (CSU)

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Provide an overview of supervision, management, and leadership concepts, practices, and theories. (ILO2)
2. Communicate a summary of the advantages, disadvantages, and effects of various recognized styles of leadership and leadership profiles. (ILO1)
3. Provide an overview of basic supervisory, managerial, and leadership skills required in decision making, delegation, personnel motivation, communicating, time management, resource management, record keeping, team building, disciplinary functions, and dealing with change and stress.(ILO3)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Demonstrate a working knowledge of the skills and abilities necessary to provide the link between management and labor with an overall exam score of 70%.
2. Demonstrate a working knowledge of the principles of organization and organizational structures with an overall exam score of 70%.
3. Demonstrate a working knowledge of motivation and the factors that influence an individual’s behavior with an overall exam score of 70%.
4. Demonstrate a working knowledge of delegation and the company office’s role in the process with an overall exam score of 70%.
5. Demonstrate a working knowledge of problem solving and the decision-making process with an overall exam score of 70%.
6. Demonstrate a working knowledge of verbal communication skills to effectively communicate under emergency and nonemergency conditions so that the communications are complete, clear, and concise with an overall exam score of 70%.
7. Demonstrate a working knowledge of written communication skills to effectively communicate through

reports, letters, memorandums, policies, procedures, and orders with an overall exam score of 70%.

8. Demonstrate a working knowledge of group dynamics with an overall exam score of 70%.

9. Demonstrate a working knowledge of basic types of conflict and the proper approach to managing each type with an overall exam score of 70%.

10. Demonstrate a working knowledge of performance evaluations with an overall exam score of 70%.

11. Demonstrate a working knowledge of the need for coaching and the coaching process, and progressive discipline with an overall exam score of 70%.

12. Demonstrate a working knowledge of due process and the need for Skelly safeguards with an overall exam score of 70%.

13. Demonstrate a working knowledge of the company officer's role in the grievance process with an overall exam score of 70%.

14. Demonstrate a working knowledge of internal and external influences with an overall exam score of 70%.

15. Demonstrate a working knowledge of the elements of management and the management cycle with an overall exam score of 70%.

16. Demonstrate a working knowledge of the natural resistance to change and some methods for individual, group, and organizational change with an overall exam score of 70%.

17. Demonstrate a working knowledge of effective time management including the four quadrants of the time management matrix with an overall exam score of 70%.

18. Demonstrate a working knowledge of the difference between leaders and managers, common leadership styles and traits, and the power within organizations with an overall exam score of 70%.

19. Demonstrate a working knowledge of situational leadership and power within the organization with an overall exam score of 70%.

20. Demonstrate a working knowledge of human resource and risk management policies with an overall exam score of 70%.

21. Demonstrate a working knowledge of the goals of a safety program, and safety standards that apply to the fireground and fire station with an overall exam score of 70%.

Textbooks & Other Resources or Links

California State Fire Training (2006). *Fire Management 1; Management and Supervision for Company Officers s (2/e)*. California Department of Forestry and Fire Protection

Course Requirements and Instructional Methods

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester.

Course Grading Based on Course Objectives

Your course grade will be based on the following activities:

• Participation	50 points	17%
• Quizzes	50 points	17%
• Presentation	50 points	17%
• Written Assignment	50 points	17%
• Final Exam	100 points	32%

- TOTAL 300 points 100%

Participation

- Active participation will enhance the course delivery. Every student is expected to be prepared to discuss the topics covered.

Quizzes

- A quiz shall be administered for each class session chapter.
- Quizzes shall be due prior to the start of the next class. Late quizzes will not receive credit.
- Ten (10) points possible for each quiz.

Presentation

- Each student will present a topic as assigned by the instructor. The presentation time frame will be 10 minutes. Details for completing the assignment will be provided.

Written Assignment

- A three to five page paper will be required to be completed by the last class meeting. Details for completing the assignment will be provided.

Final Exam

- A final exam will be given that covers the stated course objectives.

Your final grade will be determined based on the following percentages:

- A 100 – 90
- B 89 – 80
- C 79 – 70
- D 69 – 60
- F 59 – 0

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to 'cite a source' correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Additional Help – Discretionary Section and Language

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Study Skills Center (library). Please speak to the instructor about labs unique to your specific program.
- Library Services: There is more to our library than just books. You have access to tutors in the Study Skills Center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Required Language: Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313, if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Required Language: Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities, please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Anticipated Class Schedule / Calendar

Date	Time	Subject
1/6/15	6:00-9:15pm	Fire Management <ul style="list-style-type: none"> • Introductions • Syllabus Review • Textbook/Handout Review • Fire and Emergency Service Higher Education
1/7/15	6:00-9:15pm	I. Introduction <ul style="list-style-type: none"> A. Orientation and Administration B. Introduction to Management and Supervision
1/12/15	6:00-9:15pm	II. Supervision <ul style="list-style-type: none"> • Principles of Organizations and Organizational Structure • Motivation • Delegation
1/13/15	6:00-9:15pm	<ul style="list-style-type: none"> • Problem Solving/Decision Making • Verbal Communication
1/14/15	6:00-9:15pm	<ul style="list-style-type: none"> • Written Communication • Group Dynamics
1/19/15		No class
1/20/15	6:00-9:15pm	<ul style="list-style-type: none"> • Managing Conflict • Performance Evaluations
1/21/15	6:00-9:15pm	<ul style="list-style-type: none"> • Coaching, Counseling, and Progressive Discipline • Due Process • Grievance Procedure
1/26/15	6:00-9:15pm	III. Management <ul style="list-style-type: none"> • Internal and External Influences • Elements of Management
1/27/15	6:00-9:15pm	<ul style="list-style-type: none"> • Managing Change • Time Management

Imperial Valley College Course Syllabus – FIRE 104 Fire Behavior and Combustion CRN:10642

1/28/15	6:00-9:15pm	IV. Leadership <ul style="list-style-type: none">• Basic Views of Leadership• Situational Leadership• Leadership Qualities and Traits
2/2/15	6:00-9:15pm	V. Human Relations <ul style="list-style-type: none">• Managing the Workplace Environment• Affirmative Action, EEO, ADA
2/3/15	6:00-9:15pm	VI. Safety and Wellness Programs <ul style="list-style-type: none">• Safety Management• Stress Management
2/4/15	6:00-9:15pm	<ul style="list-style-type: none">• NFPA 1500 VIII. Laws, Standards, and Liability <ul style="list-style-type: none">• Liability and the Company Officer Final Exam