

Midland College
Syllabus
FIRT 1309
Fire Administration I (3-0-0)

Required
Participation

For **Online** classes, students **MUST** actively participate by completing an academic assignment by the official census date. Students who do not do so, will be dropped from the course.

Course Description

Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

Students **must** actively participate by completing an academic assignment required by the instructor by the official census date. Students who do not actively participate in an academically-related activity will be reported as never attended and dropped from the course.

Text, References
and Supplies

- *Fire Department Company Officer*. International Fire Service Training Association, current edition.

Course Goals/
Objectives

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. Upon completion of this course the student will know or be able to do the following:

1. To acquire the knowledge of assuming the role of the fire company officer.
2. To gain knowledge of the fire department structure and organization.
3. The student at the end of this course will know the legal responsibilities and the liabilities that are part of being a fire officer.
4. The student will understand the role of human resource management, and the company as a group, and their influence on leadership.
5. The student will know and understand the different styles of power, different styles of leadership.
6. The student will learn the importance of the company officer's influence on company level training.
7. The student will learn the value of community and government relations.
8. The student will learn the law making process in the United States and Canada.
9. To learn how local governments are turning more and more towards privatization of services.
10. How to implement a public education program.
11. The student will learn the history of labor relations.
12. The student will learn about conflict resolutions.
13. The student will learn about budgets, the various types of

- budgets, and how they work, and the budget process.
14. To become acquainted with information management both written and electronic.
 15. Learn the various styles of communication in the fire department.
 16. The student will learn the value of fire and life safety inspections, and how they relate to the fire service and the public relation value of the inspections.
 17. The objective of fire investigations and how to conduct them.
 18. The student will become aware of emergency service delivery.
 19. The student will learn and become knowledgeable in pre-incident planning, incident scene communications, incident scene management, size-up and incident plans, and action plan implementation.
 20. The student will learn about firefighter safety and wellness and the various programs that are and should be available.

Student Contributions and Class Policies

Each student will spend at least 3 hours per week on class preparation, and outside work assignments. Homework, and progress quizzes will be given at the discretion of the instructor. As this course is Internet driven, the student it will be the students responsibility to check on homework assignments, papers, and have them handed at the appropriate or requested time. It will be the student's responsibility to provide computer use to this course.

Evaluation of Students

There will be at least two major exams, and one final exam. Any remaining exams or quizzes will be up to the discretion of the instructor. Exams will be multi-format, or topic written papers.

Major exams	50%
<u>Homework</u>	<u>50%</u>
Total	100%

All homework assignments will be turned in on time unless prior arrangements are made. If no prior arrangements are made and turned in late a deduction of 10 points a day will be deducted off of the work until a value of 50 is reached. At that point the best a student can receive for a grade will be 50 or F.

90 and above	A
80 – 89	B
70 – 79	C
60 - 69	D
59 and below	F

Course Schedule

The class does not meet at a specific time. The chapters for each course will be placed on the internet all at one time for the convenience of the student. All work must be completed prior to finals week.

- Performance Objectives
- 1 The student will exhibit professional behavior
 - 2 Performance will be satisfactory if all the items on the following checklist are met.
 - Will participate in the class regularly
 - Participates in all on line discussion and discussion boards Maintains positive attitude
 - 3 Unless stated otherwise, the student will not be allowed references. The student will be provided with necessary fire prevention equipment. Performance for content goals 1-5 will be satisfactory if consistent with course text. Satisfactory performance will be measured by an objective and/or application exam and instructor observation.

ADA Statement

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact Shep Grinnan as soon as possible. Mr. Grinnan's office is located in the Scharbauer Student Center Building. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations/ documentation.

- Division Information
- Health Sciences
- Division Dean: Carmen Edwards, DNP, MSN, RN, 209 DFHS Building, 432-686-4822
 - Department Chair: Mark Kuhn, 198 TC Building, 432-685-6757, 432-940-2453 (cell)
 - Division Secretary: Kay Floyd, 206 DFHS Building, 432-685-4600