

# Course Syllabus

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NOTE: This syllabus is subject to change during the semester. Please check this syllabus on a regular basis for any updates.

**Department** : Emergency Services  
**Course Title** : Fire Administration I  
**Section Name** : FIRT 1309  
**Start Date** : 01/18/2011  
**End Date** : 05/13/2011  
**Modality** : ON-LINE  
**Credits** :3

## Instructor Information

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**Name** : Asst. EMS Fire Chief Taner Drake  
**OC Email** : [tdrake@odessa.edu](mailto:tdrake@odessa.edu) or [ofd3840@gmail.com](mailto:ofd3840@gmail.com)  
**OC Phone #** : 432-528-3169

### Course Description

**Fire and Emergency Services Administration: Management and Leadership Practices** provides a comprehensive overview to prepare students to become leaders in the Fire, EMS, and Emergency Preparedness fields. With an emphasis on organizational and leadership tools for officers, managers, and administrators, this essential resource will offer valuable insight and understanding into the highly technical realm of fire and emergency services. Modeled after the Advanced Fire Administration course in the National Fire Academy's Degrees at a Distance Program and builds solid leadership skills.

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### Prerequisites/Co requisites

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None

[Scans](#)

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(SCANS 1, 2, 5, 6, 7, 8, 9, 10, 11)

## Course Objectives

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- Identify career development opportunities and strategies for success
  - Explain the need for effective communication skills both written and verbal
  - Articulate the concepts of span of control, effective delegation, and division of labor
  - Recognize appropriate appraising and disciplinary actions and the impact on employee behavior
  - Examine the history and development of management and supervision
  - Evaluate methods and responsibilities of leaders in organizations
  - Identify roles and responsibilities of leaders in organizations
  - Compare and contrast the traits of effective versus ineffective supervision and management styles
  - Identify and assess safety needs for both emergency and non-emergency situations
  - Identify the importance of ethics as they apply to supervisors
  - Identify the role of a company officer in Incident Command System
  - Describe the benefits of documentation
  - Identify and analyze the major causes involved in line of duty firefighter deaths related to health, wellness, fitness, and vehicle operations
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PLEASE PUT YOUR DEPARTMENT SPECIFIC INFORMATION IN THIS AREA

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## Required Readings/Materials

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You must purchase the following *required* readings/materials:

*Fire and Emergency Services Administration – Management and Leadership Practices*

Author: L. Charles Smeby, Jr.

Publisher: Jones and Bartlett Publishers

ISBN-13: 9780763731892

ISBN-10:0763731897

## Course Requirements (Lectures, Assignments and Assessments)

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### Course Assignments:

Homework – 12 Weekly Assignments

Essay

Mid-Term Exam

Final Exam

**Essay:**

Choose from one of the following topics:

1. Ability to, or not, photograph images or people on an emergency scene with a personal cell phone camera.
2. The ability to use tobacco products, or not, while on-duty with a fire department.
3. Should employees have to pay, or not, for lost or damaged equipment while not engaged on an emergency scene?
4. Another subject with approval of Instructor

Essay Requirements:

1. Cover Sheet
2. 5 Paragraph (Intro, Point 1, Point 2, Point 3, Conclusion)
3. 2000 words
4. 12 Font
5. Single spaced
6. Proper spelling and grammar

### **Homework:**

All homework needs to be completed in a Word document and submitted through Blackboard by the noted deadline.

### **Semester Course Schedule:**

January 17 thru 30 – Read Chapter 1, Complete Homework #1

Deadline to submit homework: Sunday, January 30<sup>th</sup> @ 5:00 pm

January 31 thru February 6 – Read Chapter 2, Complete Homework #2

Deadline to submit homework: Sunday, February 6<sup>th</sup> @ 5:00 pm

February 7 thru February 13 – Read Chapter 3, Complete Homework #3

Deadline to submit homework: Sunday, February 13<sup>th</sup> @ 5:00 pm

February 14 thru February 20 – Read Chapter 4, Complete Homework #4

Deadline to submit homework: Sunday, February 20<sup>th</sup> @ 5:00 pm

February 21 thru February 27 – Read Chapter 5, Complete Homework #5

Deadline to submit homework: Sunday, February 27<sup>th</sup> @ 5:00 pm

February 28 thru March 6 – Read Chapter 6, Complete Homework #6

Deadline to submit homework: Sunday, March 6<sup>th</sup> @ 5:00 pm

March 7 thru March 11 – Mid-Term Exam (Ch. 1-6), OC Testing Center

March 14 thru March 18 – Spring Break

March 21 thru March 27 – Read Chapter 7, Complete Homework #7

Deadline to submit homework: Sunday, March 27<sup>th</sup> @ 5:00 pm

March 28 thru April 3 – Read Chapter 8, Complete Homework #8

Deadline to submit homework: Sunday, April 3<sup>rd</sup> @ 5:00 pm

April 4 thru April 10 – Read Chapter 9, Complete Homework #9

Deadline to submit homework: Sunday, April 10<sup>th</sup> @ 5:00 pm

April 11 thru April 17 – Read Chapter 10, Complete Homework #10

Deadline to submit homework: Sunday, April 17<sup>th</sup> @ 5:00 pm

April 18 thru April 23 – Read Chapter 11, Complete Homework #11

Deadline to submit homework: Sunday, April 24<sup>th</sup> @ 5:00 pm

April 24 thru May 1 – Read Chapter 12, Complete Homework #12

Deadline to submit homework: Sunday, May 1<sup>st</sup> @ 5:00 pm

May 2 thru May 6 – Essay Due

May 9 thru May 11 – Final Exam (Ch. 7-12), OC Testing Center

## **Grading Policy**

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Although individual grades are updated weekly, the final grade for this course will be determined on the percentages listed below:

Homework – 40%

Essay – 20%

Mid-Term 20%

Final – 20%

Final grades will be determined according to the following point system:

A = 90 – 100

B = 80 – 89

C = 75 – 79

D = 70 – 74

F = Below 70

## Special Needs

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Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

## Learning Resource Center (Library)

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The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

## Student E-mail

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Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

## Student Portal

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Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

## Technical Support

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For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## Important School Policies

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For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).