I. LOCATOR INFORMATION
Semester: Spring 2013
Course #: FSCN 412
Course Name: Advanced Fire Administration
Credit Hours: 3
Instructor: Barbara R. Russo
Office Location: Lyons Science Building, Room 322
Office Hours: TBA Other hours by appointment.
Office Phone: 910.922-2625
Email: brusso@uncfsu.edu

FSU Policy on Electronic Mail: Fayetteville State University provides to each student, free of charge, an electronic mail account (username@uncfsu.edu) that is easily accessible via the Internet. The university has established FSU email as the primary mode of correspondence between university officials and enrolled students. Inquiries and requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. Inquiries or requests from personal email accounts are not assured a response. The university maintains open-use computer laboratories throughout the campus that can be used to access electronic mail.
Rules and regulations governing the use of FSU email may be found at http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf

II. COURSE DESCRIPTION
This course examines organizational and leadership tools for fire service administrators, including community approaches to administration, core skills, planning and implementation, leading change, and community management.

III. DISABLED STUDENT SERVICES
In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ACA) of 1990, if you have a disability or think you have a disability to please contact the Center for Personal Development in the Spaulding Building, Room 155 (1st Floor); 910-672-1203.

IV. REQUIRED TEXT
Supplemental readings will be made available in Blackboard in the Course Content section.

RECOMMENDED REFERENCE MATERIAL

V. STUDENT LEARNING OUTCOMES
Upon the completion of this course the student will
1. Describe the elements of effective departmental organization.
2. Analyze the training and skills required to establish departmental organization.
3. Describe the value of a community-related approach to risk reduction.
4. Create a budget planning document that anticipates the needs of a community.
5. Demonstrate effective leadership strategies for working within the governmental structure.
6. Describe the concept of change and addressing future trends in fire and emergency services management.
7. Explain how communications technology and other resources can be used in conducting problem-solving analysis.
8. Explain the national assessment models and their respective approaches to certification.

VI. COURSE REQUIREMENTS AND EVALUATION
a. Evaluation Criteria:

<table>
<thead>
<tr>
<th>University Grading Scale</th>
<th>Course Points Equivalents</th>
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<tbody>
<tr>
<td>A 92-100%</td>
<td>A 920-1000</td>
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<tr>
<td>B 83-91%</td>
<td>B 830-910</td>
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<tr>
<td>C 73-82%</td>
<td>C 730-820</td>
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<tr>
<td>D 64-72%</td>
<td>D 640-720</td>
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<td>F 63% or less</td>
<td>F 630 or less</td>
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<td>I Incomplete</td>
<td>I Incomplete</td>
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b. Value of Each Assignment/Assessment - Point Breakdown

<table>
<thead>
<tr>
<th>Unit 1</th>
<th>Discussion Board</th>
<th>30 points</th>
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<tbody>
<tr>
<td></td>
<td>Written Assignment</td>
<td>70 points</td>
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<tr>
<td>Unit 2</td>
<td>Discussion Board</td>
<td>30 points</td>
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<tr>
<td></td>
<td>Written Assignment</td>
<td>70 points</td>
</tr>
<tr>
<td>Unit 3</td>
<td>Discussion Board</td>
<td>30 points</td>
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<tr>
<td></td>
<td>Written Assignment</td>
<td>70 points</td>
</tr>
<tr>
<td>Unit 4</td>
<td>Discussion Board</td>
<td>30 points</td>
</tr>
</tbody>
</table>
Written Assignment 70 points
Discussion Board 30 points
Written Assignment 70 points
Discussion Board 30 points
Written Assignment 70 points
Written Assignment 70 points
Discussion Board 30 points
Written Assignment 70 points
Final Exam 200 points

Unit 5

Unit 6

Unit 7

Unit 8

c. Graded Assignments/Assessments

Case Studies/Written Assignments: You will have 8 case studies/written assignments worth 70 points each which will be submitted through the Digital Dropbox in Blackboard. All instructions and the grading rubric can be found in the Course Documents area in Blackboard. Please cite your sources properly using APA Style and be familiar with the University’s Plagiarism Policy. Late work will not be accepted as per the Policy on Missed and Late Assignments.

Exams: You will have one final exam worth 200 points and it will be comprehensive in nature. It will be made available in advance so that you will be able to meet the assigned deadline during exam week. It will be submitted through the Digital Dropbox in Blackboard.

Discussion Boards: You will have 8 discussion boards worth 30 points each throughout the semester. It is important for the student to frequently log in and participate. As these discussions are designed to create a classroom type of forum and replaces traditional classroom participation, student participation is vital and required. Your participation in the discussion boards will be evaluated and points awarded based on the rubric provided in Course Documents area in Blackboard. Quality and frequency of posts are two major considerations you should make while participating in discussions. Frequency is self-explanatory – you should be posting a minimum of three times a Unit (three times a week) and those posts should be spread out over several days. Making all of your posts on a single day or the last day of a unit is not acceptable. Quality refers to the actual content of your posts. Quality posts are expected to include the following:

• providing additional information to the discussion;
• elaborating on previous comments from others;
• presenting explanations of concepts or methods to help fellow students,
• presenting reasons for or against a topic in a persuasive fashion,
• sharing your own personal experiences that relate to the topic, and
• providing a URL and explanation for an area you researched on the Internet.

A one-sentence post of “I agree with you completely” is not going to be acceptable at this level. So please be sure that you review the grading rubric to understand what factors into your grade.

d. Policy on Missed or Late Assignments
Late assignments will not be accepted and make-ups for exams will not be allowed. The ONLY time I will consider (not guarantee) an exception to this rule is in the case of a documented illness that requires hospitalization (i.e., a hospital stay) or the death of an immediate family member (i.e., parent, child or sibling). If such an emergency occurs it is your responsibility to contact me immediately. The decision to accept any late work will be made on a case-by-case basis, and is NOT guaranteed. If an extension and/or make up opportunity is granted, it will likely be given in a different format than the original assignment/quiz/exam.

e. Academic Dishonesty
Any student found guilty of academic dishonesty will be subject to disciplinary actions as described in the student handbook, and will likely earn a failing grade for the assignment in question and/or the course. Academic dishonesty includes, but is not limited to the following: cheating, plagiarism, complicity to academic dishonesty (helping or attempting to help another student cheat) and misrepresentation to avoid academic work (e.g. fabricating excuses of an illness, injury, accident, family death, etc. to avoid the timely submission of academic work).

f. Incompletes
There will be no Incompletes awarded in this course. Students are expected to successfully complete the course in the 8-weeks that it is delivered. If you feel that you cannot complete the course you must withdraw by the date required by the University to avoid a grade penalty. Incompletes will only be granted at the discretion of the instructor and only for causes such as extended illness or loss of an immediate family member. Documentation will be required.

VII. ACADEMIC SUPPORT RESOURCES
Blackboard Help Desk: 1-866-518.3955
This is your first stop when experiencing technical challenges with your
Blackboard course site(s). Your professor will direct you to this site so please start there as you attempt to solve your technology challenges.
A new component to the FSU Blackboard Helpdesk will include the “Blackboard Online Support Center” which is located at the following URL: http://d2.parature.com/ics/support/default.asp?deptID=4505.

Library Information
The successful student will utilize a variety of library sources and Internet resources. Fire science students are encouraged to utilize the FSU library, as it is an interlibrary loan facility. Additionally, students are encouraged to utilize their local public, college and university libraries. Finally, the Learning Resource Center (LRC) at the National Fire Academy (NFA) is an excellent resource, participating in the interlibrary loan process and providing search assistance to fire service personnel (www.fema.gov).

VIII. COURSE OUTLINE – SEE ATTACHED AT BOTTOM

IX. TEACHING STRATEGIES
This course will incorporate reading assignments from the text, supplemental readings posted under Course Material, along with written assignments (case studies), discussion boards and a final exam.

X. BIBLIOGRAPHY
**Important Spring 2013 Dates:**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Unit Topics</th>
<th>Assignments</th>
<th>Due Date/Time</th>
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<tbody>
<tr>
<td>January 5th</td>
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<td>First Day of Class</td>
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<td>January 21st</td>
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<td>First 8-weeks</td>
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<td>February 8th</td>
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<td>Martin Luther King</td>
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<td>February 27th</td>
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<td>Day (University Closed)</td>
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<td>March 1st</td>
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<td>Last Day to Withdraw</td>
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<td>March 9th</td>
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<td></td>
<td>from Classes</td>
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<td>March 29th</td>
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<td></td>
<td>First 8-weeks</td>
</tr>
<tr>
<td>April 12th</td>
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<td></td>
<td>Spring Holiday</td>
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<tr>
<td>April 29th</td>
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<td></td>
<td>(University Closed)</td>
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<tr>
<td>May 4th</td>
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<td>Last Day to Withdraw</td>
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<tr>
<td>May 6th</td>
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<td></td>
<td>form Classes</td>
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<tr>
<td>May 10th</td>
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<td>Second 8-weeks</td>
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- First Day of Class First 8-weeks
- Martin Luther King Day (University Closed)
- Last Day to Withdraw from Classes First 8-weeks
- Last Day of Class First 8-weeks
- Final Grades Due First 8-weeks
- First Day of Class Second 8-weeks
- Spring Holiday (University Closed)
- Last Day to Withdraw form Classes Second 8-weeks
- Grades for Graduating Seniors Due
- Commencement
- Final Grades Due
- Textbook Rental Returns Due