



South Portland, Maine 04106

**Title: Fire Service Leadership/Mentoring**

**Catalog Number: FIRE 215**

**Credit Hours: 3**

**Total Contact Hours: 45**

**Instrs: S. Willis, D. McLean + M. Stone**

**SW Office: Howe 204, 741-5808, swillis@smccme.edu**

**Semester: Fall 2017**

**Mac Office: Howe 206, 741-5512, dmclean@smccme.edu**

## Course Syllabus (08-16-17 version)

### Course Description

This course is designed to develop a foundation of leadership, supervision and communication skills for the fire officer and other leaders. The subject matter instruction, activities and assignments will follow the recommendations for Fire Officer I and II as presented in the current edition of NFPA 1021 *Standard for Fire Officer Professional Qualifications*. Students will study general supervision challenges and methods, as well as issues specific to leading and supervising career and volunteer fire service personnel. Students will exercise leadership skills by serving as peer mentors for other Fire Science students. *SMCC has designated this course as "Writing-Intensive" and satisfactory completion requires that students write a variety of draft and final papers.* Students may choose to use this course as a SMCC Honors Course by completing an honors project, and as several steps toward earning MFSI/Pro Board Fire Officer I + II certification.

### Course Objectives

After successfully completing the course, the student will be able to:

1. Describe the roles and responsibilities of fire officers.
2. Understand the concepts of ethical behavior and workplace diversity.
3. Discuss the role and function of organized labor in the fire service.
4. Discuss the procedures necessary to manage risk and operate safely in the fire workplace.
5. Understand the role of the officer in fire fighter training and development.
6. Discuss the role of the fire officer in the evaluation and disciplinary processes.
7. Understand different leadership styles and their applications.
8. Discuss the role of the fire officer in effective community relations.
9. Explain the processes in pre-incident planning and code enforcement.
10. Demonstrate the application of effective written and oral skills in fire department communications.
11. Explain the implementation of an Incident Command System.
12. Explain the roles and functions of a fire officer during emergency responses.
13. Discuss the crew resource management model.
14. Exercise, document and reflect on everyday leadership and mentoring
15. Develop and present a course portfolio to document and defend course completion + personal growth.

### Topical Outline of Instruction

1. Introduction to Fire Officer	10. Handling Problems, Conflicts and Mistakes
2. Preparation for Promotion	11. Working in the Community
3. Fire Fighters and the Fire Officer	12. Pre-incident Planning and Code Enforcement
4. Understanding People	13. Budgeting
5. Safety and Risk Management	14. Routine and Emergency Communications
6. Training, Coaching and Mentoring	15. Managing Incidents
7. Organized Labor and the Fire Officer	16. Fire Attack
8. Evaluation and Discipline	17. Crew Resource Management
9. Leading the Fire Company	18. Fire Cause Determinations

### Writing Assignments (2016 J+B Fire Officer I + II In-basket Assignments)

Project 1	FD organization, roles and responsibility
Project 3	Firefighter and fire officer expectations
Project 4	Communications
Project 6	Leadership concepts
Project 7	Fire-EMS leadership
Project 15	Managing incidents

Writing assignments will comply with APA style, as described in Hacker's *A Writer's Reference*, 7th edition.

### Course Requirements

Students will be required to complete pre-class reading assignments and take notes from material presented in an interactive lecture/discussion/activities format. Understanding of reading content and applications will be evaluated by online and in-class quizzes and a comprehensive final exam. ***This is a writing-intensive course:*** Students will be required to submit drafts and final papers of 6 writing assignments during the semester. A Peer Mentoring assignment and Final Semester Project (course portfolio) submission will also be required.

### Everyday Leadership Assignment: Fire Science Peer Mentoring

Students will be given leadership assignments to lead and mentor 1<sup>st</sup> year Fire Science students or inexperienced members of fire-EMS organizations throughout the semester. Students and mentees will establish goals and objectives, plan, execute and document activities, and reflect on the leadership experiences and lessons learned. They will include their mentoring activities and reflections in their leadership portfolio and presentation. Specific expectations and requirements are described in the "FIRE 215 Everyday Leadership/Peer Mentoring Requirements."

### Final Semester Project

For the Final Semester Project students shall submit a course portfolio demonstrating mastery of concepts presented in the course, and present the portfolio to a panel of faculty, academic and fire/rescue leaders. The project and presentation guidelines are described in the "Portfolio Project & Presentation Requirements". The portfolio is due at Week 15 class.

### Attendance

Attendance is expected at all classes. Attendance will be recorded and will affect your class participation grade. SMCC requires instructors to report the names of students to the registrar's office who stop attending class. **For the purpose of this class, students will be reported as no longer attending after two consecutive, or a total of three, unexcused absences from the class. A report of last date of attendance to the registrar's office results in a grade of Administrative Failure (AF) being recorded for the student.** Unexcused tardiness equates to ½ an absence. For more information, please refer to the SMCC Student Handbook. Students are expected to notify the instructor, in advance, concerning absences. Students are responsible for all material missed during any absences.

### **You are responsible for all class content you missed due to absence.**

If you know you're going to miss a class please contact me in advance via e-mail or phone. You should contact your classmates for general information regarding notes, assignments and a synopsis of what was missed during your absence. Refer to your course schedule for additional information. Upon ***your first academic day of wellness*** you should schedule a meeting with one of the instructors to establish a written plan for make-up. Do not wait for the next class meeting time to contact your instructor regarding your absence.

### Add/Drop

SMCC's course add/drop deadline for each semester is Tuesday of the second week @ 5:00 PM. If you drop this course before the deadline, you will receive a tuition refund. If not, you will be billed the full cost of the course.

### Early Warning Letters

After students have completed Week 5 of the course, early warning letters will be sent home to students who have demonstrated unsatisfactory performance. Unsatisfactory performance will be determined by the instructor based on a combination of grades and attendance. Warnings are intended to help get you back on track to success.

## Student Evaluation and Grading

All grading is done in accordance with SMCC guidelines. Students' final grade will be based on work within this course according to the following percentages:

- 25% Quizzes (PCNTGS = 15%, Online quizzes = 10%)**
- 15% Student everyday leadership/peer mentoring assignment**
- 25% Writing assignments (drafts = 5%, final papers = 20%)**
- 20% Course portfolio & presentation**
- 15% Final exam**

Students are encouraged to access their JBNavigate gradebook to track their current progress in the course. Caution: Navigate grade book does not weigh assignments according to grading weights listed above, and does not automatically assign a grade of 0 to missed assignments. Students need to factor in any zeros to get more accurate grades.

## Course Policies

Human dignity and integrity: All class participants are expected to treat others with respect. Some of the communications in this course will be via e-mail and online discussions that lack the benefit of in-person, non-verbal context. Students are cautioned to carefully select the words and phrases that you use, and maintain a professional online demeanor at all times.

In the classroom, students are expected to:

- Respect the classroom, fellow students and faculty: *By being punctual, taking off hats, being careful with food and drinks, speaking non-judgmentally, listening to others and respecting differing views.*
- Staying engaged: *By turning off pagers, setting cell phones to vibrate, refrain from text-messaging during class.*
- Work hard: *By taking the course seriously, managing your time, completing pre-class readings, getting assignments in on time, and studying for quizzes and tests.*
- Original work: Students are expected to submit original work unless other sources are clearly credited. Students are expected to equitably share the load in group work. Cheating will not be tolerated. Students found to have cheated will be penalized with actions up to and including a failing grade in the course following policies listed in the SMCC Code of Student Conduct.

## Text, Tools, and/or Supplies

Required Texts:

1. Fire Officer Principles and Practice with Navigate2 online codes, 3rd edition, Jones and Bartlett, ISBN 978-1-2840-7924-1
2. A Writer's Reference, 7th ed., Diana Hacker, ISBN-13: 978-0-3126-0143-0 (6<sup>th</sup> edition is OK)

## Your Keys to Success

Here are six simple keys to succeeding in this course:

1. **Read textbook prior to class:** Pre-class readings listed on the schedule. All reading will be quizzed at start of class.
2. **Take good notes:** Write key points in your text as you read, and take notes in class. Review and/or rewrite notes.
3. **Study for quizzes and tests:** Review the text + rewrite your notes' key points.
4. **Pass in assignments on time:** Each assignment will have a due date and time. **No assignments will be accepted after the deadline for any reason.** *Assignments passed in on time may be rewritten and resubmitted within 1 week for an improved grade.*
5. **Commit the time:** You should expect to spend **at least 8 hours per week, every week** (3 hours in class, plus 5 hours outside of class) on this course. *Don't get behind – there is little chance that you can catch up.*
6. **Manage your frustrations and ask for help:** Before you get too far behind, ask for help. You are responsible for doing the work, but instructors and the Academic Achievement Center are ready and pleased to help you.

## ADA Syllabus Statement

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207-741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

**Southern Maine Community College Fire Science**  
**FIRE 215 Fire Service Leadership – Fall, 2017 – Schedule: 08-16-17 version**  
 Tuesday or Thursday, 0800 – 1045 hrs. @ Howe Hall 3<sup>rd</sup> floor Seminar Room

<b>Dates 2016</b>	<b>Pre-Class Assignment: Read J+B Chapter (Ch.), pass in PCNTG @ start of class</b>	<b>Quizzes: PCNTG at class. Online due Sun. 2355</b>	<b>Projects due: Post by Sun./Tues. @ 2355 hrs.</b>	<b>Instructor Notes</b>
Week 1: 8/29+31/17	-Thesis instructor/student intro -Leader Roles: Officer, Mentor, Instructor -Course Syllabus, Schedule + Success Plans -Thesis essay format + messages	PCNTG expectations in class.		-Syll+Sch, -Name tags, easel + markers -Writing handout -Peer Mentor manual+forms
Week 2: 9/5+7/17	<b>-Mentoring W/shop 1: Language (KL+MP)</b> -JBNavigate2 + 1 Min. Thesis Messages (all) -Proj 1 draft work session Ch. 6: Understanding People	Ch. 1+6: PCNTG Online: Sun 2355	Project #1 draft	-Mentoring: 105+215? -JBNavigate memo+demo 1MTM
Week 3: 9/12+14/17	-Portfolio + Cert. Requirements Ch. 2: Prep for Promotion Ch. 3: FFers + Officers	Ch.'s 2+3: PCNTG + OL	#1: FD Organization	1MTM
Week 4: 9/19+21/17	<b>-Mentoring W/shop 2: Peer to Peer (PR)</b> Ch. 5: Safety + Risk Mgt. <i>Portfolio Work Session 1: Work Plan</i>	Ch. 5: PCNTG + OL	Project #3 draft	1MTM
Week 5: 9/26+28/17	Ch. 8: Training + Coaching <i>Live fire training – 90 min's: WM?</i>	Ch. 8: PCNTG + OL	#3: FFer and Fire Officer	Walter Morris? 1MTM
Week 6: 10/3+5/17	<b>-Mentoring W/shop 3: The Workplace (CG)</b> Ch. 9+10: Eval'n, Disc + Organized Labor	Ch.'s 9+10: PCNTG + OL	Project #4 draft	1MTM
Week 7: 10/10+12/17	Ch. 7: Leading the Company Ch. 12: Handling Problems	Ch.'s 7+12: PCNTG + OL	#4: Communications	PM cover Tues. 1MTM
Week 8: 10/17+19/17	<b>-Mentoring 4: Fire-EMS Mentoring (ES)</b> Ch. 11: Working in the Community (NS?)	Ch. 11: PCNTG + OL	Project #6 draft	PM cover Tues. Chief Schools? 1MTM
Week 9: 10/24+26/17	<i>Portfolio Work Session 2: Thesis Stmt.</i> Ch. 13: Preplanning + Codes	Ch. 13: PCNTG + OL	#6: Leadership Concepts	Preplan Howe Hall 1MTM
Week 10: 10/31 + 11/2/17	<b>-Mentoring W/shop 5: Home Stretch (MS)</b> Ch. 14: Budgeting (HR?)	Ch. 14: PCNTG + OL	Project #7 draft	Chief Rice? 1MTM
Week 11: 11/7+9/17	Ch. 4+15: Commun's + Incident Mgt. (Simulations 1: Arrival Reports) <i>Portfolio Session 3: Resume + Cvr. Ltr.</i>	Ch. 4 + 15: PCNTG + OL	#7: Fire-EMS Leadership	START @ 0730? 1MTM
Week 12: 11/14+16/17	Ch. 16 -19: IMS, Cause/Origin + CRM (Sims 2: Arrival + Initial Assigns.)	Ch. 16, 17, 18 + 19: PCNTG + OL	Project #15 draft	1MTM
Week 13: 11/21+23/17	Thanksgiving Break – no classes -Project 15 paper due	<b>-Take Home Assignment: Portfolio Document Review +2 Practice Presentations</b> <b>-Project 15 final paper due</b>		
Week 14: 11/28 + 30/17	Review & Final Exam -Portfolio Draft #1 Instructor Review + Grading	Review + Final Exam	Course Portfolio Draft #1 due for instructor review, grading + feedback	
Week 15: 12/5+7/17	<i>Dress Rehearsal Presentations</i> -Portfolio Draft #2 Peer Grading		-Course Port. Draft #2 due -Dress Rehearsal Present'n.	Mac, SW, MS + panelists
Week 16: 12/12+14/17	<i>Final Portfolio Presentations</i>		Final Course Portfolio due + Final Presentation	Mac, SW, MS + panelists

<b>SMCC Honors Course + MFT&amp;E/Pro Board Fire Officer I + II Certification Requirements (Student Option)</b>	
<b>FIRE 215 Writing Projects: 1, 3, 4, 6, 7 + 15</b>	<b>FIRE 260 Fire Admin. Writing Projects: 2, 5, 8, 12 + 14</b>
<b>Additional 2016 FOI+II Writing Projects:</b> Sept. 30: #9 – Evaluation & Discipline Oct. 31: #10 – Organized Labor Nov. 30: #11 – Citizen complaint Dec. 18: #13 – Pre-Incident Planning and Code Enforcement	<b>Additional 2016 FOI+II Writing Projects:</b> Jan. 31: #16 – Rules of Engagement Feb. 28: #17 – Fire Attack Mar. 31: #18 – Fire Investigation Apr. 30: #19 – Human Factors
<b>Other Training/Testing Requirements (Mac)</b> =Simulation Trng./Testing: ___/___/___ @ _____ =Firefighter I+II certification (documentation)	<b>Other Training/Testing Requirements</b> =Fire Instructor I + II: (Spring semester, SMCC or other) =Certification Written Exam: (contact MFSI)