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South Portland, Maine 04106

Title: Fire Service Leadership	**Catalog Numbers: FIRE 215**
Credit Hours: 3	**Total Contact Hours: 48**
Instrs: S. Willis, D. McLean + M. Stone	**SW Office: Howe 204, 741-5808, swillis@smccme.edu**
Semester: Fall 2018	**Mac Office: Howe 206, 741-5512, dmclean@smccme.edu**

Course Syllabus (08-26-18 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. Co-requisite: FIRE 216

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.

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

Topical Outline of Instruction

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 Component: Fire Science Peer Mentoring (See complete FIRE 216 syllabus)
Students will be given leadership assignments to lead and mentor 1st 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.

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:
      30%   Quizzes (PCNTGs = 20%, Online quizzes = 10%)
      30%   Writing assignments (drafts = 5%, final papers = 25%)
      25%   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 grades that are more accurate.

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 (online codes only ISBN 9781284068344)
2. A Writer's Reference, 7th ed., Diana Hacker, ISBN-13: 978-0-3126-0143-0 (6th 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.

Mid-Term Grades: After students have completed 8 weeks of the course, mid-term grades will be posted. Mid-term grades will be determined by a combination of grades, attendance, mentee feedback and mentee meeting documentation.

End-of-Course Evaluation

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 p.m. following the last day of the class. You will receive an e-mail to your student e-mail account when course evaluations are available.

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.

SMCC Pay-for-Print Policy

Each semester students receive a $20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general

access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account. Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an e-mail to helpdesk@smccme.edu.

Refunds
Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

Add-Drop Policy
Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy
A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the Fall and Spring semesters and the second through ninth week of twelve-week Summer courses. This period is pro-rated for shorter-length courses,
usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

Plagiarism Statement
If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College's chief academic officer prior to making such decisions. If a student seeks to challenge an instructor's determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College's disciplinary officer for review under the procedures of the MCCS Student Code of Conduct.

Southern Maine Community College Fire Science
FIRE 215 Fire Service Leadership & FIRE 216 Peer Mentoring Courses Schedule – Fall, 2018: 08-26-18 version
Tuesday or Thursday, 0800 – 1145 hrs. @ Howe Hall 3rd. floor Seminar Room

Dates 2018	Pre-Class Assignment: Read J+B Chapter (Ch.), pass in PCNTG @ start of class	PCNTGs due at class Online quizzes due Sun. @ 2355 hrs. Proj's due Sun/Tues @ 2355 hours	FIRE 216 Activities: Presentations (Team) + Workbook (all) due Dates	Instructor Notes
Week 1: 8/28+30/18	-Thesis instructor/student intro -Leader Roles: Officer, Mentor, Role Model -Course Syllabus, Schedule + Success Plans -Thesis essay format + messages -Peer mentoring intro. w/FIRE 105 (MS)	PCNTGs due at start of class. Post writing projects in J+B Sun. (01) or Tues. (02) @ 2355	Intro. w/105 (MS) **Each team:** 10 min. pres. per assigned SLC chapter + 15-min. discussion. Start @ 1100 hrs.	-Syllabus + Schedule -Name tags, easel + markers -TED Talk: Self Leadership -Peer Mentor workbook -Writing Guide
Week 2: 9/4+6/18 ML: 0945	-Mentoring W/shop 1: Language (0830) -JBNavigate2 + 1 Min. Thesis Messages (all) -Proj 1 draft work session Ch.1+6: Intro + Understanding People	Ch. 1+6: PCNTG Online: Sun 2355 **Project #1 draft**		-JBNavigate memo+demo 1MTM
Week 3: 9/11+13/18	-Mentoring 2: Comms. that Motivate (0830) -Portfolio + Cert. Requirements Ch. 2+3: Promotion, FFers + Officers	Ch.'s 2+3: PCNTG + OL quiz **Proj. 1: FD Org'n.**	**SLC Team 1: Ch 1-3 Presentation (1100 hrs)**	1MTM
Week 4: 9/18+20/18	Ch. 5: Safety + Risk Mgt. *Live fire training – 90 min's: WM?*	Ch. 5: PCNTG + OL quiz **Project #3 draft**	**All: Mentor Workbook Ch 1-3 due @ start of class**	1MTM
Week 5: 9/25+27/18	-Mentoring 3: The Workplace (0830-0930) Ch. 8: Training + Coaching	Ch. 8: PCNTG + OL **#3: FFer + Officer**		Walter Morris? 1MTM
Week 6: 10/2+4/18	Ch. 9+10: Eval'n, Disc + Organized Labor *Portfolio Work Session 1: Work Plan*	Ch.9+10:PCNTG+Quiz **Project #4 draft**	**SLC Team 2: Ch 4-6 Presentation (1100 hrs)**	1MTM
Week 7: 10/9+11/18	-Mentoring 4: Fire-EMS Mentoring (0830) Ch. 7+12: Leading + Problem Solving	Ch. 7+12: PCNTG+Quiz **#4: Communications**	**All: Mentor Workbook Ch 4-6 due start of class**	PM cover Tues. 1MTM
Week 8: 10/16+18/18	Ch. 11: Working in the Community (NS?) *Portfolio Work Session 2: Thesis Stmt.*	Ch. 11: PCNTG+Quiz **Project #6 draft**		Chief Schools? 1MTM
Week 9: 10/23+25/18	-Mentoring 5: Home Stretch (MS - 0830) Ch. 13: Preplanning + Codes	Ch. 13: PCNTG+Quiz **#6: Leadership**	**SLC Team 3: Ch 7-9 Presentation (1100 hrs)**	Preplan Howe Hall 1MTM
Week 10: 10/30+11/1/18	Ch. 14: Budgeting (HR?) *Portfolio Session 3: Resume + Cvr. Ltr.*	Ch. 14: PCNTG+Quiz **Project #7 draft**	**All: Mentor Workbook Ch 7-9 due start of class**	Chief Rice? 1MTM
Week 11: 11/6+8/18	Ch. 4+15: Commun's + Incident Mgt. (Simulations 1: Arrival Reports)	Ch. 4+15: PCNTG+Quiz **#7: Fire-EMS Ldrshp**	**SLC Team 4: Ch 10-12 Presentation (1100 hrs)**	START @ 0730? 1MTM
Week 12: 11/13+15/18	Ch. 16 -19: IMS, Cause/Origin + CRM (Sims 2: Arrival + Initial Assignts.)	Ch.16-19: PCNTG+Quiz **Project #15 draft**	**All: Mentor Workbook Ch 10-12 due start of class**	1MTM
Week 13: 11/20+22/18	Thanksgiving Break – no classes -**Project 15 paper due**	-Take Home Assignment: Portfolio Document Review +Practice Presentations -**Project 15 final paper due**		
Week 14: 11/27+29/18	Review & Final Exam -Portfolio Draft #1 Instructor Review + Grading	Review + Final Exam (online)	Course Portfolio Draft #1 due for instructor review, grading + feedback	
Week 15: 12/4+6/18	*Dress Rehearsal Presentations* -Portfolio Draft #2 Peer Grading		-Course Port. Draft #2 due -Dress Rehearsal	Mac, SW, MS + panelists
Week 16: 12/11+13/18	*Final Portfolio Presentations*		Final Portfolio due + Final Presentation	Mac, SW, MS + panelists

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