



South Portland, Maine 04106

Title: Fire Service Leadership

Catalog Numbers: FIRE 215

Credit Hours: 3

Total Contact Hours: 48

Instructors: Steve Willis & Dave McLean

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Semester: Fall 2021

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Course Syllabus (version: 08/25/21)

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 as role models, followers and leaders.
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, health and safety in the fire-EMS 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 management principles, and different leadership theories and situational applications.
8. Discuss the role of the fire officer in applying the 5 E's of community risk reduction.
9. Explain the processes in pre-incident planning and code enforcement.
10. Demonstrate the application of effective written and oral communication skills.
11. Explain the fire officer's roles in incident management.
12. Explain the roles and functions of a fire officer during emergency responses.
13. Discuss situational awareness, error management and the crew resource management model.
14. Exercise, document and reflect on everyday leadership and peer mentoring
15. Develop and present a course portfolio to document and defend course completion + personal growth.

Topical Outline of Instruction

1. Fire Officer as a Company Supervisor	5. Fire-EMS Administration
2. Leadership & Management Theories	6. Pre-incident Planning and Code Enforcement
3. Leading a Team	7. Command of Initial Emergency Operations
4. Community Risk Reduction	8. Safety and Risk Management

Writing Assignments: Ward 4th Edition (2021) Fire Officer I + II In-basket Assignments)

Project 1 Officer as Company Supervisor

Project 2 Leadership and Management Theories

Project 3 Team Leadership

Project 7 Command of Initial Emergency Operations

Project 8 Safety and Risk Management

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 5 writing assignments during the semester. A Peer Mentoring assignment and Final Semester Project (course portfolio) submission will also be required.

Peer Mentoring (See complete FIRE 216 syllabus)

Instructors will assign students to lead and mentor 1st year Fire Science students or inexperienced members of fire-EMS organizations throughout the semester. FIRE 215/216 mentors 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 215/216 Peer Mentoring Guide."

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". See course schedule for portfolio due dates.

Attendance

Attendance and engagement will be checked and recorded by instructors multiple times during in-person and Zoom classes, and will affect a student's course grade. SMCC requires instructors to report the names of students to the registrar's office who stop attending class. ***Missing a portion of an in-person or Zoom class will be recorded as one-half an absence. For the purpose of this class, instructor will report students as no longer attending after two consecutive – or a total of three -- absences from the class, resulting in a grade of "AF" being recorded for the student. FMI, please refer to the SMCC Student Handbook. Students are expected to notify the instructor, in advance, concerning absences.***

If you are "on call" during class: Students are prohibited leaving class to respond from SMCC campus to their on-call communities for emergency calls. If students attending Zoom classes from on-call stations leave class to respond, they will be marked absent from class. As stated above, multiple absences will result in course failure.

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

20% PCNTGs

10% Online Quizzes

30% Writing assignments (drafts = 5%, final papers = 25%)

30% Course portfolio & presentation (document = 15%, presentation =15%)

10% Online Final exam

Students are encouraged to access their Brightspace gradebook to track their current progress in the course. Caution:

Brightspace 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, 4th 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 (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. **Generate thoughtful PCNTGs + Class Notes:** Structure according to the specs. Concentrate on key points and words that are unfamiliar to you. Take notes in class – *if it’s on the board, it should be in your notes*. Review and/or rewrite notes before taking quizzes and tests.
3. **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.*
4. **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.*
5. **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 10 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.

FIRE 215 Fire Service Leadership & FIRE 216 Peer Mentoring Courses Schedule – Fall, 2021: (version: 08/25/21)

Tuesday 0800 – 1000 hrs. via Zoom, or Thursday, 0800 – 1000 hrs. @ SMCC. Zoom Follow-up (all students): Thursday, 1500 - 1700 hrs.

Week # + Dates	Pre-Class Assignment: Read Ward Chapter (Ch.), submit PCNTG by 2355 hours the night before class.	PCNTGs, incl. video LLs due night before class @ 2355 hours Online quizzes due Sun. @ 2355. Proj's due Sun/Tues @ 2355 hrs.	FIRE 216 Activities + Report Due Dates	Instructor Notes
Week 1: 8/31/21 + 9/2/21	-Thesis instructor/student intro -Leader Roles: Officer, Mentor, Role Model -Course Syll./Sch. + Success Plans -Peer mentoring intro. w/FIRE 105 (MS)	In Brightspace: -PCNTGs due Mon./Wed. @ 2355 -Quizzes due Sunday @ 2355 hrs. -Projects due Sun. or Tues. @ 2355	Mentor Intro. w/105 (MS) Assign: FIRE 216 reports due Sun./Tues. on Brightspace	-Syllabus + Schedule -Name tags, easel + markers -TED Talk: Self Leadership -Mentor + Writing Guides
Week 2: 9/7+9/21	-Mentoring W/shop 1: Language (0805-0905) -Brightspace2 + 1 Min. Thesis Messages (all) -Proj 1 draft work session Ch.1: Fire Officer as Company Supervisor	Ch. 1: PCNTG + online quiz Project #1 Draft	Report 1: W/shop 1 + Firehero 1 – Open Comm. - due Sun./Tues. on Brightspace	-Brightspace memo + demo 1MTM
Week 3: 9/14+16/21	-Mentor2: Comm. that Inspires (0815-0915) -Portfolio + Cert. Requirements Ch. 2: Leadership & Management Theories	Ch.'s 2: PCNTG + online quiz Proj. 1 Final: Co. Supervision	Report 2: WS 2 + Firehero 2 – Crew Comm. - due Sun./Tues. on Brightspace	1MTM
Wk 4: 9/21 + 23/21	Ch. 3: Leading a Team	Ch. 3: PCNTG + online quiz Project #2 Draft		1MTM
Wk 5: 9/28 + 30/21	-Mentoring 3: The Workplace (0815-0915) Ch. 4: Comm. Risk Reduction + Research Assignment (NS).	Ch. 4: PCNTG + OL quiz #2 Leadership Theories	Report 3: WS 3 + Firehero 3 – Off. Comm. - due Sun./Tues.	1MTM
Week 6: 10/5+7/21	Ch. 5: Fire-EMS Administration <i>Portfolio Work Session 1: Work Plan</i> CRR: Intro + Research Assignment	Ch. 5: PCNTG + OL quiz Project #3 Draft		1MTM
Week 7: 10/12+14/21	-Mentoring 4: Fire-EMS Mentoring (0815-0915) Ch. 6: Pre-incident Planning & Code	Ch. 6: PCNTG + OL quiz #3 Final: Leading a Team	Report 4: WS 4 + Firehero 4 – Supervisor - due Sun./Tues.	Preplan Howe Hall 1MTM
Week 8: 10/19+21/21	-Mentoring 5: Home Stretch - MS (0815-0915) Ch. 7: Command of Initial Emergency Ops.	Ch. 7: PCNTG + OL Quiz Project #7 Draft	Final Report (All W/shops, Fire hero's + Lessons Learned) due	1MTM
Week 9: 10/26+28/21	Ch. 8: Safety & Risk Management <i>Live fire training – (0830 – 1000 hrs.)</i> CRR Follow-up: Data + Research Topic	Ch. 8: PCNTG + OL Quiz #7: Initial Resp. Operations CRR Initial Research Topic Due		Walter Morris? 1MTM
Week 10: 11/2+4/21	<i>Group Advising – Spring Semester</i> <i>Portfolio Work Session 3: Thesis Stmt.</i> Simulation 1: Arrival Reports (SW or Mac)	-Port. Draft #1 due Project 8 Draft		1MTM
Week 11: 11/9+11/21	Sim 2: Arrival + Initial Assign'ts. – MFSI No Thursday class: Veteran's Day	#8: Safety & Risk Mgt.		(Mac arrange)
Week 12: 11/16+18	Simulation #3: Structural Sims.- MFSI	-Port. Draft #2 due		(Mac arrange)
Week 13: 11/23 only	Thanksgiving Wk – Tues. Class only - (<i>Thurs. student attendance option</i>) -1 st Practice Presentation (in class) -Portfolio Draft #2 Grading	-Thurs. Take Home Assign't (if you don't attend Tuesday): Portfolio Document Assessment + 1st Practice Presentation		
Week 14: 11/30+12/2	Community Risk Reduction: Student Report Delivery + FIRE 260 Proposal (NS)	-Portfolio Presentation Practice 2		
Week 15: 12/7+9/21	<i>Dress Rehearsal Presentations</i>	-Final Portfolio due -Portfolio Dress Rehearsal		Mac, SW, MS + panelists
Week 16: 12/14+16/21	<i>Final Portfolio Presentations</i>	Final Portfolio Presentation -Final Exam due Friday, 12/17/21 @ 2355 hrs.		Mac, SW, MS + panelists