

**CENTRAL TEXAS COLLEGE  
SYLLABUS FOR FIRT 1309  
FIRE SERVICE ADMINISTRATION I**

**Semester Hours Credit: 3**

**INSTRUCTOR:** \_\_\_\_\_

**OFFICE HOURS:** \_\_\_\_\_

**I. INTRODUCTION**

- A. Fire Administration I is an introductory course to the organization and management of a modern Fire Department, and the relationship of the government agencies to the fire service. The emphasis for this course is on fire service leadership from the perspective of a Company Officer.
- B. This is a required course for an Associate of Applied Science Degree in Fire Protection Technology, and is a required course for an Associate of Applied Science in General Studies, with a Certificate in Fire Protection.
- C. This course is occupationally related and serves as preparation for careers in Fire Protection and Fire Service.
- D. Prerequisites: None
- E. Alphanumeric coding used throughout the syllabus denotes the integration of SCANS occupational competencies (C) and Fundamental Skills (F).

**II. LEARNING OUTCOMES**

Upon successful completion of this course, Fire Administration I, the student will be able to:

- A. Explain the intra-organizational cooperation needed for a fire department to function properly. (C2, C5, C6, C15, F12)
- B. Describe fundamental management and organizational principles. (C5, F1, F2, F5, F6)
- C. Demonstrate leadership and management skills at the company level.(C4, C9, C15 F2, F5, F6)

### **III. INSTRUCTIONAL MATERIALS**

- A. The instructional materials identified for this course are viewable through <http://www.ctcd.edu/books>
- B. References: None

### **IV. COURSE REQUIREMENTS**

- A. Your first responsibility is scholarship. The grade you receive will be the result of your efforts, not a gift from the instructor.
- B. This course is designed to require a steady, continuous effort from the student. A crash-cram policy will not result in the best grade possible. In addition to exams, factors such as class participation, initiative, attendance and individual research will be considered in final grade computation.
- C. From time to time, special library and other assignments may be made to members of the class, individually, and in groups. You are expected to read all assignments and fulfill your responsibilities to any group assignments.
- D. You are expected to read all assigned material and bring your textbook to class. Keep up to date and informed on assignments, especially after a period of absence
- E. Good class notes are indispensable for earning a good grade since both the material assigned and discussed will be the basis for examination material. Regular attendance is essential for the same reason.
- F. Special Work: A term paper or book report (as per requirements of the instructor) will be required. The subject must be appropriate for the course material. Check with the instructor when you have made a selection of a topic.

### **V. EXAMINATIONS**

- A. There will be a minimum of three major examinations as follows:
  - 1. Three-week exam
  - 2. Mid-term exam
  - 3. Twelve-week exam (optional)
  - 4. Final exam
- B. Unannounced short quizzes may be given covering any material that has been assigned from the beginning of the course.

- C. Occasionally a student will find it unavoidable to be absent from an exam. Only students with excused absences will be permitted to take make-up exams. Unexcused absences will result in a zero for the exam missed. The policy of the college is clearly stated in the catalog. A doctor's excuse is required in case of illness.
- D. The exams will be structured to usually include both subjective and objective type of questions.

**VI. SEMESTER GRADE COMPUTATION**

<u>POINTS</u>	<u>GRADES</u>
900-1000	=A
800-899	=B
700-799	=C
600-699	=D
0-599	=F

\* Incentive points, if given are earned by doing special work on your own initiative, participating in class discussion, your attitude toward assignments and having a good attendance record. Points will be deducted for each unexcused absence. Military assignments or unavoidable circumstances will be evaluated upon notification to class instructors.

**VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR**

- A. **Withdrawal from Course:** It is the student's responsibility to officially drop a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file an Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16 week fall and spring semesters. The deadline for sessions of other lengths is as follows.

10 week session	Friday of the 8th week
8 week session	Friday of the 6th week
5 week session	Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

Students who officially withdraw will be awarded the grade of "W", provided the student's attendance and academic performance are satisfactory at the time of official withdrawal.

Students must file a withdrawal application with the college before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

- B. **Administrative Withdrawal:** An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the registrar.
- C. **Incomplete Grade:** The College catalog states, "An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course..." Prior approval from the instructor is required before the grade of "I" is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an "F" for the course.
- D. **Cellular Phones and Beepers:** Cellular phones and beepers will be turned off while student is in the classroom or laboratory.
- E. **Americans With Disabilities Act (ADA):** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

## VIII. COURSE OUTLINE

Topics covered in this course during the semester will come from chapters of the appropriate text. The order and the specific topics covered will be at the discretion of the individual instructor assigned to teach the course.

- A. Introduction to the course and Chapter 1: Overview of Personnel Management
- B. Chapter 3: Legal Issues
- C. Chapter 4: Job Analysis and Design.
- D. Chapter 5: Fire Service Recruitment.

- E. Chapter 6: Selection for Employment and Promotion.
- F. Chapter 7: Training and Development.
- G. Chapter 8: Performance and Appraisal
- H. Chapter 9: Discipline.
- I. Chapter 10: Health and Safety.
- J. Chapter 11: Labor Relations and Collective Bargaining.
- K. Chapter 12: Productivity and Performance
- L. Chapter 13: Fire Service Professional Development.
- M. Review for Final Examination and Final Examination