

Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.

COURSE SYLLABUS

FIRE 340

ADMINISTRATION OF FIRE AND EMERGENCY SERVICES

COURSE DESCRIPTION

This course demonstrates the skills necessary to manage and lead a fire and emergency services department. The course prepares students to assume administrative positions within fire and emergency service organizations and examines roles and responsibilities of administrators, management, and leadership theory and practices, and common fire and emergency service administrative structures and processes.

RATIONALE

To effectively lead modern fire and emergency service organizations and the various components within them, individuals must have a strong understanding of the ever-changing issues that face the fire and emergency medical services in an increasingly complex emergency management environment.

I. PREREQUISITE

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

II. REQUIRED RESOURCES

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

III. ADDITIONAL MATERIALS FOR LEARNING

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Blackboard [recommended browsers](#)
- D. Microsoft Word

IV. MEASURABLE LEARNING OUTCOMES

- A. Upon successful completion of this course, the student will be able to:
- B. Discuss the elements of effective departmental organization.
- C. Explain major concepts in fire and emergency services administration.
- D. Apply knowledge of fire and emergency services administration to the study of political, social, and historical contexts of fire and emergency services.
- E. Analyze the value of a community-related approach to risk reduction.

- F. Assess the importance of positively influencing community leaders by demonstrating effective leadership.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

- I. Textbook readings and lecture presentations/notes
- II. Course Requirements Checklist

After reading the Course Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.

- III. Discussion Board Forums (8)

Discussion boards are collaborative learning experiences. Therefore, the student is required to provide a thread in response to the provided prompt for each forum. Each thread must be at least 400 words and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to 2 other classmates' threads. Each reply must be at least 200 words. Outside research must be used and must be properly cited using current APA format.

- IV. Case Studies (2)

The student will write a critique of 2 case studies in the course. Each case study critique must be 3–5 pages and discuss the major facts of the case, and the student must tell the basis for the policy review. The student will explain whether or not he/she believes the policy is achieving its desired outcome and/or what type of changes in the policy are needed and why. Each case study critique must cite at least 3 scholarly sources and use current APA format.

- V. Quizzes (2)

Each quiz will have 2 questions, using essay questions to extract the student's knowledge about the content of this course. Each quiz will have a 1-hour time limit.

VI. COURSE GRADING AND POLICIES

- A. Points

Course Requirements Checklist	10
Discussion Board Forums (8 at 75 pts ea)	600
Case Studies (2 at 100 pts ea)	200
Quiz 1: Midterm Essay	100
Quiz 2: Final Essay	100
Total	1010

- B. Scale

A = 900–1010 B = 800–899 C = 700–799 D = 600–699 F = 0–599

C. Disability Assistance

Office of Disability Accommodation Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

If you have a complaint related to disability discrimination or an accommodation that was not provided, you may contact ODAS or the Office of Equity and Compliance by phone at (434) 592-4999 or by email at equityandcompliance@liberty.edu. Click to see a full copy of Liberty's [Discrimination, Harassment, and Sexual Misconduct Policy](#) or the [Student Disability Grievance Policy and Procedures](#).

COURSE SCHEDULE

FIRE 340

Textbooks: Smeby, *Fire and Emergency Services Administration* (2014).

Thiel & Jennings, *Managing Fire and Emergency Services Administration* (2012).

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	Smeby: chs. 2, 10 Thiel & Jennings: Part I 1 presentation	Course Requirements Checklist Class Introductions DB Forum 1	10 0 75
2	Thiel & Jennings: Part II 1 presentation	DB Forum 2 Case Study 1	75 100
3	Smeby: chs. 3–4 1 presentation 2 websites	DB Forum 3	75
4	Smeby: chs. 5–6 1 presentation 1 website	DB Forum 4 Quiz 1: Midterm Essay	75 100
5	Thiel & Jennings: Part III 1 presentation	DB Forum 5	75
6	Smeby: ch. 13 1 presentation	DB Forum 6 Case Study 2	75 100
7	Thiel & Jennings: Part IV 1 presentation 1 article 1 website	DB Forum 7	75
8	Smeby: ch. 9 1 presentation	DB Forum 8 Quiz 2: Final Essay	75 100
TOTAL			1010

DB = Discussion Board

NOTE: Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.