

# **Fire Protection Technology**

## **(COURSE MASTER SYLLABUS)**

### **FIRT-1349 FIRE ADMINISTRATION II**

Fire protection technology instructors shall furnish students a "First Day Handout" (Attachment #2) which will contain the following information:

**Heading:** Instructor name, course name and number, section and synonym number.

**How to Reach the Instructor:** Instructor's office hours, office location, phone number and E-mail address, availability of instructor for appointment's and conferences.

**Course Outline/Calendar:** The instructor will give a course outline/and calendar so students will have an idea of what they will be doing when, particular test dates, and other due dates.

#### **COURSE DESCRIPTION**

This course is a continuation of the Fire Administration I course. It is designed to prepare the students for middle and upper level management challenges in the fire service. In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies.

#### **REQUIRED TEXTS/MATERIALS**

Current edition of "Going for Gold" by Delmar Publishing

Current edition of "Fire and Emergency Services Administration: Management and Leadership Practices" by L. Charles Smeby Jr.; Jones and Bartlett Publishing

#### **SCANS COMPENTENCIES**

Department scans skills for this course are reading, writing, speaking and listening, thinking skills, personal qualities, workplace competencies, and basic use of computers. Students will demonstrate their mastery of these skills through the use of class discussions and test taking.

#### **INSTRUCTIONAL METHODOLOGY**

At the instructor's discretion, lecture, videos, class discussions, class projects and research papers may be used to instruct the class.

#### **COURSE RATIONALE**

This course will cover information that will assist fire protection technology students in continuation of higher education goals and their employment in fire protection.

#### **COURSE OBJECTIVES/OUTCOMES**

Explain the relationships with outside organizations and their impact on fire service operations; develop an organizational structure demonstrating interagency cooperation; and describe management principles and techniques for effective organizational performance. Attachment #1 lists objectives that the instructor is expected to teach and students are expected to learn during this course. Students will demonstrate that these objectives have been mastered through the use of class discussions and test taking, (The Instructor may also list additional learning objectives in their "First Day Handout".)

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### COURSE POLICIES

**Class Rules:** ACC rules state that food and drink are not allowed in classroom. Children are also not allowed in the classroom.

**Attendance Requirements:** A student at Austin Community College is expected to attend classes in order to progress satisfactorily toward completion of course objectives. Because objectives can vary from department to department and from course to course, individual FPT instructors shall inform the student in writing of their specific course objectives, attendance policies, instructor office hours, and course grading policies at the first class meeting with a "First Day Handout" (See attachment #2). A student who is not meeting course objectives may be withdrawn from the course at the discretion of the instructor. It is the student's responsibility to consult with instructors and seek support services when course objectives cannot be met. The student may appeal instructor withdrawals within 10 days.

### WITHDRAWAL POLICY:

The instructor may drop students for unsatisfactory attendance and/or academic progress.

**NOTE: IT SHOULD BE UNDERSTOOD THAT IT IS THE STUDENT'S RESPONSIBILITY AND NOT THE INSTRUCTOR'S TO DROP A COURSE. A STUDENT THAT DISCONTINUES COMING TO CLASS AND FAILS TO DROP A COURSE IS SUBJECT TO RECEIVING A FINAL, PERMANENT GRADE OF "F".**

**Withdrawing from a course:** Students may withdraw from one or more courses prior to the withdrawal deadline by submitting a request form to [Admissions and Records](#). Withdrawal deadlines are published in the [academic calendar](#). Withdrawal courses appear on the student's record with a grade of W. Until a student is officially withdrawn, the student remains on the class roll and may receive a grade of F for the course.

Students are responsible for understanding the impact withdrawing from a course may have on their financial aid, veterans' benefits, international student status, and academic standing. Students are urged to consult with their instructor or an advisor before making schedule changes.

**Per state law, students enrolling for the first time in fall 2007 or later at any Texas college or university may not withdraw (receive a W) from more than six (6) courses during their undergraduate college career. Some exceptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are encouraged to carefully select courses; contact an advisor or counselor for assistance.**

**Appealing an instructor-initiated withdrawal:** A student may appeal a course withdrawal in writing immediately upon notification by the instructor or within five business days after postmark of the college notice of withdrawal.

**Incompletes:** Instructors may award a grade of "Incomplete" when students fail to complete all course requirements. When doing so, instructors will complete an "Incomplete Form" and forward to the department's program coordinator. If the student then completes the work in the required time frame, the instructor will be responsible for contacting the program coordinator with the new grade information. **NOTE: Students who fail to successfully complete the required course work within the timeframe allowed, will automatically have the "Incomplete" changed to a final grade of "F."**

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**Scholastic Dishonesty:** Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects either individual or group; classroom presentations, and homework” (Refer to Student Handbook for details). **NOTE: STUDENTS MAY BE DISMISSED FROM THE COURSE AT THE DISCRETION OF THE INSTRUCTOR FOR SCHOLASTIC DISHONESTY.**

**Academic Freedom:** Institutions of higher education are conducted for the common good. The common good depends upon a free search for truth and its free expression. Hence it is essential that faculty members at Austin Community College be free to pursue scholarly inquiry without unreasonable restriction, and to voice and publish their conclusions without fear of institutional censorship or discipline. They must be free from the possibility that others of differing vision, either inside or outside the college community, may threaten their professional careers.

The concept of academic freedom in Austin Community College is accompanied by an equally demanding concept of responsibility, shared by the Board of Trustee, administration, and faculty members.

The essential responsibilities of the Board of Trustees and administrators regarding academic freedom are set forth in the Criteria for Accreditation, adopted by the Southern Association of Colleges and Schools, as updated and revised.

In the classroom or in college-produced telecommunications, faculty members should strive to be accurate, to exercise appropriate restraint, and to show respect for the opinions of others. In addition, instructors should be judicious in the use of material and should introduce only material that has a clear relationship to the subject field.

**Student Discipline:** Austin Community College students are recognized as responsible persons who neither lose the rights nor escape responsibilities of citizenship. Enrollment in the College indicates acceptance of the rules set forth in Administrative Rule 4.02.010 concerning disciplinary action. Due process through an investigation and appeal process is assured to any student involved in disciplinary action.

**Student’s Freedom of Expression:** Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructor alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

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#### **OSD STATEMENT**

Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office of Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester. (Refer to Student Handbook for details).

#### **TESTING CENTER RULES**

It is the student's responsibility to obtain, read and be thoroughly familiar with ACC Testing Center Rules prior to taking exams at the center. Violation of these rules is very serious and may result in disciplinary action.

#### **STUDENT HANDBOOK**

A current copy of the ACC Student Handbook can be located on the ACC Internet Page under Student Services. Students are encouraged to review this handbook to familiarize themselves with college rules and policies that may affect them.

#### **COLLEGE CATALOG**

Students may purchase a current ACC College Catalog at one of the college bookstores. The Fire Protection Technology degree and certificate plans outlined in the catalog are especially helpful for students in developing future educational plans.

#### **FPT DEPARTMENT WEB PAGE**

Students are encouraged to review the department's web page at <http://www.austincc.edu/fireprot/> where valuable information concerning the fire protection technology program may be found.

#### **COUNSELING**

Many educational and employment concerns of students may be answered by their course instructor. If additional counseling is needed, students are encouraged to contact the FPT Program Coordinator for assistance. (Note: The FPT Department Chair is located at the Eastview Campus, building: 9000 room: 9415, Phone # 223-5970, E-Mail address: [pmenches@austincc.edu](mailto:pmenches@austincc.edu))

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**ATTACHMENT #1**

**STUDENT LEARNING OBJECTIVES**  
**FIRT-1349 Fire Administration II**

Upon the successful completion of this course the student will be able to understand:

1. Traditional fire administration tasks, such as needs assessment, planning and budgeting.
2. The role of human resource management, including selection, motivation and discipline, while taking into account the cultural diversity of the community.
3. The role of leadership, the impact of leadership theories, and the difference between leadership and management.
4. Other administrative concerns of ethics, information management, and peer interaction.