

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

American Public University System

The Ultimate Advantage is an Educated Mind

**School of Public Service and Health
Fire Administration and Finance
FSMT 362
3 Credit Hours
8-Weeks
Prerequisites: None**

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Instructor Information

Instructor:

Email:

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Course Description (Catalog)

This course examines the relationship of fire administration and the role of executive fire administrators in the administration of complex issues in a dynamic environment. The course covers political, legal, financial, and ethical issues faced by fire administrators within the context of public administration. Topics include examination of the effects, influences, challenges, and opportunities of public and private fire functions and roles.

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Course Scope

The Fire Administration and Finance course, FSMT 362, introduces the student to many areas of the fire department administrative duties. An overview of the course includes the concepts of fiscal management, planning frameworks, scan & analysis processes, budget types, reporting processes, risk management,

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and funding mechanisms. In addition, we will discuss how the overall budget process fits within administrative process.

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Course Objectives

Course Objectives: Please see the Course Outline below for the weeks that correspond with these course objectives:

- CO-01:** Define and discuss the elements of effective departmental organization.
- CO-02:** Classify what training and skills are needed to establish departmental organization.
- CO-03:** Analyze the value of a community-related approach to risk reduction.
- CO-04:** Outline the priorities of a budget planning document while anticipating the diverse needs of the community.
- CO-05:** Assess the importance of positively influencing community leaders by demonstrating effective leadership.
- CO-06:** Analyze the concept of change and the need to be aware of future trends in fire management.
- CO-07:** Report on the importance of communications technology, fire service networks, and the Internet when conducting problem-solving analysis and managing trends.
- CO-08:** Develop a clear understanding of the national assessment models and their respective approaches to certification.

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Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due by 11:55 PM (EST) on Sunday of the week as noted and include Forum questions (accomplished in groups through a threaded forum), and individual assignments submitted for review by the Faculty Member). Assigned faculty will support the students throughout this eight-week course.

Note: If you are in a different time zone, please make sure that you plan ahead to fulfill course requirements. You may get locked out of tests and quizzes if late!

(Note to Students: The course materials, assignments, learning outcomes, and expectations in this upper level undergraduate course assume that the student has completed all lower level general education and career planning coursework necessary to develop research, writing, and critical thinking skills. Students who have not fulfilled all general education requirements through courses or awarded transfer credit should strongly consider completing these requirements prior to registering for this course.)

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Course Materials

Required Course Textbook: (The following book is an E-book) All test questions will come from this book.

Bruegman, R. R. (2012). **Advanced Fire Administration**. Upper Saddle River, NJ: Pearson Publishers.

ISBN 978-0-13-502830-8

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The following two classroom tabs contain important course information:

Lessons: The Lessons tab, located on the left side of the classroom, will contain the following items.

Weekly Lessons: The weekly lessons will include each week's information.

PowerPoint's: The PowerPoint's provide an overview of each chapter.

Resources: The Resources tab, located on the left side of the classroom, will contain the following items:

FSMT362 E-book: You will find the links to your E-book in the Resources folder.

APA 6th Edition Guides: The APA 6th Ed. Writing Style Guide must be used for all written assignments. You do not need to purchase the book as I have provided several APA 6th Ed. resources in the Resources tab.

PowerPoint's: The PowerPoint's provide an overview of each chapter.

Supplemental Readings: The supplemental readings are there to give you more insight into the textbook chapters. They will also provide you with some necessary information to complete your weekly assignments. You will not be tested on these readings.

Note: Not every chapter has a supplemental reading.

My Fire Kit Readings: In each chapter of the book, you will see several boxes labeled "my fire kit". The box will invite you to visit "my fire kit" for an additional reading on a topic. I have provided those readings in the Resources tab. The readings are in order and are there for your benefit. You will not be tested on these readings but they can provide you with some necessary information to complete your assignments.

Note: Every chapter has a My Fire Kit reading.

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Evaluation Procedures

Grades for this course will be based upon five grading instruments:

1. **Forums (8):** There will be eight forum questions that are provided in the Forums which can be found by clicking the Forum tab on the left hand side of the classroom. The student, when directed by the instructor, will respond to the postings of other students. You will not receive a grade until you have responded to the proper number of students or the assignment has closed. Please have your initial post in the forum by Thursday night and your replies posted by Sunday night of the week the Forum assignment is due.

Participation in the forums is mandatory. I have provided a minimum word count for each initial posting and each reply. Your replies must provide more discussion than "good point" or "nice job". Challenge each other, if you disagree then say so and explain why.

2. **Essay (1):** There is one essay that will be based on the readings from this course. The Essay can be found by clicking the Assignments tab on the left hand side of the classroom.

3. **Quizzes (6):** There will be six 10 question quizzes based on the weekly textbook readings. The Quizzes can be found by clicking the Test and Quizzes tab on the left hand side of the classroom.

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4. **Exams (2):** There will be two exams, a midterm and a final. The Midterm Exam will open in Week 4 and will be based on the Weeks 1 – 3 readings. The Final Exam will open in Week 8 and will be based on the Weeks 5 – 7 readings. The Exams can be found by clicking the Test and Quizzes tab on the left hand side of the classroom.

5. **Final Project (1):** There will be 1 Final Project which will be based on the information that has been presented in this course. The Final Project can be found by clicking the Assignments tab on the left hand side of the classroom.

All due dates are found in the Course Outline below.

All graded items for this course will be based on a 100 point grading scale.

Grading Instruments	Assignment Totals		% of Each Assignment	Total % of Final Grade
Forums	8	x	5%	40%
Essay	1	x	6%	6%
Quizzes	6	x	5%	30%
Exams	2	x	7%	14%
Final Project	1	x	10%	10%
Total	18			100%

The total percentage you can earn for this course is 100%.

Each week begins at 12:01 am on Monday and ends at 11:59 pm on Sunday. All assignments must be turned in by the due dates listed below.

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Grading Scale

Please refer to the APUS "Policy" link on the left hand side of the page for more information on this topic.

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Course Outline

8 Week	Topics	Course Objectives	Required Readings	Assignments
Week 1	<p>Chapter 1: Our Past Is a Window to Our Future</p> <p>Chapter 2: A Community Approach to Fire Protection and Emergency Services</p>	<p>Chapter 1: CO-01 CO-06 CO-07</p> <p>Chapter 2: CO-01 CO-02 CO-03 CO-05 CO-06</p>	<p>Advanced Fire Administration</p> <p>Chapter 1 & Chapter 2</p> <p>Supplemental Readings</p> <p>Chapter 1 & Chapter 2</p> <p>My Fire Kit Readings</p>	<p>Do all of the following:</p> <p>Read the required readings.</p> <p>Submit Week 1 - Forum 1 Introductions Submit to the Forum</p> <p>Submit Week 1 – Quiz 1 10 question quiz on Chapter 1</p> <p>You have 1 hour to complete the</p>

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			Chapter 1 & Chapter 2	quiz.
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Week 2	<p>Chapter 3: The Leadership of Change</p> <p>Chapter 4: Planning for Organizational Achievement</p>	<p>Chapter 3: CO-02 CO-04 CO-05 CO-06 CO-07 CO-08</p> <p>Chapter 4: CO-01 CO-03 CO-05 CO-06 CO-07 CO-08</p>	<p>Advanced Fire Administration</p> <p>Chapter 3 & Chapter 4</p> <p>Supplemental Readings</p> <p>None</p> <p>My Fire Kit Readings</p> <p>Chapter 3 & Chapter 4</p>	<p>Do all of the following:</p> <p>Read the required readings.</p> <p>Submit Week 2 - Forum 2 Submit to the Forum</p> <p>Week 2 – Essay 1 See the assignments folder for instructions.</p> <p>Submit Week 2 – Quiz 2 10 question quiz on Chapters 3 and 4</p> <p>You have 1 hour to complete the quiz.</p>
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Week 3	<p>Chapter 5: An Integrated Approach to Community Risk Management</p> <p>Chapter 6: Managing in a Changing Environment: Measuring System Performance</p>	<p>Chapter 5: CO-01 CO-03 CO-06 CO-08</p> <p>Chapter 6: CO-01 CO-03 CO-04 CO-05 CO-06 CO-07 CO-08</p>	<p>Advanced Fire Administration</p> <p>Chapter 5 & Chapter 6</p> <p>Supplemental Readings</p> <p>Chapter 5 & Chapter 6</p> <p>My Fire Kit Readings</p> <p>Chapter 5 & Chapter 6</p>	<p>Do all of the following:</p> <p>Read the required readings.</p> <p>Submit Week 3 - Forum 3 Submit to the Forum</p> <p>Submit Week 3 – Quiz 3 10 question quiz on Chapters 5 and 6</p> <p>You have 1 hour to complete the quiz.</p>
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Week 4			<p>Advanced Fire Administration</p> <p>Study Chapters 1 – 6</p>	<p>Do all of the following:</p> <p>Read the required readings.</p> <p>Submit Week 4 – Forum 4 Submit to the Forum</p> <p>Submit Week 4 – Midterm Exam 20 Question Exam on Chapters 1 – 6</p> <p>You have 2 hours to complete the exam.</p>
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Week 5	<p>Chapter 7: Fiscal Management in Difficult Times</p>	<p>Chapter 7: CO-01 CO-02 CO-05 CO-06</p>	<p>Advanced Fire Administration</p> <p>Chapter 7</p> <p>Supplemental Readings</p>	<p>Do all of the following:</p> <p>Read the required readings.</p> <p>Submit Week 5 - Forum 5 Submit to the Forum</p>
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			Chapter 7 My Fire Kit Readings Chapter 7	Submit Week 5 – Quiz 4 10 question quiz on Chapter 4 You have 1 hour to complete the quiz.
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Week 6	Chapter 8: Effective Personnel Management Chapter 9: Firefighter Health and Safety: Making a Difference	Chapter 8: CO-01 CO-02 CO-04 CO-06 CO-07 Chapter 9: CO-01 CO-02 CO-03 CO-06 CO-07	Advanced Fire Administration Chapter 8 & Chapter 9 Supplemental Readings Chapter 9 Only My Fire Kit Readings Chapter 8 & Chapter 9	Do all of the following: Read the required readings. Submit Week 6 – Forum 6 Submit to the Forum Submit Week 6 – Quiz 5 10 question quiz on Chapters 8 and 9 You have 1 hour to complete the quiz.
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Week 7	Chapter 10: National and International Trends in the Fire Service Chapter 11: The Future: The Legacy of Leadership	Chapter 10: CO-01 CO-02 CO-03 CO-05 CO-06 CO-07 CO-08 Chapter 11: CO-01 CO-02 CO-03 CO-05 CO-06	Advanced Fire Administration Chapter 10 & Chapter 11 Supplemental Readings Chapter 10 Only My Fire Kit Readings Chapter 10 & Chapter 11	Do all of the following: Read the required readings. Submit Week 7 - Forum 7 Submit to the Forum Submit Week 7 – Quiz 6 10 question quiz on Chapters 10 and 11 You have 1 hour to complete the quiz.
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Week 8			Advanced Fire Administration Study Chapters 7 – 11	Do all of the following: Read the required readings. Submit Week 8 - Forum 8 Submit to the Forum Submit Week 8 – Final Exam 20 Question Exam on Chapters 7 – 11 You have 2 hours to complete the exam. Submit Week 8 – Final Project See the assignments folder for instructions.
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Policies

Please see the student handbook or the Policy link in the classroom to reference all University policies.

WRITING EXPECTATIONS

All writing assignments must be submitted in APA format and shall include the following:

1. Title Page
2. Abstract
3. Main Body (With proper in-text citations)
4. Reference Page (Be sure to pay attention to the indentions for each source)

All writing assignments must meet the following page setup:

1. Times New Roman font
2. 12 Point font size
3. Double Spaced
4. 1 inch Page Margins: Top, Bottom, Left and Right (Not 1.25 inches)

These instructions must be followed or points will be deducted.

It is your responsibility to ensure your paper is formatted according to APA guidelines.

I have provided all the necessary APA information in the Resources folder.

PLAGIARISM

Please refer to the APUS "Policy" link on the left hand side of the page for more information on this topic.

CITATION AND REFERENCE STYLE

Assignments completed in a narrative essay or composition format must follow the American Psychological Association (APA), 6th edition format.

IMPORTANT: Using improper in-text citations and having an incomplete bibliography will give you a failing grade quicker than anything else. The APA 6th Edition has all the necessary information to ensure that you do this correctly.

DROP/WITHDRAWAL

Please refer to the APUS "Policy" link on the left hand side of the page for more information on this topic.

COURSE EXTENTIONS

Please refer to the APUS "Policy" link on the left hand side of the page for more information on this topic.

LATE ASSIGNMENTS

Your assignments and the due dates can be found in the Syllabus under the Course Outline topic or in the Assignments link on the left hand side of the class page.

The class week begins at 12:01 am on Monday and ends at 11:59 pm on Sunday. All assignment due dates will be by 11:59 pm on Sunday. The initial Discussion Board Postings must be posted by Thursday of the week the assignment is due. This gives the other student's plenty of time to respond to your posting.

Assignments uploaded or posted late will be penalized in the following manner:

- One week late receives 75% credit
- Two weeks late receives 50% credit

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- Greater than two weeks receives 0 credits

Course Extensions will not be approved unless assignments are 90% completed and you have not fallen more than three weeks behind. There has been a continuous issue about course extensions in every class in every semester. The professor has the authority to grant an extension and I suggest that each student read the course extension policy in the student handbook available online.

We are very flexible with student's needs and do our best to accommodate our military folks. I understand that mission requirements and austere conditions often don't lend themselves well to the on line environment. It is critical that my military students keep their professors informed up front on pending TDY's or mission-necessary delays.

NETIQUETTE

Online universities promote the advance of knowledge through positive and constructive debate--both inside and outside the classroom. Discussions on the Internet, however, can occasionally degenerate into needless insults and "flaming." Such activity and the loss of good manners are not acceptable in a university setting--basic academic rules of good behavior and proper "Netiquette" must persist. Remember that you are in a place for the fun and excitement of learning that does not include descent to personal attacks, or student attempts to stifle the discussion of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Educator classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note:** Despite the best of intentions, jokes and--especially--satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add "emoticons" to help alert your readers: ;-), :), ☺

DISCLAIMER STATEMENT

Course content may vary from the outline to meet the needs of this particular group.

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Academic Services

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to librarian@apus.edu.

- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collection of our professors' publication, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals:** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- **Tutor.com:** AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. Tutor.com connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.
- **Turnitin.com:** Faculty may require assignments be submitted to Turnitin.com.

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Turnitin.com will analyze a paper and report instances of potential plagiarism for the student to edit before submitting it for a grade. In some cases professors may require students to use Turnitin.com. Typically the course professor will establish a Turnitin.com access code for his/her classes. If the code has not been established, those who wish to use Turnitin.com may ask their professor to establish the code.

Request a Library Guide for your course (<http://apus.libguides.com/index.php>)

The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.
If a guide you need is not available yet, please email the APUS Library: librarian@apus.edu.

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Selected Bibliography

Books (for additional reading, research, and information):

Brunacini, Alan 1996 Essential of Fire Department Customer Service, Fire Protection Publications, ISBN 087939127-9

Buckman, John M. 2006, Chief Fire Officer Desk Reference, Jones and Bartlett ISBN 0-7637-2935-3

Compton Denis 2002 International City/County Management Association Managing the Fire and Rescue Service. Municipal Management Service
ISBN 0-87326-128-3-42810

Cook, John Lee, (1997) www.usfa.dhs.gov. 5 Million Dollar Sight and Sound Theater Fire and Building Collapse, (Lancaster County, PA

Cote, Arthur E, 2003, Organizing for Fire and Rescue Services, National Fire Protection Association; ISBN 0-87765-577-4

Grant, Nancy K. and Hoover David, H, 1994, Fire Service Administration, National Fire Protection Administration, ISBN 0-87765-390-9

Jennings, Charles 1989, Five Fatalities High Rise Office Buildings Atlanta, www.usfa.dhs.gov, technical Reports TR-033

Klinoff, Robert 2003 (2nd Edition) Introduction to Fire Protection, Delmar Learning, Thompson Publishing Company. ISBN 0-7668-4958-09

Poole, Stanley L, Stambaugh, Hollis, 1997; 15 Million Dollar Sight and Sound Theater Fire and Building Collapse, United State Fire Administration; technical report series, www.usfa.dhs.gov.

Websites (for additional reading, research, and information):

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National Fire Protection Association

<http://www.nfpa.org/>

United States Fire Administration – Fire Safety

<http://www.usfa.fema.gov/>

Emergency Management Institute

<http://training.fema.gov/>

National Incident Management System

<http://www.fema.gov/emergency/nims/>

National Institute of Standards and technology

<http://www.nist.gov/el/>

International Association of Fire Chiefs

<http://www.iafc.org/>

International Association of Firefighters

<http://www.iaff.org/>

National Fallen Firefighters Foundation

<http://www.firehero.org/>

Assistance to Firefighters Grant Program

<http://www.fema.gov/firegrants/>