

**ORIGINATOR'S SECTION:**

1. College:  CHABSS  CoBA  CoEHHS  CSM  
 Desired Term and Year of Implementation (e.g., Fall 2008):  
 Fall 2018

2. Course is to be considered for G.E.? (If yes, also fill out appropriate GE form\*)  Yes  No

3. Course will be a variable-topics (generic) course?  Yes  No  
 ("generic" is a placeholder for topics)

4. Course abbreviation and Number:\* FIRE 352

5. Title: (Titles using jargon, slang, copyrighted names, trade names, or any non-essential punctuation may not be used.)  
Emergency Management, Operations, and Administration

6. Abbreviated Title for PeopleSoft:  
 (no more than 25 characters, including spaces)  
 Emergency Mgt, Ops & Admin

7. Number of Units: 3

8. Catalog Description: (Not to exceed 80 words; language should conform to catalog copy. Please consult the catalog for models of style and format; include all necessary information regarding consent for enrollment, pre- and/or corequisites, repeated enrollment, crosslisting, as detailed below. Such information does not count toward the 80-word limit.)  
  
 Students will learn about management techniques, organizational and professional communication, and strategies for problem solving. Course content will include academic foundations on leadership and administration within the fire service, with an emphasis on multi-professional approaches, cooperation, and coordination. Prerequisite: FIRE 101.

9. Why is this course being proposed?  
  
 Course is part of the curricula for the newly proposed Bachelor of Science in Wildfire Science and the Urban Interface

10. Mode of Instruction\*  
 For definitions of the Course Classification Numbers:  
[http://www.csusm.edu/academic\\_programs/curriculumscheduling/catalogcurricula/DOCUMENTS/Curricular\\_Forms\\_Tab/Instructional%20Mode%20Conventions.pdf](http://www.csusm.edu/academic_programs/curriculumscheduling/catalogcurricula/DOCUMENTS/Curricular_Forms_Tab/Instructional%20Mode%20Conventions.pdf)

| Type of Instruction | Number of Credit Units | Instructional Mode (Course Classification Number) |
|---------------------|------------------------|---|
| Lecture             | 3                      | C2  |
| Activity            |                        |   |
| Lab                 |                        |   |

11. Grading Method:\*  
 Normal (N) (Allows Letter Grade +/-, and Credit/No Credit)  
 Normal Plus Report-in-Progress (NP) (Allows Letter Grade +/-, Credit/No Credit, and Report-in-Progress)  
 Credit/No Credit Only (C)  
 Credit/No Credit or Report-in-Progress Only (CP)

12. If the (NP) or (CP) grading system was selected, please explain the need for this grade option.

13. Course Requires Consent for Enrollment?  Yes  No  
  
 Faculty  Credential Analyst  Dean  Program/Department - Director/Chair

14. Course Can be Taken for Credit More than Once?  Yes  No  
 If yes, how many times? (including first offering)

15. Is Course Crosslisted:  Yes  No  
  
 If yes, indicate which course and check "yes" in item #22 below.

16. Prerequisite(s):  Yes  No FIRE 101

\* If Originator is uncertain of this entry, please consult with Program/Department Director/Chair.



17. Corequisite(s):  Yes  No

18. Documentation attached:  Syllabus  Detailed Course Outline

19. If this course has been offered as a topic, please enter topic abbreviation, number, and suffix:\* N/A

20. How often will this course be offered once established?\* Once per academic year

**PROGRAM DIRECTOR/CHAIR - COLLEGE CURRICULUM COMMITTEE SECTION:**  
*(Mandatory information – all items in this section must be completed.)*

21. Does this course fulfill a requirement for any major (i.e., core course or elective for a major, majors in other departments, minors in other departments)?  Yes  No

If yes, please specify:  
 Fulfills requirement for new Bachelor of Science in Wildfire and the Urban Interface

22. Does this course impact other discipline(s)? *(If there is any uncertainty as to whether a particular discipline is affected, check "yes" and obtain signature.)*  Yes  No

If yes, obtain signature(s). Any objections should be stated in writing and attached to this form.

|                  |                 |            |                            |
|------------------|-----------------|------------|----------------------------|
| Discipline _____ | Signature _____ | Date _____ | Support _____ Oppose _____ |
| Discipline _____ | Signature _____ | Date _____ | Support _____ Oppose _____ |

**SIGNATURES : (COLLEGE LEVEL) :**

**(UNIVERSITY LEVEL)**

Matt Rahn, PhD, JD  
 1. Originator (please print or type name) \_\_\_\_\_ Date November 20, 2016

*[Signature]*  
 2. Program Director/Chair \_\_\_\_\_ Date 11/10/17

*[Signature]*  
 3. College Curriculum Committee \_\_\_\_\_ Date 5/5/17

*[Signature]*  
 4. College Dean (or Designee) \_\_\_\_\_ Date 5/9/17

5. UCC Committee Chair \_\_\_\_\_ Date

6. Vice President for Academic Affairs (or Designee) \_\_\_\_\_ Date

7. President (or Designee) \_\_\_\_\_ Date

*Tracker* \_\_\_\_\_

\* If Originator is uncertain of this entry, please consult with Program/Department Director/Chair.

*RP* \_\_\_\_\_

Wildfire Science and the Urban Interface  
California State University, San Marcos

*Course Outline*

**FIRE 352**  
**EMERGENCY MANAGEMENT, OPERATIONS, AND ADMINISTRATION**

***COURSE DESCRIPTION***

Students will learn about management techniques, organizational and professional communication, strategies for problem solving, and the basic administration of fire service agencies, with an emphasis on wildland fires and the wildland urban interface. Course content will include academic foundations on leadership and administration within the fire agencies, with particular focus on multi-professional approaches, cooperation, and coordination. This course addresses human resource, labor relations, and legal frameworks to applied fire service settings as well as a study of employee safety, risks and healthy/safe work environments.

***REQUIRED MATERIALS***

We will use NFPA. 2008. Fire Protection Handbook (20th Edition). FPH2008. This is a free resource, and is available for download on the course website. The Fire Protection Handbook is intended as a reference to provide readers with the tools necessary to better respond to, command, and understand incidents involving the wild- land urban interface (WUI).

Supplemental readings may be provided throughout the semester, either uploaded to the course website, provided by a link to online materials, and/or emailed directly to students.

***COURSE WEBSITE***

This course is a fully-online course. As such, we will rely on the Cougar Courses course management software for all course interactions, materials, assignments, discussions, and exams. Recorded lectures, course notes, assignments, supplemental readings, and exams will all be found there. There will also be an online forum for discussion boards and group conversations. Once you have successfully enrolled in the class you will have access to the course website at: <http://cc.csusm.edu>. Log in with your email user name and the same password as your email account.

## ***GRADING POLICY***

Your grade will be based on performance on two exams (one midterm and one final), quizzes, assignments, and participation. While we want each student to achieve the highest grade possible in the course, please remember that long-standing policy considers a grade of A to be indicative of outstanding achievement; available only for the highest accomplishment, while a grade of B indicates a praiseworthy performance; definitely above average. Of course a C is considered average. This course does not use particular numerical scores that must be achieved to get a specific letter grade. Instead, letter grades will be assigned to scores after each assignment on the basis of the class average and our judgment regarding class performance.

Most of your grade will be based on exams. We encourage you to keep up with the course pace, and develop virtual study groups with other members of the class. Discussion and interaction can be an important part of understanding the topic. Your grades will be posted on the course website as they become available, for assessment of your progress throughout the semester. Please be sure to contact the instructor early on if you are having any difficulty in the course.

**Exams and quizzes:** To understand the emergency operations, management, and administration, you need to commit basic factual information to memory, and apply concepts to new problems. Each exam will test your ability to apply course information and materials to questions and case studies to solve and communicate answers to real-world problems. Assessments will be open book and notes. The midterm and final exam will be comprehensive, covering all information up to that point in the course. Open book exams are not easy; you will not have time to look up everything you need to know. Exams will only be offered at a specific time. Also exams are timed, meaning that students will have to complete the exam in the period allotted, with the site automatically shutting off after time expires.

To make sure that everyone is keeping up with the readings and lectures, periodic quizzes will be given throughout the semester, mostly to judge your understanding of the subject matter, and to encourage timely preparation. Like exams, quizzes will be timed, and you will be automatically shut off after time expires.

**Assignments:** You will provide critical assessment and periodic assignments for this class that will teach you to apply the techniques and information you are learning. Details of each assignment will be covered in separate instructions. In general, assignments are designed to allow us to evaluate your critical thinking skills, problem solving abilities, and original thought. We will also want to ensure that written materials are of the highest quality and standard. To prepare you for assignments, textbook, online readings and/or other supplemental materials may be provided. These materials cover the concepts pertinent to the assignment.

**Participation.** Topics discussed in this course may be unfamiliar, albeit extremely important for your development as scientists and wildfire/WUI professionals. Regardless of whether you could conceivably pass the class without participating with the instructor or other students, every student learns more if he or she actively engages with the material, which you cannot do if you don't participate. Therefore, participation points will

be based on attending online forums and discussions along with real-time discussion as appropriate.

***Final Grades will be calculated using the following:***

|               |            |            |            |
|---------------|------------|------------|------------|
| Assignments   | 20 points  | A = 100-95 | C- = 73-70 |
| Quizzes       | 20 points  | A- = 90-94 | D+ = 69-67 |
| Participation | 10 points  | B+ = 89-87 | D = 66-64  |
| Midterm Exam  | 50 points  | B = 86-84  | D- = 63-60 |
| Final Exam    | 100 points | B- = 83-80 | F < 59     |
|               |            | C+ = 79-77 |            |
| TOTAL         | 200 points | C = 76-74  |            |

***Notes on Grading***

Please check the grade for each assessment for errors. Any concerns (errors, disputes) be brought to our attention within **2 weeks**. Please double check your grade against the posted grades recorded on the website.

***CLASS POLICIES***

**Getting help:** Students often struggle with various concepts, particularly during the early stages of a class. If you are having difficulty, there are several ways to get help:

- Come to virtual office hours. In addition to my posted office hours, you are welcome to set up a meeting by appointment. Office hours are greatly under-used by students at this campus, don't be shy about making use of them!
- Review sessions. Before each exam, I will offer a review session and summary materials that can assist in studying and preparing.

**Email notification:** If I need to e-mail announcements about the class, I will use your CSUSM account. If you do not regularly monitor your CSUSM e-mail, please set up a forward from your campus e-mail to whatever account you regularly use.

**Academic dishonesty:** Academic misconduct has rarely been a problem, and warning you about the consequences may seem unnecessary and perhaps even offensive. The University takes standards of integrity very seriously. We are very strict with regard to cheating and plagiarism, and will respond accordingly. Please review the information on students' rights and responsibilities

Any work you submit for grading must represent your own thinking, and must be in your own words. Any cheating or plagiarism that is detected will be reported to the Dean of Students. You are expected to know what plagiarism is – refer to <https://microsites.csusm.edu/plagiarism-tutorial/> for a tutorial on plagiarism (including “unintentional” plagiarism) and how to avoid them. The instructor reserves the right to apply appropriate penalties for cases of academic dishonesty detected, up to and including assigning an F for the class. All cases of academic dishonesty will be reported to the Dean of Students.

**Making up missed work:** This class involves a great deal of online interaction and work. As a fully online course, the internet becomes the virtual classroom. It is critically important that students put in the time to view lectures, attend discussion sessions (as appropriate), and review all course materials. Missed assignments, exams or quizzes will receive zeros, unless arrangements are made in advance, or unless documentation of a serious and compelling reason is presented for the absence.

**Disabled student services:** Students with disabilities who require academic accommodations must be approved for services by providing appropriate and recent documentation to the Office of Disabled Student Services (DSS). This office is located in Craven Hall 4300, and can be contacted by phone at (760) 750-4905, or TTY (760) 750-4909. Students authorized by DSS to receive accommodations should meet with me during my virtual office hours or in a more private setting in order to ensure your privacy.

**All-University writing requirement:** As a three unit course, each student will complete a rigorous series of written assessments that will encompass at least 2,500 words (approximately 10 pages). The student will be responsible for original work, ideas, and concepts, ensuring that all written materials submitted are of the highest quality and standard. Assessment of this material will cover spelling and grammar, content, clarity, and organization. Evaluations will also address critical thinking skills, problem solving, and original thought.

### ***LEARNING OUTCOMES***

*After taking this course you should be able to:*

- Evaluate industry standard administrative techniques as they relate to organizational management in fire service settings
- Synthesize community risk reduction methods in their communities as related to the fire service
- Compare and contrast cultural human behavior that can affect fire science organizations
- Demonstrate an ability to understand and evaluate wildfire and urban interface problems and administrative solutions and response
- Understand how science and policy informs legislation, regulation, management, and decision-making
- Demonstrate an understanding and application of administration, leadership, and management techniques and theories
- Identify and apply appropriate practices, tools, tactics, and strategies to avoid, minimize, and mitigate the risks of fires in the wildland and wildland urban interface
- Demonstrate the ability to discuss and evaluate administrative and leadership issues both verbally and written and apply perspectives, concepts, and theories related to societal problems, threats, risks, and safety impacts

## ***RECOMMENDATIONS FOR STUDENT SUCCESS***

You will find that the content in this class is familiar to you, but can certainly be challenging. However, the coursework will reinforce the principles of the scientific process, critical thinking, and problem solving. Students who are successful in this class are those that employ the following practices.

- Dedicate yourself to learning the course material – read and review.
- Never let yourself get behind on the materials or assignments.
- Use the help that is offered (instructor office hours, review sessions, and discussion boards).
- Study for exams! While exams are open book/notes, you really need to know the materials; you will not have enough time to go through all your notes and materials to answer questions.
- Turn in all assignments quizzes, etc. – small points add up quickly and are very destructive of your grades
- Work in study groups. Or study alone. But whatever you do, study!

## ***CLASS SCHEDULE***

|               |   |
|---------------|---|
| <b>Unit 1</b> | <b>Introduction to Leadership and Administration</b>        |
| <b>Unit 2</b> | <b>Situational Awareness and Evaluation</b>                 |
| <b>Unit 3</b> | <b>Communication and Collaboration</b>                      |
| <b>Unit 4</b> | <b>Deployment Management</b>                                |
| <b>Unit 5</b> | <b>Strategy and Incident Action Planning</b>                |
| <b>Unit 6</b> | <b>Review, Evaluation, and Revision, and Command</b>        |
| <b>Unit 7</b> | <b>Human Resources and Labor Relations</b>                  |
| <b>Unit 8</b> | <b>Employee health, safety, risks and work environments</b> |