

FSM 450COURSE SYLLABUS

FSM 450 Management Problems in the Fire Service Industry

FACULTY

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Faculty Contact:

The easiest and most effective means of contacting your faculty for this course, Mike Kopp, is through e-mail. However, you may telephone. In most cases, e-mail and phone messages will be answered within 48 hours. However, some situations require more time for a response.

COURSE DESCRIPTION:

The identification and study of problems related to management within the fire service industry. The application of Fire Science Management theories, concepts, and practices to the identified management problems. The use of written and electronic media research resources to produce a written problem-solving report. may be independent study.

PREREQUISITE:

FSM 401 and Fire Science Management major or consent of department.

PREREQUISITE TO:

None

TEXTBOOKS:

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

Aaron, J. E. (2001). *The Little, Brown compact handbook* (5th ed.). New York: Pearson-Longman.

<u>Course Objectives:</u>	<u>PERCENTAGE OF TOPICAL COVERAGE</u>
1. The student will use both written and electronic media resources to identify and define a current problem related to management within the fire service industry.	10%
2. The student will identify and document Fire Science Management theories, concepts, and practices that relate to the identified problem. The student will use both written and electronic media resources to select research relative to the identified problem and recommendations for a resolution to the problem.	30%
3. The student will write a 15 to 20 page comprehensive formal research report that identifies the selected topic; identifies the related Fire Science Management theories, concepts, and practices; identifies written and electronic media research resources relative to the topic; and which uses the identified Fire Science Management theories, concepts, practices, and research to develop and apply a possible solution(s) to the problem.	50%
4. The student will apply the criteria of the <i>Publication Manual of the American Psychological Association</i> to the written research report.	10%

STUDENT ASSIGNMENTS:

<u>Requirement</u>	<u>Grade Points</u>
Assignment #1	
1. Submit a 1 ½ to 2 page proposal that identifies and defines a management problem that affects the fire services industry. Identify and define Fire Science Management theories, concepts, and practices that relate to the identified problem and possible solutions to the problem Also submit in APA format a reference page with a minimum 10 references.	50

All work being submitted for grading shall have a title page. (see sample title page attached to the syllabus).

This project should represent a culmination of your Fire Science Management studies. At this point, you should have either completed or are enrolled in all required major course work. Managers must deal with and resolve problems that impact on their area of responsibility. In selecting your problem, or topic, think in terms of your career goals and interests in Fire Science Management. As a manager in your chosen career field, what problem are you likely to be faced with? What can you derive from your studies that can be applied to resolve this problem?

This is not a current issues course. The problem may or may not be related to a current issue. If it is related to a current issue, you will need to identify and define the issue. However, the assignment is to identify, define, and propose a possible resolution to a management problem. A current issue may impose one or more problems on a manager. Those problems usually involve aspects of dealing with an issue such as personnel, marketing, operational procedures, safety, fiscal, legal, supervisory, and so forth.

You may, and should, use current textbook materials to complete this course. These materials will assist you in identifying the management problem that is of particular interest to you. They will also assist you in the identification of relevant theories, concepts, and practices that might be applied to the problem resolution. However, do not rely solely on textbook materials. As you should have learned by now, your field of study includes a very wide range of research resources. You are expected to make use of multiple research resources in completing this course.

Complete this assignment by first identifying and defining a management problem. In a single paragraph succinctly define the problem. This will become the problem statement for your paper. Secondly, identify and define the relevant theories, concepts, and practices that apply to this problem and a possible resolution of the problem.

Approval of your topic will depend on the relevance of the topic and how well you have completed this assignment.

Assignment #2

2. Submit a narrative outline for your proposed research report. **150**
 Include a one-paragraph introduction, the problem statement, **one paragraph on each theory, concept, or practice that relates to the problem and your proposed resolution;** and an annotated bibliography with a minimum of fifteen references on the faculty approved topic.

After receiving approval for your topic, you will need to complete additional research and study related to the problem. In doing so, you may be able to present a better problem statement and may identify additional or different research resources. This narrative outline and annotated bibliography must represent your progress toward completing the research paper.

To assist in writing the narrative outline it may be beneficial to first develop a formal outline as presented in *The Little, Brown Compact Handbook*. In a formal outline the information is presented in short bullet type statements. In the narrative outline present the information in paragraph form. Begin the narrative outline with a one-paragraph introduction. The introduction should set the stage for the research the author will be completing and clearly state the purpose of the research. Next present the problem statement for your research. The problem statement should clearly outline the problem to be addressed. The problem statement should convey the following three messages:

1. Presents the specific problem (specificity is important)
2. Evidence should be presented showing the problem is of sufficient magnitude to the fire service to warrant consideration.
3. Lastly present a brief statement of the current state of the management problem.

Follow the problem statement with one paragraph on each theory, concept, or practice that relates to the problem. Conclude the narrative outline with proposed resolutions. Resolutions should be supported by research presented as well as clearly relate to the problem and purpose of the paper.

The annotated bibliography must include at least fifteen resources that apply to this problem. Your references need to be current. Do not include materials that are more than ten years old unless you provide specific justification for doing so. If your problem is based on a current issue, then you must include references that are no more than 12 months old to identify and define the issue.

The 1989 edition of *Webster's Encyclopedic Unabridged Dictionary of the English Language* defines annotate as to supply with critical or explanatory notes; remark upon in notes. Each entry in the annotated bibliography must be followed by one short paragraph (about 5 to 10 sentences) that describes the content of the work and its applicability to the management of the fire service. Do not use more than ½ of your references from any single source, i.e., Internet, library, government documents, etc.

The following is an example of an annotated bibliographic entry for a book. The elements of the entry are in accordance with the *Publication Manual of the American Psychological Association*, (5th ed., 2001).

Jones, G. R., George, J. M., & Hill, C. W. L. (2000). *Contemporary management*. (2nd ed.). New York: McGraw-Hill.

This textbook presents management theories and concepts that apply to managers who must deal with the new issues and challenges such as promoting and sustaining a competitive advantage, managing new information technology, developing global organizations, and managing a diverse workforce. Some unique chapters discuss managers as real people with their own personalities, strengths, and weaknesses plus how managers can successfully manage organizational politics, conflict, negotiation, and

change. The book places an emphasis on applied management and uses relevant examples of how the theories, concepts, and practices are applied in the real world.

Note: All work being submitted for grading shall be double-spaced.

Assignment #3

3. Complete a 15 to 20 page comprehensive research report **300**
that defines the approved topic; identifies the related Fire Science Management theories, concepts, and practices; identifies written and electronic media research relative to the topic; and which uses the identified Fire Science Management theories, concepts, practices, and research to develop and apply a possible solution(s) to the problem.

Your research report must comply with the criteria and procedures of the APA and must include; a title page (see sample title page attached); an abstract; an introduction that consists of no more than 1 ½ double-spaced typed pages; a problem statement that consists of no more than two paragraphs; a body that reviews and presents the relative theories, concepts, and practices and is a minimum of eight (8) double-spaced pages in length; a recommendation that is a minimum of four (4) double-spaced pages in length; and a reference page with at least ten (10) references.

GRADING:

1. Grading Criteria:

- A. The topic proposal is worth up to 50 grade points and will be graded as to completeness and compliance with APA criteria and requirements. One grade point will be deducted for each error.
- B. The narrative outline and annotated bibliography are worth up to 150 grade points and will be graded as to completeness, general composition (spelling, grammar, punctuation, etc.), and compliance with APA criteria and requirements. One grade point will be deducted for each error.
- C. The written report will be graded according to the following:

<u>Criteria</u>	<u>Grade Points</u>
Ethical standards	*Up to 300
*Penalties for plagiarism can be quite severe and range from an “F” for the course to suspension from the University.	
Adherence to assigned topic	Up to 300
Appropriate content	Up to 300

Writing style	Up to 300
Parts of the manuscript	3 points per error
Grammar	3 points per error
Bias in language	3 points per error
Punctuation	3 points per error
Spelling	3 points per error
Capitalization	3 points per error
Italics	3 points per error
Abbreviations	3 points per error
Headings and series	3 points per error

2. **Grading Scale:** Final course grades will be based on the total number of grade points remaining after all assignments have been completed and will be based on the following scale:

<u>Grade Points</u>	<u>Grade</u>	<u>Percentage</u>
450 - 500	A	90 - 100%
400 - 449	B	80 - 89%
350 - 399	C	70 - 79%
300 - 349	D	60 - 69%
299 or less	F	59% or less

A grade of Incomplete (Inc) may be assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all required assignments. Students must request the Incomplete grade, in writing, using the prescribed form. Forms are available from the local SIUC office.

3. **Due Dates:** The date on which the assignment is received (in the hands of) by the faculty member will determine the date the assignment was submitted for grade. Students must allow a minimum of seven days mailing time for assignments to reach the faculty member by the prescribed due date.

Five grade points will be deducted for each day past the prescribed due date that assignment #1 and #2 are received by the faculty member. If assignment #1, and #2, are received 14 days past the prescribed due date, they will be assigned a grade of zero.

There is no allowance for assignment #3 to be received past the prescribed due date, any student's assignment #3 that is not in the faculty member's hands by the prescribed due date will be assigned a grade of zero.

4. **Due Date Extensions**

Students who experience unique, unusual, emergency and/or totally unexpected situations that prevent them from working on Assignments #1 and #2 may request an extension of a due date. Such requests will be granted only if the request is made in writing (e-mail is acceptable), is received prior to the due date, and the reason for request is beyond the control of the student. Approval of such requests is not automatic and is subject to the faculty's best judgement. The maximum extension permitted is 14 calendar days beyond the prescribed due date. Assignments received more than 14 days past the prescribed due dates will be assigned a grade of zero. There is no allowance for extending the due date of assignment #3.

5. **Title Page:**

Attached is a sample title page. Use this format for the title page on all assignments.

6. **Submitting Assignments:**

All work shall be submitted via e-mail to MKopp@siu.edu

7. **Attendance Policy:**

This is an independent study course with no class meetings. Students will have an opportunity to meet privately with the instructor during the term and are encouraged to make email and telephone contact at any time during normal working hours.

8. **ACADEMIC HONESTY POLICY:**

This course is an independent study course and all work is to be the product of the individual student's efforts only for this class alone. Papers or assignments from previous classes can not be used as any part of assignments for this class except with the professor's permission. There are no group assignments in this course. The sharing of previously completed work from any other student is in direct violation of the SIU Student Conduct Code and such action, in most cases, will be treated as an Act of Academic Dishonesty.

(Sample title page)

1

Title of Paper

Your Name

Southern Illinois University Carbondale

Street Address
City, State Zip Code
Phone Number
e-mail address

Course number and Title
Assignment #
Semester, Year
Program location