

# Course Syllabus

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## Syllabus

**Course: Personnel Management for Emergency Services**

**Course & Section: FES 4045**

**Credit Hours: 3**

**Session:**

**\*\* On-line**

**\*\* THERE MAY BE TIMES SCHEDULED FOR ON-LINE MEETINGS.**

**Instructor:** Barry B. Baker, EFO, CFO

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[barrybaker22@yahoo.com](mailto:barrybaker22@yahoo.com)

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Bio for Barry B. Baker, EFO, CFO

Barry B. Baker is the former Bureau Chief of the Bureau of Fire Standards and Training and Superintendent of the Florida State Fire College, Division of State Fire Marshal. He has 47 years of experience in the fire service, serving in both in Pittsburgh, Pennsylvania and Fairfax, Virginia before moving to Florida in September 1997.

Prior to assuming the position of Bureau Chief at the Fire College, Chief Baker was the Assistant Chief in Fairfax, Virginia, followed by serving as the Fire Chief in Ormond Beach, Florida. Chief Baker holds a Bachelor of Science degree in Fire Administration from George Mason University and a Master of Science Degree in Administration from Central Michigan University. Chief Baker is a graduate of the National Fire Academy's Executive Fire Officer Program and is a Chief Fire Officer Designee. He has been an adjunct at the National Fire Academy in Emmitsburg, Maryland and taught at the Northern Virginia Community College, George Mason University and more recently the University of Florida.

Chief Baker is active in the International Association of Fire Chiefs, the Florida Fire Chiefs Association, where he served as the 2007-08 President, and formerly served as the Florida State Emergency Response Coordinator. He has

served as the chairperson of the Washington, DC Metropolitan Senior Fire Operations Group and the Fairfax County Local Emergency Planning Committee. He was also a member of the Central Florida Prescribed Burn Council, Volusia County Fire Chiefs Association, Daytona Beach College Fire and Emergency Medical Services Advisory Council, a board member of the Florida Fire and Emergency Services Foundation and the Emergency Medical Foundation located in Daytona Beach. Chief Baker is on Florida's Domestic Security Executive Committee and served on the Emergency Medical Services Council. Chief Baker was Florida's Fire Chief of the Year in 2005.

As the former Florida State Emergency Response Coordinator, Chief Baker was responsible for the deployment of fire and rescue resources during disaster events. He has assisted numerous other states, since the 2004-05 hurricanes, with disaster planning and preparedness and currently a technical expert and Go-Team member for the International Association of Fire Chiefs Association (IAFC) Intrastate Mutual Aid System (IMAS) and served as the Vice-chair of the IAFC's Emergency Management Committee.

**Office Hours:** *I can be reached Tuesday or Thursday evenings from 7-9PM or by e-mail. No texting.*

**\*\*Course Website:** <http://ass.at.ufl.edu>

**\*\* Course Communications:** There is a General Discussion tab that can be used, or send me an email through the course email. *Urgent messages can be sent to my [barrybaker22@yahoo.com](mailto:barrybaker22@yahoo.com) email.*

**Required Text:** Fire Service Personnel Management, 3rd Edition (2010): Steven T. Edwards, Brady Publishing (Pearson) ISBN 013512677

**\*\*Additional Resources:** *Use resources on the course site under the Resource tab*

**\*\*Course Description:** This course examines relationships and issues in personnel management and human resource development within the context of fire-related (emergency management) organizations. Topics covered include personnel management, organizational development, productivity, recruitment and selection, performance management systems, discipline and collective bargaining.

**\*\*Prerequisite Knowledge and Skills:** *None*

**Purpose of Course:** *This course provides the concepts and principles of the human resources management component of emergency services organizations that serve to reduce the risk to communities and environs. People are the most critical piece of a complex system that is found essential to maintaining the quality-of-life.*

**Course Goals and/or Objectives:** *By the end of this course, students will:*

1. The student will better understand the role of quality human resources management.
2. The student will better understand human resource management issues.
3. The student will better understand laws, rules, procedures and processes affecting human resources management.
4. The student will be able to better analyze both simple and complex matters from recruitment to retirement..
5. The student will be able to formulate recommendations and solutions related to personnel management.
6. The student will be able to better explore organizational development and leadership issues that personnel in

organizations.

**\*\* How This Course Relates to the Student Learning Outcomes in the Fire and Emergency Services Program:**  
*Identify and evaluate organizational problems associated with fire and emergency services.*

**\*\*Teaching Philosophy:** *I am looking for students to demonstrate a working knowledge of the subject. You need to be creative when you complete your assignments but maintain a professional appearance of your work. Your work needs to be complete and in such a manner that someone can pick up your document and understand what you are trying to convey. And most of all your work needs to be supported with research and cited in properly in APA format.*

**\*\*Instructional Methods:** *The course is designed for individual and group interactivity. It is important to post and respond to discussion questions in the course within the time frame allotted. This provides a learning environment by networking with other students in the course. The assignments are individual based to give you the opportunity to do a variety of activities, in many cases, similar to what you will be doing in role as a leader in the emergency services profession.*

## Course Policies:

**Attendance Policy:** *The course is designed in module format. You should check the site at least once a week. You are required to complete the assignments including discussion questions within the time period designated on the module. There will be meetings set up throughout the course. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.*

**\*\*Quiz/Exam Policy:** *There is a final project for this course. There are no exams or quizzes.*

**Make-up Policy:** *You must contact me if you are going to be late on any assignment to receive credit.*

**\*\*Assignment Policy:** *All assignments have a due date. Please be sure to check the date and time it is due in each module.*

**\*\*Course Technology:** *Class meetings will require a web camera and mic/audio. If you are not able to use a web camera you will need to at least provide audio/mic, you can call in on a phone also.*

### **\*\* UF's honesty policy**

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor of in this class.

## UF Policies:

**University Policy on Accommodating Students with Disabilities:** Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

**University Policy on Academic Misconduct:** Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>.

**\*\*Netiquette: Communication Courtesy:** All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. [Describe what is expected and what will occur as a result of improper behavior] <http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf>

## Getting Help:

For issues with technical difficulties for E-learning in Canvas, please contact the UF Help Desk at:

- [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu)
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml> Other resources are available at <http://www.distance.ufl.edu/getting-help> for:
- \*\* Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.
- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Should you have any complaints with your experience in this course please visit <http://www.distance.ufl.edu/student-complaints> to submit a complaint.

## Grading Policies:

*The grade is based on a point system. You divide the total number of earned points into the total amount of points available to determine your grade. A grading rubric for the final project is under the Resource Tab on the course.*

Assignment	Points or percentage
Grading Discussion Participation – 15 points each discussion	105 points

Homework Assignments – 15 points each assignment (Includes Introduction Video)	120 points
Final Project - comprehensive and applied	100 points
<b>Total Grade</b>	<b>325 points</b>

### Grading Scale

A = 93.0 to 100%   A- = 90.0 to 92.9   B+ = 87.0 to 89.9   B = 83.0 to 86.9   B- = 80.0 to 82.9   C+ = 77.0 to 79.9   C = 73.0 to 76.9   C- = 70.0 to 72.9   D+ = 67.0 to 69.9   D = 63.0 to 66.9   D- = 60.0 to 62.9   F = below 60

### Grading Rubric

A grading rubric can be found under the "Files" tab to assist you in your evaluation of content submitted.

### Late Assignments and Discussion Posts

Assignments up to 48 hours late will receive a 10% deduction in their grade.

Assignments more than 48 hours but less than 30 days late will receive a 20% deduction in their grade.

Assignments more than 30 days late but submitted during the semester will receive a 50% deduction in their grade.

Discussions up to 48 hours late will receive a 25% deduction in their grade.

Discussions more than 48 hours later will receive a 50% deduction in their grade.

### Evaluation process:

Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three

Weeks of the semester, but students will be given specific times when they are open.

Summary results of these assessments are available to students at

<https://evaluations.ufl.edu>.

### Schedule:

## Course Summary:

### Date Details

Prev month Next month July 2018

Calendar						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24 Previous month Next month Today Click to view event details	25 Previous month Next month Today Click to view event details	26 Previous month Next month Today Click to view event details	27 Previous month Next month Today Click to view event details	28 Previous month Next month Today Click to view event details	29 Previous month Next month Today Click to view event details	30 Previous month Next month Today Click to view event details
1 Previous month Next month Today Click to view event details	2 Previous month Next month Today Click to view event details	3 Previous month Next month Today Click to view event details	4 Previous month Next month Today Click to view event details	5 Previous month Next month Today Click to view event details	6 Previous month Next month Today Click to view event details	7 Previous month Next month Today Click to view event details
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**Course assignments are not weighted.**