

# Syllabus

Course: Leadership & Ethics

Course & Section: FES 4023

Credit Hours: 3

Session: Fall 2019

\*\* On-line

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

Instructor: Cheryl Horvath

Chief Cheryl Horvath is a 27-year veteran of the fire service, presently serving as the Fire Chief for Tubac Fire District in Santa Cruz County, Arizona. She has been in the fire service since 1992, beginning as a full-time firefighter in Illinois, where she also served as union president for four years and as a field instructor for the Illinois Fire Service Institute. Chief Horvath moved to the Tucson, Arizona area in 2006, working as a chief officer at Northwest Fire District, Mountain Vista Fire District, and Golder Ranch Fire District, prior to her current position. Chief Horvath holds a Master's degree in Public Administration from Anna Maria College and a Bachelor's of Science degree from the University of Illinois. In July, 2016, Chief Horvath received the Chief Fire Officer Designation from the Center for Public Safety Excellence.

Office Hours: Students may request meetings as needed.

\*\*Course Website: <http://elearning.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 email: [cnhorvath@ufl.edu](mailto:cnhorvath@ufl.edu).

## **Required Text:**

**[The Complete 101 Collection: What Every Leader Needs to Know Hardcover – April 10, 2012](#)**

by [John C. Maxwell](#) (Author) ISBN-13: 978-1400203956

# Ethics 101: What Every Leader Needs To Know (101 Series) Hardcover – May 11, 2005

by [John C. Maxwell](#) (Author) ISBN-13: 978-0446578097

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

\*\*Course Description: The role of agency leadership and its impact on the continuing professionalization of the fire and emergency services. Examines traditional and evolving definitions, practices and skills in leadership behavior, including discussions of power, influence, ethics and organizational behavior.

\*\*Purpose of Course: The course design is centered around the nine modules and their respective assignments. Each module will require readings and/or assignments that will help the student learn the information. The course also includes a final project.

\*\*How This Course Relates to the Student Learning Outcomes in the fire and emergency services management program:

1. Identify and evaluate organizational problems associated with fire and emergency services. (Reinforces)
6. Demonstrate strong verbal and written communication skills for leadership in fire and emergency services. (Introduces/Reinforces)

\*\*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 base 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, 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>

**\*\*** 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.

Other resources are available at <http://www.distance.ufl.edu/getting-help> for:

- 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.

## Tentative course schedule:

Week 1	Introduction – online post Read Syllabus and review course content Assign → Module One – Discussion and Assignment Assign Final Project
Week 2	Module One assignment and discussion due Assign → Module Two discussion and assignment
Week 3	Module Two assignment and discussion due Assign → Module Three(a) discussion and assignment
Week 4	Module Three(a) – Discussion and Assignment due Assign → Module Three(b) – discussion and assignment
Week 5	Module Three(b) – Discussion and Assignment due Assign → Module Four – discussion and assignment
Week 6	Module Four Discussion and Assignment due Assign → Module Five - Discussion
Week 7	Module Five Discussion due Assign → Module Five - Assignment
Week 8	Module Five Assignment due Assign → Module Six - Discussion
Week 9	Module Six Discussion due Assign → Module Five - Assignment
Week 10	Module Six Assignment due Assign → Module Seven - Discussion
Week 11	Module Seven Discussion due Assign → Module Seven – Assignment Due

Week 12	Module Seven Assignment due Assign → Module Eight - Discussion and Assignment
Week 13	Module Eight Discussion and Assignment due Assign → Final Project
Week 14	Final Project Due

# 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 – 10 points each discussion	90 points
Homework Assignments – 20 points each assignment	180 points
Final Project - comprehensive and applied	100 points
<b>Total Grade</b>	<b>370 points</b>

See <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx> regarding current UF grading policies.

## 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 late will receive a 50% deduction in their grade.

Please note that any student who has less than 75% of their work complete for the semester cannot earn an "I" contract. If you have 75% of the work complete, you can propose an I contract to the instructor.

It is your responsibility to keep your instructor informed at all times. The instructor does have the right under extenuating circumstances with proper notification to assist the student by extending the above time requirements.

## Grading Scale

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

<b>Passing Grade</b>	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
<b>Grade Points</b>	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	.67

## 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>.