TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:
Department: Emergency Services: Fire Science
Prepared by: Tylan Martin
Email Contact: Tjmartin5@alaska.edu
College/School: CRCD/CTC
Phone: 907-347-8386
Faculty Contact: John George

1. ACTION DESIRED
(CHECK ONE): Trial Course [ ] New Course [X]

2. COURSE IDENTIFICATION:
Justify upper/lower division status & number of credits:
Dept: FIRE Course #: F170 No. of Credits: 2.0

3. PROPOSED COURSE TITLE:
Basic entry level course fitting the curriculum for the AAS Wildland fire at the 100 level

4. To be CROSS LISTED?
YES/NO
(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

5. To be STACKED?
YES/NO

6. FREQUENCY OF OFFERING:
As demand warrants
Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) — or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING (AY2011-12 if approved by 3/1/2012; otherwise AY2012-13)
Spring 2013

8. COURSE FORMAT:
NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.
COURSE FORMAT:
(check all that apply)
Lecture [X] 6 weeks to full semester

9. CONTACT HOURS PER WEEK:
2.0 LECTURE hours/weeks 0 LAB hours/week
Note: # of credits are based on contact hours. 800 minutes of lecture = 1 credit. 2400 minutes of lab in a science course = 1 credit. 1600 minutes in non-science lab = 1 credit. 2400-4800 minutes of practicum = 1 credit. 2400-8000 minutes of internship = 1 credit. This must match with the syllabus. See http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/guidelines-for-computing-1 for more information on number of credits.

OTHER HOURS (specify type)
10. **COMPLETE CATALOG DESCRIPTION** including dept., number, title, credits, credit distribution, cross-listings and/or stacking (50 words or less if possible):

**FIRE F170 Incident Information**

2.0 credits (2+0)

The purpose of this course is to provide students with the skills and knowledge needed to serve as entry-level public information officers (PIOF) on an incident or event. The course covers establishing and maintaining an incident information operation, communicating with internal and external audiences, working with the news media, handling special situations, and long term planning and strategy. This course is based on a National Wildfire Coordinating Group (NWCG) course.

NWCG Course included: S-203 Introduction to Incident Information

Offered as Demand Warrants

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11. **COURSE CLASSIFICATIONS:** Undergraduate courses only. Consult with CLA Curriculum Council to apply S or H classification appropriately; otherwise leave fields blank.

| H = Humanities | S = Social Sciences |

Will this course be used to fulfill a requirement for the baccalaureate core? **YES:** **NO:** **X**

IF YES, check which core requirements it could be used to fulfill:

| O = Oral Intensive, Format 6 | W = Writing Intensive, Format 7 | Natural Science, Format 8 |

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12. **COURSE REPEATABILITY:**

Is this course repeatable for credit? **YES** **NO** **X**

**Justification:** Indicate why the course can be repeated (for example, the course follows a different theme each time).

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13. **GRADING SYSTEM:** Specify only one. Note: Later changing the grading system for a course constitutes a Major Course Change.

| LETTER: X | PASS/FAIL: |

**RESTRICTIONS ON ENROLLMENT (if any)**

14. **PREREQUISITES**

FIRE 151 or Instructor's permission

These will be required before the student is allowed to enroll in the course.

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15. **SPECIAL RESTRICTIONS, CONDITIONS**

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16. **PROPOSED COURSE FEES**

| $0 |

Has a memo been submitted through your dean to the Provost for fee approval? **Yes/No**

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17. **PREVIOUS HISTORY**

Has the course been offered as special topics or trial course previously? **Yes/No**

**No**
18. ESTIMATED IMPACT
WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.
No anticipated additional impact

19. LIBRARY COLLECTIONS
Have you contacted the library collection development officer (klijensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.
No [ ] Yes [X] No library resources required. Library was contacted on 3/6/2012

20. IMPACTS ON PROGRAMS/DEPTS
What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)
School of Management - Bachelors of Emergency Management

21. POSITIVE AND NEGATIVE IMPACTS
Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.
Positive impact: Provides additional credit opportunity for students to meet the BEM requirement of 30 credits from an AAS Fire Science degree.
Negative impact: None anticipated

JUSTIFICATION FOR ACTION REQUESTED
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.
This course has been recommended by our wildland fire task force to meet the current industry needs for wildland fire. The course is composed of preexisting NWCG courses and realigns the degree and curriculum to match industry presentation methods.

APPROVALS: Add additional signature lines as needed.

[Signature, Chair, Program/Department of: Emergency Services and Public Safety] Date 10/4/12

[Signature, Chair, College/School Curriculum Council for: CTC] Date 11-19-12

[Signature, Dean, College/School of: CTC] Date 11/19/12

Signature of Provost (if applicable)
Offerings above the level of approved programs must be approved in advance by the Provost.
**ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE**

<table>
<thead>
<tr>
<th>Signature, Chair</th>
<th>Date</th>
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<tbody>
<tr>
<td>Faculty Senate Review Committee:</td>
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<td>___Curriculum Review</td>
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<td>___GAAC</td>
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<td>___Core Review</td>
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<td>___SADAC</td>
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**ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)**

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<td>Signature, Chair, College/School Curriculum Council for:</td>
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<th>Signature, Dean, College/School of:</th>
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<tr>
<td>Pete Pinnock</td>
<td>12/3/12</td>
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<td>CECO</td>
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University of Alaska Fairbanks
Community and Technical College
Emergency Services Program
FIRE 170 – Incident Information
2.0 (2+0) Credits
Course Syllabus

Course Description:

The purpose of this course is to provide students with the skills and knowledge needed to serve as entry-level public information officers (PIOF) on an incident or event. The course covers establishing and maintaining an incident information operation, communicating with internal and external audiences, working with the news media, handling special situations, and long term planning and strategy. This course is based on a National Wildfire Coordinating Group (NWCG) course.

NWCG Course included: S-203 Introduction to Incident Information

Offered as Demand Warrants

Course Goals:

Successful course completion combined with national age, physical fitness and appropriate experience requirements as administered by a federal or state wildland fire agency will qualify the student for interagency fire qualification certifications.

Prerequisites:

FIRE 151 or Instructor’s permission

Student Learning Outcomes:

The successful student will be able to:

Demonstrate the skills and knowledge of a public information officer (PIOF).

Methods:

The course is interactive lecture with visuals. Group discussion is strongly encouraged. Lectures will be aided by demonstrations, exercises and simulations. Homework assignments, examinations and a final simulation will document student progress.

Instructor Qualifications:

Lead instructor must be a NWCG qualified Type 2 public information officer.
Unit instructors must be NWCG qualified as public information officers.

Location and Meeting Times:

Room X, University Park Center, 1000 University Avenue  
Date 1 through Date 2, Day of the week(s), Start Time – End Time

Grading Policy:

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<th>Letter Grade</th>
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<tr>
<td>90 and above</td>
<td>A</td>
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<td>80 to 89.99</td>
<td>B</td>
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<td>70 to 79.99</td>
<td>C</td>
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<tr>
<td>60 to 69.99</td>
<td>D</td>
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<tr>
<td>0 to 59.99</td>
<td>F</td>
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Attendance and Participation: 20%  
Final Simulation: 50%  
Examinations: 30%

Policies:

Attendance is required at all sessions with individual participation expected. Homework is due on specified dates. Late work will be accepted with penalty. Individual needs may be discussed. Academic integrity is expected and plagiarism is unacceptable.

UAF Honor Code

The public holds emergency services personnel accountable to the highest standards of ethics. The credibility of our degree program requires that we meet those expectations in every way possible. As a UAF student, you are subject to the Honor Code. The University assumes that the integrity of each student and the student body as a whole will be upheld. Honesty is a primary responsibility of you and every other UAF student. It is your responsibility to help maintain the integrity of the student community including the reporting any observed violations to the Instructor or Program Coordinator. UAF’s Honor Code is as follows:

1. Students will not collaborate on any quizzes, in-class exams, or take-home assignments that will contribute to their grade in a course, unless permission is granted by the course instructor. Only those materials permitted by the instructor may be used to assist in quizzes and exams. The use of study groups is encouraged.

2. Students will not represent the work of others as their own. A student will attribute the source of information not original with himself or herself (direct quotes
or paraphrases) in compositions, theses and other reports. (Specifically prohibited for this course are reports composed by other students from previous course offerings and any Internet sources.)

3. No work submitted for one course may be submitted for credit in another course without the explicit approval of both instructors. Students may use the same report topic and references from other courses if the Instructor is provided with a graded copy of any similar submissions to show that an identical report has not been submitted for credit twice.

Violations of the Honor Code will result in a failing grade for the assignment and for the course in which the violation occurred. Violations of the Honor Code may result in suspension or expulsion.

Disability Services:

The Office of Disability Services implements the Americans with Disability Act (ADA), and insures that UAF students have equal access to the campus and course materials. Your instructor will work with the Office of Disabilities Services (208 WHIT, 474-5655) to provide reasonable accommodation to student with disabilities.

Student Texts and Supplies:

NFES 002915 S-203 Student Workbook

Course Calendar with Readings and Work Assignments:
(Subject to variation as the class progresses.)

Session 1
0800-0930 Unit 0 - Introduction
0930-1200 Unit 1 – The Roles and Responsibilities of Public Information Officers
1200-1300 Lunch
1300-1400 Unit 2A – Initial Stages: Mobilization
1400-1500 Unit 2B – Initial Stages: Action
1500-1630 Unit 3 – Incident Information Operations

Session 2
0800-1030 Unit 4 – Gathering and Assembling Information
1030-1200 Unit 5A – Working with the News Media: Media 101
1200-1300 Lunch
1300-1430 Unit 5B – Working with the News Media: Fostering Good Media Relations
1430-1700 Unit 5C – Working with the News Media: Media Interview Exercise
Session 3
0800-1200 Unit 5C (continued)
1200-1300 Lunch
1300-1430 Unit 6A – Working with Other Key Audiences: Community Relations
1430-1600 Unit 6B – Working with Other Key Audiences: Internal Audiences and Cooperators
1600-1700 Unit 7 – Long-Term Planning and Strategy

Session 4
0800-1230 Unit 8 Incident Simulation
1230-1330 Lunch
1330-1430 Review
1430-1700 Final Exam

Schedule for 32 hours (4 days)

Instructors:
Instructor #1 Name

Contact Information:
e-mail
Office
Home
Cell

Instructor #2 Name

Contact Information:
email:
Office
Home
Cell