

**University of Alaska Fairbanks
Community and Technical College
Emergency Services Program
FIRE 170 – Incident Information
2.0 (2+0) Credits**

Course Syllabus

Instructor:

Instructor Sarah Saarloos
e-mail smsaarloos@alaska.edu
Cell 907-301-0971

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 the NWCG certifications listed in the course description.

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:

As a distance delivered class, your course work over the semester will be internet-based and largely self-directed. Online courses can be difficult for students due to limited in-person interaction and the need to take responsibility for one's own time management and education. Your assignments, extra readings, and any supplemental materials will be provided on our course Blackboard page, which you are encouraged to check frequently.

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:

Blackboard Virtual Classroom November 1 - 21, 2016

Grading Policy:

Average Score	Letter Grade
90 and above	A
80 to 89.99	B
70 to 79.99	C
60 to 69.99	D
0 to 59.99	F

Attendance and Participation:	50%
Final Communication Strategy:	20%
Final Examination:	30%

Course Policies:

You must finish each of the homework assignments and take each exam by the due date specified. However, since this is an online course, you have flexibility to work ahead if you feel like you are doing well in the course.

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.

Working together on homework: You may work on homework together however any answers to your essay questions must be in your own words. Getting answers by Googling the questions, and pasting the found answers into the essay question, is definitely cheating.

Academic Integrity

As described by UAF, scholastic dishonesty constitutes a violation of the university

rules and regulations and is punishable according to the procedures outlined by UAF. Scholastic dishonesty includes, but is not limited to, cheating on an exam, plagiarism, and collusion. Cheating includes providing answers to or taking answers from another student. Plagiarism includes use of another author's words or arguments without attribution. Collusion includes unauthorized collaboration with another person in preparing written work for fulfillment of any course requirement. Scholastic dishonesty is punishable by removal from the course and a grade of "F." For more information go to Student Code of Conduct: (http://www.uaf.edu/catalog/catalog_08-09/academics/regs3.html#Student_Conduct)

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 Schedule:

NOV 1 INTRODUCTION

NOV 1 - 7 MODULE 1

Unit 1	The Roles and Responsibilities of Public Information Officers
Unit 2A	Initial Stages: Mobilization
Unit 2B	Initial Stages: Action
Unit 3	Incident Information Operations

NOV 7 - 14 MODULE 2

Unit 4	Gathering and Assembling Information
Unit 5A	Working with the News Media: Media 101
Unit 5B	Working with the News Media: Fostering Good Media Relations
Unit 5C	Working with the News Media: Media Interview Exercise

NOV 14 - 21 MODULE 3

Unit 6A	Working with Other Key Audiences: Community Relations
Unit 6B	Working with Other Key Audiences: Internal Audiences and Cooperators
Unit 7	Long-Term Planning and Strategy
Unit 8	FINAL PROJECT

NOV 21 DUE: FINAL PROJECT AND EXAM