

BACHELOR OF ARTS

# FIRE SERVICE ADMINISTRATION

## Lewis University Accelerated Programs

The Department of Justice, Law and Public Safety Studies offers adults a program delivery format compatible with their needs and lifestyles. Most three semester credit hour courses are completed in five- or eight-week sessions.

The academic focus is on the integration of theory and practice emphasizing application, analysis and synthesis through collaborative learning experiences. Through small class size, group interaction and one's unique life experiences, the classroom becomes a dynamic environment in which each student is an active participant.

Lewis faculty are prepared as teachers, scholars, researchers and practitioners. In the adult classroom, they serve as coaches, role models and facilitators. Faculty hold a master's or doctoral degree, providing a rich blend of academic knowledge in their discipline with practical, professional experience.

## Fire Service Administration

The accelerated undergraduate program is designed to provide administrative courses for professionals in the fire service field. Topics include a study of the laws influencing the fire service field and risk management. Discussion of planning, organizing, staffing, and evaluating fire protection services will be addressed. Loss prevention principles and management of resources particular to fire and emergency services are addressed. Discussion of techniques for assessment of public fire protection and its impact on the community and environment will also be presented.

## Program Entrance Requirements

Applicants should be at least 24 years of age and have a fire service-related associate's degree or equivalent hours in the fire service field from an accredited college. A maximum of 72 community college credit hours will be accepted.

## Degree Requirements

- Successful completion of a minimum of 128 semester credit hours
- Completion of final 32 semester graded credit hours at Lewis University including four upper division foundation courses and/or major courses (12 semester credit hours)
- Achievement of an overall grade point average of at least 2.00 ("C") for all courses taken at Lewis University and a 2.20 average for the foundation and major area courses

# BACHELOR OF ARTS FIRE SERVICE ADMINISTRATION

## CURRICULUM

### General Education\*

- College Writing I (3)

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- College Writing II (3)

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- Introduction to Human Communications (3)

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- Mathematics (3)

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- Social Science (3)

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- Social Science (3)

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- Social Science (3)

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- Natural Science (3)

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- Natural Science (3)

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*Three of the following five courses:*

- Fine Arts Requirement (3)

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- Culture and Civilization I (3)

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- Culture and Civilization II (3)

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- Literature Requirement (3)

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- Introduction to Philosophy (3)

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*Two of the following Mission-based courses must be taken at Lewis:*

- Christian Action and Values (3)  
OR Ethics (3)

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- Cultural Diversity and Intergroup Relations (3)

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- Theology (3)

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*\*If  $\geq 29$  hours transferred into Lewis.*

### Core Courses

- Fire Service Administration (3)

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  - Risk Management in the Fire Service (3)

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  - Labor Management Relations (3)

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  - Ethics in the Fire Service (3)

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  - Planning for Community Fire Protection (3)

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  - Analysis of Issues and Trends in the Fire Services (3)

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  - Administration of Emergency Medical Services (3)

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  - Personnel Management of the Fire Service (3)

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  - Legal Aspects of Fire Service Management (3)

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  - Financial Management of the Fire Service (3)

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  - Applications of Fire Research (3)

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- 6 hours of the following electives*
- Criminalistics (3)

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  - Intelligence Gathering (3)

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  - Agency-Community Relations (3)

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  - Architectural Design (3)

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# COURSE DESCRIPTIONS

## Core Courses

### **91-320 Fire Service Administration:**

This course focuses on the history and contemporary practices of fire service management. This course will cover the responsibilities of the fire service and the issues associated with managing these responsibilities. Emphases will be placed on interagency communication collaboration for protecting the community. Management theories, approaches and concepts will be introduced. A review of resources for assisting managers will be examined. Relevant research relating to fire service administration will be introduced.

### **91-324 Risk Management in the**

**Fire Service:** This course examines the problems associated with community protection that involves the planning, development, and intervention of the fire service. The concept of risk management and inter agency cooperation and collaboration will be explored. Emergency preparedness will be emphasized. Concepts of decision making will be taught. The importance of leadership will be covered.

### **91-328 Labor -Management**

**Relations:** This course examines the issues and problems associated with work force management. It focuses on issues that involve labor unions and labor contracts within fire service organizations. It will examine labor laws and the constraints of management within fire service organizations. A historical review of labor management relations will be studied.

### **91-332 Ethics in the Fire Service:**

This course will focus on ethics and standards of conduct expected in the fire service. The general study of ethics will be introduced with emphases on conduct in the fire service. Management challenges regarding employee ethics will be reviewed and discussed. The course will address the effect ethics has on the culture of the organizations.

### **91-336 Planning for Community**

**Fire Protection:** This course will focus on the planning and development of community fire service plans. The planning will involve community protection from fire and other dangers resulting from hazardous materials in the environment. The emphasis is on planning to preclude potential harm to property and citizens of the community. Interagency collaboration is also emphasized as a means of effective planning.

### **91-340 Analysis of Issues and Trends**

**in the Fire Service:** This course will analyze current issues and trends in the fire service. The issues of personnel, legal, regulatory, political, economic, and public policy issues will be studied. The relationship of these issues to the performance of the fire service will be the focus of examination.

### **91-344 Administration of Emergency**

**Medical Services:** Examines the administrative functions related to the delivery of emergency medical services. A focus will be on review of related literature regarding emergency medical services. Also, models of effective emergency medical systems will be examined. Students will learn planning and budgeting for emergency medical systems.

### **91-402 Personnel Management of the**

**Fire Service:** This course will examine the principles of personnel management. It will focus on personnel laws, regulations, equal employment opportunity, diversity management, recruitment, hiring, employee discipline, performance evaluation systems, employee promotions and awards.

### **91-404 Legal Aspects of Fire Service**

**Management:** The focus of this course will be on legal issues relating to the fire service. State and federal laws will be examined. Recent case law relating to the fire service will be reviewed. Students will learn and identify laws that impact the management of fire service. Legal liability issues will be studied. The impact of past and recent legal decisions on the management of the fire service will be examined.

### **91-406 Financial Management of the**

**Fire Service:** This course will examine principles of financial management from the perspective of a fire service administrator. Concepts of budgeting and planning will be introduced. Political constraints will also be examined. Fiscal problems in the fire service will be explored with emphases on developing solutions.

### **91-408 Applications of Fire Research:**

Basic principles of research methods will be studied in this course. A survey of fire service research will be studied. Focus on the practical application of fire research will be emphasized.

## Electives

Six (6) additional hours to fulfill the 39 major credit hour requirements can be obtained through selecting two courses from the following JLPSS Departmental offerings:

**81-341 Criminalistics:** This course covers aspects of criminalistics. It focuses on standards, certification, genetic technology, drugs, chemicals, crime scene technology, prints, artifacts, and photography.

**81-370 Intelligence Gathering:** This course explores the historical foundations of intelligence gathering and the legal boundaries that define the operational field. Contemporary issues are examined and methods of intelligence gathering are studied. An overview of various intelligence gathering agencies will also be covered. Electronic monitoring, right to privacy, use of informants, and disclosure of information to other agencies are examined.

**81-385 Agency - Community**

**Relations:** Examines the community environment and how this environment affects the operations of different agencies. Legal, illegal, formal and informal mechanisms of influence are examined, including voting, marching, striking, demonstrating, petitioning, and working through organizations and governmental bodies. (This course meets advanced writing proficiency requirements)

**81-460 Architectural Design:**

This course deals with environmental architectural and aesthetic issues relating to the safety and security of the general public. Historical perspectives in design related to loss prevention, public safety and security will be examined. Landscape and perimeter design are also highlighted. Various protective strategies are discussed regarding architectural structures.

*Note: Material herein is subject to change. See catalog/schedule for prerequisites.*

[www.lewisu.edu/campuses](http://www.lewisu.edu/campuses)

**Lewis Main Campus**

One University Parkway  
Romeoville, IL 60446  
[Phone] (815) 836-5610

**Hickory Hills Campus**

9634 S. Roberts Road  
Hickory Hills, IL 60457  
[Phone] (708) 233-9768

**Shorewood Campus**

247 Brookforest Avenue  
Shorewood, IL 60404  
[Phone] (815) 744-0504

**Chicago/De La Salle Institute**

3434 S. Michigan Avenue  
Chicago, IL 60616  
[Phone] (312) 326-1673

**Oak Brook Campus**

2122 York Road, Suite 170  
Oak Brook, IL 60523  
[Phone] (630) 573-1740

**Tinley Park Campus**

18501 Maple Creek Drive  
Tinley Park, IL 60477  
[Phone] (708) 444-3180

**For More Information:****Office of Graduate and Adult Admission**

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[acceleratedprogram@lewisu.edu](mailto:acceleratedprogram@lewisu.edu)

**Office Hours**

M - F, 8:30 a.m. - 5:00 p.m.

