

BES355-2

Emergency Services Administration Planning & Policy

1 Credit

Instructor: TBA

Original Developer: Barton Ottoson Guohua Pan

Current Developer: Abena Sey Mariette Sargeant

Reviewer: Chris Senaratne

Created: 27/01/2004

Revised: 17/10/2016

Approval: 14/11/2017

Alternate Delivery: Yes

The Implementation Date for this Outline is 01/01/2018

Copyright©LAKELAND COLLEGE. Email: admissions@lakelandcollege.ca
2602 - 59 Avenue, Lloydminster, Alberta, Canada S9V 1Z3. Ph: 780 871 5700
5707 College Drive, Vermilion, Alberta, Canada T9X 1K5. Ph: 780 853 8400
Toll-free in Canada: 1 800 661 6490



BES355-2 Version: 5



Emergency Services Administration Planning & Policy

Calendar Description

This module introduces learners to the processes required to efficiently and effectively develop an action plan to deal with issues in emergency services administration planning and policy. Learners network in groups to plan, discuss, review, and complete their final project and share their experience in networking and collaborative working experience.

Rationale

This is a required course for the Bachelor of Applied Business: Emergency Services program. It is often the how of planning, that is, the behaviour of the planner and those who implement the plans that can be the root cause of the plan's success or failure, during both the planning process and the implementation phase. Identification of the issues in emergency services administration planning and policy enables students to locate the problems and tackle them in their subsequent development of an action plan. Networking online allows students to work collaboratively on behalf of their individual organizations in a virtual environment and, more importantly, to look at the things from different perspectives.

Prerequisites

BES344-1, BES355-1, BES370-2, and BES370-3

Co-Requisites

None

Module Learning Outcomes

Upon successful completion of this course, students will be able to

1. network with people on behalf of their own organizations.
2. work collaboratively in a virtual environment to resolve problems.
3. develop strategies for problem solving in line with relevant legislation, policies, and procedures.

Resource Materials

Required text(s):

Dessler, G., Chhinzer, N., & Cole, N., D. (2016). *Management of Human Resources: The Essentials* (4th Cdn. Ed.). Toronto: Pearson Prentice Hall.

Organizational Behaviour: Concepts, Controversies, Applications by Langton, N., Robbins S. P., & Judge T. A. (2016) 7th Cdn. Ed.

Robbins, S. P., Coulter, M., Leach, E., & Kilfoil, M. (2016). *Management* (11th Cdn. Ed.). Toronto: Pearson Prentice Hall.

Conduct of Module

This module is approximately 15 hours in length. It is delivered on-line and may involve individual, pair, and group work. Students are required to submit assignments, take part in asynchronous discussions, and undertake exercises in the workplace that call for reflective thinking. Participation in this module is paced and mandatory, and students are expected to practice time management skills accordingly. It is critical that each student read the assigned material and keep up to date with all objective tasks and assignments.

Student counseling: Students who are experiencing difficulty with the module should immediately consult the instructor by email.

Module withdrawal: Students should familiarize themselves with the school's module withdrawal policy and procedures, which are explained in the student handbook/calendar.

Students should budget approximately one to two hours of time in preparation for each one hour of the estimated 15 hours of class time.

All goals and evaluations of student application and demonstration of their knowledge and skills are determined as per the Online Discussion Grading Rubric and the Paper Grading Rubric linked within the module.

Evaluation Procedures

This module uses a variety of assessment tools to evaluate student performance. The final grade is an aggregate of the following components:

Objective 1:	35%
Objective 2:	35%
Objective 3:	30%
Total	100%

All marks are recorded as percentages and then converted to a final letter grade according to the criteria shown below.

Grade Equivalents and Course Pass Requirements

A minimum grade of D (50%) (1.00) is required to pass this course.

Letter	F	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
Percent Range	0-49	50-52	53-56	57-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	1.00	1.30	1.70	2.00	2.30	2.70	3.00	3.30	3.70	4.00	4.00

Students must maintain a cumulative grade of C (GPA - Grade Point Average of 2.00) in order to qualify to graduate.

Participation

Regular participation in threaded discussions is essential for success in the program. Absence for any reason does not relieve a student of the responsibility of completing course work and assignments to the satisfaction of the instructor. Poor participation may result in the termination of a student from a course(s).

If you do not meet the established participation requirements, your instructor will recommend that the Registrar withdraw you from the course. A failing grade of RW (Required to Withdraw) will appear on your transcript. No credit is earned. Calculated as a failing grade in GPA.

In cases of repeated absences due to illness, the student may be requested to submit a medical certificate.

Module Units/Topics

This module consists of 3 units:

1. Build networks on behalf of your organization.

An initial action plan to deal with the issues at EMS administration planning and policy through individual and group work.

2. Planning process

A review of the action plan to identify issues in planning process and deal with them accordingly through individual and group work.

3. Working with relevant legislation, policies, and procedures

Incorporation of relevant legislation, policies and procedures in action plan to deal with EMS administration planning and policy issues



Copyright©LAKELAND COLLEGE.
2602 - 59 Avenue, Lloydminster, Alberta, Canada S9V 1Z3. Ph: 780 871 5700
5707 College Drive, Vermilion, Alberta, Canada T9X 1K5. Ph: 780 853 8400
Toll-free in Canada: 1 800 661 6490 E-mail: admissions@lakelandcollege.ca