

FIRT-2359 Fire Instructor III Master Syllabus

Course: FIRT-2359 Fire Instructor III

Synonym:

Section: 001

Campus Location: This course is a distance learning/hybrid course, the campus location where classes are held will be posted in the course notes and on Blackboard.

Instructor Information:

Name:

Office phone or contact number:

Office hours and location 4800 Shaw Ln Austin, TX 78744 (Bldg F)

Conference requests Students who would like a conference with the professor should contact him or her by their provided phone number or ACC email address. When using email the student should use their own ACC email address for all official class communication.

ACC email address

Other avenues for contact: Students may also contact their professor through the use of Blackboard or they may contact the department chair of Fire Protection Technology at nathan.zaleski@austincc.edu or 512-223-9764 if they need additional help. Professors will not respond to any communication through avenues such as social media or outside platforms.

COURSE DESCRIPTION: FIRE INSTRUCTOR III (3-3-0) Meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Instructor III certification.

Transferability of workforce courses varies. Students interested in transferring courses to another college should speak with their Area of Study (AoS) advisor, Department Chair, and/or Program Director.

COURSE RATIONALE: This course will cover information that will assist fire protection technology students in the continuation of higher education goals and their employment in fire protection. It is also certified for the Texas Commission on Fire Protection (TCFP) certification.

PREREQUISITES: FIRT-2307 Fire Instructor II

STUDENT LEARNING OUTCOMES, GENERAL EDUCATION COMPETENCIES, & SCANS:

Program Student Learning Outcomes:

1. Analyze different occupancy's building construction, exit access/discharge, fire protection systems, life safety requirements and general safety to determine compliance with fire codes.
2. Employ the principles of instruction, to include utilizing lesson plans, instructional delivery, testing, planning/coordinating training, and supervision of students in relation to the fire service.
3. Determine origin and cause of different types of structure fires based on fire behavior principles.
4. Describe how local, state, and federal laws relate to the fire service.

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5. Demonstrate how tactics and strategies are employed in the fire service to mitigate fire and other related emergencies.
6. Perform supervisory practices of personnel and emergency situations.

Course student learning outcomes:

1. Administer a training record system, given the authority's having jurisdiction (AHJ) policy and type of training activity to be documented, so that the information captured is concise, meets all AHJ and legal requirements, and can be readily accessed.
2. Develop recommendations for policies to support the training program, given AHJ policies and procedures and the training program goals, so that the training and agency goals are achieved.
3. Select instructional staff, given personnel qualifications, instructional requirements, and AHJ policies and procedures, so that staff selection meets AHJ policies and achievement of AHJ and instructional goals.
4. Construct a performance-based instructor evaluation plan, given AHJ policies and procedures and job requirements, so that instructors are evaluated at regular intervals, following AHJ policies.
5. Formulate budget needs, given training goals, AHJ budget policy, and current resources, so that the resources required to meet training goals are identified and documented.
6. Present evaluation findings, conclusions, and recommendations to AHJ administrator, given data summaries and target audience, so that recommendations are unbiased, supported, and reflect AHJ goals, policies, and procedures.
7. Conduct an AHJ needs analysis, given AHJ goals, so that instructional needs are identified.
8. Design programs or curriculums, given needs analysis and AHJ goals, so that the agency goals are supported, learner characteristics are identified, audience-based instructional methodologies are utilized, and the program meets time and budget constraints.
9. Write program and course outcomes, given job performance requirements (JPRs) and needs analysis information, so that the outcomes are clear, concise, measurable, and correlate to AHJ goals.
10. Write course objectives, given course outcomes, so that objectives are clear, concise, measurable, and reflect specific tasks.
11. Construct a course content outline, given course objectives, and reference sources, so that the content outline supports the course objectives.
12. Develop a course evaluation plan, given course objectives and AHJ policies, so that objectives are measured and AHJ policies are followed.
13. Develop a program evaluation plan, given AHJ policies and procedures, so that instructors, course components, program goals, and facilities are evaluated, student input is obtained, and needed improvements are identified.

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14. Develop a system for the acquisition, storage, and dissemination of evaluation results, given AHJ goals and policies, so that the goals are supported and those impacted by the information receive feedback consistent with AHJ policies, federal, state, and local laws.

15. Analyze student evaluation instruments, given test data, objectives and AHJ policies, so that validity and reliability are determined and necessary changes are accomplished.

REQUIRED TEXTS/MATERIALS/SOFTWARE:

IFSTA: Fire and Emergency Services Instructor, 9th ed. ISBN: 978-0-87939-696-1

COURSE REQUIREMENTS

1. Completion of course work online in Blackboard
<https://aconline.austincc.edu/webapps/portal/frameset.jsp>
2. Completion of Midterm and/or Final Exams at ACC testing center.
3. Attendance of class sessions.

TECHNICAL REQUIREMENTS

1. Computer connected to the Internet (Google Chrome should be used as your browser.)
2. Ability to utilize the Internet and email.
3. Ability to use Blackboard

INSTRUCTIONAL METHODOLOGY: At the instructor's discretion, lecture, videos, class discussions, class projects, research papers and skills demonstration may be used to instruct the class.

DISTANCE EDUCATION: This course is offered in a distance learning/hybrid format. It will be presented using a combination of Blackboard and in-class, classroom sessions. Typically there will be four classroom sessions with each session offered twice. The student will attend one of each class sessions. The first class session is an Orientation session and is mandatory. The professor for the course will review the syllabus and course requirements during this time.

GRADING SYSTEM:

Grade Component	
Component	Possible Percentage
Assignments	40%
Quizzes	20%
Discussion Board	10%
Final Exam	30%
Total	100%

GRADING SCALE:

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This is how your course grade will be determined:

Course Grade Calculation

Grade	A	B	C	D	F
Percentage	90-100%	89-80%	79-75%	74-70%	>70%

Course Schedule:

Course Schedule

Module	Chapter(s)	Assignments/Assessments	Due Dates
1	Chapters 16	Assignments, Quiz, & Discussion Board	MMDD
2	Chapters 17	Assignments, Quiz, & Discussion Board	MMDD
3	Chapters 18	Assignments, Quiz, & Discussion Board	MMDD
4	Chapters 1-15 review	Assignments, Quiz, & Discussion Board	MMDD
Final Exam		no later than MMDD	

*The course schedule will also be posted on Blackboard under the Start Here tab.

COLLEGE POLICIES

Attendance/Class Participation

Regular and punctual class and laboratory attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

In the event the college or campus closes due to unforeseen circumstances (for example, severe weather or other emergency), the student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor as a result of class sessions being missed.

Withdrawal Policy

It is the responsibility of each student to ensure that his or her name is removed from the rolls should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is recorded before the Final Withdrawal Date. The student is also strongly encouraged to keep any paperwork in case a problem arises.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit.

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Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals

Missed Exam and Late Work Policies

Late work will only be accepted on a case by case basis. The highest grade that can be achieved for late work or exams is 70% unless the professor deems the late work or missed exam was excused. Students wishing to complete TCFP certification with this course must pass the final exam with a score of 70% or greater and have an overall course average of 70% or greater. Furthermore all assignments that are TCFP required skills tests must receive a 100% pass rate on each assignment. Students who do not achieve a 100% on the assigned assignments that are TCFP required will be allowed to correct their work and resubmit one time with the Instructor.

Incompletes

An instructor may award a grade of "I" (Incomplete) if a student was unable to complete all of the objectives for a passing grade in a course due to unforeseen circumstances (i.e. prolonged illness or death in the family). The student should contact the professor when a situation arises where the student cannot complete the course work. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

Statement on Academic Integrity

Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements, and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources. Further information is available at <https://www.austincc.edu/about-acc/academic-integrity-and-disciplinary-process>

Student Rights & Responsibilities

Academic freedom is a foundation and hallmark of higher education. In the context of college-level courses, it specifically refers to the rights of free expression and respect for others with differing opinions. Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. Just as you are expected to exercise these rights with respect for state and federal law in the larger world, you are expected to exercise these rights as a student with respect for the college's standards of conduct. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Students and faculty alike should enable a climate of mutual respect and civility while fostering the freedom to debate and discuss the merits of competing ideas.

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Enrollment in the college indicates acceptance of the rules set forth in the student standards of conduct policy, which is administered through the office of the campus dean of student services. Due process, through an investigation and appeal process, is assured to any student involved in disciplinary action.

Student Complaints

A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

Further information about the complaints process, including the form used to submit complaints, is available at:

<http://www.austincc.edu/students/students-rights-and-responsibilities/student-complaint-procedures>

Statement on Privacy

The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by e-mail, or to a fellow student. Student grades will be accessible through Blackboard.

Safety Statement

Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at <http://www.austincc.edu/emergency>

Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action.

In the event of disruption of normal classroom activities due to an emergency situation or an illness outbreak, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

Campus Carry

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August

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1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy. In addition, **concealed weapons are not allowed on ACC-sponsored field trips** where the school owns or has chartered or leased vehicles for transportation.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 222 from a campus phone or 512-223-7999. Please refer to the concealed handgun policy online at <http://austincc.edu/campuscarry>

Discrimination Prohibited

The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability.

Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students.

Additional information about Title VI, Title IX, and ADA compliance can be found in the ACC Compliance Resource Guide available at:

<https://drive.google.com/file/d/1o55xINAWNvTYgl-fs-JbDyuaMFDNvAjz/view>

Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college-related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available at:

<http://www.austincc.edu/help/accmail/questions-and-answers>

Use of the Testing Center

Under certain circumstances, examinations may have to be taken in a testing center. The ACC Testing Centers follow standard procedures so students know what to expect when they arrive to take their tests. Students should familiarize themselves with the [student guidelines](#).

Students must present an [ACC student ID card](#) or government issued ID and know their ACC ID number before they can test.

It is necessary to check in at the Testing Center kiosk before taking a test. To check in, one must know the following information:

- Student ID number
- Course prefix and number

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- Course synonym
- Course section number
- Test number
- Instructor's name

Personal belongings such as backpacks, books, and electronic devices (including, but not limited to, cell phones and smart watches) are not allowed in the Testing Center. Possession of prohibited items or accessing unapproved resources in the testing room will result in the immediate termination of the exam and [possible disciplinary action](#).

For additional information on using the Testing Center, please go to:

<http://www.austincc.edu/students/testing-services/instructional-testing>

STUDENT SUPPORT SERVICES

The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

Student Support

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at

<http://www.austincc.edu/students>.

Student Accessibility Services

Students with documented disabilities who need classroom, academic, or other accommodations must request them through the office Student Accessibility Services (SAS). SAS offices are located at each major campus. Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester; otherwise, the provision of accommodations may be delayed. Students who have received approval for accommodations from SAS for this course must provide the instructor with the document titled "Notice of Approved Accommodations" from SAS before accommodations will be provided. Accommodations will not be provided retroactively. Arrangements by the instructor for academic accommodations can only be made after he or she receives the "Notice of Approved Accommodations" from the student.

Additional information about Student Accessibility Services is available at

<https://www.austincc.edu/offices/student-accessibility-services-and-assistive-technology>

Academic Support

ACC offers academic support services on all of its campuses. These services, which include face-to-face and online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis. Tutoring schedules can be found at:

<https://www.austincc.edu/students/tutoring/tutoring-schedules>

Library Services

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ACC has a full-service library at each of its campuses to support ACC courses and programs and to provide students with research and assignment assistance from expert faculty librarians, computers, course reserves, laptop and tablet check out, study spaces, and copying, printing, and scanning services. In addition, ACC students have full rights and privileges to access Library Services online 24/7 via the ACC Library website and students can use their ACCeID logins to access all online materials, including ebooks, articles from library databases, and streaming videos. ACC Libraries also provide an “Ask a Librarian” service, which allows students to reach a librarian 24/7 through online chat. Faculty librarians are also available via email, phone, and in person seven days a week during hours of operation. Visit:

- Library Website: <http://library.austincc.edu>
- Ask a Librarian: <https://library.austincc.edu/help/ask.php>
- Library Hours of Operation by Location: <https://library.austincc.edu/loc/>
- Email: library@austincc.edu

In partnership with ACC’s Student Support Center, ACC Libraries also maintain a limited collection of textbooks for students to borrow. Priority access to the textbook collection is given to students receiving assistance. More information is available on the ACC website by searching “Student Support Center Textbook Collection.”

Student Organizations

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at <http://sites.austincc.edu/sl/>.

Personal Support

Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food pantries are located in all campus Student Life offices: <https://sites.austincc.edu/sl/programs/foodpantry/>.
- Assistance with childcare or utility bills is available at any campus Support Center: <http://www.austincc.edu/students/support-center>.
- The Student Emergency Fund can help with unexpected expenses that may cause you to withdraw from one or more classes: <http://www.austincc.edu/SEF>.
- Help with budgeting for college and family life is available through the Student Money Management Office: <http://sites.austincc.edu/money/>.
- Drop-in child watch is available at Highland Campus: <http://www.austincc.edu/students/child-care/child-watch-drop-in-center>.

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A full listing of services for student parents is available at: <https://www.austincc.edu/students/child-care>

Clinical Counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns: <http://www.austincc.edu/students/counseling> .

If an emergency occurs during operational hours, please come to the Student Services Office and let the front intake staff know that you are experiencing a crisis. They will alert appropriate personnel. You may also contact the ACC District Police at 222 (on campus) or 223-7999 (off campus or cell phone).

After Hours:

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However if you are afraid that you might hurt yourself or someone else, call 911 immediately.

Free Crisis Hotline Numbers:

- Austin / Travis County 24 hour Crisis & Suicide hotline: **512-472-HELP (4357)**
- The Williamson County 24 hour Crisis hotline: **1-800-841-1255**
- Bastrop County Family Crisis Center hotline: **1-888-311-7755**
- Hays County 24 Hour Crisis Hotline: **1-877-466-0660**
- National Suicide Prevention Lifeline: **1-800-273-TALK (8255)**
- Crisis Text Line: **Text “home” to 741741**
 - Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: **1-800-662-HELP (4357)**
- National Alliance on Mental Illness (NAMI) Helpline: **1-800-950-NAMI (6264)**

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