



**FIRT-2407-001IN (8955) Fire Instructor II**  
**Course Semester: Fall 2024**  
**Time and Days of Course: Online**

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Office Hours: Virtually By Appointment

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Office Hours: By Appointment

**Communicating with Your Instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

**Announcements:** Upon opening the course, Brightspace will default to the course home screen, which includes the Announcements page. This page will include announcements regarding any changes to the schedule, reminders of skills labs, major exams, TCFP course activities, and any other pertinent information regarding the course. **It is extremely important that students review announcements every time they enter the course.**

**Student Hours and Location:** Lecture presentations, chapter tests, and skill assignments are completed online. Skills Labs will be held on the dates and times listed in the Course Outline/Schedule at the PSC for skills required by the TCFP to be completed in person.

**Required Text:** Fire and Emergency Services Instructor, IFSTA/Fire Protection Publications, Ninth Edition (2019), ISBN 978-0-87939-696-1. The textbook is available at the COM bookstore, <http://www.combookstore.com/home.aspx>

**Course Description:** This course satisfies the curriculum requirements for Fire Instructor I and II as established by the Texas Commission on Fire Protection (TCFP). Upon successful completion of this course, students will be eligible to take the TCFP Certification Examinations for Fire Instructor I and II, provided students satisfy testing requirements established by the TCFP.

Topics include delivery of instruction from prepared lesson plans, instructional aides and evaluation instruments, adapting lesson plans to students, organization of the learning environment, record-keeping requirements, development of lesson plans, scheduling training sessions based upon overall training plans, and supervision and coordination of activities of other instructors.

**Note:** This course also satisfies curriculum and skills requirements for the State Fire Fighters' and Fire Marshals' (SFFMA) Association of Texas Fire Instructor I and II.

**Student Learner Outcomes:** Upon successful completion of this course, students will demonstrate competencies set forth in the Texas Commission on Fire Protection (TCFP) curriculum manual for Fire Instructor I and II.

Upon successful completion of this course, students will:

1. Deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments.
2. Adapt lesson plans to the unique requirements of the students.
3. Organize the learning environment so that learning is maximized.
4. Maintain required training records.
5. Develop individual lesson plans for a specific topic including learning objectives, instructional aides, and evaluation instruments.
6. Schedule training sessions based on an overall training plan.
7. Supervise and coordinate the activities of other instructors.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed Via Assignment</b>
Deliver Instruction	Critical Thinking, Communication, Social Responsibility, Personal Responsibility	Skill 1-1 Skill 1-2 Skill 1-6, Skill 2-7 Skill 1-7
Adapt Lesson Plans	Critical Thinking, Communication, Personal Responsibility	Skill 1-5
Organize Learning Environment	Critical Thinking	Skill 1-6
Maintain Records	Critical Thinking, Communication, Empirical & Quantitative, Personal Responsibility	Skill 1-4, Skill 2-3 Skill 1-8 Skill 1-9
Develop Lesson Plans	Critical Thinking, Communication, Personal Responsibility	Skill 2-5, Skill 2-6

Schedule Training	Critical Thinking, Empirical & Quantitative	Skill 1-3, 2-1
Supervise Instructors	Critical Thinking, Communication, Teamwork, Personal Responsibility	Skill 2-4 Skill 2-8

**Course Requirements:**

**Chapter Tests:** Chapter Tests consists of multiple-choice and true/false questions. The number of questions varies. Each test is timed and students are allowed approximately one minute per question. Students will be allowed two attempts for each test. An average of Chapter Tests will consist of 20% of the Course Grade.

**Power Point Presentation:** Power Point presentations are provided in both MS Power Point and PDF formats. These presentations are provided as a guide to assist students with their study of the textbook material. Some presentations may have added instructor commentary in the notes section. In addition, the MS Power Point presentation provides the ability to print an outline version of the Power Point.

**Note:** COM provides MS 365 as a free service to students. A link to download the program is in the COM Resources folder on the main menu.

**Skill Assignments:** Skill Assignments consists of TCFP Fire Instructor I and II Skills. Grades for Skills Assignments are either pass (100) or fail (0). In order to receive a passing grade, **students must receive a satisfactory rating for all items on the skill's evaluation sheet. Students have unlimited attempts to successfully complete skills.** An average of Skill Assignments will consist of 30% of the Course Grade.

**Skills Labs:** Selected skills are required by the TCFP to be completed in person, in the presence of a certified skills examiner. Skills Labs are provided for this purpose.

**Attendance to these labs is mandatory in order to obtain a course completion.** The dates, time, and location of Skills Labs are listed in the Course Outline/Schedule. Three back-to-back dates are provided for each lab due to firefighter's 24-hour shifts. Students are only required to attend one of the two dates.

**Midterm and Final Exams:** The Midterm and Final Exams typically consist of multiple-choice and true/false questions. Students will be given approximately one minute per question to complete each exam and will have two attempts. The total time required to complete the exam is determined by the number of questions. An average of Midterm Exams accounts for 20% of the Course Grade and the Final Exams 30%.

**Note:** The TCFP requires the Final Exam to be taken in person and proctored, consequently will be taken in the COM Testing Center. The date for the exam is listed in the Course Outline/Schedule. Students will schedule the exam through the Testing Center.

**Determination of Course Grade:** The Final Course Grade is an average based on the grading criteria and grade scale. **Note:** Grades for course assignments and the overall course grade are not rounded up.

### Grading Criteria

Chapter Tests	20%
Skill Assignments	30%
Midterm Exams	20%
Final Exams	30%

### Grade Scale

- A: 90-100
- B: 80-90
- C: 75-79
- D: 74-70
- F: 0-69

**Late/Makeup Policy:** Chapter tests, skill assignments, and exams are due on the date and time listed in the schedule. Students may submit tests, skills assignments, and exams after the due date and receive a grade. **However, grades for tests, skills assignments, and exams submitted after the due date and time will receive a maximum grade of 75%.**

### Course Policies:

**Attendance Policy:** Students are required to login to the course at least weekly. Students failing to login to the course and progressively complete assignments may, after notification, be dropped from the course.

**Academic Dishonesty:** Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

**Student Concerns:** If you have any questions, concerns, or issues about any aspect of this course, please contact the Lead Instructor, using the contact information previously provided. If after discussing your concern with the instructor, you continue to have questions, request a meeting through the Lead Instructor with the Director of Fire Technology, Gary Staudt, 409-933-8378 or gstaudt@com.edu. If after your meeting with the Director you still have questions, request a meeting with Dr. R. E. Davis, Public Service Careers Department Chair at 409-933-8313 or rdavis29@com.edu.

## Course Outline/Schedule:

### Fire Instructor I Lessons, 1/16/24 -3/22/24

Week	Topics	Assignments Due Date
W1 01/16/24	Orientation, Mandatory Attendance, Teams C1, The Instructor as a Professional C2, Principles of Learning	1/16-18/24, 1800, Online C1, C2 Test Due 1/22/24, 0800
W2 01/22/24	C3, Instructional Planning C4, Instructional Materials & Equipment	C3, C4 Test, Skills 1-1, 1-5 Due 1/29/24, 0800
W3 01/29/24	C5, Learning Environment FI I Midterm Exam 1	C5 Test, Midterm Exam 1 Due 2/5/24, 0800
W4 02/05/24	C6, Classroom Instruction C7, Student Interaction	C6, C7 Test Due 2/12/24, 0800
W5 02/12/24	C8, Skills-Based Training Beyond the Classroom	C8 Test, Courage To Be Safe Due 2/19/24, 0800
W6 02/19/24	Skills Lab, PSC119, 1800, In Person  C9, Testing & Evaluation	Skills 1-6, 1-7, 1-8, 1-9 2/19-21/24, PSC119, 1800  C9 Test, Skill 1-10 Due 2/26/24, 0800
W7 02/26/24	C10, Records, Reports, & Scheduling	C10 Test, Skills 1-2, 1-3, 1-4 Due 3/4/24, 0800
W8 03/04/24	FI I Midterm Exam 2 <b>All Course Assignments</b>	Due 3/8/24, 0800 <b>Due 3/8/24, 0800</b>
<b>03/11/24</b>	<b>Spring Break</b>	<b>3/11-17/24</b>
W9 03/18/24	Fire Instructor I Final Exam, Testing Center TCFP FI I Designated Skills Test TCFP FI I Certification Exam	3/18-20/24, As Scheduled 3/20-22/24, PSC119, 1800 As Scheduled with TCFP

### Fire Instructor II Lessons, 3/25/24 - 5/10/24

Week	Topic	
W10 03/25/24	Chapter 11, Lesson Plan Development	C11 Test, Skill 2-5 Due 4/1/24, 0800
W11 04/01/24	Chapter 12, Training Evolution Supervision	C12 Test, Skill 2-7 Due 4/8/24, 0800
W12 04/08/24	Chapter 13, Test Item Construction Fire Instructor II Midterm Exam 1	C13 Test, Skill 2-8 Midterm Exam 1 Due 4/15/24, 0800
W13 04/15/24	Chapter 14, Supervision & Administrative Duties	C14 Test, Skill 2-1, 2-2, 2-3 Due 4/22/24, 0800
W14 04/22/24	Chapter 15, Instructor & Class Evaluations	C15 Test, Skill 2-9 Due 4/29/24, 0800
W15 04/29/24	Skills Lab, PSC119, 1800, In Person  FI II Midterm Exam 2  <b>All Course Assignments</b>	4/29-30/24, 5/1/24, 1800 Skills 2-6, 2-4 Midterm Exam 2 Due 5/3/24, 0800 <b>Due 5/3/24, 0800</b>
W16 05/06/24	Fire Instructor II Final Exam, Test Center TCFP FI II Designated Skills Test TCFP FI II Certification Exam	Due 5/6-8/24, As Scheduled 5/8-10/24, PSC119, 1800 As Scheduled with TCFP

## **Institutional Policies and Guidelines**

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [https://www.com.edu/student-services/docs/Student\\_Handbook\\_2023-2024\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2023-2024_v2.pdf). An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is February 28. The last date to withdraw from the 16-week session is April 22. The last date to withdraw for the 2nd 8-week session is May 1. The last date to withdraw for spring mini session is May 29.

**FN Grading:** The FN grade is issued in cases of failure due to a lack of attendance, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.