



**Course Numbers and Sections:**

FIRS-1103-501CL (5992) Firefighter Agility & Fit Prep  
FIRS-1313-501CL (6006) Firefighter Certification III  
FIRS-1319-501CL (6017) Firefighter Certification IV  
FIRS-1323-501CL (6020) Firefighter Certification V  
FIRS-1329-501CL (6025) Firefighter Certification VI  
FIRS-1401-501CL (6031) Firefighter Certification I  
FIRS-1407-501CL (6037) Firefighter Certification II  
FIRS-1433-501CL (6043) Firefighter Certification VII

**Name of Course:** Basic Fire Suppression Academy, Class 0123

**Course Semester:** Spring 2023

**Time and Days of Course:** As Per Course Schedule

**Instructor Information:**

Name: Stan Kozlowski  
Email: skozlowski@com.com  
Officer Hours: By Appointment

Name: Tim Johnson  
Email: txjohnson@com.edu  
Officer Hours: By Appointment

**Director's Information:**

Name: Gary Staudt  
Email: gstaudt@com.edu  
Phone: 409-933-8378  
Officer Hours: Monday–Friday, By Appointment  
Location: Virtual

**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.

**Course Communication:** Once appointed, the Class President will be the point of contact to report tardiness or absence. The Class President will in turn will report this information to the Director. If unable to contact the Class President, contact the Director's office by phone.

Cadets may utilize the Course E-mail (COM address) to contact the Director or Instructors. The Director and Instructors will respond to messages within 24 hours, with the exception of weekends. In addition, cadets may contact the Director by phone during regular office hours and schedule an appointment with the Director for personal counseling through the chain of command.

**Announcements:** Upon opening the course, Brightspace (D2L) will default to 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.

#### **Required Textbook:**

Essentials of Firefighting, 7th edition (2019), Fire Protection Publications, ISBN: 978-0-87939-657-2

Hazardous Materials Awareness and Operations, 3rd edition. Schnepf, R. (2019). Sudbury, MA: Jones & Bartlett. ISBN-13: 978-1284140705

Basic Fire Suppression Skills Manual (January 1, 2014), Texas Commission on Fire Protection. Note: Cadets may download the Skill Manual from the link provided in the D2L course.

**Course Description:** The Basic Fire Suppression Academy satisfies requirements of the Texas Commission on Fire Protection (TCFP) Curriculum Manual for Basic Fire Suppression.

**Student Learning Outcomes:** Successful completion of the curriculum and certification requirements (See "Course Completion Requirements" for details.) qualifies students' to take the TCFP Certification Examination for Basic Fire Suppression.

1. Demonstrate competencies set forth in the TCFP Curriculum Manual for Firefighter I
2. Demonstrate competencies set forth in the TCFP Curriculum Manual for Firefighter II
3. Demonstrate competencies set forth in the TCFP Curriculum Manual for Hazardous Materials Awareness Level First Responder.

4. Demonstrate competencies set forth in the TCFP Curriculum Manual for Hazardous Materials Operations Level First Responders.

**Course Requirements:** The following standards and methods utilized in the Academy are consistent with the Texas Commission on Fire Protection Standards Manual, Curriculum Manual, and College of the Mainland Policies.

**TCFP Course Completion Requirements:** In order to be eligible to take the Basic Fire Suppression Certification examination, cadets must receive a Course Completion issued by the Director, which is based upon completion of course requirements and TCFP Standards. See the "Course Completion Requirements" document, available from of the Blackboard Course Menu.

**Course Content:** All Course Content will be covered during class. Lecture presentations, study aids, and chapter tests are available on the D2L course.

**Assignments:** Instructors may require cadets to complete additional assignments before, during, or after class at their discretion.

**Chapter Tests:** Cadets are required to complete the online chapter test by 0800 on the day that a chapter is due to be covered during class, i.e. prior to the lecture. Specific due dates and times are listed in the Course Schedule and on the test instructions.

Selected chapters have tests for both Firefighter I and II. Cadets are required to complete both tests. In addition, instructors may require additional tests or quizzes at any time at their discretion.

The only exception to the above rule are days on which major exams are administered. After the exam, instructors will introduce a new chapter or topic. On such days, chapter tests will be due the following day.

Chapter tests completed after the assigned due date will receive a maximum grade of 75%. An average of all Assignments and Chapter Test grades will account for 20% of the Course Grade.

**Major Examinations:** Examinations will be administered on dates listed in the Course Schedule, consisting of multiple-choice, true/false, and matching questions. Cadets will be given approximately one minute per questions to complete each exam. Exams cover all material presented between scheduled exam dates, however, material from previous exams may also be included for review purposes. Exam 10 is a comprehensive exam that covers material presented during the entire course. An average of Major Exams will account for 20% of the Course Grade.

**Retest Policy:** Cadets must pass all major exams with a minimum grade of 75% in order to continue the course. Cadets who fail to obtain 75% on an exam will be given one opportunity to retest. Cadets who obtain a passing score on the retest will receive a maximum grade of 75%. Cadets failing to pass the retest will be dismissed from the Academy. Cadets will only be allowed three retests during the Academy.

Skills, lectures or activities missed during a retest will be the responsibility of the cadet to make up and may include additional work assignment at the instructor's discretion.

Should a cadet be absent on a scheduled exam, the cadet will take a makeup exam on the next class day returning to the Academy. This exam will be a different version of the exam. The maximum grade that will be attained on a makeup exam is 75%.

**Course Notebooks:** Cadets are required to take handwritten notes during all classes and maintain a Course Notebook that includes lecture notes, handouts, chapter tests, exams, and any other material provided by the instructors. The Notebook Evaluation form lists the grading criteria relative to organization, quality and quantity of notes, and overall notebook composition. The form may be downloaded and printed from the Course Information folder on the course web site.

All notes must be developed by cadets. Cadets will not be allowed to "cut and paste" notes from the presentations from the D2L course. Cadets determined to have cut and pasted material will be given a "zero" grade for the current evaluation until correction are made and approved by the Instructor.

Notebooks must be kept up to date and available for grading at all times, i.e. cadets must bring the notebook to class daily. Random checks may be made at any time to ensure that Notebooks are being kept up to date. Failure to maintain Notebooks will result in disciplinary action at the Instructor's discretion.

Notebooks will be evaluated three times during the Academy. The final grade for the Notebook will be an average of these three grades. Cadets will be allowed to correct deficient areas after the initial and mid-term evaluations to improve their grade. An average of the Notebook Evaluation grades will account for 20% of the Course Grade.

**Performance Skills:** Cadets will be required to complete performance skills to the minimum standards required by the TCFP. Performance Skills are graded on a Pass/Fail basis, utilizing the TCFP's Skill Evaluation Sheets. In order to pass each skill, students must successfully complete each element of the Skills' Evaluation Sheet.

Cadets are required to pass all skills. If a cadet fails a skill, additional training and practice will be provided and the cadet will be allowed to attempt the skill again. Continued inability to complete a skill will result in dismissal from the Academy.

**Mandatory Training Evolutions:** Cadets will be required to complete and pass all skill evolutions involving physical proficiency, confined space, aerial ladder climbs, live burn and rescue evolutions in IDLH environments, and other evolutions designed to evaluate competency of firefighter proficiencies.

Failure to complete any skill evolution will result in re-evaluation. Continued inability to complete such skill evolutions satisfactorily will result in dismissal from the Academy.

**Burn Evolutions:** The Academy conducts live fire training and rescue evolutions in environments simulating fire conditions, i.e. heavy smoke, live fire, and significant heat. Cadets will be briefed on the required criteria prior to each evolution. Failure to complete a burn evolution will result in dismissal from the Academy.

Cadets will receive a numeric grade for each burn evolution. The final grade for burn evolutions will be an average of the individual grades. Burn grades will account for 20% of the Course Grade.

**Course Final Examination:** The Final Exam is a comprehensive exam, which covers all material presented throughout the course. The Exam consists of 200 multiple-choice, true/false, and matching questions. Cadets will be given three hours and twenty minutes to complete the exam. The Final Exam will account for 20% of the Course Grade

Cadets must pass the Final Exam with a grade of 75% or better in order to be eligible to take the TCFP's Designated Skills Test and subsequently the Basic Fire Suppression Certification Examination.

**Minimum Course/Grade Category Average:** Cadets must maintain a minimum course average of 75% during the Academy. After each major examination, cadets who do not have a 75% course average will be officially notified and will have until the next major exam to meet this standard. Cadets who fail to meet the standard will be dismissed from the Academy.

This policy also applies to the Grade Categories listed below. Cadets must maintain a minimum of 75% for each category. Cadets failing to maintain 75% on each category will not be eligible for a Course Completion and will be dismissed from the Academy.

**Assignment Failure Policy:** Failing grades will not be allowed to remain on a cadet's grade record for any assignment, e.g. Assignments, Chapters Tests, Major Exams, Notebook Evaluations, and Burn Grades. As previous noted, cadets must successfully complete all performance skills and training evolutions.

In all cases, cadets will be required to resubmit such assignments or retake tests and exams in order to obtain a passing grade. Regarding performance skills, cadets will be provided additional practice and re-evaluation. After additional attempts, cadets failing to successfully complete assignments or performance skills will be dismissed from the Academy.

**Note:** This policy also applies to burn grades or other evolutions for which cadets receive a grade. However, cadets are advised that attempts for live burns and other training evolutions are limited due to logistical reasons. As an example, there will be only one attempt for the Endurance Burn, which is considered the Final Exam for live burn evolutions.

**Fire Academy Rules and Regulations, Cadet Conduct:** College of the Mainland's Fire Academy is certified by the Texas Commission on Fire Protection (TCFP) to conduct Basic Fire Suppression Academies, as well as a variety of courses for certification. All courses meet and exceed curriculum and certification requirements established by the TCFP in order to effectively prepare students for certification examinations and requirements.

Fire Academies are conducted in a paramilitary manner. Rules and Regulations, requirements, and procedures are consistent those used by fire departments and TCFP Standards. Cadets are expected to comply with these standards and requirements. Violations of Rules and Regulations or Procedures shall subject cadet(s) to disciplinary action, which could result in immediate dismissal from the Academy.

**Professional Conduct:** You are attending a Fire Academy designed to prepare you for a profession within the fire service. You will be expected to conduct yourself in a professional manner consistent with the highest standards of the fire service and community service.

**Determination of Course Grade/Detailed Grading Formula:** The Final Course Grade for all the FIRS Firefighter Certification Courses is a combined grade, which is an average based on the grading criteria. **Note:** Grades for course assignments and the overall course grade are not rounded up.

### Grade Criteria

Assignments Chapter Tests	20%
Major Exams	20%
Notebook	20%
Burn Grades	20%
Final Exam	20%

### Grade Scale

90-100	A
80-89	B
75-79	C
0-75	F

**Late Work, Make-Up Policy:** Chapter tests and assignments are due on the date and time listed on the assignment and Course Schedule or as directed by the instructor. Assignments submitted after the due date and time will receive a maximum grade of 75%.

**Attendance Policy:** Cadets are required to attend all Academy classes and training evolutions. Cadets absent for more than 24 hours, including hours absent and tardy,

are not eligible to receive a Course Completion, regardless of excused and unexcused absences, and are not eligible for the TCFP Basic Fire Suppression Examination. Consequently, Cadets exceeding 24 hours absence will be dismissed from the Academy.

In addition, cadets may not miss critical training evolutions that are required by the TCFP curriculum requirements for this course. An example would be a live fire training evolutions. It is not feasible to offer a makeup such events for only one student. This is the case even with valid excuses for being absent.

**Doctor's Note:** The Director may request a Doctor's note verifying illness for absences of 8 hours or more. Cadets failing to produce a Doctor's note are subject to disciplinary action or dismissal from the Academy.

**Tardiness Policy:** Cadets are expected to be in line up formation at 0745 hours. Cadets who are more than one minute late to line up will be considered tardy. Tardiness of one minute will count as missing one hour of class. Cadets tardy more than three times will be dismissed from the Academy.

**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. If after your meeting with the Director, you still have questions, request a meeting through the Director with Dr. R. E. Davis, Public Service Careers Department Chair at 409-933-8313 or rdavis29@com.edu.

**Course Outline/Schedule:** The Course Schedule will be provided to cadets during class. A copy of the Schedule is available for download from the Blackboard Course.

### **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 [Student Handbook 2022-2023 v4.pdf \(com.edu\)](#). *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 1<sup>st</sup> 8-week session is March 1. The last date to withdraw from the 16-week session is April 24. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 3.

**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.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).



