



FIRT-1443-033IN (3485)
Fire Officer II (TCFP Fire Officer I and II)
Time and Days of Course: Online

Instructor/Director Information:

Name: Danny McLerran
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Phone: 409-933-8378

Student Hours

Office: Monday–Thursday, 0900-1500 or by Appointment
Virtual: By Appointment on Collaborate

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. The instructor will respond to messages within 24 hours, with the exception of weekends or holidays.

Announcements: Upon opening the course, Blackboard 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.

Collaborate: Students may make an appointment to meet with the instructor virtually on Collaborate. Collaborate may be utilized to review curriculum, skill assignments, and exams. Scheduled sessions will be posted in Announcements. Students may access Collaborate from the Course Menu.

Blackboard Help: Should students have a difficulty with the Blackboard system, they must utilize the Help with Blackboard link on the Course Menu to obtain assistance, <http://com.parature.com/ics/support/default.asp?deptID=16028>.

Required Text: *Fire and Emergency Services Company Officer, 5th Edition (2014)*, Fire Protection Publications, ISBN: 978-0-87939-564-3. The textbook is available at the COM bookstore, <http://www.combookstore.com/home.aspx>.

Course Description: This course meets curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Officer I and II Certification. Topics include competencies set forth in the TCFP curriculum for Fire Officer I and II. Upon successful completion of this course, students will be eligible to take the TCFP Certification Examinations for Fire Officer I and II, provided they satisfy TCFP testing requirements. TCFP testing and certification fees are the responsibility of the student.

Student Learner Outcomes: Upon successful completion of this course, students will demonstrate competencies set forth in the TCFP Curriculum Manual for Fire Officer I and II.

Fire Officer I Competencies: Upon successful completion of this course, students will:

1. Use human resources to accomplish assignments in accordance with safety plans in an efficient manner, evaluate member task performance, supervise personnel during emergency and non-emergency work periods
2. Deal with inquiries from the community, project the role of the department to the public, deliver safety, injury prevention and fire prevention education programs
3. Perform general administrative functions and implement departmental policies and procedures at the unit/company level
4. Perform a fire investigation to determine preliminary cause, secure the incident scene, and preserve evidence
5. Supervise emergency operations, conduct pre-incident planning, and deploy assigned resources in accordance with the local emergency plan
6. Integrate safety plans, policies, and procedures into the daily activities as well as on the emergency scene, including the donning of appropriate levels of personal protective equipment to ensure a safe work environment, in accordance with health and safety plans, for all assigned members

Fire Officer II Competencies: Upon successful completion of this course, students will:

1. Evaluate member job performance
2. Prepare a project or divisional budget, news releases, and/or new policy or changes in existing policies
3. Conduct inspections to identify hazards and addresses violations and conduct fire investigations to determine origin and preliminary causes
4. Supervise multi-unit emergency operations, deploys assigned resources, and develops and conducts post-incident analysis
5. Review injury, accident, and health exposure reports, identify unsafe work environments or behaviors, and takes approved action to prevent their reoccurrence

Student Learner Outcome	Maps to Core Objective	Assessed Via Assignment
Fire Officer I		
Human Resources	Critical Thinking, Communications, Personal Responsibility	Skill 4-1, 4-2, 4-3
Community Relations	Critical Thinking, Communications, Social & Personal Responsibility	Skill 4-4, 4-5
Administrative Functions	Critical Thinking, Communications, Personal Responsibility	Skill 4-6, 4-7, 4-8
Fire Investigation	Critical Thinking, Communications, Personal Responsibility	Skill 4-11
Emergency Operations	Critical Thinking, Communications, Personal Responsibility	Skill 4-12, 4-13
Health & Safety	Critical Thinking, Communications, Empirical & Quantitative, Personal Responsibility	Skill 4-16, 4-16
Fire Officer II		
Evaluate Performance	Critical Thinking, Communications, Personal Responsibility	Skill 5-1, 5-2, 5-3
Budget Management	Critical Thinking, Communications, Empirical & Quantitative, Personal Responsibility	Skill 5-4, 5-6
Conduct Inspections	Critical Thinking, Communications, Social & Personal Responsibility	Skill 4-9
Emergency Operations	Critical Thinking, Communications, Personal Responsibility	Skill 5-10, 5-11
Health & Safety	Critical Thinking, Communications, Empirical & Quantitative, Personal Responsibility	Skill 5-12

Course Requirements

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.

Course Lessons: Each lesson contains an Introduction with a Lesson Overview and Objectives, PowerPoint presentations, and a Lesson Test. Selected Lessons include applicable TCFP Skill Assignments.

Lesson Tests: Lesson Tests consists of multiple-choice and true/false questions. The number of questions varies. Each test is timed and students are allowed one minute per question. Students will be allowed two attempts for each test. **Students must complete all Lesson Tests with a grade of 70% or better in order to receive a TCFP Course Completion.** An average of scores for Lesson Tests will consist of 20% of the Course Grade.

Skill Assignments: Skill Assignments consists of TCFP Fire Officer I and II Skills. Grades for Skills Assignments are either pass (100) or fail (0). In order to receive a passing grade on each skill, students must receive a satisfactory rating for all items on the skill's evaluation sheet. **Students must successfully complete all Skill Assignments in order to receive a TCFP Course Completion.** An average of scores

for Skill Assignments will consist of 30% of the Course Grade.

Skills Labs: Certain 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 eligibility for a TCFP Course Completion. The dates, time, and location of Skills Labs are listed in the Course Schedule. Three back to back dates are provided for each lab due the firefighter's 48-hour shifts. Students are only required to attend one of the lab sessions.

Midterm and Final Exams: The Midterm and Final Exams typically consist of 100-150 multiple-choice questions. Students will be given minute per question and will have two attempts. **Students must complete all Midterm and Final Exams with a grade of 70% or better in order to receive a TCFP Course Completion.** An average of the Midterm Exams account of 20% of the Course Grade and the Final Exams 30%.

Note: In order to be eligible for the Final Exam, students must have successfully completed all Lesson Tests, Skill Assignments, and Midterm Exams.

Note: The TCFP requires Final Exams to be taken in person and proctored by Testing Center Personal. Consequently, Final Exams will be taken in the Testing Center. Students will be required to schedule a time to take the exam with the instructor. Dates for Final Exams are listed in the Course Schedule.

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

Grading Criteria

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

Grade Scale

90-100	A
80-89	B
75-79	C
70-74	D
0-69	F

Late/Makeup Policy: Chapter tests, skill assignments, and exams are generally due on Mondays at 0800. 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%.**

Fire Officer I Schedule, 1/18/22 – 4/1/22

Week	Topics	Assignments	Due Date
Week 1 1/18/22	Orientation, PSC119 C1, The Company Officer I C2, Organizational Structure	L1 Test L2 Test	1/19-21/22, 0900 1/24/22, 0800
Week 2 1/24/22	C3, Leadership & Supervision C4, Human Resources Management	L3 Test L4 Test Skills 4-1, 4-2, 4-3	1/31/22, 0800
Week 3 1/31/22	C5, Communications C6, Administrative Functions	L5 Test L6 Test Skills 4-6, 4-7, 4-8	2/7/22, 0800
Week 4 2/7/22	Fire Officer I Exam 1	L1-6	2/14/22, 0800
Week 5 2/14/22	C7, Health & Issues C8, Company-Level Training	L7 Test Skills 4-16, 4-16 L8 Test Skill 4-14	2/21/22, 0800 2/21/22, 0800
Week 6 2/21/22	C9, Community Relations and Company-Level Fire Inspections	L9 Test Skill 4-4, 4-5, 4-9	2/28/22, 0800
	Skills Lab	Skills 4-3, 4-14 Verbal Component	2/22-24/22 PSC119, 0900
Week 7 2/28/22	C10, Preincident Surveys	L10 Test Skill 4-10	3/7/22, 0800
Week 8 3/7/22	C11, Delivery Emergency Services I	L11 Test Skill 4-11	3/21/22, 0800
	Skills Lab	Skill 4-11	3/8-10/22 LCDF, 1300
3/14-20/22	Spring Break		
Week 9 3/21/22	Fire Officer I Skills Fire Officer I Exam 2 All Assignments Due	ICS 100 Skills 4-12, 4-13 L6-11	3/25/22, 0800 3/25/22, 0800
Week 10 3/28/22	Fire Officer I Final Exam As Scheduled with Testing Center		3/28-30/22 As Scheduled
	TCFP Designated Skills Test		3/29-31/22 PSC 122, 2200
	TCFP Certification Exam As Schedule with Testing Center		

Fire Officer II Schedule, 4/4/22 – 5/13/22

Week	Topics	Assignments	Due Date
Week 11 4/4/22	C12, The Company Officer II C13, Human Resource Management II	L12 Test, Skill 5-3 L13 Test Skills 5-1, 5-2, 5-13	4/11/22, 0800
Week 12 4/11/22	C14, Administrative Responsibilities	L14 Test Skills 5-4, 5-5, 5-6	4/18/22, 0800
Week 13 4/18/22	Fire Officer II Skills Fire Officer II Exam 1	Skills 5-7, 5-8 L12-14	4/25/22, 0800
Week 14 4/25/22	C15, Origin & Cause Determination	L15 Test, Skill 5-9	5/2/22, 0800

	Skills Lab	Skill 5-9	4/26-28/22 LCDF, 1300
Week 15 5/2/22	C16, Delivery of Emergency Services II C17, Safety Investigations & Analyses Fire Officer II Exam 2	L16 Test, ICS 220 Skill 5-10, 5-11 L22 Test, Skill 5-12 L15-17	5/6/22, 0800
	All Assignments Due		5/6/22, 0800
Week 16 5/9/22	Fire Officer II Final Exam		5/9-11/22 Testing Center
	TCFP Designated Skills Testing		5/10-12/22 PSC119 , 0900
	TCFP Fire Officer II Certification Exam Schedule Online Exam with TCFP & Testing Center		

Academic Dishonesty: Any incident of academic policy 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 discipline 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 409-933-8313 or rdavis29@com.edu.

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://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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.*
https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the

Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

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 October 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2nd 8-week session is December 2.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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 F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N 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.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.