



## **FIRE 265 Fire Officer II section name section credit hours Credits** **Syllabus**

### Course Information

**Meeting times and location:** section meeting\_times section location

**Catalog description:** This course covers human resources management, managing affirmative action, government agencies, budgetary process and information management systems, health and safety, public fire education, specialized fire protection equipment, strategic planning, and tactics.

**Prerequisites:** FIRE-262

**Terms offered:** On Demand

**Section-specific Course Description:**

### Course Level Objectives

This 40-hour course is designed to meet the requirements set forth by NFPA 1021, Fire Officer Professional Qualifications. This course will include both classroom and hands-on activities, including in-depth scenario. It is strongly recommended that students bring a laptop computer for use during this class.

### Required Texts and/or Materials



**Fire and Emergency Services Company Officer**  
9780134027067  
IFSTA  
2014-11-14

## Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

## Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

## Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

## Course Requirements

Students will do the following activities

1. Management activities.
2. Types and forms of government.
3. Interagency and intergovernmental cooperation.
4. Analyses, Evaluations, and Statistics.
5. Human resources management II

6. Administrative responsibilities.
7. Fire and life safety inspections.
8. Fire investigations.
9. Multiunit emergency scene operations.
10. Postincident analysis and critique.
11. Safety investigation and analysis.

## COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

[disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu) or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

## Student Support

### **Student Services and Support**

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

### **Academic Support**

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

## Participation and Attendance Policy

### LATE WORK

No late work will be accepted!

1. Students are expected to attend all class sessions. Instructors will take attendance.
2. Absences do not relieve students of the responsibility for missed assignments
3. Students must take the initiative in arranging with their instructors to make up missed work if applicable.
4. Absences are graded as follows:
  1. 0 = 100%
  2. 1 = 85%
  3. 2 = 70%
  4. 3 = 0%

## Other Classroom Policies and Expectations

Cheating offenses include, but are not limited to, the following:

- Attempting to obtain secured testing material
- Leaving a test site without first completing the test or seeking permission of the evaluator/proctor
- Bringing reference material in to the test site or attempting to use unauthorized reference material
- Talking during the testing process
- Attempting to read or look at another students work
- Attempting to forge, alter, or duplicate any certificate
- Aiding another student in a cheating offence
- Submitting false documentation for entry in to a course
- Allowing another person to take a test in one's place

### HEALTH BACKGROUND STUDENT NOTICE

- Students should consult with the program director to discuss specific circumstances.

## TERMINATION POLICY

Any student who refuses to follow reasonable directions given by an instructor or acts in an unsafe manner will be asked to leave class and may be terminated. Any student may also be terminated from any Fire Science course if at any time they are performing to a level that presents a risk to themselves and/or others while in class.

## Canvas Participation and Expectations

Students will be expected to log in to Canvas to complete quizzes, assignments and tests as needed

## Instructor Response Time

Instructor will respond to phone calls, emails and text within 24 hours or less.

## Course Time Commitment

Expect to spend approximately 10 hours of out of class time per week.

## Grading

Final grades are calculated based on the following...

The student must succeed in obtaining a 70% or better average in order to pass this class.

Attendance = 25%

Quizzes = 25%

Final Exam = 25%

JPR = 25%

A 70% or better in each category listed above is required in order to pass.

The following grading scale will be used for the calculation of grades:

A = 90 to 100%	C = 70 to 79%	F = 59% or less
B = 80 to 89%	D = 60 to 69%	

## Key Dates to Remember

[Full Academic Calendar](#)

## Course Schedule

Monday

0800 - 0900 Introductions and prescriptive test

0915 - 1100 Chapter 22 Management activities.

1115 - 1200 Chapter 23 Types and forms of Government.

1200 - 1300 Lunch

1300 - 1400 Finish Chapter 23

1415 - 1530 Chapter 24 Interagency and Intergovernmental cooperation.

1545 -1700 Work on skill sheets.

Skill sheets for Monday: Skill Sheet #17 and #19 (Skill may be completed throughout the day or at the end of the day instructor will determine how he wants class to flow.

Homework for Monday

Students will be assigned to read these chapters 25, 26, 27.

## Tuesday

0800 - 0830 Review chapter from Monday.

0845 - 1100 Chapter 25 Analysis, Evaluations and Statistics.

1115 - 1200 Chapter 26 Human resources management II.

1200 - 1300 Lunch

1300 - 1400 Finish Chapter 26

1415 - 1530 Chapter 27 Administrative responsibilities.

1545 -1700 Work on skill sheets.

Skill sheets for Tuesday: Skill Sheet #14 and #15 (Skill may be completed throughout the day or at the end of the day instructor will determine how he wants class to flow.

## Homework for Tuesday

Students will be assigned to read these chapters 28, 29, 30.

## Wednesday

0800 - 0830 Review chapter from Tuesday.

0845 - 1100 Chapter 28 Fire and life safety.

1115 - 1200 Chapter 29 Fire investigations

1200 - 1300 Lunch

1300 - 1400 Finish Chapter 29

1415 - 1530 Chapter 30 Multiunit emergency.

1545 -1700 Work on skill sheets.

Skill sheets for Wednesday: Skill Sheet #18 (Skill may be completed throughout the day or at the end of the day instructor will determine how he wants class to flow.

Homework for Wednesday

Students will be assigned to read these chapters 31 and 32.

Thursday

0800 - 0830 Review chapter from Wednesday.

0845 - 1100 Chapter 31 Postincident analysis.

1115 - 1200 Chapter 32 Safety Investigations.

1200 - 1300 Lunch

1300 - 1400 Finish Chapter 32

1415 - 1530 Work on any skill sheets that have not been completed.

1545 -1700 Test prep and review.

Homework = STUDY HARD TO BECOME A GREAT FIRE OFFICER II GRADUATE

Friday

0800 - 0900 Final Exam

Give students the front sheet of skills the one page or pages that explain the task to be completed. Do not give out the scoring parts for that skill that is for the instructor only.

## College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

### 1. **Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for "Request for Services" and complete all the steps.

You can also contact the college's disability coordinator in the Advising/Counseling Center at 566-3271 or [disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu). More information is available on the website listed above.

### 2. **The Family Educational Rights and Privacy Act (FERPA)**

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

### 3. **Academic Honesty Rules**

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

### 4. **Student Conduct Statement**

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

### 5. **Student Safety**

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is “confirmed.”

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)

## **6. Non-Discrimination, Sexual Harassment, and Retaliation.**

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran’s status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College’s [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or [allens@sanjuancollege.edu](mailto:allens@sanjuancollege.edu).

## **7. Drop for Non-Attendance and/or Non-Participation**

### **Class Attendance and Participation Expectation:**

Face-to-Face -- Students are expected to attend and participate in class regularly.

Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

#### **8. Failure to Meet Class Participation Expectation:**

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

#### **9. Grading Policies**

**Incomplete: Incomplete Grade Assignment** ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be

documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

#### 10. **Grade Appeals**

The policy for grade appeals is in the Academic Catalog. ([Grade Appeal Policy](#))

## Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)