



## **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

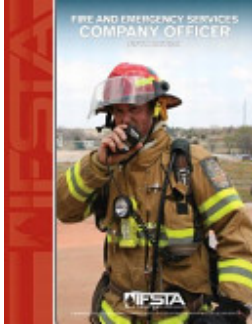
**Section-specific Course Description:**

## 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

## 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.

## 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.

## 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%

## Course Time Commitment

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

## Canvas Participation and Expectations

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

## 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%

## Instructor Response Times & Regular Interaction Expectations

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

## 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.

## 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 password reset and Canvas support, visit the [Student Technology Guide](#) website.

## Accessibility/Privacy Policies for all Technology Tools Used

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

## Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

### **Academic Support and Resources**

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

### **Student Support and Resources**

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

## College Policies and Resources for Current Students



The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

## Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

### **Contagious diseases and your responsibility:**

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

### **Safety on campus and your responsibility:**

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

## Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

## Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring

platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.