

# MONTGOMERY COLLEGE

## Fire Science Programs

### SYLLABUS

#### FIRE101 – Principles of Emergency Services (3 Credits)

Fall Semester 2018

#### I. Instructor Information

Instructor: Kathleen Dayton, MA, NRP

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Office Hrs: Tuesdays, 1300 – 1530 or by appointment

#### II. General Course Information

FIRE101 – Principles of Emergency Services

Tuesdays, 1600 - 1745

##### *Catalog Description:*

Provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; philosophy and history of fire protection and emergency services; fire loss analysis; organization and function of public and private fire protection and emergency services; fire/rescue departments as part of local government; laws and regulations affecting the fire service: fire and emergency service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. Assessment levels: ENGL 101/101A, READ 120. Three hours each week.

#### III. Specific Outcomes

By the end of the course, the student will be able to:

- Describe and discuss the components of the history and philosophy of the modern day fire service.
- Analyze the basic components of fire as a chemical reaction, the major phases of fire, and examine the main factors that influence fire spread and fire behavior.
- Differentiate between fire service training and education; fire protection certificate program and a fire service degree program; and explain the value of education in the fire service.
- List and describe the major organizations that provide emergency response service and illustrate how they interrelate within the Incident Command System (ICS)
- Identify fire protection and emergency-service careers in both the public and in the private sector.
- Synthesize the role of national, state and local support organizations in fire protection and emergency services.
- Discuss and describe the scope, purpose, and organizational structure of fire and emergency services.
- Describe the common types of fire and emergency services facilities, equipment, and apparatus.
- Compare and contrast effective management concepts for various emergency situations.
- Identify and explain the components of fire prevention including code enforcement, public information, and public and private fire protection systems.
- Identify and analyze the major causes involved in line of duty firefighter deaths related to health, wellness, fitness and vehicle operations.

IV. **Texts and Supplies**

**Required text:** *Fire Service Orientation and Terminology, 6th ed.*, International Fire Service Training Association, Fire Protection Publications, 2016, ISBN: 978-0879395926 (Available at Rockville bookstore or Online)

**Required:** Internet access for emails and coursework. Montgomery College computer labs are available. This course utilizes a Blackboard supplemental site available through MyMC.

V. **Grading**

The purpose of evaluating your work is not to punish or to reward. It is an effort to help you develop the necessary skills to criticize your own work. Students are encouraged to discuss their progress in the course with the instructor.

A. **Requirements**

This is a comprehensive course; in order for the student to pass the course, regardless of the student's grade average in the course, the student must take all exams and have no more than ONE absence.

B. **Course Grading**

**Introduction Essay (50 points)**

Instructions in Blackboard Discussion Board.

**Module Assignments (450 points)**

There are nine (9) assignments that follow the chapters in the textbook. Assignments will consist of short-answer questions. The assignments have specific due dates (listed in Course Schedule). Late assignments are not accepted and there are no make-ups allowed.

**In-class and Other Assignments (TBD)**

Students will be asked to complete a variety of assignments. Missed assignments cannot be made up.

**Final Exam (350 points)**

There will be a final exam (350 points). Exams are comprehensive and consist of multiple choice questions and an essay. Test will be available online.

**Attendance and Participation (150 points)**

Attendance and participation in class sessions is very important. See Attendance policy, below.

C. Standards

Final grades will be based on percentage of total points earned:

90% - 100%	A
80% - 89.99%	B
70% - 79.99%	C
60% - 69.99%	D
Up to 59.99%	F

D. Make-up Policy

If a student knows that he/she will need to miss a test ahead of time, (for a good reason, proof required), the student must notify the Instructor **at least one day before the scheduled exam**; otherwise no make up test will be given. If an emergency occurs, you must contact the Instructor within 24 hours of the exam (via phone or email). You must have documentation for your absence (car repair bill, police report, proof of major illness, etc). No make up tests will be given without the proper documentation or approval of instructor.

E. Late Policy

Missed assignments may not be made up. If an emergency occurs, you must notify the instructor within 24 hours of the time the work was due. You must have documentation for you not being able to submit your work on time (car repair bill, police report, proof of major illness, etc). If you do not have proper documentation or fail to contact the instructor within 24 hours, you will not be allowed to turn in the assignment. Not being able to access Blackboard within the last hours of the assignment being open is not a reason to be allowed to submit work late. DO NOT wait until the last minute to submit your work. Blackboard is known to go down when you least expect it.

F. Audit Policy

Students auditing the class are exempted from tests. However, students are required to attend all classes and participate in the class discussions.

VI. Classroom policies

A. Attendance

Attendance will be taken at the beginning of each class. Students are expected to attend class on time. If you have excessive absences (more than **ONE**), as defined in the Student Handbook and College Catalog, you may be dropped from the course. *Withdrawal from the course is the responsibility of the student.* In addition, this class is designed to be interactive and you must be willing and able to express your views on the topics discussed in class and willing to interact with other students in a close environment.

*Withdrawal from the course is the responsibility of the student.* If a student finds that he/she is unable to continue the class, it is his/her responsibility to officially drop or withdraw from the class on or before the last day for such procedures as announced by and posted in the Records Office. If a student does not officially drop or withdraw, he/she will receive a grade of "F" for the course.

## B. Academic Honesty

All students are expected to achieve their goals with academic honesty. Cheating, plagiarism, and/or other forms of academic dishonesty or misconduct, examples of which are to be found in the Student Code of Conduct in the Student Handbook, are not tolerated. Students caught violating the code of conduct will receive a grade of zero for that assignment/test. A second incident will result in a failing grade for the class and referral to the Dean of Students.

The Student Code of Conduct is a document that outlines the principles, policies and procedures that govern student life and encourages responsibility and respect for the rights and viewpoints of others. The Student Code of Conduct describes acceptable standards of student behavior and academic integrity, disciplinary procedures, and possible sanctions when the Code of Conduct is not followed. Academic dishonesty can result in an "F" on the assignment or test, or "F" in the course. Sanctions for non-academic misconduct and more serious academic dishonesty can include probation, suspension, or dismissal. Student disciplinary records are maintained in the Office of the Dean of Student Development and are kept for five years. They will be disclosed only in accordance with applicable federal and state law.

For this course, students are to complete all assignments and tests individually – no assistance from or collaboration with any other person.

## C. Classroom Conduct

Please refer to the Student Handbook. The instructor reserves the right to remove any student who is disruptive (this includes an online class). Each and every student is expected to behave in ways which promote an effective learning environment. Students have the right to learn; however, they do not have the right to interfere with the freedom of the faculty to teach or the rights of other students to learn. Students will be treated respectfully in return for respectful behavior. In addition to the requirements listed in the Student Code of Conduct, the following behaviors will not be tolerated in class:

- Threatening speech, behavior, or tone directed at professor or fellow students
- Profanity or name calling directed at professor or fellow students

All infractions will be reported to the Department Chair and the Dean of Students so that an appropriate response can be made. In short, no student will be permitted to disrupt the educational experience for the rest of the class. Academic freedom refers to the right of the individual to express an opinion that may or may not be held by the majority. However, it is each student's responsibility to express opinions respectfully and without infringing on the safety or rights of others.

## D. Support Services

Any student who may need an accommodation due to a disability, please make an appointment to the instructor during office hours. A letter from Disability Support Services authorizing your accommodations will be needed. Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations for individuals with disabilities are found at:

[www.montgomerycollege.edu/Departments/dispvc/evacprocedures.htm](http://www.montgomerycollege.edu/Departments/dispvc/evacprocedures.htm)

Anyone in this class who has a documented disability which may require special accommodations should notify the instructor on the first day of class.

E. Cancellation of Classes

If classes are cancelled due to inclement weather, you are still responsible for the material from the textbook and should continue to follow the schedule provided in the syllabus for reference. If there are any foreseeable changes in the schedule it will be announced or on Blackboard. Note: Montgomery College does NOT follow Montgomery County Public Schools closures.

F. Tobacco Use Policy (while on campus)

Montgomery College has a Smoke and Tobacco Free Policy which **prohibits smoking and the use of other tobacco products (including electronic cigarettes)** on any of its campuses or other property. Students who smoke or use tobacco products will be considered in violation of the student conduct code and their behavior will be reported to the Dean of Student Development's office for the appropriate disciplinary action including probation, suspension, or dismissal. If you have any questions about this new policy, please contact the Vice President and Provost's Office, the Office of the Dean of Student Development or the Campus Security Office."

G. Incomplete Grades

A grade of I (incomplete) may be assigned only upon request of the student and agreement of the course instructor.

To receive an "I" (incomplete) grade, students must obtain a contract form from the instructor and negotiate a formal agreement with the course instructor specifying the work done and the remaining work needed to complete the course and earn a grade.

Normally, the use of an "I" grade is limited to bona fide emergency situations that occur at the end of a semester and that prevent students from completing all course requirements in a timely fashion to meet the final grade submission requirements of the Office of Admissions and Records. It is the responsibility of the instructor to specify the exact work to be completed to meet course requirements. The instructor and the student should hold a reasonable expectation that course requirements can be completed within the four weeks following the beginning of the next full semester. If a final grade has not been submitted after four weeks into the next semester, the "I" automatically reverts to a failing grade (F).

VII. Additional Information

It is expected that the student will:

- ◆ be respectful of the instructor and other students
- ◆ be open to new ideas and concepts
- ◆ do his/her best in this class

Student Email

All Montgomery College students have been assigned an email address. Students can check their email through MyMC. The format for your email address is: [MyMCID@montgomerycollege.edu](mailto:MyMCID@montgomerycollege.edu). Your email password will be the same as your My MC password. It can be changed within My MC.

Your email account will be an official means of communication between you and Montgomery College. It is recommended that you check this account several times a week for official communication from the college.

### **Blackboard – Technical Issues:**

If during the course you experience a technological problem with Blackboard, you need to follow the procedures below. Following these procedures **may** allow you to re-submit an online assessment or be granted an extension to a course deadline (if necessary) depending on the circumstances and approval of your professor.

1. Call the IT Service Desk at 240-567-7222 to report your problem.
2. Write down the work order number received from the IT Service Desk.
3. Send an email to your professor identifying: the date and time of the phone call, the work order number, the nature of the problem, the steps to resolution suggested by Blackboard and the outcome of the phone call. This email must be sent within 1 hour of contacting the IT Service Desk.

\*If in doubt, contact the IT Service Desk if you are experiencing a problem. Students who do not follow the instructions above will not be able to resubmit work due to technical errors.

### **Contacting Your Instructor**

Preferred communication is through email in the Blackboard system; however, if it is unavailable, you may use the one listed at top of the syllabus. Please ensure that you have a working email address (montgomerycollege.edu) and in the “Subject” line you reference FIRE101 Class. Unknown emails will be automatically deleted and/or held up in junkmail.

### **Important Student Information Link**

In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information. The link below provides information and other resources to areas that pertain to the following: student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College Alert System, and finally, how closings and delays can impact your classes. If you have any questions, please bring them to your professor. As rules and regulations change they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them.

**By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies.**

<http://cms.montgomerycollege.edu/mcsyllabus/>

**FIRE101**  
**Course Schedule**  
**Fall 2018**

<b>Class Date</b>	<b>Topic</b>	<b>Assignment</b>	<b>Due Date</b>
9/4	<b>Introductory Chapter</b> 📁 Administrative Details 📁 Blackboard Orientation 📁 Introductions 📁 Qualities of Successful Students 📁 Time Management	Introductory Essay Assignment - Academic Integrity: Avoiding Plagiarism Tutorial Qualities of Successful Students Essay Assignment – Expectations of Students Assignment – Brothers on Holy Ground	9/10
9/11	<b>Chapter 1 – Fire and Emergency Services as a Career</b>	Chapter 1 Assignment	9/17
9/18	<b>Chapter 2 – Roles of Fire and Emergency Services Personnel</b>	Chapter 2 Assignment Assignment – Fire Service History (to present in class next week)	9/24
9/25	<b>Chapter 3 – Early Traditions and History</b> Fire Service History Presentations		10/1
10/2	<b>Chapter 3 – Early Traditions and History</b>	Chapter 3 Assignment	10/8
10/9	<b>Chapter 5 – Fire Investigation, Fire Prevention, and Life Safety Education</b>	Chapter 5 Assignment	10/15
10/16	<b>Chapter 6 – Scientific Terminology</b> (no class – online)	Chapter 6 Assignment	10/22
10/23	<b>Chapter 7 - Building Construction</b>	Chapter 7 Assignment	10/29
10/30	<b>Chapter 8 - Fire Detection, Alarm, and Suppression Systems</b> (no class – online)	Chapter 8 Assignment	11/5
11/6	<b>Chapter 4 – Roles of Public and Private Support Organizations</b>	Chapter 4 Assignment	11/12
11/13	<b>Chapter 9 – Fire and Emergency Services Apparatus, Equipment and Facilities</b> <b>Chapter 10 – Fire Department Organization and Management</b>	NIMS100 Chapter 9 Assignment Chapter 10 Assignment	11/19
11/20	<b>Out of Class Assignment</b>	Interview a Firefighter	11/27 in class
11/27	<b>Interviewing Techniques</b>	Resume and Cover Letter	12/4 in class
12/4	<b>Interviews</b>		
<b>12/11</b>	<b>Final Exam due by 1600</b>		

Note: all assignments are due by 2355 (Eastern time) on the due date specified. Class schedule subject to change. Changes will be announced in class or on Blackboard.