

Program of Instruction

Course Syllabus

Course Title: Instructor I

Course Duration: 40 Hours

Program: Fire Officer

Course Prerequisites: None

Course Description: The Instructor I course is designed to give the student the knowledge and ability to teach from prepared materials which are predominantly skills oriented. Areas covered include: communication, concepts of learning, human relations in the teaching-learning environment, methods of teaching, organizing the learning environment, records and reports, testing and evaluation, instructors' roles and responsibilities, teaching techniques, and use of instructional materials.

Course Requirements and/or Recommendations: These can be divided into three categories: those completed prior to arriving in class (Pre-Course Work), those completed during class, such as homework assignments and quizzes (Course Work), and requirements completed after class but prior to receiving a certificate of completion. (Post-Course Work)

Summary of Directions

Pre-Course Work: Step 1 learning activities

Course Work: Participate in all course lectures and activities

Post-Course Work: None

Textbook:

Fire Service Instructor: Principles and Practices, 2nd Edition, 2014.
Jones & Bartlett Publishers, ISBN: 978-1-4496-7083-2

Course Policies:

Attendance Policy: IFSI requires students to attend (100%) or make up all course content that leads to certification. Students are expected to attend on time and to remain in class for the duration of the course. Students **MUST COMPLETE** all portions of a certification course, both classroom and practical, to be eligible to receive their certification.

If a student misses any portion of class with an accumulated absence of 20% or less of scheduled class time, it will be the student's responsibility to arrange the make-up of the missed course content with the instructor(s) or program manager. The student must make up the specific course content that s/he missed, not just the hours. Make-ups are limited to 20% of scheduled class time. Make-ups must be documented on the class roster. If a student's absence is greater than 20% refer to "True Emergences" section of the IFSI Examination Policy.

Safety Policy: Students shall understand and follow all instructions pertaining to operational safety, as stated by instructors or as written in course materials. Instructors and students shall be mindful of safety at all times. Conduct judged to be unsafe shall be grounds for dismissal from the course.

Academic Integrity Policy: IFSI has the responsibility for maintaining academic integrity so as to protect the quality of the education provided through its courses, and to protect those who depend upon our integrity. It is the responsibility of the student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. Any violation of the code of conduct is grounds for immediate dismissal from the course.

Grading Policy: Decisions regarding certificates of course completion shall be made solely by the lead instructor of the course. All grading of exams shall be conducted by the Curriculum/Testing Office. All grading of practical exercises shall be based upon the standards set by the regulatory agency referenced in the course material and IFSI.

Retesting: If a student fails to pass an exam, retesting takes place on set dates at regional sites across the state. More information is provided in the course completion e-mail and on the IFSI website.

American Disabilities Act: As guaranteed in the Vocational Rehabilitation Act and in the American Disabilities Act, if any student needs special accommodations they are to notify their instructor and provide documentation as soon as possible so arrangements can be made to provide for the student's needs. If arrangements cannot be made at the class site, the student will test at an alternative time and place where the special accommodations can be made.

Evaluation Strategy: Students will be evaluated with an end of course exam, and practical evaluations.

Course Content:

Chapter: 1

Title: Today's Emergency Services Instructor

Terminal Learning Objective:

At the conclusion of this chapter, the student will describe the roles and responsibilities of a Fire Service Instructor I

Chapter: 2

Title: Legal Issues

Terminal Learning Objective:

At the conclusion of this chapter, the student will identify legal issues affecting the Fire Service Instructor I

Chapter: 3

Title: Methods of Instruction

Terminal Learning Objective:

At the conclusion of this chapter, the student will recognize the terms and concepts of fire service instructional activities.

Chapter: 4

Title: The Learning Process

Terminal Learning Objective:

At the conclusion of this chapter, the student will recognize the concepts of learning.

Chapter: 5

Title: Communication Skills

Terminal Learning Objective:

At the conclusion of this chapter, the student will know the elements of communications.

Chapter: 6

Title: Lesson Plans – Level I

Terminal Learning Objective:

At the conclusion of this chapter, the student will describe instructional development components.

Chapter: 7

Title: The Learning Environment

Terminal Learning Objective:

At the conclusion of this chapter, the student will recognize the effect of environment on the learning process

Chapter: 8

Title: Technology in Training

Terminal Learning Objective:

At the conclusion of this chapter, the student will recognize technological instructional delivery techniques.

Chapter: 9

Title: Safety During the Learning Process

Terminal Learning Objective:

At the conclusion of this chapter, the student will recognize safety concerns that effect learning

Chapter: 10

Title: Evaluating the Learning Process

Terminal Learning Objective:

At the conclusion of this chapter, the student will comprehend testing and evaluation techniques.

Chapter: 12

Title: Scheduling and Resource Management

Terminal Learning Objective:

At the conclusion of this chapter, the student will recognize considerations for scheduling instruction and resources

Chapter: 16

Title: The Learning Process Never Stops

Terminal Learning Objective:

At the conclusion of this chapter, the student will identify the importance of continuing education

Reference List:

Fire Service Instructor: Principles and Practices, 2nd Edition, 2014.

Jones & Bartlett Publishers, ISBN: 978-1-4496-7083-2

NFPA 1041, Standard on Fire Service Instructor Professional Qualifications,
2012 Edition

OSFM Instructor Reference Manual, Fire Service Instructor I, 2001

Course Schedule

DAY ONE

<u>Event</u>	<u>Duration</u>
Chapter 1 – Today's Emergency Service Instructor	2 hours
Chapter 2 – Legal Issues	2 hours
Lunch	
NIOSH Case Study - Step 1 Assignment	1 hour
Impromptu Speeches	1 hour
Chapter 3 – Methods of Instruction	1 hour
Instructor/Student	1 hour

DAY TWO

<u>Event</u>	<u>Duration</u>
Chapter 4 – The Learning Process	2 hours
Chapter 5 – Communication Skills	2 hours
Lunch	
How To Speeches – Non Fire Service	2 hours
Chapter 6 – Lesson Plans	1 hour
Chapter 9 – Safety During the Learning Process	1 hour

DAY THREE

<u>Event</u>	<u>Duration</u>
Chapter 7 – The Learning Environment	1 hour
Chapter 8 – Technology in Training Multimedia Practical Applications	2 hours
Chapter 10 – Evaluating the Learning Process	1 hour
Lunch	
Chapter 12 – Scheduling and Resource Management	1 hour
Chapter 16 – The Learning Process Never Stops	1 hour
Descriptive Speeches – Non Fire Service	2 hours

DAY FOUR

Lecture Presentations	8 hours
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DAY FIVE

Demonstration Presentations	8 hours
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