






NEW HAMPSHIRE DEPARTMENT OF SAFETY

Division of Fire Standards and Training & Emergency Medical Services

SYLLABUS & STUDENT GUIDE

Fire and Emergency Services Instructor III **Fall 2023 Semester**

	In-Person:	In-Person Orientation Monday, October 30, 2023 1300-1600 NH Fire Academy & EMS 98 Smokey Bear Blvd. Concord, NH 03301 Classroom 1
	Online:	www.nhfaemslearning.org Assignments as detailed below.
	Testing:	Monday, January 8, 2024 0830 - 1700 NHFA Classroom 2

Course Coordinator

Max Dodge, MPH, NRP
Email: Peter.M.Dodge@dos.nh.gov
Office: (603) 223-4212
Mobile: (603) 748-0097
Office Hours: By appointment, in-person or online

Captain

Nicholas Bibeau, Field Service Support
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State Approval Codes

Fire & Emergency Services Instructor III 1041.2020
2323INSTIII6301

DESCRIPTION

This course is the highest level of standards-based certification available to fire and emergency services instructors. During this course you will demonstrate the knowledge and ability to develop comprehensive training curricula and programs for use by single or multiple organizations; conduct organization needs analysis; design record keeping and scheduling systems; and develop training goals and implementation strategies. This course meets the requirements for NH EMS Instructor Coordinator (I/C) licensure.

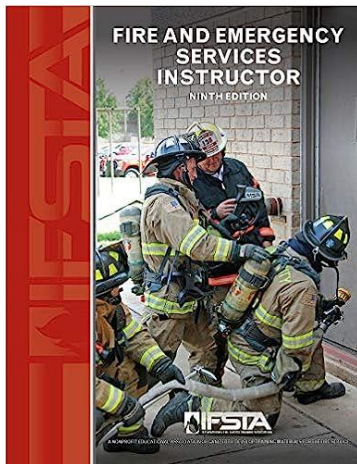
PREREQUISITES

To enroll in this course, you must have:

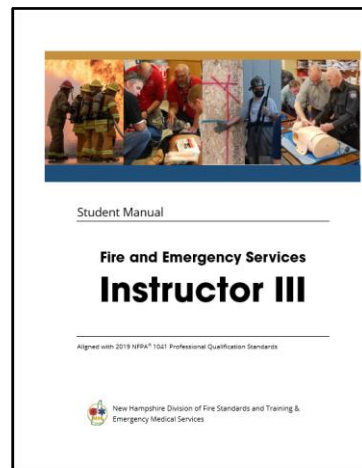
- Fire and Emergency Services Instructor II *or equivalent*

PROVIDED TEXTS

The following textbooks and resources are provided as part of this course:



Fire and Emergency Services Instructor, 9th Edition. (2019)
IFSTA.
ISBN: 978-0879396961



Student Manual: Fire and Emergency Services Instructor III.
(2023) NH FSTEMS.
Locally Produced


You may choose to purchase the Fire and Emergency Services Instructor 9th Exam Prep from the publisher. This resource is not required for the course, but you may find it helpful while you prepare for the certification exam.

COURSE OBJECTIVES

Upon completion of this course, you will have met the professional qualifications standards outlined in chapter 6 of National Fire Protection Association® (NFPA®) 1041, 2019 edition. You will find a list of the learning objectives and relevant Job Performance Requirements (JPR) in each course module. If you successfully complete the certification process, you will receive a ProBoard® certification as a Fire and Emergency Services Instructor Level III.

COURSE FORMAT

This class will be conducted in a hybrid online and in-person format consisting of two in-person classroom sessions, several online synchronous meetings, and the completion of a major writing project. Regular internet access is required to be able to complete the online component of this course. To access the online learning academy, go to:

 <https://www.nhfaemsllearning.org>

This is a writing-intensive 11-week executive-level education program involving online and in-person participation. The successful completion of this course will require a significant investment of time and effort outside scheduled meeting times. You should anticipate 10-14 hours of course-related work per week.

To successfully complete the program and be eligible for certification, you must demonstrate mastery of all standards-based components of the Instructor III Capstone Project based on established performance criteria. You will receive a student manual to guide your work and have ample opportunities with peer and instructor feedback.



Attendance You must attend all scheduled in-person and online class sessions. Online class meetings will be held through the Zoom video conferencing program. You may request additional meetings with instructors to solicit advice, guidance, or feedback on your project.



Online Assignments Your capstone project will be submitted through the online learning academy. You must achieve mastery for all sections of your capstone project according to the rubrics available in the student manual.



In-Person Sessions There are two scheduled in-person sessions for this course on the first and last week. The first week, we will meet to review course expectations and walk through each section of the capstone project. The last week, you will have 20 minutes to present your project to the class.



Testing You will sit for the certification exam during the final week. The final exam will consist of 50 multiple-choice questions in a closed book exam format. You must receive a passing score. The exam score will be listed as pass or fail on your official transcript and you will not receive a number grade.



Academic Support Services If you have a diagnosed learning disability needing academic accommodations, you must submit a request form within the first week of class. If you are having difficulty accessing or submitting the request form, contact an instructor for assistance.

STUDENT CODE OF CONDUCT

While you are participating in this Division-approved program, you are a representative of the Department of Safety, Division of Fire Standards and Training & EMS, and if applicable, your respective sending Fire or EMS agency. You are expected to conduct yourself appropriately and respectfully and will abide by the rules set forth by the Division, the Course Coordinator, the on-site program adjunct faculty and the hosting agency representatives. If you engage in disrespectful, hostile, or violent behavior that threatens yourself, another person, or the program, you will be subject to immediate disciplinary action and may be dismissed from the program with no refund.



Human Dignity Statement The uniqueness of all individuals attending training is recognized as well as their diversity, which can be a resource that enriches the learning environment through sharing of differing perspectives. An equal learning opportunity is provided to all course participants. This is supported by:

- Ensuring equal opportunity to all students, staff, and instructors
- Prohibiting all discrimination and harassment
- Supporting affirmative employment policies and practices on behalf of minorities, women, and people with disabilities
- Encouraging students, staff, and instructors to communicate and behave in a manner which is sensitive to, and acknowledges the viewpoints of others

- Regarding diversity as a resource that enriches the working and learning environment through the sharing of differing perspectives, experiences, and ideas
- Removing barriers to teamwork through collaboration, problem solving, and the constructive resolution of conflicts, and
- Continuing to identify and eliminate barriers to training, employments, and advancement of minorities, women, and people with disabilities.

(Adapted from the National Fire Academy's Human Dignity statement)



Professionalism You are expected to act in a professional and ethical manner during all classroom sessions. This includes, but is not limited to:

- Arriving to class with sufficient time to be prepared.
- Ensuring all assigned work is done on time and to a high standard.
- Informing the course coordinator in advance if you are unable to show up to class on time.
- Using appropriate language while in class.
- Dressing appropriately while in class (as outlined in the section below)
- Treating all instructors, faculty, and fellow students with respect.
- Adhering to the Division policies and guidelines.



Appropriate Actions While you are participating in this Division-approved course, you are expected to take responsibility for your own actions and will be held accountable for such by the Course Coordinator. You are expected to abide by the Student Code of Conduct, the laws of the State of New Hampshire, rules that govern the host city, and the policies of the hosting department or agency.

Prohibited behavior includes, but is not limited to the following:

- Violence against others, defined as striking or doing any other physical harm to another.
- Verbal abuse of faculty, staff, students, individuals at the host site, or others in association with the program.
- Obstruction of classrooms or activities.
- Theft, damage, or vandalism to New Hampshire Fire Academy property, property of the hosting department or agency, or of fellow students.
- Disorderly, disruptive, threatening, or intimidating conduct, gestures, orations.
- Criminal behavior or violation of local laws.

- Any conduct during training that places you, your team, or anyone else in danger.

You are expected to accept and adhere to the policies and procedures set forth by the Department of Safety and Division of Fire Standards and Training and EMS.



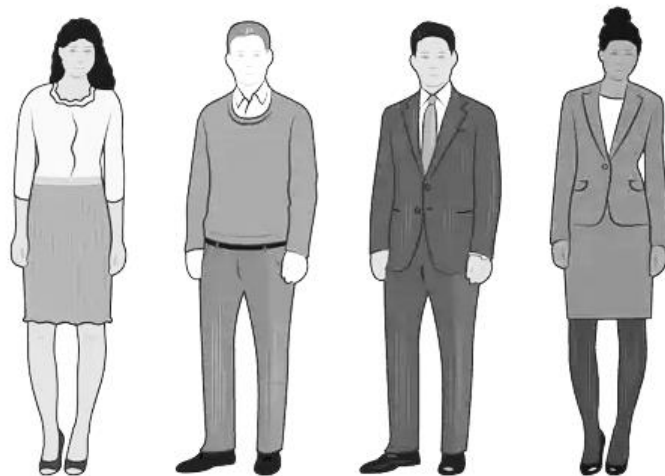
Phones and Pagers All phones and pagers must be set to silent mode; sound can be distracting and disturb other students or the instructor. Your instructor may allow you to use phones or other electronic devices during class time to support educational activities. If you are expecting an important call during class time, coordinate with the instructor to take the class without being disruptive to the class.



Dress Code The dress code for this course is business casual. Please wear clothing that projects a professional image and is appropriate for classroom activities. casual includes trousers, pencil skirts, slacks, khakis, blouses, button-down shirts, polos, sweaters, and sports coats. Duty uniforms may be worn if they meet the criteria of business casual.

You can wear religious attire that does not impose an undue hardship on classroom activities. Do not wear shorts, flip-flops, clothing with offensive images or text, clothing that exposes your midsection, or ripped clothing.

If your instructor or program coordinator determines that your clothing is not appropriate for the training event, you will be asked to change clothes and may be marked late or absent if you miss any portion of class.



The consequences of violating the student code of conduct are:

- **First offense** will result in a counseling session with the Course Coordinator.

- **Second offense** will result in a written reprimand with notification to the Bureau Chief and respective Field Captain.
- **Third offense** will result in a referral to the Director and dismissal from the course. Your Chief of Department may be notified on or after the second offence, or at the discretion of the Course Coordinator.

ACADEMIC HONOR CODE

Registration in this Division-approved course requires adherence to the Divisions' standards of academic integrity. You are expected to approach your academic work with dedication and integrity, understanding that you are responsible for enhancing your own learning through personal effort. You agree to be fully prepared for each class session.

You also agree not to violate the following Academic Honor Code. The following behaviors are prohibited:

Plagiarism Submitting material that in part or whole is not entirely your own work without attributing those same portions to their correct source.

Cheating Using unauthorized notes, study aides, or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under your own name. If you assist cheating by sharing your work, you are also guilty of cheating.

Fabrication Falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which data were gathered or collected.

Generative Artificial Intelligence Tools Use of generative AI output without citation will be considered plagiarism. You are expected to properly cite all work that is not your own creation. You will be solely responsible for and graded based upon the content of any submitted work.

ACCEPTANCE OF THE CODE

You must adhere to the Student Code of Conduct, and Division policies concerning conduct. Failure to adhere to the policies listed will result in ineligibility to participate in this Division-approved course.

For questions related to this course:
contact the course coordinator.

Document Control			
Revision Date	9/7/2023	Program Coordinator	Nicholas Bibeau
Curriculum Administrator	Max Dodge	Bureau Chief	Scott Doherty