






NEW HAMPSHIRE DEPARTMENT OF SAFETY

## **Division of Fire Standards and Training & Emergency Medical Services**

### **SYLLABUS & STUDENT GUIDE**

## **Fire and Emergency Services Instructor I** **Fall 2023 Semester**

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|  <b>In-Person:</b> | <b>Thursdays</b><br>0830 – 1700<br><br>NH Fire Academy & EMS<br>98 Smokey Bear Blvd<br>Concord, NH 03301<br><br>January 11, 2024 – February 15, 2024 |
|  <b>Online:</b>   | <a href="https://www.nhfaemslearning.org/">https://www.nhfaemslearning.org/</a><br>Assignments as detailed below.                                    |
|  <b>Testing:</b> | <b>Thursday, February 15, 2024</b><br><b>0800 – 1700</b><br>NH Fire Academy & EMS  |

### **Course Coordinator**

Max Dodge, MPH, NRP  
Email: [Peter.M.Dodge@dos.nh.gov](mailto: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, Instructor Program Supervisor  
Email: [Nicholas.A.Bibeau@dos.nh.gov](mailto:Nicholas.A.Bibeau@dos.nh.gov)

### **State Approval Codes**

Fire & Emergency Services Instructor I 1041.2020  
2324INSTI5520

## DESCRIPTION

This course is the first level of standards-based certification available to fire and emergency services instructors. During this course you will demonstrate the knowledge and ability to deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments; adapt lesson plans to the unique requirements of the students; organize the learning environment so that learning and safety are maximized; and meet the record-keeping requirements of your organization or agency.

## PREREQUISITES

To enroll in this course, you must have:

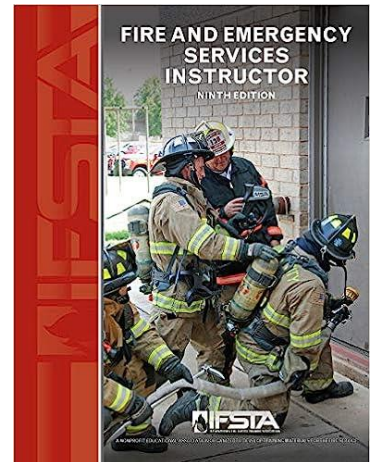
- Firefighter I or higher, *or*
- Emergency Medical Technician or higher.

## PROVIDED TEXTS

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

(2019). *Fire and Emergency Services Instructor, 9<sup>th</sup> Edition*.  
IFSTA. ISBN: 978-0879396961

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 4 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 I.

## COURSE FORMAT

This class will be conducted in a hybrid online and in-person format consisting of a balance between in-person classroom sessions and online assignments. Regular internet access is required to be able to complete the online component of this course. To access the online learning academy, go to:

 [www.nhfaemslearning.org](http://www.nhfaemslearning.org)

This is an intensive six week higher-education program involving both online and in-person participation. Online course work will require frequent and reliable internet access. To successfully complete this program, you should anticipate one to three hours of additional reading, preparatory work, and homework per hour of scheduled class time.

To successfully complete the program and be eligible for certification, you must receive a passing score for all in-class presentations using the associated presentation rubrics, receive a passing score for all online writing assignments using the case study rubric, and complete all online knowledge check quizzes.

For each lesson you will be presented with a student learning plan. Learning plans will include the relevant standards, learning objectives, reading assignments, links to additional supplemental materials, skill sheets, worksheets, forum prompts, and evaluations. Learning plans are designed to give organized access to all materials needed during the lesson and as review for exam.



**Attendance** You must attend all classes, arrive on time, and be prepared. Permitted tardiness will be requested at least 48-hours in advance and will be made on a case-by-case basis and only with the permission of the Lead Instructor, Program Coordinator, or Captain. Any course modules that you miss must be completed before you are eligible for course completion. If you need to re-take course modules, you will be able to complete them through future courses with coordination from Division staff.



**Online Assignments** Online assignments consist of quizzes for modules 1-4, three case studies, a discussion forum, and a reflective essay. All written communication must use a business or academic style. You must cite all sources in APA 7 style. You

must pass each module quiz with a grade of 85% or higher. You must score at least 70% on all writing assignments according to the rubrics available through the online learning academy. Using a computer will give you the best experience with the online learning academy.



**In-Person Sessions** While in class you will be expected to participate in all activities and skill-building exercises. All presentations will be graded according to the skill sheets posted in the corresponding module. You will receive instructor feedback on your performance and be expected to improve with each evolution. The instructors will challenge you and support your progress toward competence.

**5-Minute Presentation.** During week 3, you will give a five-minute presentation from a prepared lesson plan. This assignment measures your ability to use the four-step method of instruction. For the purposes of the assignment, your audience level will be novices with no experience in your chosen topic.

**10-Minute Presentation.** During week 4, you will give a ten-minute presentation from the same prepared lesson plan. This assignment measures your ability to demonstrate and evaluate hands-on practical (psychomotor) skills. For the purposes of the assignment, your audience level will be beginners with entry-level experience in your chosen topic.

**20-Minute Presentation.** During week 5, you will give a 20-minute presentation from a prepared lesson plan. This assignment measures your ability to use student-centered teaching strategies to engage your audience. For the purposes of the assignment, your audience level will be peer professionals with common experience in your chosen topic.



**Testing** You will sit for the certification exam at the conclusion of the course. The final exam will consist of 100 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.



**Readiness to Train** You are expected to arrive in a physical and mental condition that will allow you to effectively participate in training and learning. Physical injuries, illness, mental or emotional health, dehydration, poor nutrition, or lack of sleep all contribute to degraded training performance and may lead to safety hazards during training evolution. If you feel unable to train let your instructors know as soon as possible. You may need to repeat any missed training evolutions or classroom sessions. The Division of Fire Standards and Training & EMS maintains an alcohol, drug, and tobacco-free training environment in all its training locations.



**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            | 1 September 2023 | Program Supervisor | Nicholas Bibeau |
| Curriculum Administrator | Max Dodge        | Bureau Chief       | Scott Doherty   |