





NEW HAMPSHIRE DEPARTMENT OF SAFETY

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

SYLLABUS & STUDENT GUIDE

**Fire and Emergency Services Instructor II
Fall 2024 Semester - 2324INSTII7608**

 Online:	Mondays & Wednesdays 1800 - 2200 October 21, 2024 - December 7, 2024 https://www.nhfaemslearning.org/ Assignments as detailed below.
 Testing:	Saturday, December 7, 2024 0800 - 1700 NH Fire Academy & EMS 98 Smokey Bear Blvd. Concord, NH 03301 Classrooms 1, 2, 4, & Drylab

Course Coordinator

Robert Field
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Captain

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State Approval Codes

Fire & Emergency Services Instructor II 1041.2020
2324INSTII7608

DESCRIPTION

This course is the intermediate level of standards-based certification for fire and emergency services instructors. During this course you will demonstrate the ability to develop individual lesson plans for a specified topic, including learning objectives, instructional aids, and evaluation instruments; schedule training sessions based on an overall training plan for your agency; and coordinate, supervise, and coach the activities of other instructors.

PREREQUISITES

To enroll in this course, you must have:

- Fire and Emergency Services Instructor I

PROVIDED TEXTS

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

(2019). *Fire and Emergency Services Instructor, 9th 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 5 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 II.

COURSE FORMAT

This course will be conducted in a blended online and in-person format consisting of primarily online synchronous video meetings, online assignments, and activities, and an in-person presentation and testing day. 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.nhfaemslearning.org/>

This is an intensive five week, 24-curriculum hour, 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 three or more 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 submitted assignments and the final practical exam using the associated rubrics. Assignments are detailed below.

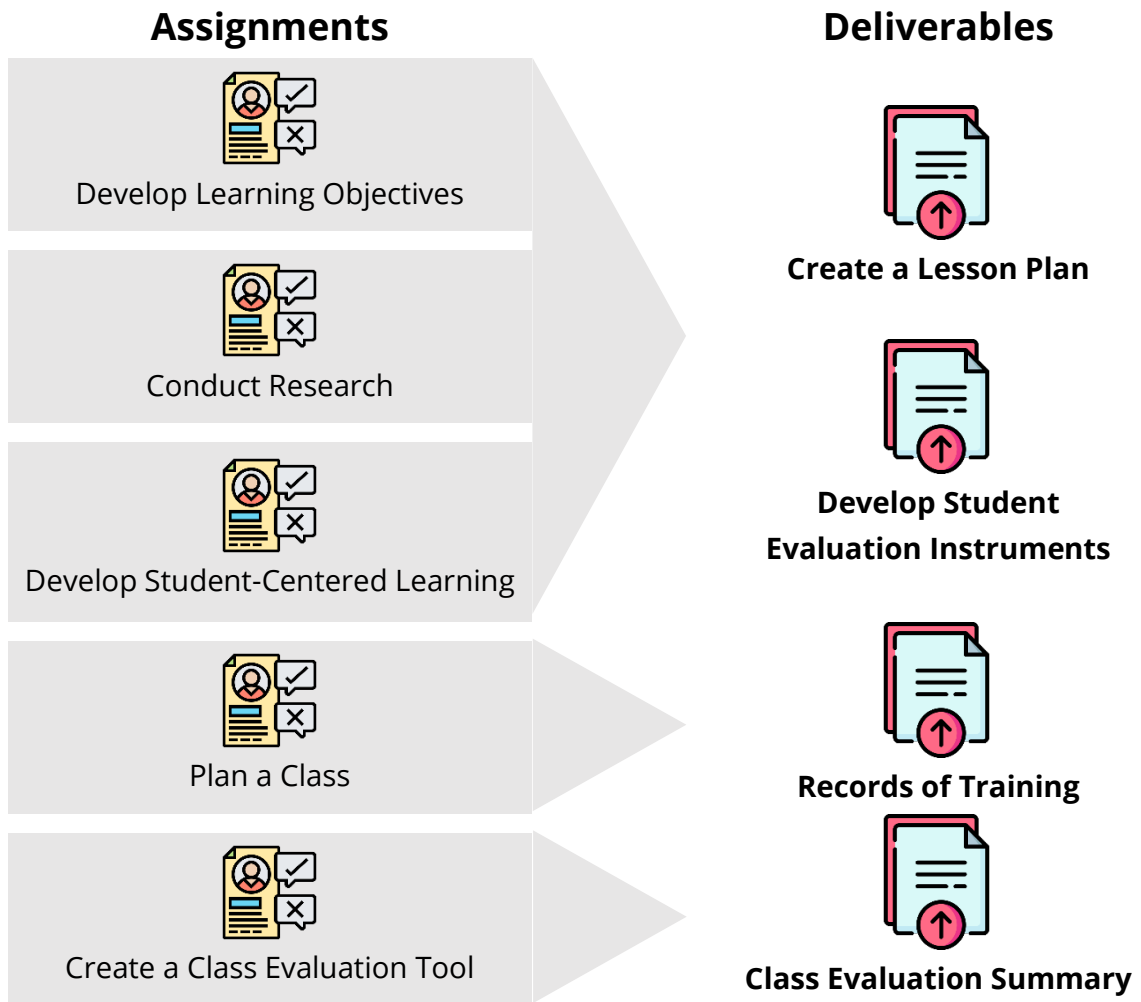
For each two-week module of the course, you will be presented with a student learning plan. Learning plans will include the relevant standards, learning objectives, reading assignments, links to additional supplemental materials, skill sheets, worksheets, and checks on learning. Learning plans are designed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



Attendance Most of this class will be conducted online two evenings per week between 6pm to 9pm via Zoom. 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. Attendance does not contribute to your overall grade but will be tracked and correlated to academic performance. It is your responsibility to ensure you know and can apply the information covered during class sessions.



Online Assignments Each module will have deliverables due by the end of the module unless otherwise noted. You will have opportunities to gather feedback from your peers and instructors before submission. Assignments build upon previous work in the course. All assignments must be complete before moving to subsequent modules.



Peer Review Activities. In each module, you will have several assignments that represent smaller components of a larger deliverable due at the end of the course. The purpose of these assignment is for you to demonstrate your thought process and to receive constructive feedback from peers and instructors before submitting them as part of your deliverable. For each assignment, follow all instructions and look at the provided examples when making your post.

Once you have posted, you will review the work of other students in your group. When providing feedback, you will describe the parts of their work that you think need improvement, evaluate how it did or did not align with the instructions or examples, and give specific and actionable recommendations for sustainment or improvement.

Deliverables. At the end of the course, you will have several completed projects to submit. Each deliverable assignment is composed of the work you did in one or more peer-review assignments. All assignments will be graded according to their associated rubrics. You will be provided with templates, worksheets, and examples to guide your creation of the final deliverables. You must submit and receive a passing grade before being eligible to sit for your certification exam. All deliverables must be uploaded in PDF format and named with your last name, first name, and the name of the assignment. See the example below:



Dodge, Max (Lesson Plan)
Adobe Acrobat Document
343 KB



In-Person Sessions The first and last days of the course will be held in-person. The first day will be an orientation session where you will introduce yourself, receive course materials, be assigned to a group, and come up with a lesson topic. The final day will be your lesson plan presentation and instructional supervision practical testing.

Selecting a Lesson Topic. This course measures your ability to build a lesson and supervise its delivery by another instructor. The topic you select for your lesson plan must allow you to demonstrate the knowledge, skills, and abilities required. Your chosen topic must:

- Be related to Fire and Emergency Services.
- Be sufficiently complex to allow for research into the topic.
- Be deliverable within a 20-minute presentation.
- NOT be a lesson from a pre-existing program.

Presentations. During the course you will create a comprehensive lesson plan that you will assign another student in the course to teach. During the final practical testing, you will be the instructor supervisor and the other student will be the Level I

Instructor. The other student will deliver your lesson plan and you will facilitate instruction and provide feedback on their performance. You will be graded according to a rubric based on the structure of your lesson plan, how you facilitated instruction, and the quality of your feedback.



Testing Upon successful completion of the course, you will be eligible to sit for the certification exam. Once you are notified of successful course completion, you can schedule to take the exam during monthly testing. The 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. 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.



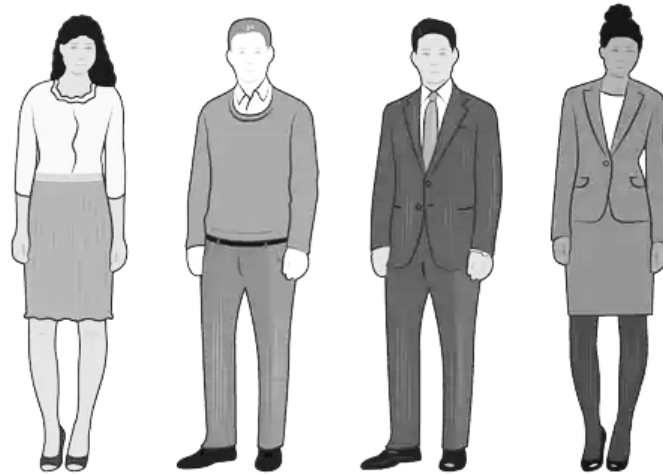
Phones and Pagers All phones and pagers must be set to silent mode; sound can be distracting and disturb other students or the instructor. Your instructor may allow you to use phones or other electronic devices during class time to support educational activities. If you are expecting an important call 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	9/11/2024
Revised By:	N Bibeau
Curriculum Admin	Bureau Chief