Course Title	Fire Service Course Design
Course Number	ATPC2741
Prerequisite (s)	None
Revision Date	August 10, 2018
College Credit Recommendation	This course has a college recommendation of 3 credits, 45 contact hours
Continuing Education Units (CEU's)	40 hours towards Fire Safety Inspector and Fire Instructor I, II, and III renewal.
Class Days/Time	Online, join anytime
Instructional Supervisor	Ben Rigney (info@jbfires.com)
Class Location	JBFires.com online
Course Description	A fire service instructor who, in addition to meeting Instructor I qualifications, has demonstrated the knowledge and ability to develop individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments; schedule training sessions based on overall training plan of authority having jurisdiction; and supervise and coordinate the activities of other instructors.
Student Learning Outcomes	After the successful completion of this course, the student will be able to do the following: 1. Design and develop a training course and lesson plan. 2. Develop a plan for personal professional development as a fire service Instructor. 3. Establish a classroom environment that meets the legal ramifications as specified by local, state, and federal rules, regulations, and standards. 4. Apply methods for developing training classes for adult learners in the fire service. 5. Construct, administer, and evaluate an assessment instrument. 6. Identify the components involved in planning and conducting a good training program.
Required Textbook	Fire Service Instructor – Principles and Practice (2nd Edition) Jones and Bartlett Learning ISBN 978-1-4496-7083-2
Required Material	Computer with internet access, textbook
Method of Instruction	Online (Must be logged into the course for a minimum of 40 Hours. The other 5 hours will be utilized for offline research.)
Grading	Passing 70%
Certification(s)	One of 6 required courses for Fire Officer 2 classification and required course for Fire Service Instructor 2 and 3

Attendance Policy	Self-paced online course to be completed within 1 month. If unable to continue for valid reason, contact instructor for course to be placed on hold or restarted at a later date. No refunds will be given for non-completion. All courses completed by the end of the month will receive their final score and certificate by the 15th of the following month.
Academic Integrity	Academic integrity is crucial to the learning community and indicates respect for the college, the instructor, the course, your classmates, and yourself. Any violation of this trust, including but not limited to cheating, plagiarism, collusion, or using or having any content of an un-administered test, will result in immediate dismissal from the course.
Students with Disabilities	Any student who has a permanent or temporary disability that may require a reasonable accommodation to participate in the course must present documentation of the disability and requested accommodation no later than the beginning of the course.
Enabling Objectives	**Chapter 1** **Knowledge Objectives** • Define the roles and responsibilities of the Fire Service Instructor I, II, and III. • Identify physical elements of the classroom. • Discuss the importance of visioning and succession planning for the instructor. • Identify instructor credentials and qualifications. • Identify four issues of ethics for the fire service instructor. • Identify three ways to assist the instructor in managing multiple priorities. • Demonstrate the ability to manage the five roles of the fire service instructor. • Demonstrate ethical behavior in the classroom. • Demonstrate the ability to manage multiple priorities as a fire service instructor. **Skills Objectives** • Demonstrate the ability to manage the five roles of the fire service instructor. • Demonstrate ethical behavior in the classroom. • Demonstrate the ability to manage multiple priorities as a fire service instructor.

Chapter 2

Knowledge Objectives

- Describe how laws and standards apply to the fire service instructor.
- Discuss the importance of proper recordkeeping.
- Describe the records and reports required by the fire department.

Skills Objectives

- Demonstrate the ability to apply laws and standards to instructional delivery.

Chapter 3

Knowledge Objectives

- Describe motivational techniques.
- Describe how to adjust the classroom presentation and still meet the objectives of the lesson plan.
- Describe the laws and principles of adult learning.
- Describe methods of instruction typically used in adult and fire service education.
- Identify characteristics of Generation X, Generation Y, Generation Z, and the baby boomers.
- Describe communication techniques that will improve your presentation.
- Explain how to deal with disruptive and unsafe behaviors in the classroom.

Skills Objectives

- Demonstrate basic coaching and motivational techniques.
- Deliver an instructional session utilizing prepared course material.
- Demonstrate professionalism during the learning process.
- Manage disruptive and unsafe behaviors in the classroom.

Chapter 6

Knowledge Objectives

- Identify and describe the components of learning objectives.
- Identify and describe the parts of a lesson plan.
- Describe the four-step method of instruction.
- Describe the instructional preparation process.
- Describe the lesson plan adaptation process for the Fire Service Instructor I.
- Describe how a Fire Service Instructor creates a lesson plan.
- Describe how a Fire Service Instructor modifies a lesson plan.

Skills Objectives

- Demonstrate the four-step method of instruction.
- Review a lesson plan and identify the adaptations needed.
- Adapt a lesson plan so that it both meets the needs of the students and ensures that learning objectives are met.

Chapter 7

Knowledge Objectives

- Describe the effect of demographics on the learning environment.
- Describe how to adapt the learning environment to suit the needs of your students.
- Describe how to create a learning environment that facilitates the learning process.
- Describe the effect of the audience and the venue on the learning process.

Skills Objectives

- Analyze the learning environment according to the students' needs and the learning objectives.
- Organize the learning environment by arranging it to meet the requirements of the material to be presented.
- Present material to a diverse audience following acceptable presentation methods and techniques.

Chapter 8

Knowledge Objectives

- Describe the types of multimedia tools available for the fire service instructor and identify their use in a lesson plan.

- Describe the advantages and limitations of audiovisual equipment and teaching aids.
- Describe how to use multimedia tools during a classroom presentation.
- Describe how to maintain multimedia tools.
- Describe when to use multimedia tools in a presentation.

Skills Objectives

- Demonstrate how to use multimedia tools during a classroom presentation.
- Demonstrate how to clean and maintain audiovisual equipment in the field.

Chapter 9

Knowledge Objectives

- Discuss the relationship between training and fire fighter safety.
- List the 16 fire fighter life-safety initiatives.
- Describe how to ensure safety in the classroom.
- Describe how to promote and teach safety by example.
- Describe your responsibility for students and other instructors during training.
- Describe the laws and standards pertaining to safety during live fire training.
- Discuss how to develop safety as part of your department's culture.
- Discuss how you as a supervisor can develop a culture of safety in your department.
- Describe your role as a supervisor in using the incident management system during all high-risk training activities.

Skills Objectives

- Demonstrate how to lead by example. (p 209)
- Demonstrate safety in the classroom and on the training ground. (pp 208–221)
- Demonstrate safety during the training process.

Chapter 10

Knowledge Objectives

- Describe standard testing procedures.
- List the types of written examinations.
- Describe the methods used by the instructor to grade exams.
- Describe how to administer testing.
- Describe the legal considerations for testing.

Skills Objectives

- Demonstrate how to grade student evaluation instruments.
- Demonstrate how evaluations are proctored and results are recorded.
- Demonstrate the methods for providing feedback on evaluation performance to students.

Chapter 11

Knowledge Objectives

- Describe the purposes of instructor evaluations.
- Describe the methods for fire service instructor evaluation.
- Describe the evaluation process.
- Describe the role of providing feedback to the fire service instructor using an evaluation.
- Describe how to develop a class evaluation form.

Skills Objectives

- Perform an evaluation of a fire service instructor.
- Develop a class evaluation form.

Chapter 12

Knowledge Objectives

- Describe how to schedule instructional sessions.
- Describe the types of training records necessary to document a single instructional session.
- Describe the process for acquiring training resources.
- Identify resources needed to implement a lesson plan.
- Describe how to supervise other instructors safely while training.

Skills Objectives

- Demonstrate the ability to schedule training.
- Demonstrate completion of a training record report form.
- Supervise other instructors and students during training.

Chapter 15

Knowledge Objectives

- Describe the budget process, the creation of a bid, and budget management.
- Describe the procedures for creating a training budget.
- Describe the process for acquiring training resources.

Skills Objectives

- Demonstrate the procedures for creating a training budget.
- Demonstrate acquisition of training resources for use in delivering training.

Chapter 16

Knowledge Objectives

- Discuss the importance of continuing learning for the fire service instructor.
- Identify professional organizations that will help in the professional development of the fire service instructor.
- Identify and discuss the value and importance of coaching and mentoring the next generation of fire service instructors.

Extra Information

Knowledge Objectives

- Be able to locate the FL State Statute 69A.3705 Fire Service Instructor

Skills Objectives

- Demonstrate how to request a class on FCDICE
- Demonstrate how to submit a class approval request.

Practical Applications	Final project: Student will record themselves presenting 5-10 minute presentation about Safety on the Fireground to a minimum of two other people. This recording will be uploaded along with all other documentation on the Course Project page. You can find materials on the internet or use your training officer as a resource. Use what you have learned in class to accomplish the following: 1. Learning objectives included 2. Lesson outline provided 3. Course materials created 4. Instruction aids created 5. Audiovisuals grammatically correct with no spelling errors 6. Smooth transition between key areas 7. Develop material from known to unknown 8. Summary provided 9. Evaluation instrument determines if student has achieved learning objectives 10. Evaluation instrument understandable to student 11. Grammatically correct with no spelling errors 12. Instrument is bias-free 13. Class evaluation instrument is designed to give feedback to instructor/organizer 14. Class evaluation instrument includes feedback on positing and negative aspects 15. Instrument provides tool to improve program **The Instructor will observe and evaluate the final presentation demonstrating the JPR's of NFPA 1041 (2014 ed.)**
Class Participation	Your class participation grade will consist of 1 discussion post along with 1 response to your classmates for each lesson. The recommended wordcount is 100 words for your initial post and 20 words for each response. Your grade will be based off of the quality of your posts.
Grading Scale	Quizzes 20% Class participation 20% Course project 20% Midterm exam 20% Final exam 20%