

Program of Instruction

Course Syllabus

Course Title: Instructor III Blended

Course Duration: 40 hours

Program: Fire Officer

Course Prerequisites: NFPA 1041 – Fire and Emergency Services Instructor II

Course Description: This course is designed to provide the knowledge and skills for successful certification in Instructor III. The Instructor III course satisfies the requirements of the National Fire Protection Association (NFPA) 1041, Chapter 6. It provides the tools necessary to obtain certification through the National Board on Fire Service Professional Qualifications (Pro) Board.

This course is designed around classroom lectures and group interactive exercises to improve your abilities to serve as a fire instructor. This includes Instructor III-specific responsibilities including the administration of AHJ policies and procedures for the management of instructional resources, staff, facilities, records, and reports. Skills taught include planning, developing, and implementing comprehensive programs and curricula. The successful candidate will be able to develop an evaluation plan; collect, analyze, and report data; and utilize data for program validation and student feedback.

Course Requirements and/or Recommendations:

Pre-Course Work (to be completed before arriving):

- Read: Chapter 13 Program Development
- Pre-Course Assignment #1 - Conducting a Needs Analysis of the department and selection of course, goals, and objectives.
- Pre-Course Assignment #2 - Course Cost Matrix designed by the students based upon the best information gathered from their home department for training operational and capital costs.

Course Work (completed during class):

- Daily reading assignments
- Complete activities
- Complete course deliverables required for evaluation
- Meet mastery of Performance Evaluation Checklists
- Achieve a score of more than 70% on the end of course written exam

On-Line Course Evaluation Questionnaire

- Complete the course evaluation questionnaire emailed on the last day of class to access the course completion certificate

Post-Course Work (completed after class):

- Training Program Development Project

Required Textbook: Fire and Emergency Services Instructor: Principles and Practices, 3rd Edition, 2020. Jones & Bartlett Publishers, ISBN: 978-1-284-17233-1

If possible, please purchase the textbook at the vendor of your choice before the start of the class.

A limited number of textbooks are available through the IFSI Library for loan during class. Please call 217-333-8925 or email fsi-library@illinois.edu for more information.

Reading Assignments:

Phase 1: Chapter 13

Phase 2 Day 2: Chapter 14

Phase 2 Day 3: Chapter 15

Required Equipment:

- Duty Uniform or Business Casual dress
- Laptop computer with Microsoft Office compatible software (word processing, spreadsheet, & presentation/PowerPoint software recommended) and WIFI capability.
- USB flash drive (over 1GB recommended) or access to Cloud Services

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 the "True Emergencies" section of the IFSI Examination Policy.

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

Academic Integrity Policy: IFSI has the responsibility for maintaining academic integrity 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 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 with a project evaluation.

Course Content:

Chapter: 13

Title: Program Development

Terminal Learning Objective:

13. At the conclusion of this chapter the student will describe how to perform a training needs analysis and apply that information to develop and write objectives for a training program.

Chapter: 14

Title: Program Evaluation

Terminal Learning Objective:

14. At the conclusion of this chapter the student will describe how to evaluate a fire program and the importance of proper record keeping.

Chapter: 15

Title: Program Administration

Terminal Learning Objective:

15. At the conclusion of this chapter the student will describe program administration as it pertains to record-keeping, instructor selection, and instructor evaluation.

Reference List: (listed in alphabetical order)

Dick, W., Carey, L., & Carey, J. O. The Systematic Design of Instruction, Sixth Edition, 2004

Fire and Emergency Services Instructor: Principles and Practices, 3rd Edition, 2020. Jones & Bartlett Publishers, ISBN: 978-1-284-17233-1

Mager, R. F. Making Instruction Work

Mager, R. F. Measuring Instructional Results

NFPA Standard 1041, Standard for Fire and Emergency Services Instructor Professional Qualifications, 2019 Edition

Course Schedule

Phase 1

Event

Read: Chapter 13 Program Development

Pre-Course Assignment #1

Conducting a Needs Analysis of the department and selection of course, goals, and objectives.

Pre-Course Assignment #2

Course Cost Matrix designed by the students based upon the best information gathered from their home department for training operational and capital costs.

Phase 2

DAY 1- TRADITIONAL CLASS

Event	Duration
Course Introduction	30 minutes
PAIG: Student Presentation – Step 1 Materials	1 Hour 30 Minutes
Chapter 13 – Program Development	2 Hours
Lunch	
PAIG: Developing a Training Program Day 1 Activities	4 Hours

Assignment:
Read Chapter 14 in preparation for discussion and review during Day 2 of classroom instruction.

DAY 2- TRADITIONAL CLASS

Event	Duration
Chapter 14 – Program Evaluation	1 Hour 30 Minutes
PAIG: Developing a Training Program Day 2 Activities	2 Hours 30 Minutes
Lunch	
PAIG Activity: Analyze and Present Student Evaluation Results	3 Hour
PAIG: Developing a Training Program Day 2 Activities (continued)	1 Hour

Assignment:
Read Chapter 15 in preparation for discussion and review during Day 3 of classroom instruction.

DAY 3- TRADITIONAL CLASS

Event	Duration
Chapter 15 – Program Administration	3 Hours
PAIG: Developing a Training Program Day 3 Activities	1 Hour
Lunch	

Final Evaluation

1 Hour

PAIG: Developing a Training Program Day 3
Activities (continued)

3 Hours

Phase 3

Training Program Development Project

Event	Duration
Students will complete the composite packet based upon the best practice technique offered in the <u>Final Project Template</u> .	
Students are to check in with the instructor after 7 days via Email to measure the progress and sustainability of the project.	
The project will be completed individually and submitted electronically to the account set forth for the student.	16 hours
