

# University of Illinois Fire Service Institute

## Course Syllabus

**Course Title:** Instructor II

**Course Duration:** 40 hours

**Program:** Fire Officer

**Course Prerequisites:** NFPA 1041 – Fire and Emergency Services Instructor I

**Course Description:** The Instructor II course is designed to emphasize teaching formalized lessons from materials prepared by the instructor, including relating information from one lesson or class to the next. Areas covered include instructional development, evaluation and testing, program management and training resources.

### Course Requirements:

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

- Complete a Needs Analysis for your department
- Reading assignments for day 1

Course Work (completed during class):

- Daily reading assignments
- Complete activities
- Complete course deliverables required for evaluation
- Meet mastery on Performance Evaluation Checklists
- Achieve a score in excess of 70% on 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):

- None

### Required Textbook:

**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 prior to the start of the class.

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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](mailto:fsi-library@illinois.edu) for more information.

## Reading Assignments:

Day 1: Chapters 9, 10

Day 2: Chapter 11

Day 3: Chapter 12

## Required Equipment:

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

## 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.

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**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 performance evaluation checklists.

## Course Content:

Chapter: 9

Title: Instructional Development

Terminal Learning Objective: At the conclusion of this chapter, the student will write correct objectives and use those objectives to develop a lesson plan.

Chapter: 10

Title: Instructional Delivery

Terminal Learning Objective: At the conclusion of this chapter, the student will explain the need for evaluation and feedback for other instructors teaching their program.

Chapter: 11

Title: Evaluation and Testing

Terminal Learning Objective: At the conclusion of this chapter, the student will explain the importance of testing and the use of student evaluation instruments.

Chapter: 12

Title: Program Management and Training Resources

Terminal Learning Objective: At the conclusion of this chapter, the student will explain the importance of budgeting, scheduling, and record-keeping as it pertains to the Instructor II.

**Reference List** (listed in alphabetical order):

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

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

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## Course Schedule

### PRIOR TO DAY ONE

Assignment:

Read Chapter 9 and 10 in preparation for discussion and review during Day 1 of classroom instruction.

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### DAY ONE

<u>Event</u>	<u>Duration</u>
Chapter 9 – Instructional Development	3 Hours
• The Lesson Plan Components	
• Creating a Lesson Plan	
<b>Activity: Chapter 9 Quiz</b>	
<b>Activity: Step 1 Needs Analysis</b>	1 Hour
<b>Activity: Construct a Properly Formatted Objective</b>	1 Hour
Lunch	
Chapter 10 – Instructional Delivery	3 Hours
• Conducting a Training Session: Methods of Instruction	
• Supervising Other Instructors	
• Evaluating the Instructor	
• The Evaluation Process	
• Instructor Feedback	
• Supervision During High-Risk Training	
<b>Activity: Chapter 10 Quiz</b>	
Assignment:	
Read Chapter 11 in preparation for discussion and review during Day 2 of classroom instruction.	

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### DAY TWO

<u>Event</u>	<u>Duration</u>
<b>Activity: Creating a Cognitive Lesson Plan</b>	2.5 Hours
Chapter 11 – Evaluation and Testing	2 Hours
• Types and Purposes of Testing	
• Test -Item and Test Analysis	
• The Role of Testing in the Systems Approach to Training Process	
Lunch	
Chapter 11 – Continued Test-Item Development	1 Hours
• Written Test	
• Selection-Type Objective Test Items	
• Performance Testing	
• Test Generation Strategies and Tactics	
• Developing Class Evaluation Forms	
<b>Activity: Chapter 11 Quiz</b>	

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**Activity: Creating a Psychomotor Lesson Plan** 2.5 Hours  
Assignment:  
Read Chapter 12 in preparation for discussion and review during Day 3 of classroom instruction.

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## DAY THREE

<u>Event</u>	<u>Duration</u>
Chapter 12 – Program Management and Training Resources	1.5 Hours
<ul style="list-style-type: none"><li>• Scheduling of Instruction</li><li>• Selection of Instructors</li><li>• Record Management</li></ul>	
<b>Activity: Develop Student Evaluation Instrument &amp; Performance Evaluation Checklist</b>	2 Hour
<b>Activity: Manage Training Record-Keeping</b>	1 Hour
Lunch	
Chapter 12 continued	1.5 Hours
<ul style="list-style-type: none"><li>• Budget Development and Administration</li><li>• Acquiring and Evaluating Training Resources</li></ul>	
<b>Activity: Chapter 12 Quiz</b>	
<b>Activity: Recommend Budget Needs</b>	1 Hour
<b>Activity: Develop Course Evaluation Instrument</b>	1 Hour

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## DAY FOUR

<u>Event</u>	<u>Duration</u>
<b>Activity: Assign Instructional Sessions</b>	1 Hour
<b>Activity: Conduct a Class</b>	
Cognitive Presentations	7 Hours
<b>Activity: Evaluate an Instructor</b>	

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## DAY FIVE

<u>Event</u>	<u>Duration</u>
Psychomotor Presentations	7 Hours
<b>Activity: Evaluate instructors and Supervise other Instructors and Students</b>	
Written Exam	1 Hours

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