CLASS NUMBER/NAME: FIRT2380- 5001Cooperative Education-Fire Protection and Safety Technology/Technician

SYLLABUS
EL CENTRO COLLEGE
DALLAS, TEXAS

CLASS DAYS/HOURS: 1.6 Hr. Lecture and 32 Hrs. External Per Week (28 Hrs. Organization, 4 Hrs. Journals and Term Paper)

COURSE PREREQUISITE: Completion of Semester 1 and 2 Fire Academic Core Curriculum or Employed Certified Fire Fighter, Fire Prevention Officer.

This syllabus is subject to change by the instructor. Modification of class dates, and assignments dates may be done if unforeseen circumstances cause such an adjustment. Notification of changes will be made by email and on eCampus.

<table>
<thead>
<tr>
<th>eCampus Tech Support:</th>
<th><a href="mailto:eCampus.support@dcccd.edu">eCampus.support@dcccd.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>(972) 669-6402</td>
</tr>
<tr>
<td>Hours:</td>
<td>Mon-Friday - 7:00 a.m. – midnight</td>
</tr>
<tr>
<td></td>
<td>Sat, Sun -1:00 p.m. – midnight</td>
</tr>
</tbody>
</table>

INSTRUCTOR: MR. Alvin Samples
EMAIL: asamples@dcccd.edu
OFFICE: 2009 BJP
PHONE: (214) 860-5716
OFFICE HOURS: 11:00 AM – 5:00 PM
CONTACTS HOURS: 336
CREDITS 3

Summer, 2013

.COURSE DESCRIPTION.
This internship is capstone for the Fire Protection and Safety Technology, AAS degree. With mentor supervision an external learning experience plan will be developed. The student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the organization/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the organization/industry.
OBJECTIVES: During the FIRT 2380-5001 course, the student will:

- Arrange a work-based learning experience that enables specialized occupational theory, skills, and concepts.
- Use a learning plan developed by the college and employer to prepare an external learning experience.
- Discuss application of theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the organization/industry.
- Discuss legal and ethical behavior, safety practices, interpersonal and teamwork skills.
- Identify appropriate written and verbal communication skills using the terminology of the occupation and the organization/industry.
- Define internship and mentorship.

El Centro College SCANS Statement

WHAT ARE SCANS SKILLS?
These are the skills that employers need the most from their workers. SCANS skills are the predictors of success in the workplace.

WHO DEFINED THESE SKILLS?
In 1989, the U.S. Department of Labor and Education jointly surveyed U.S. employers to find out the most important skills and competencies needed by workers. The results of that survey identified SCANS (Secretary’s Commission on Achieving Necessary Skills).

El Centro College Students and SCANS
El Centro College is committed to the preparation of our students for success in the workplace.

All El Centro College courses provide learning outcomes which result in the mastery of SCANS skills. Although each course will not include every SCANS skill, each course syllabus will identify the specific SCANS skills and competencies taught in that course. Throughout a formal program of study (Certificate, Degree or Transfer Program) a student will have the opportunity to master all SCANS skills and competencies.
SCANS FOUNDATION SKILLS

<table>
<thead>
<tr>
<th>BASIC SKILLS</th>
<th>THINKING SKILLS</th>
<th>PERSONAL QUALITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.a Reading</td>
<td>2.a Creative Thinking</td>
<td>3.a Responsibility</td>
</tr>
<tr>
<td>1.b Writing</td>
<td>2.b Decision Making</td>
<td>3.b Self-esteem</td>
</tr>
<tr>
<td>1.c Arithmetic/Math</td>
<td>2.c Problem Solving</td>
<td>3.c Sociability</td>
</tr>
<tr>
<td>1.d Speaking</td>
<td>2.d Thinking logically</td>
<td>3.d Self-Management</td>
</tr>
<tr>
<td>1.e Listening</td>
<td>2.e Seeing things in the mind’s eye</td>
<td>3.e Integrity</td>
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SCANS WORKPLACE COMPETENCIES

<table>
<thead>
<tr>
<th>MANAGING RESOURCES</th>
<th>INTERPERSONAL SKILLS</th>
<th>INFORMATION SKILLS</th>
<th>SYSTEMS KNOWLEDGE</th>
<th>USING TECHNOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.a Manage Time</td>
<td>5.a Work on Teams</td>
<td>6.a Acquire and evaluate data</td>
<td>7.a Work in Social Systems</td>
<td>8.a Select equipment and tools</td>
</tr>
<tr>
<td>4.b Manage Money</td>
<td>5.b Teach Others</td>
<td>6.b Organize and maintain data</td>
<td>7.b Work in Technological systems</td>
<td>8.b Apply technology to tasks</td>
</tr>
<tr>
<td>4.c Manage Materials</td>
<td>5.c Serve Customers</td>
<td>6.c Interpret and Communicate data</td>
<td>7.c Monitor and correct systems</td>
<td></td>
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<tr>
<td>4.e Manage Human Resources</td>
<td>5.e Negotiate Conflict</td>
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<td></td>
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<tr>
<td></td>
<td>5.f Work with diversity</td>
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</tr>
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</table>

COURSE SCANS SKILLS
1a – 1e, 2a- 2e, 3a-3e, 4a, 4c, 4d, 5a, 5c, 5f, 6a, 6b, 6c, 6d, 7a,7b,8a,8b

STUDENT LEARNING OUTCOMES:

Learning Outcomes: Upon successful completion of this course, the student will be able to:

- Manage time, including arriving to work and finishing projects on time.
- Have a clear knowledge of equipment used.
- Understand chain of command, purpose and responsibility
- Have a thorough understanding of the community in which the organization serves, including the diversity of the citizens and potential hazards that exist within that community.
- Understand manual of procedures, and standard operating procedures of the organization.
COURSE REQUIREMENTS

Access to use a computer with internet link
   Ability to use/ navigate the internet
   Ability to navigate eCampus
   Ability to view Power Point presentation
   Have active email address that is not overloaded

Identification
Picture ID must be worn and visible at all times when on a DCCCD campus. You can request an ID from The Office of Student Life room B270

FINANCIAL AID STATEMENT

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

DROP PROCEDURE/ATTENDANCE

Regular attendance is required. Students should consult with the instructor when an absence occurs. If you are unable to complete the course or courses for which you have registered, it is your responsibility to withdraw formally from the course(s). This procedure must be completed by the student in the Registrar’s office prior to the last drop day of the semester, as published in the class schedule and college catalog.
District policy states: If a student is unable to complete the course(s) in which he/she is enrolled, it is the student’s responsibility to drop the course(s) by the appropriate day (July 12, 2013). If the student does not drop, he/she will receive a performance grade, usually an “F”.
Students sometimes drop courses when help is available that would enable them to continue. I hope you will discuss your plans with me if you do feel the need to withdraw.

STOP BEFORE YOU DROP

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than six (6) courses during your entire undergraduate career, unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated six non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops.
ACADEMIC ETHICS

Any violation of the Student Code of Conduct (as printed in the El Centro College Catalog and available at http://www1.dcccd.edu/catalog/about/standard.cfm will be penalized accordingly. All matters of academic dishonesty (plagiarism, collusion, fabrication, cheating, etc.) will result in a failing grade for the assignment in question. All violations will be forwarded to the proper college authorities for review. The college may, at its discretion, impose additional penalties on the student including academic probation, suspension, or expulsion. any form of disruptive behavior will not be tolerated.

INCOMPLETE GRADE STATEMENT

Incomplete grades are given only in case of extreme emergency and at least 50% of the course requirements must have been completed. Request for an incomplete grade must be justified through a written statement and presented before the drop date to your instructor who will decide if your request can be approved.

Make-Up Policy for Classroom

Assignments and reports will be announced in advance on eCampus. Maximum grades on make ups will be 70% unless there is a legitimate reason for being late.

GRIEVANCE PROCEDURES

Students are expected to follow established procedures of the appropriate division in handling academic issues, such as grade appeals. El Centro College requires that other complaints and disputes (that cannot be resolved by the persons directly involved) be referred initially to the Ombudsman Office for informal, confidential resolution. Additional grievance procedures and the Student Code of conduct are outlined in the El Centro College Catalog, available in hard copy in advisement or on the web at www.elcentrocollege.edu.

RELIGIOUS HOLY DAYS STATEMENT

A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the fifteenth day after the first day of the semester, the student notified the instructor of each class scheduled on the date that the student would be absent for a religious holy day. A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. The notice shall be in writing and shall be delivered by the student personally to the instructor, with receipt acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

CHILDREN ON CAMPUS

El Centro College strives to protect an environment most conducive to teaching and learning for all enrolled students. Minor children may not be brought to classrooms, labs, testing areas or study areas of the college. This practice is disruptive to the learning process. Children who are taking part in organized scheduled activities, or who are enrolled in specific classes, are welcomed. For reasons of security and child welfare, the college will not permit unattended children to be left anywhere on the premises. Students/Parents who have problems with childcare should visit the advisement/counseling center or the Adult Resource Center to receive referrals to childcare services in the area.
ADA STATEMENT FOR STUDENTS REQUIRING SPECIAL ACCOMMODATIONS:

As per Section 504 of the Vocational Rehabilitation Act of 1973 and the American Disabilities Act (ADA) of 1990, if accommodations are needed, students must make request through the main office. Any student who may need accommodations due to a disability should contact the Disability Services Office, Room A110, phone number (214) 860-2411.

Cooperative Procedures:

Student Application Form

This form needs to be completed and turned into the instructor by the end of the 2nd class meeting.

Training Station Agreement

This form needs to be completed and turned into instructor by the 2nd week. This form must be signed by work supervisor and student before submitting it to instructor. If the Training Station is not completed and turned into instructor by the 12th class day, instructor is required to drop the student from the course.

Fourth Week Requirements:

- The Learning Objectives Form B must be approved by the supervisor, student, and instructor by the end of the 3rd week.

- After approval of objectives by student, supervisor and instructor, Form B must be signed where indicated (BEGINNING OF THE SEMESTER).

- Form B must be submitted to instructor by the end of the 4th WEEK of the semester.

End of Semester Requirement:

- Evaluation will include acquiring signatures from supervisor, student and instructor on Form B.

- The signatures at the bottom of FORM B are reserved to indicate the course completion (at the END OF THE SEMESTER).

- For Form C, student and supervisor signatures are required.

EVALUATION:

<table>
<thead>
<tr>
<th>Journals</th>
<th>40%</th>
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<tbody>
<tr>
<td>Term Paper/</td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td>40%</td>
</tr>
<tr>
<td>Participation</td>
<td>20%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

90 to 100 = A
The student will make journal entries weekly starting June 17 thru July 29 for a total of 7. Entries should be at least 3 paragraphs and be made within 6 calendar days. Journals should include but not limited to type of equipment used, chain of command, purpose and responsibilities. The student will turn in and present a term paper by 08-05-13. The term paper should demonstrate a understanding of the organization, and community in which the organization serves, including the diversity of the citizens and potential hazards that exist within the community. The paper will also discuss the importance of understanding cultural, economic and social diversity. Be definitive and creative when discussing subject matter. The students must complete the course with a cumulative score of at least a “C” for minimal competency requirements.

Go to Library Help in the content of eCampus if you need help with developing your term paper. Grades will be posted on eCampus under My Grades in the content area.

METHODS OF INSTRUCTION:
1. eCampus
2. Face to face.

All work will be submitted to eCampus.

Student Rights:

All DCCCD students neither gain nor lose any of the rights and responsibilities of other citizens by virtue of their student status. All students have the right to a safe learning environment. They are subject to the same federal, state, and local laws as non-students, and they are the beneficiaries of the same safeguards of individual rights as non-students. As members of the DCCCD community, students are subject to the rules and regulations of the college. Students retain the responsibility of citizenship upon enrollment at the College District. The College District expects that each student will conduct himself/herself in a manner compatible with the College District’s function as an educational institution. Regardless of place of residence, each student must observe all federal, state, and applicable local laws both on and off campus. Any student who violates any provision of these laws is subject to disciplinary action, includes expulsion, notwithstanding action taken by civil authorities on account of the violation.

See Student Handbook and [http://www.dcccd.edu/](http://www.dcccd.edu/)

**COMPUTER USE POLICY**

([www1.dcccd.edu/cat0406/ss/computer.cfm](http://www1.dcccd.edu/cat0406/ss/computer.cfm))

PURPOSE OF COMPUTER USE POLICY

The District is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To fulfill its multiple missions as an institution of higher learning, the District encourages a climate that values and nurtures collegiality, diversity, pluralism, and the uniqueness of the individual within our state, nation, and world. The District also strives to protect the rights and to enhance the self-esteem of all its members. Faculty, staff, and students should be aware that any form of illegal harassment or discrimination against any individual is inconsistent with the values and ideals of our community. As an institution of higher education, the District encourages, supports, and protects First Amendment rights and an open environment to pursue scholarly inquiry and to share information. Access to networked
computer information in general and to the Internet in particular supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statements address, in general terms, the District's policies concerning computer use. The Chancellor is authorized to promulgate policies and procedures to implement this policy. [Refer to the Business Procedures Manual for additional information.]

USE OF DISTRICT RESOURCES

Use of District computing resources and facilities requires that individual users act in compliance with District policies and procedures, and failure to comply may result in restriction or revocation of access to District resources. Computing "resources and facilities" include, but are not limited to, District- and College-owned host computer systems, networks, peripheral equipment (such as modems, terminals, and printers), computers and workstations, software, data sets, storage devices (such as CD-ROMS, hard and soft disks, and the like), and all computer communications controlled, administered, or accessed directly or indirectly by the District or by any user. The District provides users with an account that permits use of the computing resources and facilities within policies and procedures established by the District. Any person who uses District computing resources and facilities through District-owned equipment (such as public access computers at the libraries and computer labs) is also a user and is permitted to use the computing resources and facilities within policies and procedures established by the District. Users must respect the integrity of computing resources and facilities, respect the rights of other users, and comply with all relevant laws (local, state, federal, and international), District policies and procedures, and contractual agreements. Employees who use District computers or facilities must comply with the Texas Public Information Act and the Local Government Records Act as described in CR(REGULATION). The District reserves the right to limit, restrict, or deny computing resources and facilities for those who violate District policies, procedures, or local, state, or federal laws.

FREEDOM OF EXPRESSION

Censorship is not compatible with the goals of the District. The District shall not limit adult users' voluntary access to any information due to its content when it meets the standard of legality. A minor's parent may permit a minor user to have voluntary access to any information that meets the standard of legality.

PRIVACY

The general right to privacy is extended to the electronic environment to the extent possible. Users have a lessened expectation of privacy when using computer resources and facilities owned by public institutions such as the District. Issuance of a password or other means of access is to ensure appropriate confidentiality of District files and information. It is not a guarantee of privacy nor a license for abuse or improper use of the District's computing resources and facilities. Privacy is mitigated by the Texas Public Information Act, administrative review, computer system administration, audits, and the nature of the electronic medium itself. Contents of electronic files will be examined or disclosed only when authorized by the user, approved by designated District officials, or required by law.

INTELLECTUAL PROPERTY

All users should be aware that property laws apply to the electronic environment. Users must abide by all software licenses, District copyright and software policies and procedures, and applicable federal and state law. Users should assume that works communicated through a network are subject to copyright unless specifically stated otherwise. Unless permission of the author is obtained, use of any electronically transmitted information must comply with the "fair use" principle found in federal copyright law and CR(REGULATION).

CRIMINAL AND ILLEGAL ACTS

Computing resources of the District, which include the hardware, software, and network environment, shall not be used for illegal activities. Any illegal use of these resources will be dealt with by the appropriate District authorities and/or other legal and law enforcement agencies. Criminal and illegal use may involve, but is not limited to: unauthorized access, intentional corruption or misuse of computing resources, theft,
defamation, obscenity, child pornography, and harassment based upon race, ethnicity, national origin, disability, age, religion, or sex.

AUTHORIZED USE
Computing resources are provided by the District to accomplish tasks related to the District's mission. Some computers may be dedicated to specific enterprises or teaching missions that limit their use. Incidental personal use of computing resources is acceptable if the use:

- Imposes no measurable cost on the District;
- Is not harmful to the District;
- Is not a hindrance to the daily operations of the District; and
- Has no adverse effect upon an individual's job or educational performance.

UNAUTHORIZED USE
Unauthorized use of the District's computing resources and facilities includes but is not limited to: illegal activities; failure to comply with laws, license agreements, and contracts governing network software and hardware use; abuse of communal resources; use of computing resources for unauthorized commercial purposes or personal gain; failure to protect the user's password or use of the user's account; breach of computer security, harmful access, or invasion of privacy; use of computing resources for anonymous or identity-masked messages to other District users; or unauthorized encryption. [Refer to the Business Procedures Manual for additional information.

COMPUTER SOFTWARE AND COPYRIGHT LAW
The District respects the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. [See CR(REGULATION)] The unauthorized or unlicensed use, duplication, or copying of computer software or documentation is contrary to District policy and is a violation of the law. Violators of any copyright are subject to both civil and criminal penalties and/or disciplinary action. District regulations and procedures will establish guidelines for the use of computer resources and local area networks.

DCCCD Copyright Notice

It is the intent of DCCCD to adhere to the provisions of the US Copyright Law (Title 17, US Code sect. 101, et seq.), the Congressional Fair Use Guidelines, and licenses and contractual agreements in the provision of resources and services to the DCCCD community. The College recognizes the role of copyright in promoting scholarly research and publication, and supports compliance of these laws by faculty, students, and staff.

Except as otherwise noted, the entire contents of the www.wc.dcccd.edu domain are Copyright ©2000 by DCCCD. All rights reserved.

For more information about copyrights, please see the DCCCD website concerning this subject.

DCCCD Is An Equal Opportunity College
DCCCD does not discriminate on the basis of sex, race, color, national origin, religion, disability or age in educational programs, activities, admission or employment practices.