



**Palm Beach Community College
Course Syllabus – Classroom Courses**

General Class and Course Information

Course number: FFP2740 Class Reference Number: 143192 Term: 20102

Course title: Fire Service Course Delivery Credit/Contact hours: 3

Course Description:

This course is designed to give the student an overview of effective methods and techniques used in the teaching process and an opportunity to gain experience through various practical applications. Upon successful completion the student will have satisfied the academic requirements for certification at the Instructor I level.

Course Learning Outcomes: As a result of taking this course, the student will be able to

General Education Learning Outcomes:

- Communications - Develop effective reading, writing, speaking, listening, and nonverbal communication skills for a variety of audiences.
- Technology and Information Literacy - Use printed materials, personal communication, observation, and technological applications to find, evaluate, organize and present information in order to achieve educational and professional success.
- Personal Development - Develop an ability to understand and manage self, adapt to change, enhance wellness, learn effectively, establish a framework for aesthetic responsiveness, and set personal and professional goals.

Course Learning Outcomes:

- Overcome any inhibitions about speaking before a group.
- Define the four steps in the learning process.
- Analyze classroom situations and describe a positive learning climate.
- Describe instructor activities that improve a negative learning climate.
- Use lecture, lecture with questions, directed discussion, demonstration and practical exercise as teaching methods.
- Identify the factors that affect the speaker-listener relationship.
- Identify four vitalities that contribute to an interesting manner.
- Provide positive and negative comments about student presentations and give suggestions for improvement.
- Determine the need for, type of, and effectiveness of an instructional aid.
- Demonstrate the proper use of modern audio visual equipment.
- Identify advantages and disadvantages of different kinds of test items.
- Select and prepare training aids

Full Course Outline: Click on the following link: <http://www.pbcc.edu/x17364.xml>

Class Schedule

February 23, 24, 25, March 3, 4, 2010

Textbook(s) Information: Fire Service Instructor, By: Jeffrey Lindsey, Prentice Hall 2006 ISBN 0-13-124557-0

Web Content Information: N/A

Professor's Contact Information

Professor's Name: Kevin Piper

Office Location: N/A

Telephone: Cell: 561-317-9520



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Email address: piperk@pbcc.edu
Home Page: <http://www.pbcc.edu/x461.xml?id=Piperk>
Office Hours: N/A

Class Requirements

Assignments :

Day 1: Chapter 1 - 2

- a. Review Syllabus
- b. 2 Minute Introductions

Day 2: Chapter 3 – 4

- a. 3 Minute Impromptu Presentation

Day 3: Chapter 5 – 7

- a. 10 Minute Presentation (Graded)
- b. Quiz # 1

Day 4: Chapter 8

- a. 10 Minute Presentation (Graded)
- b. Quiz # 2

Day 5: Final Presentations

- a. 15-20 Minute Presentation (Graded)
- b. Final exam

Late Assignment Policy: Failure to complete the 10-minute presentation will result in a grade of Incomplete (I) for the class. The lead instructor may arrange for this presentation to given at a later date, up to a maximum of thirty (30) days past the due date with a resultant one-letter grade reduction. After thirty (30) days, incomplete grades are automatically converted to “F” by college policy.

Grading Scale and Policy:

Percentage	Grade
94 – 100	A
86 – 93	B
78 – 85	C
70 – 77	D
<70	F

Final grades will be computed as follows:

Quiz # 1	05 points
Quiz # 2	05 points
10 minute presentation	10 points
10 minute presentation	10 points
20 minute presentation	50 points
Final written exam	20 points

Tests, Quizzes, and Final Examination Schedule: See "Class Assignments."

Make-up Exam Policy: Must be scheduled within 30 days of course end date, subject to -10% of final score.



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Class Policies and Methodology

Attendance: Professors are required to take attendance. Students are expected to attend all courses and course activities for which they are registered. Any class meeting missed, regardless of cause, reduces the opportunity of learning and may adversely affect a student's achievement in the course. Students are required to attend at least 90% of the total class hours in order to receive credit for the course. An accurate record of attendance will be kept for each course. If a student misses one-fourth or more of a class session, the student will be counted absent. Being tardy 3 times will count as one absence. Leaving early will be treated the same as being tardy.

Electronic Device Use: Laptops are encouraged in the classroom. No cell phone usage during classroom sessions.

Email Policy: Click here and specify how email is to be used in your class.

Equipment and Supplies: Note taking materials.

Professor's Expectations:

Prepare and deliver a 15 20-minute lesson including:

- a. Written Objectives (minimum of four)
- b. Written Lesson Plan
- c. Select and prepare training aids
- d. Select Method(s) of Instruction
- e. Construct a ten question written test and answer key to measure the objectives

Methods of Instruction: lecture, PowerPoint.

Unique Requirements of the Class: Final presentations must be presented in business casual or uniform. Subject to 10% deduction for inappropriate dress.

College Policies and Web Information

Academic Dishonesty

Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance:

- (1) Cheating on an exam,
- (2) Collaborating with others on work to be presented, if contrary to the stated rules of the course,
- (3) Submitting, if contrary to the rules of the course, work previously submitted in another course,
- (4) Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed,
- (5) Plagiarism.

Please refer to the **Palm Beach Community College Student Handbook** (www.pbcc.edu/Documents/Marketing/studenthandbook.pdf) for further information.

Classroom Etiquette and Student Behavior Guidelines

Students will demonstrate respect for professors and fellow students. Behavior that is disruptive to a positive learning environment reported by the professor will result in a warning on the first instance; the second instance might result in expulsion from the course or campus.

Computer Competency Component

Each student will, to the satisfaction of the professor, demonstrate a fundamental understanding of basic computer operations through various professor-determined exercises and/or assignments.

Disability Support Services

Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of Disability Support Services (DSS). It is the student's responsibility to contact Disabled Student Services Advisors and to submit appropriate documentation prior to receiving services. Please see the website at www.pbcc.edu/disabilities.xml.

Eating, Drinking and Smoking



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Eating and drinking are confined to areas designated on the campus. Smoking is not permitted in any College building and only in areas designated at each campus.

Student Responsibility Policy

When a student attends the College, s/he becomes subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner, in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College policies and procedures as published in the student handbook, the College catalog and other College publications. The student will be responsible for preparing for class, participating in class, and completing assignments on time.

PBCC Websites of Interest

Please see this web page (www.pbcc.edu/x340.xml) for a list of web addresses for students.

Withdrawal Policy for Individual Courses

The last day to withdraw from a College course with a "W" grade in this course is February 25, 2010. It is the responsibility of the student to use the PantherWeb system or visit a campus Registrar's office to withdraw. An official withdrawal entitles the student to a grade of "W" in the class.

Department Contact Information

Department Contact Name: B. Val Williams
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February 2009