

Course Syllabus

Department : Criminal Justice
Course Title : Emergency Telecommunications
Section Name : CJLE
Start Date : 08-27-2012
End Date : 12-14-2012
Modality : On-Line Course
Credits : 3

Instructor Information

Name : Troy N. Thomas
OC Email : tthomas@odessa.edu (I will only contact students using their OC email address. Be sure to check your OC accounts DAILY for announcements and updates)
OC Phone # : 432- 335-6540

Office Location : ET-158

Fall Office Hours:

Monday: 1:30 - 4 PM

Tuesday: 1:30 – 4 PM

Wednesday: 1:30 – 4 PM

Thursday: 1:30 – 4 PM

Friday: By Appointment Only

Help from the instructor is available **at your** request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

Student Success Coaches

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

Course Description

The course will examine the basic understanding of the emergency communications function, responsibilities and guidelines. History of emergency communications, including current and future trends in the field. The course will encompass all areas of emergency communications including

police, fire and emergency medical services.

Prerequisites/Corequisites

None

ICOs – 1,2,4,5

Course Objectives

1. The student will describe and explain the emergency communications function.
2. The student will identify the various responsibilities and guidelines followed by emergency telecommunications personnel.
3. The student will show the relationship shared by Emergency Telecommunications and police, fire and emergency medical personnel.
4. The student will use correct language skills, grammar and punctuation.
5. The student will learn to proofread documents.

Required Readings/Materials



Telecommunicator, 1st edition

International Fire Service Training Association

Course Requirements (Lectures, Assignments and Assessments)

Assignments

Discussion Questions and Participation: 25% of final grade

Each Monday morning at 8:00 a.m., a new discussion question will be posted. This discussion will remain open until the following Saturday at 11:30 p.m. so that students may make comments and/or ask questions of fellow students or myself. These questions will be relevant to the reading

material assigned for that week. Your discussion and attendance grade will be based on you logging in to the discussion board and contributing to the discussion on four different days between the Monday that the discussion is opened and the Sunday that the discussion is closed. Although I am not requiring a minimum amount of words per post, I do expect your contributions to be more than an 'I agree' or 'Good post.'

Critical Thinking Exercises and Quizzes: 25% of final grade

Critical Thinking exercises will consist of two page typed responses to discussion points and key topics throughout the semester. The Quizzes are schedule on specific dates. The Quizzes will cover 3 chapters and consist of 25 questions in the form of fill in the blank and multiple choice. (Note: If you utilize the Cornell note taking method, you should have no problem with compiling study material for the quizzes and final exam. See the reference material contained in the course documents)

Special Project: Interview with a Professional in the field of Telecommunications: 25% of final grade

The midterm project will consist of a typed paper covering the interview with a Telecommunications professional and follow up research about specific facts revealed in the interview (e.g. the professional talks about a specific CAD system used or their governing agency). The student will be required to follow up on at least (2) two facts using outside sources. The paper will be 4 pages in length and written in the APA style format. Due date still to be determined. (Attached in the course documents is a guide to writing in APA style format)

Final Exam: 25% of final grade

The final exam will consist of a comprehensive exam consisting of multiple-choice questions, fill in the blank, true and false and short answer questions. The exam will cover the entire content of the book and addition material revealed in the discussions.

Grading Policy

90-100 – A
80-89 – B
70-79 – C
60-69 – D
Below 59 – F

Week 1: August 27- 31

Chapter 1: Evolution and Scope of Public Safety Communications

Answer Discussion Question-Due by 11:30 p.m. on 09-1-12

Week 2: September 3 - 7

Chapter 1: Evolution and Scope of Public Safety Communications

Answer Discussion Question-Due by 11:30 p.m. on 09-8-12

Week 3: September 10-14

Chapter 2: Facilities, Mechanical Systems, and Organizations

Answer Discussion Question-Due by 11:30 p.m. on 09-15-12

Week 4: September 17-21

Chapter 2: Facilities, Mechanical Systems, and Organizations

Answer Discussion Question Due by 11:30 p.m. on 09-22-12

Week 5: September 24-28

Chapter 3: Telephone Systems

Answer Discussion Question Due by 11:30 p.m. on 09-29-12

*****Take Quiz** – Covering Chapters 1-3. You will have 60 minutes to complete the exam and are only allowed one attempt. NO EXCEPTIONS! Test will be open from 10-1-12 at 8 a.m. to 10-3-12 at 11:30 p.m.

Week 6: October 1-5

Chapter 4: Radio Systems

Answer Discussion Questions due by 11:30 p.m. on 10-6-12

Week 7: October 8-12

Chapter 4: Radio Systems

Answer Discussion Question due by 11:30 p.m. on 10-13-12

Week 8: October 15-19

Chapter 5: Alarm Systems

Answer Discussion Question due by 11:30 p.m. on 10-20-12

Week 9: October 22-26

Chapter 5: Alarm Systems

Answer Discussion Question due by 11:30 p.m. on 10-27-12

Week 10: October 29-November 2

Chapter 6: Qualities of a Telecommunicator

Answer Discussion Question due by 11:30 p.m. on 11-3-12

*****Take Quiz** – Covering Chapters 4-6. You will have 60 minutes to complete the exam and are only allowed one attempt. NO EXCEPTIONS! Test will be open from 11-5-12 at 8 a.m. to 11-7-12 at 11:30 p.m.

Week 11: November 5- 9

Chapter 7: Call Taking Skills

Answer Discussion Question due by 11:30 p.m. on 11-10-12

Week 12: November 12-16

Chapter 8: Dispatching Skills/Radio Broadcasting

Answer Discussion Question due by 11:30 p.m. on 11-17-12

Week 13: November 19-23

Chapter 8: Dispatching Skills/Radio Broadcasting

Answer Discussion Question due by 11:30 p.m. on 11-24-12

Week 14: November 26-30

Chapter 9: Fire Service Operations for the Telecommunicator

Answer Discussion Question due by 11:30 p.m. on 12-1-12

Week 15: December 3-7

Chapter 9: Fire Service Operations for the Telecommunicator

Answer Discussion Question due by 11:30 p.m. on 12-8-12

Week 16: December 10-13

Final Exam Review

Final Exam Date: TBA

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Student Success

This course Emergency Telecommunications, CJLE #1372 – fall 2012 has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the Criminal Justice program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the ["Ask a Librarian"](#) service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

Information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

DISCLAIMER: Each student is responsible for checking the syllabus frequently, as it will be updated as often as needed.